

Pension Circular No: 03/2015 (Revision II)

My Number: 807/Circular/2016

Department of Pensions,

Maligawatta,

Colombo 10.

09/09/2016

Secretaries of All Ministries,

All Chief Secretaries,

Heads of Departments/ Commanders of Three Army Forces,

District Secretaries,

Divisional Secretaries,

Heads of Local Government Institutions.

Obtaining Pension Benefits on the date of Retirement.

(Online submission of pension applications.)

With reference to previous instructions given by me on the above subject by circulars 03/2015 on 24/04/2015 and 03/2015 (Revision I) on 01/10/2015.

Facilities are now being developed to apply online for the Pension process. You can access these services by a special link in the department web site www.pensions.gov.lk by the name of PMS (Pension Management System).

Entering to the system

Institutions and Users who expect to use the online application should register first in the system and create a login for themselves. After registration, users can enter the system by entering the credentials given at the registration. Since, PMS is an improved system of the existing W&OP registration system, **the users who are already registered in the system are not needed to re-register.**

Services offered by PMS

1. Enter Pension Registration Application (PD 03) Online
2. Automatically issue the pension number to the pensioner
3. Facility to print the Pension Award (Treasury 79: Valid after the Authorized officer sign the document)
4. Notify pensioner through SMS at the specified stages of Pension Registration Process.

Guideline for using PMS web application is attached to this circular as Annex 01. Additionally video guideline on using PMS is available at www.sathkara.pensions.gov.lk/guidelines.

Initiation

This service will be initiated from 10/10/2016. Applications which forwarded by previous method (PD03) will not be accepted from the date mentioned. (Applications which were forwarded to the Department before 10/10/2016 will be process in the existing method)

I appreciate your active support on the department's effort to Implement of Information Technology to improve efficiency and effectiveness of government services.

This circular is issued with the approval of the Secretary for the Ministry of Public Administration & Management.

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

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