

Pension Circular No: 01/2021

My No:Pen/Circular/2021
Department of Pensions
Maligawatta
Colombo 10
12.05.2021

To all Secretaries to Ministries,
Chief Secretaries of Province,
Heads of Departments,
District Secretaries,
Divisional Secretaries.

Payment of a gratuity as a merciful alternative

With reference to the special gazette notification no 2211/65 dated 22.01.2021 on the above subject.

02. According to the section 44 of the Minutes on Pensions amended by the aforesaid Gazette notification, public servants and daily paid employees who are not entitle for a pension but the one who deserves, may get a gratuity as a merciful alternative on their retirement. Those who are not eligible for a Widows and Orphans pension under Widows and Orphans ordinance are also entitled to receive a gratuity as a merciful alternative on behalf of deceased public servants.

03. However, a person who is not entitled to a pension or gratuity due to voluntary resignation, resignation or dismissal for any reason under section 20 (1) of the Minutes on Pensions, is not entitled to the above gratuity.

04. The gratuity as a merciful alternative should not exceed Rs. 50,000.00

05. Actions should be taken to recover the surcharge within the maximum of this gratuity, if there is any surcharge to the Government.

06. To apply a gratuity as a merciful alternative, the application form mentioned in Annexure 01 should be completed and sent to the Department of Pensions along with the following documents.

- i. Request Letter
- ii. Appointment Letter
- iii. Service Termination Letter
- iv. History Sheet
- v. A copy of the NIC
- vi. A certified copy of the Bank Account book
- vii. In case of Deceased officer, Death certificate / Marriage certificate / Birth certificates of children

07. This order shall be treated as effective from 06.01.2009.

08. This Circular is issued with the consent of the Secretary to the Ministry of Public Service, Provincial Councils and Local Government.

Sgd;

A. Jagath D. Dias

Director General of Pensions

Copies:

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|----|--|------------------------------|
| 01 | Secretary, Ministry of Public Service, Provincial Councils and
Local Government | -for your information Please |
| 02 | Secretary, Ministry of Defence | -for your information Please |
| 03 | Secretary, Ministry of Finance | -for your information Please |
| 04 | Auditor General | -for your information Please |



Department of Pensions



Application for payment of a gratuity as a merciful alternative

01 Details of Applicant

I. Full Name																		
II. NIC No																		
III. Gender	Male									Female								
IV. Date of Birth																		
V. Date of death, if deceased																		
VI. Divisional Secretariat																		
VII. Address																		
VIII. Phone Number	Land No																	
	Mobile																	

02 Service Details

2.1 Service on Daily Basis

I. Position																		
II. Appointment Date																		
III. Termination Date																		
IV. Service Period																		
V. Reason for the termination																		

2.2 Permanent and Pensionable Service

I. Position																		
II. Appointment Date																		
III. Confirmation Date																		
IV. Service Period																		
V. Reason for the termination																		
VI. Reason for not qualify for pension																		

03. Gratuity as a merciful alternative

I. Reason for the recommendation for the above allowance	
II. Recommended Amount (Maximum up to Rs.50,000.00)	
III. Surcharges to the Government(To Consolidated Fund)	
IV. Balance after deduction of surcharges to the Government	

04. Bank Account Details

I. Bank	
II. Branch	
III. Account No	

05 Details of Dependents, if the officer deceased

I. Name	
II. NIC No	
III. Date of Birth	
IV. Relationship	
V. Bank	
VI. Account No	

I. Name	
II. NIC No	
III. Date of Birth	
IV. Relationship	
V. Bank	
VI. Account No	

I. Name	
II. NIC No	
III. Date of Birth	
IV. Relationship	
V. Bank	
VI. Account No	

Recommendation of the Department Head

It is hereby recommended to grant a gratuity as a merciful alternative according to the section 44 of the Minutes on Pensions to Mr./Mrs./Miss. ; who completed the service at the without pension entitlement.

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Name of the Department Head and the official seal