Ministry: Finance (Accountant-General's Division)

Post: Officer-in-Charge (Pensions)

Salary: Rs 9,000 x 300 – 9,600 x 400 – 10,400 (AGC 12)

Effective Date: 19 May, 1994

Qualifications: By selection of officers in the General Services Class and Finance Cadre drawing a minimum salary of Rs 7,250 a month and having

(a) an in depth knowledge of pension matters;

(b) good organisational and administrative abilities; and

(c) good communication and supervisory skills.

Duties:

1. To be responsible to the Accountant-General for the smooth running of the Pension Section.

2. To supervise and co-ordinate the work of staff working under his control and to provide on-the-job training.

3. To ensure the correctness of computations and payment of retiring/death benefits and contract gratuities.

4. To process all claims for compensation to injured employees.

5. To guide and help officers of Ministries/Departments in the preparation of pension schedules and on all matters relating to payment of pension.

6. To tender advice on the disposal of death gratuities.

7. To ensure the correct application of pension laws and regulations.

8. To perform such cognate duties as may be assigned.