

My No : විච්ඡලන/විකුලේඛ/2016
Department of Pensions,
Maligawaththa,
Colombo 10.
.10.2016

To all District Secretaries,
all Divisional Secretaries.

Issuance of Railway Warrants to pensioners.

(Online application)

Following instructions are hereby issued with a view to make the process for issuing railway warrants more efficient and simplified.

02.Registration for the first time.

- i. Issuance of railway warrants and the tickets in connection to the same to pensioners shall be implemented under programmes combined with the Department of Railways. In order to obtain these services, the pensioners are required to register only once through the respective Divisional Secretariat. The form PD 07(Annex 01) introduced along with this circular shall be used to obtain information regarding the registration. Registration of pensioners shall strictly be made online and information for registration of pensioners can be entered in the data base only through the Divisional Secretariat. For this purpose, necessary facilities have been provided to Pension Officers serving attached to Divisional Secretariats through DS portal introduced by the Department. However **the approval of the Divisional Secretary shall compulsorily be obtained for applications** before entering relevant data.
- II. Further, facilities are also available in data base to update information of pensioners who have got their first registration. Therefore necessary updating shall be made on the approval of the respective Divisional Secretary after collecting information of the pensioner and the family members through Grama Niladhari at the meeting of the Division held monthly. (Instructions for handling the data base are given in annex 02.)

(Applications approved by the Divisional Secretary as per i and ii above shall be filed for examination wherever necessary..)

03. Issuance of Railway Warrants by Divisional Secretariats.

Issuance of normal railway warrants to registered pensioners shall be made through the system. (Specimen of the new warrant is attached in annex 03.) Issuance of the ticket for the warrant issued by the Divisional Secretary shall be made by the Station Master in the same manner followed earlier.

04. Issuance of tickets directly by main railway stations.

Registered pensioners can obtain railway tickets from the railway stations indicated in annex 04 submitting their pensioner's identity card. (Railway stations mentioned in annex 04 will be changed under the provisions of Department of Railway.)

05. Issuance of railway tickets to pensioners through Mobitel connections.

Pensioners, who have got their first registration, can reserve directly their railway warrants providing necessary information through mobitel connection without arriving again to Divisional Secretariat for the purpose. (A call charge shall be added to the monthly mobile bill of the respective pensioner for this.)

06. Bill settlement.

The Department shall take action directly to settle Bills relevant to the railway warrants to the Department of Railway. For this purpose, the Department of Railway shall submit bills to the Department of Pensions, which shall conform to the railway warrants issued to the pensioners by the Department of Railway through our system.

07. Qualifications to be satisfied by pensioners to obtain free railway warrants.

- I. Those, who receive dependants' allowances and charitable grants and the guardians of orphans and disabled children, are not entitled to obtain railway warrants and all other pensioners are entitled to obtain railway warrants.
- II. At such occasions where both persons are pensioners or one person is still in public service whilst the other is retired, they are entitled to apply for the railway warrant at the higher class which is entitled to one of both and further all the other dependants of the family are also entitled to the same. .
E.g.: - If the retired husband is entitled to the warrant in class II whilst the spouse is entitled to warrant in class I , the spouse entitled to warrants in class I, can apply for railway warrants for the family members.
- III. Pensioners are entitled to apply for two set of railway warrants every year. Two sets in this case mean either two return tickets (Travel to a place and come back) or four tickets for one way trips. Pensioners are entitled to obtain tickets for sleeping berths, observation saloons as well as reserved air conditioned wagons. Dependants of the pensioners are also entitled to the same facilities.
- IV. Railway warrants can be issued to the children, who are the dependants of pensioners (Unemployed and unmarried children), irrespective of their age of sex. However at such occasions where it is required to confirm that the children are the dependants of pensioner, warrants shall be issued only if the Divisional Secretary is satisfied in this respect after getting it certified by a certificate obtained from the respective Grama Niladhari.

- V. Parents, brothers and sisters, who are depending on an unmarried pensioner, are also entitled to the railway warrants. However, in such cases warrants shall be issued after confirming their dependence on the pensioner by a certificate issued by Gramna Niladhari examining the income status of parents, brothers and sisters and only if the Divisional Secretary is satisfied in this regard. (If one of the parents is a pensioner or a public officer or any brother or sister is in public service, they will not have this entitlement.)
- VI. In the issuance of railway warrants, the class entitled to a pensioner shall be determined in the following manner.
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|------|-------------------|---|---------|
| I. | Preliminary grade | - | Class 2 |
| II. | Secondary Grade | - | Class 1 |
| III. | Staff Grade | - | Class 1 |
- VII. It is required to submit either the identity card required for confirming the identity of pensioner or dependants or national identity card to relevant parties when applying for railway warrants, obtaining railway tickets or travelling by train.
08. The circular letter of the Department of Pensions no 10/90 dated 31.10.1990, pension circular no 5/95 dated 13.11.1995, pension circular no 08/2009 dated 15.03.2009 and pension circular no 08/2009(Revision) dated 01.06.2009 issued earlier by me shall be cancelled from 21.10.2016, on which this circular is issued.
09. This circular is issued with the concurrence of the General Manager, Sri Lanka Railway.

Sgd / **A.Jagath.D.Dias**

Director General of Pensions

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