

Public Administration
Circular No: 07/2002

My No:IAPA/P1/08/18
Ministry of Public
Administration, Management
& Reforms
Independence Square
Colombo 07

01.10.2002.

To the Secretaries of all Ministries
Chief Secretaries of Provincial Councils,
Head of Departments.

New Scheme for awarding of pensions and payment of Commuted Gratuity

Reference the Public Administration Circular No. 16/95 dated 07.06.1995 issued on the above matter.

02. As per instructions issued by the above Circular, computation of pension and awarding of the commuted gratuity at the time of retirement on following grounds are already handled by you.

01. Retirement on completion of 60 years of age.
02. Retirement between 55 to 60 years of age.
03. Retirement under Public Administration Circular 44/90 dated 18.10.1990.
04. Computation of the pension and awarding of the commuted gratuity of the members of three Armed Forces who retire on completion of age.
05. Payment of the death gratuity of persons except those who have died due to terrorist activities.
06. Payment of other service gratuities except which are granted on medical grounds.

03. In order to expedite payment of pension, it has been decided to decentralize the activities relating to the retirement on following grounds, with effect from 15th October 2002.

3.1 Under Civil pension minute.	Relevant section of the pensions minute
I Retirement of Judicial Officers and Legal officers	2 and 25
II Retirement on abolishing of Posts/ Departments	2 and 7
III Retirement on medical grounds	2 and 14

IV Retirement of Nurses and Teachers on the date they reach the age of 50 years or on the date of completion of 20 years of service, which occurs first 2 and 14

V Police compensation

VI Daily services gratuity 29

VII Gratuity of Sub Post Masters and Sub Railway Station Masters

3.2 Under Pension Minute of Armed Forces in 1981.

- I Retirement on medical grounds.
- II Payment of services gratuity on Medical Grounds.
- III Pension on disabilities.
- IV Special compensations.

04. It is required to obtain a pension number through the forms attached herewith in relation to each service for pension benefits and pension file should be sent to the Divisional Secretariat of the division at which the persons reside for the payment of monthly pension, once the pension award is computed and gratuity is paid.

05. Form A (Annexe 01) in respect of retirement mentioned in para 31 above and the relevant form out of the forms attached in respect of retirement mentioned in para 3.2 above (Annexe II) should be perfected and a number should be obtained from the Director of Pensions, forwarding 4 copies of each form.

06. Further instructions in relation to implement this scheme will be issued by the Director of Pensions.

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

Sgd. Dita Wimalasiri
 Secretary
 Ministry of Public Administration,
 Management & Reforms.

Form A - (Form to be submitted to obtain a Pension Number)

(The retiring Officer is required to perfect Part 1 of this form in 6 copies and hand over 5 copies to his/her head of the Institution. One copy should be sent directly to the Director of Pensions by the Officer concerned.)

Part I

..... (Address to Head of Department)

.....

.....

Notice of Retirement from Public Service

I who is serving in the post of in Ministry/Department of Provincial council/Municipal Council/Urban Council /Pradeshiya Sabha hereby inform that I retire from the service/have been sent on retirement with effect from200... On reaching the age of retirement/on abolition of post/on medical grounds/on completion of 50 years of age or 20 years of service, which occurs first/on retirement of Judicial Officers.

1. Name in full :

2. Name with initials :

3. No. of the National Identity Card :

4. Private Address :

Official Address :

5. Date of birth :

6. Telephone Number : Official: Home:

7. Name of spouse :

8. District where the pensioner is residing:.....

9. I opt/do not opt to obtain the commuted gratuity.

I hereby declare that the above particulars are true and further give my consent to recover any dues to government from my gratuity and if the commuted gratuity is insufficient to bear up the total recovery I wish the balance be recovered from my pension.

Signature of the Officer
Name:
Designation

Date:

FORM A - Part II

Director of Pensions (04 Copies)

Name of the Institution:

1. Service status

i. Post and Designation:

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ii. Date of first appointment

Year:	Month:	Day:

iii. Whether the post is permanent and pensionable

Yes	No
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iv. Have you been confirmed in your post

Yes	No
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v. Date on which the officer was granted permanent and pension status

Year	Month	Day

- a. Central Government
- b. Provincial Public Service
- c. Local Government Service

iv. Date of absorption to the provincial public service, if so:

v. W & OP/Widowers & OP No:

2. Period of Service

	Years	Months	Days
i. Period of service in the permanent and pensionable post			
ii. Period of service in the post which is not permanent and pensionable			
iii. Training period (Relevant to the post)			
iv. Net daily period of Service			
v. Other service periods :			
Total period of Service			

Note: * If the officer has a service period as indicated in iii and V above, that should be submitted with the documentary evidence.

- If the officer has a period of service under ii above, indicate the section by which the contributions of public service provident fund have been paid back.
- Forward a certificate to prove that only the contribution of the provident fund of the officer in Local Government Service have been paid back and contributions to the W & OP fund have also been recovered for that period.

3. No pay leave

	Years	Months	Days
i. Full period of service on no pay leave			
ii. No pay leave after setting off under the provisions of pension Circular 9/96.			

4. Computation of the percentage

	Reduced %	Unreduced (%)
i. Percentage entitled according to the conversion table, if the period of service is more than 25 years.		
ii. Percentage entitled to a period of 25 years according to the conversion table, if the service is less than 25 years.		
iii. Percentage to be deducted one for every 6 months or part there of for a period short of 25 years. (not necessary if over 25 years).		
iv. Percentage to be deducted 0.2 with respect of a month on no pay leave or each period less than that (Pensions Department Circular 9/96).		
v. Net percentage to be based for the computation of pension after the above adjustments		

5. Salary Scale

	Rs.	Cents
i. Annual consolidated salary on the date of retirement		
ii. Ratio of earned increment, if the officer retire on completion of the age of 60 years		
iii. Pensionable allowances (if any)		
iv. Gross salary subject to computation of pension		
v. If the officer has reached the maximum of his salary indicated the Date, Month and year.		

	Rs.	Cents
i. Commuted gratuity (Gross annual salary x net unreduced percentage x 2)		
ii. All dues to the government.		
iii. Net gratuity entitled.		

6. Name of the official Bank Account of the Head of Institution.

I hereby accept the notice of retirement of Mr./Miss/Mrs.
who serves in this institution and state that the retirement is approved w.e.f.
..... under the pension minute. You are hereby requested to inform me
the pension number allocated to the officer for the purpose of computation of
pension. Also, I certify that the particulars mentioned in part I and II above are
correct and hereby undertake to withhold the payment of commuted gratuity or
awarding of pension to the retiring officer if he/she subject to an offence
disqualifying for a pension under the pensions minute.

Signature of the Head of the Institution.
Official stamp with name.

Date:-

* delete words inapplicable

My No:

.....

Date..... Month:Year:

Form C

To the Director of Pensions.

Request for allocation of a number for the payment of death gratuity

Name of the Institution.

1. Service States:

- i. Name of Officer:
- ii. Post and the Designation held at the time of death
- iii. Date of death
- iv. Whether the post is permanent and pensionable
- v. Whether the officer has been confirmed in the post

Yes	No
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Yes	No
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2. Net service:

	Years	Months	Days
i. Period of service in the permanent and pensionable			
ii. Period of service in the post which is not permanent and pensionable			
iii. Training period (Relevant to the post)			
iv. Net daily period of service.			
v. Other service periods			
Total period of service			

- Note:** *
- * If the officer has a service period as indicated in iii and v above, that should be submitted with the documentary evidence.
 - If the officer has a period of service under ii above, indicate the section by which the contributions of public service provident fund have been paid back.

- Forward a certificate to prove that only the contribution of the provident fund of the officer in Local Government Service have been paid back and contributions to the W & OP fund have also been recovered for that period.

3. No pay leave

	Years	Months	Days
i. Full period of service on no pay leave			
ii. No pay leave after setting off under the provisions of pension Circular 9/96.			

4. Computation of the percentage:

	Reduced %	Unreduced (%)
i. Percentage entitled according to the conversion table, if the period of service is 25 years or more at the time of death.		
ii. Percentage entitled to a period of 25 years according to the conversion table, if the period of service is less than 25 years at the time of death.		
iii. Percentage to be deducted one for every 6 months or part there of for a period short of 25 years.		
iv. Percentage to be deducted 0.2 with respect of a month on no pay leave or each period less than that (P.A. Circular 9/96)		
v. Net percentage to be based for the computation of pension after the above adjustments		

5. Salary Scale

i. Annual salary at the time of death	Rs.	Cents
ii. Pensionable allowances (if any)		
iii. Gross salary subject to computation of the death gratuity.		

6. Death gratuity

	Rs.	Cents
i. Gross annual salary x Net unreduced percentage x 2		
ii. Annual salary at the time of death		
iii. The higher value from the amount in i, ii above (higher amount can be awarded as death gratuity accordingly)		

7. All dues to the government
(Cross deductions only)

Rs.	Cents

8. Full amount of the death gratuity to be paid

Rs.	Cents

9. Names and address of the dependants

10. Name of the official bank account of the
Head of the Institution

Please reserve a death gratuity number and allocate a sum of Rs.....for the payment of the death gratuity.

Signature of the Head of Institution
Official Stamp with name

Date:

* Delete words inapplicable.

**Amended Form B
Part I**

(At the time of retirement, officers/soldiers in Armed Forces are required to perfect this part I in 05 copies and handover 04 copies to the Head of the Institution. One copy should be sent directly to the Director of Pensions by the Officer/soldier).

Army Commander

Air Force Commander

Navy Commander

Notice of Retirement From Service

I hereby notify that ,Iserving in the rank ofin the Regular/Voluntary Service of the Army/Air Force/Navy, scheduled to be retired from Service w.e.f..... on completion of the period of service/medical grounds.

- 1. (a) Name in full :
- (b) Name with initials :
- 2. (a) Service number :
- (b) Rank :
- © Regiment :
- 3. Official Address :
- 4. Private Address :
- 5. Date of birth : Year.....Month.....Day.....
- 6. Date of entry to Service : Year.....MonthDay.....
- 7. Age on the Date of Retirement : Year.....MonthDay.....
- 8. Total period of service :Years.....Months.....Days.....

- 9. Reason for retirement :
- 10. Number of the National Identity Card:
- 11. Civil Status :
- 12. Name of the spouse :
- 13. Number of the widows'/widower' and :
orphans pension fund
- 14. i. Annual consolidated salary :
- ii. Allowances entitled to the pension 1).
2).
3).
4).
5).
- 15. Option to obtain commuted gratuity: Yes / No
- 16. Name of the Branch of a bank or the Post Office
from which the officer wishes to obtain his/her pension
- 17. Divisional Secretary's Division where the officer resides:

I hereby state that the above particulars are correct and wish to give my consent to recover any dues to Government./Armed Forces from my commuted gratuity/service gratuity and if insufficient to bear up the total recover, I wish that the balance be recovered from my monthly pension.

Date:

Signature of Officer/Soldier

Name:

* Delete words inapplicable.

Re-joining allowances	Rs.
Allowances on satisfactory conduct	Rs.
Fitness salary	Rs.

Gross salary for the computation of pension	Rs.
(b) Percentage entitled on the period of service before the computation	
Monthly pension before the computation	Rs.
Total commuted gratuity	Rs.
Less	
Total deduction due to the government	Rs.
Net gratuity to be paid	Rs.

I hereby certify that the above particulars are correct and further inform that I undertake to withhold the payment of commuted gratuity/service gratuity and awards of the pension to the officer/soldier concerned if he/she commits an offence disqualifying him/her for a pension under the regulations in Army/Navy/Air Force pension and gratuities minute in 1981.

Date: _____ Commander (Army/Navy/Air Force)

* Delete words in applicable

Official Stamp

Part -III

(for the use of Department of Pensions only)

My No:

Your No:

.....Commander
.....

Reference the request of even number dated

The registered pension/Service gratuity number issued to Mr/Mrs/Missisyou are hereby requested to indicate this number in all documents connected to the pension/Service gratuity file. If the officer is entitled to a pension on disability along with the pension, action should be taken to prepare the file as "a" and "b" under the same number.

.....
Date:

.....
for Director of Pensions

* Delete words inapplicable.

Payment of compensation to the Dependants of officers who died on exceptional reasons under Public Administration Circular No.22/93

I hereby request to allocate a number to Mr./Mrs/Miss.....(Rank and Full Name) served in the Regular/Voluntary regiment in Sri Lanka Army/Navy/Air Force and died on exceptional reasons onto make the dependants of the officer entitled to a special compensation under Public Administration Circular No. 22/93.

Particulars of Officer/Soldier

- (1) (a) Name in full :
- (b) Name with initials :
- (2) Private Address :
- (3) (a) Regiment number :
- (b) Rank :
- © Unit :
- (4) Civil Status :
- (5) Date of birth :
- (6) (a) Last day of duty
- (b) Last date on which the salary and allowances have been paid
- © Date of removal from the Brigade
- (7) Date of the death and reasons for the death (in brief)
- (8) Whether the death occurred while in Armed Services
- (9) Whether the death occurred while on duty/while on journey to report for duty/while on journey from his place of work to his place of residence after duty/in consequence of any act performed in the execution of his duties.
- (10) Computation of the compensation
 - (a) Monthly consolidated salary at the time of death
 - (b) Annual consolidated salary
 - © Compensation for months

- (11) Whether a widow and orphans pension/Death gratuity or an allowance paid to the Dependants has been approved.
- (12) Whether the award is recommended.
- (13) Divisional Secretary's Division where dependents reside:
- (14) Particulars of Dependants

Name	Date of birth	Age	Relationship	Address
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- (15) Dues to the government
- (16) It is hereby certified that the salary and allowances are not paid under public Administration Circular No. 21/88.

I hereby certify that the above particulars are true and correct.

Date:

Commander

Official Stamp

Director of Pensions,

**Granting Pension on disability under Army/Air Forcer/Navy
Pension and Gratuities minute 1981**

It is hereby kindly requested to allocate a pension number for the purpose of awarding the allowance as disability under the regulations No.....in Army/Air Force/Navy pension and gratuities minute since Mr./Mrs./Miss..... (Rank and Full Name) in the Regular/Voluntary Service of the Army/Air Force/navy has become disabled onwhile on duty/due to the terrorist activities while on duty/due to reasons connected to his/her duties.

Particulars of the Officer/soldier

- (1) (a) Name in full:
(b) Name with initials
- (2) Private Address
- (3) (a) Regiment Number
(b) Rank
© Unit
- (4) Civil Status
- (5) Date of birth
- (6) (a) Last date of service
(b) Last date on which the salary and allowances have been paid
© Date on which the Officer/soldier has been dismissed
- (7) Service that should be counted.
- (8) Age as at the dismissal from service
- (9) (a) Annual consolidated salary
(b) Annual Pension on disability entitled under the regulation No.....of Army/Air Force/Navy pension and gratuity minute 1981.
- (10) Reason for the dismissal from Armed Service
- (11) Whether the disease/accident occurred while on active duty in Armed Service

- (12) Percentage of the loss of earning capacity as determined by the Medical Board.
- (13) How long will the disability exit
- (14) Whether the award is recommended
- (15) The amount of the payment as disability and the relevant regulations
- (N.B. The total of the pension and the allowance on disability should not exceed 50/60 of the Annual consolidated salary)
- (16) Please indicate the reference number if it has been applied to the Department of Pension for a payment of Pension or Service Gratuity.

I hereby state that the above particulars are correct and further undertake to withhold the awarding of a pension on disability if this officer/soldier commits an offence disqualifying him/her for a pension on disability under the regulations of Army/Air Force/Navy pension and gratuity rules, 1981.

for Commander

(Official Stamp)

Date: