



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

25 July 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No 46 of 2014
E/70/51/05

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

To: Supervising Officers, in Charge of Ministries/Departments

Human Resource Management Information System (HRMIS) Project
Cost of Overtime – Data Migration Phase

Approval has been obtained from the Ministry of Finance and Economic Development for costs of overtime with the Data Migration Phase of the HRMIS Project to be met from the vote of this Ministry.

2. Departmental Warrants will be issued only upon receipt of a formal request from Supervising Officers. As regards Officers of the HR Cadre and those in the General Services grades posted to other Ministries/Departments but whose salaries are met by this Ministry, payment of overtime would be made upon submission of the Form at **Annex**, duly filled in.
3. To ensure a judicious utilization of funds available, Supervising Officers should also indicate whether overtime performed are in accordance with the approved plan of work/performance indicators and exclusively related to the Data Capture/Cleansing and Data input exercises, as appropriate.
4. In addition, Supervising Officers are advised to ensure that the conditions governing performance of overtime laid down in the Human Resource Management Manual are being strictly complied with.
5. For monitoring and evaluation purposes, the Officer-in-Charge of the Human Resource Division should prepare weekly progress report to be submitted to this Ministry, indicating the amount of work completed both in terms of numbers and percentage to the total number of employees.
6. It is to be pointed out that the Data Capture/Cleansing and Input exercises have to be completed by 14 August 2014, in order not to delay the implementation of the project. Ministries/Departments are requested to make optimum use of the additional human resources provided on an adhoc basis for the exercise, where applicable. Mr S. Luchoomun, Deputy Director, Human Resource Management or Mrs L. Hung Wai Wing, acting Manager, Human Resources may be contacted on 201 3467 and 201 2310, respectively for such support, if required.

S. Seebaluck
Senior Chief Executive

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

**Payment of Overtime in connection with HRMIS Project
to Staff of MCSAR & HR Cadre**

From: Ministry/Department

Full Name of Officer	Grade	I.D	Amount

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Signature of o/c of HR

Name:.....

Date:.....

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Signature of Examiner

Name:.....

Date:.....

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Signature of o/c of Finance

Name:.....

Date:.....