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THE REPUBLIC OF UGANDA

Ministry of Finance, Planning &
Economic Development
Plot 2-12, Apollo Kaggwa Road
P.O. Box 8147
Kampala, Uganda

In any correspondence on
this subject please quote No. BPD 103/132/01

26th November, 2019

All Accounting Officers, Central and Local Government Votes

SUPPLEMENTARY REQUESTS FOR GRATUITY FOR FY 2019/20

I am in receipt of several letters requesting for additional funding for gratuity to cater for retirees for FY 2018/19 and FY 2019/20.

In the letters referred to above, you have attributed the shortfalls to delayed approval of pension files by the Ministry of Public Service that leads to files being approved in the new financial year and also from enhancements of salaries.

However, although you have attributed the shortfalls to delayed approval of pension files, I have noted that the retirement process on the Integrated Personnel and Payroll System (IPPS) is started late and as a result, files cross over to another financial year thus putting a strain on your budgets.

Therefore, in order to facilitate further analysis of your shortfalls, and to ensure that the adequate funds are provided for all retirees, you are requested to adhere to the following;

- i. The retirement process for all retirees on the IPPS should be started at the beginning of every financial year and payment made upon retirement. This will eliminate the approval of pension files in a new financial year;
- ii. Submit a fully filled retirement claim form for each retiree **(for both retirees of FY 2019/20 and FY 2018/19 only as per Annex 1 and 2)** to this Ministry accompanied by the IPPS gratuity computation form, a copy of the National Identity Card and bank account details. This

information should reach my office not later than **31st December, 2019**; and

- iii. Submit quarterly accountability forms to this Ministry and Ministry of Public Service for confirmation that all retirees were paid as budgeted for.

It is upon receipt of the information in (ii) above that this Ministry will consider providing supplementary budgets for the respective Votes.



Keith Muhakanizi

PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to: The Rt. Hon. Prime Minister
All Hon. Ministers and Ministers of State
The Head of Public Service and Secretary to Cabinet
All Residential District Commissioners
All LCV Chairpersons
All Mayors for Municipalities.

Mission

"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as

ANNEX 1: SUBMISSION OF GRATUITY CLAIM FOR NEW RETIREES

VOTE NAME:

VOTE CODE:

DEPARTMENT:

Name of Officer	Post Title at Retirement	National ID Number	Account Details		Gratuity Amount	Signature & Mobile Telephone number
			Bank Name	Account Number		

Verified by: Chairperson District Pensioners' Association

Name:

Title:

Signature & Stamp:

Verified by: Head of Department

Name:

Title:

Signature & Stamp:

Verified by: Head Human Resource Department

Name:

Title:

Signature & Stamp:

Audited by: Internal Audit

Name:

Title:

Signature & Stamp:

Verified by: Accounting Officer

Name:

Title:

Signature & Stamp:

Note: The Required Signature is for the Authorized Beneficiary.

ANNEX 2: SUBMISSION OF OUTSTANDING PENSION AND GRATUITY ARREARS

VOTE NAME:

VOTE CODE:

DEPARTMENT:

FINANCIAL YEAR OF ACCRUAL:

Name of Officer	Post/ Title	National ID Number	Reason for Arrears	Account Details		Calculation of arrears	Total Arrears	Signature & Mobile Telephone number
				Bank Name	Account Number			

Verified by: Head of Department

Name:.....

Title:.....

Signature & Stamp.....

Verified by: Head Human Resource-Division

Name:.....

Title:.....

Signature & Stamp.....

Audited by: Internal Audit

Name:.....

Title:.....

Signature & Stamp:.....

Verified by: Accounting Officer

Name:.....

Title:.....

Signature& Stamp :.....

Note: The Required Signature is for the Authorized Beneficiary.