



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

23 November 2015

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 37 of 2015**  
**E/125/19/04/12**

**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**

As you are aware, the Electronic Attendance System (EAS) being implemented across the Civil Service was shifted to the biometric option in August 2009 for recording the attendance of public officers. This Ministry's Circular Letter Reference E/125/19/04/01 V8 dated 10 August 2009 refers.

2. It has been observed that some officers in different organisations are unwilling to enroll their biometric fingerprints data into the system. The organisations concerned are therefore using both the Electronic Attendance System for those enrolled therein and the Manual Attendance Register.

3. In the context of the modernisation of human resource management functions, the electronic system of attendance would gradually become the only method of recording the daily attendance of public officers across the Civil Service. In this connection, the existing attendance system would, in due course, have to interface with the Human Resource Management Information System being developed currently.

4. In light of the above, it has been decided that officers who are unwilling to enroll their biometric data into the Electronic Attendance System, would instead be allocated an **Employee Code Number along with a password** to record their daily attendance. Guidelines on how to enroll and record the attendance of officers using the new method is available on this Ministry's website: <http://civilservice.govmu.org>.

5. Supervising Officers of Ministries/Departments are therefore being requested to make optimum use of the Electronic Attendance System, wherever available. Ministries/Departments not yet implementing the system may contact this office for guidance. Furthermore, the HR Division of each Ministry/Department should put in place an appropriate control mechanism to both prevent cases of fraud and damage to the Electronic Time Recorders through misuse. It is to be pointed out that all costs relating to either repairs or replacement of damaged equipment would have to be borne by the Ministry/Department concerned.

6. For additional information or clarification on the matter, this Ministry may be contacted on telephone numbers 405 5783/405 5784 or through e-mail "civser@govmu.org".



**P. Jhugroo**  
Senior Chief Executive

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