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ஒய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



මහලේකම් කාර්යාලය, මලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ Circular/ 2010 } අංක } 27-09-2010
இல. } } திகதி }
No. } } Date }

Pension Circular 4/ 2010 (I)

Heads of all overseas missions,
Secretaries to ministries,
Secretaries of provincial council ministries,
Heads of departments,
District Secretaries,
Divisional Secretaries,

Public Service Provident Fund
Instruction Manual

This circular is issued in addition to the instructions directed with regard to the following facts in Pension Circular 4/2010 on Public Service Provident Fund.

01. Officers not qualified to obtain membership (Para 4 of the Circular 4/2010)
(membership in public service provide fund for Hon. Minister's staff)

1.1 Following officers in terms of the above circular are not qualified for membership in public service provident fund and it is not required to collect contributions from such officers.

- I Retired public officers who joined the Hon. Ministers' staff.
- II Officers over 60 years of age
- III Officers of Hon. Ministers' staff who listed in Schedule Q, reemployed in the Hon. Ministers' staff after possessing minimum 5 years in the service having entitled for a pension.

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- 1.2 The fact that the application for membership being sent unsatisfactory has been caused to regular cross inquires and some instances where contributions charged after obtaining membership have been revealed.
- 1.3 When an above officer received an award having revoked his/ her membership in p.s.p.f. should obtain a new membership number if he/ she reemployed.
- 1.4 Therefore the relevant officers should be instructed to draw their attention in this regard before recommending the applications as membership enrollments and contribution charges carried out in accordance to the applications specified by your ministry.

02. Method to send contributions

(Circular 4/ 2010 Para 8(I) and (II)

As the instructions has been issued by above circular to send monthly contributions only by cheques in each month in future, it is repeatedly noticed that the appointing authorities should obtain the necessary financial provisions either from national budget or other sources.

03. Getting a membership number

- 3.1 I was informed that some departments used to retain contributions collected from the appointees in public service provident fund in their various accounts until membership number received. It is not required to retain contributions until receiving the membership number. Names of the contributors who are not members also should mentioned in the "contributors' monthly list" to send the money by cheques together PD1(N) and PD2(N) forms to obtain membership. Mentioning only the names of newly appointed officers on their first month is adequate, however their numbers should mention as it received.

3.2 It is the responsibility of accounting and chief accounting officers to facilitate newly appointed officers with public service provident fund entitlement to obtain membership in public service provident fund within the first month of their appointment.

04. Log on to www.pensions.gov.lk to download above circular.



K A Thilakaratne

Director General of Pensions

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2. Secretary to the Prime Minister
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