



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

06 August 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 47 of 2014
E/70/51/03/57

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

To: Supervising Officers in charge of Ministries/Departments

**Implementation of HRMIS Project
Survey on ICT Facilities in Ministries/Departments**

The attention of this Ministry has been drawn to the fact that HR and Finance Divisions in some Ministries/Departments are not sufficiently equipped with ICT facilities to enable the implementation of the Human Resource Management Information System (HRMIS) Project.

2. In this connection, a survey is being conducted to determine the requirements of ICT facilities for all HR and Finance Divisions across the service. It is to be noted that a new computer need not be provided to each and every officer in these divisions.

3. Moreover, to enable public officers to access, in due course, the "Self Service" Application, which forms part of the HRMIS Project, relevant information regarding ICT Infrastructure in outstations and the existence of "IT" Corners in Ministries/Departments is also being collected.

4. It would therefore be highly appreciated if the attached Questionnaire could be filled in and submitted to this Ministry (attention HRMIS Unit, 6th Floor, Atom House, Port Louis) **by Friday 18 August 2014 at latest**. A nil return would be assumed if no reply is received by the prescribed date.

S. Sebaluck

Senior Chief Executive

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

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
SURVEY ON ICT REQUIREMENTS IN CONNECTION WITH HRMIS PROJECT**

EXPLANATORY NOTES

IMPORTANT: Please read the explanatory notes carefully before filling in the questionnaire.

1. Objective of the Survey

The purpose of this survey is to assess the requirements of ICT facilities in HR and Finance Divisions as well as in the Outstations of Ministries/Departments to ensure a smooth implementation of the HRMIS project. This Ministry would also wish to know whether an "IT Corner" with internet facilities exist in Ministries/Departments where employees would be able to access specific modules of the HRMIS when the system will become operational.

It is important to note that data collected through this survey will be used to sufficiently equip the HR and Finance Division with ICT facilities. The number of IT equipment to be made available will, however, not necessarily be equal to the number of officers working in these Divisions/Sections.

2. The Questionnaire

Part A and **Part B** deal with the status of ICT facilities in HR and Finance Divisions including their respective Units, if any.

Part C will help to identify whether an 'IT Corner' exists in Ministries/Departments.

Part D deals with ICT facilities in Outstations and should be filled in, if applicable.

PART E has to be filled in by the Officer who has been designated to carry out the survey in the Ministry/Department concerned.

Notes:

- i. The collaboration of CISD officers posted to your Ministry/Department (if any) should be enlisted to facilitate filling in of the Questionnaire.
- ii. A soft copy of the Questionnaire may be obtained from the HRMIS Unit, Ministry of Civil Service and Administrative Reforms on request via email addressed to pgoorchurn@mail.gov.mu.
- iii. For the purpose of this survey, the terms, 'Unit', 'GINS', 'Outstations', 'Internet Browser' and 'IT Corner' are defined at Annex to this Explanatory Notes.

3. Time frame for submission of the Questionnaire

The Questionnaire duly filled in should be submitted in **hard copy** to the HRMIS Unit of the Ministry of Civil Service and Administrative Reforms, 6th Floor, Atom House, Port-Louis, by **Monday, 18th August 2014**, at **latest**. In case, no reply is received by that date, it will be assumed that your organization has all the necessary ICT facilities.

For any additional information/clarification on the Survey and/or the Questionnaire, please contact Mrs Prema Goorchurn on Phone number 5448-0952/0962, or via email on pgoorchurn@mail.gov.mu.

Your participation in the survey represents a valuable contribution towards the success of the HRMIS project.

06th August 2014

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
SURVEY ON ICT REQUIREMENTS IN CONNECTON WITH HRMIS PROJECT**

ANNEX

SOME DEFINITIONS

These definitions are being given to facilitate common understanding of the terms used in the Questionnaire

1. <u>Unit</u>	<p>A Unit in relation to this survey means the smallest entity of the HR or Finance Division dealing with specific HR or Financial matters.</p> <ul style="list-style-type: none">i. For example the HR Division of the Ministry of Health and Quality of Life comprises various Units, namely Minor Grade, Nursing Grade, Medical and Para-Medical Grade, Public Health Officers, General Services, etc.ii. A Finance Division in a Ministry/Department comprises Units like Personal Emoluments, Other Charges, Payable Order, Capital, Revenue, and Examiner, etc.
2. <u>GINS</u>	<p>'GINS' is the acronym used for Government Intranet Network System. It is a private network available at the Government Online Centre which connects all the Ministries/Departments/Divisions/Units.</p>
3. <u>Outstations</u>	<p>An Outstation is defined as a Division/Section/Unit located outside the premises of a Ministry/ Department. It can be a Regional office like Education Zones, Regional Hospitals or Area Health Centers, Social Security Offices, Government Primary and Secondary Schools, etc.</p> <p>In the case of Police Department, where HR and Finance Divisions are centralized, Divisions or Departments like the SMF, NCG, and District Headquarters would be considered as Outstations. A separate Questionnaire should, however, be filled in for each of these Outstations. Details on the different Police Stations/Posts operating under each Outstation should be included in annexes and attached to the questionnaire of the respective Outstation.</p>
4. <u>Internet Browser</u>	<p>An internet browser is the program that is used to access the internet and view web pages on your computer. Examples of Internet Browser are: Mozilla Firefox, Internet Explorer, and Google Chrome.</p>
5. <u>IT Corner</u>	<p>An 'IT Corner' is a specific place in a Ministry/Department where one or more PCs with internet facilities are accessible to employees.</p>

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
SURVEY ON ICT REQUIREMENTS IN CONNECTON WITH HRMIS PROJECT**

PART B: STATUS OF ICT INFRASTRUCTURE IN FINANCE DIVISION (In case of insufficient space, please attach annex using the format below)

Name of Units (if applicable)	No. of employees in each Unit	In respect of each of the equipment below, please state the number available in each Unit				Internet Facilities				Please indicate in the appropriate column, the number of PCs equipped with the under mentioned Windows Versions.		
		Personal computer	Laptop	Printer	Scanner	Internet Connection: Please state whether GINS, and/ or ADSL or None	If Internet Connection is available, please tick the appropriate column(s) below to indicate the Browser(s) being used.					
							Internet explorer <8.0	Internet explorer >8.0	Google Chrome		Mozilla Firefox	Windows XP

PART C: 'IT CORNER'

- i. Is an 'IT Corner' available in your Ministry/Department? (Please tick as appropriate) Yes No , if Yes, please reply Questions (ii) and (iii).
- ii. Please indicate the number of PCs with Internet facilities?
- iii. Please indicate: (a) Internet Browser: (b) Windows Versions:

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
SURVEY ON ICT REQUIREMENTS IN CONNECTION WITH HRMIS PROJECT**

PART D: STATUS OF ICT INFRASTRUCTURE IN OUTSTATIONS (if applicable) (in case of insufficient space, please attach annex using the format below)

Details of Outstations (Appellation and Full Address including Building, Street, Town, Village)	No. of employees in each Unit	In respect of each of the equipment below, please state the number available in each Unit				Internet Facilities					Please <i>indicate</i> in the appropriate column, the number of PCs equipped with the under mentioned Windows Versions.		
		Personal computer	Laptop	Printer	Scanner	Internet Connection: Please state whether GINS, and/ or ADSL or None	If Internet Connection is available, please tick the appropriate column(s) below to indicate the Browser(s) being used.						
							Internet explorer <8.0	Internet explorer >8.0	Google Chrome	Mozilla Firefox		Windows XP	Windows 7 and above

PART E: To be filled in by an authorized officer of the Ministry/Department:

I hereby certify that the information above is true and accurate	
Full Name	Designation
Signature	Date