

To all Divisional Secretaries,

**Pensioners' Life Certificate 2020**

The required specimen form of pensioners' life certificate, for the consecutive year 2020 is forwarded herewith. You are kindly informed to prevent the acceptance of any other specimen formats except the given specimen for the year 2020.

02. Your attention is drawn to the section 08 of this specimen. Accordingly it is mandatory to enter the information of the guardians for the pensions that are payable through guardians. Further the relevant life certificate shall be filed into the pensioner's file with a record immediate after the insertion of the said specimen into your computer system.

03. Following shortcomings have been discovered during the audit inspection when obtaining the life certificates; accordingly actions should be taken to rectify those situations. Therefore,

- i. Ensure whether the National Identity Card number is compulsorily inserted.
- ii. The signature and date of the pensioner is mandatory and should be attested by Grama Niladhari placing signature included official seal.
- iii. The reason shall be included as a special note by the Grama Niladhari, when a life certificates are marked with fingerprints instead of signature.]
- iv. Life certificates shall be updated in the data system before 31.03.2020. It is informed the salaries of those pensioners whose life certificates have not updated by the said date will be suspended by May 2020.

04. Additionally, your attention is drawn to the letter of Secretary of Ministry of Internal and Home Affairs and Provincial Councils and Local Governments No. HAF-2/15 CORDI/1507-(SUB 1) dated 06.11.2019 on the actions taken when obtaining the life certificate form clergeries.

**A.Jagath D.Dais**  
**Director General of Pensions**

Copies - To all District Secretaries



Issued free of Charge
Pensioner's Life Certificate - 2020

Serial No.
(to be numbered by
Grama Niladhari)

The relevant Divisional Secretariat where the pension is paid:

Wishing a Happy Peaceful and Prosperous New Year 2020 for you and your family!!

Please fill this certificate before 15.02. 2020 and submit to the Grama Niladhari of your residential area .Please note the pension payments for pensioners who don't submit this form by the said date shall be withheld from May 2020.

1. Name with initials
2. National Identity Card No (Mandatory)
3. Date of Birth (Year/Month/Date)
4. Pension Type and Number
5. Residential Address
6. Telephone No - Residence and Mobile
7. Grama Niladhari Division / No. -

Entering your Mobile No. is mandatory since the monthly pension details are forwarded to the mobile.

8. Name of the Gurardian, if any
8.1 National Identity Card No. of the Gurardian,
8.2 Telephone No of him/her - Residence and Mobile

I declare the aforementioned information is true and accurate.

Date ..... Signature of the pension recipient

Report of Grama Niladhari

It is certified that aforementioned retired Reverent / Clergy/Mr./Mrs./Miss is a permanent/temporary resident of the relevant address of this Grama Niladhari Division. He/ She is / is not in good health condition to manage own works. This name is / is not included in the Vote of List.

Date..... Signature of Grama Niladhari and Official Stamp

Counter Signed

Date..... Signature of Divitisional Secretary and Official Stamp

Who submitted the Certificate of Residence to GN
(Place (√) in the relevant cage)

Table with columns: Pensioner, Guardian

Declaration of Acceptance of Life Certificate

Pension No. .... Name .....

The acceptance of the submitted Certificate of Residence is certified.

Date accepted..... Pension Subject Oficfer / Grama Niladhari