

Form "A" (application to obtain pension number)

(Part 1 of this should be filled in by the officer expects to retire in 06 copies and 05 copies of them should be submitted to the Head of the Institution and one copy should be directly forwarded to the Director General of Pensions by the officer.)

Part 01

..... (To Head of Institution)

.....
.....

Notice of retirement from the service

I..... served in the post of
..... in the Ministry of / Department of/ Provincial Council / Municipal Council /
Urban Council / Pradeshiya Sabha, hereby
notify that I will retire / have been retired from the public service with effect from, 20... on reaching
retirement age/ abolition of post/ medical grounds/ due to retirement on the date which arrive first either of the
date reaching the age of 50 years or completing 20 years of service / according to the retirement of Judicial
Officers.

1. Name in full
2. Name in full (block letters)
3. Name with initials
4. Name with initials (block letters)
5. National Identity Card No
6. Private address (block letters)
7. Private address (block letters)
8. Official address
9. Official address (block letters)
10. Date of birth: -
11. Telephone number (Office)
12. Telephone number (Residence)
- 13 Name of husband / wife: -
- 14 Resident district of pensioner

I declare / not declare consent to obtain commuted gratuity.

I hereby declare that the particulars furnished by me are true and correct and I give my consent to recover any dues for government from me from my commuted gratuity and if the commuted gratuity is insufficient to bear up all the dues for government the balance may be recovered from my monthly pension.

.....
Signature of the Officer
Name:-
Designation:-

Date:

Form 'A' part 11

To Director General of pensions (04 copies)

Name of Institution: -

1. Service particulars:

- I. Under which minute of the minutes on pensions retirement is effected :-
- II. Post and designation:-
- III. Whether the post is permanent and pensionable:-
- IV. Whether confirmed in the post:-
- V. Whether served in central government / provincial public service?
- VI. Widows' / widowers' & orphans' pension number :-

2. Period of service

	Years	Months	Days
Gross service period applicable for computation of pension (Should be computed in terms of pension circular no 9/2004)			

3. No-pay leave

	Years	Months	Dates
i. Total no-pay leave period			
ii. No-pay leave period that can set off in terms of pensions circular no.9/96			
iii. No-pay leaves after setting off as above ii			

4. Salary:

Salary scale:

		Rs.	Cents.
i.	Annual consolidated salary as at date of retirement		
ii.	Proportionate earned increment if retired on completion of 60 years of age		
iii.	Pensionable allowance (if applicable only)		
iv.	Gross salary applicable for computation of pension		

Relevant Public Administration Salary Circular of the gross annual consolidated salary at the date of retirement	
--	--

5. Calculation of the percentage

		Unreduced %	Reduced %
i.	If the service period is 25 years or more the percentage according to the table.		
ii.	If the service period is less than 25 years, the percentage for 25 years according to the table.		
iii.	When the service is less than 25 years the percentage deductible at the rate of 1% for every period of 6 months or part thereof (Not necessary if over 25 yrs.)		
iv	Percentage deductible at the rate of 0.2% for every no-pay period of one month or part thereof (Pension dept. circular No.9/96)		
v.	The net percentage for the calculation of death gratuity after the above adjustments.		

6. Calculation of Commuted Gratuity

		Rupees.	Cents.
i.	Commuted gratuity amount (Gross annual salary x unreduced net percentage x 2)		
ii.	Dues to government		
iii.	Gross gratuity amount receivable		

7. Official bank account name and number of the head of the institution

I hereby accept the notice of retirement of Mr./Mrs./Miss
 of this institution who has declared consent to retire and will approve / will
 take action to approve his /her retirement under the above paragraph 1(i) with effect from
 . Please inform me the pension number assigned to the officer to enable me to commence the calculation of
 pension. I also certify that the particulars given in part 1 and part 11 in form general 'A' are correct and
 will undertake to withhold the payment of commuted gratuity and awarding of a pension if the officer
 commits an offence disqualifying him/her for a pension under the minutes on pensions.

Signature of the head
 Of institution
 Name included official frank

Date:-
 (Delete inapplicable words)