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எனது இல. } Pension Instructions
My No. } Letter No. 08/2022

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உமது இல. }
Your No. }

දිනය
திகதி } 2022.12.13
Date }

To all Divisional Secretaries,

Management of Pension

It is hereby informed that instructions mentioned below should be followed for the management of pension after approving and commencing the payment of pension.

1. Interview conducted for activating the pension

1.1. When the application for pension is approved, all retired officers are called to the Department of Pensions for an interview. At this interview the identity of the retired officer is confirmed and accordingly his/her finger prints are registered in the pension system. Further the pension entitlement certificate and pensioners' identity card will also be issued on confirmation of the dependents of the retired officer.

1.2. The instruction paper, which contains the list of following documents to be brought by the retired officer called for the interview, is received at the time of printing pension application by the institute, where the officer served for the last time, and the Department of Pensions has informed all public institutes to hand over it to the retired officer.

- i. National Identity Card of the officer, a copy of the same and original of the certificate of birth
- ii. A copy of the National Identity Card and the original of the certificate of birth of the spouse
- iii. W & OP card
- iv. Original of the marriage certificate
- v. Original of absolute order of the divorce, if the retired officer has divorced from spouse
- vi. Originals of the certificates of the children below 26 of age
- vii. An affidavit or other appropriate documents to prove the change in name, if any
- viii. Medical certificates, clinic particulars, and reports of diagnoses, color photo of post card size (Full), health 307 report and originals of certificates of birth in order to prove that the disability has occurred either at birth or before reaching the age of 26 years, in case where there are disabled children
- ix. A color photo of passport size of the spouse

1.3. However there are many deficiencies in the documents brought by retired officers due to not making aware the officers by the institute or the lack of knowledge of the officer. At such occasions, the pension entitlement certificate issued at the interview bears the term 'entitlement to W & OP has not been confirmed'. However the dependents of the pensioner will not be deprived of entitlement to W & OP due to that. The retired officer is informed at the interview to include such documents duly perfected in the pension file maintained at the Divisional Secretariat.

1.4. Therefore, if a certain retired officer submits the documents mentioned under para 1.2. above to you, action should be taken to include them in the pension file of the officer.

2. Registration under railway warrant system.

When a pension file of a new pensioner is received by the Divisional Secretariat, action should be taken to call respective pensioner to the Divisional Secretariat and to register him/ her online in railway warrant system after confirming the identity.

3. Obtaining life certificates.

3.1. With a view to verify that the pension is strictly paid to the pensioner as per financial regulation 270 and section 41 of the Minutes on Pensions, life certificate is obtained annually.

3.2. Action should be taken to inform the new pensioners to perfect and hand over life certificate annually through Grama Niladhari or to provide it using fingerprint.

3.3. When updating the life certificate in relation to a certain year in the data system, the date of receipt of life certificate should be a date of the relevant year.

3.4. When providing life certificate through fingerprint, fingerprint should be given in the same year. (E.g. a date on or after 01.01.2023 if it is relevant to year 2023.)

3.5. In case where a person stays more than 03 months outside the respective Divisional Secretary's Division, action should be taken to send the pension file of the person to the Divisional Secretary's Division, where he/ she stays.

3.6. When going abroad for marine affairs, action should be taken to submit life certificate annually either through Shipping Secretariat or Sri Lanka Missions abroad.

3.7. Action should be taken with immediate effect to submit pension files of those who are going abroad for more than two years and who are citizens of other countries or dual citizens, to the Head Office as per Pension Circular No. 01/2018.

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