



L101014

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

12 January, 2004

Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 2 of 2004  
E/125/19/01/02

From: Senior Chief Executive, Ministry of Civil Service Affairs and  
Administrative Reforms  
To: Supervising Officers-in-Charge of Ministries/Departments

**Attendance**

Please refer to this Ministry's Circular Letter No. 47 of 22 December 2003 outlining the measures to address the problem of late attendance in the civil service.

2. In the case of officers working on shift, roster and staggered hours, it was proposed that their period of lateness should be deducted directly from their salary in accordance with the provision of Regulation 42(1)(c) of the Public Service Commission Regulations.
3. The above measure in respect of workers on shift, roster and staggered hours was proposed in view of the specific nature of their duties. This measure was in the interest of the workers themselves as shift workers turning up late for work would penalize their colleagues whom they are expected to relieve.
4. However, following representations made, the matter has been re-examined and it has been decided that the same principle adopted for all public officers as outlined at paragraph 2 of this Ministry's Circular Letter No. 47 of 2003 should apply to workers on shift, roster and staggered hours, i.e. the period of lateness at work, excess time taken for lunch and absences during working time without authorisation would be deducted from leave entitlement in the first instance and deductions would be made from their salary only in case of persistent late attendance.

(K. R. Mudhoo)  
for Senior Chief Executive

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