



**OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

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**MEMORANDUM**

**TO : ALL DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
DIRECTORS H/O AND DISTRICTS  
ALL H/O AND DISTRICT**

**FROM : ACTING DIRECTOR- HRD**

**DATE : 29 MARCH 2021**

**SUBJECT : REMINDER FOR SUBMISSION OF 2<sup>ND</sup> HALF YEARLY REVIEWS AND FINAL ASSESSMENTS FOR SALARY LEVEL 1-12 EMPLOYEES**

1. Kindly be reminded that 2020/21 performance cycle is coming to an end on the 31 March 2021.
2. The expectation is that 2<sup>nd</sup> Half yearly reviews and final assessments are submitted, including **Performance Contracts for 2021/22 in April 2021.**
3. For proper coordination and to avoid missing of documents and late submissions which result to non-capturing and payment of incentives to qualifying employees, HRD requests that for **2021/22 going forward**, Chief Directorates and Directorates submit all their contracts and reviews in a coordinated manner i.e per Chief Directorate/Directorate.
4. Employees must submit to their Section Heads, it is then they will be submitted to PMDS office. **No individual documents will be accepted by PMDs office.**
5. Late submissions will not be entertained, therefore all employees are requested to stick to deadlines for submissions.
6. Second half yearly reviews and final assessment for **2020/21** are due by **31 May 2021.**
7. Performance Contracts for **2021/22** should be submitted by **31 May 2021.**

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**L SIDIYA**  
**ACTING DIRECTOR- HRD**

30/03/2021  
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**DATE**