



Attn: Mrs Ranjartan

MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

27 September 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 53 of 2004
E/125/19/04/01

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

Electronic Attendance System

As part of its reforms initiative, this Ministry has introduced an Electronic Attendance System (EAS) to replace the traditional manual attendance register. The introduction of such a system fits within the overall administrative reform strategies and modernisation of the Public Service which aims at providing responsible behaviour and facilitates human resource management practices.

2. The Electronic Attendance System is a multi-terminal system which records electronically the arrival and departure times of the officers. This system enables the organisation to keep an accurate record of the attendance of officers. It is also a fast and efficient means for the computation of additional hours of work (e.g. overtime) as well as absences/lateness of officers. It also allows officers to query individually their record of leave. The system which is particularly useful for human resource planning and co-ordination purposes by management has also ushered a culture for self-discipline, responsibility and accountability of officers.

3. In 2003, the system was extended to the Prime Minister's Office and the Employment Division of the Ministry of Labour, Industrial Relations and Employment (Employment Division). Action is being taken to cover the remaining Ministries housed in the New Government Centre, namely Ministry of Finance, Ministry of Foreign Affairs, International Trade and Regional Co-operation and Ministry of Public Infrastructure and Land Transport (Land Transport Division).

4. Following several requests received from Ministries and Departments for the implementation of a similar system in their organisations and in line with the recommendations made by the Pay Research Bureau at paragraph 15.5.7 of its 2003 Report, to the effect that "all Ministries/Departments, should as far as possible and practicable introduce time clocks to monitor more correctly time of arrival and departure as well as time of absence from office", the EAS will be extended to other Ministries and Departments. The second phase of the project will be implemented in centrally-located buildings as per appendix.

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5. As regards funding, a new item "Electronic Attendance System", been created under the capital vote of this Ministry which will meet the capital cost of the project. The recurrent costs will be met by the respective Ministries and Departments.

6. You may wish to note that the following will not be included in this exercise:

- Disciplined Forces (Police, Prisons and Fire Departments);
- Remote offices (Civil Status Offices, Citizens Advice Bureaux, Employment Offices, etc);
- Schools and State Secondary Schools;
- Health Organisations (except the regional hospitals where the systems will be installed);
- Organisations which will form part of forthcoming Mauritius Revenue Authority; and
- Manual Grades employees working on "off-site".

7. Prior to implementation, relevant information pertaining to each Ministry/Department should be made available. This Ministry is therefore carrying out a survey to collect information in respect of the location, number of floors and the number of officers of each Ministry/Department. In this context, it would be appreciated if you would kindly fill in the enclosed survey form and submit same to the Administrative Reforms Unit by 11 October 2004.

8. I rely on your collaboration for the successful implementation of this project.


(K. Ponnusamy)
Senior Chief Executive

Copy to:

Secretary to Cabinet and Head of the Civil Service