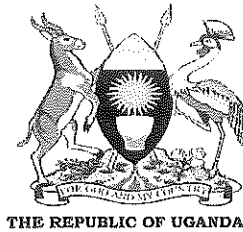


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Uganda

In any correspondence on  
this subject please quote No.BPD.84/298/02

20<sup>th</sup> July 2016

H.E the President,  
State House  
**ENTEBBE**

Your Excellency,

### **PROCESSING OF PENSION FILES AND PAYMENT OF PENSION ARREARS**

In FY 2014/15, we decentralized the responsibilities of pensions payroll management and payments from Ministry of Public Service to Individual Government Ministries, Agencies and Local Governments (MALGs), in order to improve efficiency and effectiveness in pensions processing and payments. This was after we had witnessed improvements in salaries processing and payments through a similar decentralized process adopted in FY 2013/14.

Your Excellency, I have noted that Ministry of Public Service takes too long, sometimes over five months to access retirees on the payroll and to transfer the existing verified pensions files to MALGs. In addition, it has come to my notice that the same ministry has unverified pensioners on the payroll who are being paid. This is likely to cause financial leakages, where such pensioners are not the right beneficiaries.

Your Excellency, the purpose of this letter is to update you on the above challenges I am experiencing under the pensions and pension arrears processing and payments. It is also to request for your intervention, Your Excellency, on the need for Ministry of Public Service to expedite the processing of gratuity and pensions arrears, accessing new retirees on the pensions payroll, and transfer of pension files to MALGs.

David Bahati (MP)

**MINISTER OF STATE FOR FINANCE, PLANNING AND ECONOMIC  
DEVELOPMENT (PLANNING) ALSO HOLDING THE PORTFOLIO OF MINISTER  
OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**

Copy to; Rt. Hon. Prime Minister  
" Hon. Minister of Public Service  
" The Principal Private Secretary to H.E. the President

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*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"*

# **DRAFT**

20<sup>th</sup> July, 2016

Hon. Muruli Mukasa,  
Minister of Public Service,  
Ministry of Public Service,  
**KAMPALA**

## **PROCESSING OF PENSION FILES AND PAYMENT OF PENSION ARREARS**

It has come to my attention through intelligence sources that processing of pension and pension arrears by the Ministry of Public Service delays and that it takes up to five (5) months for one to access the payroll. Furthermore, there are unverified pensioners on the payroll and officers with incomplete records that are being paid. This level of inefficiency is unacceptable and must stop.

I am therefore directing that all files for retiring public servants must be processed within six (6) months before their retirement due date, to facilitate access to the pension payroll and payment of gratuity on the retirement date. In addition, unverified pensioners and those with incomplete records must not be paid pension and gratuity.

Finally, the processing of pension files should not take more than two (2) weeks from the time of submission by Accounting Officers to your Ministry. By copy of this letter, the Rt. Hon. Prime Minister is to ensure that this directive is implemented immediately and an update provided within two months from today.

Yoweri K. Museveni

**PRESIDENT**

Copy: All Hon. Ministers and Ministers of State

Head of Public Service and Secretary to Cabinet

Deputy Head of Public Service and Deputy Secretary to Cabinet

Permanent Secretary/Secretary to Treasury

Auditor General

Inspector General of Government

All Permanent Secretaries

All District Chairpersons and Municipal Mayors

All Resident District Commissioners

All Chief Administrative Officers and Municipal Town Clerks