



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

21 June 2011

E/125/19/04/01/ V11

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 31 of 2011

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

To: Supervising Officers i/c of Ministries/Departments

Electronic Attendance System (EAS)

Please refer to this Ministry's Circular Note No. 22 of 2009 regarding the above subject.

2. The Electronic Attendance System is now operating on a real time basis where attendance data become available as soon as an officer uses the Electronic Time Recorder (ETR) to record attendance.
3. This Ministry is closely monitoring the use of the EAS to ensure that it is operating smoothly.
4. In this context, we would appreciate if you could kindly inform this Ministry of any discrepancy or problems encountered with the EAS as per the proforma attached **by Friday 01 July 2011 at latest.**
5. For any additional information or assistance, kindly liaise with the following officers:
 - Mrs R. Aleear, Senior Officer on Tel No. 201 10 44 or
 - Mrs S.Gopal, Systems Analyst on Tel No. 201 10 32




(S. Seebaluck)

Senior Chief Executive

Copy to:

Secretary to Cabinet and Head of the Civil Service

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