



මගේ අංකය
எனது இல.
My No.

Pension Instruction
Letter No. 13/2021

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

16/12/2021

To all Divisional Secretaries,

Pensioners' Life Certificates – 2022

The required specimen form of Pensioners' Life certificate, for the year 2022 is forwarded herewith. You are kindly informed no to accept any other specimen formats except the given specimen for the year 2022.

02. Your attention is drawn to the section 08 of this specimen. Accordingly it is mandatory to enter the information of the guardians for the pensions that are paid through guardians. Further the relevant life certificate shall be filled into the pensioners' file with a record immediate after the insertion of the said specimen into your computer system.

03. Shortcomings have been identified during the audits in obtaining the life certificates; and the following actions should be taken to rectify those.

- I. It is compulsory to verify whether the National Identity Card number is correctly entered.
- II. The signature and date of the pensioner is mandatory and it should be attested by Grama Niladhari placing signature and the official stamp.
- III. The reasons should be stated as a special note by the Grama Niladhari in the format, when fingerprint is placed instead of a signature in a life certificates.
- IV. Life certificates data should be updated in the system before 31.03.2022. It is informed that the salaries of those pensioners whose life certificates have not updated by the said date will be suspended from May 2022.

04. Additionally, your attention is drawn to the letter of the Secretary of Ministry of Internal & Home Affairs and provincial Councils and Local Governments No.HAF-2/15 CORDI/1507-(SUB I) dated 06.11.2019 in obtaining the life certificate from clergy.

05. It is **not required** to obtain the life certificate from pensioners who use digital life certificate system according to pension circular 2/2020.

06 Your corporation in this regard is highly appreciated.

Sgd.

A.Jagath D.Dias

Director General of Pensions

Copies:

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| 1. Secretary, Ministry of Public Service, Provincial Councils and Local Government | -F.I.P |
| 2. Secretary, State Ministry of Home Affairs | -F.I.P |
| 3. To all District Secretaries | -F.I.P |

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Pension Subject Officer / Grama Niladhari