

Collection sector/ agency responsibilities and functions (outlines)

Annex B

Ministry of Public Administration, Provincial Councils, Local Government and Democratic Rule

Department/ Sector/ Agency; Department Of Pensions

Division	Responsibility	Key Functions	Responsible officer Name Designation	Contact Information Tel, Mob, Fax, Email
Registration Division	Registration of new pensioners & issuing pension numbers, arranging First Pension Payments	<ul style="list-style-type: none">• Receiving Application• Verification Applicant• Calculation of salary (reduced & unreduced)• Coordinating With Pensioners and relevant pension points• Awarding Centralized pensions	Mr. K R Pathmapriya Director of Pensions	Tel:-2449108 Fax:-2449108 Mob:-0714106091 Res:-0342231393 Email:- ravindra@pensions.gov.lk

Widows And Orphans Division	Implementation of W&OP Act and other prevailing regulations and relevant provisions to award W&OP entitlements	<ul style="list-style-type: none">• Issuing W&OP numbers• Awarding W&OP entitlement• Awarding disabled pensions• Awarding orphans pensions• Solving W&OP issues & problems• Managing documents of public officers• Refunding W&OP contributions	Mr. A B M Ashraff Director of Pensions	Tel. 2336913 Mob. 0772331787 ashraff@pensions.gov.lk
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Finance Division	Preparation of annual estimates and prudently managing financial resources	<ul style="list-style-type: none"> • Preparation of annual budget planning and monitoring • Preparing annual estimates for pension payments • Coordination with banks and other organizations • Preparation of financial reports • Monitoring monthly pension payments & gratuity payments • Collecting monthly contributions 	Mr. D S Pathmasiri Chief Accountant	Tel:- 2434974 Mob:-0718060505 Email:- pathmasirik@pensions.gov.lk
Foreign Pension Division	Ensuring continuous pension payments of pensioners resident abroad	<ul style="list-style-type: none"> • Coordinating with overseas Sri Lanka Missions to pay pension • Facilitating overseas pensioner to draw pension by solving issues • Collecting data from Divisional Secretariats of the pensioners living abroad 	Mr. R M A I Rathnayake Assistant Director	Tel:- 2386469 Mob:-0777532309 Fax:-2332347 Email:- anushka@pensions.gov.lk

Internal Audit Division	<p>Ensuring accountability of pension payments in compliance to FR & AR</p>	<ul style="list-style-type: none"> • Conducting auditing of all pension payments • Handling special investigations • Preparing responses for audit queries 	<p>Mrs. A H M M K K A Herath Chief Internal Auditor</p>	<p>Tel:-2329634 Mob:-0720216429 Email:- herath@pensions.gov.lk</p>
Policy Division	<p>Enabling and empowering legal and administrative environment for decision makers</p> <p>Coordinating with the Attorney Generals Department on pension issues</p>	<ul style="list-style-type: none"> • Issuing pension circulars • Review and updating present circular • Providing guidance for queries • Holding policy committees • Addressing issues of pensioners coordinating with 	<p>Mrs. P C Denagama Deputy Director</p> <p>Mr. R M A I Rathnayake Assistant Director</p>	<p>Tel. 2432008 Mob. 0714416018 Email:- denagama@pensions.gov.lk</p>

		<p>other organizations</p> <ul style="list-style-type: none">• Appearing for legal issues on behalf of the department• Assisting the staff for legal matters• Providing legal assistance to the relevant organization HRC, Attorney General Department.• Appearing before Human Rights Commission for the department		
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Administration and HR Division	Providing administrative & HR inputs for the smooth functioning of other divisions of the department	<ul style="list-style-type: none"> • Managing the soft skills of the department • Managing hard resource of the department (buildings/ other facilities) • Maximizing the utility of services • Provide essential services of other divisions • Providing HR development services (training/ examinations/ performances) 	Mrs. P C Denagama Deputy Director Mr .K.K Pathmasiri Assistant Director Mr. M.M.M.J Manchanayake Assistant Director	Tel:-2386470 Mob:-0714424937 Fax:-2441823 Email:- pathmasirik@pensions.gov.lk Tel:- 2326930 Mob:- 0718036330
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<p>Development Division</p>	<p>Identify Organization strategies and processes to modernize pension management system and develop new pension system.</p>	<ul style="list-style-type: none"> • Review present processes, legal background. • Identifying continues improvement of pension delivery mechanism. • Re engineering processes and system to enhance pension system. • coordinate with DSS and divisional Secretariat • Identify project and programs in collaborate with private sector to improve livelihood to pensioners. 	<p>Mr.K.R.Pathmapriya Director of pensions.</p>	<p>Tel :-2449108 Fax:-2449108 Mob:-0714106091 Res:-0342231393 Email:- ravindra@pensions.gov.lk</p>
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<p>Computer Division</p>	<p>virtualizing pension process and management system by introducing new technologies.</p>	<ul style="list-style-type: none"> • Coordinating all the divisions of the dpt and DSs and divisional sec. • Analyzing gaps of present payment process. • managing computer related resources and assets.(HW, SW, virtual environment) • Training all the staff involving pensions process.(Internal and External.) • Acquiring enabling HW,SW For digital environment.. 	<p>Mr.K.R.Pathmapriya. Director of pensions</p>	<p>Tel:-2449108 Fax:-2449108 Mob:-0714106091 Res:-0342231393 Email:- ravindra@pensions.gov.lk</p>
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