

File Ref: E109/89/09  
22 October, 2009.

## **Circular 25/2009: The Public Service Friendly Society**

A Dhuine Uasail,

1. I am directed by the Minister for Finance to refer your attention to the work done by the Public Service Friendly Society in providing assistance to staff who are in difficult financial circumstances. By becoming members of the Society, officers can actively help colleagues in difficulty.

2. The Society, which has been in existence since 1927, is a registered charitable organisation whose core objective is to help members who are serving or former civil servants (as well as staff of a number of approved public bodies including for example An Post and Coillte Teoranta) and their dependants who, for one reason or another, find themselves in a situation of financial need, for example resulting from illness, education-related costs, difficulty in meeting ongoing financial demands such as mortgage payments, etc. The grants or loans are geared to meet needs in a flexible, sympathetic, effective and efficient way.

3. The help provided by the Society is almost entirely by way of direct financial support although it also arranges for the provision of financial advice and provides other financial services such as a group insurance policy for certain illnesses. In 2008, the Society approved grant aid in 660 cases totaling €950,000 (of which €197,000 was by means of interest-free repayable grants). Further details on all the services offered by the Society can be accessed on the Society's website [www.psfs.ie](http://www.psfs.ie).

4. The Society is funded entirely by the contributions of its members. At present members contribute 0.25% of their salary to the Society, equating to just €1 out of every €400 of gross salary. Contributions are paid over by direct deduction from salary and a salary deduction form is attached. Officers can continue to contribute after retirement.

5. While the Society does not have any official role within the civil service, it clearly carries out valuable work with the civil servants and others whom it assists and is frequently used as a referral by Employee Assistance Officers in the course of their work. All dealings with the Society are treated in the strictest confidence. It is therefore a valuable resource to Departments.<sup>1</sup>

6. Departments should bring the contents of this Circular and the salary deduction form to the attention of all officers and ensure that information on the specific services,

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<sup>1</sup> For Departments, read "Department or Office" throughout this Circular.

financial and otherwise, which the Society offers are made available on an ongoing basis, through Departmental intranets or otherwise. The Society should be facilitated should it wish to distribute appropriate material to staff. The Society is available to arrange information sessions for staff, including in relation to pre-retirement courses material.

7. Questions in relation to this Circular should be directed to the Society by any of the following contact methods; e-mail: [info@psfs.ie](mailto:info@psfs.ie), Free Phone at 1800 778787 or by writing to the Society at “1<sup>st</sup> Floor West, Plaza Centre, Belgard Rd, Tallaght, Dublin 24.” This circular supersedes Circular 10/1976.

Mise le meas,

Patricia Coleman,  
Director.

To: All Departments, etc.



## MEMBERSHIP APPLICATION FORM

Phone No. 01-6341970  
Freephone: 1800 778787  
Email: [info@psfs.ie](mailto:info@psfs.ie)  
Web Site: [www.psfs.ie](http://www.psfs.ie)



**Please complete this form and post to:** The Secretary,  
Public Service Friendly Society,  
1<sup>st</sup> Floor West, The Plaza Centre,  
Belgard Road, Tallaght, Dublin 24.

I wish to become a member of the Public Service Friendly Society in accordance with the registered rules.

### BLOCK CAPITALS PLEASE AS SHOWN IN OFFICIAL RECORDS

Surname: \_\_\_\_\_

First Name(s) \_\_\_\_\_

Home Address: \_\_\_\_\_

Department: \_\_\_\_\_

Office Address: \_\_\_\_\_

Grade: \_\_\_\_\_

Group/Personnel No. \_\_\_\_\_ PPS. No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Numbers: Office: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### AUTHORISATION FORM

**The Accountant, Salaries Section, Department of** \_\_\_\_\_

Please deduct from my salary, until further notice, a sum equivalent to twenty-five cent per hundred Euro (equal to 0.25%) of my inclusive yearly salary, such deduction to be made in equal instalments throughout the year, and pay it to the account of the Public Service Friendly Society.

Name: (Official) \_\_\_\_\_

Group/Personnel No. \_\_\_\_\_ PPS. No. \_\_\_\_\_

Grade: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_