

Public Administration Circular No : 3/2020 (I)

My Number : Pns/P4/W&OP/CONT-FEE/SUB-I
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Independence Square,
Colombo 07.

28.12.2023

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

**Inclusion of the particulars on the recovery of contributions to
Widows'/Widowers' and Orphans Pension Fund in the personal file**

Public Administration Circular No: 3/2020 dated 31.12.2020 issued on the above is revised in the following manner as per the Cabinet decision No: CP/23/2097/605/067 dated 20.11.2023 communicated by the Secretary to the Cabinet of Ministers.

02. Since the period of concession granted to complete the particulars on the contributions to Widows'/Widowers' and Orphans Pension Fund for the previous years as per the provisions of Public Administration Circular No: 3/2020 has expired on 31.12.2022 and the issues faced by the public officers in finding the old particulars on the recovery of contributions to the Widows'/Widowers' and Orphans Pension Fund have been observed, it is emphasized that the following provisions shall be effective with regard to the officers who retire from 01.01.2023.

(A) The particulars on the recovery of the contributions to Widows'/Widowers' and Orphans Pension Fund of every officer, who holds a post entitled to Widows'/Widowers' and Orphans Pension, should be included in the personal file annually from 01.01.2020 and every Head of Institution should make arrangements to keep the personal files updated annually in the said manner and the format in "Annex 01" should be used for this purpose.

(B) The particulars on the recovery of the 25% to secure the entitlement to pension and the contributions to the Widows'/Widowers' and Orphans Pension Fund at the time of releasing on secondment basis, should be included in the personal file.

(C) In case where it is revealed that there is a period for which an officer, who is entitled to Widows'/Widowers' and Orphans Pension, has not made the contributions relevant to the period of service (Eg: Service interruptions, period of no-pay, etc), the said officer should be made entitled to the pension after recovering the contributions.

Sgd/. K.D.N. Ranjith Asoka
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

“to be included in the personal file”

Particulars on the recovery of contributions to Widows’/Widowers’ and Orphans Pension

1. Name of the officer:-
2. Post:-
3. Period in which the salary has been paid:-
4. Period in which contributions have been recovered:-
5. Particulars on the contributions in arrears, if any:-
6. It is hereby certified that the above mentioned particulars are correct and the contributions to Widows’ / Widowers’ and Orphans’ Fund have been recovered correctly as per existing provisions and then credited to the relevant revenue head.

Date:

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(Chief Financial Officer/ Chief Accountant)

(Official Stamp)

Copy:- Officer