

CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

BOARD CHARTER

1. THE BOARD

As per section 5 of the Civil Service Family Protection Scheme (CSFPS) Act 1969, the members of the Board are appointed by the Minister of Finance, Economic Planning & Development.

1.1 Composition of the Board-

(1) The Board consists of a Chairperson, a Vice-Chairperson and 7 other members of whom 2 are trade union representatives, appointed every 3 years by the Minister.

(2) The members of the Board hold office until the 30 June of the third year from the year of appointment, but are eligible for re-appointment.

1.2 Meeting of the Board & its Quorum

(1) 4 members including the Chairperson or Vice-Chairperson constitute a quorum at any meeting of the Board.

(2) The Chairperson or, in his absence, the Vice-Chairperson preside at every meeting of the Board.

1.3 Appointment of Staff of the Board

(1) The Board may, with the approval of the Minister, appoint a General Manager and such other officers as it considers necessary for the proper exercise of its powers and functions under this Act.

(1A) The General Manager also acts as the Secretary of the Board.

(2) The terms and conditions of service of officers of the Board are determined by the Board, with the approval of the Minister and any officer of the Board is entitled to receive the pension, gratuity or retiring allowance to which he would have been eligible had he been appointed to a pensionable office in the service of the Government.

2. Administration of Scheme and Fund

(1) The Scheme is administered and controlled by a Board to be known as the Civil Service Family Protection Scheme Board.

(2) The Fund is also be administered and controlled by the Board.

3. Other Obligations

3.1 Return of contributions. As per S 25 of the CSFPS Act, the Board has an obligation to return to a contributor or his legal representative the contributions made by him where no surviving spouse's and /or children's pension is payable.

3.2 Surviving Spouse's and/or Children's Pension. As per S 27 of the CSFPS Act, the Board has an obligation to pay a surviving spouse's pension and/or a children's pension on the death of a contributor. However, where a contributor leaves more than one surviving spouse, the surviving spouse's pension is apportioned equally between each surviving spouse. Similarly, where a contributor leaves more than one child, the children's pension is apportioned equally between each child.

3.3 Annual Report. As per S 6A (1) of the Statutory Bodies (Accounts & Audit) Act, the Board has an obligation to prepare an annual report for each financial year.

The chief executive officer has, not later than 3 months after the end of every financial year, to submit to the Board for approval the annual report referred to in section 6A in respect of that year.

After approval by the Board, the chief executive officer has, not later than 4 months after the end of every financial year, to submit the annual report to the auditor.

3.4 Annual Estimates. As per S 4B of the Statutory Bodies (Accounts & Audit) Act, the Board has an obligation not later than 28 February in every year, to submit to the Minister, in respect of the following financial year, estimates of income and expenditure, both recurrent and capital, prepared on a 3-financial year rolling basis.

3.5 Performance Agreement. As per S 4A of the Statutory Bodies (Accounts & Audit) Act, the Board has, not later than 15 June in every year, in respect of the next financial year, mutually agree with the Ministry on, and have in place, a performance agreement which includes key performance indicators on the targeted output of the statutory body.