



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

24 August 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 73 of 2018
E/41/13/13

From: Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Monitoring of Performance Management System (PMS)

The final appraisal phase for the Performance Management Cycle (PMC) July 2017-June 2018 and the first phase of PMC July 2018-June 2019 consisting of the signing of the Performance Agreement should have been completed by now.

2. This Ministry is required to conduct a monitoring survey to gather from Ministries/Departments information on the rate of compliance with the PMS, as well as on other pertinent issues with a view to ensuring the optimisation of the system and ascertaining that it is serving as an effective management tool to bring transformational change in the Service.

3. It has, however, been observed that, very often, the objective of the monitoring exercise is hampered by inadequate information flowing from some Ministries/Departments.

4. I am, therefore, appealing to my colleagues, Supervising Officers to personally ensure that:

- (i) a 100 percent compliance rate with the PMS is achieved in their respective Ministry/Department, which will undoubtedly pave the way for a more effective and efficient Civil Service;
- (ii) the Fact Sheet, which has been designed to capture information on the compliance rate of PMS, in respect of the final appraisal phase and the first phase of PMCs 2017-2018 and 2018-2019 respectively, is duly filled in; and
- (iii) the table pertaining to other statistics related to PMS is also completed.

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5. The soft copies of the Fact Sheet and the table at Annexes A and B respectively, are contained in the enclosed Compact Disk. The duly filled-in documents should be returned to the PMS Unit of this Ministry in hard copies as well as in soft copies at email address pmssec@govmu.org, by **13 September 2018** at latest.
6. The PMS Secretariat of this Ministry may be contacted on Telephone Number 405 4111 for any further information or support as may be required.
7. I thank you for your usual cooperation.



S.K.Pather
Secretary for Public Service

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



