



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

18 August 2023



Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 38 of 2023

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From: Secretary for Public Service

To: Supervising Officers of Ministries/Departments

Civil Service Family Protection Scheme Option Forms

Under paragraph 16 (4C) of the Civil Service Family Protection Scheme Act, public officers in post as at 30 June 2008, on attaining the age of 60 years, may, while in service, opt either to cease to contribute to the Civil Service Family Protection Scheme (CSFPS) or continue with their contribution. Where officers opt to cease their contribution to the CSFPS on reaching 60 years of age, the pension of the surviving spouses and children are computed on the salary drawn at the time the officers cease to contribute to the scheme.

2. It has been reported that, in many cases, public officers exercise their option to cease contribution to the Scheme well after they reach the age of 60, which is not in accordance with the above provision of the Act, thus causing much inconvenience to the Finance Sections of Ministries/Departments and to the CSFPS Board.

3. With a view to properly implementing the scheme, the CSFPS Board has, in consultation with this Ministry, decided that:

- (a) for administrative convenience, all public officers in post as at 30 June 2008, should be handed over their option form **three months prior** to attaining the age of 60. In accordance with the Act, **such option will be effective as from the date the officers attain 60 years of age;**
- (b) duly filled in option forms and bearing the date received by HR Section, should be submitted to the Finance Section of the Ministries/Departments and to the CSFPS Board, at least **one month prior** to the officers attaining the age of 60, to enable Finance and the CSFPS Board to take timely follow up action;

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- (c) officers opting to cease their contribution at the age of 60 years be reminded of the implication of their option; and
- (d) where officers sign the option forms **after** the date they have attained the age of 60, such forms would not be processed and the concerned officers would be deemed to have opted to continue contributing to the Scheme.
4. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all serving officers in post as at 30 June 2008 in your Ministry/Department for compliance.



K. Conhye
Secretary for Public Service

Copy to:

- (i) Secretary to Cabinet and Head of the Civil Service**
- (ii) Financial Secretary**
- (iii) General Manager, Civil Service Family Protection Scheme Board**