



GOVERNMENT OF SIERRA LEONE

Ref. No.: DC-150/302/01

(Circular Memorandum No. 1 of 2023)

From: The Director-General, Human Resource Management Office.

To: (Please see below).

30th March, 2023.

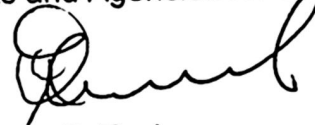
Copy: The Auditor General

**PAYMENT OF END-OF-SERVICE BENEFITS/DEATH GRATUITIES WITH
THE LAST SALARY FOR CIVIL SERVANTS ACROSS MINISTRIES,
DEPARTMENTS AND AGENCIES (MDAs) - A CORRIGENDUM.**

Sequel to my Circular Memorandum of even reference dated 19th December, 2022 on the above subject, I am to inform you that this Office is closely monitoring progress on the new policy for the payment of End-of-Service Benefits to Civil Servants across Ministries, Departments and Agencies (MDAs).

2. While noting that many MDAs have indicated a high compliance rate in facilitating the prompt payment of End-of-Service Benefits to retirees using the requisite application forms which were earlier circulated to them, it has been observed that only few MDAs have been able to distribute the Beneficiaries of Death Gratuities Nomination Forms for completion by their respective employees.
3. Permanent Secretaries, Heads of Departments and others involved in the processing of End-of-Service Benefits are therefore requested to distribute these forms to the workers in their respective MDAs and to ensure that these forms are completed and kept in their records and copies forwarded to this Office for the information to be updated in the database of HRMO. This will help minimize the delays associated with the payment of End-of-Service Benefits to not only retiring Civil Servants, but to their beneficiaries in case of death of the Civil Servant during active service.
4. Furthermore, in order to ensure that current emerging issues like the statutory National Identification Number (NIN), is incorporated into the system, this Office is in the process of including NIN into the Civil Service Code, Regulations and Rules which is now undergoing a nationwide validation process.
5. Considering the above, I forward herewith, copies of the following reviewed forms for your action, records and onward transmission to this Office for inclusion in our database:

- i. Application form for the Payment of End-of-Service Benefits/Death Gratuity (Annex V) (to be used for application for retirement benefits)
 - ii. The Beneficiaries of Death Gratuities Nomination Form (to be completed by every serving Civil Servant and kept in the MDA with a copy of completed and endorsed form extended to this Office)
 - iii. Amendment/Update of List of Beneficiaries of Death Gratuity Nomination Form (this is to be updated annually).
6. Please bring the contents of this Circular Memorandum to the attention of all staff members in your respective Ministries, Departments and Agencies for action.



Ansu S. Tucker
Director-General

Ministerial Building
George Street
Freetown

ADDRESSED TO:

The Secretary to the President
The Secretary to the Vice President
The Secretary to Cabinet and Head of the Civil Service
The Financial Secretary, Ministry of Finance
The Development Secretary, Ministry of Planning and Economic Development
The Secretary, Public Service Commission
The Director General, Ministry of Foreign Affairs and International Cooperation
The Permanent Secretary, Ministry of Local Government and Community Affairs
The Permanent Secretary, Office of the Chief Minister
The Accountant General
The Permanent Secretary, Office of the Attorney General and Ministry of Justice
The Permanent Secretary, Ministry of Health and Sanitation
The Permanent Secretary, Ministry of Works and Public Assets
The Permanent Secretary, Ministry of Basic and Senior Secondary Education
The Permanent Secretary, Ministry of Technical and Higher Education
The Permanent Secretary, Ministry of Agriculture and Food Security
The Permanent Secretary, Ministry of Transport and Aviation
The Permanent Secretary, Ministry of Information and Communications
The Permanent Secretary, Ministry of Trade and Industry
The Director General, Ministry of Defence
The Permanent Secretary, Ministry of Labour and Social Security
The Permanent Secretary, Ministry of Lands, Housing and Country Planning
The Permanent Secretary, Ministry of the Environment and Climate Change
The Permanent Secretary, Ministry of Internal Affairs
The Permanent Secretary, Ministry of Energy
The Permanent Secretary, Ministry of Water Resources
The Permanent Secretary, Ministry of Social Welfare
The Permanent Secretary, Ministry of Gender and Children's Affairs
The Permanent Secretary, Ministry of Mines and Mineral Resources
The Permanent Secretary, Ministry of Fisheries and Marine Resources
The Permanent Secretary, Ministry of Tourism and Cultural Affairs
The Permanent Secretary, Ministry of Sports
The Permanent Secretary, Ministry of Youth Affairs
The Permanent Secretary, Ministry of Political and Public Affairs
The Permanent Secretary, Ministry of Western Region
The Administrator & Registrar General
The Executive Director, Civil Registration Authority
The Director General, Sierra Leone Correctional Service
The Chief Fire Officer
The Registrar, Cooperative Societies
The Master and Registrar, High Court
The Executive Secretary, National Asset and Government Property Commission
The Executive Secretary, Local Government Service Commission
The Executive Secretary, National Commission for Democracy and Human Rights
The Executive Secretary, Health Service Commission
The Director, Meteorological Department
The Director, Geological Surveys
The Government Printer

The Director, SLENA
The Chief Archivist
The Provincial Secretary, North
The Provincial Secretary, South
The Provincial Secretary, East
The Senior District Officer, Bombali
The Senior District Officer, Bo
The Senior District Officer, Kenema
The Senior District Officer, Kono
The Senior District Officer, Tonkolili
The Senior District Officer, Port Loko
The District Senior Officer, Kambia
The Senior District Officer, Koinadugu
The Senior District Officer, Moyamba
The Senior District Officer, Pujehun
The Senior District Officer, Bonthe
The Senior District Officer, Kailahun
The Director, Public Sector Reform Unit
All Directors, HRMO