

**Pension Circular No.06/ 2014 (Amendment II)**

My No: PN/Circular/2014

Department of Pensions,

Maligawatte,

Colombo 10.

15.07.2014

To all District Secretaries,

Divisional Secretaries,

**Suspension of payment of arrears of pensions**

The Pension Circular No.06/ 2014 (I) is further amended by the insertion of Para No VIII and by amending Para No. III, IV and VII as mentioned below.

- (III) After completing all details, the document should be certified in respect of preparing by Pensions Officer/ Development Officer/ Management Assistant/ Document Assistant who has been assigned to the duty on pensions and checked by the authorized officer. Thereafter, it should be forwarded to the Divisional Secretary for the approval and then to the Accountant for the certification. Accordingly, it should be forwarded to the Department of Pensions along with a copy of the pension award paper.
- (IV) The details of the arrears payments of pensions in relevant month should be uploaded in the data base by the Divisional Secretariat and handed over or sent by registered post to reach at the Department of Pensions along with ARI, ARII and ARIII forms before 20<sup>th</sup> day of each month. The database prepared by the Divisional Secretary should be e-mailed to [pensionho@yahoo.com](mailto:pensionho@yahoo.com) on or before 20<sup>th</sup> day of the month. Please refer the amended ARI, ARII and ARIII forms for necessary action.
- (VII) The details of arrears payments and other information uploaded in the database by Divisional Secretariat are checked by the Department of Pensions. The revised database which included the revisions to be made as per your information and the calculations uploaded by relevant divisions of the department is sent to you to make payments accordingly.

(VIII) Combining the database by Pensions Officers of District Secretariats will not be required in future. However, the process on sending database of Divisional Secretariats to the Department of Pensions should be coordinated by these officers and steps should be taken to send the control accounts as well.

**Sgd./ S S Hettiarachchi**  
**Director General of Pensions**

Copies to:     01. Secretary to the Ministry of Public Administration and Home Affairs  
                    02. Auditor General

**Certificate on payment of arrears**  
**Department of Pensions**

1. Name of the pensioner (i) Name in full .....  
(ii) Name with initials .....
2. Pension/ widows' and orphans' pension No.: Code : ..... Type .....  
No. ....
3. District: ..... 3.1 Div. Sec. Division : .....
4. National Identity Card No. ....
5. Telephone No. i. .... ii. Fixed .....
6. Permanent address of the pensioner: .....
7. Date of retirement : .....
8. Monthly pension before the conversion Rs. ....  
(Before deduct)
9. Monthly pension after conversion Rs. ....  
(After deduct)
10. Reason to pay arrears of pensions: .....  
.....
11. Applicable circular:- (if relevant)  
87, 88, 16/94, 1/97, 5/99, 9/2000(i), 7/2001, 17/2003, 1/2004, 14/2004, 12/2005
12. Net arrears of pension payable (calculated as per ARII)  
Rs. ....
13. Deductions (if relevant)  

<u>Purpose</u>	<u>Amount</u>
14. Details of pensioner's bank account/ paying post office:  
i. Name of bank/ post office:    ii. Bank/ post office branch    iii. Account No.  
.....

Prepared by:  
(PO/DO/MA)

Signature .....

Name .....

Post .....

Date .....

Checked by:  
(PO/DO/MA)

Signature .....

Name .....

Post .....

Date .....

Approved by:  
(Div.Sec.)

Signature .....

Name .....

Post .....

Date .....

Certified by:  
Accountant (D.S.)

Signature .....

Name .....

Post .....

Date .....

15. Certification of Payments verification Unit

i. Hereby certified that the amount of Rs.....mentioned in above Para12 is correct.

ii. Hereby certified that the amount payable as arrears of pension after corrections is Rs..... (Abstract of the calculation is attached.)

Checked by:

Signature : .....

Name: .....

Post: .....

Dated .....

Approved by:

.....

Director/ Asst.Director

Date .....

Certified that above  
payment is correct.

.....

Accountant

(Department of Pensions)

Date .....

Certified that the above  
payment data are included  
to the database accurately.

Signature : .....

Name: .....

Post: .....

Dated .....

## Computation sheet of arrears of pensions

Computation of arrears of pension of Rev./ Mr./ Mrs./ Miss. .... Pension / W&OP No. .... Reason for the payment of arrears of pension Applicable circular: 87, 88, 16/94, 1/97, 5/99, 9/2000(i), 7/2001, 17/2003, 1/2004, 14/2004, 12/2005						
Duration	Pension paid	Pension payable	Arrears of pension	Allowance paid	Allowance payable	Arrears of allowance
From ..... To .....	Monthly salary <b>X</b> No. of months	Monthly salary <b>X</b> No. of months		Monthly allowance <b>X</b> No. of months	Monthly allowance <b>X</b> No. of months	
	Arrears of pension payable					
	Arrears of allowance payable					
	Recoveries reduced					
	Gross amount					

Prepared by:  
(PO/DO/MA)

Signature .....  
 Name .....  
 Post .....  
 Date .....

Checked by:  
(PO/DO/MA)

Signature .....  
 Name .....  
 Post .....  
 Date .....

Approved by:  
(Div. Secretary)

Signature .....  
 Name .....  
 Post .....  
 Date .....

Certified by:  
Accountant (Div. Sec.)

Signature .....  
 Name .....  
 Post .....  
 Date .....

## Department of Pensions

Payment summary of arrears of pensions of Month of ..... 20.....

District: ..... Divisional Secretariat: .....

Serial No.	Form IAR I No.	Pension No.	Name of Pensioner	Bank/Post Office Branch	Bank account No.	Payable total arrears of pension as per IAR II (including arrears allowances)	Total deductions as per IAR II	Net arrears of pension payable
Total								

Hereby certified that the above particulars are correct and has not been paid these arrears of pension previously.

Prepared by:  
(PO/DO/MA)

Date .....

Checked by:  
(PO/DO/MA)

Date.....

Approved by:  
(Div. Secretary)

Date.....

Certified by:  
Accountant (Div.Sec.)

Date.....