



REPUBLIC OF MAURITIUS
MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

04 February 2025

Ministry of Public Service and Administrative Reforms
Circular Letter No 05 of 2025
E/125/19/17 V3

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

To : Supervising Officers in charge of Ministries/Departments

Electronic Attendance System - Framework Agreement 2024/ 2025

With the implementation of the Electronic Attendance System across the Civil Service, some 556 Electronic Time Recorders (ETRs) have already been installed in various Ministries/ Departments.

2. However, it has been noted that there are still office premises that are not yet equipped with these facilities. Consequently, this Ministry has lately been receiving a number of requests for new ETRs from different Ministries/ Departments.

3. In this connection, a new **Framework Agreement** has been entered into with **Leal Communications and Informatics Ltd (LCI)** for a period of **one year ending 12 December 2025**, for the installation of ETRs where these are not yet available. The detailed cost implications are as follows:

| SN | Description of Goods and Related Services | Amount Exc VAT (Rs) |
|-----------|--|--------------------------------|
| (i) | Electronic Time Recorder and Cabling Works | 50,800 (per unit) |
| (ii). | Delivery Installation, Configuration and Commissioning (Irrespective of any Districts) | 5,300 (per unit for lot) |
| (iii) | Training Session (Max 3 Hours) | 31,300 |

Taking into consideration the number of requests received and the limited funds at the level of this Ministry for this project, allocation will be made on a first-come-first-serve basis and other Ministries/Department will have to proceed with the acquisition under their own budget.

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4. You may wish to note that the Central Information Systems Division will provide technical guidance for the commissioning and operationalisation of the equipment. Once the ETRs have been commissioned, the relevant report should be submitted to this Ministry, for inclusion in the Hardware Maintenance Agreement.

5. As for the Financial Year 2025-2026, Ministries and Departments should earmark funds for the acquisition of ETRs under the Framework Agreement in their respective budgets. Supervising Officers should also ensure that Government Agencies/ Departments which fall under their purview and where ETRs are not yet installed, maximise the roll out of the Electronic Attendance System thereat under this Framework Agreement. Moreover, the ETRs already installed should be optimally used for the effective monitoring of daily attendance of their officers in lieu of manual attendance, which has already been phased out.



C. R. Seewooruthun (Mrs.)
Senior Chief Executive

*Copy to: Secretary to Cabinet and Head of the Civil Service
Director, Central Information Systems Division*