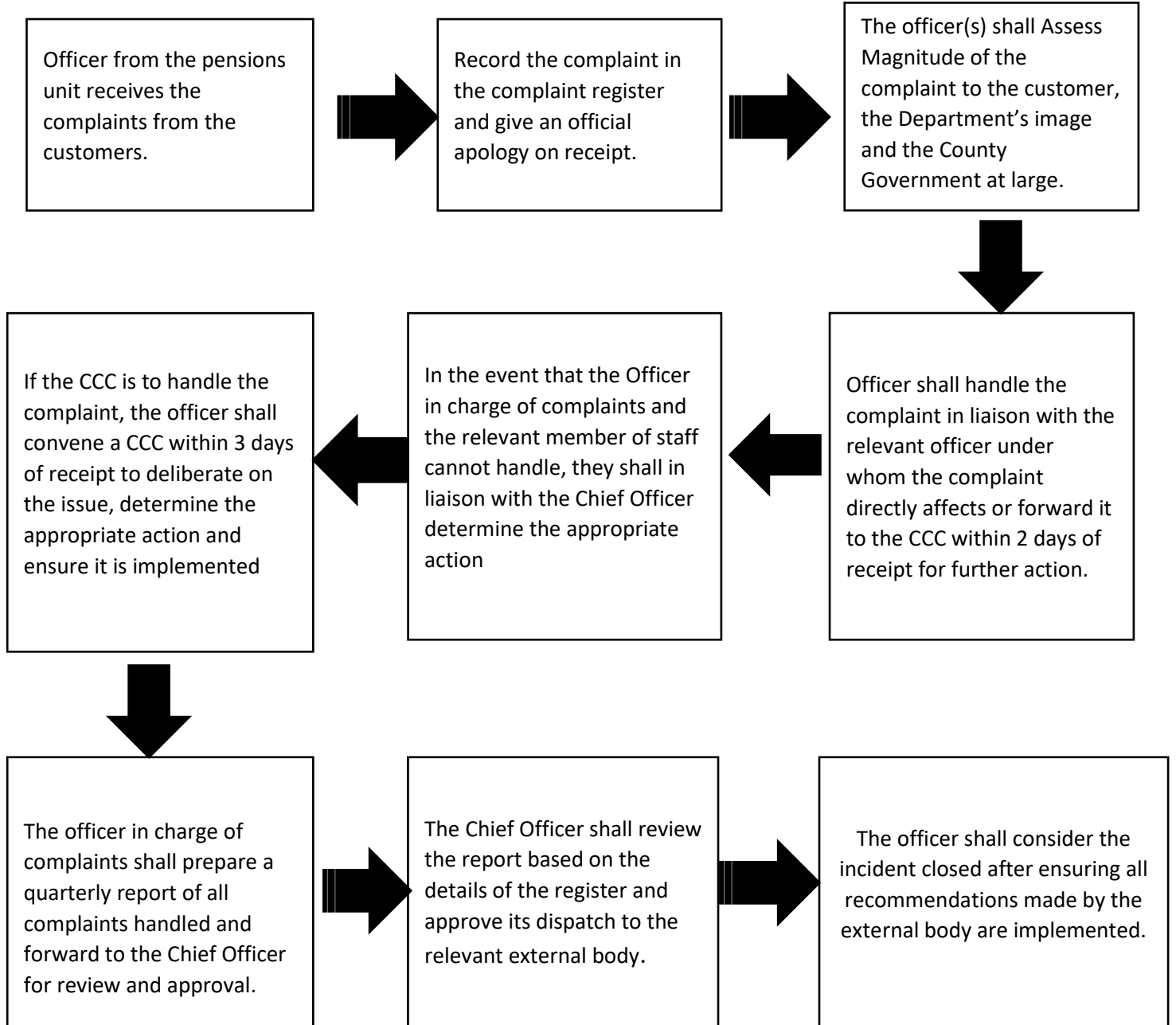
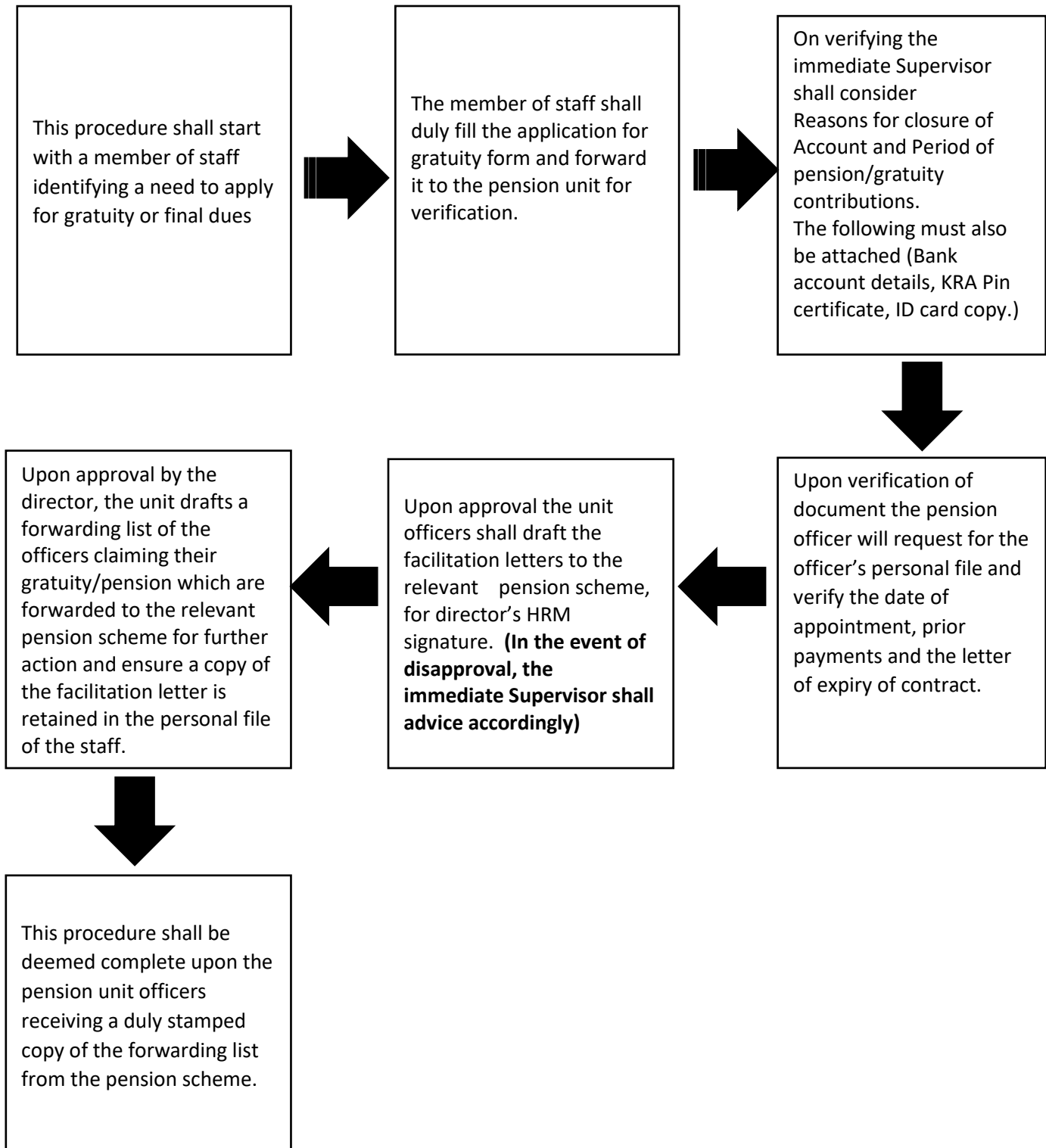


PENSIONS UNIT

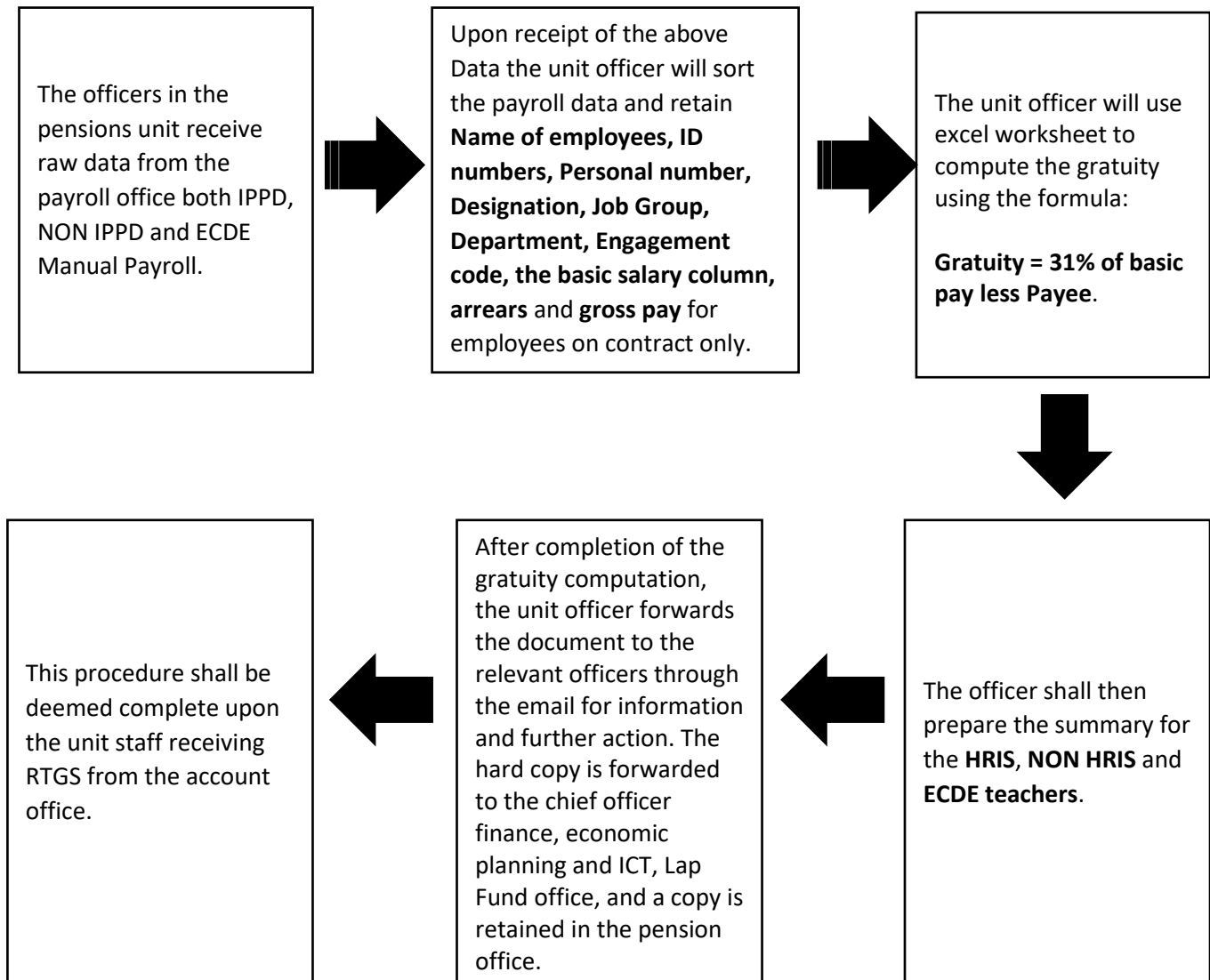
PROCEDURE NUMBER 1: HANDLING COMPLAINTS



PROCEDURE NUMBER 2: GRATUITY /PENSION CLAIMS



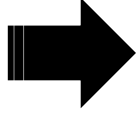
PROCEDURE NUMBER 3: MONTHLY GRATUITY COMPUTATION



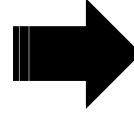
PENSIONS UNIT

PROCEDURE NUMBER 4: PENSION CLAIMS

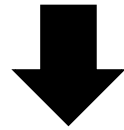
The procedure shall start with a member of staff exiting service due to retirement, resignation, dismissal, redundancy and death.



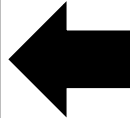
The officer identifying a need to apply for pension is advised to clear with the County Government of Nyeri by filling the clearance forms.



Upon filling the clearance forms and duly signed by the respective officers, the payroll unit issues the officer with the last pay certificate indicating the last date of officer's payment and proof of the officer being deleted from the HRIS.

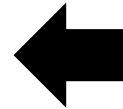


Upon presenting the documents, the Pension Officer will draft an introduction letter to Lapfund Pension Scheme for Directorate Human Resource Management signature.

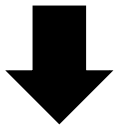


The unit officer will request the officer to fill the closure of account forms if the officer belonged to Lapfund Pension Scheme attaching;

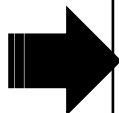
1. KRA PIN CERTIFICATE
2. ID COPY
3. ATM CARD
4. Last pay certificate/retirement , resignation letter.



Upon deletion from the payroll, the Pension Officer request for officer's personal file verifying the officer has been deleted from HRIS.

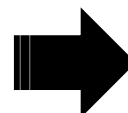


For officers who are members of County Pension Fund and NSSF, they are not to present the above documents provided by the Lapfund members. The officer in the pension unit drafts introduction letters to CPF and NSSF respectively for the Directorate Human Resource Management's signature.



If the officer belong to the line ministries, they should forward the following documents to their line ministries for pension computation;

1. Copy of national ID
2. Original two latest pay slips.
3. Civil servants ID card
4. PCA on first appointment and GP24 revised.
5. Copy of ATM/Bank plate
6. PSC 2B forms[wealth declaration of income, assets and liabilities]
7. Deletion sheet from the county payroll
8. All promotion letters
9. Confirmation in appointment



This procedure is deemed complete upon the retirees receiving their pension.

