



## MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

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Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 63 of 2014  
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

### Implementation of the Electronic Attendance System

It has been noted that in spite of instructions issued and training imparted by this Ministry, use of the Electronic Attendance System is being hampered for reasons related mainly to inadequate internal arrangements, the most common ones being indicated hereunder:

- (a) No proper handing/taking over is carried out in case of a change in posting of the Schedule Officer/s of the Human Resource (HR) Section.
- (b) Knowledge acquired by the Schedule Officers during training and while implementing the system, is not used to build the capacity of other colleagues of the HR Section through on-the-job training.
- (c) Electronic Time Recorders (ETRs) are either being disconnected/unplugged from the data port connected to either the computer equipment or the server at the Government Online Centre or are subject to physical damage.

2. It is worth highlighting that implementation of the Electronic Attendance System in a Ministry/Department is an activity falling under the direct responsibility of the Officer-in-Charge of the Human Resource (HR) Section. To facilitate matters, the Schedule Officers have been given "Administrator Rights", enabling the officer to create new users, effect transfer of users' data in case of change in posting, etc. Practical guidelines are also provided upon request, as regards the steps to be followed by them (Annex).

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3. It is therefore imperative that each Ministry/Department takes appropriate measures to protect the ETRs from being damaged and/or being disconnected/unplugged from the network put in place. Suspicious cases should be immediately reported to the Police for enquiry and appropriate action.

4. In addition, officers responsible for HR in Ministries/Departments should be requested to ensure that:

- (a) proper handing/taking over takes place in case of change in posting of the Schedule Officers; and
- (b) on-the-job training is carried out in the HR Section so that an alternate officer is always available in the absence of the substantive Schedule Officer.

5. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of the Schedule Officers as well as all officers of the Human Resource Cadre of their respective Ministry/Department.



**S. Seebaluck**

Senior Chief Executive

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

Electronic Attendance System

Practical guidelines for an effective implementation of the System

- (a) Each Ministry/Department implementing the Electronic Attendance System needs to have an officer in the HR Section with Administrator Rights to be able to:
  - (i) create new users (i.e. newly posted officers);
  - (ii) transfer the data of those users to other organisations in case of a change in posting;
  - (iii) delete the data in case of retirement/resignation of the user.
- (b) The officer having the Administrator Right (i.e. the "Administrator") is allocated with a "Login" name and password to access the relevant part of the system of the abovementioned functions. In no circumstance, should the password be shared with other colleagues.
- (c) There has to be an alternate officer equally conversant with the system, to be able to ensure continuity in case of absence of the substantive Schedule Officer.
- (d) In case of change in posting of the "Administrator", the "IT Unit" of the Ministry of Civil Service and Administrative Reforms should be immediately contacted for the creation of a new "Administrator" and cancellation of the previous one.
- (e) The "Administrator" should always be guided by the Attendance Register Management System Manual already made available during training.
- (f) In case of major problems e.g. unavailability of data, the Administrator should verify whether the Electronic Time Recorders is still plugged or functioning. Any case of suspected change to the ETR, the Police should be informed immediately. As regards technical problems, the supplier (Leal Communications & Informatics) may be contacted directly on Tel. No. 2072200 and Fax No. 2868406.
- (g) The Ministry of Civil Service and Administrative Reforms should be kept informed of all problems all the time.