



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

08 June 2015

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 18 of 2015
E/70/51/03/05 V6

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

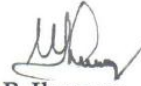
To: Supervising Officers in charge of Ministries/Departments

HRMIS Project - Data Cleansing Exercise

Please refer to this Ministry's Circular Letter No. 17 of 2014, wherein the different stages of the Data Migration Phase were spelt out in the context of the HRMIS Project.

2. Following Data Extraction/Capture on officers' basic details, Data Input has reached an advanced stage in several Ministries/Departments. The HRMIS Project is now entering into a critical phase known as the **Data Cleansing Phase**. It is the process of verifying and correcting incomplete, incorrect and inaccurate information from an employee's record in the Data Cleansing Application. Only after the successful completion of this stage that employees' basic data can be considered as reliable and acceptable for migration into the HRMIS.
3. To facilitate the conduct of this exercise, the State Informatics Ltd (SIL) has designed a "Validation Report" which will be generated for every employee providing all data recorded on his/her behalf in the Data Cleansing Application. The process of data cleansing, stepwise, is highlighted in the "**Guidelines for Data Cleansing Exercise**" at Annex A.
4. Ministries/Departments are invited to follow the process meticulously to ensure that all data in respect of their employees are **complete, correct, consistent and accurate**, prior to their migration into the HRMIS.
5. Explanatory sessions will be organised to explain the operational details of the Data Cleansing Exercise, including the methodology to generate the Validation Report. The dates on which these sessions will be held, will be communicated to Officers-in-Charge of HR Divisions and the HR Coordinators through email.
6. It needs not be emphasized that this Data Cleansing Exercise should be undertaken with utmost care and attention. The deadline for the completion of the exercise is **31 August 2015** to meet the project milestones.

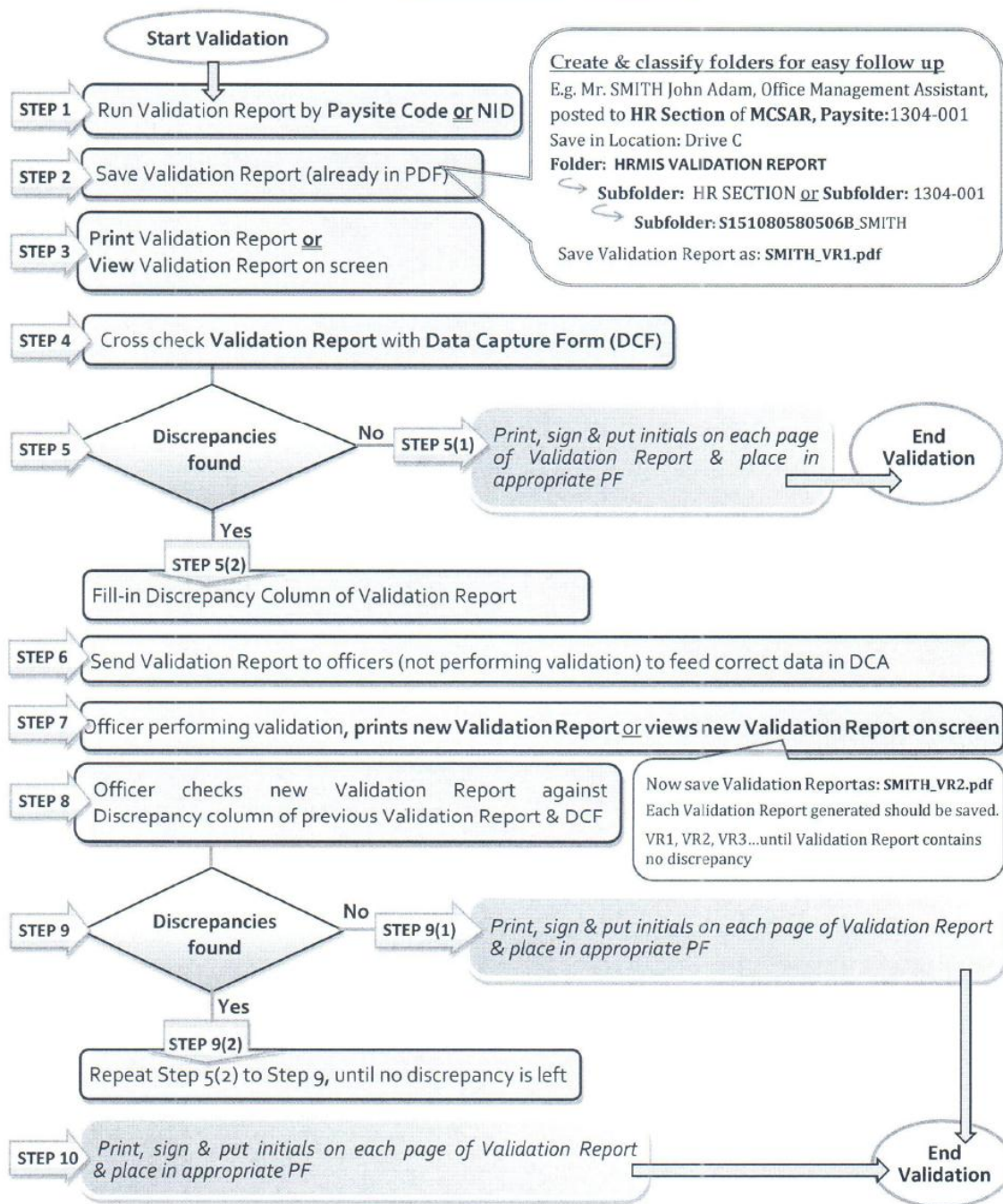
7. It is worth highlighting that the backbone of the HRMIS will be the reliability of its database. Ministries/Departments will therefore have to assume full responsibility for the quality of the data in respect of their employees. As such, Officers in Charge of HR Divisions of Ministries/Departments are urged to make necessary arrangements to personally supervise the Data Cleansing Exercise and thereafter submit a **Validation Certificate**, as at Annex B, to certify that the data to be fed into the HRMIS in respect of their employees are **complete, correct, consistent and accurate**. The Validation Certificate should be co-signed by the Officers-in-Charge of HR Divisions and Supervising Officers.
8. Ministries/Departments which have not yet completed the data capture and data input should expedite matters and carry out the Data Cleansing Exercise concurrently, so that they are ready for data migration as at the abovementioned cut-off date. Data maintenance should also be ongoing until the cut-off date.
9. For any additional information or clarification, officers of the HRMIS Unit may be contacted on 5 448 0876/79.
10. We rely on your full support for the successful implementation of the HRMIS Project.



P. Jhugroo
Senior Chief Executive

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

Guidelines for Data Cleansing Exercise



NOTE: Supervising Officers & Officers in Charge of HR Divisions should submit a Validation Certificate to MCSAR after completion of Data Cleansing Exercise.



Ministry of Civil Service and Administrative Reforms
Human Resource Management Information System (HRMIS)

DATA CLEANSING VALIDATION CERTIFICATE

This is to certify that data pertaining to all employees on

* Paysite Code(s) _____
of Ministry _____
Department _____

have been validated, and are updated, complete, correct, accurate and consistent
as at _____

Officer in Charge of HR Division

Supervising Officer

Name	_____	Name	_____
Designation	_____	Designation	_____
Signature	_____	Signature	_____
Date	_____	Date	_____

* You may list paysite codes at Annex B1, if required.

	Department/s	Paysite Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Officer in Charge of HR Division

Name _____
Designation _____
Signature _____
Date _____

Supervising Officer

Name _____
Designation _____
Signature _____
Date _____