

PENSIONS AND GRATUITIES**Section****1 General**

- 101 Officers Injured on Duty
- 103 Service Beyond the Age of 55 years
- 104 Contract Service beyond the age of 55 years
- 105 Records of Service

3 Gratuities

- 301 Payment of Gratuities
- 302 Calculation of Gratuity

1 GENERAL**101 OFFICERS INJURED ON DUTY**

1. Whenever an officer is accidentally injured in the performance of his duties and it appears likely that the injury may subsequently lead to a claim for a special pension award under Pensions Rule 25 of the Pensions Act*, the officer's Responsible Officer should at once report the circumstances to the Permanent Secretary for the Public Service.

2. This Order applies whether the officer is serving on pensionable or non-pensionable terms of service.

Amendment No. 231/85

103. SERVICE BEYOND THE AGE OF 55 YEARS

1. A pensionable or permanent non-pensionable officer who wishes to postpone his final date of retirement beyond the age of 55 shall submit an application to do so not less than six months before his 55th birthday or the date on which he is due to proceed on pre-retirement leave, whichever be the earlier. The Responsible Officer shall forward the application to the Permanent Secretary for the Public Service together with his recommendations. A medical certificate of the officer's fitness to continue in the service should accompany the application.

2. Before considering any such application the appropriate Commission will require to be satisfied that -

- (a) the officer is fully efficient;
- (b) he is fully fit for further service;
- (c) an extension of his service is not likely to block the promotion of the officers; and
- (d) an extension of service is in the public interest.

3. The Permanent Secretary for the Public Service shall place the application before the appropriate Commission which shall decide whether the application should be granted. Extensions in excess of two years or beyond the age of 60 will not normally be approved.

Amendment No. 231/85

104. CONTRACT SERVICE BEYOND THE AGE OF 55 YEARS

When a contract officer seeks re-engagement for a further period of service during which he would attain the age of 55 years he shall submit his application together with a medical certificate through his Responsible Officer to the Permanent Secretary for the Public Service not less than six months before the expiry of his current contract. Similar considerations shall apply as to pensionable or permanent non-pensionable appointments and the procedure shall follow that prescribed in GO G103.

* Cap. 110 Laws of the Solomon Islands

105 RECORDS OF SERVICE

Responsible Officers shall maintain records of service in respect of all officers. In particular the following information should invariably be included in the officer's personal record:

- (a) date of appointment to the public service;
- (b) date on which the officer began to draw salary from the salaries and allowances subhead of the Estimates;
- (c) any breaks in pensionable service with particular reference to any periods of unpaid leave;
- (d) designation and occupancy of all posts held during the officer's career.

Amendment No. 231/85

3. GRATUITIES**301 PAYMENT OF GRATUITIES**

1. An officer serving on contract terms should, not later than two month before his contract is due to end make formal application to his Responsible Officer for any gratuity for which he may be eligible and stating how he wishes payment to be effected. .
2. The responsible officer shall, after satisfying himself that the officer has no outstanding debts to the Government and that the officer's service has been satisfactory, advise the Accountant General accordingly. If the officer's service has not been satisfactory or when disciplinary proceedings are being taken against him, the Responsible Officer shall refer the question of any gratuity payment to the Permanent Secretary for the Public Service.
3. The Accountant General may offset any indebtedness to the Government on the part of the officer against any gratuity which may be payable.

Amendment No.231/85

302 CALCULATION OF GRATUITY

Upon receipt of advise from the responsible officer as stipulated in GOG 301(2), the Accountant General shall calculate, the gratuity entitlement due in such as manner as the officer has requested or seen fit.