

Pension Circular No 03/2015 (Revision I)

My No: P/ Circular/ 2015
Department of Pensions,
Maligawaththa,
Colombo 10.
2015.10.

Secretaries of all Ministries
Provincial Chief Secretaries
Heads of Local Government Institutions/Heads of Departments
District Secretaries/Commanders of Three Armed Forces
Divisional Secretaries

Obtaining pension benefits on the date of retirement

In addition to the Pension Circular No 03/2015 issued by me on the above matter.

02. The applications for retirement of Contributors (Male/Female), who retire from public service without having a W&OP number, are not submitted at present to the Department of Pension and therefore the process for making them entitled to pension benefits is also delayed as a result of the delay occur in their retirement.

03. The relevant institution should take action to update the personal file of a newly appointed officer to public service from the date of appoint of such officer and further the institution should take action to register the officer concerned in widows' and orphans' fund and to maintain relevant documents recovering contributions. However the Department observes that the pensioner has to face prejudices at the time of retirement due to the weaknesses in the process.

04. Department has taken necessary action to award all the benefits within one day combining all such benefits entitled to officers, who retire from service. Accordingly when the Head of Institution submits PD 03 Application as per Circular 03/2015 to the Department of Pension for the payment of pension benefits, the Head of the respective Institution can submit applications, even at the occasions where the W&OP number has not been obtained by the officer. However it is hereby notified that it is compulsory for such officers to obtain W&OP number through internet from 01.10.2015.

05. Further, arrangements have now been made to carry out the process for the payment of Widows'/Widowers'/Orphans' (Unemployed persons below 26 years of age) and Disabled Pension also through internet. For the purpose it is the responsibility of respective Head of Department to recover contribution to W&OP from all public servants as per sections No 8,9,10 and 11 of Widows' and Orphans' Pension Act No 01 of 1898 and section 5 of the Amendment Act No 44 of 1981. It is compulsory to confirm such recoveries and to submit them by the Head of the Institution

to the Department of Pension as per W&OP.16 (Form General 1729) at the time of the retirement of relevant officer.

06. Therefore you are kindly requested to pay your attention to the above facts and further your cooperation is expected to ensure a prompt service to beneficiaries by way of making the retirement process more efficient.

S.S.Hettiarachchi

Director General of Pensions

Copies: 1. Secretary to H.E. the President

2. Secretary of Hon Prime Minister

3. Secretary, Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance

4. Secretary, Ministry of Finance

5. Auditor General- for Necessary action