



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



**05 June 2023**

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No.17 of 2023**  
**E/450/1/100**

*From: Secretary for Public Service*

*To: Supervising Officers in charge of Ministries/Departments*

**Training Course on Effective Performance Appraisal**

Following recommendations made at paragraph 7.35(iii) in Volume I of the PRB Report 2021, this Ministry has conducted a survey across the public service to determine the number of appraisers who carry out the performance appraisal of employees against established criteria and to arrange for their training.

2. In this context, this Ministry, in collaboration with the Civil Service College, Mauritius (CSCM), has mounted a 2-half day training course on Effective Performance Appraisal for Supervisors/Heads of Departments/Units/Sections who are called upon to act as Appraisers.
3. The cost per participant for the training course is Rs2000/- and will have to be met by respective Ministries/Departments under their corresponding vote item for training.
4. The objectives of the training course on Effective Performance Appraisal are to-
  - (a) understand the importance of the Performance Appraisal exercise as a crucial part of the Performance Management System;
  - (b) master the different steps involved in the Performance Appraisal exercise;
  - (c) learn how to collect evidence to support the appraisal;
  - (d) understand how to conduct an effective appraisal in a productive and positive manner;
  - (e) identify reasons for underperformance and how to help the employees concerned to improve their performance;

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- (f) learn from previous errors/shortcomings of appraisers; and
- (g) understand how to develop a Performance Improvement Plan.

5. Supervising Officers are requested to take advantage of the training course on Effective Performance Appraisal for Supervisors/Heads of Departments/Units/Sections of their respective Ministries/Departments. This Ministry will monitor, on a quarterly basis, the number of appraisers trained on Effective Performance Appraisal.

6. For additional information relating to the training course, you may wish to liaise with the following officers–

- Mrs A. Bhowon Tengur, Assistant Permanent Secretary on 405 5413 or on email address [abhowon@govmu.org](mailto:abhowon@govmu.org) ;
- Mr J. Violette, Training Manager, CSCM on 208 7653 or on email address [jviolette@cscm.mu](mailto:jviolette@cscm.mu) ; and
- Mr B. Lillmond, Training Coordinator, CSCM on 208 7653 or on email address [blillmond@cscm.mu](mailto:blillmond@cscm.mu) .

7. I rely on your collaboration and support to make of this training course an effective tool in promoting sound and objective performance appraisal in Ministries/Departments.



**K. Conhye**  
**Secretary for Public Service**

*Copy to: Secretary to Cabinet and Head of the Civil Service  
Director General, Civil Service College, Mauritius*