

**Administrative Techniques to eliminate delays in the Preparation of  
Pension and Leave Records**

**Technique No. 1 – Annual Pension Surveys should be undertaken by HR to determine:**

- i. Officers approaching compulsory age of retirement- Can be sourced from the Integrated Human Resource Information System (IHRIS);
- ii. Officers who are likely to exercise their option to retire voluntarily- HR to **advise** on status of records and possible time frames for completion.
- iii. Officers who are likely to seek permission to retire between the ages 50 and 55 years- HR to **advise** on status of records and possible time frames for completion;
- iv. Officers retiring on other grounds – viz; retirement on medical grounds or on grounds of marriage etc. **Constant follow up** to ensure this process is done in a timely manner.

**Technique No. 2 - Preparation of Pension and Leave Records**

The maintenance of records of service is a **continuous process and records should be prepared annually** for each officer with priority being given to:-

- i. Officers proceeding on Compulsory Retirement
- ii. Officers who have indicated their intention to retire on other grounds
- iii. Officers who have been transferred

Review the officers file and ensure the following:

- all leave classification if any has been processed and
- the payment of all outstanding acting and increments have been bought up to date.

**Please be reminded that all payments made in respect of previous years must be properly recorded on the Pay Record Cards of the year to which the payment refers, that is, approval for the payment of acting received in 2019 for a period in 2017. This payment must be recorded/ crossed referenced on Pay Record Cards for 2017 and 2019.**

### **Technique No. 3 – Maintenance and Storage of Records**

Proper record keeping and storage is essential in ensuring easy retrieval and expeditious compilation of records of service. Some of the administrative arrangement and techniques which can be implemented to ensure the preservation and easy access of records are:

- i. The computerization of records of service of all officers
- ii. The maintenance of well-organized vaults
- iii. The use of indexes
- iv. Periodical surveys by the internal auditors of the conditions of accounting and other records.