



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

10 August 2009

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 22 of 2009
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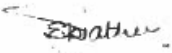
From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

Electronic Attendance System (EAS)

As you are aware, this Ministry has embarked on the implementation of Phase II of the Electronic Attendance System (EAS) after the successful completion of Phase I of the project in the Government Centre, Prime Minister's Office (ex Treasury Building) and the Ministry of Labour, Industrial Relations and Employment (Employment Division).

2. The EAS under Phase II is a modified and upgraded version which has been tested at some pilot sites. Ministries/Departments listed at Annex (I) have now been provided access to the system which will be on parallel run up to the end of September 2009. During this period, users will have ample opportunity to familiarize themselves with the system and any discrepancies therein would also be identified and duly addressed. It is understood that Ministries/Departments have already made arrangements for a personal computer and a printer to be allocated for the running of the EAS.
3. To ensure the successful implementation of Phase II of the EAS, training has already been imparted to users of the system in Ministries/Departments concerned. To further facilitate users in the implementation of the system, a set of guidelines on the EAS is at Annex (II).
4. For any additional information or assistance, kindly liaise with:
 - Mrs N. Goolooa, Assistant Secretary on telephone number 2013638; or
 - Mr S. Coothoopermal, Executive Officer on telephone number 201 1087.
5. I rely on your collaboration for the successful implementation of Phase II of the EAS.


(S. K. Pather)
Supervising Officer

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

or (circular attendance) (1)

LIST OF BUILDINGS – Electronic Attendance Phase II **Annex I**

| <u>Serial No</u> | <u>Ministry/Department</u> | <u>Address</u> | <u>Site Name</u> | <u>Biometrics No</u> |
|------------------|--|--|---|----------------------|
| 1 | Ministry of Tourism, Leisure and External Communications (External Communications) | Air Mauritius Building, President John Kennedy St, Port Louis | Head Office | 20000 to 20200 |
| 2 | Ministry of Tourism, Leisure and External Communications (Tourism and Leisure Div) | Air Mauritius Building, President John Kennedy St, Port Louis | Head Office | 20201 to 20700 |
| 3 | Ministry of Tourism, Leisure & External Communications (Tourism Leisure Div) | Victoria House, Port-Louis | Statistical Unit | 20701 to 20750 |
| 4 | Ministry of Renewable Energy and Public Utilities | Air Mauritius Building, President John Kennedy St, Port Louis | Head Office | 20751 to 20950 |
| 5 | Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division) | Air Mauritius Building, President John Kennedy St, Port Louis | Head Office | 20951 to 21150 |
| 6 | Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division) | Anglo Mauritius Building, Intendence St, Port Louis | Import Division Foreign Trade Division | 21151 to 21300 |
| 7 | Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division) | Old Moka Road, Bell Village, Port-Louis | Legal Metrology Services | 21301 to 21450 |
| 8 | Ministry of Business, Enterprise and Cooperatives (Cooperatives Div) | LIC Building, John Kennedy St, Port Louis | Head Office | 21451 to 21700 |
| 9 | Ministry of Industry, Science and Research | Air Mauritius Building, President John Kennedy St, Port Louis | Head Office | 21701 to 22050 |
| 10 | Ministry of Industry, Science and Research | Ken Lee Tower, Barracks St, Port Louis | Assay Office | 22051 to 22125 |
| 11 | Ministry of Agro Industry, Food Production and Security (Agro Industry) | Blendax House, Dumas St, Port Louis | Human Resource Division | 22126 to 22475 |
| 12 | Ministry of Agro Industry, Food Production and Security (Agro Industry) | Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard St, Port Louis | Head Office | 22476 to 22875 |
| 13 | Ministry of Agro Industry, Food Production and Security (Agro Industry) | Sterling House, Lislet Geoffroy St, Port Louis | Finance Section | 22876 to 23125 |
| 14 | Ministry of Agro Industry, Food Production and Security (Fisheries Div) | LIC Building, John Kennedy St, Port Louis | Head Office | 23126 to 23525 |

| <u>Serial No</u> | <u>Ministry/Department</u> | <u>Address</u> | <u>Site Name</u> | <u>Biometrics No</u> |
|------------------|--|--|--|----------------------|
| 15 | Ministry of Information and Communication Technology | Air Mauritius Building, President John Kennedy St, Port Louis | Head Office | 23526 to 23725 |
| 16 | Central Information Systems Division | Emmanuel Anquetil Building, Port Louis | Head Office | 23726 to 24225 |
| 17 | Central Informatics Bureau | Belmont House, Intendence St, Port Louis | Head Office | 24226 to 24375 |
| 18 | Pay Research Bureau | Bacha Building, Lislet Geoffroy, Port Louis | Head Office | 24376 to 24550 |
| 19 | Ministry of Education, Culture and Human Resources (Culture Division) | Baden Powell Building, Baden Powell St, Port Louis | Finance Section Transport Section | 24551 to 24800 |
| 20 | Ministry of Education, Culture and Human Resources (Culture Division) | Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard St, Port Louis | Establishment, Censorship, Documentation Unit, Head Office | 24801 to 24999 |
| 21 | Ministry of Education, Culture and Human Resources (Education and Human Resource Division) | IVTB House, Pont Fer, Phoenix | Head Office | 25501 to 26500 |
| 22 | Ministry of Labour, Industrial Relations and Employment | Crescent House, Cnr Deschartes & Faucault St, Port Louis | Registry of Associations | 26501 to 26700 |
| 23 | Ministry of Labour, Industrial Relations and Employment | Victoria House, Line Barracks & St Louis St, Port Louis | Head Office | 26701 to 27250 |
| 24 | Ministry of Youth and Sports | Emmanuel Anquetil Building St, Port Louis | Head Office | 27251 to 27450 |
| 25 | Civil Status Office | Emmanuel Anquetil Building St, Port Louis | Head Office | 27451 to 27650 |
| 26 | Ministry of Finance & Economic Empowerment (Economic Empowerment Division) | Emmanuel Anquetil Building St, Port Louis | Head Office | 27651 to 28200 |
| 27 | Ministry for Local Government, Rodrigues and Outer Islands (Local Govt Division) | Emmanuel Anquetil Building St, Port Louis | Head Office | 28201 to 28600 |
| 28 | Ministry for Local Government, Rodrigues and Outer Islands. (Rodrigues Division) | Emmanuel Anquetil Building St, Port Louis | Head Office | 28601 to 28750 |

| <u>Ministry/Department</u> | <u>Address</u> | <u>Site Name</u> | <u>Biometrics No</u> |
|---|--|---|----------------------|
| Registrar General | Emmanuel Anquetil Building St, Port Louis | Head Office | 28751 to 28825 |
| Ministry of Foreign Affairs, Regional Integration and International Trade | Fooks House, Port Louis | International Trade Division Regional Integration Division | 28826 to 28975 |
| Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Div) | Jade House, 2 nd Floor, Jummah Mosque St, Port Louis | Finance Section | 28976 to 29425 |
| Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Div) | Moorgate House, Sir William St, Port Louis | Head Office | 29426 to 29675 |
| Ministry of Public Infrastructure, Land Transport and Shipping (Land Transport and Shipping Division) | Metal Cast Building, 41 Mere Barthelemy St, Port Louis | Traffic Management & Road Safety Unit | 29676 to 29925 |
| Ministry of Environment & NDU (Environment Div) | Ken Lee Tower, Barracks St, Port Louis | Head Office | 29926 to 30625 |
| Ministry of Environment & National Development Unit (NDU Division) | Sterling House, Lislet Geoffroy St, Port Louis | Head Office | 30626 to 30975 |
| Central Statistical Office | LIC Building, John Kennedy St, Port Louis | Head Office | 30976 to 31575 |
| Electoral Commissioner | Max City Building, Cr Louis Pasteur & Remy Oilier St, Port Louis | Head Office | 31576 to 31925 |
| Ministry of Foreign Affairs, Regional Integration and International Trade (International Trade Div) | Moorgate House, Sir William St, Port Louis | Industrial Property Office & Finance Section | 31926 to 31985 |
| Housing and Lands | Moorgate House, Sir William St, Port Louis | Minister's Office & Administration | 31986 to 32160 |
| Housing and Lands | Rainbow House, Edith Cavell St, Port Louis | Land & Information System & Cartographic | 32161 to 32235 |

| <u>Serial No</u> | <u>Ministry/Department</u> | <u>Address</u> | <u>Site Name</u> | <u>Biometrics No</u> |
|------------------|--|--|--|----------------------|
| 41 | Housing and Lands | SILWF Bldg, Edith Cavell St, Port Louis | Head Office | 32236 to 33235 |
| 42 | Housing and Lands | Victoria House, Line Barracks & St Louis St, Port Louis | | 33236 to 33410 |
| 43 | National Transport Authority | MSI Building, Cassis | Head Office | 33411 to 34160 |
| 44 | Judiciary Department | New Court House, Jules Koenig St, Port Louis | | 34161 to 34460 |
| 45 | Companies Division | One Cathedral Square, Jules Koenig St, Port Louis | Head Office | 34461 to 34810 |
| 46 | Valuation Department | Rainbow House, Edith Cavell St, Port Louis | Head Office | 34811 to 35260 |
| 47 | Attorney General's Office | Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard St, Port Louis | Head Office | 35261 to 35710 |
| 48 | Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions | Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard St, Port Louis | Head Office | 35711 to 36710 |
| 49 | Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions | Social Security House, Rose Hill | | 36711 to 37410 |
| 50 | Civil Status Office | Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard St, Port Louis | National ID Unit | 37411 to 37450 |
| 51 | Police Department | AMC Building, St Georges St, Port Louis | Police Executive Services Stores Finance General Services | 37451 to 38050 |
| 52 | The Treasury | Rabadia Building, Port-Louis | Head Office | 38051 to 38500 |
| 53 | Public Service Commission | 7, Louis Pasteur St, Forest Side | Head Office | 38501 to 38900 |
| 54 | Central Procurement Board | 1 st Floor, Social Security House, Rose Hill | Head Office | 38901 to 39250 |
| 55 | Ministry of Civil Service and Administrative Reforms | Fooks House | Safety and Health Unit | 39251 to 39310 |
| 56 | Government Printing Office | La Tour Koenig Pointe aux Sables | Head Office | 25000 to 25500 |

A R M S APPLICATION
Application/Cancellation of Username

Annex III

(Please tick as appropriate) New Access Cancel Access

Ministry Name:

Department:

Division:

New/Old Username
(between 8 and 10 characters)

User NID number:

Job title of Officer:

Type of Role: User Admin

Date of application:

Authorised By:

Signature of authorised officer: _____



REPUBLIC OF MAURITIUS



*Guidelines on
Electronic Attendance System
Phase II*

ELECTRONIC ATTENDANCE SYSTEM

1. Electronic Time Recorder

- ◆ Electronic Time Recorders (ETRs), are the property of the Government of Mauritius. Ministries/Departments should henceforth ensure that this equipment is not subject to any physical damage. In case an ETR is no longer required, it should be returned to the Ministry of Civil Service and Administrative Reforms (MCS&AR).



Electronic Time Recorder

- ◆ Name of Officers will be displayed as follows on the ETR:
 - First seven characters of the surname and first character of the first name.
For example Percy Davidson will be displayed as Davidsop.
 - ◆ In case of change of site/building by any Ministry/Department, an official letter should be sent to MCS&AR. The Ministry will monitor the reinstallation of the ETR but the cost of transfer and reallocation of the ETR should be borne by the respective Ministry/Department.
- ### 2. Proximity Card/Biometrics
- ◆ The Proximity Card is the property of the Government of Mauritius.
 - ◆ Henceforth no Proximity Cards will be used, instead all Ministries and Departments are advised to shift to the Biometrics implementation. Officers formerly using Proximity Card and who have shifted on the Biometric option should return their Proximity Card to the Human Resource section of their respective Ministries/Departments and proper records should be kept accordingly.
 - ◆ The list of Biometric numbers is at annex L.

- ◆ In no case should a Ministry/Department assign a number to an officer outside the range allocated to it. Please note that each officer should have a number unique to him/her and proper recording should be kept regarding the number allocated to each officer. Moreover, once an officer has been allocated a number, the officer should continue to use the same number even if the officer has been transferred to another Ministry/Department.

- ◆ When an officer has successfully recorded his attendance by either swiping his Proximity Card or through the Biometrics system, the wording "Thank you" will be spelt out by the ETR.

- ◆ In case the Proximity Card is not well registered on the ETR, the wording "Invalid Card" will be displayed on the equipment when swiping the card. If the card is defective, it will not respond at all.

- ◆ In case the Biometrics recording is not well registered on the ETR, it will display 'Please try again'.

- ◆ When an officer is transferred to another Ministry/Department, the transfer of Proximity Card (where applicable) must be done without delay by the Human Resource Section of the Ministry/Department concerned. A copy of the letter of transfer should be sent to the MCS&AR.

In case the officer is transferred to a:

- ◆ Ministry/Department not linked to the EAS, the card should be returned to the MCS&AR and it is the responsibility of the HR Section to ensure that proper records about transfers are kept.

- ◆ Any officer resigning, retiring or being interdicted from service must return their Proximity Card to the HR Section of their respective Ministry/Department. Proper records should be kept accordingly.

- ◆ In case of loss of Proximity Card, the officer concerned should inform the nearest Police Station accordingly and the MCS&AR should be notified immediately.

3. Attendance Records Management System

- ◆ Any officer transferred to another Ministry/Department should have his basic data and attendance records transferred to the respective Ministry/Department. This should be performed solely by the MCS&AR. A correspondence should be sent to the MCS&AR by the Human Resource Department where the officer

has been newly posted to effect the transfer. Moreover, if an officer is transferred to a Ministry/Department not provided with an ETR, the MCS&AR should be informed accordingly.

- ♦ At the beginning of each year, data pertaining to time in/out will be restored to zero.
- ♦ In the Employee Module, 'none' should be selected in the class field for all officers whose class does not appear on the system.
- ♦ In order to maintain uniformity in job titles, all new job titles will be created ONLY by the MCS&AR Administrator.
- ♦ Users are also required to perform the "Process – Year End" in the ARMS application so that leave balances for each and every officer are carried forward at the start of following year.

The screenshot shows a window with a title bar at the top. Below the title bar, there are several rows of data. The first row has columns for 'From Date', 'To Date', and 'Period'. The data in the table is as follows:

| From Date | To Date | Period |
|------------|------------|--------|
| 01/01/2000 | 31/12/2000 | 12 |
| 01/01/2001 | 31/12/2001 | 12 |
| 01/01/2002 | 31/12/2002 | 12 |
| 01/01/2003 | 31/12/2003 | 12 |
| 01/01/2004 | 31/12/2004 | 12 |
| 01/01/2005 | 31/12/2005 | 12 |
| 01/01/2006 | 31/12/2006 | 12 |
| 01/01/2007 | 31/12/2007 | 12 |
| 01/01/2008 | 31/12/2008 | 12 |
| 01/01/2009 | 31/12/2009 | 12 |
| 01/01/2010 | 31/12/2010 | 12 |
| 01/01/2011 | 31/12/2011 | 12 |
| 01/01/2012 | 31/12/2012 | 12 |
| 01/01/2013 | 31/12/2013 | 12 |
| 01/01/2014 | 31/12/2014 | 12 |
| 01/01/2015 | 31/12/2015 | 12 |
| 01/01/2016 | 31/12/2016 | 12 |
| 01/01/2017 | 31/12/2017 | 12 |
| 01/01/2018 | 31/12/2018 | 12 |
| 01/01/2019 | 31/12/2019 | 12 |
| 01/01/2020 | 31/12/2020 | 12 |
| 01/01/2021 | 31/12/2021 | 12 |
| 01/01/2022 | 31/12/2022 | 12 |
| 01/01/2023 | 31/12/2023 | 12 |
| 01/01/2024 | 31/12/2024 | 12 |
| 01/01/2025 | 31/12/2025 | 12 |
| 01/01/2026 | 31/12/2026 | 12 |
| 01/01/2027 | 31/12/2027 | 12 |
| 01/01/2028 | 31/12/2028 | 12 |
| 01/01/2029 | 31/12/2029 | 12 |
| 01/01/2030 | 31/12/2030 | 12 |

At the bottom of the window, there is a 'Save' button.

- ♦ Users are requested to contact their database administrator regarding amendments in the system which needs administrative rights.
- ♦ Public Holidays will be created by the MCS&AR each year.

4. Username/Password

- ♦ A login form (Annex III) has to be filled in for the creation of user/administrator access to ARMS application. However, in the first instance, the Username and Password will be same. Users will have to change their password thereafter.
- ♦ It is recommended that Username and Password should be between 8 and 10 characters.

- ◆ Users/Administrators must change their Password regularly and any new user/administrator of the system should apply for a new Username at the MCS&AR. The MCS&AR must be informed immediately of any cancellation of Username.
- ◆ Any cancellation/application of Username should be done with prior authorization of the responsible officer of the Ministry/Department concerned.

5. Administrative Cards

- ◆ This Card gives access to the ETR data. It should therefore be stored in a secure place.
- ◆ Administrative Card will be issued to Supervising Officers of Ministries concerned. This card will enable the holder to unlock and register new officers on the ETR in case of problems.
- ◆ Administrative Cards should be handed over to the new Supervising Officer posted to the Ministry in case of transfer, retirement or resignation of the Supervising Officer.

6. Contact Details of Supplier

The following issues will be attended to directly by the Supplier Leal Communications and Informatics Ltd until further notice:

- Maintenance and Repairs of ETR.
- Any problem regarding Proximity Cards/Biometrics system.
- Cabling Problem from ETR to switch

Contact Person:

Mr Khalil Mohumudally,
Sales Supervisor, Leal Communications and Informatics Ltd,
Motorway M1, Pailles.
Tel. Number: 2553680
Email address: kmohumudally@lci.lealgroup.com

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