



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

18 April 2014

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 28 of 2014  
E/70/51/03/05

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

To: Supervising Officers in charge of Ministries/Departments

**HRMIS PROJECT – Validation of User Requirement Document**

Please refer to this Ministry's Circular Letter No.84 of 2013 dated 12 December 2012 whereby you were informed that the State Informatics Ltd (SIL) would proceed with the System Requirement Gathering Exercise as from 16 December 2013.

2. The abovementioned exercise having been completed, SIL has, on the basis of inputs supplied to it by all Ministries/Departments, produced a reviewed User Requirement Document (URD). The contents of the document now need to be perused and validated by all stakeholders prior to signing-off thereof by this Ministry.
3. The common requirements will be validated by this Ministry whereas those specific to Ministries/Departments, would need to be examined and validated by the respective Ministries/Departments.
4. The HRMIS Unit of this Ministry will be sending the required information (in soft version) to the Coordinators concerned who will arrange for the validation thereof by management, after consultation with the Officer-in-Charge of the HR (on HR matters) and the Finance Divisions (on financial operations matters), as appropriate.
5. Ministries/Departments should confirm, in writing, whether their respective requirements are correct or not. Amendments to be brought, if any, should also be indicated.
6. Ministries/Departments are expected to respond by **Monday 28 April 2014**. Passing this date, it will be assumed that your Ministry/Department is agreeable to the proposal contained in the reviewed URD. Should the need arise, the relevant officers will be convened by this Ministry to finalise matters.
7. Guidance, if required, may be sought from officers of the HRMIS Unit as indicated in this Ministry's Circular Note. 17 of 2014
8. I continue to rely on your full support to make the HRMIS project a success.

  
(S. Seebaluck)  
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service