

Ministry of Public  
Administration,  
Home Affairs, Plantation  
Industries and Parliamentary  
Affairs, Independence Square  
Colombo 07.

To: All

Date 07 June, 1995

Secretaries to Ministries  
Heads of Departments  
Chief Secretaries to Provincial Councils  
District Secretaries, Divisional Secretaries and all  
Administrative Heads of Local Authorities

**New Scheme for awarding of Pensions, payment  
of Commuted Gratuities and payment of death gratuities**

As an expeditious step towards awarding of Pensions it has been decided that commencing from 01.10.1995 the computation of Pensions and the awarding of commuted gratuities should be handled by the Ministries /Depts. of the central government, provincial councils the local authorities or the armed forces in which the officer served last. In order to give effect to this decision the procedure to be adopted is appended.

(i). Retiring officer is required to prepare the notice of retirement in six copies as per annexed form "A" (form "B" for armed forces) three months before the expected date of retirement and forward five copies of notice to the head of the institution. One copy of the notice should also be forwarded to the Director of pensions direct by the officer.

(ii). Head of the institution should perfect part II of form "A./B" in all the five copies so received and forward 03 copies to the Director of pensions duly signed and stamped with official designation. One copy to be filed in the personal file of the officer and the remaining copy sent to the retiring officer within a week on receipt of notice.

(iii). The Director of pensions should perfect part III of the annexed form 'A/B' and forward a copy to the head of the Institution duly signed and stamped with official designation. A copy is also to be sent to the Secretary/Accountant W&OP unit, while the third copy should be sent to the Chief Accountant of the Department of Pensions for release of allocation. The officer should be informed of the pension number allocated for the awarding of pension within a week on receipt of the request.

(iv). Officers of the Min./Dept./Institution handling the personal files of those retiring officers should ensure that application on form Gen. 55 is prepared well in advance to enable the retiring officer to receive his/her commuted gratuity on the date of retirement and the monthly pension thereafter without interruption. A certificate of no claim should also be filed in the respective pension file regarding all dues to Govt. from the officer at date of retirement. The applicant should be kept informed of the progress.

(v). The Pension award letter should be issued to the officer before the date of retirement and a copy of the award letter should invariably be forwarded to the Director of Pensions and the Secy./Acct. W & OP office.

If an officer to whom a pension has been awarded is found to have committed an offence before the date of retirement by which he becomes disqualified to receive a pension under the Minutes on Pensions, he should not be paid his commuted gratuity and the retirement papers should be forwarded to the Director of Pensions.

(vi). The commuted gratuity so awarded should be paid to the officer on the date of retirement after recovering all the dues to Government.

(vii). The respective Divisional secretariat in which the officer's place of payment is situated should be instructed to pay the monthly pension thereafter by forwarding a copy of the award letter, identify cards and the loose leaf on form Treasury 10.

02. The full death gratuity payable to the dependents of a public officer who dies while holding a pensionable post and is confirmed in the post with not less than 5 years reckonable service for pension should also be paid to the dependents commencing from 01.10.1995 after recovering all the dues to Govt. from the officer. Form "C " should be utilized for this purpose. All other applications for death gratuities under P.A. Circular No. 369 should be forwarded to the Director of Pensions.

03. Initially retirements under the following sections of the minutes on pensions should be processed as mentioned above.

(Sec.2-17) Retirements on completion of 60 years of age

(Sec.2-17) 26 (ix) Retirements on completion of 55-60 years of age

Retirements under P.A. Circular 44/90 of 18.10.1990

Sec. 2-1(a) (b) (c)

All applications for pensions other than those mentioned above should be forwarded to the Director of Pensions.

04. In order to implement this new proposal duties are delegated under FR.135 as follows :-

(i). Commuted gratuity and death gratuity

- Approval - Personally by the Secretaries to Ministries and by the Heads of Departments or by the Heads of Divisional units delegated by the Secretaries and Heads of Departments.
- Certification - Accountants of the Ministries or Depts. delegated by the respective Secretaries of Ministries and Heads of Depts.
- Payments - Accountants and Officers in the Staff grades delegated by the respective Secretaries to Ministries and Heads of Departments.

(ii). Monthly Pensions

- Approval - Personally by the Secretaries to Ministries and Heads of Departments or by the Secretaries and Heads of Departments.
- Certification - Divisional Secretaries or Accountants of the respective Divisional Secretariats delegated by the Divisional Secretaries.

N.B. Computation and preparation of the Commuted Gratuities, Death Gratuities, and the monthly pensions should be carried out under the supervision of an Accountant.

05. The computation and the awarding of commuted gratuities and the service pensions of all employees in the three armed forces should be effected by the Heads of Departments of the respective armed forces following the same instructions as mentioned above. Applications for all other kinds of pensions should be forwarded to the Director of Pensions. (e.g. Compensatory pensions, disability pensions, dependents pensions etc.)

06. Detailed instructions regarding the computation and the payment of pensions will be issued by the Director of Pensions in due course.

07. This circular is issued with the concurrence of the  
General Treasury.

Sgd. (R.S. Jayaratne)  
Secretary

Ministry of Public Administration,  
Home Affairs, Plantation Industries and Parliamentary  
Affairs.

**FORM "A" - PART I**

(The retiring officer is required to perfect part I of this form in 6 copies and handover 5 copies to the head of the institution. One copy should be sent direct to the Director of Pensions by the officer).

**Notice of Retirement from Public Service**

I .....attached to the Ministry / Dept. of ..... Central Govt./ Provincial Council/Municipal Council/Urban Council /Pradeshiya Saba hereby give notice of retirement w.e.f. ....as I have reached the age of retirement /opt to retire under P.A. Circular 44/90 of 18.10.1990.

- 01. Name in Full :
- 02. Name with Initials :
- 03. National I.D. Card No. :
- 04. Private Address :  
Official Address :
- 05. Date of Birth : Date Month Year
- 06. Telephone No. :
- 07. Date of Appointment : i. Central Govt. /L.G.S.  
ii. Provincial Councils  
iii. Absorption into Provincial Council Service
- 08. Date of Appointment to Pensionable Service :
- 09. Civil status : Married/Unmarried
- 10. Name of Wife /Husband :
- 11. W&OP /Widowers & O.P.No.:
- 12. Designation :
- 13. Present Annual Consolidated Salary :  
Annual Pensionable allowances :
- 14. Option to obtain commuted gratuity : (Yes / No) :
- 15. I hereby give my consent to recover any dues to Govt. from my gratuity and if the commuted gratuity is insufficient to bear up the total recovery I wish that the balance be recovered from my pension.

Date :  
N.B. Delete wherever it is inapplicable

Signature of the officer

(For official use only)  
Form "A" - Part II

My No.

Director of Pensions (03 copies)

I hereby accept the notice of retirement of Mr./Mrs. ....  
attached to this institution and wish to state that the  
retirement has been approved/action will be taken to approve  
the retirement w.e.f. .... Please inform me of the  
pension number allocated to the officer for purposes of pension  
calculation. I certify that Rs. .... being amount due  
to government from the officer has been noted for recovery from  
the commuted gratuity payable. I also certify that the  
particulars declared by the officer are correct.

Consolidated salary at date of retirement	:	Rs. ....
Earned increment up to date of retirement	:	Rs. ....
Pensionable allowances	:	Rs. ....

Gross salary for computation  
of Pension : Rs. ....  
=====

Full commuted Gratuity	:	Rs. ....
Less - Total recovery due from the officer at date of retirement	:	Rs. ....
Net commuted gratuity payable	:	Rs. .... =====

I hereby undertake to withhold the payment of commuted  
gratuity and the awarding of a pension to the retiring officer  
if he/she commits an offence disqualifying him/her for a pension  
under the minutes on pensions.

Date :

Secy/Head of Dept.  
Central Govt/Provincial Council /  
Local Authority (Stamp official  
designation)

Copies to: i. Officer  
ii. Personal file

FORM "A" Part III  
(For office use only)

My No :  
Your No :

.....  
.....

Reference your request dated ..... the registered pension  
number allocated to the officer is ..... I request  
that this number be stated in all connected pension documents.

Date :

Director of Pensions  
Dept. of Pensions  
(Stamp official designation)

Form "B" PART I

(The retiring employee is required to perfect part I of this form in 06 copies and hand over 5 copies to the head of the institution. One copy should be sent direct to the Director of Pensions by the employee).

Army Commander,  
Air Force Commander,  
Navy Commander,

**Notice of Retirement from Public Service**

I ..... in the Regular /Voluntary service of the Army/Air Force /Navy is scheduled to be retired from service w.e.f. .... and therefore I wish to tender my retirement from that date.

1. Full Name
2. Private Address
3. Official Address
4. National Identity Card No.
5. Date of Birth
6. Civil Status
7. Date of First Appointment
8. Rank
9. Regiment
10. Service No.
11. Age at Date of retirement
12. Total Service
13. Reason for retirement
14. Annual Consolidated salary
15. Pensionable Allowances
  - i. ....
  - ii. ....
  - iii. ....
16. Option to obtain commuted gratuity : Yes /No
17. I wish to give my consent to recover any dues to Government /Armed forces from my commuted gratuity and if the commuted gratuity is insufficient to bear up the total recovery I wish that the balance be recovered from my monthly pension.

Signature of Officer / Soldier

Form "B" part II

Director of pensions (3 copies)

I hereby accept the notice of retirement of officer/soldier ..... and wish to state that the retirement has been approved / action will be taken to approve the retirement w.e.f. .... Please inform me of the pension number allocated to the officer for purposes of pension calculation.

I certify that Rs. .... being amount due to government from the officer has been noted for recovery from the commuted gratuity payable. I also certify that the particulars declared by the officer are correct.

Consolidated Salary at date of retirement :- Rs. ....

Earned increment up to date of retirement :- Rs. ....

Pensionable allowances :- Rs. ....

Gross salary for computation of pension :- Rs. ....

Full commuted Gratuity :- Rs. ....

Less Total recovery due from the officer at date of retirement :- Rs. ....

Net commuted gratuity payable :- Rs. ....

I hereby undertake to withhold the payment of commuted gratuity and the awarding of a pension to the retiring officer/soldier if he/she commits an offence disqualifying him/her for a pension under the existing regulations.

Director pay & Records (Stamp official designation)

Form "B" - Part III (for official use only)

My No. Your No.

.....

Reference your request dated ..... the registered pension number allocated to the officer is ..... I request that this number be stated in all connected documents.

Date : Director of Pensions Dept. of Pensions (Stamp official designation)

To the Director of Pensions,

**Application for a Death gratuity  
number and the allocation**

01. Name of Institution :  
- Central Govt.  
- Provincial Council  
- Local Authority

02. Name of Officer :

03. Date of death

04. Whether natural death, if not state details Yes/No

05. Post held at time of death :

06. Whether post is pensionable : Yes /No.

07. Whether confirmed in the post : Yes /No.

08. Duration of Service :  
From ..... to .....date of death

09. Net Service

10. Consolidated salary at date of death : .....

Add. Earned Increments : .....

Pensionable allowances : .....

-----

Total Salary : ===== :

11. Full death gratuity payable : .....

Less . Total recovery due to Government : .....

\_\_\_\_\_

Net Amount required to pay the death gratuity : .....

=====

Please allocate a death gratuity number and the required provision.

Date :  
Copy : 1. Dependent

Head of Institution  
(Affix Rubber Stamp)



Form "C" - Part II

I forward herewith a cheque for Rs. ....  
bearing No. .... Dated .....being the net  
\*death gratuity payable to the dependents of Late Mr. /Mrs.  
..... of the Ministry/Department .....  
.....who die on .....

A provision of Rs. .... under Hd  
. .... is also allocated to you to cover up the amount of Rs. ....  
due to the Government from the officer. You may debit the amount  
due to Government to the provisions mentioned above and surcharge  
same to the respective loan accounts.

Please also ensure that only the net a mount is  
paid to the dependents of the officer after recovering all the  
dues to Government.

The death gratuity No. assigned is .....

Chief Accountant  
for Director of Pensions  
(stamp official designation)

Copy to : 1. Dependents

\* Full death gratuity inclusive of the dues to Government  
will be sent in respect of Provincial Councils and Local Authorities.