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**ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත**  
**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**  
**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



204, වෙන්නිල් කොඩිබෙකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011 - 2092599 }  
 பிரதான செயலாளர் } தொலைபேசி இலக்கம் }  
 Chief Secretary } 011 - 2092601 }  
 } 011 - 2093000 }  
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මගේ අංකය } CSWP/ADM/18-38/FI/01-2019 } මගේ අංකය } 2019-07-11 }  
 எனது இலக்கம் } } உமது இலக்கம் } }  
 My No. } } Your No. } }  
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- Secretary to the Governor (W.P),
- Secretary, Provincial Public Service Commission (W.P),
- Secretary of the Council (W.P),
- Secretaries of all the Ministries (W.P)
- Deputy Chief Secretaries (Administration/Personnel and Training/Finance/Planning/Engineering),
- Commissioner of Revenue (W.P)
- Chief Internal Auditor (Internal Audit Division),
- Administrative Officer (Administration Division),
- Co-ordinating Secretary to the Chief Secretary,

**Application of Public Administration Circular No.11/2019,14/2019 and Public Administration Circular Letter No. 02/2019 to the Western Province.**

Through the letter of the Secretary to the Governor No.GOS/ADM/02/19/01/2019 and dated 05.07.2019, I have been informed that the assent has been granted by Hon. Governor regarding the application of following circulars issued by the Secretary of the Ministry of Public Administration and Disaster Management to the Western Province. (Copies of those Circulars have been attached herewith.)

Serial No.	Circular No. and Date	Matter
01	Public Administration Circular No. 11/2019, 06.05.2019	Prohibition of using and selling of Betel, Tobacco and Areca nut related products in the premises of State Institutions.
02	Public Administration Circular No. 14/2019, 31.05.2019	Revision of pension in accordance with Budget proposals 2019
03	Public Administration Circular No. 02/2019, 30.05.2019	Widening the opportunities of preventing the fraudulent payment of pension for the dead pensioners.

02. I kindly request to work in accordance with the said circulars and make all the Heads of Departments, Institutions and officers under you aware of these circulars.

K.N.Sooriyarachchi,  
 Assistant Chief Secretary (Admin.)  
 For Chief Secretary (W.P)

විශේෂ ප්‍රධාන ලේකම් Deputy Chief Secretary	சாதன நிர்வாகம் Administration Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	சீர்த் தா பුහ்து ஆளணி மற்றும் பயிற்சி Personnel & Training Tel : 0112092631 Fax : 0112092647 dcspti@cs.wpc.gov.lk	இலவ நிதி Finance Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	கட்டுத்தி திட்டமிடல் Planning Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	இயந்திர பொறியியல் Engineering Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	ප්‍රධාන අභ්‍යන්තර විභාග பிரதான உள்ளகக் கணக்காய்வாளர் Chief Internal Auditor Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	
	දුරකථන / தொலைபேசி / Telephone - 011 - 2092599 } தொலைபேசி இலக்கம் } 011 - 2092601 } 011 - 2093000 } 011 - 2093000 }						

My Number: Pns/P8/02/18  
Ministry of Public Administration and  
Disaster Management  
Independence Square  
Colombo 07.

30.05.2019

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

**Widening the Opportunities of preventing the Fraudulent Payment of Pension for the Pensioners, who have demised**

In addition to the Public Administration Circulars No: 19/2006, 01/2008, 11/2009 and 16/2009 issued by the Director General of Pensions with the aim of maintaining the process of paying the pension continuously and more efficiently. Instructions have been given by the said circulars to obtain the life certificate and instructions have been issued by Pension Circular No: 09/2014 to the effect that action will be taken to hold the pension of the pensioners, who do not provide life certificates.

02. The measures followed by the Department of Pensions at present to obtain life certificates with regard to the Sri Lankan pensioners, who are living abroad, should be further implemented without any change.

03. The following instructions are issued to grant the opportunity for the pensioners' community to enjoy their life after retirement by making the process available at present more efficient.

04. The Divisional Secretaries should make sure to take action as per order No:292 of the manual including the regulations prepared by the Registrar General's Department for guiding the marriage, birth and death registrars in order to obtain records on demised pensioners living in Sri Lanka. The said Order No:292 is as follows;

“In the event of registering a death by the Registrar, it should be inquired without delay whether the person, who has demised, has been receiving a pension from the government. Once the death of a person receiving a pension from the government is registered, it should be reported to the District Registrar (To the Registrar General, if Medical Registrars in Colombo) without delay by filling a Form B73 (along with three copies). If the demised person possessed a pension card, it should be obtained and sent along with the report whenever possible. 5<sup>th</sup> cage in the form should be used to indicate the following facts.

1. Number and date of the place where the death is registered
2. Number of the pension card
3. Office by which the pension is paid to the demised pensioner”

When obtaining the above report from the Registrars, instructions should be given by the relevant Divisional Secretaries to the Registrars and Medical Registrars, who are under their administration, to obtain the National Identity Card number of the demised pensioner in addition to the above details and send a copy of Form B73, by which the Medical Registrars in Colombo report to the Registrar General. It is advisable to obtain this report once a week.

05. Every Grama Niladhari should send a report on the deaths, which occur within the Grama Niladhari Division, to the Registrar relevant to the respective Grama Niladhari Division, as per Section 46 (I) of the Births and Deaths Registration Act in accordance with the legal process on registration of deaths in Sri Lanka. Accordingly, when a death is reported to the Registrars by the Grama Niladharies, they should inquire on whether the person demised has been receiving a pension from the government. If yes, particulars such as the name, National Identity Card number of the demised person and the office to which the pension has been paid should be reported to the Divisional Secretaries.

06. Divisional Secretaries should take immediate action to examine the reports received from the Registrar of Deaths and Grama Nilasharies and get the register of persons, who receive the pension, updated. If in case, it is reported by the above reports on the death of a pensioner, who has received the pension from another Divisional Secretariat, the Divisional Secretaries should take action to inform the said particulars to the relevant Divisional Secretary.

07. Incidents of fraudulent use of public money by other parties have been reported, since the particulars on the death of a pensioner or a widow/ widower and orphans or differently able beneficiary are not reported properly. Therefore, it is emphasized that it is compulsory to take the above measures and attention is hereby drawn to take every possible step to prevent misuse of money.

08. Action should be taken without delay to inform the Divisional Secretary by the relevant Grama Niladharies on leaving the residence or country by a pensioner or a person receiving the widow/ widower and orphans' pension benefits.

09. It is hereby emphasized that the relevant officers should be personally responsible with regard to the fraudulent payments made, because of not properly reporting the deaths, leaving of residences or country as mentioned above.



J.J. Rathnasiri

Secretary

Ministry of Public Administration and  
Disaster Management

Copies:

01. Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government  
– To raise the awareness as required at the Government Agents' Conference and further instruct and assign responsibilities to issue a formal circular in order to provide further instructions to the Registrars
02. Director General of Pensions – To prepare a methodology to properly update the particulars received as per this circular in the database on pension and provide the required instructions