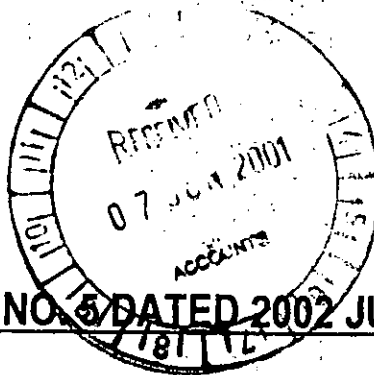


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**MINISTRY OF FINANCE CIRCULAR NO. 5 DATED 2002 JUNE 03**

FROM: PERMANENT SECRETARY, MINISTRY OF FINANCE

TO:

ALL PERMANENT SECRETARIES, HEADS OF DEPARTMENTS AND HEADS OF STATUTORY AUTHORITIES AND OTHER AGENCIES SUBJECT TO THE SUNDRY PENSIONS ACTS OF GOVERNMENT

SUBJECT:

**PAYMENT OF RETIRING/TERMINAL AND OTHER BENEFITS TO MONTHLY PAID EMPLOYEES**

I wish to draw the attention of Ministries, Departments and Other Agencies to Ministry of Finance Circular No. 6 dated 24<sup>th</sup> February, 1989 in which you were advised of the innumerable omissions and inaccuracies in the data submitted for the processing of retirement benefits in respect of monthly paid employees. Instructions were also provided on the preparation of Pension and Leave Records and other documents/information required for the processing of pension benefits.

2. The Treasury Division has noted, however, that there has been no significant improvement over the years, in the data submitted by some Organizations. As previously pointed out, the submission of inaccurate and incomplete data contributes to delays in the processing of pension benefits to retired officers, as the Division then has to request the additional Information/documentation required before processing can be undertaken.

3. This problem is further exacerbated by the failure of many Ministries/Departments/Other Agencies to comply with the requirement of Section 33 of the Civil Service Regulations, Chapter 23:01 regarding the submission of the records of service to the Treasury Division at least three months prior to the retirement date of the officer-concerned.

4. It has also been noted that many Ministries, Departments and Other Agencies still do not adhere to the other provision of the Regulations relating to the maintenance of records of service in respect of each officer. This requirement and the importance of compliance were also drawn to your attention in paragraphs (7) and (8) of the Circular under reference. These paragraphs are reproduced hereunder for ease of reference:-

"7. It is to be re-iterated that the Ministry/Department/Organisation to which the officer is attached at the date of Retirement or Severance from the Public Service is responsible for submission of the data for the officer in accordance with the provisions of Section 33 of Act 23:01. It should therefore be noted that it is necessary to ensure the receipt of a properly completed and certified Pension and Leave Record from the Ministry/Department or Organisation by the receiving entity at the time that an officer is transferred, thus facilitating the maintenance and continuity of the record keeping of all the pertinent data. Steps

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should therefore be taken immediately in a well structured manner to collate the pertinent data for all officers whose data is not available at present. In this respect the work should be undertaken giving preference to the officers closest to retirement.

8. It is also to be emphasized that the continuous update and submission of properly certified Pension and Leave Record is essential, since their availability in more than one location makes reconstruction easier in the event of any untoward occurrence such as a fire or flood at any one of these locations."

5. In order to eliminate, as far as possible, the delays in the processing of pension benefits, Ministries/Departments/Agencies are reminded of the under-mentioned guidelines pertaining to the preparation of Pension and Leave Records for monthly paid officers:

- i. Particulars of service and salaries from date of first appointment to date of retirement must be submitted on the prescribed Pension and Leave Record Forms "A" and "B". All sections of the forms must be completed in full. The words "not applicable" (N/A) or "NIL" must be inserted in any area which does not relate to the employee at any particular time
- ii. Ranges of posts must be indicated and where posts have been re-assigned, salaries must be shown in the re-assigned ranges;
- iii. It must be ensured while compiling particulars that the incremental date of an officer who resumed duty in his substantive post after a period of no-pay leave (other than no-pay leave granted on grounds of public policy) is set back by the unexpired period of his incremental year of the time he proceeded on no-pay leave. Chief Personnel Officer Circular No. 5/68 refers;
- iv. The Acting Allowance column on Form 'A' should clearly show continuous periods of acting which affect salaries and incremental dates upon promotion. Any additional relevant information should be provided in the Remarks column which should also contain any other change in the circumstances of the employee.
- v. In the case of an officer who had held an office for a period of less than three (3) years immediately preceding the date of his retirement, the salary of which he would have been in receipt at date of retirement in the post from which he was promoted, must be quoted in the remarks column;
- vi. Period(s) of absence in respect of secondment to another Service must be reflected on the Pension and Leave Records and notional salary in the officer's substantive office shown. The authority for the secondment together with any relevant Cabinet Minute and Note must be provided where this has not already been furnished in accordance with Comptroller of Accounts Circular No. 3 of 1989 dated 16<sup>th</sup> January, 1989.
- vii. Where an officer has left the service on grounds of marriage or because of termination of contract and has been re-employed in the service and retired in pensionable circumstances, it must be stated whether the officer received a marriage gratuity or contract gratuity on previous disengagement from service;



viii. Section "C" of the Pension and Leave Record must be completed to show whether the officer was granted any periods of No-pay or Half-pay Leave. A nil record is to be furnished where appropriate, since the section is not to be left blank in any circumstances.

ix. The forms must be checked by the Human Resource/Personnel Officer, verified by the Internal Auditor and certified by the Permanent Secretary or Head of Department;

x. Final Pension and Leave Records must be submitted at least three (3) months before the officer's date of retirement to allow for all aspects of processing to be undertaken;

6. Other pertinent documents/information required to facilitate processing of benefits include the following:-

i. Birth Certificate (with supporting affidavit where necessary)

An official copy from the Registrar General must always be furnished.

An affidavit must be provided in circumstances where there is no name shown or there are any other inconsistencies with regard to other personal data. The affidavit must adequately refer to the omission or inconsistencies etc. and be precisely cross-referenced to the particular certificate.

ii. Death Certificates

An official copy from the Registrar General or a copy of the certificate from the District Registrar properly attested to by the Registrar General must be furnished where necessary.

iii. Marriage Certificate

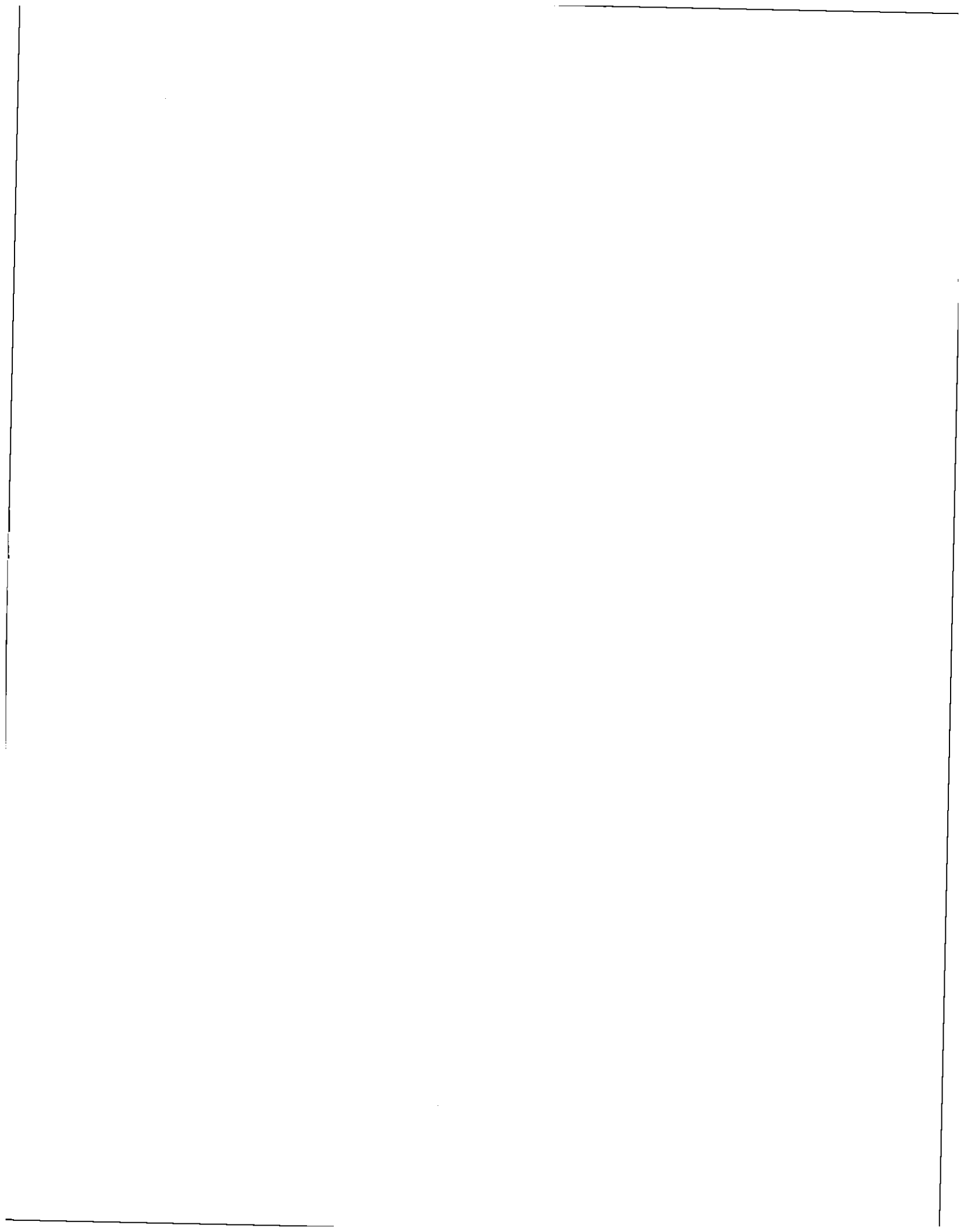
An official copy of the Marriage Certificate must always be submitted where necessary.

iv. Certificate issued in a Foreign Language

Certificate issued in Foreign Languages must be supported by an official translation duly authenticated.

v. An Original Option by the officer for an un-reduced pension or a gratuity and reduced pension.

vi. Photocopy of the signed approval of retirement from the Public Service Commission or the Ministry/Department or Agency concerned



vii. Letters of Appointment

Signed copies of the first and last letters of appointment where officers hold permanent positions. Letters stamped with the name of the signatory should be certified by the Director of Personnel Administration.

viii. Letter of Confirmation where confirmation is a pre-condition. Evidence of the fulfillment of any stated pre-condition must be furnished where such a condition is provided in the letter of appointment.

ix. National Insurance Number and date of entry to the Scheme.

x. Statement of all outstanding indebtedness to Government e.g. overpayment of salary and loans of all types.

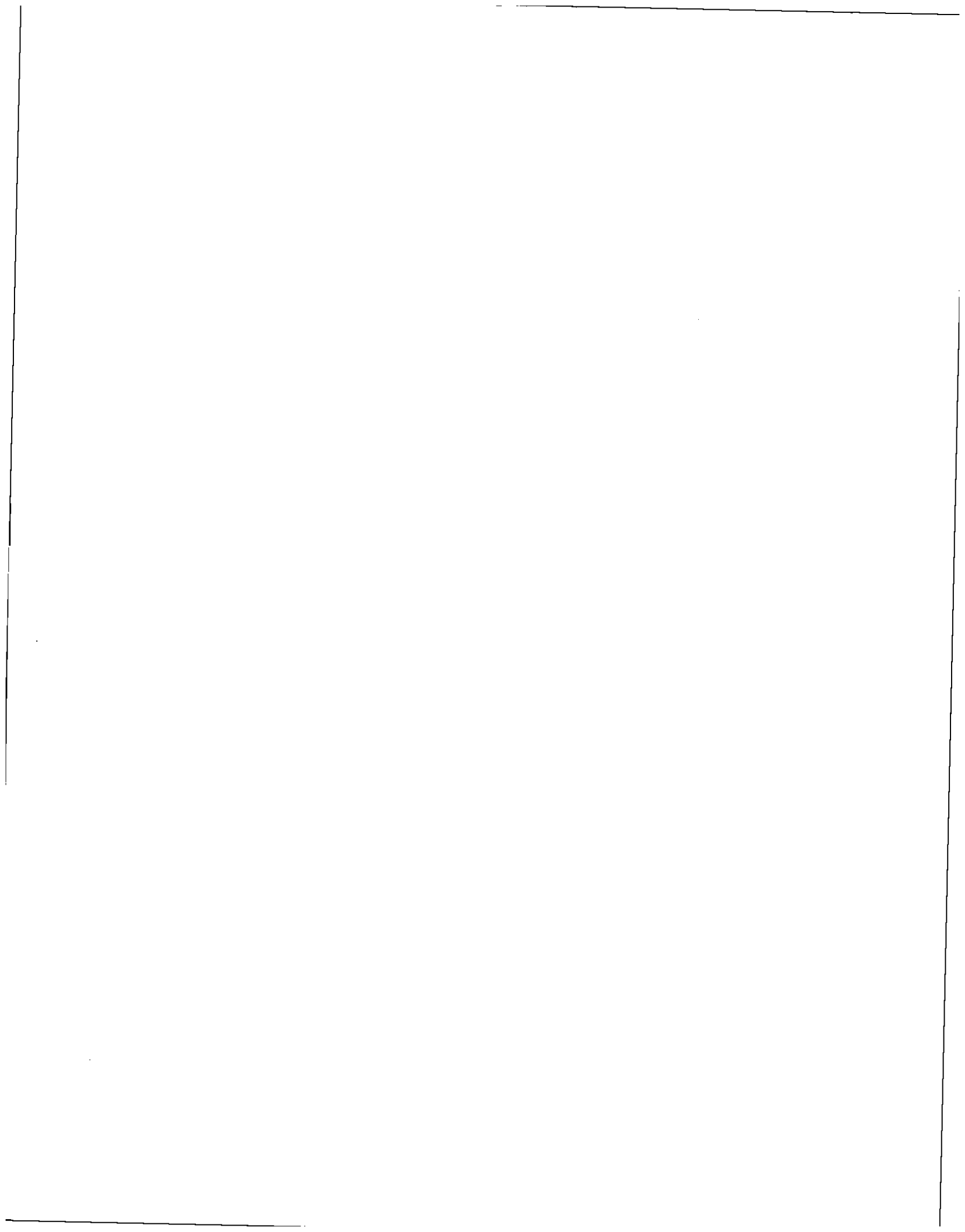
xi. Income Tax File Number. The officer should be specifically advised that it is in his/her interest to ensure that his/her tax affairs are in order with the Board of Inland Revenue.

xii. Bank Authorization Form

A duly completed form stamped and signed by the Bank in order to ensure that all pension payments are made through bank accounts in accordance with a policy decision by Government. Forms can be collected from the Pension Branch of the Treasury Division.

7. The importance of providing retired officers with their benefits promptly cannot be over-emphasized. Permanent Secretaries and Heads of Departments are asked therefore to bring the contents of this Circular to all members of staff involved in preparation of Pension and Leave Records and other documentation and data required for submission to the Treasury Division and ensure that they adhere to the guidelines and instructions set out in paragraphs (5) and (6) above.

LEROY MAYERS  
PERMANENT SECRETARY  
MINISTRY OF FINANCE





MINISTER OF FINANCE CIRCULAR NO. 7 OF 2002

FROM : Minister of Finance

TO : All Permanent Secretaries, Heads of Departments,  
Chief Administrator, Tobago House of Assembly and  
Heads of Statutory Authorities concerned

DATED : August 16<sup>th</sup> 2002

SUBJECT:

Revised guidelines for the administration of the provision of Medical  
Benefits for holders of certain offices within the purview of the  
Salaries Review Commission

In Minister of Finance Circular No. 7 of 2001 dated August 28, 2001, you were informed of guidelines and procedures established to facilitate the administration of the Medical Benefits provision set out in Minister of Finance, Planning and Development Circular No. 7 of 2000 dated November 29, 2000 in respect of holders of certain offices within the purview of the Salaries Review Commission. (The office holders concerned are listed in Appendix I.)

2. In paragraphs 3(ii) – (vi) of Minister of Finance Circular No. 7 of 2001, certain guidelines were outlined and limits set on the cost of medical attention/treatment that may be met by the State/relevant Statutory Authority/organization at any health care facility under the Regional Health Authorities (RHAs), including the Eric Williams Medical Sciences Complex and at private health institutions.

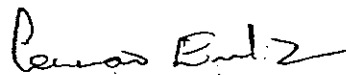
3. – I now wish to inform you that the arrangements mentioned at paragraph 2 above have been varied in respect of the holders of the offices listed in Appendix II, so that:-

- (i) such office holders may access medical attention/treatment at any health care facility under the RHAs, including the Eric Williams Medical Sciences Complex;

- (ii) office holders may access medical attention/treatment at a private institution in instances where the medical attention/treatment required is not available at the health care facilities at (i) above or is not available when needed, or if the urgency of the situation demands that they be rushed to the nearest health institution which may be private;
- (iii) the cost of medical attention/treatment accessed under (i) and (ii) above should not exceed \$50,000 per annum: such cost to be met by the Government and paid by the relevant Ministry/Department/Statutory Authority;
- (iv) in exceptional circumstances where the cost of medical attention/treatment required is in excess of \$50,000, the approval of the Permanent Secretary to the Prime Minister and Head of the Public Service and in his/her own case, the approval of the Prime Minister, should be sought for expenditure to be incurred up to \$75,000; and
- (v) all other cases, where the cost of medical attention/treatment exceeds \$75,000, should be submitted for the consideration of Cabinet.

4. The provisions of Minister of Finance Circular No. 7 of 2001 continue to apply to the office holders listed in Appendix I other than those identified in Appendix II.

5. Permanent Secretaries and Heads of Departments/Statutory Authorities should be guided by the contents of this Circular and should ensure that it is brought to the attention of the relevant office holders within their organizations who are eligible for Medical Benefits as set out in Minister of Finance, Planning and Development Circular No. 7 of 2000 dated November 29, 2000.



CONRAD ENILL  
MINISTER OF FINANCE

## APPENDIX I

Top Managers in the Public Service

Top Managers in the Public Utilities and Statutory Authorities

President  
Director (Financial Institutions) } National Institute of Higher Education (Research,  
Science and Technology (NIHERST)

Special Adviser to Cabinet on all Protective Services and Chief  
Executive Officer of the National Security Council

Special Adviser (Protective Services), Ministry of National Security

Inspector of Police Services

Chairman, Police Complaints Authority

High Commissioner/Ambassador (Non-Resident)

Chairman, Registration, Recognition and Certification Board

Deputy Chairman, Public Service Commission

Chairman, Teaching Service Commission

Group I, Judicial and Legal Service

- Solicitor General
- Director of Public Prosecutions
- Chief Parliamentary Counsel
- Master of the High Court
- Chief Magistrate

## APPENDIX II

Top Managers in the Public Service

Top Managers in the Public Utilities and Statutory Authorities

Special Adviser (Protective Services) Ministry of National Security

Special Adviser to Cabinet on all Protective Services and Chief Executive Officer of the National Security Council

Inspector of Police Services

Executive Director, National Library and Information System (NALIS)

Deputy Executive Director, NALIS

President, National Institute of Higher Education (Research, Science and Technology (NIHERST)

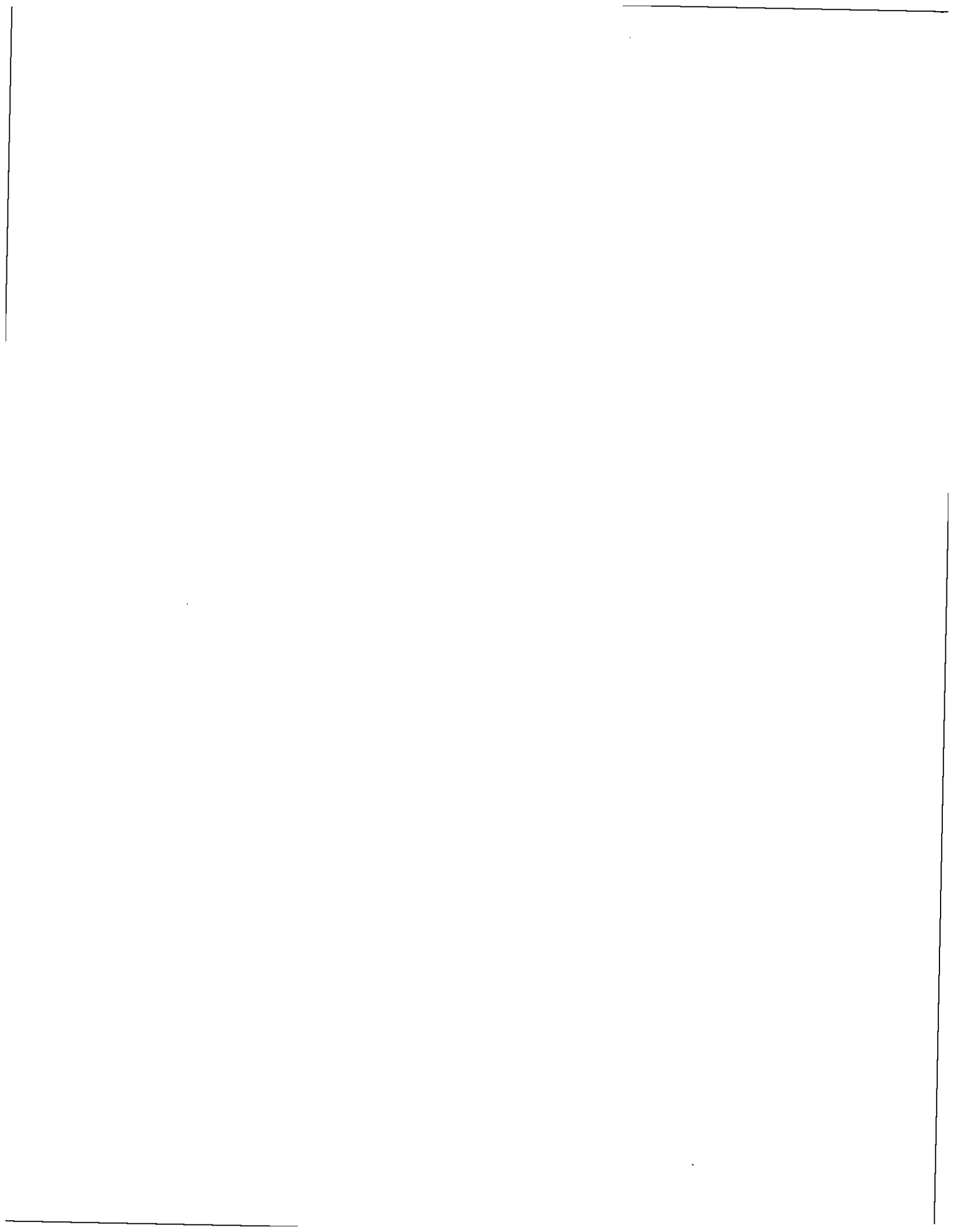
Director, (Financial Institutions), NIHERST

Group I, Judicial and Legal Service

- Solicitor General
- Director of Public Prosecutions
- Chief Parliamentary Counsel
- Master of the Higher Court
- Chief Magistrate

**COMPTROLLER OF ACCOUNTS CIRCULARS 2002**

<b>CIRCULAR NO.</b>	<b>DATE</b>	<b>SUBJECT</b>
1	January 18, 2002	Payment of an advance in respect of arrears of increments
2	January 18, 2002	Issue of Liability statement to eligible Public sector Employees
5	March 19, 2002	Payment of an advance i.r.o. Increments to specified Eligible Officers
7	July 16, 2002	Formatting and Verification of data submitted to the NISC i.r.o. the quantification of Arrears of Increments Exercise
16	September 30, 2002	Issue of Liability Statements and Establishment and Maintenance of Liability Registers - Arrears of Increment (1987-1995)
18	October 29, 2002	Deductions from Settlement of Arrears i.r.o. Non-Payment of amounts advanced re Computer and Motor vehicle Loans
21	November 18, 2002	Cash Payment i.r.o. Arrears of Increments to Officers and Former Officers of the Civil Service, Prison Service Etc.



**MINISTER OF FINANCE CIRCULARS 2002**

<b>CIRCULAR NO.</b>	<b>DATE</b>	<b>SUBJECT</b>
1	January 11, 2002	Payment of an advance i.r.o.Arrears of Increment
2	March 8, 2002	Authority to write off Debts of Small Amounts
5	June 3, 2002	Payment of Retiring/Terminal and other benefits to monthly paid Employees
7	August 16, 2002	Revised guidelines for the administration of the Provision of Medical Benefits for holders of certain offices within the purview of the Salaries Review Commission

