

Ministry of Civil Service Affairs and Administrative Reforms

28 June, 2004

Ministry of Civil Service Affairs and Administrative Reforms Circular Letter No. 35 of 2004 E/125/19/01/02

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

To: Supervising Officers i/c Ministries/Departments

Attendance - Monitoring Committee

The Monitoring Committee on Attendance had, at its meeting held on 10 June 2004, asked for additional information on late attendance in Ministries/Departments in order to enable the Committee to assess the problems being encountered.

- 2. In this connection, it would be appreciated if you would submit by 7 July 2004 the following information on the lines of the enclosed proformas
 - (i) a list of officers who attended duty late and had their lateness deducted from their leave entitlement; and
 - (ii) a list of officers who cannot attend duty by 9.15 hours for reasons beyond their control.
- Nil returns should be submitted, where appropriate.

(K. Ponnusamy) Senior Chief Executive

Copy to:-

Secretary to Cabinet and Head of the Civil Service

Lateness deducted from leave entitlement

<u>Name</u>	Grade	Place of Residence	Reasons for not compensating	No. of minutes/ hours/days deducted from leave
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Lateness due to reasons beyond control

Name	Grade	Place of Residence	Reasons	Action Taken
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