

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM

FROM : Chief Personnel Officer

TO : All Permanent Secretaries, Heads of Departments, Chief Administrator, Tobago House of Assembly (THA) and Heads of specified Statutory Bodies

DATE : December 08, 2015

SUBJECT : Continuing coverage under the Group Health Plan for holders of certain offices within the purview of the Salaries Review Commission (SRC) upon retirement

By Circular Memorandum PD(ILR)23/1/20 Vol. II dated April 30, 2004 you were informed, inter alia, that the UNIMED Group Health Plan, which came into effect from April 01, 2004, made provision for continued coverage for holders of offices within the purview of the SRC who were members of the Plan and who retired from the Public Service after its commencement. A current list of the offices is at the Appendix.

It has come to my attention that office holders who are currently members of the Plan and who are due to retire, may not be clear as to the procedure to be followed in accessing this retirement benefit. In this regard, I advise that in order for the necessary arrangements to be made for continued coverage under the Plan after retirement, office holders should submit a request in writing to the Personnel Department. The request should include:

- a) the date of retirement;
- b) the month when the last deduction was made towards the Plan and the sum contributed;
- c) a telephone number and an e-mail address; and
- d) the office holder's home address.

I wish to clarify, however, that office holders would be required to pay the full rate of contribution to the Plan as the sharing of the premium between retirees and Government would no longer be applicable after retirement. The current rate of contribution is \$117 per month which is due in advance of the month of coverage. This rate may be adjusted in the future to ensure that the Plan remains self-sustaining.

Additionally, please note that for those office holders who currently subscribe to family coverage under the Plan, no provision exists for the continued coverage of members of their families after retirement.

Finally, you are reminded that the benefits provided to retirees under the Plan are the same as those for which they were eligible while they held office, with the exception of the Dental and Vision benefit and drugs available free of charge under Government-assisted programmes such as C-DAP.

Permanent Secretaries, Heads of Department, Chief Administrator, Tobago House of Assembly and Heads of **specified** Statutory Authorities are requested to ensure that the contents of this Circular are brought to the attention of all office holders within their organizations who are eligible for the retirement benefit provision at caption.


Chief Personnel Officer

**LIST OF OFFICES WITHIN THE PURVIEW OF THE SALARIES REVIEW
COMMISSION IN RESPECT OF WHICH A GROUP HEALTH PLAN
IS APPLICABLE**

Permanent Secretary

Chief Personnel Officer

Director of Personnel Administration

Chief Administrator, Tobago House of Assembly

Secretary, National Security Council Secretariat

Commissioner of Inland Revenue and Chairman of the Board of Inland Revenue

Chief Medical Officer

Director of Contracts

Commissioner of Inland Revenue

Comptroller of Accounts

Comptroller of Customs and Excise

Director of Budgets

Clerk of the House

Chief Immigration Officer

Deputy Auditor General

Chief Education Officer

Chief Election Officer

Director, Financial Intelligence Unit

Supervisor of Insolvency

Deputy Permanent Secretary

Deputy Chief Personnel Officer

Deputy Director of Personnel Administration

Director, Forensic Science Centre

Executive Director, Investment/Divestment

Assistant Auditor General

Executive Officer, Office of the Ombudsman

Secretary to Cabinet
Registrar, Integrity Commission
Deputy Comptroller of Accounts
Deputy Director of Contracts
Deputy Comptroller of Customs and Excise
Deputy Director of Budgets
Deputy Chief Immigration Officer
Deputy Director, Financial Intelligence Unit
Deputy Supervisor of Insolvency
Director, Electronic Monitoring Unit
Assistant Commissioner of Inland Revenue
Clerk of the Senate
Deputy Secretary to Cabinet
Administrator, Tobago House of Assembly
Deputy Director, Electronic Monitoring Unit
Clerk, Tobago House of Assembly
Holders of offices in the Judicial and Legal Service
Special Adviser to Cabinet on all Protective Services and Chief Executive Officer of the
National Security Council Secretariat
Inspector of Police Services.

Heads of Specified Statutory Authorities

General Manager, Public Transport Service Corporation
President, National Institute of Higher Education (Research, Science and Technology)
(NIHERST)
Executive Director, National Library and Information System Authority (NALIS)
Deputy Executive Director, National Library and Information System Authority (NALIS)
Executive Director, Occupational Safety and Health Agency

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