Pension Circular: 02/2016 (Revision I)

My No: Pen/Circular/2022 Department of Pensions, Maligawaththa, Colombo10. 2022.10.06

To Secretaries of all Ministries, Chief Secretaries of Provincial Councils, Heads of Department, District Secretaries, Divisional Secretaries, Heads of Local Government Institutions

## Revising the method applied for registration under Widows'/ Widowers' and Orphans' Pensions Scheme through internet

Your attention is hereby drawn to the Pensions Circular No. 02/2016 dated 08.02.2016 issued on the above matter.

- 02. The application, which is filled for the registration under Widows'/ Widowers' and Orphans' Pensions Scheme, should be scanned and sent online and kindly note that it is not necessary to submit hereinafter hard copies of the printed application and relevant annexes to the Department of Pensions.
- 03. For this purpose, action has been taken to revise the online system.
- 04. The instructions for entering data are also attached herewith. (Annex 01)
- 05. It is advisable to attach printed application in the personal file.

## Sgd./A.Jagath D.Dias

Director General of Pensions

## Copies:

1. Secretary to Hon. President - For information 2. Secretary to Hon. Prime Minister - For information 3. Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government - For information 4. Secretary of the Ministry of Finance - For information 5. Auditor General - For necessary action

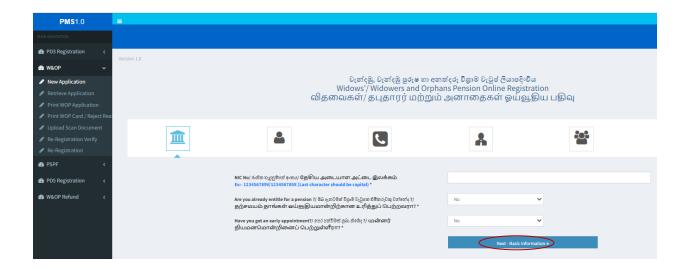
## Pension Circular 2/2016- Revision 2022

In terms of the Pension Circular No 2/2016, the online system applied for the registration of widows' and widowers' orphans' numbers has been revised. Accordingly it is not necessary to submit hereinafter these allpications to the Department of Pensions by post. Facilities have been made online for the submission of applications directly to the Department of pensions.

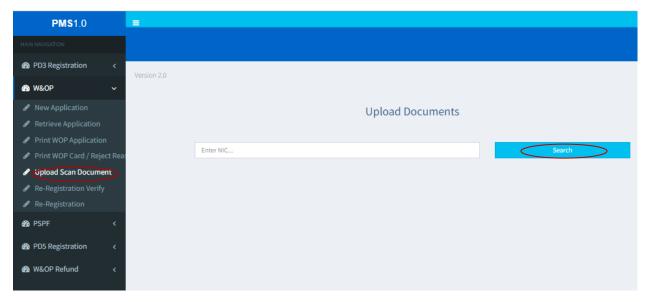
Accordingly necessary revisions have been made in the system and they are as follows. .

(1) The interface, which was applied previously to include the National Identity Card and Letter of Appointment of the officer in the system under 'New Application' has been revised in the following manner. Click on 'Next' after inclusion of the required particulars accurately. Go forward filling correctly all the pages, which are opened continuously. Then submit the application. Obtain a printed copy of the source doocument and scan it after filling and getting it approved by the Head of the Institution.

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(2) Then begin the search entering the number of the National Identity Card of the officer under Upload Scan Document.



(3) Then upload the copy of the National Identity Card, certified copy of the letter of appointment and the source document, which has been correctly filled and approved by the Head of Institution, at correct places. The file entered can be examined by 'View'.

The officer in charge of the subject can revise again, if necessary, when 'Save & Edit' button given below is clicked.

When 'Submit and Received' button is clicked, the application is submitted directly to the Department of Pension. Number of Widows' and Orphans' Fund will be issued by the Department of Pension after examining the online application.

