

Ministry of Public Administration,  
Independence Square,  
Colombo 7.

19th September, 1988.

To: Secretary to H.E. the President,  
Secretary to the Cabinet,  
Secretary to the Prime Minister,  
All Secretaries to Ministries of  
Ministers of the Cabinet of Ministers.

PENSION TO A SECRETARY TO A MINISTRY OF A  
MINISTER OF THE CABINET OF MINISTERS WHO  
HAS BEEN APPOINTED FROM OUTSIDE THE PUBLIC  
SERVICE

01. A person appointed as a Secretary to a Ministry of a Minister of the Cabinet of Ministers, who is not a public officer, should be awarded, on his ceasing to be such a Secretary other than as a result of dismissal on disciplinary grounds, a pension in respect of his service as such a Secretary as follows:-

- (a) Minimum service to qualify for such a pension is 60 (sixty) months continuous service as such a Secretary.
- (b) A person with 60 (sixty) months of such continuous service as a Secretary, should be paid as pension; 66 2/3 (sixty six and two thirds) percent of his last drawn salary as such a Secretary.
- (c) A person with 96 (ninety six) months or more of continuous service as such a Secretary, should be paid as pension, 85 (eighty five) percent of his last drawn salary as such a Secretary.
- (d) Continuous service as such a Secretary for a period of more than 60 (sixty) months but less than 96 (ninety six) months will qualify for a pension on a proportional basis and based on his last drawn salary as such a Secretary.
  - i.e. in respect of each month of service as such a Secretary in excess of 60 (sixty) months, the percentage of the last drawn salary should be increased by 0.51% (decimal point five one) for each month.
- (e) (i) Where such a Secretary wishes to have W.& O.P. benefits, a W.& O.P. contribution should be made by him in the sum of 4 (four) percent of the salary drawn by him from time to time as such a Secretary, from the date of his appointment as such a Secretary.
  - (ii) The name of such a Secretary who wishes to have W.& O.P. benefits should be conveyed to me to enable me to gazette his name as a pensionable officer for the purposes of the Widows and Orphans Pension Scheme. His name should also be conveyed

02. (a) In respect of a public officer who, after his retirement, is appointed to the post of such a Secretary, or who, prior to retirement, held the post of such a Secretary, and after retirement is re-employed as such a Secretary (or in a post carrying the same salary as such a Secretary, which is approved by His Excellency the President as equivalent, for the purposes of this pension scheme, to a post of such a Secretary), the pension such a person has drawn on retirement will be revised on the basis of the salary drawn by him at the time he ceases to hold the post of such a Secretary, or other such approved post referred to. (The term 'public officer' for this purpose includes an officer of the Armed Services).

(b) Where the percentage of the last salary drawn already adopted for computation of pension at the time of retirement as a public officer, is less favourable than those provided in paragraph 1(b), (c) or (d), then, the percentage referred to in paragraph 1(b),(c) or (d) should be adopted as applicable, varying with the period of service as such a Secretary (or service in a post approved as equivalent to the post of such a Secretary) after the date of retirement as a public officer.

03. The extra 25% of salary now paid to such a Secretary in lieu of superannuation benefit will cease to be paid -

(a) with effect from 1 November, 1988 to a person who, prior to his appointment as such a Secretary, was not a public officer and who had on 31 October, 1988 completed at least 60 (sixty) months continuous service as such a Secretary, and to a retired public officer who has been re-employed as such a Secretary (or in an approved equivalent post) irrespective of the length of service after re-employment.

(b) with effect from the end of the month in which he completes 60 (sixty) months continuous service as such a Secretary, in the case of a person who, prior to his appointment as such a Secretary, was not a public officer and who has not completed 60 (sixty) months continuous service as such a Secretary on 31 October, 1988.

04. No commuted pension will be payable in respect of such service.

05. These provisions will apply to a Secretary who comes within the purview of the Minute on Secretaries and to a person who held or holds a post referred to in para 2(a) above, who has retired or retires on or after 1st August, 1980.

06. On a person ceasing to be such a Secretary, the Ministry concerned should convey to the Director of Pensions the particulars necessary for the calculation of his pension in accordance with the provisions of this Circular.

07. From the date from which a person is paid a pension under the scheme set out in this Circular, he will cease to be paid a pension in respect of any earlier period of service.

08. In the event of any anomaly or doubt arising from the implementation of this Circular, reference should be made to me for clarification.

*Siriwardhana*

D.B.I.P.S. Siriwardhana  
Secretary,  
Ministry of Public Administration.

Copy to: Director of Pensions-For information and  
necessary action.