



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

**12 March 2021**

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 6 of 2021**  
**E/152/11/07**

**From : Secretary for Public Service**

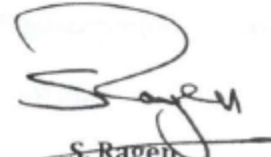
**To : Supervising Officers in charge of Ministries/Departments**

**Response to COVID 19 – Precautionary measures at the Workplace**

Please refer to this Ministry's Circular Letter No. 5 of 2021 and to the Circular dated 9 March 2021 from the Secretary to Cabinet and Head of the Civil Service on the functioning of Ministries/Departments during the lockdown.

2. To further curtail any risk of spread of the coronavirus at the workplace, it has been decided that the use of Electronic Time Recorders be suspended until further notice. You are therefore advised to make alternative arrangements for Heads of each Section/Unit to record the attendance of their respective officers on a daily basis and to forward the records to the Human Resource Section for appropriate action.

3. I rely on your usual collaboration.

  
S. Ragen  
Secretary for Public Service

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