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எனது இல. }
My No. }

Pension Instruction Letter

No: 07/2022 (II)

ඔබේ අංකය
உமது இல. }
Your No. }

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திகதி }
Date }

23 02.2023

To all District Secretaries,
Divisional Secretaries,

Life Certificates of Pensioners – 2023

Your attention is hereby drawn to the Pension Instruction Letter No 07/2022 dated 13.12.2022 and Pension Instruction Letter No 07/2022 (1) dated 30.12.2022 issued by me on the above matter.

02. By these letters, it has been informed that you are required to collect before 15.02.2023 the Form No 01 issued to Grama Niladhaires, which should be signed by pensioners and certified by relevant Grama Niladhari. Relevant Officers should update the data base as per the documents obtained in the above manner. Facilities have now been made to obtain a document of pensioners through data base, who have failed so far to update their life certificate either by finger mark or reporting to Grama Niladhari, after updating the data base. That document should be returned to Grama Niladharies on 01.03.2023 or immediately after updating relevant Grama Niladhari Division and accordingly it is expected that Grama Niladhari will hand over the document after perfecting the same by 31.03.2023.

03. At such occasions where a pensioner lives outside the Grama Niladhari Division, where his permanent residence is located, due to a certain disability, illness or any other private matter, action should be taken to obtain a written request from the pensioner for providing life certificate and it should be sent to the Divisional Secretariat, where the pension file is maintained, after certifying by the Grama Niladhari of the Division, where the pensioner resides temporarily and countersigning by the Divisional Secretariat. When such written confirmation is received by the Divisional Secretary, where the pension files is maintained, the Pension Officer should update the life certificate of the respective pensioner.

04. There are instances, where the names of the guardian is included in the data base instead of the pensioner, who collect his/her pension through a guardian, when collecting information of the pensioner to Form 01 and Grama Niladhari should be informed to identify such cases and further to obtain the signature of the pensioner instead of guardian. Action should be taken to identify the guardians appointed for pensioners in the Division and to submit such information to respective Grama Niladhari.

05. It is expected that the documents would be collected from Grama Niladharies on 31.03.2023 and the database would also be updated including such information before 12.04.2023.

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