



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

02 October 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 66 of 2014
E/41/13/01 (T)

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

To : Supervising Officers in charge of Ministries/Departments

Implementation of Performance Management System (PMS) - Moderation and Appeal Procedures

Please refer to this Ministry's Circular letter No. 22 of 19 March 2014 whereby you were invited to provide feedback on the status of PMS implementation in your respective organizations.

2. Out of the 54 Ministries/Departments which were contacted, 39 responded positively to the PMS monitoring questionnaire, representing a response rate of 72%. Supervising Officers of Ministries/Departments which are still facing challenges regarding the implementation of PMS will be approached again soon with a view to identifying bottlenecks, if any, and determining the assistance required accordingly.
3. The information gathered from the survey was, nevertheless, very helpful and measures are being initiated to strengthen and sustain the management of performance at all levels in the Civil Service in the light of feedback, comments and suggestions submitted.
4. In this respect, the Moderation and Appeal procedures have been reviewed and streamlined. The role and authority of the Next Level Supervisor in the moderation of conflicts between Appraiser and Appraisee have been clearly defined and enhanced. Supervising Officers have been given the option to extend the composition of the Appeal panel to members from outside their organizations with a view to increasing its effectiveness and impartiality.

/2...

5. A booklet on "Moderation and Appeal Processes" together with a new form for Appeal have been designed by this Ministry to better assist you in dealing with the issue. Copies of the documents are enclosed.

6. You are kindly requested to ensure that all officers are acquainted with the revised procedures for moderation and appeal and copies of the booklet are made available in each Section of your organization. Additional copies may be collected from the **PMS Secretariat** of this Ministry which can be contacted on phone number **2011379** and email address pmssec@mail.gov.mu . A soft copy of the documents can also be viewed on the website of this Ministry.



S. Seebaluck
Senior Chief Executive

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