

Pension Circular No: 03/2015 (Revision III)

My No: Pen/ Circular /2018,
Department of Pensions,
Maligawatta.
Colombo 10.
09 January 2019.

Secretaries to all Ministries,
Provincial Chief Secretaries,
Heads of Departments/ Commanders of Tri Forces,
District Secretaries
Divisional Secretaries,
Heads of Local Governments.

Granting Pension Benefits on the Same Date of Retirement.

Furtherance to the instructions of pension circular no: 3/2015 dated 24.04.2015, pension circular no: 3/2015 (revision I) dated 01.10.2015, pension circular no: 3/2015 (revision II) dated 09.09.2016 issued by me on the above matter.

02. Granting pension benefits efficiently by the issuance of pension gratuity to the officers retired from the public service on the same date of the retirement and commencement of the monthly pension payments from the month following were made through the above pension circulars.

03. It was convenient there in to achieve the above objective by forwarding the applications to the Department of Pensions for the decentralized pension payments. Expanding it further, a decision has been taken to conduct the pension registration process of officers who applied for the non-decentralized pension via online.

04. Relevance

4.1. This method should be regarded for the pension application submission of the officers retired under below sections forwarded as non-decentralized as per the Minutes and on Pensionson or after 02.01.2006 and afterwards.

| | | |
|------|---------------|---|
| i. | 2&7 | retirement due to the abolition of post or office |
| ii. | 2 &12 | retirement on the disciplinary grounds |
| iii. | 2& 14 | retirement as per the public administration circular no.30 / 88 retirement according to pension circular no.12/2009 |
| iv. | 2&15 | retirement on inefficiency |
| v. | 2&17 | retirement of permanent appointees after 45 years of age, retirement of officers who possess no-pay leave over 10 years, retirement as per the public administration circular no. 44/90, retirement of private school and pirivena teachers under School Teachers' Pension Act, para 06 (S.T.P.A. 06), |
| vi. | 2&48 (A) | retirement from a board or a state corporation freezing the pension |
| vii. | 2&48(M) | retirement on the official language policy |
| | P.A.C.04/2006 | retirement of officers who relinquished the service due to terrorist reasons. |

4.2.Actions should be taken to forward below mentioned non-decentralized pension applications which are not included in 4.1, to the Department of Pensions as per pension circular no.03 / 2015,03 / 2015 (I) and 03/2015 (II).

- I. For the officers sent to retirement prior to 02.01.2006
- II. When granting pension entitlement under schedule "Q"
- III. Retirement under pension circular no. 08/2015
- IV. Payments for heirs
- V. Paying special compensations and compensation pensions

4.3.If applications are forwarded for the retirement, except the facts mentioned in this 4.1 and 4.2.,instructions in that regards should be obtained from the Department of Pensions.
(except the centralized applications)

05. Application Submission

5.1 It is mandatory to furnish all documents mentioned in 5.1.1 as annexes with the application, when submitting all applications mentioned under no.04 via online method to the Department of Pensions.

5.1.1

- I. A certified copy of the National Identity Card.
- II. Permanent pensionable appointment letter.
- III. Letter of confirmation.
- IV. Retirement letter issued to the name of pensioner as per the approval of the appointment authoritarian.
- V. History Sheet (Gen 53 A).
- VI. Dues to the government(Should be submitted as per annex.01.)
- VII. Last Salary Report.
- VIII. Last Salary Convention Letter (with P.A.Circular, salary category and salary step).
- IX. Service Duration Calculation Report in respect of pension computations(Should be submitted as per annex02 & 03.)
- X. Bank account copy
- XI. Birth Certificate

5.1.2. Bellow particulars should be submitted with the application, if daily paid service period is also included for pension computations.

- i. Daily paid appointment letter
- ii. General 226 A History Sheet
- iii. General 234 A History Sheet
- iv. Report of W&OP Contribution Recovery in respect of daily paid service duration.
- v. Information on PSPF, EPF
- vi. Information if contributions were refunded

5.2 In addition to the documents mentioned in above 5.1, officers/female officers who are retired under bellow mentioned sections of Minutes on Pensions should also be submitted the documents specified for each relevant sections.

| | |
|------------------|---|
| 2&7 | Retirement due to the abolition of post or office |
| | Letters relevant to the abolition of post or office |
| 2&12 | Retirement on the disciplinary grounds |
| | Original letter of the public administration secretary granted approval to pay the pension as per PAC .12/2011(disciplinary order) |
| 2 &14 | Retirement as per pension circular no.12/2009 |
| | <ol style="list-style-type: none"> i. Service Station report ii. Promotions and salary increment report iii. Letters of vacation of post / reinstate iv. Medical Board Report v. Certification letter, if pension recipient is paid under public administration circular no.21/88 |
| 2&15 | Retirement on inefficiency |
| | Original letter of the public administration secretary granted approval to pay the pension as per PAC .12/2011(disciplinary order) |
| 2&17 | Retirement of Private School and Pirivena Teachers under S.T.P.A. 06 |
| | <ol style="list-style-type: none"> i. Proposal Form (transfer letters, if served in several Pirivenas,),(proposal forms relevant to the said schools, if served in several private schools ,) ii. Approval of proposal forms or appointment letter issued by Provincial Education Office iii. Retirement approval of the Ministry of Education iv. Retirement letter issued by Zonal Education Office v. Education C 141 contribution receipt vi. Certificate of Higher Ordinance (Upasampada),if pensioner is a noble Buddhist Monk. vii. Certificate of non -robed viii. Recoveries of widows'/ widowers' / orphans'(W&OP)and pension contributions(TPS) <p>(Should be submitted as per annex 04)</p> |

| | |
|-------------------------|--|
| P.A.C 44/90 | Retirement under public administration circular no.44/90 |
| | letters declared the consent to retire under P.A.C.no.44/90 |
| 2&48 (A) | Retirement from a board or a state corporation freezing the pension |
| | i. Letter of permanent release ii. Letter of temporary release iii. Letter mentioned recovery of 25% to secure the pension iv. Documents to prove reinstate, if any |

5.3 In the above mentioned 5.1 &5.2,

- I. All documents should be certified as true copy with signature and name included official stamp.
- II. Heads of the departments shall be responsible for the accuracy of the information included in the documents submitted.
- III. The information included in the documents should not be contradictory.
E.g.- last annual salary mentioned in the History Sheet should be complied with salary mentioned in last salary report and salary conversion.
(Actions will be taken to return the applications at the contradiction of the information)

5.4 The guidelines mentioned in annex 05 should be compulsorily followed when filling the application.

06. Issuance of pension award paper and pension file preparation.

Department of Pensions will take actions to prepare pension file based upon the information inserted the online pension data base by your institute in respect of the retirement of an officer and the relevant documents forwarded to the Department of Pensions in parallel and referred to the divisional secretariat belongs to the relevant divisional secretariat division where the officer permanently resided.

07. Commencement of gratuity and monthly pension payments

Department of Pensions will initiate the gratuity payments and monthly pension payment of the officer based upon the information provided by your institute resourcing the personal file of the officers.

Accordingly, all pension applications relevant to the above 4.1 under this scheme should be forwarded through online and actions will be taken to return the applications received flowingly the previous scheme to the department after **31.01.2019**.

Your cooperation is highly expected to make this scheme taken to improve efficiency and standards of the public service by utilizing the information technology a successful.

08. This circular is issued with the concurrence of the secretary of the Ministry of Public Administration & Disaster Management.

Sgd. / A. Jagath D. Dias

Director General of Pensions

Copies: 01. Secretary to the President - F.I.P
02. Secretary to the Prime Minister - F.I.P
03. Secretary to the Cabinet - F.I.P
04. Secretary, Ministry of Public Administration & Disaster Management - F.I.P
05. Secretary, Ministry of Finance and Mass Media - F.I.P
06. Auditor General - F.I.P & F.N.A

Annex 01

Dues to the Government Report

I

| Dues to the Government From the Institute | |
|--|---------------|
| Recovery | Amount |
| 1. Property Loan | |
| 2. Distress Loan | |
| 3. Festival Advance | |
| 4. Special Advance | |
| 5. Special Advance Interest | |
| 6. Excess paid wages | |
| 7. Excess paid allowances | |
| 8. Fines | |
| 9. Recoveries for No pay leaves | |
| 10. Other (.....) | |
| 11. Other (.....) | |
| 12. Other (.....) | |

II Deductions to the Pension Department

| | | |
|--|--|--|
| 1. widows'/widowers'/ orphans' contributions for daily paid/ training/ apprentice/ internship/contract base service periods (As per pension circular no.3/2008 and 2/2013) | | |
| A | Initial Annual Salary of permanent and pensionable post | |
| B | Daily/Casual/etc service period in months | |
| C | W & OP Contribute Percentage of officer belong to(6% or 7%) | |
| D | Amount to be paid to Daily/Casual/ service period for the W& O P (Please refer below equation) | |
| E | Amount deducted by the institution | |
| F | Amount to be paid to permanent service period for the W& O P (if not deducted only) | |
| G | Amount to be deducted from the gratuity for W & OP(D-E+F) | |

$$Z = \left(\frac{\text{initial annual salary of permanent and pensionable post}}{12} \right) \times 6\% \text{ OR } 7\% \left(\frac{\text{daily paid service period in months}}{\text{period in months}} \right)$$

Interest with W & OP contribution (D) = Z + (Z x 4%)

- ❖ When calculate the interest, calculate the period form the date appointed to the permanent service to retirement date and should be multiplied and denoted in respect of the said duration.

| | | |
|--|---|--|
| Pension contributions (TPS) to be recovered for the permanent service period further | | |
| 2. Pension Contributions (TPS Private/Pirivenas /Special Schools) (as per annex 04) | | |
| H | Amount to be deduct for TPS | |
| I | Amount deducted by the institution | |
| J | Amount to be deducted from the gratuity for TPS | |
| Government contribution of 60% and interest in respect of said of 40% from the Public Service Provident Fund Award (calculate and display) | | |
| K | Government Contribution 60% | |
| L | Amount paid to pensioner 40% | |
| M | Total Contribution (100%) | |
| Attest if charged. | | |
| Did government contribution already deducted from the officer? <ul style="list-style-type: none"> • Yes • No | | |
| N | If No Amount to be deducted from the gratuity for Provident Fund | |
| For those went seconded during service period | | |
| Did pension already deducted from the officer? <ul style="list-style-type: none"> • Yes • No | | |
| O | If No - Amount to be deducted from the gratuity for seconded period | |
| | Total deduction to the pension department (G+J+N+O) | |

Prepared and checked as per the personal file of the officer /female officer and the documents in possession of the institute.

Prepared - (subject clerk)

Checked- (head of the branch)

Signature -

Signature -

Name -

Name -

All the recoveries mentioned above should be charged form gratuity.

The accuracy is certified hereby

Accountant

Name included official stamp

Annex 02

Leave Report

1. Leave report relevant to the foreign departures during the service period.

| Duration stayed in abroad | With Pay | Approval is granted/not granted | No- Pay | Approval is granted/not granted |
|---------------------------|----------|---------------------------------|---------|---------------------------------|
| | | | | |
| | | | | |

2. Information on the service duration if released on secondary basis

| Duration released on secondary basis | Whether 25% contributions recovered or /not | Cheque No. and date if recovered |
|--------------------------------------|---|----------------------------------|
| | | |
| | | |

3. Information on vacation of post

| Duration of Vacated of Post | Half Pay | No-Pay |
|-----------------------------|----------|--------|
| | | |
| | | |

4. Information on special leaves

| Special leave approved duration | Half pay | No- Pay |
|---------------------------------|----------|---------|
| | | |
| | | |

Prepared - (leave clerk)

Signature-

Name -

Checked- (Head of the Branch/Administrative Officer)

Signature-

Name –

I hereby certify all the information mentioned above is accurate as per personal files of the officer/female officer.

Head of the Institute

Name included official stamp

(Should be certified by the head of the institute. Actions will be taken to return,if not.)

Annex 03

Service Duration Calculation Report in Respect of Pension Computations

| | | From | Until | Years | Months | Days |
|----|---|------|-------|-------|--------|------|
| 1 | Permanent and Pensionable service period | | | | | |
| 2 | Casual/Substitute (Should be computed as per Pension Circular 9/2004) | | | | | |
| 3 | Training/Apprentice period/ Internship | | | | | |
| 4 | Contract service duration contributed to the approved provident fund | | | | | |
| 5 | Gross Service Period | | | | | |
| | | | | | | |
| 6 | Total no - pay leaves (as per annex 01) | | | | | |
| 7 | 1 year No pay leaves that can be set off for all the pensioners) in terms of Pension Department Circular 9/96, 1/98 | | | | | |
| 8 | No pay leaves that can be set off for who have more than 30 years' service period in terms of Pension Department Circular 9/96,1/98 and Public Administration Circular 4/2010 | | | | | |
| 9 | Net no-pay leaves [6 - (7+8)] | | | | | |
| | | | | | | |
| 10 | Net Service Period (5-9) | | | | | |

Prepared and checked as per the personal file of the officer /female officer and documents in the possession of institute.

| | | | | | |
|-----------|---|-----------------|-----------|---|---|
| Prepared | : | (subject clerk) | checked | : | (Head of the Branch/Administrative Officer) |
| Signature | : | | Signature | : | |
| Name | : | | Name | : | |

I hereby admit the above information is accurate as per the personal files of me.

.....
Pensioner: Mr. / Mrs./Miss.
Name :

N.I.C/No:

I do hereby certify all the information mentioned above is accurate as per the personal file of the officer/female officer.

.....
Head of the Institute

(Name included official stamp is mandatory)

(Should be certified by head of the institute. Actions will be taken to return, if not

Annex04

Computations of Widows'/ Widowers'/ Orphans'(W&OP) and Pension Contributions (TPS) for Private Schools/ Pirivena / Special Schools.

Name:

Appointment date:

Retirement date:

Widows'/Widowers'/ Orphans' Contributions Receipt

| Year | Salary | Jan. | Feb | March | April | May | June | July | Aug. | Sep | Oct. | Nov. | Dec. |
|------|--------|------|-----|-------|-------|-----|------|------|------|-----|------|------|------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Amount to be recovered - percentage: before 01.01.2003 is 2%

Amount recovered - from 01.01.2003 is 6%

Further Amount to be recovered-

Pension Contribution Receipt

| Year | Salary | Jan. | Feb | March | April | May | June | July | Aug. | Sep. | Oct. | Nov. | Dec. |
|------|--------|------|-----|-------|-------|-----|------|------|------|------|------|------|------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Amount to be recovered - Percentage –before 03.02.2012 is 2%

Amount recovered - from 03.02.2012 is 6%

Further Amount to be recovered-

Above mentioned contributions were prepared and checked as per the history sheets and percentages.

Prepared - (subject clerk)

Checked- (Head of the Branch)

Signature -

Signature -

Name -

Name -

I hereby certify the information mentioned in the above is accurate.

Accountant

Name included official stamp