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திகதி } 03 .10.2025
Date }

Pension Instruction Letter: 04/2025

Secretaries to the Ministries

Chief Secretaries to the Provinces

Heads of Departments / District Secretaries / Commanders of Tri-Forces

Divisional Secretaries

**Introduction of the Interim Solution for Adjusting Pensions According to the Salary Revision
made as per the 2025 Budget Proposals**

This relates to Pension Circular 01/2025 and Pension Instruction Letter 01/2025 issued on 01.07.2025, regarding the adjustment of pensions in line with the salary revision introduced by the 2025 Budget proposals.

02. Accordingly, an Interim Solution has now been prepared for the adjustment of pensions based on the full monthly salary entitled as at 01.01.2027, applicable to the following categories.

- I. Officers who retired from service on 01.04.2025, having engaged in service on 01.01.2025 as well, in accordance with the provisions of the Public Administration Circular 10/2025 and Management Service Circulars No. 02/2025, 03/2025, 04/2025, and 05/2025 (Type 1).
- II. Officers who retired from service afterwards, having been in service on 01.04.2025, in accordance with the provisions of the Public Administration Circular 10/2025 and Management Services Circulars No. 02/2025, 03/2025, 04/2025, and 05/2025 (Type 2).

03. The User Manual containing instructions regarding how to carry out tasks according to the Interim Solution introduced through the Pension Management Data System is given in Annexure 01.

04. According to the Interim Solution, the manner in which further actions should be taken regarding pension applications is as follows.

- 4.1. The tasks to be performed by the officers in charge of the subject of establishments.
 - 4.1.1. Verifying whether the relevant information in the pension applications (PD 03), currently submitted to the Pension Management Data System, is accurate for

the retired officers belonging to the categories mentioned in paragraph (02) above, based on the amount paid at the time they retired, for the entitlement of pension. (All applications submitted by the institution through the decentralized mechanism and the centralized mechanism are represented here.)

4.1.2. Verifying whether the revised pension calculated by the system, and other related information, for the retired officers related to the above applications, based on the full monthly salary due to be entitled as of 01.01.2027, is accurate.

4.1.3. Saving the pension applications after confirming that the information in paragraphs 4.1.1 and 4.1.2 above is accurate.

4.1.4. Submitting the application by uploading to the system a copy of the salary conversion letter prepared for each retired officer, regarding the full monthly salary due to be entitled as of 01.01.2027.

4.2. Tasks to be performed by the subject officers of the Pension Department

4.2.1. Verifying whether the information in the pension applications submitted by the institution is correct.

4.2.2. Verifying whether the revised pension calculated by the system, and the pension arrears to be paid, based on the full monthly salary due on 01.01.2027, is accurate.

4.2.3. Verifying the applications after confirming that the information in 4.2.1 and 4.2.2 is accurate.

4.2.4. The tasks from 4.2.1 to 4.2.3 shall be carried out by the officers in charge of the Centralized Pension Division / Decentralized Pension Division, in accordance with the manner in which the PD 03 application (first pension application) was submitted.

4.3. Tasks to be performed by the staff officers in the Centralized Pension Division / Decentralized Pension Division

4.3.1. Obtaining through the system a report containing information on the applications verified by the subject officers of the Division, rechecking the information contained therein, and granting approval for payment.

05. After approval of the applications granted approval for payment as above are forwarded to the Monthly Payments Division of this Department for payment on the next first pension date.

06. After adjusting and making payments of the pension based on the salary entitled as of 01.01.2027, the revised pension grant statement obtained through the data system should be signed by the head of the institution and, together with a copy of the salary conversion letter referred to in 4.1.4 above, submitted to the relevant Divisional Secretary for inclusion in the officer's pension file.

07. When acting in accordance with this circular, for clarifications regarding its procedures, further guidance, or to resolve any technical issues that may arise, you may contact the following telephone numbers.

Serial No.	Designation	Telephone No.
01	Director (Policy)	011 2 421 786
02	Director (Pensions)	011 2 320 045
03	Director (Digital Administration & Services)	011 2 431 729
04	Deputy Director (Decentralized Pensions)	011 2 322 278
05	Deputy Director (Centralized Pensions)	011 2 434 414

Sgd:

Chaminda Hettiarachchi

Director General of Pensions

Telephone : 011 2 421786

Fax : 011 2 431413

Email : pen7policydep@gmail.com

Copies :

- 1) Secretary to the President - F.I.P.
- 2) Secretary to the Prime Minister - F.I.P.
- 3) Secretary to the Cabinet, Office of the Cabinet - F.I.P.
- 4) Secretary, Ministry of Finance, Planning and Economic Development - F.I.P.
- 5) Secretary, Ministry of Defence - F.I.P.
- 6) Secretary, Ministry of Public Administration, Provincial Councils and Local Government - F.I.P.
- 7) Secretary, Public Service Commission - F.I.P.
- 8) Secretary, Judicial Service Commission - F.I.P.
- 9) Auditor General - F.I.P.
- 10) Secretary General of Parliament - F.I.P. & F.N.A.

(PD03 Interim Solution)



Introduction

This module has been prepared to adjust pensions with the salary entitled in the year 2027 in accordance with P.A. Circular 10/2025. Until the first pension activation systems are redesigned, this interim solution can be used to adjust the pensions of pensioners who are entitled to receive pensions corresponding to the 2027 salary but whose pensions were granted according to the 2025 salary category.

Here, under 2 categories, the pension is adjusted to the year 2027.

01. Officers who retired between 02-01-2025 and 01-04-2025 in terms of Section 7.1 of P.A. Circular 10/2025, entitled to receive pension based on the 2027 salary step from 01-07-2025. (Type 1)
02. The officers who retired after 02-04-2025 in terms of Section 7.2 of the P.A. Circular 10/2025 (Type 2)

The salary scales mentioned in the Management Services Circular No. 02/2025, 03/2025, 04/2025, 05/2025 of the Ministry of Finance issued in line with the above P.A.Circular 10/2025 should be applied under durations of Type 01 and Type 02 above.

1. Login to the System:

Click on the Google Chrome icon on your computer to access the Internet.

- Type www.pensions.gov.lk in the address bar to visit the Pension Department's website.
- Click on the 'Subject Officers' icon in the interface shown below.

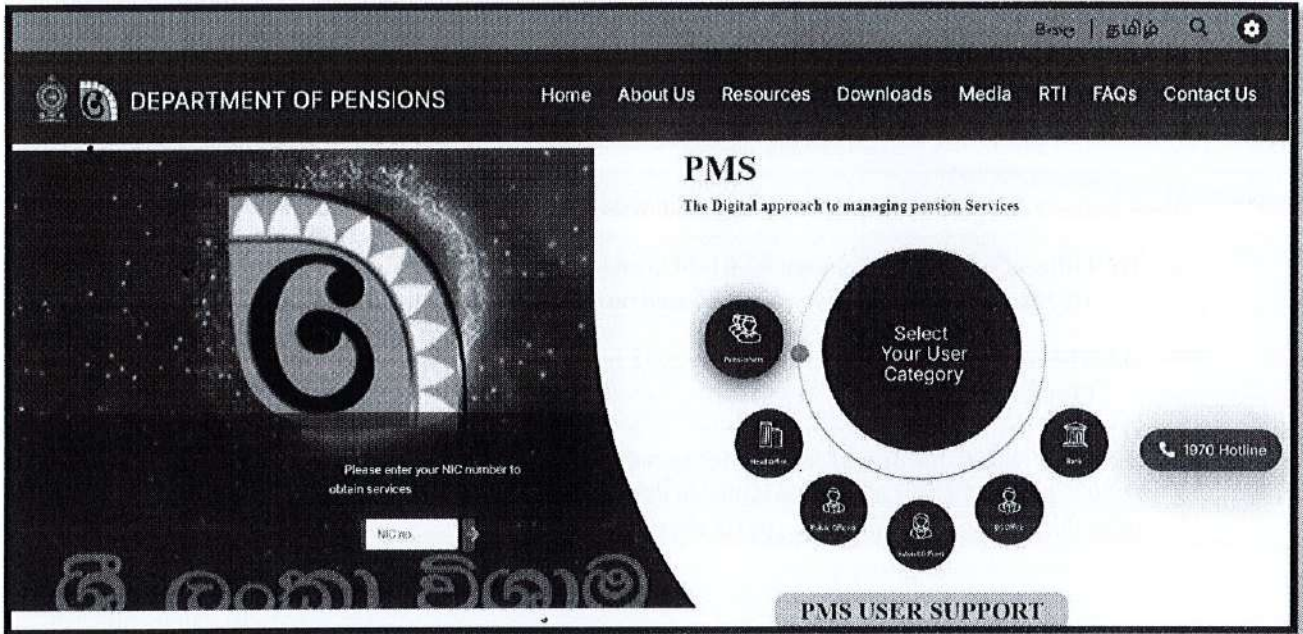


Figure 1. www.pensions.gov.lk

Then, access the system group labelled 'PD3 Interim Solution' displayed in the interface you receive.

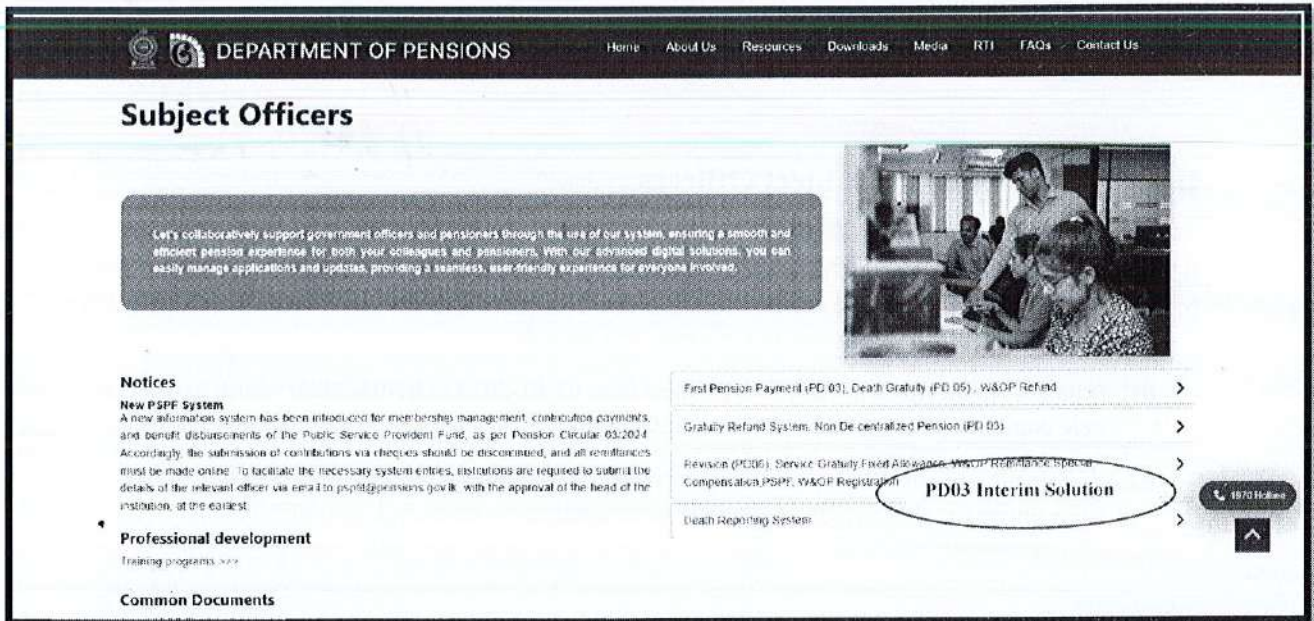


Figure 2.Interface



Figure 3.Entering the system

Log in to the system using the Username and Password provided to you for the said interface.

Duties of Institutional Subject Officers

If, for your institution, the applications submitted through the online first pension activation system (centralized or decentralized) have reached the stage where payments have commenced, all such application details will be automatically displayed to you under this module.

01. Type 1 – Applications of pensioners retired from 02-01-2025 to 01-04-2025, whose payments were commenced as per the P.A. Circular 03/2016.
02. Type 2 – Applications of pensioners for whose payments commenced after 02-04-2025 under the 2025 salary category, in accordance with P.A. Circular 10/2025.

The screenshot displays the PMS V2 system interface. The left sidebar contains the PMS V2 logo, an Overview icon, and the text 'P33 Intranet Solution'. The main content area is titled 'Current Pension Point: pns' and shows the user 'Ashan94'. The breadcrumb trail is 'Home / Applications'. The 'Application List' section includes a 'Select Type' dropdown menu with options 'Type 01 (2025-01-02 - 2025-04-01)' and 'Type 02 (After 2025-04-02)'. Below this are input fields for 'Identification No.' and 'Pension No.' with a 'Search' button. A table with columns 'Ref', 'NIC', 'NAME', 'Pension No', 'Retired Date', and 'OPTIONS' is shown, but it contains the message 'No record found'. The footer includes 'Copyright © 2021-2025 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version: 2.5.17'.

Figure 4. System Interface

- Go to 'Select Type' and choose the relevant category. Then, the list of all applications in your institution that have not yet been revised for 2027 under that category will be displayed.

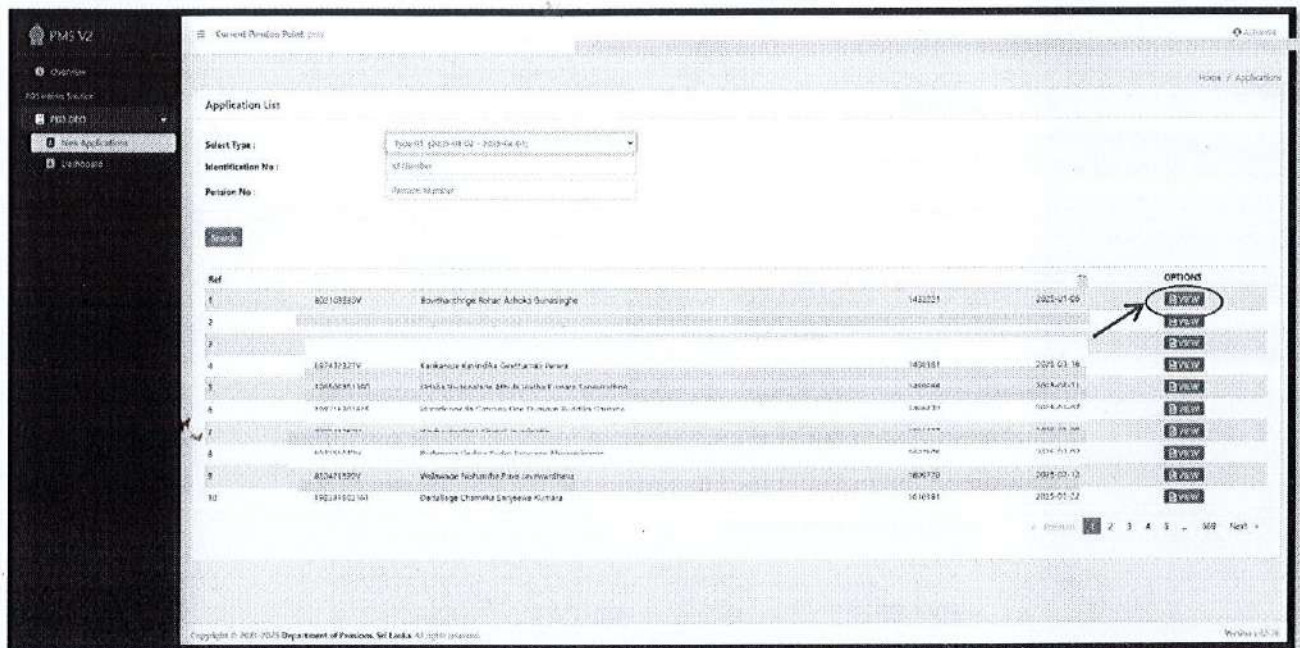


Figure 5. System Interface 1

- Clicking the above View button displays the details of the selected category through the interfaces below. Under 'Initial-Retirement Record', the information shown corresponds to the salary and allowances currently due to be entitled at the time of retirement.

1 Initial Retirement Record
2 Actual Retirement Record as Per Pension Circular 10/2025
3 Done

INITIAL RETIREMENT RECORD

NIC

Name of Full

Pension Number

Designation

Service

Grade

Retired Salary Circular

Retired Salary Scale

Monthly Salary(Without Earned Increment)

Monthly Salary(With Earned Increment)

Earned Increment Paid(Monthly) 0.00

Pensionable Allowance

ALLOWANCE	VALUE
Ration	348,310.00
Re engage	3,600.00
Good conduct	3,240.00

Total Allowance(Monthly) 29,595.90

Percentages :

Last Basic Pension at Retirement:

Figure 6.Application Interface

Under the 'Converted Retirement Record', this module displays the salary and allowance details corresponding to the revised 2027 salary.

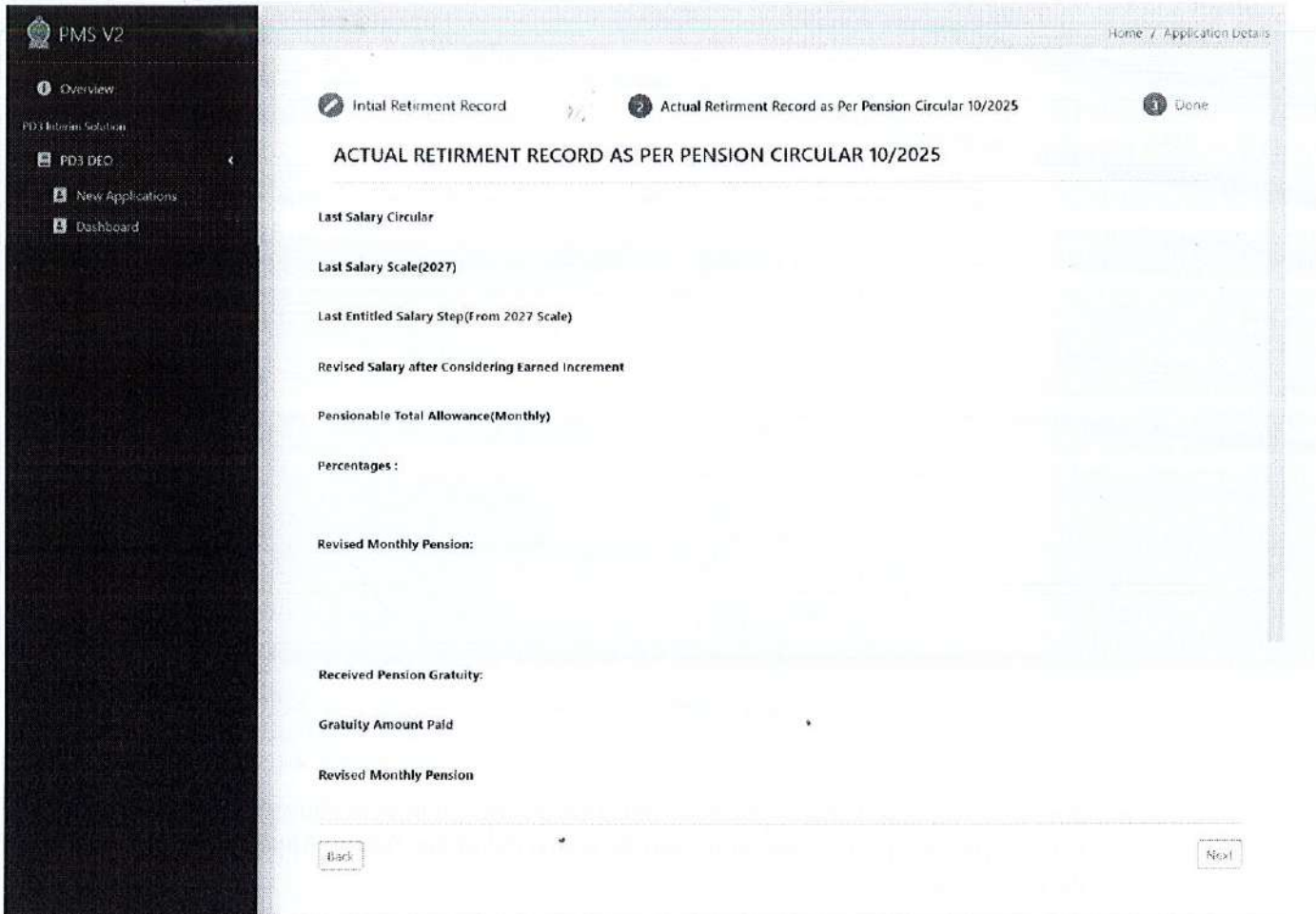


Figure 7. Application Interface I

.Please verify whether this information and calculations match the pension records you have.

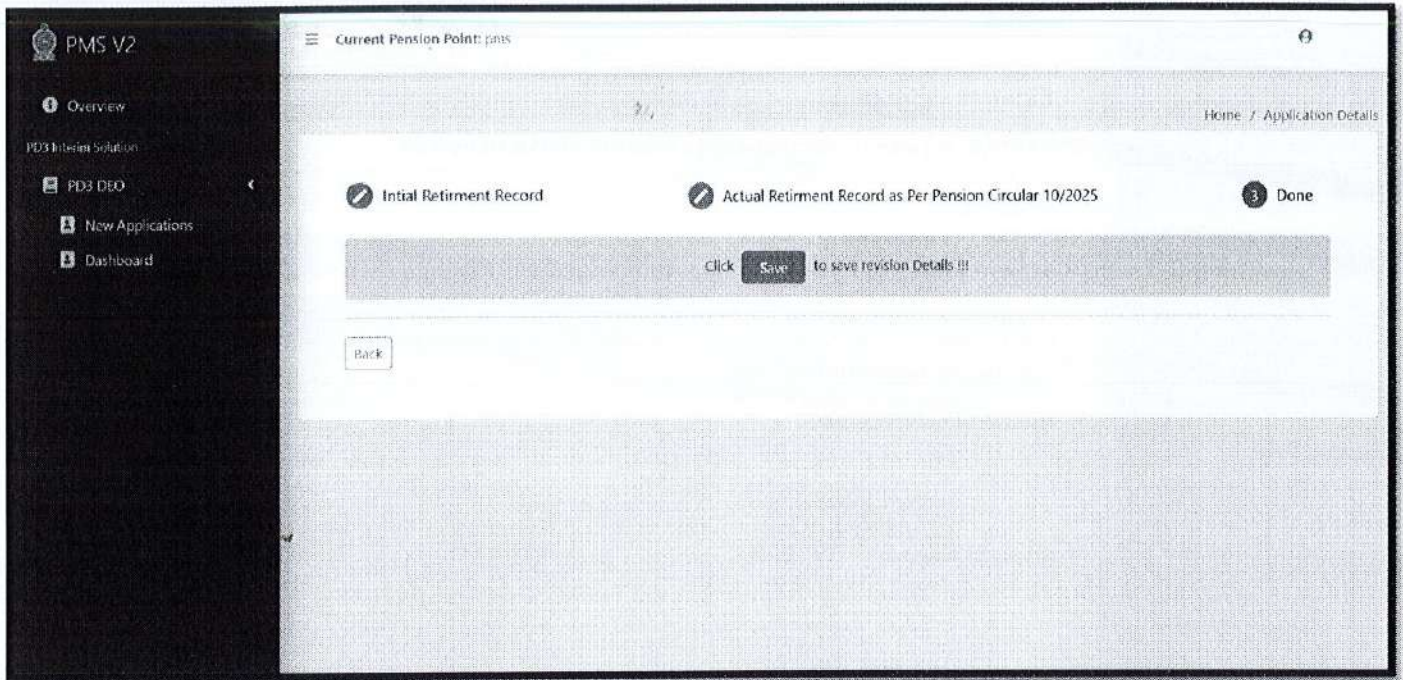


Figure 8. Application Interface II

- Review the details of the application and click the Save button as shown in the interface below. Afterwards, the application will be redirected to the 'Saved Applications' tile on the dashboard.

2. Dashboard :

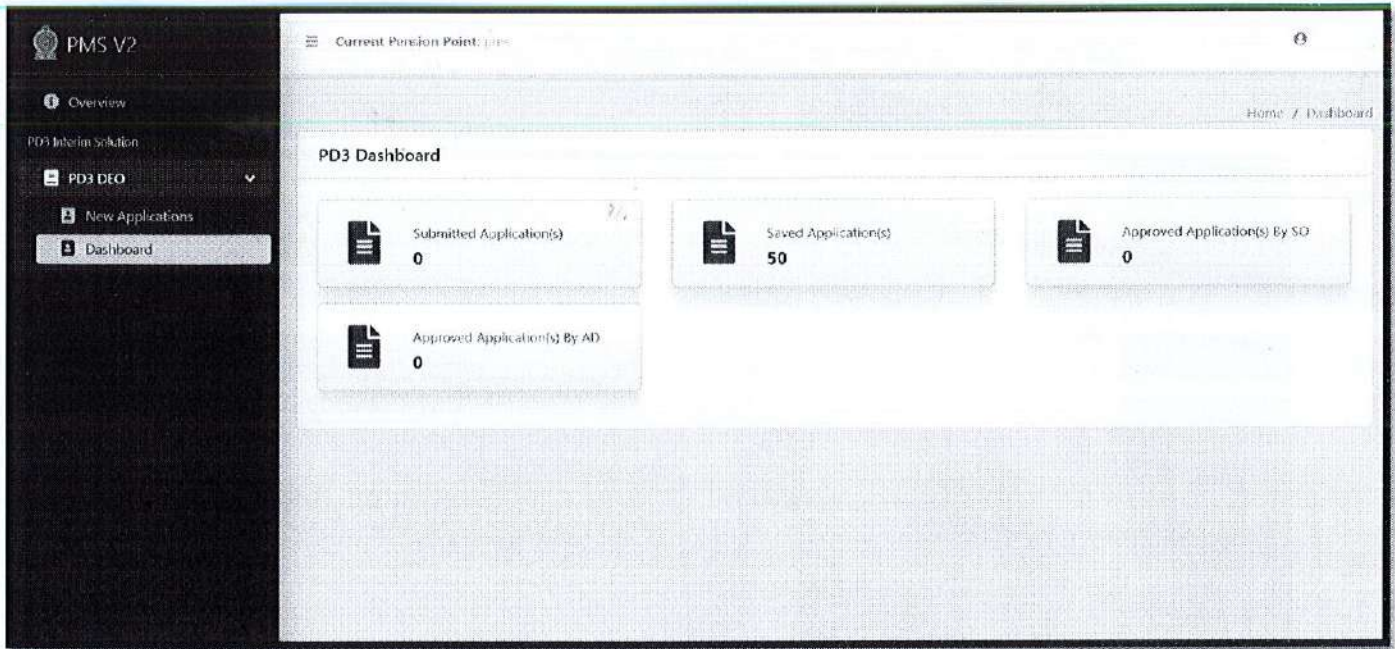


Figure 9. Dashboard

➤ Saved Application

Applications whose details have been reviewed and saved are displayed here.

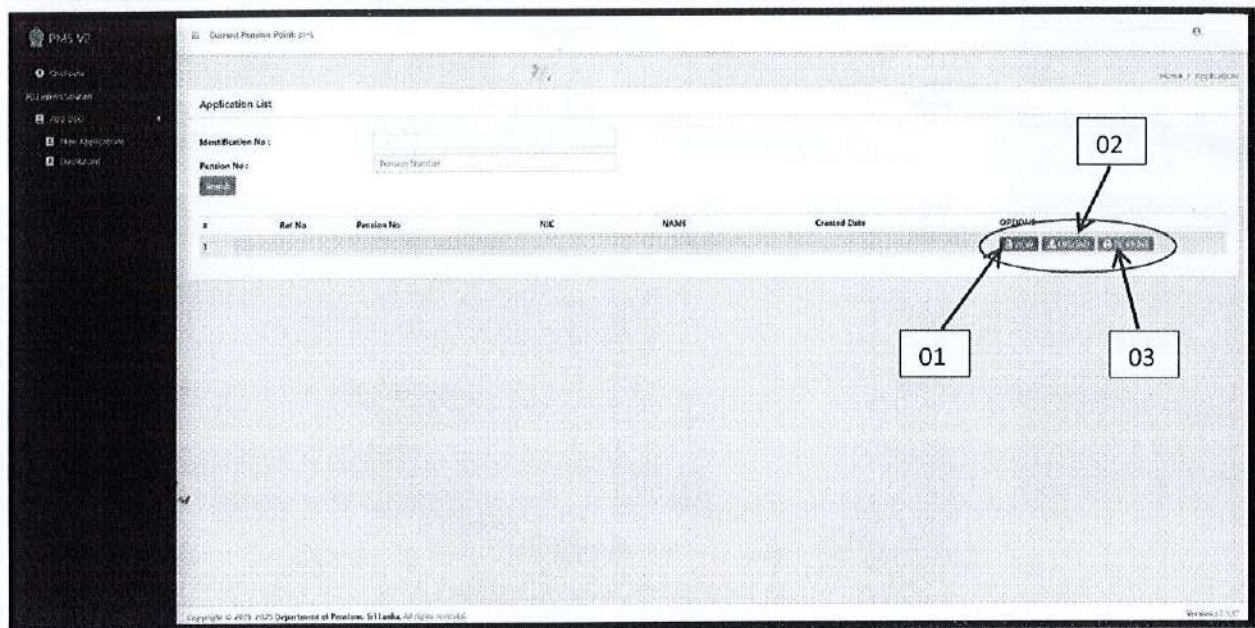


Figure 10.Saved Application Tile

- 01- Clicking this button allows the application to be viewed.
- 02- Clicking this button allows the required documents to be uploaded.
- 03- Clicking this button allows the source document to be reprinted.

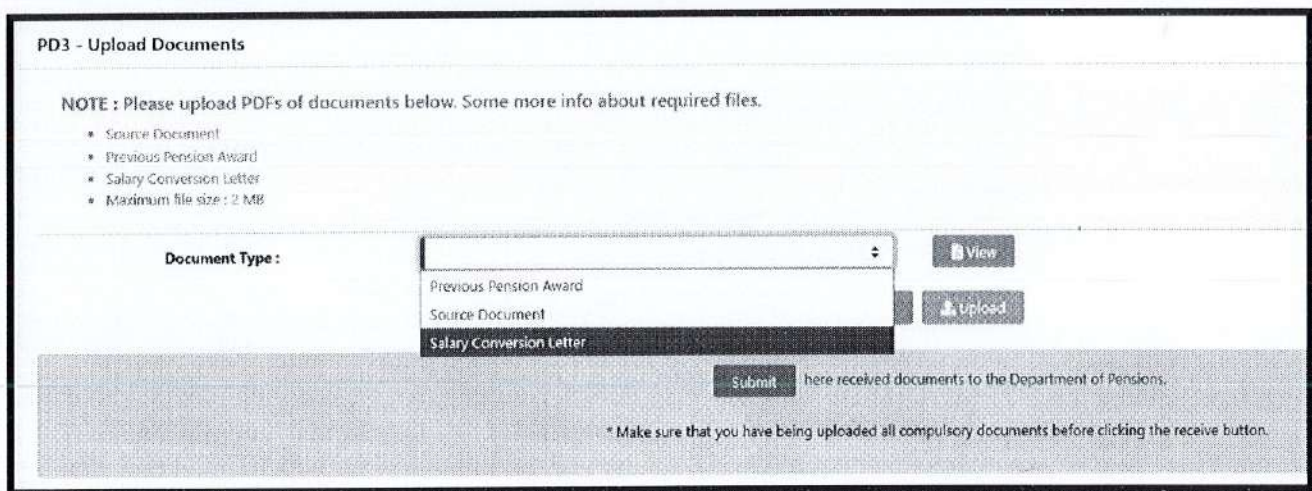


Figure 11.Document Upload View

➤ Submitted Application

Applications submitted with document uploads can be viewed.

➤ Verified Application By SO

Applications verified by the relevant subject officers of the Department of Pensions can be viewed under this tile.

➤ Approved Application By AD

Relevant staff officers of the Department of Pensions can view applications approved for payment.

- Payments will be processed on the first pension payment date following the approval of the revised pension adjustments.