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ஓய்வூதியத் திணைக்களம்  
DEPARTMENT OF PENSIONS



මහලක්ෂි මාර්ගය, මැලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ Circular/ 2010  
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No. }  
දිනය } 25.05.2010  
திகதி }  
Date }

**Pension Circular 05/ 2010**

To all Secretaries of Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of Departments,  
District Secretaries/ Divisional Secretaries,

**Explanation to Schedule GQ of Minutes on Pensions**

The Schedule GQ has been formed for the purpose of awarding pension entitlement for some posts of Hon. Ministers' Staffs. Accordingly the following post have been listed in Schedule GQ in terms of the gazette notification of Democratic Socialist Republic of Sri Lanka dated 29.11.1989 and amendments made time to time.

1. Private Secretary/ Coordinating Secretary/ Public Relation Officer to His Excellency the President
2. Private Secretary to the Hon. Prime Minister
3. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Speaker
4. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Cabinet Ministers
5. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Opposition Leader
6. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Project Ministers
7. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. District Ministers

8. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Deputy Ministers
9. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Deputy Speaker
10. Private Secretary/ Coordinating Secretary/ Public Relation Officer to the Hon. Deputy Chairman of Committees
11. Private Secretary/ Personal Assistant of the Secretary to His Excellency the President
12. Coordinating Secretary to the Secretaries of Cabinet Ministries
13. Coordinating Secretary to the Chief Secretaries of Provincial Councils

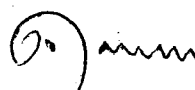
In addition, the posts of Senior Assistant Secretary (News) Coordinating Secretary (News) Assistant Secretary (News) also have been gazetted. However, the post of Media Secretary had not included to the Schedule GQ in terms of the Minutes on Pensions and therefore it has not entitled for pension since the post had not gazetted according to the Minutes on Pensions.

Above posts whether pensionable or not are entitled only for a pension in terms of Section 2 and "a" of Minutes on Pensions disregarding the confirmation in post if had been completed 5 years service in the post. Officers held above posts for 5 years are eligible for 1/3 pension of the last drawn salary and who have 15 years service are eligible for 2/3 pension of the last drawn salary (Without Gratuity). Following instructions should be followed when taking action on pensions of the posts listed in Schedule GQ.

1. Contributions towards Public Service Provident Fund should be charged from the officers newly recruited to Ministers' Staff. Minimum 5 years service is (disregarding any type of service break) required to be eligible for a pension.
2. If an officer in Public Service has been released and attach to the Ministers' Staff should subject to pay contributions towards the Widows' & Orphans' Pension Scheme for a service period as in Schedule GQ. Such officers are entitled to retire after completion of 5 years service under Schedule GQ or return to the previous post held in Public Service. Officers less than 5 years service should return to the Public Service.
3. If a retired officer from Public Service is joined the Ministers' Staff should not subject to pay contributions towards Widows' and Orphans' Pension Scheme or Public Service Provident Fund. (Instructions with regard to the Public Service Provident Fund are set out in Pension Circular 4/2010)

These officers are not entitled for the reliefs specified in Pension Circular 15/ 2009 and have to complete another 5 years in service to make revise the pension. When an officer in Schedule GQ is retired, the pension file of the officer should be prepared by the Secretary of the ministry concerned and send to this department together with following documents.

- i. Form General 55
- ii. Appointment letter to a post in Schedule GQ
- iii. History Sheets  
(This should be certified by an authorized officer)
- iv. Letter of appointment for yearly service deployment
- v. Letter for service conclusion
- vi. 3 black and white photographs in 3¼, 2½
- vii. Details of benefits received from Public Service Provident Fund
- viii The Divisional Secretariat where pension drawn presently and pension number



**K A Thilakaratne**  
Director General of Pensions

**Copies:**

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