

REF: NO. PD2/11/105

Office of the Head of Service,
Ondo State Pension Transitional
Department,
Oke -Eda, Akure.

17 October, 2019

Circular Letter to:

Chief of Staff to the Governor,
Deputy Chief of State to the Deputy Governor,
Secretary to the State Government,
Head of Service,
Honourable Commissioners,
Chairmen of the Commissions/ Parastatals
All Permanent Secretaries,
Tutors-General,
State Auditor-General,
Clerk of the House of Assembly
Statistician-General,
The Auditor-General for Local Government,
Administrative Secretaries
General Managers & Heads of Non Ministerial Departments

**MEASURES TO AMELIORATE PROBLEMS ASSOCIATED WITH
PROCESSING OF RETIREMENT BENEFITS**

This Office has noted complaints and problems associated with delay in the processing of retirement documents by retiring officers in the Public Service of Ondo State. Based on input from relevant stakeholders, the State Government has approved that some measures be put in place to ameliorate the plight of retiring officers while processing their retirement benefits.

2. In this novel reform innovation, retiring officers shall collect forms and the new approved checklist of requirements at various Local Government Area offices of the **State**

Internal Revenue Service (BIR) nearest to them (for State Retiring Officers) and at the eighteen (18) Local Government Area Secretariats (for Retiring Primary School Teachers and Local Government workers). They are to subsequently submit their completed forms to their respective Pension Transitional Department, with the required payment receipts for processing. This is a departure from the former practice where retiring officers from across the eighteen (18) Local Governments of the State would have to come to the **State Pension Transitional Department**, Alagbaka, Akure to collect Pension Forms upon payment of their respective statutory fees. Attached to this circular are the new improved checklists for circulation and compliance.

3. In the same vein, Ministries, Departments and Agencies (MDAs) and most especially, Cooperative and Thrift Societies, by this reform, are expected to forward the list of their indebted retiring members to the Pension Departments in charge at State and Local Government respectively on quarterly basis (for processing) in order to effect deduction of the debts from their retirement benefits. All intending retirees will no longer be expected to seek individual clearance from the Local Government Staff Loans Board, Cooperative and Thrift Societies, Micro-Credit Agency, Agric Loan, Housing Loan, Car Loan Departments and other Banks/Finance Houses before processing their documents.

4. Above measures are expected to improve the erstwhile cumbersome process and thus eliminate activities of exploitative syndicates and fraudsters associated with pension processes.

5. Accounting officers are enjoined to kindly give the content of this circular the wide publicity it deserves as it takes immediate effect.

6. Thank you.


O. Aragbaiye
Head of Service