



මගේ අංකය Pension Instruction Letters No. 07/2019
எனது இல. }
My No. }
உமது இல. }
Your No. }

12.07.2019
திகதி }
Date }

To all Divisional Secretaries,

Facilitation of the Access to the Pension File Scanning System.

A large number of pension files which are important for the pension payments process are stored in the record room of the department of pensions, having identified the importance of scanning and saving them in digital format for the security and convenience of usage.

02. The essentially required Civil Pension Award Papers and Widows' and Orphans' files for pension payments are being scanned and inserted to the online system. The department has also decided to provide the facility to check already digitized documents to the divisional secretariats.

03. Accordingly, the opportunity to view digitized documents has been provided for the officers who are working in related to the subject of pension.

04. To use the relevant system, login to <http://portal.pensions.gov.lk:8080> and the necessary instructions are included in the Annex 01. Also, kindly informed to visit helpdesk@pensions.gov.lk or write Information Technology Division under the above title for the inquiries, if any.

Sgd. /

A.Jagath.D.Dias

Director General for Pensions

Copies: -

1. Secretary, Ministry of Public Administration ,
Disaster Management and Livestock Development - F.I.P
2. Secretary, Ministry of Internal and Local Affairs
and Provincial Councils and Local Government - F.I.P
3. District Secretary/ Government Agent - F.I.P
4. Auditor General - F.I.P

Document Scanning System

1 Getting access to the Aura Docs System:

1. Click on the **Google Chrome Icon** () in your Desktop. (Accessing through the Google Chrome is convenient to use the system by the user)

Type the bellow URL address and then enter.

URL - <http://portal.pensions.gov.lk:8080>

Then the bellow image 1 will be appeared.

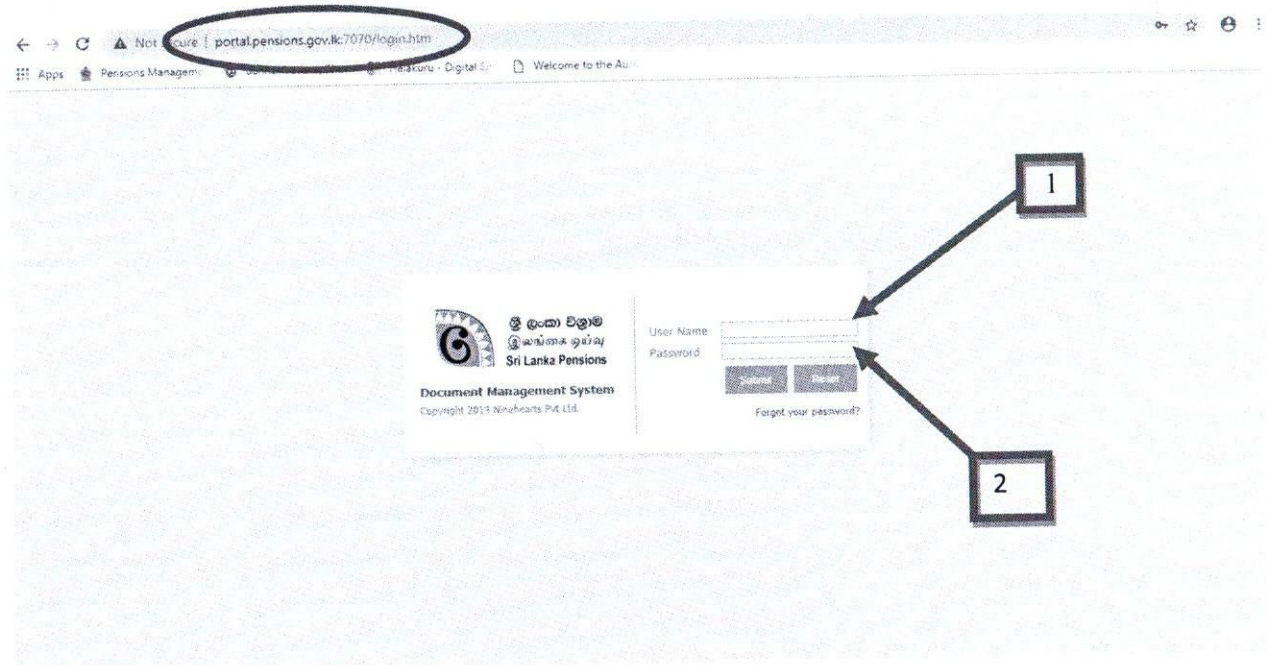


Image1: Entering URL

1. Use your name used for Warrant.
2. Insert "abc" letters as password and submit.

2 Changing the Password of the System

Then you will be log into a system as displayed in “image 02” and the foremost you shall change your current “abc” password and create a new password personal to you. Therefore follow these steps.

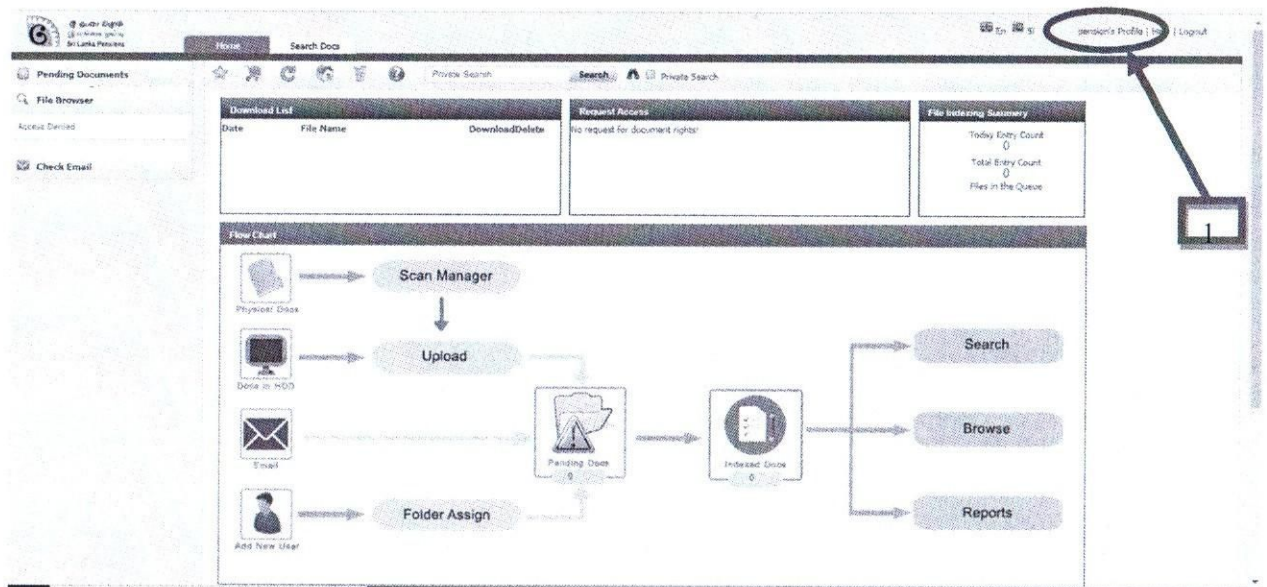


Image 02 : Home page of the system

1. Click on the **Pensioner's Profile** as displayed above .Your information will be appear as **My Profile** and click on the cage before **Reset Password Y/N ?**, as shown bellow.

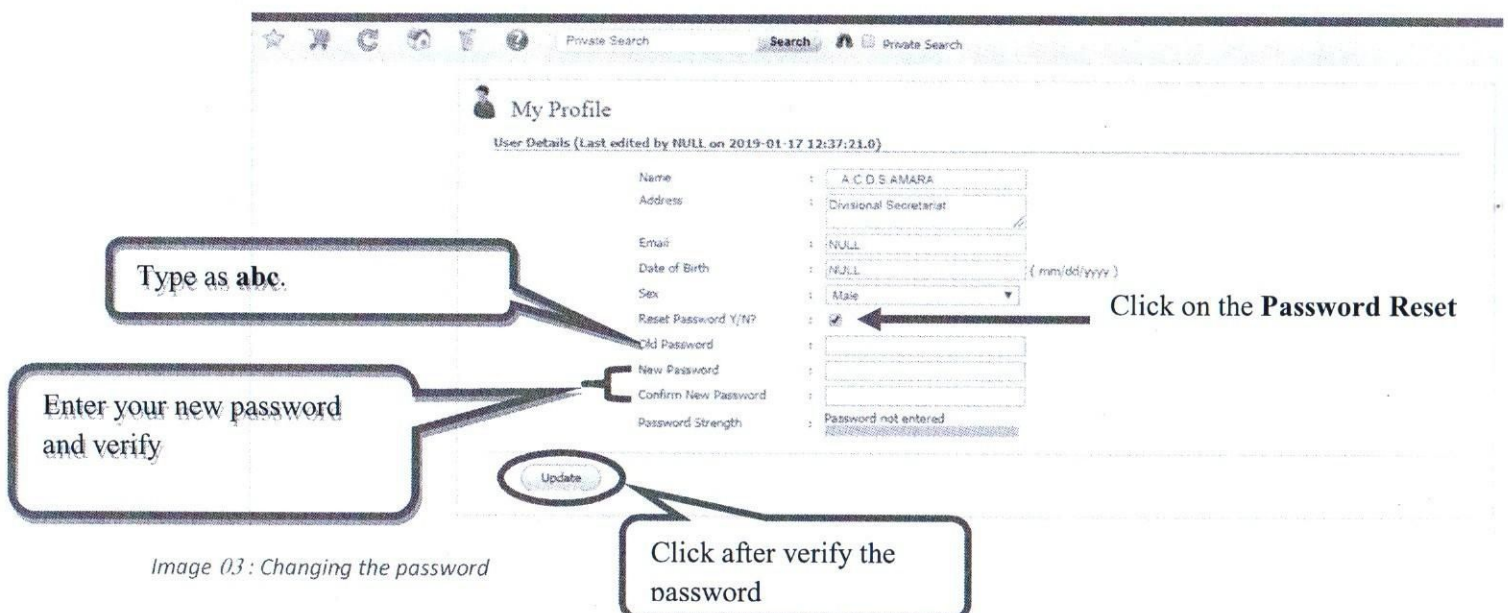


Image 03 : Changing the password

2. Then you will be shown a field to change your password. Type as abc in **Old Password**.
3. Place your personal password in **New Password**. **Confirm New Password** refers to verify your password. Therefore verify our new password entering again.
4. At the end of the above step, click on the **Update button** to update the password. Then you will be **Successfully Updated!**
5. Click on the **Home button** as bellow and return to the home page.

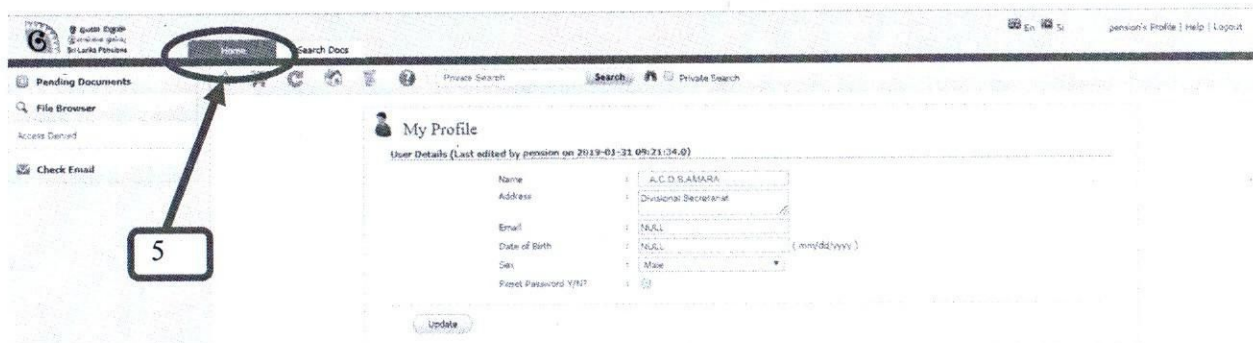


Image 04: Returning to Home page

3 Searching file in the Document Scanning System:

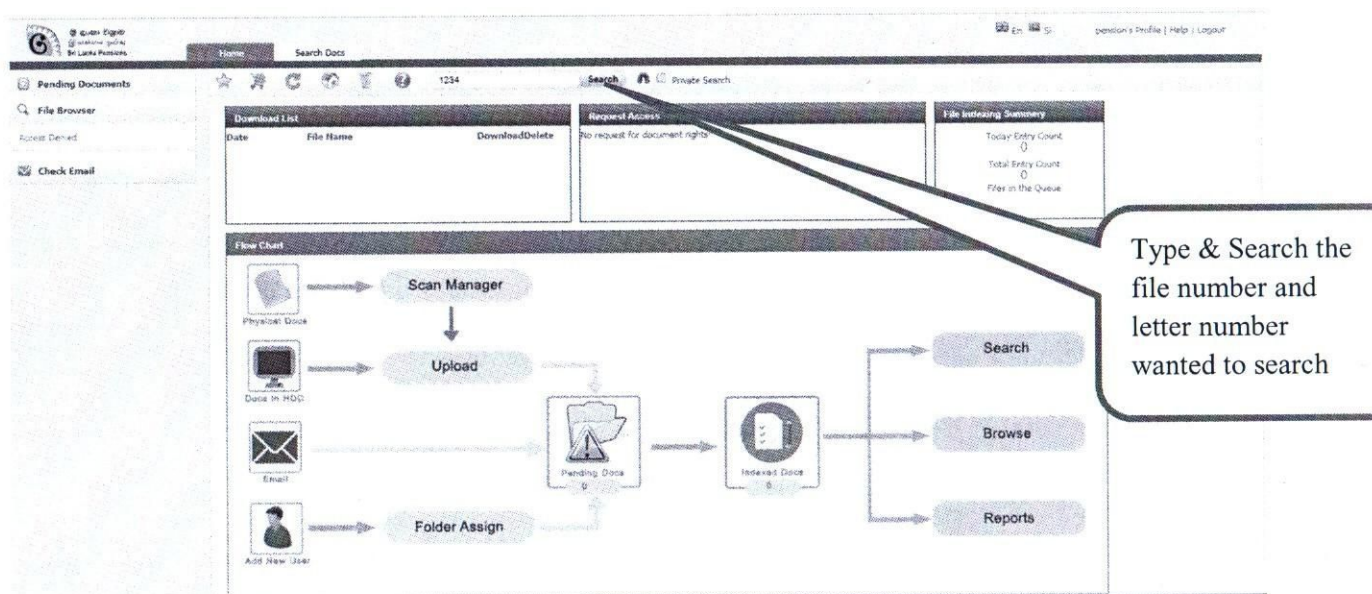


Image 05: Entering the file and document numbers

Then the information you searched will be displayed as bellow and to view the file or letter, click on the file under **Document Name**.

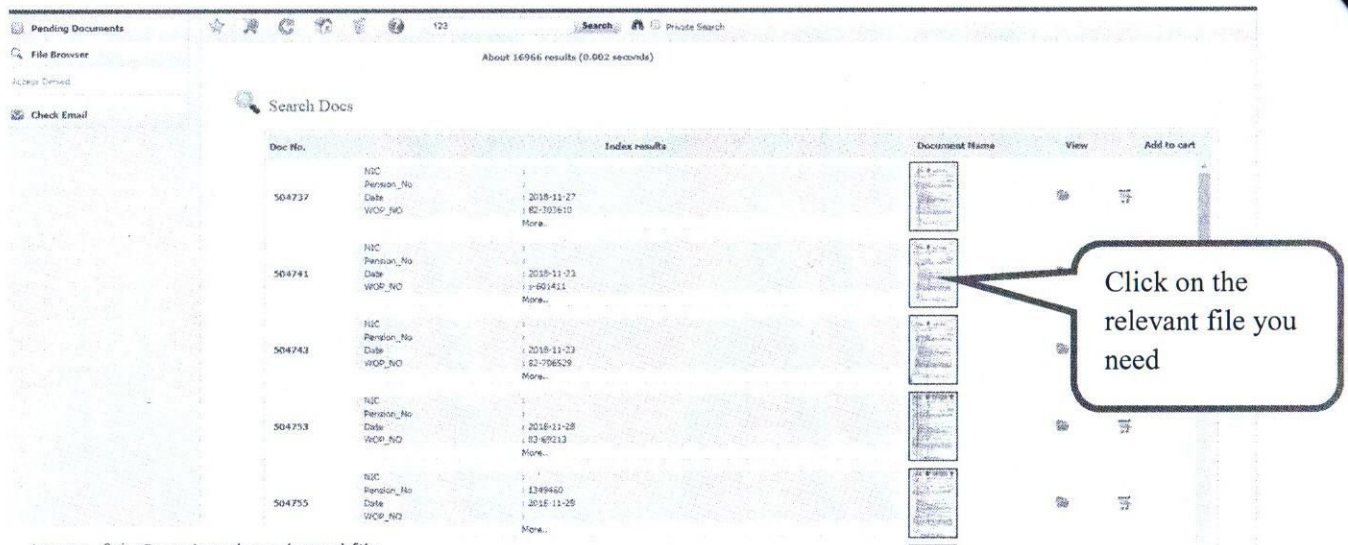


Image 06 : Opening the selected file

The page will be displayed as bellow.

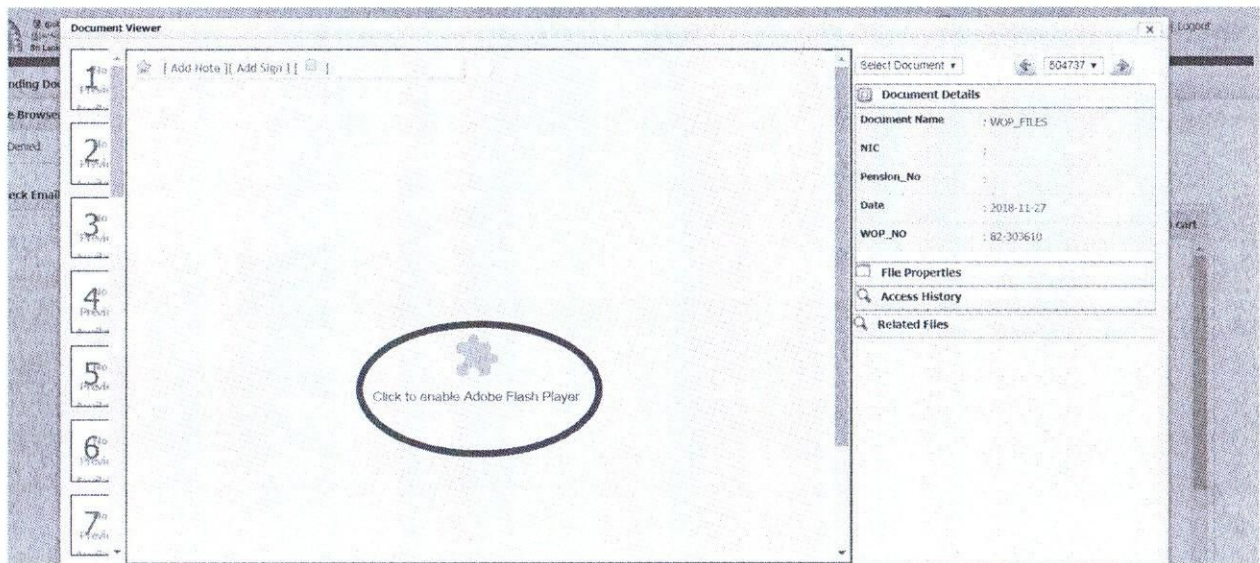


Image 07 : Enable Adobe Flash Player.

Click on “**Click to enable Adobe Flash Player**” and activate it. Then the file will be displayed as bellow.

Note - Kindly note this image shown is refers for users accessed the system using Google Chrome as mentioned before.

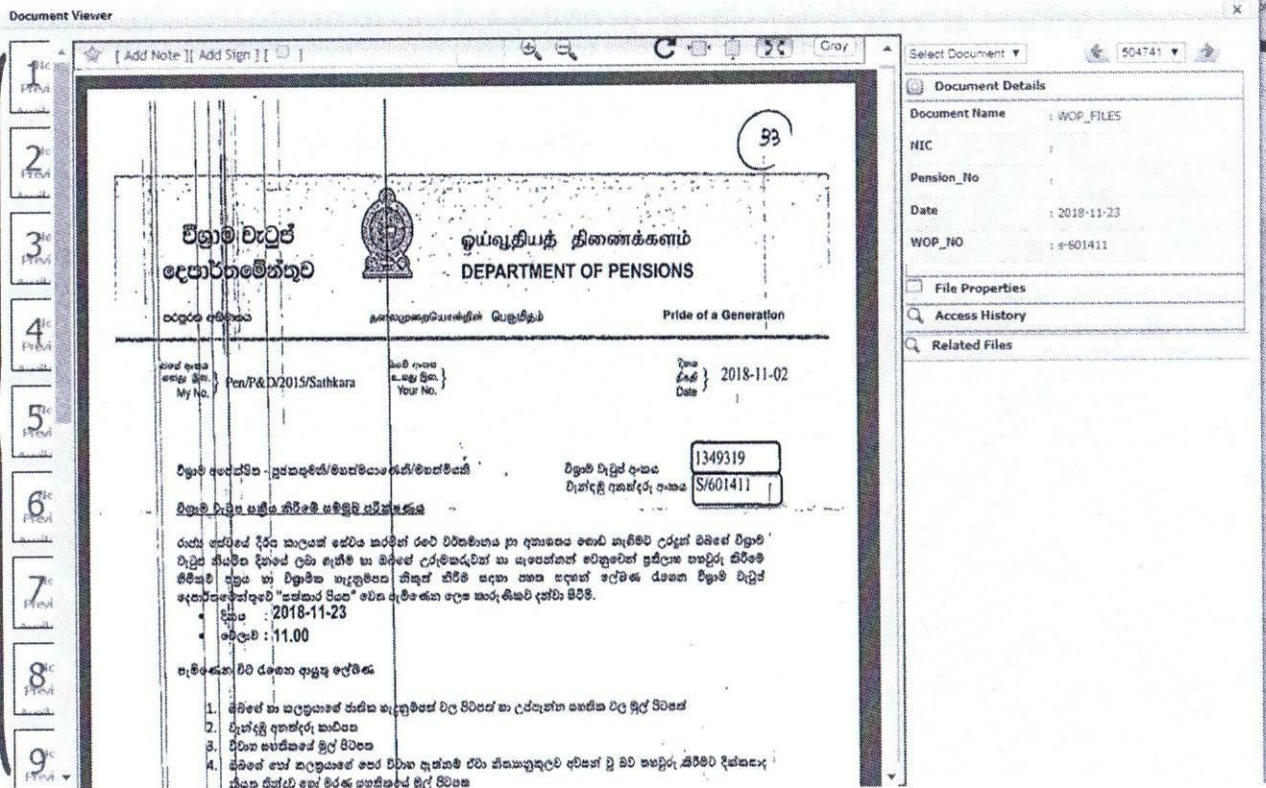


Image 08 : File appeared

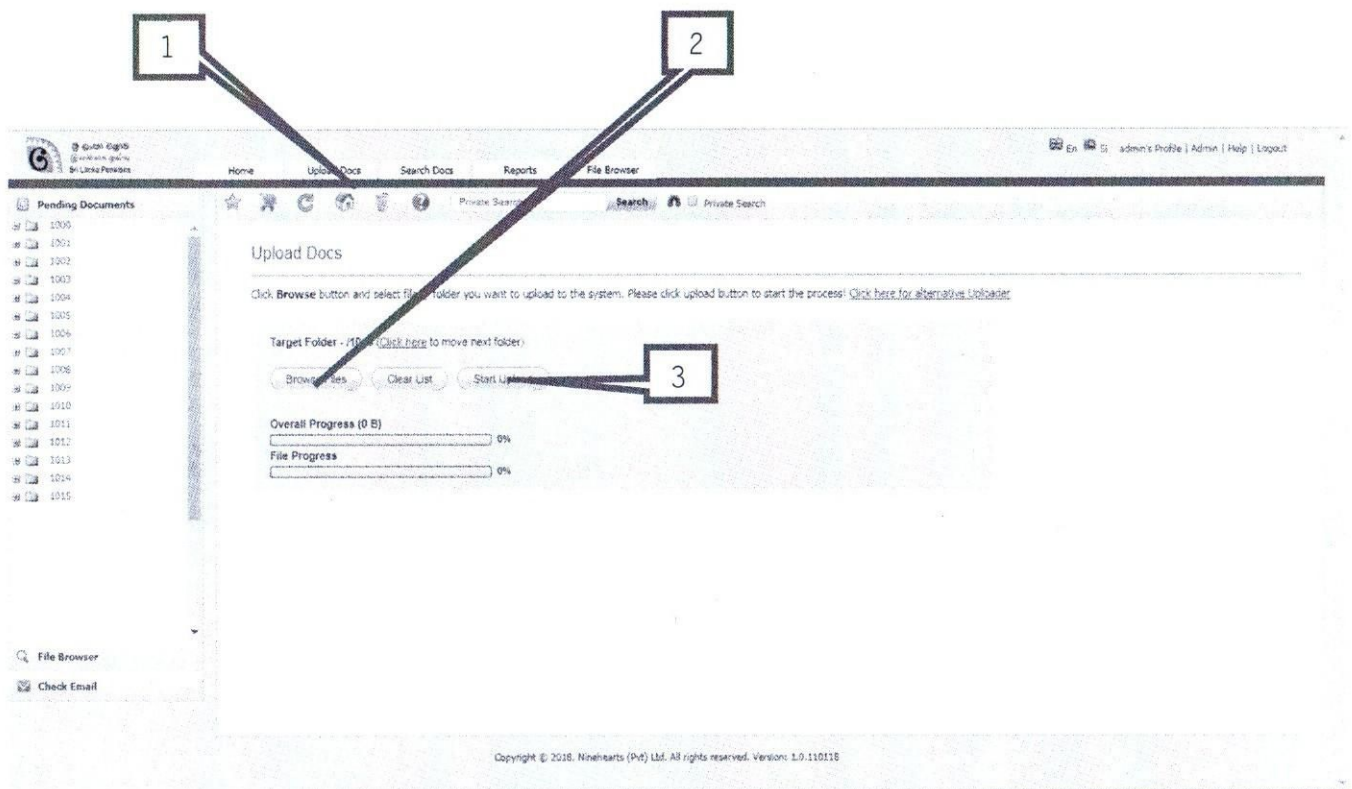
If the file is not yet displayed although followed the above steps, check whether the **Adobe Flash Player** software is installed in the relevant computer. If not entered download and **Install** the **Adobe Flash Player** using the bellow link.

URL - <https://get.adobe.com/flashplayer/>

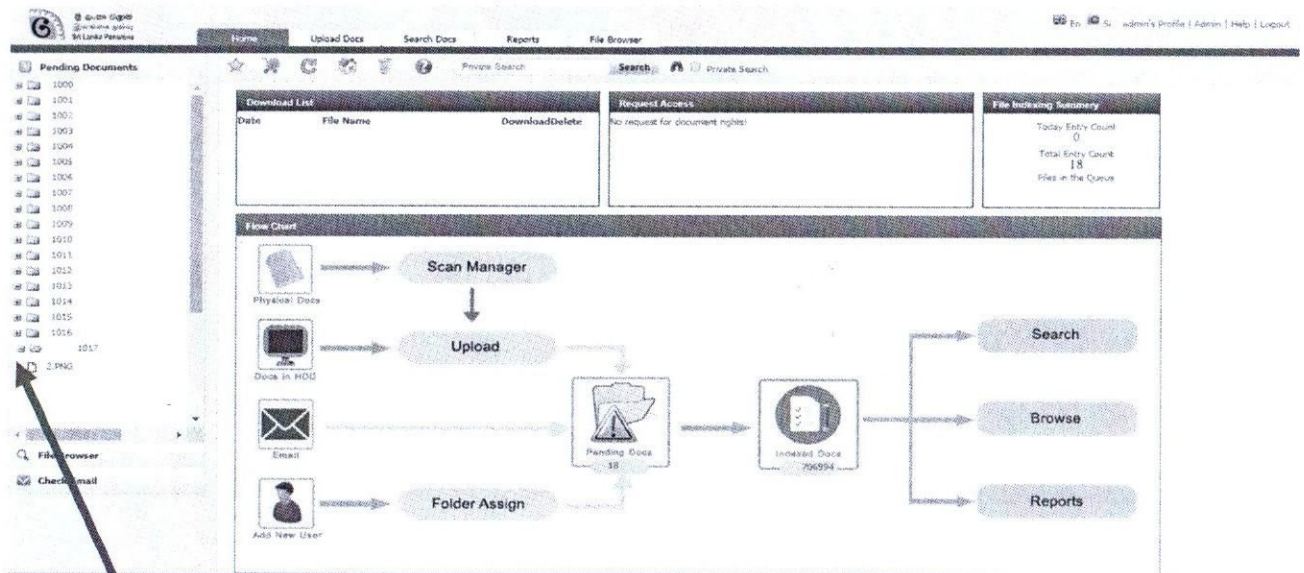
(Copy this **link** and paste on the **Address bar**)

Steps to upload a new file to this system and maintenance of the files is displayed below.

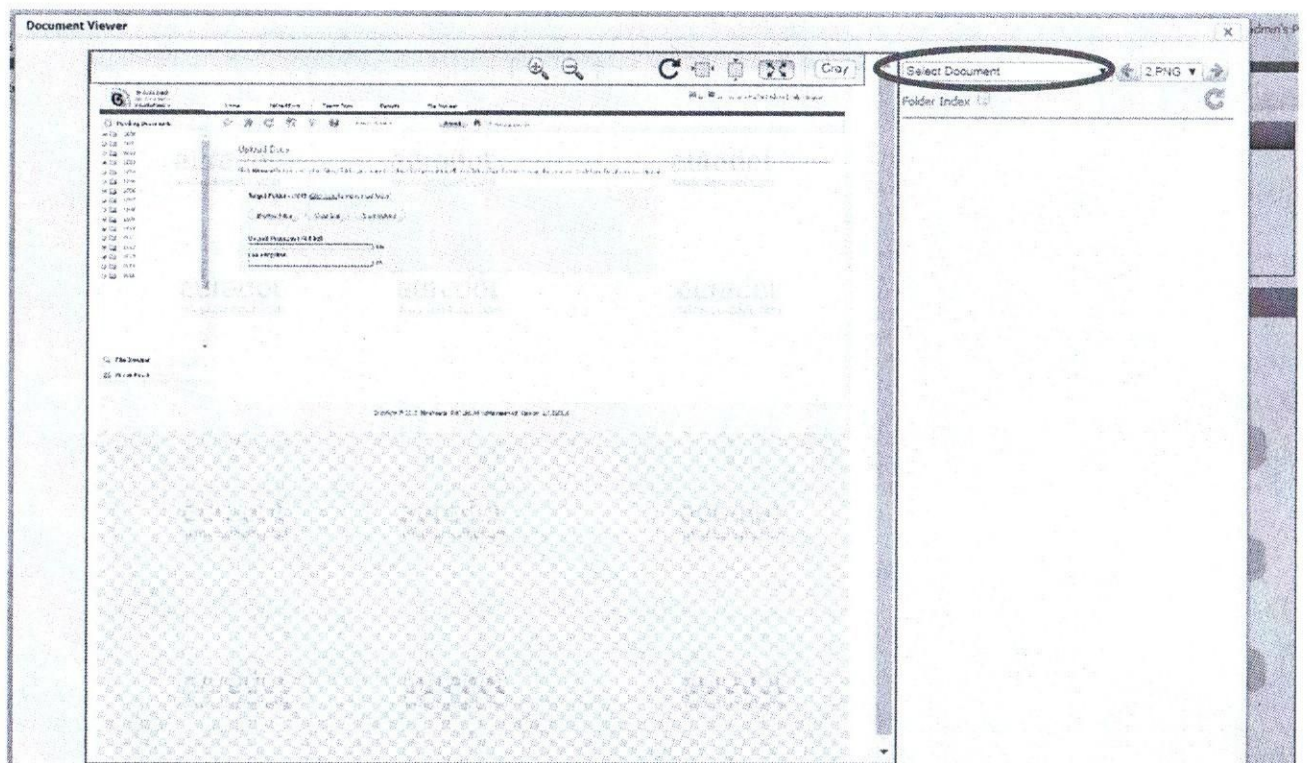
1. Click on the Upload Docs.
2. Click on the Browse Files and Select the file you need to upload.
3. Click on the Start Upload and Upload.



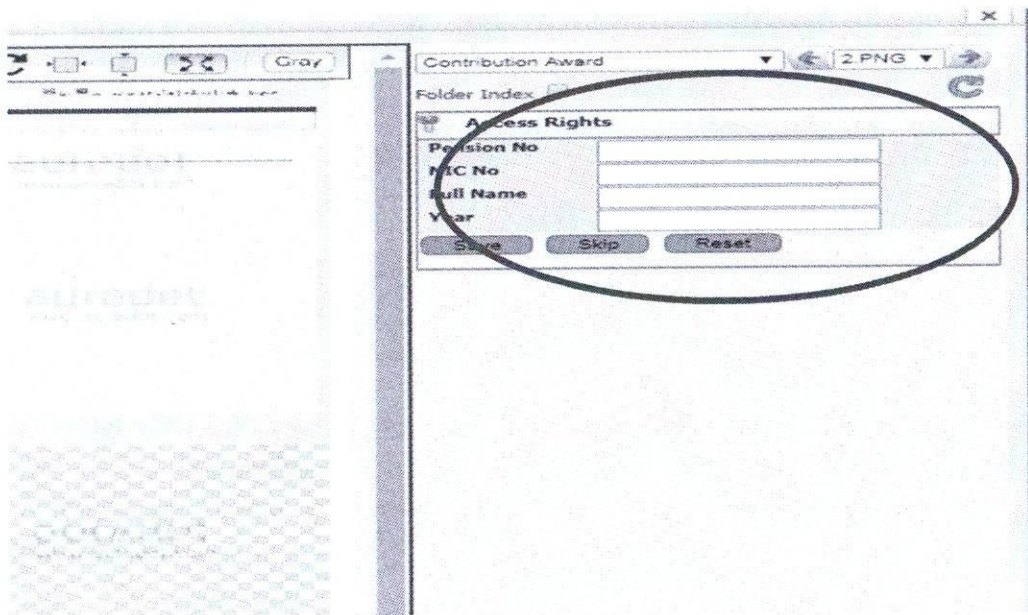
Rename your uploaded file and entering the details of the file shall be performed as follows.



The Document Upload the last will be shown when click on the (+) mark and the file will be displayed as bellow when Double Click on the Document.



Click on the **Select Document** circled above and then select the file type your file belongs to.



The screenshot shows a web application interface. At the top, there is a navigation bar with a 'Gray' button and a 'Contribution Award' dropdown menu. Below the navigation bar, there is a 'Folder Index' section. To the right of the 'Folder Index' is a 'Select Document' button, which is circled in black. Below the 'Select Document' button is a form titled 'Access Rights' with fields for 'Position No', 'NIC No', 'Full Name', and 'Year'. At the bottom of the form are three buttons: 'Save', 'Skip', and 'Reset'.

After selected, enter the information ask accurately and save.

The relevant file can find by searching the information you entered.