



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

14 September 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 39 of 2016
E/70/51/03/53 V2

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

To: Supervising Officers in charge of Ministries/Departments

HRMIS Project - Data Migration

Following completion of the User Acceptance Test (UAT) for the Basic Core HR and Payroll Modules, scheduled for **mid-October 2016**, the migration of data from the Data Cleansing Application to the HRMIS will be effected by the State Informatics Ltd. The completion of Data Migration will enable Users from Ministries/Departments to access the HRMIS and to start benefitting from this system as from their respective workplaces.

2. The successful completion of the Data Migration exercise will, however, highly depend on the state of readiness of Ministries/Departments, which implies the submission of a second fresh Data Cleansing Validation Certificate following Quality Assurance carried out by the HRMIS Core Team, as laid down in this Ministry's Circular Letter No. 35 of 2015.

3. As at date, thirty-four (34) Ministries/Departments as listed at **Annex**, are ready for Data Migration. The representatives of these organisations, mainly officers of the HR and Financial Operations Cadres, will soon be convened for working sessions, where full explanations will be provided to them as regards the activities to be undertaken **before**, **during** and **after** the Migration exercise.

4. It is also to be noted that 25 other Ministries/Departments where Quality Assurance has already been carried out, have not yet confirmed their state of readiness. These organisations are accordingly requested to expedite matters and submit a second Data Cleansing Validation Certificate by **30 September 2016** so that they can be taken on board for Data Migration and related activities.

- 2 -

5. As regards Ministries/Departments where data cleansing has been completed, they are requested to submit their respective Data Cleansing Validation Certificate to enable Quality Assurance and subsequent procedures to be completed at the earliest to ensure their readiness for Data Migration.

6. Given that the HRMIS will become operational very shortly, we rely on your continued support and collaboration



P. Jhugroo
Senior Chief Executive

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

Annex to Circular Letter No. 39 of 2016
Status regarding readiness for Data Migration

Ready for Data Migration			
1	M/Social Integration & EE	18	Office of the DPP
2	M/Environment, SD and D & BM	19	Meteorological Services
3	M/Finance & ED	20	National Assembly
4	M/Local Government	21	Tourism Division
5	M/Civil Service & AR	22	External Communication Division
6	M/ Agro Industry & FS	23	Employment Relation Tribunal
7	Employment Division	24	Civil Aviation Division
8	Prime Minister's Office	25	Mauritius Police Force
9	Civil Status Division	26	International Trade Division
10	Business & Enterprise Division	27	National Archives
11	Office of the President	28	Electoral Commissioner's Office
12	Land Transport Division	29	Attorney General's Office
13	Energy Services Division	30	Valuation Division
14	Registrar General's Department	31	Local Government Service Commission
15	Pay Research Bureau	32	Commerce & CP Division
16	Public Bodies Appeal Tribunal	33	National Audit Office
17	Statistics Mauritius	34	Government Information Service

Second Data Cleansing Validation Certificate to be submitted			
1	M/ Housing & Lands	14	M/Labour, IR, E & T (Labour Division)
2	M/ Energy & Public Utilities	15	M/ Industry, C & CP (Industry Division)
3	M/Technology, C & I	16	Mauritius Fire and Rescue Service
4	M/Financial Services, GG & IR	17	Foreign Affairs Division
5	M/ Arts and Culture	18	Water Resources Unit
6	M/Youth & Sports	19	Mauritius Prison Service
7	M/Gender Equality, CD & FW	20	Government Printing Department
8	M/Ocean Economy, MR, F, S & OI	21	Public and Disciplined Forces Service Commission
9	Cooperatives Division	22	Ombudsman's Office
10	Office of the Vice President	23	Ombudsperson for Children's Office
11	The Treasury	24	Public Infrastructure Division
12	Central Procurement Board	25	National Transport Authority
13	Forensic Science Laboratory		

(cont/...)

Annex to Circular Letter No. 39 of 2016 (cont/...)
Status regarding readiness for Data Migration

Awaiting Quality Assurance exercise	
1	M/Social Security , NS & RI
2	Central Information Systems Division
3	Corporate and Business Registration Department

Data Cleansing Validation Certificate to be submitted to MCSAR	
1	National Development Unit
2	M/Health & QL (Head Office)
3	M/Education & HR, TE, SR (Head Quarters)

Data Cleansing exercise to be completed	
1	The Judiciary
2	Dr Jeetoo Hospital
3	SSRN Hospital
4	Flacq Hospital
5	J. Nehru Hospital
6	Victoria Hospital
8	Education (Zone 1)
9	Education (Zone 2)
10	Education (Zone 3)
11	Education (Zone 4)