MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

21 June 2011

E/125/19/04/01/ V11
Ministry of Civil Service and Administrative Reforms
Circular Letter No. 31 of 2011

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

To: Supervising Officers i/c of Ministries/Departments

Electronic Attendance System (EAS)

Please refer to this Ministry’s Circular Note No. 22 of 2009 regarding the above subject.

2. The Electronic Attendance System is now operating on a real time basis where attendance
data become available as soon as an officer uses the Electronic Time Recorder (ETR) to record
attendance.

3. This Ministry is closely monitoring the use of the EAS to ensure that it is operating smoothly.

4. In this context, we would appreciate if you could kindly inform this Ministry of any
discrepancy or problems encountered with the EAS as per the proforma attached
by Friday 01 July 2011 at latest.

5. For any additional information or assistance, kindly liaise with the following officers:

• Mrs R. Aleear, Senior Officer on Tel No. 201 10 44 or
• Mrs S. Gopal, Systems Analyst on Tel No. 201 10 32

(S. Seebuck)
Senior Chief Executive

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

6th Floor, New Government Centre, Port Louis, Republic of Mauritius
Tel: (230) 201 1045, Fax: (230) 201 3815 E-mail: civser@mail.gov.mv
Ministry of Civil Service and Administrative Reforms
Electronic Attendance System

Ministry/Department:..............................................................................

Site...........................................................................................................

Is the System (Attendance Records Management System) operating on a Real Time Basis?
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Any Problem Encountered?
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Any other remarks/suggestions
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Name:........................................................................................Signature:

Grade:........................................................................................Date:

Email Address:..................................................................................

Email Address of Registry at the Ministry/Department:..............................