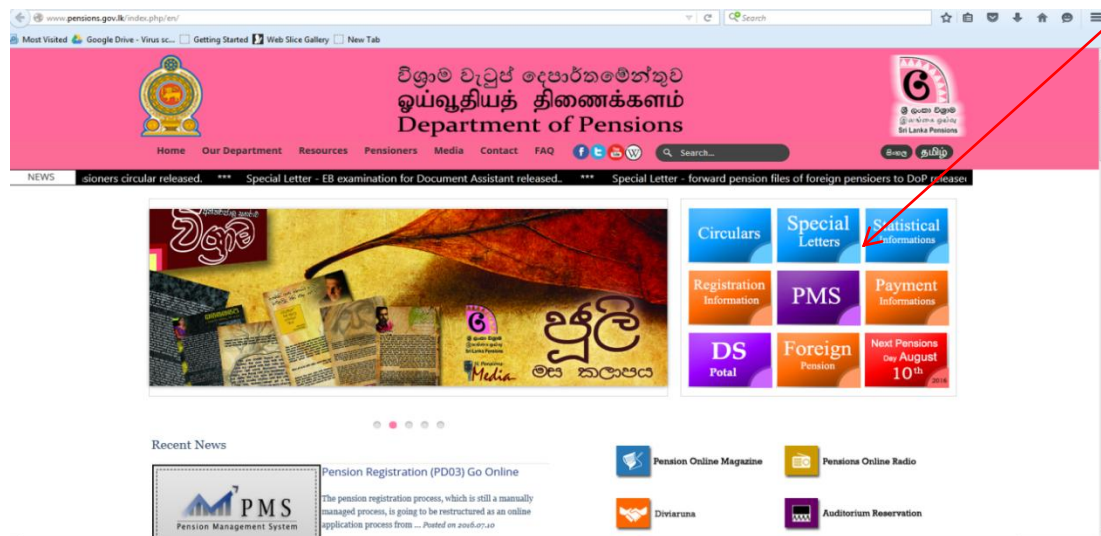


## Online Registration System for Widows ' & Orphans' Contributions Refund

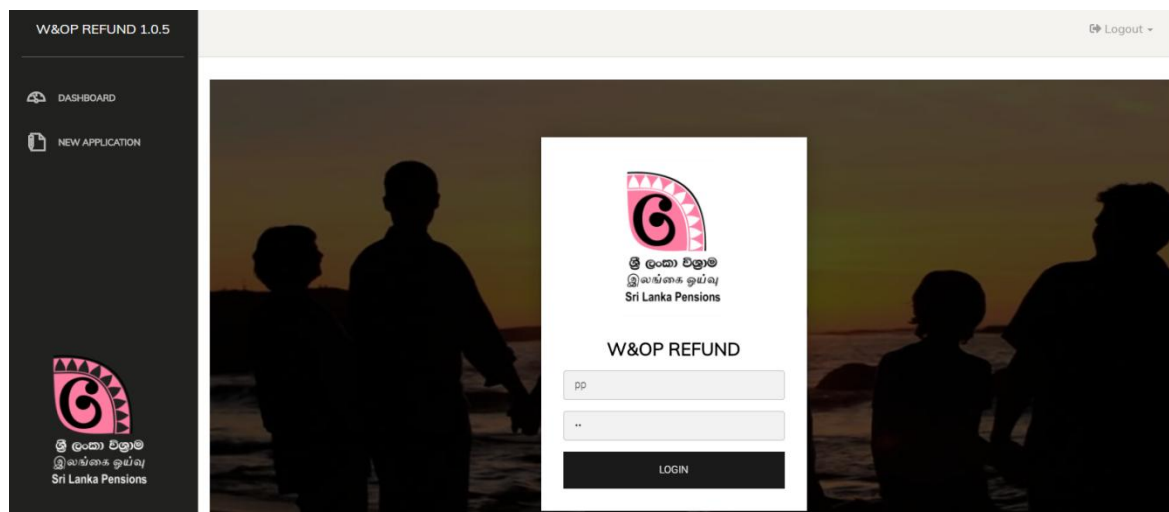
### Access to the PD 05 in PMS -01 system

Click on the Google chrome Icon on your desktop.

01. Type <http://sathkara.pensions.gov.lk/pms> on address bar & click on the enter button.
02. Or, 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 1 in the of department website interface.



03. Bellow interface will be displayed after then & you must select the “W&OP REFUND” menu by accessing the system via user account used currently by the subject officer in the relevant institute.



(If your institute is not registered already in the PMS Version 1.0 of Pensions Management System, You shall register first. You can obtain the necessary information from the Guidelines in Department of Pensions website).

04. After you will encountered the first page as shown below.

2

Contributions payment details to the relevant contributor/female contributor will show herein.

Data entered by you & non- received applications by the Department of Pensions

Data entered by you & received applications by the Department of Pensions

Applications rejected by the Department of Pensions due to the shortcomings pertain.

Applications accepted by the Department of Pensions

04. Click on the “New Application “as shown in above image 

2

 Bellow interface will be shown then after.

Very important,

★ Those applicants who furnished their pension application under online (online PD 03 scheme) are **ONLY** eligible to submit the applications under this service.

3

06. Click on PD 03 as above 3 Accordingly bellow interface will be displayed.

4

W&OP REFUND 1.0.8

PENSION\_POINT Logout

DASHBOARD

NEW APPLICATION

**Search Pensioner**

NIC Number

Search

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ප්‍රතිපාදන දෙපාර්තමේන්තුව  
Sri Lanka Pensions

07. As per the above image, enter the National Identity Card No. of relevant officer/female officer refunding the widow's', widowers' and orphan's contributions & search . Then bellow interface will be displayed.

5

W&OP REFUND 1.0.8

PENSION\_POINT Logout

DASHBOARD

NEW APPLICATION

**Personal Information**

Full Name Rajakaruna Athapaththu Dasanayake Mudiyanseelage Indumathi Rajakaruna

Pensioner ID 1302607

W&OP Number 83/10287

Retired Date 2016-10-31

Designation Teacher

Address No. 170/10, Saru Uyana, Negambo Road, Kiralabokka, Kalugamuwa

Contact No.

Institute Name Zonal Education Office - Kurunegala

Institute Address Kandy Road, Kurunegala,

Proceed

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Sri Lanka Pensions

08. Details above will be displayed accordingly the PD 03 application perfected by you. You are not allowed to edit or change any of the said details. Click the “Proceed” button entering the mobile contact no. in the cage 5 to connect the relevant officer/female officer refunding the widow's', widowers' and orphan's contributions.

Then bellow interface will be displayed.

W&OP REFUND 1.1.1

PENSION POINT Logout

DASHBOARD NEW APPLICATION

**Payment Information**

Reason: Select a Reason

Appointment Date: 19-04-02

W&OP Contribution

Year	Yearly Contribution	Interest	Yearly Total

Refund Amount: 0

Back Save

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Sri Lanka Pensions

## 1 First Step:Payment Information

★ Select the reason relevant to refund the widow's, widowers' and orphan's contributions by relevant officer/female officer. **6**

- Insert the first appointment date, if unmarried.
- Insert the date of Degree Absolute, if divorced without child.
- Insert the date issued the Degree Absolute, birth day of the last child and state whether he/she is employed if divorced with child.
- Insert the date spouse deceased, if widow/widower is without child.
- Insert the date spouse deceased, birthday of the last child and whether he/she having permanent employment & appointment date of permanent job if widow/widower is with child.

The dates mentioned above should be the dates before the date of the of relevant officer/female officer refunding the widow's, widowers' and orphan's contributions, retired.

W&OP REFUND 1.1.1

PENSION POINT Logout

DASHBOARD NEW APPLICATION

**Payment Information**

Reason: Select a Reason  
Divorced, with child

Divorced Date (Absolute Decreed): 2018-04-02

Youngest Child Birthday: YYYY-MM-DD

Child Job Status: Has a permanent job / Has not a permanent job

W&OP Contribution

Year	Yearly Contribution	Yearly Total

Refund Amount: 0

Back Save

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සේවකයාගේ  
Sri Lanka Pensions

- ★ Click on the “Continue” button after entered the all details perfectly.

## 2 Second Step:Payment Information

6

**W&OP REFUND 1.1.8**

**Payment Information**

Reason: Select a Reason  
Widow/widower with ...

Spouse death date:

Youngest Child Birthday:

Child Job Status: Select Status  
Has a permanent job

Child Job Permanent Date:

Contribution Duration: From  To

W&OP Contribution

Year	Yearly Contribution	Yearly Total
2016	<input type="text" value="0"/>	<input type="text" value="0"/>
2017	<input type="text" value="0"/>	<input type="text" value="0"/>

Refund Amount:

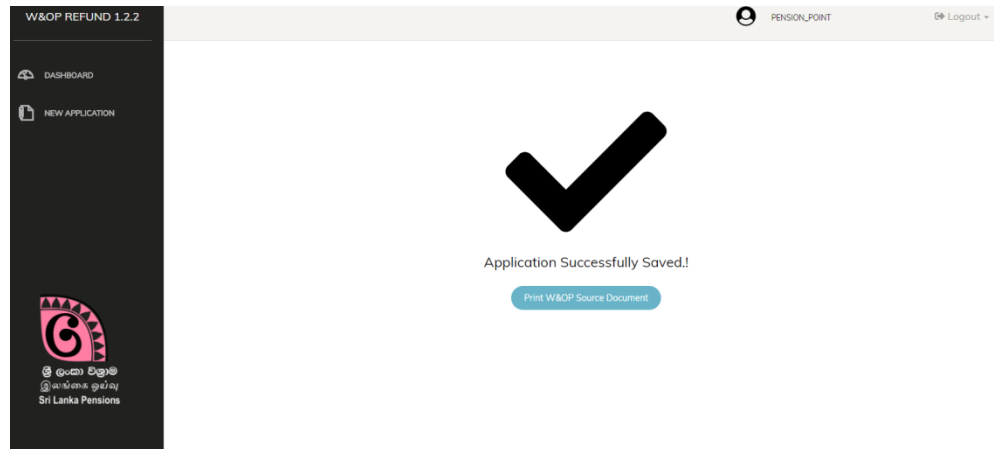
Back Save

Under “Payment Information”:

- ★ After Select the relevant reason to refund the widow’s’, widowers’ and orphan’s contributions by you, contribution duration will be displayed under 6 . Accordingly, entre the contribution amount charged for widow’s’, widowers’ and orphan’s contributions from the relevant officer/female officer year by year orderly under W&OP Contribution. (Detailed report in related widow’s’, widowers’ and orphan’s contributions should be furnished along with the application).
- ★ (Relevant interest shall be computed by the system & displayed, if the contributor is entitled for the contributions with the interest).
- ★ Click on the submit button after entered the said details.

### 3. Print the Application

Bellow screen will be displayed after click on the “submit” button shown at the end of the application & you can print the relevant application after “click” on the “Print W&OP Refund source document”.



★ Printed document will be displayed as bellow.

W&OP REFUND 1.2.2

DASHBOARD  
NEW APPLICATION

RefNo: 340

Department of Pension  
පළමු වැටුප් ගනුදෙනුකරුවන්  
ஒப்பந்தியத் திணைக்களம்

Online Application for W&OP Refund

**Contributor Details**

Full Name	Rajakaruna Athaparthi Desanayake Mudiyansele Indumathi Rajakaruna
Pension Number	1302607
NIC	615671991V
Date of Retirement	2016-10-31
Last Work Place	Zonal Education Office - Kurunegala
Bank Name	Sampath Bank PLC
Branch Name	Kurunegala
Bank Account Number	100650233942
Last Work Place Address	No. 170/10, Saru Uyana,, Negambo Rad, Kiralabokka,, Kahugamuwa

**Calculation Details**

Year	Contribution	Interest	Yearly Total
2013	500.00	0.00	500.00
2014	200.00	0.00	700.00
2015	100.00	0.00	800.00
2016	400.00	0.00	1200.00

**Reason For Refund**

Reason : Widow/widower with child  
From : 2013-04-10 To : 2016-10-31

..... Signature of Head of Institution

### Declaration of Applicant

I hereby declare that according to the widow's/widower's and orphans' pensions act(civil forces) and its amendments i am eligible for refund of my w&op contribution. It is also confirmed that i have not been made any application for refund of w&op contribution before and the particulars mentioned above are true and correct.

Date:-.....

.....  
Signature

### Check List

- a. Attachment I (1/2015) ☐
- b. Attachment II (Divisional Secretary's Report on Civil Status) ☐
- e. Certified Contribution Worksheet ☐
- f. Married Certificate ☐
- h. Spouse Death Certificate ☐
- i. Youngest child Birth Certificate ☐
- j. Youngest child permanent job appointment/service letter ☐

### Declaration of Subject Officer

I hereby certify that all the information provided online refund application was personally checked by me and accurate according to the personal file of the retiring officer

Date:-.....

.....  
Signature

### Declaration of the Head of Institution

I hereby certify that all the information provided by the applicant was personally checked by me with all the supporting documents and is accurate accordingly. Also I certify that the applicant is eligible for refund of w&op contribution according to widow's/widower's and orphans' pensions act(civil forces).



Official Stamp



Signature

The department of pensions will reject the application if the conditions declared is not fulfilled at the submission of the application

- ★ The accuracy of the application printed by you (Source Document) should be affirmed by placing the signature of the officer/female officer entitled the contributions in each page of the application and attested by the subject officer & head of the institute and forwarded to the Department of Pensions via postal.