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The attention of Permanent Secretaries, Heads of Departments and Chief Executive Officers is again invited to Staff Order No. 14.7.3 quoted hereunder, which sets out the age limit at which public officers are required to retire from the Public Service:

- “(i) Officers are expected to retire from the public service upon reaching the mandatory retirement age of sixty (60) years. Pre-retirement arrangements should commence at least one (1) year in advance of the mandatory retirement age (i.e. no later than fifty-nine (59) years).
- (ii) At any time during the five-year period prior to reaching the age of mandatory retirement; i.e. any time from age fifty-five (55) onward, an officer may exercise the option to retire.
- (iii) Officers may be permitted by the appropriate Service Commission to remain in the service after the age of sixty (60) years subject to the exigencies of the service.”

Steps should be taken to ensure that the returns are submitted by the **1st February, 2016**, together with certified copies of the birth certificates and Statutory Declarations in support of the birth certificates where necessary for the Officers/Employees concerned. Where the documents are not readily available, they should be submitted as early as possible thereafter. It should also be made clear to the officers concerned that the non-submission of these documents will result in delays in the approval for retirement and subsequently the processing of their retiring benefits.

It is to be noted that a Statutory Declaration is not a substitute for the Birth Certificate.

Steps should be taken to ensure that the returns are accurate and in addition, that all the officers concerned are granted the pre-retirement leave for which they are eligible so that the expiration of the leave will coincide with their sixtieth (60th) birth date.

Permanent Secretaries within Ministries where delegation of functions exists should ensure that the appropriate action is taken to retire officers in keeping with the requirements of the Staff Orders. Copies of the letters approving the retirement of these officers should be submitted to this office.

Mrs. Jacqueline Mendez, JP
Chief Personnel Officer (acting)