



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS**

22 May 2019

**Ministry of Civil Service and Administrative Reforms  
Circular Letter No 35 of 2019  
E/125/19/04/10/01**

**From : Secretary for Public Service**

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

**Electronic Attendance System**

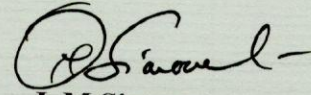
The Electronic Attendance System (EAS) was introduced across the Civil Service in 2007.

2. The EAS comprises Electronic Time Recorders (hardware) to capture the daily attendance data of public officers and the Attendance Record Management System (ARMS) software.
3. In June 2016, following a bidding exercise, Leal Communications and Informatics Ltd was awarded the contract for the upgrading of the software with a view to enhancing the system by including new features. The upgraded system is meant to:
  - i) provide accurate and instant information on attendance record;
  - ii) reduce the burden of manual processing of information and data;
  - iii) enable better monitoring of attendance; and
  - iv) allow for direct and online transfer of information to the Human Resource Management Information System for the purpose of computing overtime and leave management.
4. Furthermore, the system constitutes an excellent platform to manage productivity while ensuring greater organisational efficiency and effectiveness and promoting customer service delivery. A list of reports that can now be generated by the system is at *annex*.
5. This Ministry is pleased to announce that the upgraded Attendance Record Management System (ARMS) has been successfully deployed in the Civil Service. This in itself represents a major milestone and is an indicator of our modernisation agenda of management practices and processes in Government. It also forms part of our strategy to transform the public service. Consequently, the old Attendance System will be deactivated as from **31 May 2019**. As such, matters pertaining to attendance processes should be henceforth processed on the new ARMS as from 01 June 2019.

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6. It would be appreciated if the Officers in charge of HR in your respective Ministry/Department could be informed accordingly.



**J. M Simonet**  
**Secretary for Public Service**

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

**Reports available on the New Electronic Attendance System (EAS)**

- **Daily Attendance**
  - Enable users to view attendance of officers on a daily basis and to know whether an officer is on approved leave (provided the leave has been input in the manual attendance/leave module of the HRMIS)
  
- **Absent List**
  - Enable users to identify officers who are absent from duty at one go.
  
- **Bank Report**
  - Calculate the bank time of an officer automatically sparing the users the tedious work of calculating the bank time of an officer manually.
  
- **Attendance Bank Balance**
  - Enable users to have a detailed report on an officer's bank balance based on the shift start time/shift end time chosen.
  
- **Statement of Lateness**
  - Enable users to know the number and percentage of staff who are late within a time period and region wise.
  
- **Short Weekly Working Hours**
  - The identification of Officers who have not put in 33 ¾ hours weekly (or 40 hours as applicable).
  
- **Daily Attendance Time-In**
  - Enable Users to know the number of officers who attended duty within a specific time range based on their schedule code.