

P.A. Circular no. 06/2001

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

To all Divisional Secretaries.

Expediting the payment of Pension and Widows/Widowers Pension

1. Expediting the payment of Pensions/Widows' and Orphans' pension/Widowers' and orphans' pension.

All the activities relating to the payment of monthly pension and widows/widowers and orphans pension should be handled by the Divisional Secretary of the relevant Division where the pensioners are residing except in North-East provinces, from 01.06.2001.

If you pay the pension or widows and orphans pension to any pensioner who resides out side your division, all the particulars relating to such payments and the relevant file should be handed over to the Divisional secretary of the division where the pensioner resides informing the same to the pensioner also. You should ensure that all the activities in connection with the handing over of such files and particulars are completed by 31st May 2001.

In this connection, there is no barrier for a pensioner for receiving the pension from any bank at his discretion. This provision will be applicable to the future pensioners as well.

When a public officer retires, action should be taken to send the documents, which are to be submitted in terms of the public administration circular No. 16/96 vii to the Divisional Secretary of the Division where he/she resides, for payment of pension

02. Expediting the payments of widows/widowers/orphans pension.

Action should be taken by the Divisional Secretary before 01.08.2001 to obtain the W.& O. P. file of the pensioners who draw their pension from that Divisional Secretariat enabling the surviving spouse to draw the widows/widowers pension immediately after the demise of the pensioner. For the time being, this decision should be implemented by all other Divisions except those in North and East provinces.

In order to fulfill this task, following particulars should be submitted to the Director of pension. Relevant information could be obtained from the pensioner or from the pension file.

Specimen form

Name of Pensioner	Address	Pension Number	W & O P Number

02. Issue of W. & O. P. receipts.

The issue of receipts which are at present used for making the payment of widows/widowers and orphans pension should be stopped from April 2001 and the list containing the particulars regarding the pension drawn by widows/widowers should be sent to the relevant Bank/Post Office.

A sufficient number of forms for a period of one year (12 forms) which is required to sign and forward monthly to the Banks/Post office for receiving the widows/widowers pension should be provided to the spouse of the pensioner by the Divisional Secretary.

03. Non withdrawal of monthly pension

Your attention is drawn to the following instructions issued earlier by Director of Pensions in the circular of No. 5/2000 dated 07.08.2000 in this regard.

It is observed that a long period is taken to return the unpaid pension to the Divisional Secretaries offices where the amount of money sent to the Banks for the payment of pension is not withdrawn by pensioners. Under this situation the difficulties in maintaining accounts in various offices and the difficulties faced by the pensioners in drawing their pensions have been reported.

Therefore, action may be taken to inform the managers of all Banks, from which the pensions are paid, to send the unpaid pension money back to your office within one month in case of local pensioners and within two months in case of pensioners who are abroad.

Action should be taken by the Divisional secretary to draw the attention of pensioners to draw their pension on due date and further no responsibility is born by this Ministry regarding the arrears of pension which is not obtained within 03 months from due date. It is the responsibility of the Divisional Secretary to take back those moneys.



M.N. Junaid
Secretary
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