

**Pension Circular No: 02/2017**

My number–Pen/Circular/02/2017

Department of Pensions

Maligawatta

Colombo 10.

02.10.2017

All Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of Departments/Commanders of Tri Forces

District Secretaries

Divisional Secretaries

Heads of Local Governments

**Updating the Registration and Contribution Details of Registered Members through  
Online under the Scheme of Public Services Provident Fund**

This circular is issued, repealing the para No.05 and No.08 of Pension Circular No.07/2015 dated 23.07.2015 issued by me under the instruction manual for Public Services Provident Fund.

Facilitations have been provided in order to formalize the affairs of the fund to conduct the registration process of government employees of above mentioned officer category to the Public Service Provident Fund and the process of sending monthly contribution details online with cheques. Connections for the above services could be made through the **PMS (Pension Management System)** in department website [www.pensions.gov.lk](http://www.pensions.gov.lk).

**02. Getting Access to the Online Services.**

2.1 When obtaining this service initially, related government institution and officers using (user name) should be registered and access could be made by using the password given after then. This software is an advanced service of the software which is presently used for Widows' & Orphans' registration and, **Re-registration for currently registered government institutions in PSPF is not necessary.**

### **03. Obtaining the Membership of the Fund.**

#### **3.1 PD1N and PD2N applications sent following the previous procedure should not send**

since 08.10.2017 and actions should be taken to obtain the registration number, entering the relevant details to the Public Services Provident Fund registration getting access to the registration entry in the website of Department of Pensions. Under this scheme, Public Services Provident Fund membership number will be automatically issued. New membership number should be obtained by the members who are already obtained the membership of Public Services Provident Fund completing the relevant information getting access to the registration entry and entering the previous membership number in to the place denoted to enter the previous membership number is mandatory therein. (Impacts may possible when obtaining the entitlement due to the unavailability of the previous service information, if not entered the previous membership number).

3.2 Complete instruction manual regarding the usage of above software is attached as annexure 01 to this circular.

3.3 After entering the relevant information, two copies of membership application displaying in the screen should be certified by the respective head of the institution and one copy should be attached to the personal file of the relevant contributor and other copy should be send to the Public Services Provident Fund of the Department of the Pensions. Respective heads of the institution should be responsible to notify the respective contributor regarding the registration number and these information should be entered to the history sheets of the respective officers. Denoting the membership number is mandatory at every instances such inquiring the details of contributions, refunding the contributions or in any correspondence with P.S.P.F. Information of the respective member could be obtained by entering the national identity card number and registration number in any instances after the completion of registration.

### **04. Method of Sending Contributions.**

4.1 In sending contributions of the institutions provincial councils in central government, and local authorities, the compulsory amount of eight percent (8%) and the government bonus amount of twelve percent (12%) should be sent only through cheque in every month.

Therefore the appointing authorities should take actions to obtain necessary allocations from the government budget or any other sources.

- 4.2 The cheque should be written in favor of **“Chairman, Public Services Provident Fund”**. A printed copy of sent monthly contributions obtained from the system should be attached and sent along with the cheque.
- 4.3 Monthly list of the respective contributors relevant for cheque should be entered following the instructions cited in the annexure attached herewith as compulsory contributions of 8% and government bonus of 12% for the members separately and the entered value should be equal to the value denoted in the cheque. Since contributory information of any member who has not obtained the registration number could not be included, obtaining the number registering in Public Service Provident Fund should be made before sending the contributions (as soon the appointment received).
- 4.4 Single cheque should be sent instead of issuing separate cheques for each member for the contributions charged from the respective officers by the each institution monthly.
- 4.5 Sending the contributions of each month before the 10th day of the following month to the Public Services Provident Fund is a responsibility of the chief accounting officers of the respective institutions of provincial councils, local authorities and other institutions in Central Government.
- 4.6 Since the information have been reported that the collected contributions have being retained in the deposit accounts of each departments and as pointed out by the government audits, taking actions to credit the collected contributions from the respective contributors duly to the fund is the responsibility of the chief accounting officers and accounting officers.
- 4.7 Steps will be taken to inform the members by a situational notification in the future regarding the individual account balance of each member after updating the database.
05. Your cooperation is highly expected in order to succeed the actions taken to expedite the benefit payments of Public Service Provident Fund making aware the relevant members and the relevant officers on the matters denoted here.

06. This circular is validated on or ahead 08.10.2017. Applications submitted after the said date to register under the previous procedure shall be rejected.

07. Details could be obtained by inquiring the bellow mentioned telephone numbers, if any problem arises when registering under the new procedure.

**Information on Public Service Provident Fund (Public Service Provident Fund Section)**

Secretary and Accountant                      Direct Line                      011-2324375

Administrative Officer                      Direct Line                      011- 2325008

**Information on Computer System Operation (Information Technology Section)**

Telephone number 011- 5920403, 011- 2320049 E-mail [inquiries.pms@pensions.gov.lk](mailto:inquiries.pms@pensions.gov.lk)

08. This circular is issued with the concurrence of the Secretary to the Ministry of Public Administration and Management.

**Sgd. / A. Jagath D. Dias**

Director General of Pensions

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