

“YEAR OF DEFENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.11/1982

REFERENCE NO.PS:16/0/2/1

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

National Insurance Scheme - Remittances

DATE: 1982-03-25

I have been directed to inform you that all monies deducted from Public Officers' salaries in respect of the National Insurance Scheme, are not being promptly remitted to that organization, and this has resulted in unnecessary delays.

2. You are required, as the Accounting Officer, to ensure that all monies deducted in respect of National Insurance Scheme are remitted to N.I.S., without delay, and to ensure proper documentation and records of all such transactions are kept up-to-date.

3. Please bring the contents of this Circular to the attention of all staff in your Ministry/Department, especially those in the Personnel and Accounting Divisions.

A. R. Brutus,
For Permanent Secretary,
Public Service Ministry.