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ஒய்வூதியத் திணைக்களம்  
DEPARTMENT OF PENSIONS



මහලක්කම් කාර්යාලය, මැලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ circular/ 2012      දිනය } 08.02.2012  
இல. } .....      திகதி } .....  
No. } .....      Date } .....

**Pension Circular 01/ 2012**

To all District Secretaries/ Divisional Secretaries,

**Arranging Local Government monthly payment schedules and decentralizing custodianship of files to Divisional Secretariats**

This circular is issued by repealing Pension Circular 12/ 2010 dated 13.12.2010 and Pension Circular 12/ 2010(I) dated 07.07.2011.

**1. Background**

Local Government pension and Local Government Widows'/ Widowers' and Orphans' Pension Scheme are implemented under the Local Government Act No. 16 of 1974 and the funds initiated subject to the act. The local government employees were absorbed to the Provincial Public Service originated with the establishment of Provincial Councils. The Local Government pension scheme is continued in respect of the Local Government officers retired before 03.09.1993. The Local Government Service pension which functioned under the Local Government Director was delegated to the Department of Pensions from 01.01.1990. Director General of Pensions is the present authority of above pension scheme.

Local Government pension files were maintained by the Local Government Division of this Department and Local Government pension payments were decentralized to Divisional Secretaries on 01.01.1999, in accordance with Pension Circular 7/ 98 and the financial provisions required for the payments were allocated by this office.

This payment process was further decentralized in March 2006 and April 2007 (North/ East) with the decision to pay government pensions through banks. Accordingly the financial allocations for monthly payments were stopped and instructed to make payments by financial provisions allocated to Divisional Secretariats and to credit the expense to Expenditure Head concerned. Consequently the Department of Pensions took steps to make payment schedules on the basis of monthly changes and the deaths reported from Divisional Secretariats.

Director General	Telephone 2431647	Fax 2342078	W&OP	Telephone 2332346	Fax 2432214	Policy	Telephone 2329580	E-mail: pensions@sltnet.lk Web site: www.pensions.gov.lk
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	

## 02. Decentralizing process

Monthly payment process of Local Government pension was decentralized time to time after establishment of Provincial Public Service and some functions of this department which arranging payment schedules and custodianship of pension files were also completely decentralized to Divisional Secretariats on 01.01.2011. Local Government Pension Unit was dissolved on 31.12.2011 accordingly and the District Secretaries and Divisional Secretaries are given following instructions.

- i Death of civil pensioners should be informed to District Secretary before 05<sup>th</sup> day of next month.
- ii District Secretaries should make a report on relevant monthly deaths to Divisional Secretariats in the district and it should be forwarded to the Department of Pensions before 25<sup>th</sup> day of next month.
- iii When a Local Government civil pensioner died, a request to obtain Widows' and Orphans' Pension file should be forwarded to this department. (If the civil pension file which already had been sent to you under the program of decentralizing local government pension payment process has not received yet, the request for the civil file also should be forwarded with the above request for widows' and orphans' pension file.) The civil pension file which remains under your custody should be sent to this department for the convenience of issuing widows' and orphans' pension number.
- iv I will take action to convert local government pension file to civil/ widows'/ widowers' and orphans' pension file when necessary and will be sent to you. Accordingly you should issue the award letter and initiate the payment.
- v The process of issuing civil widows' and orphans' pension award numbers should be followed when the widows' and orphans' pension award numbers are issued.

Ex.- Mr. K A Sirisena, who retired on 30.03.1988 was died on 11.11.2010 and his pension number was 12100. Award letter is issued from Divisional Secretariat – Biyagama.

The lakh series for year 1988 is – 500,000

For the widows' and orphans' pension number in year 1988 it should be – 400,000


The last number issued from Biyagama Divisional Secretariat in four lakh series was 410,004.

District No.	Div. Sec. No.	Code No..	Award No.
07	01	21	410005

vi When a pensioner requested for a civil pension revision after ten years, the revision should be made by you and initiate payment accordingly. Furthermore the requests of the pensioners retired before 03.09.1993 should be forwarded to the Department of Pensions along with the request and the pension file. When there is revised pension payments the Divisional Secretaries should make sure to cancel the local government pension and initiate the payments under civil pension number.

vii The identity cards of local government civil/ widows' and orphans'/ widowers' and orphans' pensioners should be made by the Divisional Secretaries.

The Department of Pensions will issue new awards/ revised awards of local government pensioners under civil pension numbers and widows'/ widowers' and orphans' disabled pension awards should be issued by the Divisional Secretariats.



**K A Thilakaratne**

Director General of Pensions

Copy:

1. Secretary to the President
2. Secretary to the Ministry of Finance and Planning
3. Secretary to the Ministry of Public Administration and Home Affairs
4. Auditor General