

To Secretaries of All Ministries

Chief Secretaries of Provinces

Heads of Departments

District Secretaries / Commanders of Three Armed Forces

Divisional Secretaries

Heads of Local Government Institutions

Granting Death Gratuity to eligible dependants of the officers, who were appointed to Permanent and Pensionable Posts in the Public Service after 01.01.2016 and demised while in service

It has been decided at the meeting of Cabinet of Ministers held on 06.11.2023 to grant approval to make the entitlement to the Death Gratuity as per the provisions of the Section 2 b (1) of the Minutes on Pensions to the dependants of the officers, who have been appointed to permanent and pensionable posts in public service after 01.01.2016 and demised whilst in service and further to the dependants of an officer if such officer demises in future whilst in service.

02. These provisions are implemented until such time the 'National Contributory Pensions Fund Act' is effective.

03. Therefore, with a view to grant the death gratuity to the dependants of the officers, who have been granted permanent and pensionable appointments in Public Service after 01.01.2016 and demised whilst in service, application for death gratuity (PD5) should be sent to the Department of Pensions along with the following documents online through Pensions Management System as per Pension Circular No 09/2015 and 09/2015 (Revision III).

Demised officer's,

- i. Original death certificate
- ii. Original birth certificate
- iii. Certified copy of the National Identity Card
- iv. Certified copy of the history sheet
- v. Certified copy of the salary particulars obtained last time

- vi. Salary conversion letter prepared as per Public Administration Circular 03/2016
- vii. Certified copies of Bank Pass books of all dependants
- viii. Report of the legal dependants, of the officer at the time his death (Certified by the Divisional Secretary). Enter the date enrolled for employment if the dependants are employed and the date of marriage if married.
- ix. PD 4 specimen perfected as per Pension Circular No. 06/2015 (Revision I) and relevant documents.

04. Your cooperation is hereby expected to grant the Death Gratuity to the dependants of the demised officers mentioned above promptly.

Sgd:

A. Jagath D. Dias

Director General of Pensions

Copies :-

1. Secretary to the President - F.I.P.
2. Secretary to the Prime Minister - F.I.P.
3. Secretary to the Cabinet - F.I.P.
4. Secretary, Public Administration, Home Affairs,
Provincial Councils and Local Government - F.I.P.
5. Auditor General - F.N.A.