

MAURITIUS PORTS AUTHORITY

CIRCULAR NOTE OF 04 OF 2017

TO: ALL EMPLOYEES

DATE: 14 April 2017

HUMAN RESOURCES DEVELOPMENT PLAN (HRD 2016)

Further to MPA Circular Note No. 03 of 2017, Management wishes to inform all employees as follows:-

1. OPTION FORMS

Option Forms together with Job Guidelines for each position will be circulated to all employees as from **Tuesday 18 April 2017** through their respective Heads of Department. These forms should be duly completed and signed by all employees and returned to the Human Resources Department by **Friday 28 April 2017** at latest, irrespective of whether they have made appeals or not as regards their grading.

All employees are urged to abide to the closing date for submission of their option forms in order to process payment of new salaries in May 2017.

2. BIOMETRIC ATTENDANCE SYSTEM

A Biometric Attendance System is being re-introduced solely for the purpose of recording attendance of employees. In this respect, a consent form will be circulated together with the option form.

All employees are kindly requested to return the consent form along with the option form at the closing date of 28 April 2017.

3. ERRORS AND OMISSIONS COMMITTEE

An Errors and Omissions Committee has been set up to consider representations if any from employees regarding their grading. In this respect, employees who are aggrieved by their **personal** grading should submit a written request by **Monday 24 April 2017** at latest, with full justifications to the Director General for consideration and eventual submission to the Errors and Omissions Committee. The Committee will examine all representations received and convene the employees concerned to make their submission before the committee as and when required.

The Committee will thereafter assess the grievances and make appropriate recommendations to Management and which will eventually be submitted to MPA Board for consideration.

Management relies on the collaboration of all employees for the smooth implementation of the HRD Plan 2016.



M. MOLOO

For Director General