Ministry of Civil Service and Administrative Reforms

6 January 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 3 of 2014

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

To: Supervising Officers i/c of Ministries/Departments

Implementation of the Human Resource Management Information System Project

Please refer to this Ministry's Circular Letter No. 65 of 2013 issued on 24 September 2013 in which you were informed that the Human Resource Management Information System (HRMIS) Project would be implemented on a phased basis at six pilot sites.

2. After further consideration, the HRMIS project would now be implemented across all Ministries/Departments, starting with the Payroll and the basic Core Human Resource (HR) modules. While enabling a comprehensive testing of the core functionalities of the HRMIS, this new approach, will, in no way, affect the implementation schedule mentioned in this Ministry's Circular Letter No. 65 of 2013. In this connection, you may have certainly noted that several working sessions with the Coordinators (officers of HR and Finance Cadres) of your respective organizations are ongoing since November 2013.

3. The Data Capture/Cleaning exercise is expected to start in February 2014 and may last for around 4 months. This exercise will in the first instance cover existing employees to allow the Payroll and basic core HR modules to be implemented as scheduled.

4. I seize this opportunity to inform you that several important events/activities have been planned for this year with a view to facilitating the implementation process. These will include a high level meeting with all Supervising Officers and several capacity building working sessions with all the designated HRMIS Coordinators, of Ministries/Departments. Relevant communication would be addressed as and when required to keep you informed of developments on the project.

5. I rely on your usual collaboration.

S. Seebaluck
Senior Chief Executive