

15 September 2005

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 38 of 2005**  
**E/125/19/01/02**

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

**Attendance**

Following the implementation of the measures enunciated in this Ministry's Circular Letters No. 47 of 22 December 2003 and No. 2 of 12 January 2004 and the additional recommendations made in the Report "Errors, Omissions and Clarifications" of the 2003 Pay Research Bureau Report to address the issue of late attendance in the civil service, it has been noted that some officers are not able, for reasons beyond their control or otherwise, to compensate for their late arrivals by putting in additional working time after the normal departure time.

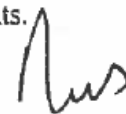
2. Supervising Officers are therefore advised that -

- (i) officers who attend duty late and who are not willing to compensate for their lateness by working after the normal departure time should not be compelled to do so; and
- (ii) officers who attend duty late and who, on their own volition, agree to refund their late arrivals by putting in additional hours after the normal departure time but within the recommended flexible hours, should be allowed to do so.

3. Late arrivals reckoned by officers who cannot compensate by putting in additional hours of work, should be computed on a monthly basis and recorded in the bank of early/late hours of attendance. Lateness of habitual latecomers should, in the first instance, be offset against any excess hours of attendance in the bank of attendance or be deducted, on a monthly basis, from the casual or vacation leave entitlement of the officer.

4. While implementing the above measure, Supervising Officers should use their judgement and discretion in tracing out regular defaulters. The onus to monitor effective attendance and punctuality of officers rests solely with the Supervising Officer who should ensure that a fair treatment is meted out to each and every officer in his Ministry/Department.

5. Supervising Officers are requested to ensure that the contents of this Circular Letter are brought to the attention of all officers working in their Ministries/Departments.



(R. Mudhoo)  
Senior Chief Executive

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