

FINAL CLEARANCE FORM AND
DEED OF RELEASE, ACKNOWLEDGMENT
AND RECEIPT OF RETRENCHMENT BENEFITS

(Made Pursuant to the <Year> Budget Directives)

MADE THIS ____-____-____ day of _____ 20--, Pursuant To National Executive Council <Year> Budget Decisions, and General Order No 16.

BETWEEN: _____ <NAME> _____ ("the Officer"), Staff File No. ____< >____, of _____ <DEPARTMENT OF > _____ (" the Employing Agency").

AND: The **Independent State of Papua New Guinea**, ("the State").

WHEREBY: The Officer, of his/her own free will, accepts the sum of money set out below in full and final settlement of all claims made against the State for retrenchment benefits (**other than POSF benefits to be claimed in a separate procedure**) and undertakes not to pursue any further claims of any nature against the State in respect to retrenchment benefits, and, **HEREBY FOREVER RELEASES AND DISCHARGES THE STATE from and against all such actions and claims for the aforesaid retrenchment benefits, shown calculated in General Order Form 16.1 attached hereto, duly authorised by a delegate of the Secretary for the Department of Personnel Management, stamped and dated** ____<Date> 20 --

The Officer hereby confirms receipt of the retrenchment benefits in cheque form as follows:

Total Net Payment Made:

K < Net Payment>

Cheque No. ____< >____.

If a permanent Officer wishes to appeal against the retrenchment decision or payment then he/she must not accept payment. Once payment has been made, the Officer forgoes all appeal rights.

The State representative, as a delegate of the Secretary for the Department of Personnel Management, confirms that he/she has identified the receiving Officer as the proper person entitled to payment. The Parties hereby confirm that the entitlements and obligations under this Deed of Release have been explained to the Officer by the State Representative, who is sufficiently fluent in Tok Pisin/Motu, and where requested, an explanation and interpretation of the Deed of Release has been read by the State Representative in Tok Pisin/Motu, on the request of the Officer.

The Officer also acknowledges that under current Government Retrenchment Policy, he/she forfeits any previous entitlement to be re-employed by a Public Service Department/Office.

Signed: _____ At: _____
 Officer Place

Witnessed: _____ Date: _____
 For and on Behalf of the State.

Copies To: 1. Retrenched Officer/Legal Representative 2. Department of Treasury & Planning
 3. Department of Personnel Management 4. Employing Agency