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திகதி }  
Date } .....2021.03.10

To all Pension Officers/ Development Officers and Document Assistants  
Through District Secretaries/Divisional Secretaries

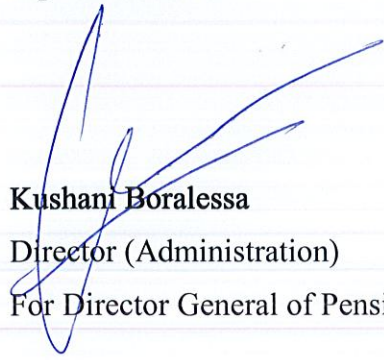
**Updating Permanent /Temporary Addresses in Personal Files**

Please be informed that it is important to update permanent/ temporary addresses of Pension Officers, Development Officers and Document Assistants whom assigned under the Department of Pensions.

02. Therefore, you are required to update relevant details and send according to the format attached herewith as an excel worksheet. (Annexure I)

03. You are further informed that it is required to forward the soft copy of a foresaid excel worksheet to [admin@pensions.gov.lk](mailto:admin@pensions.gov.lk) on or before 19/03/2021 and mention the subject as "Updating Addresses".

04. Accordingly, the information you are providing will be considered for all forms of transfers which will be take place after 19/03/2021, and in case of failure to update the information, we consider existing information as true and accurate for decisions taken at department level.

  
Kushani Boralessa  
Director (Administration)  
For Director General of Pensions

