



**Ministry of Civil Service and Administrative Reforms**

05 January 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No 1 of 2009  
E/125/19/01/02

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms  
To: Supervising Officers-in-Charge of Ministries/Departments

**Attendance**

The Pay Research Bureau has in its 2008 Report come up with recommendations to render the flexible hours of attendance more workable and implementable and to remove impediments identified in the system. Based on these recommendations, the following guidelines are being issued to sustain the flexible hours of work in the Public Service:

- A. For offices operating on a five day week basis from Monday to Friday between 8.45 a.m and 4.00 p.m. with half an hour for lunch-
- (i) Arrivals would be allowed up to 9.15 a.m. in which case departure time would, in principle be up to 4.30 p.m, subject to paragraph (iv);
  - (ii) in case of early arrivals between 8.30 a.m. and 8.45 a.m. departure time between 3.45 p.m. to 4.00 p.m. shall be subject to exigencies of service;
  - (iii) arrivals up to 9.15 a.m. shall be offset against accumulated excess hours of attendance, if any, otherwise it shall be deducted from casual/vacation leave entitlement;
  - (iv) officers would be allowed to compensate for late arrivals by working beyond 4.00 p.m. only upon the approval of the Supervising Officer or any Senior Officer/s delegated by him or whenever services of officers concerned will be required;
  - (v) lateness after 9.15 a.m. up to a maximum of 15 minutes shall be allowed to be offset by early attendance or late departure in case it is occasional;
  - (vi) persistent lateness after 9.15 a.m. i.e where the officer attends duty after 9.15 a.m. for at least 5 times a month over a period of 3 consecutive months and excess time taken for lunch shall be deducted from leave entitlement in the first instance. In case there is no improvement in the officer's record of late attendance and the excess time taken for lunch, action under regulation 42(1) (c) of the PSC Regulations for the duration of lateness to be deducted from the officer's salary shall be initiated by the Responsible Officer;

- (vii) absences during working time without authorisation should also be deducted from leave entitlement;
- (viii) attendance between 8.30 a.m. up to 8.45 a.m. should be taken into account for the purpose of determining the prescribed normal working hours; and
- (ix) subject to the approval of the Supervising Officer, hours of work beyond 4.00 p.m up to 4.30 p.m. shall also be considered for the purpose of determining the prescribed normal working hours.

**B. For offices operating on a six day week basis i.e Monday to Friday from 9.00 a.m. to 3.30 p.m. with half an hour for lunch and on Saturday from 9.00 a.m. to noon-**

- (i) From Monday to Friday: Arrivals would be allowed up to 9.30 a.m. and departure time would be up to 4.00 p.m;
- Saturday : Arrivals would be allowed up to 9.30 a.m; and departure time would be up to 12.30 p.m;
- (ii) arrivals would be allowed up to 9.30 a.m. in which case departure would in principle be up to 4.00 p.m. subject to paragraph (vi);
- (iii) in case of early arrivals between 8.45 a.m. up to 9.00 a.m departure time between 3.15 and 4.00 p.m shall be subject to exigencies of service;
- (iv) arrivals up to 9.30 a.m shall be offset against accumulated excess hours of attendance, if any, otherwise it shall be deducted from casual/vacation leave entitlement;
- (v) lateness after 9.30 a.m. up to a maximum of 15 minutes would be allowed to be offset by early attendance or late departure in case it is occasional;
- (vi) officers shall be allowed to compensate for late arrivals by working beyond 3.30 p.m. only upon the approval of the Supervising Officer or any senior officer/s delegated by him or whenever services of officers concerned will be needed after 3.30 p.m.;
- (vii) persistent lateness after 9.30 a.m., i.e where the officer attends duty after 9.30 a.m. for at least 5 times a month over a period of 3 consecutive months and excess time taken for lunch shall be deducted from leave entitlement in the first instance. In case there is no improvement in the officer's record of

late attendance and the excess time taken for lunch, action under regulation 42 (1)(c) of the PSC Regulations, for the duration of lateness to be deducted from the officers' salary, shall be initiated by the Responsible Officer;

- (viii) absences during working time without authorisation should also be deducted from leave entitlement;
- (ix) attendance between 8.45 a.m. and up to 9.00 a.m. should be taken into account for the purpose of determining the prescribed normal working hours; and
- (x) subject to the approval of the Supervising Officer, hours of work beyond 3.30 up to 4.00 p.m. shall also be considered for the purpose of determining the prescribed working hours.

C. Excess hours of attendance

Hours of attendance over and above the prescribed number of hours of work i.e 33 ~~3/4~~ hours weekly shall be credited in the bank of hours attendance on a monthly basis whereas hours of attendance less than the prescribed normal hours of work shall be deducted from any outstanding balance from bank of attendance or leave entitlement on a monthly basis. An officer may, on request, and subject to exigencies of service, be granted time off against excess hours of attendance, if any, up to a maximum of half day off at a time, in the same year and such time off should not be combined with any other type of leave. The bank balance of excess hours of attendance shall lapse on 31 December except excess hours accumulated for the month of December which may be carried forward to the month of January next.

D. Hours of attendance in respect of Ministries/Departments which choose **not to adopt** the flexible hours of attendance-

Notwithstanding the recommendations highlighted at paragraphs A & B above regarding the flexible hours of attendance, where a Responsible Officer considers that a flexible pattern of attendance is not workable or is not in the interest of the service, the system prevailing prior to January 2004, shall, subject to the approval of this Ministry, continue to be as set out hereunder:

- (i) For offices operating on a five-day week basis:  
Monday to Friday: 8.45 a.m. to 4.00 p.m. with half an hour for lunch;
- (ii) for offices operating on a six- day week basis:  
Monday to Friday : 9.00 a.m. to 3.30 p.m. with half an hour for lunch;  
Saturday : 9.00 a.m. to noon;

- (iii) officers should continue to work within the prescribed time. 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
- (iv) in case there is no improvement in the officer's record of attendance after 9.15 a.m. and the excess time taken for lunch, the Responsible Officer shall then initiate action in accordance with PSC Regulation 42(1) (c) for the duration of lateness to be deducted from the officer's salary.

2. Lateness due to unforeseen circumstances

In case of officers attending duty late for reasons beyond their control i.e heavy rainfall, major road accidents, unusual traffic jam, such tardiness may not be considered as lateness, subject to the approval of the Supervising Officer.

3. (i) Workmen's group

Officers falling in this category should work within prescribed hours. Period of lateness should be computed monthly and deducted from leave entitlement.

(ii) Workers on shift, roster and staggered hours

Officers working on shift, roster and staggered hours should continue to work within the prescribed time. 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.

- (iii) The period of lateness in respect of employees falling under (i) and (ii) above should be deducted from salary in accordance with the Public Service Commission Regulations 42 (1) (c) only in case of persistent late attendance.

4. The hours of attendance of officers in the Health sector and the Teaching profession shall be specified by the Responsible Officer.

5. The onus to devise the appropriate monitoring system to ensure the smooth implementation of the above measures rests upon the Supervising Officer of each Ministry/Department. The attendance of all officers should be closely monitored and appropriate action taken in accordance with the measures outlined above.

6. In order to enable this Ministry to ensure that the flexible system of attendance is being implemented in accordance with the guidelines set out in this Circular Letter, it

would be appreciated if you could submit to this Ministry a quarterly return of attendance on the lines of the attached proforma as from January 2009.

7. Supervising Officers are requested to ensure that the contents of this Circular Letter are brought to the attention of all officers working in their Ministry/Department.



**K.R. Mudhoo**  
**Supervising Officer**

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

Quarterly Return of Attendance

A Ministry/Department/Division:.....

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

No. of officers on establishment: .....

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 % officers staying up to 1630 hours:- .....

D. Any other comments: .....

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Date:.....

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Signature