

19 January 2011

Ministry of Civil Service and Administrative Reforms

Circular Letter No 6 of 2011

E/125/19/01/02

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

To: Supervising Officers in charge of Ministries/Departments

Flexible Attendance

This Ministry is in the process of carrying out a survey on the flexible attendance system in the Civil Service.

2. In view thereof and in order to enable this Ministry to make a more meaningful assessment of the implementation of the flexible attendance system in Ministries/Departments, it would be appreciated if you could submit the following information on a monthly basis for the period July to December 2010:

- (i) Number of officers on establishment.
- (ii) Number of officers arriving late (a) after 9.00 a.m.
(b) after 9.15 a.m.
(c) after 9.30 a.m.
- (iii) Reasons for late attendance.
- (iv) Number of officers who have been allowed to compensate for late arrivals by:
 - (a) working beyond 16.00 hrs
 - (b) deduction from leave entitlement
 - (c) deduction from salary
- (v) Number of officers who were willing to compensate for late arrivals by working beyond 16.00 hrs and have not been allowed to do so and the reasons therefor.

The information should reach this Ministry not later than **14 February 2011**.

3. Ministries/Departments which have not yet implemented the flexible attendance system should state the reasons therefor.
4. Your cooperation in this matter would be highly appreciated.

S. Seebaluck
Senior Chief Executive

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

