



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

15 October 2013

Ministry of Civil Service and Administrative Reforms
Circular Note No 43 of 2013
E/41/13/02

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

To : Supervising Officers in Charge of Ministries/Departments

Performance Management System (PMS)

In this Ministry's Circular Notes No. 4 of 2012 and No. 6 of 2013 you were informed, inter-alia, that:-

- (i) the Performance Appraisal System would be the only instrument for assessing and reporting on individual performance as from this year;
- (ii) appraisal forms and processes have been reviewed and streamlined to cater for all categories of staff, and
- (iii) the rating mechanism has been simplified to link overall performance with increment and promotion.

You were also requested to ensure compliance with a yearly calendar for PMS implementation which was also circulated.

2. Now that the grant of annual increment is performance-based, Heads of Sections/Divisions of your Ministry/Department should ensure that the timeline for final appraisal is adhered to and that all appraisals be finalized by mid-December to enable the Human Resource and Finance Sections to take action as appropriate.
3. You are therefore advised to personally monitor the final appraisal phase of the Performance Management Cycle with a view to avoiding any obstacle or bottleneck that might hinder the payment of increment to eligible officers in January 2014.
4. You may wish to seek the assistance of PMS Coordinators and the PMS Secretariat of this Ministry to sort out any issues related with the final appraisal exercise.
5. I rely on your usual cooperation and collaboration in this important endeavour.

S. Seebaluck
Senior Chief Executive

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