



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
MAURITIUS**

6 February 2023

Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 5 of 2023

E/70/147/08 – V2

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Implementation of the Human Resource Management System (eHR)

Government has since year 2020 embarked on the implementation of the Human Resource Management System (eHR) by using the existing HR database of the Human Resource Management Information System (HRMIS) and open source software. The new system will replace the HRMIS and aims at digitalising the core functionalities of human resource management at the level of Ministries and Departments. It will, inter alia, cover the following components:

- (i) Leave Management;
- (ii) Prescription of Scheme of Service;
- (iii) Performance Management;
- (iv) Employee Management (Appointment/Promotion, Training etc.); and
- (v) Self Service.

2. The system is being implemented incrementally. In the first instance, the leave Management System (LMS) has been developed and is being executed in phases across Ministries and Departments. The initial phase of the LMS, which was implemented on a pilot basis at this Ministry and the Ministry of Information Technology, Communication and Innovation, has been successfully completed and now public officers of these Ministries can apply for their leave on line.

3. The second phase of the LMS which started in March 2022 was deployed in nine additional Ministries covering 20 organisations, representing 15% of the Public Officers. This phase terminated on 30 June 2022 and the LMS is fully operational in these Ministries.

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4. This Ministry has since the beginning of this financial year embarked on phase III of the LMS which will cover all the remaining Ministries and Departments. As at to-date, the LMS has been rolled out in 78 organisations, covering 28,957 of public officers. Public officers of these organisations can now apply for their leave online and obtain approval thereof through SMS and email. Moreover, the officers can check their leave balance on line. A list of Ministries and Departments where the LMS is now operational is at appendix.

5. In accordance with the established time frame, the Leave Management System will be fully operational across the Public Service by 30 June 2023 and the manual processing of leave (i.e vacation leave, casual leave and sick leave) will have to be phased out by August 2023. Ministries and Departments will have to make appropriate arrangements for public officers to apply for their leave and obtain approval thereof through electronic mode only.

6. The design of the digital platform will provide for interfacing with other Government IT System relating to public officers. For example, the e-payslip developed by the Central Information Systems Division can be accessed by Public Officers on the e-HR platform. Likewise, the Accountant-General's Office is developing a new pension, passage benefits and car loan system which will be linked to the eHR system and will be available on the eHR platform. The collaborative Platform and Document Management System for the Scheme of Service module, which is being developed under the Sandbox Framework, will be also accessible on the eHR platform.

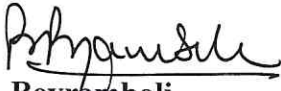
7. The success of the e-HR project will require the active collaboration of all Ministries and Departments, particularly commitment from top management. Accordingly, it is imperative for Supervising Officers to set up a Monitoring Committee at their level to steer the implementation of the e-HR project.

8. Supervising Officers are, hereby, requested to:

- (i) initiate appropriate action at their end and ensure that all arrangements are completed on time for the operationalisation of the Leave Management System at the Level of their Ministries and Departments by the end of this financial year; and
- (ii) ensure continuity in the updating of the HR data in the HRMIS database for migration by Leal Communications and Informatics Ltd to the new eHR platform.

9. The e-HR Unit of this Ministry is available on the following phone numbers 405 5458, 405 5374, 405 5405, 405 5783, and 405 5791 or email ehrunit@gmail.com to provide any additional information.

10. I rely on your usual collaboration.


B. Boyramboli
Secretary for Public Service

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

**List of Ministries, Departments and other Government Institutions where
LMS has been deployed**

SN.	Ministry	Department/Division
1	Prime Minister's Office	Cabinet Office
		Defence and Home Affairs
		Rodrigues, Outer Islands and Territorial Integrity
		Civil Status Division
		Government Information Service
		Forensic Science Laboratory
		Pay Research Bureau
		External Communications Division
		Government Printing Department
		Civil Aviation Department
		The Mauritius Police Force*
Mauritius Prison Service*		
2	Ministry of Housing and Land Use Planning	Valuation Department
3	Ministry of Tourism	-
4	Ministry of Education, Tertiary Education, Science and Technology	Ministry of Education, Tertiary Education, Science and Technology - Zone 1*
		Ministry of Education, Tertiary Education, Science and Technology - Zone 2*
		Ministry of Education, Tertiary Education, Science and Technology - Zone 3*
		Ministry of Education, Tertiary Education, Science and Technology - Zone 4*
5	Ministry of Local Government and Disaster Risk Management	Mauritius Meteorological Services
		Mauritius Fire and Rescue Service
6	Ministry of Land Transport and Light Rail	National Land Transport Authority
7	Ministry of Foreign Affairs, Regional Integration and International Trade	International Trade Division
		Human Rights Division
8	Ministry of Finance, Economic Planning and Development	Central Procurement Board
		Registrar General's Department
		Statistics Mauritius
		Corporate and Business Registration Department
		The Treasury
9	Ministry of Energy and Public Utilities	Water Resources Unit
10	Ministry of Social Integration, Social Security and National Solidarity	Social Security and National Solidarity Division
		Social Integration Division
11	Ministry of Industrial Development, SMEs and Cooperatives	Industrial Development Division
		Cooperatives Division
		SMEs Division
12	Ministry of Environment, Solid Waste Management and Climate Change	Environment Division and Climate Change Division
		Solid Waste Management
13	Ministry of Financial Services and Good Governance	-
14	Ministry of Agro-Industry and Food Security	-
15	Ministry of Youth Empowerment, Sports and Recreation	-
16	Ministry of National Infrastructure and Community Development	National Infrastructure Division
		National Development Unit
17	Ministry of Information Technology, Communication and Innovation	Central Information Systems Division
18	Ministry of Labour, Human Resource Development and Training	Labour Division
		Human Resource Development and Training Division

19	Ministry of Commerce and Consumer Protection	-
20	Ministry of Health and Wellness	Ministry of Health and Wellness - A. G. Jeetoo Hospital*
		Ministry of Health and Wellness - J. Nehru Hospital*
		Ministry of Health and Wellness - Dr Bruno Cheong Hospital*
		Ministry of Health and Wellness - Victoria Hospital*
		Ministry of Health and Wellness - SSRN Hospital*
21	Ministry of Blue Economy, Marine Resources, Fisheries and Shipping	-
22	Ministry of Gender Equality and Family Welfare	-
23	Ministry of Arts and Cultural Heritage	National Archives Department
24	Ministry of Public Service, Administrative and Institutional Reforms	-

Other Government Institutions:

Independent Police Complaint Commission

National Audit Office

Office of the President

Office of Vice President

Office of the Ombudsman

Ombudsperson for Children

Local Government Service Commission

Public Service Commission

Public Bodies Appeal Tribunal

National Assembly

Office of the Director of Public Prosecutions;

Attorney General's Office

Employment Relations Tribunal

Electoral Commissioner's Office

The Judiciary

* Given the size of the organisations, it is planned that all employees will be covered by June 2023 at latest.