

**GENERAL ORDER NO.16****RETRENCHMENT BENEFITS COMPUTER INPUT FORM**

This Form is to be used to input Agency and personal data to the Department of Personnel Management approved computerised system for automatic calculation of retrenchment benefits. This information is to be compiled from official HRD personal files. Computer output is to be validated using this Form.

Department/Agency: \_\_\_\_\_

**COMPUTER INPUT DATA**

1. NAME: \_\_\_\_\_ 2. PAY FILE NO: \_\_\_\_\_

3. AGENCY REFERENCE NO: \_\_\_\_\_ 4. STATUS: "PERM/TEMP/CASUAL (LABOURER)"

5. SUBSTANTIVE POSITION: \_\_\_\_\_ 6. SALARY GRADE/POINT: \_\_\_\_\_

7. ANNUAL SALARY: K \_\_\_\_\_ 8. SEPARATION TYPE: "RETRENCHMENT"

9. SERVICE START DATE: \_\_\_\_\_ 10. DATE OF BIRTH: \_\_\_\_\_

11. CONTRACT CATEGORY ("YES/NO") "A"/"B"/"C"/"D" 12. CONTRACT START DATE: \_\_\_\_\_

Retrenchment benefits shall be taxed at favourable rates in accordance with the "Rationalisation of the Public Service (Budget Provisions) Act, 2001 as follows:

<u>Annual Salary Level</u>	<u>Applicable Tax Rate</u>
K 0 to K 6,500	Nil
K6,501 and above:	15%

The computer programme automatically applies the correct rate of tax according to annual salary as input.

**(1) MILON (MONEY IN LIEU OF NOTICE OF RETRENCHMENT)**

Money in Lieu of Notice is payable to officers who are required to terminate before the end of Retrenchment Notice period. It is NOT payable to officers who remain on the payroll and terminate at the end of Retrenchment Notice period.

13. INPUT Notice Commencement Date: \_\_\_\_\_ Notice Period: \_\_\_\_\_ months

14. INPUT Notice Period End Date: \_\_\_\_\_

**(2) MILOL (MONEY IN LIEU OF LEAVE)**

15. INPUT Last Leave Date: \_\_\_\_\_ 16. INPUT Leave without Pay (LWOPNTCAS): \_\_\_\_\_ days.

17. INPUT Leave Days per Month: \_\_\_\_\_ 18. INPUT Untaken Leave Credits: \_\_\_\_\_ days

All other information necessary for calculation of MILOL has already been input to the computer above.

**(3) MILOF (MONEY IN LIEU OF FURLOUGH)**

3.1 No Furlough Leave Taken Previously: 19. INPUT Any LWOPNTCAS: \_\_\_\_\_ days. All other information necessary for calculation of MILOF has been input to the computer programme above.

**In the event that the Officer has previously taken Furlough Leave, then the Furlough Leave entitlement must be calculated under Section 3.2 as follows:**

**3.2 Officer Has Taken Furlough Leave Previously**

20. **INPUT** Last Furlough Leave Date: \_\_\_\_\_ 21. **INPUT** Any LWOPNTCAS: \_\_\_\_\_ days

22. **INPUT** Untaken Furlough Leave Credits from Last Furlough: \_\_\_\_\_ days

All other information necessary for calculation of MILOF has already been input to the computer.

**(4) EX-GRATIA PAYMENT**

All information necessary for calculation of Ex-Gratia Payment has already been input to the computer programme above.

**(5) CONTRACT GRATUITY (Departmental Heads and Other Contract Officers under GO 9 only)  
CALCULATE MANUALLY AND INPUT GROSS FIGURES TO PROGRAMME BELOW**

Calculate total salary earned to end of notice, (A+B+C+D+E):

(A) From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ F/Nts.  
\_\_\_\_\_ F/Nts. x K \_\_\_\_\_ Gross Salary/Fnt. = K \_\_\_\_\_ Gross Pay

(B) From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ F/Nts.  
\_\_\_\_\_ F/Nts. x K \_\_\_\_\_ Gross Salary/Fnt. = K \_\_\_\_\_ Gross Pay

(C) From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ F/Nts.  
\_\_\_\_\_ F/Nts. x K \_\_\_\_\_ Gross Salary/Fnt. = K \_\_\_\_\_ Gross Pay

(D) From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ F/Nts.  
\_\_\_\_\_ F/Nts. x K \_\_\_\_\_ Gross Salary/Fnt. = K \_\_\_\_\_ Gross Pay

23. **INPUT** Total Gross Salary Earned during contract (A+B+C+D) K \_\_\_\_\_

24. **INPUT** Less Gross Gratuity Instalments already paid out: K \_\_\_\_\_

All other information required to calculate balance of Gratuity has been input to the computer above.

**(6) REPATRIATION EXPENSES - CALCULATE MANUALLY/INPUT GROSS FIGURE TAX FREE**

Public Service General Orders provide that a retrenched public servant shall be repatriated to his or her Provincial district of origin, which is also the officer's district for the purposes of recreation leave travel, at the expense of the employing Department or Provincial Administration, within the limits set under the General Orders. The Secretary for the Department of Personnel Management may in his sole discretion approve a cash estimate for repatriation costs where no quotations have been provided in advance.

Place of employment: \_\_\_\_\_ Town/Village. \_\_\_\_\_ District. \_\_\_\_\_ Province.

Place of origin/abode: \_\_\_\_\_ Town/Village. \_\_\_\_\_ District. \_\_\_\_\_ Province.

Number of Authorised Dependants: \_\_\_\_\_ Less than 12 years old. \_\_\_\_\_ Over 12 years old.

**N.B. A retrenched officer is entitled to repatriation benefits only if the place of employment is outside of the District in which his or her place of origin/permanent abode is located, as follows:**

- \* single economy or excursion air fares from a commercial airport at the place of employment, to the airport closest to place of origin/permanent abode, for the officer, and authorised dependants.
- \* PMV and/or boat fares for the officer and authorised dependants.
- \* Baggage charges to a maximum cost of 400 Kg at the unaccompanied air freight rate.

Cost of airfares: K \_\_\_\_\_

Cost of PMV/boat fares: K \_\_\_\_\_

Cost of Baggage: K \_\_\_\_\_

25. **INPUT** Total Repatriation Costs: K \_\_\_\_\_

**(7) INPUT AUTHORISATION AND VALIDATION OF RETRENCHMENT INFORMATION**

NAME: \_\_\_\_\_ FILE NO: \_\_\_\_\_

26. **INPUT** PREPARED BY (Print Name): \_\_\_\_\_ AGENCY NO: \_\_\_\_\_

(Signed): \_\_\_\_\_ Dated: \_\_\_\_\_

CHECKED BY (Print Name): \_\_\_\_\_ AGENCY NO: \_\_\_\_\_

(Signed): \_\_\_\_\_ Dated: \_\_\_\_\_

27. **INPUT** INPUT VALIDATED BY DPM OFFICER (Print Name): \_\_\_\_\_

(Signed): \_\_\_\_\_ Dated: \_\_\_\_\_

INPUT AUTHORISED BY DPM OFFICER (Print Name): \_\_\_\_\_

(Signed): \_\_\_\_\_ Dated: \_\_\_\_\_

1. A copy of this page shall be attached to the Summary Retrenchment Benefits Form.
2. This properly validated and authorised Form must be presented for purposes of requisitioning funds and raising FF3 and FF4 documentation for cheque production.