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

14th January, 2019

All Accounting Officers (Central & Local Governments)

**REQUESTS FOR SUPPLEMENTARY FUNDS FOR SALARIES,
DEDUCTIONS, PENSION AND GRATUITY FOR THE FY 2017/18.**

Reference is made to several letters from Accounting Officers, requesting for supplementary budgets to cater for unpaid salaries, deductions, pension and gratuity that were due in FY 2017/18.

To avoid disruptions in Budget execution for FY 2018/19, no supplementary funds will be provided to clear arrears that accrued in FY 2017/18 and should be Audit verified first. You are therefore advised to verify and submit the unpaid emoluments of salary, pension and gratuity arrears, in the format prescribed by this Ministry, for consideration in the budget for FY 2019/20.

This information should reach my office not later than **Friday, 15th February 2019**, for inclusion in the Budget for FY 2019/20, which will be submitted to Parliament by 1st April 2019, in line with the PFM Act 2015 (as amended).

I also wish to remind you to liaise with the Ministry of Public Service to ensure that Gratuity files for retirees of this financial year (July 2018 to June 2019) are processed within the financial year and the retirees duly paid.

This will reduce pressures on the Gratuity Budget for FY 2019/20. As was the case in FY 2018/19, the Gratuity budget for FY 2019/20 should be based on information extracted from the IPPS, in respect to new retirees within the financial year i.e. July 2019 to June 2020.

By copy of this letter, the Permanent Secretary, Ministry of Public Service is requested to ensure that Gratuity files are approved within the financial year in which one retires.

Patrick Ocailap

FOR: PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to; Head of Public Service and Secretary to Cabinet
Permanent Secretary, Ministry of Local Government.
Permanent Secretary, Ministry of Public Service

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"