

**FILE NO. E : 40/1/21**  
**Circular Memorandum No: 26**

**FROM: Permanent Secretary**  
**Ministry of Education**

**TO: Heads of Divisions / Sections,**  
**Principals of Schools, Technical**  
**Institutes, Teachers' Colleges**

**DATED: February 17, 1987**

**SUBJECT: Security Of Attendance Registers**

Your attention is invited to the fact that recently the Public Service Commission has noted with concern that failure to secure Attendance Registers has resulted in discontinuation of the disciplinary proceedings against an officer of this Ministry.

You are reminded therefore of the provisions of my Circular Memoranda No. 168 dated 28th November, 1983 and No. 161 dated 16th October, 1984, copies of which are attached for your ease of reference, and particularly, of your responsibility to make sure that proper arrangements are made for the safe keeping of Attendance registers in your Division/Section, School, Technical Institute, Teachers' College.

3. You are advised also to ensure that the provisions of my Circular Memoranda No. 168 dated 28th November, 1983 and No. 161 dated 16th October, 1984 concerning 'Proper Inspection, Maintenance and Security of Attendance Registers...' are strictly adhered to so as to obviate any disruption of the disciplinary procedures.

K. Ramdath  
Permanent Secretary  
Ministry of Education

Encs.

c.c. D.P.A.