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

10 November 2005

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 46 of 2005  
E/125/19/04/01V2

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

To: Supervising Officers i/c of Ministries/Departments

**Electronic Attendance System (Phase II)**

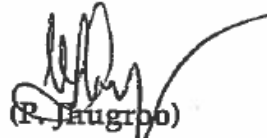
Please refer to this Ministry's Circular Letter dated 26 June 2005. As the tender exercise, carried out in July-August this year in respect of the Electronic Attendance System (Phase II) was unsuccessful, this Ministry has decided to launch fresh tenders for the implementation of the project.

2. As you are aware, the project will cover Ministries and Departments housed in centrally located buildings in Port Louis, the Ministry of Education and Human Resources, IVTB House, Phoenix as well as some Departments in Rodrigues. The Ministry is currently updating the specifications of Ministries and Departments involved in the project.

3. In this context, it would be appreciated if you would kindly fill in the enclosed survey form and forward same to this Ministry by Wednesday 30 November 2005 at latest.

4. As stated in the previous Circular Letter, Ministries and Departments are requested to liaise with the Energy Services Division for the provision of electronic power points for the equipment, time readers and other peripherals, to be used in the project.

5. You may wish to contact Mrs D. Bootun, Assistant Secretary, on phone no. 201-3638 for any additional information you may require on the issue.
6. I rely on your collaboration for the successful implementation of this project.



(R. Jaugro)  
for Senior Chief Executive

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

Se/R/Circular/electronic attendance

Annex to Circular Letter No. 46 of 2005

Electronic Attendance System - Survey Form

Name of Ministry/Department			
Contact Person			
Tel No. fax No. & E-mail			
Staff Size (total)			
	<u>Site Name</u>	<u>Address</u>	<u>Number of floors</u>
HQ			
Site 1			
Site 2			
Site 3			
Site 4			
Site 5			

For each site, please fill in the next sheet

Please provide the following information for each site

Ministry/Department	
Site Name	
Site Address	
Contact Person	
Tel No., Fax No. & Email	

	Number of access point (entrance)	Number of officers occupying the floor	Expected number of card readers *
Floor 0			
Floor 1			
Floor 2			
Floor 3			
Floor 4			
Floor 5			
Total			

\* As a guideline, one card reader may be installed at each access point (entrance) but depends also on staff size.