



OFFICE OF THE PRESIDENT

PUBLIC SERVICE BUREAU

CIRCULAR NO. 7 OF 2024

DATE: 16 October 2024

TO:

**Secretaries of State
Attorney General
Commissioner of Police
Chairperson of Constitutional
Appointments Authority
Ombudsman
Director General Seychelles Intelligence
Services**

**Chairperson of Electoral Commission
Chairperson of Public Service Appeal
Board
Chief Secretary Public Service
Principal Secretaries
Clerk of the National Assembly
Master / Registrar, Supreme Court
Chief Executive Officers
Curator**

Performance Management: End of Year Performance Evaluation

As we approach the end of the year, it is crucial to reflect on how your Ministry, Department, or Agency has performed throughout 2024. Performance management is not just about the 13th month pay; it fundamentally encompasses the overall performance of your staff and the achievements of your organizational goals.

Key Questions for Reflection

- How did our organization perform in 2024?
- What were the successes and challenges faced?
- How were staff developed to meet the needs and objectives of your organization?

Performance evaluation is a crucial opportunity to assess both individual and team contributions. It is your responsibility to ensure that this process does not become a mere formality. This period should be used for meaningful reflection on the progress made and the gaps that need to be addressed, allowing for the creation of a robust plan for 2025. As leaders, it is essential to foster an environment that prioritizes continuous development and performance improvement, ensuring that your team effectively delivers on your mandate. Remember, the 13th month pay is a reward for those who have achieved results and added value to your organization, not simply a year-end entitlement.

I urge you to recognize the true value of performance evaluation as a powerful tool for growth and development. It not only highlights individual and team achievements but also provides critical insights into areas that require improvement. This process demands open and honest conversations about real performance, including difficult discussions where necessary. Addressing challenges directly, yet professionally, is essential for setting clear expectations and ensuring that your team is prepared to meet future challenges and seize new opportunities.

Thank you for your commitment to improving performance within your respective organisations.

Timeline and procedures

Please see below important dates to meet the deadlines as requested by the Ministry of Finance, National Planning and Trade and, the Public Service Bureau.

MoFNPT Calendar

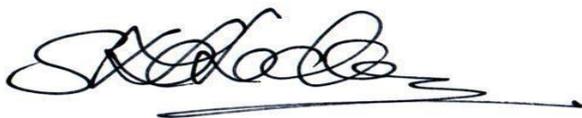
- 18th November - 6th December: Performance management - Final evaluation of staff performance in line with signed performance contracts (MDAs).
- 13th December: Submission to Treasury of appraisal ratings for payment of 13th month pay (MDAs).

Pursuant to Circular 1 of 2024: Plan of Action - Payment of Thirteenth Month Pay

The plan of action below is to be strictly adhered to for ease of implementation.

- Appraisals are completed by all supervisors - **6th December 2024.**
- Input of all results (using November payroll) by HR staff taking into consideration all exemptions and submit template to Treasury for importation into payroll system – **13th December 2024.**
- Treasury compiles consolidated payroll and submit to MDAs for verification and amendments by Accounts Unit – **23rd December 2024.**
- Amendments by Accounts unit and submission of final 13th month payroll endorsed by Accounting Officer to the Treasury by organizations for processing – **30th December 2024;**
- Payment – **13th, 14th & 15th January 2025.**

Yours sincerely



Shella Mohideen (Mrs)
CHIEF SECRETARY AND HEAD OF THE CIVIL SERVICE