

My No: Pen/Circular/2022  
Department of Pensions,  
Maligawatta,  
Colombo 10.

03.11.2022

To Secretaries of all Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of Department,  
District Secretaries,  
Divisional Secretaries,

**Payment of pension benefits to heirs under section 39 of the Pensions Minute**

In terms of the section 39 of the Minutes on Pensions, a pension or gratuity or an allowance, which should be paid to a pensioner but has not been paid, should be paid to the heirs of a pensioner, when such pensioner demises.

02. Accordingly action should be taken in the following manner to pay heirs the pensions benefits, which have not been paid to the pensioner, when such pensioner demises after his retirement before submitting pension application or before receiving his/her pensions benefits.

- I. **When the pensioner demises after the retirement but before submitting his/her pension application**, the institute, where the pensioner served, should send relevant documents, and PD3 application perfecting duly all parts from 01 to 85, as per Pension Circular No.3/2015 dated 24.04.2015 and Pensions Circular No. 3/2016 dated 27.04.2016 to the Department of Pensions along with the death certificate of the pensioner and the report of the Divisional Secretary on the heirs (Annex 01).
- II. **When the pensioner demises before commencing the payment of pension on approval of the application** submitted to the Department of Pension, the work place, where the pensioner served for the last time, should submit the pension file to the Department of Pensions along with the death certificate of the pensioner and the report of the Divisional Secretary on the heirs (Annex 01).
- III. **When the pensioner demises at such occasion where payment of pension has been commenced but the gratuity has not been paid**, the Divisional Secretary should submit the pension file to the Department of Pensions along with the death certificate of the pensioner and the report of the Divisional Secretary on the heirs (Annex 01).
- IV. **When the pensioner demises before obtaining the gratuity at such occasion where the payment of pension has been commenced and his /her gratuity has been sent to the bank**, the Divisional Secretary should submit the pension file to the Department of Pensions along with the death certificate of the pensioner and the report of the Divisional Secretary on the heirs (Annex 01).

03. Certified copies of the following documents should also be submitted along with the above I,II,III and IV.

- Copies of the National Identity Cards of legal heirs.
- Copies of the certificate of marriages and certificates of birth to prove the relationship of heirs.
- Copies of the individual banks accounts of legal heirs
- In case of a divorce, copy of decree absolute of the contributor or the spouse.
- A copy of the approved pension award (Not applicable for I)

04. Once the pension is paid to the heirs, a pension award will be sent to the relevant Divisional Secretariat by the Department of Pension along with the pension file at instances mentioned in I, II, III and IV. Further, a copy of the pension award will also be sent to the relevant service station and it should be included in the personal file of the officer concerned.

05. If the legal dependents of the demised officer are entitled to Widows' and Orphans' Pension, the PD4 application should be sent by the Divisional Secretary at the instances mentioned in III and IV and the same should be sent by the service station at the instances mentioned in I and II.

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

Director General of Pensions

Copies-

1. Secretary, Ministry of Public Administration, Home Affairs,

Provincial Councils and Local Government

- For information

4. Secretary, Ministry of Finance

- For information

5. Auditor General

- For information



### Heirs' Report for Payment of Unpaid Pension Death Gratuity

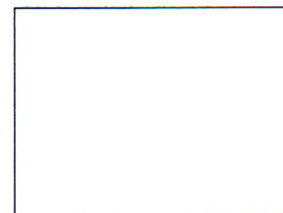
01. Full Name of the deceased person:  
Designation at the time of death :  
Department:  
Date of death:
02. Did the deceased leave a last will and testament?  
Did he leave any property of value?  
If so, has a property case been filed in court?  
If so, concerned District Court and Property Case No.:
03. I. Whether the dead person was married?  
  - Whether widower/widow is alive?  
If so, of the widower/widow
    - Full Name:
    - Date of Birth:
    - National Identity Card Number:
  - Is the widower/widow previously married?  
If so, has the previous marriage been legally divorced or widower/widow deceased?
  - Has the widower/widow remarried??
- II. Was the deceased married before?  
If so, is he divorced from a previous marriage / spouse deceased?
- III. Is the deceased person polygamous?  
  - And if so, how many times?
  - Are spouses from previous marriages alive or divorced?
  - Are there children from previous marriages?
04. Information about the heirs of the deceased
- | Full Name | Date of Birth | Gender | Civil Status | relationship with the deceased employee | Profession | Address |
|-----------|---------------|--------|--------------|---|------------|---------|
| 1.        |               |        |              |   |            |         |
| 2.        |               |        |              |   |            |         |
| 3.        |               |        |              |   |            |         |
| 4.        |               |        |              |   |            |         |
| 5.        |               |        |              |   |            |         |
| 6.        |               |        |              |   |            |         |
| 7.        |               |        |              |   |            |         |
| 8.        |               |        |              |   |            |         |
| 9.        |               |        |              |   |            |         |
| 10.       |               |        |              |   |            |         |
05. If there are any other issues give the details.
06. I kindly inform you that late Mr./Mrs./Ms. .... is a permanent/temporary resident of ..... division ..... and the information about his heirs is correct.

Name of Grama Niladhari :

Division of Grama Niladhari :

Signature :

Date :

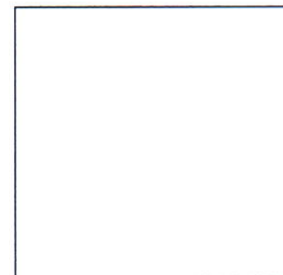


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07. I recommend and submit the report which has been submitted by the Grama Niladhari for disbursement of pension to heirs as per Minutes on Pensions.

Signature of  
Divisional Secretary .....

Date .....



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