

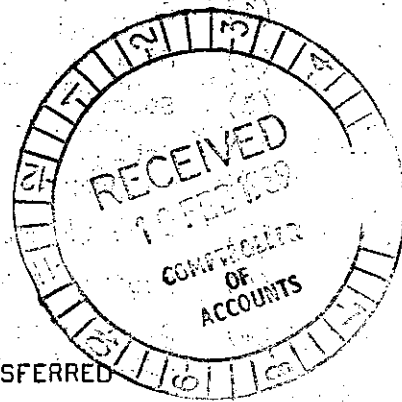
FROM: THE ACTING COMPTROLLER OF ACCOUNTS.

TO:

ALL PERMANENT SECRETARIES, HEADS OF DEPARTMENT AND
CHIEF EXECUTIVE OFFICERS OF STATUTORY AUTHORITIES.

S U B J E C T :

PRESERVATION OF PENSIONS BENEFITS - SECONDED/TRANSFERRED
PUBLIC OFFICERS.



This Division over the years has experienced great difficulty and undue delays have occurred in dealing with the benefits of officers who have been seconded/transferred to offices in Organisations which do not normally fall under the aegis of the several Pensions Acts of Government.

2. Officers who have been seconded/transferred to Organisations not under the aegis of one or the other of the several Pensions Acts of Governments (with the approval of the Cabinet) generally have their pensions benefits protected either totally or partially according to the specific circumstances of the case.

3. In this respect, there is a general requirement for the receiving Organisation to pay to the Treasury for credit to general revenue twenty-five per cent (25%) of the officer's notional salary on a current basis during the period of secondment/transfer to preserve the aforementioned pensions benefits. It is to be specifically noted that the twenty-five per cent (25%) contribution required is to be calculated on the substantive position which the officer holds during the relevant period of secondment, and, must therefore, take into account normal incremental movements as well as promotions.

4. It has been found over time, that because the officer is not actually performing in the 'Public Service' there is a tendency to forget about his very existence until his retirement becomes imminent or in fact has taken place. The trauma caused by the delay in obtaining data at that point in time, is unbelievable. Steps must therefore be taken to alleviate such a situation.

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5. In all the circumstances, therefore, and, in an attempt to alleviate the situation, your Ministry/Department/Organisation is now requested to furnish the undermentioned data in the form of Appendix 'A' attached:-

- (1) Full Name of Officer
- (2) Ministry or Department
- (3) Substantive Post/Formers Post
- (4) Cabinet's Approval of Secondment or Transfer (Copy of Minute and Note to be attached)
- (5) Post In and Name of Receiving Organisation
- (6) Period of Secondment or Transfer
- (7) Pensions contributions paid to date and the period to which such contributions relate
- (8) Amount of pension contributions outstanding, (if any) and the period for which such contributions are due
- (9) Certified and audited Pension and Leave Record showing notional salary inclusive of increments in substantive post during period of secondment/transfer.

6. It is to be noted that the above data is crucial to the proper assessment/payment of the final benefits for which the affected officer may be due upon retirement, and, therefore, Permanent Secretaries/Heads of Departments or Chief Executive Officers of other Agencies should ensure that all the pertinent data is forwarded to this Division promptly, but in any event not later than 31ST MARCH, 1989. In an effort to facilitate the provision of the pertinent data, it may be helpful if communication is had with any affected officer in order to assist in clearing up any apparent areas of difficulty which may affect the individual officer. All similar subsequent approvals for officers similarly affected must be submitted promptly to the Pensions Division with all the pertinent data as specified at paragraph 5 above.

7. Opportunity should also be taken to advise officers who are liable to contribute to the Widows' and Orphans' Pensions Scheme Act 23:54 of their obligations under the Act for their contributions.

8. The contents of this Circular should be brought to the attention of the personnel in Personnel Sections and Internal Audit Units.

/s/ MRS. WILMA HENRY,
ACTING COMPTROLLER OF ACCOUNTS.

DATA FORM IN RESPECT OF SECONDED/TRANSFERRED OFFICERS

- (1) FULL NAME OF OFFICER:
- (2) MINISTRY OR DEPARTMENT:
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- (3) SUBSTANTIVE POST/
FORMER POST:
- (4) CABINET'S APPROVAL OF SECONDMENT OR TRANSFER (Copy of Minute and Note
to be attached)
MINUTE NO:..... DATE OF MINUTE:.....
- (5) POST IN/NAME OF RECEIVING ORGANISATION
POST:.....
NAME OF RECEIVING ORGANISATION:.....
- (6) PERIOD/S OF SECONDMENT OR TRANSFER:.....
- (7) PENSIONS CONTRIBUTIONS PAID TO DATE:
PERIOD:..... AMOUNT:.....
PERIOD:..... AMOUNT:.....
PERIOD:..... AMOUNT:.....
- (8) * AMOUNT OF PENSION CONTRIBUTIONS OUTSTANDING (if any)
PERIOD:..... AMOUNT:.....
PERIOD:..... AMOUNT:.....
PERIOD:..... AMOUNT:.....
- (9) CERTIFIED AND AUDITED PENSION AND LEAVE RECORD ATTACHED/^{**}NOT ATTACHED
^{**}COMMENTS:.....
.....

.....
DATE.

.....
PERMANENT SECRETARY/HEAD OF DEPARTMENT.
.....
OFFICE STAMP.

*DETAILED REASONS ARE TO BE FURNISHED FOR THE NON-PAYMENT OF THE
REQUIRED CONTRIBUTION.

^{**}DELETE AS APPLICABLE AND SPECIFY REASONS FOR FAILURE TO PROVIDE
THE REQUIRED PENSIONS AND LEAVE RECORDS.

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