



Ministry of Civil Service and Administrative Reforms

5 March 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 17 of 2014

E/70/51/03/05 V.5

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Human Resource Management Information System Project – Data Migration Phase

The Human Resource Management Information System (HRMIS) is now entering the Data Migration Phase, which, inter alia, comprises several stages, namely: Data Extraction/Capture, Data Input, Data Cleansing, Maintenance of Cleansed Data and Validation of the correctness of the data.

2. In this connection, the State Informatics Ltd (SIL) has developed a web-based Data Cleansing Application, which would be accessed through the Government On-Line Centre (GOC) by authorized officers of Ministries/Departments to undertake the abovementioned exercises. All Coordinators will, in due course, be invited to attend a training session to help them understand and use the system effectively.
3. A Data Capture Form, as per model at Annex I, has been designed to facilitate data extraction/capture/cleansing/input exercises. Officers involved in the exercises will have to ensure that correct data is being extracted from the Personal Files of employees and properly recorded in the form, for eventual input to the abovementioned Data Cleansing Application. The PDF format of the Data Capture Form is available on this Ministry's website (<http://civilservice.gov.mu>) and copies thereof have to be printed according to your respective requirements.
4. The Data Capture Form in respect of officers who are posted to one Ministry/Department but are paid by another Ministry/Department should be filled-in by the Ministry/Department where the officers are being paid. Appropriate arrangements should, however, be made to capture any missing data in case all the required information is not available in the Ministries/Departments where the officer/s are being paid.
5. There may be a lapse of time between data extraction and input to the Data Cleansing Application and eventual migration to the HRMIS. It is, therefore, essential that data already captured be maintained up to date at ALL times. It is advisable to do so on the Data Capture Form itself as same would be used as the source document for data input. However, once input of an employee's data is completed, maintenance of the data would have to be effected directly in the Data Cleansing Application, immediately after a change to the employee's record has occurred.



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6. The overall responsibility to ascertain correctness of data rests on the officers-in-charge of HR Divisions, who may call upon other senior officers of the HRM Cadre to help in handling such tasks, especially where the volume of works would be extremely high. The Data Capture Form should imperatively be signed by officers who are recording the data, validating the data and eventually by those who would input the data in the Application. For monitoring and evaluation purposes, the duly filled-in Data Capture Forms relating to **employees** should be safely kept by the HR Division.

7. Support staff involved in the exercises should be properly briefed on the importance of the tasks assigned and on the need for employees' data to be kept secured from unauthorised access.

8. In view of its bearing on the implementation schedule of the HRMIS Project, the abovementioned activities will have, as far as possible, to be completed within a time frame of **3 to 4 months as from mid March 2014**. Appropriate arrangements should therefore be made by Ministries/Departments for the timely completion thereof.

9. Ministries/Departments should see to it that adequate "ICT" facilities, connected to the GOC infrastructure, are made available to the Human Resource and Finance Divisions, wherever such facilities are not available. The Central Information Systems Division would have to be consulted for any technical assistance required on this matter.

10. For the smooth implementation and coordination of the exercises involved, four Assistant Managers, HR posted to the HRMIS Unit of this Ministry have been assigned to Ministries/Departments as indicated at **Annex II**. These officers may be contacted for any additional information/clarification on the exercise.

11. Your usual collaboration is being relied upon.

S. Seebaluck
Senior Chief Executive

HRMIS: DATA CAPTURE FORM (MODEL)

Ministry/Department	Information and Communication Technology ✓
Division/Branch	Central Informatics Bureau ✓
Prog/Sub-Prog	662 / 66203 ✓

SECTION A: PERSONAL DETAILS

PF No.	ICT/PF/1234 ✓	Departmental No. (for Disciplined Forces)	
Medals/Distinctions/Commendations received (e.g. PLSM, GOSK, etc)			

Title: Mr Mrs Miss Others (Please specify) Dr (Mrs) (e.g. Dr.(Mrs), etc) ✓

(* In block letters please)

NIC/	G 2 5 0 1 7 0 X X X X X X X X	Date of Birth/	DD	MM	YYYY
Surname*	SMITH ✓	Passport No.	2	5	0 1 1 9 7 0
Other Names*	JOAN ✓	Diplomatic			
Maiden Name* (if applicable)	SWIFT ✓	Personal ✓	X	X	X X X X X

Gender: / Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	Marital Status: / Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>	Disability (if any) / Left Thumb Missing
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Residential Address	Floor No. & Building Name	5 th Floor, Flat Fon Sing ✓
	No. & Street Name	3 Andre Decatter Street ✓
	Sub locality	Marcellement Mon Desert ✓
	Town/Village + Postcode (if any)	Moka 80824 ✓
	Country	Mauritius

Present Address (for officer on leave abroad, tour of service in embassies & outer islands, etc)	Floor No. & Building Name	
	No. & Street Name	
	Sub locality	
	Town/Village + Postcode (if any)	
	Country	

Email Address	jsmith@mail.gov.mu ✓		
Phone No	Home: XXX XXXX ✓	Office: XXX XXXX ✓	Mobile: 5 XXX XXXX ✓
Fax No	Home: XXX XXXX ✓ (if applicable)	Office: XXX XXXX ✓	

Emergency Contact Details:

Name *	MR WAY FORWARD SMITH ✓		
Relationship	Son ✓		
Phone No	Home: XXX XXXX ✓	Office: XXX XXXX ✓	Mobile: 5 XXX XXXX ✓

SECTION B: EMPLOYMENT DETAILS (Present Employment)	
Present Grade	Senior Programme Manager
Capacity <i>(Substantive, Student, Contract, Apprentice, Trainee, Part Time, etc)</i>	Temporary
Date of Present Appointment	DD 2 7 MM 1 1 YYYY 2 0 1 3
Status <i>(In post, on secondment, on leave with pay, on leave without pay, on injury leave, under interdiction, on pre-retirement leave, etc)</i>	In Post
Date of Substantive Appointment <i>(To specify substantive grade)</i>	DD 2 7 MM 1 1 YYYY 2 0 0 9 Substantive Grade: Programme Manager
Seniority Placing in Substantive Grade	2 nd
Date Joined Ministry	DD 0 1 MM 1 2 YYYY 2 0 1 3
Present Posting (Section/Unit)	Project Management
Effective Date of Present Posting <i>(in Section/Unit)</i>	DD 0 3 MM 1 2 YYYY 2 0 1 3
Date of Medical Examination	DD 1 0 MM 0 1 YYYY 2 0 0 0
Medical Examination Report	Fit <input checked="" type="checkbox"/> Unfit <input type="checkbox"/> Temporarily Unfit <input type="checkbox"/> From DD MM YYYY To DD MM YYYY
Date Signed Official Secrets Act on joining the service	DD 0 3 MM 0 1 YYYY 2 0 0 0

STATEMENT OF SERVICE	DD	MM	YYYY	T/S	Specify Grade held
Date Joined Service	0 3	0 1	2 0 0 0	T	Employed to give assistance at Clerical Officer/Higher Clerical Officer level
Date of First Appointment	1 5	0 3	2 0 0 0	S	Clerical Officer/Higher Clerical Officer
Date of Confirmation	3 1	0 1	2 0 0 1	S	Clerical Officer/Higher Clerical Officer
Date of Subsequent Appointments <i>Specify Temporary(T)/Substantive(S)</i>	1 4	0 2	2 0 0 5	S	Executive Officer
	2 7	1 1	2 0 0 8	S	Senior Officer
	1 4	0 4	2 0 0 9	T	Examiner of Accounts
	2 7	1 1	2 0 0 9	S	Programme Manager
	2 7	1 1	2 0 1 3	T	Senior Programme Manager

PRB Report Options [Tick (v) as appropriate]

Option	2003	2008	2013	Remarks (if any)
Accept All <i>(inclusive of modification to Pension Laws)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Accept All <i>(exclusive of modification to Pension Laws)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reject All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION C: QUALIFICATIONS Qualifications (Academic, Technical, Professional & Others)										
Qualification Type (Cambridge SC, Cambridge HSC, Certificate, Diploma, called to the Bar etc...)	Qualification Details		Educational Institution Attended	Duration		Date of Issue of Certificate				
	Subject	Grade		From	To	DD	MM	YYYY		
			e.g (Jan 1994)	e.g (Dec 1995)						
Cambridge SC	English Language French Language	A C	XXXXX SSS	Jan 1992	Nov 1996	X	X	X	X	X
Cambridge HSC	Main: Mathematics Sub: French	A B	XXXXX SSS	Jan 1997	Nov 1998	X	X	X	X	X
Degree in Programme Management	Second Class - First Division		University of Mauritius	Aug 1999	Jan 2006	X	X	X	X	X
Post Graduate PHD	Distinction		University of Mauritius	Jan 2007	Dec 2007	X	X	X	X	X

SECTION D: TRAINING COURSES FOLLOWED FOR LAST 3 YEARS – LOCAL & OVERSEAS (Award Courses, Workshops, Conferences, Missions, etc)				
Training Course	Training Institution	Duration DD/MM/YYYY		Remarks (Date of Award, Sponsorship, etc)
		From	To	
Mission Abroad	SADC-Botswana	10/03/2011	14/03/2011	Fully Sponsored Government of Botswana

SECTION E: EMPLOYMENT HISTORY (To include period of actingship/assignment of duties, Tour of Service, etc)			
Grade	Ministry/Department	Duration (DD/MM/YYYY)	
		From	To
Employed to give assistance at Clerical Officer/Higher Clerical Officer level	National Transport Authority	03/01/2000	14/03/2000
Clerical Officer/Higher Clerical Officer	Social Security	15/03/2000	11/05/2003
Clerical Officer/Higher Clerical Officer	Civil Service Affairs	12/11/2003	13/02/2004
Executive Officer (Acting)	PMD - Civil Aviation Dept	14/02/2004	13/02/2005
Executive Officer	PMD - Civil Aviation Dept	14/02/2005	26/11/2008
Senior Officer	PMD - Civil Aviation Dept	27/11/2008	13/04/2009
Examiner of Accounts	Tour of Service - Rodrigues Regional Assembly	14/04/2009	26/11/2009
Programme Manager	ICT - Central Informatics Bureau	27/11/2009	26/11/2013
Senior Programme Manager	ICT - Central Informatics Bureau	27/11/2013	To date

SECTION F: BREAK IN SERVICE (Leave Without Pay, etc)			
Reason	Duration (DD/MM/YYYY)		Remarks (Specify whether contributed (18% or 25 %) to preserve pensionable service)
	From	To	
Leave Without Pay (to take up employment in Private Sector)	12/05/2003	11/11/2003	Contributed 25 %

SECTION G: OTHER DETAILS

(Incremental Credit, Disciplinary Action, Injury Leave, Duty Free/ Car Loan, Car Allowances, etc)

Incremental Credit			
	No. of Increments	Date Granted (DD/MM/YYYY)	Remarks
Additional Qualifications	2	15/08/2006	BSc (Hons) Project Management
Previous Experience			
Beyond Top			
24 Years' Service in a single grade			
Others:			

Disciplinary Action (date of interdiction, reinstatement, resumption of duty, etc)														
Offence committed (inside or outside service)		Possession of Illicit Drugs (outside service)												
Date of Offence		DD	2	0	MM	1	2	YYYY	2	0	0	6		
Date			Major Events						Remarks					
DD	MM	YYYY												
2	1	1	2	2	0	0	6	Interdicted						
2	1	1	2	2	0	0	6	Police Investigation						
3	1	0	1	2	0	0	7	DPP advised prosecution						
2	5	1	1	2	0	0	7	Case dismissed						
1	5	1	2	2	0	0	7	PSC approved reinstatement						
1	6	1	2	2	0	0	7	Officer reinstated with effect from date of interdiction						Date of letter of reinstatement
1	7	1	2	2	0	0	7	Officer resumed duty						

Injury Leave														
Injury Type		Wrist fractured when slipped on staircase in office												
Date Injured		DD	0	1	MM	1	1	YYYY	2	0	1	0		
Date			Major Events						Remarks (% of incapacity, etc)					
DD	MM	YYYY												
0	1	1	1	2	0	1	0	Injury reported						
3	1	0	1	2	0	1	1	Departmental Injury Board Report						Satisfied all 3 conditions for grant of Injury leave
0	1	0	4	2	0	1	1	Injury Committee Report						1% incapacity

Duty Free: Car, Auto Cycle, Motor Cycle & Loan, Car Allowance, etc				
Type of Benefits	Entitlement	Date of Application (DD/MM/YYYY)	Date Approved (DD/MM/YYYY)	Remarks
Duty Free remission	70%	30/11/2009	03/12/2009	1 st application
Car loan		30/11/2009	03/12/2009	1 st application

**Ministry of Civil Service & Administrative Reforms
(Human Resource Management Information System)**

Miss Panchoo, Assistant Manager, Human Resources

Contact No: 5 448 08 79

Email Address: spanchoo@mail.gov.mu

	MINISTRIES/DEPARTMENTS
1	Health & Quality of Life
2	<i>Dr Jeetoo Hospital</i>
3	<i>SSRN Hospital</i>
4	<i>Flacq Hospital</i>
5	<i>J. Nehru Hospital</i>
6	<i>Victoria Hospital</i>
7	Information & Communication Technology
8	<i>Central Informatics Bureau</i>
9	<i>Central Information Systems Division</i>
10	Information & Communication Technologies Appeal Tribunal
11	Local Government & Outer Islands
12	<i>Civil Aviation Services</i>
13	Youth & Sports

	DEPARTMENTS
1	Local Government Service Commission
2	Public Service Commission & DFSC

Ministry of Civil Service & Administrative Reforms (Human Resource Management Information System)	
Mrs. Korlapu-Bungaree, Assistant Manager, Human Resources Contact No: 5 448 08 53 Email Address: rkorlapu-bungaree@mail.gov.mu	
	MINISTRIES/DEPARTMENTS
1	<i>National Archives</i>
2	Education & Human Resources
3	<i>Zone 1</i>
4	<i>Zone 2</i>
5	<i>Zone 3</i>
6	<i>Zone 4</i>
7	Energy & Public Utilities
8	<i>Water Resources Unit</i>
9	Environment & Sustainable Development
10	<i>Environment & Land Use Appeal Tribunal</i>
11	<i>Valuation & Real Estate Consultancy Services</i>
12	Housing and Lands
13	Prime Minister's Office
14	<i>Civil Status Division</i>
15	<i>Data Protection Office</i>
16	<i>External Communications</i>
17	<i>Forensic Science Laboratory</i>
18	<i>Government Information Service</i>
19	Government Printing
20	<i>Mauritius Oceanographic Institute</i>
21	<i>Pay Research Bureau</i>
22	<i>Strategic Policy Unit</i>
23	Social Integration & Economic Empowerment

DEPARTMENTS	
1	Electoral Commissioner's Office
2	Electoral Boundaries Commission & Electoral Supervisory Commission
3	Employment Relations Tribunal
4	National Assembly
5	National Audit Office
6	National Human Rights Commission

Ministry of Civil Service & Administrative Reforms (Human Resource Management Information System)	
Mrs. Soondron, Assistant Manager, Human Resources	
Contact No: 212 95 12	
Email Address: ksoondron@mail.gov.mu	
MINISTRIES/DEPARTMENTS	
1	Agro Industry & Food Security
2	Arts & Culture
3	Attorney General's Office
4	Business, Enterprise & Cooperatives
5	<i>Cooperatives Div</i>
6	Civil Service & Administrative Reforms
7	Finance & Economic Development
8	Assessment Review Committee
9	Central Procurement Board
10	<i>Companies Division</i>
11	Finance Operations Cadre
12	Internal Control Cadre
13	Procurement & Supply Cadre
14	<i>Registrar General Department</i>
15	<i>Statistics Mauritius</i>
16	<i>The Treasury</i>
17	Fisheries
18	Foreign Affairs, Regional Integration & International Trade
19	<i>International Trade Div</i>
20	Gender Equality, Child Development & Family Welfare
21	Industry, Commerce & Consumer Protection
22	<i>Commerce & CP Div</i>
23	Labour, Industrial Relations & Employment
24	<i>Employment Division</i>
25	<i>Office of Public Sector Governance</i>

26	Public Infrastructure, National Development Unit, Land Transport & Shipping
27	<i>Energy Services Div</i>
28	<i>Land Transport Div</i>
29	<i>National Development Unit</i>
30	<i>National Transport Authority</i>
31	<i>Public Infrastructure Div</i>
32	<i>Shipping Div</i>
33	Social Security, National Solidarity & Reform Institutions
34	Tertiary Education, Science, Research & Technology
35	Tourism & Leisure

	DEPARTMENTS
1	Equal Opportunities Tribunal
2	Office of DPP
3	Office of the President
4	Office of the Vice President
5	Ombudsman's Office
6	Ombusperson for Children's Office
7	The Judiciary

Ministry of Civil Service & Administrative Reforms (Human Resource Management Information System)	
Mr. Narain, Assistant Manager, Human Resources Contact No: 5 448 08 76 Email Address: donarain@mail.gov.mu	
	MINISTRIES/DEPARTMENTS
1	<i>Mauritius Fire and Rescue Service</i>
2	<i>Mauritius Meteorological Services</i>
3	<i>Mauritius Police Force</i>
4	<i>Mauritius Prisons Service</i>
5	<i>Rodrigues Division</i>