



මගේ අංකය } Instructions for pension
எனது இல. } Letter No: 07/2023
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය } 30.11.2023
திகதி }
Date }

All District Secretaries

All Divisional Secretaries

Life Certificate of Pensioners - 2024

In order to grant the pension of the pensioners' community of Sri Lanka without interruption, following action is to be taken for obtaining the life certificate in relation to year 2024.

02. (a) Providing life certificate by finger mark.

- Accordingly, all the pensioners, who have retired after 01.01.2016 and registered for confirming their life certificate by finger mark, should take action to give their life certificate in the relevant manner and the pensioner can verify in the following manner whether he/she has registered for updating life certificate by finger mark.

www.pensions.gov.lk → Public Services → Digital Life Certificate Information

- Facility for confirming that the pensioner is still living has been made available at 26 Divisional Secretariats, and 476 branches of 6 private and state banks. The name list of such places can be downloaded in three languages in the following manner.

www.pensions.gov.lk → Resources → Downloads → Life Certificate -2023

through Finger Prints from
01.01.2023

- The officers in charge of the subject of pension, who are serving at Divisional Secretariats, should give priority to provide this facility to the pensioners who come to provide their life certificate.

- iv. Grama Niladharies should be informed that the pensioners should be directed to a Divisional Secretariat or a branch of the bank for giving life certificate, if the pensioners, who have registered to provide their life certificate by finger mark, come to the Grama Niladhari.

(b) Providing life certificate by Annex 01 prepared by Grama Niladhari.

- i. All the pensioners except, those who have been mentioned in (a) (i) above, should take action to provide their life certificate as per the annex 01 attached herewith, which is prepared by Grama Niladhari.
- ii. At such occasions, where the pensioner is living away from his/ her Grama Niladhari Division, which is the permanent place of residence, due to disability, illness or any other reason, action should be taken to obtain a written request from the relevant pensioner for life certificate and then to sent it to the Divisional Secretariat, where his/ her pension file is maintained, after certifying the same by the Grama Niladhari of the Division, where the pensioner resides temporarily, and countersigning by relevant Divisional Secretary. Once such written confirmation is received by the Divisional Secretariat, the Officer in charge of the subject of pension should update the life certificate of the pensioner.
- iii. In terms of the letter of no HAF-2/15 CORDI/1507-(SUB 1) dated 06.11.2019 issued by the Secretary of the Internal and Home Affairs and Provincial Councils and Local Government, Grama Niladhari should take action to obtain life certificates of clergy by way of visiting the Vihara/ Arama/ Arnya, where the monk or nun resides. .
- iv. The life certificate of pensioners and orphans, who are confining to their home or adult homes due to disabilities or their old age, should be verified visiting the place. Even though a guardian has been appointed for pensioner, the pensioner should sign the specimen in annex 01. Finger mark can be placed by such pensioner, only if he/ she cannot sign the form.

03. Since the data system of life certificates should be updated before 31.03.2024, following action should be taken to avoid any issue in this regard.

- i. The form in annex 01 certified by the Grama Niladhari after signing the same by relevant pensioner should be handed over to Divisional Secretary on 15.02.2024. The officers in charge of the subject of pension should update the data system based on the

information provided in the above way and then the list of pensioners, who have not signed for confirming their life certificate, should be returned to relevant Grama Niladhari on 20.02.2024. It is expected that the Grama Niladhari would perfect the document and hand over it to Divisional Secretary on 31.03.2024.

- ii. Further attention should be paid to delete the signing space allocated for pensioners, who fail to sign it in the presence of Grama Niladhari, so as not to make any opportunity for them to sign at later occasion.
- iii. Pensioners should be informed that the pension of those, who fail to update their life certificate as at 31.03.2024, is suspended.

Sgd:

A. Jagath D. Dias

Director General of Pensions

Copies -

1. Secretary, Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

- F.I.P.



Form issued along with the Pension Instruction letter no 07/2023

Updating life certificate 2024

District	Divisional Secretary's Division	Name and no of G. N. Division			
01. Name of pensioner	02. No of pension (Type/No)	03. No of NIC	04. Contact No	05. Signature	06. Other
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

It is hereby certified that the above mentioned pensioners signed the form in my presence.

.....
Date

.....
Signature and official stamp of Grama Nilahari