

Public Administration Circular No. 291

Ministry of Public Administration,
Independence Square,
Colombo 07. 21st May, 1985.

To : *All Secretaries and Heads of Departments.*

**The Widowers' and Orphans' Pension Amendment
Act, No. 19 of 1985 — Option by Female Officers**

1. Reference is requested to Public Administration Circular No. 231 of 28.11.1983.

2. Section 3 of the Widowers' and Orphans' Pension Act, No. 24 of 1983 has been amended by Act No. 19 of 1985 to provide for an extension of time for a female public officer to make a fresh option to join the scheme whereby a Widower and Orphans of such an officer may get a pension.

3. *The position now is as follows :*

(i) *Eligibility to become a contributor.*

(a) a female public officer appointed to a permanent and pensionable post prior to 1st August, 1983, and in service on that day, who had not opted to be a contributor by 01.02.1984, may now opt to be a contributor before 10.05.1986.

(b) this fresh option can now be made by a female public officer who did not opt to be a contributor under the earlier Circular.

(c) this fresh option can now also be made by a female public officer who opted not to be a contributor under the earlier Circular.

(d) where a female public officer is dead or dies before 10.05.1986 she will, if she leaves behind a husband and/or a child/children, be deemed to have opted to be a contributor.

(ii) *Eligibility to withdraw from being a contributor.*

(a) a female public officer who opted to join the scheme under the earlier Circular may before 10.05.1986 opt to withdraw from being a contributor if she so desires.

(b) contributions from any female public officer who opted earlier to join the scheme but who now withdraws from the scheme should cease immediately on receipt of such option to withdraw.

- (c) an application for refund of the contributions made upto that date, should be made on form General 29 (in duplicate). If Widowers' & Orphans' pension number has not been obtained so far, an application to obtain a number on for General 86A should be sent together with the refund application on form General 29. Supporting documents such as marriage certificates need not be enclosed. Such a refund application should be sent to the Secretary/Accountant, Widowers' and Orphans' Pensions Office, Colombo 01.
- (d) she will then be entitled to a refund of the entirety of the contribution so far made, without interest and upon such refund, she will cease to be entitled to any benefit under this scheme.
4. A female public officer appointed to a permanent and pensionable post, on or after 1st August 1983, will automatically become a member of the scheme.
5. *Contributions after change of option.*—Contributions from any female public officer who did not opt earlier, but wishes to join the scheme now, should commence immediately on the option being received by the Department. Arrears of contributions from 01.08.1983 can be made in instalments not exceeding twenty four.
6. *Deceased Officers.*—Any female public officer who dies before 10.05.1986 upto which date she could elect to be a contributor, and leaves behind a husband and/or child/children, should be deemed to have elected to be a contributor to the pension scheme and the following documents should be sent to the Secretary/Accountant, W.&O.P. Office, to enable him to pay a Widowers and Orphans' pension.
- (i) An initial declaration on form General 86A signed by the husband, or the guardian in the case of an orphans pension.
 - (ii) Marriage certificate.
 - (iii) Death certificate of the officer.
 - (iv) F.R. 1729 report.
 - (v) In the case of death while in service a complete pension application on form General 55, treating her as if she had retired on the date of death.
7. *Contributions in respect of service prior to 1st August, 1983.*
- 7:1 A female public officer appointed prior to 1st August, 1983, who has elected to join the scheme and who has reckonable pensionable service under the Minutes on Pensions, may opt to contribute at (4%) four percent of the aggregate of her salary in respect of such service together with (4%) four percent interest.
- 7:2 The contributions and interest referred to in 7.1 above may be paid by the officer :—
- (a) in one lump sum at any time during the period the officer is in public service ; or
 - (b) from the commuted pension payable to her on retirement under the Minutes on Pensions ; or

(c) in monthly instalments from her monthly pension either at the monthly rate at which contribution was recovered from her salary on the month in which she retired from public service or at such-higher rate as may be agreed upon by the officer and the Director.

7.3 The contribution prior to 1st August, 1983 are not compulsory.

8. Change of the options made earlier should be made on the specimen annexed

Siriwardhana

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

ANNEX "A"

Option in terms of Public Administration Circular No. 291 of 21.05.1985.

(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/do not* 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.

I further declare that I did*/did not make an option under Public Administration Circular No. 231.

Date : _____,

Signature of Officer.

Certificate of 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. 231 of 28.11.1983. The particulars given above by her are correct.

Date : _____,

Head of Department/
Head of Decentralised Unit.

My No.

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

Forwarded in duplicate.

_____,
Head of Department/
Head of Decentralised Unit.

Date : _____,

N.B.—A copy of this declaration should be filed in the officer's personal file.

*** Delete whatever is not applicable.**