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Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 50 of 2006  
F/41/13/01/02

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Performance Appraisal Scheme - Personnel Cadre

As you are aware the Performance Appraisal Scheme is being implemented on a pilot basis for officers of the Personnel Cadre as from February 2006. In line with the guidelines provided in this Ministry's Circular Note No. 11 of 2005, the pre-appraisal and the mid-appraisal phases should have been over by now and Ministries/Departments should be in the final appraisal phase of implementation of the scheme which will have to be completed by 31 December 2006.

2. The effective implementation of the Performance Appraisal Scheme would enable Ministries/ Departments to better manage and monitor the performance of officers on a continuous basis and to ultimately provide quality and timely services to the public. There is no doubt that this pilot project should have provided organizations with the required knowhow and expertise to embark more confidently on the Performance Management System which would be introduced shortly in different Ministries/Departments.

3. We therefore trust that you will personally ensure that the Performance Appraisal Scheme is completed in your Ministry/Department as scheduled and arrange for Performance Appraisal Forms of officers of the Personnel Cadre attached to your Ministry/Department to be forwarded to this Ministry by 15 January 2007 at latest. By the same occasion, we would appreciate to have your views or observations, if any, on the implementation of the Performance Appraisal Scheme for evaluation purposes.

4. We rely on your usual collaboration.

  
P. Jhugroo  
Supervising Officer

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