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Introduction

The Department of Pensions has been established in year 1970 with the amalgamation of Public Service Provident Fund and the Sub-department of Widows' and Orphans' Pensions and the Pensions Division which was previously functioned under the General Treasury.

Payment of gratuities and pensions to the employees of central government service, provincial public service, armed forces, judicial service, private staff of the ministers and administrating of widows' and orphans' pension scheme, managing the Public Service Provident Fund are the main functions of this department.

Vision

To bring forth economically and socially contented retired community.

Mission

Actively contribute in ensuring service-end benefits to uplift and strengthen the retired life of the public officers dedicated to the public service.

Goal

To formulate policies on pensions of the employees of public sector and ensure well-being and future protection of them, their spouses and dependents by the efficient and productive implementation of the policies introduced.

Objectives and Functions

- To formulate pension policies in respect of the officers in state, provincial councils, and armed forces subject to the provisions of Minutes on Pensions and payment of various pensions and allowances.
- Implementing of Widows'/ Widowers' and Orphans' Pensions Scheme for the widows, widowers and orphans of public officers.
- Implementing of Public Service Provident Fund for the officers who draw non-pensionable monthly salaries.
- Implementing of Local Government Service's Widows'/ Widowers' and Orphans' Pensions Scheme for the widows, widowers and orphans of the officers in Local Government Service.
- Coordinating and administrating of payment of pensions at national, district and divisional levels.

Conducting a cordial relationship with the civil society led by the Pensioners' Associations

The Department of Pensions is functioned in collaboration with following divisions to achieve the above objectives and functions.

Public Relations Division

- Front Office
- Operating of Short Code -1970
- Registration and coordination with Pensioners' Associations
- Connectivity through the official website, www.pensions.gov.lk
- Providing opportunity to submit issues to the Divisional Secretariat concerned
- Separate process to manage queries under e-pension project

Various steps have been taken for a cordial communication with the retired community.

Completed functions in year 2012:-

1. Amongst 33,591 clients visited the department in year 2012, the persons who visited on public days (Mondays and Wednesdays) was directed to the respective officials while the queries of others persons visited on non-public days were entertained at the Front Office.
2. Respond to 33,533 queries received through Short Code-1970 in year 2012
3. Maintaining of 381 files and the registry of the registered pensioners' associations and maintaining a good relationship with them
4. Responding to 265 letter sent by the clients

Method of Communication	No. of cases
01. Handling queries of personally visited clients	33591
02 .Handling queries made through short code-1970	33533
03.Coordinations with Pensioners' Associations	381
04. Responds to the queries made by letter	265

Registration Division

Main Functions

To pave the way for an active performance of the islandwide pension paymnet network by issuing pension numbers upon the registration of officers retired from Civil and Judicial Services and Armed Forces.

Output

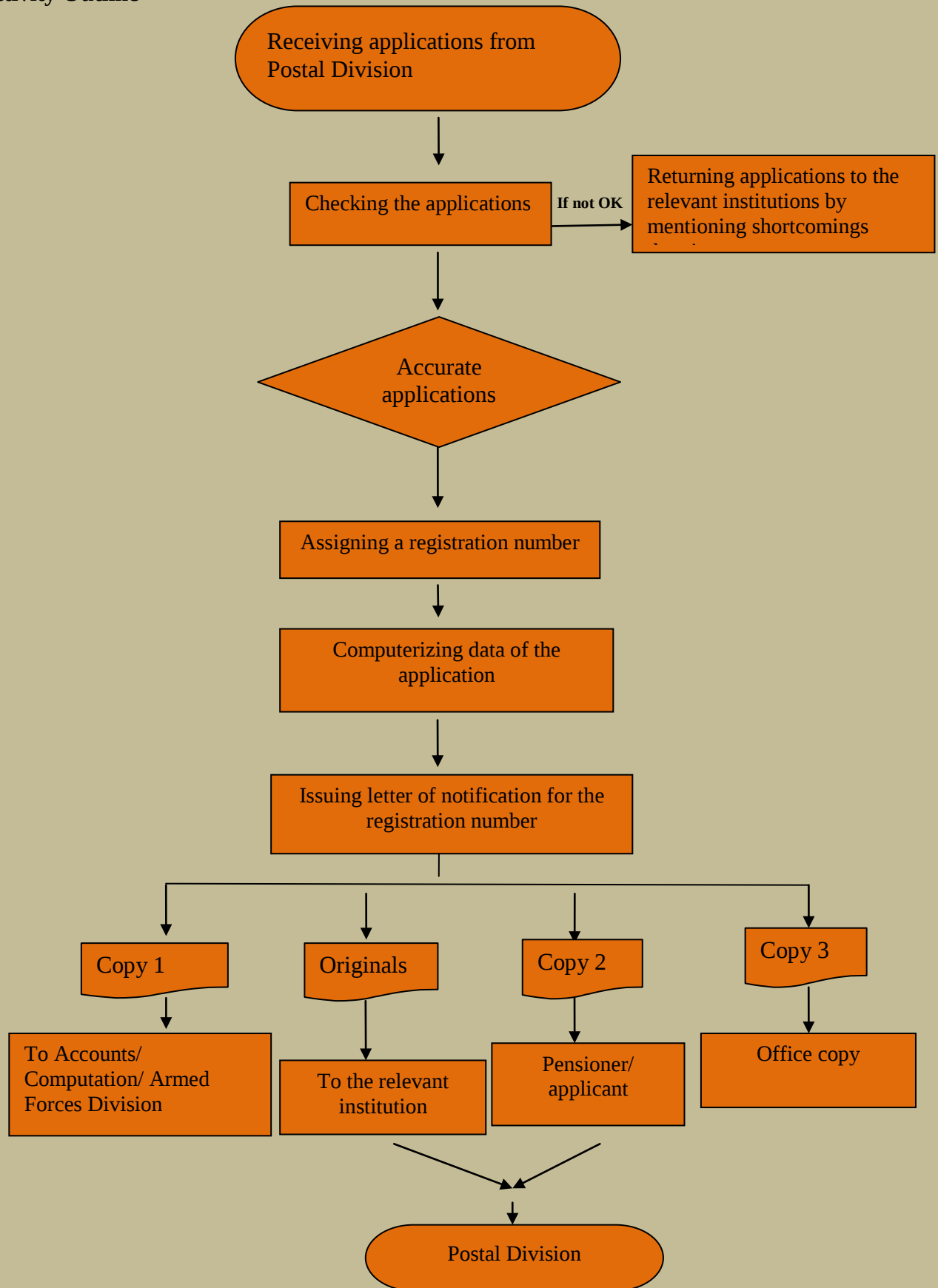
Assigning pension numbers upon the registration



Main Activities

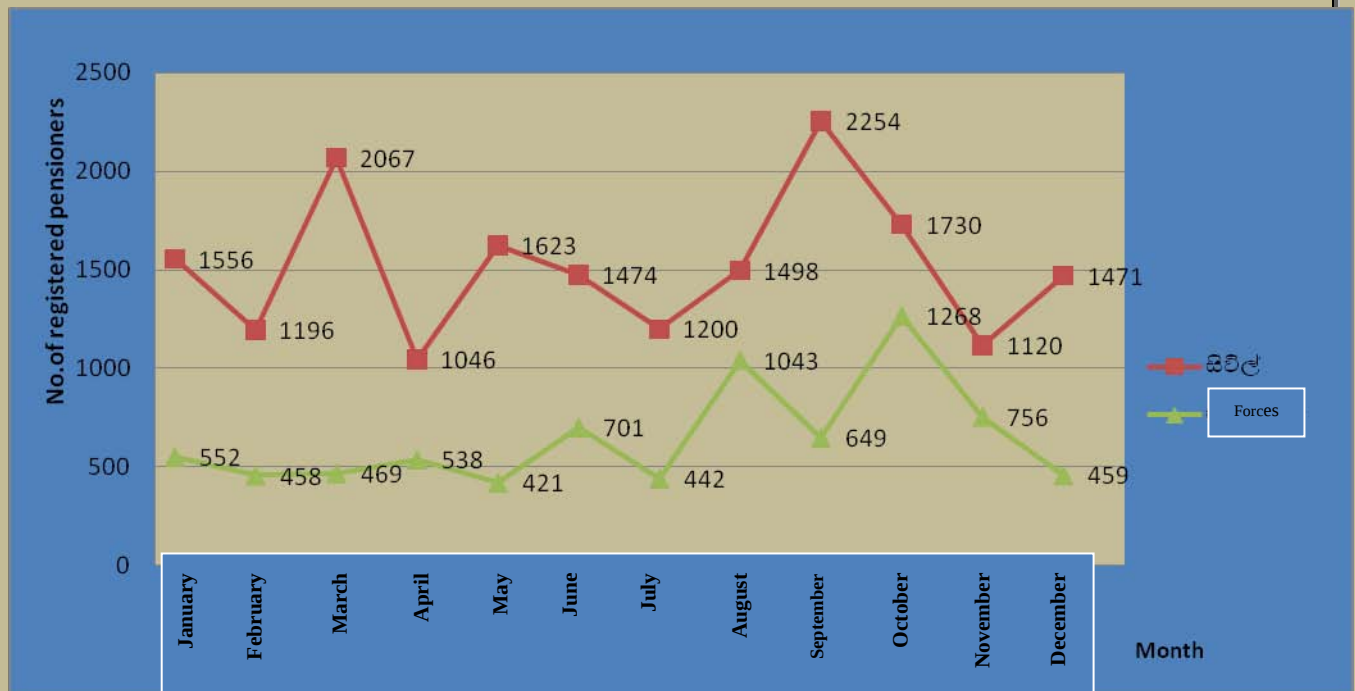
- Registration of pensioners
- Registration of services gratuity payments
- Registration of death gratuity payments
- Registration of payments for the heirs of the officers died before receiving pension
- Registration of revised payment
- Registration of allowance payments
- Distribution of daily receiving letters among the branches
- Handingover the letters to the Central Mail Exchange to be delivered from the department
- Storing and maintaining civil pension award papers and the pension files existed before decentralization
- Storing and maintaining all foreing pension files and database

Activity Outline

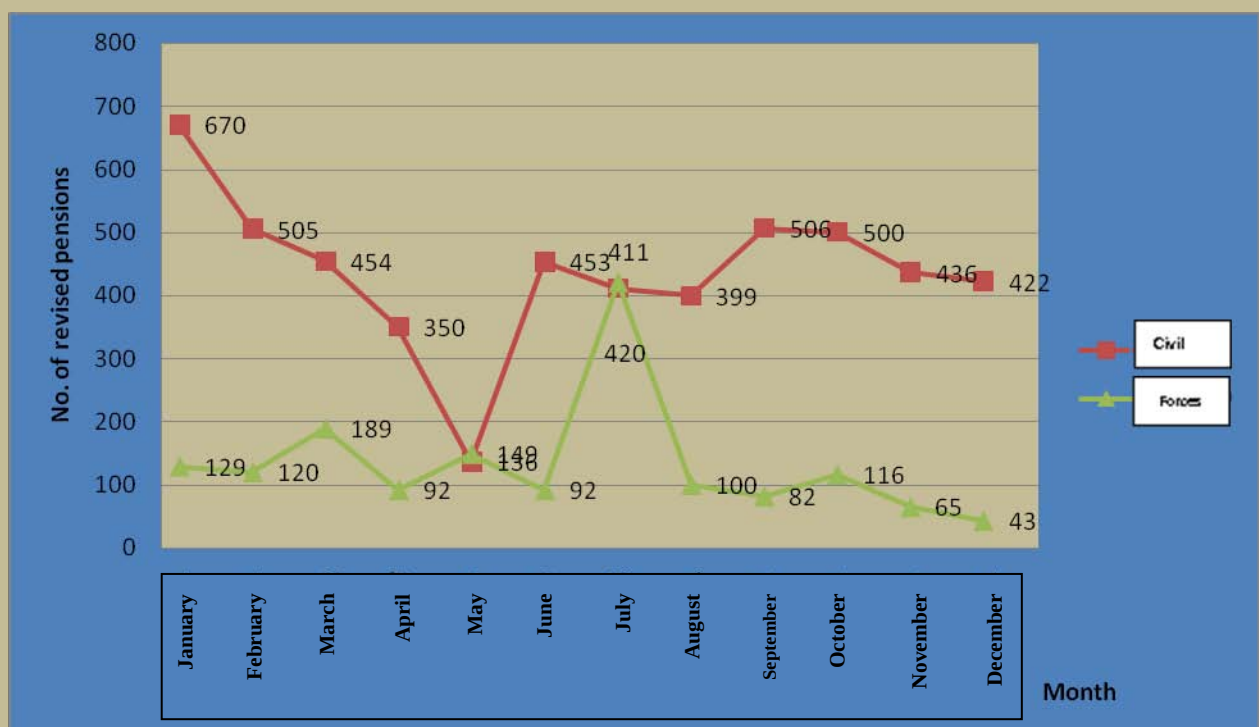


Final outcome of Registration Division in year 2012

No. of registered applications of year 2012



No. of registered revision applications in year 2012



Information technology Unit

The project and development branch has been established in year 2012. This division has been assigned following functions.

Functions

- Implementation of information technology security policy
- Managing and administrating the official website of the department
- Sustainable management and administration of information technology resources of the department
- Administrating and upgrading of the department computer system connected with Lanka Government Network.
- Administrating of department database and maintain of backup files methodically
- Administrating of e-pensions system of the department and taking action on continuous operation of the system
- Coordinating the department with helpline of Lanka Government Network
- Coordinating with the Information Communication and Technology Agency

The progress of the programmes and the activities implemented by the Project and Development branch in year 2012

01. Introduction of e-pensions system to public institutions

Training programmes in 14 districts and 182 divisional secretariats

- No. of e-pensions introduction training programmes 14
- No. of e-pensions practical training programmes 14
- No.of trained officers 704

Training programmes in 06 public institutions

- No. of e-pensions introduction training programmes 06
- No. of e-pensions practical training programmes 04
- No.of trained officers 130

02. Training and consultative programmes for data migrations of divisional secretariats Training programmes at 331 divisional secretariats of 25 districts

- No. of training programmes for data migration 25
- Supervision and follow-up programmes 22

Armed Forces Pensions Division

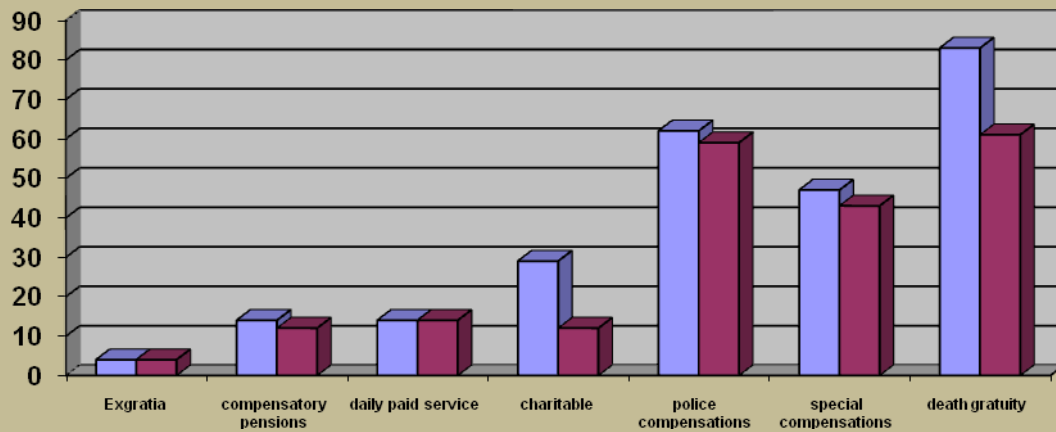
Processing pensions of the officer in Armed Forces and the Police service is the main function of this division.

This division is responsible of taking actions with regard to the following pensions.

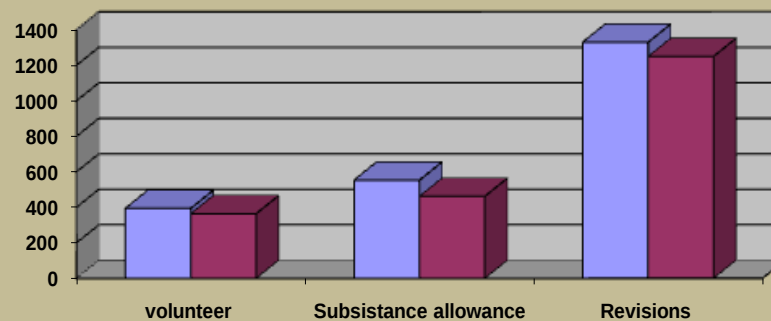
- Services pensions
- Services gratuity
- Disability pension
- Dependents' allowance
- Death gratuity
- Special compensation
- Compensatory pension
- Widows' and orphans pensions of volunteer service
- Charitable allowance
- Daily paid service / Exgratia allowance

Award of entitlements as per the civil and judicial services minutes on pensions

■ No. of files received
■ Completed files

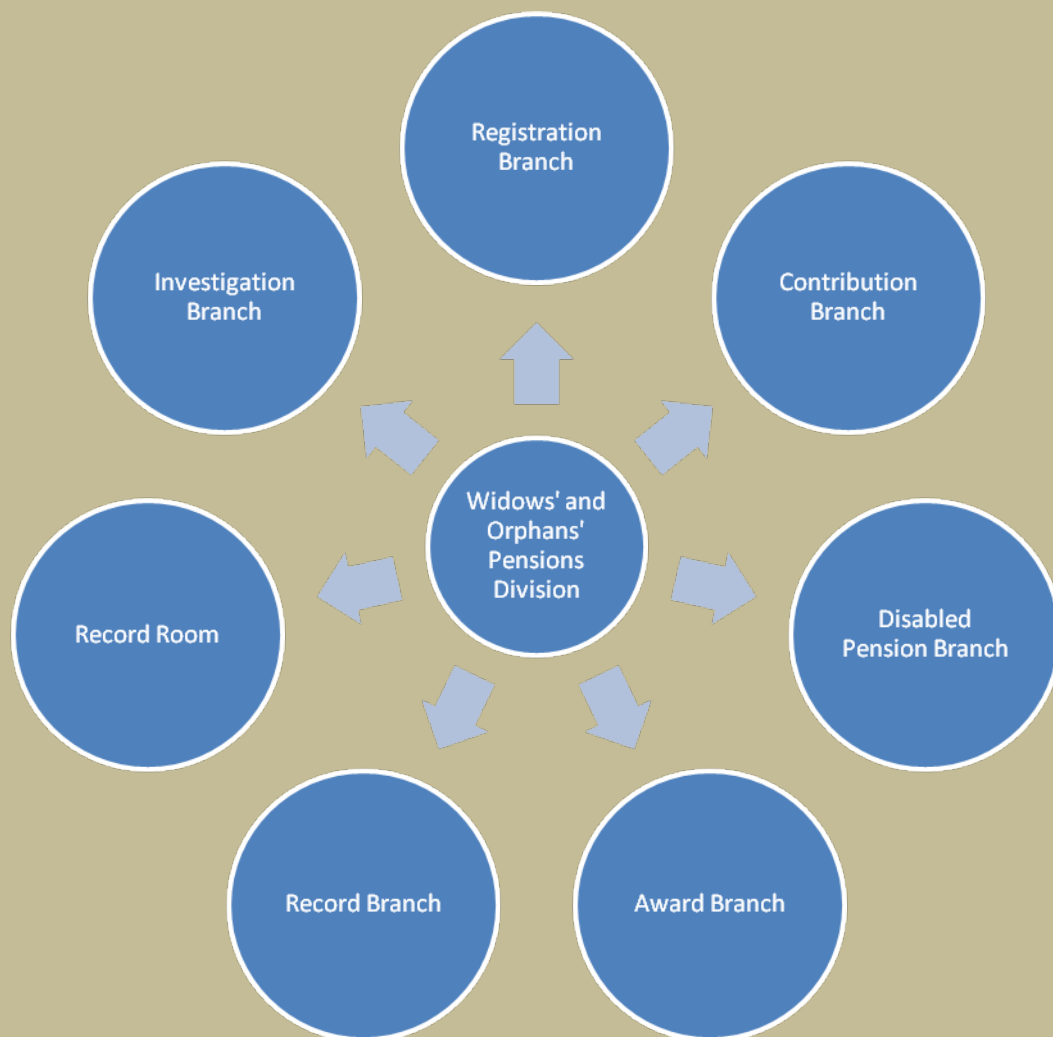


Awards under Code on Army Pensions and Gratuity/ Widows' and Orphans' Pensions Act (Armed Forces)

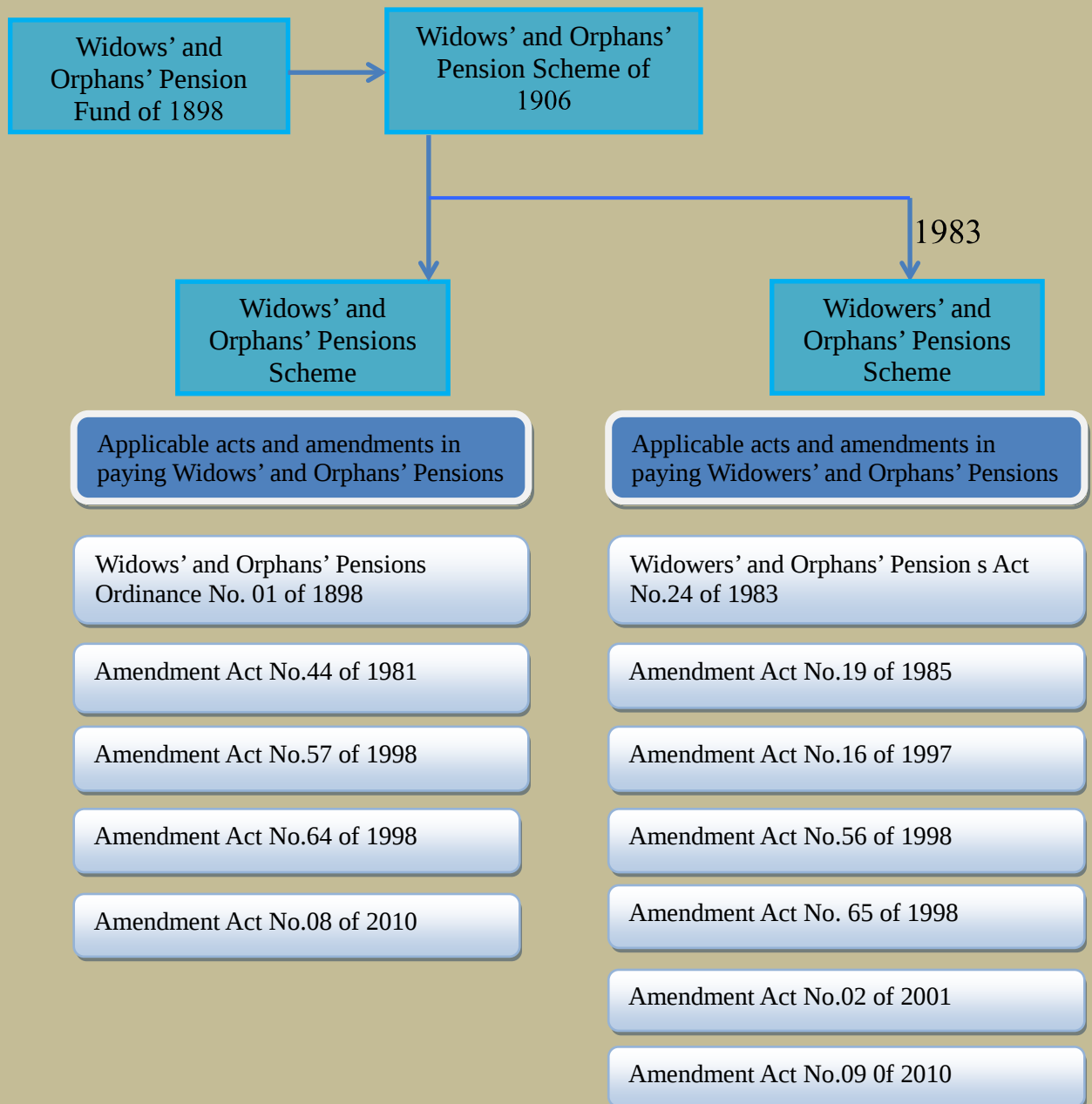


Widow', Widowers' and Orphans' Pension Division

The role of this division is to implement the rules and regulations of widows'/ widowers' and orphans' pensions acts in view of assuring economically contented life for the widows, widowers, orphans and disabled children of government employees held the posts in permanent and pensionable capacity.



The legal background of the payments of widows' and orphans' pension benefits



Functions

- Registration of permanent and pensionable public officers under widows'/ widowers' and orphans' pension s
- Updating of civil widow files
- Collecting contributions and refund
- Solving issues of the orphans of members of civil and local government service
- Processing civil and local government disable pensions
- Directing civil and local government widow files to divisional secretariats to make payments
- Maintaining of widows'/ widowers' and orphans files in the record room
- Transferring of local government pension numbers in to civil pension numbers
- Taking action on widows' and orphans' pensions issues of (permanent) the officers of Three Armed Forces
- Managing funds of widows' and orphans' pensions division

Registration of membership in widows'/ widowers' fund

	Year 2011	Year 2012
No. of members at the beginning of year	991627	1045168
No. of registered members in the year	<u>53541</u>	<u>37913</u>
No. of members at the end of the year	<u>1045168</u>	<u>1077081</u>

The registration of membership has been carried out through the island wide mobile services in addition to the requests of government departments and ministries. The details of those registrations are shown below.

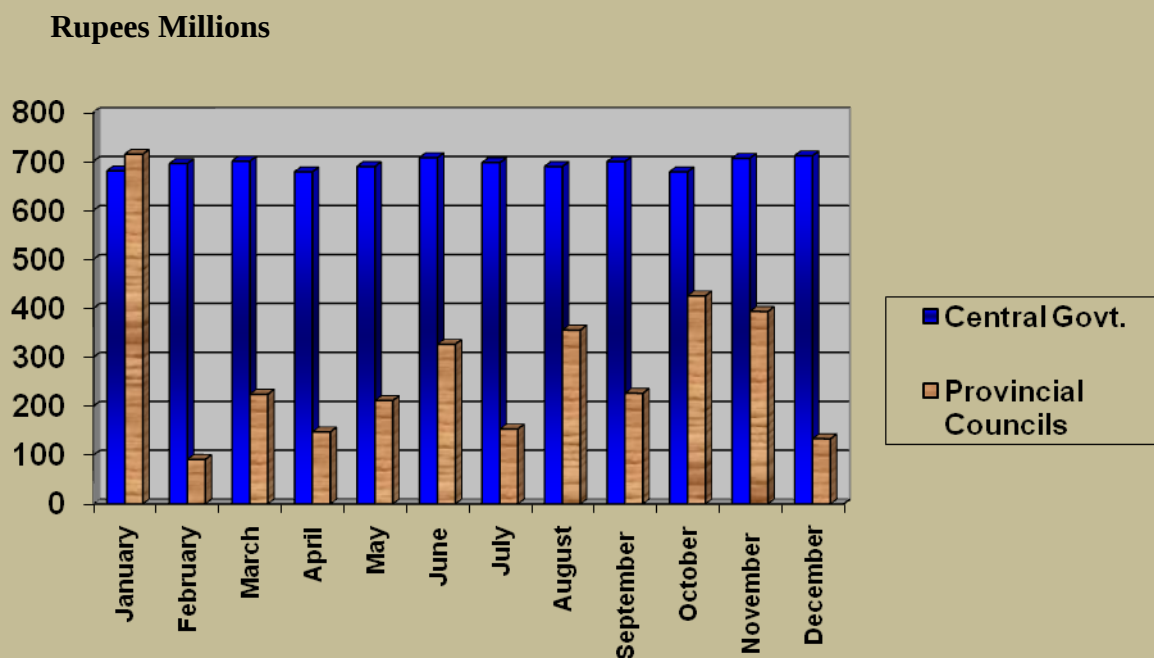
Place of mobile service	No. of registrations
Deyata Kirula Exhibition - 2012	141
Zonal Education Office – Nuwara Eliya	881
Provincial Education – Uva, Haliela	886
Department of Police – Southern Province	887
Department of Police – Central Provice	1004
Department of Police – Uva Province	850
Department of Police – Northern Provice	666
Zonal Education Office – Gampaha	384
Total	5699

Collection and management of contributions

The contribution of 6% and 7% of the salaries of public officers are recovered for widows' and orphans' pensions fund. The collected funds are maintained in the department revenue account as mentioned below.

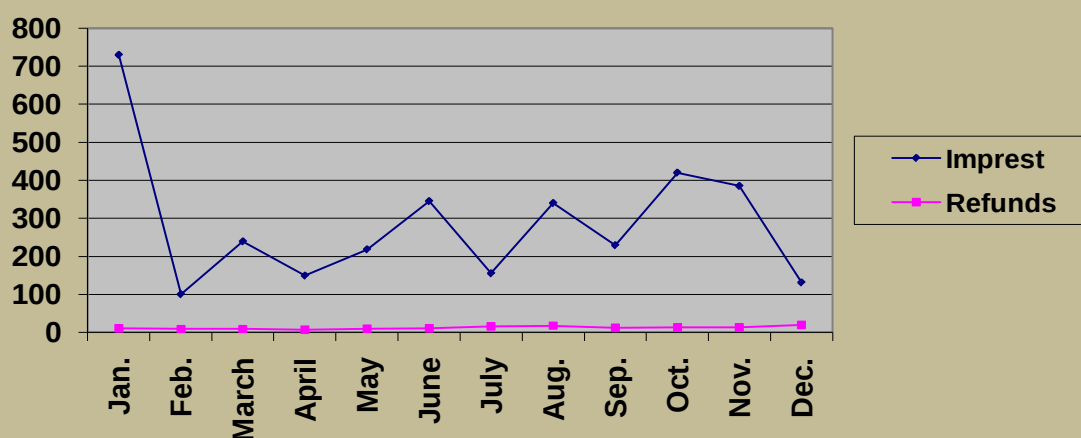
Collection of contributions for widows' and orphans' pensions in year 2012

Central government revenue	Rs. Millions	8335.77
Provincial council revenue	Rs. Millions	<u>3405.14</u>
Total revenue	Rs. Millions	<u>11740.97</u>



The total amount of imprest released to pay pension gratuities and death gratuities during this year is Rs.3441 millions and Rs.139 million has been used to refund contributions.

Utilisation of Contributions (Rs. Millions)

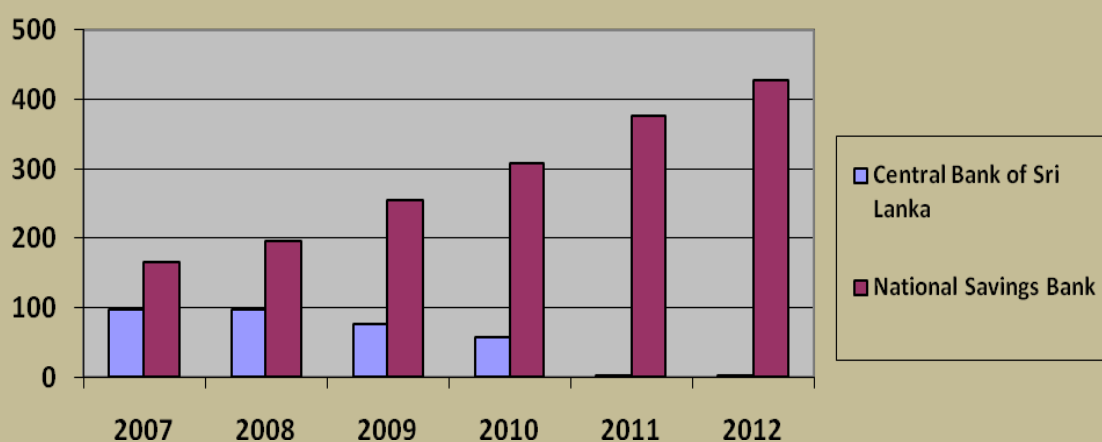


The investments of Teachers' Widows' and Orphans' Pensions Fund as at 31.12.2012.

(Balance investment as at 2012.12.31)

Central Bank of Sri Lanka	Rs.	2,397,590.00
National Savings Bank	Rs.	<u>427,180,446.03</u>
		<u>4295,578,036.03</u>

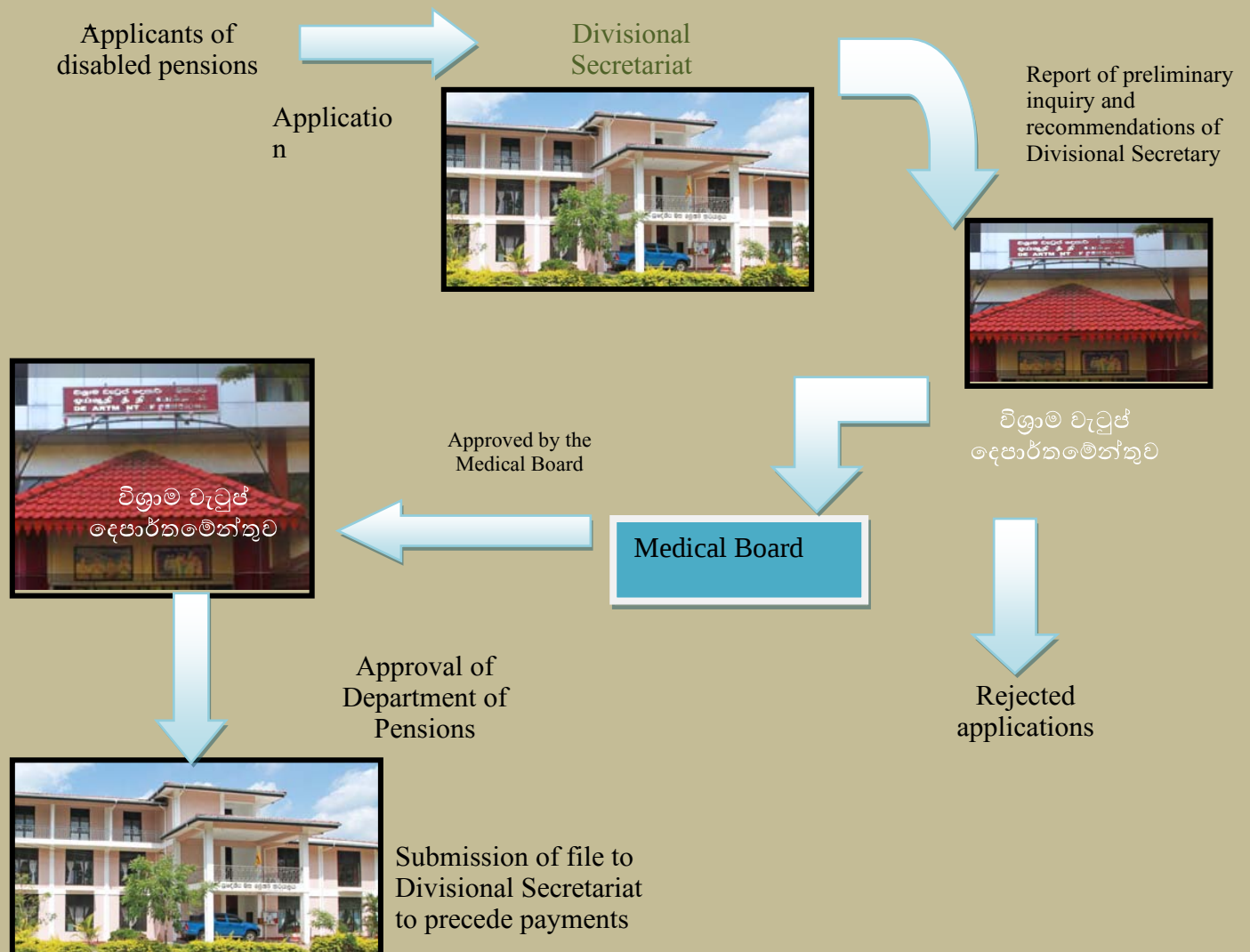
Investments of Teachers' Widows' and Orphans' Pensions Fund



Payment of pensions to disabled children

The legal provisions have been established to pay a lifetime pension to the disabled children disregarding their ages based on the decision of a “three-member” Medical Board appointed by the Director General of Health Services as to the disabled is physically or mentally incapacitated to earn livelihood.”

Payment procedure



Management of Widows'/ Widowers' files

Task	No. of completed files during the year under review
Updating widows'/ widowers' files	23589
Solving civil and local government widow'/ widowers' and orphans' pension issues	1010
Directing widow'/ widowers' files to divisional secretariats	5976
Forwarding of completed widows'/ widowers' and orphans' pension files to the record room	63600

Policy Division

The main role of this division is to define policy decisions, revision of existing policy decisions and to make new policies on pension payments. In addition to the above, this division bears the responsibility of strengthening a proper background to execute a reasonable pension payment method to the pensioners.

- Issuing of department circulars and gazette notifications for statutory amendments
- Giving instructions and clarifications to solve issues submitted by the pensioners and the government institutions
- Updating and maintaining the database of regulations, circulars, gazette notifications which required in complete functioning of pension network.

Main functions

Pensions Circulars issued in year 2012

	Date of issue	Circular No.	Subject
01	03.02.2012	10/2011 (Amendment I)	Revision of salaries and allowances of public service as per the Budget Proposals 2011
02	06.02.2012	09/2004 (III)	New method of award of pensions and payment of commuted gratuities
03	08.02.2012	01/2012	Arranging of local government monthly payment schedules and decentralizing the custodianship of files to divisional secretariats
04.	29.02.2012	02/2012	Extending the duration of declaring consent towards the widowers and orphans pension scheme/ implementing amendments of widowers and orphans' pension act/ contributing towards widows'/ widowers and orphans pension scheme by the members of volunteer armed forces
05	24.05.2012	03/ 2012	Issuing of pension numbers (commencement of 12 lakh series)
06.	28.05.2012	10/2011(Amen dment II)	Amendment of public service salaries and allowances as per Budget Proposals 2011
07.	22.06.2012	06/2011 (Amendment I)	Clarification of Schedule "Q" of Minutes on Pensions
08.	25.07.2012	Circular letter 04	Award of pensions/ widows' and orphans' pension entitlement to the officers absorbed into provincial public service

Legal Division

The legal division has been established to coordinate with the Attorney General's Department on legal issues arise time to time when performing department functions and to provide observations for the cases filed against the department.

Functions

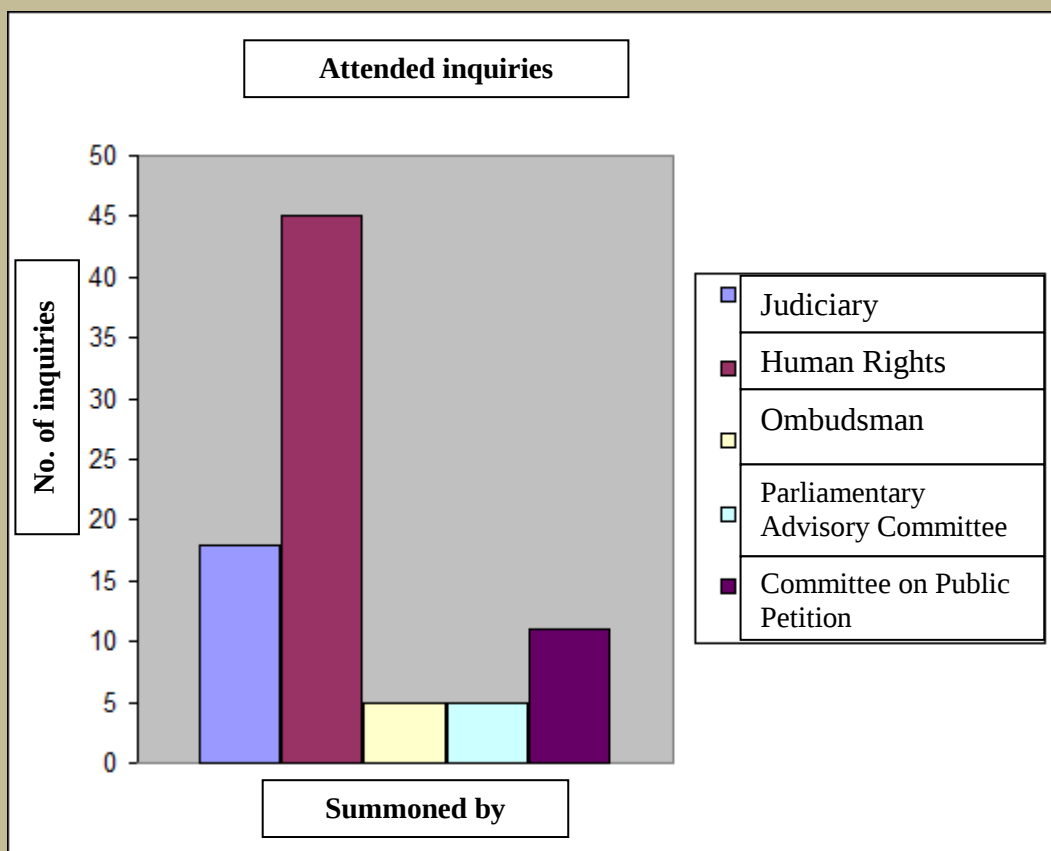
- Coordinating with the Attorney General's Department regarding all legal actions related to the department
- Assisting in making draft amendments on all acts and regulations of pensions
- Providing legal assistance to response issues forwarding by the Parliamentary Advisory Committee and the Committee on Public Petition
- Attending the inquiries and responding the petitions directed by the Human Rights Commission and the Office of the Parliamentary Commissioner for Administrations.
- Attending and preparing reports for inquiries of the Bribery and Corruption Commission
- Providing legal assistance to the pensioners visiting the Legal Division

Institutions connected with the legal division



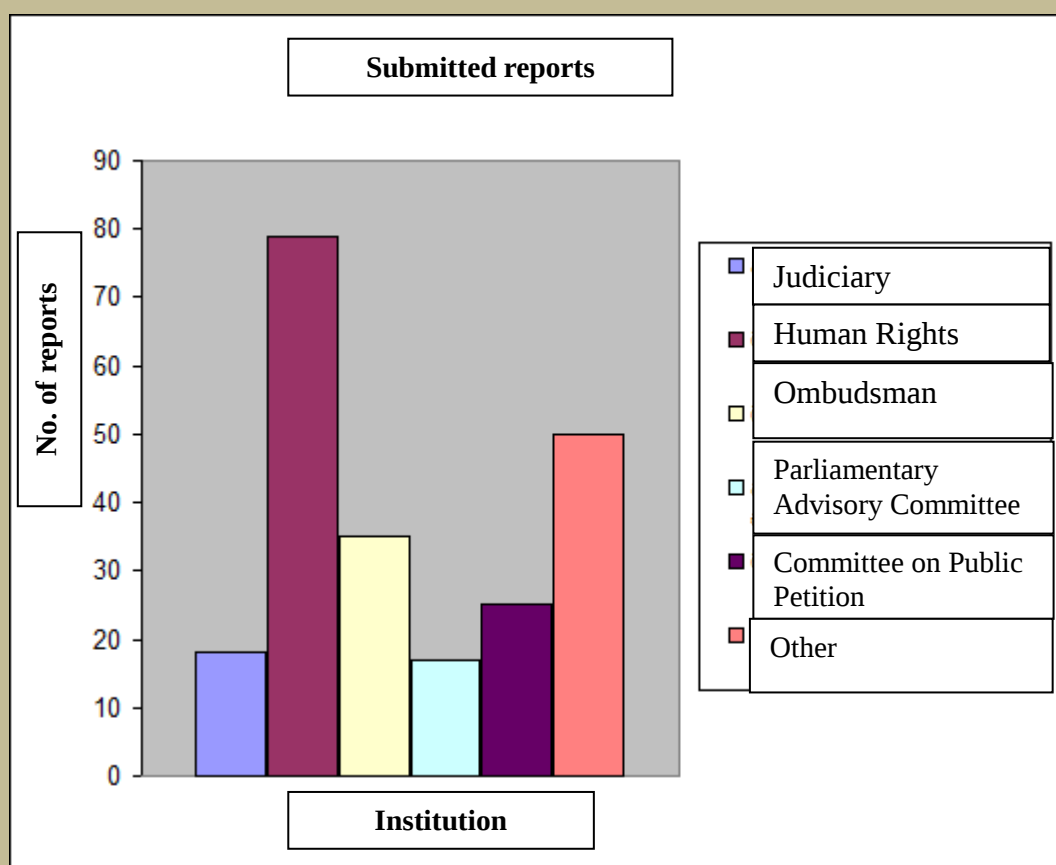
Attended Inquiries

Judiciary	18
Human Rights	45
Ombudsman	05
Parliamentary Advisory Committee	05
Committee on Public Petition	11



No. of reports sent

Judiciary	18
Human Rights	79
Ombudsman	35
Parliamentary Advisory Committee	17
Committee on Public Petition	25
Other	50



Administration and Training Division

Administration and Training Division is responsible for motivating, training and administrating the human resources and managing the physical resources which engaged in pension payment system with the aim of providing active contribution to achieve the objectives and goals of the Department of Pensions. This division administers and directs human resources towards the systematic and efficient functioning of pension payments throughout the island

Training classes and workshops

The Department of Pensions has conducted awareness workshops for the officers in public sector in year 2012 regarding the innovative changes occurred in the scope of pension payments. As a result of these workshops which conducted through the novel curriculums formulated on the basis of previous experiences, the department has been able to train public officers to upgrade efficiency in preparations and payments of pensions in public institutions. This trend of accuracy has been expanded throughout the island including Colombo District. The demand for these trainings evident the success of the training programmes. The effort of the department officers in succeeding these programmes also should be noted.

The trainings on pension have been given nearly 2000 officers of government sector through a series of 34 workshops conducted in 73 days in year 2012. Furthermore, the division has directed the officers as resource persons for the trainings conducted by the Public Service Training Institution

Foreign Pensions Division

Objective

Payment of pensions and widows'/ widowers' and orphans' pension to Sri Lankan pensioners resident abroad.

- Updating and payment of pensions, widows' and orphans' pensions of Sri Lankan pensioners resident overseas countries.
 - Payment of above pensions through the overseas missions of Sri Lanka in Canada, Australia, USA, UK, India, New Zealand or through the special bank accounts (at Bank of Ceylon – Metropolitan Branch, People's Bank – Queen's Branch, Pan-Asia Bank – Borella Branch) by obtaining life certificates certified by an Authorized Officer of the Mission.
- Dispatching files to the divisional secretariats to continue pension payments of Sri Lankan pensioners arrived in the island for permanent resident.
- Revision of pensions as per the circulars

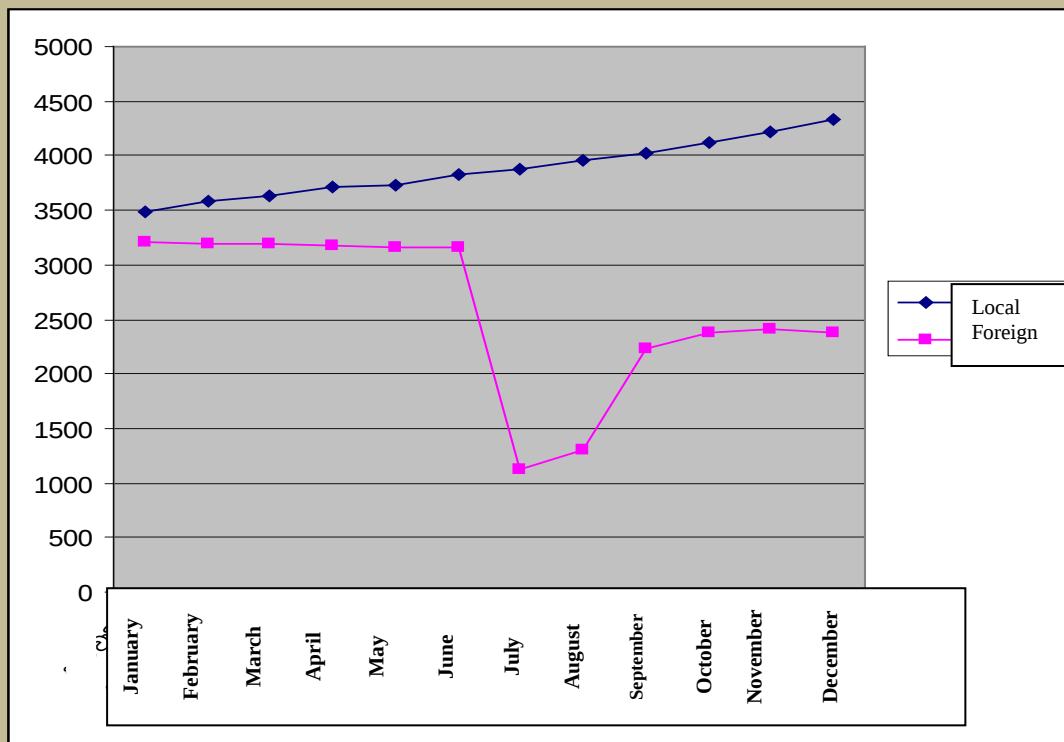
Sri Lankan citizenship or dual citizenship is not a mandatory requirement to award a pension for Sri Lankan pensioners resident abroad. It is noted that this division pays pensions even to Sri Lankan pensioners bearing citizenship in foreign countries if they entitled for a government pension.

The expenditure on pension payments through the overseas missions and special bank accounts as at – 31.12.2012

Payment institutions	No.of pensioners	Amount of money
Overseas mission	2378	426,474,107.30
Special bank accounts	4330	897,127.108.75

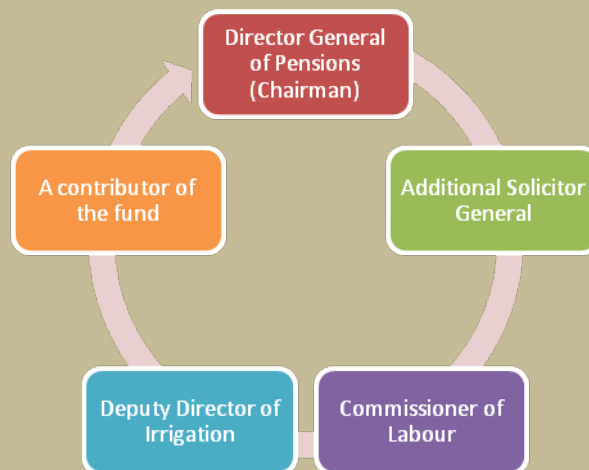
In accordance with the instructions of Pensions Circular 5/ 2011 issued in year 2011, the division has been able to further encourage overseas pensioners to draw pensions through bank accounts in Sri Lanka during the year 2012 as well.

Pension payments - 2012

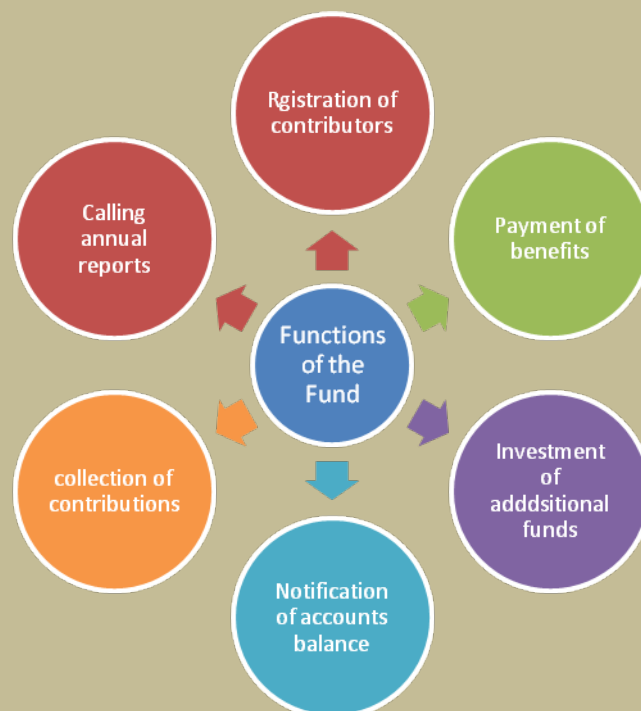


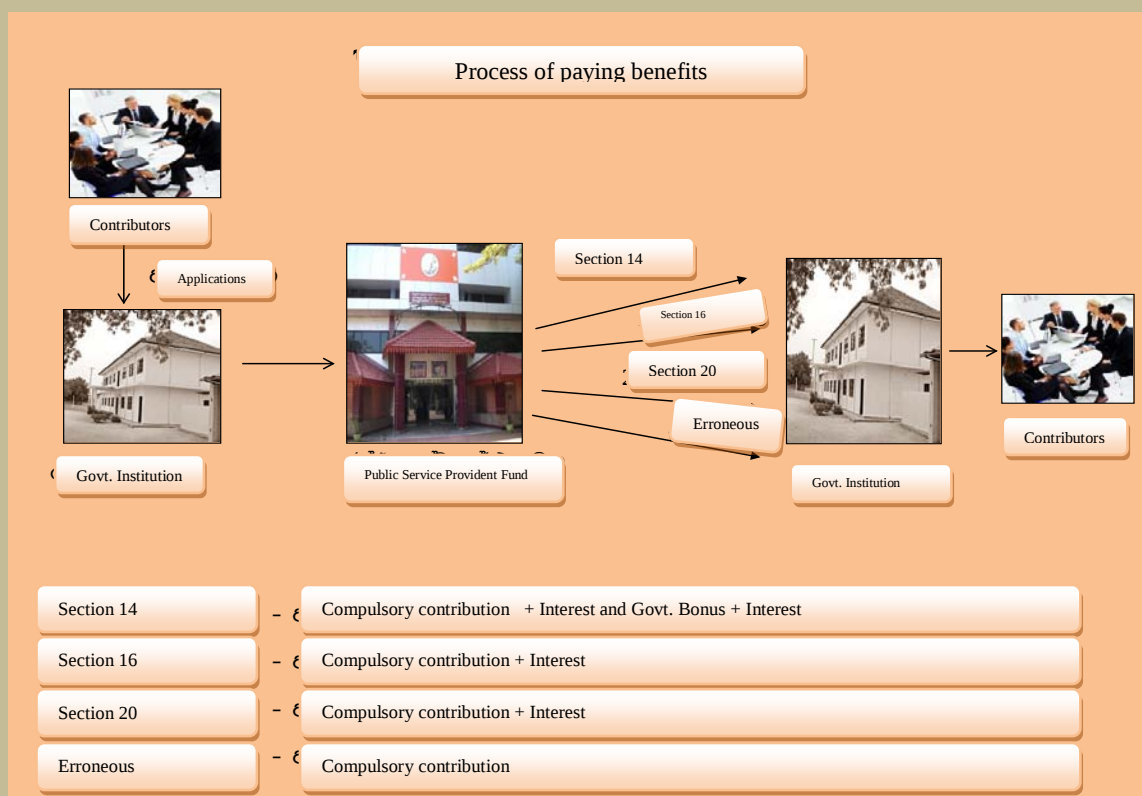
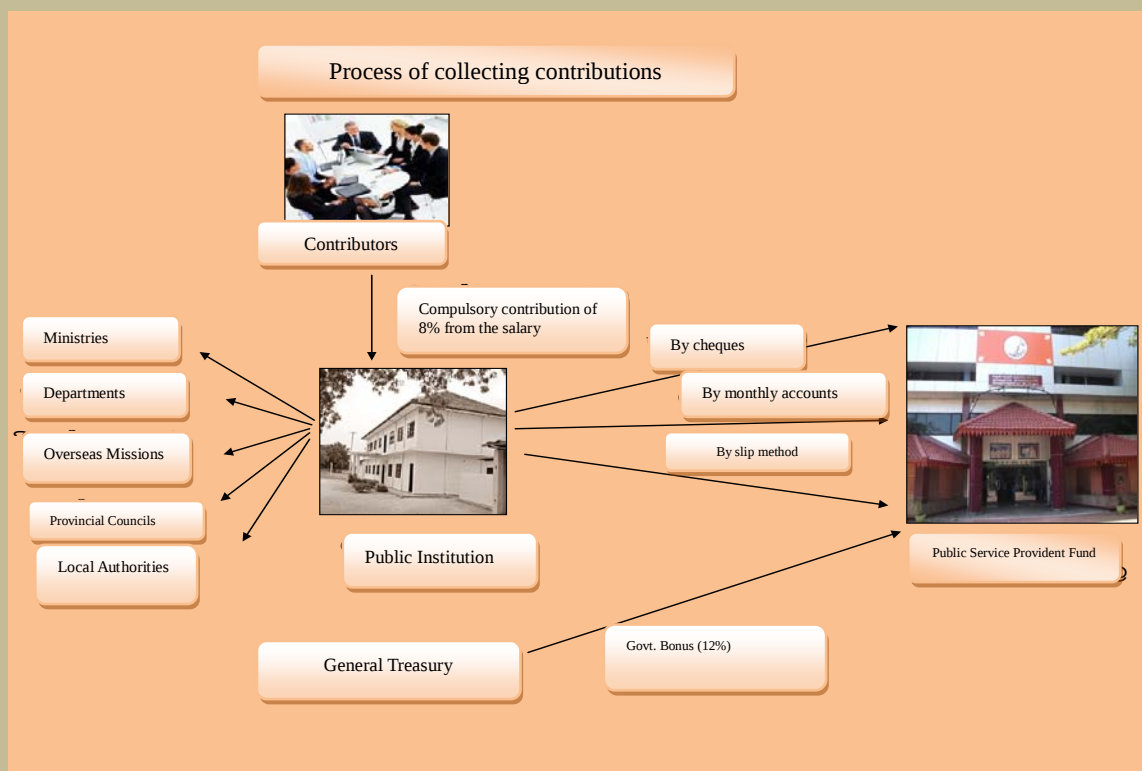
Public Service Provident Fund

Public Service Provident Fund has been established under the Public Service Provident Fund Ordinance No. 18 of 1942 with the aim of securing service-end financial benefits of the government employees in permanent and non-pensionable status as at 01.04.1942. The objectives and goals of the fund have been further enhanced by the Amendment Act No.17 of 2003. Administration and the management of the fund are carrying out by a “five-member board”. The five members are as follows.



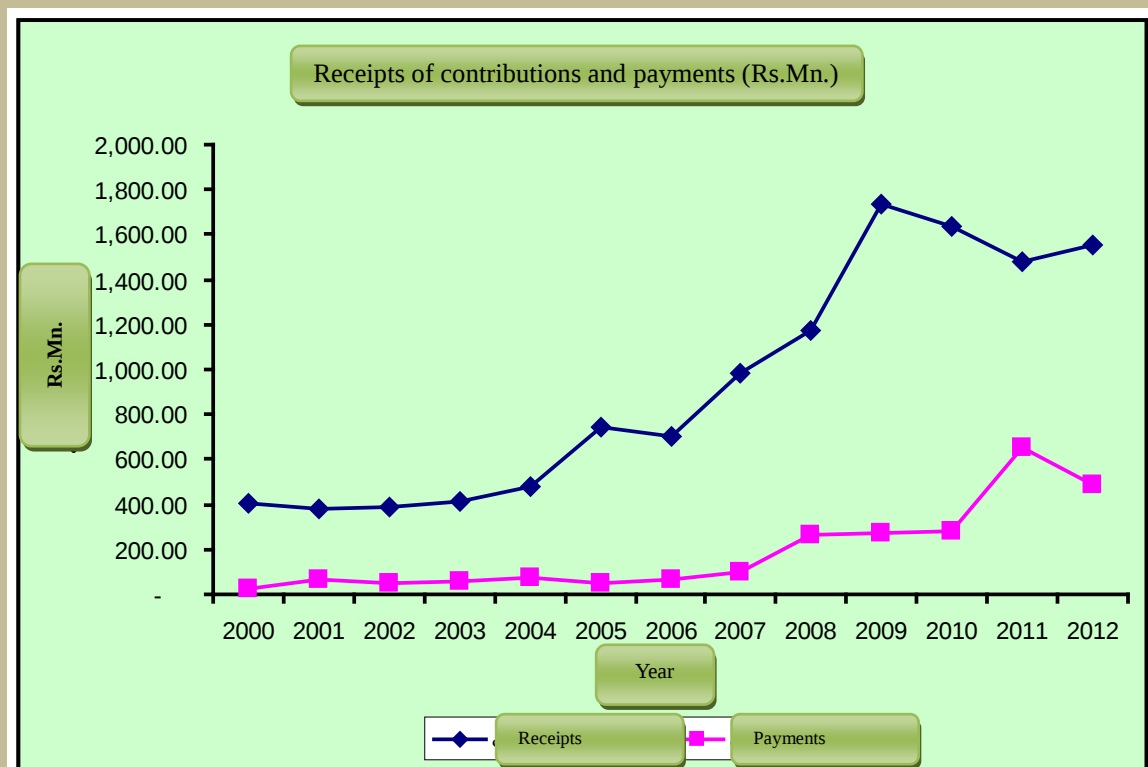
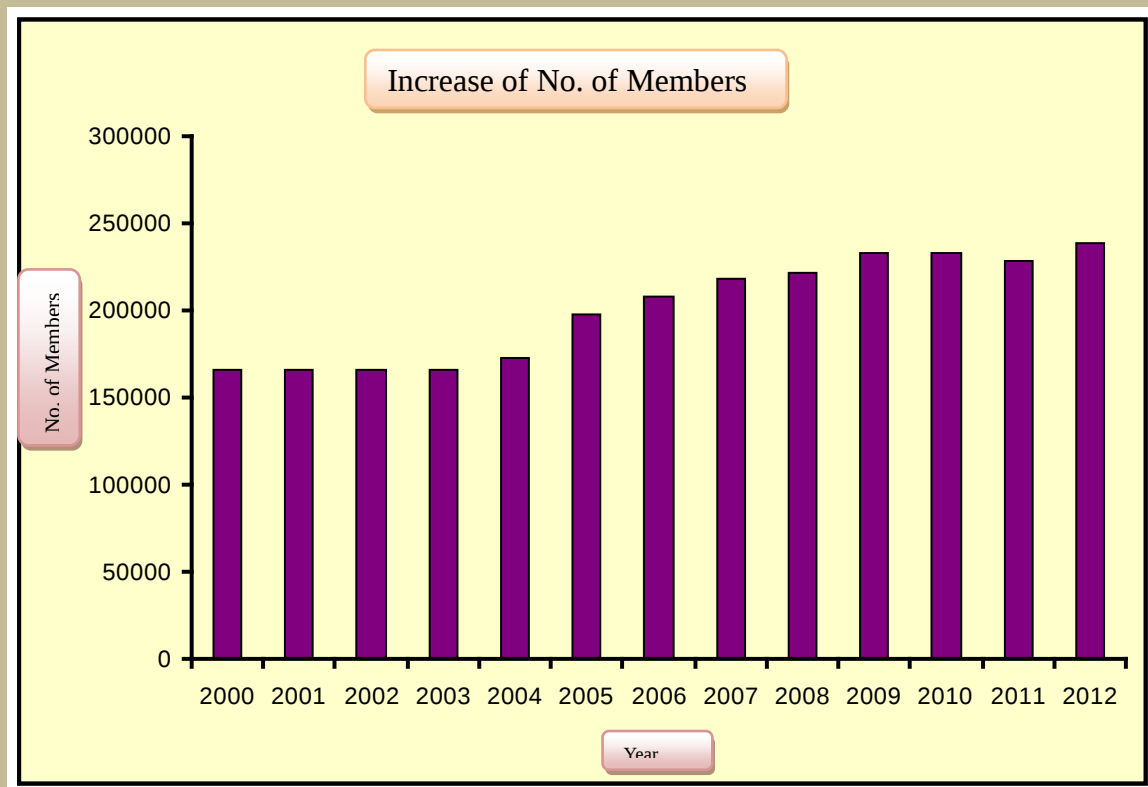
The functions of the fund are as follows

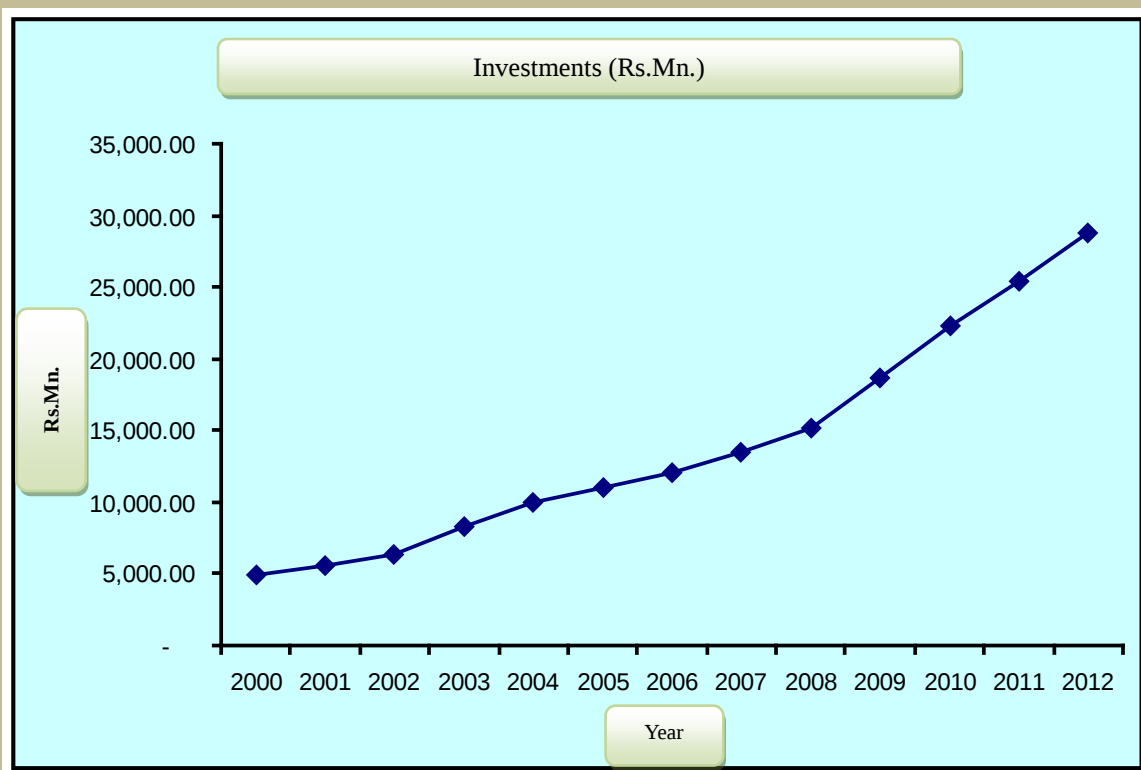
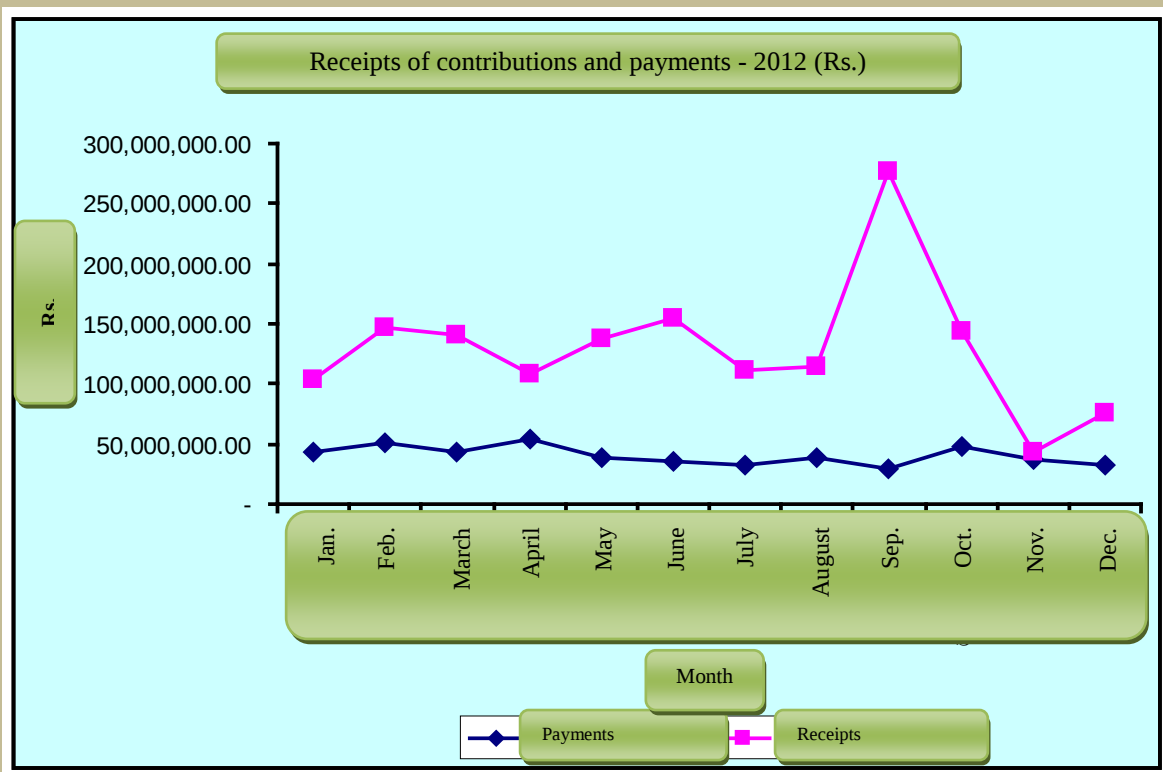


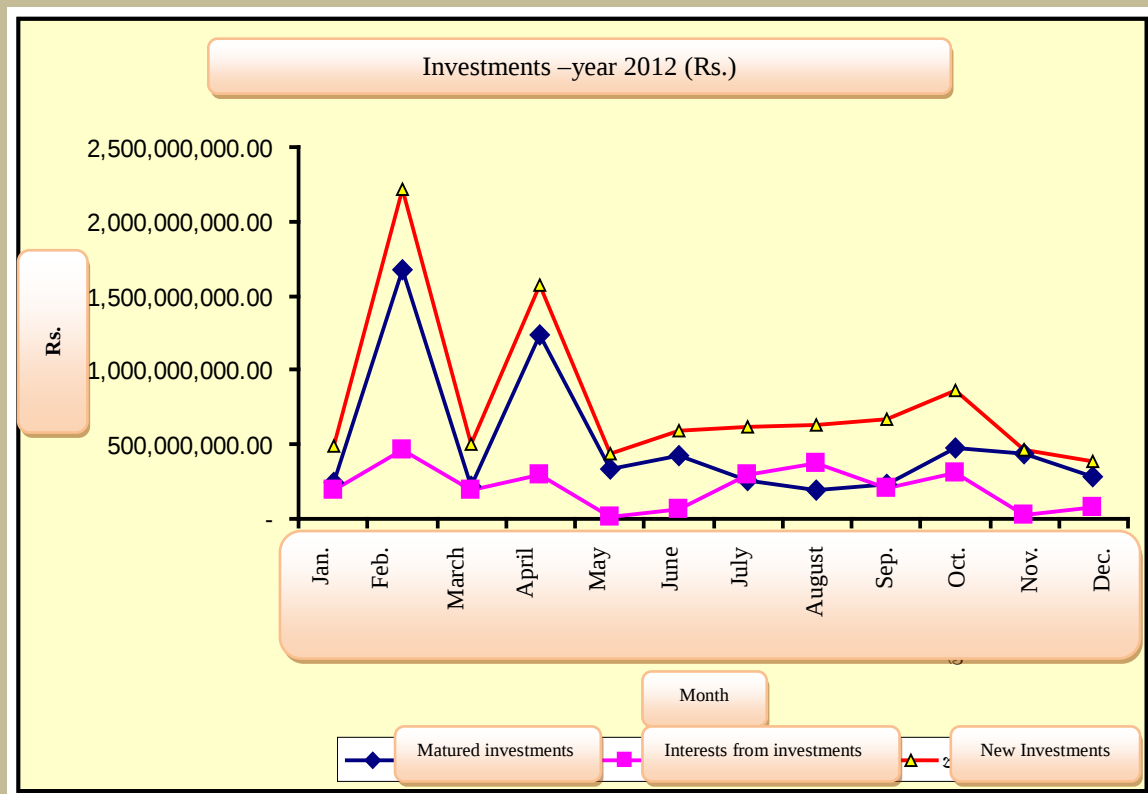


The fund has been able to earn an interest of Rs.2,571 million through the investment of fund resources. Subsequent to the charging of Rs.10.7 million for administrative expenditure, an amount of Rs.2,560.33 has been remained to appropriate for the members. Rs.2,545.49

million of the said amount was appropriate at 8.6% interest rate and the rest of Rs.26.9 million was transferred to general reserve account. The benefits have been awarded for 98% applications out of 6997 submitted to obtain benefits.

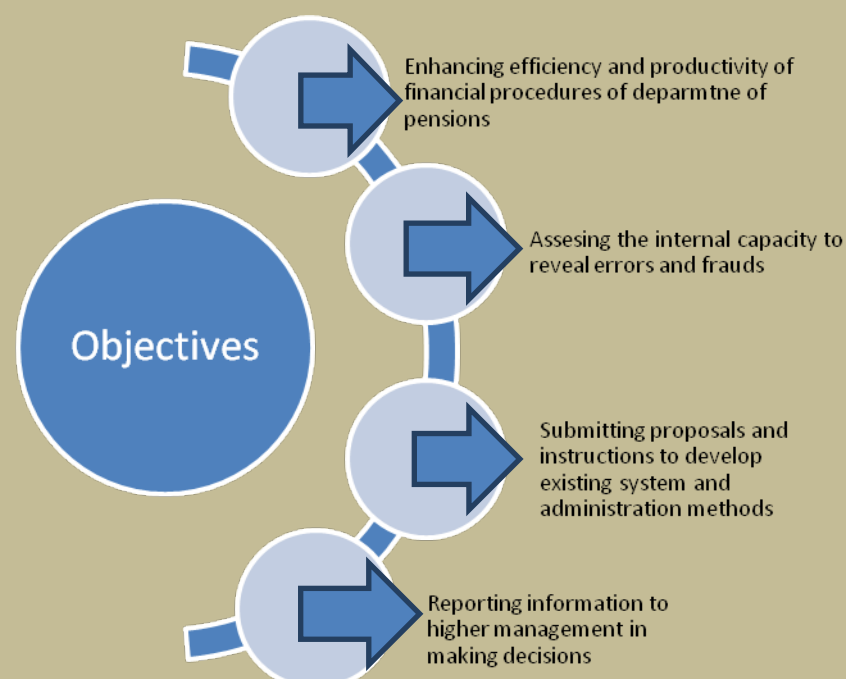






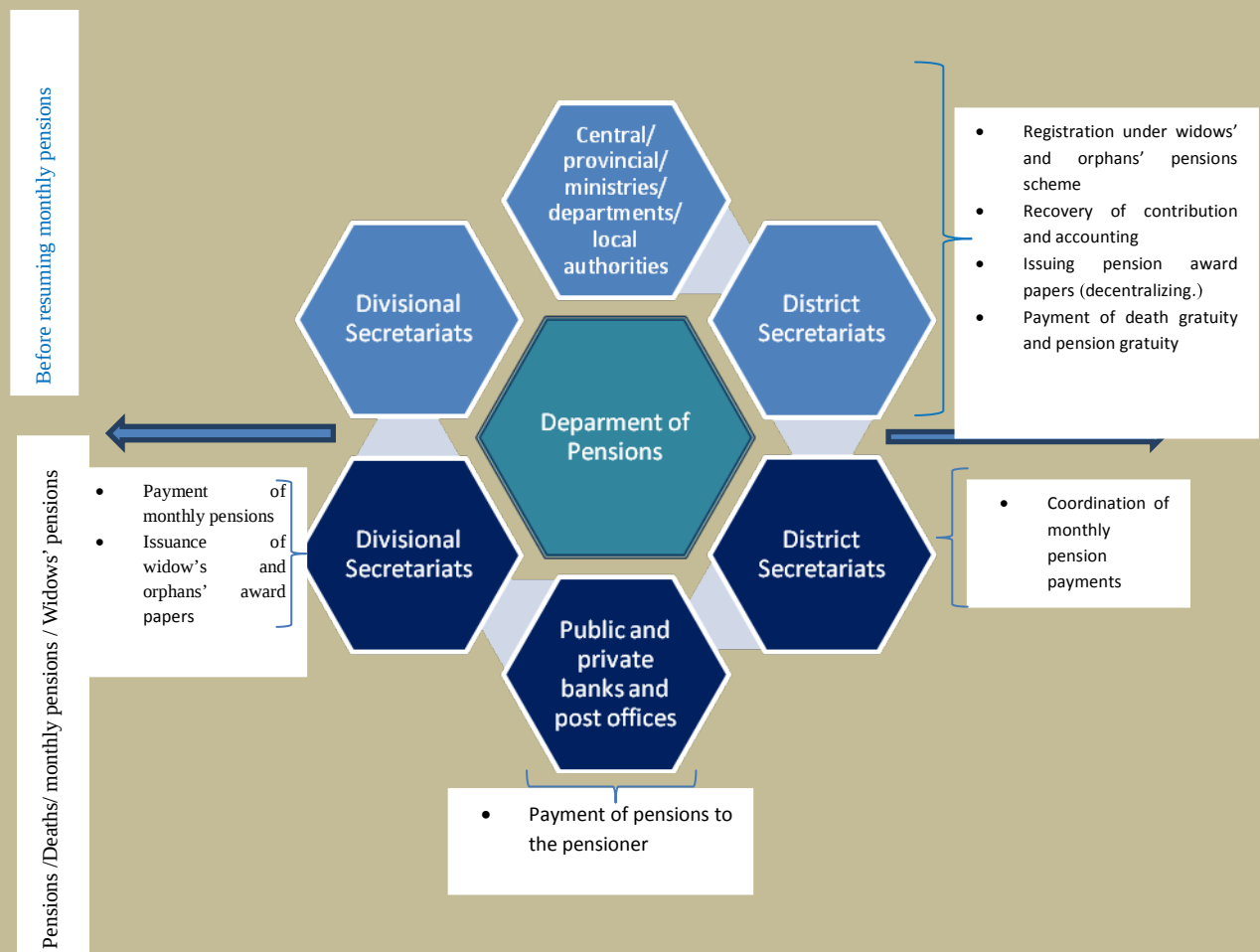
Internal Audit Division

The objective of Internal Audit Division is to assist the higher management of the Department of Pensions to achieve its goals by way of auditing public institutions connected with pensions subject as to whether performing and directing allocations in accordance with the prevailing rules and regulations.



Main functions

- Auditing and issuing audit queries on institutions connected with the Department of Pensions and pensions subject
- Taking action on public petitions.
- Carrying out special investigations
- Taking actions on appeals / requests on pensions
- Providing instructions / observations regarding problematic files
- Responding the audit queries of Government Audit Division/ Public Administration Internal Audit Division
- Instructing on processing and checking of files received from Divisional Secretariats and divisions of the department.

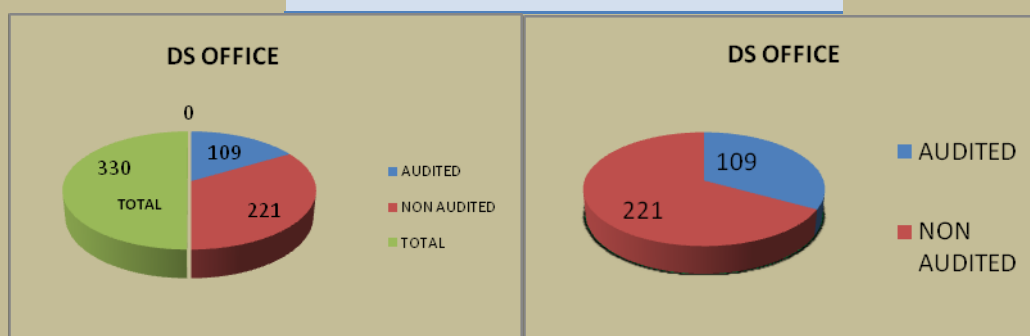


- This division has given its priority on auditing pension processes of divisional secretariats through an utmost usage of limited human resources available in the division.

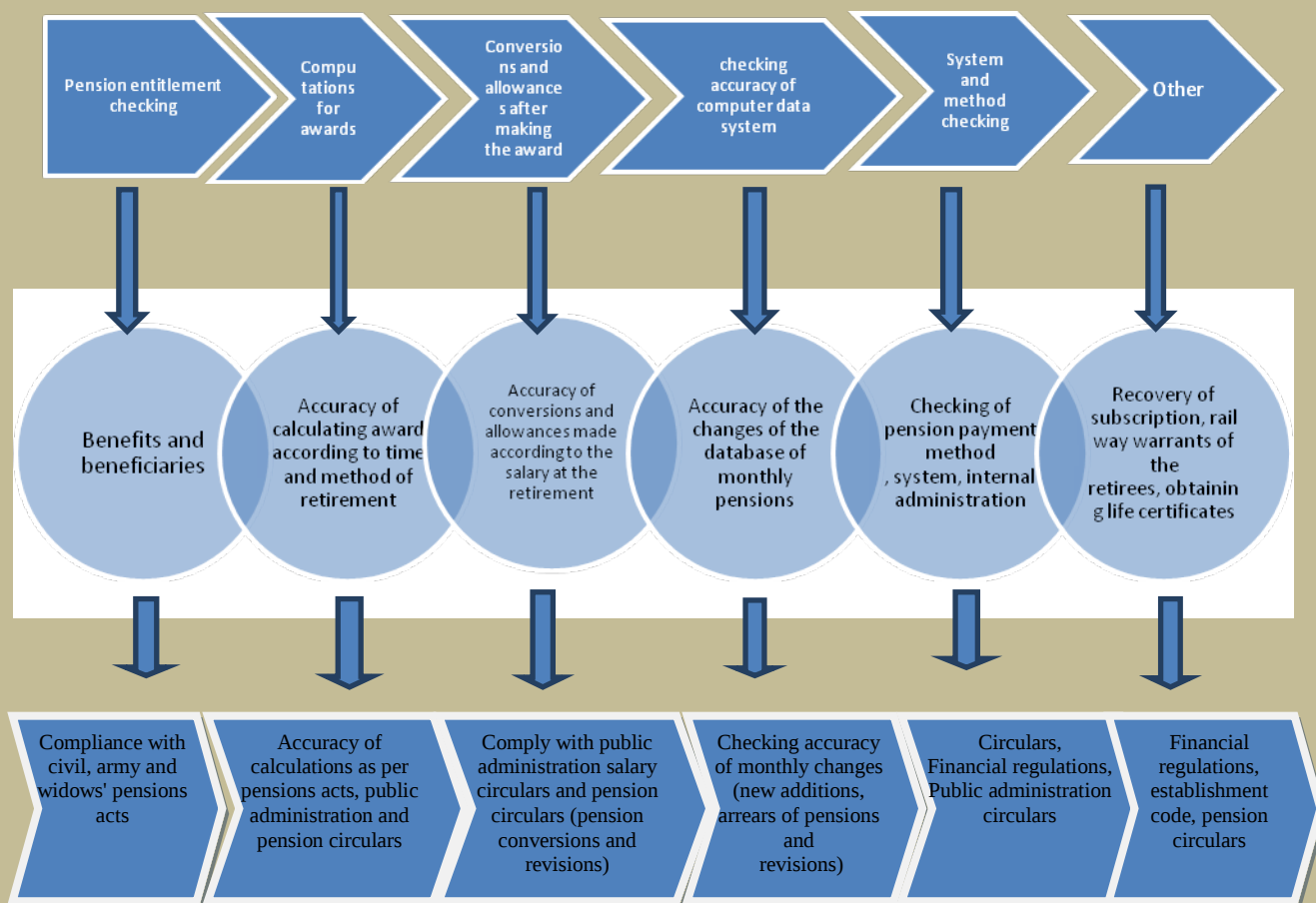
Total number of Divisional Secretariats - 330.

Number of audited offices - 109.

Year 2012	No. of Divisional Secretariats
Audited	109
Not audited	221
Total	330



Process of audit query on pensions



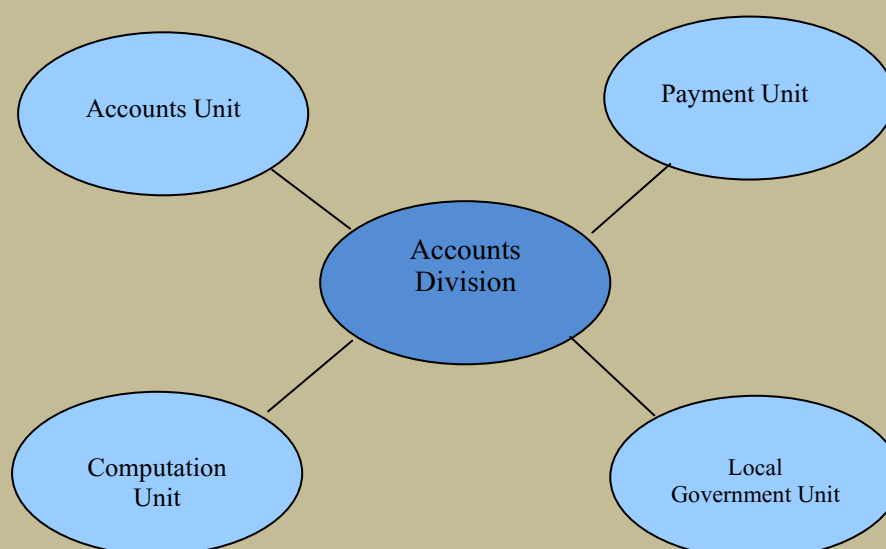
Progress in year 2012

Action	progress
1. Divisional Secretariats audited	109
2. Other offices	35
3. Special investigations	04
4. Responded audit queries	33
5. Attended public complaints	288
6. No. of files checked	238

Accounts Division

This division contributes to achieve the goals of the department by way of an efficient and effective method of managing financial resources of the department.

This task is carrying out by four units of the division.



01. Accounts Unit

- Preparing annual estimates
- Making and implementing plans for efficient financial management
- Obtaining cash imprests for all payments including pensions
- Coordinating and following-up the financial provisions and imprests allocated to the Divisional Secretariats to pay pensions
- Annual board of survey
- Submitting the department data to the Treasury in each month for public accounting and submitting all accounts including appropriate account as well

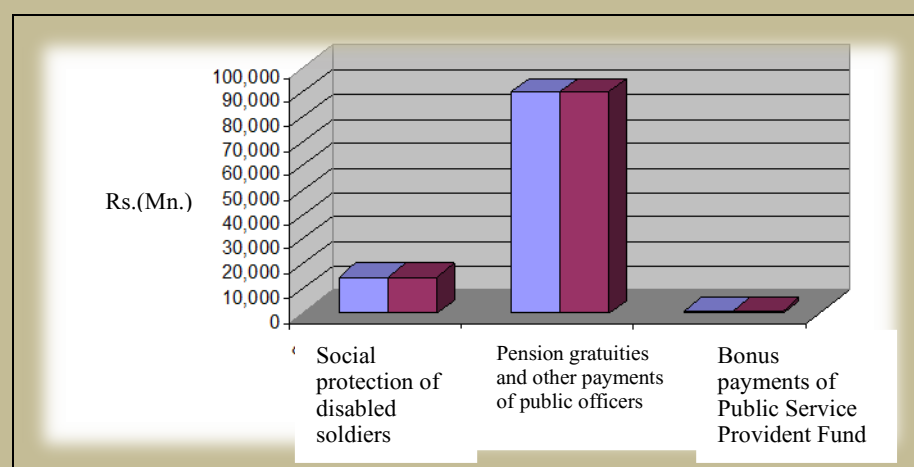
Financial details and progress of year 2012

The financial provisions allocated by the annual estimates for year 2012 are divided as follows.

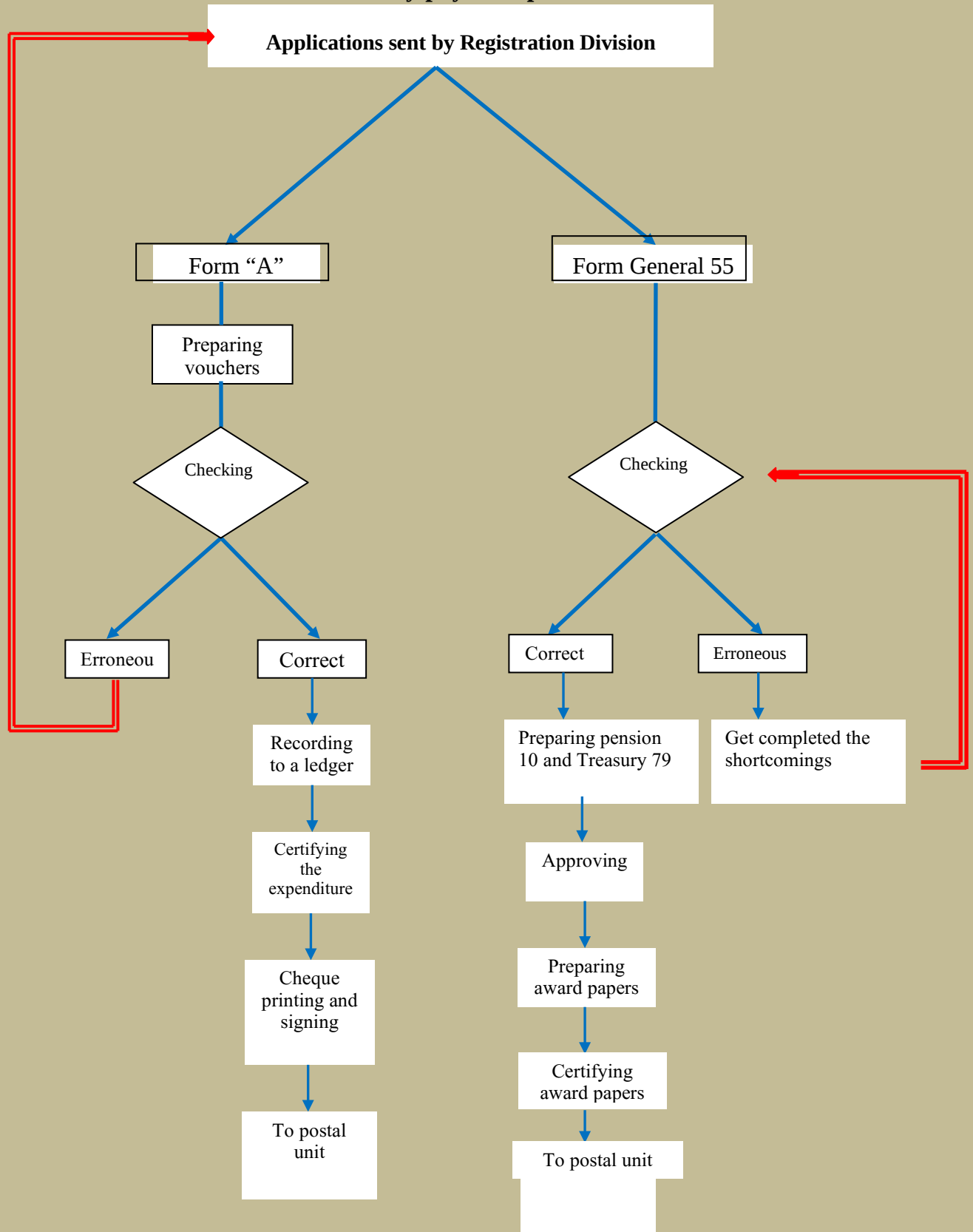
	Rs.
General administration	78,286,645
Pension payments	126,727,152,155
	126,805 438,800
above allocation has been fianced by;	
Local funds (11)	105,675 ,438 ,800
Special legal services (21)	21,130,000,000
	126,805 ,438 ,800

Financial provisions and expenditure of pension Payment

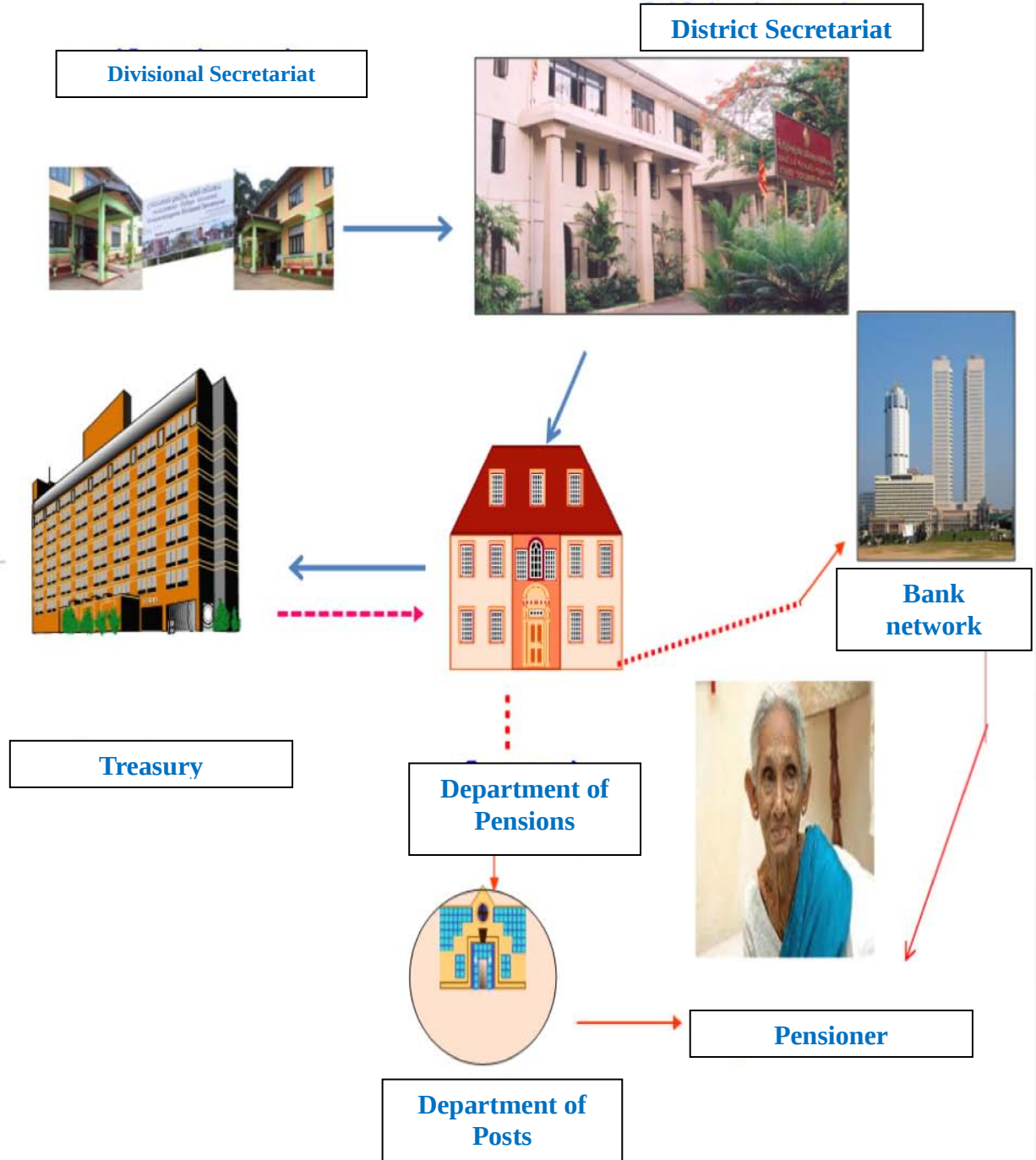
	Allocated provisions (Rs.Mn.)	Expenditure (Rs.Mn.)	As a (%) of pension allocations
Social protection of disabled soldiers	14,779.00	14,779.00	99.99
Pension gratuities and other payments of public officers	90,570.00	90,565.00	99.99
Bonus payments of Public Service Provident Fund	1,000.00	1,000.00	100



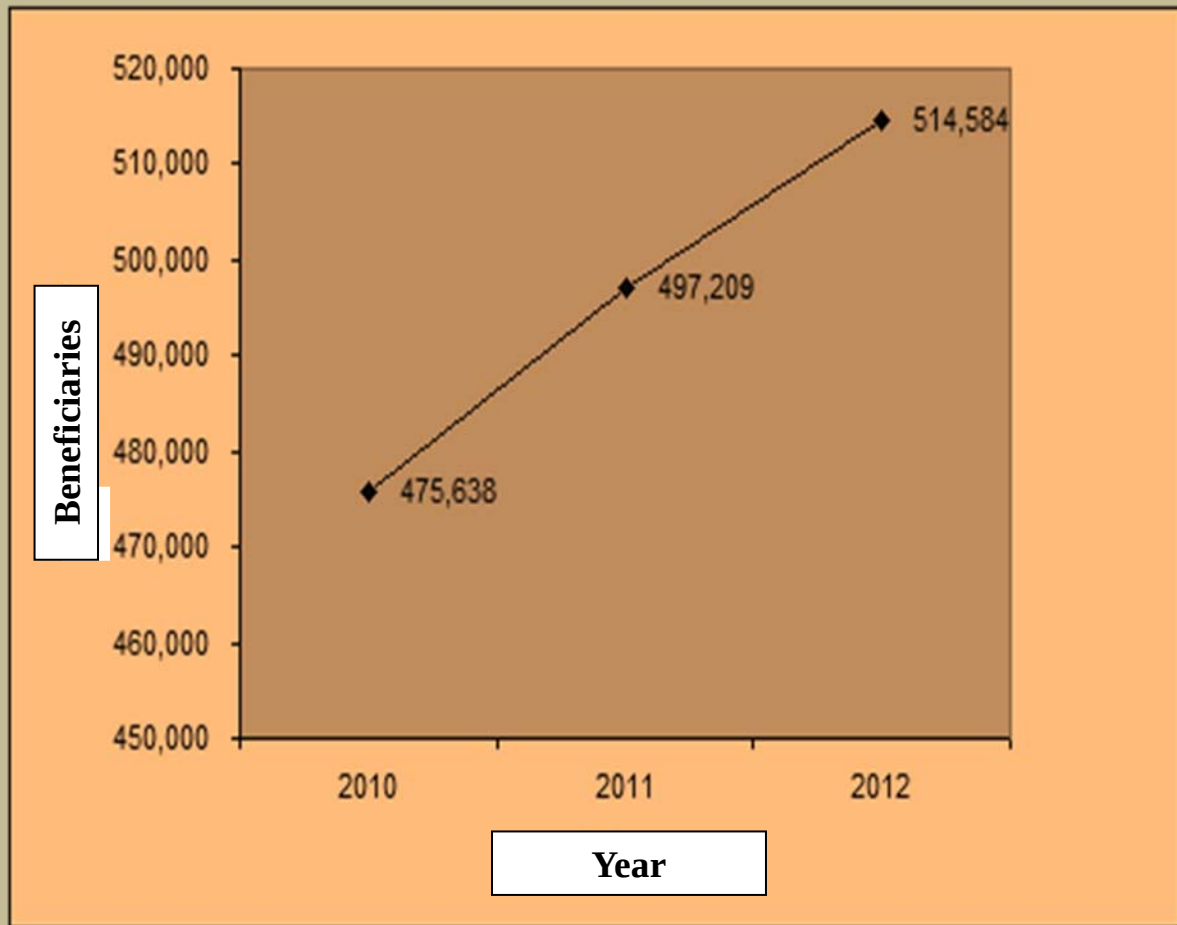
Gratuity payment process



Process of monthly pension payments



Increase in the number of pension beneficiaries



Pensioners by districts – 2012

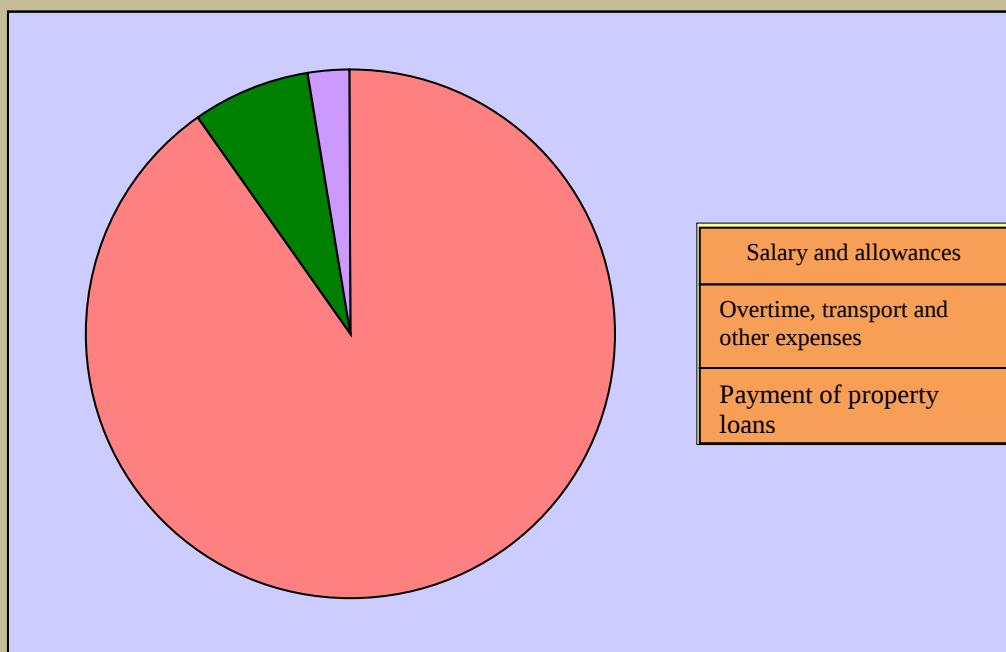
District	No. of pensioners
Anuradhapura	20037
Badulla	17871
Colombo	85574
Foreign pensions	6708
Galle	29933
Gampaha	76992
Hambantota	9694
Kalutara	36076
Kandy	44777
Kegalle	23903
Kurunegala	42860
Matale	12017
Matara	20392
Monaragala	6414
Nuwara Eliya	7982
Polonnaruwa	6950
Puttalam	12092
Ratnapura	16091
Jaffna	14685
Vavuniya	2392
Trincomalee	5210
Mannar	1049
Kilinochchi	765
Mulaitivu	524
Batticaloa	6615
Ampara	6981
Total	514584

02. Payment Unit

The payment unit of the department disburses the money for the payment of salaries and loans of the department staff, provides advance payments for department requirements and pays for overtime duties and travelling expenses of all officers.

The expenses made by this unit in year 2012 are shown below.

01. Salary and allowances	Rs. 218,518,226
02. Overtime, travelling and other allowances	Rs. 17,263,246
03. Property loans	Rs. 6,176,681



03 Computation Unit

Pensions and pensions gratuities of the employees retired under non-decentralized category are computed on the basis of the instructions and guidance of the Minutes on Pensions and other relevant circulars

Basis of computing pension gratuities and monthly pensions of Civil and Judicial officers

Serial No.	Basis of retirement	Section of Minutes on Pensions
1	Retirement on completion of 60 years of age (Compulsory retirement)	2:17
2	Retirement on completion of 55 years of age (Optional retirement)	2:17
3	Retirement at age between 55 – 60 years of age	2:17
4	Retirement on abolition of post	2:7
5	Abolition of post on winding up of department to become a corporation	2:7
6	Retirement on medical reasons	2:14
7	Retirement on lack of language proficiency	2:48 (M)
8	Retirement after employed in a corporation or a statutory board by freezing the pension	2:48 (A)
9	Retirement under Public Administration Circular 30/88	2:14 (30/88)
10	Retirement under Public Administration Circular 44/ 90 – service period – less than 120 months – 120-240 months – 240 360 months –	2:1 "A" 2:1 "B" 2:1 "C"
11	Retirement of Nurses/ Teachers/ Female Police Officers at completion of 20 years of service or completion of 50 years of age, whichever arriving first.	2:14
12	Retirement on inefficiency	2:15
13	Retirement on disciplinary reasons	2:12
14	Retirement under Schedule "Q"	2: "A" "A"
15	Retirement due to engaged in July 1980 strike	
16	Died before receiving pension and pension gratuity after retirement having declared consent to obtain gratuity. Pension gratuity and the arrears of pension from the date of retirement can be obtained.	2:39 (3:1)(to heirs)
17	Died before receiving pension after one year from the retirement having undeclared consent to obtain gratuity. The arrears of pension from the date of retirement to the date of death can be obtained	2:39:3:1
18	Died before receiving pension and gratuity though declared consent to obtain after retirement from a corporation or a statutory board where employed by freezing the pension	2:39:3:1
19	Died before receiving pension being undeclared consent to obtain gratuity after one year from the retirement from a corporation or a statutory board where employed by freezing pension.	2:39:3:1

20	Applying for services gratuity	29:17 29:7 29:39:3:1
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Apart from the above, this division

II. Awards pensions entitlements to *Pirivena* and Private School Teacher and computes their death gratuities.

III. Computes revised pensions of the officers retired by completing minimum two years service period in a post held on contract basis after retirement from the public service.

IV. Following pension revisions are also computed by this division.

- Promotions after retirement
- Revision of less calculated salary increments
- Benefits to the pensioners by various new circulars
- Revisions on retirement after reinstating to a pensionable post
- Revision of pensions of the pensioners retired once again by completing minimum two years service period from a post held on contract basis after retirement from the public service.
- Retirement on disciplinary grounds

During the period from 01.01.2012 to 31.12.2012, 1595 files have been received to issue new award papers and revised award papers. During the same period, 18 files have been received to issue services gratuities.

04 Local Government Unit

The local government unit maintains 03 funds.

1. Local government services' pensions fund
2. Local government services' widows'/ widowers' and orphans' pensions fund
3. Local government services widows' and orphans' pensions fund

Pension payments to these pensioners have been decentralized. Accordingly all actions regarding local government pensions are performed by divisional secretariats from 01.01.2011 as per the Pensions Circular 01/ 2012.

The investments and contributions of local government pensions unit are as follows.

1. Local government services pension fund

Pensions contribution as at 31.12.2012 = Rs. 93,900,000.00

2. Local government services' widows'/ widowers' and orphans' pensions fund

Investments as at 31.12.2012

Treasury bonds = Rs. 324,723,431.51

Rupee loans = Rs. 98,260,000.00

Pensions contribution as at 31.12.2012 = Rs. 3,196,199.40

3. Local government services widows' and orphans' pensions fund

Investments as at 31.12.2012

Treasury bonds = Rs.118,283,917.23

Rupee loans = Rs. 22,800,000.00

Pension contributions as at 31.12.2012 = Rs. 4,000,000.00

Annexure**Approved Cadre**

Serial No.	Position	Approved Posts	Employed	Vacancies
1	Director General of Pensions	1	1	0
2	Director of Pensions	3	2	1
3	Chief Accountant	1	1	0
4	Chief Internal Auditor	1	1	0
5	Deputy Director/ Assistant Director	7	6	1
6	Accountant	7	7	0
7	Deputy Director / Assistant Director (IT)	1	0	1
8	Legal Officer	1	0	1
9	Administrative Officer	4	2	2
10	Translator	2	1	1
11	Budget Assistant	1	1	0
12	Pension Officer	340	328	12
13	Information Technology Officer	5	0	5
14	Technical Officer	1	0	1
15	Public Management Assistant	190	163	27
16	Information Technology Assistant	5	0	5
17	Document Assistant	141	139	2
18	Bungalow Keeper	2	1	1
19	Cook/ Garden Labour	4	1	3
20	Driver	12	12	0
21	Electrician	1	1	0
22	Office Assistance	56	56	0
	Total	786	723	63

Revenue Account 2012

Head	Estimated Amount	Actual Revenue
20:04:01:00 (Central Government)	8,105,000,000	8,333,779,290
20:04:02:00 (Provincial Council)	4,150,000,000	3,404,247,640

Appropriation Account by Programme - 2012

Expenditure Head No.: Name of Ministry / Department / District Secretariat :
 Programme No. & Title :

Summary of Recurrent and Capital Expenditure

Nature of Expenditure with DGSA format Reference	(1)	(2)	(3)	(4)	(5)	(6)	Page No. (Reference to relevant DGSA format)
	Provision in Budget Estimates	Supplimentary Provision and Supplimentary Estimate Allocation	Transfers in terms of the F.R. 66 and 69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excess)	
	Rs.	Rs.	Rs.	Rs.	Rs.	(4-5)	
(a) Recurrent (DGSA 3)	125,199,625,000	1,578,813,800	6,350,000 -6,350,000 6,638,355 -6,638,355	126,778,438,800	126,742,151,322	36,287,478	D.G.S.A.3
(b) Capital (DGSA 4)	17,000,000	10,000,000	0	27,000,000	23,848,434	3,151,566	D.G.S.A.4
Total	125,216,625,000	1,588,813,800	0	126,805,438,800	126,765,999,756	39,439,044	

Chief Accountant/Director (Finance)/ Commissioner (Finance)

Date :

Recurrent Expenditure by Project

Expenditure Head No : Name of Ministry / Department / District Secretariay

Programme No. & Title :

Project No./Names, personel emoluments and other expenditure for all projects	(1)	(2)	(3)	(4)	(5)	(6)
	Provision in Budget Estimates	Supplimentary Provision and Supplimentary Estimate Allocation	Transfers in terms of the F.R. 66 and 69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excess) (4-5)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<u>01. General Administration and Establishment Services</u>						
Personal Emoluments	31,200,000	0	-2,750,000	28,450,000	28,028,098	421,902
Other Charges	47,475,000	0	-6,638,355	40,836,645	30,890,436	9,946,209
Sub Total	78,675,000	0	-9,388,355	69,286,645	58,918,534	10,368,111
<u>2 Implementation of Pension</u>						
Personal Emoluments	186,000,000	0	9,388,355	195,388,355	193,431,589	1,956,766
Other Charges	124,934,950,000	1,578,813,800	0	126,513,763,800	126,489,801,199	23,962,601
Sub Total	125,120,950,000	1,578,813,800	9,388,355	126,709,152,155	126,683,232,788	25,919,367
Grand Total	125,199,625,000	1,578,813,800	0	126,778,438,800	126,742,151,322	36,287,478

Chief Accountant/Director (Finance)/ Commissioner (Finance)

Date :

Capital Expenditure by Project

Expenditure Head No. Name of Ministry / Department / District Secretariay

Programme No. & Title :

Project No. & Title :

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1)	(2)	(3)	(4)	(5)
				Provision in Annual Estimates	Transfers in terms F.R. 66 and 69 and Supplementary Provision and Supplementary Estimate Allocation	Total Net Provision (1+2)	Total Expenditure	Net Effect Savings/(Excess) (3-4)
				Rs.	Rs.	Rs.	Rs.	Rs.
			<u>01. General Administration and establishment services</u>					
			Rehabilitation and Improvement of Capital Assets	6,000,000	0	6,000,000	5,334,478	665,522
			Acquisition of Capital Assets	2,500,000	0	2,500,000	1,948,104	551,896
			Capacity Building	500,000	0	500,000	115,000	385,000
				9,000,000	0	9,000,000	7,397,582	1,602,418
			<u>02. Implementation of Pension Schemes</u>					
			Rehabilitation and Improvement of Capital Assets	500,000	0	500,000	0	500,000
			Acquisition of Capital Assets	7,000,000	10000000	17,000,000	16,024,352	975,648
			Capacity Building	500,000	0	500,000	426,500	73,500
				8,000,000	10000000	18,000,000	16,450,852	1,549,148
				17,000,000	10000000	27,000,000	23,848,434	3,151,566

Chief Accountant/Director (Finance)/ Commissioner (Finance)

Date :

Summary of Financing Expenditure by Programme

Name of Ministry / Department / District Secretariat :

Expenditure Head No :

Financing		Programme 1 *		Grand Total		
Code	Description of Items	Net Provision **	Actual Expenditure	Net Provision **	Actual Expenditure	percentage*** of Expenditure
		1	2	5	6	
		Rs.	Rs.	Rs.	Rs.	%
11	Domestic Funds	105,675,438,800	105,648,937,916	105,675,438,800	105,648,937,916	100
12	Foreign Aid - Loan					
13	Foreign Aid - Grant					
14	Reimbursable Foreign Aid - Loan					
15	Reimbursable Foreign Aid - Grant					
16	Counterpart Fund					
17	Foreign Aid related Domestic Funds					
21	Special legal services	21,130,000,000	21,117,061,840	21,130,000,000	21,117,061,840	100
	Total	126,805,438,800	126,765,999,756	126,805,438,800	126,765,999,756	100

* Include figures under each programme according to DGSA 5(i)

** Allocations, referred to 4th column of DGSA 1.

*** State the percentage without decimal

Summary of Control Accounts for Advance & Deposit Accounts - 2012

Expenditure Head No : 253 Name of Department : Department of Pension

Name of Advance / Deposit Account	Account No.	As per Department Books				Balance as per Treasury Books as at 31/12/2012
		Opening Balance as at 01/01/2012	Debits during the year	credits during the year	Balance as at 31/12/2012	
		Rs.	Rs.	Rs.	Rs.	Rs.
I. Advances to Public Officers	253,011.00	83,253,146.35	26,040,785.62	28,025,302.46	81,268,629.51	81,273,425.51
II. Other Advances						
III Miscellaneous Advances						
IV Deposits						
(i) General Deposits	6000/0/0/15/133	10,575,875.90	18,693,727.68	20,825,897.80	12,708,046.02	12,708,046.02
	6000/0/0/3/182	175,105.56	175,105.56	0.00	0.00	0.00
(ii) Other Deposits						

I hereby certify that the closing balances of the above Advance Accounts and Deposit Accounts were reconciled with the respective lists of individual balances, and that reconciliation statements were sent to the Audit in terms of FR 506(2).

* In stating deposit account numbers, complete account number in the Treasury printed copy should be included and non operative accounts should also **be disclosed**.

Chief Accountant
Name with Initials :
Date :

Ministry of Public Administration and Home Affairs
Department of Pensions
Action Plan - 2012

Thrust Area	Activity	Allocation Rs.(mn.)	Milestones				Output		Expected Benefits	Officer Responsible Name/Post/Tel.No.
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Physical	Financial		
Administration & Policy	01. Postal Division								Expeditious file distribution	Miss. S.N. Sanjeewani (Asst. Director) 011-2209891
	1.1 Received letters and files		80,000	82,000	84,000	86,000	332,000			
	1.2 Dispatched letters and files		100,000	110,000	120,000	130,000	460,000			
	02. Registrations								Forwarding the application	
	2.1 New applications		6,000	5,600	7,600	6,000	25,200		for due action after	
	2.2 Revisions		1,850	1,350	1,650	1,850	6,700		completing all procedures	
	2.3 Death gratuities		350	355	375	330	1,410		within one week from	
	2.4 Replies to issues and instructions		350	375	300	250	1,275		receipt	
	2.5 RA Process trainings		10	50	75	100	235			
	03. Administration / Training									Mrs. N Abhayawickrama (D.G.P) 011-2209867.
	3.1 Staff-file maintenance		760	760	760	760	760			
	3.2 Trainings		2	2	2	2	10		Optimum staff perform	Mrs. Vishaka Wijeratne Elapatha D.D.P. 011-2209867
	04. Policy and public relations									
	4.1 Issuing Circulars		When required							
	4.2 Responding to the letters from Govet. Offices and the public		700	700	700	700	2,800		Taking policy decisions instructing and solving pension matters	
	4.3 Front Office activities		15,000	15,000	15,000	15,000	60,000			
	4.4 1970 Responding to shortcode - 1970		8,750	8,750	8,750	8,750	35,000			

	05 . Legal actions									Solving all legal matters on pension	Mrs. N Abhayawickrama D.G.P.011-2209801
	5.1 Judicial		5	5	5	5	20				
	5.2 Parliamentary Commissioner		5	10	10	10	35				
	5.3 Human Rights –inquiries		5	5	5	5	20				
	- Petitions		10	20	20	10	60				
	5.4 Committee on public petition		4	4	4	3	15				
	5.5 Parliament advisory committee		2	2	2	2	8				
	5.6 Parliamentary oral Questions		1	2	1	1	5				
	5.7 Other		10	20	20	10	60				
	06. Foreign pension										
Widows'/ widowers' and Orphans	6.1 Payments via Missions		3,200	3,200	3,200	3,200	3,200			Expeditious pension payment for overseas Sri Lankan pensioners	Miss. R M K Sanjeewani A.D.(Foreign Pensions) 011-2209870
	6.2 Payments via foreign banks		3,900	3,900	3,900	3,900	3,900				
	01. Registration									Payment of widows & orphans pension on the first arriving month after demise of pensioner	Miss. Maheshika Kodippiliarachchi D.P. 011-2209803
	1.1 Widows' & orphans		2,500	2,500	2,500	2,500	10,000				
	1.2 Widowers' & orphans		3,500	3,500	3,500	3,500	14,000				
	02. Record Branch										
	2.1 sending files to Div. Sec.		2,000	2,000	2,000	2,000	8,000				
	2.2 file updating		5,000	5,000	5,000	5,000	20,000				
	03. Fund management										
	3.1 collecting funds		800mn	800mn	800mn	800mn	800mn				
	3.2 investment		100mn	100mn	100mn	100mn	400mn				
	3.3 refunds		25mn	25mn	25mn	25mn	100mn				
	04. Award Branch										
	4.1 issuing awards for problematic requests		200	200	200	200	800				
	4.2 issuing awards – disabled		70	70	70	70	2800				
	05. investigations										
	5.1 widows & orphans payments		20	20	20	20	80				
	5.2 Payments for disables		15	15	15	15	60				

	06 Record management									
	6.1 Record maintenance						1,500,000			
	6.2 issuing records		10,000	15,000	15,000	10,000	50,000			
	07. Postal Division									
	7.1 Registration		8,000	8,000	8,000	8,000	32,000			
Project and Develop ment	7.2 Distribution		8,000	8,000	8,000	8,000	32,000		e-pension office environment through IT	Miss. Maheshika Kodippiliarachchi D.P. 011-2209803
	01. Information Technology									
	1.1 Web pages development		5	5	5	5	20 Web pages			
	1.2 Software development e-pension CR1 and CR2		1	-	1	-	2			
	1.3 computer operations		25	25	25	25	100			
	1.4 Implementing department IT security policy									
	1.5 project coordination						Whole year			
	1.6 procurement coordination						When required			
	02 e-pensions									
	1.1 Training Programmes									
	1.1.1 Divisional Secretariats		12	12	-	-	24			
	1.1.2 Installations in Govt. institutions		-	-	36	36	72			
	1.2 Data migration									
	1.2.1 Primary data adjustments		12	12	1	-	25			
Financial Manage ment	01. Payment of pensions								Maintaining an efficient financial control for general administration and pension	Mrs. K V Dissanayake Chief Accountant 011-22309804
	1.1 Monthly pensions	95,130mn	23,000mn	23,500mn	24,300mn	24,300mn	500,000mn	95,130mn		
	1.2 Gratuities	15,000mn	3,000mn	3,000mn	4,000mn	5,000mn	15,000 beneficiaries	15,000mn		
	02. Other (General administration)									
	2.1 Recurrent	15,070mn	3,500mn	3,700mn	3,920mn	3,920mn		15,070mn		
	2.2 Capital	27mn	06mn	07mn	07mn	07mn		27mn		

Public service provident fund	01. registration		1,500	1,500	1,500	1,500	6,000		Payment of public service provident fund without any delay	Mrs. S N Hapuarachchi Secretary & Accountant 011-2209861
	02. collecting contribution		550mn	550mn	550mn	550mn		2,200mn		
	03. Investments		850mn	850mn	850mn	850mn		3,400mn		
	04. Refunds		100mn	100mn	150mn	150mn		500mn		
Audit Working	01. Internal auditing								Introducing correct methods to pay pension	Mrs.A H M K K A Herath Chief Internal Auditor 011-2209805
	1.1 Divisional Secretariats		25	25	25	25	100			
	1.2 Other public institutions		15	20	20	15	70			
	02. Govt. audit queries									
	2.1 Auditor General's Depart									
	2.2 Ministry of Public Administration and Home Affairs	As received								
	03. Audit Committees		1	1	1	1	4			
	04. investigations									
	4.1 public complaints									
	4.2 Div.Sec. files									
	4.3 special investigation	When required								