



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

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

To: Supervising Officers in charge of Ministries/Departments

HRMIS PROJECT

You may be already aware that the Ministry of Civil Service and Administrative Reforms (MCSAR) has initiated the implementation of a web-based integrated Human Resource Management Information System (HRMIS). The project aims at modernising and rendering the human resource management and financial operations with respect to human resources in the civil service more efficient and effective. This project will set the train in motion for the modernisation of civil service operations in general.

2. The contract has been awarded to the State Informatics Ltd (SIL) and they will supply an Oracle System.
3. As a valuable tool the HRMIS will, *inter-alia*, address the following:
 - (a) The transactional aspects/processes of Human Resource Management (HRM), ranging from recruitment to retirement will be simplified and made easy. HRM matters will thus be processed and finalized promptly.
 - (b) The system will enable a judicious use of resources as well as a better workforce management across the service.
 - (c) The line of communication/interaction between the Human Resource (HR) and Finance Divisions, both within and among Ministries/Departments, will become more efficient and effective. The inbuilt Payroll module will allow fast processing of salaries, allowances, passages and pensions. Over-payments will thus be avoided and the undue pressure on the HR and Finance Divisions will be eliminated.
 - (d) Current business processes (HR, Financial Operations etc) will be reviewed, re-engineered and standardised.
 - (e) Duplication of works will be avoided through the availability of a single and centralized on-line HR database, thus relieving public officers at different levels from routine works and allowing them to devote more time to strategic issues.
 - (f) Employees will be empowered to access their personal details (names, address, qualifications), leave and passage accounts among others, and their interaction with the HR Division will be facilitated through, eventually, employee self-service applications.

4. The HRMIS will comprise the following five modules:
 - (a) Core Human Resources ;
 - (b) Payroll;
 - (c) Performance Management;
 - (d) Learning Management; and
 - (e) Employee Self- Service.

5. The project will be implemented on a phased basis, starting with the Core Human Resources and Payroll modules as from September 2014 at the following six pilot sites:-
 - (a) Ministry of Finance and Economic Development;
 - (b) Ministry of Social Security and National Solidarity;
 - (c) Ministry of Education and Human Resources;
 - (d) Ministry of Civil Service and Administrative Reforms;
 - (e) Public and Disciplined Forces Service Commissions; and
 - (f) Treasury Department

6. The roll-out process in respect of the five modules will be effected as from the year 2015 and will last till 2016. A further communication will be issued in this connection in due course.

7. A high level Steering Committee, chaired by the Senior Chief Executive of the Ministry of Civil Service and Administrative Reforms and comprising different stakeholders has been set up to enable the timely and smooth implementation of the project.

8. SIL will carry out a system requirement gathering exercise as from October 2013. This exercise will be effected in all Ministries/Departments and is expected to last till December 2013. A calendar of work will be circulated in due course.

9. The development of an effective HRMIS for the civil service will depend largely on the relevance of the information to be gathered by SIL. It is therefore imperative that this exercise be conducted in the best conditions so that the slightest details, including specificities of Ministries/Departments are captured. As already indicated at para.3(d) above, current processes involved in HRM or financial operations deemed not to be appropriate will be reviewed and standardised to render the system effective and meaningful.

10. You are requested to make the following arrangements at your end at this stage:-
- (a) designation of an appropriate senior officer, belonging to each of the Human Resource and Financial Operation Cadres respectively, to act as Coordinators for the project and to interact with officers of SIL; and
 - (b) the names and contact details (phone number, fax number and e-mail address) of the designated officers to be communicated to this Ministry by **11 October 2013 at latest**.
11. These officers would be required to attend meetings/working sessions, as and when deemed necessary. It is advisable for organisations having regional/zonal offices with their own HR and Finance Divisions e.g. the Ministry of Health and Quality of Life and the Ministry of Education and Human Resource, to submit the required information in respect of their zonal representatives. You may wish to note that the responsibility to input data in the system would rest on each Ministry/Department and appropriate guidance would be provided by this Ministry.
12. The Officer-in-Charge of HR Divisions should in collaboration with the Officer-in-Charge of the Finance Divisions ensure that relevant data/information on all employees are cleaned and kept up-to-date so as to facilitate the data migration process into the HRMIS.
13. A survey will be carried out by officers of the Central Informatics Bureau and the officers of the Central Information Systems Division regarding the required ICT Infrastructure in Ministries/Departments, including the outstations very soon.
14. Implementation of the HRMIS project will be included as an indicator in the Programme Based Budget (PBB) Statement of all Ministries/Departments. In the first instance, i.e as from the year 2014, this will apply to only the abovementioned pilot sites.
15. This project constitutes an unprecedented reform initiative and belongs to every single employee in the civil service. I therefore rely on your entire support and dedication to facilitate its implementation.



(S. Seebaluck)
Senior Chief Executive

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