



විශ්‍රාම වැටුප් දෙපාර්තමේන්තුව  
ஓய்வூதியத் திணைக்களம்  
DEPARTMENT OF PENSIONS



මලිගාවත්ත, මලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை, செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ CIRCULAR/ 2010 දිනය } 25.05.2010  
இல. } ..... திகதி } .....  
No. } ..... Date }

**Pension Circular 03/ 2010**

To all Secretaries to Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of departments/ Commanders of Three Armed Forces,  
District Secretaries/ Divisional Secretaries

**New procedure to accelerate payment of  
Pension Gratuity/ Death Gratuity and Compensation**

In view of overcoming delays in issuing cheques for payment of gratuity and compensations and accelerate the payments, the Department of Pensions has decided to remit money (by using slip method) through commercial banking system. Accordingly the following method will be adhered.

**1) All Pension Gratuities**

Civil and armed forces applications which submitted by respective Heads of Institutions in Form 'A' and 'B' are included in this category.

**2) Civil and Armed Forces Death Gratuities**

Requests in Form 'C' are included in this category.

**3) Compensations payable to members in armed forces under P. A. C. 22/93.**

The relevant officials of the institutions submitting above applications are advised to duly inform the bank branch and account number of the official bank account of respective institution when submitting forms. Here, the Department of Pensions will take action to credit money directly to the official bank account of respective institutions (by slip method) instead of directing cheques for money payable to pensioners as gratuity. Further, action will be taken to send detail letter of credit information to the institution and pensioner. Accordingly the relevant benefits will be expeditiously awarded to the pensioners.

Telephone	Fax
Director General 2431647	2342078
Director 2432008	2342078
Director (F) 2434974	2391403
Internal Auditor 2329634	2329634

Telephone	Fax
W&OP 2332346	2432214
PSPF 2324375	2332347
L.G.U. 2342525	2342525
Registration 2329178	-

Telephone
Policy 2329580
Forces 2320439
Computation 2434414
Payments 2431612

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

For the expeditious implementation of above method, it is kindly informed to send following details through the Fax No. 2391403 or to reach at Director (Finance) Department of Pensions, Colombo 10, of the applications already sent to me.

Name of Institution:-

Bank and bank branch of the official account:-

Official account No. :-

Certified as correct

.....  
(Signature of Head of Institution)



**K A Thilakaratne**

Director General of Pensions

Copies to:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General