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ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



මහලක්ෂි කර්නාලය, මාලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/CIRCULAR/2009 දිනය } 17.01.2009
இல. } திகதி }
No. } Date }

Pension Circular 4/ 2009

District Secretaries
Divisional Secretaries

Payment of widows' pension of expired officers in Armed Forces

This circular is issued supplementary to the Pension Circular No. 10/ 93 dated 23.04.1993 on above subject.

Widows' and orphans' pension applications directed by armed services in order to pay widows and orphans pension are payable by the respective divisional secretariats and it is instructed to issue award letters as mentioned below.

- 1 Applications in respect of expired contributors (whilst in service or after retirement) entitled for widows' and orphans' pension are directed by the relevant armed service. Marriage certificate, death certificate, widow's declaration and 147,148 identity cards are submitted along with the application. Widows' and orphans' fund 13 file should be compiled refer to these documents.
- 2 Widows' and orphans' pension should be computed according to unreduced pension to the date of death of officers died whilst in service and to the date of retirement of the officers retired.
- 3 Salary should be commuted by using Internal Computation Audit Form 13 and approve payment.
- 4 Approval of Director General of Pensions should be obtained for applications received regarding contributors died within one year of marriage without children.
- 5 Award letters in five copies should be prepared and an award letter which having signed should forward to make payment. Copies should be prepared as mentioned below.

Director General	Telephone 2431647	Fax 2342078	W&OP	Telephone 2332346	Fax 2432214	Policy	Telephone 2329580
Director	2432008	2342078	PSPF	2324375	2332347	Forces	2320439
Director (F)	2434974	2391403	L.G.U.	2342525	2342525	Computation	2434414
Internal Auditor	2329634	2329634	Registration	2329178	-	Payments	2431612

E-mail: pensions@sltnet.lk
Web site: www.pensions.gov.lk

- 1st copy to widow
- 2nd copy to the office submitted application
- 3rd copy to the paying officer
- 4th copy to attach to the voucher
- 5th copy to widows' and orphans' pension division of department of pensions

Instructions for assigning number to award letter

Numbers should be assigned to award letters as mentioned below.

- | | | |
|---|--|----|
| 1 | District number | |
| 2 | Divisional secretariat division number | |
| 3 | Salary type - code number | |
| | (I) Armed forces widows pension | 40 |
| | (II) Armed forces orphan | 41 |
| | (III) Armed forces disability | 42 |
| | (IV) Armed forces widows guardian | 43 |
| | (V) Armed forces divided widows' salary | 44 |
| | (VI) Armed forces widowers' | 45 |
| | (VII) Armed forces widowers' & orphans' | 46 |
| | (VIII) Armed forces disability | 47 |
| | (IX) Armed forces divided widowers' salary | 48 |

6. Arrears of contributions to be recovered from the contributor as mentioned in the application should be printed in the award letter and should be reduced by the first payment and credit to the revenue head 2004-10-00. Further, it is required to prepare w.&o.p. 10 at the same time.

7. A document contained with following details should maintain at your office.

- (i) Application received date
- (ii) Armed services pension number
- (iii) Orphans' number
- (iv) Name of contributor
- (v) Date of death
- (vi) Salary
- (vii) Date of initiating payment
- (viii) Name of widow
- (ix) Signature

8 Identity card, award letter should be handed over to the widow on first payment date by placing the signature of authorized officer. Other copies should be forwarded to the paying office and kept in the file.

9. All armed services payments should be credited to the expenditure head 253-1-2-1-1502.

Following payments should be forwarded to the widows' and orphans' pension office of the department of pensions.

1. Payment of armed forces orphans' pension (regarding children under 18 yrs.)
2. Issues regarding widows' and orphans' in a case of over one marriage
3. Disability pensions



K A Thilakaratne
Director General of Pensions

Copies to:

1. Secretary, Ministry of Public Administration and Home Affairs
2. Secretary, Ministry of Finance
3. Pension units of Three Armed Forces
4. Auditor General