



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

06 March 2015

**Ministry of Civil Service and Administrative Reforms  
Circular Letter No 10 of 2015  
E/41/13/13**

**From : 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 Note No. 18 of 07 November 2014, wherein you were requested to personally monitor the final appraisal phase of the Performance Management Cycle (PMC) 2014 with a view to ensuring its smooth and timely implementation.

2. The PMS is being implemented since a few years now and is gradually developing into a strategic Human Resource Management tool to ensure the optimum utilization of human resources across the service. As part of Government's plan to modernise the public sector and improve the delivery of quality services, the continuous monitoring and evaluation of performance of officers at all levels should be ensured. The PMS, therefore, remains a key instrument to support other reform initiatives which will bring about the much needed transformational change in the public service.

3. However, for the system to deliver the desired results, a systematic approach towards its implementation, monitoring and sustenance is required at the level of all Ministries and Departments. The full support and collaboration of officers of the Human Resource Cadre, as drivers of the system, as well as the active involvement of Reform Cells for monitoring the whole process are crucial for ensuring the successful implementation of this major reform.

4. With a view to ascertaining the level of compliance with established PMS procedures by Ministries/Departments and also to gather feedback and suggestions necessary for strengthening and sustaining the management of performance at every level, the annual PMS monitoring survey is now being carried out. It is to be noted that last year, out of 54 Ministries/Departments, 39 responded to the survey questionnaire, representing a response rate of 72%. The monitoring exercise has provided, among others, an insight of the positive experience with the PMS as well

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as the constraints encountered in its implementation. Adjustments are being made, where necessary, taking into consideration views and comments received.

5. It is, therefore, important that all Supervising Officers provide the required information regarding the status of PMS implementation in their respective organisations. This Ministry is looking forward, with your collaboration, to secure a 100% response rate in this exercise. In this respect, a PMS Monitoring Questionnaire covering the final phase of PMC 2014 and the first phase of 2015 cycle is enclosed for necessary action at your end. In view of the importance of this exercise, the proper filling of the questionnaire will have to be ensured before it is returned to this Ministry by **27 March 2015** at latest. Copy of the questionnaire may be downloaded from this Ministry's website "<http://civilservice.govmu.org>".

6. The PMS Secretariat of this Ministry remains at your disposal for any guidance or technical support and may be contacted on phone number **201 1379** and e-mail address: [pmssec@govmu.org](mailto:pmssec@govmu.org).

  
**P. Jhugro**  
**Senior Chief Executive**

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

**Annex**

Please email to [swrasawmy@govmu.org](mailto:swrasawmy@govmu.org) on or before **15 July 2015**

Ministry/Department: _____	
Project Title: _____	
Project Description: _____	
<i>(In not more than 300 words, please submit a brief, highlighting clearly the innovative project objectives, deliverables and outcomes)</i>	
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Contact Person: _____	
Tel No: _____	
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Prepared by: _____	Designation: _____
Approved by: _____	Designation: _____
Date: _____	