

**FILE NO. E : 40/1/27 Temp.**  
**Circular Memorandum No: 161**

**FROM: Permanent Secretary  
Ministry of Education**

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

**DATED: 16 October, 1984**

**SUBJECT: Proper Inspection, Maintenance and Security of  
Attendance Registers used by Members of The  
Civil Service**

I wish to refer to my Circular Memorandum No. 168 dated 28th November, 1983 and to emphasize the need to follow the procedures listed therein with respect to the use of Attendance Registers. These procedures are again stated hereunder for your ease of reference.

**"Procedures:**

1. In each Section of the Ministry shall be kept an Attendance Register obtainable from the Stores Section (Head Office).
2. 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.
5. 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.

8. 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.

You are reminded of the need to ensure that the procedures outlined above are strictly adhered to.

3. Principals are also reminded that they would be held responsible for the safe custody of Attendance Registers of their Schools and that they should take all necessary steps to ensure the safe-keeping of these documents particularly in cases where disciplinary action has been taken or is being contemplated against officers.

4. Please be guided accordingly.

P Douglas (Mr.)  
for Ag. Permanent Secretary  
Ministry of Education

c.c. D.P.A.  
P.S.C.A.S.T.