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எனது இல. } .....  
My No. }

ඔබේ අංකය  
உமது இல. } .....  
Your No. }

දිනය  
திகதி } 2014-11-18  
Date }

### VERY IMPORTANT

#### Pension Circular No. 14/2014

To all Secretaries to the Ministries,  
Chief Secretaries to the Provincial Councils,  
Heads of Departments, Commanders of Three Forces,  
District Secretaries,  
Divisional Secretaries,

#### Expediting the payment of pensions

This circular is issued in line with the Circular Letter No.04 dated 16.10.2014 issued by me.

01. The Department of Pensions has been ordered to expedite the first payment of pensions according to the Para No.57.4 of Budget Proposals 2015. Therefore a special programme has been implemented to expedite the award of pension entitlements to the pensioners.
02. Accordingly, the Department of Pensions will take action to initiate the first payment of monthly pensions of all civil officers and officers of armed forces from month of November 2014 by compiling data of relevant officers to a centralized computer database. The Department of Pensions will initiate the first payment of monthly pension from the same month of retirement of future pensioners.
03. Since the details of Form “A” which produced to obtain pension number comprising with all requirements to issue a pension award paper, will be based to the payment of these pensions. Following documents are also requested with the pension application to have further clarification on these details.
  - i. Certified copy of the letter of retirement approved
  - ii. Certified copy of history sheet of the officer
  - iii. Additional details of the officer prepared according to the Annexure 1.

**(The additional information will not be required in future since the new application PD03 will be introduced instead of Form “A” application)**

04. The Department of Pensions will initiate the first payment of monthly pensions within the first month itself by issuing pension number according to the pension application submitted according to the above instructions. **It is the responsibility of the government institution concerned to send pension file to the relevant Divisional Secretariat by issuing pension award paper as at the date of retirement.** In case where if the pension award paper could not issue even after receiving the pension number, should be informed with the reasons to the Assistant Director of First Payment Division of the Department of Pensions.
05. If any pensioner whose first pension payment has been initiated by the Department of Pensions was died before sending pension file to the Divisional Secretariat concerned or any reason arises to withheld the payments, should be notified to the Assistant Director of First Payment Division of the Department of Pensions and to the Divisional Secretariat concerned.
06. The pension numbers issued with effect from **01.10.2014** will not be informed to you in writing and the details in that regard will be available in the department website [www.pensions.gov.lk](http://www.pensions.gov.lk) by entering the National Identity Card number of the pensioner after accessing to **Pension Application Information**.
07. Any public institution should not make temporary pension payments to the pensioners retiring from **01.10.2014** and the institutions make payments disregarding this instruction have to take the responsibility as the Department of Pensions will not liable to any such actions.
08. The applications (to issue AB pension numbers) delivered to the Department of Pensions for awarding both Services and the Disability Pension entitlements should firmly comprise with the information whether the respective Armed Forces Headquarters take action to pay monthly salary and cost of living allowances until the date which the officer completes 55years of age. This would cause to prevent the double payments in future.
09. Action should be taken to send a document to the Department of Pensions before 15.12.2014 comprising the details; i.e. name, designation, national identity card number, telephone number and specimen signature of the Staff Officers placing signatures to the pension applications sent by you. Those details can be sent through [newpension@pensions.gov.lk](mailto:newpension@pensions.gov.lk) . Revisions and adjustments to the details should be immediately informed to me. The specimen form to submit details is in **Annexure 02** and the specimen signature form is in **Annexure 03**.
10. A report with the details including the name of the retiring officer, designation, widows'/ widowers' &orphans' pension number, name of the spouse, National Identity Card number, date of retirement, annual salary as at the retirement date should be sent to the above e-mail address in each 06 months with the name, designation and the official frank of the certifying officer. This report should be prepared in Excel Worksheet in English language (Times New Roman). The report should be according to the specimen attached herewith in **Annexure 04**.
11. The details of the officers expect to retire in year 2015 should be sent before 01.01.2015 and the details of the officers completing 55 years of age as at January 2015 should be sent to the above e-mail address before 30.06.2015. The details of each pensioner depicted in the application should be compared with the details of the above report for the accuracy of the data henceforth. Based on the above details, a database of future pensioners should be prepared and maintained and updated accordingly.

12. The Department of Pensions will maintain a special Web Portal from year 2015 to interact with the Government Institutions from which the officers retiring. Therefore, an internal pre-preparation at each institution is expected to maintain the pension managements through the Web Portal. The real time information transaction between those institutions and the Department of Pensions will pave the way to expedite the awarding of pensions.
13. The Department of Pensions is highly expected the fullest cooperation of your institutions to the success of this programme as it is benefited to the whole pension process by upgrading efficiency and productivity and caused to prevent frauds and irregularities. The success of this programme will cause to strengthen the retired life of pensioners by inspiring the dignity and pride within themselves.

**Sgd./S S Hettiarachchi**

Director General of Pensions

Copies:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Secretary to the Ministry of Public Administration and Home Affairs
5. Secretary to the Ministry of Finance
6. Auditor General



## Department of Pensions

### Supplementary details for the pension application



**Sri Lanka  
Pensions  
Pride of a Generation**

- 01.Name of the Institution :-.....  
 02.Name of the Officer :-.....  
 03.National Identity Card No. :-.....  
 04.Grama Niladhari Division and number of permanent residence :-.....  
 05.Divisional Secretariat of permanent residence:-.....  
 06.E- mail address:-.....  
 07.Mobile number to make notifications via SMS (important):-

Telephone number to contact with the institution	
Officer's contact number	

- 08.Bank account details (should not be a joint account and should submit a copy of the passbook):-

	Bank	Branch	Account No.
Bank to obtain pension gratuity (either Bank of Ceylon/ People's Bank/ National Savings Bank)			

- 09.Details of another account if preferred to draw monthly pension instead through the above account:- (should not be a joint account – copy of the passbook should be submitted)

	Bank	Branch	Account No.
Details to draw pension			

10. A certified letter regarding the dues for government as at the date of retirement should be submitted  
 11. Certified copy of the letter of retirement should be submitted.  
 12. A certified copy of the history sheet should be submitted.

Hereby certified that the above details are correct.

.....  
 For Head of the Department  
 (Name included official frank)



### Specimen form to declare details of the officers expect to retire

Name	*post held at the time of retirement	W&OP No.	National Identity Card No.	Date of retirement	Annual salary as at the retirement

\* designations should be according to the job category

Ex. : Sub Teacher = Teachers' service 1 (Science Teacher)

Doctor = Consultant Eye Sergeant

\* Please make arrangements to submit the employment details of pensioners as at the date of retirement since it is expected to re-employ the pensioners in future.

**Name/ designation/ signature and official frank of certifying officer**



# DEPARTMENT OF PENSIONS



## SPECIMEN SIGNATURE CARD

Name with Initials


Ministry

NIC No

Department

Mobile No

Institution

Office No

Fax No

Designation

Email

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Initial (Short Signature)

(Please Put the Signature Inside the box)

I certify above signature is true and correct.

Date .....

.....  
Signature of the Head of the Department