



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

07 July 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 42 of 2014
E/439/5/02 V¹⁰

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c of Ministries/ Departments

Flexi-Attendance – Office Care Attendant Cadre

This Ministry has received representations from the Government Office Care Attendant Union to the effect that Officers in the Office Care Attendant Cadre have not been included in the Flexi-Attendance system.

2. In view thereof, this Ministry is gathering information with a view to making a proposal to the PRB in the context of its forthcoming report.
3. It would, therefore, be appreciated if the following information could be submitted to the General Services Section of this Ministry, as per the enclosed pro-forma, by **Monday 21 July 2014**, at latest:
 - (i) No. of Head Office Care Attendants & Office Care Attendant/Senior Office Care Attendants on establishment;
 - (ii) No. of Head Office Care Attendants & Office Care Attendant/Senior Office Care Attendants in post;
 - (iii) No. of officers arriving regularly between 7.30 – 7.45; 7.46 – 8.00; 8.01 – 8.30;
 - (iv) No. of officers leaving office regularly between 16.30 – 16.45 and 16.46 – 17.00;
 - (v) No. of officers being paid allowance for collecting key;
 - (vi) No. of officers willing to perform overtime; and
 - (vii) No. of officers not willing to perform overtime.
4. Thanking you for your cooperation.

S. Seebaluck
Senior Chief Executive

Flexi-attendance system - Head Office Care Attendant and Office Care Attendant/Senior Office Care Attendant

Ministry/Department:-

Grade:-

No on Establishment:-

No of Officer in post:-

No of officers arriving regularly between		No of officers leaving office between		No of officers being paid allowance to collect key	No of officers willing to perform overtime	No of officers not willing to perform overtime
7.30 to 7.45	7.46 to 8.00	8.01 to 8.15	16.30 to 16.45	16.46 to 17.00		

Prepared by :-

Name :-

Grade:-

Signature:-

Verified by:-

Name:-

Grade:-

Signature:-