



**OFFICE OF THE PRIME MINISTER**  
13-15 ST. CLAIR AVENUE, ST. CLAIR, NEWTOWN 190126  
Republic of Trinidad and Tobago

**OPM: 4/3/96**

October 6<sup>th</sup>, 2023

Mr Brian Caesar  
Clerk of the House a.i.  
Office of the Parliament  
Parliamentary Complex  
Cabildo Building  
St. Vincent Street  
Port of Spain

Dear Clerk of the House

**The Fourteenth Report of the Public Administration and Appropriation  
Committee on an Examination of the Implementation of the  
Recommendations contained in the Twenty-Fourth Report of the Public  
Administration and Appropriations Committee from the Eleventh  
Parliament on the Processing of the payment on Pensions and Gratuities  
of Retired Public Offices and Contracted Employees**

I refer to your letter dated July 20, 2023 in which a response was requested on the recommendations directed to the Office of the Prime Minister as outlined on page 23 of the Committee's report.

Note is taken of the recommendation that the Treasury Division creates a tracking mechanism that is capable of capturing and generating 'delinquency reports' of those Accounting Officers that don't abide to the Division's request for Pension and Leave records to be submitted within a one-year timeline prior to the pensioner's retirement date and that this report should be forwarded to the Head of the Public Service. It is felt that such a reporting mechanism is a useful tool for improving compliance and addressing any issues which may contribute to a delay in persons receiving their pensions upon retirement.

The other recommendation that the Head of the Public Service should analyze the Treasury Division's report and recommended to the Service Commission's Department those Accounting Officers who *should* be disciplined for chronically failing to timely submit pension claims to the Treasury Division is also endorsed.

The Committee is asked to note that the 'Head of the Public Service' is the Permanent Secretary to the Prime Minister who is at present also an Accounting Officer with responsibility for the Office of the Prime Minister.

Submitted for the consideration of the Committee.

Yours respectfully

A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line, then 'A', 'A', and another horizontal line, ending with a period.

Permanent Secretary to the Prime Minister