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.

- 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
 - 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

- 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,		
	Provincial Councils and Local Government	-	F.I.P.
5.	Auditor General	-	F.I.P.



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 <u>www.pensions.gov.lk</u>. 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.

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(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.

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(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.

👷 PMS V2	E Current Pension Point: pms			
	W & OP Remittance Collection - Dashboard			Home / Dashboard
WOP Remittance Collection	Approved Application(s) 2,400	Leave Ended Application(s) 8	Returned Application(s) 287	Saved Application(s) 5,235
Learne incontantiants Pashboard New Application G Search	Submitted Application(s) 8	Suspended application		

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

Overview								
	-						Home / Dashboard / A	spplication Li
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Reports	NIC	No:	NIC Number					
+ Leave Modifications	Ref	erence No :	Reference Number					
Dashboard			Q Search					
New Application								
Search	#	REF. NO 0	NAME	NIC	WNOP	TYPE	OPTIONS	
	3	9374	Mr Balakrishnan Ranjith	198301600221	5611982	regular		
	2	9286	Mr Padmasiri Herathlage Newton Gunasekara	73023319 1 V	M/088436	regular		
	3	9277	Mr Sinnaiah Mathuvanthan	961662596V	M/065725	regular		
	4	9242	Ms Kabala Kumbure Gedara Anusha Saranga Premarathna	198977300120	F/129556	regular		
	5	9237	Mrs Thamilini Thayan	817571158V	F/088101	regular	0	
	6	9211	Mr Lasitha Chathuranga Witharanage	890782711V	7422074	regular	0	
	7	9182	Ms Welivita Withanalage Sachethana Priyabhashini Perera	926021796V	6650479	regular		
	s	9180	Mrs Samaradiwakara Rajapaksha Mohotti Appuhamilage Tharanga Samaradiwakara	826500581V	F/004452	regular		
	9	9175	Mr Kanapathipillal Kanagathurai	700123480V	82/912892	regular	0	
	10	9137	Mrs Epaarachchige Umendra Kumari Epaarachchi	766511880V	F/013841	regular		
						< Previous 1	234550	Next *

2. Leave Ended Application Tile View

Overview							Home / Dashboard / Application I
OP Remittance Collection	w	& OP Remittan	ce Collection - Leave Ended Application(s)				Ø
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Q Search	#	REF. NO \$	NAME	NIC	WNOP	TYPE	OPTIONS
	1	9472	Mr Wijerathna Mudiyanselage Don Duminda	910990152V	5974722	end	0
	2	9470	Mr Thirugnanasundaram Pranavan	911040549V	6122397	end	0
	3	9435	Mr Zainudeen Mohamed Mahir	762090031V	82/820907	end	
	4	9434	Mr Jesuthasan Srikanth	772074573V	M/022587	end	0
	s	9408	Mr Tharmalingam Nagendran	760533238V	M/104440/13072015	end	
	6	9385	Ms Rathnayaka Mudiyanselage Nisansala Thejani	886300611V	7207318	end	0
	7	9380	Mr Sembukuttige Don Lalith Prasanna Kuttige	732920439V	82/851633	end	
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3. Returned Application Tile View

👮 PMS V2	≡ (Current Pension Pe	sint: pms					O Ashan94
Overview							Home / Dashboar	d / Application List
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Reports	NIC	No:	NIC Number					
+ Leave Modifications	Ref	erence No :	Reference Number					
Dashboard			Q. Search					
+ New Application								
Q Search	#	REF. NO 0	NAME	NIC	WNOP	ТҮРЕ	OPTIONS	
	1	9181	Ms Herath Mudiyanselage Chanchala Kaushalya Kumari	946200107V	6033311	regular		
	2	8972	Mrs Lepoth Deniyage Shanika Ransimala	907810445V	F/124501	regular	0	
	3	8906	Mrs Rajapaksha Mudiyanselage Subodha Harshanee Rajapaksha	795302433V	83/132551	regular	0	
	4	8906	Ms Jamunige tresha Samanmali Perera	917592969V	7420595	regular		
	5	8799	Mr Ekanayake Mudiyanselage Dinesh Maduranga Ekanayake	901790035V	7442303	regular		
	6	8588	Mr Thavagnanaselvam Diron Roshanthan	822643604V	M/082711	regular	0	
	7	8412	Mr Paseem Mohamed Thahi	951841340V	7370368	regular	0	
	8	8200	Mr Sebamalai Kishanthan	792011462V	M/106488/30072015	regular	0	
	9	8157	Mr Chandana Thilak Kumara Edirimanna Ranapurage	197430201010	M/015791	regular	Ø	
	10	8092	Ms Panagoda Liyanage Shalomi Nisansala Sigera	926630962V	6052918	regular	•	
						- Previous 📘	345	29 Next -
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4. Saved Application Tile View

Overview							Home / Dashboard / App	dication Li
P Remittance Collection	w	& OP Remittar	nce Collection - Saved Application(s)					ø
🚨 Data Entry Officer 🛛 📢								
Reports	NIC	No:	NRC Number					
+ Leave Modifications	Ref	erence No :	Reference Number					
🕐 Dashboard			Q Search					
+. New Application								
Q. Search	#	REF. NO ¢	NAME	NIC	WNOP	TYPE	OPTIONS	_
	1	9744	Ms Munathanthrige Kaveesha Lalandi Karunarathna	946030775V	7169736	regular		
	z	9729	Mrs Thushanthy Pratheeban	788611870V	F/011792	regular		
	3	9728	Ms Sivaananthy Ruthesh	945981229V	7298766	regular		
	-4	9727	Miss Chandrasegaram Devi	855630460V	F/056182	regular	0 1 0	-
	5	9726	Mr Nadarajah Rathan	830651534V	6185726	regular	@ 1 B	
	б	9725	Ms Sivatharsika Sivanathan	918341501V	7175097	regular	@ 1 B	
	7	9724	Mr Mudiyanselage Susith Kumara Sugathapala	830265295V	6096752	regular		-
	8	9723	Mr Sayedu Minnathulla Moulana Hisbulla	843140858V	5988820	regular	🐵 ᆂ 🖨	
	9	9722	Ms Thahoor Fathima Fasmiya	198951400660	7289012	regular	0 ± 8	
	10	9721	Ms Duwagoda Withanage Harshani	836363159V	F/130944	regular	● ± ⊕	
						- Previous 1 2	3 4 5 50	Next =

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

🙍 PMS V2	=	Current Pension Pe	alint: pms					O Ashan94
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Reports	NI	C No :	Ni C Number					
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n Dashboard			Q.Search					
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		8686	Mirs Thanugiya Yogachdrandra	8560207.46V	F/120874	extend	Ø	
	z	7095	Ms Mohamed Ansath Fathima Nusrath	906302470V	F/148857/24082015	regular	0	
	3	6931	Mr Semoon Arouf Arsheth	860765039V	6114089	regular	•	
	4	5858	Ms Widana Arachchilage Kithmini Hasanthika Wimalasiri	966971657V	7178737	regular	Ø	
	5	2339	Mr Muhammadu iqbal Naseem	198022602108	7308362	riegular	O	
	6	2111	Mrs Sakalasooriya Mudiyamelage Chandima Kumuduni Sakalasooriya	828663984V	F/005098	iegular	9	
	7	1258	Mrs Hettiarachchige Dona Nadee <mark>H</mark> imasha Jayasekara	847470739V	5024087	regular	Ø	
	8	120	Mr Voonus Mohamed Sarjoon	921752849V	6555641	regular	0	
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6. Suspended Application Tile View

會 PMS V2	=	Current Pension P	sint: pms				O Ashan94
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+ Leave Modifications Dashboard + New Application Q Search	Re T	ference No : REF. NO ‡	Reference Number	NIC	WNOP	TYPE	OPTIONS
	1	9731 9730	Mr Uduwarage Don Hindra Jayalal Ranaweera Mrs Delpa Godage Chinthika Madhushani	197323701940 856370038V	7321941 F/109342	regular regular	0

2 Inclusion of a new application.

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

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PMS V2 Data Entry Officer Creave Modifications Ponhtnand Ponhtnand New Application G Search HO Accountant	Present Norden Balance X O Important Notice X Please be informed that it is compulsory to proceed in accordance with pension circular 6/2002 when registering officers taking local and foreign leave as per Public Administration Circular 14/2022 and 14/2022 01. X Sign product Variation Strate and College of Sign Public Administration Circular 14/2022 and 14/2022 (0.1) X Sign product Variation Circular 14/2022 and 14/2022 (0.1) X Sign product Variation Circular 14/2022 (0.1) X Sign product	Kome / Seat
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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.

👷 PMS V2	Current Pension Poi	nt: pms	4
			Home / Search
	W & OP Remittand	e Collection - New Application	ø
WOP Remittance Collection Data Entry Officer Leave Modifications Dashboard H. New Application:	NIC No : W & OP No :	Formats: 11111111/0/X or 1111111111 NiC Number W&OP Number	
Q, Search			

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''.

👰 PMS V2		≡ Current Pension Point	I pms				O Ashan94
Overview WOF Remittence Collection Data Entry Officer	4	W & OP Remittance	Collection - New Application				Home / Search
🔮 HO Accountant	¢	NIC No : W & OP No :	Formats: 111111111/X or 111111111111 916034296V W&OP Number				
		7 NAME 1 Ms. Mchammadhu Faro	iok Maheesha Nizrin Parook	NIC 916034296V	W & OP NO 5000013	W & OP MEMBERSHIP STATUS	OPTION
		Copyright © 2021-2023 Depa	rtment of Pensions, Sri Lanka. All rights reserv	ed.		Versi	an : 2243-development.0

(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.

Dverview	NOTE : * Please fill & correct requ	ired fields before continue the pro-	tess. Invalid fields are highlighted in RED	color.	
mittance Collection	Personal Info	Service Info	Bank Info		- 5 Don
Data Entry Officer 🔹 🕻					
Reports	PERSONAL INFOR	MATION			
Leave Modifications					
Dashboard	Name in Full	Ms: 🗢	Hetti Arachchige Gayathri Samuduni Hett	ti Arachchi	
New Application	NIC	856912221V			
, Search	Gender	Female 🗢			
	Address	44/01/C, Kurunduwaththa	, Purana Meerigama, Meerigama		
	Contact No(Mobile)	I			
	W&OP Number	7430763			
	Date of Birth	07/09/1985			
	E-mail Address				

(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'.

lashboard					Home / New Applic
nittance Collection	WNOP Remittance Collection	- New Application			
Ata Entry Unicer					
New Application	Personal Info	Service info	3 Bank Info	W&ICP Cont. Info	(5) Done
	SERVICE INFORMATION	NO			
	Officer Belongs To	1	٥		
	Service			0	
	Designation			•	
	Institute	pms			
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	Salary Code		*		
	Grade	L	٠		
	Monthly Salary Amount				
	Back			Activate 1 Go to Settin	Windows

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

👰 PMS V2	E Current Pension Point: pms				
 Bashboard WOP Remittance Collection Data Entry Officer 	WNOP Remittance Collecti	on - New Application			Home / New Application
	Personal Info	Service Into	3 Bank Info	W&OP Cont. Info	Done 3
	Bank Branch Account Type Account Holder's Name		•		
	Account No	1			Next
	Copyright © 2021-2022 Department o	of Pensions, Sri Lanka. All rights	reserved.		Version : 2.2.72

- 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.

👰 PMS V2	Current Pension Point: pros						e Ashan94
Overview WOP Remittance Collection	W & OP Remittance Collection	- New Application				Home / Na	w Application
🚨 Data Entry Officer 🛛 🖌							
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 Dashboard New Application 	CALCULATION OF W&	OP CONTRIBUTION	-				
Q, Search		() ()					
	Leave Type	•					
	Starting Date	mm/dd/yyyy					
	Ending Date	mm/dd/yyyy					
	Transaction Day of a Month	•					
	Monthly Cont. Percentage(%)	•					
		Calculate :					
	Details of the period of Leave			Years	Months	Days	
	Period of Leave			0	0	0	
	Monthly Cont. Amount	1					
	Back						Next
	Copyright © 2021-2023 Department of Pen	sions. Sri Lanks. All rights reserved.				Versio	n r 24.9-beta.0

(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.



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 <u>Head of the Institution</u>.

	(C)	torra foormit-1033122 Department of Persions tigen occir approximation	6	Print	2 sheets of	paper
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	Belanards: 14					
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Important -

- 1. Inform the officer obtaining leave that the submission of the form of Standing Order issued by the Department of Pensions to the bank or inclusion of NIC number or Pay reference in the space for the Pay Reference in the Standing Order issued by the bank for this purpose is compulsory.
- 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. Inform the officer in this regard.
- (VII) Then the following interface will appear and if you need to get a printed copy of the source document, click on the Re-Print Source Document.

					Home 2 New App
Emittance Collection Data Entry Officer 4	W & OP Remittance Colle	ction - New Application			
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 New Application Search 			Important Notice	9	
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	Re Brief Searce Decame	New Application			

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

👷 PMS V2	E Current Pension Point: pros			O Ashan94
Overview		Publicat		Home / Dashboard
	W & OP Remittance Collection -	- Dashboard		
WOP Remittance Collection	Approved Application(s)	Leave Ended Application(s)	Returned Application(s)	Saved Application(s) 5,235
+ Leave Modifications	Submitted Application(s)	Suspended application		
+ New Application Q Search	8	E 2		

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

		a or nemina	ce concention surce appreciation(a)				
Overview	NIC	No :	NIC Number				
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	6	9747	Ms Hetti Arachchige Gayathri Samuduni Hetti Arachchi	856912221V	7430763	regular	▲ 1 8
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	100 AV				and the second second	TRANSFER IN	And a state of the

(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 ' $\sqrt{}$ ' mark is indicated against it. If such mark is available, you can check by clicking on 'View' button.

	W & OP Remittance Collectio	in - Upload Documents		Reference : 975
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+ Leave Modifications	Please be advised that when remittance reliection system, the bank copy in the relevant particular application to the 0 Reference' when getting app	registering officers who take local or foreis if to essential to uplead source document fields as indicated in the Pension Circular bepartment of Pensions, Special attention, reval for the standing order and this essen	In leave as per the Public Administrativ and leave approval document signed b 8/2022. After completion of the applica should be given to clearly meetion the thial that the leave applicant also inform	c Circulars 14/2022 and 14/2022 III for the velocy by subcrase Christer and the constant is to be a convente and tion. It is essential to "circle" batton at the end to receive VIIC number of the officer that takes leave as "Pay ed about this ty bis/her institution.
	යෝග මරිෂාලන මහුලේම 10,4 ලියාවේදාව නිරිමේදී අදාල නිලා Document, Leave Approv කිරීමට අධාන කටයුතු යෙදෙන (312512)	2022 හා 14/2022(II) ඉතුර දේශය හා වං ධාරියාගේ කොටතුරු ඇතුලුත් කර ලබා ගන් al Document හා Bank Book Copy Sc. කලය කංදිණිකඩ දක්වති. සෙරේති බැංකුව ව	දයිය නිවංඩු ලබං, යත් නිලධාරීන් විටුංෂි 2 6. Source Document මෙනව ඇංදී 2 6n කර විටුංෂි වැටුස් මනුමෙන 6/2022 : 1000 ස්ථාවරත්මයෝගය අනුමක කර ගැන්	்ஜிம் ஒடியங்களின் எல்லால், கான் கான் கீடும் என்ற மேல் பிருக்குகள் அவர் குறைகள் அருக்கு கான் கேருக்கு மக்கீட் Pay Reference மல் கரு விருக்கு கருக்கு கருக்கு கதித் Pay Reference மல் கரி விருக்கு சில்லால் மல்லா
	14/2022 மற்றும் 14/202200 ஒவ்பல்ல் பணம் செலுக்கு குறிப்படைப்பட்டும் இன்ன கன ஓவ்பல்ல் மற்றும் கைக புகின்றைப்பட குற்றுக்கை பெற்றுக்கொன்னும் பெர கழுவலைரின் தேப்படி வின்னைப்பறைறும் கல	பொது நிரவாக கற்றநிகளைகள் பி முறைவைக்கால பதில், செல்லம் கிகர்கிகைப்பட்ட அலும்லர்களைல் கு கில குறிப்பிட்டப்பட்டுள்ளைடி தொட 15 விண்ணப்புக்கை டிர்க்கி ஒட்டு இற்றுயில் "விளிக" செய்வது வக்கத்தை "சலு வல்கைட்டாக இல்லிடப	படி உள்ளூர் மற்றும் வெளிநாட்டு போது மூல ஆலாணத்தை பிதிரே தையொப்பகிடப்பட்ட இன்றார் நயர்த்தியத் கொன் சன் இவ்றியம் திலையியற் கடாண வாக்க் ஆறிப்பிருவதற்கு நிறப்பு வாக்க் ஆறிப்பிருவதற்கு நிறப்பு ம் தொடர்பில் தெரிவிகை வேண்	விடுமுறையைப் பெறும் அதுவலரகா விக்கு மற்றம் வெப்தையன் கம்த் துணைங்களில் ஒப்பதல் ஆல்களம் மற்றும் 4/2022 ஆம் இலங்க 8 கண்கமின் பற்றி ஆறிப்புகை பர், கூறிப்பிட்ட வின்னைப்புக்கைம் கூகு அதுவத் பெறும்போது விரும்தாற பெறும் கலனம் செலுக்கு வேண்டும், வேதும் விரும்றை மூன தல
	NOTE + Please upload all + • source bocument	iles in PDF format. Required files	are listed below.	
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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.

👰 PMS V2	Current Pension Point: pms			
	W & OP Remittance Collection - Leave	Modification	Home ,	/ Search
💄 Data Entry Officer 🛛 👻	Please be aware that only approved WNC	P remittance applications allow for leave in proce	normation modification. If an existing application isn't approved, complete the application ess first.	n
Leave Modifications A Dashboard New Application	Reference Number	NIC Number	W&OP Number Q C	
Q, Search				
	Copyright & 2021-2023 Department of Pensions. Sri	Lanka. All rights reserved.	Version: 2.4	.9-beta.0

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

PMS V2		Home	/ Searc
	W & OP Remittance Collection - Leave Modif	tion	Ø
	A Please be aware that only approved WNOP re	tance applications allow for leave information modification. If an existing application isn't approved, complete the application process first.	
P Remittance Collection			
Data Entry Officer 🗸	Reference Number	W&OP Number Q C	
+ Leave Modifications		APPLICATION INFORMATION	
🙆 Dashboard	Personal Information		
+ New Application	Reference :		
Q Search	NIC:		
	Full Name :		
	W & OP No:		
	Contact No :		
	► Email :		
		End Leave Extension New Leave	

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)

👰 PMS V2		nt: pms						54
Overview WOP Remittance Collection Data Entry Officer	W & OP Remittance	Collection - Lea	ve Extensi	ion				Home / Leave Extension
💄 HO Accountant 🤇	1 W&OP Cont. CALCULATIO	Info N OF W&OP (CONTRI	BUTION				2 Done
	Leave Type Pa	syment Type St	art Date	End Date	Duration	Transaction Day	Monthly Contr.	Percentage
	Local M	onthly 20	23-11-19	2025-09-22	Years: 1, months: 10, days: 4	25	Rs: 1889.40	Ø%
	Transacti Monthly Co	Leave Type Payment Type Starting Date New Ending Date on Day of a Month ont. Percentage (%)	Local 2023-11 mm/d 25 6	¢ -19 d/yyyy	D			
	Mon	thly Cont. Amount		_				
	* Remaining Lee Details of the period Period of Leave	ca	3 Months:	1 Days: 27	_	Years M	onths	Days
	Copyright © 2021-2023 Dep	artment of Pensions, S	Sri Lanka, Ali	rights reserved.				Next Version : 2.2.43-development.0

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.

👰 PMS V2	Current Pention Point: pris						э
Overview						Home	/ End Leave
Gent's Application	W & OP Remittance Collection - End W & OP Cont. Info CALCULATION OF W&OP O Leave Type Payment Type Sarting Date Ending Date Actual Ending Date Transaction Day of a Month Monthly Cont. Percentage(%) Details of the period of Lawe	CONTRIBUTION Foreign Monthly 2022-10-11 2024-10-11 mm/dd/wyyy 30 6	Upload Di	Dournents Veare 2	Months	Dans Dans 1	
	Back					N	oxt
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When you click on 'Next' button after including relevant particulars the interface for uploading relevant documents will appear in the following manner.

👰 PMS V2	E Current Pension Point: pres	
	W & OP Remittance Collection - End Leave	Home / End Leave
WOP Remittance Collection Data Entry Officer Leave Modifications	W&OP Cont. Info 2 Upload Documents ADDITIONAL DOCUMENTS	0 Done
 Dashboard New Application Search 	Leave End Document * Allow part fires only.(Mar. Size : 2016)	
	Back	Next

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.

🔮 PMS V2	Current Pens	ion Point: pros							
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	Copyright © 2021-2	023 Department of I	Pensions, Sri La	nka. Ali nginte re-	searcles.cl.			Vecs	ion 12.2.43-develops

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.

👰 PMS V2	E Current Pension Point: pms		and a second
Overview WOP Remittance Collection	W & OP Remittance Collection - Reports		
Data Entry Officer Comparis Exercise Data Entry Officer Comparis Leave Modifications Databoard New Application Q. Search	Contribution History (Personal) Please Enter the Below Information NIC NIC W & OP NO W & OP NO Download Report	Leave History (Personal) Please Enter the Below Information NIC NIC W & OP NO Download Report	Leave History Report
	Copyright © 2021-2023 Department of Pensions, Sri Lanka	. All rights reserved.	Version : 22,43-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.

Annexure 03

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 <u>www.pensions.gov.lk</u>. Then click on 'Public Services'.

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

்கும் சுதல்கைச் ஒய்வூதியத் திணைக்களம் Department of Pensions	இதூමට පිව්සෙන්න உள்நுழைக
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இ முன்ற தெற்றெ இலங்கை ஒய்வு Sri Lanka Pensions	

(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.

👰 Public Services	Pansion Department		64 Sign Out
🙆 Dashboard	Registered daya Leave Information W&OP	2 Contribution history	
W&DP ದುಕುಲಿಮರೇಷ EE W&DP Membership W&DP ಮಾರುಗಳು)	Personal Information NIC Name	a 842022932V Sinaththural Vasuthevan	
W80P පෝෂණ රසාතු ක්රීම් මී W&0P Remittance Collections W85P பணம் அனப்பும் சேவரிப்புகள்	Institute Designation Service W&OP number	zonal education office mulialitivu School Office Assistant Office Employees Service(OES) 7212314	
		E	5
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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'.

嬒 Public Services	Pension Department					60 Sign Out
Dashboard	Registered data	ave Information W&OP	Contribution history			
wsoP ക്രകാര്യയ്ക 📴 W&OP Membership wsoP പ്രോവി ന ്ന		Previous Leave :				
		Leave Type	Leave start date	Leave end date	Duration	
W&OP පේෂණ එකතු ක්රිම් ③ W&OP Remittance Collections		1	2023-10-01	2025-10-02	732	
WBOP commo gogorocali Geneficicania					8	
		Current Leave :				
		Leave Type	Leave start date	Leave end date	Duration	
		1	2023-10-01	2027-01-01	1188	
					a	
	Copyright © 2021-2021 Depar	tment of Pensions, Sri Lanka. All	rights reserved.			Version 0.1

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

👰 Public Services	Pension Department						6+ Sign Out
🙆 Dashboard	Denistered data	Leave Information	N&OD Contribution history				
WSOP සාමාජිකත්මය මී WSOP Membership WSOP දෙළටාපිණා		Date	Ba	nk	Branch	Amount	
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	Copyright @ 2021-2021 Department of Pensions, Sri Lanka, All rights reserved						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.



Important :-

- 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.