

Pension Circular No.03/2015

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

24 -04 -2015

All Secretaries of Ministers.
Provincial Chief Secretaries
Heads of Departments
District Secretaries/ Commanders of three forces
Divisional Secretaries,
Head of Local Government Authority.

Granting Pension Benefits on the same date of retirement.

Even though the pension gratuity should be granted on the same date of retirement to the officers, who retire from public service, and in the meantime the monthly pension should be paid from next month after the retirement, it has been observed during the past period that a certain delay occurs in making such payments to the retired officer. With a view to avoid such delays, necessary orders and prescriptions have been provided by the Circular No 121 issued on 14. 06. 1978 by the Ministry of Public Administration in order to expedite the payment of pension. However, delays are still observed due to non implementation of the orders and prescriptions issued for the purpose. Therefore this circular is issued for the purpose of applying the orders and prescriptions mentioned in Public Administration Circular No 121 to suit to the present context. Accordingly it is hereby informed that all the public institutions are bound to follow the provisions of this circular.

02. Following targets are expected to be achieved by the plans prepared by the Department of Pensions in order to expedite the payment process of pension.

- I. To grant the pension gratuity on the same date of retirement to the public officer who retires from the public service
- II. To make arrangements for the respective public officer to obtain his pension from the same date of retirement
- III. To make arrangements for the spouse to obtain widows'/ widowers' pension after the demise of the pensioner
- IV. To simplify the payment process of pension with the application of information technology

03. Establishment of Pension Divisions

- I. A precise programme should be prepared to deal with the functions connected to pension of public officers serving in all ministries and all other institutions under provincial councils in prompt and proper way. These pension divisions should be governed under the Additional Secretary (Administration) and the Chief Deputy Secretary (Administration) of the Provincial Council. In case where there are departments in large scale with sub offices, which prepare pension files under Ministries, action should be taken by the respective Ministry to establish the pension division under the Director (Administration) of such departments.
- II. The pension division should always ensure proper coordination with the Ministry of Public Administration and the Department of Pension.
- III. The pension division should make a review on the progress carrying out follow up action and necessary directions so as to enable the pension rights of officers serving under the Ministries of Departments, to provide prompt solutions to the related issues, expedite the retirement process, and also to ensure the payment of pension gratuity, monthly pension and other final benefits of the service on due date after the retirement.
- IV. Taking necessary actions to expedite the process avoiding such delays is also an important role to be performed by the pension division since it seems that a considerable time is taken to prepare and send the files connected to the retirements, which have not been decentralized, to the department of pensions.
- V. Action should be taken to prepare and maintain with a necessary updating a database of all the officers serving in all public institutions, who are due to retire (the officers beyond the age of 54 years). The name of the officer, designation, date of first appointment, date of birth and the number of the National Identity Card should be included in the data base.
- VI. Since there are more than 4000 public which prepare pensions files, action should be taken to send a report (Annex 1) containing the names of sub offices, which prepare pension files, under all Ministries and departments and further the name of the respective staff officer enabling to maintain an accurate data base in this regard at the department of pension. The Director General of Pension should be informed regarding any sub office, which prepares pension files, if such sub office is newly established.

04. Maintenance of Personal Files

- I. The preliminary tasks in relation to the retirement are performed based on the personal file. Therefore, the personal file of each public officer should be properly maintained. Mainly the documents such as the letter of appointment of the officer original of the birth certificate, letter of conformation in service, letters issued to confirm that the officer has passed efficiency bar examinations, letters connected to the promotions and changes made in the service and the letters connected to disciplinary order etc. should be included

in the personal file. Special attention should be drawn to the criteria in the personal file such as the period of service, annual salary as at the date of retirement, confirmation in service, since they are highly important in the preparation of pension.

- II. It has been identified that the maintenance and updating of the history sheet of the officer accurately from the date of appointment to the public service are essential tasks. The responsibility of the head of the department to maintain the history sheet properly and accurately since that is a prime document to be included in the personal file.
- III. The personal file of every public officer, who reaches the age of 54 years and 06 months, should be updated making necessary inquiries on the pension rights. In the meantime every arrangement should have been made for the retirement without any delay. It is the responsibility of the respective staff officer to grant promotions and salary increments entitled to the officer, to calculate service period and update particulars of leave in an accurate manner.
- IV. The Head of the respective institution should be vigilant on the progress in the maintenance of personal files of the officer serving at his/ her institution whilst paying attention personally to find whether they are maintained with necessary updating. Since it would be required to submit revised applications for pension as a result of avoiding necessary updating it may cause to add an additional workload again to the institution, pensioner, Department of pension and Divisional Secretary's Division. In the meantime this may affect the public finance management.
- V. There may be exceptional cases where it is impossible to find documents and information pertaining to the service of an officer. The head of the department should appoint an investigation committee consists of 02 staff officers at such occasions where the files are displaced due to reasons beyond his control as Tsunami, flood, fire, terrorist activities and damages caused by pests. In case where staff officers are not available at the office, action should be taken to complete this committee obtaining the service of staff officers from a public institution situated nearby. Recommendations regarding the period of service, which is impossible to find due to displacement of documents, should be made by the report of the committee pertaining to calculation of pension and the report should be certified by all members of the committee placing official stamp with their names. The Head of the Department should send aforesaid report of the Committee to the Director General of Pensions along with his recommendations.

N.B. A new history sheet prepared certifying all the documents, on which the report of the committee was based, should be included in the personal file.

- VI. This tasks may be expedited with the application of the following checklist (Annex 07) connected to the personal files.

05. Completion of the particulars pertaining to Widows'/ Widowers' pension

Other special issues identified in the pension process are the delay in granting benefits to the orphans, the comparatively long period taken for the preparation of disabled pensions and the helpless situation faced specially by the widows in obtaining Widows'/ Widowers and Orphans pension after the demise of the contributor. Non – updating the Widows'/ Widowers' pension files accurately, is one of the main reasons which affect such situation. Therefore, the Head of the Institutions should take necessary actions to include following documents in the personal file in order to avoid such problematic situation.

- I. Original of the marriage certificate
- II. Documents to prove the termination of marriage if previously married
- III. Original of the Certificate of Birth of the spouse
- IV. A certified copy of the national identity card of the spouse
- V. Originals of the certificate of birth of children
- VI. A medical report if there are disabled children – the medical report issued from a government hospital to prove that the disability occurred before reaching 26 years of age
- VII. Original of the death certificate if spouse has demised
- VIII. Absolute order issued by the court if divorced
- IX. Documents to be proved the changes in the names of spouse, if any

(The originals of Birth, Death and Marriage Certificates should have been certified by the Additional District Registrar)

- (a) Above documents should be filed in the personal file and further action should be taken strictly to include them in the pension file of the officer after his/ her retirement. The department of pension will taken action to combine both the pension file containing above documents and Widows/ Widowers' and Orphans' file. In the meantime the Widows/ Widowers' and Orphans' pension file will also be updated concurrently.
- (b) Since the persons possess 10 yeas pensionable service, whose service has been terminated without pension rights (vacated their posts) or who have resigned or been dismissed from the service, and orphans are entitled to the benefits of Widowers' pension scheme as per the provisions made by the Pension Circular No 13/2010 dated 16. 12. 2010 issued in accordance with the Widows and Orphans Fund Act (amendment) No 08 of 2010 and Widowers' and Orphans Fund (Amendment) Act No 09 of 2010, the heads of institution should take actions to send relevant history sheet containing all minutes along with above mentioned documents to the department of pension in order to update Widows'/ Widowers'/ Orphans pension files of the officers. In the meantime the Heads of Institutions should see to make the guardian of the respective officer aware in this regard.

06. Directing Applications for Pension

- I. All the clearance which are to be made prior to the retirement of an officer should be finalized correctly and the approval should be obtained for the retirement 06 months before the date of retirement.
- II. The application for the pension should be sent to the Department of Pension by the respective public institution 03 months before the date of retirement . The new application for pension PD 03 (Annex 03) introduced instead of pension form 'a' for the officers retire from 02. 04. 2015 should be duly perfected with the inclusion of relevant particulars and only one copy of the same should be submitted to the Department of Pensions. However, this prescription should not be applicable to the applications already made to the Department of Pensions.
- III. The application (Annex 03) should be perfected and submitted from 02. 04. 2015 for the applications for non – decentralized pensions submitted by Form General 55. Accordingly, it is not necessary to use Form General 55 for the non – decentralized pensions from 02. 04. 2015.
- IV. Following documents should strictly be submitted along with the application for pension.
 - a. Copy of the letter by which the retirement has been approved.
 - b. Certified copy of the national identity card.
 - c. A certified pay slip of the month in which the application is sent or the previous month.
 - d. Certified copy of the pass book of the bank. (Only BOC, PB, NSB)
 - e. Affidavit on recoveries due to be made to the government.

For the purpose of crediting the pension gratuity, it is compulsory to submit a separate account from a state bank.

- V. It is the responsibility of all Heads of Institutions to take action to avoid delays in confirming the particulars in Part I and II of the application PD 03 to be perfected by the pensioner.
- VI. It is highly important to examine thoroughly relevant applications since incomplete applications for pension have to be returned.

07. Granting pension gratuity

- I. The pension gratuity will be credited directly to the respective pensioner as at the date of retirement immediately after the issuance of pension number. Relevant

public institution and the pensioner will be informed in this regard. Therefore, the deductions to be made from the pensioner for the recoveries to the government should clearly be indicated in application PD 03. The amount to be deducted from the officers retire through Provincial Councils will be credited to the official bank account of the relevant institution.

- II. The no claim certificate should not be a base for deductions made for recoveries to the government.
- III. The affidavit to be submitted by the pensioner for the recoveries to be made to the government should also be submitted along with application for pension.
(Annex 4)

08. Issuance of pension awarding certificate and commencement of the payment of monthly pension.

- I. The pension awarding certificate should be issued on or before the date of retirement obtaining the pension number through www.pwnsion.gov.lk.
- II. Copies of the pension awarding certificate should be sent to relevant institutions on the date of retirement and only one copy should be referred to the Department of Pensions. That should be a clear copy since it is scanned.
- III. Once the pension number is issued, the Department of Pensions will take action to remit directly the monthly pension to the bank account of the pensioner from the month of retirement.

09. Preparation of the pension file and submission to the Divisional Secretary.

1. The pension file should be correctly prepared and action should be taken to send it to the respective Divisional Secretariat either on the date of retirement or within one week after the date of retirement.
2. Action should be taken strictly to include following documents and information to the pension file which is sent to the Divisional Secretary.
 - a. Certified copy of the history sheet.
 - b. Copy of the letter by which the retirement has been approved.
 - c. Certified copy of the certificate of birth.
 - d. Certified copy of the national identity card.
 - e. Certified copy of the application for pension (PD 03) referred to the Department of Pension.
 - f. Certificate of residence (Form DS 40 obtained from the Grama Niladhari.
 - g. Pension awarding certificate (Treasury 79)
 - h. No claim certificate

12. Examination of the performance of pension divisions and personal files.

- I. Officers of the Human Resource unit of the Ministry of Public Administration, officers of the Department of Pensions and officers of the Department of Auditor General should be granted opportunity to examine functioning and performance of pension divisions and also to examine whether personal files are properly maintained.
- II. The issues in the pension rights of the public officers will be solved with these examinations.

13. All the provisions of this circulars should be applicable to the three armed forces.

14. All the particulars of this circular can be downloaded through www.pensions.gov.lk.

This circular is issued with the concurrence of the Ministry of Public Administration.


S.S. Mettiarachchi
Director General of Pensions

Copies :

1. Secretary to the President.
2. Secretary to the Prime Minister.
3. Secretary - Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance
4. Secretary - Ministry of Finance
5. Auditor General – To get the cooperation to formalize the programme for conservation of personal files

(All documents mentioned in para. 05 in relation to the confirmation for payment of widows' pension should be included in pension file)

3. It is not required to maintain additional pension files at your institution in relation to the retirement of officers. All the particulars should be maintained filling them in the personal file.
4. Issuance of pensioners' identity card.

The pensioners' identity card (Treasury 1470 used at present should not further be used from 01. 05. 2015. New electronic pensioners' identity card (NFC card) will be issued by the Department of Pensions.

10. Human Resource week.

- I. The first week of May of every year should be treated as Human Resource week. Programmes for updating personal files should be implemented during that week providing necessary guidance.
- II. The officers who deal with the activities connected to updating of personal files should be aware in this regard and facilities should also be provided to rectify the weaknesses observed during the Human Resource Week.
- III. The Head of Institutions should specially provide opportunities to the public officers to examine their personal files during the Human Resource Week.
- IV. All the personal files should be examined and updated within the "Human Resource Week." Priority should be given to update the personal files of officers who are reaching the age of retirement.

11. Progress of the functions relating to pension of the institution

- I. The progress of the updating of personal files during Human Resource Week should be referred to the Ministry of Public Administration as mentioned in Annex 05 attached herewith.
- II. A monthly report on the progress of the whole process connected to the pension should be prepared as per Annex 06 attached herewith and it should be maintained with the signature of the Head of the Institution. This report should be included in a computer system. Quarterly progress report prepared in accordance with the afore said form should be sent to the Department of Pension thorough pensionprog@pensions.gov.lk

Form containing the list of offices processing pension files to be submitted to the Department of Pensions

Name of the Institute :-

Serial No.	Name of the sub Office processing the Pension Files	Name and designation of the staff officer in charge of the sub office	Telephone Number

.....
Prepared by

.....
Checked by

.....
Head of the Department



13. District of the permanent residence :-

.....

14. Private Tel. Number: Residence

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Mobile*:-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

15. Private E-mail Address (If any):-

16. Private Skype Address (If any) :-

17. Bank Account Number (Should not be a Joint Account) :-.....

18. Name of the Bank :-(Should be the National Savings Bank, Bank of Ceylon or People's Bank.)

19. Name of the Bank Branch:-

.....

(Attach a photocopy of the Bank Pass Book.)

20. I do/do not express consent to receive the pension gratuity.....

(State clearly)

I,(name)....., who have served as (designation).....of (Ministry/Provincial Council/Department)

.....do hereby inform that I shall retire from service/I have been sent on retirement with effect from the.....of, 20.....on the ground of (mention the reason for retirement; i.e. reaching the age of retirement/abolition of post/medical reasons)..... Furthermore, while stating that these particulars are true and correct, I do express my consent for the recovery of any sum of money payable to the government, if any, and I am truly aware that if my gratuity is not sufficient for that purpose, the amount will be recovered from my monthly pension. (I submit herewith the Affidavit relating to the recovery of money payable to the government).

Date :-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of Applicant
(Place the usual specimen signature)

(Should sign so as not to cut the lines)

Part II

A 4.5 cm x 3.5 cm clear colour photograph of the spouse should be pasted here.

Statement of Widows' and Orphans' Information (Part to be completed by the Officer)

W&OP Number (If available)

21. Marital status :-

22. Full name of the spouse:-

23. Date of birth of spouse Year :- Month :- Date :-

24. NIC No. of the spouse :-

25. Date of marriage Year :- Month :- Date :-

26. If spouse is dead Year:- Month:- Date:-

(Submit Certificate of Death)

27. Occupation of the Spouse :-

28. If there was a previous marriage, details of it :-

Name of Spouse	Date of Birth	Date of Marriage	NIC No.	How the marriage ended	Date of termination of the marriage
1.					
2.					

29. Details of Children

Name of the child	Male/ Femal e	Date of Birth Y M D		Employment (if any)
1.				
2.				
3.				
4.				

30. Furnish information of disabled children if any.

Name of the Child	Male/ Fema le	Date of Birth Y M D	NIC No.	Nature of disability
1.				
2.				

I declare that the above particulars are true and correct.

Signature of the Applicant

Date



Part III

Service Information

(to be completed by the Institute)

32. Full name of the officer who retires :-

.....
.....

33. Designation in English as at the date of retirement:-.....
(should be in capital letters)

34. Ministry/Provincial Council:-

35. Department/Institute:-

36. Address of the Department:-
(which handles the retirement)

37. Tel. No. of the Institute :- Fax No. :-

38. E-mail of the Institute :-

39. Address of the last station/Institute where the Officer served :-
.....

40. Tel. No. of the Officer's present place of service :-

41. Service :- Grade :-

42. Description of occupation:-

Occupation	Speciality
☉☉:- II of Teachers' Service -	English/ Science/ A.L. Mathematicss
Medical Officer-	Eye/ Dental/ Heart Specialist
(Mention some speciality of any occupation)	

43. For re-employment of pensioners, use only one A4 sized copy of a self-prepared bio data sheet and attach hereto.

44. Date of first appointment Year: Month :- Date:-

45. Date of permanent appointment Y: Month:- Date:-
with pension

46. Whether confirmed in post:-

47. Reason for being sent on retirement:-

48. Section under which retirement is effected:-

49. Date of retirement Year :- Month :- Date:-

50. Last working day :-

51. If the Officer concerned has received awards of pension previously,-
Pension No. :-
What is it? :-

52. If public service gratuity awards have been paid, under which Section ? What is the No. of the relevant award?

53. No. of Widows' & Orphans'/Widowers' & Orphans' as at that date (if any):-
.....

Part III

54. Details of the period of service :-

	Period		Gross Service		
	From	Until	Years	Months	Days
Period of trained service relevant to the calculation of pension					
Casual/daily wages from which W&OP contributions were deducted					
Permanent and pensionable					
Period of service relevant to the calculation of pension					

55. No-pay leave details :-

	Years	Months	Days
Total no-pay leave period			
No-pay leave that can be set off in terms of Pensions Department Circular 9/96 , 1/98 and Public Administration Circular 4/2010			
Net no-pay leave			

56. Salary scale applicable to the date of retirement and the relevant Salary Circular No. :-

.....

.....

57. Salary particulars :-

	Rs.	Cents
Annual consolidated salary as at the date of retirement		
Value of earned increment if retiring on completion of 60 years of age		
Pension allowances		
1.		
2.		
(State clearly what the allowance is)		
Gross annual salary applicable to the calculation of pension		

N.B. A certified copy of the pay slip of the month relevant to the date of forwarding this application or of the month prior to the retirement should be attached.

Part III

Calculation of the percentage :-

	Reduced %	Unreduced %
Percentage entitled if the period of service is 25 years or more		
Percentage entitled for service of 25 years if the period of service is less than 25 years		
If less than 25 years, the deductible percentage at 1% for every 6 months or for each period less than that (not necessary in the event of more than 25 years)		
The deductible percentage at 0.2% for one month of no-pay or for each period less than that (Circular 9/96)		
The net percentage to be taken as basis for the calculation of pension for the Officer after the above adjustments		

58. Details of dues payable to the government (should be calculated as at the very date of retirement of the relevant Officer)

Particulars	Value
Total	

59. Details of gratuity entitlement :-

Pension gratuity = X X 2 =
 (Annual salary applicable to the calculation of pension Unreduced percentage value)

Amount payable to the government by the Officer as mentioned in 58 } = ()
 ඉදිරි පාරිභෝගික මුදල } =

60. Details of monthly pension entitlement :-

<u>Reduced</u>		<u>Unreduced</u>									
Gross annual salary applicable to the	Reduced %	Annual gross salary appl. to the calculation of pension	Unreduced %								
_____		_____									
12		12									
=	<table border="1"> <tr> <td align="center">Rs.</td> <td align="center">Cents</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Rs.	Cents			=	<table border="1"> <tr> <td align="center">Rs.</td> <td align="center">Cents</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Rs.	Cents		
Rs.	Cents										
Rs.	Cents										

Part III

61. Official Bank Account No. of the Head of the Institute:-

62. Particulars of official Bank Accounts

Official title of the Bank Account maintained by your Institute:-.....

Bank -..... Branch.....

Account No. -

.....

I hereby certify that the particulars of the Officer named.....
..... who served as (post held)
.....are true and correct and no
disciplinary inquiry is being held against the said Officer. Furthermore, I recommend that it
is appropriate to allocate a pension number based on those particulars and pay him the
pension gratuity entitlements and also to commence the payment of monthly pension.

Prepared by :- Name..... Designation.....
Signature..... Date.....

Checked by:- Name..... Designation.....
Signature..... Date.....

.....
Signature of the Head of Institute Date
(Placing the official seal with name is compulsory)

For use of the Department of Pensions

Computerized by :- Name..... Designation.....
Signature..... Date.....

Checked by:- Name..... Designation.....
Signature..... Date.....

Recommendation

Signature Date.....
(Official seal with name should be placed for the Director General of Pensions)

Instances relating to a non-decentralized retirement

Reasons for retirement and the Sections		
On disciplinary grounds (2 and 12)	Relevant date	
Compulsory retirement on the ground of inefficiency (attach Order 2 and 15)		
Retirement upon abolition of post/liquidation of the Institute (2 and 7)		
Retirement of Officers appointed after 45 years of age (2 and 17)		
Retirement from the Board or a Public Corporation released to upon freezing of pension (2 and 48)		
On completion of 20 years' service (PA Circular 30/88)		
On official language policy (2 and 48 N)		
In terms of Schedule "S"		
Death of the Officer after retirement and before receiving gratuity (2 and 39) to heirs		
Retirement under PA Circular 44/90		
Charity allowances/injury allowances		
Officers retiring before 02.01.2006 (2 and 17)		
One-time only allowances		
Service gratuities		
Daily service gratuities		
Compassionate allowances		
Death due to terrorist activities (PA Circular 369)		
1964 Police compensation		

Service particulars to be furnished further at a retirement

63. There is /is not a difference between the date of retirement and the date on which retirement was effected
64. If there is a difference, give reasons for that.....
.....
65. There are/ are not service interruptions during the period of service
66. If there are interruptions, give reasons for them.....
.....
67. There are/are no instances of temporary release to Corporations or Boards during the period of service relating to the calculation of pension
68. If there are instances of temporary release, has the contribution for the protection of 25% of pension relating to that period been charged?
(A report confirming the amount of contribution charged should be submitted)
69. There are/are no service extensions
70. If there are service extensions, the relevant period
Reason.....

Daily Service

- 71. Have W&OP contributions for daily service been charged ? :- Yes/No
- 72. If W&OP contributions have not been recovered, the amount to be recovered:-
.....
- 73. I do/do not express consent for the recovery of the said outstanding amount from gratuity
- 74. In the daily service appointment letter it is/is not mentioned that work should be done on Sundays and poya days
- 75. Has there been a promotion or a new appointment within three years before retirement ?
Has confirmation been made in that post ?
.....
- 76. Salary scale and salary step applicable to the permanent post.....
- 77. There are/ are no foreign visits undertaken during the period of service

Period of being abroad	With pay	Approval granted/not granted	No-pay	Approval granted/not granted

- 78. If retirement is effected under any special approval other than the Pension Minute, what is that special approval ?.....
.....
- 79. The Institute that authorized such retirement:-

When teachers of private schools and pirivenas go on retirement

- 80. Date of registration as a teacher:-.....
 - 81. Period of service as a trained teacher:-
 - 82. Contributions have/have not been charged for each year relating to the calculation of pension
 - 83. On instances where government quarters were occupied/ public property like government vehicles were used, they have/have not been returned
 - 84. If not returned, there is/no objection to the payment of pension before that
 - 85. If not returned, there is/no objection to the payment of pension before that
- Certified that the above particulars are true and correct.

.....
Signature of the Head of Institute Date
(Placing the official seal with name is compulsory)

In a non-decentralized retirement, in addition to the information furnished above, documents mentioned in the Annexure relating to the Section of retirement should be submitted.

For use of the Department of Pensions

Computerized by :- Name..... Designation.....
Signature..... Date.....
Checked by:-
Name..... Designation.....
(Officer in charge of the personal file)..... Date.....
Approval:- Signature Date.....
(Official seal with name should be affixed for the Director General of Pensions)

Affidavit

I,.....of as a
Buddhist/Catholic/Hindu/Muslim solemnly declare and swear as follows:

1. I am the declarant abovementioned.
2. I state that I have retired/ am due to retire from service on, 2015 having served at(Institute) as a.....(designation).
3. I request kindly to take steps to recover all dues payable to the government by me as at the date of my retirement from my pension gratuity.
4. I affirm and declare my willingness that in case it is found that subsequent to the recovery of dues as mentioned in paragraph 3 there is a further sum of money payable to the government by me relating to the date of retirement, such dues and if it is found subsequently that there is still a further sum of money due to the government after being sent on retirement, such dues too be recovered from my monthly pension.

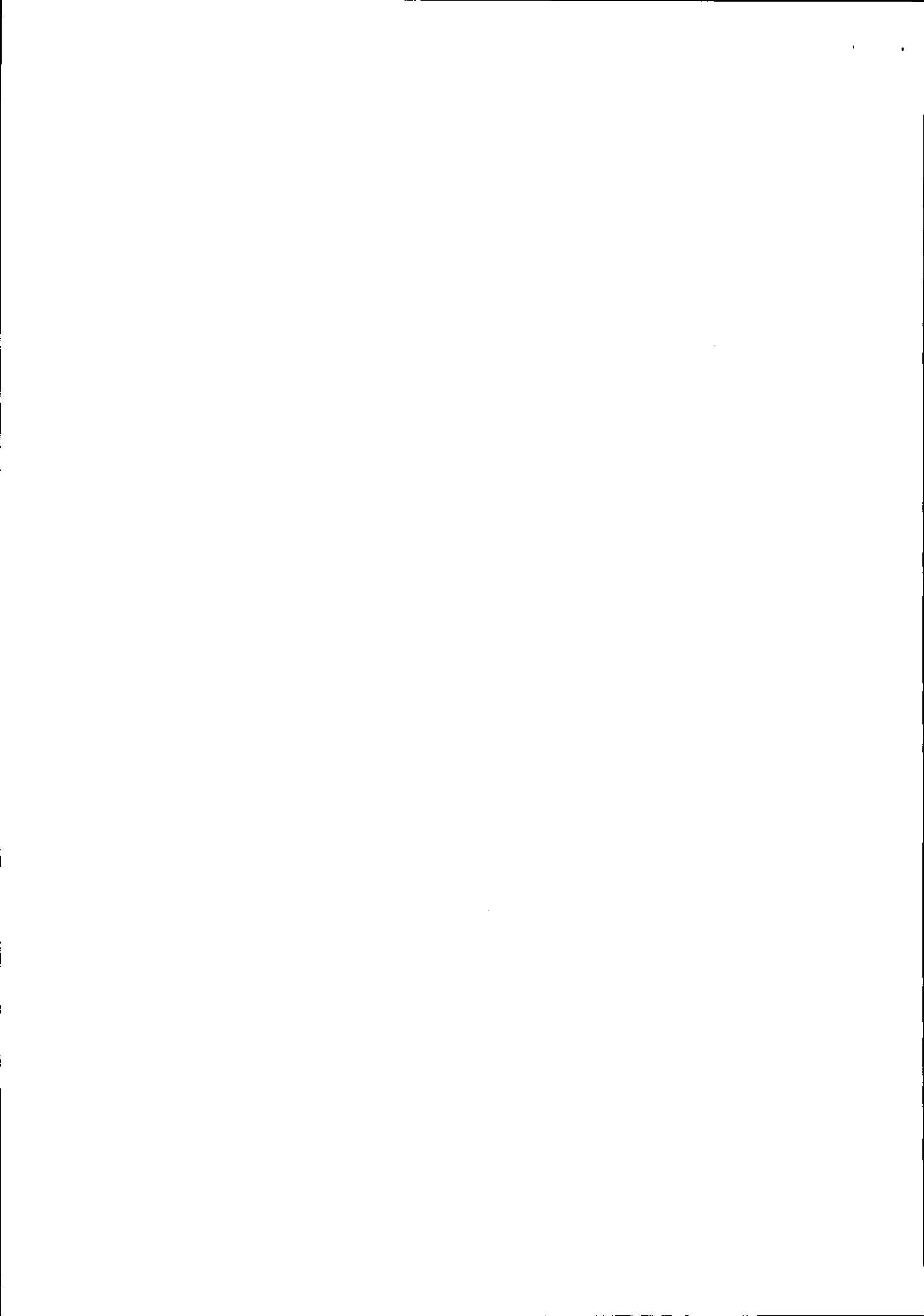
Having read the above statement carefully and having understood it as true, I have placed my signature on this day of....., 2015.

.....

Signature of the Declarant

Having been read over and explained the foregoing statement, the abovementioned declarant placed his/her signature before me on this day of.....,2015.

Justice of the Peace/Commissioner of Oaths/ Attorney-at-Law/Authorized Officer who obtained the Affidavit



Report containing progress of updating personal files during the Human Resources Week

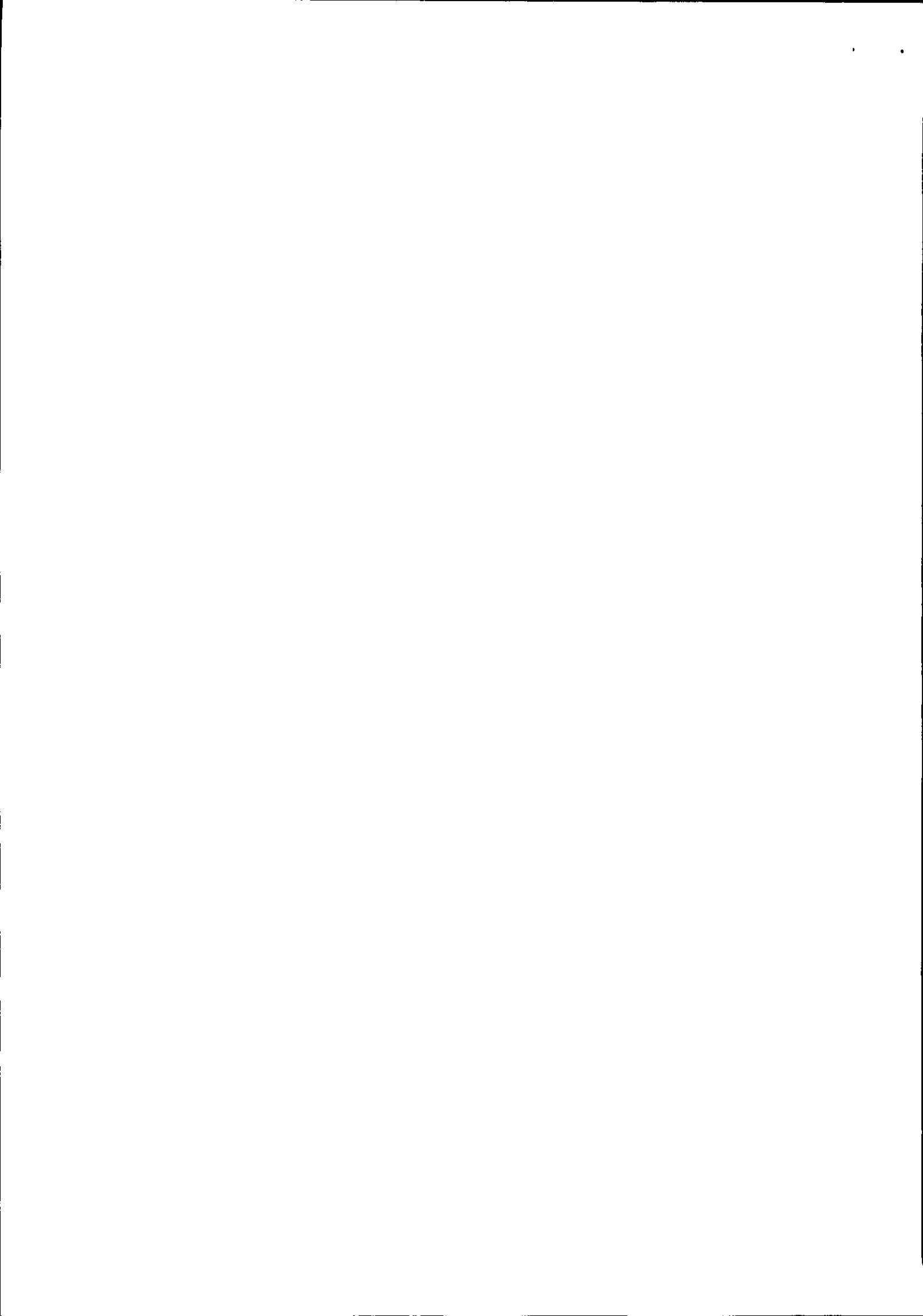
Name of the Institute :

Number of current Personal Files	Number of Files updated	Number of Files not updated	Number of Files to be further updated	Steps taken with regard to Files not updated

.....
 Prepared by
 (Section processing pension)

.....
 Checked by

.....
 Head of the Department



Monthly Report on the overall progress of activities relating to pension matters

Name of the Institute :

Year:

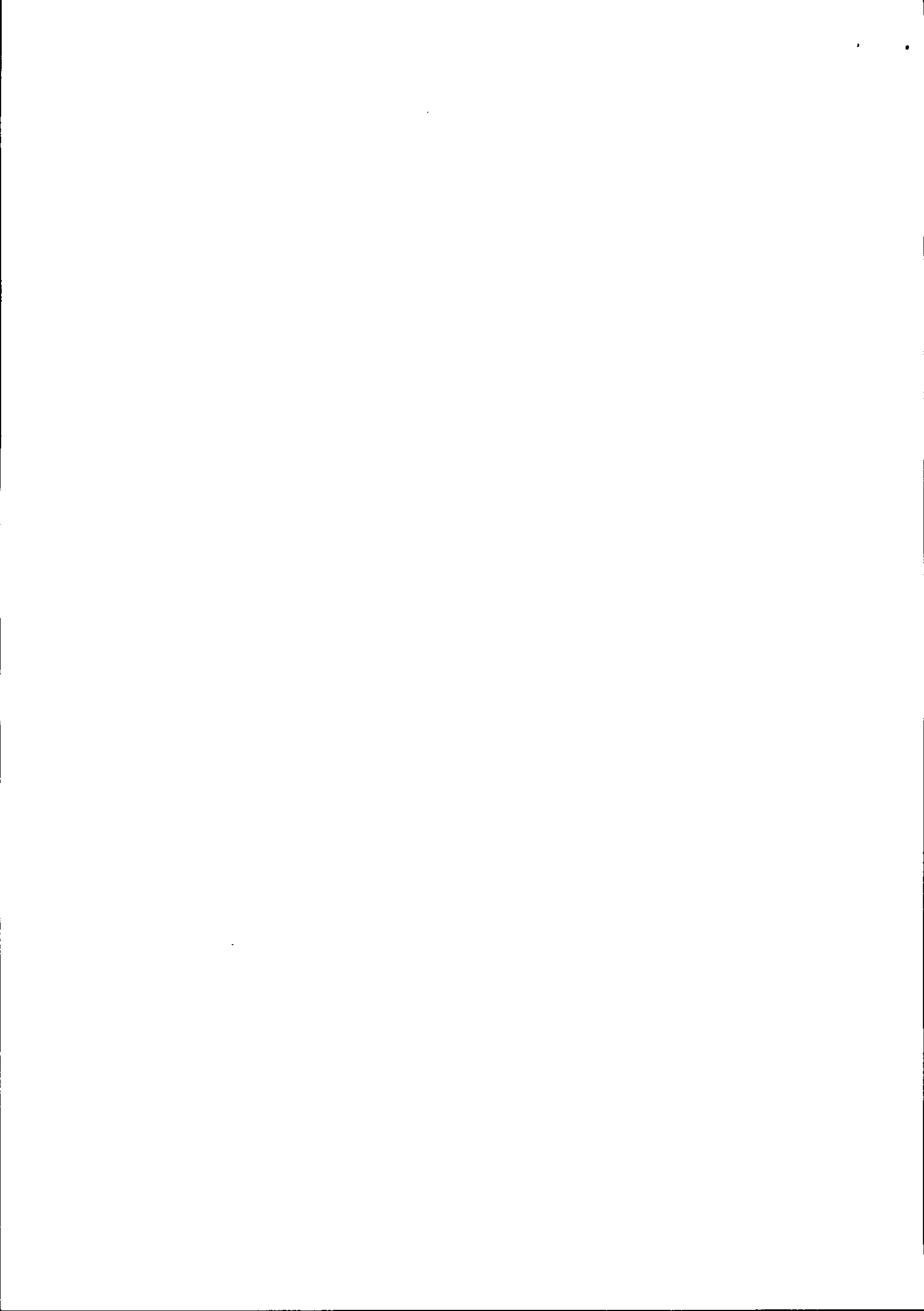
Month :

Serial No.	Name and designation of the officer who retired or received pension benefits	Date of retirement	Pension No.	NIC No.	Date of issue of the Certificate of Award	Date on which the pension file was posted to the DS Office	Reasons for delays if any
1							
2							
3							
4							
5							
6							

.....
 Prepared by
 (Pension Processing Division)

.....
 Checked by

.....
 Head of the Department



**Maintenance of Personal Files and completion of particulars of
Widows'/Widowers' Pension**

Serial No.	Particulars	Page Number		
1	Appointment letter			
2	Letter of acceptance of appointment			
3	Oath or pledge (General 278)			
4	Agreement (General 160)			
5	Declaration of Compliance - 157 a (7) and 161 (d) (iii)			
6	Medical Report (General 169/ Health 169)			
7	Declaration of Assets (General 261)			
8	History Sheet (General 226/ General 234/ General 53 a)			
9	Certificate of Birth			
10	Contribution to W&OP.(General 86)/ Widowers' &OP Fund (General 86 a)			
11	W&OP Number			
12	Notification of contributor's marriage			
13	Notification of births and deaths of children			
14	Stoppage and suspension of increments (if any)			
15	Copies of educational certificates			
16	Letter of confirmation of appointment			
17	Completion of the Efficiency Bar Examination			
18	Competency of official language			
19	Half pay and no-pay leave particulars			
20	Credit Card			
21	Letters of Commendation and Letters of Reprimand			
22	Letters pertaining to promotions			
23	Letters pertaining to salary revisions			
24	Letters relating to transfers			
25	Disciplinary Orders			
26	Letters of extending service			

27	Letter of termination of service			
	1. Inefficiency			
	2. Medical Board recommendation			
	3. On account of death			
	4. On account of sending on retirement			
	5. Under Section 12 of the Pension Minute			
	6. Following a disciplinary inquiry			
	7. If the posts were abolished, the letter concerned			
	8. Period of service			
	9. Annual salary			
28	Completion of Widows'/Widowers' pension particulars			
	i. Original copy of the Marriage Certificate			
	ii. Documents confirming the manner of termination of previous marriages, if any			
	iii. Original copy of the spouse's Birth Certificate			
	iv. Certified copies of spouse's NIC			
	v. Original copies of children's Birth Certificates			
	vi. If there are disabled children, a Medical Report and Certificate issued by a government hospital to confirm that the disability occurred before 26 years of age.			