

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.3/1983

REFERENCE NO. PS: 24/0^{III}

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments

SUBJECT:

DATE: 1983-01-29

Late Submission of Superannuation Papers

The Text of Public Service Ministry Circular No. 28/1978 dated 12th July, 1978, on the above subject, is reproduced hereunder for your information.

“The late submission by Ministries/Departments of Superannuation papers for government employees proceeding on retirement has been the cause of delay in some cases in the payment of superannuation benefits to such employees in order to avoid the embarrassment and inconvenience which result from delay, Permanent Secretaries and Head of Department are required to ensure that:-

- i. There is a record of service for each employee in the Ministry/Department
- ii. The record of service Is up-to-date:-
- iii. A copy of the updated record of service is sent to each employee who has more than seven (7) years' service requesting him/her to confirm that it is correct;
- iv. Superannuation Papers and other necessary particulars are submitted to the appropriated authorities not less than 6 months prior to the employee's expected date of retirement.

However it has been brought to this Ministry's Attention that in many instances the superannuation papers are not submitted in time to allow for early processing of the benefits payable, with the result that retirees sometimes have to wait for periods of up to six (6) months to one (1) year and sometimes even longer, to receive their benefits. You will no doubt appreciate that such unwarranted delays cause undue hardship to the employees concerned. Who in very many cases, depend on their benefits to maintain their very existence. I therefore wish to reiterate the need for the procedures outlined above to be strictly adhered to in future .

Please bring this circular to the attention of all employees in your Ministry/ departments in particular those who deal with personnel matters.

H. Ali
For Permanent Secretary
Public Service Ministry