

Pension Circular No: 09/2015 (Revision II)

My No- Pen/ Circular /2017  
Department of Pensions  
Maligawatta  
Colombo 10  
09.Nov.2017

Secretaries to all Ministries,  
Chief Secretaries to Provincial Councils,  
Heads of Departments/Commanders of Tri Forces,  
District Secretaries,  
Divisional Secretaries,  
Heads of Local Governments.

**Payment of Death Gratuity, Revised Death Gratuity and Revised Pension Gratuity.**

**(Sending revised pension applications online.)**

This circular is issued further to the instructions of pension circular no. 09/2015 dated 14.09.2015 and pension circular no. 09/2015 (revision I) dated 08.02.2016 on the above subject.

02. Necessary facilities to conduct the pension revision process online have been arranged. Connections to log in for these services are available as a special link of PMS (Pension Management System) in Department website [www.pensions.gov.lk](http://www.pensions.gov.lk).

03. When obtaining this service initially, relevant government institution and officers using should be registered and access could be made by using the password given after then. Re-registration of currently registered government institutions is not necessary.

**04. Services Provided**

1. Ability to send the pension application (PD 06) online in an instance where the pension of a public officer is revised.
2. Facility to print the revised award form (Treasury 79) (This shall be validate after the signature placed by the head of the institute).
3. Ability to perform the pension revisions expeditiously and reduce the time spends therein.
4. Ability to view the information in any instances related to the application.

05. Complete Instruction Manuel for getting access to the above service is attached as Annexure 01 to this circular. In addition, the needful facilities have been provided to view the way to use the software by videos displayed in the web link [www.sathkara.pensions.gov.lk/guidlines](http://www.sathkara.pensions.gov.lk/guidlines).

06. This service is commenced with effect of 10.11.2017, and revised hard copies of pension applications sent accordingly the previous procedure (PD 06) shall not be accepted thereafter.

07. Your cooperation is highly expected in order to succeed the actions taken by the Department of Pensions to improve the usage of information technology in order to expedite the efficiency and quality of the government service.

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

Copies:

1 Secretary to the President	-	F.I.P
2 Secretary to the Prime Minister	-	do
3 Secretary to the Cabinet	-	do
4. Secretary – Ministry of Public Administration and Management	-	do
5 Auditor General	-	do

## Pension Revision System (PD 06)

1. Access to the PD 06 in PMS system
  - i. Click on the Google chrome Icon on your desktop.
  - ii. Get access by typing [www.pensions.gov.lk](http://www.pensions.gov.lk) in the address bar to the Department of Pensions website and click on the PMS icon in the of Department website interface.



Image 01: Access to the system

2. The officer in charge of the respective institution can access the existing PD 06 system using the currently used user account.
  - i. Login to this system by entering the username and password approved by Department of Pensions.
  - ii. You will log in to the home page as below.

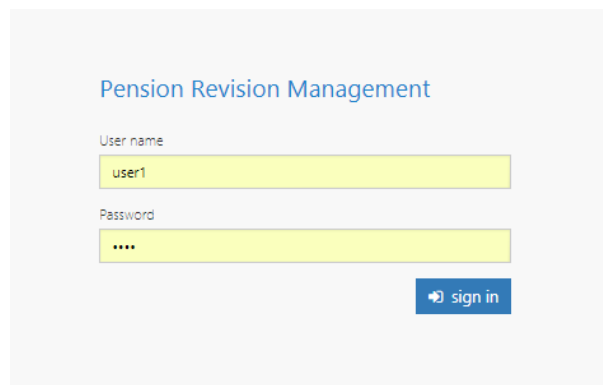


Image 02: Home

- iii. You can then get the application for pension revision by clicking on “PD6 registration”.
- iv. The new application for pension new revision form appears as follows:

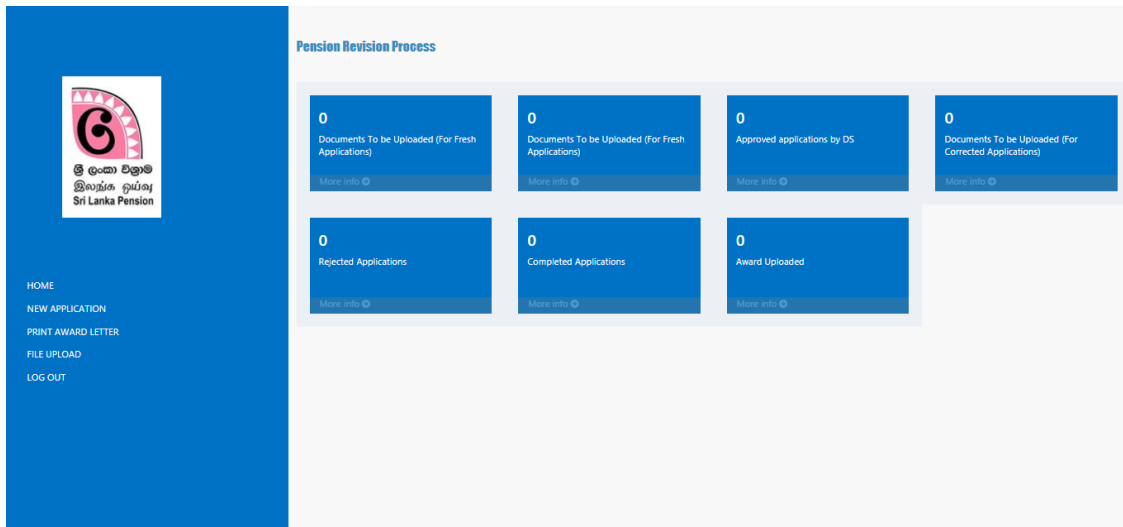


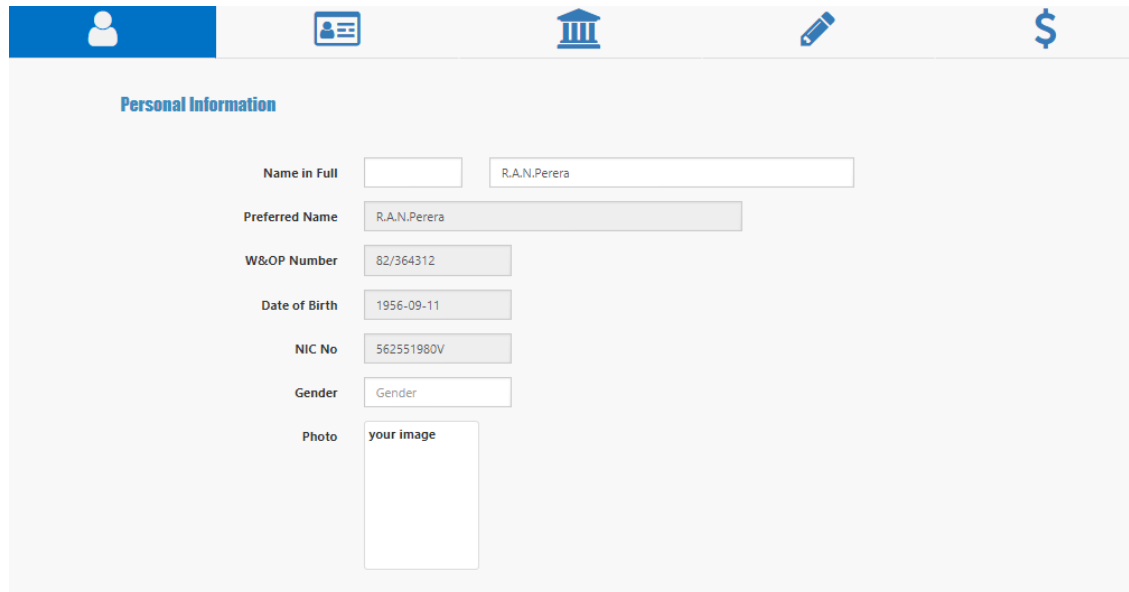
Image 03: New Application for Pension Revision

### 3. Filling of application for pension revision

#### i. The first step

- Personal Information

- a) Automatically displayed information cannot be changed therein and complete the information you need to fill accurately.
- b) Note - the image uploaded to the system by you should be colour image lesser than 1Mb.
- c) Click on “continue” after entering all the information accurately.



**Personal Information**

Name in Full

Preferred Name

W&OP Number

Date of Birth

NIC No

Gender

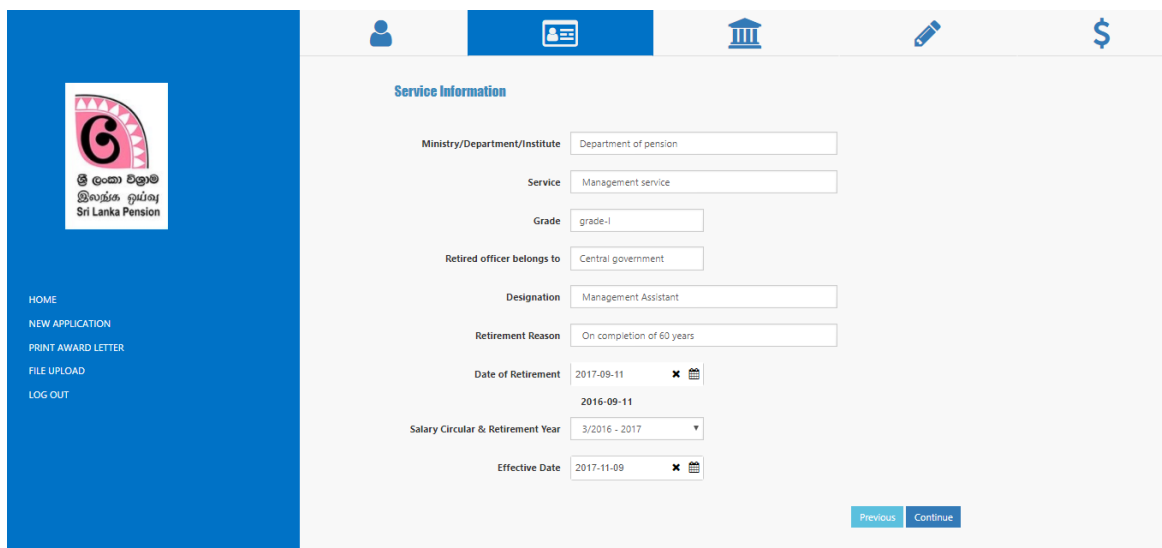
Photo

Image 04: Personal Information

ii. The second step

- Service Details

- Under this service information, all the details of institution pensioner served, service, grade, designation, date of appointment, date of confirmation, and the section sent to retirement should be filled in accurately.
- Note – select the type relevant for the pensioner from retired officer belongs to – central government/provincial/military/other.



**Service Information**

Ministry/Department/Institute

Service

Grade

Retired officer belongs to

Designation

Retirement Reason

Date of Retirement

Salary Circular & Retirement Year

Effective Date

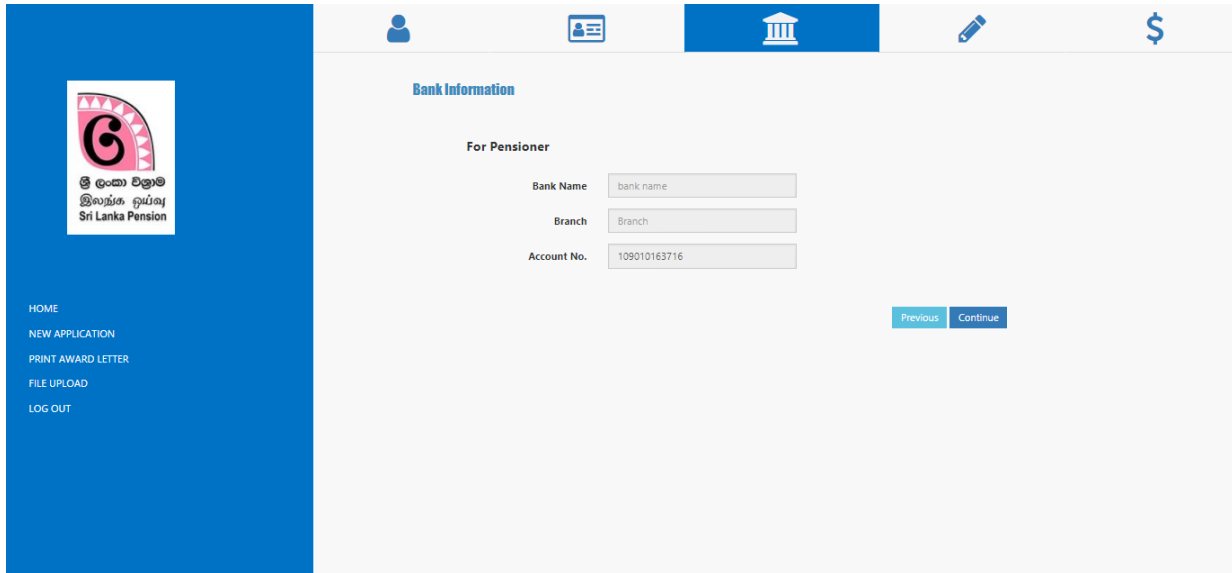
[Previous](#) [Continue](#)

Image 05: Service Details

iii. The third step

- Bank Details

- a) Facilities to enter the information in two accounts as pension payments and gratuity payment separately has been provided.



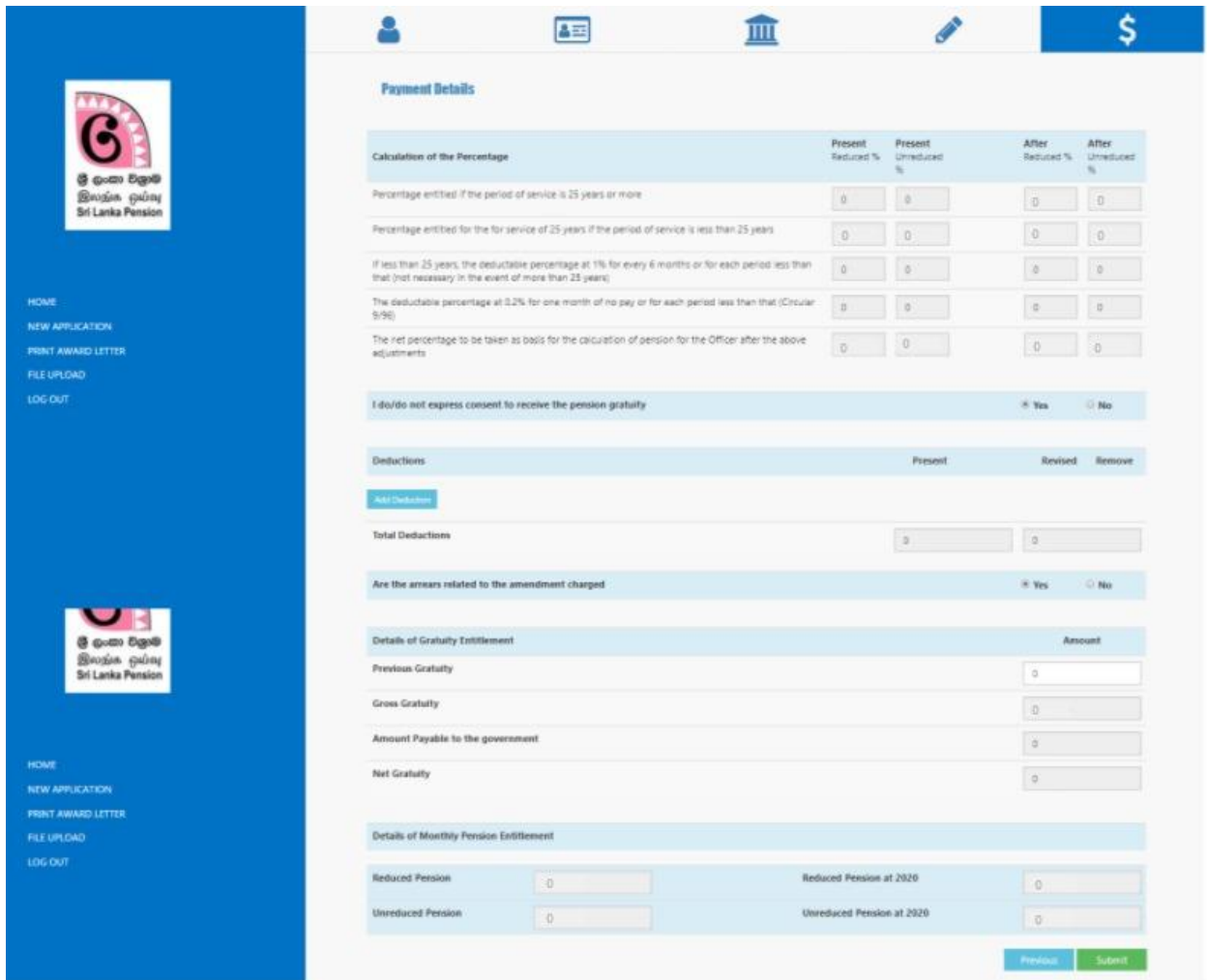
The screenshot displays the 'Bank Information' section of the Sri Lanka Pensions portal. On the left is a blue sidebar with the logo and navigation links: HOME, NEW APPLICATION, PRINT AWARD LETTER, FILE UPLOAD, and LOG OUT. The main content area has a top navigation bar with icons for user profile, account, bank, edit, and currency. Below this, the 'Bank Information' form is titled 'For Pensioner'. It contains three input fields: 'Bank Name' (placeholder: bank name), 'Branch' (placeholder: Branch), and 'Account No.' (placeholder: 109010163716). At the bottom right of the form are 'Previous' and 'Continue' buttons.

Image 06: Bank Details

iv. The fourth step

- Revision Pension Information

- a) Mention the salary code, the date of last salary increments and basic salary accurately.
- b) Previously entered information is viewed under "present" and if they are needed to be revised, it should enter under "Revision", and enter the same values in "present" to the revision in instances where it is not necessary to revise.



**Payment Details**

Calculation of the Percentage	Present Reduced %	Present Unreduced %	After Reduced %	After Unreduced %
Percentage entitled if the period of service is 25 years or more	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Percentage entitled for the for service of 25 years if the period of service is less than 25 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
If less than 25 years, the deductible percentage at 1% for every 6 months or for each period less than that (not necessary in the event of more than 23 years)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
The deductible percentage at 0.2% for one month of no pay or for each period less than that (Circular 9/96)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
The net percentage to be taken as basis for the calculation of pension for the Officer after the above adjustments	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

I do/do not express consent to receive the pension gratuity  Yes  No

Deductions	Present	Revised	Remove
<a href="#">Add Deductions</a>			
Total Deductions	<input type="text" value="0"/>	<input type="text" value="0"/>	

Are the arrears related to the amendment charged  Yes  No

Details of Gratuity Entitlement	Amount
Previous Gratuity	<input type="text" value="0"/>
Gross Gratuity	<input type="text" value="0"/>
Amount Payable to the government	<input type="text" value="0"/>
Net Gratuity	<input type="text" value="0"/>

Details of Monthly Pension Entitlement			
Reduced Pension	<input type="text" value="0"/>	Reduced Pension at 2020	<input type="text" value="0"/>
Unreduced Pension	<input type="text" value="0"/>	Unreduced Pension at 2020	<input type="text" value="0"/>

[Previous](#) [Submit](#)

Image 07: Revised Pension Information

- Information on the pensioner's service period
  - a) Present information of pensioner's service period are included herein and if the said information are needed to be revised,
  - b) Enter accurately the training period under revision, limitation of W&OP waved off, duration of the appointment granted as permanent and pensionable, total service duration of pension need to be payable as per calculations.
- No-pay leaves information

Existing information is displayed as No pay leave period, waved off No pay leave period and the Net no pay leave period available, and if any revision exists, they should be included in the "revision" and corrected.

- Salary particulars
  - a) Based on the revised information and data furnished by you, the annual salary entitled, revised salary, annual salary calculated relevant to 01.01.2020 and salary increments earned will be automatically computed and displayed to you via system.
  
- Allowances to be added
  - b) The details entered previously are shown herein under "present" and indicate under "revised" if differs. If does not differ, enter the values denoted in the "present" again in the "revised".

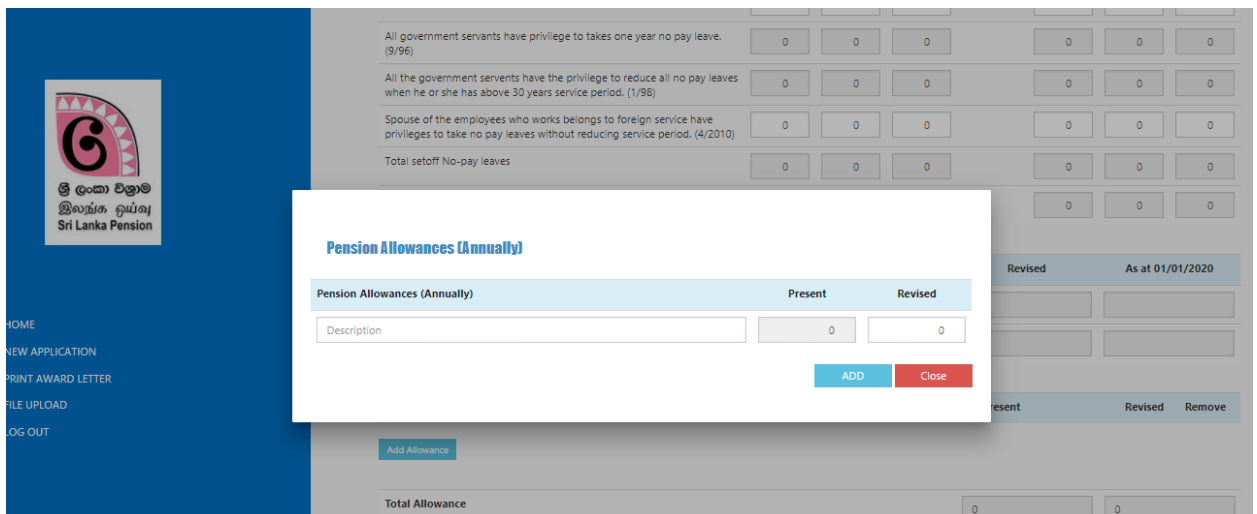
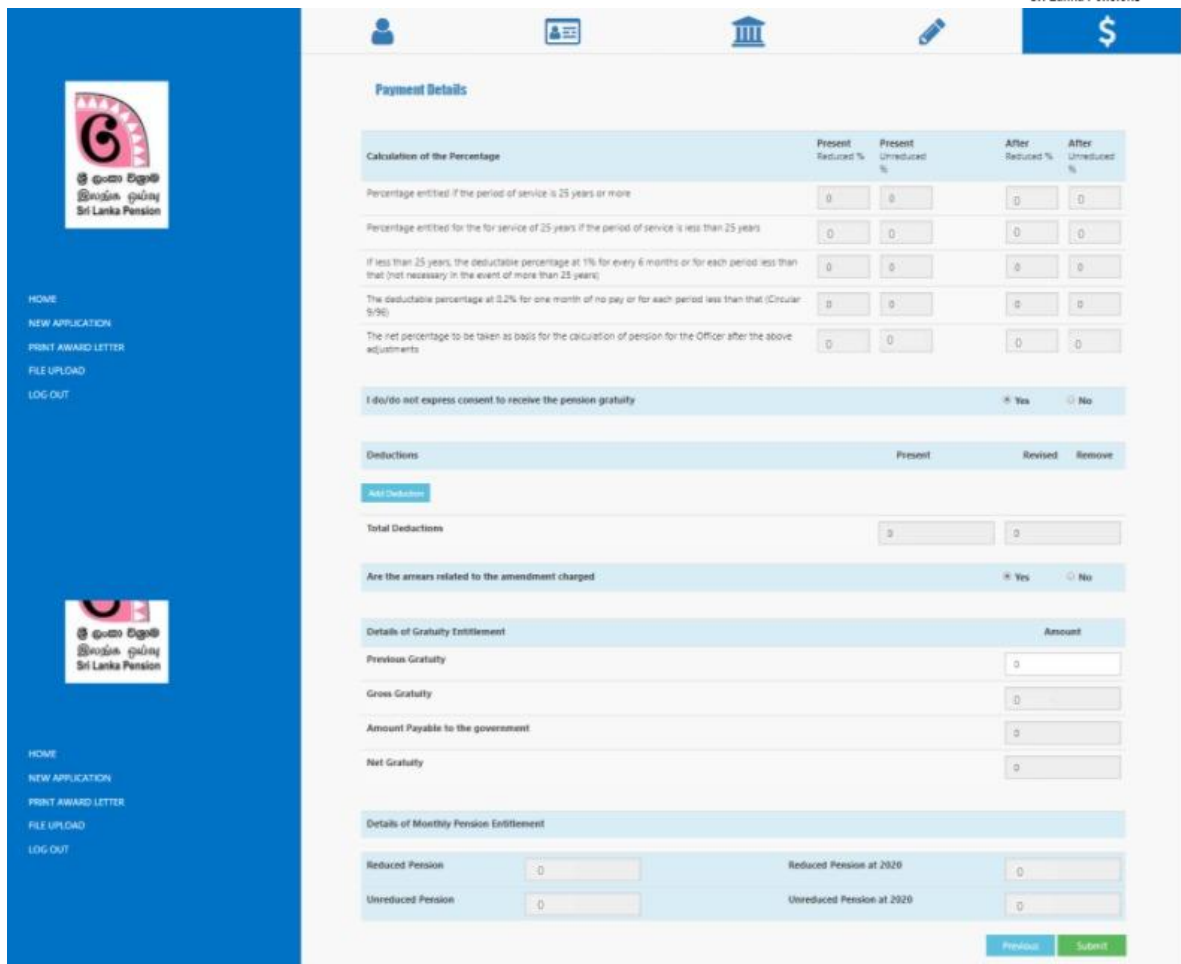


Image 08: Allowances to be added

- v. Fifth step
  - Details of payments
    - a) The changes made to the pension percentages are indicated as deducted and non-deducted, as per the present information and revised information of the pensioner entered by you.
    - b) Since it is generated automatically, you should not enter data.





**Payment Details**

Calculation of the Percentage	Present Reduced %	Present Unreduced %	After Reduced %	After Unreduced %
Percentage entitled if the period of service is 25 years or more	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Percentage entitled for the for service of 25 years if the period of service is less than 25 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
If less than 25 years, the deductible percentage at 1% for every 6 months or for each period less than that (not necessary in the event of more than 25 years)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
The deductible percentage at 0.2% for one month of no pay or for each period less than that (Circular 9/96)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
The net percentage to be taken as basis for the calculation of pension for the Officer after the above adjustments	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

I do/do not express consent to receive the pension gratuity  Yes  No

Deductions	Present	Revised	Remove
<a href="#">Add Deduction</a>			
Total Deductions	<input type="text" value="0"/>	<input type="text" value="0"/>	

Are the arrears related to the amendment charged  Yes  No

Details of Gratuity Entitlement	Amount
Previous Gratuity	<input type="text" value="0"/>
Gross Gratuity	<input type="text" value="0"/>
Amount Payable to the government	<input type="text" value="0"/>
Net Gratuity	<input type="text" value="0"/>

Details of Monthly Pension Entitlement			
Reduced Pension	<input type="text" value="0"/>	Reduced Pension at 2020	<input type="text" value="0"/>
Unreduced Pension	<input type="text" value="0"/>	Unreduced Pension at 2020	<input type="text" value="0"/>

[Previous](#) [Submit](#)

Image 09: Payment Details

- Deductions
  - a) The amount to be recovered for the government from the pensioner is displayed herein and if the said recoveries are needed to be revised, you can enter the revisions under “revised”.

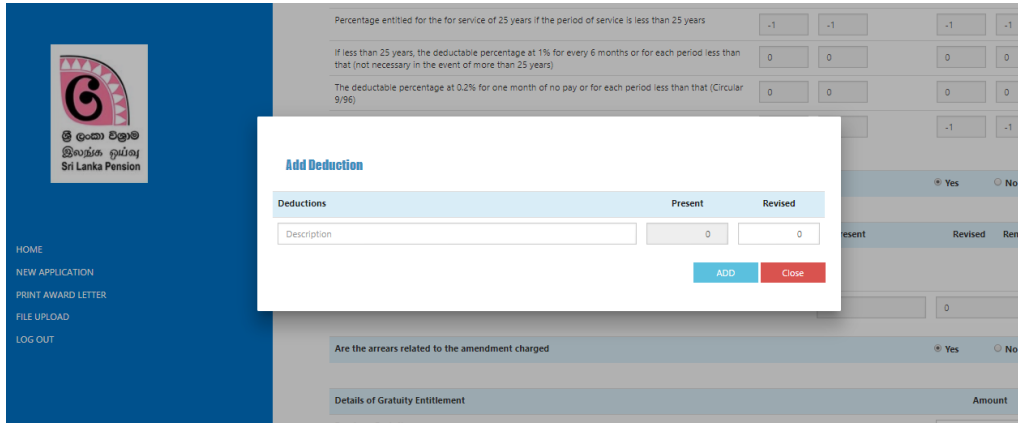


Image 10: Deductions

After completed all the above steps accurately,

You can get the bellow information by the information calculating automatically.

- The present amount of pension entitled
- New amount of pension entitled after the revision
- Monthly pension entitled by 2020