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எனது இல. }
My No. } Pen/Instruction letters No -
02/2019

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி } 01.03.2019
Date }

Secretaries to all Ministries,
Chief Secretaries to all Provincial Councils,
All Heads of Departments / Commanders of Tri Forces,
District Secretaries,
Divisional Secretaries,
Heads of Local Governments.

Issuance of Formal Retirement Letter when a Public Service Officer Retires

Several incidents to return the applications have been observed due to various shortcomings pertained in some retirement letters forwarded as annexes with applications through online system, relevant to the officers served and retired in and under of your institutes. Therefore you are kindly informed to pay your special attention for the bellow mentioned factors, when preparing the retirement letter in order to prevent the inconveniences caused to pensioners therein.

Factors to be Included in a Retirement Letter

1. Mention the retirement reason in the retirement letter.
(E.g. – Mention as retired on medical grounds, retirement on completion of age, retirement on disciplinary grounds or the relevant public administration circular number)
2. Mention the retirement section as per Minutes on Pensions.
(E.g. -Section 2 &17,Section , 2 &12, Section 2 & 14, or as P.A.C. 30/88, P.A.C. 44/90)
3. Mention the name of pensioner, designation and grade accurately.
4. Mention clearly whether a government school, private school or piriven teacher as per the service station the said teacher served the last, in an instance where a teacher is retired.

Approval of the Retirement Letter

A copy of the retirement letter approved by the relevant appointment authority or a copy of the retirement letter approved by the authorized officer should be furnished to ensure the proper retirement. (E.g -When a teacher is retiring, not the letter issued by Zonal Education Director, but the letter approved by the appointing authority).

Sample specimen of the retirement letter prepared based upon the above factors is attached as Annexure. Taking actions to send a retirement letter prepared following this specimen including the special factors relevant to your institute except the above mentioned factors, if persists is more suitable.

Issuable situations arose when preparing pensions and the inconveniences caused your institute and pensioner by returning the applications gain and again can be reduced thereto. Your cooperation provided to formalizes and increases the efficiency of pension payments with the intention to entitle the pension benefits to pensioner as at the day retires is highly appreciated.

Further, you are informed the pension applications furnished with incomplete retirement letters after the date of 31 st March 2019 shall be returned without checking and requested to aware the heads of institutions under you on this regards further.

Sgd./

A. Jagath D. Dias

Director General of Pensions

Specimen Form of the Retirement Letter

My No:.....Your No:..... Date :.....

Rev/Mr/Mrs/Ms..... (Name of Pensioner)

..... (Designation and Grade)

..... (Institute)

..... (Address)

Retirement from the Public Service

Rev/Mr/Mrs/Ms.....

..... (Designation and Grade)

.....(Institute)

*With reference to your request letter dated.....

02) Accordingly informed above named Rev/Mr/Mrs/Miss.....
is retired form public service as per the (reason for the retirement e.g- retirement on completion of
age/ medical grounds / abolition of the institute / inefficiency/...) under the section..... of
Minutes on Pensions (or the relevant circular number) from the date.....

(Include the special information applicably in the letter, if the retirement is under the fact such as
Pirivena Teachers / Private School Teachers)

03. Include the other special information, if available applicably.....

.....(Signature)

.....(Name)

.....(Designation) official frank.

*This section shall be amended as per the retirement section.