

**“YEAR OF DEFENCE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.26/1982**

**REFERENCE NO.PS:12/1/12**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

**Action to be taken by the Public Service Ministry, on  
matters arising out of the retrenchment exercise, 1982.**

DATE: 1982-10-13

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The undermentioned matters arising out of the Retrenchment Exercise are submitted for your information/action as indicated.

1. **SECONDMENT**

It is proposed in cases where the posts of officers who are seconded to other organizations have been removed from the Estimates due to the restructuring of the public service, that supernumerary posts with token provision of ten dollars (\$10:00) will be created to maintain the pensionability of the officers concerned, provided that the organizations to which they are seconded are in a financial position to maintain their remuneration.

In this connection, please submit to this Ministry, pertinent information in relation to such cases in your Ministry to allow for the necessary action to be taken.

2. **SUPERANNUATION BENEFITS, VACATION LEAVE AND LEAVE PASSAGE ENTITLEMENT.**

As you are no doubt aware, a special committee has been set up by the Minister of Finance to undertake a costing exercise in relation to superannuation benefits, leave and leave passage entitlement consequent upon retrenchment, and Circular No. 25/1982 dated 4<sup>th</sup> October, 1982, has been issued by this Ministry requesting the relevant information by 30<sup>th</sup> October, 1982.

3. **SCHOLARSHIP AWARDEES**

You are advised to request supplementary provision to cater for the creation of supernumerary posts and the appointment of qualified officers who have been trained in various fields, to fill the gap in the authorized establishment, due to the award of scholarships to substantive holders who will not be resuming duty in their substantive posts after training. On appointment of the scholarship awardees to other posts, their substantive posts will be abolished.

4. **PERIOD OFF THE JOB**

You are requested to submit to the Public Service Ministry for the grant of no-pay leave to cover periods off the job, cases of retrenches who have been re-engaged or who will be superannuated.

5. **ACTING/SUBSTANTIVE APPOINTEES**

All other things being equal, you are requested to give priority consideration to retrenchees who hold substantive appointments, to fill such vacancies in the same grade in your organizations, in favour of acting appointees.

6. RETRENCHMENT IN CASES OF IMMINENT RETIREMENT OF PENSIONABLE OFFICERS AND THOSE 50 YEARS OF AGE AND ABOVE

You are asked to supply information relating to retrenchment of pensionable officers fifty (50) years of age and above in order that the Public Service Ministry may consider the payment of superannuation benefits to such officers.

7. ALTERNATIVE EMPLOYMENT

Please be advised that provided retrenchees qualify for and are willing to accept alternative employment, they should be considered for such alternative employment.

8. NON-PENSIONABLE EMPLOYEES

Please advise retrenched non-pensionable employees, fifty-five (55) years of age and over, that they have the option to retire voluntarily in terms of existing regulations and be paid their superannuation benefits.

2. Please supply the information requested as it pertains to your Ministry not later than 6<sup>th</sup> November, 1982.

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H. Ali,  
For Permanent Secretary,  
Public Service Ministry.