

06/2016

To all District Secretaries,  
Divisional Secretaries.

**Referring the files of the pensioners, who are living abroad, to the Department for payment**

With the centralization of the system for payment of pension from September 2014, payment of pension as well as arrears of pension is carried out by a centralized data system. Therefore it has become necessary to verify the particulars of pensioners living abroad by the centralized data system, who were paid pension before September 2014.

02. Accordingly attention should be paid to the following matters when referring files to the Foreign Pension Division of the Department of Pension for the purpose of paying arrears of pension and monthly pension to pensioners who left Island before September 2014.

1. Date on which the pension of the pensioner was suspended
2. Whether the pensioner has obtained pension on arrival to the Island during the period of living abroad
3. Name of the Bank and the period of change ,if the bank account has been changed

03. When referring the files of pensioners to the Department of Pensions , who have arrived to the Island after leaving before September 2014, action should be taken to verify the pension which has been paid or not been paid monthly in relation to each year using the specimen in annex 01.

04. Kindly note to take action regarding the misplaced files as per Pension Circular No 13/2001.

**A.Jagath.D.Dias**

Director General of Pensions

Copies: 01. Secretary - Ministry of Public Administration and Management  
02. Secretary - Ministry of Home Affairs  
03. Auditor General - For necessary action

**Annex 01**

Report on the payment of pension for the period from .....up to  
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Year	Month	Basic salary	Cost of living allowance	Other allowances	Paid		Not paid
					Name of the bank	Number of bank account or voucher.	

It is hereby certified that above particulars are correct as per instructions mentioned in Pension Circular/Letter of instructions No 06/2016

Prepared by :

Checked by :

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Divisional  
Secretary/Accountant