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எனது இல. } Pen/Pol/06/26-2024  
My No. } .....

ඔබේ අංකය  
உமது இல. }  
Your No. } .....

දිනය  
திகதி } 19.12.2024  
Date } .....

**Pension Instruction Letter: 10/2024**

All District Secretaries

All Divisional Secretaries

**Life Certificate of Pensioners- 2025**

It is expected to follow the below mentioned process for obtaining life certificates for year 2025 in order to ensure the payment of pension of Sri Lankan pensioners without interruption.

02. (a) Providing life certificate in the form of a Fingerprint

- i. Accordingly, all the persons, who have retired after 01.01.2016 and those who have registered to provide their life certificate by Fingerprint, should take action to provide the same and they can verify whether they have registered to update life certificate by Fingerprint, in the following manner.

[www.pensions.gov.lk](http://www.pensions.gov.lk) → Public Services → Digital Life Certificate Information

- ii. The facility for providing life certificate by Fingerprint is implemented through 26 Divisional Secretariats and 476 branches of 06 Public and Private Banks. The name list of these places can be downloaded in three languages in the following manner.

[www.pensions.gov.lk](http://www.pensions.gov.lk) → Resources → Downloads → Renewal of Pensioners' Life Certificate - 2023 through Fingerprints from 01.01.2023

- iii. The officers serving attached to the Divisional Secretariats as the officers in charges of the subject of pension should give priority to ensure such facilities to pensioners.
- iv. Grama Niladhari should be made aware to direct the pensioners, who have registered to confirm their life certificate by Fingerprint, either to a Divisional Secretariat or a branch of a bank, where the facility for giving life certificate by Fingerprint, if such pensioner comes to the Grama Niladhari. However, if any pensioners registered in the above manner faces with a difficulty to provide Fingerprint or to visit a branch of the bank / Divisional Secretariat to provide Fingerprint, relevant Grama Niladhari, at such

occasions, should provide necessary facilities to such pensioners to provide their life certificates using the form in annex 01.

- (b) Providing life certificate as per the form in annex 01 prepared by Grama Niladhari.
- i. All the pensioners, except those, who are mentioned in 02 (a) (i) above, should take action to provide their life certificates as per the form in annex 01 prepared by Grama Niladhari.
  - ii. At such occasions, where a certain pensioner is living at a place outside his Grama Niladhari Division, which is his/ her permanent place of residence, due to disability, illness or personnel matter, action should be taken to obtain a written request from the relevant pensioner and then to refer it to the Divisional Secretariat, where the pensioner's file is maintained, after certifying it by the Grama Niladhari of the Division, where the pensioner lives temporarily. When such written confirmation is submitted to the Divisional Secretariat, in which the pension file is maintained, the officer in charge of the subject of pension should update the life certificate of the pensioner.
  - iii. In case of the clergy, action should be taken to obtain the life certificate of the Bhikku or Sil Matha visiting the Vihara /Arama/ Aranya, where the respective clergy lives, as mentioned in the letter of the Secretary of the Ministry of Internal and Home Affairs, and Provincial Councils and Local Government No HAF-2/15 CORDI/1507-(SUB 1) dated 06.11.2019.
  - iv. The life certificates of pensioners and orphans, who are confined to the home/ adult homes due to the age or disability, should be checked and confirmed visiting such places.

**(c) Providing life certificate as per the form in annex 02 prepared by Grama Niladhari at such occasions, where a guardian has been appointed.**

- i. At such occasions, where a guardian has been appointed for a disabled child, minor orphan or any other pensioner, most probably the name of the guardian is included in the data system of pension management. Therefore, when updating the life certificate, it is observed that the form in annex 01 is signed by the Guardian and the data system is also updated accordingly. However, the objective of the life certificates is to verify that the pensioner who receives disabled, orphan or other pension benefits, is living. Therefore, action should be taken to obtain life certificate as per the form in annex 02 from disabled child/ minor orphan/ pensioner in order to avoid situation observed as above, whenever a guardian has been appointed.
- ii. When a pensioner, who receives a pension, has been appointed as a guardian for another pensioner, and if such person provides life certificate for his/ her pension as per form in annex 01, such person should indicate required information pertaining to his role as guardian in the form in annex 02.

- iii. When a pensioner, who receives a pension, has been appointed as a guardian for another pensioner and if such person provides life certificate for his /her pension by Fingerprint, such person should indicate required information pertaining to the pension under his/ her guardianship in the form in annex 02.
03. Since the data system of life certificates should be updated before 31.03.2025, following action should be taken in order to assure the smooth functioning of the process.
- i. Updating of life certificates for year 2025 should be made on or after 01.01.2025. Therefore, life certificates should not be updated by Fingerprints visiting Grama Niladhari before 01.01.2025.
  - ii. The form in annex 01 should be handed over to the Divisional Secretary on 15.02.2025 certifying it by Grama Niladhari after signing the same by pensioner. When the data system is updated by the officer in charge of the subject of pension based on the above information, the list of names of pensioners, who have not signed for confirming their life certificate, should be handed over again to respective Grama Niladhari on 20.02.2025. It is expected that the Grama Niladhari would perfect that list and handed over it to the Divisional Secretary on 31.03.2025.
  - iii. Action should be taken to delete the row for the signature of pensioners, who fails to sign at the above occasions visiting Grama Niladhari, without giving opportunity to sign again.
  - iv. The pensioners should be informed that the pension of the pensioners, who do not update their life certificate as at 31.03.2025, is suspended from April 2025.

**Sgd:**

**A. Jagath D. Dias**

Director General of pensions

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Copy - Secretary, Ministry of Public Administration, Provincial Councils and  
Local Government

- F.I.P



## Form issued along with Pension Instruction Circular Letter 10/2024

### Updating life certificates of 2025

District	Divisional Secretariat	Name and no of Grama Niladhari Division			
01. Name of pensioner	02. Pension No (Category/ Number )	03. NIC	04. Contact No	05. Signature	06. Other
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

It is hereby certified that the pensioners above have signed this form in my presence.

.....  
Date

.....  
Signature and Official Stamp of Grama Niladhari



Issued free of charge.

## Life certificate of pensioners - 2025

Divisional Secretariat responsible for payment of pension

 Serial No  
 (To Grama  
 Niladhari  
 for

**N.B : When guardians have been appointed, the disabled child/minor orphan/ pensioner should take action to provide life certificate as per this form before 31.03.2025.**

## 1. Particulars of the person, who receives pension

1.1. Name with initials (The receiver of pension may be a disabled child/disabled pensioner/minor orphan/any other pensioner receiving a pension) : .....

1.2. Number of NIC (Compulsory) : .....

1.3. Date of birth (Year/ month/ date) : .....

1.4. Number of the pension : .....

1.5. Residential address : .....

1.6. Contact no - Fixed : .....

Mobile : .....

1.7. Name and number of G N division : .....

## 2. If a guardian has been appointed ,

2.1. His/ her name : .....

2.2. No of his/ her NIC : .....

2.3. His/her contact no - Fixed : .....

Mobile : .....

**I hereby certify that the above particulars are true.**

Date : .....

Signature of pensioner

Signature of guardian

**Report of Grama Niladhari**

I hereby certify that above mentioned retired Thero/ Priest/lady/gentleman is a permanent resident of the relevant address of this Grama Niladhari Division. The Rev/he/she is/ is not in a sound health to carry out his/ her works alone. This name is /is not indicated in the Voters' Register.

Date : .....

Signature and official stamp of Grama Niladhari