



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

11 July 2013

Ministry of Civil Service and Administrative Reforms
Circular Letter No 47 of 2013
E/41/13/01(T)

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

To : Supervising Officers in charge of Ministries/Departments

Performance Management System (PMS) Monitoring

Would you please refer to this Ministry's Circular Note No 6 of 14 February 2013 in which you were informed, *inter-alia*, that the Performance Appraisal Forms (PAFs) developed under the PMS would be the only official tool for monitoring and reporting on individual performance of public officers as from this year.

2. I have no doubt that necessary action has already been taken at your end regarding the first PMS implementation phase with respect to the signing of Performance Agreements between Appraisers and Appraisees. In accordance with the timeline given in the Guidance Notes at the back of the PAFs, we are now expected to be implementing the second phase of the appraisal process which is the mid-term appraisal.
3. To enable this Ministry to better monitor the progress of the PMS across the Civil Service, a feedback mechanism has been devised comprising two questionnaires, one for each phase. Please see attached PMS Monitoring Questionnaires 1 and 2. The quantitative and qualitative information collected will help this Ministry to identify problem areas and address emerging issues to ensure consistency and sustainability of the system.
4. It would be appreciated if you could arrange for the questionnaires to be filled in and returned to this Ministry as follows:
 - For PMS Questionnaire No 1 by 26 July 2013 at latest
 - For PMS Questionnaire No 2 by 18 September 2013 at latest.

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PMS Monitoring Questionnaire No. 1

(to be filled in by officer-in-charge of HR Section)

The purpose of this questionnaire is to collect information for monitoring of PMS across the Civil Service, identify problem areas in the Performance Appraisal exercise and addressing emerging issues in the execution of the PM project.

First Phase of Performance Management Cycle

Ministry/Department:

1. Status position with respect to officers in post as at 31 May 2013

Performance Agreement	Performance Appraisal Forms				
	Senior Management	General	Workmen's Group	Contract Employment	Total
No. of officers required to fill in Performance Agreement					
No. of officers who have <u>not</u> followed training on PMS					
No. of officers who have <u>not</u> signed in Performance Agreement					
Reasons:					
(i) on leave					
(ii) workplan not developed					
(iii) absence of consensus between appraiser and appraisee					
(iv) unwillingness of appraiser/appraisee					
(v) Others (Please specify).....					
.....					
.....					



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PMS Monitoring Questionnaire No. 2

(to be filled in by officer-in-charge of HR Section)

The purpose of this questionnaire is to collect information for monitoring of PMS across the Civil Service, identify problem areas in the Performance Appraisal exercise and addressing emerging issues in the execution of the P1 project.

Second Phase of Performance Management Cycle:

Ministry/Department:.....

1. Status position with respect to officers in post as at 31 August 2013

Performance Agreement	Performance Appraisal Forms				
	Senior Management	General	Workmen's Group	Contract Employment	Total
No. of officers required to complete mid-term appraisal					
No. of officers who have <u>not</u> signed in Performance Agreement					
Reasons:					
(i) on leave					
(ii) workplan not developed					
(iii) absence of consensus between appraiser and appraisee					
(iv) unwillingness of appraiser/appraisee					
(v) Others (Please specify).....					
.....					
.....					
No of PIP developed					