

Public Administration Circular : 03/2020

My No : Pns/P4/W&OP/CONT-FEE/SUB-I
Ministry of Public Services,
Provincial Councils and Local Government
Independence Square
Colomb0 07.

31.12.2020

To Secretaries of all Ministries
Chief Secretaries of Provincial Councils
Heads of Department

Inclusion of particulars on the recovery of contributions to widows'/ widowers' and orphans' fund in the personal file

It is compulsory for every public officer to make contributions to widows' and orphans' pension scheme as per Widows' and orphans' pension ordinance no 01 of 1898 and Widowers' and orphans' pension act no 24 of 1983. Accordingly Head of every institution should ensure that contributions to widows' and orphans' fund are recovered from the officers under his/ her administration. It has been identified at present that the unavailability of the particulars in the personal file to the effect that contributions to widows'/widowers' and orphans' fund have been recovered from officers during their service, has served as one of the main causes for the inability to pay the pension and contributions to the retired officers within due period.

02. Therefore period of concession of two years is hereby granted to perfect the particulars on the contributions to widows' and orphans' pension fund for previous years.

03. In case where it is confirmed that strictly the officers, who retire within the concessionary period of two years, have paid their contributions continuously to Widows' and orphans pensions fund during a minimum period of 10 years and further such situation is observed, it is sufficient to forward these particulars to the Department of Pensions.

04. In order to ensure the provision of the benefits of the officers, who retire, relevant authorities should take following action regarding the recovery of contribution to Widows'/Widowers' and Orphans' Pension fund and reporting the same.

- (a) To rectify the weakness found in the personal file checking the personal file of the officer before his/ her retirement, and get confirmation on the amounts due to the Government..
- (b) To include particulars to the effect that the contributions to Widows'/Widowers' and Orphans' Fund have been duly recovered from officers who are at present in service and have become the members of Widows'/ Widowers' and Orphans' Pensions Fund, by the institutions, where these officers have served from the date of first appointment and then include such particulars in the personal file.
- (c) In connection to every transfer of an officer, reports pertaining to the recovery of contributions to Widows'/Widowers' and Orphans' Pensions Fund from the salary of such officer should be perfected as per the format attached in annex 02 and further the personal file should be sent to the new service station of the officer with the inclusion of the above mentioned reports.
- (d) In case of the release on secondment, the reports pertaining to the recovery of 25% to be paid for keeping pension rights, and contribution of either 6% or 7% to Widows'/Widowers' and Orphans' Pension Fund should be included in the personal file.

05. An example for the inclusion of the contributions to Widows'/Widowers' and Orphans' Pension Fund, which have been recovered from service stations, where the officers served before reporting to present service station, is given under no 04 of the guidelines provided in the annex 01.

06. It is hereby emphasized that the respective Head of Institution should be responsible for any delay, which occurs due to the failure in the payment of pension to a certain officer on due date as a result of not adhering to the above mentioned instructions.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government

Guidelines for filling of the format pertaining to the recovery of contributions to Widows'/Widowers' and Orphans' Pension Fund (Annex 02):

01.The period from the date on which the payment of salary of the officer is commenced by your institution up to the date of transfer (The last date of the payment of the salary by your institution) is applicable in this regard.

02.In case where a certain officer serves at one and the same service station over 05 years, the next report should be filled as at 31 December of the year in which the officer goes beyond the service of 05 years at the institution.

2.1.In case where an officer is transferred to another service station within a period of less than 05 years, a report should be prepared covering the period up to the last month of his/ her service at the service station.

03.In case where the period from the date, on which the payment of salary of the officer is commenced by your institution up to the date of the issuance of the circular exceeds a period of 05 years, one report should be prepared covering such whole period.

04.An example for determining the periods in the table as per section 04 is given below.

Method for the calculation of the contributions to widows' and orphans' pension fund of an employee served in class III of Office Employees' Service is as follows.

- Date of salary increment – 01st of May

Serial No	Duration		Nature of the payment of salary	Annual consolidated salary	Contributions recovered to Widows' / Widowers' and Orphans' Fund	For the period served on secondment (25%)
	From	To				
I.	01.05.2000	30.04.2001	With full pay	40,800.00	2448.00	
	01.05.2001	30.04.2002		41,760.00	2505.60	
	01.05.2002	23.07.2002		42,720.00	590.96	

II.	24.07.2002	31.12.2002.	With half pay	21,360.00	1124.96	
III.	01.01.2003.	31.03.2003	Under no pay	-	640.80	
IV.	01.04.2003 01.05.2003	30.04.2003 30.06.2003	With full pay	42,720.00 43,650.00	213.60 436.50	
V.	01.07.2003 .01.01.2004 01.05.2004	31.03.2004 30.04.2004 30.06.2004	Release on secondment	43,650.00 58,680.00 59,640.00	1309.50 1173.60 596.40	
VI.	01.01. 2001	30.06.2003	Salary paid in excess	10,000.00	(600.00)	
VII.	01.07.2004	31.12.2004	With full pay	59,640.00	1789.20	
VIII.	Total contribution to Widows' / Widowers' and Orphans' Fund				12,229.12	
IX.	Recoveries pertaining to previous service stations				XXXX	
X.	Total contribution to Widows' / Widowers' and Orphans' Fund up to now				VIII + IX	

N.B. – Prepared as per Pension Circular No 3/2008 and 2/2013.

6% has been deducted as per contributions to Widows' / Widowers' and Orphans' Fund for the periods with half pay and no pay.

My No:.....

Date:.....

.....
(Head of Institution)**Particulars on the recovery of contributions to Widows' / Widowers' and Orphans' Fund**

This report is hereby submitted to be filed in the personal files of the following employees.

- 01.Name of the officer :-
 02.Post :-
 03.Period in which the salary has been paid:-
 04.Period in which contributions to Widows' / Widowers' and Orphans' Fund have been recovered :-
 05.Particulars on arrears, if any :-
 06.Particulars on the contributions to Widows' / Widowers' and Orphans' Fund, which have been recovered

Serial No	Duration		Nature of the payment of salary	Annual consolidated salary	Contributions recovered to Widows' / Widowers' and Orphans' Fund	For the period served on secondment (25%)
	From	To				
(I)				Rs.	Rs.	
(II)						
(III)						
(IV)						
(V)						
(VI)						
(VII)						
(VIII)						

07. It is hereby certified that the above mentioned particulars are correct and the contributions to Widows' / Widowers' and Orphans' Fund have been recovered correctly as per existing provisions and then credited to the relevant revenue head..

.....
 (Accountant)
 (Official Stamp)

08. It is hereby certified that the contributions of the officer to Widows' / Widowers' and Orphans' Fund have been recovered properly as mentioned above.

.....
 (Head of the Department)
 (Official Stamp)

Copy- To the officer