

3
P: 1/1/127

MINISTRY OF FINANCE CIRCULAR NO. 03 DATED 2005 JULY 29

FROM: PERMANENT SECRETARY, MINISTRY OF FINANCE

TO:

ALL PERMANENT SECRETARIES; HEADS OF DEPARTMENTS AND
STATUTORY AUTHORITIES; CHIEF ADMINISTRATOR, TOBAGO HOUSE OF
ASSEMBLY AND OTHER AGENCIES SUBJECT TO THE SUNDRY
PENSIONS ACTS OF GOVERNMENT

SUBJECT:

**Submission of Particulars of Service and Pay in respect of all Monthly-Paid Officers
and Provision of Information in respect of Retired Public Officers**

Your attention is once again drawn to the provisions of Regulation No. 33 of the Civil Service Act, Chapter 23:01 which is reproduced hereunder:

"33. (1) The computation and authorisation of pensions and gratuities of persons whose retirement from the Civil Service is known to be impending shall be treated as urgent matters of high priority.

(2) Permanent Secretaries and Heads of Departments shall ensure that particulars of service and pay of all officers whose retirement is known to be imminent are furnished accurately to the Comptroller (Financial and Accounting Administration) not less than three calendar months before the date on which the officers concerned are due to retire, in order to enable the computation and checking of pensions, retiring allowances and gratuities to be completed by the Comptroller and the Director of Audit and submitted for authorisation before the date on which the officer's retirement from the Service is due to take effect.

(3) The Comptroller (Financial and Accounting Administration) shall keep separate records with respect to each officer in the Civil Service, showing the various offices held by each officer and the pay drawn by him while in the Civil Service."

Regulation No.15 of the Education Act makes similar provisions for persons retiring from the Teaching Service.

2. The lack of compliance with the provisions of these Regulations by the respective Agencies results in unnecessary and undue hardships being placed on retired public officers and teachers.

3. Despite Circulars and Instructions issued over the years by the Comptroller of Accounts and the Ministry of Finance as well as adverse comments continually expressed by the Auditor General in her annual reports with regard to the late submission of Pension and Leave records by Ministries/Departments, there has been little or no improvement to date. Permanent Secretaries, Heads of Departments and Heads of Statutory Authorities and Other Agencies are asked to note that failure to adhere to these instructions, in particular Ministry of Finance Circular No. 7 dated 1968 April 05 regarding the preparation of records of service on an annual basis, has contributed to the delays in officers obtaining their benefits promptly.

4. In light of concerns expressed by Permanent Secretaries and Heads of Departments, it is imperative that efforts be made by all concerned to finally address this problem in order to ensure that retired officers are paid on their effective dates of retirement as far as possible.

5. It has been observed that Permanent Secretaries/Heads of Departments are taking necessary action to strengthen the Pension and Leave Sections of the respective Ministries/Departments and it is hoped that this will correct the situation.

6. To this end, Accounting Officers are required to furnish the Pension and Leave Records up to 2004 December, 31 for all monthly-paid officers on their establishment to the Comptroller of Accounts by the following dates:

- a) Officers in the age group 55-60 years – not later than 2005 December 31;
- b) Officers in the age group 50-54 years – not later than 2006 March 31; and
- c) All other officers – not later than 2006 June 30.

7. In order to achieve this requirement and also ensure that the records are maintained annually thereafter, Permanent Secretaries and Heads of Departments and Heads of Statutory Authorities and Other Agencies must ensure that Pension and Leave Record Units are fully manned with trained personnel.

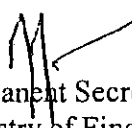
8. Further, in order to analyse some of the reasons for the delay in payment of superannuation benefits to retired public officers and to expedite payment, Permanent Secretaries, Heads of Departments and Heads of Statutory Authorities and Other Agencies are requested to submit to the Comptroller of Accounts a list of individuals who have retired and have not received their pension benefits. The list shall include the following information:

- Name of Officer (Surname, First Name, Middle Name)
- Last position held
- Date of retirement (DD/MM/YYYY)
- Information/documents still outstanding and the reason why

9. This information shall be provided on soft copy using Microsoft Excel 2000 file format (specimen enclosed) and should be submitted to the Comptroller of Accounts on or before 2005 August 31. Where there are no pension payments outstanding to persons who retired from your Ministry/Department/Statutory Authority/Agency, a **NIL** return should be submitted.

10. The Comptroller of Accounts wishes to stress the importance of keeping completed records at different locations in the event of fire/flood. Records would then be available for reconstruction.

11. The co-operation of all Permanent Secretaries, Heads of Departments and Heads of Statutory Authorities and Other Agencies is therefore sought in trying to bring a speedy resolution to this matter, thereby ensuring that all retired officers receive their benefits in a timely manner.



Permanent Secretary
Ministry of Finance

LIST OF RETIRED PUBLIC OFFICERS

NAME OF OFFICER			LAST POSITION HELD	DATE OF RETIREMENT DD/MM/YYYY	REMARKS
Surname	First Name	Other Name			