

Ondo State Pension Board,
Oke-Eda,
Akure.

15 February, 2015

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Special Assistant to the Deputy Governor,
State Commissioners,
The Secretary to the State Government,
Special Advisers,
Chairmen of Commissions/Boards,
Permanent Secretaries,
The Clerk, Ondo State House of Assembly,
The State Accountant-General,
The State Auditor-General,
The State Statistician-General,
Tutors-General,
Administrative Secretaries,
The Auditor-General for Local Governments,
General Managers/Heads of Non-Ministerial Departments.

PROMPT PROCESSING OF RETIREMENT BENEFITS


It has been observed, with concern, the delay in processing of terminal benefits by retirees. Statutorily, retirees are expected to promptly process their retirement benefits; hence the Three (3) months Terminal Leave. However, some retirees are in the habits of keeping retirement documents and abandoning the process midway, only for them to return later, after several years.

2. Delays in processing of retirement benefits do not only complicate/burden the pension process, but gives room for fraudulent practices. Besides, it affects the smooth administration of pension by constraining the Government efforts at obtaining accurate data on retirees thus impacting negatively on planning and allocation of resources.

3. Consequently, in order to avoid unnecessary and avoidable strain on the system, retirees are required to process their retirement benefits within two (2) years of disengagement from the Service. Henceforth, any retiree, who fails to complete the processing of his/her terminal benefits within the stipulated time, except on an instance of proven medical issue, would be deemed to have forfeited his/her claims. This directive equally applies to those who died in active service as the Next-of-kin are required to process the benefits within the same period. Retirees who are affected by the contents of this Circular, are, by this dispensation, granted six months grace period, effective from the date of this Circular, to complete the processing of their claims.

4. All Accounting Officers are enjoined to bring the content of this Circular to the notice of all Officers in their MDAs.

5. Thank you.


Toyin Akinkuotu, Esq.
Head of Service