

GOVERNMENT NOTICE No. 94

TRINIDAD AND TOBAGO

OLD AGE PENSIONS

REGULATIONS MADE BY THE GOVERNOR IN COUNCIL UNDER SECTION 12 OF THE
OLD AGE PENSIONS ORDINANCE, CH. 13. No. 2

1. (a) These Regulations may be cited as the Old Age Pensions Regulations, 1954.

(b) The Regulations made on the 2nd August, 1939, and published in the *Royal Gazette* dated 10th August, 1939, under section 12 of the Old Age Pensions Ordinance No. 15 of 1939 are hereby revoked.

2. Forms of claim for pension shall be issued by the Chief Public Assistance Officer or by any officer of a Local Board on request.

3. Every claimant for pension shall submit to the Chairman of the Local Board of his district, a claim on such form as may from time to time be approved by the Board, and shall answer every question, produce every document and give all information in his power which may be required of him by the investigating officer, or by the Local Board of the District or any member thereof.

4. A person claiming to be eligible for pension shall produce a certificate of his birth or his baptismal certificate, and in the absence of any such certificate the claimant shall, when required to do so, establish to the satisfaction of the Local Board that he has attained the age required by subsection 1 (a) or subsection (2) of section 4 of the Ordinance.

5. For the purpose of carrying out these Regulations there shall be appointed Supervisors, Secretaries and Public Assistance Officers.

6. It shall be the duty of a Public Assistance Officer—

(a) on receipt by the Local Board to which he has been assigned of a claim for pension to interview as soon as possible the claimant and satisfy himself by every reasonable means as to the accuracy of the statements contained in the claim form and to obtain all such other information as he considers may be of assistance in determining the merits of each claim;

(b) to furnish the Chairman of such Local Board with a written report on each claim entrusted to him for investigation on such form as may from time to time be approved by the Board and such other information as may at any time be required by the Local Board;

(c) to report to the Chairman of such Local Board any fact within his knowledge, which may disqualify any claimant from obtaining or continuing to receive a pension, or which may affect the amount of the pension to which such person is entitled.

7. A Public Assistance Officer shall—

(i) attend all meetings of the Local Board to which he has been assigned;

- (ii) deliver to each claimant whose claim has been investigated by him and allowed by the Local Board the pension voucher and identification card issued by the Local Board together with such other documents as the Local Board may direct in respect of such claim;
- (iii) inform the Secretary of the Local Board immediately of the death of any pensioner becoming known to him;
- (iv) furnish to the Chief Public Assistance Officer at least once during each year, a certificate in respect of each pensioner investigated by him and to whom a pension has been awarded stating that such pensioner is alive.

8. It shall be the duty of the Secretary of each Local Board—

- (a) to keep in a form approved by the Board—
 - (i) a register of claims for pension submitted;
 - (ii) a register of claims allowed;
 - (iii) a register of claims rejected; and
 - (iv) any other register as the Board or the Chief Public Assistance Officer may from time to time direct;
- (b) to forward to the Chief Public Assistance Officer after each meeting of the Local Board—
 - (i) all claims and relevant reports with the decision of the Local Board endorsed thereon together with a schedule thereof in such form as may from time to time be approved by the Board, shewing the names of all persons to whom a pension has been awarded, the rate at which and the date from which such pension is payable;
 - (ii) all claims and relevant reports with the decision of the Local Board endorsed thereon together with a schedule thereof, in such form as may from time to time be approved by the Board, shewing the names of all persons whose claims have been rejected and the reasons therefor;
 - (iii) all claims and relevant reports with the decision of the Local Board endorsed thereon together with a schedule thereof in such form as may from time to time be approved by the Board shewing the names of all persons whose pensions have been discontinued, the date from which such discontinuance takes effect and the reasons therefor;
- (c) to keep a record of the decision on each claim made or any question raised thereon, and in the case of refusal of any claim, of the grounds on which such claim has been refused;
- (d) to notify immediately the person appointed to pay pensions—
 - (i) the name and address of every person whose claim for pension has been allowed, together with the rate at which and the date from which such pension is payable, and also of any question which may have been raised under section 6 of the Ordinance;
 - (ii) the death of any pensioner notified to him by the Registrar of Births and Deaths or by any Public Assistance Officer;

- (e) to notify immediately every claimant for pension as to the decision of the Local Board or of the Board, as the case may be, with respect to his claim or any appeal which he may lodge against any decision of the Local Board;
- (f) to make and keep a record of the Minutes of the Local Board, and forward a copy thereof after each meeting, for the information of the Chief Public Assistance Officer;
- (g) to forward to the Chief Public Assistance Officer at the end of each month, a list shewing the names and addresses together with the registration numbers, of all pensioners whose deaths have been reported;
- (h) to keep the accounts and conduct the correspondence of the Local Board, and in addition perform all such other duties as may be assigned to him either by the Chairman or the Chief Public Assistance Officer.

9. A Supervisor shall be appointed to and shall be responsible for the administration of the work of each Local Board and shall supervise the Public Assistance Officers attached thereto and shall perform such other duties as may be assigned to him by either the Chairman or the Chief Public Assistance Officer.

10. Local Boards shall hold meetings monthly or more frequently as circumstances demand, at such time and place as the Chairman of each Local Board may determine.

11. Whenever a pension is awarded, an identification card shall be prepared in triplicate in such form as may from time to time be approved by the Board and shall be signed by the Chairman of the Local Board. The identification cards shall then also be signed by the pensioner and witnessed by an officer of the Local Board. One original shall be issued to the pensioner, another shall be filed in the office of the Chairman of the Local Board, and the third shall be forwarded to the Chief Public Assistance Officer.

12. There shall also be issued to the pensioner in respect of the current calendar year terminating on the 31st December, a booklet containing the appropriate number of pension vouchers in such form as may from time to time be approved by the Board. A pension voucher shall be issued in respect of each month in the current year.

13. Every voucher booklet shall be deemed to be the property of the Local Board and shall be delivered to the Chairman, or any officer of the Local Board deputed by him, as and when required by the Chairman.

14. (1) Pension shall be paid to a person entitled to receive such pension on presentation to a Paying Officer, of the identification card and relative pension voucher: Provided that where pension is paid to a person other than a pensioner, such person shall be duly nominated in the voucher booklet by the pensioner in the presence of an officer or member of the Local Board and if the pensioner or nominee is illiterate, in the presence of an independent witness: Provided further that a certificate shall be signed by the nominee to the effect that the pensioner is alive and that the nominee undertakes to hand over the pension to the pensioner in person.

(2) Where a person loses or for any other reason is unable to produce either the relevant pension voucher or the identification card issued under the above Regulation or both, he shall report such fact immediately to an officer of the Local Board of the district in which such person resides, and it shall be the duty of such Local Board—

- (i) to notify every other Local Board of the Colony and the Chief Public Assistance Officer that such report has been received;
- (ii) upon being satisfied that such report has been made in good faith and that the person making such report is a person entitled to hold such pension voucher and identification card, to authorise the issue of either a duplicate pension voucher or identification card or both as the case may be, provided that no duplicate pension voucher or identification card shall be issued less than one month from the date of such report, and provided further that, subject to the provisions of section 9 of the Old Age Pensions Ordinance, Ch. 13. No. 2, such person shall not be deprived of any payment due to him in respect of the period which preceded the issue of either a duplicate pension voucher or duplicate identification card or both; and
- (iii) in all cases in which the issue of either duplicate pension vouchers or identification cards or both have been authorised, to notify the issue of either such duplicate pension vouchers or identification cards or both as the case may be to every other Local Board of the Colony and to the Chief Public Assistance Officer and the person or persons responsible for the payment of pensions.

(3) Where it has become necessary under this Regulation to issue either a duplicate pension voucher or identification card or both, the original pension voucher or identification card or both as the case may be shall for all purposes whatsoever immediately become null and void and no payment whatever may be made thereafter in respect of any pension except on presentation of either such duplicate pension voucher or identification card or both as the case may be.

15. A pension voucher shall be regarded as an acquittance for the sum paid, and pension shall be paid in each month on such date, at such place and in such manner as the Local Board in each district shall determine with the approval of the Chief Public Assistance Officer.

16. Within ten (10) days of the date on which pension is paid in any area of a Local Public Assistance District of the Colony the relevant pension vouchers shall be forwarded to the Chief Public Assistance Officer by the Paying Officer.

17. Subject to the provisions of the Old Age Pensions Ordinance, Ch. 13. No. 2 or of any amendments thereof for the time being in force, any pension may, on review by a Local Board, be continued, increased, decreased or discontinued.

18. A person whose claim has been rejected by a Local Board, may within thirty (30) days of the receipt by him of the notification of the grounds upon which his claim is rejected, request the Local Board in writing to submit his claim for the final decision of the Board.

19. The Board shall consider all such claims as are referred to it under the preceding Regulation and all relevant documents and may require the attendance of the claimant and of such other persons as may assist the Board in arriving at a just decision. The Board shall communicate (through its Secretary) its findings to the Local Board whose Secretary shall in turn notify the claimant of the Board's decision.

20. (1) A pension shall normally be paid within the district of the Local Board by whom such pension has been awarded. The Chief Public Assistance Officer may, however, in his discretion authorise any paying officer to make payment of a pension to a person not resident within such district.

(2) When a pensioner desires to transfer his residence from the district in which pension was last awarded to the district of any other Local Board, he shall give notice thereof to the Chairman of the Local Board by which such pension was awarded and surrender all pension vouchers in his possession.

(3) Subject to the provisions of the Ordinance, such vouchers shall be re-issued to the pensioner by the Local Board of the District to which the pensioner has transferred his residence after such transfer has been recorded in a manner approved by the Chief Public Assistance Officer.

(4) The Local Board of the district to which the pensioner has transferred his residence shall as soon as possible after such transfer takes effect consider a report by an investigating officer regarding the circumstances of such pensioner.

21. The Chief Public Assistance Officer shall keep in such form as may from time to time be approved by the Board a General Register of all claims filed, and a register, sub-divided into districts, of all rejected claims.

22. The Chief Public Assistance Officer shall keep a record, sub-divided into districts, of the amount of pension paid to each pensioner as well as of the rate at which and the date from which such pension is payable.

23. The Chief Public Assistance Officer shall furnish the Director of Audit with a list of persons to whom a pension has been granted, together with the rate at which and the date from which such pension is payable; and from time to time shall notify him of the addition or deletion of any name to or from such list and the reasons therefor, and of any change in the rate at which a pension is payable to any person, together with the date from which addition or deletion or change of rate takes effect.

24. The Registrar General, the Superintendent Registrar, or the Registrar of Births and Deaths of a district shall verify, free of charge, any information as regards the date of birth or death of a pensioner on request of the Chief Public Assistance Officer, any Local Board, or any investigating officer.

25. The Registrar of Births and Deaths shall report to the Secretary of the Local Board in his district, within three (3) days of the registration thereof, the date and place of death of every person of the age of sixty-five (65) and over, whose death has been registered by him.

26. The Superintendent of the House of Refuge, the Mental Hospital, the Prisons, the Leper Settlement or of any other public or charitable institution shall notify the Chief Public Assistance Officer immediately upon admission of any inmate of, or appearing to be of the age of sixty-five (65) and over, and of any blind person of, or appearing to be of the age of forty (40) and over, in such institution.

Made by the Governor in Council this 27th day of April, 1954.

J. O'CONNOR
Clerk, Executive Council

(M.P. 84058/Sub I).

GOVERNMENT NOTICE No. 95

TRINIDAD AND TOBAGO

LOCAL PUBLIC ASSISTANCE BOARDS

RULES MADE BY THE CENTRAL PUBLIC ASSISTANCE BOARD UNDER THE PROVISIONS OF SECTION 6 (3) (b) AND (c) OF THE PUBLIC ASSISTANCE ORDINANCE, CH. 13. NO. 1, FOR REGULATING THE PROCEEDINGS OF LOCAL PUBLIC ASSISTANCE BOARDS.

1. These Rules may be cited as the Public Assistance Boards Rules, 1954.
2. Before any person is granted assistance under the provisions of these rules full and careful enquiries shall be made into the circumstances of the applicant by the officers appointed for that purpose.
3. Assistance shall be given to meet the needs of necessitous persons who are prevented by some disability from earning a living; and shall normally be given to the head of a family, whose needs shall be deemed to include those of his dependants.
4. Assistance shall be classified as urgent, temporary or prolonged. Except in cases of urgent need or cases in which application is made on behalf of necessitous children, a report on the form prescribed by the Board shall be obtained from a Government Medical Officer.
5. The case of every applicant for assistance shall be submitted to the Local Board of Public Assistance of the district in which the applicant resides with a report of enquiry into his case. The Local Board shall decide whether assistance is to be given and whether as prolonged, temporary or urgent assistance and shall fix the amount and shall also have power to increase, reduce or discontinue such assistance.
6. A record shall be kept by the Secretary of the Local Board of all applicants for assistance and in this record there shall be entered the name, age, sex, country of birth, present place of abode, occupation, infirmity or other cause for the need of assistance of the applicant and the names of, occupation and place of abode of his or her relatives, and the amount of and class of assistance granted.