

Pension Circular: 05/2022

My No : Pen/Circular/2022

Department of Pensions,

Maligawaththa,

Colombo 10.

14.09.2022

To Secretaries of All Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
District Secretaries,
Divisional Secretaries

Revision of the pension after retirement due to various reasons (PD06)

Your attention is hereby drawn to paragraph 06 of Pension Circular No. 3/2016 and paragraph 03 of Pension Circular No. 2/2016 (1).

02. The process, which has been introduced by the above for the submission of applications pertaining to the revisions made to the pension of a public officer after making him/ her entitled to the pension, is further revised.

03. Provisions of this circular are applicable only to the pensioners, whose pension is to be revised due to the reasons mentioned below.

- i. Granting a promotion after the retirement
- ii. Adding the salary incremental value earned by the officer
- iii. Revisions made under the cases pertaining to political victimization
- iv. Cancellation of disciplinary orders
- v. Reinstatement in service
- vi. Rectification of the placement on salary
- vii. Revision of the pension of those ,who receive police compensation salaries, at the age of 55 years

04. As per the new process, applications of the pensioners, whose pension should be revised due to the reasons mentioned in 03 above, should be submitted online. For this purpose, instructions are given in annex 01 for utilizing for information technology system. The printed application, which is obtained after entering the particulars in the information technology system, should be submitted online through the same information technology system along with the recommendation of the Head of the Institution with relevant annexes.

05. The Department of Pensions will commence the payment of pension pertaining to the approved applications after making relevant revisions and payment of arrears will be carried out through the relevant Divisional Secretariat.

06. The institution can print the revised pension award relevant to the approved application through the information technology system and the relevant Heads of Institutions should take action to send revised to the Divisional Secretariat, which pays the pension.

07. However, the instructions given under the Pension Circular No. 3/2016(I) dated 01.06.2016 should be applied further for the revision of pensions of those pensioners, who have retired before 01.01.2006 but the pension of them is to be revised as per the reasons given in paragraph 03 above.

08. Provisions of this circular will come in to effect from 15.09.2022. .

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

Copies :-

- | | |
|---|-------------------|
| 1. Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government | - For information |
| 2. Secretary of the Ministry of Finance | - For information |
| 3. Auditor General | - For information |

Revision of pension (PD 6) (Revision)



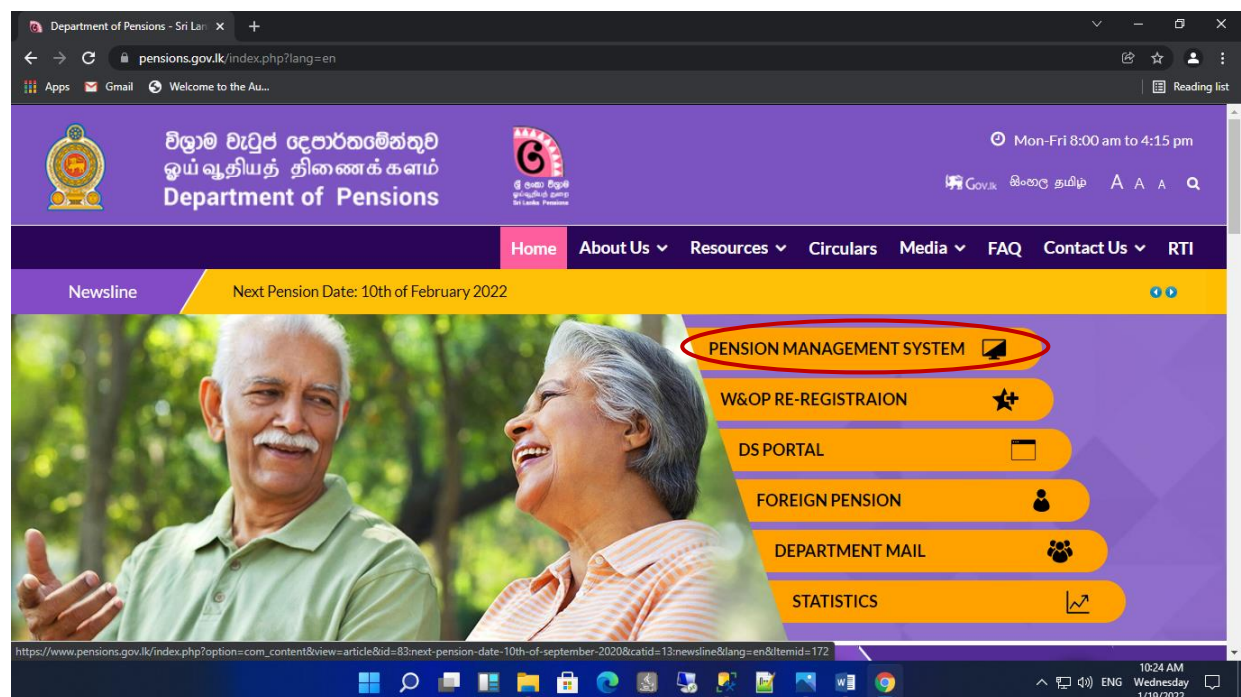
This system is used to submit online the revisions on pension - online

Access the system

1 Login to the system:

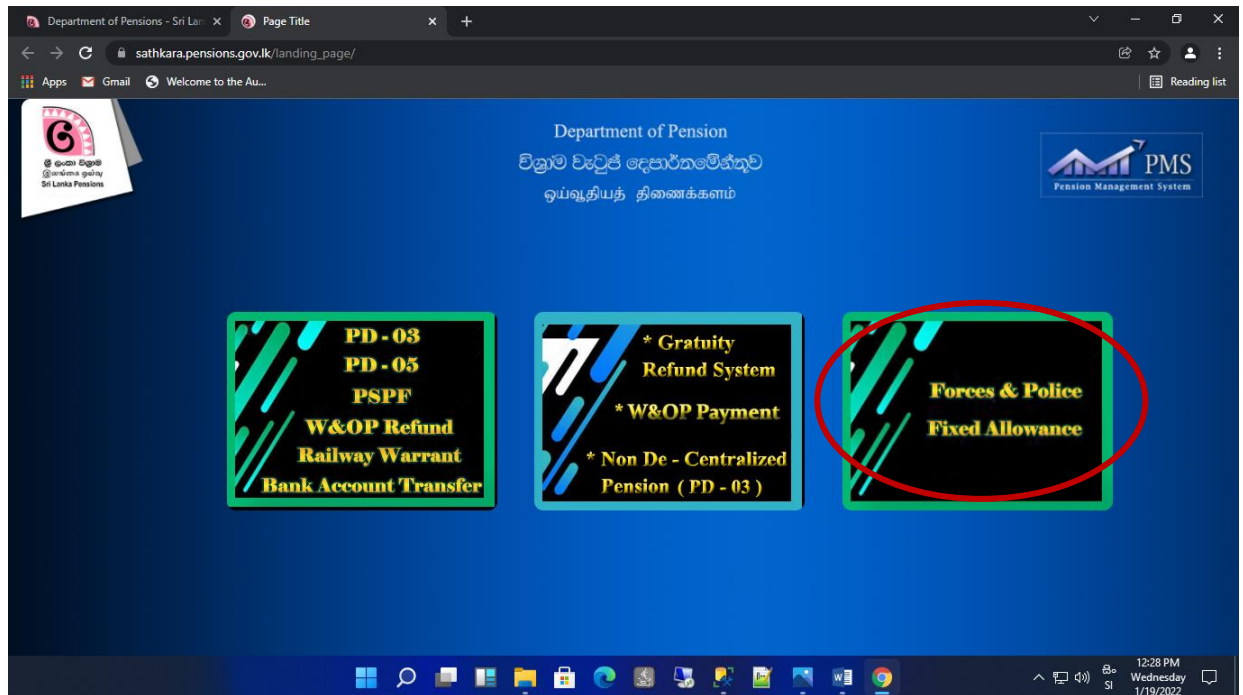
If you already have an active account to login to the pension management system as a subject officer, you can use the username and password. If you don't have an active account as a subject officer in charge of the, you are required to prepare a new account following the instructions in the manual of guidelines relevant to Pension Circular 03/2015.

Click on the Google Chrome Icon of your computer or type www.pensions.gov.lk on address bar to enter the website of Department of Pensions. Then click on PENSION MANAGEMENT SYSTEM in the web page.

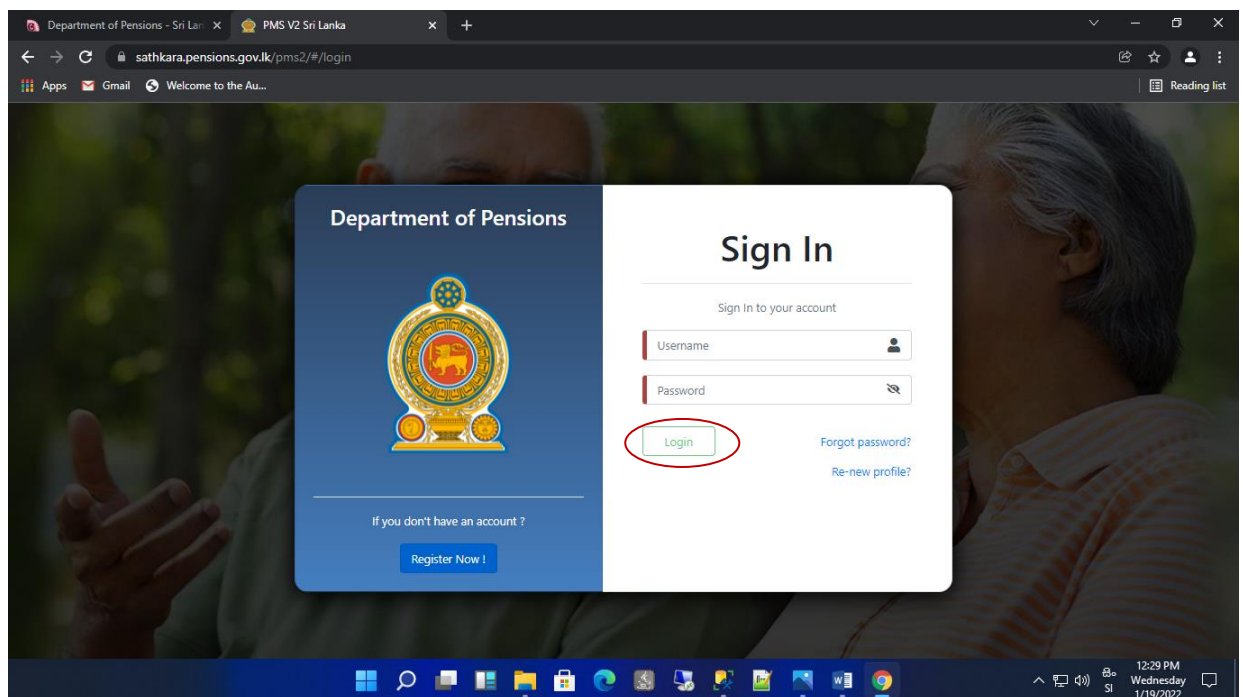


1 Access the system through user account and enter the data :

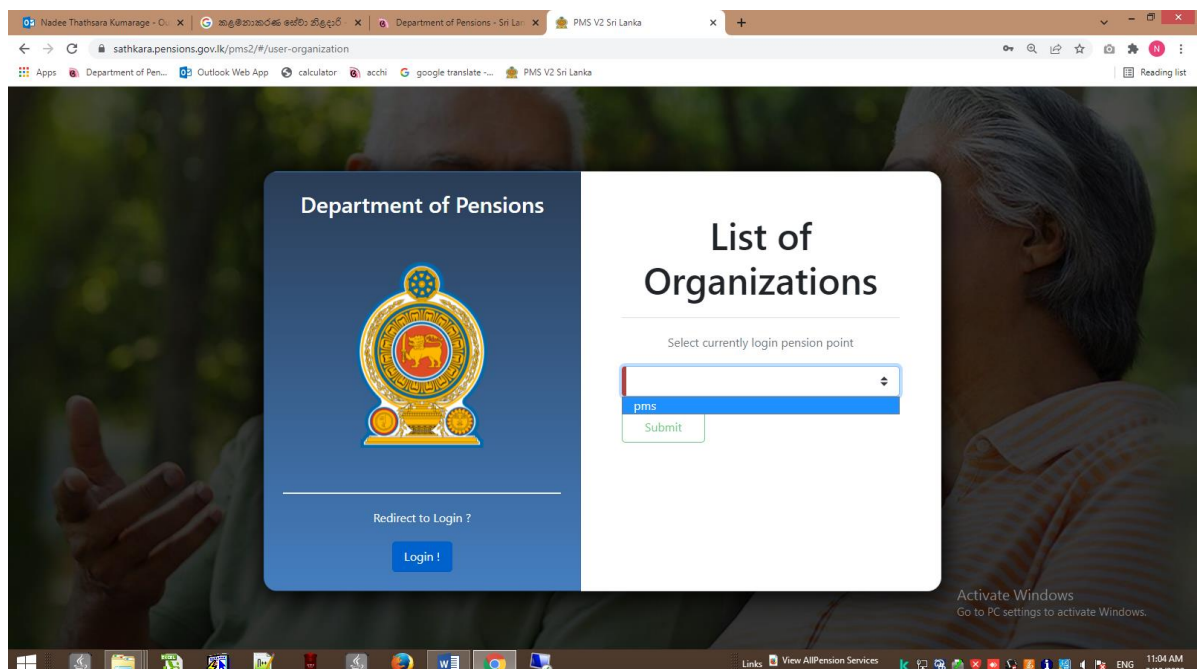
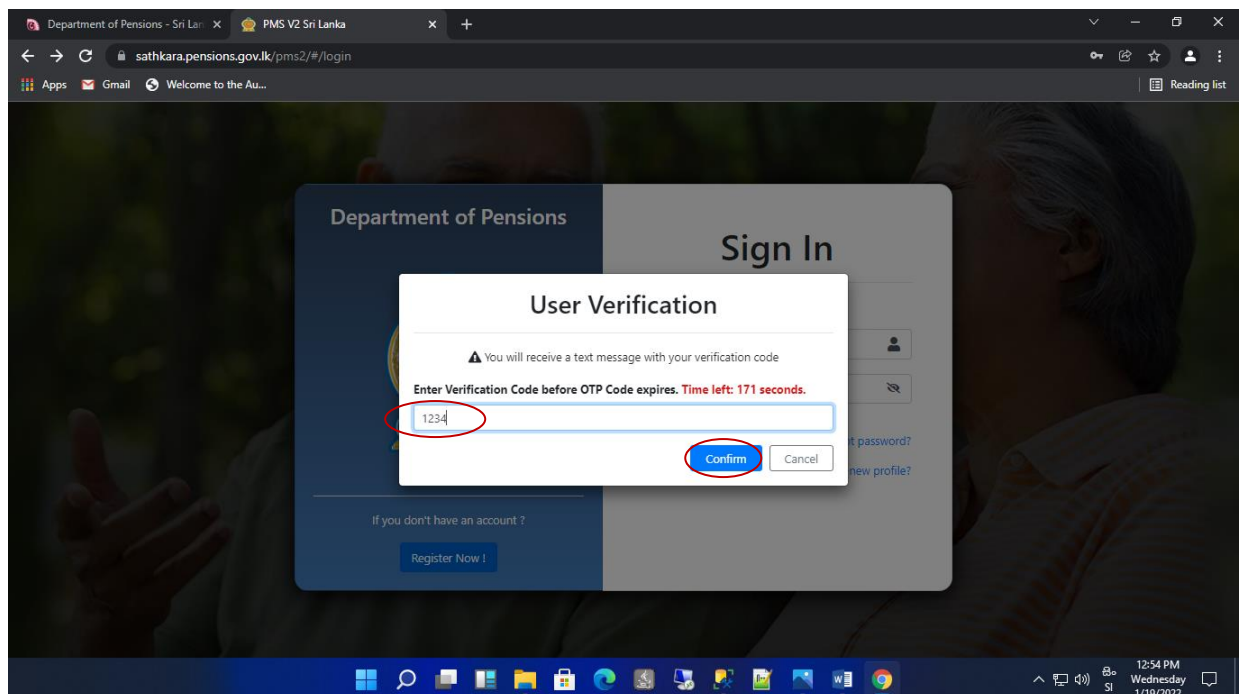
Click on the third tile in the following interface which is shown after entering the PMS data system.



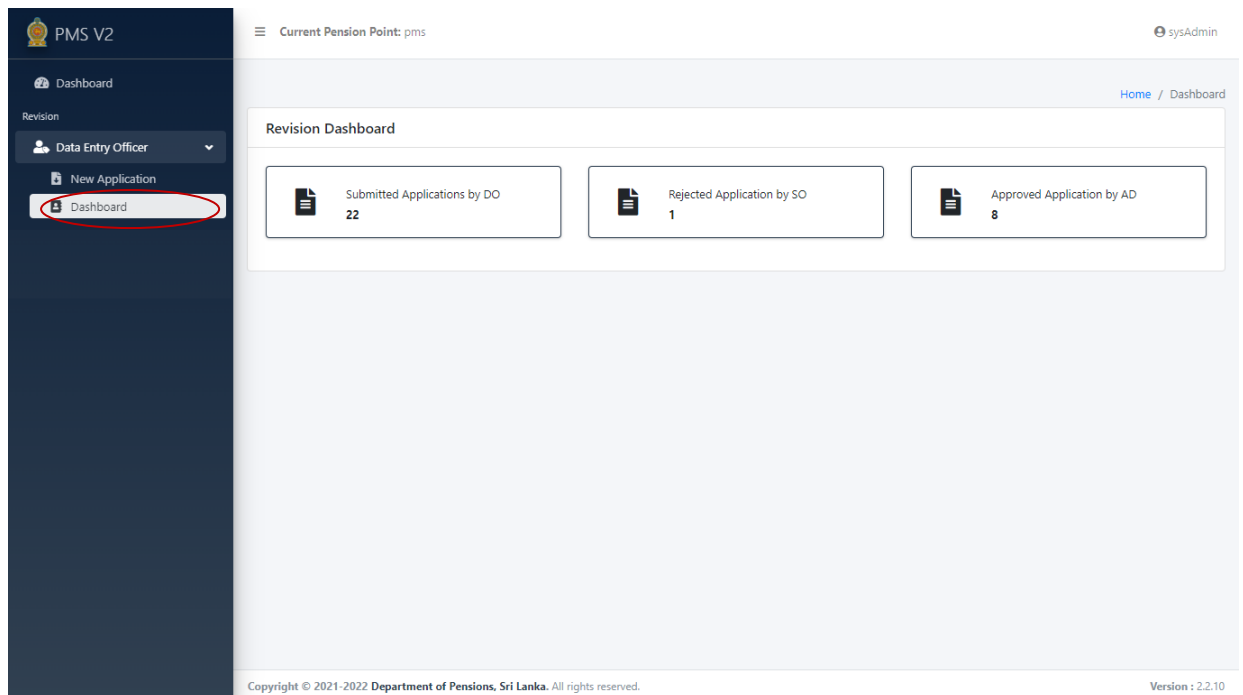
01. Click the login button after entering the username and password.



02. When you access the account, you will receive a secret code to the contact phone number given by you when creating the account and then click confirm button after entering the code. Select relevant institution correctly in the given interface.



03. Then the following will be appeared.



When entering the Dashboard,

Submitted Application by DO - Applications entered by the officers in charge of the subject of the institution.

Rejected Application by SO – Applications rejected by the officers in charge of the subject of the Department of Pension (These applications should be corrected again by the officers in charge of the subject of the institute and referred to the Department of Pensions.

Approved Application by AD – Applications approved by the Department of Pensions.

04. Enter a new application.

- (I) When entering a new application, search the particulars of the pensioner using either the national identity card number or pension number of the respective pensioner.

The screenshot shows the 'PMS V2' application interface. On the left is a dark sidebar with a 'Data Entry Officer' menu and a 'New Application' button. The main area is titled 'Current Pension Point: pms' and 'sysAdmin'. It features a 'Details' section with two input fields: 'NIC :' (with a 'NIC Number' placeholder) and 'Pension No :' (with a 'Pension Number' placeholder). Both fields are circled in red. Below these fields is a green 'Search' button. Underneath is a table with columns: '#', 'Pension Type', 'Name', 'NIC', 'Person State', and 'Option'. The table body contains a single row with the text 'No record found'. At the bottom, there is a copyright notice for the Department of Pensions, Sri Lanka, and a version number '2.2.10'.

#	Pension Type	Name	NIC	Person State	Option
No record found					

- (II) For Example, when the search is started entering pension number, particulars will be shown in the following manner and then click on View.

This screenshot shows the same 'PMS V2' interface as the previous one, but with search results. The 'Pension No :' field now contains the value '1301539'. The 'Search' button is still present. The table below now displays one record. The 'Option' column for this record contains a blue 'VIEW' button, which is circled in red. The copyright notice and version number remain at the bottom.

#	Pension Type	Name	NIC	Person State	Option
1	Civil Pensions	A,RASALINGAM	593474488V	Active	VIEW

- (III) Then the following interface will appear. If the particulars shown automatically under Personal Info, are correct click on next button.

The screenshot displays the 'Revision Application' form in the PMS V2 system. The left sidebar shows the user is a 'Data Entry Officer'. The top navigation bar indicates the current pension point is 'pms'. The form progress bar shows five steps: 1. Personal Info (active), 2. Current Payment, 3. Service Info, 4. Revision Info, and 5. Done. The 'PERSONAL INFORMATION' section contains the following details:

Pension No:	1301539
Name :	A.RASALINGAM
Address:	VINU VILLA ,MIRAHAWATTA.
NIC :	593474488V
Contact No :	0572244299
Date Of Birth :	1959-12-12
Wnop :	701622

A 'Next' button is located at the bottom right of the form, circled in red. The footer includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.10'.

- (IV) Then data will be shown under Current Payment and if these data are correct, click on Next button. If necessary, you can go back to previous page clicking Back button.

The screenshot displays the 'Revision Application' form in the PMS V2 system, now at the 'Current Payment' step. The progress bar shows: 1. Personal Info (completed with a green checkmark), 2. Current Payment (active), 3. Service Info, 4. Revision Info, and 5. Done. The 'PAYMENT INFORMATION' section contains the following details:

BPEN :	26,722.20
CLA :	3,525.00
OTA :	0.00
Total Pen :	35,247.20

At the bottom of the form, there are two buttons: 'Back' on the left and 'Next' on the right, both circled in red. The footer includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.10'.


(V) Enter correct particulars under Service Info. Once it is done, click Next button.

The screenshot shows the 'Revision Application' form in the PMS V2 system. The left sidebar contains navigation links: Dashboard, Data Entry Officer, New Application, and Dashboard. The top header shows 'Current Pension Point: pms' and 'sysAdmin'. The main content area displays a progress bar with five steps: Personal Info (completed), Current Payment (completed), Service Info (active), Revision Info, and Done. Below the progress bar is the 'SERVICE INFORMATION' section with the following fields:

Officer belongs to	Central Government
Service	Unified Postal Service(UPS)
Type	Civil
Designation	Postal Services Officer
Institute	pms

At the bottom of the form, there are two buttons: 'Back' and 'Next', both of which are circled in red. The footer contains the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version number 'Version : 2.2.10'.

(VI) Commence entering data correctly under Revision Info.

 PMS V2

Dashboard

Revision

Data Entry Officer

New Application

Dashboard

Current Pension Point: pms

sysAdmin

Revision Application

Personal Info

Current Payment

Service Info

Revision Info

Done

REVISION INFORMATION

Revision Reason

Payment Activate Date

Retired Date

Circular

Salary Code

Grade

Monthly Salary

Details of the period of service	Years	Months	Days
Period of service relevant to the calculation of pension	0	0	0

No pay leave details	Years	Months	Days
Net No-pay Leaves	0	0	0

Pensionable Allowance (Monthly)

No Pensionable Allowances Data

Add Pensionable Allowance

Non Pensionable Allowance (Monthly)

No Non Pensionable Allowances Data

Add Non Pensionable Allowance

Calculate

Details of Monthly Pension Entitlement

Reduce Percentage(%)

Unreduced Percentage(%)

Reduced Salary

Unreduced Salary

Pay Gratuity

Revision Required


Back

Next

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(VII) When entering Retired Date, use the calendar in the following manner.

 PMS V2

Dashboard

Revision

Data Entry Officer

New Application

Dashboard

Current Pension Point: pms

sysAdmin

Revision Application

Personal Info

Current Payment

Service Info

Revision Info

Done

REVISION INFORMATION

Revision Reason

Promotion

Payment Activate Date

2016-12-12

Retired Date

2016-12-12

Circular

Salary Code

Grade

Monthly Salary

Details of the period of service

Period of service relevant to the calculation of

YearsMonthsDays

No-pay leave details

Net No-pay Leaves

YearsMonthsDays

December 2016

MoTuWeThFrSaSu

2829301234

567891011

12131415161718

19202122232425

2627282930311

2345678

ClearToday

(VIII) When you clicking Add Pensionable Allowance, following interface will be shown to enter data. Click Add once relevant particulars are entered correctly.

The screenshot displays the PMS V2 interface. A modal titled "Add Pensionable Allowance" is open, showing fields for "Allowance Type" and "Amount" (set to 0). The modal has "Add" and "Close" buttons. In the background, the "Revision Application" form is visible, showing various fields like "Payment Activate Date", "Retired Date", "Circular", "Salary Code", "Grade", and "Monthly Salary". Below these fields, there are sections for "Details of the period of service", "No-pay leave details", "Pensionable Allowance (Monthly)", and "Non Pensionable Allowance (Monthly)". The "Pensionable Allowance (Monthly)" section has a button labeled "Add Pensionable Allowance" which is circled in red. At the bottom of the form, there are sections for "Details of Monthly Pension Entitlement", "Pay Gratuity", and "Revision Required".

Add Pensionable Allowance

Allowance Type:

Amount:

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

Revision Application

Personal Info: ☒

REVISION INFO

Revision Reason:

Payment Activate Date:

Retired Date:

Circular:

Salary Code:

Grade:

Monthly Salary:

Details of the period of service

	Years	Months	Days
Period of service relevant to the calculation of pension	<input type="text" value="35"/>	<input type="text" value="1"/>	<input type="text" value="10"/>

No-pay leave details

	Years	Months	Days
Net No-pay Leaves	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Pensionable Allowance (Monthly)

No Pensionable Allowances Data

[Add Pensionable Allowance](#)

Non Pensionable Allowance (Monthly)

No Non Pensionable Allowances Data

[Add Non Pensionable Allowance](#)

[Calculate](#)

Details of Monthly Pension Entitlement

Reduce Percentage(%)	<input type="text" value="78"/>	Unreduced Percentage(%)	<input type="text" value="88"/>
Reduced Salary	<input type="text" value="23,986.56"/>	Unreduced Salary	<input type="text" value="27,061.76"/>

Pay Gratuity ☒

Gratuity Calculation

New gratuity	<input type="text" value="649482.24"/>
Previous gratuity paid	<input type="text" value="603820.80"/>
Deductions	<input type="text" value="0"/>
Calculate	
Net gratuity payment	<input type="text" value="45661.44"/>

Revision Required ☐ No

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

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- (IX) When it is required to enter data under Add Non Pensionable Allowance, an interface will be shown in the following manner after clicking on Non Pensionable Allowance. Click on Add once data are entered correctly.
N.B. Only the particulars pertaining to other allowances included in the pension should strictly be entered under this.

The screenshot displays the PMS V2 interface. A modal titled "Add Non Pensionable Allowance" is open, showing fields for "Allowance Type" and "Amount" (set to 0), with "Add" and "Close" buttons. The "Add" button is circled in red. In the background, the "Revision Application" form is visible, including fields for "Payment Activate Date", "Retired Date", "Circular", "Salary Code", "Grade", and "Monthly Salary". Below this, there are sections for "Details of the period of service", "No pay leave details", "Pensionable Allowance (Monthly)", and "Non Pensionable Allowance (Monthly)". The "Non Pensionable Allowance (Monthly)" section shows "No Non Pensionable Allowances Data" and a circled "Add Non Pensionable Allowance" button. A green "Calculate" button is also present. At the bottom, there are sections for "Details of Monthly Pension Entitlement" and "Pay Gratuity".

Add Non Pensionable Allowance

Allowance Type:

Amount:

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

Revision Application

Personal Info: ☒

Revision Reason:

Payment Activate Date:

Retired Date:

Circular:

Salary Code:

Grade:

Monthly Salary:

Details of the period of service

	Years	Months	Days
Period of service relevant to the calculation of pension	<input type="text" value="35"/>	<input type="text" value="1"/>	<input type="text" value="10"/>

No pay leave details

	Years	Months	Days
Net No-pay Leaves	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Pensionable Allowance (Monthly)

No Pensionable Allowances Data

[Add Pensionable Allowance](#)

Non Pensionable Allowance (Monthly)

No Non Pensionable Allowances Data

[Add Non Pensionable Allowance](#)

[Calculate](#)

Details of Monthly Pension Entitlement

	Reduced Percentage(%)	Unreduced Percentage(%)
Reduce Percentage(%)	<input type="text" value="78"/>	<input type="text" value="88"/>
Reduced Salary	<input type="text" value="23,986.56"/>	<input type="text" value="27,061.76"/>

Pay Gratuity

☐ No ☒ Yes

Revision Required

☒ Yes ☐ No

Revision type

Details of Monthly Pension Entitlement

	Reduced Percentage(%)	Unreduced Percentage(%)
Reduce Percentage(%)	<input type="text" value="78"/>	<input type="text" value="88"/>
Reduced Salary	<input type="text" value="28188.42"/>	<input type="text" value="31802.32"/>

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

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- (X) Once the data is correctly entered following above instructions, click on Calculate button.
- When Yes is selected under Pay Gratuity, an interface will be shown to enter data. Click on Calculate button once it is completed correctly.
 - When Yes is selected under Revision required, an interface will be shown to enter data. Click on Calculate button once it is completed correctly. Then click Next button.

Revision Application

Personal Info Current Payment Service Info **Revision Info** Done

REVISION INFORMATION

Revision Reason Promotion

Payment Activate Date 2016-12-12

Retired Date 2016-12-12

Circular 03/2016-2016

Salary Code mn-3

Grade grade-i

Monthly Salary 30752

Details of the period of service	Years	Months	Days
Period of service relevant to the calculation of pension	35	1	10

No-pay leave details	Years	Months	Days
Net No-pay Leaves	0	0	0

Pensionable Allowance (Monthly)

No Pensionable Allowances Data

Add Pensionable Allowance

Non Pensionable Allowance (Monthly)

No Non Pensionable Allowances Data

Add Non Pensionable Allowance

Calculate

Details of Monthly Pension Entitlement

Reduce Percentage(%)	78	Unreduced Percentage(%)	88
Reduced Salary	23,986.56	Unreduced Salary	27,061.76

Pay Gratuity

Yes

Gratuity Calculation

New gratuity 649482.24

Previous gratuity paid 603820.80

Deductions 0

Calculate

Net gratuity payment 45661.44

Revision Required

Yes

Revision type 14/2019

Reduce Percentage(%)	78	Unreduced Percentage(%)	88
Reduced Salary	28,188.42	Unreduced Salary	31,802.32

Back

Next

- (XI) When all data are entered correctly, click the Save button. If it is necessary to visit previous pages, click the Back button..

The screenshot shows the 'Revision Application' form in the PMS V2 system. The left sidebar contains the 'Revision' menu with options: 'Data Entry Officer', 'New Application', and 'Dashboard'. The main content area displays a progress bar with five steps: 'Personal Info', 'Current Payment', 'Service Info', 'Revision Info', and 'Done'. The 'Save' button is highlighted with a red circle, and the 'Back' button is also circled. A green message bar at the top of the form area says 'click Save to save revision Details !!!'. The footer includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.10'.

(XII)

The screenshot shows the 'Revision Application' form after successful submission. The progress bar now shows all steps completed with checkmarks. A green message bar states 'Application is Successfully Saved.' Below this, there is a 'Re-Print Source Document' button. The document upload section lists various documents with 'Choose File' buttons and 'Upload' buttons. The documents listed are: 'NIC Copy', 'Bank Account Copy', 'History sheet', 'Source Document', 'Previous service award(old)', 'Salary conversion letter', 'No claime certificate', 'Revision related documents', and 'Other Document'. The footer includes the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.10'.

Source document can be printed by clicking on Re Print Document button.

The screenshot shows the 'Revision Application' form in the PMS V2 system. The form is titled 'Revision Application' and has a progress bar at the top with five steps: Personal Info, Current Payment, Service Info, Revision Info, and Done. The 'Done' step is highlighted with a blue circle and the number 5. Below the progress bar, a green message box states 'Application is Successfully Saved.' Below this, there is a green button labeled 'Re-Print Source Document'. The form also includes a table for uploading documents, with columns for document type, a 'Choose File' button, a status indicator (e.g., 'No file chosen'), and an 'Upload' button. The documents listed are: NIC Copy, Bank Account Copy, History sheet, Source Document, Previous service award(old), Salary conversion letter, No claime certificate, Revision related documents, and Other Document. The footer of the page contains the copyright notice 'Copyright © 2021-2022 Department of Pensions, Sri Lanka. All rights reserved.' and the version number 'Version : 2.2.10'.

PMS V2

Current Pension Point: pms

sysAdmin

Revision Application

Personal Info Current Payment Service Info Revision Info Done

Application is Successfully Saved.

Re-Print Source Document

* Allow PDF files only.

NIC Copy	Choose File	No file chosen	Upload
Bank Account Copy	Choose File	No file chosen	Upload
History sheet	Choose File	No file chosen	Upload
Source Document	Choose File	No file chosen	Upload
Previous service award(old)	Choose File	No file chosen	Upload
Salary conversion letter	Choose File	No file chosen	Upload
No claime certificate	Choose File	No file chosen	Upload
Revision related documents	Choose File	No file chosen	Upload
Other Document	Choose File	No file chosen	Upload

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Upload soft copies of the required documents of a pensioner using interface given below.

This screenshot is identical to the one above, showing the 'Revision Application' form in the PMS V2 system. It displays the 'Re-Print Source Document' button and the document upload table. The form includes a progress bar with steps: Personal Info, Current Payment, Service Info, Revision Info, and Done. A green message box indicates 'Application is Successfully Saved.' The document upload section lists various documents with 'Choose File' buttons, status indicators, and 'Upload' buttons. The footer contains the copyright notice and version number.

PMS V2

Current Pension Point: pms

sysAdmin

Revision Application

Personal Info Current Payment Service Info Revision Info Done

Application is Successfully Saved.

Re-Print Source Document

* Allow PDF files only.

NIC Copy	Choose File	No file chosen	Upload
Bank Account Copy	Choose File	No file chosen	Upload
History sheet	Choose File	No file chosen	Upload
Source Document	Choose File	No file chosen	Upload
Previous service award(old)	Choose File	No file chosen	Upload
Salary conversion letter	Choose File	No file chosen	Upload
No claime certificate	Choose File	No file chosen	Upload
Revision related documents	Choose File	No file chosen	Upload
Other Document	Choose File	No file chosen	Upload

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