

My No: Pen/Circular 2023

Department of Pensions,

Maligawaththa,

Colombo 10.

27.12.2023

All District Secretaries / Commanders of Tri-Forces

All Divisional Secretaries

Revision of pension of Tri-Forces through online system

Department of Pensions has designed 'System for the revision of Pensions (Armed Forces) PD 06' with a view to carry out revisions of the members of Tri-Forces through online system.

02. Accordingly, the full set of instructions is attached in annex 01 for using 'System for the revision of Pensions (Armed Forces)' for sending relevant information and applications connecting to the revision of pension of the members of Tri-Forces.

03. The officers, who are performing duties on the subject of pension of members of Tri-Forces, can have the access to the system using existing User Names and Password.

04. The process for revision of pension in Tri-Forces will be carried out only through the system for the revision of Pensions (Armed Forces) from 01.01.2024.

05. Any issue arisen in this regard can be resolved by way of communicating the following officers.

(i) Mr. T.S. Senarath, Assistant Director (Armed Forces)

Tele. : 011-2441617, E mail : forces@pensions.gov.lk

(ii) Mrs. D.L.W. Denipitiya, Assistant Director (Information and Communication Technology)

Tele. : 011-2320049, E mail : inquiries.pms@pensions.gov.lk

Sgd:

A. Jagath D. Dias

Director General of Pensions

System for the revision of Pensions (Armed Forces) PD 06

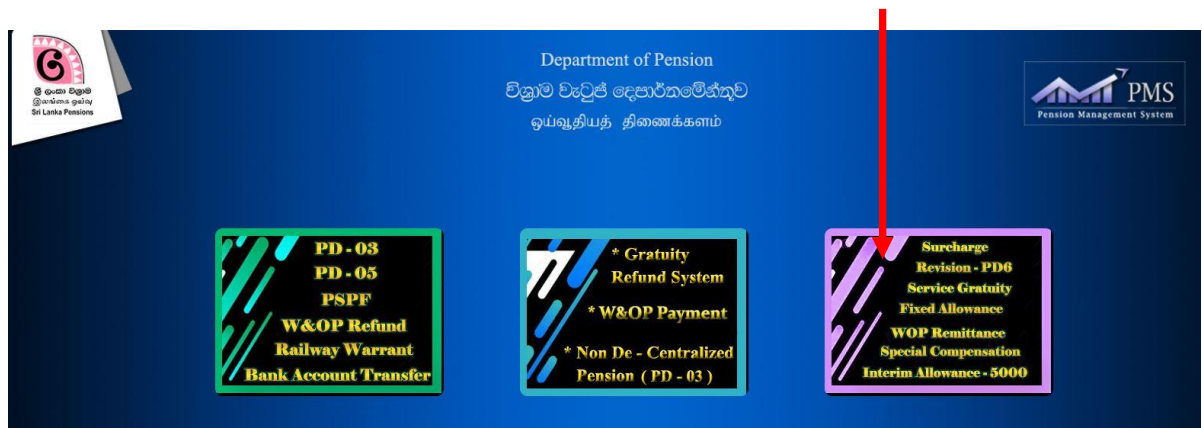
01. System Access :

Enter the internet clicking on Google Chrome Icon or other browser available in your computer.

- Enter the website of the Department of Pension typing www.pensions.gov.lk on the Address Bar.
- Click on the icon 'PENSION MANAGEMENT SYSTEM' in the following interface .

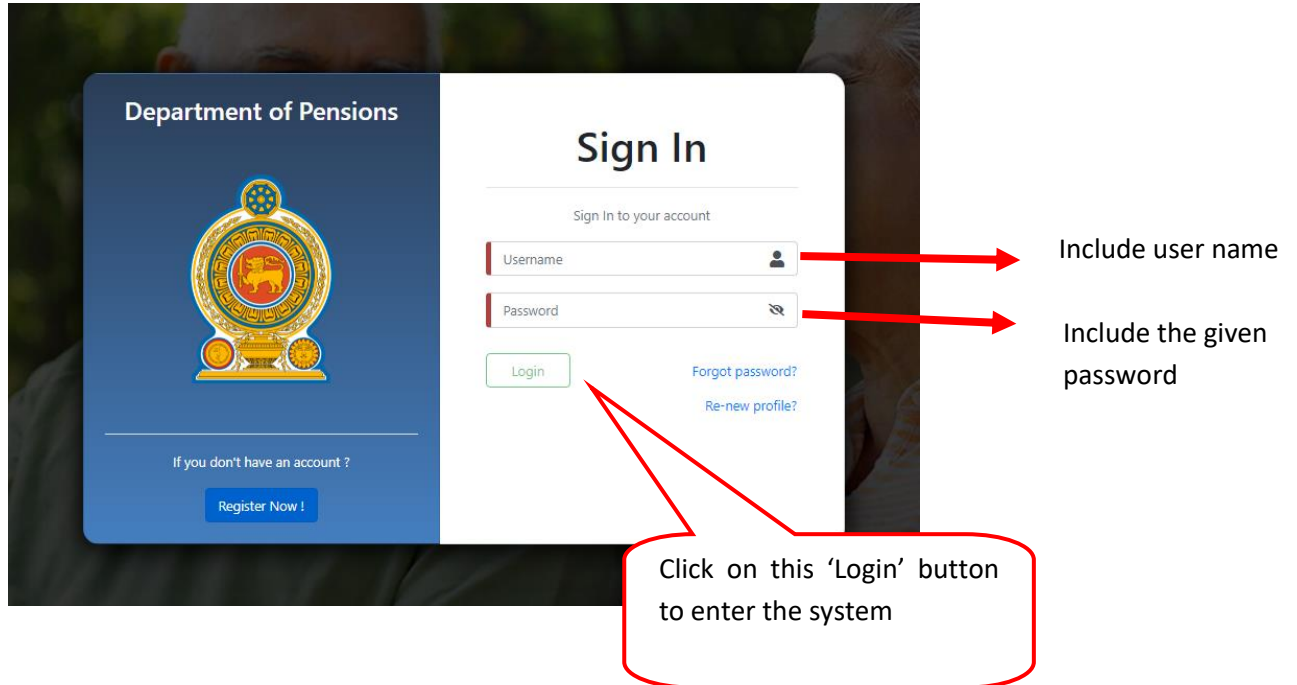


Then enter the system clicking on the purple tile indicated by arrow head.

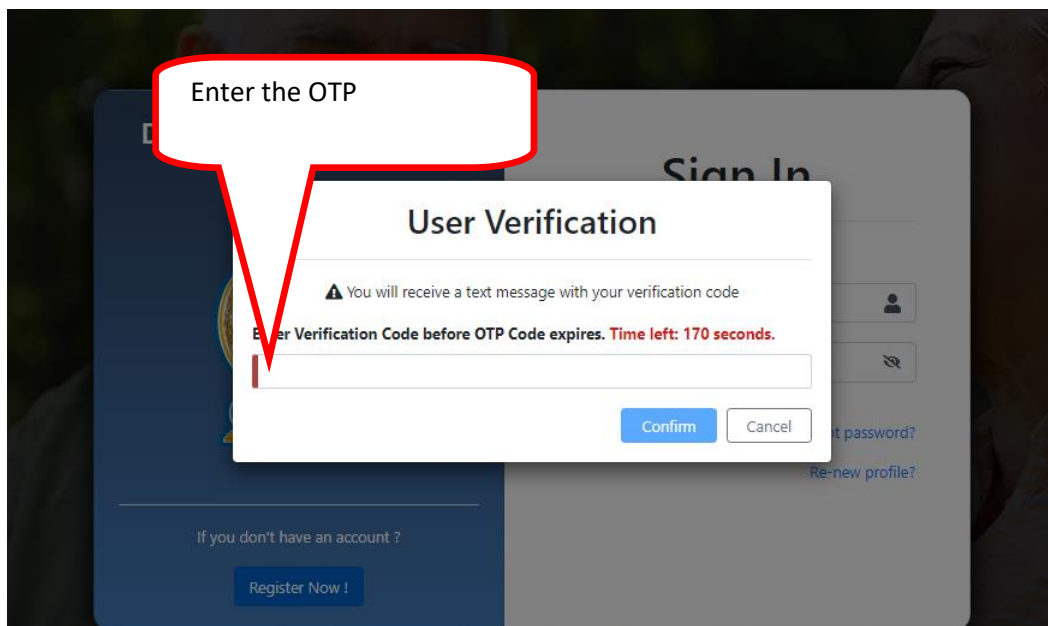


02. Entering the system using user account:

It is possible to enter the information technology system using the already registered user accounts.



- Then you see the following image and confirm it by way of clicking on confirm button entering OTP given to your mobile phone.



- Then click after selecting New Applications in the sub menu under the menu 'Forces DEO' in the main menu at the left hand side of the web page. You will see an application in which you can include information in the following manner.

The screenshot shows the PMS V2 application interface. On the left sidebar, the 'New Application' button is highlighted with a red circle. The main content area displays a search form with two input fields: 'NIC:' (containing 'NIC Number') and 'Pension No:' (containing 'Pension Number'). Below the search form is a table with the following columns: '#', 'Pension Type', 'Name', 'NIC', 'Person State', and 'Option'. The table currently shows 'No record found'.

#	Pension Type	Name	NIC	Person State	Option
No record found					

- When the number of NIC and Pension number are included, the following page will appear and then click on VIEW button.

The screenshot shows the PMS V2 application interface after a search. The left sidebar now shows 'Forces DEO' expanded, with 'New Applications' selected. The search form has been filled with '196813500284' for NIC and '1139270' for Pension No. The search results table now contains one record:

#	Pension Type	Name	NIC	Person State	Option
1	Armed Forces	MR,U.G.G.JAYAWEERA	196813500284	Active	VIEW

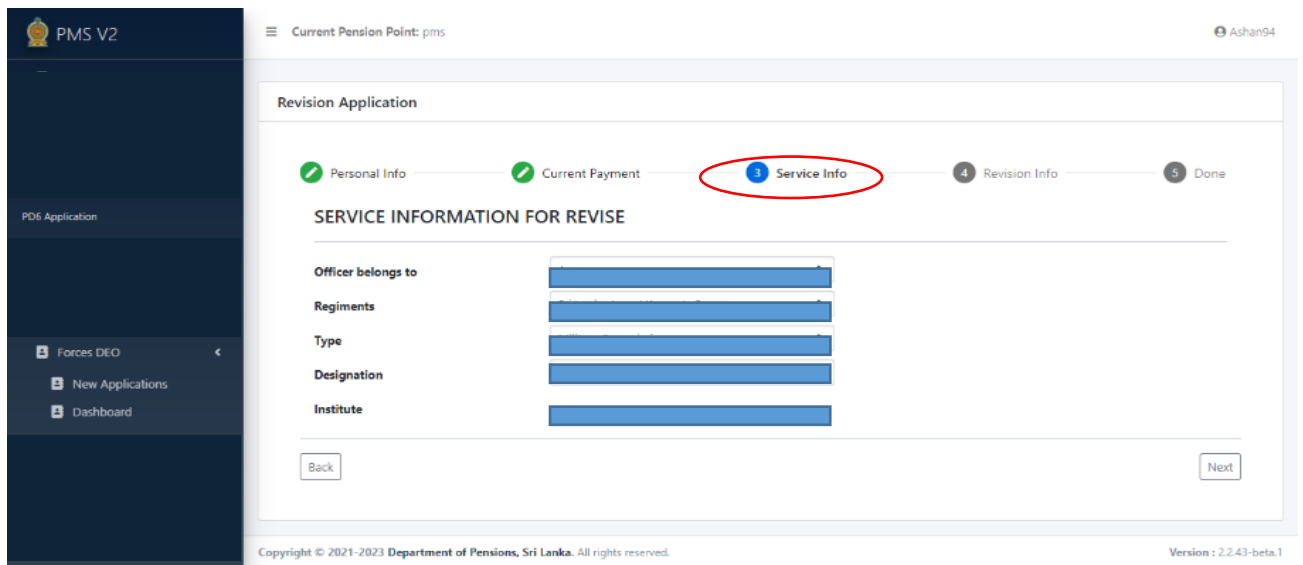
- Then the personal information of the Pensioner concerned will appear in the following manner. (1. Personal information) (Personal information except the Soldier/Officer number cannot be changed. Click on Next button.

The screenshot shows the 'Revision Application' interface in PMS V2. The top navigation bar includes 'Current Pension Point: pms' and the user 'Ashan94'. The main content area features a progress indicator with five steps: 1. Personal Info (highlighted with a red circle), 2. Current Payment, 3. Service Info, 4. Revision Info, and 5. Done. Below the progress bar is the 'PERSONAL INFORMATION' section with the following fields: Pension No., Name with initial, Address, NIC, Contact No., Date Of Birth, and Soldier/Officer Number (highlighted with a red circle). A 'Next' button is located at the bottom right of the form, also circled in red. The footer contains the copyright notice 'Copyright © 2021-2023 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.43-beta.1'.

- When you click on the next button, following interface , which shows the payments relevant to Pensioner, will appear(2. Current Payment). (No information included here can be changed) Click on Next button.

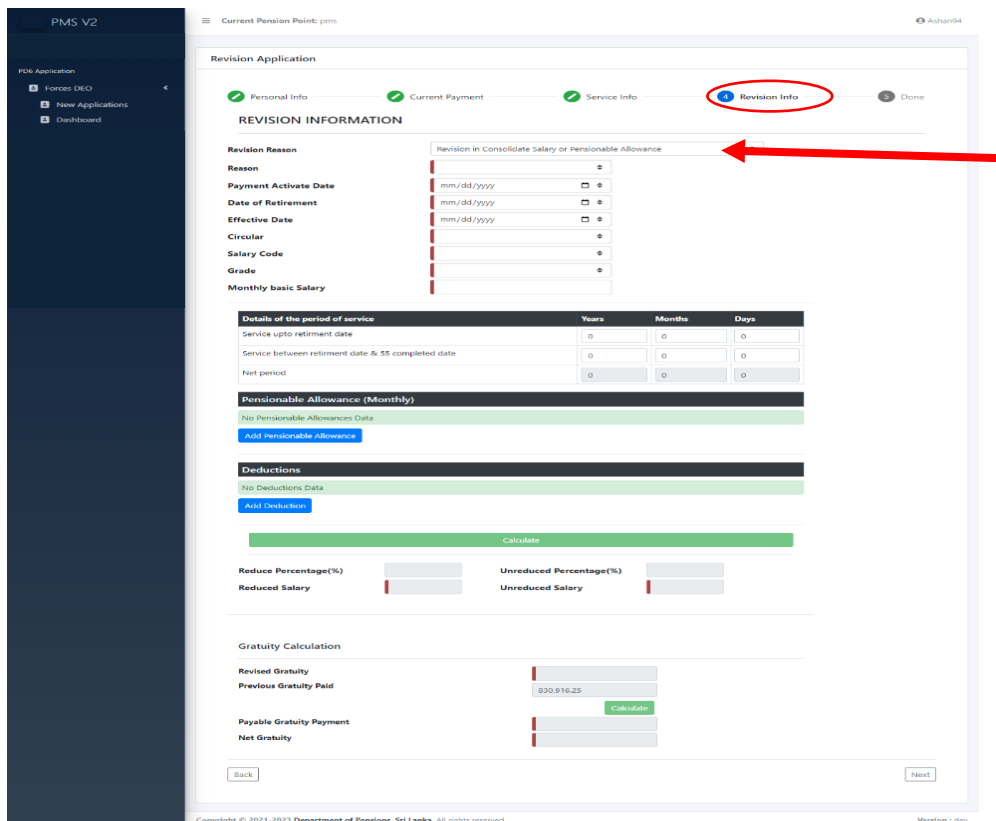
The screenshot shows the 'Revision Application' interface in PMS V2, now displaying the 'PAYMENT INFORMATION' section. The progress indicator shows five steps: 1. Personal Info, 2. Current Payment (highlighted with a red circle), 3. Service Info, 4. Revision Info, and 5. Done. The 'PAYMENT INFORMATION' section includes the following fields: BPEN, CLA, OTA, DSA, Total Pen, Bank Name, Branch, and Account Number. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right, both circled in red. The footer contains the copyright notice 'Copyright © 2021-2023 Department of Pensions, Sri Lanka. All rights reserved.' and the version 'Version : 2.2.43-beta.1'.

- Then the personal information of the relevant pensioner (Service Info) will appear in the following manner. Click on Next button.



- The revision information of the relevant pensioner (Revision Info) will appear in the following manner.

Click on Next button. You will see a selection Box enabling you to select Revision Reason in Revision Information and 04 Categories are available in it. The interface of ' Revision In Consolidate Salary Or Pensionable Allowance' which is the first category, indicated by arrow head will appear in the following manner.



- The arrow head is indicated in the indicated reason field the reason can be selected as required. 5 reasons are included under this.

The screenshot shows the 'Revision Information' form in PMS V2. The 'Revision Reason' dropdown is set to 'Revision in Consolidate Salary or Pensionable Allowance'. A red arrow points to the dropdown menu, which is open and shows the following options: Allowances, Rank, Annual Consolidated Salary, Countable Service period, and Other. The 'Allowances' option is highlighted in blue.

Other fields in the form include: Reason, Payment Activate Date, Date of Retirement, Effective Date, Circular, Salary Code, Grade, and Monthly basic Salary.

Details of the period of service	Years	Months	Days
Service upto retirement date	0	0	0
Service between retirement date & 55 completed date	0	0	0
Net period	0	0	0

- The interface of Disable Allowance Approval, which is the second category of 04 in selection Box of Revision Reason of Revision Information, will appear in the following manner.

The screenshot shows the 'Revision Application' form in PMS V2. The 'Revision Reason' dropdown is set to 'Disable Allowance Approval'. A red arrow points to the dropdown menu, which is open and shows the following options: Allowances, Rank, Annual Consolidated Salary, Countable Service period, and Other. The 'Disable Allowance Approval' option is highlighted in blue.

Other fields in the form include: Date of Retirement, Payment Activate Date, Date of Approval by medical Board, Effective Date, Date of Disability, Percentage of Disability, and Duration.

Details of the period of service	Years	Months	Days
Service upto retirement date	0	0	0
Service between retirement date & 55 completed date	0	0	0
Net period	0	0	0

Additional fields include: Annual Disability Salary, Whether The salary and Allowances are Paid up The age of 55 year, and Type of Disability.

Buttons: Back, Next

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- The interface of ‘Disable Allowance Approval & Revision In Percentage Of Service Pension’, which is the third category of 04 in selection Box of Revision Reason of REVISION INFORMATION, will appear in the following manner.

PMS V2 Current Pension Point: pms Ashan04

Revision Application

✔ Personal Info
✔ Current Payment
✔ Service Info
4 Revision Info
5 Done

REVISION INFORMATION

Revision Reason Disable Allowance Approval & Revision in Percentage of Service Pension

Date of Retirement
Payment Activate Date
Date of Approval by medical Board
Effective Date
Date of Disability
Circular
Salary Code
Grade
Percentage of Disability
Duration

Details of the period of service	Years	Months	Days
Service upto retirement date	0	0	0
Service between retirement date & 55 completed date	0	0	0
Net period	0	0	0

Pensionable Allowance (Monthly)

No Pensionable Allowances Data

Add Pensionable Allowance

Deductions

No Deductions Data

Add Deduction

Annual Disability Salary
Whether The salary and Allowances are Paid up The age of 55 year
Basic Monthly Salary

Calculate

Reduce Percentage(%) **Unreduced Percentage(%)**
Reduced Salary **Unreduced Salary**

Service Pension Unreduced Percentage
Type of Disability
Considerable Limit
Annual Pensionable Salary
Annual Service Pension
Annual Total Service & Disable Pension

Gratuity Calculation

Revised Gratuity
Previous Gratuity Paid
Payable Gratuity Payment
Net gratuity

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- The interface of ‘Revision Pension at 55’, which is the fourth category of 04 in selection Box of Revision Reason of REVISION INFORMATION, will appear in the following manner.

Revision Application

Current Pension Point: pms

Ashan94

PD6 Application

- Forces DEO
- New Applications
- Dashboard

Progress: Personal Info (✓) → Current Payment (✓) → Service Info (✓) → **4 Revision Info** → 5 Done

REVISION INFORMATION

Revision Reason: Revision Pension at 55

Date of Retirement: mm/dd/yyyy

Payment Activate Date: mm/dd/yyyy

Effective Date: mm/dd/yyyy

Date of Approval by medical Board: mm/dd/yyyy

55 Complete Date: mm/dd/yyyy

Circular: [Dropdown]

Salary Code: [Dropdown]

Grade: [Dropdown]

Monthly Salary: [Text]

Type of Disability: [Dropdown]

Percentage of Disability: % [Text]

Annual Disability Salary: [Text]

Details of the period of service	Years	Months	Days
Service upto retirement date	0	0	0
Service between retirement date & 55 completed date	0	0	0
Net period	0	0	0

Pensionable Allowance (Monthly)

No Pensionable Allowances Data

[Add Pensionable Allowance](#)

[Calculate](#)

Reduce Percentage(%): 0.00 **Unreduced Percentage(%)**: 0.00

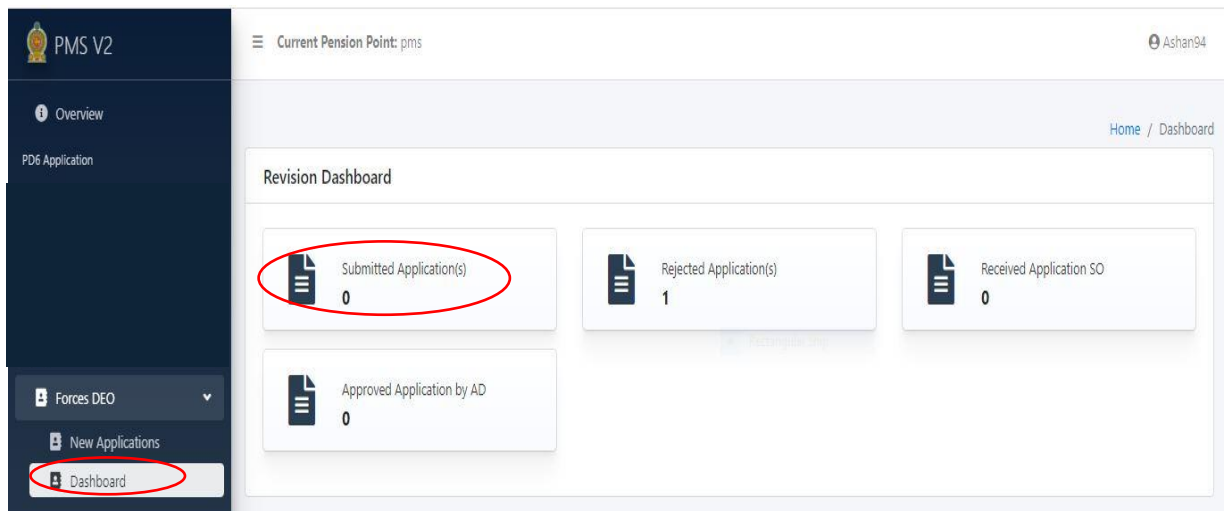
Reduced Salary: 0.00 **Unreduced Salary**: 0.00

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

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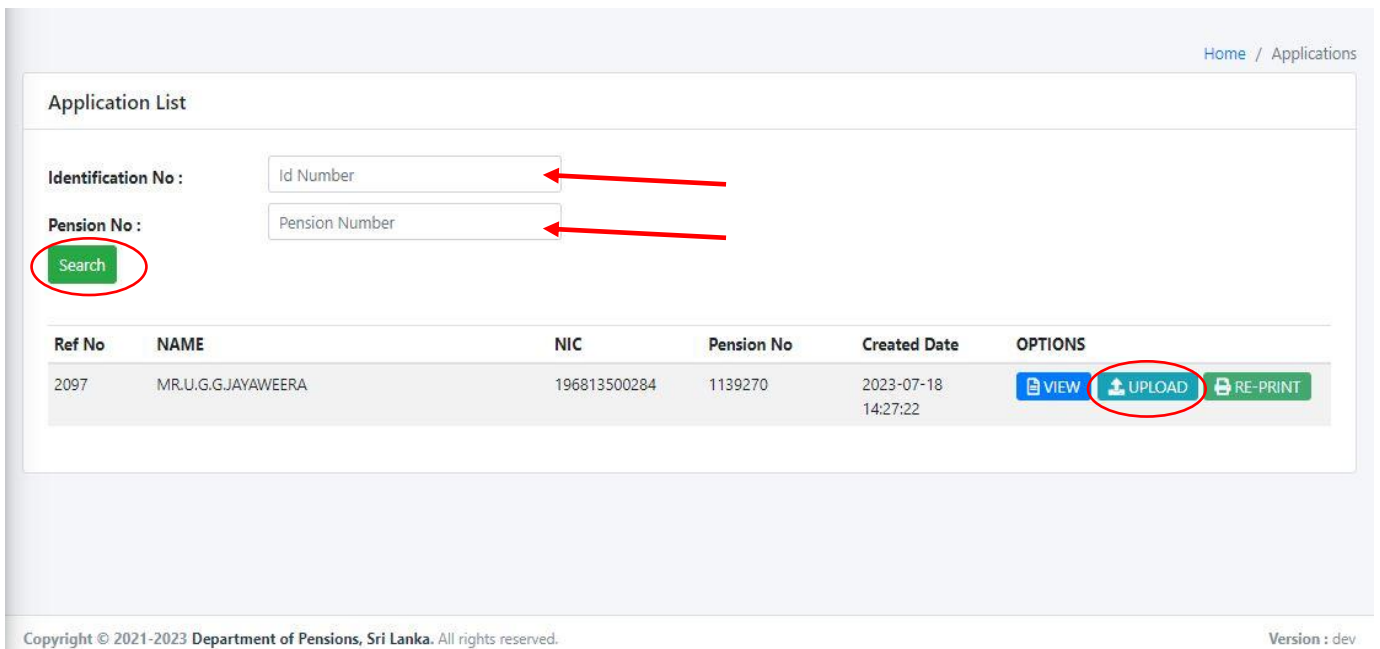
- When you click on Next button selecting relevant category from 04 categories in selection Box of Revision Reason of REVISION INFORMATION, you will see submit button. Then the interface of Dashboard of Forces DEO will appear in the following manner. It gives the number of the applications approved in ‘Submitted Applications (S)’.

➤ Forces DEO

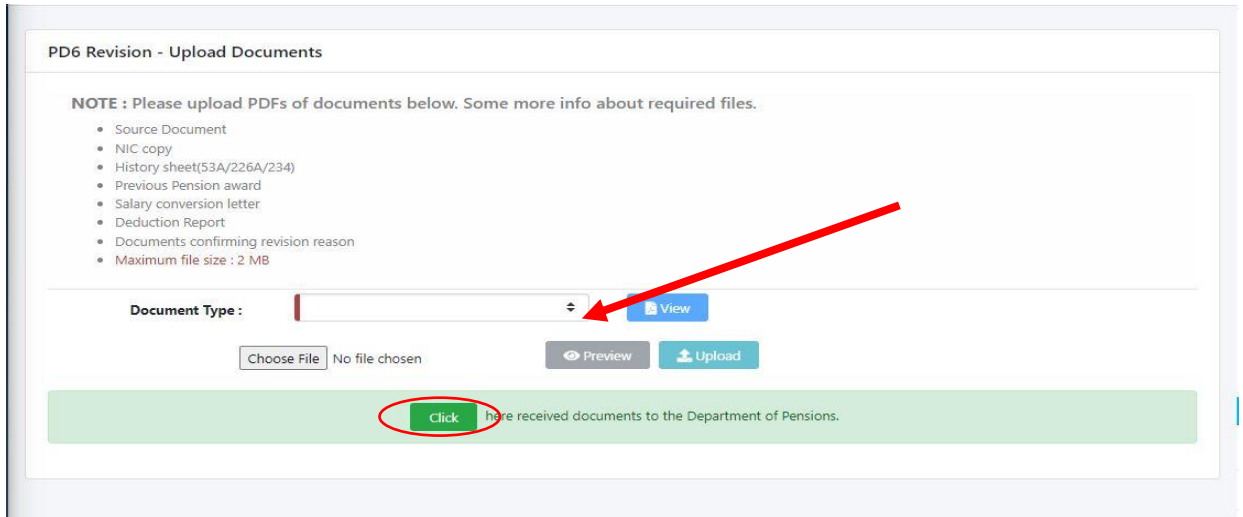


➤ The document upload page will show the Application list and it is possible then to include NIC number and Pension number and search as well as upload.

➤ Document Upload Page



- When you click on Upload button in the above interface, following interface will appear.



All 'Document Type' under NOTE here are included the Command Box indicated by arrow head and the required Document type can be now selected. View button will provide the Documents, which have so far been uploaded.

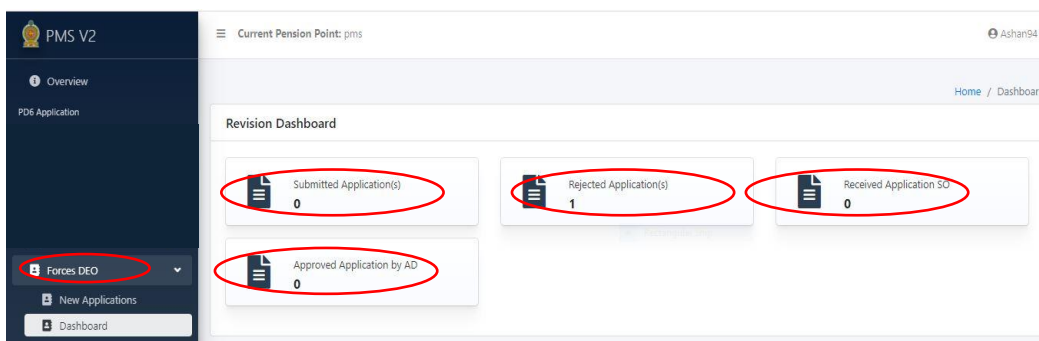
The file, which is relevant to the Document selected by Document Type for uploading, can be selected from the place, where it is saved, by clicking on Choose File button and then it can be uploaded. If it is necessary to recheck it again, click on Preview button.

At the end of uploading each Document Type, all the documents can be uploaded by clicking.

Then you will have the following Force DEO interface, which allows you to refer information included in PD6 applications included in PMS V2 system.

- Following image will appear in Dashboard of the Force DEO interface.

- Forces DEO



- The Submitted Applications (S) will provide the list of applications, which have been submitted. If it is required to change an application in the list, it can be done clicking on the Edit button in the following interface and submit again by clicking on submit button.

PMS V2

Approved Application by AD

Reference No : 2086

Submit Edit

1 Personal Info — 2 Current Payment — 3 Service Info — 4 Revision Info — 5 Documents — 6 Remarks

PERSONAL INFORMATION

Pension No: [Text Field]

Name with initial : [Text Field]

Address: [Text Field]

NIC : [Text Field]

Contact No : [Text Field]

Date Of Birth : [Text Field]

Soldier/Officer Number : [Text Field]

Next

- The Rejected Applications (S) will show the list of applications rejected. If it is necessary to change an application in the list, the details can be changed clicking on Edit Button in the following interface and then it can be resubmitted clicking on Submit Button.

PMS V2

Approved Application by AD

Reference No : 2086

Submit Edit

1 Personal Info — 2 Current Payment — 3 Service Info — 4 Revision Info — 5 Documents — 6 Remarks

PERSONAL INFORMATION

Pension No: [Text Field]

Name with initial : [Text Field]

Address: [Text Field]

NIC : [Text Field]

Contact No : [Text Field]

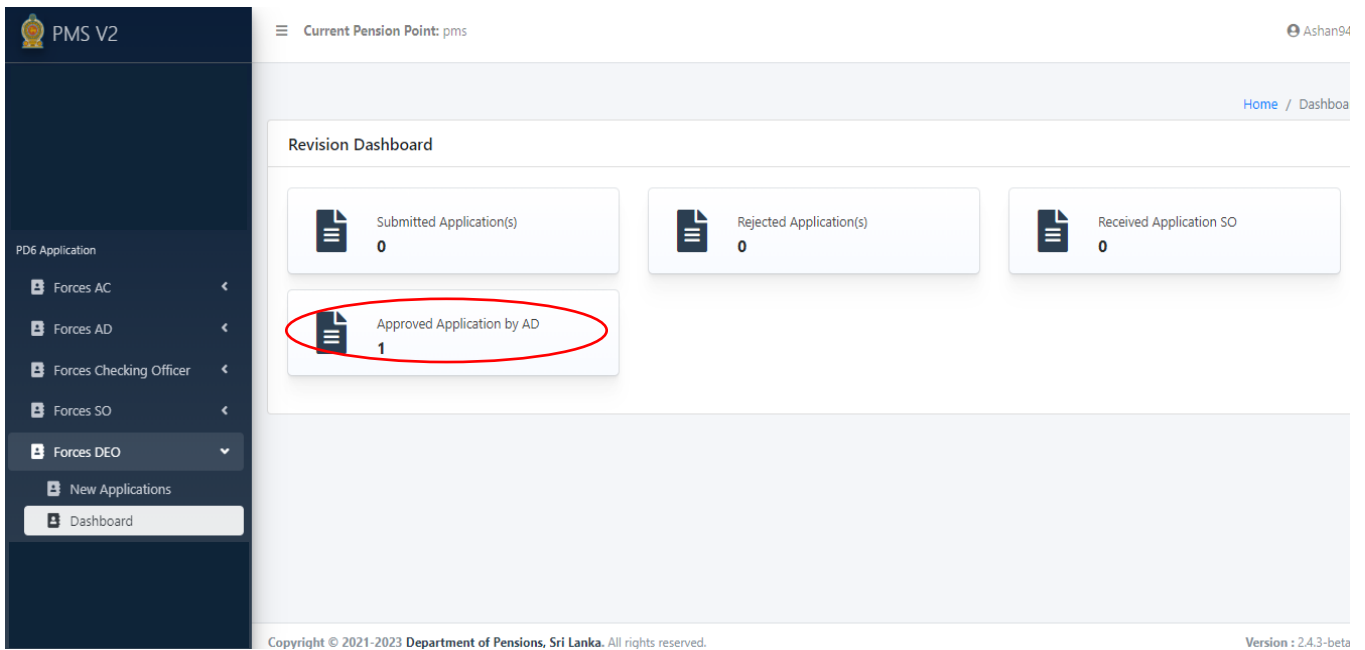
Date Of Birth : [Text Field]

Soldier/Officer Number : [Text Field]

Next

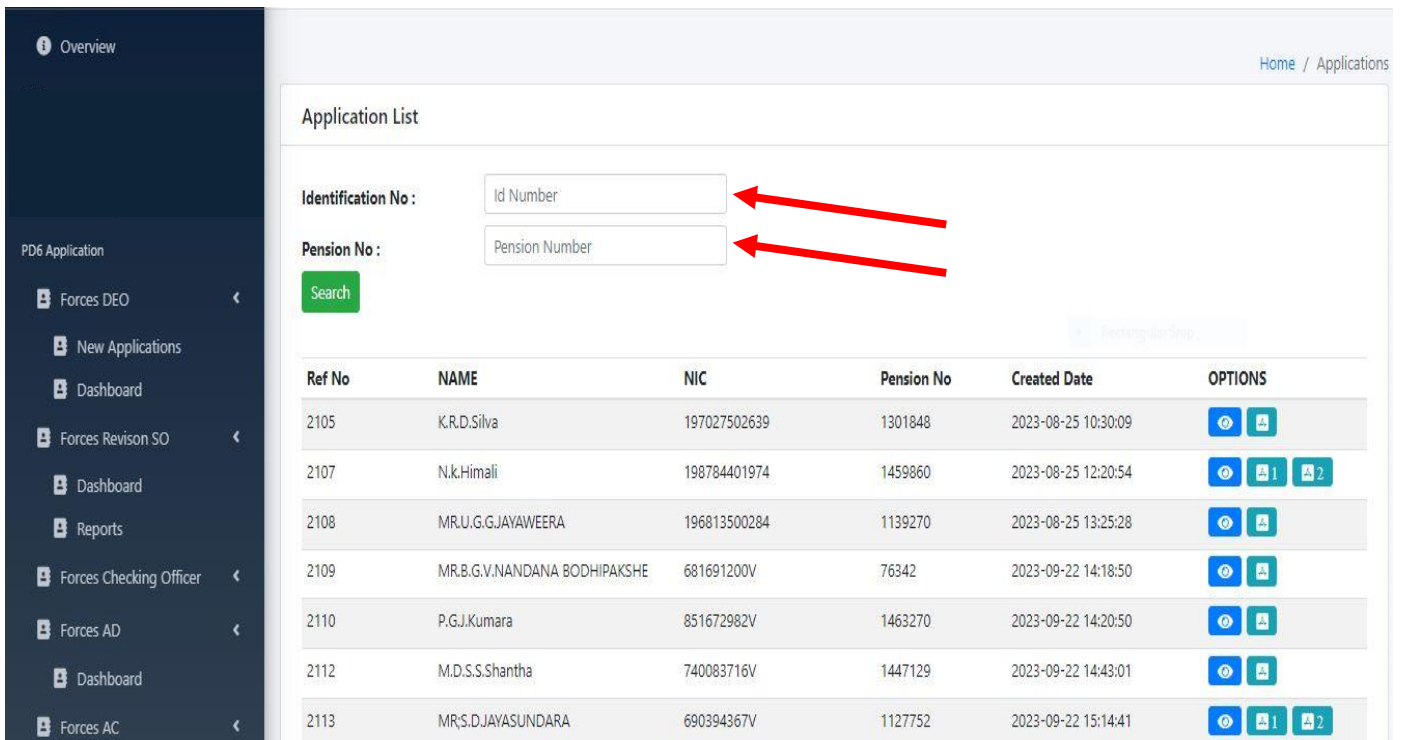
- It will show the list of applications included in Received Application(s). Any application in the above list cannot be changed.
- It will show the list of applications approved in 'Approved Application by AD'. An application in the above list cannot be changed.

■ Printing the awarding certificate



The screenshot shows the PMS V2 Revision Dashboard. The left sidebar contains navigation options: PD6 Application, Forces AC, Forces AD, Forces Checking Officer, Forces SO, Forces DEO, New Applications, and Dashboard. The main content area displays four application status tiles: Submitted Application(s) (0), Rejected Application(s) (0), Received Application SO (0), and Approved Application by AD (1). The 'Approved Application by AD' tile is circled in red. The top right shows the user 'Ashan94' and the current pension point 'pms'. The footer contains copyright information for the Department of Pensions, Sri Lanka, and the version '2.4.3-beta'.

■ Following interface will appear when you enter the tile 'Approved Application by AD' .



The screenshot shows the 'Application List' interface. It features search filters for 'Identification No' (labeled 'Id Number') and 'Pension No' (labeled 'Pension Number'), both with red arrows pointing to them. A green 'Search' button is located below the filters. The main area contains a table of applications with columns for Ref No, NAME, NIC, Pension No, Created Date, and OPTIONS. The table lists 10 applications with their respective details.

Ref No	NAME	NIC	Pension No	Created Date	OPTIONS
2105	K.R.D.Silva	197027502639	1301848	2023-08-25 10:30:09	[Eye] [Print]
2107	N.k.Himali	198784401974	1459860	2023-08-25 12:20:54	[Eye] [Print] [Award]
2108	MR.U.G.G.JAYAWEERA	196813500284	1139270	2023-08-25 13:25:28	[Eye] [Print]
2109	MR.B.G.V.NANDANA BODHIPAKSHE	681691200V	76342	2023-09-22 14:18:50	[Eye] [Print]
2110	P.G.J.Kumara	851672982V	1463270	2023-09-22 14:20:50	[Eye] [Print]
2112	M.D.S.S.Shantha	740083716V	1447129	2023-09-22 14:43:01	[Eye] [Print]
2113	MR.S.D.JAYASUNDARA	690394367V	1127752	2023-09-22 15:14:41	[Eye] [Print] [Award]

■ Award certificate of the required person can be downloaded and printed by way of including Identification No or Pension No given by arrow heads of this interface and clicking on AWARD Buttons