

Public Administration Circular : 15/ 2023

My Number : Pns/P2/01/IV
Pensions Division,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Colombo 07

31.07.2023

Secretaries of All Ministries
Chief Secretaries of Provinces
District Secretaries
Heads of Departments

Documents to be submitted for obtaining the Approval on the Payment of Pensions to the Public Officers / Judicial Officers, who have been sent on Retirement under Section 2:12 and 2:15 of the Pension Minute

In order to avoid the delays in forwarding the files on payment of pension to the Public Officers / Judicial Officers, who have been sent on Retirement under Section 2:12 and 2:15 of the Pension Minute, it is hereby emphasized that the documents to be submitted to this Ministry in relation to those retirements, when exercising the powers of the Secretary in charge of Public Administration, Home Affairs, Provincial Councils and Local Government as per the provisions of the said sections, should be as follows.

01. Documents required for obtaining the approval on the payment of pensions to the officers, who have been sent on retirement under Section 2:12 of the Pension Minute

1. Letter of the pensionable appointment of the officer
2. Letter of confirmation of the said appointment
3. Photo copy of the National Identity Card
4. The formal letter of sending on retirement issued to the officer in relation to the retirement subject to Section 12 of the Pension Minute
5. Charge sheet issued to the officer
6. In case where the officer has made an explanation in relation to the said charge sheet, the relevant letter
7. In case where a formal disciplinary inquiry has been conducted in relation to the charge sheet, report of the same
8. Disciplinary order issued to the officer or recommendations made with regard to the pension subject to notifying the officer by the formal Disciplinary Authority
9. In the case of an officer, who has been sent on retirement before reaching the age of compulsory retirement (Completing 60 years of age), the letter of request for retirement

10. If the officer has been interdicted / re-instated in service / dismissed from service / sent on compulsory leave, the relevant letters
11. In the case of an officer, who has been dismissed from service, letter including the order made by the Competent Authority as per Section 24:8, Chapter XLVIII of the Establishments Code.
12. Birth certificate to confirm the age of the officer

Note: Since it is possible to send back the report of the formal disciplinary inquiry after examining the same at the instances where there is a large number of pages, it is sufficient to send only the original. The certified copies of the other above-mentioned documents, should be sent along with the check list in “Annex 01”.

02. Documents required for obtaining the approval on the payment of pensions to the officers, who have been sent on retirement under Section 2:15 of the Pension Minute

(a) If an officer, who has received an order on vacation of post / service, is sent on retirement under the said Section 2:15, the following documents are required;

1. Letter of the pensionable appointment of the officer
2. Letter of confirmation of the said appointment
3. Photo copy of the National Identity Card
4. The formal letter of sending on retirement issued to the officer informing him / her on the same subject to Section 2:15 of the Pension Minute
5. Order on vacation of post / service issued to the officer
6. In case where the officer has submitted an appeal on the said order, the copy of the same
7. If the officer has made the appeal to the Disciplinary Authority within the prescribed period as per the provisions of the Procedural Rules of Public Service Commission, decisions given by the Disciplinary Authority with regard to the same.
8. If the officer has appealed to the Appellate Authority as per the provisions in the Procedural Rules of Public Service Commission, the order made by the Appellate Authority under his power to send the officer on retirement
9. Letters including the orders of punishment issued to the officer at previous occasions
10. Leave records of the officer
11. Letter including the recommendations of the Disciplinary Authority with regard to the pensions of the officer as per Section 33.6, Chapter XLVIII of the Establishments Code, subject to informing the officer.
12. Birth certificate to confirm the age of the officer

Note: The certified copies of the above-mentioned documents, should be sent along with the check list in “Annex 02”.

(b) In case where an officer is sent on retirement under Section 2:15 above on another inefficiency, the following documents should be submitted

1. Letter of the pensionable appointment of the officer
2. Letter of confirmation of the said appointment
3. Photo copy of the National Identity Card
4. The formal letter of sending on retirement issued to the officer informing him / her on the same subject to Section 2:15 of the Pension Minute
5. Report of the formal Administrative Authority on the inefficiency of the officer
6. Letter informing the officer to present reasons for not sending on retirement on inefficiency as per Section 33.3, Chapter XLVIII of the Establishments Code, if any
7. If the officer has replied to the said letter, copy of the same
8. Letters including the orders of punishment issued to the officer at previous occasions
9. Leave records of the officer
10. Letter including the recommendations of the Disciplinary Authority with regard to the pension of the officer as per Section 33.6, Chapter XLVIII of the Establishments Code, subject to informing the officer.
11. Birth certificate to confirm the age of the officer

Note: The certified copies of the above-mentioned documents, should be sent along with the check list in “Annex 03”.

It is hereby emphasized that the Disciplinary Authorities and the relevant Administrative Authorities should make sure that the certified copies of the above mentioned documents (Annex 01, 02 or 03 with the check list) are attached as required when submitting the files to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government in order to obtain orders on the payment of pensions of the officers, who are sent on retirement under the said Sections.

The above provisions shall be effective from the date of issuance of this circular and Public Administration Circular: 12/2011 dated 28.06.2011 shall be canceled with effect from the said date.

Sgd/ K.D.N. Ranjith Asoka
Secretary

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

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Documents required with regard to the Officers, who have been sent on Retirement under Section 12 of the Pension Minute

Ministry :
 Department / Institute :
 Name :
 Post :
 Date on which the officer was sent on retirement :

Serial No	Documents	Mark \sqrt if the certified copies are attached or if not, indicate the reason for the same.
01	Letter of the pensionable appointment of the officer	
02	Letter of confirmation of the said appointment	
03	Photo copy of the National Identity Card	
04	The formal letter of sending on retirement issued to the officer in relation to the retirement subject to Section 12 of the Pension Minute	
05	Charge sheet issued to the officer	
06	In case where the officer has made an explanation in relation to the said charge sheet, the relevant letter	
07	In case where a formal disciplinary inquiry has been conducted in relation to the charge sheet, report of the same (As per the note relevant to 01 of the circular)	Original / Photo copy (From page No: to)
08	Disciplinary order issued to the officer or recommendations made with regard to the pension subject to notifying the officer by the formal Disciplinary Authority	
09	In the case of an officer, who has been sent on retirement before reaching the age of compulsory retirement (Completing 60 years of age), letter of request for retirement	
10	I. Letter by which the officer was interdicted	
	II. Letter by which the officer was reinstated in service	
	III. In case where the officer has been dismissed from service, the relevant letter	
	IV. In case where the officer has been sent on compulsory leave, the relevant letters	
11	In the case of an officer, who has been dismissed from service, letter including the order made by the Competent Authority as per Section 24:8, Chapter XLVIII of the Establishments Code.	
12	Birth certificate to confirm the age of the officer	

Documents required with regard to an Officer, who has been sent on Retirement under Section 15 of the Pension Minute, as per Public Administration Circular 15/2023 (With regard to an officer, who has vacated the post)

Ministry :
 Department / Institute :
 Name :
 Post :
 Date on which the officer was sent on retirement :

Serial No	Documents	Mark √ if the certified copies are attached or if not, indicate the reason for the same.
01	Letter of the pensionable appointment of the officer	
02	Letter of confirmation of the said appointment	
03	Photo copy of the National Identity Card	
04	The formal letter of sending on retirement issued to the officer informing him/ her on the same subject to Section 2:15 of the Pension Minute	
05	Order on vacation of post / service issued to the officer	
06	In case where the officer has submitted an appeal on the said order, the copy of the same	
07	If the officer has made the appeal to the Disciplinary Authority within the prescribed period as per the provisions of the Procedural Rules of Public Service Commission, decision given by the Disciplinary Authority with regard to the same.	
08	If the officer has appealed to the Appellate Authority as per the provisions in the Procedural Rules of Public Service Commission, the order of the Appellate Authority under his power to send the officer on retirement	
09	Letters including the orders of punishment issued to the officer at previous occasions	
10	Leave records of the officer	
11	Letter including the recommendations of the Disciplinary Authority with regard to the pension of the officer as per Section 33.6, Chapter XLVIII of the Establishments Code, subject to informing the officer.	
12	Birth certificate to confirm the age of the officer	

Documents required with regard to an Officer, who has been sent on Retirement under Section 15 of the Pension Minute, as per Public Administration Circular 15/2023 (If the officer has been sent on retirement on another inefficiency)

Ministry :
 Department / Institute :
 Name :
 Post :
 Date on which the officer was sent on retirement :

Serial No	Documents	Mark \checkmark if the certified copies are attached or if not, indicate the reason for the same.
01	Letter of the pensionable appointment of the officer	
02	Letter of confirmation of the said appointment	
03	Photo copy of the National Identity Card	
04	The formal letter of sending on retirement issued to the officer informing him/ her on the same subject to Section 2:15 of the Pension Minute	
05	Report of the formal Administrative Authority on the inefficiency of the officer	
06	Letter informing the officer to present reasons for not sending on retirement on inefficiency as per Section 33.3, Chapter XLVIII of the Establishments Code, if any	
07	If the officer has replied to the said letter, copy of the same	
08	Letters including the orders of punishment issued to the officer at previous occasions	
09	Leave records of the officer	
10	Letter including the recommendations of the Disciplinary Authority with regard to the pension of the officer as per Section 33.6, Chapter XLVIII of the Establishments Code, subjected to informing the officer.	
11	Birth certificate to confirm the age of the officer	