

**“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”**

**OFFICE OF THE PRESIDENT,  
PUBLIC SERVICE MANAGEMENT**

**CIRCULAR NO. 16/1992**

**REFERENCE NO. PS: 16/0<sup>VI</sup>**

FROM: Permanent Secretary,  
Office of the President,  
Public Service Management.

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

**SUBJECT:**

**Re-employment of Retired Personnel**

DATE: 1992-07-01

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Kindly continue to observe the instructions given in my Circular No. 3/1981 dated 1981-02-05 (which is attached) in connection with the procedures to be followed when employing retired personnel.

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J. McCurdy,  
For Permanent Secretary,  
Office of the President,  
Public Service Management.

FROM: Permanent Secretary,  
Public Service Ministry.

TO: All Permanent Secretaries and  
Heads of Departments.

DATE: 5<sup>th</sup> February, 1981.

**SUBJECT:**

**Re-employment of Retired Personnel**

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The purpose of this Circular is to standardize the practice in relation to the re-employment of retired personnel who qualified for the payment of superannuation benefits on retirement.

2. It is suggested that the following steps be taken in your Ministry / Department in respect of the re-employment of retired personnel: -
- (i) Simultaneous with your correspondence seeking the concurrence of the relevant union, which should be copied to this Ministry and to the Secretary, Public Service Commission (in cases where it is intended that the person should be re-employed in a pensionable post), you should request the approval of this Ministry for the re-employment. This request should also be copied to the Secretary, Public Service Commission in the aforementioned cases, and should contain the undermentioned particulars.
    - (a) Date of employee's retirement, post from which he retired and his salary/wages at the date of retirement.
    - (b) The post in which the employee will be re-employed, the estimated duration, the salary proposed and date of re-employment.
  - (ii) The unions representing Government Employees will be asked by this Ministry to copy their reply to this Ministry and to the Secretary, Public Service Commission, where necessary.
  - (iii) On receipt of the concurrence of the union, this Ministry will then issue the necessary approval. This approval will be addressed to you and copied to the Secretary, Public Service Commission (in the event of re-employment in a pensionable post) to enable him to issue the necessary authority.
3. This Circular takes effect immediately and should be drawn to the attention of all persons dealing with personnel matters in your Ministry / Department.

Sgd. H. Ali,  
For Permanent Secretary.