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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

15 December 2006

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 55 of 2006

19/01/02 V2

Supervising Officer, Ministry of Civil Service and Administrative Reforms

Supervising Officers i/c Ministries/Departments

Monitoring of Attendance

Would you please refer to this Ministry's Circular Letter of 29 September 2005 inviting Ministries/Departments to submit monthly returns of attendance for the timeslots 0845 to 0900, 0900 to 0915 to 0930 and after 0930 hours.

An analysis of these returns shows the trend in the proportion of officers attending duty at the various timeslots from month to month, but they give little or no indication on whether the flexible system of attendance is achieving the desired result which, in line with the recommendations in the report 2003, was to curtail excessive/regular tardiness in the public service so as to improve the delivery and overall performance. You will appreciate that a persistent and high level of lateness after allowable flexible time which goes unchecked, will seriously impede service delivery.

In view thereof and in order to enable this Ministry to make a more meaningful assessment of the implementation of the flexible system of attendance in Ministries/ Departments, it would be appreciated if you would submit to this Ministry a monthly return of attendance on the lines of the attached new proforma at the end of each month as from January 2007.

In addition to the above information, it would be appreciated if you would indicate:

- (i) whether adequate supervision is carried out in respect of officers who attend duty between 08 30 hrs and 08 45 hrs and who stay up to 16 30 hrs;
- (ii) whether hours of lateness are deducted from bank of hours of attendance/leave entitlement; and
- (iii) action taken in respect of officers who regularly attend duty after 09 15 hours.

Your cooperation on this matter would be highly appreciated.

(R. Mudhoo)
Supervising Officer

Secretary to Cabinet and Head of the Civil Service

(October 2006)

Monitoring of Attendance for the month of

A. General Information:-

A1 Ministry/Department/Division:

A2 Whether opted for flexible hours of attendance: Yes No
(If yes, please complete the remaining parts below)

A3 No. of officers on establishment:

A4 Electronic Attendance/Attendance Register:

B. Return of Attendance in respect of officers whose hours of attendance are, generally, from 0845 to 1600 hours:

Time Slots (hrs)	Before 08 30	08 30 - 0845	0845 - 0900	0900 - 0915	After 0915
Attendance (%)					

C. Additional Information:-

C1 Kindly indicate % officers staying up to 1630 hours:-

D. Any other comments:

Date:

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Signature