

# PENSIONS MANAGEMENT BRANCH

## PREPARATION OF PENSION AND LEAVE RECORDS

### EXAMPLE

Extract data from Pay Record Cards:

Jane Smith  
 Clerk I  
 Ministry of Finance – Treasury Division  
 Date of Birth: 02.05.1992

2013	FEB	\$3,783.75 (08.02.2013 – 28.02.2013)	NOTE: Assumed 08.02.2013 (Authority)
	MAR – DEC	\$5,045.00 (noted)	
2014	JAN – DEC	\$5,045.00	
2015	JAN – MAR	\$5,045.00	
	APR	\$1,540.00 (Inc. arrears f.t.p 08.02.2014 – 31.03.2015)	
	APR – DEC	\$5,157.00	
2016	JAN – DEC	\$5,157.00	NOTE: Appointed Clerk I w.e.f 11.03.2016
2017	JAN	\$5,157.00	
	FEB	\$4,356.26 (Inc. arrears: 2 <sup>nd</sup> and 3 <sup>rd</sup> increments awarded w.e.f 08.02.2015 and 08.02.2016)	
	FEB – DEC	\$5,400.00	

### COMPENSATION PLAN

Salary Scales (per month) applicable to Offices in the Civil Service and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01

For the Period January 1st, 2011 to December 31, 2013

Rg.	YEAR	Minimum	SALARY SCALE							LONGEVITY		
			A	B	C	D	E	F	G	1ST	2ND	3RD
14 Adjunct Clerk I	2010	\$ 4097	S 4186	S 4290	S 4389	S 4495	S 4592	S 4694	S 4813	S 4915	S 5014	S 5115
	2011	4255	4353	4462	4565	4675	4776	4882	5006	5112	5215	5320
	2012	4576	4678	4791	4898	5013	5118	5228	5357	5467	5574	5684
	2013	4759	4865	4983	5094	5214	5323	5437	5571	5686	5797	5911
		5045	5157	5282	5400	5527	5642	5763	5905	6027	6145	6266

**FORM 'B'**  
**RECORD OF ACTING, TEMPORARY OR DAILY PAID SERVICE**  
(See instructions overleaf)

**SECTION A (i)**

**PERSONAL DETAILS**

1. Name of Officer Smith Jane  
(Surname) (First Name) [Other Name(s)]
2. Ministry/Department Finance
3. Division Treasury
4. Branch .....
5. Date of Birth 02/05/1992 6. Date of First Appointment 08/02/2013  
dd/mm/yyyy dd/mm/yyyy
7. Place of Recruitment .....
8. BIR No. .... 9. NIS No. ....
10. Birth Certificate PIN ..... 11. IhRIS Emp No. ....

**SECTION B (i)**

**I. DETAILS OF ACTING OR TEMPORARY SERVICE BEFORE  
PERMANENT APPOINTMENT**

Department	Post	Salary Range	Salary	Service*	Duration of Acting Appointment		Vote from which Salary paid	
					From	To	Head	Sub-Head
Treasury	Clerk I	14	\$ 5,045.00	Vacant	08/02/2013	31/12/2013		
Treasury	Clerk I	14	\$ 5,045.00	Vacant	01/01/2014	07/02/2014		
Treasury	Clerk I	14	\$ 5,157.00	Vacant	08/02/2014	31/12/2014		
Treasury	Clerk I	14	\$ 5,157.00	Vacant	01/01/2015	07/02/2015		
Treasury	Clerk I	14	\$ 5,282.00	Vacant	08/02/2015	31/12/2015		
Treasury	Clerk I	14	\$ 5,282.00	Vacant	01/01/2016	07/02/2016		
Treasury	Clerk I	14	\$ 5,400.00	Vacant	08/02/2016	10/03/2016		

Note 1: Officer appointed Clerk I w.e.f. 11/03/2016.

\*State whether service was in Vacant or Temporary post as Leave Relief.

**II. DAILY PAID SERVICE BEFORE PERMANENT APPOINTMENT**

Department	Office	Service			Wages	Vote from which Salary paid	
		Year	Number of days worked	Effective Years+		Head	Sub-Head

+Note: Please state the first working day in the first effective year of the officer's daily paid service.

**FORM "A"**

General 130A  
(Revised 2022)

**CERTIFIED PENSION AND LEAVE RECORD**

(See Instructions Overleaf)

**SECTION A\***

**PERSONAL DETAILS**

1. Name Smith Jane  
(Surname) (First Name) (Other Name(s))

2. Present Post Clerk I

3. Ministry/Department Finance

4. Division/Branch Treasury

5. Date of First Permanent Appointment 11/03/2016 6. Date of Birth 02/05/1992  
dd/mm/yyyy dd/mm/yyyy

7. Date of Confirmation ..... 8. Date of Present Appointment 11/03/2016  
dd/mm/yyyy dd/mm/yyyy

9. NIS No. .... 10. BIR No. ....

11. Birth Certificate PIN ..... 12. IhRIS Emp No. ....

**SECTION B\***

**DETAILS OF SERVICE, SALARY AND ALLOWANCES**

Year†	Post	Salary Range	Date of Commencement	Date Termination	Monthly Earnings				Remarks
					Sub. Salary		Acting Allow.‡		
					\$	c.	\$	c.	
2016	Clerk I	14	11/03	31/12	5,400	00			
2017	Clerk I	14	01/01	07/02	5,400	00			

† Information in respect of each calendar year showing separately any incremental changes of movements resulting from promotions, etc. (inclusive of dates) must be inserted wherever these occur.  
 ‡ Only continuous periods of acting which affect incremental dates are to be shown.

**SECTION C\***

**DETAILS OF LEAVE**

1. Half-Pay or No-Pay	Type of Leave	Year	Period of Absence		Days
			From	To	
	NIL				
	NIL				
	NIL				
	NIL				

\*All information at Sections A, B and C must be furnished at all times. Where data does not apply to the employee the words not applicable (N/A) or Nil must be inserted.