



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

21 May 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No 33 of 2014

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

To: Supervising Officers in charge of Ministries/Departments

Implementation of the HRMIS Project

The Ministry of Civil Service and Administrative Reforms would like to thank you for your sustained collaboration during the validation exercise of the reviewed user Requirements Document (URD).

2. However, prior to giving the greenlight to the State Informatics Ltd (SIL) to embark on the "Design Phase" of the Project, Ministries/Departments which have not yet submitted the signed copy of their respective validated specificities are requested to do so immediately.

3. The attention of Supervising Officers is also being invited to the following:

(a) **Data Input Exercise**

The Data Input Exercise is scheduled to start as from end May/early June 2014. Both the Data Capture exercise, which has started since mid March 2014, and the Data Input exercise will have to be completed by 18 July 2014 at latest. To assist Ministries/Departments in the Data Input exercise, this Ministry will have recourse to the services of Interns from the National Empowerment Foundation. After undergoing appropriate training, the interns will be posted to Ministries/Departments to carry out data input on a full time basis. Arrangements will have to be made at your end for the necessary equipment to be put at their disposal, i.e PC with internet facilities and internet explorer 8.0 as the browser.

(b) **Data Security**

The Interns will be required to sign an undertaking to the effect that they will not reveal to any unauthorized person any information acquired or obtained as a result of or during their internship. Furthermore, a different username and password will be allocated to them to access and use the Data Cleansing Application, developed by SIL for the purpose of Data input.


The usual departmental security controls should, however, be exercised to ensure protection of employees' data and information.

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(c) **Monitoring of Data Capture and Data Input exercise**

For monitoring and evaluation purposes, HR Coordinators should be requested to compile and submit **weekly** status reports, indicating progress achieved relating to the Data Capture and Input exercises. The information has to be communicated via e-mail to the HRMIS Unit of the Ministry at "hrmisunit@mail.gov.mu"

4. For any additional information and guidance on the abovementioned issues, officers of the HRMIS Unit may be contacted as indicated in this Ministry's Circular Letter No 17 of 2014.
5. The Ministry of Civil Service and Administrative Reforms continues to rely on your support for the good progress of the HRMIS Project.


(S. Seebaluck)
Senior Chief Executive

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