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ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



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தலைமுறையொன்றின் பெருமிதம்

Pride of a Generation

මගේ අංකය
எனது இல. }
My No. }

உமது இல. }
Your No. }

දිනය
திகதி } 16.10.2014
Date }

Circular Letter No: 04

To all District Secretaries,
Divisional Secretaries,

**Initiating the first payment of monthly pensions of
new additions by the Department of Pensions**

Initiating the payments of monthly pensions of a retired public officer may be delay due to various reasons such as,

1. Delay in submitting pension applications to the Department of Pension by respective institutions
2. Delay in issuing pension number due to shortcomings of the pension application
3. Delay in issuing pension award paper by the respective institution even after issuing of pension number

The issue of delay in initiating the payment process of pension for a long period has been caused in many ways on economic and social standards of the pensioners.

In resolving above situation, the department has taken action to upgrade the database of only the Civil (Type 01) and Armed Forces (Type 03) pensioner retiring from 1st of October 2014 and make their monthly pension payments through the department from 01st of November 2014. Accordingly, the pensioners will receive monthly pensions without any delay.

The payments should be made according to the following procedure and all Divisional Secretaries should adhere to the instructions.

- i. The relevant Divisional Secretaries will be informed all details of new entries to the database for making pension through the official website of the Department of Pensions
- ii. The respective institutions should take action to issue pension award letter as previous and sent to the Divisional Secretariat concerned.
- iii. The Divisional Secretaries should take action to get authentication on identity and the residence of the pensioner on receiving pension file as previous

- iv. If the pension file has not been received by the Divisional Secretariat even after 03 months from initiating the payments by the Department of Pensions or if the pensioner has not reported to the Divisional Secretariat even after the pension file has been received by the Divisional Secretariat, the payments regarding such pensions should be withheld and the data of the pension be deleted from the database and reported to me.

The Divisional Secretaries should take action to prevent double payments by deleting the data with regard to the entries of the retirements taken place on or after **01.10.2014** and which already have been entered for the payments of month of November.

Please make arrangements to raise the awareness of the officers concerned in this regard and all inquiries should be forwarded to newpension@pensions.gov.lk.

Signed by

S S Hettiarachchi
Director General of Pensions