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முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்
DEPARTMENT OF MANAGEMENT AUDIT

මුදල් අමාත්‍යාංශය
මහලේකම් කාර්යාලය, කොළඹ 01

நிதி அமைச்சு
செயலகம், கொழும்பு 01

Ministry of Finance
The Secretariat, Colombo 01

මගේ අංකය
எனது இல
My No

DMA/SYS.AUD/Check List/01(i)

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date } 17 .09.2020

All Secretaries to Ministries,
All Secretaries to State Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
District Secretaries and Divisional Secretaries

Strengthening internal control

I kindly inform you that the Check List, DMA/SYS.AUD/check list/01 dated 18.09.2019 has been issued to convince the audit on personal files of public officials. In addition to the above guideline, these instructions are issued for your references.

02. Details on collection of Widows' / Widowers' and Orphans' (W&OP) contributions to be included in preparing pension files of retired officers in the public service. It is observed that the above details are not included in the personal files so far and it takes long time to find the relevant information from the previous work places. As a result, the retirement agency as well as the Department of Pensions will be inconvenienced.

03. In order to avoid these inconveniences, it is needed to include the updated W&OP contribution sheet to the personal files of all pensionable officers.

04. A proposed format for this purpose is attached herewith as Annexure 01. It is appreciate to assign the duty of obtaining details of annual contribution of W&OP from the Accounts Division and update the relevant sheet as a duty of the officers who are handling the personal files.

05. If an officer is working in another institution on a secondary basis, the W&OP contribution for that period and confirmation of the contributions remitted to the Department of Pensions should be recorded.

06. It is expected to avoid the delays in the payment of pensions by updating information related to the past as much as possible and updating the above details in the personal file on their transfers and returns to the place of employment as well.

07. Please inform your Chief Internal Auditor / Internal Auditor to check the updated sheet on W&OP contribution in addition to the checklist mentioned in the first paragraph of this letter.



S.A. Chandrika Kulathilake
Director General

Copy : - Director General of Pensions – for information.

Annexure 01

Name:-

Date of appointment: -

Widow / Widowers & Orphans Contribution Number: -

Serial No.	Year	Widow / Widowers and Orphans Contribution Rs.	Arrears (if any)	Check by	Serial No	Year	Widow / Widowers and Orphans Contribution Rs.	Arrears (if any)	Check by
01					21				
02					22				
03					23				
04					24				
05					25				
06					26				
07					27				
08					28				
09					29				
10					30				
11					31				
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18					38				
19					39				
20					40				