



මගේ අංකය } Pension Instructions  
எனது இல. } Letter No: 07/2022(III)  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය } 01.06.2023  
திகதி }  
Date }

To all District Secretaries,  
All Divisional Secretaries,

**Pensioners' Life Certificates – 2023**

Your attention is kindly drawn to Pension Instruction Letter No.07/2022 dated 13.12.2022 and Pension Instruction Letter No.07/2022(I) dated 30.12.2022 issued by me on above subject.

02. These instructions are applicable only to pensioners who have not submitted life certificates.

03. Pensioners who have not updated life certificates as at 31.05.2023 are permitted to update life certificates by using the form attached hereto. Please note that this form will be valid till 30.11.2023 only. However, the pension payments of the pensioners who could not update life certificates as at 30.06.2023 by using forms issued to the Grama Niladhari or by placing fingerprints as per the above instruction letters, will be suspended with effect from July 2023.

04. The life certificates of pensioners who are living outside the permanent by residing Grama Niladhari Division due to a personal disability, illnesses or any other personal matter should be forwarded by using above form to the Divisional Secretariat where the pension file is maintained having certified through the Grama Niladhari of the division where he temporarily resides with the counter signature of respective Divisional Secretary. When the life certificate is submitted to the divisional secretariat accordingly, the officers assigned with pension subject should update the pensioner's life certificate to the database.

05. The pensioners can update their life certificates using fingerprint through 26 Divisional Secretariats and 476 bank branches that have the facility to update life certificates.

06. The registry of 26 Divisional Secretariats and 476 bank branches where the facility to update life certificates using fingerprints can be downloaded as follows.

[www.pensions.gov.lk](http://www.pensions.gov.lk) → Resources → Downloads → Life Certificate – 2023  
through Finger Prints  
from 01.01.2023

07. Your assistance in this regard is highly appreciated.

**Sgd:**

**A. Jagath D. Dias**

Director General of Pensions



You have not updated the life certificate by the date 31.05.2023. Submit this form without failing after filling the same to your Grama Niladari in your area. This format is validated until 30.11.2023

Note: Pensioners who update digital life certificate through the service of life certificate by using electronic finger prints are not required to complete this form. They can walk there to any institution where the digital life certificate service is provided as per the Pension Circular 02/2020.

1.	Name with initials																																																																												
2.	NIC No (Mandatory)	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																											
3.	Date of Birth (yyyy/mm/dd)	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																											
4.	Pension	<table><tr><td colspan="4">Type</td><td colspan="8">Number</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												Type				Number																																																											
Type				Number																																																																									
5.	Residential Address																																																																												
6.	Contact No-	Residence										Entering your Mobile No is mandatory since the monthly pension details are forwarded to the mobile.																																																																	
		Mobile																																																																											
7.	Grama Niladhari Division/No																																																																												

8.	If the pension is paid to Guardian, Name of the Guardian																									
8.1	NIC No of the Guardian	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																								
8.2	Contact No of the Guardian-	Residence																								
		Mobile																								

9.	Whether the widow/widower who receiving widow/widower pension has remarried (Place (√) in the relevant cage)	Yes		No	
10.	In case of orphan pension, whether the orphan is employed (Place (√) in the relevant cage)	Yes		No	

I declare the aforementioned information is true and accurate.

Date ..... Signature of the Pension Recipient

Report 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.

Date ..... Signature of Grama Niladhari and Official Stamp

Counter Signed.

Date ..... Signature of Divisional Secretariat/Authorized Officer and Official Stamp

Life Certificate is submitted to Grama Niladhari By (Place (√) in the relevant cage)

Pensioner		Guardian	
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.....Extract from Here.....

Acknowledgement of Life Certificate

Pension No ..... Life Certificate has been received.

Received Date ..... Pension Subject Officer / Grama Niladhari