



**Ministry of Public Service and Administrative Reforms  
Mauritius**

31 October 2025

**Ministry of Public Service and Administrative Reforms**  
**Circular Letter No. 68 of 2025**  
**E/125/19/01/02 V7**

**From: Secretary for Public Service**

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

**Punctuality at Work**

This Ministry has received representations from various stakeholders including service users, Non-Governmental Organisations and members of the public at large drawing attention to the lack of punctuality and discipline among different categories of public officers. It has also been reported that many officers regularly turn up late in the morning, take more than their allocated time for lunch, absent themselves for long periods during working hours and leave office well before the official time of departure.

2. As you are aware, the public service plays a pivotal role in the national development and well-being of our country. As such, it is imperative that every public officer upholds the highest standards of professionalism, integrity and commitment in the discharge of his/her duties. Besides, being a source of dissatisfaction and frustration on the part of our customers due to the resulting disruptions and delays in public service delivery, the lack of punctuality reflects badly on the image of the public service and affects morale of other public officers who have to palliate the shortcomings of their colleagues.

3. It is, therefore, deemed necessary to remind public officers of the imperative to observe their official working hours as follows:

| Category                                                                           | Days of Work     | Duration                                   |
|------------------------------------------------------------------------------------|------------------|--------------------------------------------|
| Officers working on a five-day week basis                                          | Monday to Friday | 08 45 to 16 00 hours (half hour for lunch) |
| Officers working on a six-day week basis                                           | Monday to Friday | 09 00 to 15 30 hours (half hour for lunch) |
|                                                                                    | Saturday         | 09 00 hours to noon                        |
| Officers in the Workmen's Group and other manual grades putting in 40 hours weekly | Monday to Friday | 07 00 to 15 15 hours (one hour for lunch)  |

2/...





4. As regards employees, who are working under the Flexible Hours of Attendance and Flexible Working Arrangement, they should attend and leave duty according to the slots/bandwidth allocated to them, in accordance with paragraph 16.5.26 of the 2021 PRB Report. Those working on shift, roster or at staggered hours should strictly abide by their prescribed hours of work.

5. Further, this Ministry has, as part of its reform initiatives, introduced the Electronic Attendance System (EAS) to replace the traditional manual attendance register. Ministries/Departments, where such system does not exist, are advised to liaise with this Ministry for the installation of the EAS as soon as possible to better monitor the attendance of their staff.

6. I rely on the collaboration of all Supervising Officers to ensure strict compliance with the above.



**Dr D. Kawol**  
**Secretary for Public Service**