Pension Circular No: 02/2017

My number–Pen/Circular/02/2017
Department of Pensions
Maligawatta
Colombo 10.
06.10. 2017

All Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments/Commanders of Tri Forces
District Secretaries
Divisional Secretaries
Heads of Local Governments

Updating the Registration and Contribution Details of Registered Members through Online under the Scheme of Public Services Provident Fund

This circular is issued, repealing the para No.05 and No.08 of Pension Circular No.07/2015 dated 23.07.2015 issued by me under the instruction manual for Public Services Provident Fund.

Facilitations have been provided in order to formalize the affairs of the fund to conduct the registration process of government employees of above mentioned officer category to the Public Service Provident Fund and the process of sending monthly contribution details online with cheques. Connections for the above services could be made through the **PMS (Pension Management System)** in department website www.pensions.gov.lk.

02. Getting Access to the Online Services.

2.1 When obtaining this service initially, related government institution and officers using (user name) should be registered and access could be made by using the password given after then. This software is an advanced service of the software which is presently used for Widows' & Orphans' registration and, **Re-registration for currently registered government institutions in PSPF is not necessary.**

03. Obtaining the Membership of the Fund.

3.1 **PD1N and PD2N applications sent following the previous procedure should not send** since 08.10.2017 and actions should be taken to obtain the registration number, entering the relevant details to the Public Services Provident Fund registration getting access to the registration entry in the website of Department of Pensions. Under this scheme, Public Services Provident Fund membership number will be automatically issued. New membership number should be obtained by the members who are already obtained the membership of Public Services Provident Fund completing the relevant information getting access to the registration entry and entering the previous membership number in to the place denoted to enter the previous membership number is mandatory therein. (Impacts may possible when obtaining the entitlement due to the unavailability of the previous service information, if not entered the previous membership number).

3.2 Complete instruction manual regarding the usage of above software is attached as annexure 01 to this circular.

3.3 After entering the relevant information, two copies of membership application displaying in the screen should be certified by the respective head of the institution and one copy should be attached to the personal file of the relevant contributor and other copy should be send to the Public Services Provident Fund of the Department of the Pensions. Respective heads of the institution should be responsible to notify the respective contributor regarding the registration number and these information should be entered to the history sheets of the respective officers. Denoting the membership number is mandatory at every instances such inquiring the details of contributions, refunding the contributions or in any correspondence with P.S.P.F. Information of the respective member could be obtained by entering the national identity card number and registration number in any instances after the completion of registration.

04. Method of Sending Contributions.

4.1 In sending contributions of the institutions provincial councils in central government, and local authorities, the compulsory amount of eight percent (8%) and the government bonus amount of twelve percent (12%) should be sent only through cheque in every month.

Therefore the appointing authorities should take actions to obtain necessary allocations from the government budget or any other sources.

4.2 The cheque should be written in favor of **"Chairman, Public Services Provident Fund"**. A printed copy of sent monthly contributions obtained from the system should be attached and sent along with the cheque.

4.3 Monthly list of the respective contributors relevant for cheque should be entered following the instructions cited in the annexure attached herewith as compulsory contributions of 8% and government bonus of 12% for the members separately and the entered value should be equal to the value denoted in the cheque. Since contributory information of any member who has not obtained the registration number could not be included, obtaining the number registering in Public Service Provident Fund should be made before sending the contributions (as soon the appointment received).

4.4 Single cheque should be sent instead of issuing separate cheques for each member for the contributions charged from the respective officers by the each institution monthly.

4.5 Sending the contributions of each month before the 10th day of the following month to the Public Services Provident Fund is a responsibility of the chief accounting officers of the respective institutions of provincial councils, local authorities and other institutions in Central Government.

4.6 Since the information have been reported that the collected contributions have being retained in the deposit accounts of each departments and as pointed out by the government audits, taking actions to credit the collected contributions from the respective contributors duly to the fund is the responsibility of the chief accounting officers and accounting officers.

4.7 Steps will be taken to inform the members by a situational notification in the future regarding the individual account balance of each member after updating the database.

05. Your cooperation is highly expected in order to succeed the actions taken to expedite the benefit payments of Public Service Provident Fund making aware the relevant members and the relevant officers on the matters denoted here.

06. This circular is validated on or ahead 08.10.2017. Applications submitted after the said date to register under the previous procedure shall be rejected.

07. Details could be obtained by inquiring the bellow mentioned telephone numbers, if any problem arises when registering under the new procedure.

Information on Public Service Provident Fund (Public Service Provident Fund Section)

Secretary and Accountant	Direct Line	011-2324375
Administrative Officer	Direct Line	011- 2325008

Information on Computer System Operation (Information Technology Section)

Telephone number 011- 5920403, 011- 2320049 E-mail inquiries.pms@pensions.gov.lk

08. This circular is issued with the concurrence of the Secretary to the Ministry of Public Administration and Management.

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

Copies:

1. Secretary to the President - F.I.P
2. Secretary to the Prime Minister - do
3. Secretary to the Cabinet - do
4. Secretary – Ministry of Public Administration and Management - do
5. Secretary – Ministry of Finance and Mass Media - do
6. Secretary – Ministry of Foreign Affairs - do
7. Auditor General - do

PSPF Online Registration Module

1 Acess to the PSPF in PMS System :

1. Click on the Google Chrome Icon in Desktop of your Computer.
2. Type http://sathkara.pensions.gov.lk/pms on its address bar and click the "Enter" button.
   - Or accessing to the Department of Pensions website by typing www.pensions.gov.lk on the "Address bar",
   - Click on the "PMS Icon" as displayed in bellow interface.

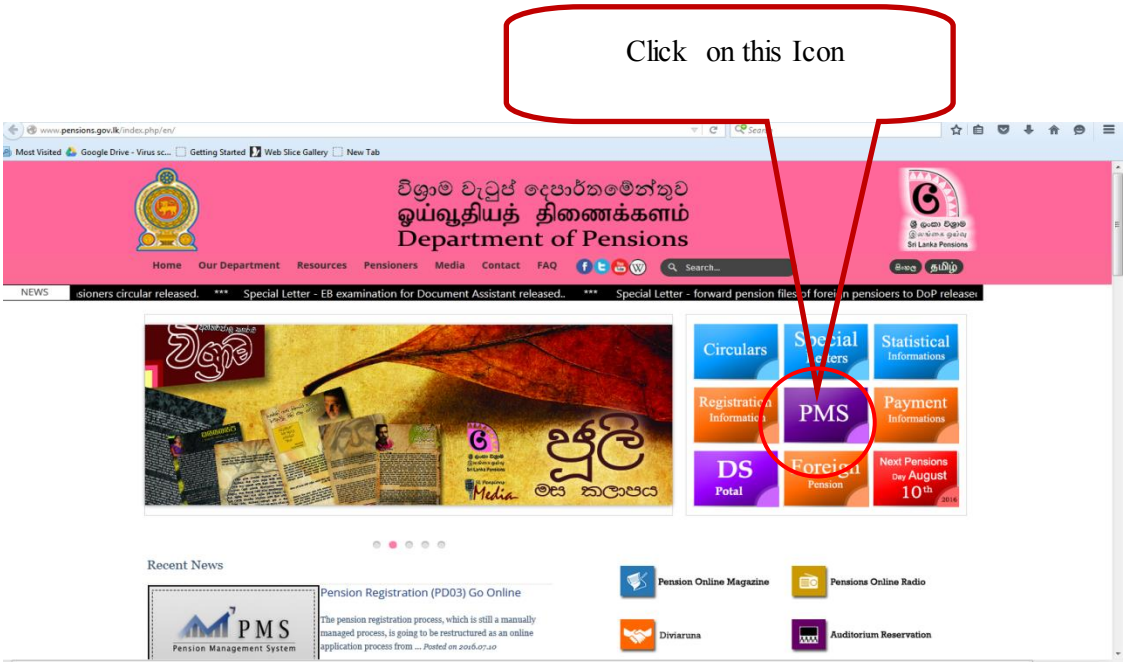

Image 1: www.pensions.gov.lk

2 Institute Registratration

If your institute is not registered in Pension Management System (PMS Version 1.0) firstly, click on below displayed "Sing Up here" in drop down menu.

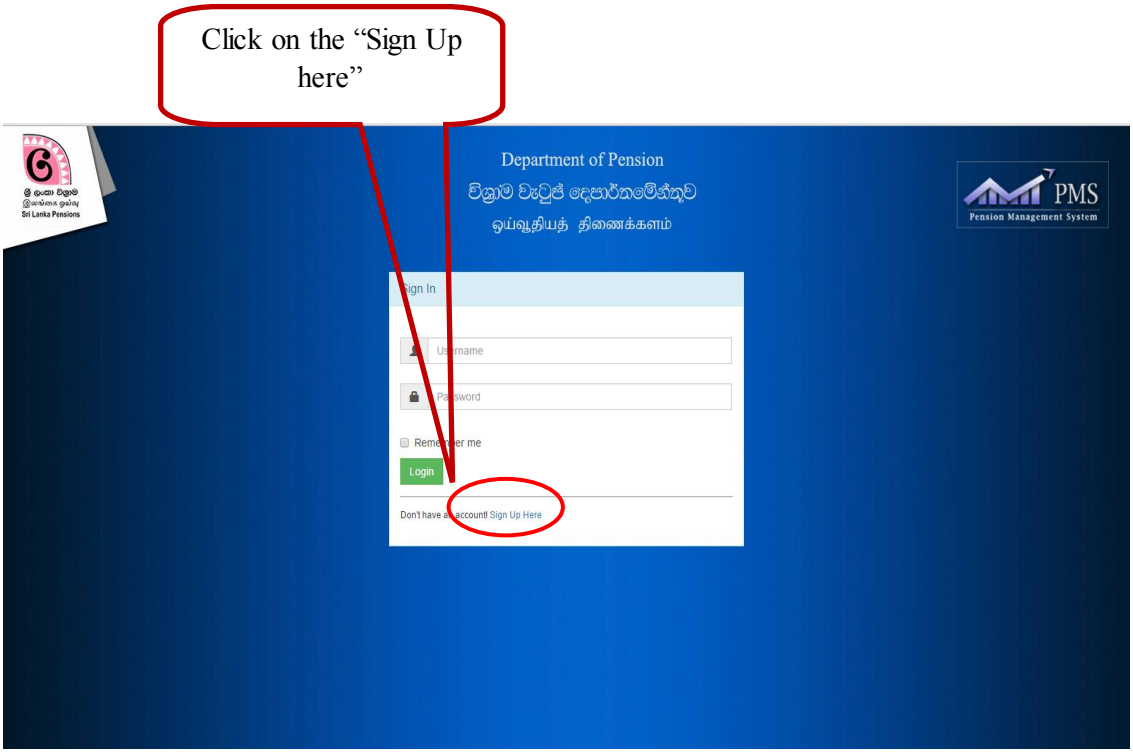

Image 2: Login Page

- Then, drop down menu will be visualized as bellow.
- Enter the below mentioned information in the menu.

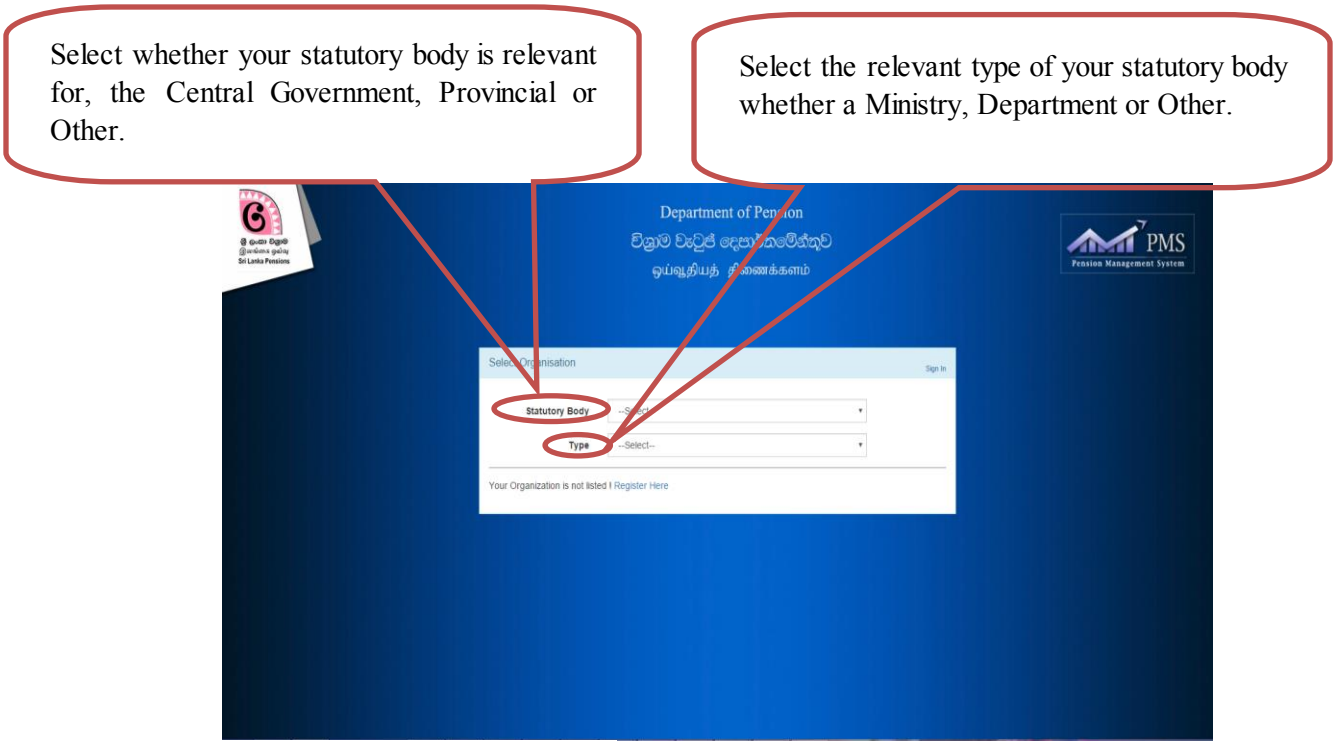

Image 3: Institutional Type Selection

If your institute has already registered in PMS, institute name will be displayed in the field of "Office Name". Click on the "Proceed" button for next step to prepare a User Account.

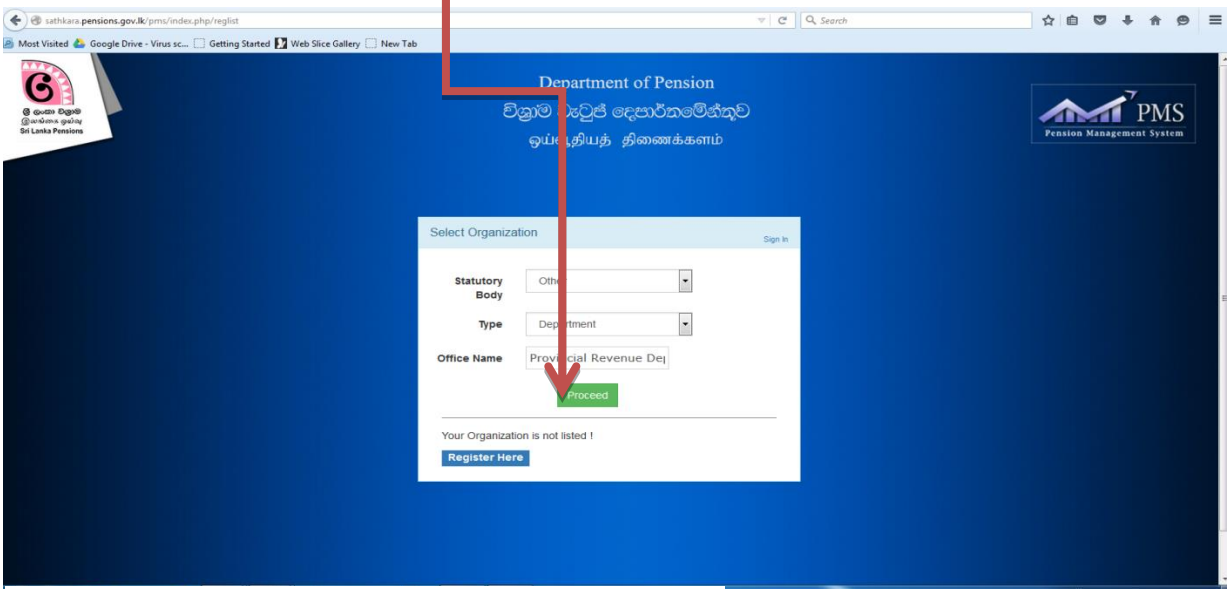

Image 4 : Selection of the Institutional Information from Menu

If your institute is not registered in PMS, bellow "Form" (image 5) will be displayed for the institutional registration by clicking on the "Register Here".

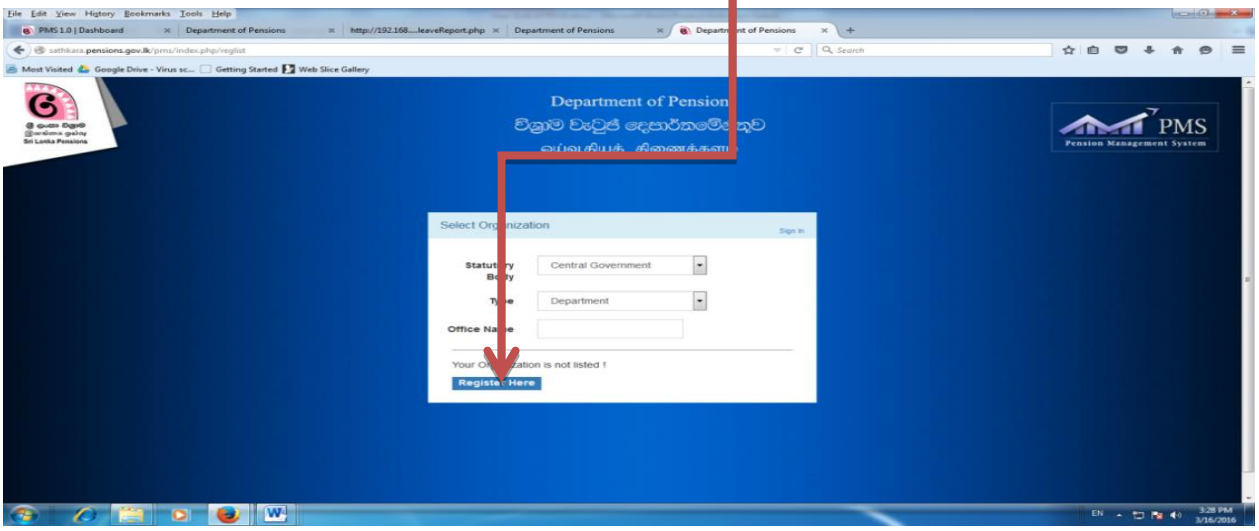

Image 5: Registration for the Institute

Then, enter the information relevant for the bellow denoted fields displayed in “drop down” menu.

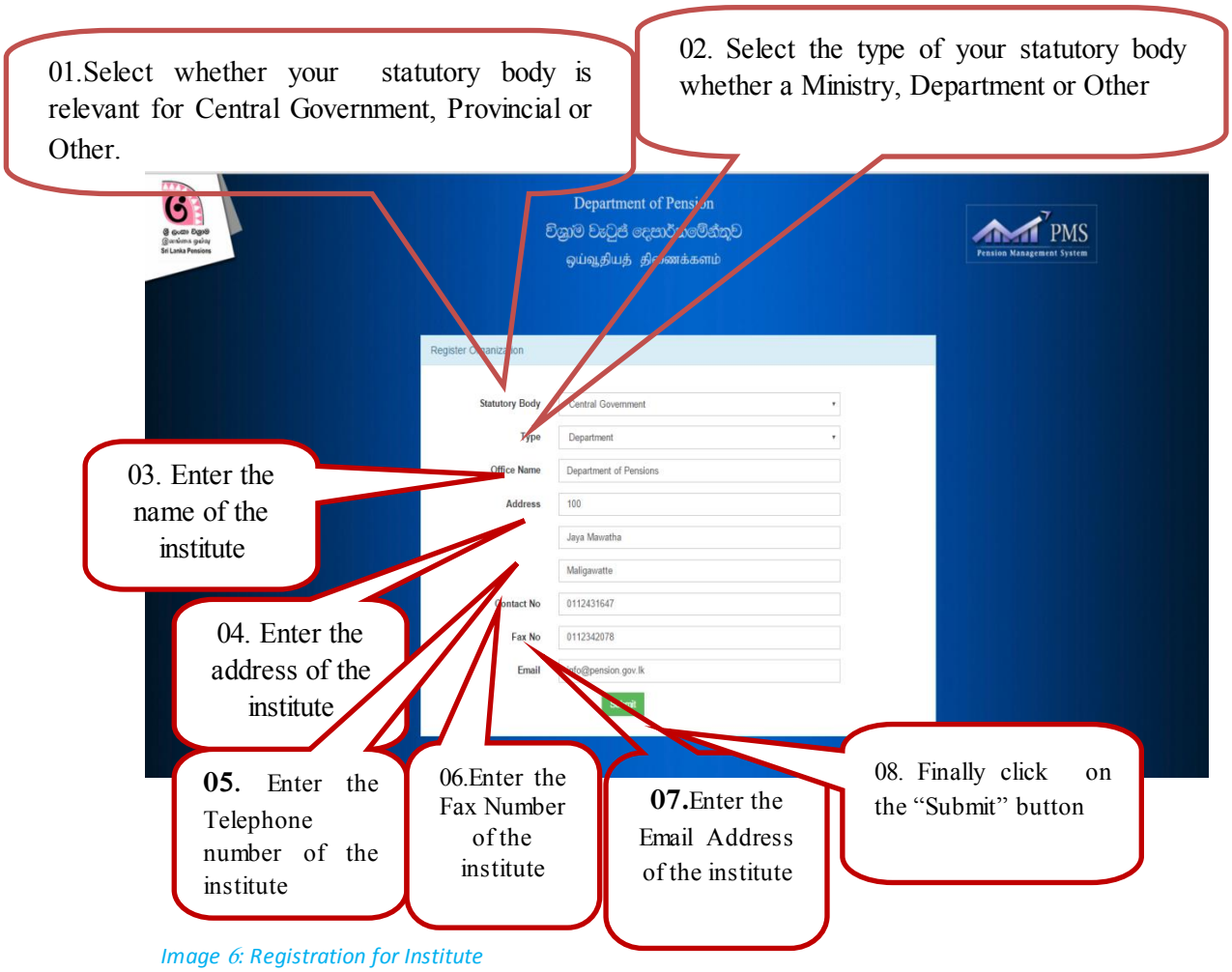

Image 6: Registration for Institute

3 User Account Creation by the Relevent PSPF Subject Officer in Institute

Public Service Provident Fund subject officer should create the relevant user account on behalf of the statutory board. Thereby the relevant information of the officer should enter as bellow.

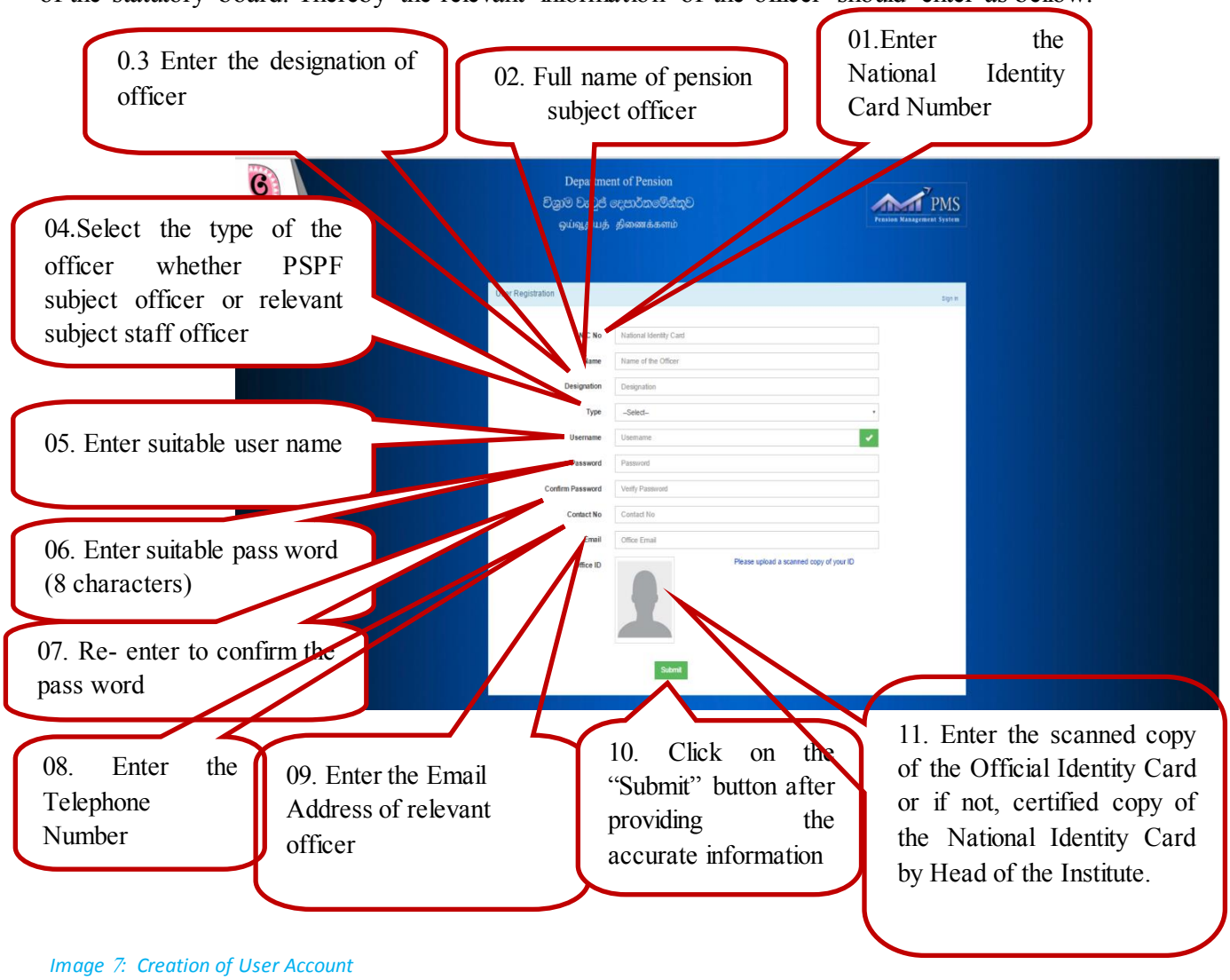

Image 7: Creation of User Account

If your User Account has successfully created "Successfully Registered" cage will be displayed to confirm your registration. Click on "OK" button for next step.

4 Directing the created user account to the Department of Pensions for the verification process

Created user account will be checked by the Department of Pensions and confirmed after authentication the identity of relevant subject officer.

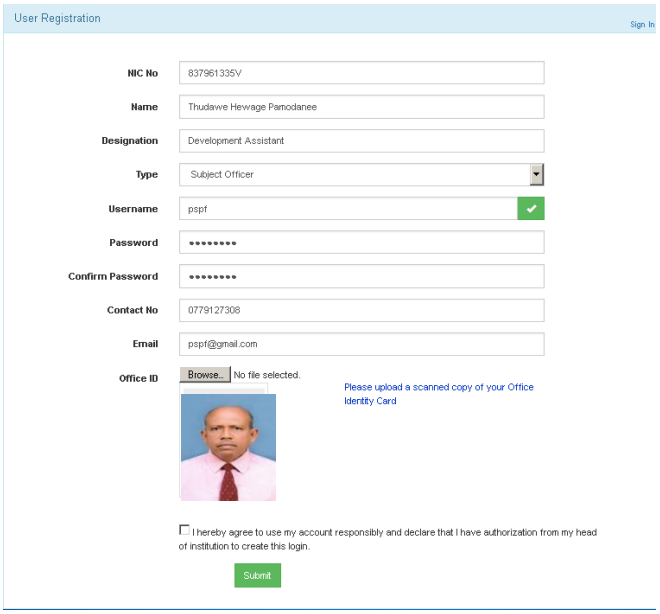

Image 7: Authentication the Accuracy of User Account

5 Access to the PSPF via User Account

You can log in to the system using relevant User Name and Pass Word , after the authenticating the accuracy of the User Account by the Department of Pensions.

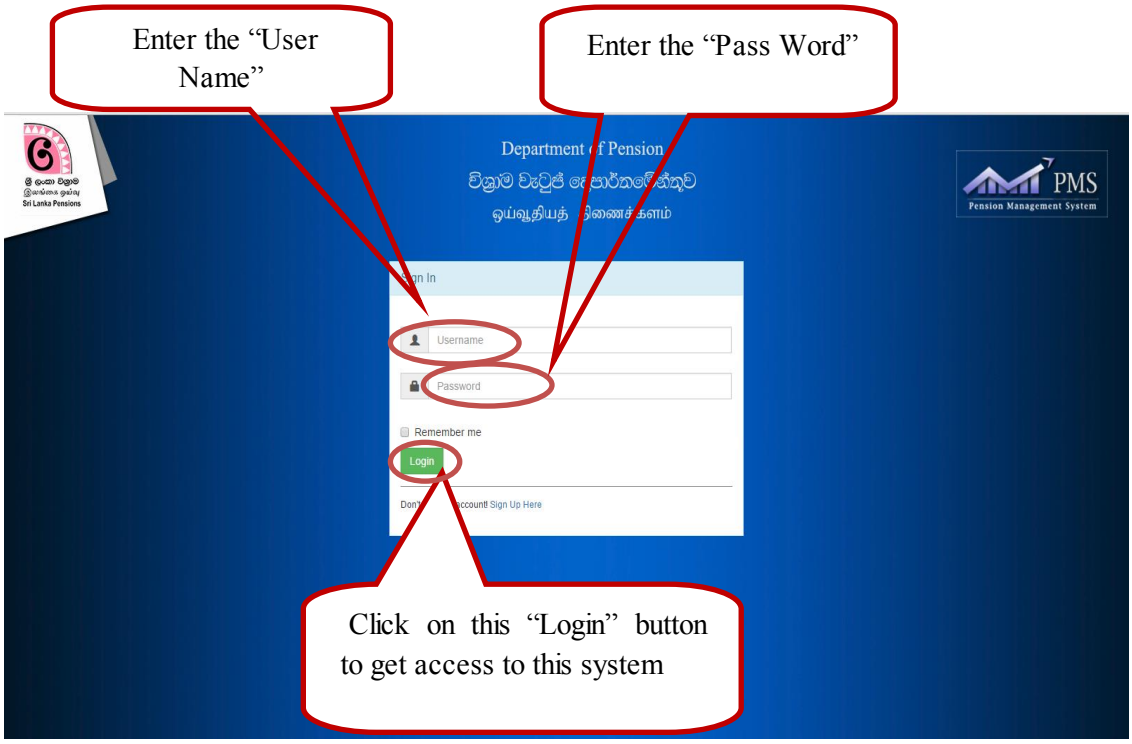

Image 8: Access to the System via User Account

6 Registration of PSPF Application:

You will be entered to the bellow displayed front page when starting the registration of PSPF application.

Main Navigation

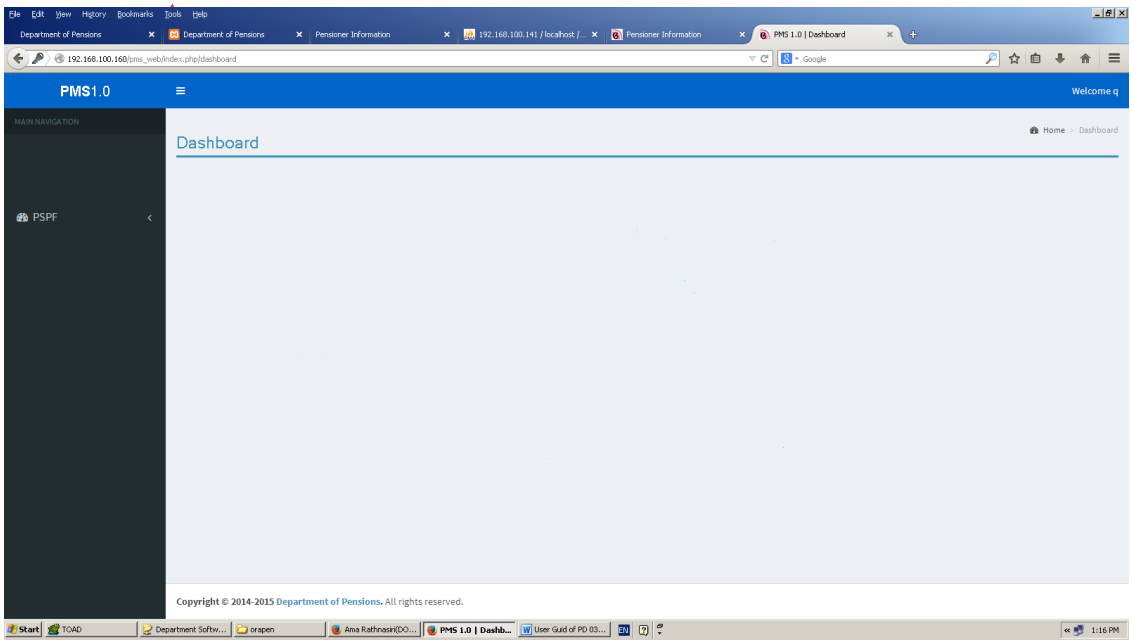

Image 9: PMS System Front Page

Select the “PSPF menu” to furnish a new application .Below screen will be displayed then.

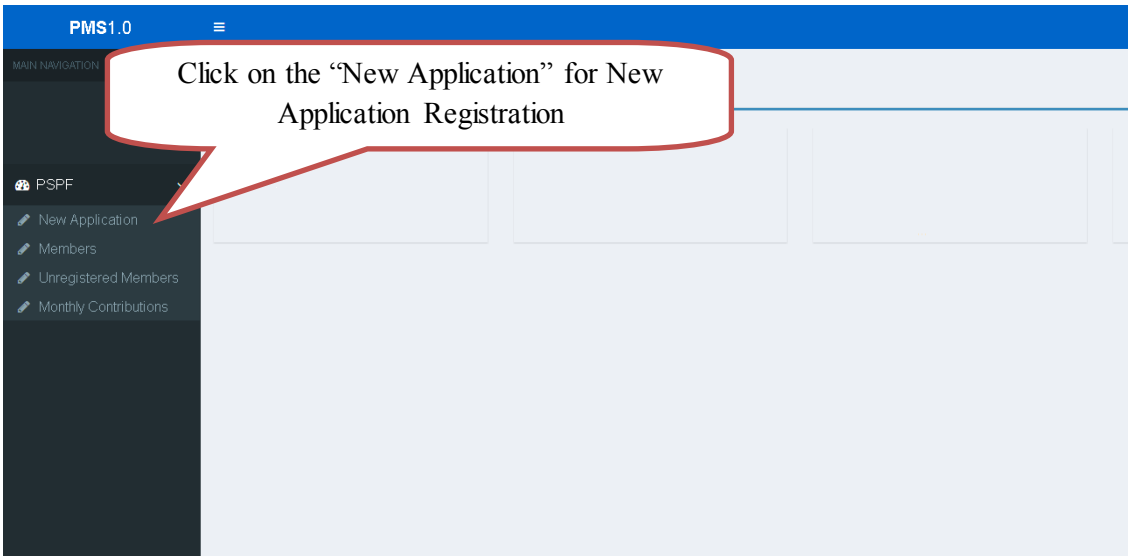

Image 10: PMS System Front Page

7 **First step:** Basic Information

Enter the bio data and contact details of officer.

Image 6.3

Image 11: Submission of Basic Information

8 Second Step: Contact Information

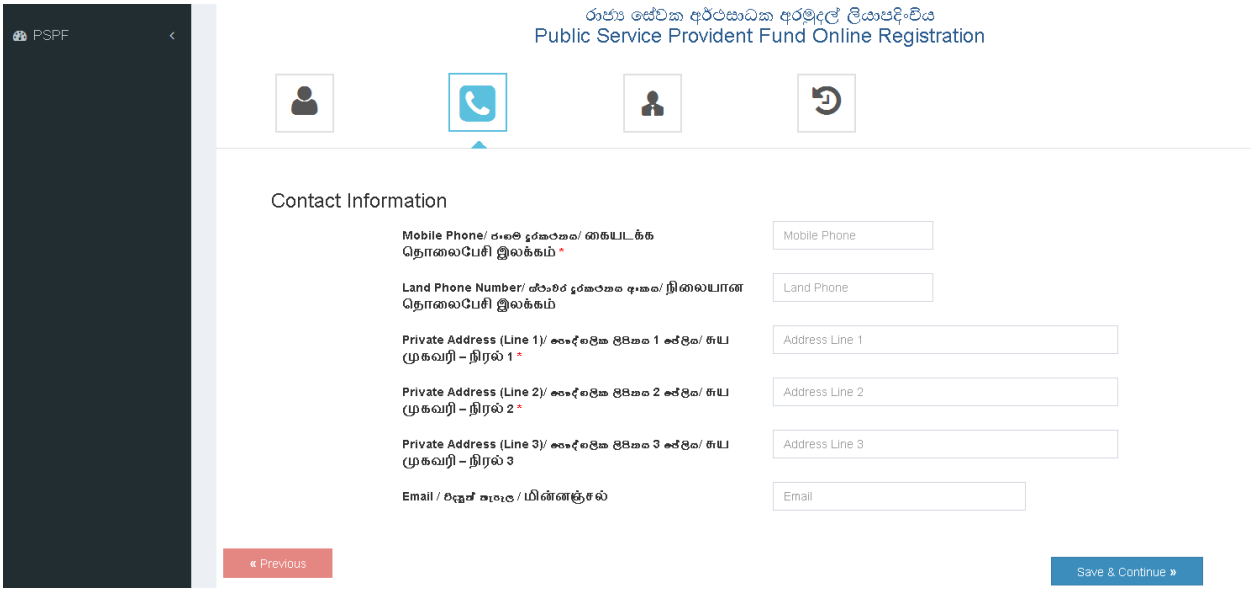

Image 12: Submission of Contact Details

9 Service Information

Details of service station, designation, service number, PSPF number, date of service commencemnet, date of service termination,whether in service, monthly salary should be submitted under the "**Service Information**".

Image 13: Submission of Service Details

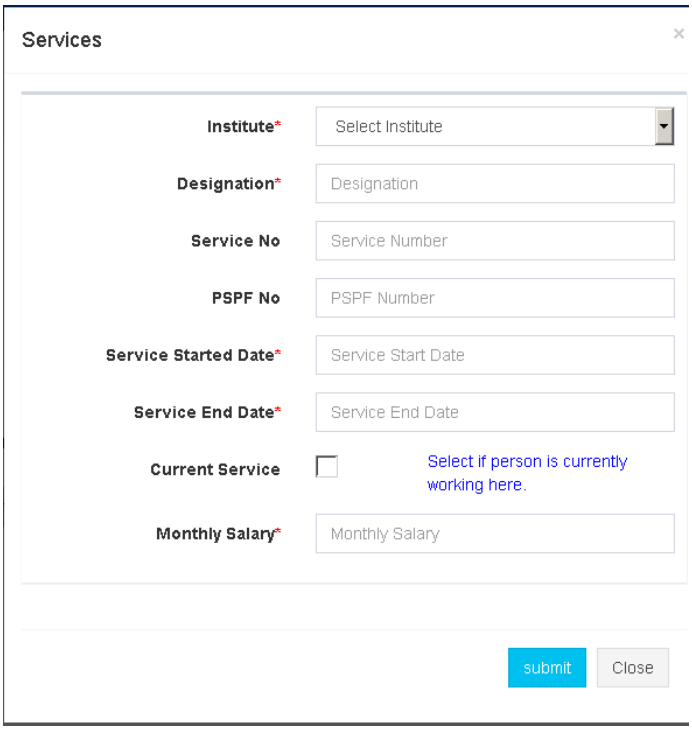

Image 14: Submission of Service Details

Above registered employee information will be displayed as bellow. All the information of employees in the institute could be entered to the system accordingly and able to change or remove from the system when it necessary.

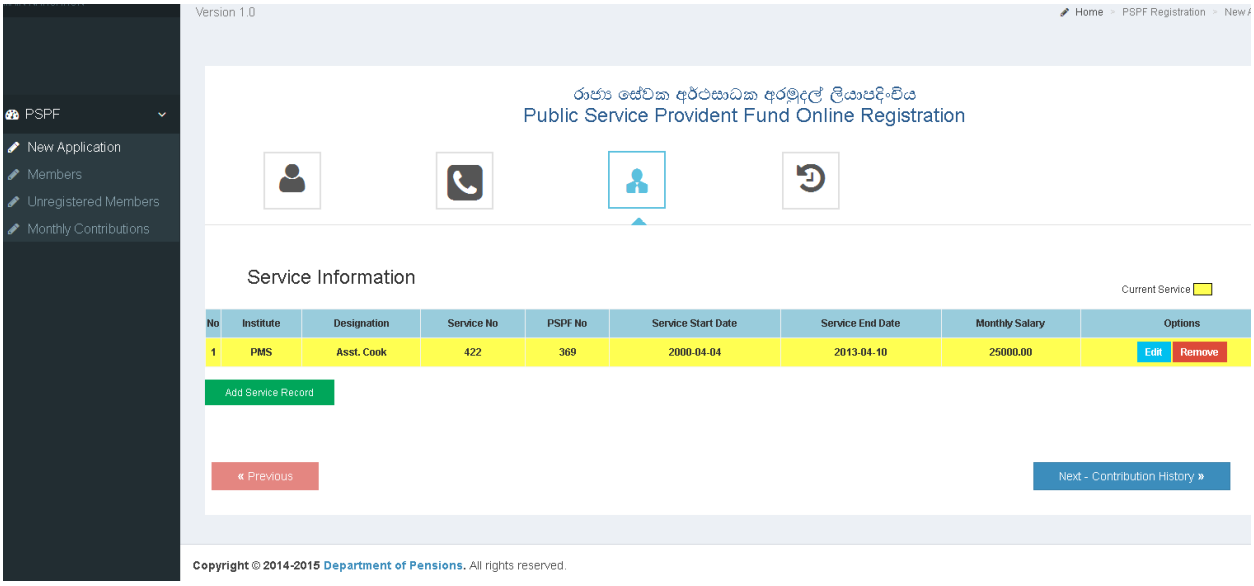

Image 15: Submission of Service Details

10 Contributions for Services

Information of contributions should be entered here.

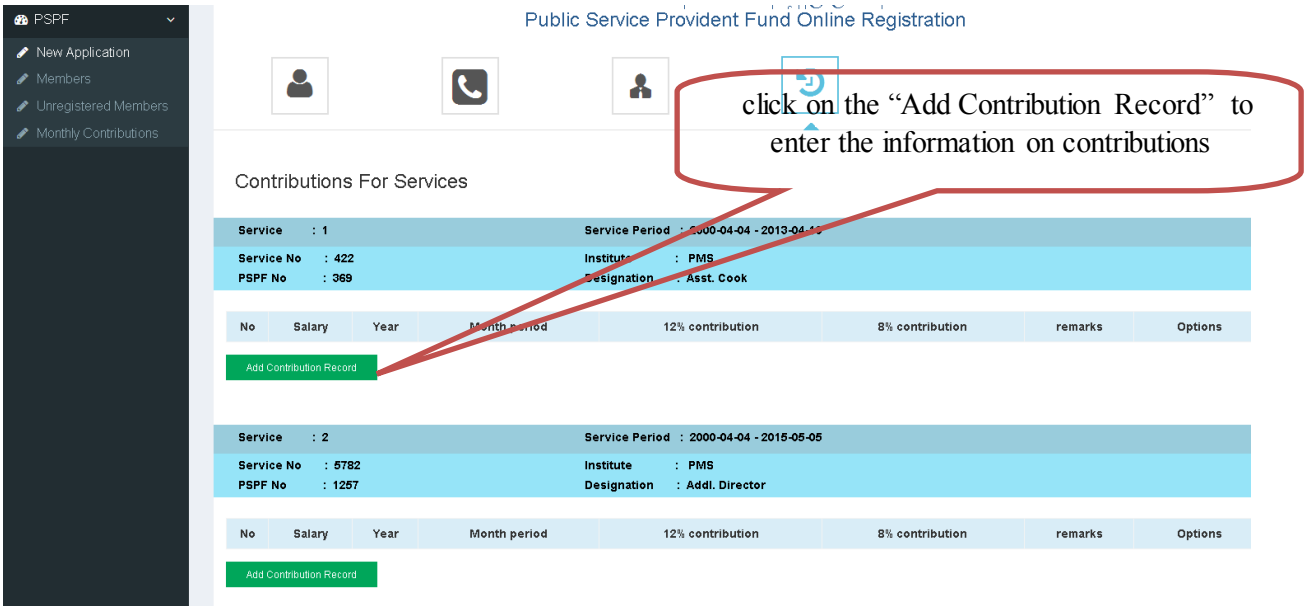

Image 16: Contributions

Enter the employees' details of previous contributions.

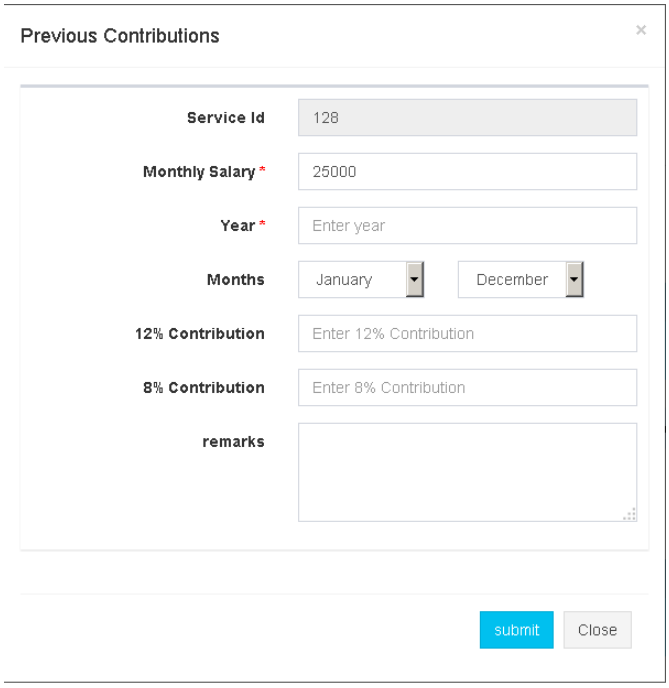

Image 17: Contributions

A message will be delivered after the successful registration of PSPF application in the system. Print Report could be issued after entering all information of the officers.

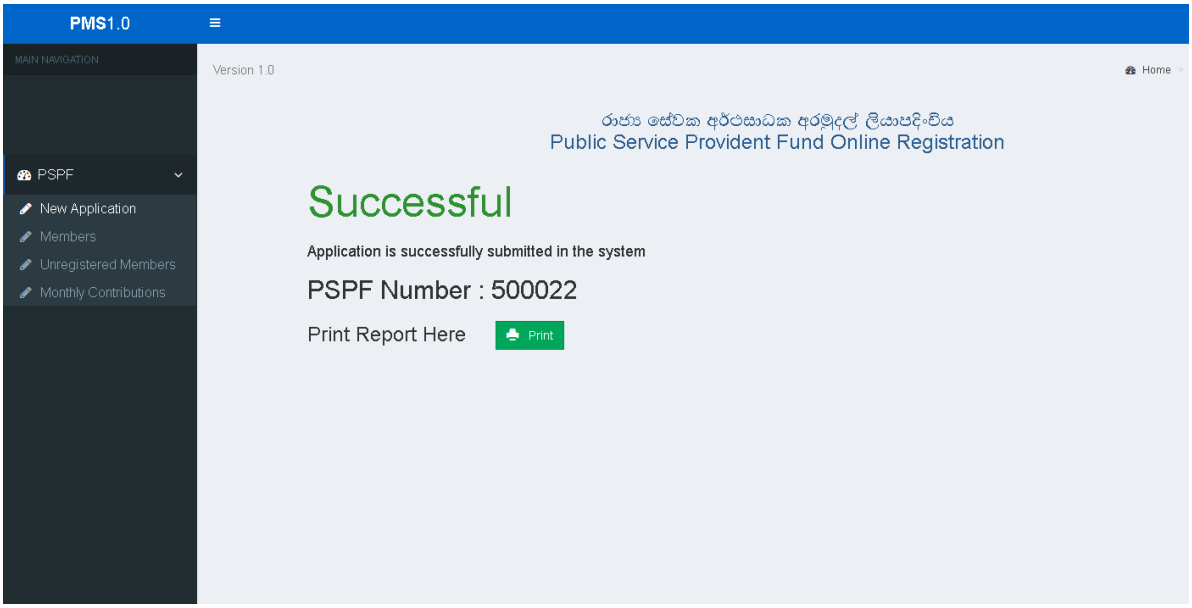

Image 18: Obtaining a Report at the End of the Registration

11 PSPF Members

Employee's information could be obtained if an employee is previously registered in PSPF system. Further this information could be edited when necessary.

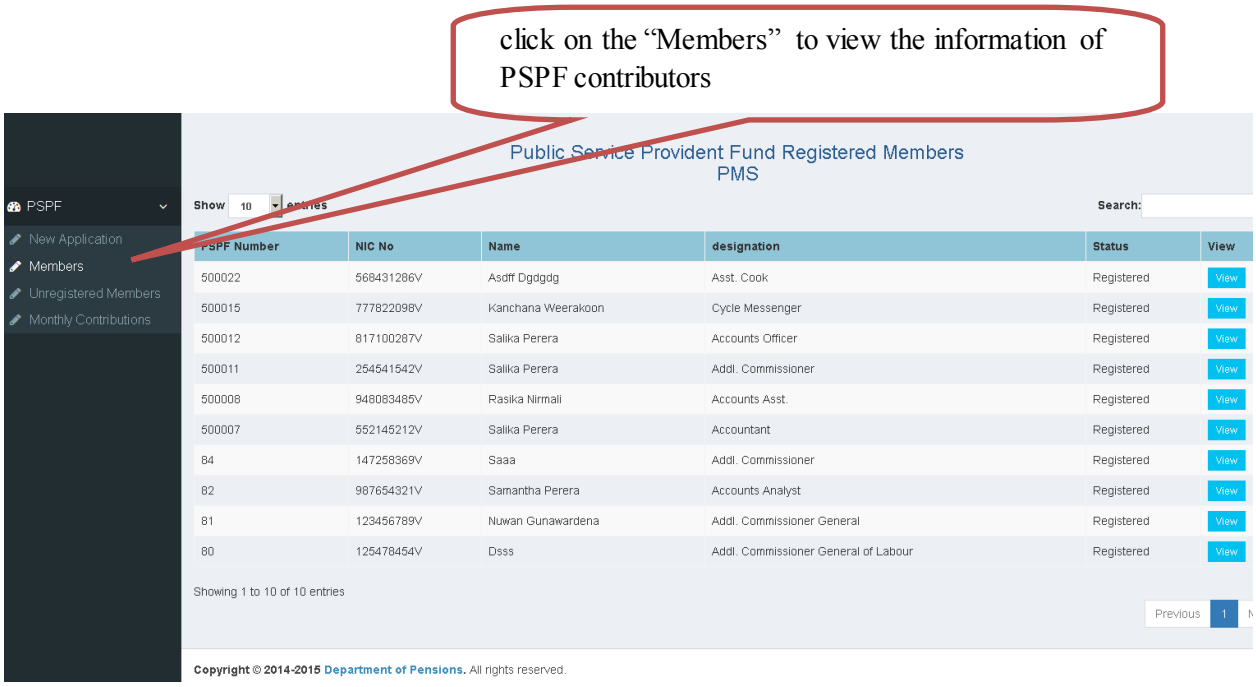

Image 19: Members

12 Unregistered Members

Information on newly added employees to the PSPF System could be viewed here. Further this information could be edited when necessary.

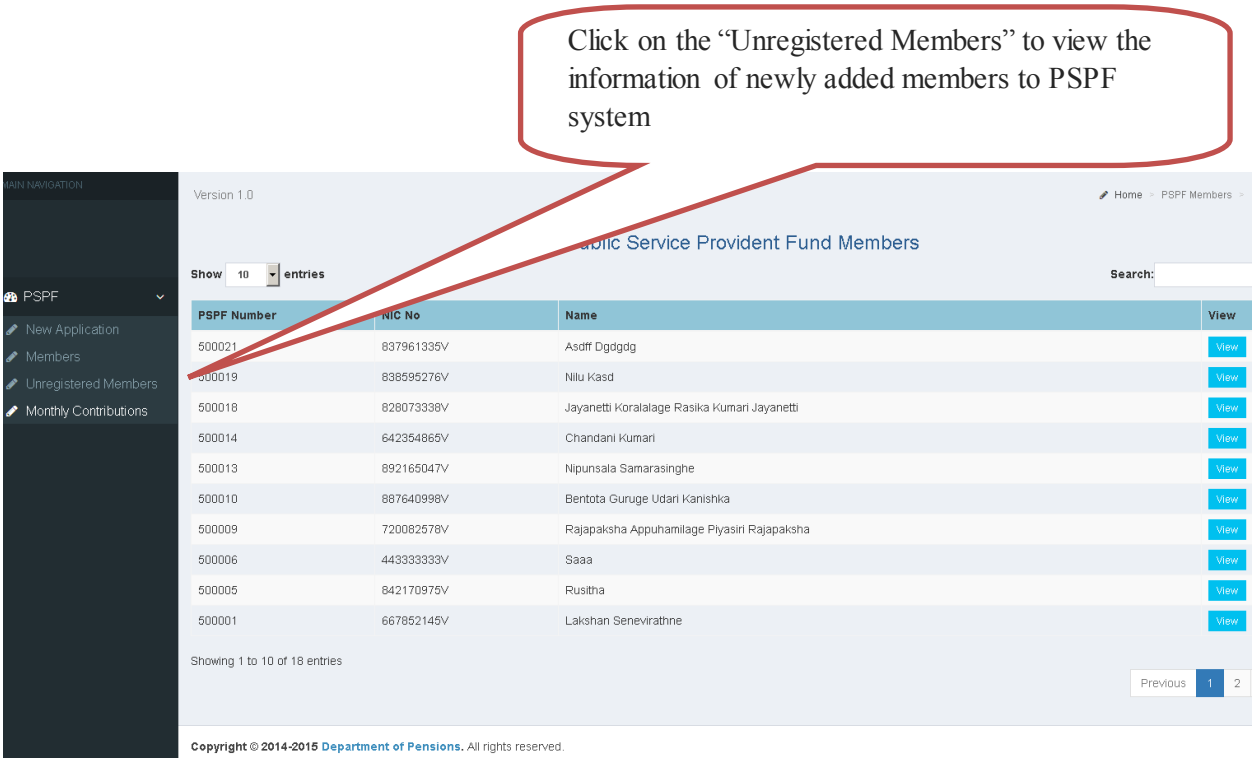

Image 20: Unregistered Members

13 Monthly Contribution

Information on monthly contributions could be enterd here. Branch of the bank, checques, and duration relevent for contributions could be enterd therein. Further members relevent per cheque could be added.

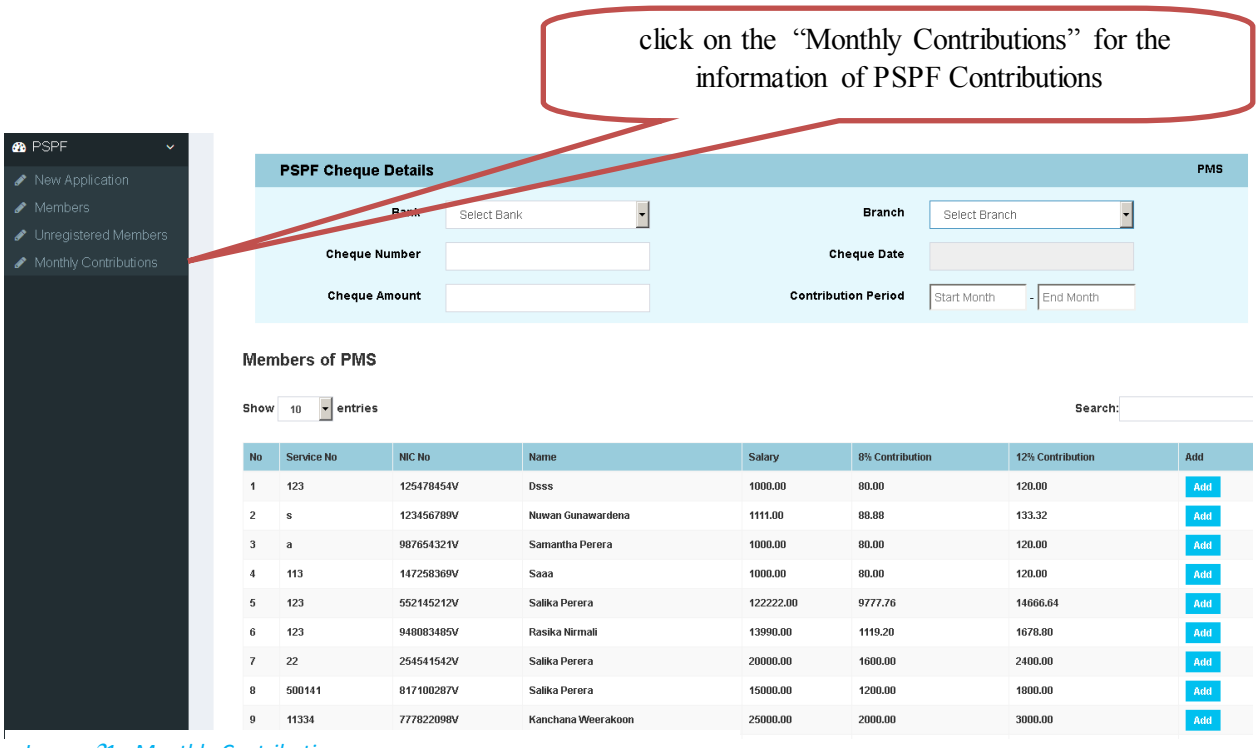

Image 21: Monthly Contributions