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ஓய்வூதியத் திணைக்களம் DEPARTMENT OF PENSIONS



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தலைமுறையொன்றின் பெருமிதம்

Pride of a Generation

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எனது இல. My No.	Pension Instruction
WIY INO.	Letter No. 13/2021

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Date	•

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.

- O2. 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.

It is not required to obtain the life certificate from pensioners who use digital life 05. certificate system according to pension circular 2/2020. Your corporation in this regard is highly appreciated. 06 Sgd. A.Jagath D.Dias **Director General of Pensions** Copies: 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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Issued free of charge Pensioners' Life Certificate – 2022

Serial No (To be numbered by Grama Niladari)

The Relevant Divisional Secretariat where the pension is paid:

Wishing a Happy Peaceful Prosperous and Healthy New Year 2022 for You and Your Family Note: Pensioners who use digital life certificate services are not required to complete this form. They can walk in to any facility where the digital life certificate service is provided and use the service to mark their states.

Please fill this certificate before **31.03.2022** and submit to the Grama Niladhari of your residential area. Please note the pension payments for pensioners who don't submit this form by the said date shall be **withheld from May 2022**.

		withheld from May 2022.															
	1.	Name with initials															
	2.	National Identity Card No (Mandato	ory)														
	3.	Date of Birth (Year/Month/Date)															
	4.	Pension		Type					N	umk	er						
	5.	Residential Address															
	6.		Residence Mobile									Ei	ntering y	rour Mobi the mo s are forw	ile No is man nthly pension varded to the	datory si mobile.	nce
	7.	Grama Niladhari Division / No															
	8.	Name of the Guardian , if any															
		8.1 National Identity Card No of the 8.2 Telephone No of him/her	Guardian Residence Mobile														
	۱d	eclare the aforementioned informa	tion is true	and ac	curat	e.	<u>'</u>	· ·	•	•							_
	Da	te						Signa	atur	e of	the	pen	sion	recij	 pient		
	Re	port of Grama Niladhari															
		Observations															
	It is certified that aforementioned retired Reverent/Clergy/Mr/Mrs/Miss is a permanent/temporary resident of the relevant address or in Grama Niladhari Division. He/She is in/not in good health condition to manage own works. This name is /is not included in the voter List.																
	Da	te			Sig	gnati	ure c	of Gra	ama	Nila	dha	ari an	nd Of	fficia	l Stam	р	
	Со	unter Signed															
		te	- to Grama I		ure of	Divis	ional	Secre	etary	/Aut	hor	ized (Office	er and	d Officia	al Sta	mp
Who submitted the certificate of Residence to Grama N Place () in the relevant cage.			Pensioner					Guardian									
•••••		Declaratio	Extract from of Accepta						•••••		•••••						
		Pension No The acceptance of the submitted cert	tificate of Re	esidence													
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