



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

14 June 2022

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 35 of 2022
E/260/72/04/31

From: Secretary for Public Service

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

Training on Performance Management System (PMS)

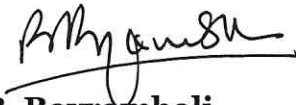
The Pay Research Bureau has at paragraph 7.35 of its Report 2021 (Volume 1), recommended that the Ministry of Public Service, Administrative and Institutional Reforms should monitor that Training Committees of Ministries/Departments/Organisations make the necessary arrangements with the Civil Service College, Mauritius to:

- (i) provide PMS related training to employees who join the public sector to enable them to deliver along the same lines as their fellow colleagues; and
- (ii) ensure that Supervisors/Heads of Departments/Units/Sections are trained on the carrying out of the performance evaluation exercise of employees on their performance against established criteria.

2. Supervising Officers are accordingly requested to ensure that a module on PMS is included in their in-house training courses that are provided to officers of departmental grades on joining their respective Ministry/Department.

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3. With regard to the recommendation at paragraph 1 (ii) above, a survey is being carried out to collect information in respect of the number of appraisers who require training on performance evaluation of employees in each Ministry/Department.
4. It would therefore be appreciated if the enclosed template could be filled in and returned to the PMS Unit of this Ministry in both hard and soft copies at email address pmssec@govmu.org by **30 June 2022 at latest**.
5. For any further information, the PMS Secretariat of this Ministry may be contacted on telephone number 405 4100.



B. Boyramboli
Secretary for Public Service

Survey – Training on Performance Evaluation Exercise

Ministry/Department:.....

SN	GRADE	NUMBER OF APPRAISERS

Prepared by:

Verified by: *(Officer-in-charge of HR Section/
Training Manager)*

Name:.....

Name:.....

Grade:.....

Grade:.....

Signature:.....

Signature:.....

Telephone No.:.....

Telephone No.:.....

Email address:.....

Email address:.....