

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:

Annual Salary Level**Applicable Tax Rate**

K 0 to K 6,500
K6,501 and above:

Nil
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.