



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

27 January 2015

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 5 of 2015
E/70/51/03/53

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

To: Supervising Officers in charge of Ministries/Departments

HRMIS PROJECT – Data Migration Phase

Please refer to this Ministry's Circular Letters No. 17 and 46 of 2014 relating to the data migration phase of the HRMIS Project.

2. The migration of data from the Data Cleansing Application to the HRMIS is scheduled for May 2015. As such, the data input exercise which is still ongoing in some Ministries/Departments has to be completed by **mid-March 2015 at latest** to allow for the timely completion of all preparatory works by the State Informatics Ltd to facilitate the migration exercise. Ministries/Departments which have not yet completed the exercise are therefore strongly advised to do so as a matter of priority.
3. This Ministry will provide additional support to enable remote data input to be effected at the HRMIS Unit of this Ministry. Officers in Charge of the HR Divisions should, however, make appropriate arrangements for the timely submission and collection of their respective validated Data Capture Forms.
4. Ministries/Departments which have already completed the abovementioned exercise are requested to constantly maintain their respective employees' data so that correct data is migrated to the HRMIS.
5. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all the officers concerned.
6. For any additional information/clarification on the matter, the HRMIS Unit may be contacted on 2089512 or 54480879.

P. Jhugroo
Senior Chief Executive

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