

**Telephone Contacts**

District Chairman: 0772-898816

Chief Administrative Officer: 0772-694976

Email: [mitoomadlg@gmail.com](mailto:mitoomadlg@gmail.com)



**MITOOMA DISTRICT LOCAL GOVERNMENT**  
P.O Box 98 BUSHENYI

Date: 4/07/ 2024

Our Ref: CR.167

Your Ref:

All Pensioners and  
Estate Administrators  
Mitooma district Local Government

**NOTIFICATION OF PHYSICAL VERIFICATION OF PENSIONERS AND ESTATE ADMINISTRATORS.**

Please refer to the above subject matter.

The Office of the Auditor General has organized a countrywide verification of all the pensioners and Estate Administrators. This exercise will start on Monday 8<sup>th</sup> July, 2024 at the District Headquarters.

The purpose of this letter is therefore, to inform and ask you to turn up in person for this very important exercise without fail. Please come along with the originals of the following documents:

- (i) First appointment letter
- (ii) Confirmation letter into service
- (iii) Promotion letter (if any)
- (iv) Retirement letter/certificate
- (v) National Identity Card
- (vi) Letters of Administration/Grant of Probate (for Estate Administrators)
- (vii) Any other documentation relevant to confirm retirement status.

Yours Faithfully,

**TWINAMATSIKO EVANS**

**For: CHIEF ADMINISTRATIVE OFFICER**

FOR CHIEF ADMINISTRATIVE  
OFFICER  
MITOOMA DISTRICT

**Copy to:** Office of the auditor General  
The Resident District Commissioner – Mitooma District  
The District Chairperson – Mitooma District Local Government  
The Chief Finance Officer – Mitooma District Local Government  
The District Internal auditor – Mitooma District Local Government  
The Principal Human Resource Officer – Mitooma District Local Gov't

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**TIMETABLE FOR THE PHYSICAL VERIFICATION OF PENSIONERS AND ESTATE ADMINISTRATORS OF MITOOMA DISTRICT.**

<b>Sub County/Town Council</b>	<b>Day &amp; Date</b>	<b>Venue</b>
Mitooma T/C Mitooma S/C	Monday 8 <sup>th</sup> July 2024	District Headquarters
Katenga S/C Kashenshero S/C	Tuesday 9 <sup>th</sup> July 2024	District Headquarters
Bitereko S/C Kiyanga S/C	Wednesday 10 <sup>th</sup> July 2024	District Headquarters
Rutookye T/C Kashenshero T/C	Thursday 11 <sup>th</sup> July 2024	District Headquarters
Rwoburunga S/C Kigyende S/C	Friday 12 <sup>th</sup> July 2024	District Headquarters
Kanyabwanga S/C Kabira T/C	Monday 15 <sup>th</sup> July 2024	District Headquarters
Kabira S/C Mayanga S/C	Tuesday 16 <sup>th</sup> July 2024	District Headquarters
Mutara S/C Mutara T/C	Wednesday 17 <sup>th</sup> July 2024	District Headquarters
Nyakizinga S/C Rurehe S/C	Thursday 18 <sup>th</sup> July 2024	District Headquarters
Exit meeting	Friday 19 <sup>th</sup> July 2024	District Headquarters

  
**TWINAMATSIKO EVANS****For: CHIEF ADMINISTRATIVE OFFICER****FOR CHIEF ADMINISTRATIVE  
OFFICER  
MITOOMA DISTRICT**