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Kampala
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In any correspondence on
this subject please quote No. BPD.103/155/01

THE REPUBLIC OF UGANDA

9th February 2018

The Accounting Officers,
(See *distribution list*)

INCOMPLETE SUBMISSIONS FOR SALARY, PENSION AND GRATUITY ARREARS

Reference is made to my letters of Ref: HRM 132/01 dated 10th February 2016 and BPD 103/155/01 dated 6th June 2016 requesting all Accounting Officers, both Central and Local Government to verify all Salary, Pension and Gratuity arrears claims under your respective votes using the formats that were provided by this Ministry.

I have noted that some of your submissions do not conform to my guidance and the following information has been observed missing;

- i. Copies of bank statements, National Identity Cards and letters of Administration (for Estate Administrators);
- ii. The bank statements attached for some claimants do not correspond with the periods of accrual of the arrears;
- iii. Fully signed off forms by all authorized signatures including that of the claimant; and
- iv. Period of accrual that is, month and Financial Year (details attached in the remarks column of the schedules attached).

The purpose of this letter therefore, is to;

- i. Forward to you the attached schedules ***Annex 1*** (Pension and Gratuity arrears) and ***Annex 2*** (Salary arrears) clearly indicating the required information against each claimant;
- ii. Request you to submit the missing information for those claimants featuring on ***Annex 1*** and ***2*** for review by this Ministry; and
- iii. Request you to re-submit new forms of all those claimants with missing periods of accrual but this time clearly indicating their periods of accrual.

Mission

"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development"

I urge you to ensure that the bank statements correspond with the periods of accrual and only copies of National Identity Cards should be attached and not any other form of Identity Card.

By copy of this, All Accounting Officers are informed that FY 2017/18 will be the last financial year this Ministry will be allocating funds to Salaries, Pensions and Gratuity arrears that accrued before decentralization. You are therefore requested to ensure that such arrears are verified and submitted to this Ministry by 28th February 2018 for consideration in FY 2018/19 Budget.



Keith Muhakani

PERMANENT SECRETARY/ SECRETARY TO THE TREASURY

Copy to: The Permanent Secretary, Ministry of Public Service
 The Accountant General
 The Ag. Internal Auditor General
 All Accounting Officers

Mission

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