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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 Refc  
To: Supervising Officers i/c Ministries/Departments

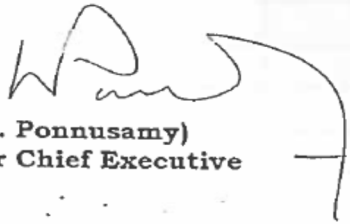
**Attendance – Monitoring Committee**

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.

3. Nil returns should be submitted, where appropriate.

  
(K. Ponnusamy)  
Senior Chief Executive

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



