



මගේ අංකය
எனது இல. }
My No. }

Pension Instruction
Letter No:07/2022(I)

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி }
Date }

30.12.2022

To all District Secretaries and
Divisional Secretaries.

Life Certificate of the Pensioners - 2023

Your attention is drawn to the Pension Instruction letter numbered 07/2022 and dated 13.12.2022 issued by me on the above subject.

02. Accordingly, steps have been taken by the Department of Pensions to modify the system by introducing a separate form for each division of Grama Niladhari instead of issuing separate forms to each pensioner. Instructions to get the format are attached herewith (Appendix I).

03. If the details of the pensioners who have not registered to verify their life certificates through fingerprinting, but the details to be included in the above form but are not included in the format of respective division of Grama Niladhari, it is appropriate to issue a blank form as per Annexure I of Pension Instruction Letter No. 07/2022 to the Grama Niladhari for obtaining life certificates of such pensioners. Relevant Grama Niladhari should take action to affirm that the said pensioner is residing permanently in his division.

04. After the above signed form is handed over by the Grama Niladhari to the Divisional Secretary, Grama Niladhari Division is not updated in the database system they should be entered and updated when entering the life certificates to the system.

05. If the registered pensioners come to the office of the Grama Niladhari for fingerprint verification of the Life Certificate, it is requested to instruct Grama Niladhari to direct them to the relevant bank branch or Divisional Secretariat where they can verify it through fingerprint.

06. When many users use the information technology system simultaneously, difficulties may arise in accessing and using the system.

Sgd./ A.Jagath D. Dias
Director General of Pensions

Copy :- Secretary, Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

- F.I.P

I

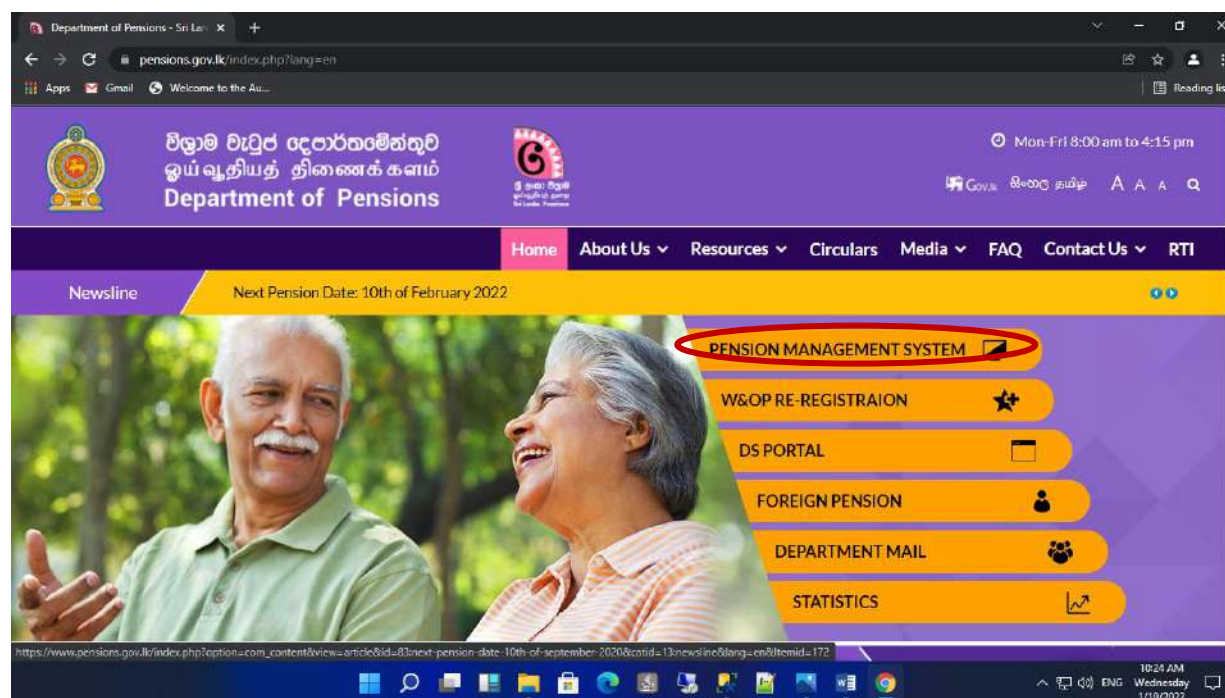
Obtaining details of pensioners from Divisional Secretariats who furnish Life Certificate through Fingerprint

An Information Technology System has been established to obtain details of pensioners from Divisional Secretariats who furnish Life Certificate through Fingerprint. These details can be obtained by Divisional Secretary, Accountant and Pension officer who are working in respective Divisional Secretariat.

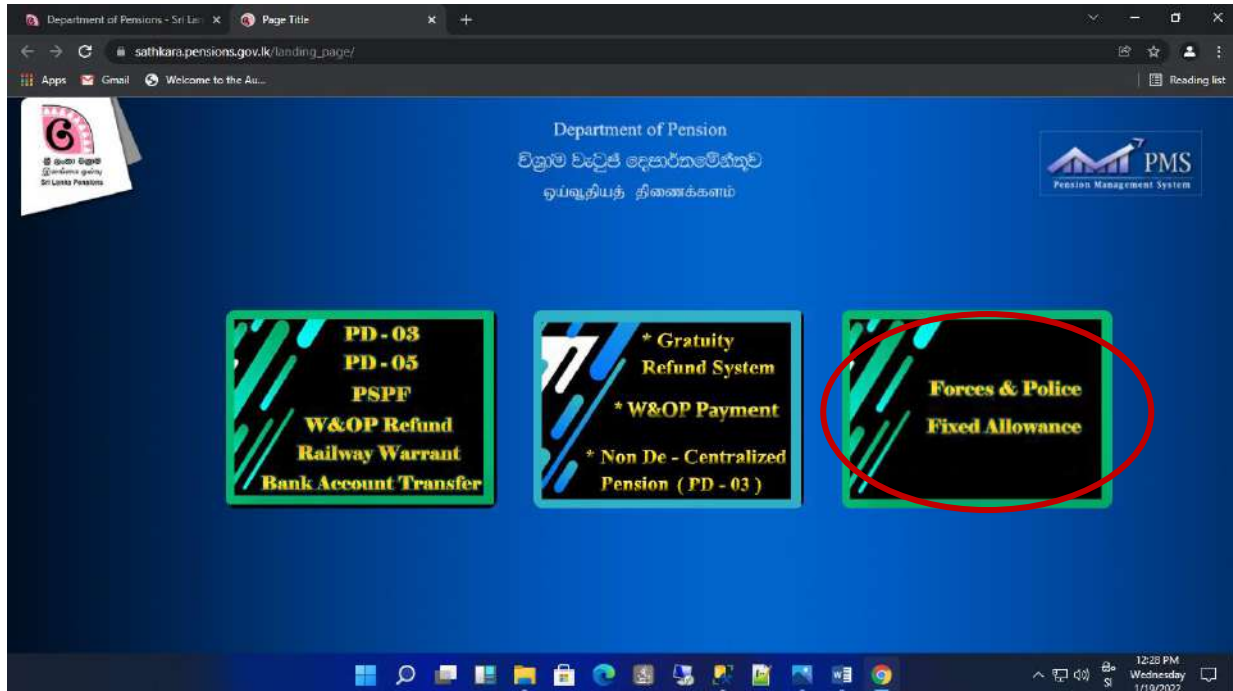
1. Accessing the System

If you already have an active user account to log into the Pension Management System with your subject officer, you can log into the system using such username and password. If the subject officer does not have a user account, a new user account can be created as per the instructions of Pension circular 03/2015.

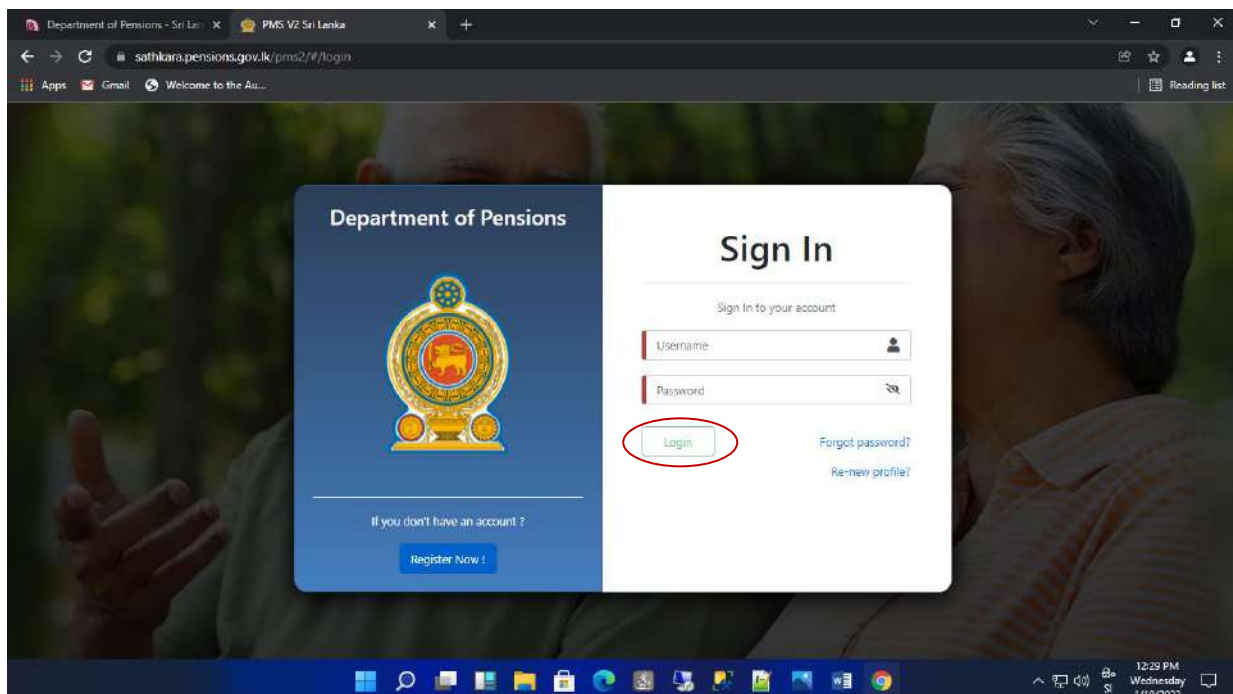
- I. Enter www.pensions.gov.lk on the address bar and visit the web site of the Department of Pensions. Click on the PENSION MANAGEMENT SYSTEM.



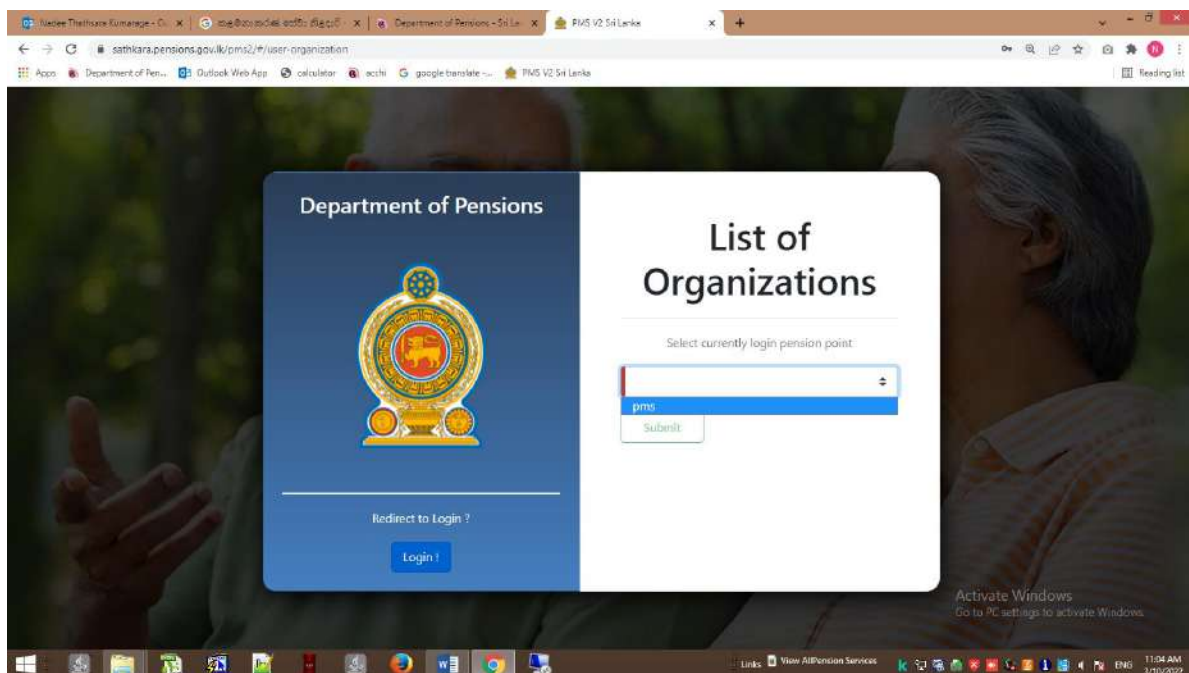
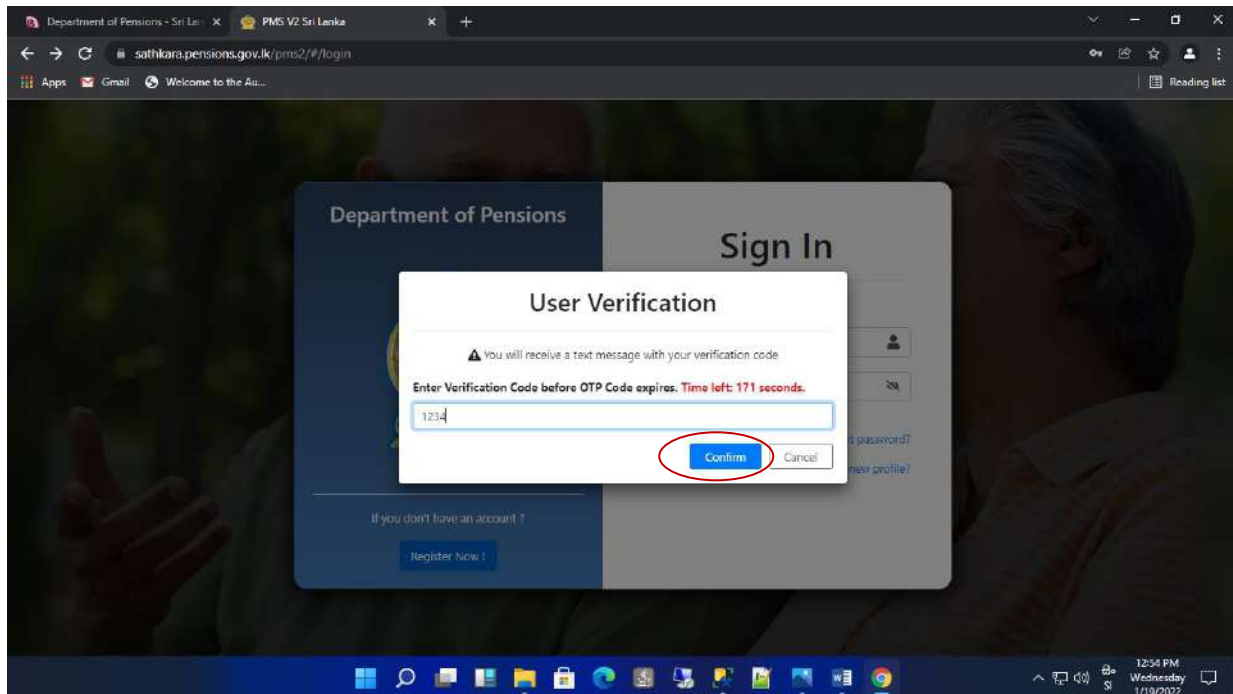
II. After that click on the third in the following interface.



III. Enter the username and password and click on Login Button

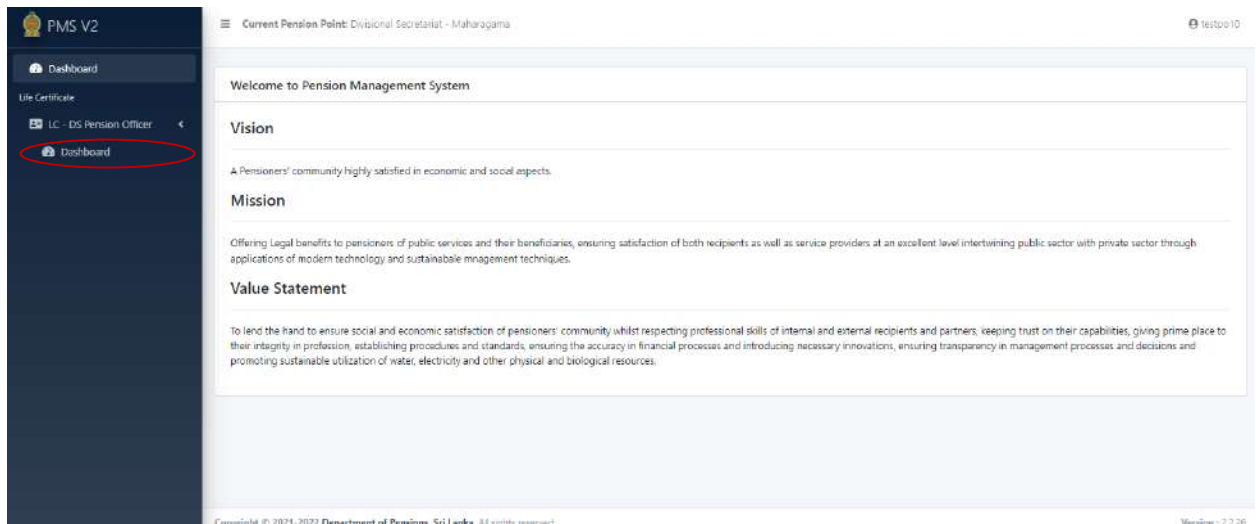


- IV. While entering into the system, you will receive a secret code number to your phone number which you have submitted while create account. Type that code and click on "Confirm". Select the respective institution without error in the interface appear after that.

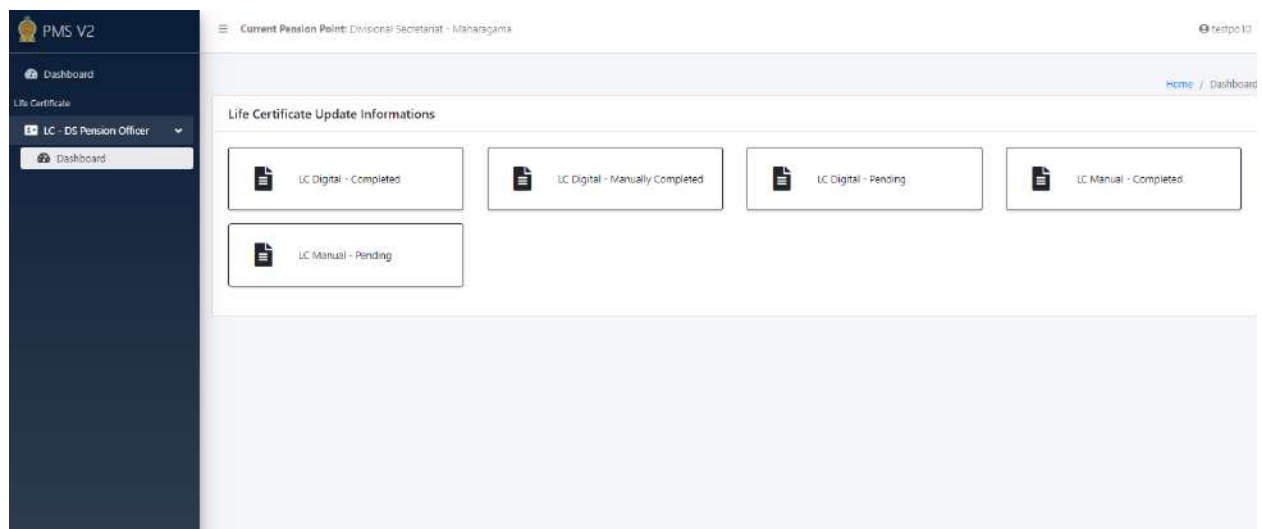


V. Then the following interface will be appeared. 'Click' on 'Dashboard' there.

Note: This system contains a lot of information, so it may take time to download.



VI. After that, the details of the respective cages ('Tiles') covered in the interface that appears are mentioned below.



1. LC Digital – Completed

Pensioners who have furnished their Life certificate by Fingerprint.

2. LC Digital – Manually Completed

Although the life certificate can be furnished through finger print, the pensioners who have issued the life certificate through Grama Niladhari.

3. LC Digital – Pending

Although the facilities to furnish life certificate by fingerprint, the pensioners who have not issued the life certificate yet.

4. LC Manual – Completed

The pensioners who have issued the life certificate through Grama Niladhari.

5. LC Manual – Pending

The pensioners who have not issued the life certificate through Grama Niladhari yet.

VII. LC Manual – 'Pending Tile' is appeared as follows and can be take print out of the detail document of Pensioners by Download PDF by selecting respective year and Grama Niladhari Division.

PMS V2

Dashboard

Life Certificate

LC - DS Pension Officer

Dashboard

Home / LC Manual - Pen

LC Manual - Pending - Maharagama

Identification No :

Pension No :

GN Division :

Year :

Total Count : 129 Year : 2022

Show 10 entries

NIC	PAYMENT TYPE	PENSION NO	NAME	RETIRE DATE
	0	0		1963-01-06
	0			1962-01-10
	0			2009-05-04
	0			1968-01-01
	0			1968-01-03
	0			1989-08-05



Form Issued with Pension Instruction Letter No. 07/2022

Pensioner's Life Certificate - 2023



District	Colombo	Divisional Secretariat	Maharagama	Grama Niladhari Division/No	Thalawathugoda West
----------	---------	------------------------	------------	-----------------------------	---------------------

#	Name of the pensioner	Pension Number (Type/Number)	NIC Number	Contact Number	Signature	Remarks
1	MRS. C					
2	MRS.					
3	MR.					
4	MR. V					

2

I certify that the signatures of the above pensioners are affixed in my presence.

2

4

.....
Date

.....
Signature of Grama Niladhari and Official Stamp

Activate Windows
Go to PC settings to activate Windows.

