

CREDIBLE PENSION ADMINISTRATION

The Benefits Section of the Department of Public Administration has the responsibility to ensure that Government employees who are eligible to receive a pension for their period of service prior to 1979 are paid correctly.

Established procedures:

- Ensure availability of employee records of service;
- Approval and computation of pension;
- Certification by the Office of the Auditor General;
- Ensure payment is effected;
- Reconcile pension payroll with *life certificate and death list.

***Note:** Due to unknown movement of pensioners it has been found necessary to introduce Life Certificate to be completed by pensioners residing either locally or overseas. This is an added measure to ensure that pension is paid to pensioners who are still alive.

Life Certificate can be obtained from the **Department of Public Administration at National House**, at **District Administration Office** in all districts, on website www.virtualseychelles.com and www.gov.sc and in all overseas Embassies.

The pensioner must complete the form which must be certified by any of the following persons:

- A Branch Bank Manager
- Attorney-at-law or Notary Public
- Judicial Officer
- Medical Practitioner
- Priest or equivalent
- Members of the National Assembly
- District Administrators
- Head Teachers
- Nurse Coordinators

Pensioners are required to complete a life certificate every six months.

The completed original form should be delivered at the respective District Administration office or at National House or by post to the following address:

Chief Secretary, Public Service
Department of Public Administration
P.O. Box 56,
Victoria
Mahe, Seychelles.

EN BON LADMINISTRASYON PANSYON OUBYEN FER KI PANSYON I GANNY ADMINISTRE DAN EN FASON KREDIB

Dan departman ladministrasyon piblik, bann zafer pansyon i tonmb anba en Seksyon ki apel 'Benefits Section'.

Enn parmi son bann responsabilite se pour fer sir ki travayer ki ti anploye dan gouvènmàn avan le 1er zanyè 1979 e ki kalifye pour pansyon pour zot letan travay (**pour zot tann servis**), zot pansyon i ganny byen kalkile e zot ganny peye korekteman ler inn ariv moman pou ganny pansyon.

Pou fer sa travay, 'Benefits Section' i swiv sa bann prosedir swivan:

- ✚ Rod tou dokiman ki montre rikord letan travay sa dimoun;
- ✚ Rod laprouvasyon pou pey pansyon;
- ✚ Remet bann dokiman kinn kalkil pansyon e tou lezot rikord lanplwa avek biro Oditer Zeneral pour sa biro sertifye ki tou keksoz i annord;
- ✚ Met non sa dimoun lo la lis pour peyman pansyon e fer sir ki l ganny peye pansyon sa dat ki i devret gannyen;
- ✚ Rekonsilye lalis pansyoner avek lalis bann dimoun kinn desede pour asire ki zis pansyoner ki ankor vivan ki pe ganny peye pansyon.

Peyman Pansyon

Napa bokou pansyoner ki al pran zot larzan dan lanmen kot biro ki pey pansyon.

Pansyon i normalman ganny peye lo kont labank sa pansyoner.

Akoz i bezwen annan sa 'sertifika lavi' (Life Certificate)?

Lefe ki i annan pansyoner ki pe reste andeor Sesel i pa toultan ki Departmen i ganny averti lo zot dese pour fer arete pey zot pansyon.

Departmen Ladministrasyon Piblik inn war li nesese entrodwir en prosedir ki demande ki periodikman pansyoner ki reste Sesel ouswa a letranze zot pran responsabilite pou fer konnen ki zot ankor vivan.

Lentrodiksyon sa 'sertifika lavi' (Life Certificate) i en en mezir siplemanter pour fer sir ki zis pansyoner ki ankor vivan ki ganny peye pansyon.

Pansyoner i kapab ganny saertifika pour zot ranpli kot biro Ladministrasyon Piblik kot 'National House' oswa kot bann biro ladministrasyon dan zot distrik.

Sa form ou osi kapab ganny li lo sit web Ladministrasyon Piblik lo sa ladress swivan:
www.virtualseychelles.com ek www.gov.sc.

Pansyoner ki reste a letranze i osi kapab ganny sa sertifika kot lanbasad sesel dan pei kot zot pe reste.

Enn fwa ki sa sertifika lavi (Life Certificate) inn ganny ranpli, sa form I bezwen ganny sertifye par sa bann zofisye swivan:

- Manedyer labank
- Atorni Zeneral ouswa en Noter
- En onm de lwa
- En dokter
- Pret ou Paster
- Manm Lasanble Nasyonal
- Ladministrater Distrik
- 'Headteacher' / En dimoun ki ansarz en lekol
- En 'Nurse Coordinator'

Kan ki en pansyoner i bezwen ranpli sa form?

Pansyoner pe ganny demande pour ranpli sa sertifika dan en lenterval tou le sis mwan

Kote pour remet sertifika kinn ranpli e inn ganny sertifye?

Pansyoner pe ganny demande pou retourn avek orizinal zot sertifika kot biro ladministrasyon piblik 'National House ouswa kot biro ladministrasyon distrik. Pansyoner I osi kapab poste zot sertika lo sa ladress:

***Chief Secretary, Public Service
Department of Public Administration
P.O. Box 56,
Victoria
Mahe, Seychelles.***