

**Pension Circular No:09/2015**

My No: P/ Circular/ 2015  
Department of Pensions,  
Maligawaththa,  
Colombo 10.  
2015.09.

Secretaries of all Ministries  
Provincial Chief Secretaries  
Heads of Local Government Institutions/Heads of Departments  
District Secretaries/Commanders of Three Armed Forces  
Divisional Secretaries

**Payment of Death Gratuity, Revised Pension Gratuity and Revised Death Gratuity**

Action may be taken in the following manner in order to expedite the payment of death gratuity and revised pension from 15.09.2015 extending further the process for re organization of the payment of pension.

**01. Payment of death gratuity**

1.1. The dependants of the public officers, who receive a permanent and pensionable appointment in public service and demises whilst in the service completing a net period of service of 5 years (60 months) after confirmation in the post, are entitled to the death gratuity.

1.2. Death gratuity will be paid treating persons as the dependants of the demised female/male officers in the following manner.

1. When a married male/female officer demises

Dependants: - I. Wife/Husband of the legal marriage and unemployed and unmarried children

2. When an un married male/female officer demises

Dependants: - I. Father and mother

II. Unemployed and un married brothers and sisters in case where father and mother are not living

1.3. At such instances where there are no beneficiaries to make them entitled to death gratuity in the above manner, death gratuity will be awarded strictly for the purpose of making recoveries due to the government from such officer, if any.

1. 4. Heads of Institutions are required to take following actions to expedite the payment process.
  - I. Request for the payment of death gratuity should be made by form PD 5(Annex 01) and following annexes should also be submitted for the purpose..
    - i. A certified copy of the death certificate
    - ii. A certified copy of the National Identity Card of the demised person
    - iii. Report on the dependants certified by the Divisional Secretary
    - iv. Report on salary in order to confirm the salary for the last time
    - v. A certified copy of the history sheet
  - II. Particulars of dependants should be indicated correctly under 11 of form PD5. Head of the Institution should provide a correct confirmation on dependants in relation to the report of recommendation of Divisional Secretary and personal file of the officer concerned. Any amount due to the Government should be recovered at the time of calculating the death gratuity and accordingly action should be taken to indicate correctly the method of distribution of the remaining amount among the dependants under No 12 and particulars of the official bank accounts of Head of Institutions under No 13. Further a certified copy of the dependants' bank account/accounts should also be submitted along with form PD 5. These bank accounts should be personal savings accounts maintained at Bank of Ceylon, Peoples' Bank or National Savings Bank.
  - A "savings bank account for minors" should be opened for minors (Below 18 years of age) at any recognized bank and a certified copy of the same should be sent. Pass books of such accounts should be handed over to the guardians of orphans.
  - IV. Allocations will be released by the Department to Public Institutions of central government for deductions on the amounts due from officers to government and the recoveries should be managed by these allocations. Amounts equivalent to the deductions of government in relation to Provincial Council institutions will be directly credited to official bank account of relevant institution and further the institution will be informed in this regard. (Therefore it is essential to include correct information on official bank accounts along with the name of the bank and account number.)

## **02. Payment of the revised pension gratuity**

2.1. Since arrangements have been made to credit the revised pension gratuity directly to the bank account of the retired officer when paying such revised death gratuity, action should be taken to submit a certified copy of the pass book issued on the bank account, through which the pensioner already receives pension, along with the revised PD6..

2.2. If any amounts are still due to the government from the retired officer, correct particulars in this regard should be submitted and accordingly the Department will send allocations to the Institutions as per 1.4(IV) above which are required to settle relevant deductions.

2.3. Following document should be attached wherever necessary depending on the reasons for revision on pension.

- I. Awarding certificate issued for the last time before the revision
- II. Revised history sheet
- III. Letter of salary conversion relevant to the revision
- IV. Letter of promotion
- V. Other letters and documents in connection to the revision E.g.: Cabinet Decisions
- VI. If the service period has been added for service on daily wages/teachers of *pirivena* and private schools, particulars of contributions recovered in relation to such periods.

### **03. Payment of revised death gratuity**

3.1. Action should be taken as per 02 above manner in relation to the payment of revised death gratuity.

3.2. It is highly compulsory to submit correctly the particulars in 28 I and II of application for revision of pension and death gratuity (PD6) and further a certified copy of the pass book/books of bank account should also be sent.

**04. Awarding certificates in relation to above revisions are issued by the Department of Pensions. Accordingly action should be taken to include a revised awarding certificate obtained from the web site of the Department of Pensions in the personal file.**

**S.S.Hettiarachchi**

**Director General of Pensions**

Copies: 1. Secretary to H.E. the President

2. Secretary of Hon Prime Minister

3. Secretary, Ministry of Public Administration Local Government and Democratic Governance

4. Secretary, Ministry of Finance

5. Auditor General-

To obtain assistance to formalize the programme to conserve personal files