

# Widows', Widowers' & Orphans' Online Re-registration

## 1 Access to the W&OP Re-registration:

1. Open the Google Chrome or other Web Browser in your Computer.
  - Type [http://sathkara.pensions.gov.lk/wop\\_reregistration](http://sathkara.pensions.gov.lk/wop_reregistration) or [www.pensions.gov.lk](http://www.pensions.gov.lk) on its address bar and access to the Department of Pensions website and click on the W&OP Re-registration icon.



Image 1: [www.pensions.gov.lk](http://www.pensions.gov.lk)

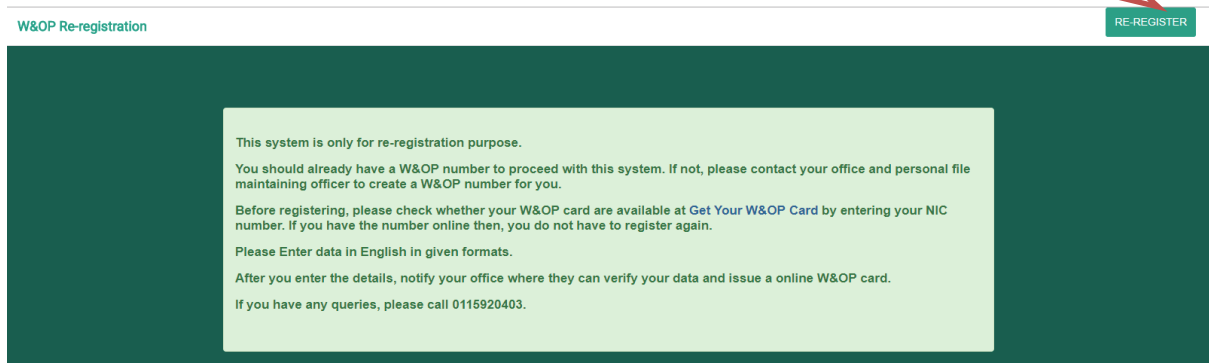
## 2 Re-registration for the Membership Number of Wodows',Widowers' and Orphans' Pension Scheme.

**Very Important** - Relevant officer/female officer should access to the system and fill this application online in the widows', widowers' and orphans' membership number.

No any Username or password is necessary to enter this system. The officers who are engaging in public service and not obtained the Widows', widowers' and Orphans' pension scheme membership number via online from system so far in this system should be registered in this system.(to get to know whether you have registered already, enter your National Identity Card Number to the W&OP section in service menu in Department of Pensions Website <http://www.portal.pensions.gov.lk/wopcard/?q=node/21>.(If your information is already mentioned in there, No need to reregister in this system).

2.1 When initiating the registration for the Widows', Widowers' and Orphans' membership number, you will be accessed to the below front page.

Click on RE REGISTER to re-register for Widows', Widowers' and Orphans' registration numbers.



W&OP Re-registration

RE-REGISTER

This system is only for re-registration purpose.

You should already have a W&OP number to proceed with this system. If not, please contact your office and personal file maintaining officer to create a W&OP number for you.

Before registering, please check whether your W&OP card are available at [Get Your W&OP Card](#) by entering your NIC number. If you have the number online then, you do not have to register again.

Please Enter data in English in given formats.

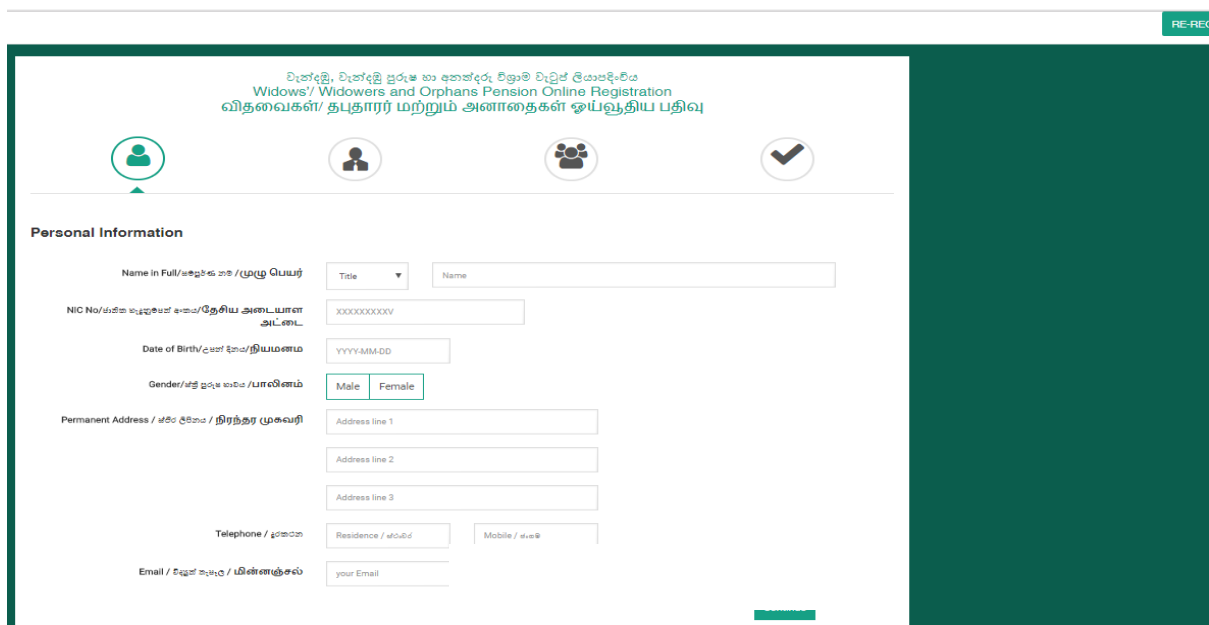
After you enter the details, notify your office where they can verify your data and issue a online W&OP card.

If you have any queries, please call 0115920403.

Image 2:

2.2 Read carefully the instructions given in above image.

2.3 Click on 'RE REGISTER' for re registration .Then, you could be accessed to the front page of new application registration for Widows', Widowers', and Orphans' Pension Scheme membership number (Image 3).



RE-REGISTER

வீதவைகள்/ துதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு  
Widows'/Widowers and Orphans Pension Online Registration  
விதவைகள்/ துதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு

Personal Information

Name in Full/செல்லப்பெயர் / முழு பெயர் Title Name

NIC No/சமீக எழுத்துகள் எண்/தேசிய அடையாள அட்டை XXXXXXXXXX

Date of Birth/உண் திகதி/நியமனம் YYYY-MM-DD

Gender/சுத்தி பால வகை /பாலினம் Male Female

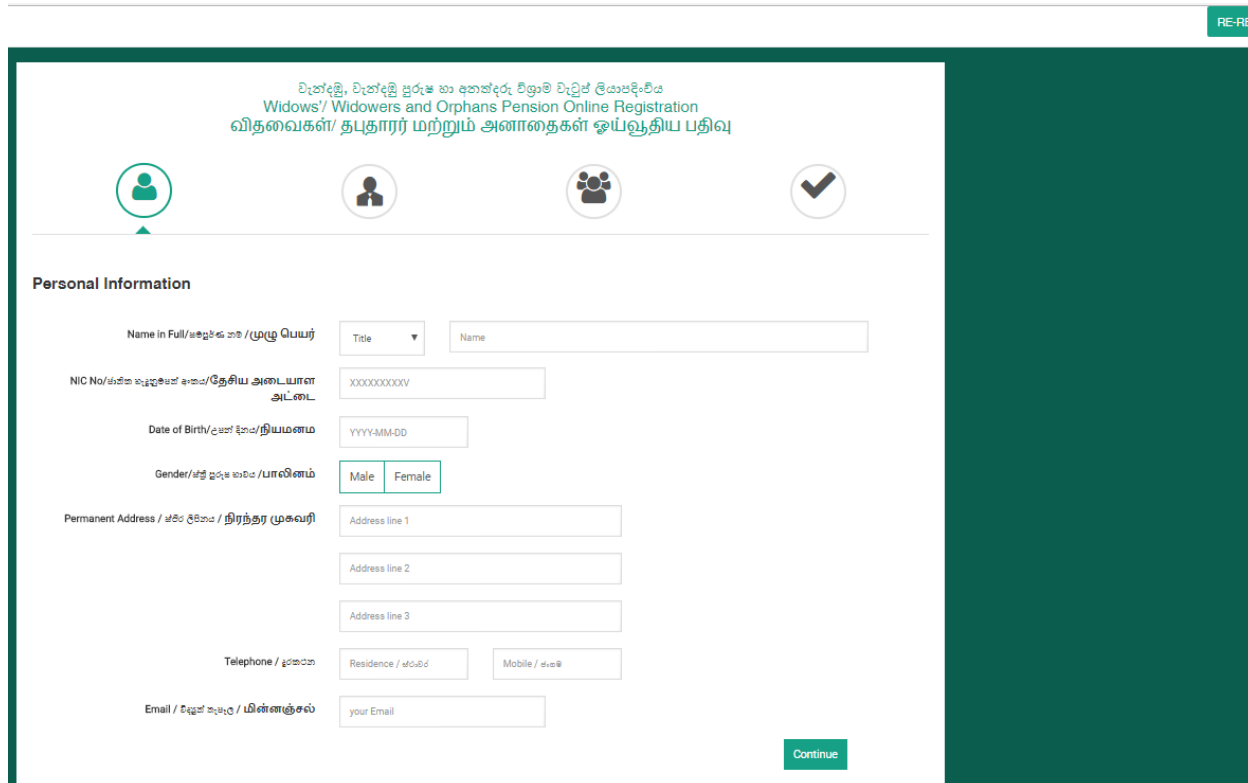
Permanent Address / சமீக முகவரி / நிரந்தர முகவரி Address line 1 Address line 2 Address line 3

Telephone / தொலைபேசி Residence / வீட்டு எண் Mobile / செல் your Email

Image 3: Getting access to the front page

### 3. Filling the registration application in Widows', Widowers' & Orphans' Pension Scheme.

#### 3.1.First Step : Personal Information



The screenshot shows the first step of the online registration process. At the top, there is a header in Tamil and English: "Widows'/ Widowers and Orphans Pension Online Registration" and "விதவைகள்/ தபதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு". Below the header is a progress bar with four icons: a person, a family, a group, and a checkmark. The first icon is highlighted. The form is titled "Personal Information" and contains the following fields:

- Name in Full/செய்த பெயர்: Title (dropdown), Name (text box)
- NIC No/சமீப கட்டிடகம்/தேசிய அடையாள அட்டை: XXXXXXXXXV (text box)
- Date of Birth/பிறந்த தேதி/நியமனம்: YYYY-MM-DD (text box)
- Gender/பதிவு செய்யும் பாலினம்: Male (selected), Female (text box)
- Permanent Address / வீட்டு முகவரி: Address line 1, Address line 2, Address line 3 (text boxes)
- Telephone / தொலைபேசி: Residence / வீட்டு (text box), Mobile / செல் (text box)
- Email / மின்னஞ்சல்: your Email (text box)


A "Continue" button is located at the bottom right of the form.


Image4: Entering personal information

Enter the bio data and contact information of the pensioner. Fill all information and then click on the “Continue” button in bellow screen.

### 3.2 Second Step : Service Information

வெள்ளை, வெள்ளைப் பூக்கள் மற்றும் கனம்மாட்டி வீட்டு வெள்ளை பூக்கள்  
Widows'/ Widowers and Orphans Pension Online Registration  
விதவைகள்/ துபதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு





Mention the previous Widows', Widowers' and Orphans' registration number obtained by you.

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### Service Information

W&OP Number	<input type="text" value="1111"/>
Category of Institution/ <small>சேவை தர அமைதி வகை/பணிபுரியும் நிறுவன வகை</small>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Provincial/சேவை வகை</span> <span>▼</span> </div>
Institute	<input type="text" value="Department of Pensions"/>
Designation	<input type="text" value="Commissioner for Workmens Compensation"/>
Service/சேவை/ சேவை	<input type="text" value="Departmental(Dept.)"/>
Salary Code/ <small>உதவி சம்பளம்/ சம்பளக் குறியீடு</small>	<input type="text" value="mn-1"/>
Date of Appointment / <small>சேவை தர / நியமனத் திகதி</small>	<input type="text" value="2015-08-12"/>

Previous

Continue

Image5: Entering service Information

1. Enter the Widows, widowers & Orphans' & membership number already obtained by you. (Confirm the said number from the officer in charge of the subject of your personal files).
2. Enter the Institute serving /Designation/Service/salary Code. (These information should be relevant for the institute where you are serving presently).
3. Fill the relevant information and click on the "Continue" button in below screen.

### 3.3 Third Step : Dependant Information

வென்டெ, வென்டெ பூர்வ ஸ் அனாதர் பிஸாமி வெப்ச் லிஸ்டிங்  
Widows'/ Widowers and Orphans Pension Online Registration  
விதவைகள்/ தபுதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு

Dependant Information

1 Marital Status Select Status

2 Were you Ordained?/இருக்கிறீர்? தாங்கள் துறவு பூண்டவரா? Select

Previous Continue

Image 6: Civil Status

2. As per the above image, select whether you are married or single. Select the code relevant for you from Single, Married fields mentioned above as No. (01) If it's, Single, informing the other information is not compulsory. If married, the information of spouse should be entered. If you are belonging to the clergies, mention it on the place denoted No. 02 displayed in above image 06.
3. Bellow screen will be displayed after select "married"
4. This page has created to enter the dependants' information of pensioner.

வென்டெ, வென்டெ பூர்வ ஸ் அனாதர் பிஸாமி வெப்ச் லிஸ்டிங்  
Widows'/ Widowers and Orphans Pension Online Registration  
விதவைகள்/ தபுதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு

Dependant Information

Marital Status Married

Spouses Information

Full Name	NIC	Date of Birth	Birth Certificate NO	Date of Marriage	Marriage Certificate NO	Date of Divorced	Date of Death
<div>Add Spouse Remove Spouse</div>							

Children Information

Full Name	Parent	Date Of Birth	Gender	Health Status
<div>Add Child Remove Child</div>				

Were you Ordained?/இருக்கிறீர்? தாங்கள் துறவு பூண்டவரா? Select

Previous Continue

Image 07: Giving information of dependants

1. Click on the “Add Child” No. (03) button to enter the information of the children.  
Note the name, gender, date of birth asking.
2. If the child is differently able, use (✓) mark before the cage mentioned before.
3. In instances where the number of children is more than one, click on the “Add Child” button. Click on the “Add” button after entering the information ask.
4. Click on the Continue button after entering all the information.

### 3.4. Fourth Step: Full information of male/Female officer

வீதவையினர், விதவையினர் மற்றும் அனாதைகள் ஒய்வூதிய பதிவு  
Widows'/Widowers and Orphans Pension Online Registration

Complete

**Personal Information**

Name  
Date of Birth  
NIC Number  
Gender  
Address  
Telephone  
Mobile  
Email Address

**Service Information**

WSOP Number  
Category of Institution  
Institution  
Designation  
Service  
Salary Code  
Date of Appointment

**Dependant Information**

Marital Status

**Spouse Details**

Full Name	NIC	Date of Birth	Birth Certificate NO	Date of Marriage	Marriage Certificate NO	Date of Divorced	Date of Death

**Children Details**

Full Name	Parent	Date of Birth	Gender	Health Status

Submit

Image 8: Full Information

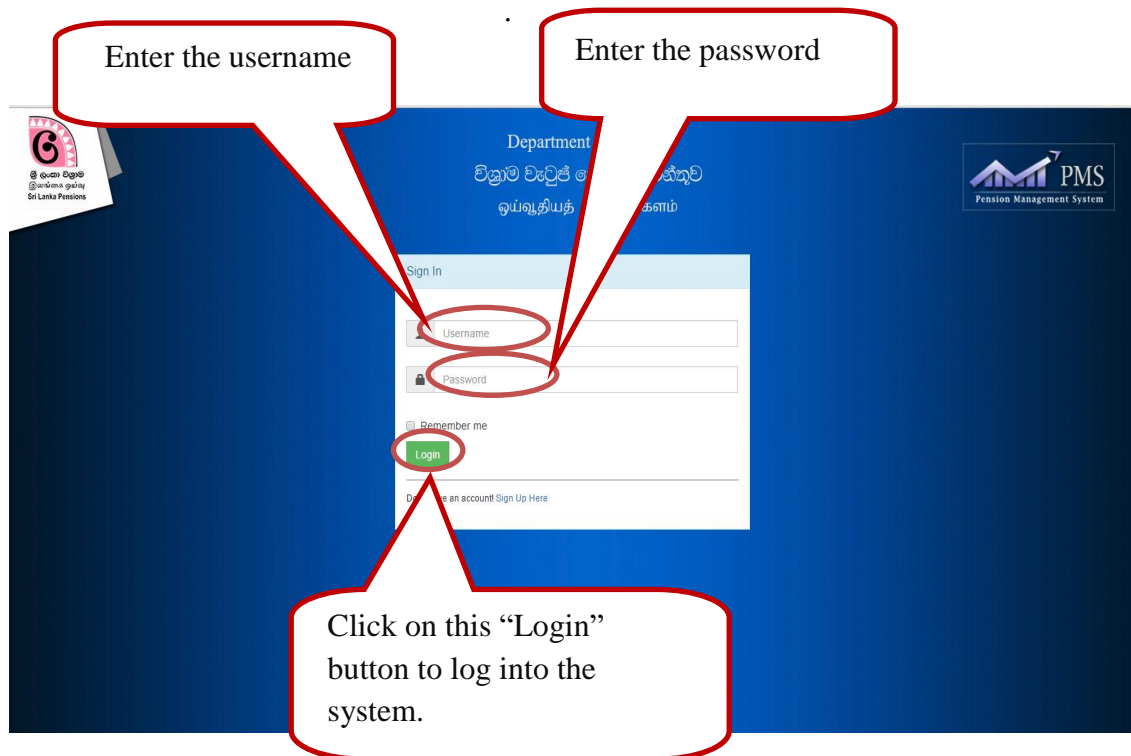
1. After you entered the information of dependants, your information will be displayed in the screen as above.
2. If to make any change in given information, you can make the corrections going back to the previous tab as mentioned in the No. 04.
3. Finally, Check again whether your information entered is accurate and if accurate, click on the “submit” button

**Verification of the application by the officer/female officer in charge in relation to obtain the Widows', Widowers' and Orphans' membership number in the institution where the officer serving presently.**

Access to the web site of the Department of pensions and “Click” on it's PMS.

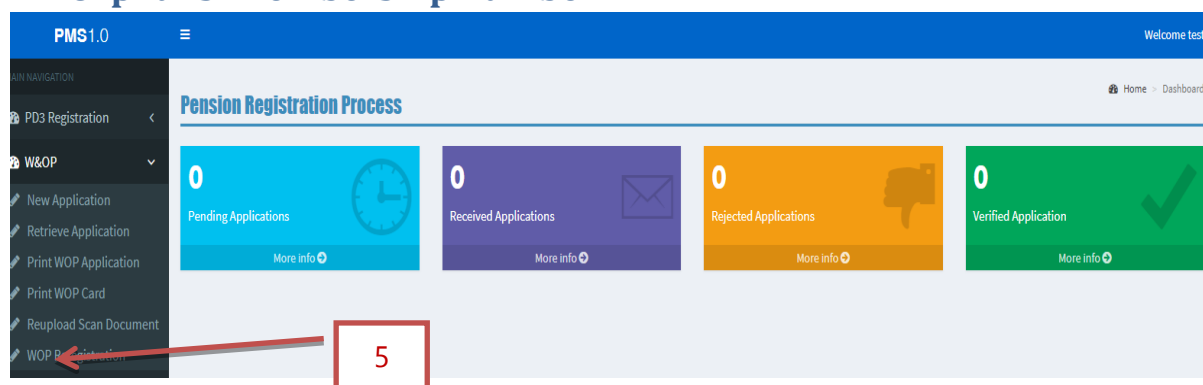
## **1. Entering to the internal system via user account**

You can log in to the system using the username and password created by you.



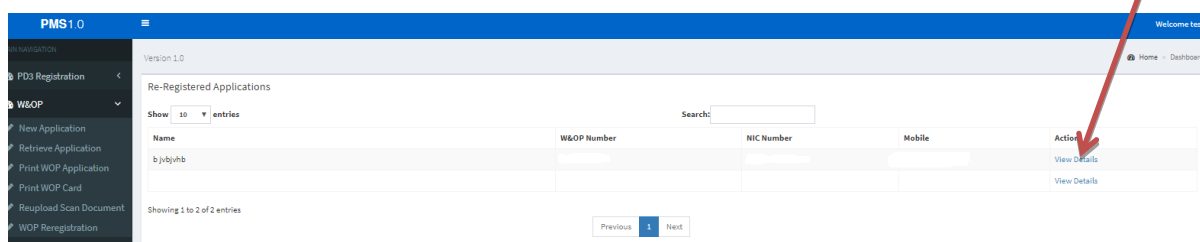
*Image9: Entering to the internal system via user account*

## 2. Access to the re registration of Widows', Widowers' and Orphans' membership number



*Image 10: Access to the re registration of Widows, widowers' and orphans' membership number*

1. You can see the above interface after accessing to the system using your User Name and Password. Click on the W&OP Re-registration displayed on No. 05.
2. Then you will be shown as below. You will be shown the list of names of the officers who have been re-registered in relation to your institute.
3. Click on the view Details click in the interface.(No. 06)



*Image1 1: Access to the re registration of Widows, widowers' and orphans' membership number*

## 3. Verify the information of the officer

1. The full details of the officers relevant for your institute who have been re-registered will be shown as bellow. Check the personal file of the relevant officer and verify the information.
2. Click the “Edit” button for the relevant edits if needed to edit any information when verifying.
3. “Verify” if information is accurate or “cancel “if information is irrelevant.



### Service Information

W&OP Number 7711

Category of Institution Other

Institution null

Designation Pension Officer

Service Associate Officer (Asso. Officer)

Salary Code mn-4

Date of Appointment 2005-07-15

### Dependant Information

Marital Status Unmarried

#### Spouse Details

Full Name	NIC	Date of Birth	Birth Certificate NO	Date of Marriage	Marriage Certificate NO	Date of Divorced	Date of Death
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#### Children Details

Full Name	Parent	Date Of Birth	Gender	Health Status
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Cancel  Verify 

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*Image 12: Access to the re registration of Widows, widowers' and orphans' membership number*