

My No. P/1/3  
Ministry of Public Administration,  
Home Affairs & Administrative Reforms,  
Independence Square,  
Colombo 07.  
04 July 2001.

**Secretaries of Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of Departments,  
Divisional Secretaries,**

**Widowers and Orphans Pension amendment Act No. 2 of 2001 - Excercising option by  
Female Officers in the Public Service**

1. An opportunity has been granted to exercise option again by the above Act, to the female officers who could not exercise the option to contribute to the Widowers and Orphans Pension scheme in terms of Public Administration Circulars No. 231 of 1983 and 291 of 1985.
2. The Government has decided that the final date to exercise such option should be 22.02.2002.
3. The female officers who have not made contributions by exercising option in terms of the circulars mentioned in para 01 above and who were appointed to a pensionable post before 01.08.1983 and in service on that day may exercise option before 22.02.2002 in terms of this act.

**4. 1. Serving Officers**

The female officers in service who wish to exercise option should forward the option in triplicate to the Head of department as per appendix I. The Head of Department after certifying that declaration should file one copy in the officer's Personal File. One copy should be handed over to the salary division and the other copy should be forwarded to the Director of Pensions. Contribution should be deducted commencing from the month immediately after the date of declaration of such option. Arrears of contributions from 01.08.1983 to the date of exercising option should be deducted from the salary/pension along with the compound interest of four percent (4%) in 180 installments. The percentage of contribution to be deducted from the salary from 01.08.1983 is given in annex I. The computation of the compound interest is given in annex II and the examples on computation of contribution and compound interest are given in annex III.

**II. Retired Officers**

Retired female officers who wish to exercise option should forward their declaration in triplicate to the Head of department where they served last. Their contribution from 01.08.1983 to the date of retirement should be deducted from their pension in 180 installments. The arrears of contribution and the compound interest to be paid as indicated in annex I above should be informed to the Divisional Secretary who pays pensions, through appendix II in triplicate. The Divisional Secretary certifying and noting down of recovery

should return two copies to the Head of department. One copy should be filed in the personal file and the other copy along with a copy of appendix II should be forwarded to the Director of Pension.

### **III Deceased Officers:**

An opportunity has been granted by the amended Act to pay Widowers and Orphans Pensions of the female officers who have already died or who die before the final date without exercising option. The form Gen. 86 A signed by the Widower or the Guardian of the Orphans along with certified copies of the letter of appointment, marriage certificate, death certificate, W.& O.P report 16, history sheets and the pension application form Gen. 55 should be forwarded to the Director of Pensions.

5. A form Gen. 86A required for registration in the Widowers and Orphans Pension Scheme, marriage certificate, certified copy of the letter of appointment, declaration of option, a certificate that monthly contribution and arrears are deducted with the interest, a chart of computation of arrears of contribution and compound interest as per example in annex III, of the officers who exercise option for contribution to the scheme should be forwarded to the Director of Pensions as far as possible.
6. This circular is not applicable to the female officers in Local Government Service who retired or died before absorption to Provincial Public Service.
7. Accounting procedure should be as per Pension Circular 1/2001.
8. The contribution for the period of service before 01.08.1983 could be paid or deducted in the following manner.
  - 8.1 The female officers who exercised option for this scheme, could pay a contribution of four percent (4%) from the salary she drew along with an interest of four percent (4%) for the period of service, before 01.08.1983 which could be reckoned for pension. These payments could be made in whole or by installments from the salary while in service or by commuted gratuity or by monthly pension after the retirement.
  - 8.2 The contribution not paid during the lifetime of the female officer could be deducted from the pension payable to the Widower or the dependents with their consent. If there is a period for which no deductions have been made 1/600 from the pension should be deducted for each such month for which deductions were not made.

M.N. Junaid  
Secretary  
Ministry of Public Administration,  
Home Affairs & Administrative Reforms.

Copy: All Divisional Secretaries.

## **Appendix I**

Option in terms of Public Administration Circular No. 13/2001 of 04.07.2001

( To be furnished in triplicate).

1. Name of officer:
2. Date of Birth:
3. Appointment held:
4. Date of appointment to Pensionable Post:

I ..... do opt, to join the Widowers' and Orphans' Pension (Act No. 24 of 1983) Scheme. I am aware that this option cannot be changed on a subsequent date and that the option shall be irrevocable.

Signature of officer.

Date:

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### **Certificate of the Head of Department**

I certify that the above officer holds a permanent and pensionable post and that she is entitled to opt, and join the Widowers' and Orphans' Pension Scheme under Public Administration Circular No. 13/2001 of 04.07.2001. The particulars given above by her are correct.

Head of Department/  
Head of Decentralized Unit.  
(Place the Official stamp)

Date:-

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My No.

Secretary and Accountant,  
Widows' and Orphans' Pension Office,  
Colombo 1.

Forwarded in duplicate.

Head of Department/  
Head of Decentralized Unit.  
(Place the Official stamp)

Date:-

N.B.- A copy of this declaration should be filed in the officer's personal file and another copy should be handed over to the salary division.

## **Appendix II**

(to be forwarded in triplicate)

My No.

Divisional Secretary,  
.....

**Arrears of contributions and interest to be recovered in terms of Widowers' and Orphans' Pension Act No. 24 of 1983 as amended by the Act No. 02 of 2001**

The retired officer whose particulars are given below, has opted to contribute to Widowers' and Orphans' Pension Scheme in terms of Public Administration Circular No. 13/2001 dated 04.07.2001

Total amount of contributions and the interest to be deducted from her salary for the period from 01.08.1983, to ....., the date on which the officer retired, is Rs. .... Please note down to recover the said amount by an installment of Rs. .... (in letters) and by 179 installments of Rs. .... each from ..... 200 and inform me.

1. Name of the retired officer.
2. Date of retirement.
3. Post held.
4. Pension No.
5. Bank/Post Office at which the pension is drawn.

Signature of Head of Department.

Date:

My No.:

.....,  
.....

I certify that it is noted down to recover the contributions to the Widowers' and Orphans' Pension scheme by an installment of Rs. .... and 179 installments of Rs. .... from 200 ..... to ..... 200 from the pension of Mrs. .... drawing pension under pension No. .... and to credit the same to Head No. 07-010.

Divisional Secretary.  
(Place the Official Stamp)

Date:

## Annex 01

### **Percentages of W & O P contributions to be deducted from consolidated salary. Method of deductions of contributions.**

From 01.08.83 to 01.01.86	-	Upto Rs. 8580/-	1 ½%	
		From Rs. 8581/- upto Rs. 15,600/-	3%	
		From Rs. 15,601/- upwards	4%	
From 01.01.86 to 31.12.87	-	Upto Rs. 8640/-	1 ½%	
		From Rs. 8641/- upto Rs. 15,600/-	3%	
		From Rs. 15,601/- upwards	4%	
From 01.01.88 to 31.12.88	-	Upto Rs. 17280/-	1 ½%	
		From Rs. 17281/- upto Rs. 28,800/-	3%	
		From Rs. 28,801/- upwards	4%	
From 01.01.89 to 31.12.92	-	Upto Rs. 17,280/-	3%	
		From Rs. 17,281/- upto Rs. 28,800/-	5%	
		From Rs. 28,801/- upwards	6%	
From 01.01.93 to 31.12.96	-	Upto Rs. 23,400/-	3%	
		From Rs. 23,401/- upto Rs. 35,700/-	5%	
		From Rs. 35,701/- upwards	6%	
From 01.01.97 .....	-	Upto Rs. 45600/-	4%	
		From Rs. 45601/- upto Rs. 70,260/-	6%	
		From Rs. 70,261/- upwards	7%	