



PENSION PROCESSING TIMELINES

Action to be Taken	Responsibility	Timeline
SSB will send a notification of a list of officers who are scheduled to retire in six months on a monthly basis to Ministries /Provinces/Districts	Salary Service Bureau (SSB)	Monthly
The Ministry will send a letter to the Officer concerned informing the member on the date of retirement	Ministry	4 Months Before Retirement
The Human Resources Department in the Ministries are required to initiate pension application process three months before a member retires from the service and give appropriate application forms	Ministry/Head of department	3 Months Before Retirement
The Human Resources Department in the Ministries should ensure that pension application forms with all the required attachments are submitted to the Pensions Department no later than two months before the retirement of the member.	Ministry /Head of Department	2 Months before Retirement
Salary Service Bureau and other paying Offices should submit TBs a month before the retirement date	SSB/Paying Offices	1 Month Before Retirement
Payment of pension will be processed and paid the month following retirement.	Pensions Department	1 Month After Retirement
Death of a Serving Member		
Human Resources Department should notify the death of a serving member to SSB within a month	Ministry / Head of Department	Within 1 Month
Submit the application within 2 months of the death of a member to Pensions Department	Ministry/ Head of Department	Within 2 Month
Resignations		
Ministries / Departments should send termination Advice within 2 weeks of notification	Head of Department	Within 2 weeks
Ministries /Departments to submit applications/documents to Pensions Department within 2 weeks from date of notification of resignation	Ministry/ Head of Department	Within 2 weeks