



පිණ්‍යා වැටුප් දෙපාර්තමේන්තුව  
ஓய்வூதியத் திணைக்களம்  
DEPARTMENT OF PENSIONS



මලිගාවට් සර්කාර්, මලිගාවට්, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

**Circular Letter No.02**

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No. }

PN/ Circular/ 2011

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திகதி }  
Date }

14.06.2011

To all Divisional Secretaries,

**Unpaid Pension**

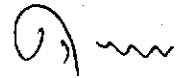
Financial allocations to pay monthly pension are released to Divisional Secretariats in each month and the money which remained as unpaid pension due to not appearing of pensioners to draw pension are returned to Divisional Secretariats by banks and post offices. As the Treasury release these imprests to me through my imprest account, the money so returning to Divisional Secretaries should be notified to me to update my imprest account which only few Divisional Secretariats doing so.

Pensioners are paid pension on following basis.

1. Through state banks
2. Releasing imprests to Divisional Secretaries in each month
3. Through post offices

It is kindly informed to follow under mentioned methods hereafter where if pensioners who draw pension via above streams are not attend to draw pension.

1. Retaining unpaid pension to the successive of the due month until a request received.
2. If the pensioner does not make a request immediately after the month in which the payment is due, the relevant money should be forwarded to Chief Accountant of Department of Pensions by a cheque written in favor of Director General of Pensions.
3. If a request regarding unpaid pension is received from the pensioner in subsequent to the above step, the payment should be made in the approaching month having entered to the monthly computer program.
4. It is kindly informed that instructions in above (2) should be fulfilled in order to be able to account the December unpaid pension by 31<sup>st</sup> December.

  
**K A Thilakaratne**  
Director General of Pensions

Copies:

1. Secretary, Ministry of Public Administration and Home Affairs
2. District Secretaries
3. Director General- Department of Treasury Operations
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