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Ministry of Civil Service and Administrative Reforms

11 October 2006

Ministry of Civil Service and Administrative Reforms  
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries and Departments

*Late Submission of Pension Computation Schedules*

The Accountant-General has reported that several Ministries/Departments continue to submit the Pension Computation Schedules late to the Treasury in spite of the fact that this Ministry has on several occasions drawn the attention of the officers concerned. The late submissions of the schedules cause great hardship to pension beneficiaries and place the Treasury in an embarrassing situation as that Department is unable to honour the time frame set in its Customer Charter for the payment of benefits to retiring officers within five working days after the date of retirement.

3. It is to be pointed out that, in accordance with the provisions of Section 1.4.4 (1) of the Personnel Management Manual (PMM) and Section 20.10.60 of the Financial Management Manual (FMM), the Pension Computation Schedule of an officer (Accts F/237) should be submitted to the Accountant-General at least **two months** before the officer is due to retire.

4. In view of the foregoing, it would be appreciated if the attention of all officers of the Personnel Division of your Ministry/Department could once again be drawn to the fact that they should abide by the abovementioned provisions of the PMM and FMM and ensure that, henceforth, Pension Computation Schedules of retiring officers are submitted to the Accountant-General **on time**.

5. I rely on your usual cooperation on this matter.

  
(P. Jhugto)  
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service  
Accountant-General