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ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



කොළඹ 10, මාලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ Circular/ 2011
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No. }
දිනය } 04.07.2011
திகதி }
Date }

Pension Circular 06/ 2011

To all Secretaries of Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
District Secretaries/ Divisional Secretaries,

Definition to Schedule 'Q' of Minutes on Pensions

Pension Circular 5/2010 dated 25.05.2010 issued by me is hereby repealed and replaced with this circular instructions. Accordingly, following posts are categorized in to the Schedule 'Q' in terms of the Gazette Notification dated 13.05.2011.

- 01 His Excellency the President's Staff
Private Secretary / Secretary (News) / Assistant Secretary (News) / Additional Private Secretary / Media Secretary / Personal Assistant, Public Relation Officer of the Secretary to the President
- 02 Hon. Prime Minister's Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary
- 03 Hon. Speaker's Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary
- 04 Hon. Cabinet Ministers' Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary
- 05 Hon. Opposition Leader's Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary

Director General	Telephone	Fax	W&OP	Telephone	Fax	Policy	Telephone
Director	2431647	2342078	PSPF	2332346	2432214	Forces	2329580
Director (F)	2432008	2342078	L.G.U.	2324375	2332347	Computation	2320439
Internal Auditor	2434974	2391403	Registration	2342525	2342525	Payments	2434414
	2329634	2329634		2329178			2431612

E-mail: pensions@stnet.lk
Web site: www.pensions.gov.lk

- 06 Hon. Deputy Ministers' Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary
- 07 Hon. Deputy Speaker's Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary
- 08 Hon. Deputy Chairman of Committee's Staff
Private Secretary / Coordinating Secretary / Public Relation Officer / Media Secretary
- 09 Hon. Project Ministers' / Hon. District Ministers' / Hon. State Ministers' Staff
Private Secretary (for ex-staff only)
- 10 Coordinating Secretary of a Secretary to a Cabinet Ministry / Coordinating Secretary of a Chief Secretary of a Provincial Council / Coordinating Secretary of Deputy Secretary to the Treasury
Senior Assistant Secretary (News) to Cabinet Ministries (This post presently abolished. Applicable only for persons served)

The post of Coordinating Secretary, Public Relation Officer to the Hon. Prime Minister including above all posts of Media Secretaries are documented with effect from 24.04.2010 in terms of Gazette Notification 1706 of Democratic Socialist Republic of Sri Lanka issued on Friday, May 13, 2011 and the directions of this circular are applicable to them as well.

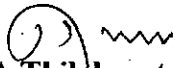
Above posts whether pensionable or not are entitled only for a pension in terms of Section 2 and "a a" of Minutes on Pensions disregarding the permanency of the post where if the officer had completed 5 years service in the post. Officers held above posts for 5 years are eligible for 1/3 pension of the last drawn salary and who have 15 years service are eligible for 2/3 pension of the last drawn salary (Without Gratuity). Following instructions should be adhered with regard to the pensions of the posts listed in Schedule 'Q'.

1. Contributions towards Public Service Provident Fund should be charged from the salaries of the officers newly recruited to Ministers' Staff. Minimum 5 years service is (disregarding of any type of service break) required to be eligible for a pension.
2. If an officer in Public Service has been released and attach to the Ministers' Staff should contribute towards the Widows' & Orphans' Pension Scheme for a service period as in Schedule 'Q'. Such officers are entitled to retire after completion of 5 years service under Schedule 'Q' or return to the previous post held in Public Service and the officers with less than 5 years service should return to the Public Service.

3. Only the pensionable pre-service period of the officers listed in Schedule 'Q' would be applicable to calculate pension.
4. Contributions towards Widows' and Orphans' Pension Scheme or Public Service Provident Fund should not charge from retired Public Officers who joined Minister's Staff. (relevant instructions with regard to the Public Service Provident Fund are set out in Pension Circular 4/2010)

These officers are not entitled for the reliefs specified in Pension Circular 15/ 2009 and should be completed another 5 years service in order to make revise the pension. When an officer in Schedule 'Q' is retired, the duly processed pension file along with following supportive documents should be sent to this department by the secretary of the ministry concerned.

- i. Form General 55
- ii. Appointment letter to a post in Schedule 'Q'
- iii. History Sheets
(This should be certified by an authorized officer)
- iv. Letter of appointment for year re-employment
- v. Letter of service conclusion
- vi. 3 black and white photographs in 3¼, 2¼
- vii. Details of benefits received from Public Service Provident Fund
- viii. The Divisional Secretariat where pension drawn presently and pension number


K A Thilakaratne
Director General of Pensions

Copies:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General