Pension Circular No: 03/2015 (Revision VII)

To Secretaries of all Ministries,
Chief Secretaries of Provincial Councils,
Secretaries of State Ministries,
Heads of Departments / Commanders of Tri Forces,
District Secretaries,
Divisional Secretaries,
Heads of Local Government Institutions,

Obtain Pension Benefits on the date of Retirement
(Online Submission of Pension Applications)

Part IV of the section 06 "Directing Applications for Pension" of the Pension Circular No 03/2015 dated 23.04.2015 issued on the above subject is replaced by the following.

IV. The following documents should strictly be submitted along with the pension application.
   a. A certified copy of the appointment letter to the pensionable post
   b. A certified copy of the retirement approval letter
   c. A certified copy of National Identity Card
   d. A certified copy of the pay slip of the month in which the application is submitted or the previous month
   e. A certified copy of the pass book
      (A personal Saving Account in any state bank i.e. Peoples' Bank / Bank of Ceylon / National Saving Bank is compulsory for the Pension Gratuity payment)

02. It is mandatory to submit above mentioned documents, when submitting pension applications through decentralized system as per the Pension Circulars 03/2015(II) and 03/2015(V).

03. Your cooperation in submitting the pension applications adhering correctly to the given instructions to avoid delays and enable pension payments on the date of retirement is highly appreciated.

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

Copies:

01	Secretary to the President	-For your information please
02	Secretary to the Prime Minister	-For your information please
03	Secretary to the Cabinet of Ministers	-For your information please
04	Secretary, Ministry of Public Service, Provincial Councils and Local Government	-For your information please
05	Secretary, Ministry of Finance	-For your information please
06	Auditor General	-For your information please