



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

29 June 2015

Ministry of Civil Service and Administrative Reforms

Circular Note No 11 of 2015

E/264/1/2/2

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms  
To: Supervising Officers in-charge of Ministries/Departments

Annual Increment and Performance Management Cycle

With the change in the Financial Year from January/December to July/June, this Ministry has reviewed the Performance Management Cycle (PMC) with a view to aligning it with the Annual Budget.

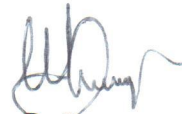
2. It has, consequently, been decided that, henceforth:
  - (a) the PMC in the Civil Service will, every year, start on 01 July and end on 30 June of the following year; and
  - (b) the incremental date of public officers will remain **01 January**, given that eligible officers have already been paid their annual increment for the year 2014 on 01 January 2015 and their next annual increment is only due on 01 January 2016.
3. To ensure a smooth transition to the new PMC, Supervising Officers are advised to arrange for:
  - (a) the current PMC to be closed on **30 June 2015**; and
  - (b) the appraisal and rating of all officers in their respective organisations to be completed in July 2015, notwithstanding the fact that only six months will have been covered.

The overall performance score obtained during final appraisal at the end of the PMC on 30 June 2015 will determine an officer's eligibility for increment payable in January 2016. This will allow ample time for handling of appeals from aggrieved officers as well as provide further opportunities for improvement to those who have underperformed.

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4. It would be appreciated if you could kindly ensure that the transition to the new PMC is carried out smoothly. Fresh Performance Appraisal Forms (PAFs) with revised timelines under "Guidance Notes" will soon be made available for the forthcoming PMC starting on **01 July 2015**. The PMS Secretariat of this Ministry may be contacted on phone number **5448 0947** or through e-mail at "[pmssec@mail.govmu.org](mailto:pmssec@mail.govmu.org)" for the provision of new PAFs and for any additional information that may be required.

5. I rely on your usual support and collaboration for the smooth implementation and sustenance of the Performance Management System.



**P. Jhugroo**  
**Senior Chief Executive**

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