



මගේ අංකය } Pension Circular 03/2020  
எனது இல. }  
My No. } Instructions.II.

உமது அංකம் }  
உமது இல. }  
Your No. } .....

දිනය }  
திகதி }  
Date } .....2022.03.09

To All District Secretaries,  
To All Divisional Secretaries,

**Widows' / Widowers' and Orphans' Pension Preparation through Online System according to the Pension Circular 03/2020 – Guideline II**

In addition to the Instruction letter 03/2021 dated 29.01.2021 regarding the preparation of Widows' / Widowers' and Orphans' Pension through online system according to the Pension Circular 03/2020.

1. Widows' / Widowers' or Orphans' Pension is awarded to spouse or orphans at the death of a pensioner for the salary from which the contributions were deducted and the pensionable allowances only. Therefore, when entering the contributors information of the following service to the information system, special attention should be drawn whether the Widows' and Orphans' contributions have been charged for the relevant allowances and no allowances should be considered to the calculation of the Widows' and Orphans' Pension.
  - Judicial Service Officers
  - Secretaries of Ministries
  - Officers entitled for SL 4 salary scale
  - Officers of the Attorney General's Department
  - Officers of the Legal Draftsman's Department
  - Medical Officers
  - Members of Tri Forces
  - Officers of Postal Service
2. It is mandatory to refer the scanned file of Widows' / Widowers' and Orphans' Pensions to grant approval for the Widows' / Widowers' and Orphans' pension payment. If the scanned file is not available in the information system, a request for scanning the file should be email to the [wop@pensions.gov.lk](mailto:wop@pensions.gov.lk) and after scanning the information should be verified and approval should be granted after confirming the information from the scanned file.
3. If the request submitted by the entitled person for Widows' / Widowers' and Orphans' pension without any issues, action should be taken to input the information to the information system to make the relevant payment in the same month.

4. In case of Widows' / Widowers' and Orphans' Pension arrears amount is more than Rs.500,000.00 (as per the information system), the online application form should be submitted through the information system as usual and the pension file should be sent to the Department of Pensions for verification.
5. When providing the Windows' and Orphans' pension to spouses and orphans of the members in volunteer forces, it should be verified that the widows' and orphans' contributions have been charged as per the Pension Circulars 10/2009 and 10/2009 (Amendment I).
6. According to the Pension Circular 03/2020, in carrying out the proceedings under section 5.1 of the first letter of instructions for preparation of pension through online dated 29.01.2021, affidavit is sufficient for minor differences in names (same pronunciation with different spelling, the surname is placed before or at the end of the name, use husband's name after marriage) and in cases where the name difference is obvious as complete or partial change of name and change of family name, approval should be granted only after leally confirming such changes. Submission of an affidavit is not sufficient for such obvious name changes.
7. The application (SOURCE DOCUMENT) obtained after entering the date into the information system should be included in the pension file only after entering the name and position along with the signature of the subject officer and the official seal and signature of the recommending and approving officers.

**Sgd./A. Jagath D. Dias**  
Director General of Pensions

Copies :

1. Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government -F.I.P.
2. Director General, Department of Management Audit -F.I.P.
3. Auditor General -F.I.P.