

MAURITIUS PORTS AUTHORITY

CIRCULAR NOTE NO. 07 OF 2018

TO: ALL EMPLOYEES

DATE: 28 JUNE 2018


RECORDING OF ATTENDANCE

It has been observed that employees are still wearing their helmet while swiping in or out, their access pass in the Attendance Reader Machine, despite the fact that a Circular Note on the above malpractice, had been issued to all employees in March 2017.

In this respect, we wish to reiterate that the wearing of helmet (motorcycle helmet/safety helmet) and safety/sun glasses while swiping in/out the access card is prohibited.

With a view to exercising a better attendance control and instilling discipline, employees should register their attendance by clocking their access cards both **in** and **out** on a daily basis.

Kindly ensure strict compliance with the above.



M. MOLOO
For Director General