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දෙපාර්තමේන්තුව



ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



පරපුරක අභිමානය

தலைமுறையொன்றின் பெருமிதம்

Pride of a Generation

මගේ අංකය } Pension Instruction
எனது இல. } Letter.No.03/2022
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය } 26.04.2022
திகதி }
Date }

Commanders of Tri-Forces,
Inspector General of Police,
All District Secretaries,
All Divisional Secretaries

**Provide benefits to the dependents of the members of Tri-Forces and Police including
Special Task Force who passed away during the war**

This has reference to the Pension Circular No 03/2021 dated 22.07.2022 on the above subject.

02. Facilities are provided through the Information System to revise fixed monthly allowance to the dependents according to the above circular. Guidelines to revisions using the Information System are attached herewith (Annex 01). Kindly request to follow the instructions to revise of the fixed monthly allowances.

Sgd./ A. Jagath D. Dias
Director General of Pensions

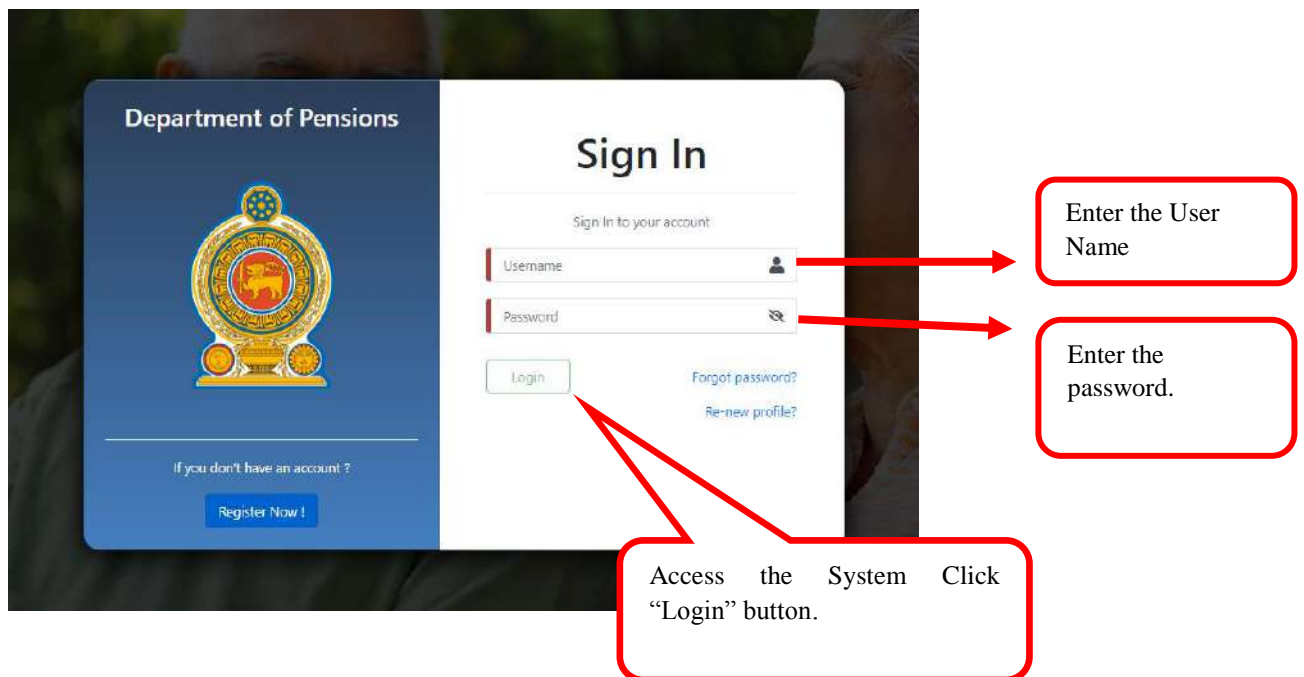
Application Management System in providing benefits to the dependents of Tri Forces and Sri Lanka Police Officers including special Task Force who passed away during the war

01. Access to the System :

Login to the Forces Fixed Allowance system using already created user account.

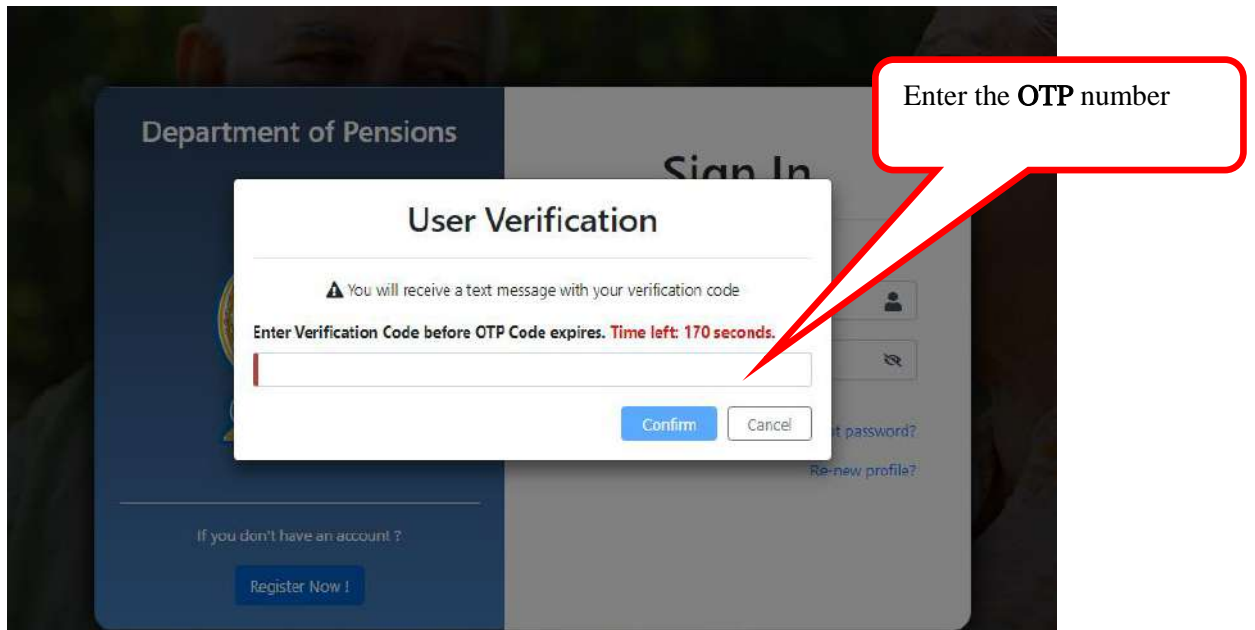
02. Log into the “Forces fixed Allowance” system using user account:

Currently registered user account can be used to access the IT system.

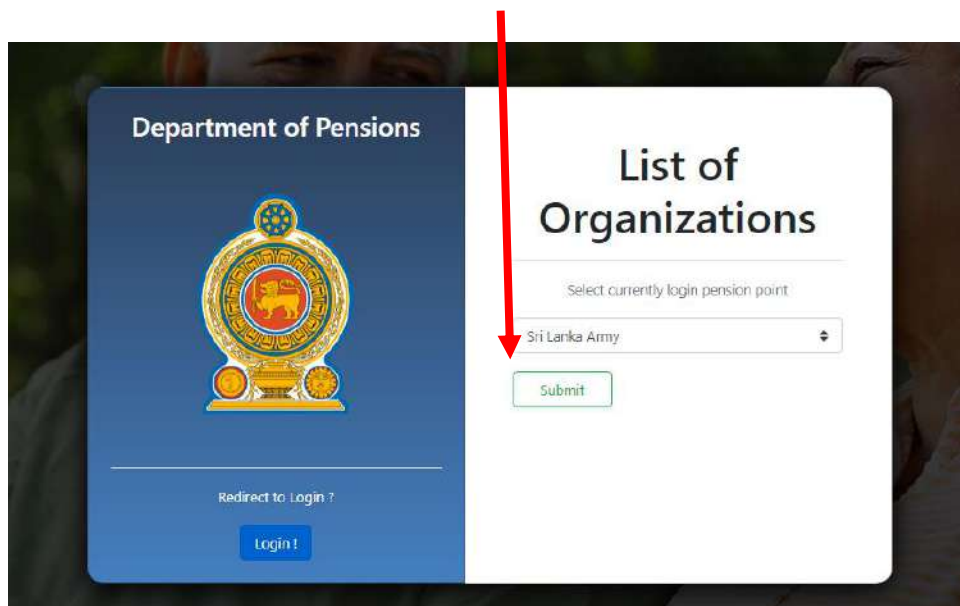


The screenshot shows the 'Department of Pensions' login interface. On the left is a blue sidebar with the department's emblem and a 'Register Now !' button. The main white area is titled 'Sign In' and contains a 'Sign In to your account:' section with 'Username' and 'Password' input fields, a 'Login' button, and links for 'Forgot password?' and 'Re-new profile?'. Red arrows point from the input fields to external boxes labeled 'Enter the User Name' and 'Enter the password.'. Another red arrow points from the 'Login' button to a box labeled 'Access the System Click “Login” button.'.

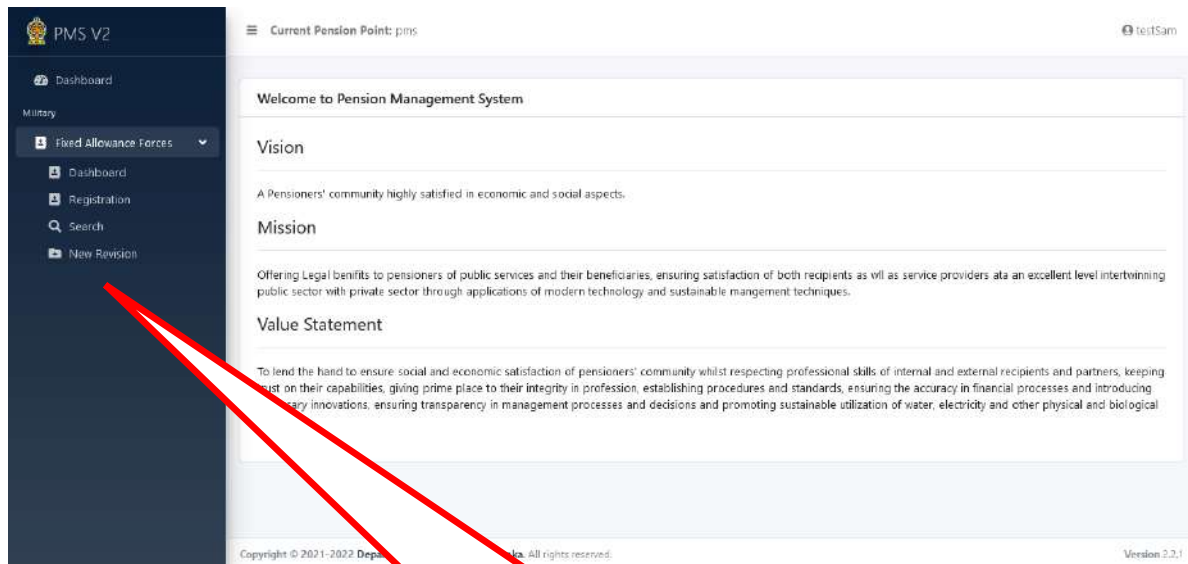
The following screen will appear and then enter the **OTP** number sent to your phone and click the **“Confirm”** button to confirm.



Then select the institute and click the “**Submit**” button.

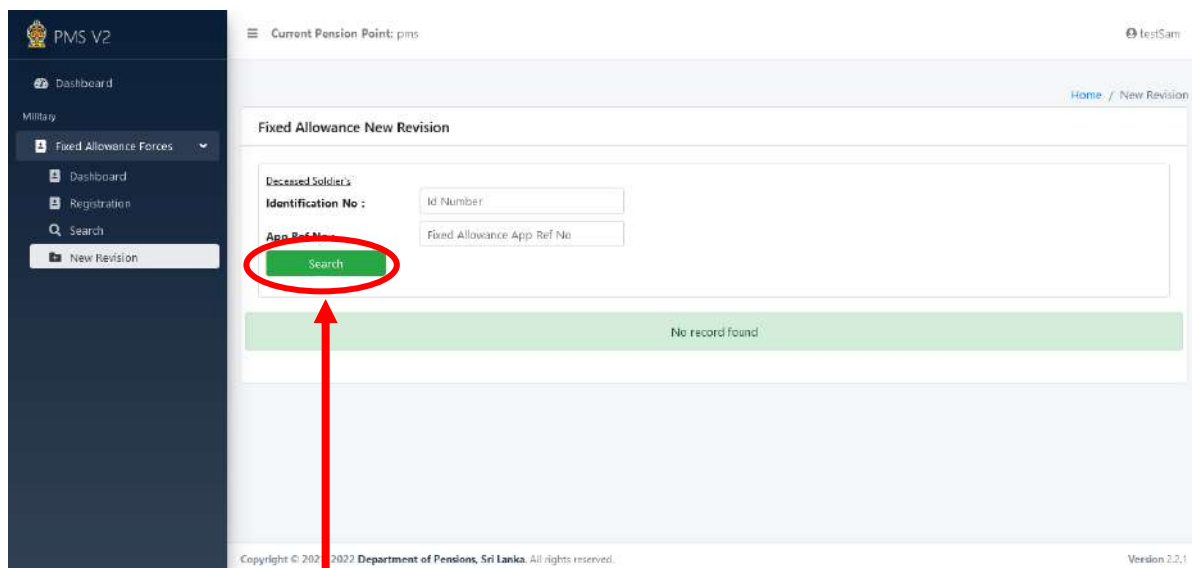


Then you will gain access to the IT system and its home screen will appear as follows.



To enter the revised new application
click the “**New Revision**” menu

03. Enter the details of revised new application to the system:



Enter the “**Identification No**” or “**Reference No**” of the fixed monthly payment application and click on the “**Search**” button to do the corrections in the application.

Then the application details will appear in the following interface

PMS V2

Current Pension Point: pms

testSam

Home / New Revision

Fixed Allowance New Revision

Deceased Soldier's Identification No :

App Ref No :

Search

Ref No	Soldier Name	Id Number	Wnop	Option
15	Jayasekara Kanakanam Pathirana Chandrasena	5/12041	5/12041	Select

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Click on the **“Select”** button to enter the information regarding the corrections of the current fixed allowance

PMS V2

Current Pension Point: pms

testSam

Home / New Revision

Fixed Allowance New Revision

Deceased Soldier's Identification No :

App Ref No :

Search

Select Revision Reason

Reason :

Add or Remove Beneficiaries

Modify existing details

CHANGE CLOSE

Ref No	Soldier Name	Id Number	Wnop	Option
15	Jayasekara Kanakanam Pathirana Chandrasena	5/12041	5/12041	Select

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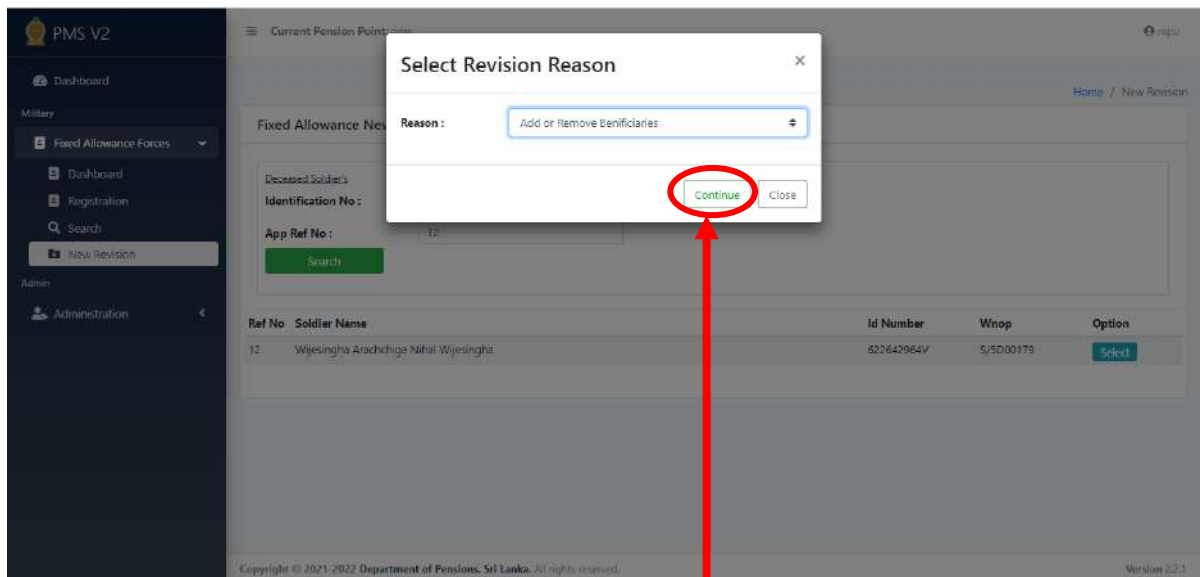
Then select the reason to do the correction for the “Reason” menu shown here

Reasons for do the corrections are mentioned below

Reasons for do the corrections are mentioned below

1. **Add or Remove the beneficiaries.**
2. **Modify existing details.**

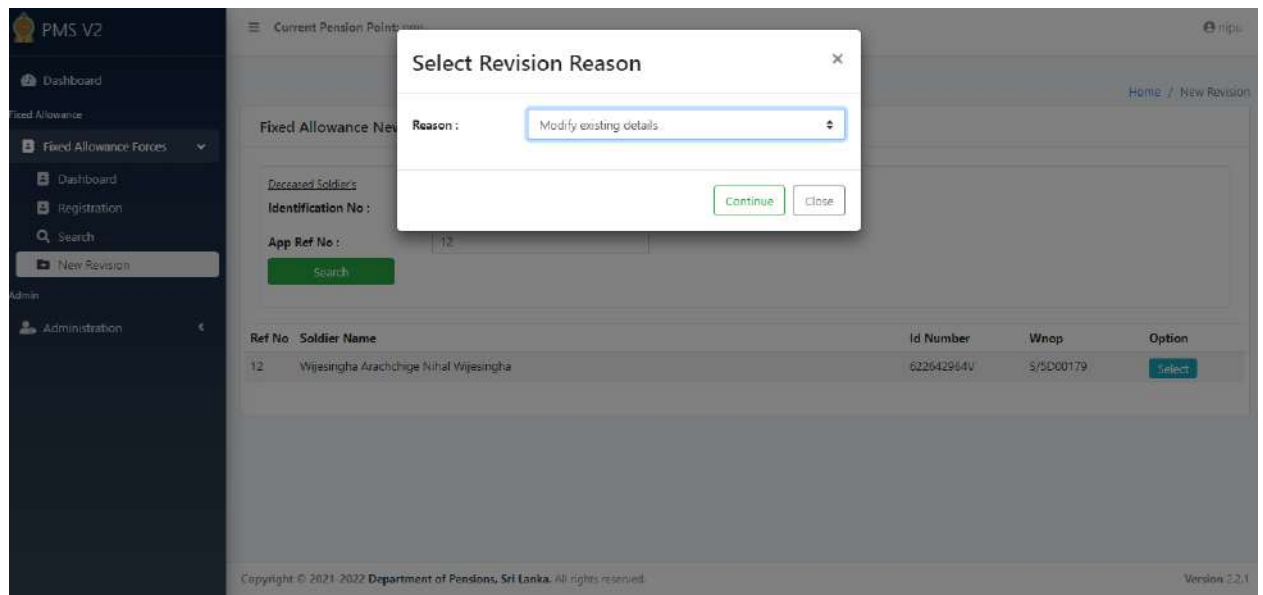
1. Add or Remove the Beneficiaries.



Select “**Add or Remove Beneficiaries**” from the menu and click on the “**Continue**” button to access the relevant fixed allowance application.

Then the previously entered information will appear on the screen.

2. Modify existing details



Select “**Modify existing details**” from the menu and click on the “**Continue**” button to access the relevant fixed allowance application.

Then the previously entered information will appear on the screen.

I. Personal details of the deceased officer:

Click on the "Edit" button to change the information in the application as required

The screenshot displays the PMS V2 web application interface. On the left is a dark sidebar menu with options like 'Dashboard', 'Registration', 'Search', and 'New Revision'. The main content area is titled 'Fixed Allowance Revision - [Add or Remove Beneficiaries]'. It features a progress bar with steps 1 through 7, where step 1 'Personal Information' is currently active. Below the progress bar is a section titled 'PERSONAL INFORMATION OF DECEASED OFFICER' containing a table with the following data:

Name in Full	Mr. Jayasekara Kanakanam Pathirana Chandrasena
Identification	Soldier No. / Army S/12041
Gender	Male
W&OP Number	S/12041
Date of Birth	1962-12-24
Date of Death	1998-09-27
Province	Southern
District	Hambantota
Divisional Secretariat	Ambalantota
Grama Niladhari Division	Lunama North

At the bottom right of the form, there is a 'Next' button, which is circled in red. A red speech bubble points to an 'Edit' button in the top left of the form area, with the text 'Click on the "Edit" button to change the information in the application as required'.

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Full name of the officer, Soldier number, Gender, Widow/Orphan number, Date of birth, Date of death and relevant Province, District, Divisional Secretariat division and G.N. division are entered here.

The information entered here cannot be changed.

Click on the "Next" button to enter the next page.

II. Details of Dependents:

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Progress: 1 Personal I... 2 **Dependent ...** 3 Service I... 4 Payment A... 5 Payment I... 6 Bank I... 7 Done

DEPENDENTS INFORMATION

Marital Status: Married i

Spouse/Guardian Information

NAME	RELATION	NIC NO	DATE OF BIRTH	ADDRESS	MOBILE	STATUS	ALIVE	DS	ACTIONS
Lewdani Pathiranshahage Malani	Wife	648641397V	1964-12-29	Rathgalle waththa Boyagane	0716030324	Widow	Alive	Kurunegala	Remove iii

ii Add

Dependent Information

No Dependent Information

iv Add v

Back Next

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- i. Enter the civil status of deceased officer here.
- ii. If there is a spouse / guardian, to enter their details by click the “Add” button to enter their detail, then the following screen will appear.

Add Spouse/Guardian

Name:

NIC: Identification:

Date of Birth: mm/dd/yyyy

Relation: Guardian

Address:

Mobile:

Status:

Alive:

Province:

District:

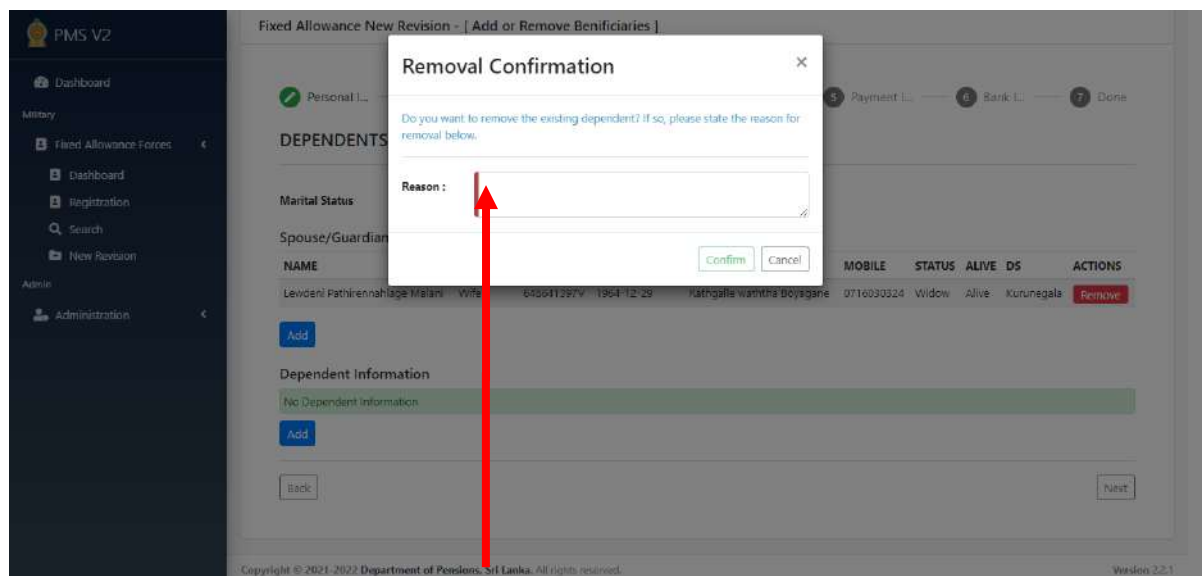
Divisional Secretariat:

Grama Niladhari Division:

Add Close

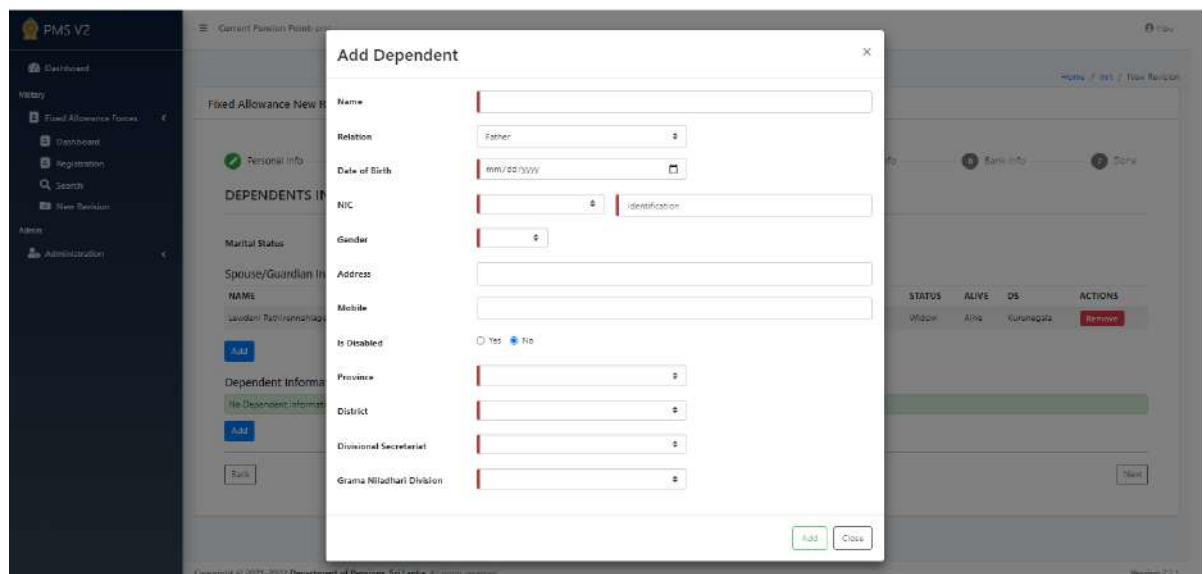
After enter the details, click the “Add” button.

- iii. If you need to delete the entered information of spouse or guardian, Click on the “Remove” button.



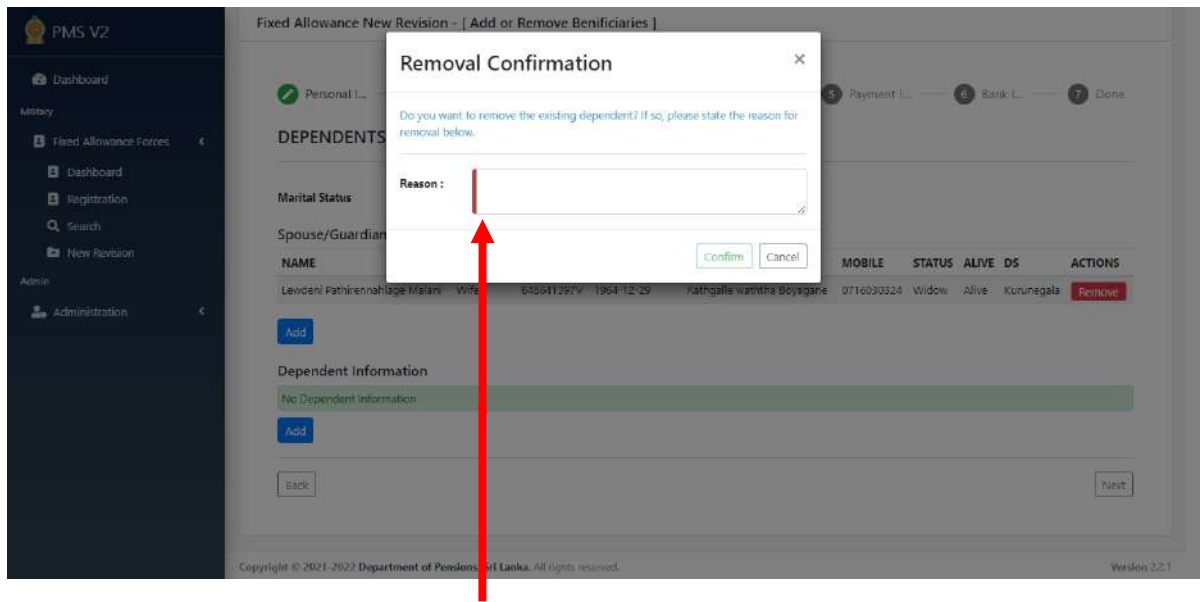
Specify the appropriate reason for deleting the existing information under **Reason** and click on the **“Confirm”** button.

- iv. Enter the details of children and parents Click the **“Add”** button under **Dependent Information**. Then the following screen will appear.



After enter the details, click the **“Add”** button

- v. If you need to delete the entered information of children and parents, Click on the **“Remove”** button.



Specify the appropriate reason for deleting the existing information under **Reason** and click on the “**Confirm**” button.

Then Click on the “**Next**” button to enter the next page.

III. Service details / Salary details of the deceased officer:

Enter the service details and salary details of the deceased officer here.

PMS V2

Dashboard
Fixed Allowance Forces
Dashboard
Registration
Search
New Pension

Current Pension Points: 1183
Home / Int / New Revision

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Click [here](#) to change Previous Application Details.

Personal Info
Dependent Info
Service Info
Payment At 55
Payment Info
Bank Info
Done

SERVICE INFORMATION

Service

Army

Type

Military Non-Commission

Rank / Designation

Warrant Officer 1st Class

Regiment

Sri Lanka Light Infantry

SALARY INFORMATION

Salary Circular

09/2016-2017

Salary Code

OF-7-group III

Grade

no-grade

Annual Salary

472500

55 Completed Date

12/23/2017

Pensionable Allowance (Annual)

PENSIONABLE ALLOWANCE (Annual)	VALUE	ACTIONS
Ration Allowance	177425	Remove
Good Conduct	1890	Remove
Re-engagement Pay	3600	Remove

Add Pensionable Allowance

Non Pensionable Allowance (Annual)

NON PENSIONABLE ALLOWANCE (Annual)	VALUE	ACTIONS
Rent	160.00	Remove
Cost Of Living	596.00	Remove
Interim	12000	Remove
Matching Allowances	44604.00	Remove

Add Non Pensionable Allowance

CALCULATE

Please click 'CALCULATE' button to view calculated Salary information.

Salary Information

Consolidate Salary	472620.00	
Total pensionable Allowance	162916.00	
Total non pensionable Allowance	106404.00	
Monthly Salary	69483.00	

Back

Next

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Version: 2.2.1

Next, click the “**Calculation**” button. Then the salary at the age of 55 years will be calculated and it will appear on the screen as shown below.

Calculate

Salary Information

Consolidate Salary	406556.00
Total pensionable Allowance	1000.00
Total non pensionable Allowance	1000.00
Monthly Salary	34079.67

Back Next

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After that, click the “Next” button to enter the next page.

IV. Claculation of pension at the age of 55 years:

PMS V2

Current Pension Points: 0/15

Home / Int / New Revision

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Click [here](#) to change Previous Application Details.

Personal Info Dependent Info Service Info **Payment At 55** Payment Info Bank Info Done

PAYMENTS AT 55

Pension Information

Name	Relation	NIC	Action
Kala Inimulla Karanasinge Danika Dilukshi	Wife	728941896V	Add Pension
K. M Appuhami	Father	489921521V	Add Pension

Pension Payments

Pen Id	Pen No	Pension Type	NIC	Name	Basic Pension	CLA	OTA	SUA	DGA	Total Pension	Action
19211	4720350	Dependents Allowances	728941896V	MRSK.K.D.DILUKSHI	7072.96	0	3000	0	0	10072.96	Remove
301099	4720350	Armed Services Widows Pensions	728941896V	MRSK.M.K.DHEVIKA DILUKSHI	11270.29	0	3000	0	0	14270.29	Remove

Before 55 Payments

Monthly Salary 406556.00

Pension (Exclude CLA) 24340.25

Total Payments at 55 62338.21

Back Next

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Click on the “**Add Pension**” button and menu will appear as below to find out all the payments made by Department of Pensions to the Dependents.

PMS V2

Dashboard

Military

Fixed Allowance Forces

Dashboard

Registration

Search

New Revision

Current Revision: 01/01/2021

testSam

Home / test / New Revision

Bank f... Done

Add Pension Details

NIC: 726941696V

Pension No:

Year: 2018

Month: February

Search

No details found!

Pen Id	Pen No	Pension Type	NIC	Name	Basic Pension	CLA	OTA	SUA	DSA	Total Pension	Action
19211	4720330	Dependents Allowances	726941696V	MRSJ.K.D.DILRUKSHI	7072.96	0	3000	0	0	10072.96	Remove
301098	4720353	Armed Services Widows Pensions	726941696V	MRS.K.M.K.DHEVIKA DILRUKSHI	11270.29	0	3000	0	0	14270.29	Remove

Pension Payments

Before 55 Payments

Monthly Salary: 68495.00

Pension (Exclude CLA): 24343.25

Total Payments at 55: 92838.25

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Enter the Pension number, National Identity Card number and the year and month and click the “**Search**” button and all payment made by the department to the relevant dependent will be shown.

When selecting a year and month, it is advisable to choose month before the age of 55

Add Pension Details

NIC

Pension No

Year

Month

	Pen Id	Pension Type	NIC	Name	BPEN	CLA	OTA	SUA	DSA	Total Pension	Action
1	832165	Dependents Allowances	726941696V	MRS.K.K.D.DILRUKSHI	7072.96	0	3000	0	0	10072.96	<input type="button" value="Select"/>
2	832235	Armed Services Widows Pensions	726941696V	MRS.K.M.K.DHEVIKA DILRUKSHI	11270.29	0	3000	0	0	14270.29	<input type="button" value="Select"/>

Pen Id	Pen No	Pension Type	NIC	Name	Basic Pension	CLA	OTA	SUA	DSA	Total Pension	Action
19211	4720330	Dependents Allowances	726941696V	MRS.K.K.D.DILRUKSHI	7072.96	0	3000	0	0	10072.96	<input type="button" value="Remove"/>
301098	4720353	Armed Services Widows Pensions	726941696V	MRS.K.M.K.DHEVIKA DILRUKSHI	11270.29	0	3000	0	0	14270.29	<input type="button" value="Remove"/>

Before 55 Payments

Monthly Salary

Pension (Exclude CLA)

Total Payments at 55

Then select the pension related to the relevant fixed allowance by click the “**Select**” button and the screen will appear as follows

PMS V2

Current Pension Point: pms

testSam

Home / Init / New Revision

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Click [Edit](#) to change Previous Application Details.

[Personal I...](#)
[Dependent ...](#)
[Service I...](#)
[4 Payment At...](#)
[5 Payment I...](#)
[6 Bank I...](#)
[7 Done](#)

PAYMENTS AT 55

Pension Information

Name	Relation	NIC	Action
Kakuluwamulla Kankanamge Devika Dilrukshi	Wife	726941696V	Add Pension
K M Appuhami	Father	485821521V	Add Pension

Pension Payments

Pen Id	Pen No	Pension Type	NIC	Name	Basic Pension	CLA	OTA	SUA	DSA	Total Pension	Action
301098	4720353	Armed Services Widows Pensions	726941696V	MRS.K.M.K.DHEVIKA DILRUKSHI	11270.29	0	3000	0	0	14270.29	Remove
632195	19211	Dependents Allowances	726941696V	MRS.K.M.K.D.DILRUKSHI	7072.96	0	3000	0	0	10072.96	Remove

Before 55 Payments

Monthly Salary: 68495.00

Pension (Exclude CLA): 24343.25

Total Payments at 55: 92838.25

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All payments will be selected and all payments made to the deceased soldier before reaching the age of 55 after retirement and the sum of the pension payments will appear on the screen.

V. Enter the percentage of the fixed allowances:

PMS V2

Current Pension Point: pms

testSam

Home / Init / New Revision

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Click [Edit](#) to change Previous Application Details.

[Personal I...](#)
[Dependent ...](#)
[Service I...](#)
[Payment At...](#)
[5 Payment I...](#)
[6 Bank I...](#)
[7 Done](#)

PAYMENT INFORMATION

Spouse/Guardian Payment Information

Name	Relation	NIC	Fixed allowance Percentage(%)	Payment Effective Date	Action
Kakuluwamulla Kankanamge Devika Dilrukshi	Wife	726941696V	100	i	ADD

Dependent Payment Information

Name	Relation	NIC	Fixed allowance Percentage(%)	Parent allowance Percentage(%)	Payment Effective Date	Action
K M Appuhami	Father	485821521V	0	0	ii	ADD

[Back](#) [Next](#)

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The fixed monthly allowance can be divided or paid to a pension in full. Click the. “Add” button and the interface will appear to add the percentage of fixed allowance.

Enter the percentage of the fixed allowance for the spouse/guardian

Add Percentage - Spouse/Guardian

Name: Kakulawamulla Kankaname Dewika Dilrukshi
Relation: Wife
NIC: 726941696V
Fixed allowance Percentage: 100
Payment Effective Date: 06/15/2021

Add **Close**

Name	Relation	NIC	Fixed allowance Percentage(%)	Parent allowance Percentage(%)	Payment Effective Date	Action
K.M Appuhami	Father	485821521V	0	0	2021-06-15	ADD

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Enter the percentage of the fixed allowance for the dependent

Add Percentage - Dependent

Name: K.M Appuhami
Relation: Father
NIC: 485821521V
Fixed allowance Percentage: 0
Parent allowance Percentage: 100
Payment Effective Date: 11/23/2021

Add **Close**

Name	Relation	NIC	Fixed allowance Percentage(%)	Parent allowance Percentage(%)	Payment Effective Date	Action
K.M Appuhami	Father	485821521V	0	100	2021-06-15	ADD

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If Necessary, commencing date of the dependent allowance can be changed

After that click on the “Next” button and enter into the next page.

If the parents are entitled to the fixed allowance, percentage should be enter here.

VI. Bank Details:

PMS V2

Current Pension Point: pms

testSam

Home / Init / New Revision

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Click [Edit](#) to change Previous Application Details.

Progress: Personal Info, Dependent Info, Service Info, Payment At..., Payment Info, **Bank Info**, Done

BANK INFORMATION

Spouse/Guardian Bank Information

Name	NIC	Bank	Branch	Account No	Action
Kakulawamulla Kankanange Devika Dilrukshi	726941696V	Sanasa Development Bank	Katuwana	000001079784	ADD

Dependent Bank Information

Name	NIC	Bank	Branch	Account No	Action
K M Appuhani	485821521V				ADD

[Back](#) [Next](#)

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Click the “Add” button and the interface will appear for add bank details.

PMS V2

Current Pension Point: pms

testSam

Home / Init / New Revision

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Progress: Personal Info, Dependent Info, Service Info, Payment At..., Payment Info, **Bank Info**, Done

BANK INFORMATION

Spouse/Guardian Bank Information

Name	NIC	Bank	Branch	Account No	Action
Leudeni Pathirannahage Malani	540541387V	Peoples Bank	Kunungala	200120441480	ADD

Dependent Bank Information

Name	NIC	Bank	Branch	Account No	Action

[Back](#) [Next](#)

Add Spouse/Guardian Bank Details

Name: Leudeni Pathirannahage Malani

NIC: 540541387V

Bank: Peoples Bank

Branch: Kunungala

Account No: 200120441480

[Add](#) [Close](#)

Add Dependent Bank Details

Name: K.M. Appuhami
 NIC: 485821521V
 Bank: Bank of Ceylon
 Branch: Maradana
 Account No: 123456789

[Add](#) [Close](#)

Name	NIC	Bank	Branch	Account No	Action
Kakulawamulla Kankarajige Dewika Dhanukshi	728941596V	Samaja Development Bank	Katukana	000001073784	Add
K.M. Appuhami	485821521V				Add

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Enter the Name, National Identity Card Number, Branch of the Bank and Bank Account Number and click the **“Add”** button.

Currently the bank details of the pensioners are provided by the database itself and unless there are the details, no need to re-enter in to the system.

After entering the information click on **“Add”** button. After that click on the **“Next”** button and enter into the next page.

VII. Print the application and upload the documents in to the system.

Fixed Allowance New Revision - [Add or Remove Beneficiaries]

Click [Edit](#) to change Previous Application Details.

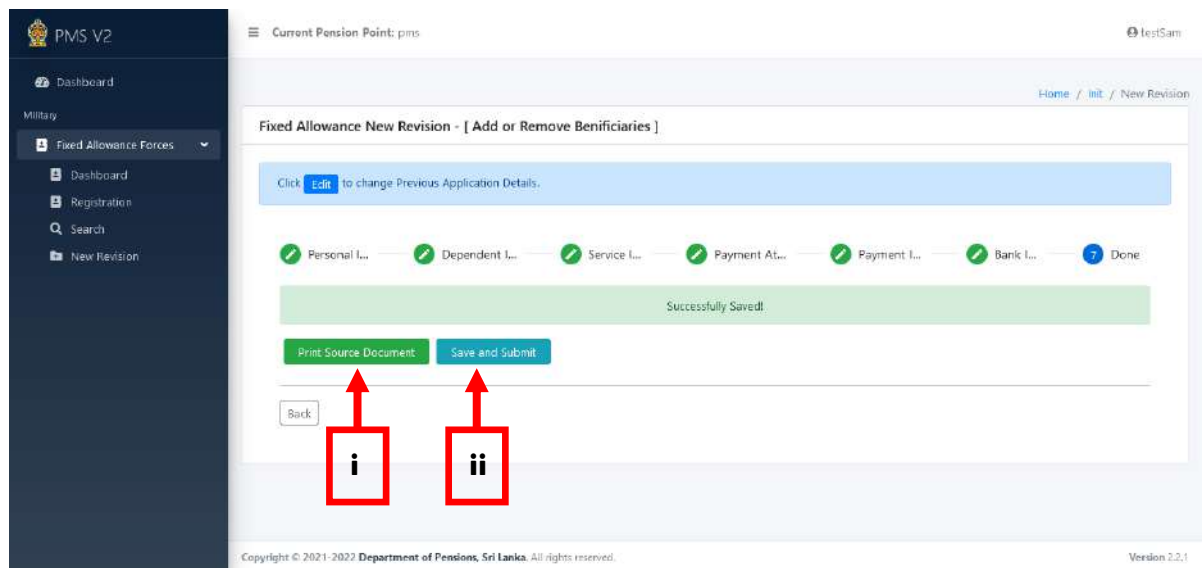
Progress: Personal I... Dependent I... Service I... Payment At... Payment I... Bank I... **Done**

Click [Submit](#) to save revision Details !!!

[Back](#)

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Once you have entered all the information, click the **“Submit”** button. Then the following interface will appear.



- i. The application can be printed by click the “**Print Source Document**” button.
- ii. To Save the data in the IT System and submit the relevant application Click the “**Save and Submit**” button.