

Pension Instruction
Letter No: 09/2021

30 .04.2021

To all District Secretaries and
Divisional Secretaries.

Agreement for appointment of a Guardian whenever a pensioner faces with difficulty to receive his pension.

The following instructions are issued in addition to the Pension Circular No. 07/2020 dated 11.06.2020 and the Pension Instruction Letter No. 01/2021 dated 07.01.2021 issued by myself on the above subject.

- I. The full authority is delegated to Divisional Secretary to appoint the guardian.
- II. If any problematic situation arises in the case of multiple guardians, inform Department of Pensions with the recommendation of Division Secretariat and accordingly Department of Pensions will appoint the guardian.
- III. Once the guardian is nominated, the guardian's details should be submitted online through the AR of the Centralized Database according to the relevant format for updating the monthly pension payment database.
- IV. When the pensioner is staying at Ranaviru Sevana, Elders' home, etc and the guardian is residing in another Divisional Secretariat area, the file of the pensioner should be transferred to the Divisional Secretariat where the guardian resides in order to make the relevant payments. Otherwise both pensioner and guardian must reside in the same Divisional Secretariat area. It should also be reported to the Divisional Secretariats every 03 months, that the pensioner (especially when the disabled / unconscious pensioner is staying at Nursing home / Elders' home / Ranaviru Sevana) is being looked after with that money and it should be supervised by the Divisional Secretary.
- V. Payment should be made to the guardian at the post office on a certificate obtained through the Grama Niladhari on a monthly basis.
- VI. Pension of the pensioner is to be transferred to the bank account of the guardian in any special circumstances and for this purpose the following procedure should be followed. - Obtain the approval from the Director General of the pension for the bank transfer and the bank account details of the guardian should be sent to the Monthly Pension Payment Division of the Department of Pensions by Divisional Secretariat. (Cash credit to the guardian's account starts from there and stops cash credit to the pensioner's account)

- VII. The guardian shall use the pensioner's pension for the benefit of the pensioner himself. The guardian should be informed, if it is confirmed that the pension received by the guardian is not being utilized for the benefit of the pensioner, action will take in accordance with existing legal provisions.
- VIII. In case of death of the pensioner, guardian should immediately inform the Department of Pensions through the Divisional Secretariat as per the agreement and suspend the payment made in the name of the pensioner to the guardian and if any amount has been paid to the guardian, it should be recovered.
- IX. If the guardian dies, a new guardian must be appointed and proceed as before.

Sgd;
A. Jagath D. Dias
Director General of Pensions

Copies:

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| 2. Director General, Department of Management Audit | -For You Information Please |
| 3. Chief Internal Auditor (Department of Pensions) | -For You Information Please |