

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 applications 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 document and scan it after filling and getting it approved by the Head of the Institution.

PMS1.0

Version 1.0

வீதவர்கள், வீதவர்கள் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு
Widows/ Widowers and Orphans Pension Online Registration
விதவைகள்/ தபுதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு

NIC No/ கனியை அட்டை எண்/ தேசிய அடையாள அட்டை இலக்கம்
Ex: 123456789V123456789X (Last character should be capital) *

Are you already entitle for a pension ?/ இதுவரை நீங்கள் வீதவர்களைப் பதிவு செய்துள்ளீர்களா? *
தற்போதைய தாங்கள் ஓய்வூதியமாற்றிக்கான உரிதகுப்பு பெற்றவரா? *

Have you got an early appointment?/ உடனடி வீதவர்களைப் பெற்றுள்ளீர்களா? *

Next - Basic Information »

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

PMS1.0

Version 2.0

Upload Documents

Enter NIC...

Search

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.

The screenshot displays the PMS1.0 web application interface. The top navigation bar is blue with the text 'PMS1.0' and a hamburger menu icon. A dark sidebar on the left contains a 'MAIN NAVIGATION' menu with items: PD3 Registration, W&OP (expanded), New Application, Retrieve Application, Print WOP Application, Print WOP Card / Reject Reason, Upload Scan Document, Re-Registration Verify, Re-Registration, PSPF, PD5 Registration, and W&OP Refund. The main content area is titled 'Upload Documents' and shows 'Version 1.0'. The form includes fields for 'Name' (Aasss) and '1.Appointment Date' (2016-10-19). Below these are three file upload sections, each with a 'Choose File' button and 'No file chosen' text. The first section is for '1.NIC Copy / சனிகை அட்டை/புகைப்படம் /தேடுபடி அட்டையாளர் அட்டை :'. The second is for '2.Certified copy of the Appointment letter/ பணிபுள்ளி சான்றிதழ்/ நியமனக் கடிதத்தின் உறுதிப்படுத்திய பிரதி :'. The third is for '2.Source Document'. Each section has 'Upload' and 'View' buttons. At the bottom, there are three buttons: 'Save & Edit', 'Submit to Received', and 'Home'. The 'Save & Edit' and 'Submit to Received' buttons are circled in red.