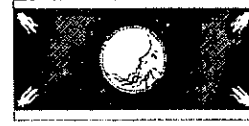




විශ්‍රාම වැටුප් දෙපාර්තමේන්තුව
ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



කොළඹ 10, මාලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ Circular/ 2011
இல. } திகதி } 30.01.2011
No. } Date }

Pension Circular 01/ 2011

To all District Secretaries/ Divisional Secretaries,

Formalizing payment of monthly pensions and arrears of pension

Irregularities and payment defects of pension in certain Divisional Secretariats have been revealed recently. Connections of some officers of the staff of Divisional Secretariats with these malpractices have been also revealed. Therefore following instructions are issued with the aim of preventing such irregularities by vesting responsibilities to respective officials.

1. The responsibility of pension payments should be vested in the scope of Accountant under the supervision of Divisional Secretary.
2. Officers responsible for processing pension should be given formal duty lists in a way of making proper execution of internal administration.
3. Pension should be processed with the acquisition of due knowledge of the introduced computer program under the constant supervision.
4. Since we have revealed that computer generated documents and its supportive documents are not certified by authorized officers for its preparation and checking, it is informed that those necessary steps should be followed before making monthly pension.
5. Authorized officers should place their signatures having duly filled the following documents for its preparing, checking and certifying before entering monthly pension to computer. (Specimens of those documents and filling instructions are attached hereto). Further it is required to get certification of computer related officers for accurate insertion of data to computers.

- i Abatement record
- ii Alteration record
- iii Control account

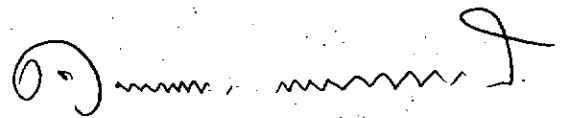
Director General	Telephone 2431647	Fax 2342078	W&OP	Telephone 2332346	Fax 2432214	Policy	Telephone 2329580
Director	2432008	2342078	PSPF	2324375	2332347	Forces	2320439
Director (F)	2434974	2391403	L.G.U.	2342525	2342525	Computation	2434414
Internal Auditor	2329634	2329634	Registration	2329178	-	Payments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

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

6. Control account should be processed by using alteration record. The total pension payments of monthly pension summary should equal to the control account.
7. Accountant should certify payments subject to the accuracy confirmation.
8. The total salary of the CD which handover to District Secretary should be equal to the salary summary and to the data of the CD which handover to the Department of Pensions.
9. A copy of the relevant CD should be kept under the custody of Accountant. The payment approval should be given by Divisional Secretary/ Assistant Divisional Secretary.
10. All arrears payments over Rs.5,00,000/- should be processed under the approval of Divisional Secretary.
11. Officials should assure that deceased pensioners and pensioners who changed Divisional Secretariats be removed from the respective computer.

Please contact Internal Audit Division at following number for more clarifications.

011-2 3229634 – Internal Audit Division



K A Thilakaratne

Director General of Pensions

Copies to

1. Secretary, Ministry of Finance and Planning
2. Secretary, Ministry of Public Administration and Home Affairs
3. Auditor General

Alteration Record

Year:

Month:

Date	Pension Number	Name	Additions		Removals		Detail (Revisions)	Signature of supervising officer	Initial of Staff Officer
			New pension	Arrears	Deaths	Transfers			
1	2	3	4	5	6	7	8	9	10
Month end total									

Moved to Control Account

Moved to Control Account

Prepared: - Name:

Checked: - Name:

Signature:

Signature:

Accountant
Date

Control Account

- Control account should be processed before payment of pension
- This will be useful in confirming the accuracy of pension payments
- Details of previous month paying offices can obtain from last month category summary
- Subsequent to the process of balancing control account, the balance should be equal to category summary, data of the CD sent to District Secretariat and pension votes directing to paying offices
- Authorized officers should attest for preparing and checking the control account and its accuracy should be confirmed by the Accountant.