



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE  
AND INSTITUTIONAL REFORMS**

04 April 2024

**Ministry of Public Service, Administrative and Institutional Reforms**

**Circular Note No. 13 of 2024**

**E/439/5/2/2 V18**

**From: Secretary for Public Service**

**To : Supervising Officers in charge of Ministries/Departments**

**Recording of time for collection and deposit of keys at Police Stations**

The Government Office Auxiliary Union (GOAU) has made representations to this Ministry regarding the proper recording of the exact time for the collection of official keys from Police Stations in the morning and the deposit of same in the afternoon. The GOAU has stated that the time at which Office Auxiliary/Senior Office Auxiliaries (OA/SOAs) collect Government office keys in the morning from Police Stations, and deposit same in the afternoon, are not being considered as their official time of arrival and departure, respectively. Instead, only the time recorded on the Electronic Time Recorder installed in their respective workplace is being accounted for in respect of their attendance at work (both arrival and departure).

2. This issue was discussed during an official meeting with the GOAU and it was decided that the concerned officers are deemed to have attended duty as from the time they collect the Government office keys from the Police Stations in the morning and to have departed from duty at the time they deposit same in the afternoon.
3. Supervising Officers of Ministries/Departments are requested to ensure that the provisions at paragraph 2 above are complied with and to continue to maintain proper monitoring of the attendance of OA/SOAs in the performance of their duties.

**K. Conhye**

Secretary for Public Service