



මගේ අංකය Pension Instructions
எனது இல. } Letter No.:04/2023
My No. }

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி } 18.04.2023
Date }

To all District Secretaries,
All Divisional Secretaries,

Updating details of the officers in Combined Services via MISCO System

Your attention is kindly drawn to letter No.COM/TRANS/MISCO date 15.03.2023 issued by the Director General of Combined Services on above subject.

02. The MISCO software has been introduced by the Combined Services Division with the objective of collecting data, updating staff details, submitting requests for annual transfers and many other functions related to the officers in combined services via online method.

03. Accordingly, the details of all officers in combined services working in your offices while being attached to the Department of Pensions should be inserted/ updated in the MISCO system before 02.05.2023 and please make aware the officers that inserting/ updating particular details is an own responsibility of respective officers.

04. As it has been proposed to use the details available in the system in all future administrative activities of the officers in combined services, please make aware respective officers that the administrative activities such as confirmations, promotions, transfers and releasements of the officers who have not inserted/ updated details would be delayed.

05. For more information, please log into MISCO system via following links and read User Guide available in Help interface of the system.

- For LGN users : <http://10.250.1.112/misco/>
- For users connecting via other networks : <http://43.224.125.68/misco/>

06. Your kind cooperation is highly expected in succeeding this effort in efficiently implementing administrative activities of the officers in combined services.



A. Jagath D. Dias

Director General of Pensions