

FROM: ACTING PERMANENT SECRETARY, MINISTRY OF FINANCE  
AND THE ECONOMY.

TO:

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

S U B J E C T:

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

The Pensions Division of the Ministry of Finance and the Economy continues to be plagued by innumerable omissions and inaccuracies in data submitted to it by Ministries, Departments and other Agencies. This in turn leads to additional and oft-times protracted correspondence between various offices and obviously contributes to delays in the approval and subsequent payment of benefits to the affected officers.

2. The Pensions Division has made some modifications to the Forms A & B - Certified Pension and Leave Record (specimens of which are attached respectively as Appendices A & B). These revised Forms must now be used to record data for all employees.

3. All Sections of each Form must be completed in full. This requires that "N/A" meaning "not applicable" or the word "Nil" must be inserted in any area which does not relate to the employee at any particular time. The requirements of the Ministry of Finance Circular No. 7 of 1968 remain applicable except where they are inconsistent with the changes required by the use of the Revised Forms "A" & "B".

4. Other pertinent points which would facilitate processing in the Pensions Division include the following:-

(a) Promotions/Acting Appointments

The remarks column should indicate clearly any notable change in the circumstances of the employee specifically where it affects salary and incremental dates upon promotion. The column Acting Allowances on Form 'A' should therefore only contain data in respect of the foregoing.

(b) 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.

2/(c) .....

- (c) Death Certificate  
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.
- (d) Marriage Certificate  
An official copy of the Marriage Certificate must always be submitted where necessary.
- (e) Certificate issued in a Foreign Language  
Certificates issued in Foreign Languages must be supported by an official translation duly authenticated.
- (f) (i) Full particulars of service and salary duly verified by the Internal Auditor and certified by the Permanent Secretary/Head of Department  
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.
- (ii) Period(s) of absence in respect of secondment to another Service must be reflected on the Pension and Leave Records and show notional salary in the officer's substantive office. 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 16th January, 1989.
- (iii) Final Pension and Leave Records must be submitted at least three (3) months before the officer's known or other 'approved' date of retirement to allow for all aspects of processing to be undertaken and completed.
- (g) Written option by the officer for an un-reduced pension or a gratuity and reduced pension.
- (h) Photocopy of the Public Service Commission's signed approval of retirement.
- (i) Letter of Confirmation or such other letter of Appointment where confirmation is not 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.
- (j) National Insurance Number and date of entry to the Scheme.
- (k) Statement of all outstanding indebtedness to Government e.g. overpayment of salary and loans of all types.
- (l) 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.

5. It would be helpful if the officer assists by furnishing details of his/her work history or other personal data to facilitate the collection of any of the data in paragraph 4 above.

6. The ascertainment and submission to this Department of the data required at (k) and (l) of paragraph 4 above are essential requirements which must be determined before payment can be effected to the officer. The officer should, therefore, be specifically advised of the necessity for their submission, thus permitting him/her to:-

- (a) regularise his/her affairs on a personal basis e.g. submission of Income Tax Return; or
- (b) agree any existing areas of difference with the relevant Agency concerned relative to outstanding loans etc.

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 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 emphasised 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.

9. You are urged to bring this Circular to the attention of all members of your staff who are engaged in the preparation and submission of particulars of salary and service to the Pensions Division. It should be emphasised for the benefit of such staff that proper completion of the prescribed certified Pension and Leave Records of Service Forms as instructed at paragraph 3 above and adherence to the points raised at (a) - (l) of paragraph 4 would lead to an improved level of service to the retiring employees and facilitate payment of benefits.

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