

Pension Circular: 06/2023

My No: Pen/Circular 2023

Department of Pensions

Maligawaththa

Colombo 10

29 .12.2023

Secretaries of All Ministries

Chief Secretaries of Provinces

Heads of Departments

Heads of Banks

**Introducing the Remittance Management System relevant to the Widows'/ Widowers' and Orphans' Pension of the officers, who obtain no pay leave to be spent in or out of the Island as per Public Administration Circular 14/2022 and other revisions to the Circular**

Pensions Circular 06/2022 dated 20.09.2022 and Pension Circular 06/2022 (Revision I) dated 09.06.2023 issued on 'Instructions for the recovery of contribution to Widows'/ Widowers' and Orphans' Pension from the officers, go overseas for foreign employments as per Public Administration Circular 14/2022 dated 22.06.2022, are hereby cancelled.

02. W&OP Remittance Collection Management System has been designed enabling to remit the contributions of the public officers, who obtain no pay leave to be spent in or out of the Island as per Public Administration Circular 14/2022 dated 22.06.2022, Public Administration Circular 14/2022 (I) dated 06.09.2022, Public Administration Circular 14/2022 (II) dated 15.09.2022 and Public Administration Circular 14/2022 (III) dated 13.07.2023, during the period of leave to the official bank account of the Department of Pensions.

03. Accordingly, instructions to the Heads of Institutions on the application of W&OP Remittance Collection Management System have been given under annex 01 whilst instructions are given to the banks and officers, who obtain leave, under annex 02 and annex 03 respectively in this regard.

04. Therefore, instructions mentioned below should be implemented so as not to cause any prejudice to the actions so far taken in accordance with the Pension Circular 06/2022 dated 20.09.2022.

4.1 Instructions to the Heads of Institutions and officers in charge of the subject.

- I. Heads of Institutions should take action to register the officers, who obtain leave to be spent in or out of the Island under the provisions of Public Administration Circular 14/2022 and revisions connected to the same, in the Department of Pensions. Instructions for the application of W&OP Remittance Collection Management System have been given under annex 01.
- II. Only the officers, who have re-registered as per Pension Circular 04/2017 dated 20.10.2017 or who have obtained membership of the Widows'/ Widowers' and Orphans' Pensions as per Pension Circular 02/2016 dated 08.02.2016, can be registered under this system.
- III. When an officer has made a request to leave the Island, respective Heads of Institutions should give priority to complete the registration of the officer concerned before he/she leaves the Island.

4.2 Instructions given to the officer, who obtains no pay leave to be spent in or out of the Island

- I. Every officer, who obtains leave to be spent in or out of the Island in terms of the section 10(O) of the Public Administration Circular 14/2022 revised by Public Administration Circular 14/2022 (I), should nominate one bank account to make their remittances.
- II. When applying for the approval to obtain no pay leave to be spent in or out of the Island, action should be taken by the officer to register in the Department of Pensions submitting his/her particulars of bank account and particulars pertaining to no pay leave to be spent in or out of the Island.
- III. Further, the officer should take action as prescribed by Public Administration Circular 14/2022 to make his/her remittances either monthly or at least once in every three months and in the meantime to credit contributions to the account no. 204100119026661 maintained at the Headquarters Branch of the People's Bank in the name of Director General of Pensions monthly/ quarterly by a standing order.
- IV. The officer has the facility to collect particulars of the money remitted monthly/ quarterly to the Department of Pensions and the relevant bank account through the website of the Department of Pensions and instructions in this regard are given under annex 03.



- V. Further, form of the standing order , which is printed by this information system, should be submitted without any delay to the branch of the bank, through which it is expected to implement such standing order.

#### 4.3 Instructions to the banks

- I. It is requested to give priority to the officer obtaining no pay leave to be spent in or out of the Island, when he/she makes a request pertaining to an account already maintained in the bank or to open a new account.
- II. When the standing order is submitted to you for the remittance of money to the account no. 204100119026661 of the Director General of Pensions through the bank account nominated by the officer for the purpose, it is required to verify that either the Pay Reference or the National Identity Card Number is included in the standing order. When crediting the remittance to the official bank account of the Director General of Pensions, it is compulsory to send the Pay Reference or National Identity Card Number including it to the relevant data form.
- III. When a request for the standing order is made, action should be taken to make the relevant deductions and send them to the account of the Director General of Pensions until the period of the standing order expires or until a notice is given by the respective officer.

05. If an active account is already available for your officers in charge of the subject to enter the Pensions Management System, it is possible to enter this system using the User Names and Passwords already in application. In case where such an active account is not available, new account should be made following the instructions manual relevant to Pension Circular 03/2015.

06. All the officers obtaining no pay leave to be spent in or out of the Island as per Public Administration Circular 14/2022, 14/2022 (I), 14/2022 (II) and 14/2022 (III) should strictly use the standing order for the purpose of making their remittances to the official bank account of the Department of Pensions.

07. Further, when approval is granted for leave as per Public Administration Circular 14/2022, 14/2022 (I), 14/2022 (II) and 14/2022 (III), the recommendation of the Head of Institution should be submitted to the Secretary to the Ministry by the form of 'Source Document' , which is printed by the W&OP Remittance Collection Management System.

08. When the Head of the Institution makes recommendation for applications for leave, the officers in charge of the subject should see to upload 'Source Document' in the system and further the officers obtaining leave should see to send the standing order to the relevant bank.

09. The officers, who have obtained no pay leave to be spent in or out of the Island, can terminate the leave obtained subject to a maximum of five years (05), extend the period of leave or apply for new period of leave and further facilities have been made by this system for officers to collect a report on their monthly remittances and reports on the receipts of remittances by public institutions and reports on leave.

10. It is not required to enter again the applications already entered properly by the officers, who have registered as per the instructions given before, and further no change will be made to the particulars of the officers or data connected to the remittances due to the implementation of this system.

11. Your collaboration is hereby expected to recover, properly and accurately, the contributions to Widows'/Widowers' and Orphans' Pensions of the officers, who obtain no pay leave to be spent in or out of the Island, adhering to the above mentioned provisions.

**Sgd:**

**A. Jagath D. Dias**

Director General of Pensions

**Copies :**

- |  |   |        |
|--|---|--------|
| 1. Secretary to the President  | - | F.I.P. |
| 2. Secretary to Prime Minister   | - | F.I.P. |
| 3. Secretary, Ministry of Finance  | - | F.I.P. |
| 4. Secretary, Ministry of Public Administration, Home Affairs,<br>Provincial Councils and Local Government | - | F.I.P. |
| 5. Auditor General   | - | F.I.P. |



## W&OP Remittance Collection System

Instructions for an institution to register a public officer obtaining leave



This system is applied for the recovery of contributions to Widows' and Orphans' Pension Fund for the period on no pay leave to be spent in or out of Island as per Public Administration Circular No 14/2022.

It is required to have a new W&OP number issued to the officer through online system or an old widows' pension number entered in the online system by way of re-registration in order to enter information using this system.

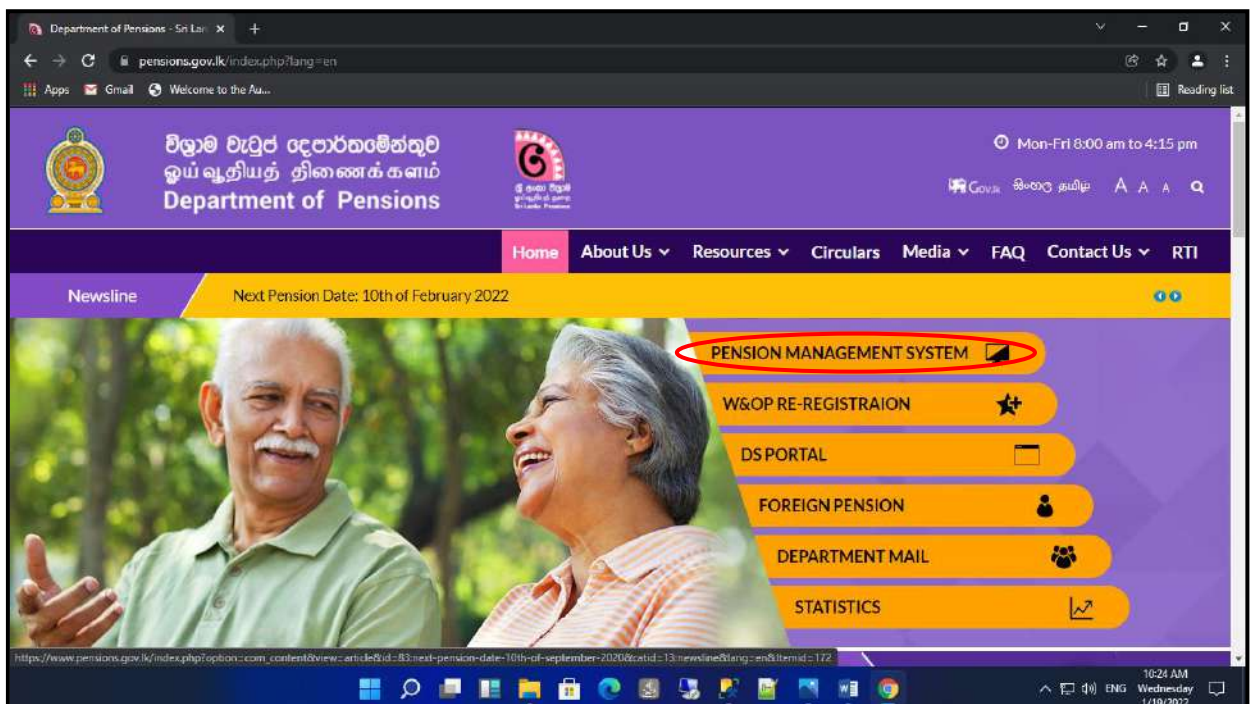
In case where such number is not available, it is possible to enter data in the system on completion of the above requirement.

### Access to the system

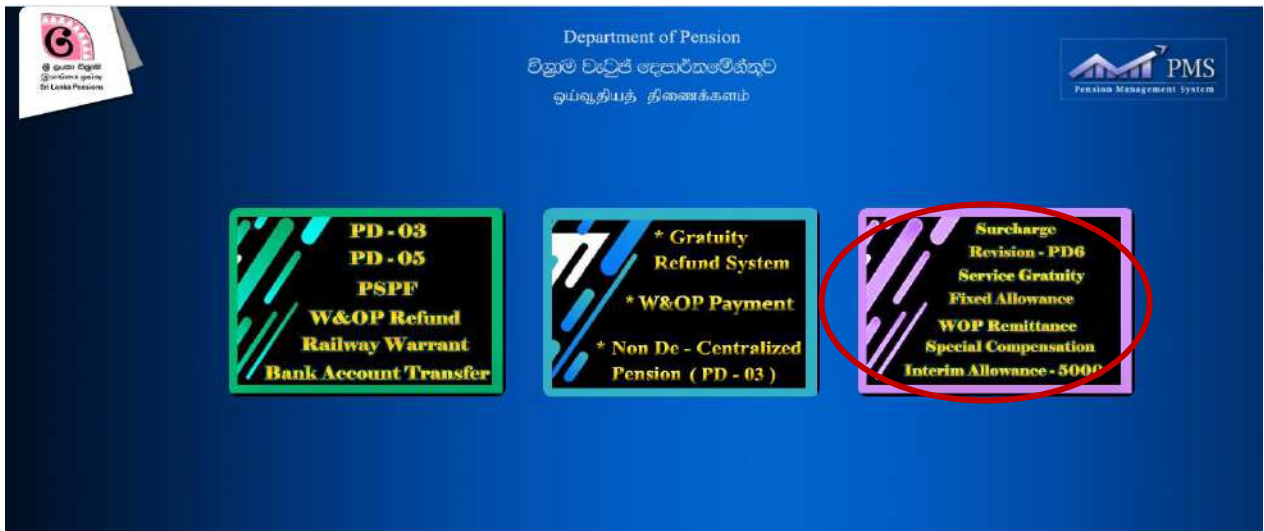
#### 1 Entering the system

If you have already an active account to enter the pension management system as an officer in charge of the subject, you can enter using the user name and password for the purpose. If you don't have an account as an officer in charge of the subject, you are required to prepare a new account referring the guidelines manual relevant to Pension Circular No. 03/2015.

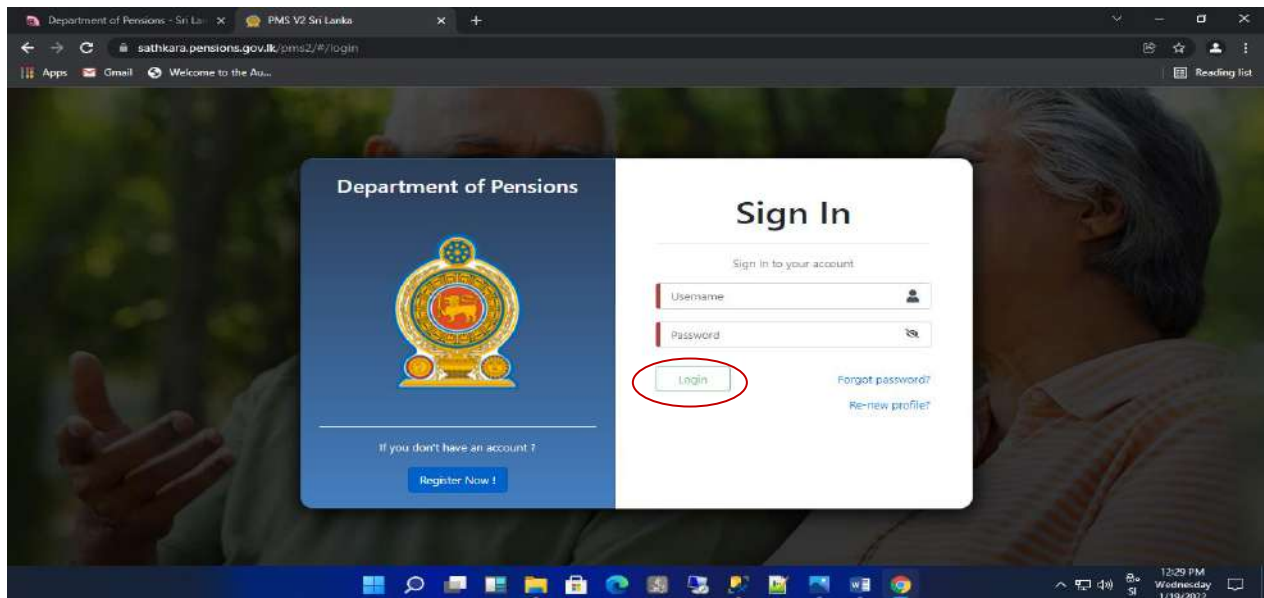
- (i) Enter the website of the Department of Pensions through [www.pensions.gov.lk](http://www.pensions.gov.lk). Then click on PENSION MANAGEMENT SYSTEM in the web page of the Department.



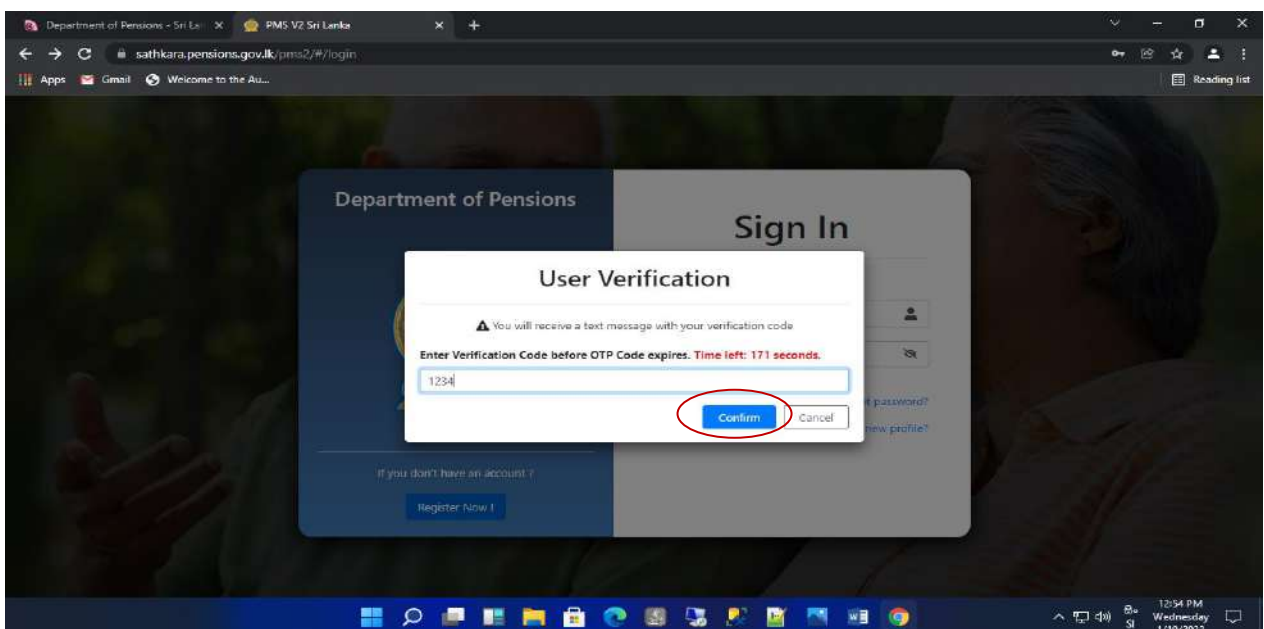
(II) Click on the third tile in the interface, which appears now.



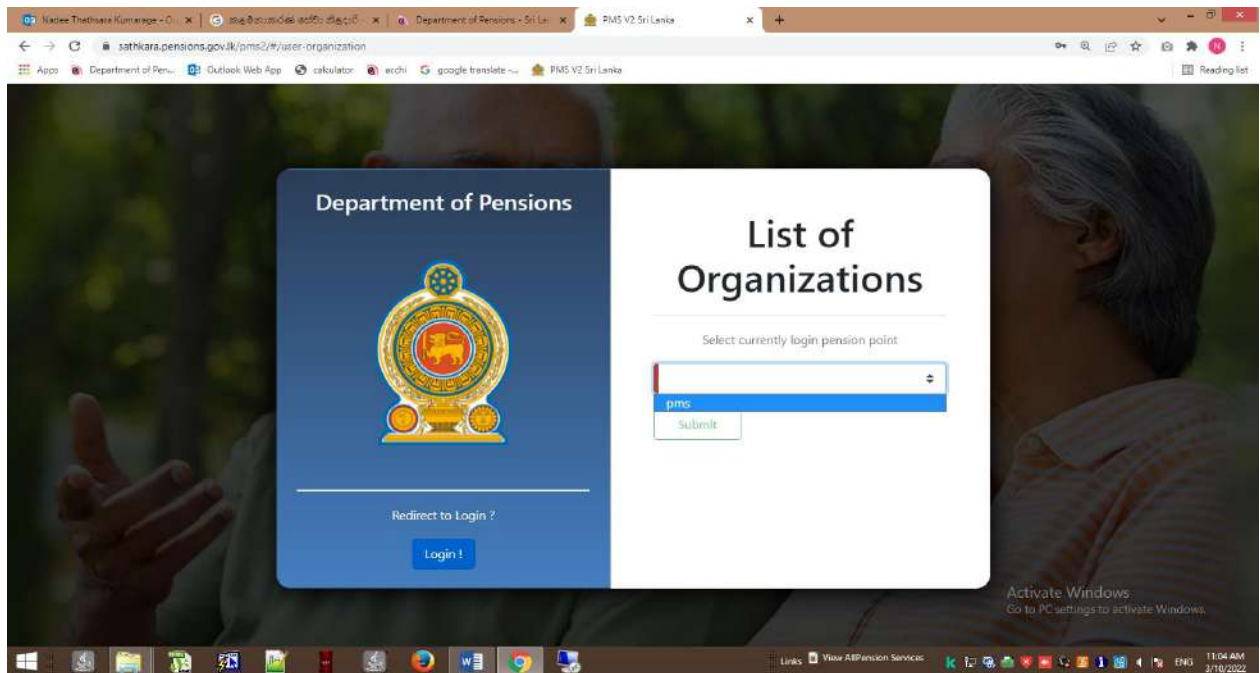
(III) Click on the login button after entering User name and Password.



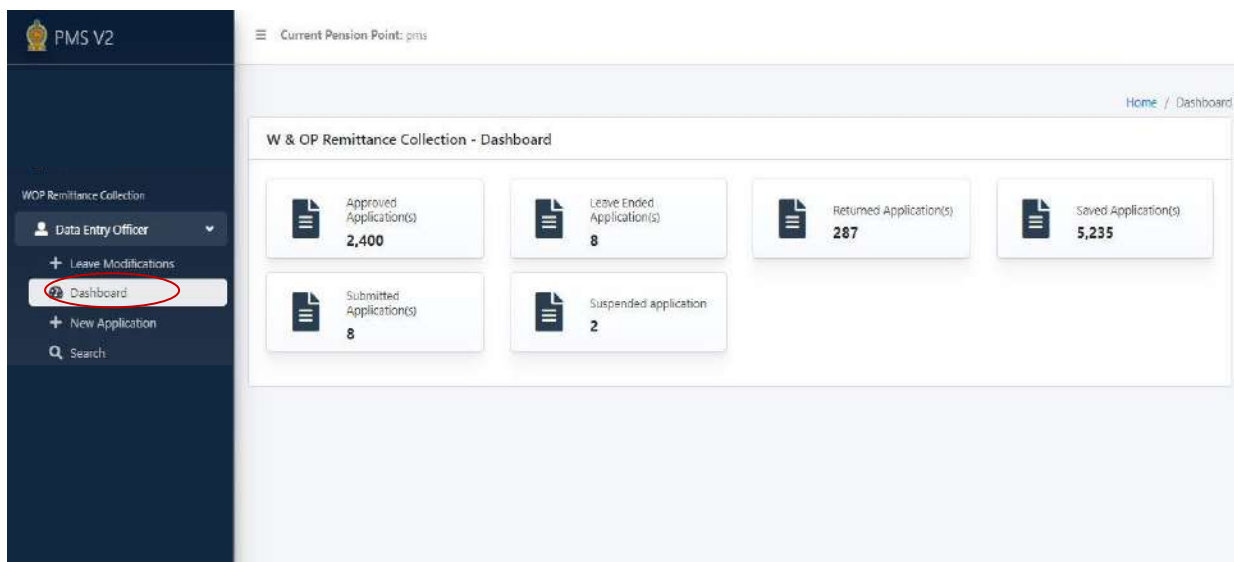
(IV) When entering the account this way, you will be given a secret code to the telephone number you have given and now click on the Confirm button entering the secret code.



(V) Then select correctly the relevant institution on the given interface.



(VI) Now the officer, who enters relevant data, will receive an interface in the following manner.



6 tiles in the above manner will appear on the Dashboard in the said interface. When entering the Dashboard under W&OP Remittance Collection, an interface in the above manner will appear. The tiles shown are as follows.

- Approved Applications - Applications which have been submitted by the office and approved by the Department of Pensions.
- Leave Ended Applications - Applications for which the approved leave period has been completed.
- Returned Applications - Applications, which have been made to the office and then returned by the Department of Pensions pointing out their defects.
- Saved Applications - Applications, of which the copies have so far not been uploaded (Which are to be uploaded) even after entering application by the office.
- Submitted Applications - Applications, which have been sent to the Department of Pensions for approval by the officer in charge of the subject.

Suspended Applications - Applications, which have been entered by the officer in charge of the subject but made inactive without giving opportunity to make changes.

Once you enter the above mentioned application windows, interfaces in the following manner will appear

## 1. Approved Application Tile View

W & OP Remittance Collection - Approved Application(s)

NIC No :

Reference No :

#	REF. NO	NAME	NIC	WNOP	TYPE	OPTIONS
1	9274	Mr Balakrishnan Ranjith	199301600221	5611982	regular	
2	9286	Mr Padmasiri Herathilage Newton Gunasekera	730233191V	M/088436	regular	
3	9277	Mr Simanah Methuvanthen	861662586V	M/065725	regular	
4	9342	Ms Kabala Kumbure Gedara Anusha Saranga Premaratna	198977300120	F/129556	regular	
5	9237	Mrs Thamilini Thayan	817571150V	F/098101	regular	
6	9211	Mr Lasitha Chathuranga Witharanage	8807827111V	7422074	regular	
7	9182	Ms Welivita Withanage Sachethana Priyabhashini Perera	926021796V	6650479	regular	
8	9160	Mrs Samaradiwakara Rajapaksha Mohotti Appuhamilage Tharanga Samaradiwakara	826500581V	F/004452	regular	
9	9175	Mr Kanapathipillai Kanagathurai	700123460V	82/912892	regular	
10	9137	Mrs Epaarachige Umendra Kumari Epaarachchi	766511680V	F/013841	regular	

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## 2. Leave Ended Application Tile View

W & OP Remittance Collection - Leave Ended Application(s)

NIC No :

Reference No :

#	REF. NO	NAME	NIC	WNOP	TYPE	OPTIONS
1	9472	Mr Wijerathna Mudiyanseelage Don Duminda	910990152V	5974722	end	
2	9470	Mr Thirugnanasundaram Pranavan	911040549V	6122397	end	
3	9435	Mr Zainudeen Mohamed Mahir	762090031V	82/820907	end	
4	9434	Mr Jesuthasan Srikanthi	772074573V	M/022587	end	
5	9408	Mr Tharmalingam Nagendran	760533238V	M/104440/13072015	end	
6	9385	Ms Rathnayaka Mudiyanseelage Nisansala Thejani	886300611V	7207318	end	
7	9380	Mr Sembukuttige Don Lalith Prasanna Kuttige	732920439V	82/951633	end	
8	1	Mrs Munathanthrige Kaveesha Lalandi Karunaratna	948030775V	7169736	regular	

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### 3. Returned Application Tile View

#	REF. NO #	NAME	NIC	WNOP	TYPE	OPTIONS
1	9181	Ms Herath Mudiyansele Chanchala Kaushalya Kumari	946200107V	6033311	regular	👁️
2	8972	Mrs Lepoth Deniyage Shanika Ransimala	907810445V	F/124501	regular	👁️
3	8906	Mrs Rajapaksha Mudiyansele Subodha Harshanee Rajapaksha	795302435V	83/132551	regular	👁️
4	8906	Ms Jamunige Iresha Samanmali Perera	917592969V	7420595	regular	👁️
5	8799	Mr Ekanayake Mudiyansele Dinesh Maduranga Ekanayake	901790035V	7442303	regular	👁️
6	8688	Mr Thavagnanaseelva Diron Roshanthan	822643604V	M/082711	regular	👁️
7	8412	Mr Paseem Mohamed Thahil	951841340V	7379368	regular	👁️
8	8200	Mr Sebamalai Kishanthan	792011462V	M/106488/30072015	regular	👁️
9	8157	Mr Chandana Thilak Kumara Edirimanna Ranapuruge	197480201010	M/015791	regular	👁️
10	8092	Ms Panagoda Lyanage Shalom Nisansala Sigera	926630962V	6052918	regular	👁️

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### 4. Saved Application Tile View

#	REF. NO #	NAME	NIC	WNOP	TYPE	OPTIONS
1	9744	Ms Munathanthrige Kaveesha Lalandi Kanunaratna	946030775V	7169736	regular	👁️ 📄 📁
2	9729	Mrs Thushanthi Pratheeban	788611870V	F/011792	regular	👁️ 📄 📁
3	9728	Ms Sivaanthy Ruthesh	945981229V	7298766	regular	👁️ 📄 📁
4	9727	Miss Chandrasegaram Devi	855620460V	F/056192	regular	👁️ 📄 📁
5	9726	Mr Nadarajah Rathan	830651534V	6165726	regular	👁️ 📄 📁
6	9725	Ms Sivetharsika Sivanathan	918241501V	7175097	regular	👁️ 📄 📁
7	9724	Mr Mudiyansele Susith Kumara Sugethapala	830265295V	6086752	regular	👁️ 📄 📁
8	9723	Mr Sayedul Minnathulla Moulana Hikbiulla	848140858V	5988820	regular	👁️ 📄 📁
9	9722	Ms Thaeer Fathima Famiya	108051400050	7289012	regular	👁️ 📄 📁
10	9721	Ms Duwagoda Withanage Harshani	836363159V	F/130944	regular	👁️ 📄 📁

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Information, which has so far not been uploaded even after entering by the institution, are appearing in this window.

1 – It is possible to refer the information .

2 – Relevant documents can be uploaded.

3 – The application containing the information included in the system (Source Document) can be printed again.

## 5. Submitted Application Tile View

W & OP Remittance Collection - Submitted Application(s)

NIC No :   
Reference No :

#	REF. NO #	NAME	NIC	WNOP	TYPE	OPTIONS
1	8886	Mrs Thanugiya Yogachandira	836020746V	F/120874	extend	<input type="button" value="⚙"/>
2	7095	Ms Mohamed Ansath Fathima Nusrath	905302470V	F/148557/24082015	regular	<input type="button" value="⚙"/>
3	6931	Mr Semoon Arouf Arshath	860765039V	6114089	regular	<input type="button" value="⚙"/>
4	5958	Ms Widana Arachchilage Kithmini Hasanthika Wimalakiri	966971657V	7178737	regular	<input type="button" value="⚙"/>
5	2389	Mr Muhammadu Iqbal Naseem	198022602108	7308362	regular	<input type="button" value="⚙"/>
6	2111	Mrs Sakalasingiya Mudiyanselage Chandima Kumuduni Sakalasingiya	828663964V	F/006098	regular	<input type="button" value="⚙"/>
7	1258	Mrs Hettiarachige Dona Nadee Himasha Jayasekara	847470739V	5024087	regular	<input type="button" value="⚙"/>
8	120	Mr voonus Mohamed Sarjoon	921752840V	6555641	regular	<input type="button" value="⚙"/>

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## 6. Suspended Application Tile View

W & OP Remittance Collection - Suspended application

NIC No :   
Reference No :

#	REF. NO #	NAME	NIC	WNOP	TYPE	OPTIONS
1	9731	Mr Udumwarage Don Hrinira Jayalal Ranaweera	197323701940	7321941	regular	<input type="button" value="⚙"/>
2	9730	Mrs Delpa Godage Chinthika Madhusani	856370038V	F/109342	regular	<input type="button" value="⚙"/>

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## 2 Inclusion of a new application.

(I) When you click on New Application, following interface will appear.

**Important Notice**

Please be informed that it is compulsory to proceed in accordance with pension circular 6/2022 when registering officers taking local and foreign leave as per Public Administration Circular 14/2022 and 14/2022(ii).

එක්සත් ජාතික බැංකුවේ 14/2022 හා 14/2022(ii) අඩුම ප්‍රමාණය සහ විදේශීය බැංකුවක සේවය කිරීමෙන් පසුව ලැබෙන ප්‍රවෘත්ති පිළිබඳව සහතික කර ගැනීමට අවශ්‍ය වන බවට ඔබව දැනුවත් කෙරෙමු.

14/2022 මගින් 14/2022(ii) පොලු නිලධාරීන් සම්බන්ධයෙන් පළමු වරට පැමිණීමේදී සේවය කිරීමේදී සේවය කිරීමට බලපෑමක් ඇති කර ඇති බවට ඔබව දැනුවත් කෙරෙමු.

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**N.B.:** In terms of the Circular No 14/2022, only a member of Widows' and Orphans' Pensions Scheme can get the registration for paying contributions to W&OP fund.

In terms of the section 21 of the Ordinance No 01 of 1898, which is relevant to the W&OP, a person is required to obtain membership of W&OP Scheme within 03 months from the date of appointment.

If a person has not obtained the membership so far, he/she should obtain the membership of W&OP scheme as per Pensions Circular No. 2/2015 before registering in this system.

Further, if a person has obtained membership before 01.01.2016, action should be taken to register such person again as per Pensions Circular No. 4/2017.

Once the notification shown in this way is removed, you will see an interface in the following manner.

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Commence your search indicating the NIC number of the relevant officer in the cage specified as NIC NO in the said interface or indicating the number of W&OP in the cage specified as W&OP no.

Then the information of the officer will appear and it is possible to have the access to relevant information clicking on 'View'.

#	NAME	NIC	W & OP NO	W & OP MEMBERSHIP STATUS	OPTION
1	Ms. Mohammadhu Farook Maheesha Nizrin Farook	916034296V	5000013	Approved	ENTER #

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- (II) When you click on the View as mentioned above, following interface will appear and then include correctly the particulars of the officer in the space under Personal Info. When the filling is completed, click on the 'Next' button.

The screenshot shows the 'W & OP Remittance Collection - New Application' interface. The left sidebar contains navigation options: Overview, WOP Remittance Collection, Data Entry Officer, Reports, Leave Modifications, Dashboard, New Application, and Search. The main content area displays a progress bar with five steps: 1. Personal Info (active), 2. Service Info, 3. Bank Info, 4. W&OP Cont. Info, and 5. Done. Below the progress bar is the 'PERSONAL INFORMATION' section with the following fields:

Name in Full	Ms: [Dropdown] Hetti Arachchige Gayathri Samuduni Hetti Arachchi
NIC	856912221V
Gender	Female [Dropdown]
Address	44/01/C, Kurunduwatththa, Purana Meerigama, Meerigama
Contact No(Mobile)	[Empty Field]
W&OP Number	7430763
Date of Birth	07/09/1985
E-mail Address	[Empty Field]

A 'Next' button is located at the bottom right of the form, circled in red.

- (III) Then you will see the following interface and indicate correctly the particulars of the officer under 'Service Info'. Once the particulars are included correctly, click on the 'Next' button. If it is needed to visit the previous page, particulars can be revised clicking on the 'Back'.

The screenshot shows the 'WNOP Remittance Collection - New Application' interface. The left sidebar contains navigation options: Dashboard, WOP Remittance Collection, Data Entry Officer, Dashboard, and New Application. The main content area displays a progress bar with five steps: 1. Personal Info, 2. Service Info (active), 3. Bank Info, 4. W&OP Cont. Info, and 5. Done. Below the progress bar is the 'SERVICE INFORMATION' section with the following fields:

Officer Belongs To	[Dropdown]
Service	[Dropdown]
Designation	[Dropdown]
Institute	pms

Below the service information is the 'SALARY INFORMATION' section with the following fields:

Salary Circular	[Dropdown]
Salary Code	[Dropdown]
Grade	[Dropdown]
Monthly Salary Amount	[Empty Field]

At the bottom left, there is a 'Back' button circled in red. At the bottom right, there is a 'Next' button circled in red. A watermark 'Activate Windows Go to Settings to activate Windows' is visible in the background.

- (IV) Indicate correctly the particulars under 'Bank Info'. Once the particulars are included correctly, click on the 'Next' button.

The screenshot shows the 'WNOP Remittance Collection - New Application' form in the PMS V2 system. The progress bar at the top indicates five steps: Personal Info (1), Service Info (2), Bank Info (3, highlighted in blue), W&OP Cont. Info (4), and Done (5). The 'BANK INFORMATION' section contains the following fields:

- Bank: [Dropdown menu]
- Branch: [Dropdown menu]
- Account Type: [Dropdown menu]
- Account Holder's Name: [Text input field]
- Account No: [Text input field]

At the bottom of the form, there is a 'Back' button on the left and a 'Next' button on the right, which is circled in red.

**Important:** A personal foreign currency bank account, Rupees Bank Account of the officer obtaining leave as per Public Administration Circular No 14/2022 (1), or a third party account, to which it is expected to send money can be included in the information system. However it is required to enter particulars correctly.

- (V) Indicate relevant particulars under 'W&OP Cont. Info'. Then click on 'Calculate'. Now the amount of the monthly contribution will automatically be calculated. Then click on 'Next' button.

The screenshot shows the 'W & OP Remittance Collection - New Application' form in the PMS V2 system. The progress bar at the top indicates five steps: Personal Info (1), Service Info (2), Bank Info (3), W&OP Cont. Info (4, highlighted in blue), and Done (5). The 'CALCULATION OF W&OP CONTRIBUTION' section contains the following fields:

- Leave Type: [Dropdown menu]
- Payment Type: [Dropdown menu]
- Starting Date: [Date picker (mm/dd/yyyy)]
- Ending Date: [Date picker (mm/dd/yyyy)]
- Transaction Day of a Month: [Dropdown menu]
- Monthly Cont. Percentage(%): [Dropdown menu]

A green 'Calculate' button is circled in red. Below the form, there is a table for 'Details of the period of Leave':

	Years	Months	Days
Period of Leave	0	0	0

Below the table, there is a 'Monthly Cont. Amount' field. At the bottom of the form, there is a 'Back' button on the left and a 'Next' button on the right, which is circled in red.

(VI) Now you will see the following interface and if you have included particulars correctly, click on ‘Submit’ button. Otherwise, you can revise the particulars already included clicking on ‘Back’ button.

The screenshot shows the 'W & OP Remittance Collection - New Application' interface. At the top, there is a progress bar with steps: Personal Info, Service Info, Bank Info, W&OP Cont. Info, and Done (5). Below the progress bar is an 'Important Notice' section with text in Sinhala and English. At the bottom of the main content area, there are two buttons: a green '+ Save' button and a grey 'Back' button, both circled in red.

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Then the ‘Source Document’ will appear in the following manner and it should be printed. The printed copy of this source document should be confirmed by the Head of the Institution.

The screenshot displays the 'Source Document' for 'W & OP Collection under PAC 14/2022'. The document is divided into three main sections:

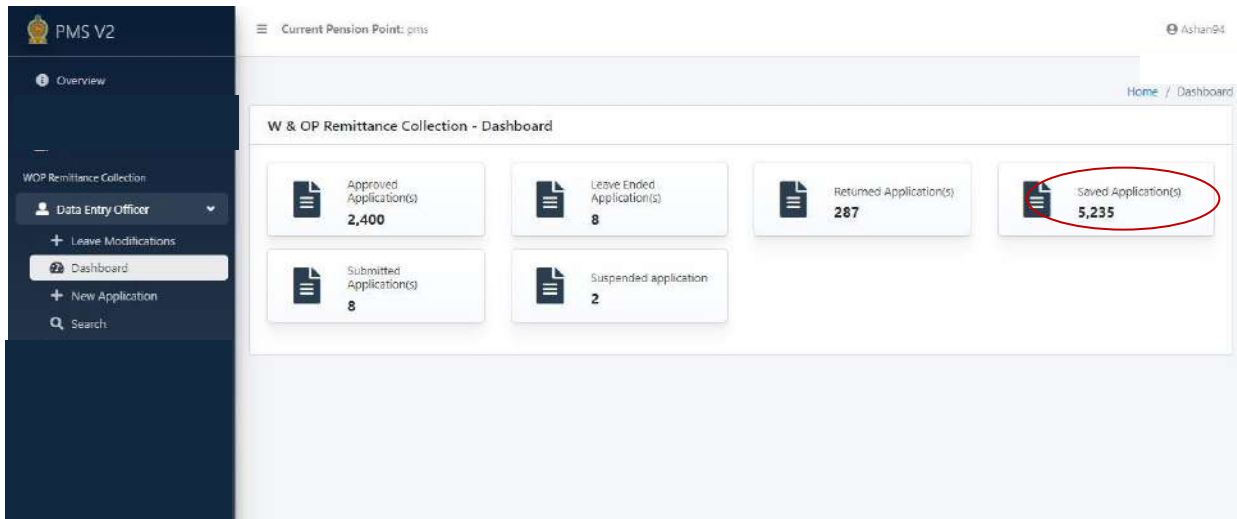
- Personal Information:** Includes fields for Name, NIC, Date of Birth, W&OP Number, and Email Address.
- Service Information:** Includes fields for Officer Belongs To, Service, Designation, Institute, Salary Circular, Salary Code, Grade, and Monthly Salary.
- Bank Account Information:** Includes fields for Bank Name, Branch Name, and Account Type.

On the right side, a print dialog is open, showing settings for printing 2 sheets of paper to a KONICA MINOLTA C36 printer. The print dialog has buttons for 'Print' and 'Cancel'.

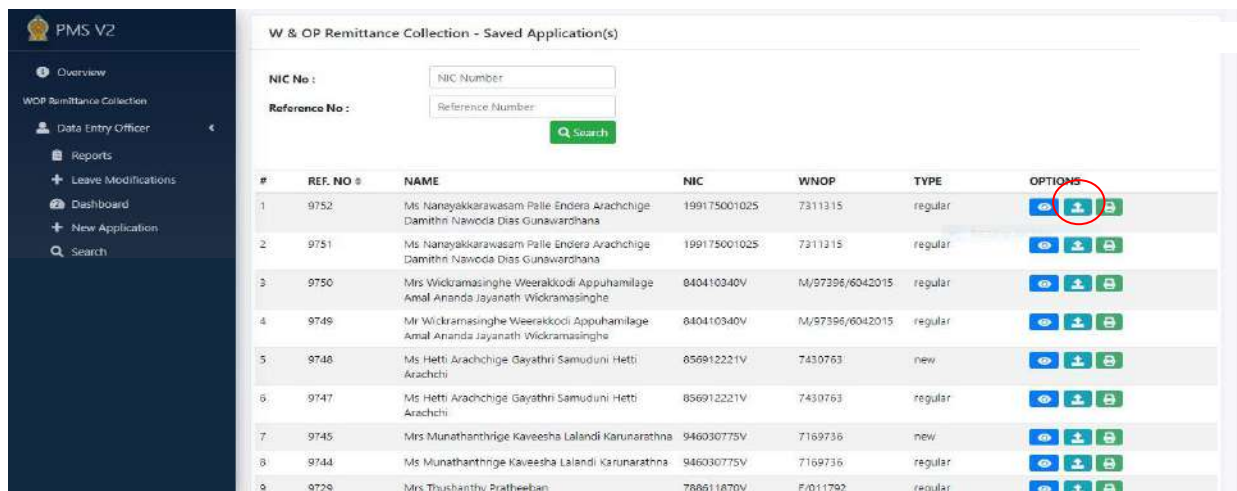




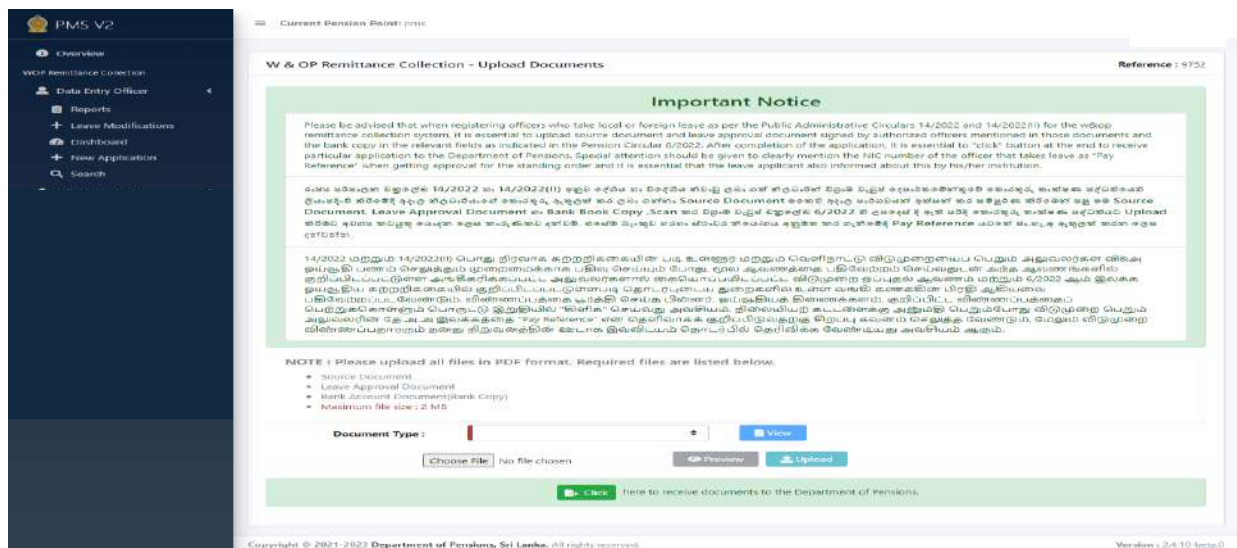
(VIII) Then enter the ‘Dashboard’ and click on ‘Saved Applications’.



(IX) Then the particulars included will appear in the following manner.



(X) The documents can be uploaded to the system by way of clicking on ‘Upload’ button. Those documents can be included clicking on ‘Upload’ button after selecting them by clicking on ‘Choose’ button. Relevant document has already been included and a small ‘√’ mark is indicated against it. If such mark is available, you can check by clicking on ‘View’ button.



Once all the documents are included correctly, the application should be sent to the Department of Pensions using click button.

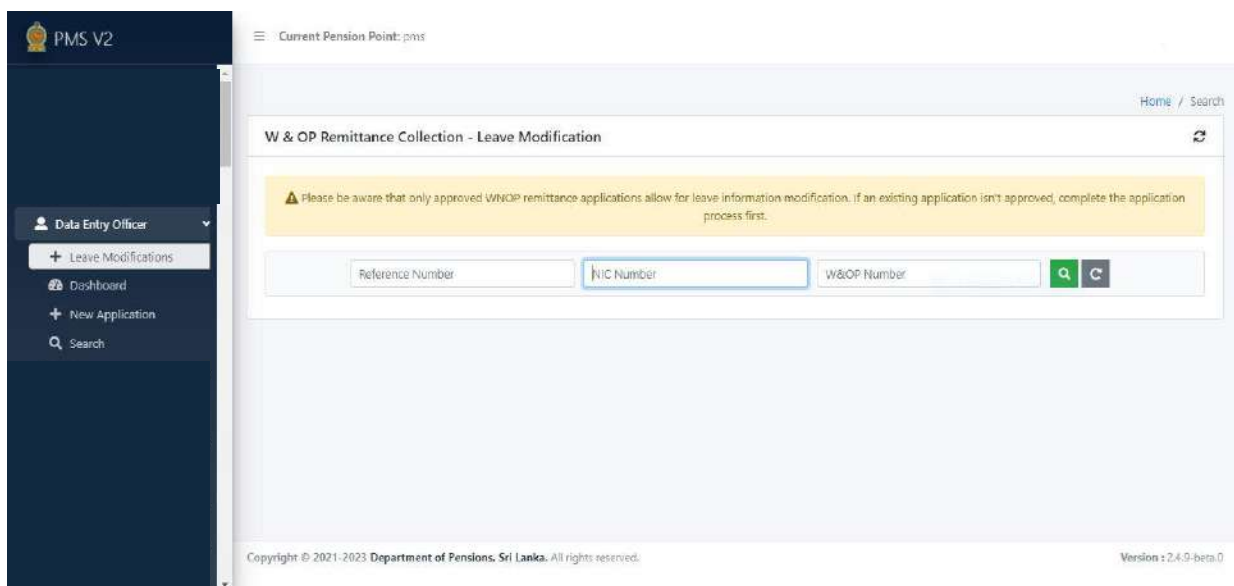
- (XI) A copy of the Source Document, which is obtained on completion of the application correctly and certified by the Head of Institution, should be attached to the personal file of the officer.

### 3 Revision of leave (Leave Modifications)

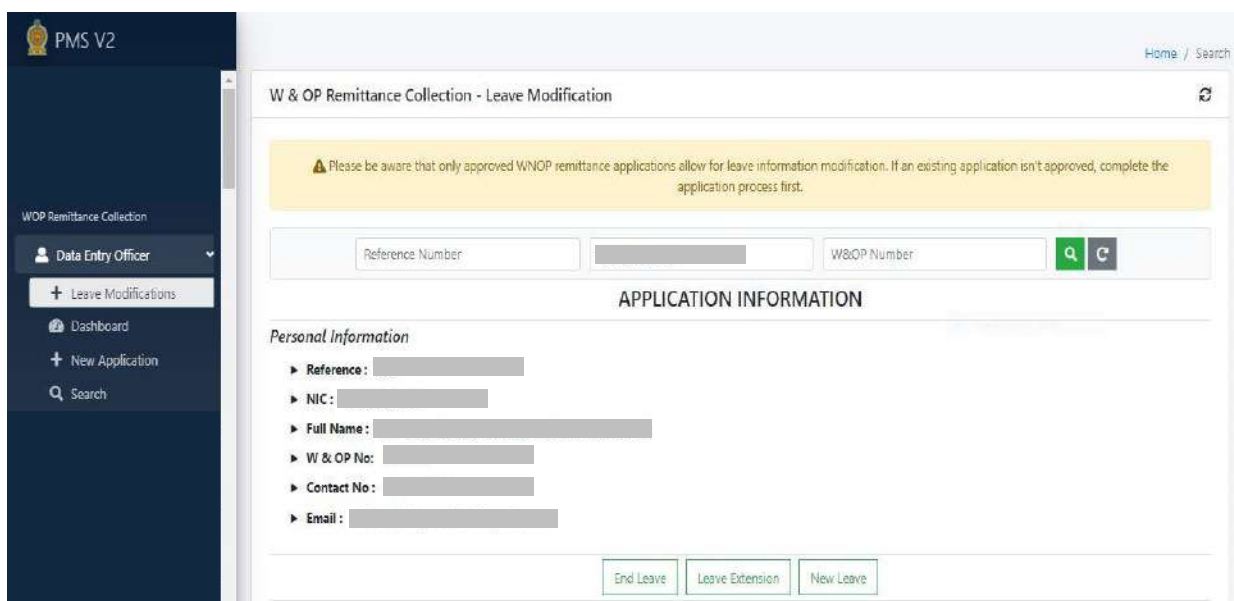
Under this process, your leave can be revised in the following three ways.

- End Leave – Suspending the existing leave
- Leave Extension – Extending the existing leave
- New Leave – Including new leave

Accordingly, following interface will appear when you click on ‘Leave Modifications’. In order to find the relevant application shown on the said interface, it is required to include the Reference Number of the application or NIC Number or W&OP number of the officer and then click on ‘Search’ icon.



Then you can see the particulars of application on the screen. The interface will be as follows.



Then click on the relevant button to revise the leave relevant to the application (End Leave, Leave Extension, New Leave).



## ❖ Leave Extension

It is possible to extend a period of leave already obtained.

Further, it gives facility to change the type of leave. (Leave type – foreign or local)

Leave Type	Payment Type	Start Date	End Date	Duration	Transaction Day	Monthly Contr.	Percentage
Local	Monthly	2023-11-19	2025-09-22	Years: 1, months: 10, days: 4	25	Rs. 1889.40	6%

Details of the period of Leave	Years	Months	Days
Period of Leave			

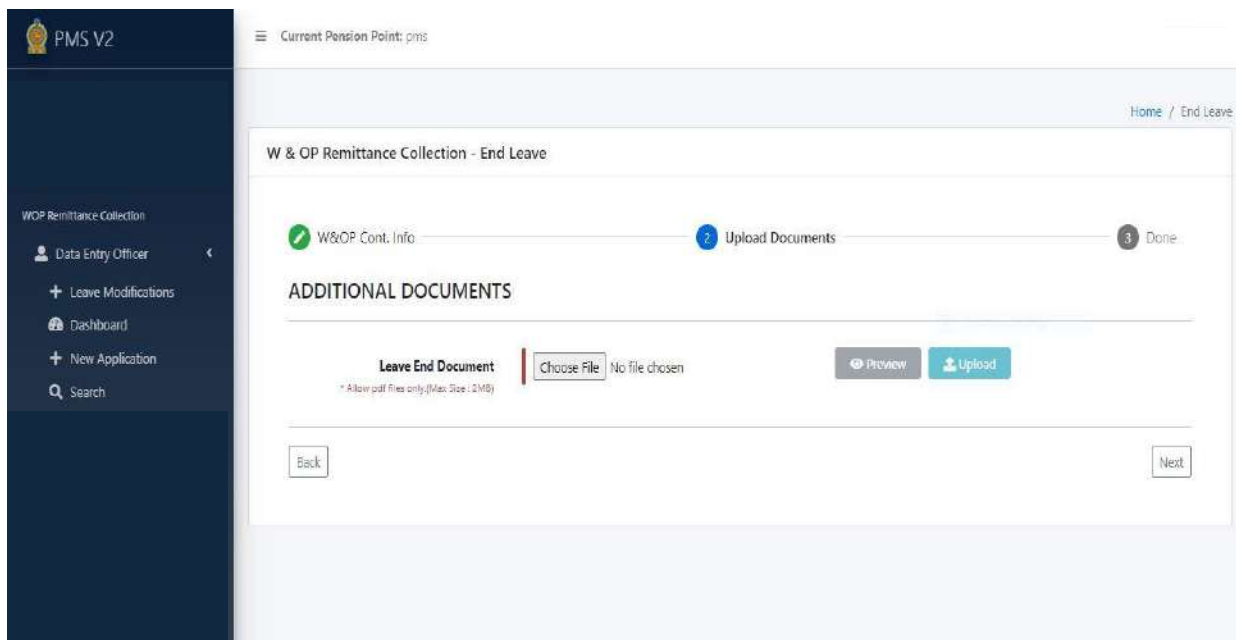
It is possible to get the leave extended by taking further steps clicking on ‘Next’ button.

## ❖ Terminating leave - End Leave

It is possible to end a period of existing leave.

Details of the period of Leave	Years	Months	Days
Period of Leave	2	0	1

When you click on 'Next' button after including relevant particulars the interface for uploading relevant documents will appear in the following manner.



When you click on 'Next' button after uploading documents relevant to terminate the period of leave, relevant information can be included in the system.

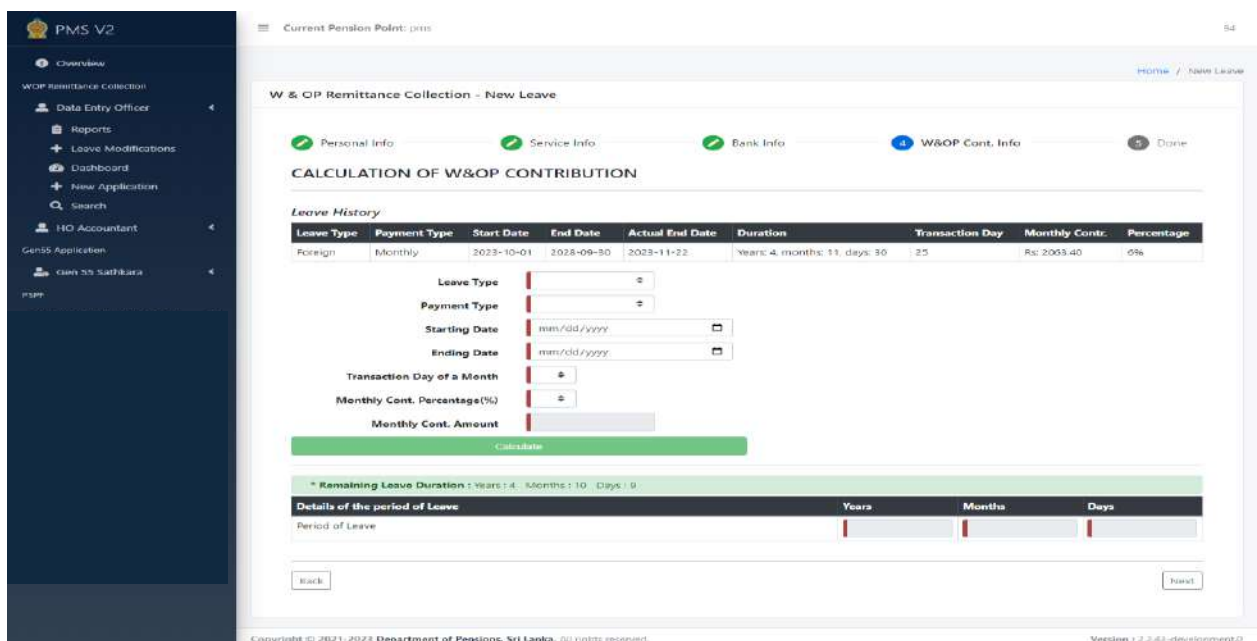
#### ❖ Inclusion of new period of leave - New Leave

The officers, who have completed the leave obtained previously, have been given facilities here to apply again for a fresh period of leave. Only the applicants, who have not obtained leave previously under P. A. Circular No. 14/2022, can apply for leave through 'New Application' in the 'Navigation Bar'.

When new application is included, the Personal Info system provides personal information. You can change Service Information and Bank Information.

The particulars of the leave obtained previously are available when including particulars of W&OP contributions (W&OP Cont.info).

Now move forward entering particulars on the new period of leave.



Relevant particulars can be included in the system clicking on 'Next' button after entering particulars of new period of leave.

#### 4 Obtaining reports

The reports, which can be obtained by the officers in charge of the subject, are shown here. Relevant reports can be obtained clicking on 'Download Report' button after inclusion of relevant information.

The screenshot displays the PMS V2 web application interface. On the left is a dark blue sidebar with navigation options: Overview, WOP Remittance Collection, Data Entry Officer (with a dropdown arrow), Reports (highlighted), Leave Modifications, Dashboard, New Application, and Search. The main content area is titled 'W & OP Remittance Collection - Reports'. It contains four report generation forms, each with a 'Download Report' button. The first form is 'Contribution History (Personal)', the second is 'Leave History (Personal)', the third is 'Leave History Report', and the fourth is 'Active Leave Report'. Each form includes a 'NIC' field and a 'W & OP NO' field. At the bottom of the page, there is a copyright notice: 'Copyright © 2021-2023 Department of Pensions, Sri Lanka. All rights reserved.' and a version number: 'Version : 2.2.43-development0'.

**Contribution History (Personal)** - You can obtain a report of the remittances to W&OP fund, which were recovered from the officer in obtaining leave, by way of including NIC number or W&OP number entered by your institution.

**Leave History (Personal)** - You can obtain a report of the leave obtained by the officer under P.A.Circular No 14/2022 by way of including the NIC number or W&OP number, which has been included by your institution.

**Leave History Report** - You can obtain a report of the applications included in the system by your institution for applying for leave.

**Active Leave Report** - You can obtain a report of leave applied through your institute, which is still active but not yet terminated.

## Instructions to the officers obtaining leave under Public Administration Circular No 14/2022

The officer obtaining leave under P.A. Circular No 14/2022 and other Circulars issued revising the same can obtain from the website of the Department of Pensions the money paid by the relevant officer to the Department of Pensions monthly and the particulars of the relevant account.

- (i) Enter the website of the Department through [www.pensions.gov.lk](http://www.pensions.gov.lk) . Then click on 'Public Services'.



The screenshot shows the homepage of the Department of Pensions. The header includes the logo and name in Sinhala and English. The main navigation bar has links for Home, About Us, Resources, Circulars, Media, FAQ, Contact Us, and RTI. A newsline banner is present. A sidebar on the right contains links for Pension Management System, W&OP RE-REGISTRATION, DS PORTAL, FOREIGN PENSION, DEPARTMENT MAIL, and STATISTICS. The bottom navigation bar features icons for Document Management System, Public Services (circled in red), View All Pension Services, and Pension Calculator.

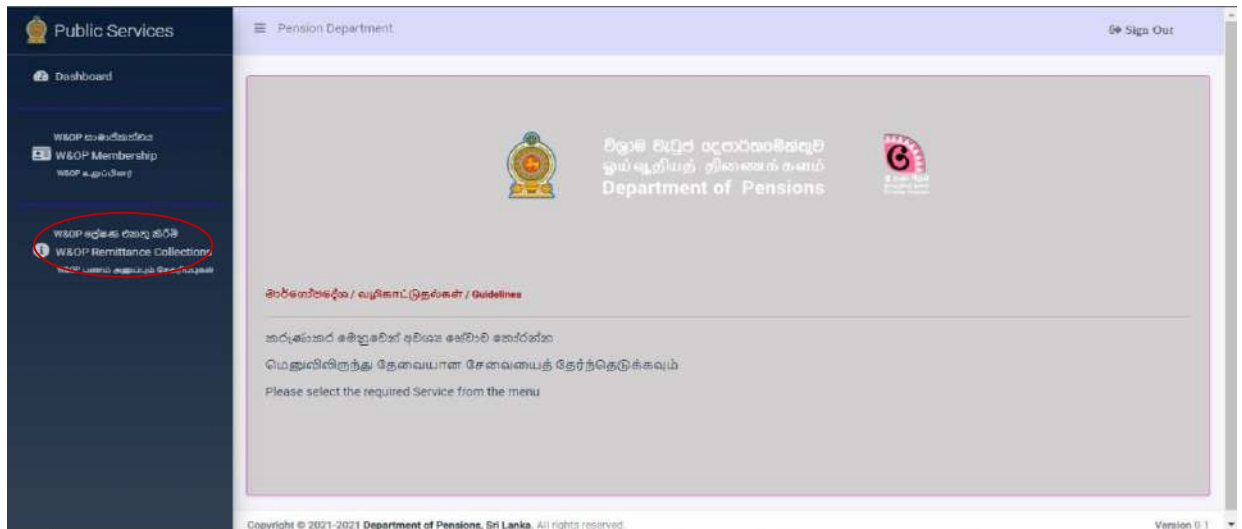
- (ii) Then enter the number of the National Identity Card on the interface shown.



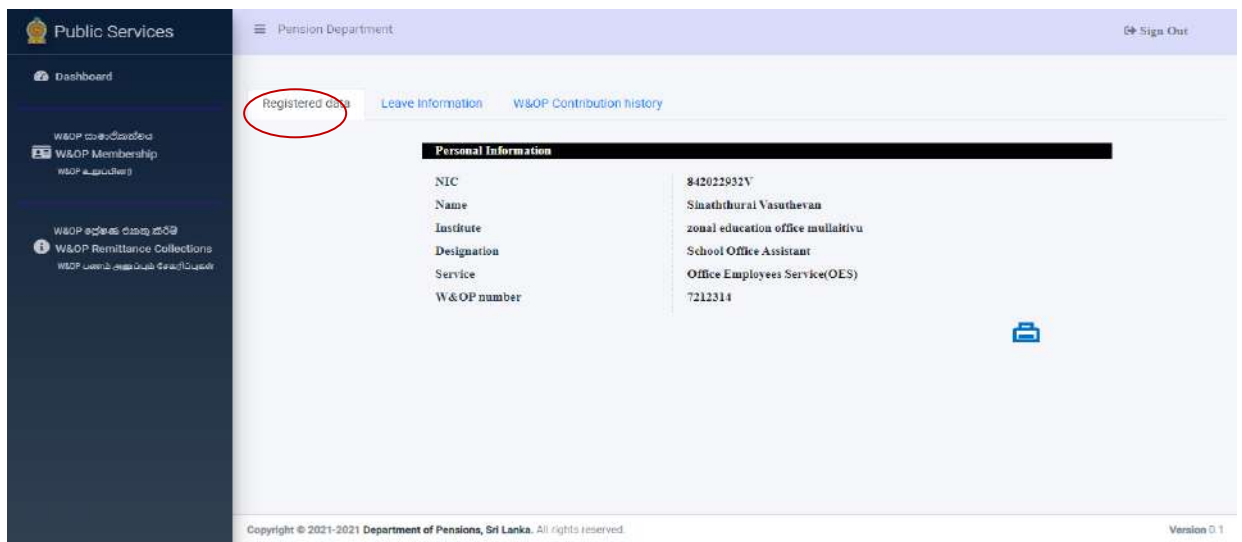
The screenshot shows the Sign In interface. On the left, there is a blue sidebar with the Department of Pensions logo and name in Sinhala and English, along with the text 'Pensioner Public Services'. The main content area is white and contains the title 'Sign In' in Sinhala and English. Below the title, there is a text input field for the National Identity Card number (NIC no.) and a green button labeled 'Sign In to your account' in Sinhala and English.



(III) Then the following interface will appear and click on the 'W&OP Remittance Collection' at the left hand corner of the interface.

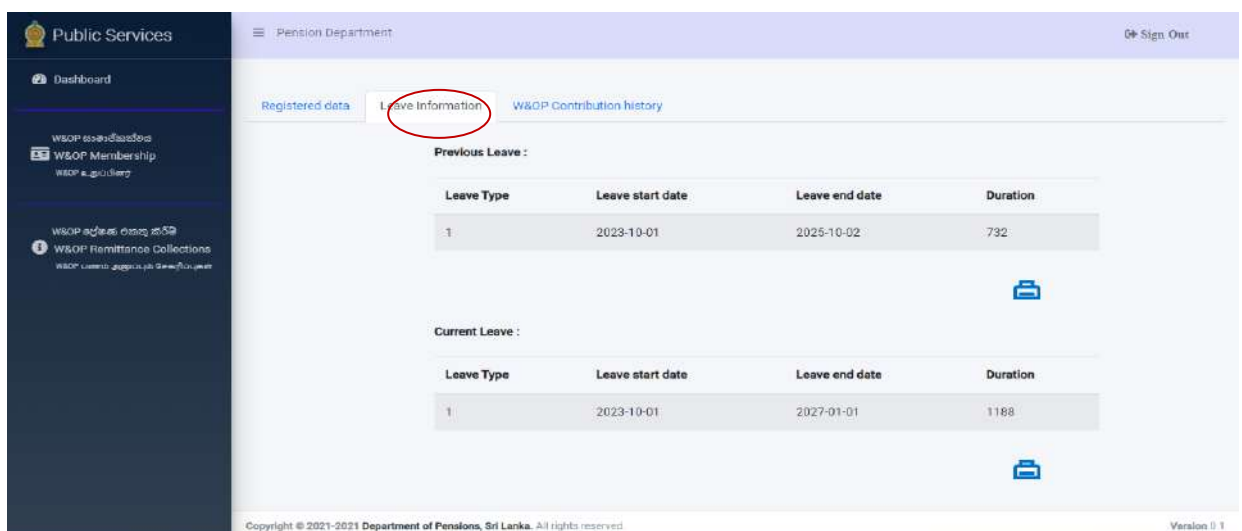


(IV) The officer can see his/her particulars under 'Registered Data' in the following manner.

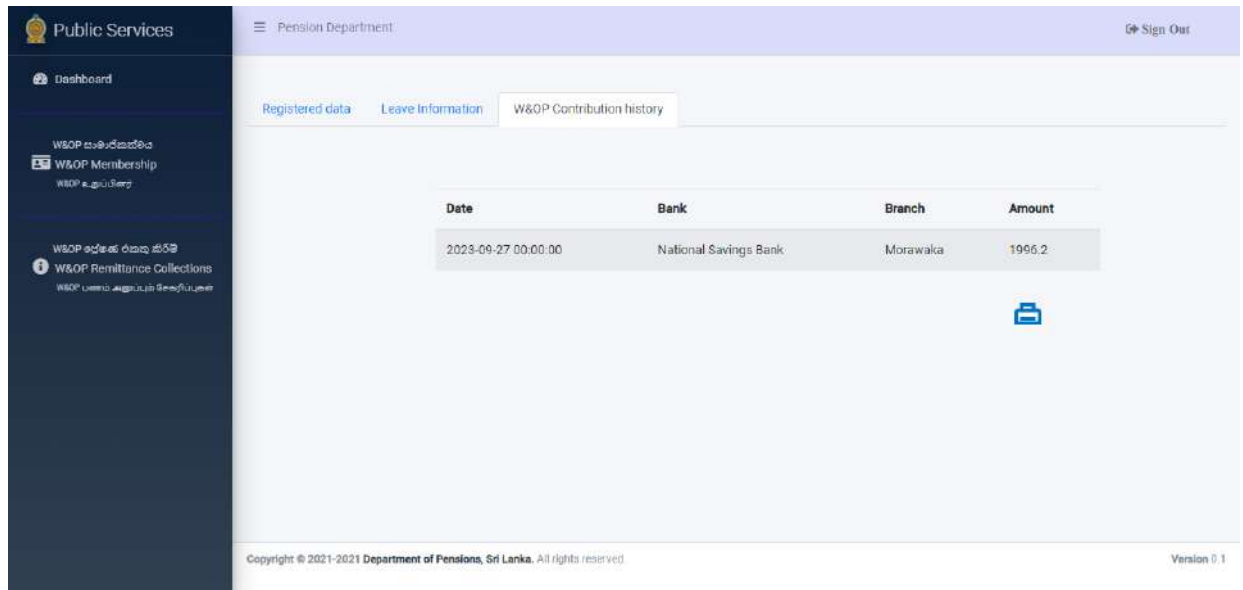


A printed copy containing the particulars can be obtained clicking on the icon of the printer shown in the interface.

(V) Then the interface containing the particulars of leave obtained by the officer will appear under 'Leave Information'.



(VI) Then the officer can obtain particulars of payments made so far by him/her under 'W&OP Contribution History'.



The screenshot displays the 'W&OP Contribution History' page within the Pension Department's public services portal. The page features a sidebar on the left with navigation options: Dashboard, W&OP Membership, and W&OP Remittance Collections. The main content area shows a table with the following data:

Date	Bank	Branch	Amount
2023-09-27 00:00:00	National Savings Bank	Morawaka	1996.2

At the bottom of the page, there is a copyright notice: 'Copyright © 2021-2021 Department of Pensions, Sri Lanka. All rights reserved.' and a version number: 'Version 0.1'.

### Important -

1. Action should be taken by you to submit the Standing Order issued by the Department of Pensions to the bank. Otherwise, you should compulsorily be satisfied that the number of your N I C or 'Pay Reference' has been included in the space, which has been made for Pay Reference in the Standing Order issued by the bank for this purpose.
2. It is hereby emphasized that ,as mentioned in the 1 above, only the remittances made through the Standing Order will be treated as the remittances for the contributions to Widows' and Orphans' Pensions Fund through this system.



## Instructions to the bank

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### Important :-

- 1) Relevant officer should take action to submit to you the specimen of the standing order, which is issued by the Department of Pensions and brought to the bank by an officer obtaining leave as per Public Administration Circular No. 14/2022 and other Circulars issued revising the same. Accordingly, action should be taken as per the standing order submitted in the above manner or the number of the National Identity Card of the officer or the Pay Reference in the specimen of the Standing Order issued by the Department of Pensions should strictly be included in the part, where the space has been made to include Pay Reference in the specimen of the Standing Order of your bank .
- 2) It is hereby emphasized that ,as mentioned in the 1 above, only the remittances made through the Standing Order will be treated as the remittances for the contributions to Widows' and Orphans' Pensions Fund through this system.