



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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Circular No. 19

O.S.C. Ref. No. 900/25

23rd January, 2017

Permanent Secretaries and Heads of Departments are reminded that Section 6(2) of the Pensions Act states that "**....the normal retiring age of any officer shall be sixty years**" and the Government Employees (Compassionate Gratuities) Resolution, 1947 also stipulates the age of sixty years for the retirement of temporary employees. Staff Order No. 14.7.3 of the Staff Orders for the Public Service (2004), quoted hereunder, is also relevant:-

- "(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 (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."*

Consequently, Ministries and Departments that have **not** been granted Delegation of Functions should take the necessary steps to ensure that the returns are submitted to this Office by the **28th February, 2017**, 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. ***It has been noted that officers are not being granted leave, at the appropriate time, and as such, are being retired on dates beyond their sixtieth (60th) birthdays.***

2. Ministries and Departments with Delegation of Functions should:-

- o ensure that the appropriate action is taken to retire officers in keeping with the requirements of the Pensions Act/Staff Orders/Government Employees (Compassionate Gratuities) Resolution;
- o submit to this office copies of the letters approving the retirement of these officers; and

- o **forward recommendations to this office for officers to be retired from the Public Service where the expiration of their pre-retirement leave does NOT coincide with their sixtieth (60th) birthdays.**

3. Executive Agencies

Officers in Executive Agencies who opted to remain on the Government non-contributory pension scheme are also required to retire at the age of sixty (60) years. The Executive Agencies Pension Scheme, 2002, provides guidance in this regard. Executive Agencies should, therefore, submit the names and particulars to the Office of the Services Commissions for the necessary approval. The officers' Election Forms, as well as, their current appointment letters, should be attached to the submissions.

4. Early/Premature Retirement:

Kindly be reminded, also, that any request for retirement prior to the mandatory age of retirement should be submitted to the Office of the Services Commissions by all entities including those with Delegated Authority and Executive Agencies on behalf of persons who opted to remain on the Government non-contributory pension scheme. **Only original letters of requests will be accepted.** Officers who attain the following age brackets may apply in writing for early/premature retirement, as indicated below:

50 – 54: Premature Retirement pursuant to Regulation 24(3) and (4) of the Public Service Regulations, 1961 and subject to the approval of the Governor-General, acting on the recommendation of the Public Service Commission. Officers who apply for premature retirement **must** provide reasons and submit, where possible, any supporting documentation.

55 – 59: Early Retirement pursuant to the Pensions Act and Staff Orders.

5. Retention beyond the mandatory age of retirement:

Recommendations for retention in the service beyond the mandatory age of retirement, pursuant to Staff Order 14.7.3(iii), quoted previously, must be substantive and have merit. In order to enable the Public Service Commission to give reasonable consideration to the requests, Ministries/Departments and Executive Agencies must:

- i. Develop a succession plan in the respective areas.
- ii. Develop Standard Operational Procedures for each unit and the respective positions.
- iii. Take the necessary steps to ensure that there is transfer/documentation of institutional knowledge.
- iv. Ensure that individuals are being prepared for retirement and exposed to beneficial seminars etc.
- v. Ensure that individuals 55 years and over are specifically targeted, in respect of retirement planning.

Permanent Secretaries and Heads of Departments are being advised that, in making recommendations for the retention of services of individuals beyond the mandatory age of retirement, submissions **must** be made to this Office, well in advance of the officers attaining the age of sixty (60) years, in order to allow for adequate time for consideration by the Public Service Commission.



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