

Pension Circular No: 06/2022

My No: Pen/ Circular /2022,
Department of Pensions,
Maligawatta.
Colombo 10.
20.09.2022

Secretaries to all Ministries,
Provincial Chief Secretaries,
Heads of Departments
General Managers of Banks.

Instructions for the recovery of the contribution to Widows'/Widowers' and Orphans' Pension from the officers go overseas as per the Public Administration Circular No. 14/2022

It is mandatory for the officers to contribute to the Widows'/Widowers' and Orphans' Pension for the period of overseas leave who go abroad as per the Public Administration Circulars No. 14/2022 and 14/2022(I). Instructions are given in this regard as follows,

**02. Instructions for Heads of the Departments and Subject related officers :
Registration of the officers who go abroad**

- I. Steps should be taken by Head of the Department to register the officers who wish to go abroad under the provisions of the above mentioned circular with Department of Pensions. The guideline for using the Information Technology System established in this regard is attached in annex 01.
- II. This system can be accessed by Pension Subject Officers by using their existing user accounts.
- III. Officers who have membership in Widows'/Widowers' and Orphans' Pension scheme as per pension circular No. 02/2016 or who have re-registered in the Widows'/Widowers' and Orphans' Pension scheme as per pension circular No. 04/2017 can be registered through this system.
- IV. Actions should be taken by the Heads of Departments to complete entire registrations on priority basis before an officer will leave the country, if an officer sets forward a request to go abroad.

03. Instruction for expatriate officer:

- I. Each officer who goes abroad as per the amended section 10(Q) of Public Administration Circulars No. 14/2022 (I) should name/give a bank account under his/her name to remit foreign currency.

- II. Bank account details and foreign travel details should be submitted to the place of work and registered with the Department of Pensions when getting approval for foreign travel.
- III. Action should be taken by officer to remit in foreign currency to transfer the contribution to the Widows' /Widowers' and Orphans' Pension fund on monthly or at least quarterly basis by a standing order to the account No. 204100119026661, head office branch, Peoples' Bank to the name of Director General of Pensions as per the Public Administration Circular No.14/2022.
- IV. Details of the paid contribution on monthly / quarterly basis to the Department of Pensions and the account can be obtained from the website of Department of Pensions, and instructions in this regard are given in the annex 2.

04. Instructions for Banks:

- I. You are requested to give preference in opening a new account or accessing an existing account for officials who are willing to spend out of Sri Lanka.
- II. A request for initiation of a standing order for remittance of money to Director General of Pensions' account No. 204100119026661 through the account of the said officer shall be made directly through the Information Technology system of the Department of Pensions.
- III. After issuing the standing order, steps should be taken to withdraw the respective amount and credit it to the account of the Director General of Pensions till the validity of the standing order or until the account holder so informs.

05. The officers who have applied no pay leave within the country as per the section 5(A) of Public Administration Circular No.14/2022(I) should follow the above procedure to register in the mentioned Information Technology System of the Department of Pensions to pay their contributions to Widows'/Widowers' and Orphans' Pension fund.

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 , Ministry of Finance | - | do |
| 4. Secretary , Ministry of Public Administration, Home Affairs,
Provincial Council and Local government | - | do |
| 5. Auditor General | - | do |

Management System for collection of Remittance to Widow/Widower and Orphans' fund

Appropriate instructions to Institutions for registration of officers go abroad



This System is used to pay contributions to Widows'/Widowers' and Orphans' funds for the period stay abroad for employment as per the Public Administration Circular No. 14/2022.

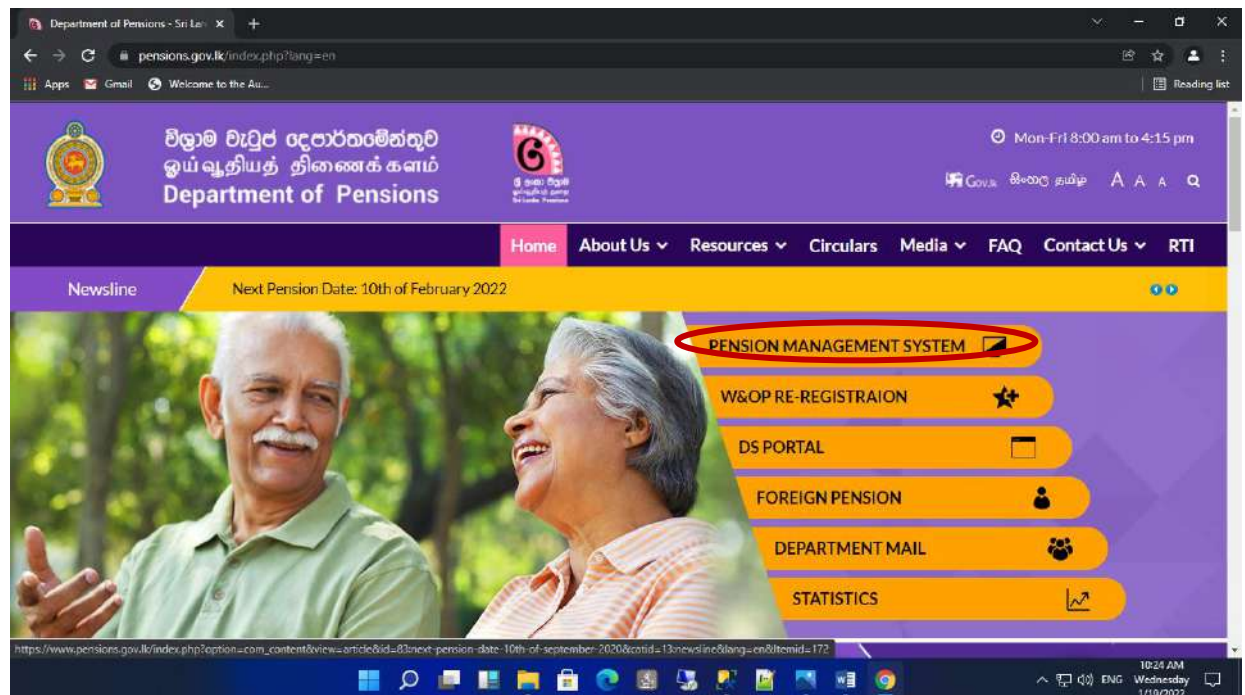
New Widows'/Widowers' and Orphans' registration number of the respective officer (obtained through online registration) to enter the data by using this System. In case of old Widows'/Widowers' and Orphans' registration number, it should be re-registered in the Pension Management System.

Otherwise, it is allowed to enter the data in the System only after fulfilling the above.

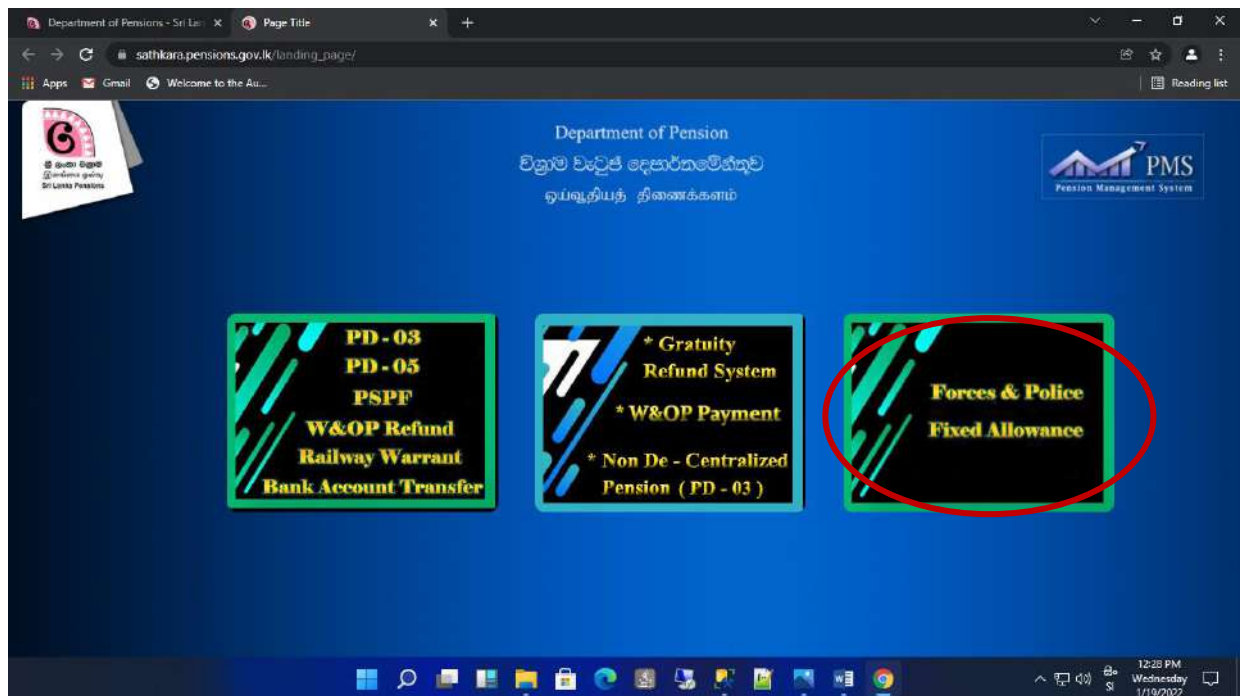
1. Enter into the System

If you already have an active user account to log into the Pension Management System, as a subject officer, you can log into the system using the same username and password. If you do not have user account you should create user account following the instruction manual of Pension Circular 03/2015.

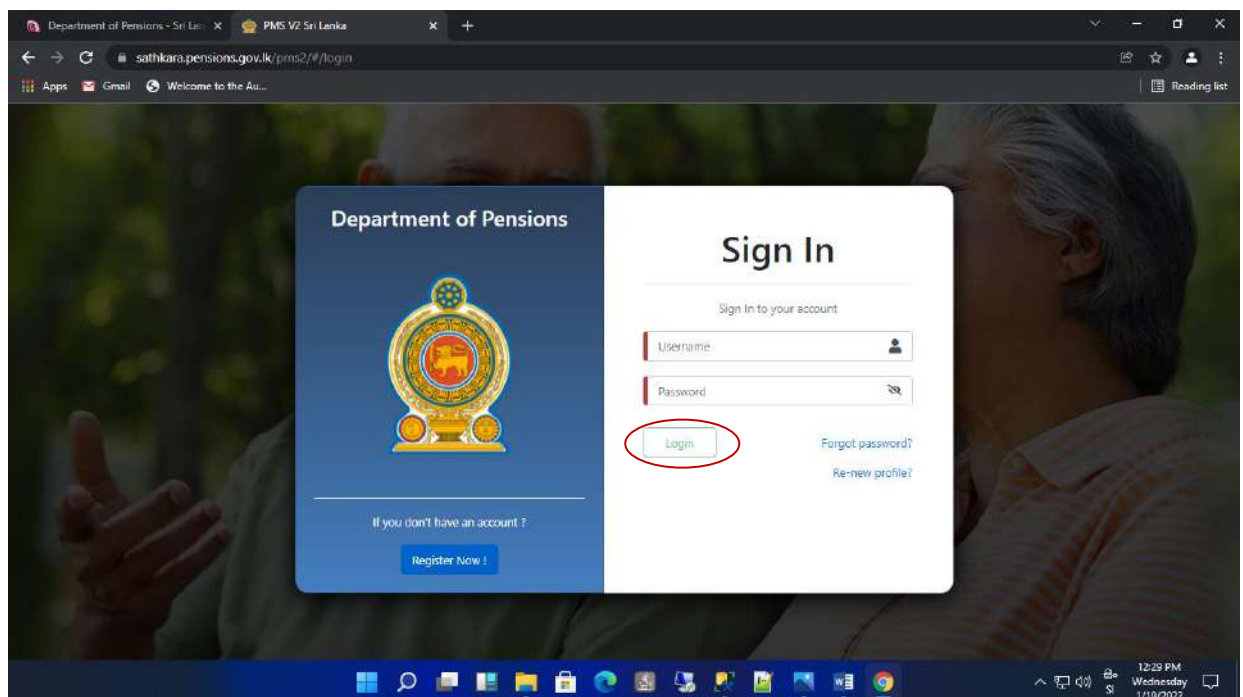
- (ii) Type www.pensions.gov.lk in the address bar and log into the website of the Department of Pensions and click on the PENSION MANAGEMENT SYSTEM.



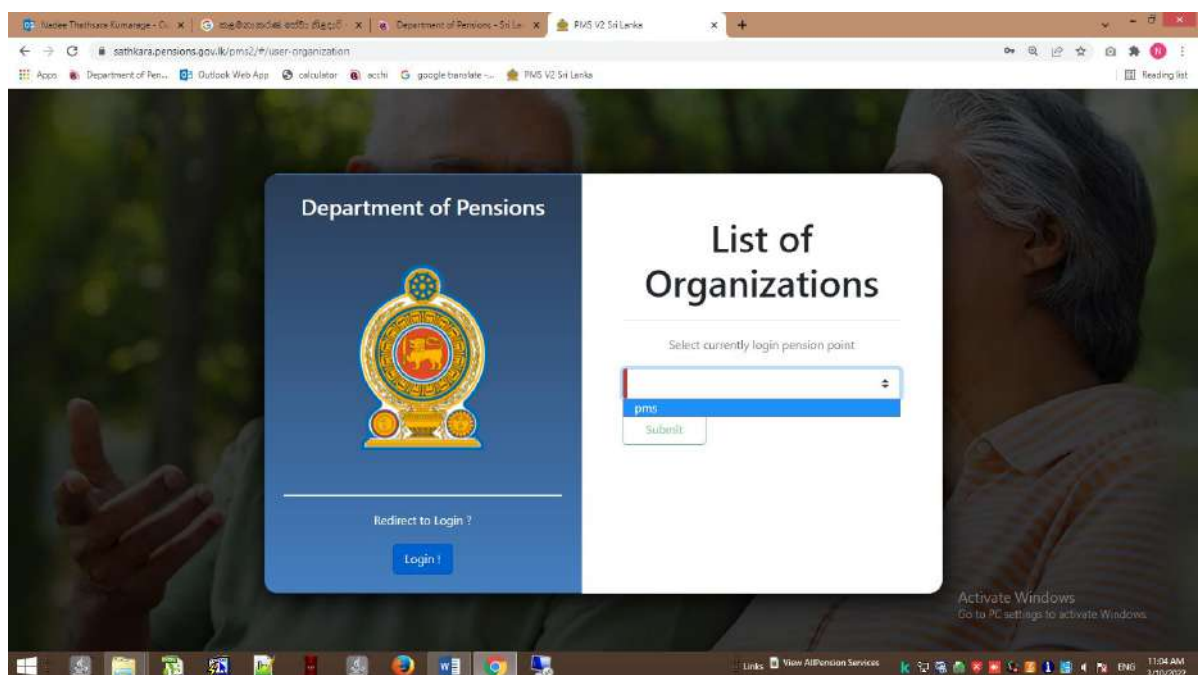
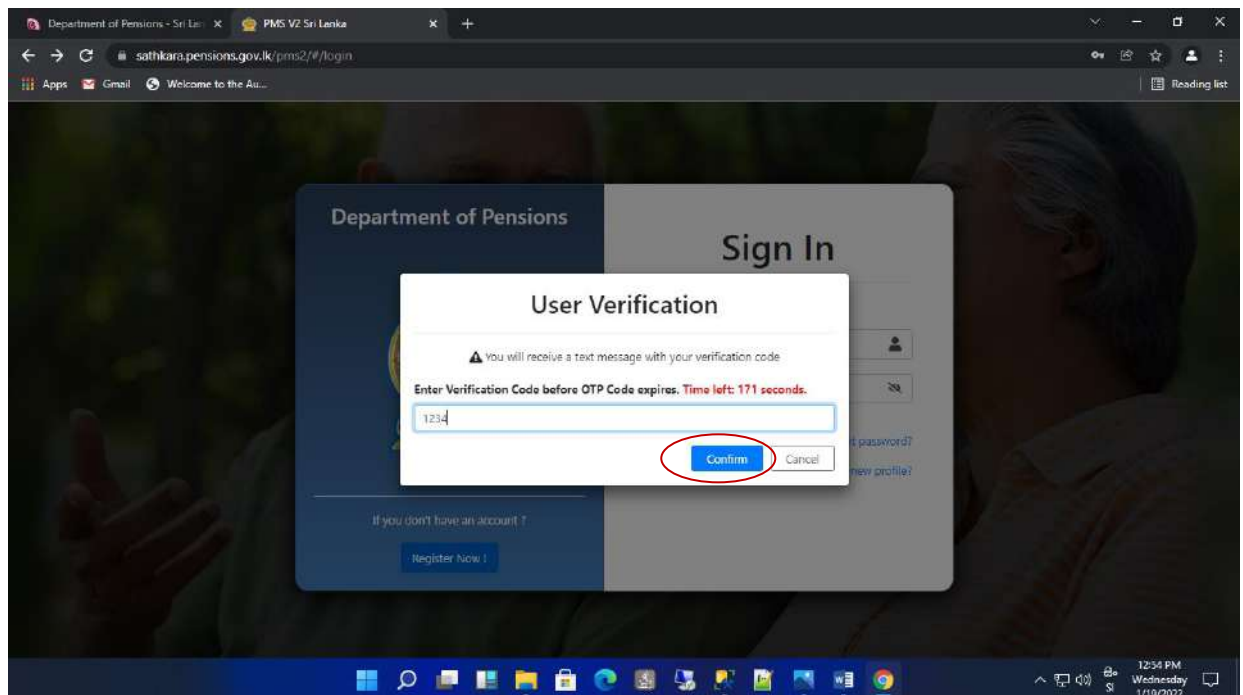
(II) Click on the third file in the interface.



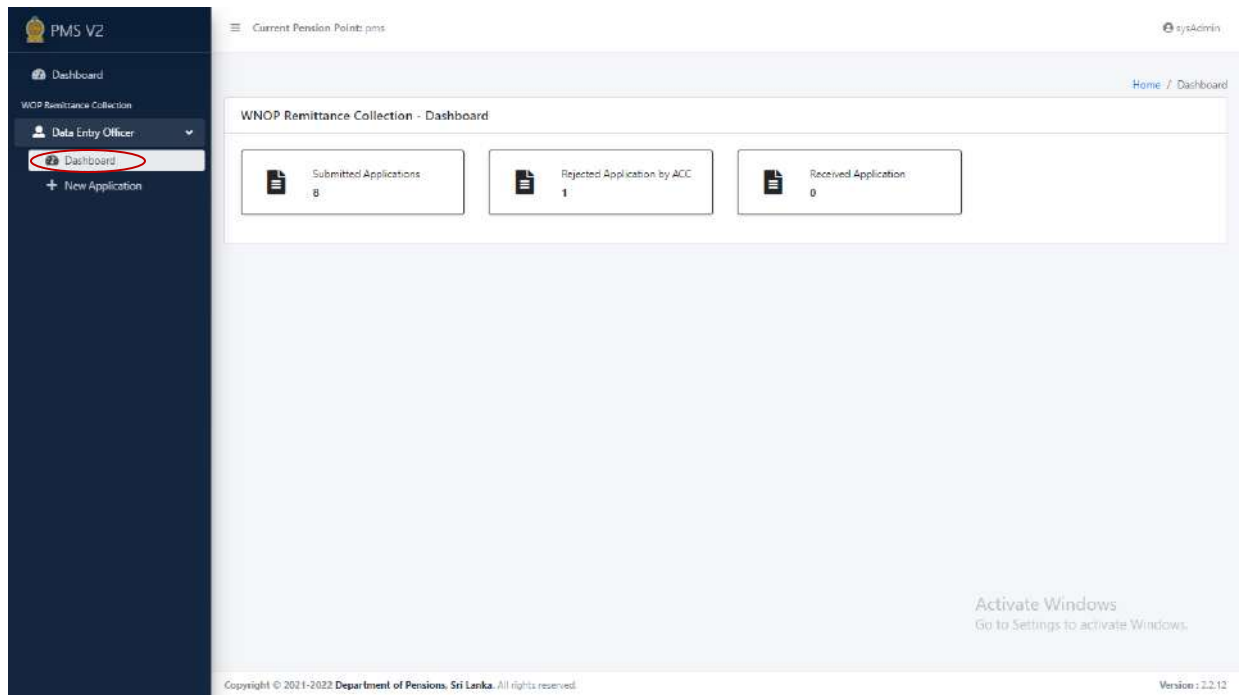
(III) Enter the username and password and click on the “login” button.



- (IV) While accessing the system, you will receive a secret code to the phone number given by you while creating the account. Type that code click on "Confirm". Select the respective institution correctly in the interface appear after that.



- (v) The officer who entered the data can view the following interface. Three tiles in the Dashboard under the W&OP Remittance Collection are appeared.



Submitted Application – Application are entered by subject officer

Rejected Application by ACC- Applications are rejected by Dept. of pensions.

Received Application – Application are entered by subject officer and attached with Source document

2. Enter New Applications

- I. After click on “New Application” following interface is appeared. Enter the **National** Identity Card number in the cage mentioned as NIC No. or enter the Widows’/Widowers’ and Orphans’ pension number in the cage mentioned as Widows’/Widowers’ and Orphans’ No. and Search. Then the details of the respective officer will be displayed. Click on “View” to access the relevant

Note: Only a member of Widows’/Widowers’ and Orphans’ pension scheme can register to contribute Widows’/Widowers’ and Orphans’ Pension fund as per the Public Administration Circular 14/2022.

The screenshot displays the 'PMS V2' interface for 'WNOP Remittance Collection - Search Application'. The left sidebar contains a menu with 'New Application' highlighted. The main content area features a search form with two input fields: 'NIC No.' (with a placeholder 'NIC Number') and 'W&OP No.' (with a placeholder '5000003'). A green 'Search' button is positioned below these fields. Below the search form is a table with the following data:

#	Name	NIC	Wnop	Status	Option
1	Ms. Aruna Shanthi Perera Hettige	567 0341V	5000003	Approved	View

At the bottom of the interface, there is a copyright notice: 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and a version number: 'Version : 2.2.11'.

Membership shall be obtained in the Widows’/Widowers’ and Orphans’ pension scheme within 03 months of joining service as per the section 21 of No.01 of the Act of Widow and Orphans’ pension of 1898.

If you are not already a member, you may become a member as per Pension Circular 2/2015 before register in this system.

Further, who have obtained membership before 01.01.2016; they can re-register as per Pension Circular 4/2017.

- II. While click on “View” in the above, following interface is appeared and fill the respective details of officer correctly under the “Personal Info.’ After duly filled correctly, click on “Next” button.

Here, the active email address of the officer should be entered without error. (One time password (OTP) will be sent to this email to obtain details of the officer in this system).

The screenshot displays the 'PMS V2' interface for a 'New Application' under 'WNOP Remittance Collection'. The left sidebar shows navigation options: Dashboard, Data Entry Officer, and New Application. The main content area features a progress bar with five steps: 1. Personal Info (active), 2. Service Info, 3. Bank Info, 4. W&OP Cont. Info, and 5. Done. Below the progress bar, the 'PERSONAL INFORMATION' section contains the following fields:

- Name in Full:** A dropdown menu set to 'Mrs' and a text input field containing 'Aruna Hettige'.
- NIC:** A text input field containing '56L 10041V'.
- Gender:** A dropdown menu set to 'Female'.
- Address:** A text input field containing 'Address'.
- Contact No(Mobile):** A text input field containing 'Mobile Number'.
- W&OP Number:** A text input field containing '50***03'.
- Date of Birth:** A date picker showing '1956-06-12'.
- E-mail Address:** A text input field containing 'E-mail Address'.

At the bottom right of the form, there is a 'Next' button highlighted with a red circle. Below it, a message reads: 'Activate Windows. Go to Settings to activate Windows.' The footer of the page includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version number 'Version : 2.2.11'.

- III. Details of the officer should be filled carefully under “Service Info” in the interface appear above. After enter the details without error, click on “Next” button. If you want to go back to the first page, you can click on the "Back" button and edit the details.

The screenshot shows the 'WNOP Remittance Collection - New Application' form in the PMS V2 system. The progress bar at the top indicates the current step is '2 Service Info', with '1 Personal Info' completed and '3 Bank Info', '4 W&OP Cont. Info', and '5 Done' yet to be completed. The 'SERVICE INFORMATION' section contains the following fields: 'Officer Belongs To' (dropdown), 'Service' (dropdown), 'Designation' (dropdown), and 'Institute' (text field, currently containing 'pms'). Below this is the 'SALARY INFORMATION' section with fields for 'Salary Circular' (dropdown), 'Salary Code' (dropdown), 'Grade' (dropdown), and 'Monthly Salary Amount' (text field). At the bottom left, a 'Back' button is circled in red. At the bottom right, a 'Next' button is also circled in red, with a faint 'Activate Windows' watermark behind it. The footer shows 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version : 2.2.11'.

- IV. Enter correctly the details under “Bank Info”. Then click “Next”.

The screenshot shows the 'WNOP Remittance Collection - New Application' form in the PMS V2 system, now at Step 3: Bank Info. The progress bar shows '1 Personal Info' and '2 Service Info' completed, with '3 Bank Info' as the current step. The 'BANK INFORMATION' section contains the following fields: 'Bank' (dropdown), 'Branch' (dropdown), 'Account Type' (dropdown), 'Account Holder's Name' (text field), and 'Account No' (text field). At the bottom left, a 'Back' button is visible. At the bottom right, a 'Next' button is circled in red. The footer shows 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version : 2.2.12'.

Important Note: Details of the foreign currency bank account or Sri Lankan currency bank account of the officer go abroad or bank account details of a third person who is expected to remit from abroad as per the Public Administration circular No. 14/2022 (1). It is mandatory to enter the bank detail without error.

- V.** Fill the details under the “W&OP Cont. Info” correctly. Then click on “Calculate”. Monthly Contribution amount will be calculated automatically. Then click on “Next”.

The screenshot shows the 'WNOP Remittance Collection - New Application' form in the PMS V2 system. The progress bar at the top indicates five steps: Personal Info, Service Info, Bank Info, W&OP Cont. Info (current step), and Done. The main section is titled 'CALCULATION OF W&OP CONTRIBUTION'. It contains several input fields: 'Leave Type' and 'Payment Type' are dropdown menus; 'Starting Date' and 'Ending Date' are date pickers; 'Transaction Day of a Month' is a dropdown menu. Below these fields is a green 'Calculate' button, which is circled in red. Underneath is a table titled 'Details of the period of Leave' with columns for 'Years', 'Months', and 'Days'. The 'Period of Leave' row shows '0' in each column. Below the table are input fields for 'Monthly Cont. Percentage(%)' and 'Monthly Cont. Amount'. At the bottom left is a 'Back' button. At the bottom right, there is a message 'Activate Windows Go to Settings to activate Windows.' and a 'Next' button, which is also circled in red.

- VI.** Then following interface is appeared and if the details are entered correctly click on “Submit” button. If not, click on the "Back" button to edit the details which are entered earlier.

The screenshot shows the 'WNOP Remittance Collection - New Application' form in the PMS V2 system, now at Step 5: Done. The progress bar at the top shows all five steps completed. The main section contains a green bar with the text 'Click Submit to Submit Application's Details !!!', where the 'Submit' button is circled in red. Below this bar is a 'Back' button, also circled in red. The footer of the page includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version number 'Version : 2.2.11'.

VII. Then a “Source Document” is appeared as follows and it can be printed. Here “Standing Order” of bank is encompassed. The printed copy of “Source Document” needs to be affirmed by Head of the Department

Reference: 34

Personal Information

Name
NIC
Date Of Birth
W&OP Number
Email Address

Service Information

Officer Belongs To
Service
Designation
Institute
Salary Circular
Salary Code
Grade
Monthly Salary

Bank Account Information

Bank Name
Branch Name
Account Type

Source Document - 0010202

W & OP Collection under PAC 14/2022 - Source Document

Personal Information

Full Name: [Name]
Date of Birth: [Date]
NIC: [NIC]
W&OP Number: [Number]
Email Address: [Email]

Service Information

Officer Belongs To: [Institute]
Service: [Service]
Designation: [Designation]
Institute: [Institute]
Salary Circular: [Circular]
Salary Code: [Code]
Grade: [Grade]
Monthly Salary: [Salary]

Bank Account Information

Bank Name: [Bank Name]
Branch Name: [Branch Name]
Account Type: [Account Type]

Print

2 sheets of paper

Destination: KONICA MINOLTA C36

Pages: All

Copies: 1

Layout: Portrait

Color: Black and white

More settings

Print Cancel

Reference: 40

Personal Information

Name
NIC
Date Of Birth
W&OP Number
Email Address

Service Information

Officer Belongs To
Service
Designation
Institute
Salary Circular
Salary Code
Grade
Monthly Salary

Bank Account Information

Bank Name
Branch Name
Account Type

Source Document - 0010202

Standing Order

Personal Information

Full Name: [Name]
Date of Birth: [Date]
NIC: [NIC]
W&OP Number: [Number]
Email Address: [Email]

Service Information

Officer Belongs To: [Institute]
Service: [Service]
Designation: [Designation]
Institute: [Institute]
Salary Circular: [Circular]
Salary Code: [Code]
Grade: [Grade]
Monthly Salary: [Salary]

Bank Account Information

Bank Name: [Bank Name]
Branch Name: [Branch Name]
Account Type: [Account Type]

Print

3 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Paper size: A4

Pages per sheet: 1

Margins: Default

Scale: Default

Options: ☒ Headers and footers ☒ Background graphics

Save Cancel

VIII. Thereinafter following interface is appeared and if you need to print the “Source Document” again, click on “Re-print Source Document”.

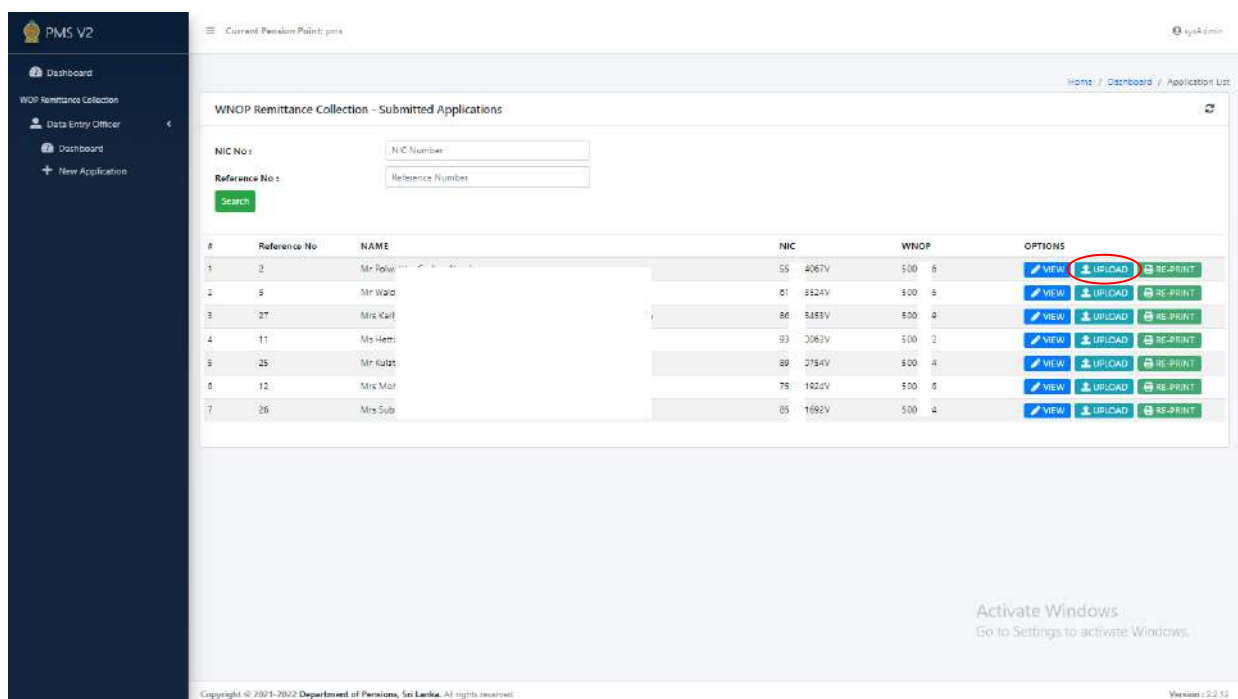
To enter new application, click "New Application"

The screenshot shows the 'WNOP Remittance Collection - New Application' form in the PMS V2 system. The left sidebar contains the 'New Application' link. The main form area displays a progress bar with five steps: Personal Info, Service Info, Bank Info, W&OP Cont. Info, and Done (highlighted with a blue circle and the number 5). Below the progress bar are two buttons: 'Re-Print Source Document' (green) and 'New Application' (blue). A 'Back' button is located at the bottom left of the form area. The footer includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.11'.

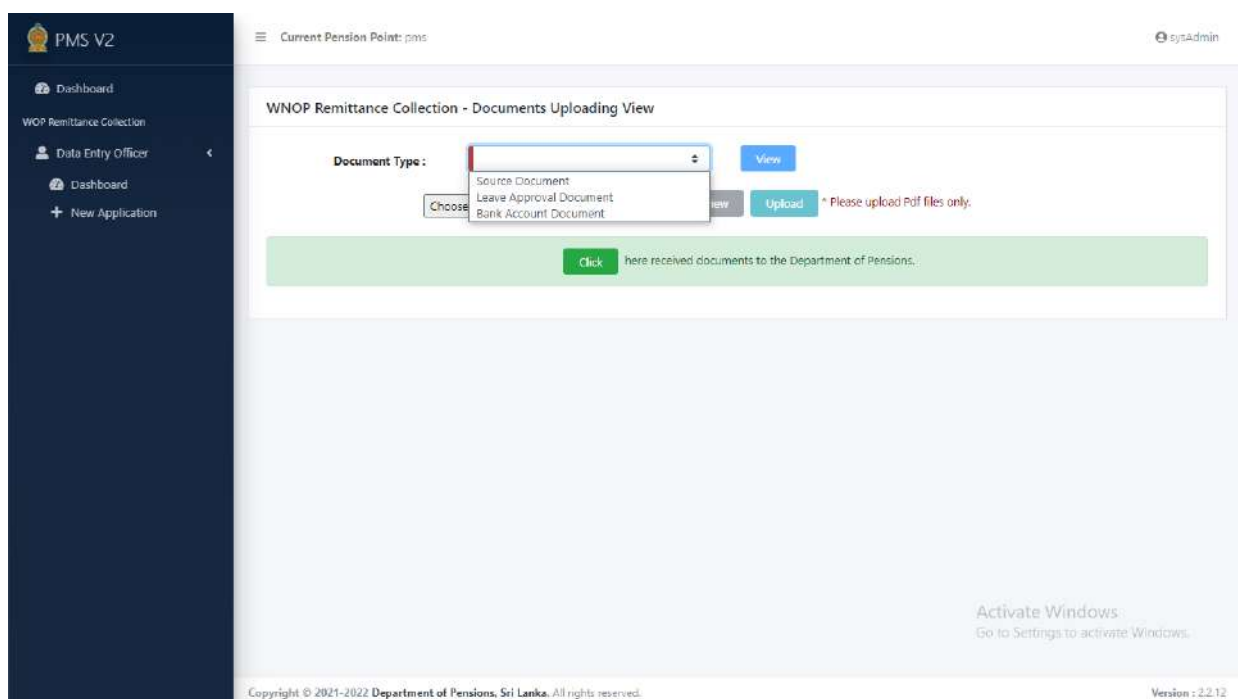
IX. After that, go to dashboard and click on “Submit Application”.

The screenshot shows the 'W & OP Remittance Collection - Dashboard' in the PMS V2 system. The left sidebar shows the 'Dashboard' link. The main dashboard area displays three summary cards: 'Submitted Applications' with a value of 3 (circled in red), 'Rejected Application by ACC' with a value of 0, and 'Received Application' with a value of 0. The footer includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.13'. An 'Activate Windows' watermark is visible in the bottom right corner.

X. Then the details which have been entered are appeared as follows. There click on “Upload” button.



- XI. Select the necessary documents as follows. If the respective documents have been uploaded already then click on “View” button and you can examine those. If not, insert the documents by click on "Choose file" button and click on "Upload" button. After all documents are uploaded without mistake, the application can be submitted/forwarded to Department of Pensions through “click” button.



- XII. A copy of Source document and obtained after completing the application certified by head of the Department should be attached to the Personal file of the officer. The necessary facilities to obtain the Standing Order from the bank have been arranged by Department of Pensions.

Instructions for expatriate officers

Expatriate officers can obtain the details of the amount remitted monthly to the Department of Pensions and the details of respective bank account through the website of the Department of Pensions.

- I. Log into the website of Department of Pensions through www.pensions.gov.lk. And click on "Public Service"



- II. Enter the National Identity Card Number in the interface appearing below.



විශ්‍රාම වැටුප් දෙපාර්තමේන්තුව
ශ්‍රී ලංකා විශ්‍රාම
இலங்கை ஓய்வு
Sri Lanka Pensions

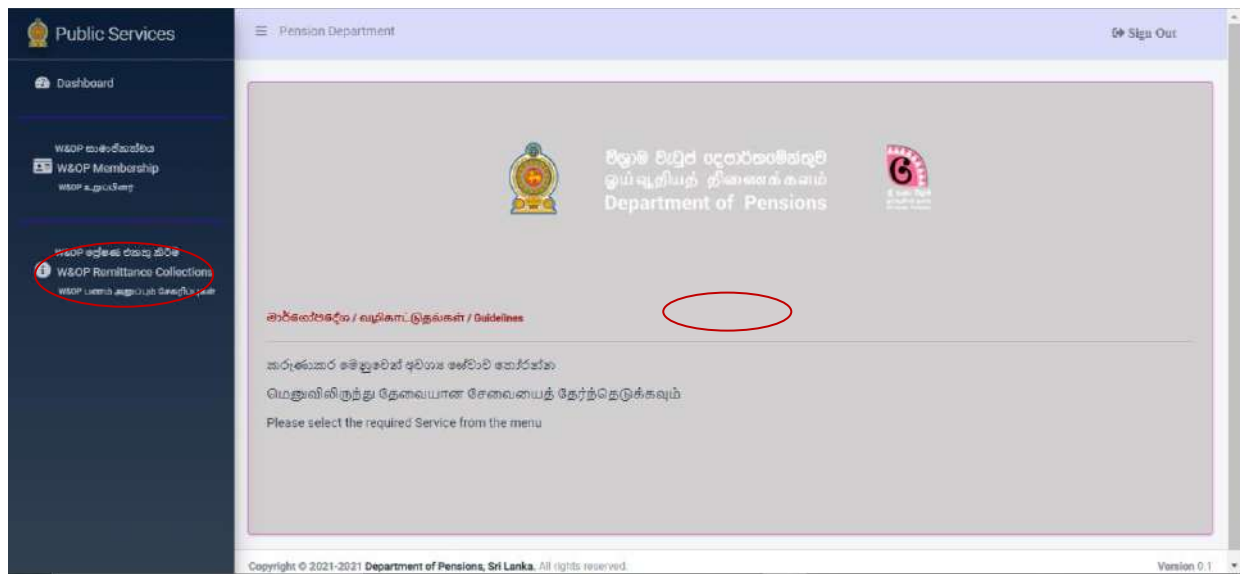
Sign In

ඔබගේ ගිණුමට පිවිසෙන්න
Sign In to your account

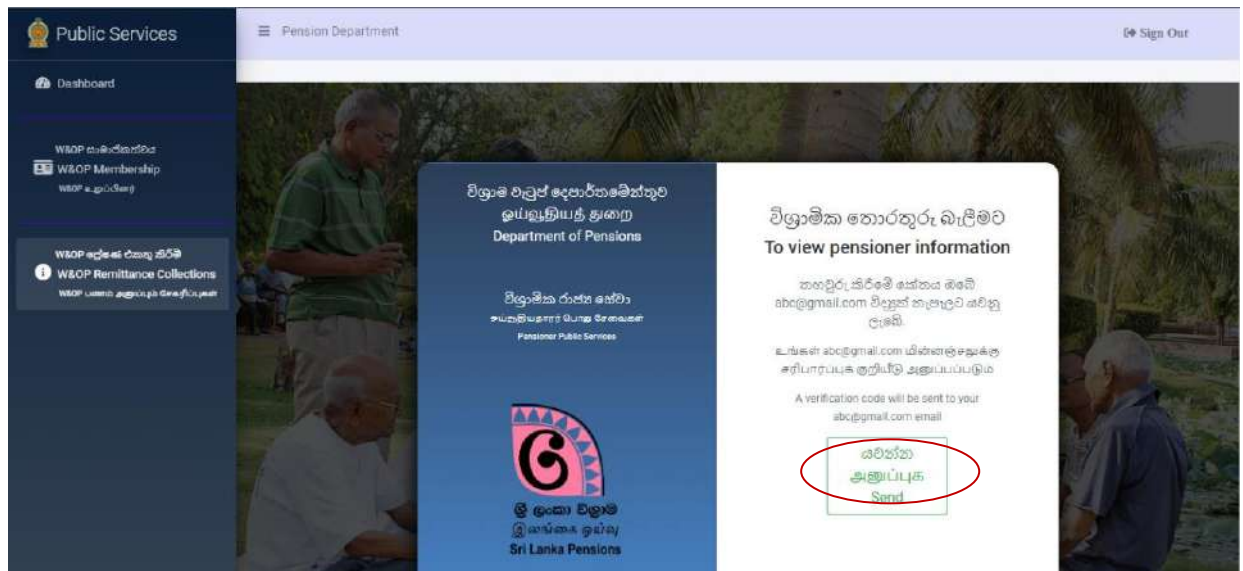
ජා.නැ. අංකය / NIC no.

පිවිසෙන්න/உள்ளுழைப்ப/Login

- III. Then the screen will appear as below and click on “W&OP Remittance Collection” on the left side of screen.



- IV. Click “Send” command on the interface appeared after that. Then you will receive a **code number** to your e-mail address which you have submitted to department.



V. Enter said code number in the “Box” shown below and click on “Confirm” button.

The screenshot shows a web application interface for the Pension Department. A modal titled "User Verification" is displayed in the center. The modal contains the following text:

User Verification

⚠ You will receive a text message with your verification code:

තහවුරු කිරීමේ කේතය ඔබේ abc@gmail.com විද්‍යුත් තැපෑලට වෙත යවනු ලැබේ.
කේතය: 171 කින් තවත් 171 තත්ත්වයක් විමසා ලබා දෙන ලදී. කේතය අවසන් වීමට තවත් 171 තත්ත්වයක් ඇත.

Enter Verification Code before OTP Code expires. Time left: 171 seconds.

Below the text is a text input field. At the bottom right of the modal are two buttons: "Confirm" (highlighted with a red circle) and "Cancel".

The background of the page shows a sidebar with "Public Services" and "Pension Department" tabs. The main content area is partially visible, showing a "Sign Out" button and some text in Sinhala and English.

VI. There the following details can be viewed under “Register Data”.

Public Services

Dashboard

W&OP මාසික සේවය
W&OP Membership
W&OP අයවැය

W&OP අයවැය එකතු කිරීම
W&OP Remittance Collections
W&OP අයවැය එකතු කිරීම

Pension Department

Sign Out

Register dataChange accountMonthly PaymentsMake a payment

Personal Information

NIC

780482621V

Name

Danira Wanigabaddu

Gender

Male

Address

No 33 A, Mamadala, , Ambalanthota , Ambalanthota

Contact no

0777855456

W&OP number

5000047

DOB

1978-02-17

Email

test@test.com

Service Information

Service

Other

Type

Central Government

Sal Code

mn-3

Sal Circular

03/2016-2016

Sal Circular

30752

Designation

Not Given

Institute

pms

Leave Information

Payment Type

Monthly

leave Type

Foreign

Start Date

2022-08-01

End Date

2022-08-01

Transaction Date

2022-08-01

Monthly collection amount

1845.12

Percentage

6%

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Version 0.1

VII. After that, if wish to change the bank details, click on “ Change Account” and then the interface will appears as follows. After change the necessary detail click on “Change Account”.

The screenshot shows the 'Change account' interface. The left sidebar contains 'Public Services' with links to 'Dashboard', 'W&OP Membership', and 'W&OP Remittance Collections'. The main area has tabs for 'Register data', 'Change account' (highlighted with a red circle), 'Monthly Payments', and 'Make a payment'. The 'Change account' form includes fields for 'Bank' (Indian Bank), 'Branch' (Head Office), 'Account No.' (1234), 'New Bank', 'New Branch', and 'New Account No.'. A 'Change' button (highlighted with a red circle) is at the bottom left. A printer icon is at the bottom right. The footer shows 'Copyright © 2021-2021 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version 0.1'.

Field	Value
Bank	Indian Bank
Branch	Head Office
Account No.	1234
New Bank	
New Branch	
New Account No.	

VIII. After that, the details of the amount paid so far by the officer can be obtained under monthly payment.

The screenshot shows the 'Monthly Payments' interface. The left sidebar is the same as in the previous screenshot. The main area has tabs for 'Register data', 'Change account', 'Monthly Payments' (highlighted with a red circle), and 'Make a payment'. Below the tabs, a 'Reference' number 'WOPR190000000000' is displayed. A table shows the payment details. A printer icon is at the bottom right. The footer shows 'Copyright © 2021-2021 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version 0.1'.

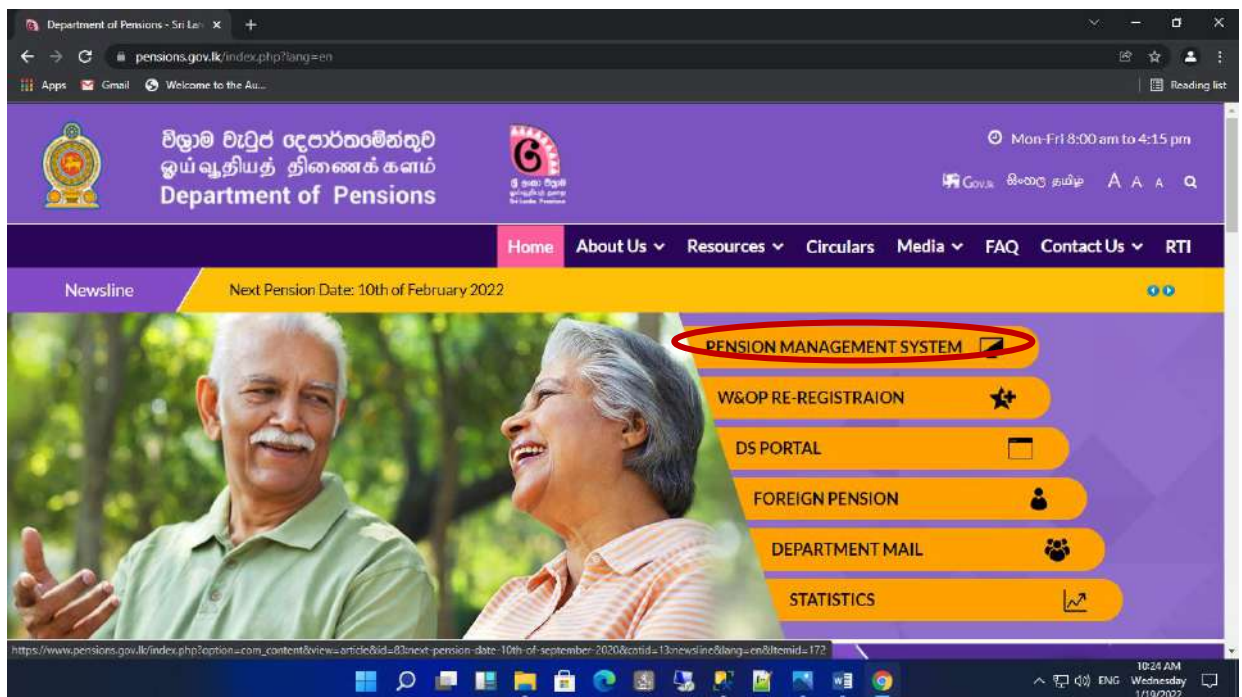
Amount	Transaction posting date
15000.00	2022-09-23
15000.00	2022-10-23
15000.0	2022-11-23
15000.00	2022-12-23

Instructions for Banks

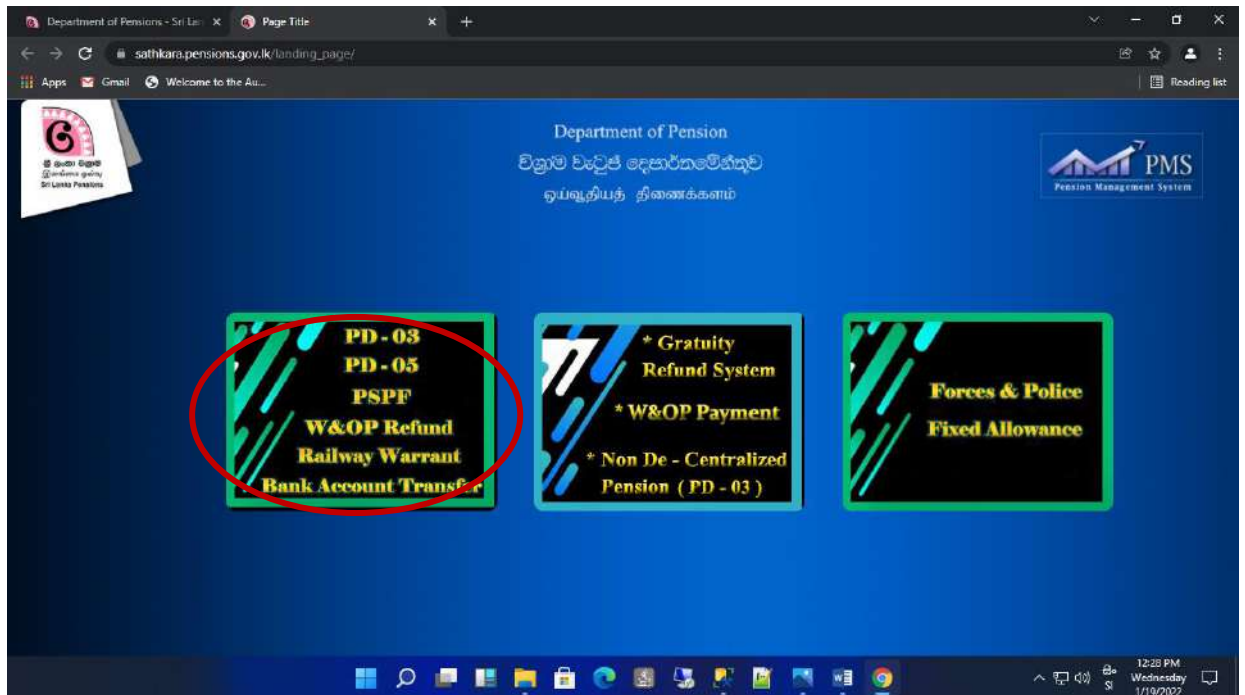
A request for initiation of standing order for credit to W&P fund through the account of the specified officer go abroad directly forwarded to the Banks through this Information Technology system of the Department of Pensions.

You can use the existing username and password to access the system of “Bank Account Transfer”. If you do not have a username and password, you can create a new username and password as per the instructions given in the Guideline of Pension Circular 03/2015.

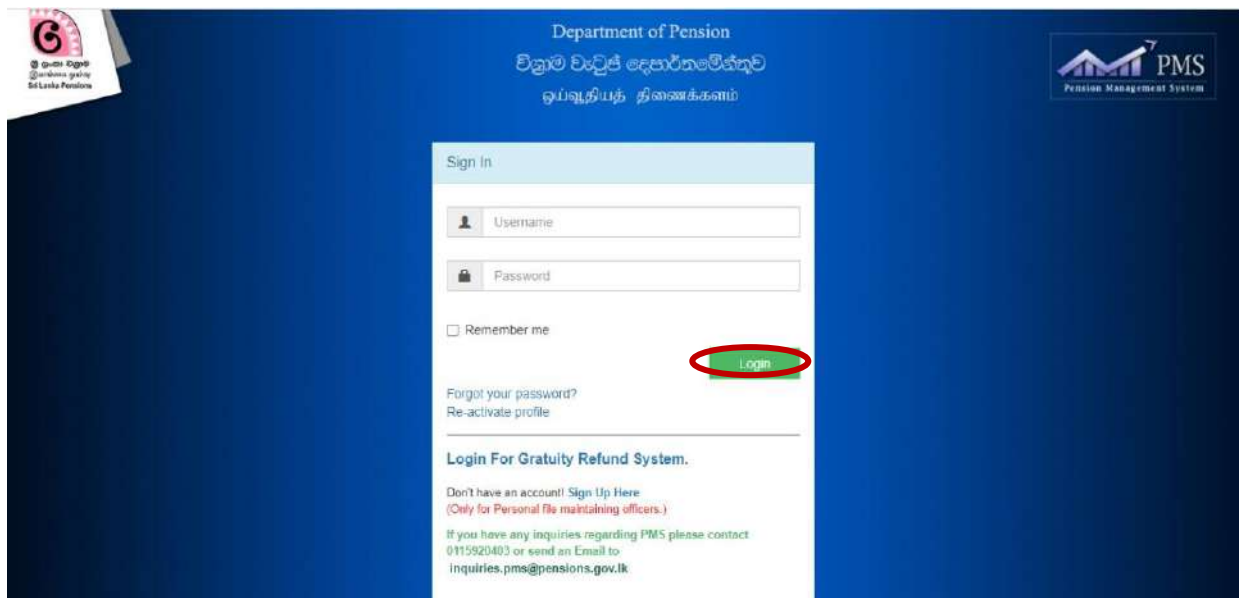
- I. Type www.pensions.gov.lk on its address bar and access the Department website and click on the PENSION MANAGEMENT SYSTEM.



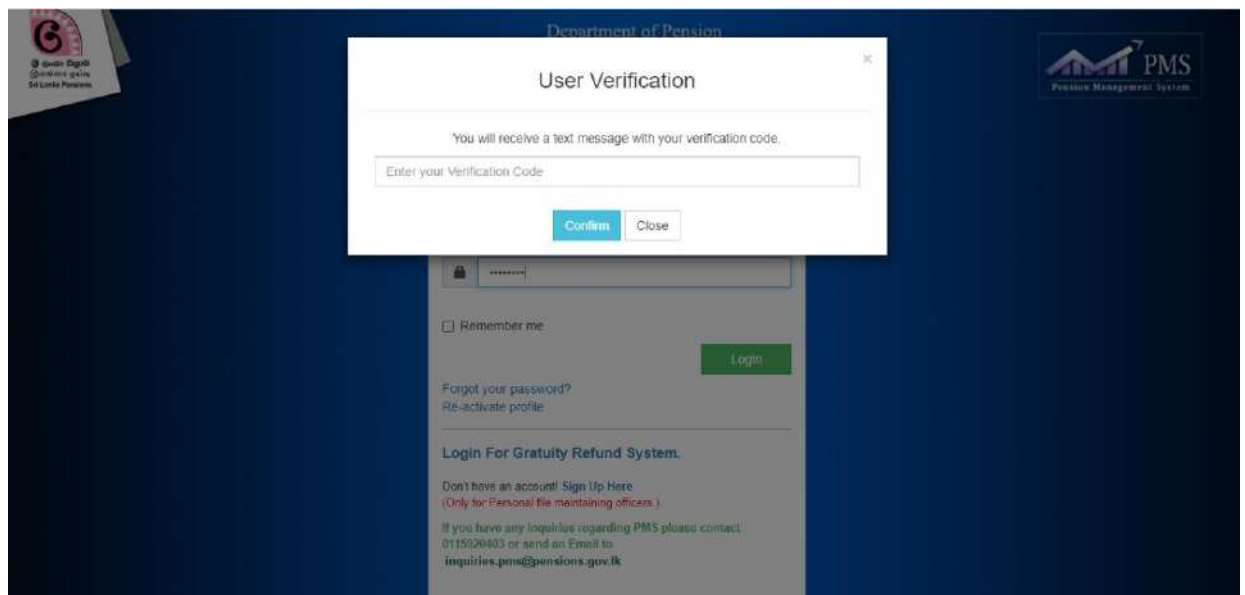
II. Enter in to the system and click on first cage in the interface which is appeared.



III. Login into the system by entering the Username and Password.



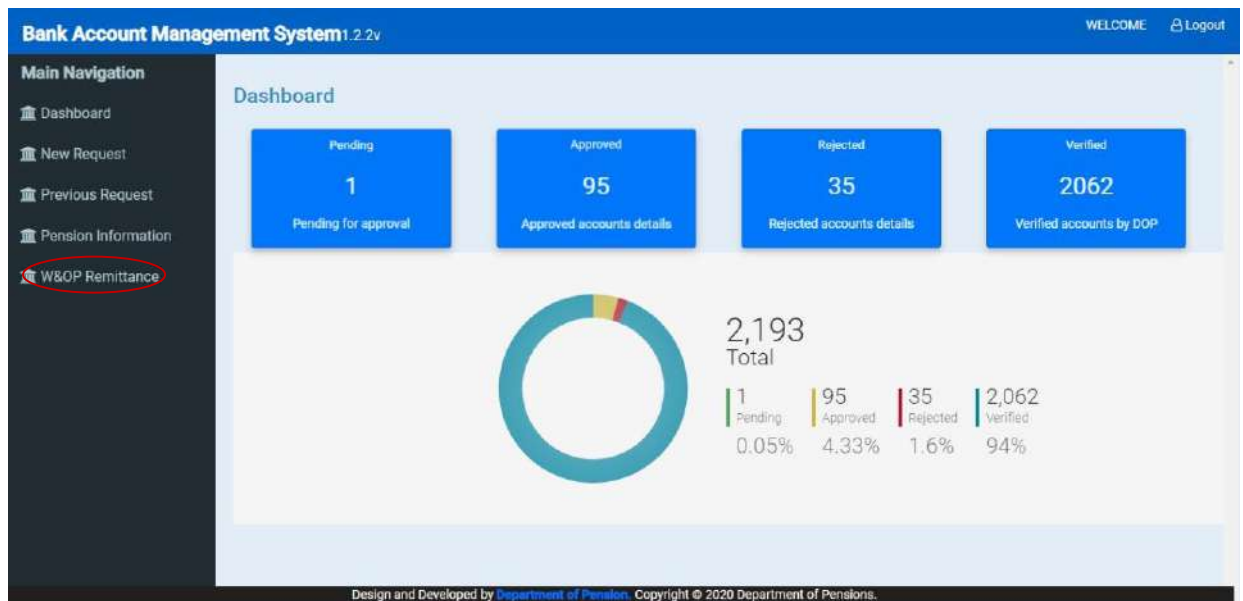
- IV. While entering into the account, you will receive a secret code number to your phone number which you have provided while create an account and type that code and click on "Confirm".



- V. Then, the following interface will appear and click on "Bank Account" there.



VI. Thereafter, a Dash Board appears as follows. Then, to enter the system click on “W&OP Remittance” on the left side of screen.



VII. All standing orders in your bank will be appeared on that interface and

- Enter the National Identity Card Number of the officer whose detail is needed in the relevant cage.
- If you want to get all the details related to the bank's branch, enter the branch code ber in the relevant box.

To move next page click on “View” button.

Bank Account Management System 1.2.2v WELCOME Logout

Main Navigation

- Dashboard
- New Request
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- Pension Information
- W&OP Remittance

Standing Order Details

Search Panel

NIC No:

Branch Code:

#	Name	NIC No	W&OP No	Bank	Branch	Branch Code	Account No	Option
1	M.Wimalaratne	572	1324223	Halton National bank	Kekirawa	231	231020067043	View
2	M.S.Kumara	19771	1407986	Halton National bank	Kekirawa	231	231020075659	View

- VIII. After that relevant details appear in the screen and Standing order can be printed by click on “Print” button.

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Main Navigation

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Pensioner Standing Order Details

Name	MR. Y. SUSIL SUMA
NIC No	580V
W&OP No	5607
Bank Name	Hatton National Bank
Branch Name	Moratumulla
Account No	07302

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