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எனது இல. } Pension Instruction
My No. } Letter No 02/2022

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி } 2022.04.22
Date }

All District Secretaries,
Divisional Secretaries.

Preparation of a temporary file for pension payment in case of missing pension file

Your kind attention is hereby drawn to the instructions in Pension Circular 13/2001 dated 20.12.2001 issued on the above subject.

02. By the above circular, instructions have been given to prepare a temporary file in case of missing pension file and to continue the pension payment. District secretaries informed that the pensions are being paid to the pensioners without even preparing a temporary file as per the instructions at the District Secretaries' conference held on 25.02.2022.

03. Accordingly, action should be taken to obtain the following documents, required for the pension file, certified by the last workplace within a period of 03 months from the pensioners who are currently receiving pension payments without pension files. I kindly requested you to inform the pensioners that the failure to submit the relevant documents within the specified period will result in suspension of their pension payment.

- a. i. Pension Award
OR
- b. i. Appointment Letter
ii. Retirement Letter
iii. History Sheet

Sgd./ A. Jagath D. Dias
Director General of Pensions

- Copies 1. Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government -For your information please.
2. Auditor General -For your information please.