



Ministry of Civil Service and Administrative Reforms

12 December 2013

Ministry of Civil Service and Administrative Reforms
Circular Letter No.84 of 2013

E/70/51/03/05 V.5

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

To: Head of Ministries/Departments

HRMIS Project – System Requirement Gathering Exercise

Further to this Ministry's Circular Letter No.65 of 24 September 2013 relating to the implementation of the HRMIS Project, please note that the State Informatics Ltd (SIL) will, as from Monday 16 December 2013 proceed with the Requirement: Gathering Exercise at the Lecture Room, 6th Floor, Focks House, Bourbon Street, Port Louis.

2. The aim of this exercise is to take on board the whole of Government requirements with respect to human resource management and related financial operations, (e.g Payroll) that will be covered under the HRMIS project. The process flows incorporated in the User Requirements Document that was prepared and validated during workshops held in September and November 2012, respectively, will be used as baseline. Targeted discussions will therefore be held with representatives of Ministries/Departments belonging to the Human Resource (HR) and Financial Operations Cadres with a view to confirming the common and specific requirements for each organisation. Each Ministry/Department will subsequently be required to validate the details communicated to SIL during the exercise
3. The outcome of the proposed exercise will be an agreed set of HR and Payroll requirements and the opportunity will also be seized to standardise HR and related Financial Operations processes and procedures.
4. Given the importance of the exercise, it is crucial that designated representative/s of Ministries/Departments be fully conversant with the HR and related financial operations specificities of their respective organization. Large Ministries may therefore designate more than one representative to participate in the exercise.
5. In view of the number of Ministries/Departments involved, the exercise will be carried out in different batches as indicated at Annex. In order not to delay the implementation of the HRMIS Project, request for re-scheduling of the calendar of works will not be entertained, save in exceptional circumstances.
6. I rely on your usual collaboration.


S. Seehaluck
Senior Chief Executive

Number	Ministry/Department	Batch No.	Date/Time
29	ENERGY SERVICES DIVISION	B2	Mon 16/12/13 - 1300 to 1600hrs
30	NATIONAL DEVELOPMENT UNIT	B2	Mon 16/12/13 - 1300 to 1600hrs
31	LAND TRANSPORT DIVISION	B2	Mon 16/12/13 - 1300 to 1600hrs
32	SHIPPING DIVISION	B2	Mon 16/12/13 - 1300 to 1600hrs
33	NATIONAL TRANSPORT AUTHORITY	B2	Mon 16/12/13 - 1300 to 1600hrs
34	MINISTRY OF HOUSING AND LANDS	B2	Mon 16/12/13 - 1300 to 1600hrs
35	MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY AND REFORM INSTITUTIONS	B2	Mon 16/12/13 - 1300 to 1600hrs
36	MINISTRY OF TOURISM AND LEISURE	B2	Mon 16/12/13 - 1300 to 1600hrs
37	MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY	B3	Tues 17/12/13 - 0900 to 1200hrs
38	MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT	B3	Tues 17/12/13 - 0900 to 1200hrs
39	MINISTRY OF TERTIARY EDUCATION, SCIENCE, RESEARCH AND TECHNOLOGY	B3	Tues 17/12/13 - 0900 to 1200hrs
40	MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY	B3	Tues 17/12/13 - 0900 to 1200hrs
41	MINISTRY OF FISHERIES	B3	Tues 17/12/13 - 0900 to 1200hrs
42	MINISTRY OF YOUTH AND SPORTS	B3	Tues 17/12/13 - 0900 to 1200hrs
43	MINISTRY OF LOCAL GOVERNMENT AND OUTER ISLANDS	B3	Tues 17/12/13 - 0900 to 1200hrs
44	MINISTRY OF ARTS AND CULTURE	B3	Tues 17/12/13 - 0900 to 1200hrs
45	NATIONAL ARCHIVES DEPARTMENT	B3	Tues 17/12/13 - 0900 to 1200hrs
46	MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT	B3	Tues 17/12/13 - 0900 to 1200hrs
47	MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION	B3	Tues 17/12/13 - 0900 to 1200hrs
48	MINISTRY OF SOCIAL INTEGRATION AND ECONOMIC EMPOWERMENT	B3	Tues 17/12/13 - 0900 to 1200hrs
49	THE JUDICIARY	B4	Tues 17/12/13 - 1300 to 1600hrs
50	OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTION	B4	Tues 17/12/13 - 1300 to 1600hrs
51	ATTORNEY-GENERAL'S OFFICE	B4	Tues 17/12/13 - 1300 to 1600hrs
52	EXTERNAL COMMUNICATIONS - CIVIL AVIATION SERVICES	B5	Wed 18/12/13 - 0900 to 1200hrs
53	RODRIGUES DIVISION	B6	Wed 18/12/13 - 1300 to 1600hrs
54	MAURITIUS POLICE FORCE	B7	Thurs 19/12/13 - 0900 to 1200hrs
55	GOVERNMENT PRINTING DEPARTMENT	B8	Thurs 19/12/13 - 1300 to 1600hrs
56	METEOROLOGICAL SERVICES	B9	Fri 20/12/13 - 0900 to 1200hrs
57	MAURITIUS PRISONS SERVICE	B10	Fri 20/12/13 - 1300 to 1600hrs
58	TREASURY	B11	Mon 23/12/13 - 0900 to 1200hrs
59	MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE	B12	Mon 23/12/13 - 1300 to 1600hrs
60	MINISTRY OF EDUCATION AND HUMAN RESOURCES	B13	Mon 06/01/14 - 0900 to 1200hrs
61	GOVERNMENT FIRE SERVICES	B14	Mon 06/01/14 - 1300 to 1600hrs
62	MINISTRY OF HEALTH AND QUALITY OF LIFE	B15	Tues 07/01/14 - 0900 to 1200hrs

Annex to Circular Letter No. 84 of 2013 dated 12 December 2013

Number	Ministry/Department	Batch No.	Date/Time
1	OFFICE OF THE PRESIDENT	B1	Mon 16/12/13 - 0900 to 1200hrs
2	OFFICE OF THE VICE-PRESIDENT	B1	Mon 16/12/13 - 0900 to 1200hrs
3	NATIONAL ASSEMBLY	B1	Mon 16/12/13 - 0900 to 1200hrs
4	NATIONAL AUDIT OFFICE	B1	Mon 16/12/13 - 0900 to 1200hrs
5	PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS	B1	Mon 16/12/13 - 0900 to 1200hrs
6	OMBUDSMAN'S OFFICE	B1	Mon 16/12/13 - 0900 to 1200hrs
7	PUBLIC BODIES APPEAL TRIBUNAL	B1	Mon 16/12/13 - 0900 to 1200hrs
8	ELECTORAL COMMISSIONER'S OFFICE	B1	Mon 16/12/13 - 0900 to 1200hrs
9	EMPLOYMENT RELATIONS TRIBUNAL	B1	Mon 16/12/13 - 0900 to 1200hrs
10	EQUAL OPPORTUNITIES TRIBUNAL	B1	Mon 16/12/13 - 0900 to 1200hrs
11	LOCAL GOVERNMENT SERVICE COMMISSION	B1	Mon 16/12/13 - 0900 to 1200hrs
12	OMBUDSPERSON FOR CHILDREN'S OFFICE	B1	Mon 16/12/13 - 0900 to 1200hrs
13	PRIME MINISTER'S OFFICE	B1	Mon 16/12/13 - 0900 to 1200hrs
14	GOVERNMENT INFORMATION SERVICE	B1	Mon 16/12/13 - 0900 to 1200hrs
15	FORENSIC SCIENCE LABORATORY	B1	Mon 16/12/13 - 0900 to 1200hrs
16	CIVIL STATUS DIVISION	B1	Mon 16/12/13 - 0900 to 1200hrs
17	EXTERNAL COMMUNICATIONS	B1	Mon 16/12/13 - 0900 to 1200hrs
18	MINISTRY OF BUSINESS, ENTERPRISE AND COOPERATIVES	B1	Mon 16/12/13 - 0900 to 1200hrs
19	MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE	B1	Mon 16/12/13 - 0900 to 1200hrs
20	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	B1	Mon 16/12/13 - 0900 to 1200hrs
21	DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF ENERGY AND PUBLIC UTILITIES	B2	Mon 16/12/13 - 1300 to 1600hrs
22	VICE-PRIME MINISTER'S OFFICE, MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT	B2	Mon 16/12/13 - 1300 to 1600hrs
23	CENTRAL PROCUREMENT BOARD	B2	Mon 16/12/13 - 1300 to 1600hrs
24	STATISTICS MAURITIUS	B2	Mon 16/12/13 - 1300 to 1600hrs
25	VALUATION AND REAL ESTATES CONSULTANCY SERVICES	B2	Mon 16/12/13 - 1300 to 1600hrs
26	COMPANIES DIVISION	B2	Mon 16/12/13 - 1300 to 1600hrs
27	REGISTRAR-GENERAL'S DEPARTMENT	B2	Mon 16/12/13 - 1300 to 1600hrs
28	VICE-PRIME MINISTER'S OFFICE, MINISTRY OF PUBLIC INFRASTRUCTURE, NATIONAL DEVELOPMENT UNIT, LAND TRANSPORT AND SHIPPING	B2	Mon 16/12/13 - 1300 to 1600hrs