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தந்தி: "ஓய்வூதியம்" கொழும்பு
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විශ්‍රාම වැටුප් දෙපාර්තමේන්තුව
ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS

මගේ අංකය }
எனது இல. }
My No. }
ඔබේ අංකය }
உமது இல. }
Your No. }

PN/ 4042 / E

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මාලිගාවත්ත,
කොළඹ 10.
மாளிகாவத்தை செயலகம்,
மாளிகாவத்தை,
கொழும்பு 10.
Maligawatte Secretariat,
Maligawatte,
Colombo 10.

දිනය } 22.01.2007
திகதி }
Date }

Pensions Circular No. 4/2007

To all Officers in Foreign Missions,
Divisional Secretaries,
Bank Managers,

PAYMENT OF PENSIONS TO SRI LANKAN PENSIONERS RESIDENT ABROAD

Pensions Circular Number 5/2005(1) issued on 25.11.2005 titled "Payment of Pensions in Sri Lanka to Sri Lankan pensioners resident abroad" is repealed hereby and this circular is issued in revision thereof.

This circular is issued for the purpose of enabling nearly 30,000 Sri Lankan pensioners who are resident abroad to draw their pensions without any hindrance. Accordingly any Sri Lankan pensioner resident in a foreign country may draw their pensions in the following means.

1. Drawing the pension as a foreign pension.

Pensioners resident in the United Kingdom, Australia, Canada and India may draw their pensions through their respective High Commissions. Pensioners resident in other countries may draw their pensions through the office of the Crown Agent.

Following documents have to be submitted to this department for drawing pension as a foreign pension.

- A. Two Roll Forms, duly perfected.
- B. Two copies of recently taken photographs in passport size (which should be certified by the officer who certified the Roll Form.)
- C. Documents in proof of residence (Certificate of Citizenship/ Residence Permit/ documents issued by the foreign mission in proof of residence)
- D. Certified copies of passport.

Payments will be effected through the High Commission or the Crown Agents immediately these documents are received.

2. Drawing arrears of unpaid pension as a lump sum by a pensioner on his return to Sri Lanka at the relevant Divisional Secretariat where the pension file is maintained.

For this purpose, the following documents should be submitted to the Divisional Secretariat.

- A A written request declaring that the arrears of pension for the relevant period have not been drawn.
- B. Copy of passport.

Payment of arrears of pensions will be effected through the Divisional Secretariat.

3 Drawing the pension by producing the life certificate.

Duly perfected Life Certificates - Pension Receipt Form (Pensions 01) or if a Widows' and Orphans' Pension, a Form Tr. & Audit 129 and Life Certificate attached Annexe 01 should be submitted by pensioners in each month to their assigned bank of branch in Sri Lanka where they draw pensions. The following instructions should be followed when forwarding the life certificates to the bank.

- (A) The life certificate should be sent directly by post from the country of the residence, to the bank from which the pension is drawn.
- (B) The life certificate should be duly certified in the country of residence of the pensioner. Following persons may certify Life Certificates.
 - I. Staff Officers of Government of Sri Lanka or of a foreign country
 - II. Members of the Foreign Service of Sri Lanka or authorized officers in mission
 - III. Commissioned Officers of Army, Navy or Air Force
 - IV. Notary Public or Justice of Peace
 - V. Judicial Officers, Barristers, Solicitors, Advocates or Legal Officers
 - VI. Physicians, Surgeons, Registered Medical Officers, Pharmacists or Nurses
 - VII. Senior Police Officer

Address or the official stamp of the officer who attested signature should be clearly placed.

An additional copy of the life certificate in respect of the month of January each year should be posted to the Assistant Director (Foreign Pensions) Department of Pensions, Maligawatte Secretariat, Maligawatte, Colombo 10. This shall come in to force from January 2007.

4 Producing life certificate with an affidavit by a relative or a representative of the pensioner.

A pensioner resident abroad may forward the duly perfected and certified life certificate to a relative or a representative who stand to produce it to the bank with the affidavit Annexe 02. (Life certificates even received on fax also submitted alone with the affidavit)

The relative or the representative of the pensioner should send a copy of the life certificate and affidavit in respect of the month of January each year to this department, at the address mentioned 3 above.

It is hereby notified that the instructions in this circular shall come into effect from January 2006.



K.A. Thilakaratne
Director General of Pension

Copies

- 1 Secretary to the Ministry of Public Administration and Home Affairs- f.i.
- 2 Secretary to the Ministry of Foreign Affairs – f.n.a.
- 3 Secretary to the Ministry of Finance – f.i.
- 4 Government Agents/ District Secretaries – f.i.
- 5 Auditor General – f.i.

Annex -01

Life Certificate

Name of pensioner :

Present Address in abroad :
.....
.....

Pension Number :

Name of the bank from which pension
Is drawn and the account number :

Passport/ National Identity Card
Number :

Citizenship Card/ Permanent Resident
Card Number :

Signature of the Pensioner :
Date :

The above pensioner placed his/her signature in my presence today.

.....
Attesting Officer (signature)
Name
Address
.....
Date

Bank Manager,

----- Branch

AFFIDAVIT BY A RELATIVE OR A REPRESENTATIVE OF THE PENSIONER.

I, of
being a Buddhist / Christian / Muslim / Hindu do hereby solemnly and truly declare on oath and
affirm that:

1 I am the affirmant above named.

2 Mr. / Mrs. who draws pension at the
(name of pensioner)

Divisional Secretariatunder Pension
(name of divisional secretariat)

No. /Widows' and Orphans' Pension No. is presently residing
(mention number)

at.....
.....
.....
(foreign address)

3 Life certificate to prove that the pensioner is living at the time of declaration is annexed hereto.

4 I am a relative / a representative of the above pensioner, and a permanent resident at
.....
(Permanent address)

and posses National Identity Card No..... Moreover at
(National Identity Card No.)

present I maintain Current / Fixed Deposit Account No..... at
(Account no.)

.....
(Bank and bank branch)

5 Further, I declare that the widow / widower has not entered into another marriage.

6. I do hereby declare and affirm that my self as a relative / a representative of retired Mr. / Mrs.

..... that the life certificate produced by me is true

(Name of the Pensioner)

and correct, if it is found to be a fake life certificate, I agreed to reimburse the amount credited in to the bank account of the pensioner, and that I am fully aware that I shall be liable to any punishment under the law in fore in the Democratic Socialist Republic of Sri Lanka.

Read over and explained by me the

above affirmant, read and appeared to

understand and the contents hereof and

placed his hand this day of/

two thousand and

AFFIRMANT

BEFORE ME

JUSTICE OF PEACE

PENSION RECEIPT FORM Pensions 01

(For use by Sri Lanka Government Pensioners resident abroad)

Name of Pensioner :

Pension No.

	Rs. c.	Received from the Government of Sri Lanka the pension and allowances due to me for the month of
Monthly Pension 	19.....

Consolidated Allowance

Married Allowance

.....

Gross Amount payable ..

Deductions :

W. & O. P. Abatement

Income Tax

P. S. M. P. A.

Net Amount payable ..

I hereby declare that during the above-mentioned period—

(1) I am NOT in receipt of any remuneration in respect of any employment under Government, Local Authority, State Corporation, Statutory Board or any other Government sponsored institution or organisation of Sri Lanka;

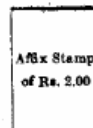
(2) I am NOT in receipt of any OTHER pension from the Government of Sri Lanka or a pension from a Local Authority in Sri Lanka; and

(3) I am/am not entitled to the "MARRIED ALLOWANCE" on my pension.

* The pensioner should delete whichever is not applicable.

Signature :

Date :



NOTE.—

(1) This form should be completed on or after the 20th of the month for which the pension is due and sent direct to the Bank in Sri Lanka to reach it before the 20th of the month following. If it is not received in the Bank in time, there is likely to be a long delay in crediting the pension to the account in the Bank.

(2) The "AUTHORITY" and "CERTIFICATE" columns on reverse of the form should be completed.

PENSION RECEIPT FORM

I certify that Mr./Mss./Miss **THE PAYING OFFICER,**

Please credit to my Account No.

residing at

made the declaration overleaf before me this day of 19

(State Name of Bank)

Signature of Pensioner.

and to the best of my knowledge and belief is the person entitled to the pension.

Signature of person certifying

Received payment on behalf of the pensioner.

Name

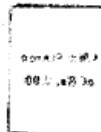
Designation

Address

Signature of Receiver.

***To be signed by any one of the following persons :-**

- (1) A Government servant of Sri Lanka in receipt of a salary of not less than Rs. 7,500 p.a. or a Government pensioner of Sri Lanka whose salary at retirement was not less than Rs. 10,020 p.a.
- (2) A member of the Foreign Service of Sri Lanka in receipt of a salary of not less than Rs. 7,500 p.a.
- (3) A Commissioned Officer of the Army, Navy or Air Force of Sri Lanka.
- (4) A Notary Public or other person authorised to administer oaths in the territory in which the Certificate is given.
- (5) A Barrister, Solicitor or Advocate authorised to practise in the territory in which the Certificate is given.
- (6) A Physician or Surgeon registered as such under the law of the territory in which the Certificate is given.
- (7) An Officer of a bank who is authorised to sign documents on the bank's behalf.
- (8) A Justice of the Peace.
- (9) A Magistrate.
- (10) A Chartered Accountant.



*To be signed by a Justice of the Peace, Advocate or Proctor of the Supreme Court, Notary Public, President of a Rural Court, Divisional Revenue Officer, Commissioner of Police, District or Government servant or an official of a Corporation, Statutory Board or Local Body. Bank in receipt of a salary of not more than Rs. 7,500 per month and a permanent salary and gratuity retirement was less than Rs. 7,500 per m. in the case of persons residing outside Sri Lanka this certificate should be obtained from a Commissioner of Police, District or Government Medical Officer, an Executive of a Bank or a Member of the Diplomatic Corps representing Sri Lanka in that country and should not be given until the 15th or 16th of the month following the date of the certificate. The certificate shall be given after the 15th of the month.

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 ම.ම. }
 Date }

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