



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

07 November 2014

Ministry of Civil Service and Administrative Reforms
Circular Note No 18 of 2014
E/41/13/02 V6

From : Ag Senior Chief Executive, Ministry of Civil Service & Administrative Reforms
To : Supervising Officers in charge of Ministries/Departments

Performance Management System (PMS)

Please refer to this Ministry's Circular Letter No. 66 of 02 October 2014 where you were informed, *inter-alia*, that a PMS monitoring survey had been carried out with a view to gathering feedback, comments and suggestions that could help to strengthen and sustain the management of performance at all levels in the Civil Service.

2. Among the 39 Ministries/Departments which responded positively to the monitoring questionnaire, 25,384 officers representing a percentage of 97% completed their final performance appraisal in 2013. However, it is a matter of concern that performance information is not available regarding nearly 50% of the total workforce, mainly from Ministries/Departments which did not participate in the monitoring survey.

3. You are therefore, once more, strongly advised to personally monitor the final appraisal phase of the Performance Management Cycle with a view to avoiding any obstacle or bottleneck that might hinder the payment of increment to eligible officers in January 2015. Heads of Sections/Divisions of your Ministry/Department should ensure that the timeline for final appraisal is strictly adhered to and that all appraisals are finalized before **mid-December** to enable the Human Resource and Finance Sections to take action as appropriate.

4. Further, the PMS should not be viewed as a mere 'form-filling' exercise, but as an effective tool to better manage resources and to ensure the achievement of priority objectives and set targets. It is, therefore, imperative that the developmental aspect of PMS be given due importance, training gaps identified and actions be initiated to bridge performance gaps, wherever appropriate. The use of the Performance Improvement Plan (PIP) as a means to facilitate the improvement of unsatisfactory performance and monitor progress should also be optimized. You may wish to liaise with the Human Resource Development Division of this Ministry for the mounting of the appropriate training programmes, **on a needs basis**.

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5. This Ministry will continue to monitor the implementation of PMS in Ministries/Departments across the service. The PMS Secretariat and PMS Coordinators are available on phone number 2011379 or email address pmssec@govmu.org regarding any pertinent issues or additional information that may be required.

6. I rely on your usual cooperation and collaboration for the smooth implementation and sustenance of this important project.



I. M. Oree (Mrs)
Ag Senior Chief Executive

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