

FROM: Permanent Secretary
Ministry of Education

TO: Heads of Divisions / Sections and
Principals of Schools

DATED: 28 November, 1983

SUBJECT: Use Of Attendance Register

This is to inform you of procedures which must be followed with respect to the use of Attendance Registers in offices of the Ministry of Education to ensure proper recording of regularity and punctuality of officers in accordance with the provisions of Regulations 65 (1) (2) of the Civil Service regulations, Chapter 23:01 concerning 'Attendance Register'.

Procedures:

- 1** In each Section of the Ministry shall be kept an Attendance Register obtainable from the Stores Section (Head Office).

The safe keeping of the Attendance Register shall be the responsibility of the immediate supervisor or designated head of the relevant section.

3. The Attendance Register must be kept in a suitable place where the supervisor or designated head of the section can observe the time of arrival and departure of the officer and have overall control on the use of the Attendance Register.
4. The Attendance Register shall be numbered showing the number of officers in the section who are expected to sign the Register.

Each officer shall record daily the hour of his arrival at the office and sign the entry in the column provided in the Attendance Register.

Each officer shall record daily the hour of his departure from the office in the column provided in the Attendance Register.

An officer may use the remarks column of the Attendance Register to record any special reason/reasons for unpunctuality or early departure from office.

The Attendance Register shall be examined daily by the immediate supervisor or designated head of section and appropriate record made in the remarks column provided in the Attendance Register as to the name of the officer absent and reason/reasons for absence from duty if known.

9. The immediate supervisor or designated section head shall forward to the Discipline Section through the Head of Section/Division on a monthly basis cases of persistent late coming or irregular attendance without authority or the working of hours less than the statutory minimum of 36 hours per week, such information shall be submitted to the Discipline Section during the first week of each month following that in respect of which the information is prepared.

2. Regulation 65 (1) and (2) of the Civil Service Regulations Chapter 23:01 provides as follows:

"(1) Officers shall be regular and punctual in their attendance. In each Government Office an Attendance Register shall be kept in which each officer shall record daily the hour of his arrival at and departure from the office and sign the entry.

(2) The Attendance register shall be examined at least once a month by a designated senior officer, and officers shall be warned in writing of cases of late coming or irregular attendance. Working of hours less than the minimum laid down or irregular attendance may form the basis of disciplinary charges."

3 You are requested to ensure that the procedures outlined above are strictly followed,

4 In addition, you are reminded that the normal official hours of works of this Ministry are as follows

8.00 a.m.-4.15 p.m. Monday to Thursday

8.00 a.m. -4.00 p.m. Friday

One hour for lunch to be taken between 11.00 a.m. and 1.00 p.m.

Please bring this Circular to the attention of all members of staff and ensure that signatures are obtained as evidence that they have seen it.

My usual co-operation will be appreciated.

Permanent Secretary
Ministry of Education