Public Administration Circular : 03/2025

My No : Pns/P4/W&OP/F11

Ministry of Public Administration,

Provincial Councils and Local Government

Independence Square

Colombo 07.

20.01.2025

Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of Departments

District Secretaries/ Commanders of Three Armed Forces/ Inspector General of Police

Divisional Secretaries

Heads of Local Government Institutions

Registration of Public Officers in Widows' / Widowers' and Orphans' Pensions Scheme and verifying the particulars of beneficiaries through a new online information system

It is compulsory for all the public officers to make contributions to Widows' / Widowers' and Orphans' Pensions Scheme as per the Widows' and Orphans' Pension Ordinance No 01 of 1898, and Widowers' and Orphans' Pension Act No. 24 of 1983.

02.   Accordingly, all the following circulars which have been so far issued for the purpose of registering public officers online in the Widows' / Widowers' and Orphans' Pensions Scheme are hereby cancelled so as not to cause any prejudice to the actions taken so far as per the provisions of the above circulars.

1) Public Administration Circular 26/2017 dated 12.10.2017
2) Public Administration Circular 26/2017 (I) dated 29.03.2018
3) Public Administration Circular 26/2017 (II) dated 03.05.2018
4) Public Administration Circular 26/2017 (III) dated 02.08.2018
5) Public Administration Circular 26/2017 (IV) dated 15.11.2018
6) Public Administration Circular 26/2017 (V) dated 10.02.2021
7) Public Administration Circular 26/2017 (VII) dated 10.08.2021

03.   This new online information system is hereby introduced with the main objective of preparing updated data forms, which can be applied as the basis for the proper management of information on the identity of pensioners and their beneficiaries and their entitlement in the process for granting entitlement to Widows' / Widowers' and Orphans' Pensions. Therefore, action should be initiated from 20.01.2025 under the new online information system as per the provisions of this circular.

04.   Management of this new system should be undertaken by the officers in charge of the subject of institutions, and the officers, who already have a user account in the Pension Management System (PMS) of the Department of Pensions and they can use their user name and password. A new user account can be created as per the instructions in **Annex 01.**

05.   Subject officers has to use PD-WOP1 format attached in **Annex 02** to register the officers who are not registered for   Widows' / Widowers' and Orphans' Pensions so far and those who are registered and need to update their particulars.

06.   When registration is completing through this system, inclusion of the particulars of public officers holding permanent and pensionable posts should be made under two main parts.

6.1. Registration of public officers, who have so far not registered as a member of the Widows' / Widowers' and Orphans' Pensions Scheme

6.1.1. All public officers, who had received appointments with permanent and pensionable status but not registered so far as a member of Widows' / Widowers' and Orphans' Pensions Scheme as per the public administration circulars mentioned in paragraph 02 above, should register under this new system.

6.1.2. Officers, who has old numbers under manual system and registered under old numbers of 82/83, M/F, TWP and registered under the category of Pirivena, private schools and Local Government, but not registered under online process, should register again under this new system.

6.1.3. New registration and re-registration should be done by the officer in charge of the subject and the relevant series of instructions need to follow by the officer in charge of the subject for the use of the new system is included in **Annex 03** and **04.**

6.2. Updating the information of the public officers, who have registered online as a member of the Widows' / Widowers' and Orphans' Pensions Scheme as per Public Administration Circular mentioned in paragraph 02 above and verifying the particulars of their beneficiaries.

6.2.1. Information of all the public officers, whose membership in Widows' / Widowers' and Orphans' Pensions Scheme has been approved as per the online applications mentioned in 6.2, need to be updated.

6.2.2. Information of the beneficiaries relevant to the public officers, who have registered as members of Widows' / Widowers' and Orphans' Pensions Scheme, should also be verified.

6.2.3. The series of instructions, which should be followed by the officer in charge of the subject in the use of system in updating information of public officers and verifying the beneficiaries, has indicated in, **annex 05**.

07.   After taking action as per 6.1 or 6.2 above, a facility has been provided in the system to obtain a member's identity with a QR code personally issued to a public officer in Widows' / Widowers' and Orphans' Pensions Scheme. Instructions for the users in this regards have been included in **Annex 06**. The officer in charge of the subject should take action to handover that identity card safely to the relevant officer. The form PD-WOP2, which is printed along with the identity card, should be attached to the personal file of the officer, after getting the signature from the officer to the above form as a confirmation. The relevant public officer should be made aware to use his / her members' identity card whenever he / she needs to verify his / her beneficiaries through the relevant members' identity card, and further to keep the QR code safely under the custody of the relevant officer without alienating that QR code.

08.   Since it is expected when the public institutes implement projects, which carry such integration technologically, to use this identity card with QR code as an identity card of public servants as well as for the verification of dependants. It is compulsory for all public officers holding permanent and pensionable posts to register under this system and to obtain an identity card with the QR code issued by the system.

09.   Accordingly, in the phrase 02, a virtual beneficiary profile will be created for the public officers who are registered under this system. Therefore it is mandatory to update and verify beneficiary information of the public officers who are already registered and who are not registered in Widows' / Widowers' and Orphans' Pensions Scheme, on or before 20.05.2025. The changes

(Marriages / births) that happen in beneficiaries can be updated through the Virtual Beneficiary Profile and the provisions will be available in virtual beneficiary profile after 20.05.2025.

10.   In activities such as registration of members, updating information and verification of beneficiaries through this system, priority should be given to the officers, who are beyond the age of 55 years and reaching the age of retirement.

11.   Activities such as registration of public officers, updating information of the officers registered previously and verification of beneficiaries should be carried out only for the officers who serve in the respective institute at the time of updating.

12.   The facility called "Member Assign" has been given to the officer in charge of the subject for the inclusion of an officer, who is serving attached to a certain institute but not shown in the account of the institute established in this system. The methodology to be followed for this purpose is included in **Annex 07**.

13.   After the new data system is launched, the data already in the data system of the Department of Pension will be transferred to the new data system up to 20.03.2025. The applications, which have already been included, will be shown in the system depending on the order of the transfer of data. Accordingly, from 20.01.2025 onwards data updating can be started for the approved and non-approved applications that is already included in the system. Once the data transferring process is completed new membership applications for the Widows' and Widows' and Orphans' Pensions Scheme should be included in this information system from 20.03.2025.

14.   If it is essential for a certain reason to register for the membership of Widows' and Widows' and Orphans' Pensions Scheme during the period from 20.01.2025 to 20.03.2025, it should be informed along with a contact number, which can be connected to the email address 'wopregit@pensions.gov.lk'.

15.   It is mandatory to take necessary actions to inform relevant officials of your institute to carry out their details as per these new provisions.

16.   The following contact numbers and email addresses can be used to communicate to solve any issues that arise in respect of technology and granting membership.

   I.   Issues connecting to granting entitlement to members   - Widows' and Orphans' Pension Division (Department of Pension)
        Tele. 011-2332346 email - wopnumbers@pensions.gov.lk

II.   Technological issues in the system - Information Technology Division (Department of Pension)

Tele. 011-2320049 email - wopregit@pensions.gov.lk

17.   Your collaboration is highly expected to complete this process, which will make public officers and their beneficiaries Widows' / Widowers' and Orphans' Pensions Scheme more efficient and effective.

Sgd/ S. Alokabandara

Secretary,

Ministry of Public Administration,

Provincial Councils and Local Government

Copies:

1. Secretary to President   - For information
2. Secretary to Prime Minister   - For information
3. Secretary, Ministry of Finance, Planning and Economic Development   - For information
4. Secretary, Ministry of Defence   - For information
5. Secretary, Ministry of Public Security   - For information
6. Auditor General   - For information

Method for making a new user account

Follow the below mentioned steps to make accounts for the officers in charge of the subject.

1. Type the words "Department of Pension" in Google search column.

2. Then you see the page with the image of Department of Pensions. There is a button named "website" just below the image

3. Click on the 'website' button. Then you will see the official website 'Department of Pensions'.

4. Click on button "Pension Management System" Then you will see three tiles.

5. Using first, and third tiles, you can make user accounts.

6. Please click on "Don't have an account! Sign up here" in the first tile.

7. Click on "Don't have an account? Register Now!" of third tile.

8. Make sure to select your office correctly and then click on "Register User" button.

9. Then you will receive the application for filling the particulars of the officer in charge of the subject.

10. Please fill that application with correct particulars following guidelines. (If you fill it with correct particulars the red line will disappear).

11. Finally, Please submit the application.

After checking the user access made by you, we approve them as per the subject. Lease take action to upload a verified document (personal file/ pension file)

Form of Collecting the W&OP Member Information

All government officers who have registered online before should complete this format and submit to the subject officer to complete the W&OP registration. (Describing in the section 6.1 of this circular)

All government officers who have already completed the online registration under previous circulars and already obtained the membership number should only complete the fields mark as ** (Describing in section 6.2 of this circular) But if you see there are many data fields to update, better to complete the full data sheet.

This form should be fill in English language.

Section A

Personal Information

Name in Full

NIC

Date of Birth   /   /

Gender   ◯ Male   ◯ Female (Please mark the relevant field as ✓)

Profile Picture **(Please submit a 3*4 size standard official photo yours to the subject officer)**

Address

Province**

District**

Divisional Secretariat**

Grama Niladhari Division**

Contact No (Mobile)

Contact No (Land)

E-mail Address

Official Phone Number

Official Fax Number

Are You Ordained   **O** Yes   **O** No

If "yes" specify the clergy name

<u>Spouse Information</u>

Name

NIC

Date of Birth   /   /

Relationship to the member   ○ Wife   ○ Husband

Birth Certificate No

Address

Mobile No

Status   ○ Married   ○ Divorce

If Divorced Date of divorced   /   /

Date of Marriage   /   /

Marriage Certification No

Living Status   ○ Alive   ○ Death

Province**

District**

Divisional Secretariat**

Grama Niladhari Division**

Children Information

	Children 01	**Children 02**	**Children 03**	**Children 04**
Name				
Relation (Son or Daughter)				
Date of Birth				
Parent				
NIC				
Address				
Mobile No				
Is Disable (Yes or No)				
Province				
District				
Divisional Secretariat				
Grama Niladhari Division				

I hereby confirm that the information provided above is true and accurate.

…………………   ……………………..

       Date   Signature of the W&OP member

වැන්දඹු අනත්දරු අංකය සඳහා ලියාපදිංචිය
(Registration for W&OP Numbers)

1 Access for obtaining a number for Widows' and Orphans' Pension :

Enter in internet clicking on ' Google Chrome Icon' on your computer screen .

- Enter www.pensions.gov.lk address bar and enter in the website of the Department of Pensions.
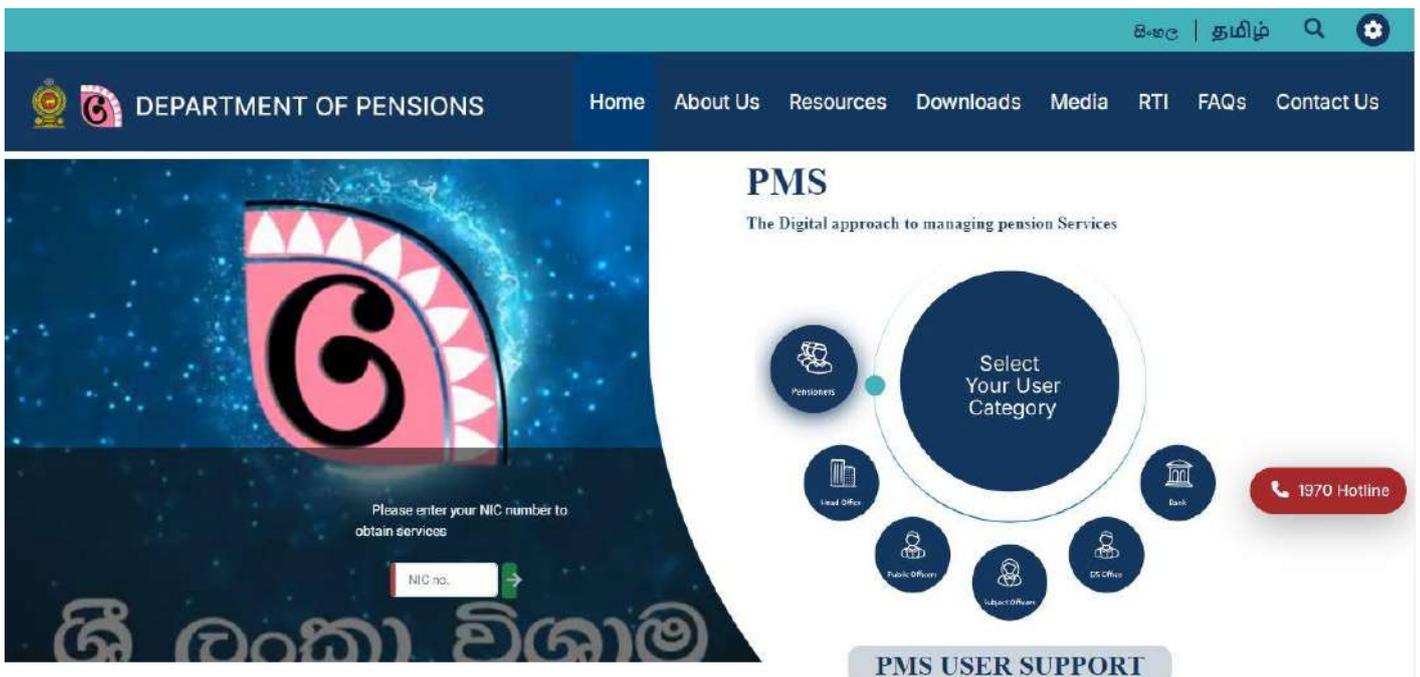
- Click on the icon 'Subject Officers' in the Interface shown below.

image 01 : www.pensions.gov.lk

Enter in the W&OP Re-Registration system shown in the interface. Then you will receive an interface in the following manner

2   Access for the system to obtain numbers for widods' and orphans' pension:
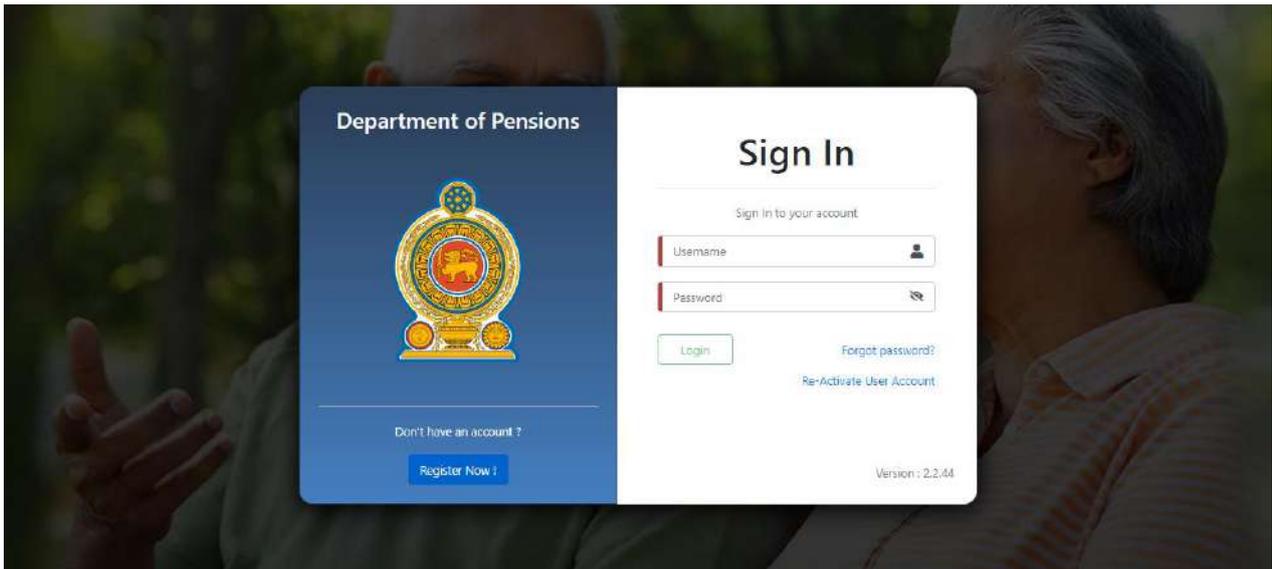
image 02: access for the system

01 - Enter in the system using Username and password given to you.

Then you see an interface in the following manner.
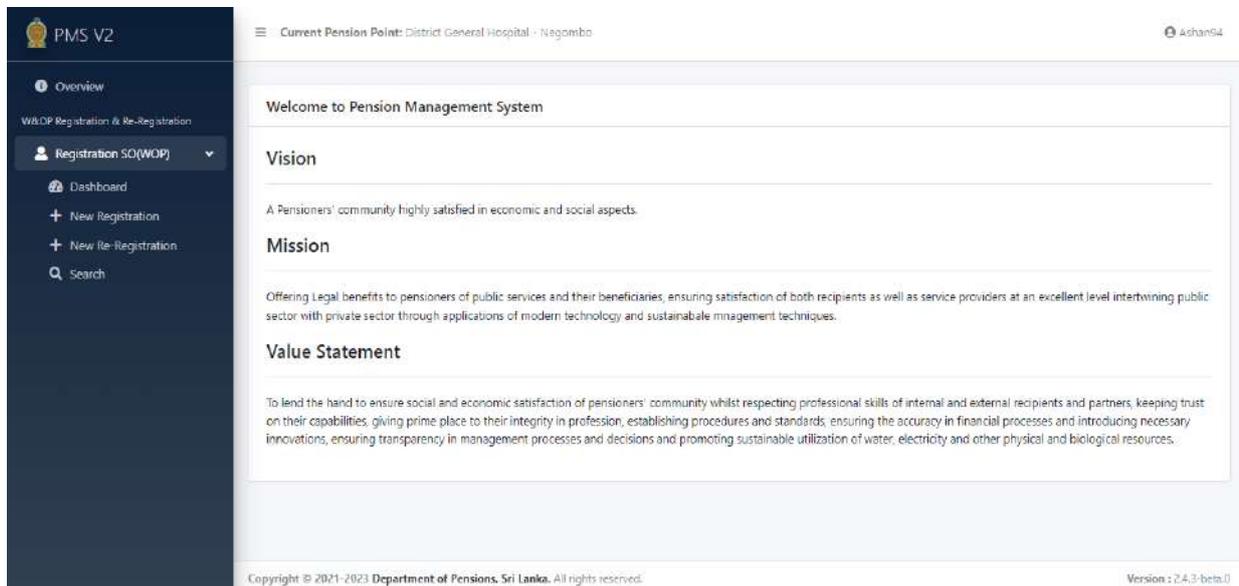
image 03: interface of the system

You can see menus in the following manner on the side bar- Dashboard, New Registration, New Re-Registration and Search

2.1. Dashboard :
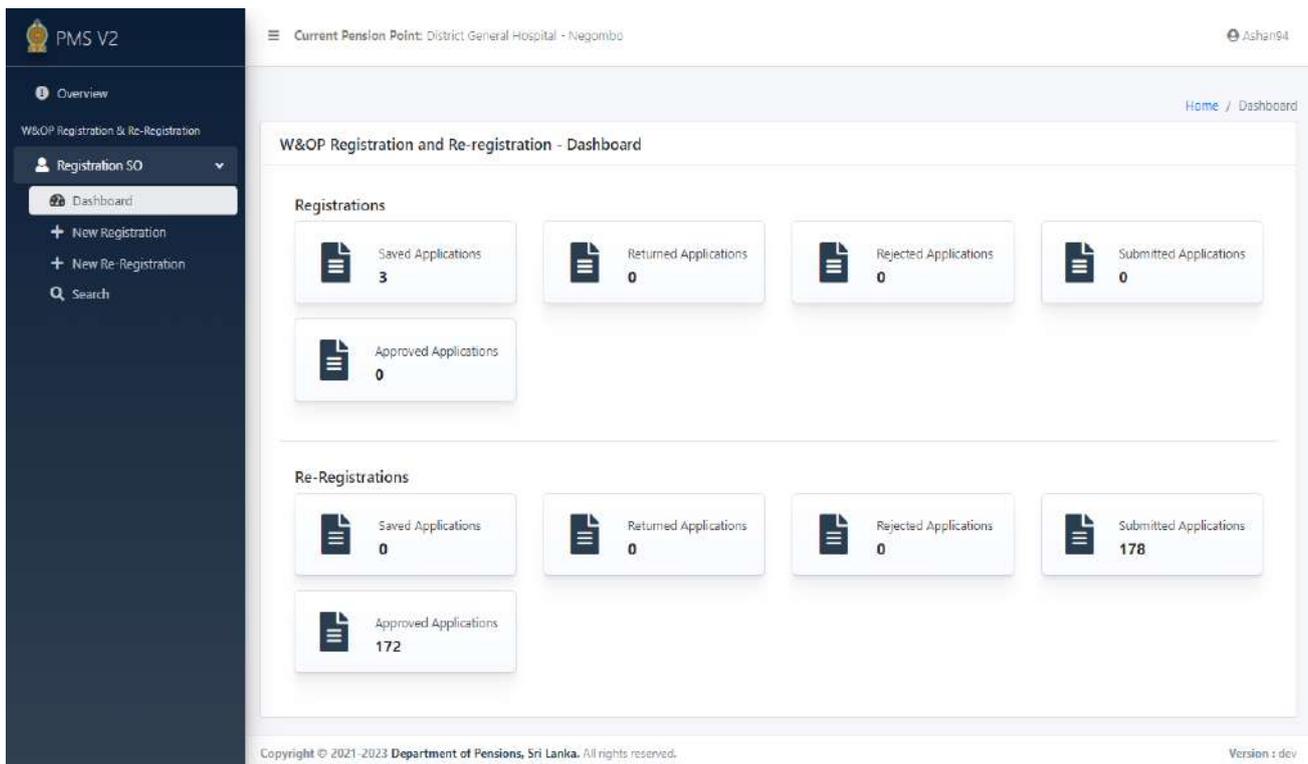
When you click on Dashboard menu, you can see an interface in the following manner

image 04: Interface of Dashboard

Registration

1. Saved Application – you can see applications submitted by you for new number (These are the applications, in which particulars have been included but not uploaded.)
2. Returned Application – When the application sent to our Department for W&OP is rejected by the W&OP division due to defects, it is shown on after clicking on "Submit to Approval" bnutton.
3. Rejected Application –Shown only if the entitlement to W&OP is rejected for the applications clicked on "Submit to Approval" button. Such applications cannot be updated.
4. Submitted Application – When relevant documents are uploaded for obtaining new number to the application submitted, the applications, which are clicked on, are shown on "Submit to Approval".
5. Approved Application – The applications sent to our Department are shown after clicking on "Submit to Approval" once they are apprioved by the W&OP division.

Re-Registration

1. Saved Application – The applications submitted by you for re re-registration of the old W&OP number of the officer in the system is shown. Refer "Submitted Application" for confirming this application.
2. Returned Application – Returned application is shown in the data system. This application can be re affirm after updating.
3. Rejected Application – It is shown only if the entitlement to W&OP is rejected. No updating can be made for such applications.
4. Submitted Application – Shown for verifying particulars in applications which are registered again. Re registration is completed on verification by the officer in charge of the subject.
5. Approved Application – Shown after giving approval on verification of particulars in the applications which are re registered.

There are two types of applications in all tiles mentioned above. They are called applications which are perfected and not perfected. All officers in charge of the subject are required strictly to make such applications in their user accounts perfected.

2.1. New Registration :

You receive an interface in the following manner when you click on "New Registration" menu.

image 04: Interface of New Registration

Applications for new W&OP number can be submitted filling the fields shown on this interface.

If you correctly fill the data, the red line shown on the above mentioned fields will disappear. It is essential to fill such field with red lines.

Take action to select fields to be selected. You should not type on the fields to be selected.

When it is filled with relevant particulars, you can refer next menu by clicking on 'Next button'.

In the first menu, you can enter personal information of the officer.

In the second menu, you can enter the service particulars of the officer.

In the third menu, you can enter the particulars of the dependents of the officer.

In the Fourth menu, you can submit new application for W&OP.

2.1.1   Inclusion of Personal Information:

Image 04.I: Interface of New Registration (Personal Info)

You can refer next menu by clicking on 'Next' button after perfecting relevant information.

2.1.2   Inclusion of Service Information:

Calculation is made automatically depending on the date on which you enter "**Age at the Date of Appointment**" in "**Date of Recruitment**".

You can refer next menu by clicking on 'Next' button after perfecting relevant information.

2.1.3   Inclusion of Dependent Information:

You can fill first the part "**Marital Status**".

image 04.III: Interface of New Registration (Dependent Info)

It is possible to include particulars of husband/wife/ children depending on your position.

01. Select 'Married' for Marital Status.

Selected for married officers.

Image 04.03.I: Interface of New Registration (Dependent Info)

When you select 'Married', you can enter Spouse Information, which are shown below, in the system. Information of spouse can be included on an interface by clicking on 'Add" button.

2.1.3.1 Inclusion of Spouse details:

Image 04.3.I.I: Interface of New Registration (Dependent Info)

Particulars of your husband or wife should be perfected correctly. Then the red line shown in front of the above mentioned fields will disappear. Such red lines should strictly be filled.

Information of the spouse can be included in the system by clicking on 'Add' button after perfecting relevant fields.

When such information is included in the system, information of dependants can be included in the system.

Information of the dependants can be included in an interface in the following manner by clicking on ' Add' button.

2.1.3.2 Inclusion of Dependent Information

Particulars of your children should be included correctly. Then the red line shown in front of the above fields will disappear. Such red lines should strictly be perfected. Information of children can be included in the system by clicking on 'Add' button after filling such fields.

රූපය 04.3.I.II: Interface of New Registration (Dependent Info)

If you have more than one child, you can include information of such children in the system by clicking again on 'Add' button.

02. **Select Unmarried for Marital Status.**
   a. <u>If you are a male officer,</u>

Image 04.03.II(a): Interface of New Registration (Dependent Info)

If you are a male officer, you can proceed by clicking on 'Next' button after selecting your status as Unmarried.

   b. <u>If you a a female officer,</u>
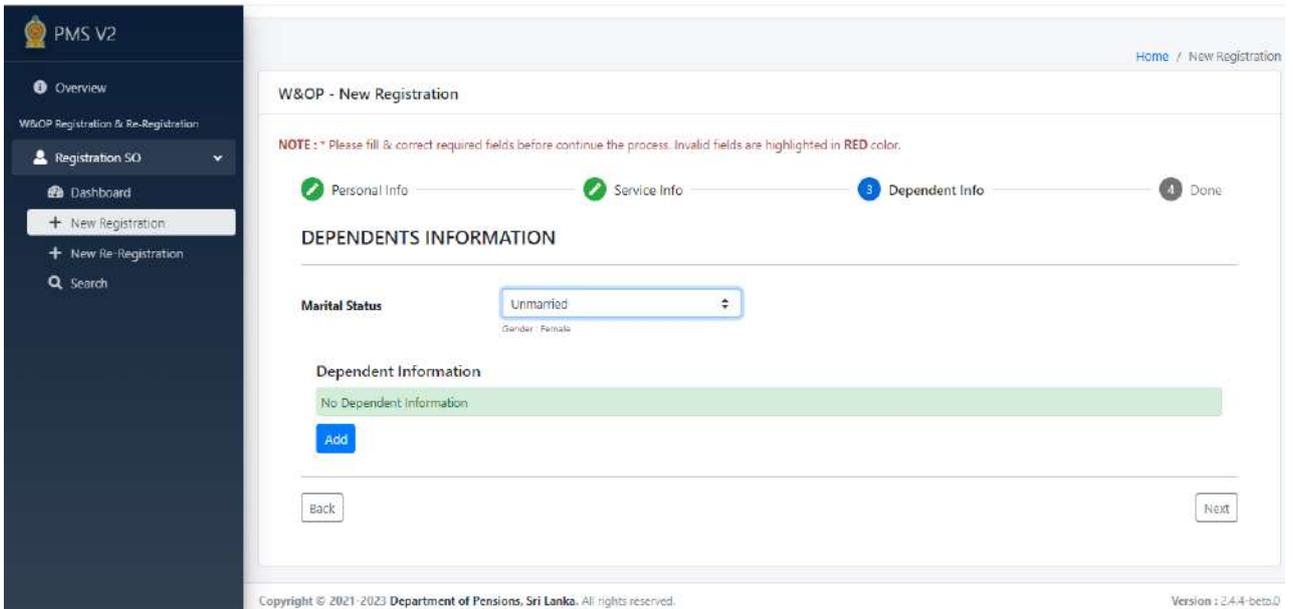
Image 04.03.II(b): Interface of New Registration (Dependent Info)

Even if you are unmarried but you have children, information of such children can be included in the system. Otherwise, you can proceed by clicking on 'Add' button.

Image 04.03.II(b).I: Interface of New Registration (Dependent Info)

Information of your children should be perfected correctly. Then the red line will disappear. It is compulsory to perfect such fields highlighted by red lines.

The name and NIC number of the female officer is included from the system in to the field 'Parent'. Information of children can be included in the system by clicking on 'Add' button after perfecting relevant fields.

03. **Select Separated for Marital Status.**

Image 04.03.III: Interface of New Registration (Dependent Info)

If you select Separated, you are required to include information of spouse and dependants as a married officer.

04. **Select Divorced for Marital Status.**

Image 04.03.IV: Interface of New Registration (Dependent Info)

If you select Divorced, you are required to include information of spouse and dependants as a married officer.

05. **Select Widow for Marital Status.**

Image 04.03.V: Interface of New Registration (Dependent Info)

If you are a widow, you should select the category Widow and you are required to include information of spouse and dependants as a married officer.

06. **Select Widower for Marital Status.**

Image04.03.VI: Interface of New Registration (Dependent Info)

If you are a widower, you should select the category Widower and you are required to include information of spouse and dependants as a married officer.

2.1.4   Concluding the inclusions:

By clicking on "Save Application" button, as shown on following interface, you can save newly registered application , which contains information fed by you, in the system.
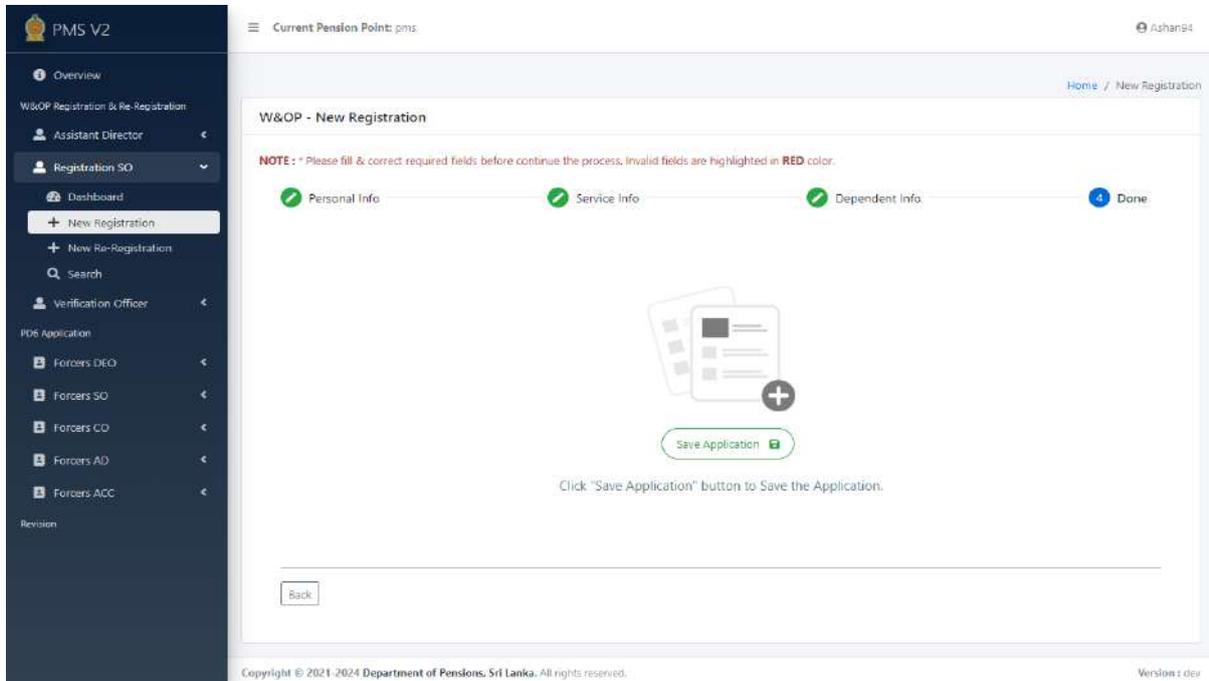
Image 04.4.I: Interface of New Registration (Dependent Info)

To get the new application printed, click on the "Re-Print Source Document" shown on the following
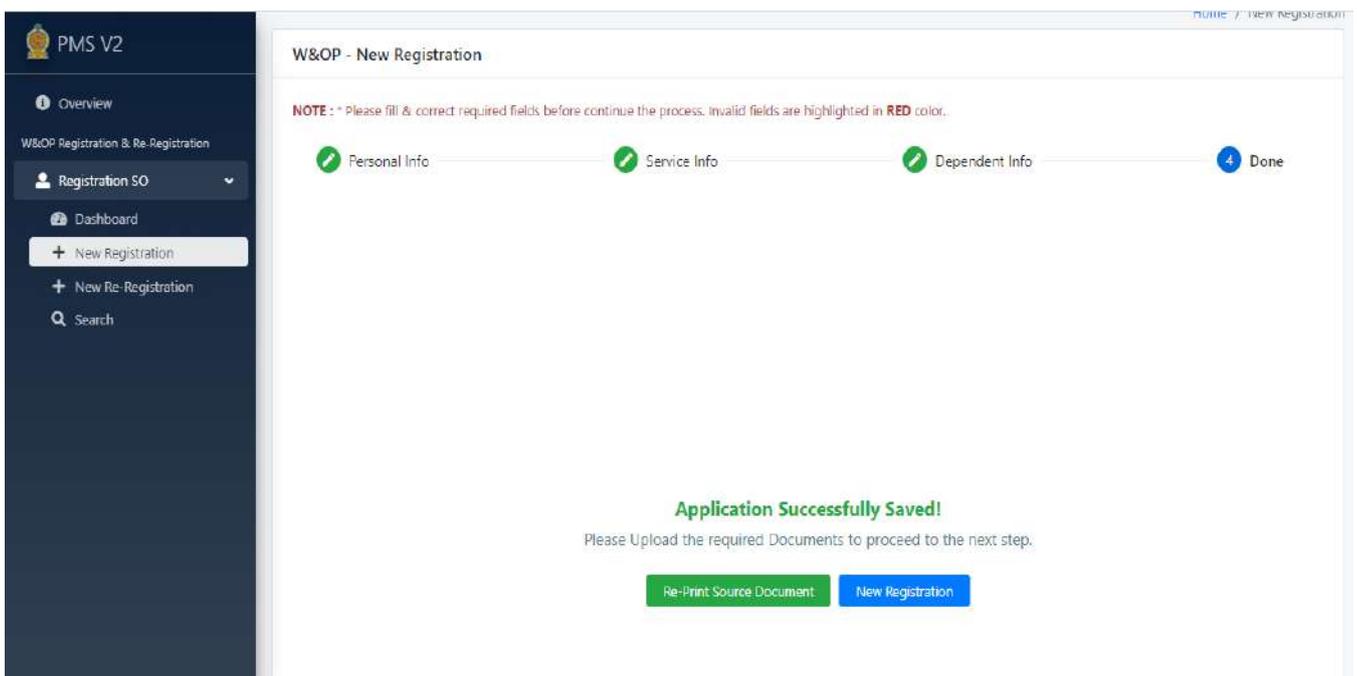
interface. In order to include an application again,click on 'New Registration' button. .

Image 04.4.II: Interface of New Registration (Dependent Info)

By now, the process for inclusion of W&OP application in the system is completed. But no uploading is made. Documents should be uploaded to complete the registration for W&OP number. For this, it should be entered in "Saved Application" on Dashboard.

❖ *Visit* "*Saved Application*" tiles of dashboard*.*

Applications of which the relevant documents have not been so far uploaded even after inclusion of information by you, are found here.
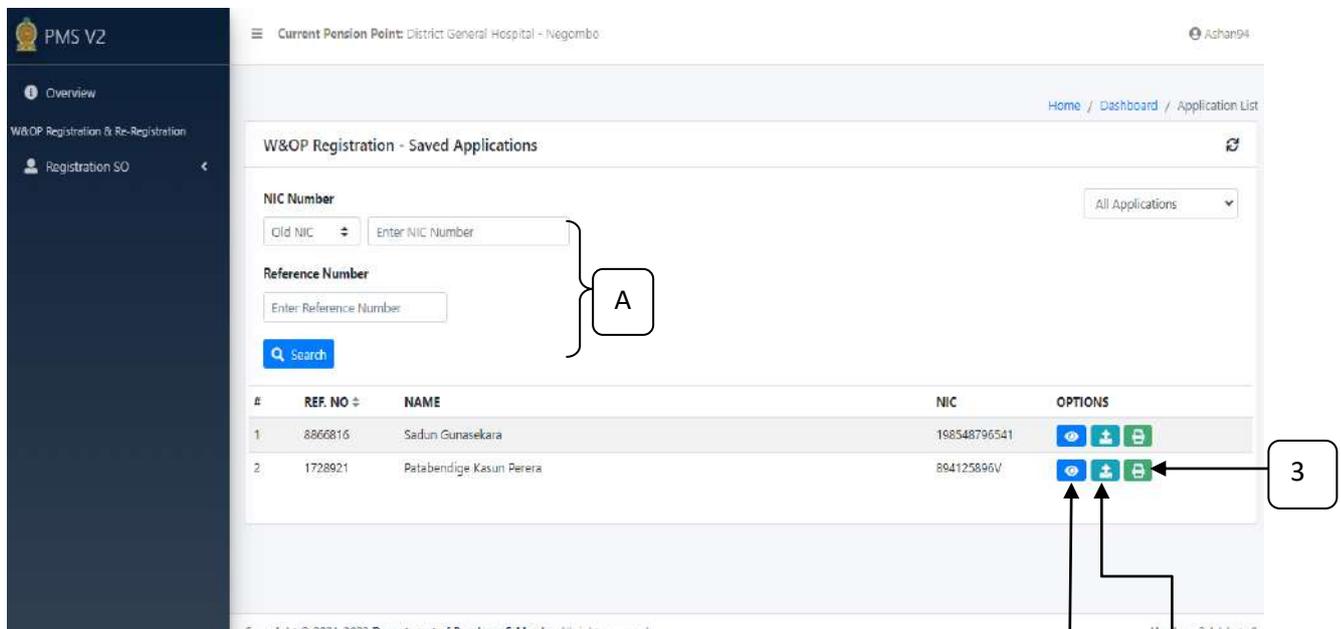
Image 05.I: Interface of Saved Application Tile

A - This can be used to find the applications, which you have included..

1. View Button – The application included by you can be viewed..
2. Upload Button –Documents for the application, which you have included, can be uploaded.
3. Print Button – It is possible to print the application, which you have included..

Let's click the View Button
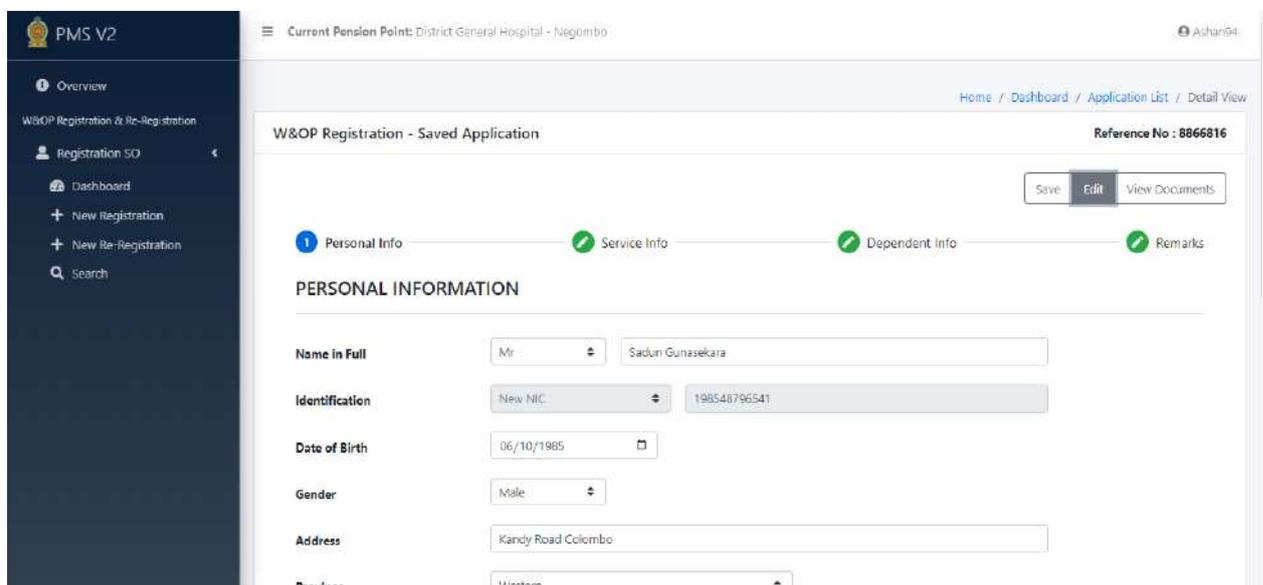
Image 05.I.I: Interface of Edit View in Saved Application Tile

When the "View" button is clicked, an interface in the above manner can be seen.

Here the application included can be re checked. Further the information can be changed by clicking on ' Edit' button. However you are not allowed to change the NIC number included by you at the time of submission of application. But other informantion can be changed, if required.

Information can be updated by clicking on the 'Save' button. Then the following interface will apear.
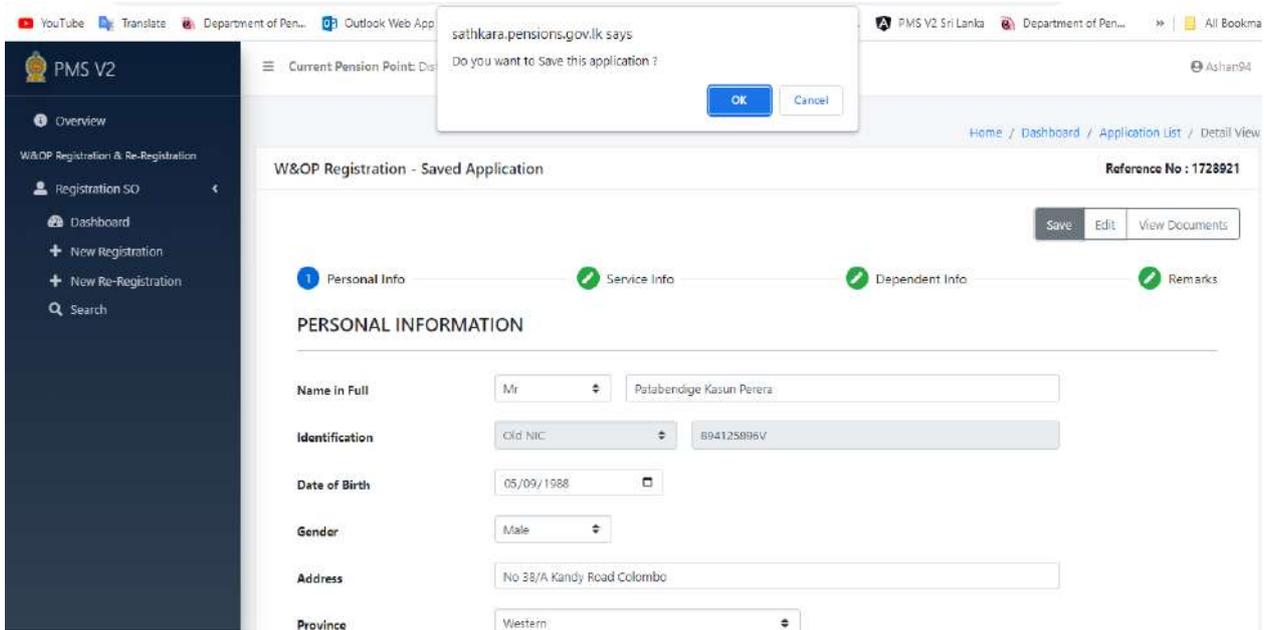
Image 05.I.II: Interface of Save View in Saved Application Tile

In order to confirm the inclusion of updating in the system, click on 'OK' button..

By clicking 'View documents' button , the documents uplodaed so far can be found. Then the following interface will appear.
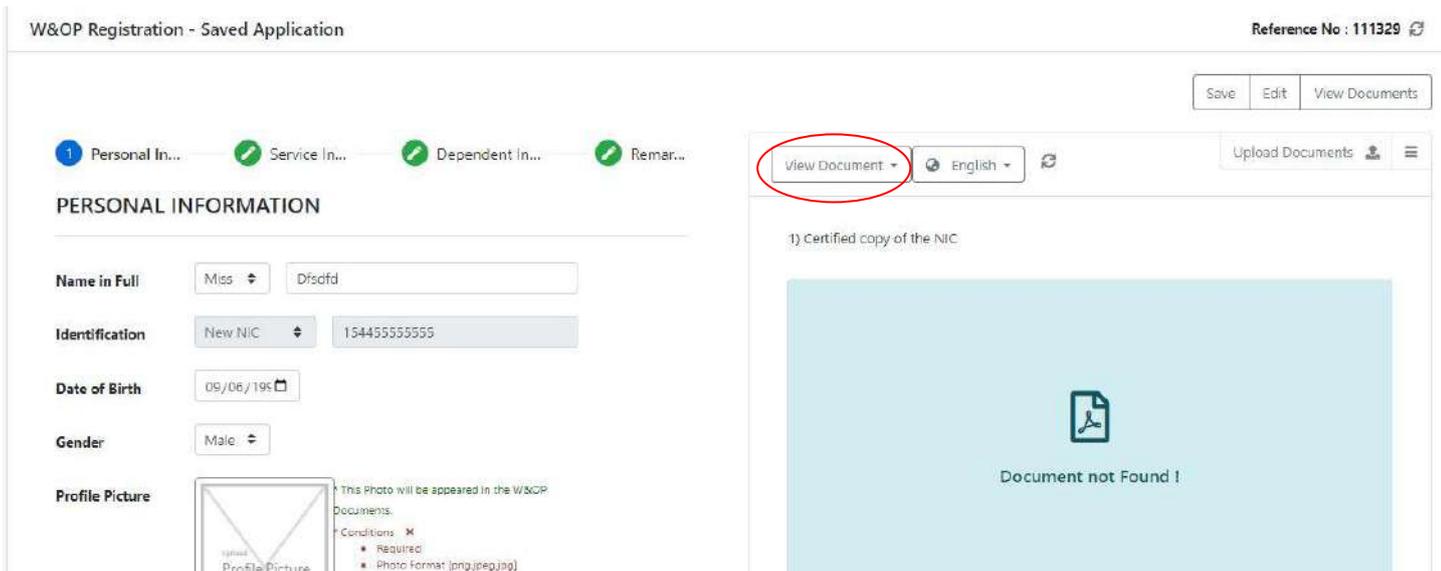
Image 05.I.III: Interface of View Documents in Saved Application Tile

The relevant document can be selected and check by clicking on "View Documents" button.

Let's click the Upload Button

When you click on "Upload Documents" button, following interface will apprear.
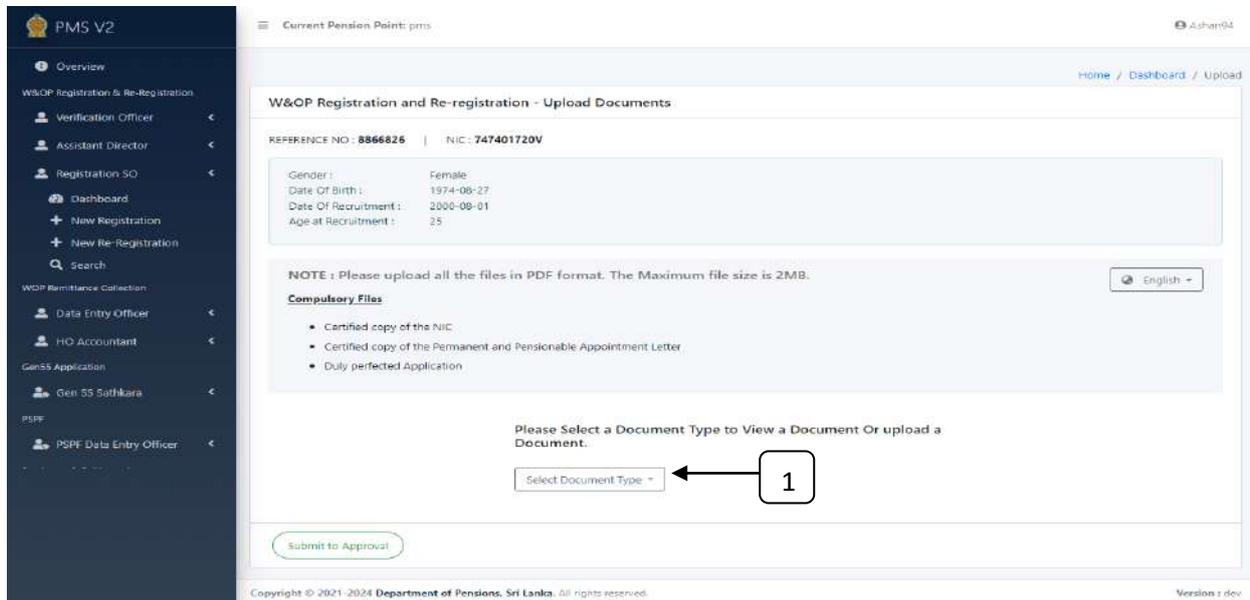
Image 05.II.I: Interface of Upload View in Saved Application Tile

1 – You can select documents to be uploaded by clicking this. Then following interface will appear.
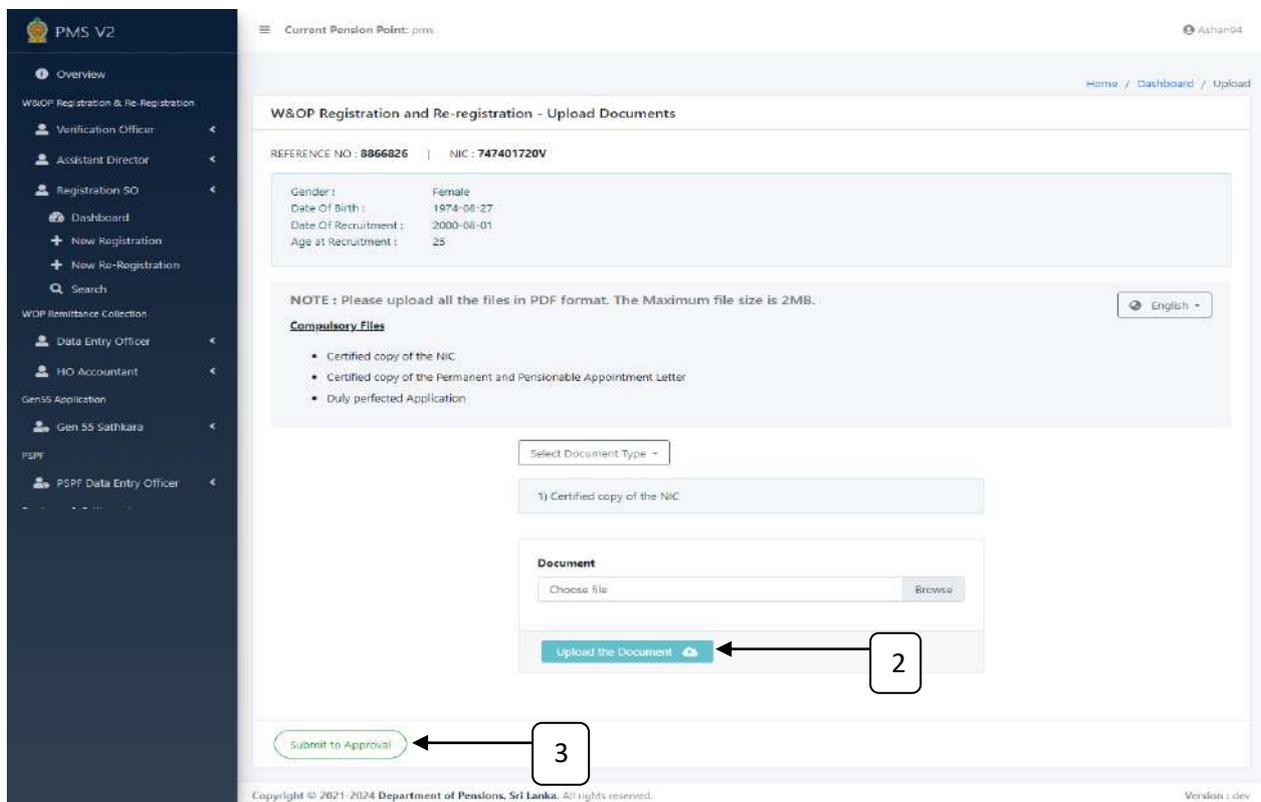
රූපය 05.II.II: Interface of Upload View in Saved Application Tile

2 – Once the relevant documents are selected, they can be uploaded by clicking on "Upload the Documents" button.

3 – Finally, your application is submitted to the Department for approval when the "Saved to Approval" button is clicked

Let's click the Print Button

Following interface will appear when you click on "Print" button..

Image 05.III: Interface of Print View in Saved Application Tile

By clicking here, you can get a printout of the application already. That application should be uploaded in the system after certifying it by relevant parties.

❖ Visit "*Rejected Application*" tiles in dashboard.

It appears on this dashboard only if the application submitted by you is not entitled to W&OP. No updating can be made to such applications and you can only see information.
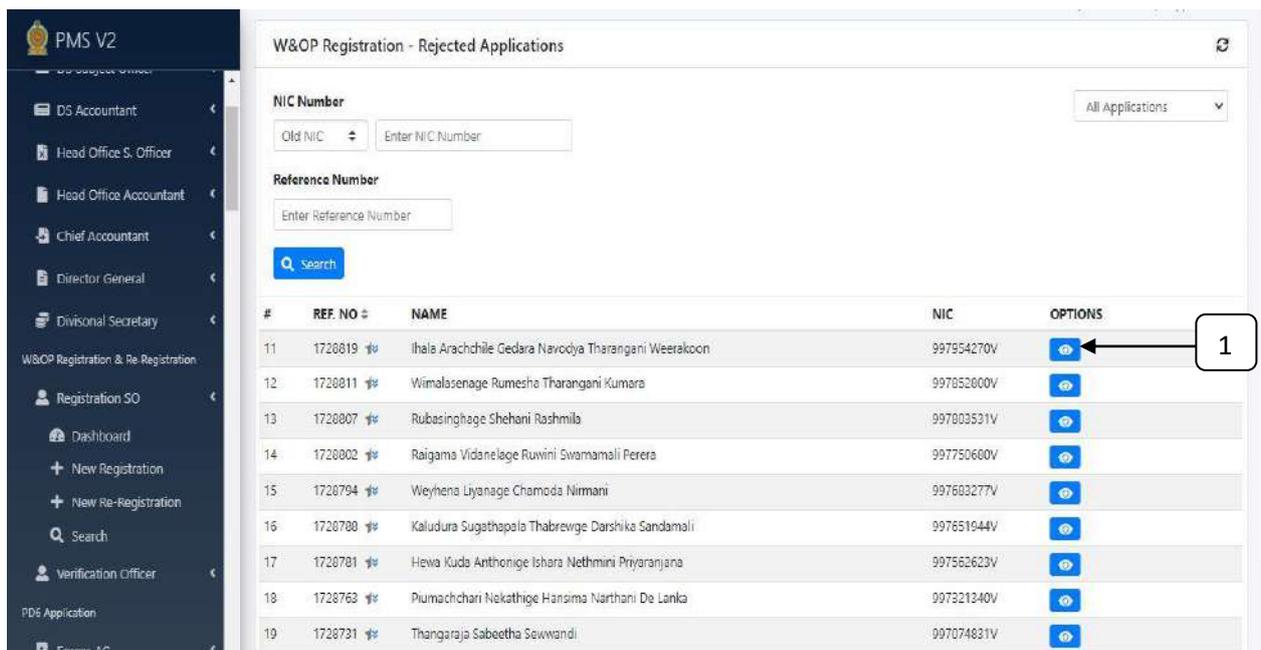
Image 06. : Interface of Rejected Application Tile

1.   Only the data in an application can be viewed.

Let's click the View Button
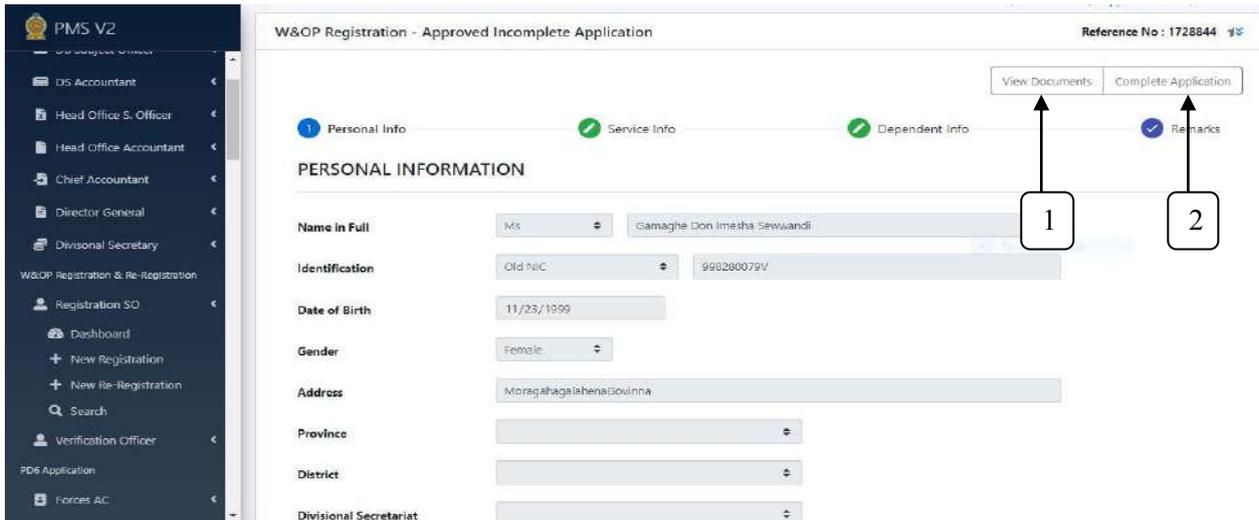
Image 06.1: Interface of Approved Incomplete Application Tile

1. Let's click the ViewDocuments Button
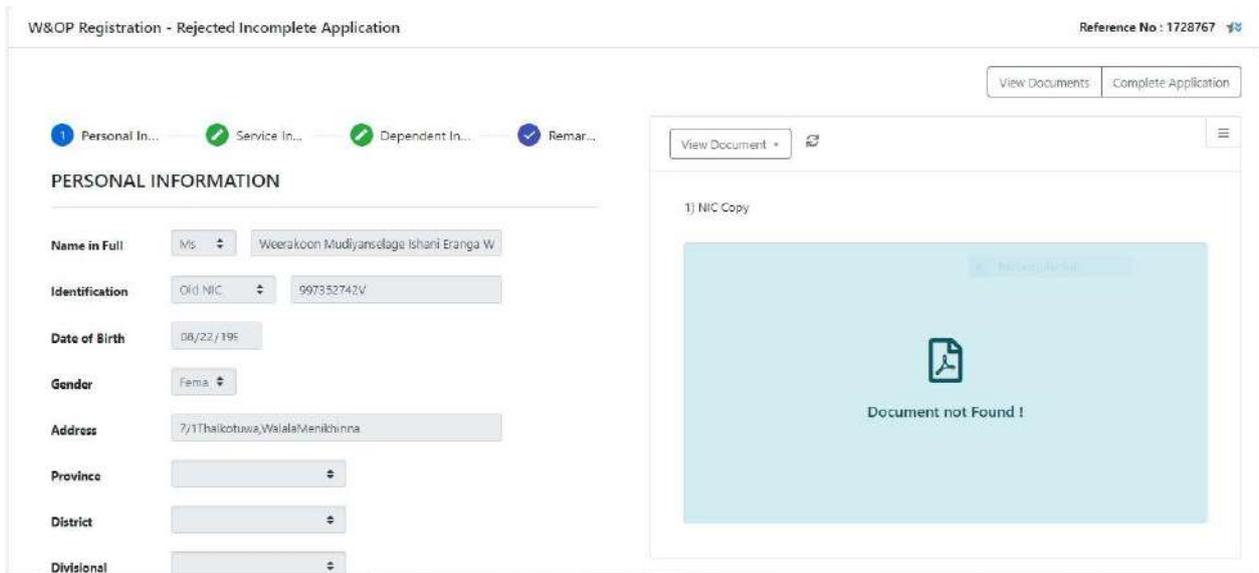
Image 06.II: Interface of Saved Application Tile

You can see the data and documents, which you have uploaded. But you are not allowed to change them.

2. **Let's click the Complete Application Button**

You are given opportunity to change the application with data included by you.

Image 06.III: Interface of Saved Application Tile

❖ *Visit* "**Returned Application**" tiles in dashboard.

If the application submitted by you for W&OP is returned to you for necessary rectifications, it is available in this tile. You can make necessary rectifications and then submit it to the W&OP division for getting W&OP number.

රූපය 07: Interface of Returned Application Tile

1. Using this button, the information in the returned application can be seen.

Let's click the View Button

Here you can see an interface in the following manner.
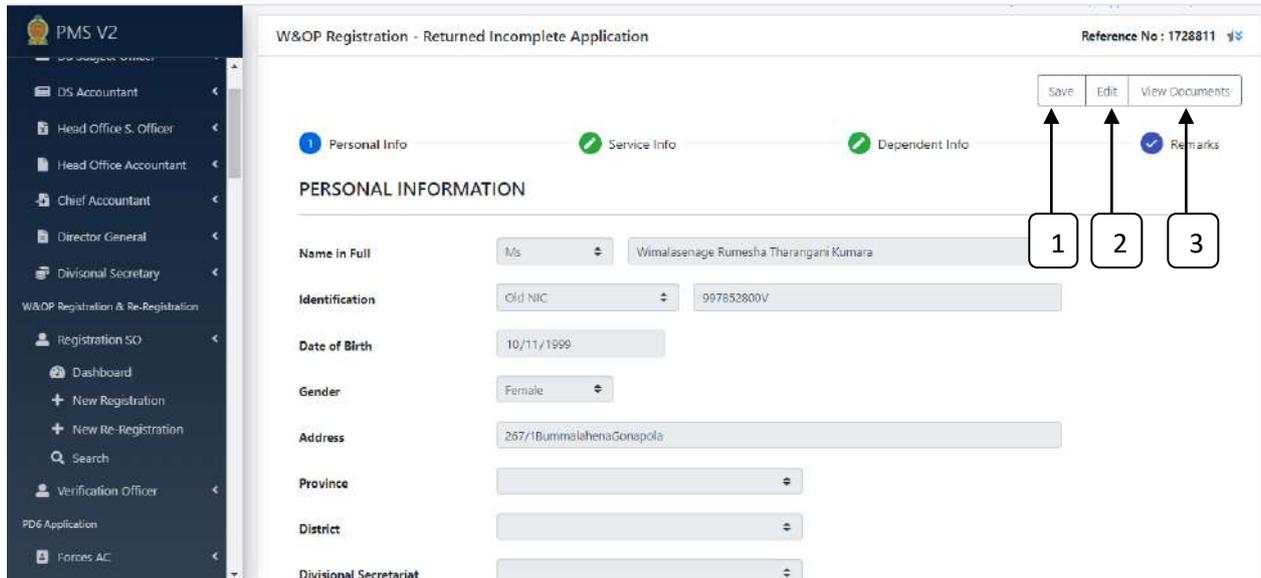
රූපය 07.I: Interface of Returned Application Tile

1. Save Button – Used to save the changes made in the application.
2. Edit Button -Used to make changes in the application.
3. View Documents Button –Used to view the documents uploaded connecting to the application.

Let's click the ViewDocuments Button

Application and uploaded documents can be viewed. By clicking, following interface can be seen.
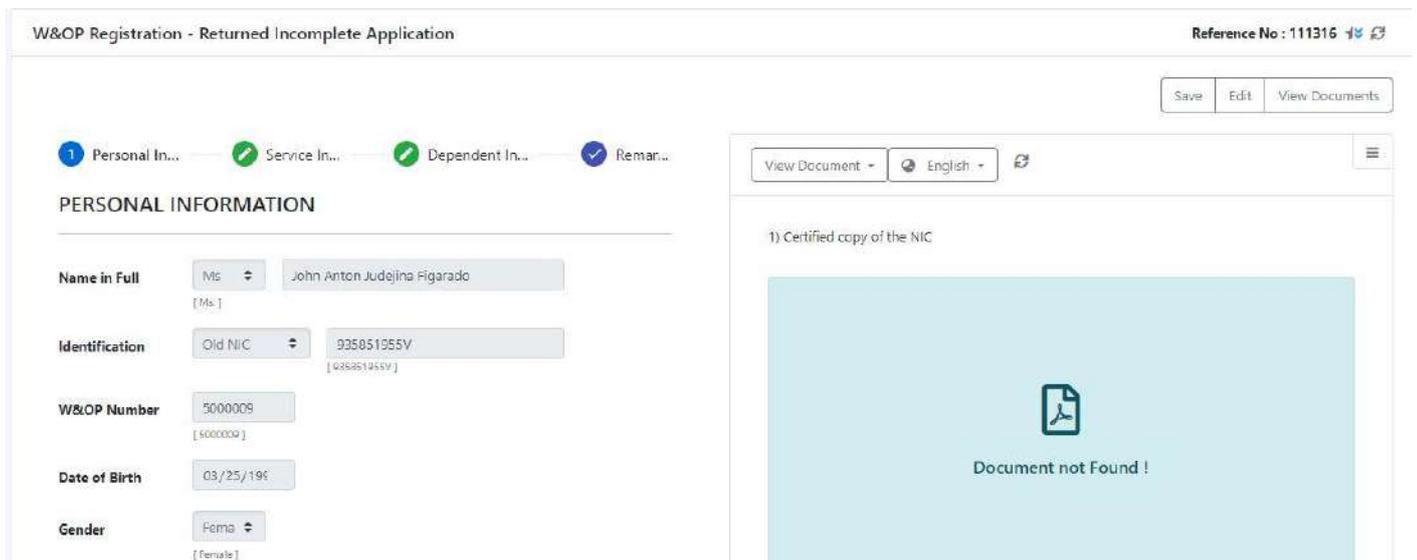
Image 07.II: Interface of Returned Application Tile

Let's click the Edit Button

Information in the submitted application can be changed. By clicking it, following interface will appear.

Image 07.III: Interface of Returned Application Tile

Let's click the Save Button

Used to save the information in the application after making necessary changes. By clicking following interface will appear.

රූපය 07.III: Interface of Returned Application Tile

When you save the information changed again, it appears in "Submitted Application" tile for checking and approving such applications by W&OP division.

❖ *Visit* "***Submitted Application***" *tile in the dashboard.*

The applications, which are to be checked by the W&OP division of the Department, are in this tile.

When you click on this tile, following interface will appear.
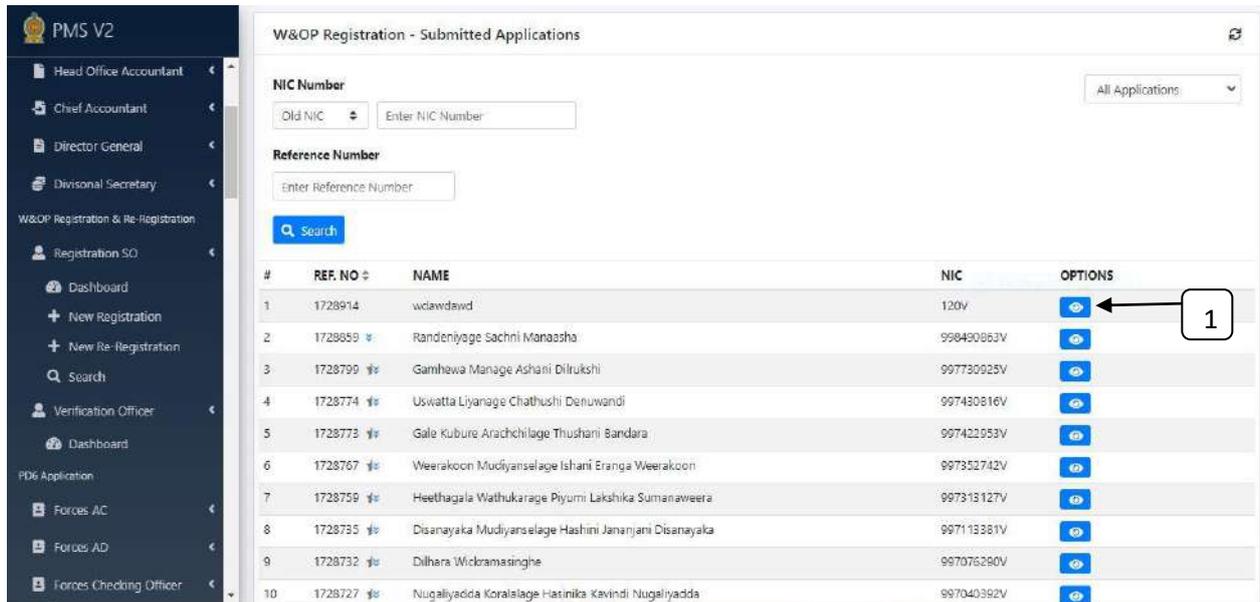
Image 08: Interface of Submitted Application Tile

1. Using this button, information relevant to an application, which has been submitted for approval, can be viewed.

Let's click the View Button

Here you can see following interface.
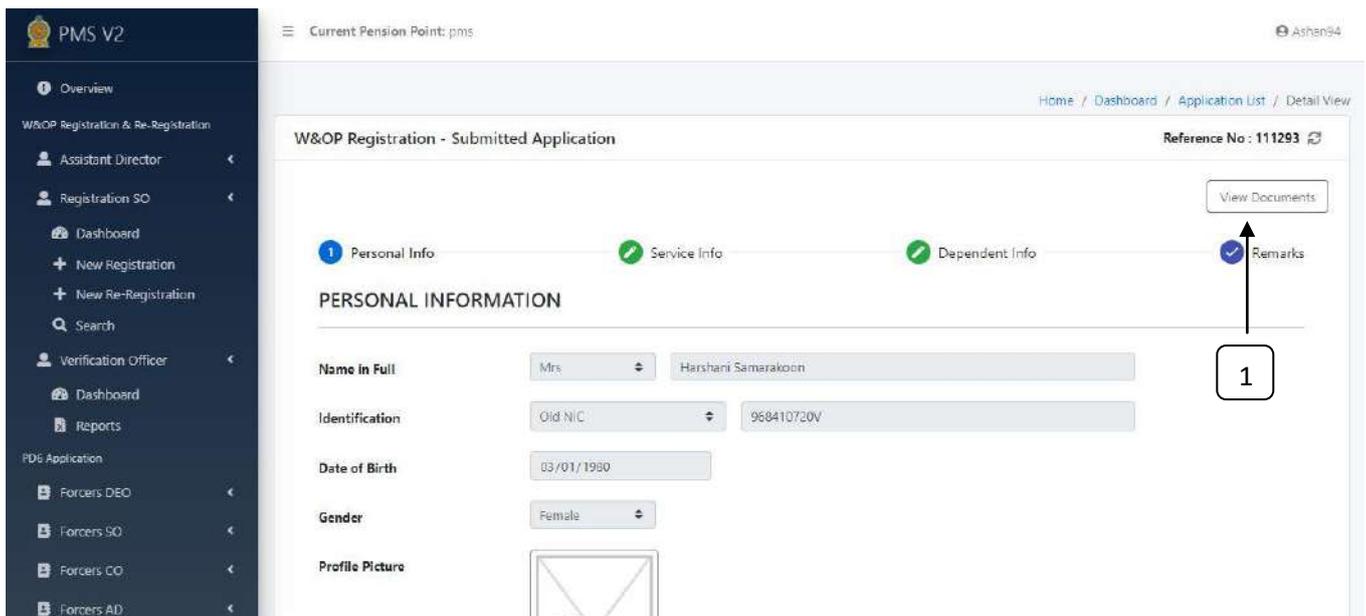
Image 08.I: Interface of Submitted Application Tile

1. View Documents – Documents, which have been included, can be seen.

Let's click the ViewDocuments Button

Application and the uploaded docu,ents can be seen. When you click on it, following interface will appear.

Image 08.II: Interface of Submitted Application Tile

❖ **Visit** "**Approved Application**" tile in the dashboard.

Applications, which have been approved after verifying them by W&OP division of the Department of Pension, are included in this tile. When you click on it, following interface will appear.
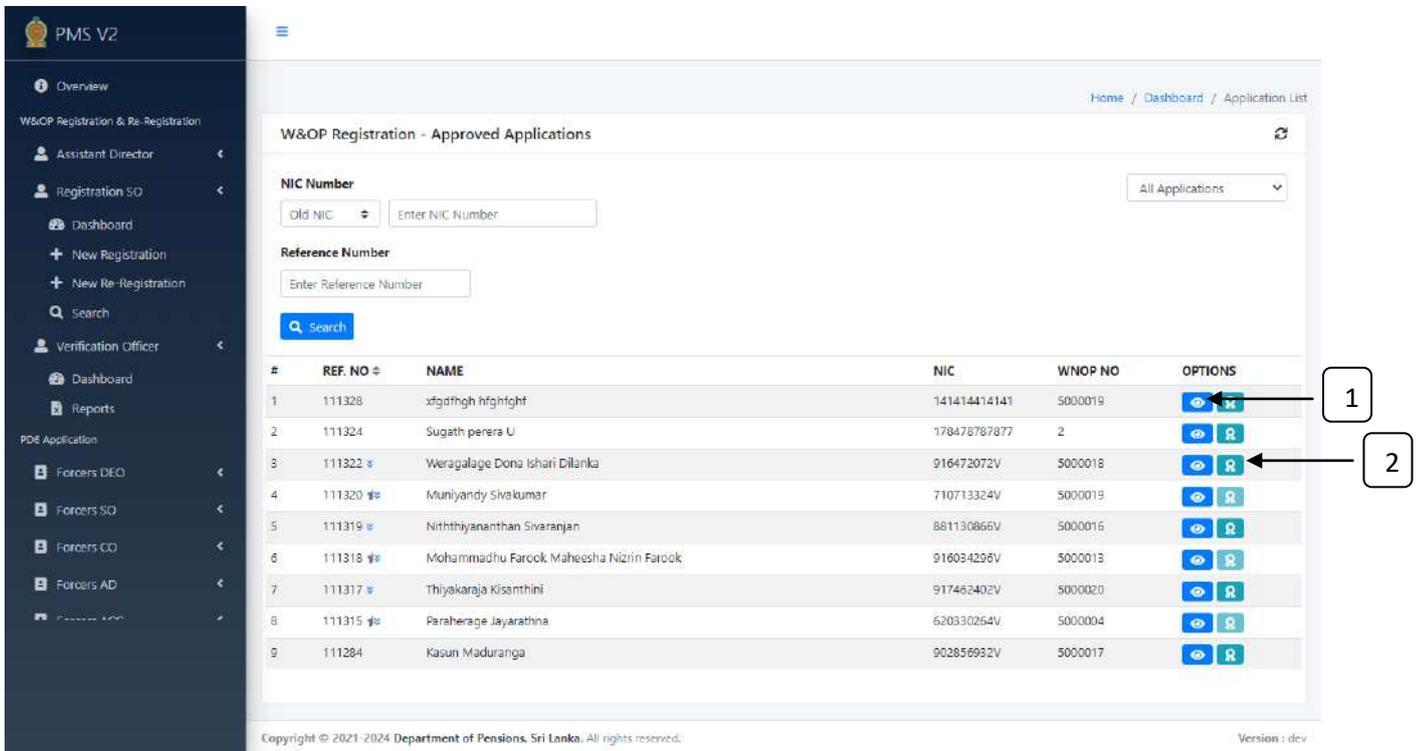
Image 09: Interface of Approved Application Tile

1. Using this button, information relevant to an approved application can be viewed.
2. Using this button, copy of the membership card can be viewed.
3. Applications, which have been updated in new system from old W&OP system, are shown by this icon.
4. Applications containing incomplete data, which have been updated in new system from old W&OP system, are shown by this icon.

Let's click the View Button(Approved Incomplete Application)

Here an interface in the following manner will appear.
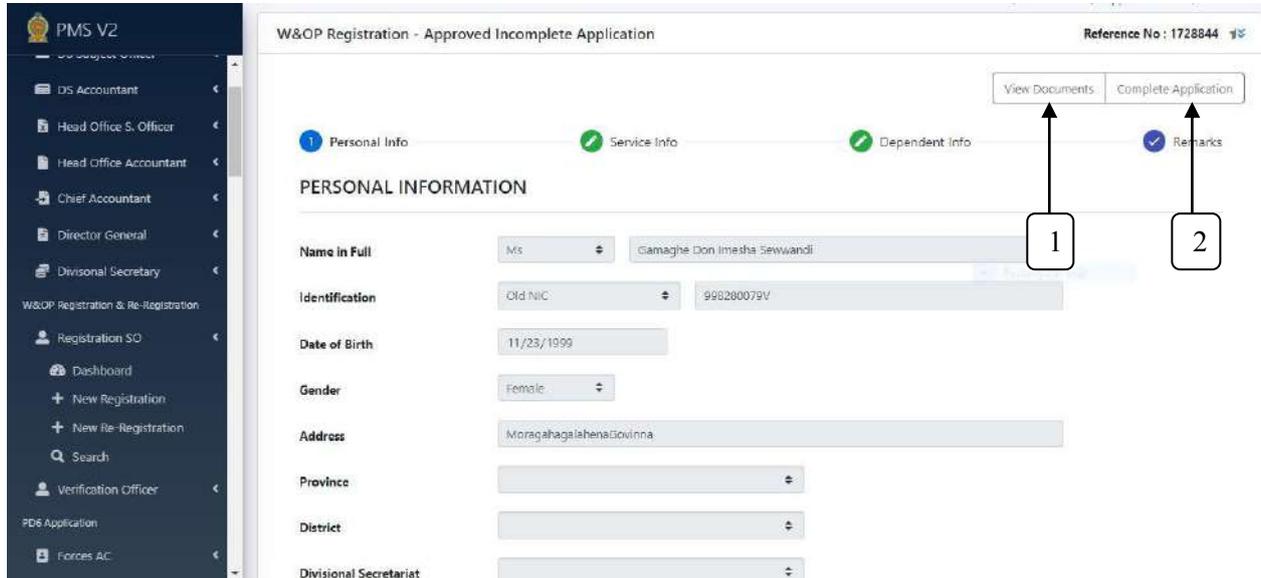
Image 09.I: Interface of Approved Application Tile

1. View Documents – Included documents can be viewed here.
2. Complete Application – Data of the application, which contains incomplete data, can be completed.

Let's click the ViewDocuments Button

Application and uploaded documents can be viewed. By clicking, an interface in the following manner will appear.
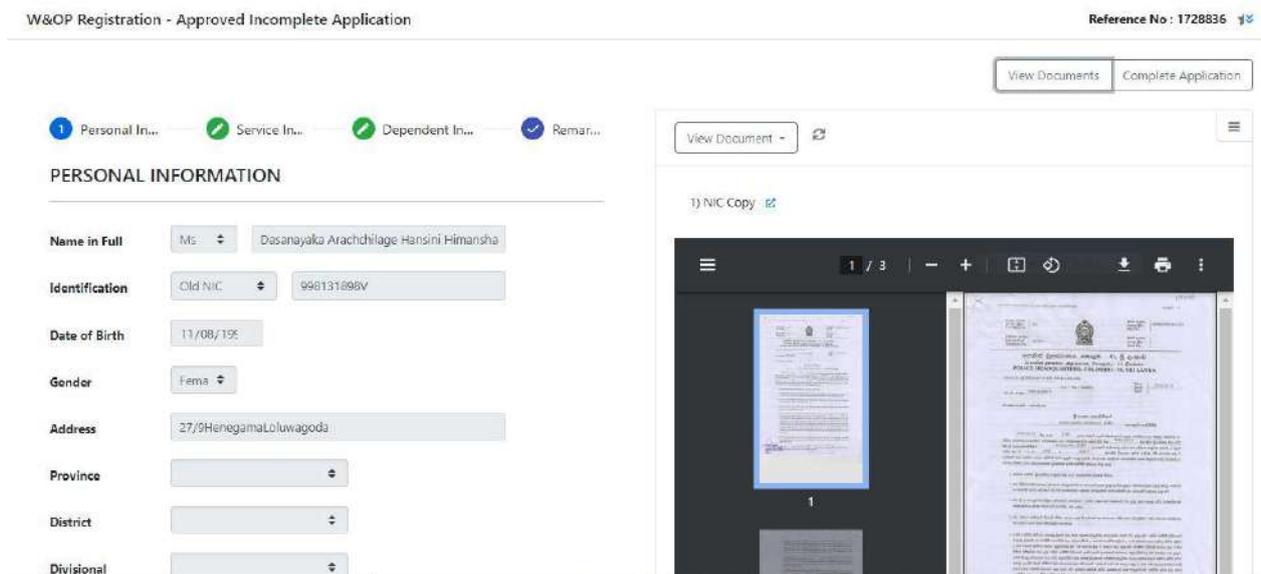
Image 09.II: Interface of Approved Application Tile

Let's click the Complete Application Button

By clicking, an interface in the following manner will appear.
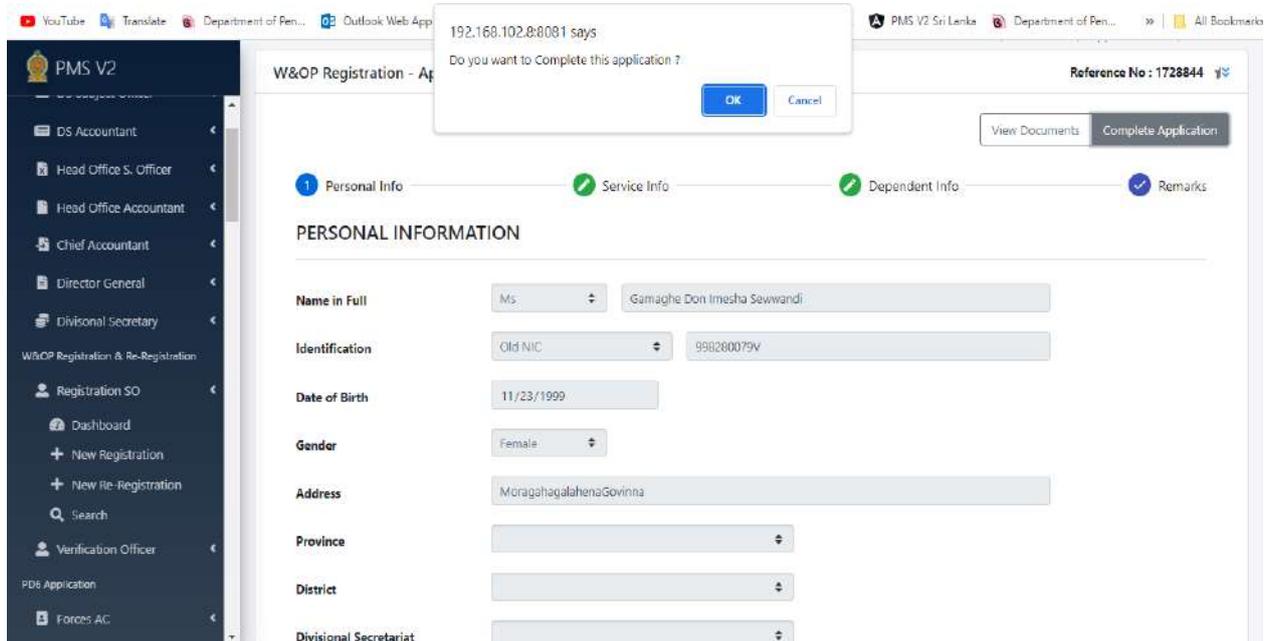
Image 09.III: Interface of Approved Application Tile

Application can be completed here.

Let's click the View Button(Approved Application)
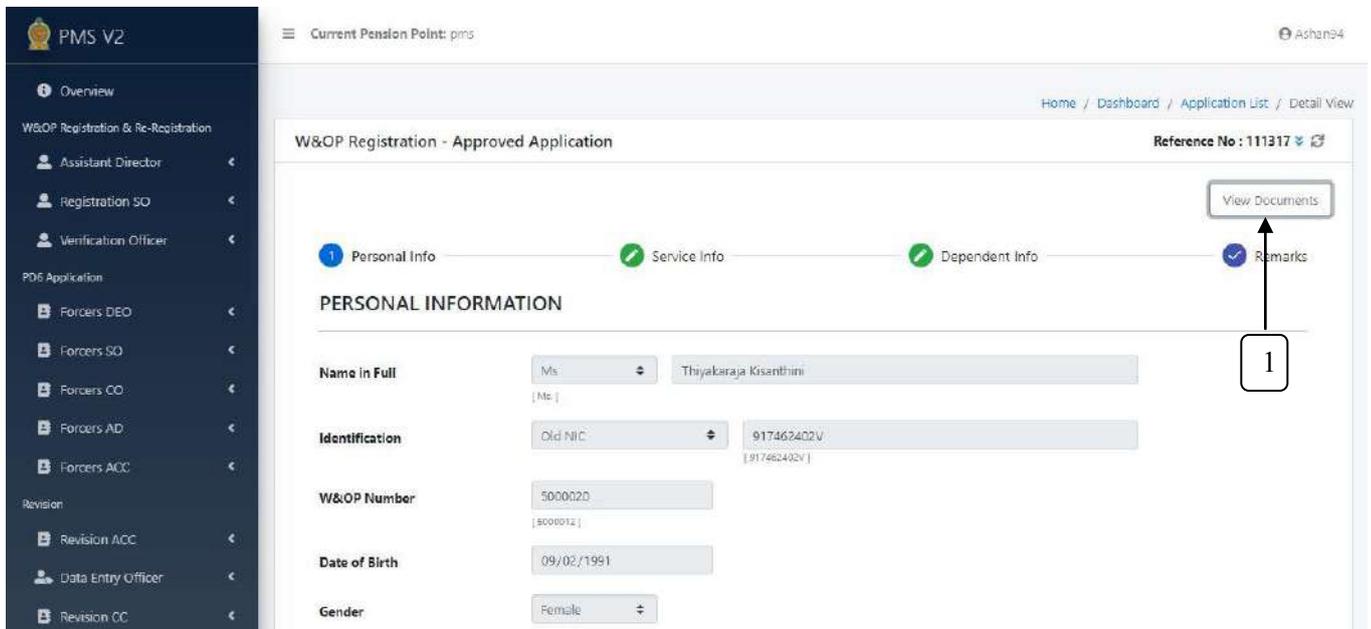
Image 09.IV: Interface of Approved Application Tile

1. View Documents – Here, documents, which have been included, can be viewed.

Let's click the ViewDocuments Button

Application and uploaded documents can be viewed. By clicking, an interface in the following manner will appear.

Image 09.V: Interface of Approved Application Tile

1.2.   New Re-Registration :

When you click on New Re-Registration menu, an interface in the following manner will appear.

Image10: Interface of New Re-Registration Tile

Here, the application is perfected in the same manner applied in new registration.

❖ **Visit** "**Saved Application**" yile in the dashboard**.**

Here it is included the applications, which have not been approved but in which re registered information has been included by you.
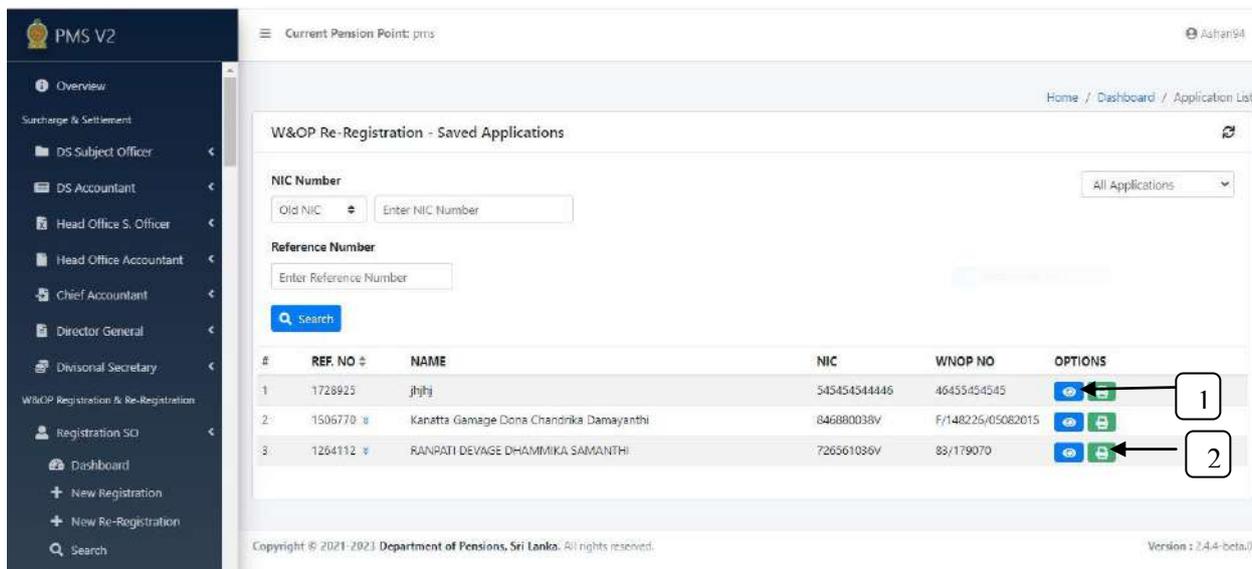
Image 11: Interface of Saved Application Tile

1. View Button – Using this, information included in the application can be viewed.
2. Print Button – Using this, a printout of the application can be obtained.

Let's click the View Button

Herr, you can see an interface in the following manner.
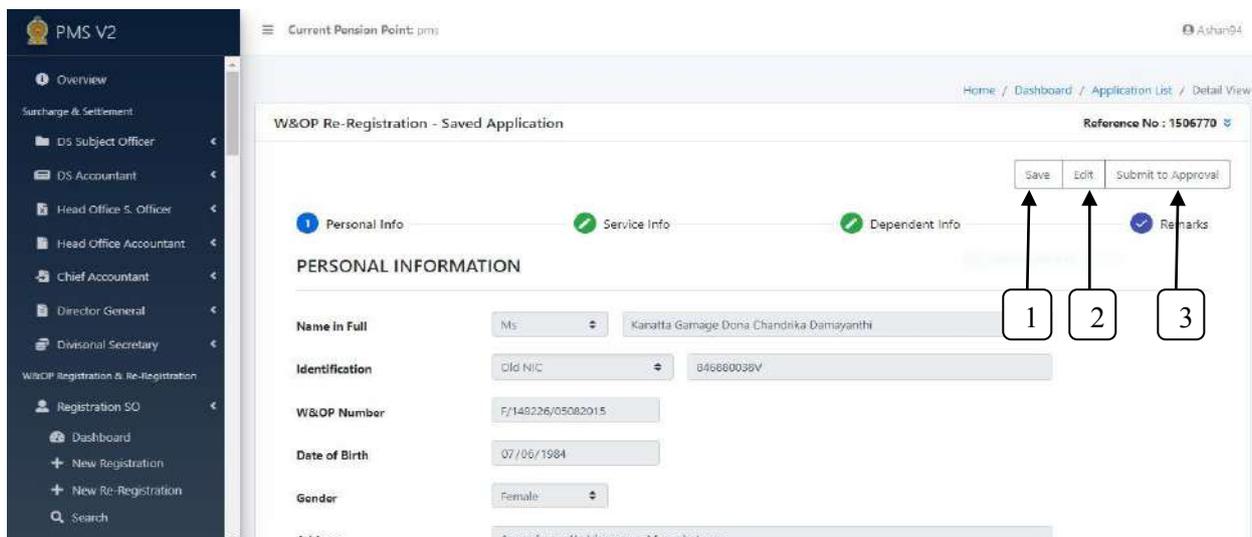
Image 11.I: Interface of Saved Application Tile

1. Save Button – Used to save the application
2. Edit Button – Used to change the information in the application.
3. Submit to Approval – Used to refer the application for approval

Let's click the Edit Button

Here, you will see an interface in the following manner.
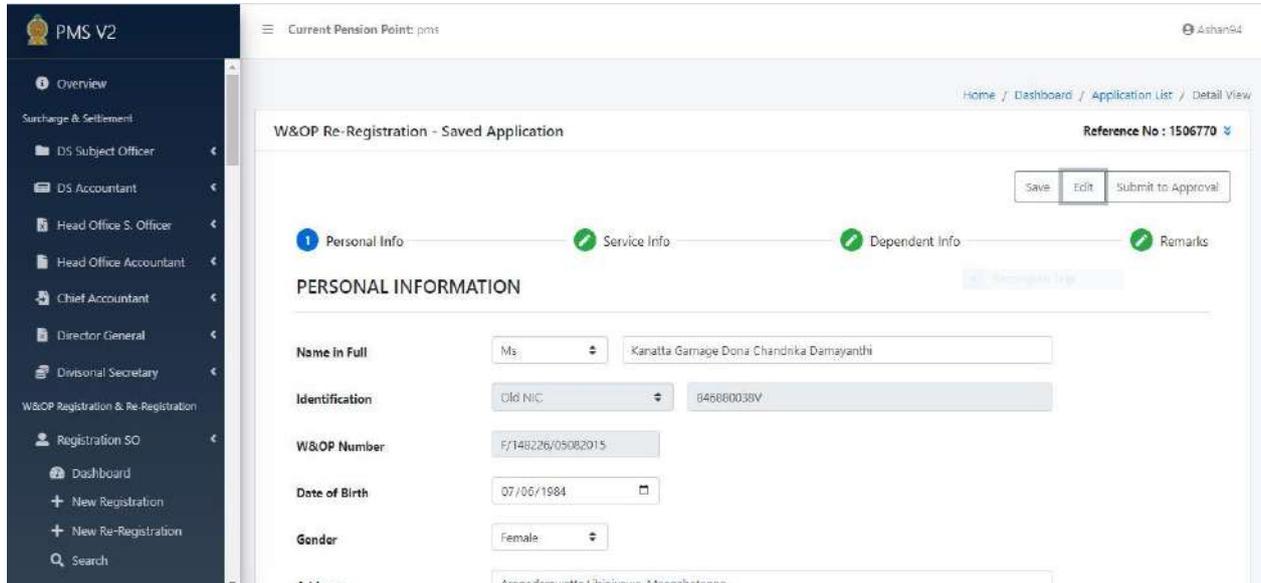
Image 11.II: Interface Saved Application Tile

Once necessary changes are made, such changes can be saved in the system by clicking on Save button.

Let's click the Save Button

Here, you will see an interface in the following manner.
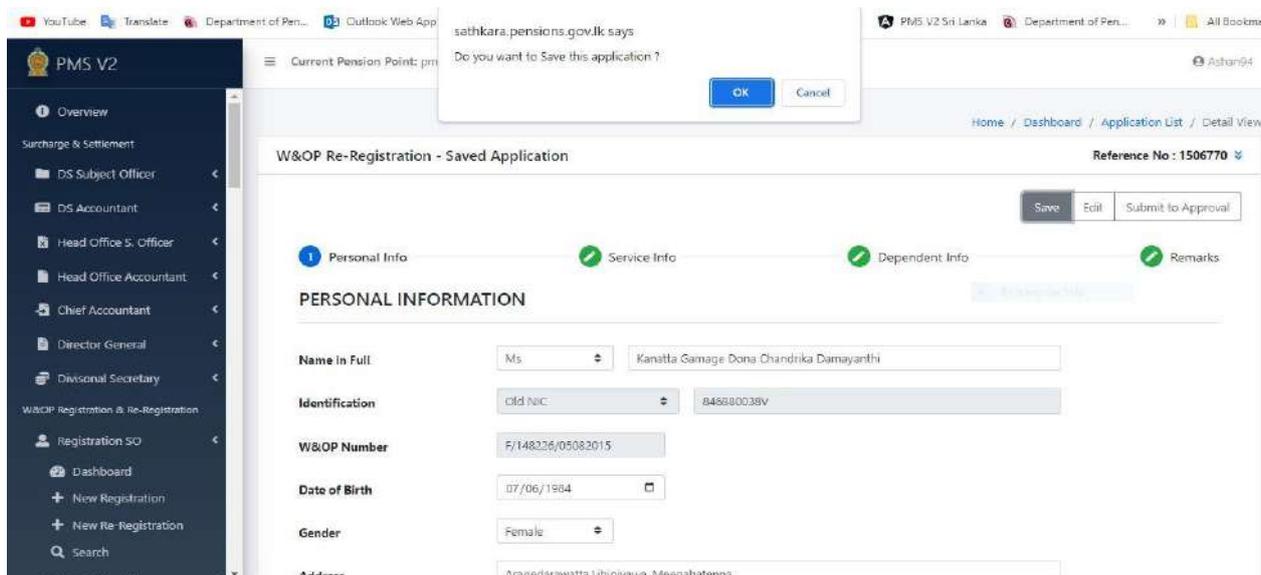
Image 11.III: Interface of Saved Application Tile

Even though the information is changed, the application is not moved to another tile. Only the data changed will be saved in the dashboard.

Let's click the Submit to Approval Button

Here, you will see an interface in the following manner.

Image 11.III: Interface of Saved Application Tile

Here, the application will be referred to "Submitted tile". The information of the application is submitted for approval.

❖ Visit "***Returned Application***" **tile in dashboard.**

If it is necessary to make rectifications in the incomplete applications re registered by you, they are available in this tile. You can refer them to Submitted Tile in order to verify them after making rectifications.

Here, you will see an interface in the following manner.

Image12: Interface of Returned Application Tile

1. Here, you can view information relevant to reregistration, which have been included.

Let's click the View Button
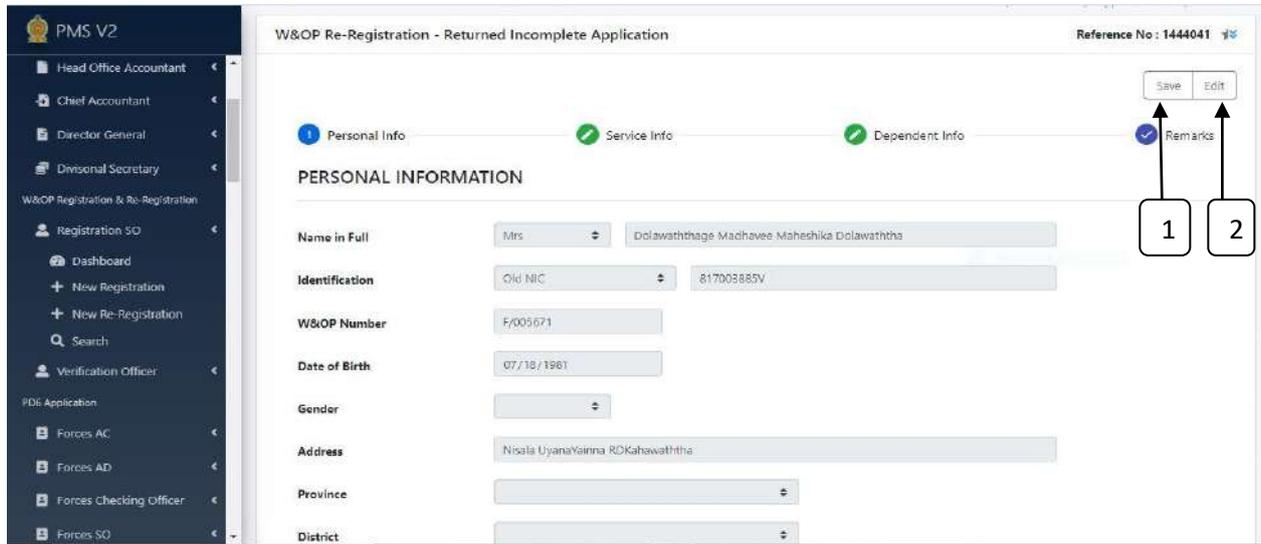
Here, you will see an interface in the following manner.

Image12.I: Interface of Returned Application Tile

1. Save Button – When relevant changes are made to the application, it is used to save such changes in the data system.
2. Edit Button – Used to make certain changes in relation to the application.

Let's click the Edit Button
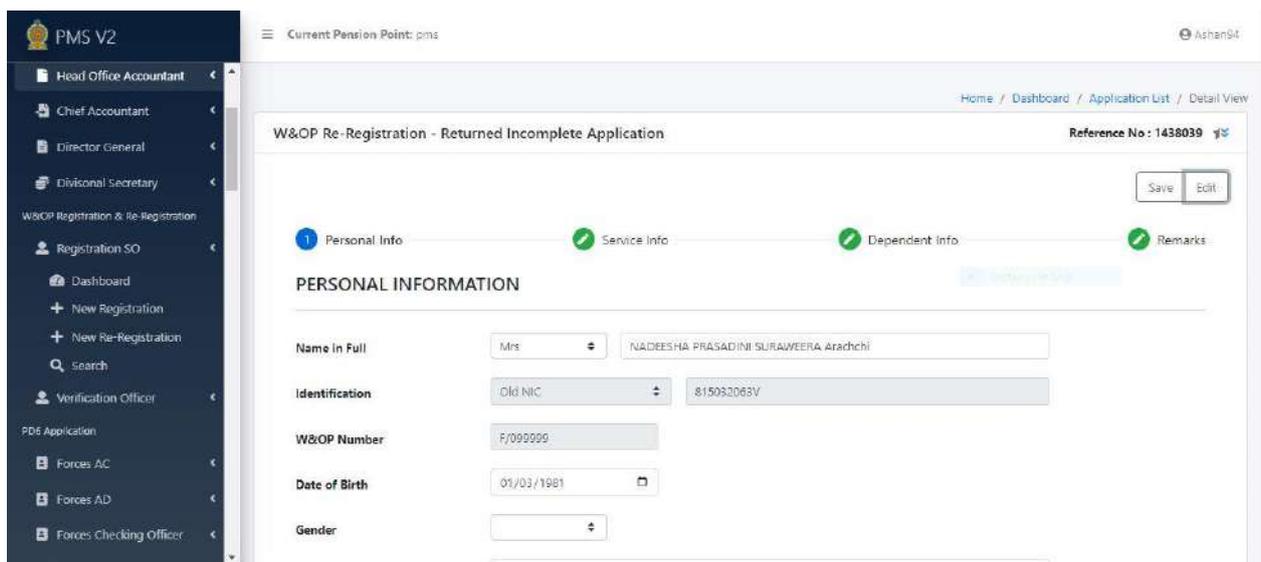
Here, you will see an interface in the following manner.

Image 12.II: Interface of Returned Application Tile

Let's click the Save Button

Here, you will see an interface in the following manner.
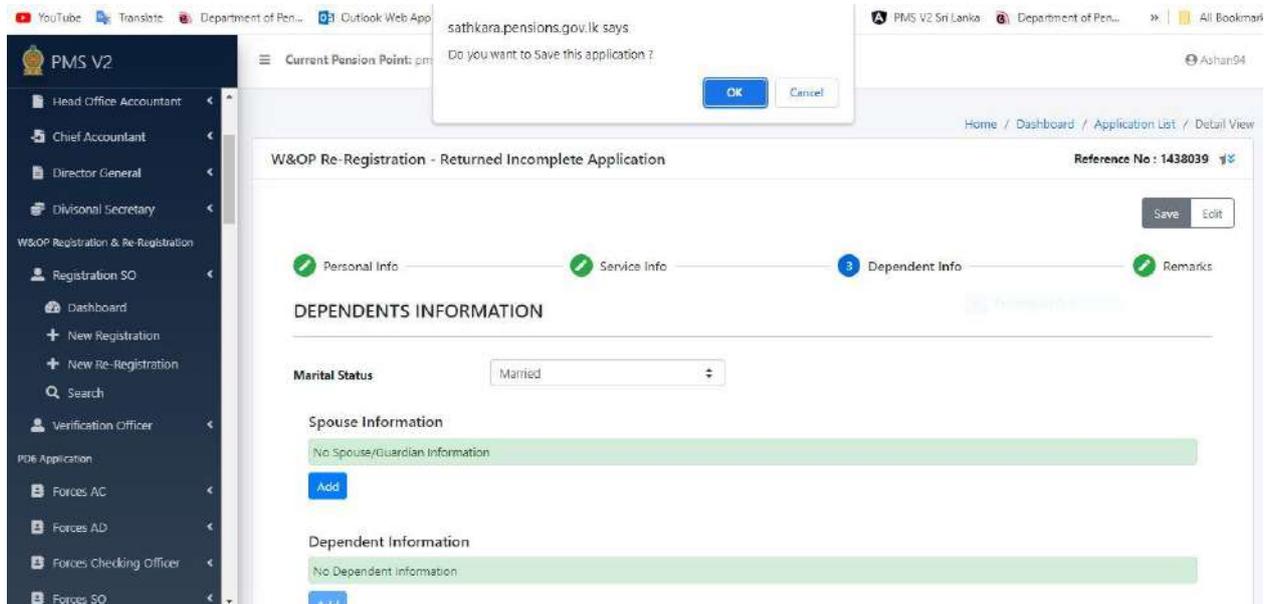
Image 12.III: Interface of Returned Application Tile

❖ Visit "*Rejected Application*" in dashboard.

The applications reregistered by you are shown in this dashboard only if their entitlement to W&OP is rejected.

Here, you will see an interface in the following manner.
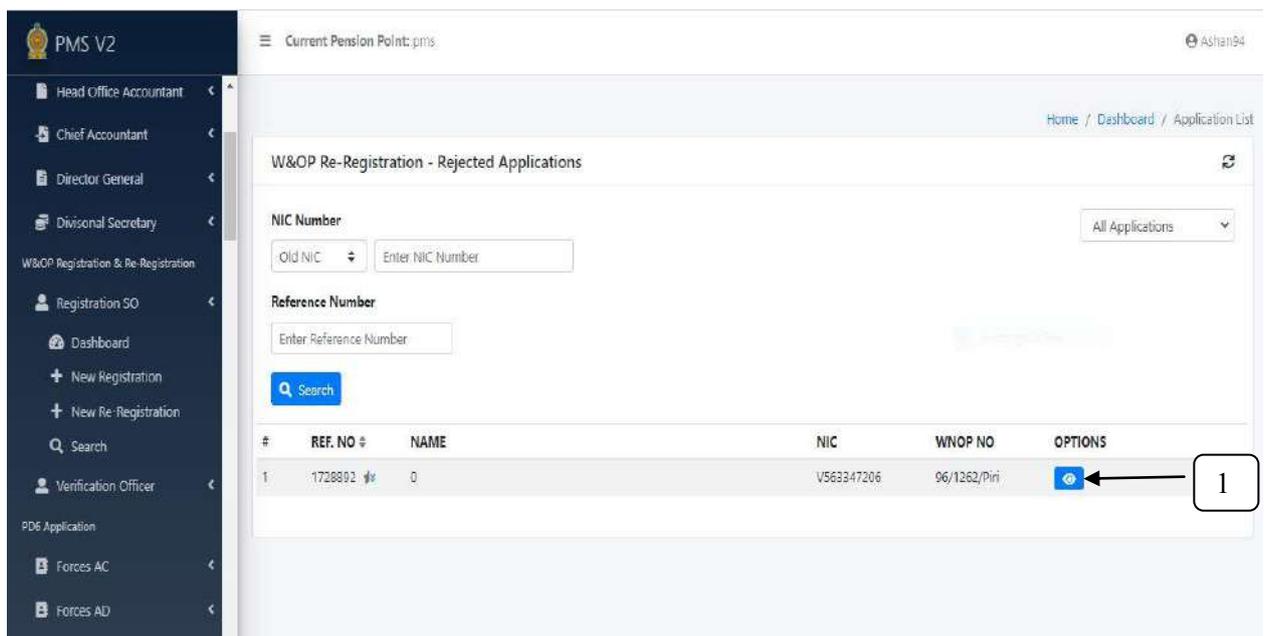
Image 13: Interface of Rejected Application Tile

1. Here you can view the information relevant to reregistration, of which the entitlement to W&OP has been rejected.

Let's click the View Button

Here, you will see an interface in the following manner.

Image 13.I: Interface of Rejected Application Tile

❖ **Visit** "**Submitted Application**" tile in the dashboard**.**

Consists of the applications, which are to be checked by the officer in charge of the subject of personal files

When you click on that tile, an interface in the following manner will appear

Image14: Interface of Submitted Application Tile

Using the View button available here, information of the applications to be approved can be checked.

Let's click the View Button

Here, you will see an interface in the following manner.
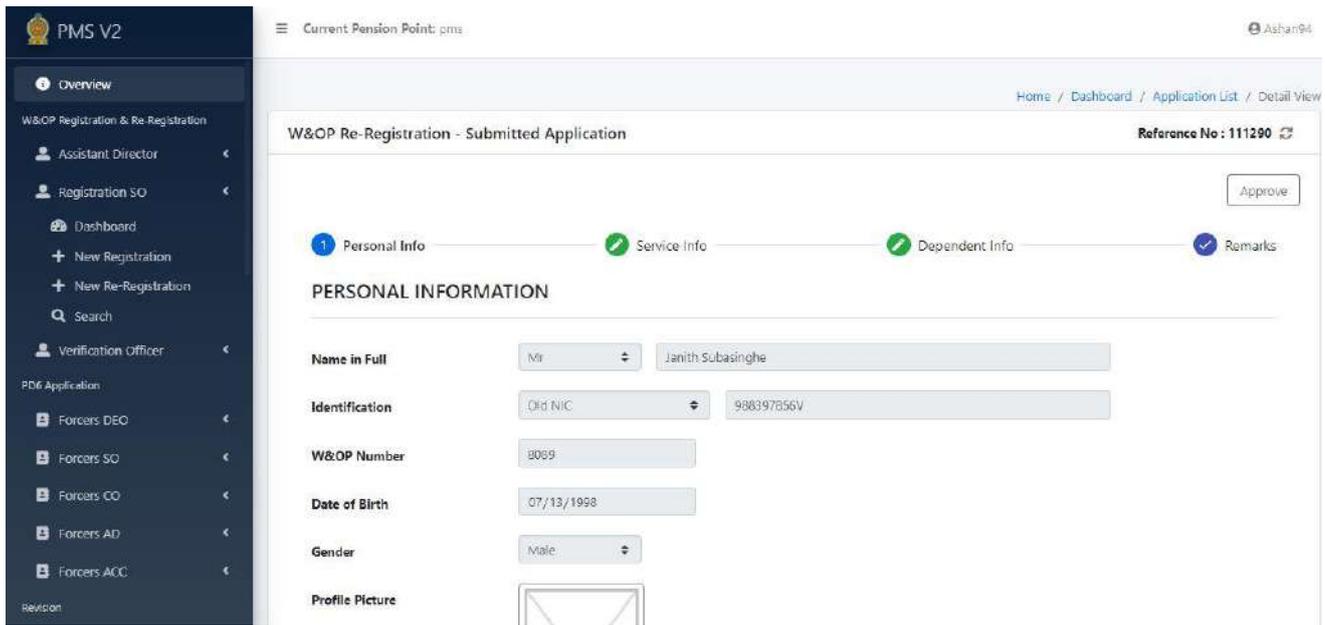
Image14.I: Interface of Approved Application Tile

1. Approve Button – Used to approve the applications, which have been reregistered.

Let's click the Approve Button

Here, you will see an interface in the following manner.
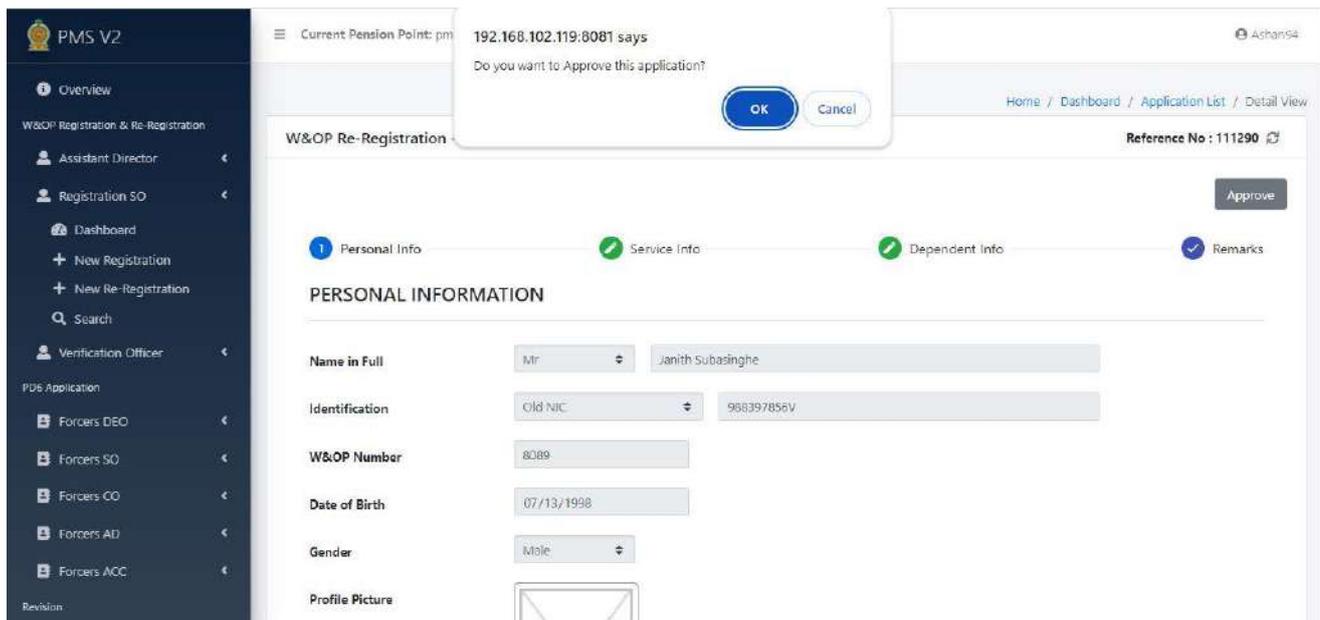
Image 14.II: Interface of Approved Application Tile

❖ **Visit "*Approved Application*"** tile in the dashboard**.**

Consists of the applications, which are for the issuance of membership cards after checking and approving by the officer in charge of the subject of personal files

When you click on that tile, an interface in the following manner will appear

.
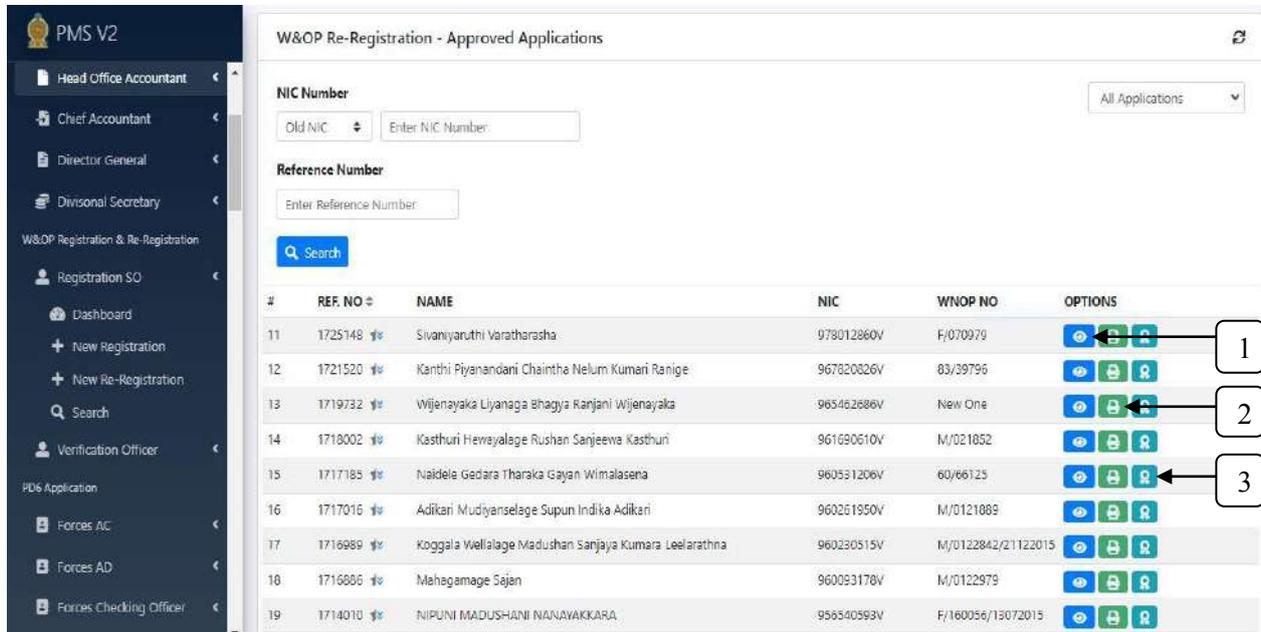
Image 15: Interface of Approved Application Tile

1. View Button – Used to view the existing applications.
2. Print Button – Used to get printouts of the existing applications.
3. Using this button, W&OP membership cards can be printed.

Let's click the View Application Button

Here, you will see an interface in the following manner.
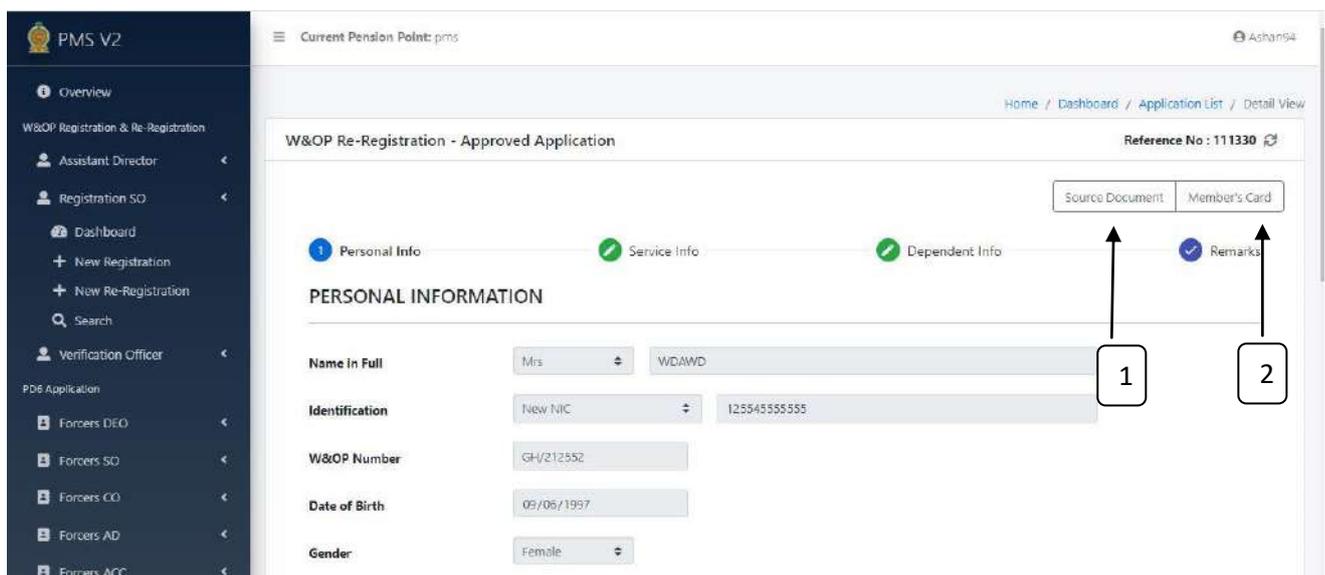
Image 15.I: Interface of Approved Application Tile

1. Source Document Button – Using this, a print out of the application can be obtained.
2. Member's Card Button – Here, the W&OP relevant to this application can be printed.

Let's click theSource Document Button

Here, you will see an interface in the following manner.

Image 15.II: Interface of Approved Application Tile

Printed copy of the application can be obtained here.

Let's click the Member's Card Button

Here, you will see an interface in the following manner.

Image15.III: Interface of Approved Application Tile

Here, W&OP membership card can be printed as the last step of reregistration.

Method for converting applications in Approved level to Approved & Complete level

❖ *Visit* "*Approved Application*" *tile in the dashboard.*

Applications, which have been approved after verifying by the W&OP division of the Department of Pension, are included in this tile.

When you click on that tile, an interface in the following manner will appear

Image 16: Interface of Approved Application Tile

1. Using this button, it is possible to view the information relevant to an approved application.

2. Using this button, a copy of the membership card can be viewed.

3. Applications which have been updated to new system from old W&OP system are shown by this icon.

4. Applications with incomplete data, which have been updated to new system from old W&OP system are shown by this icon

Let's click the View Button(Approved Incomplete Application)

Here, you will see an interface in the following manner.
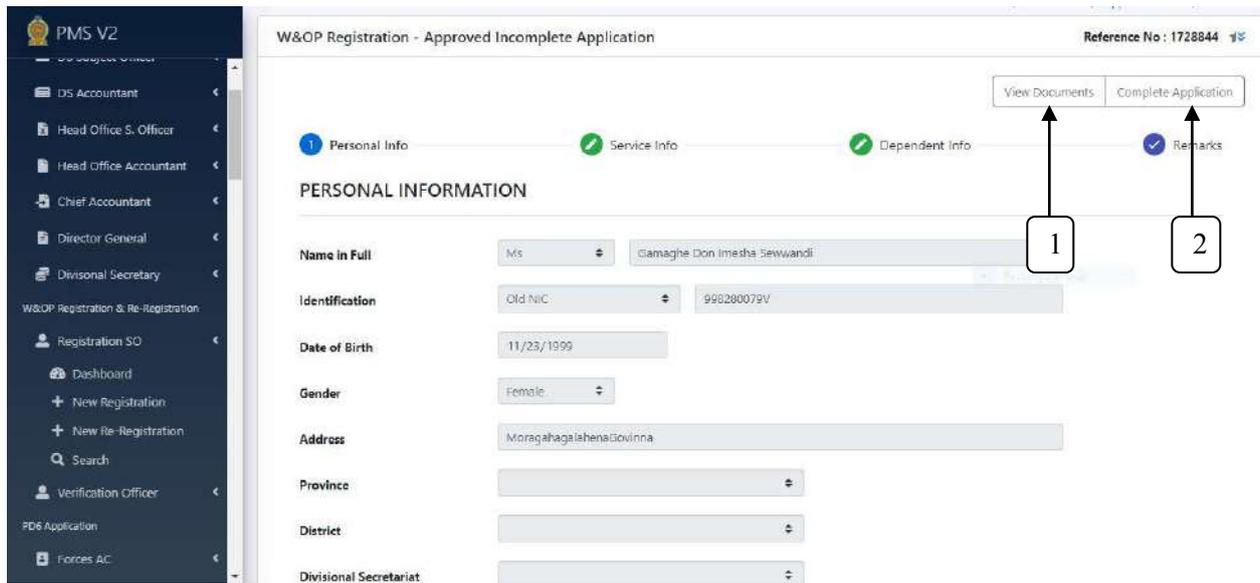
Image 16.I: Interface of Approved Application Tile

3. View Documents – Documents included can be viewed here.
4. Complete Application – Here incomplete data in the application can be completed.

Let's click the ViewDocuments Button

Application and uploaded documents can be viewed. By clicking it, an interface in the following can be viewed
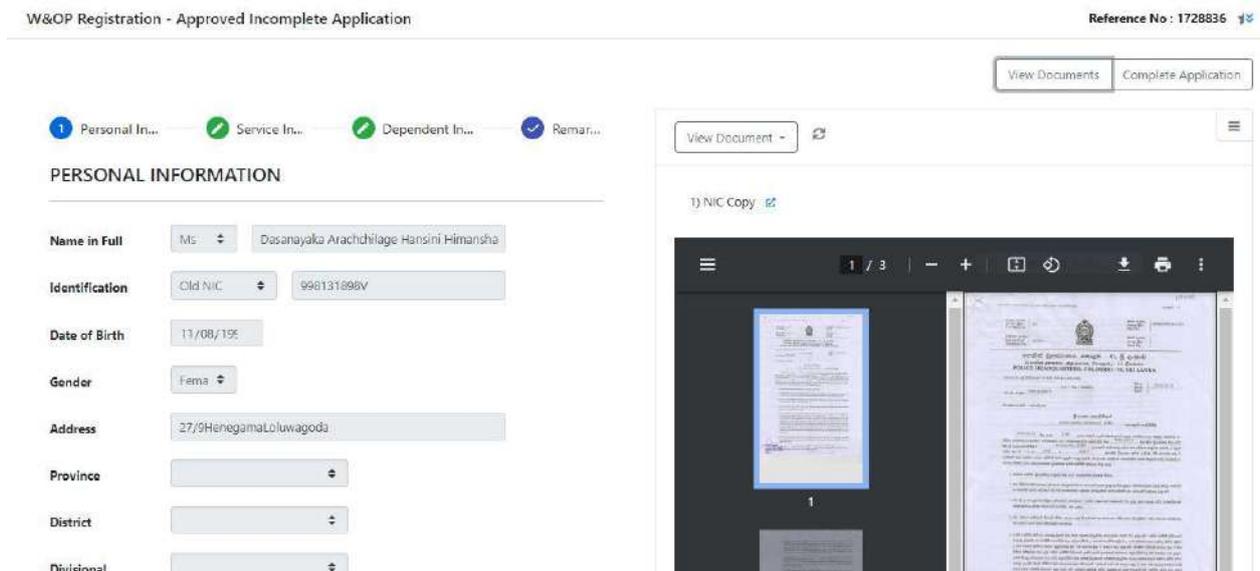
Image 16II: Interface of Approved Application Tile

Let's click the Complete Application Button

When you click, an interface in the following manner will appear .
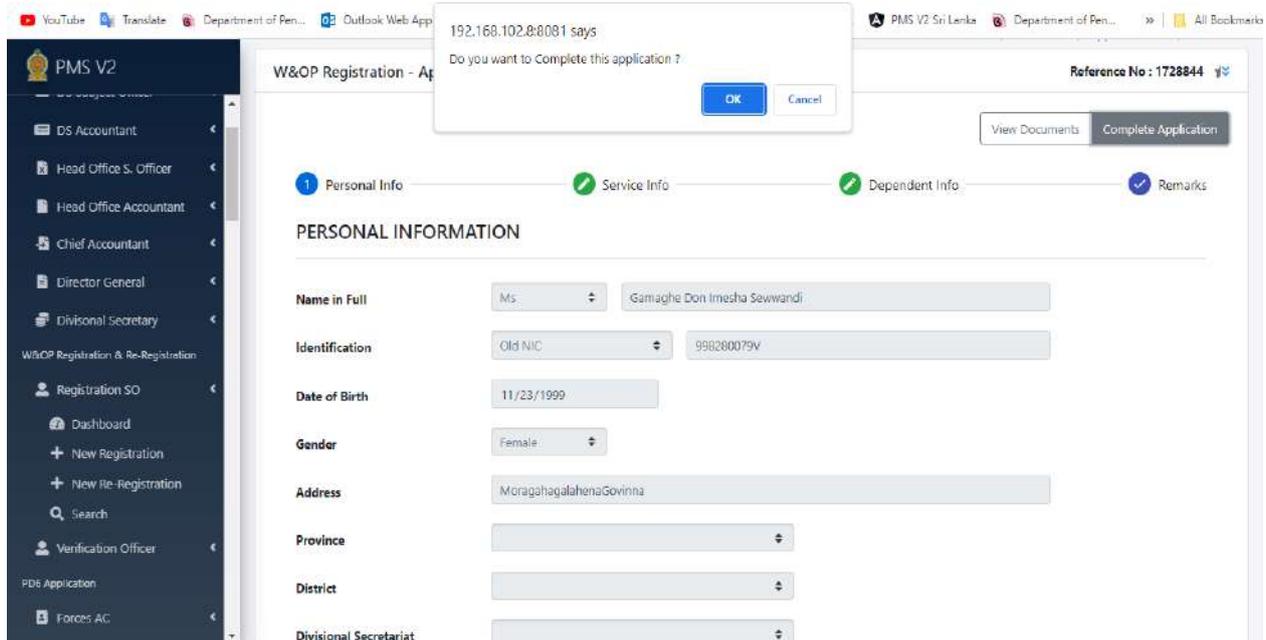
Image 16.III: Interface of Approved Application Tile

An opportunity is given here to perfect the application.

Let's click the View Button(Approved Application)
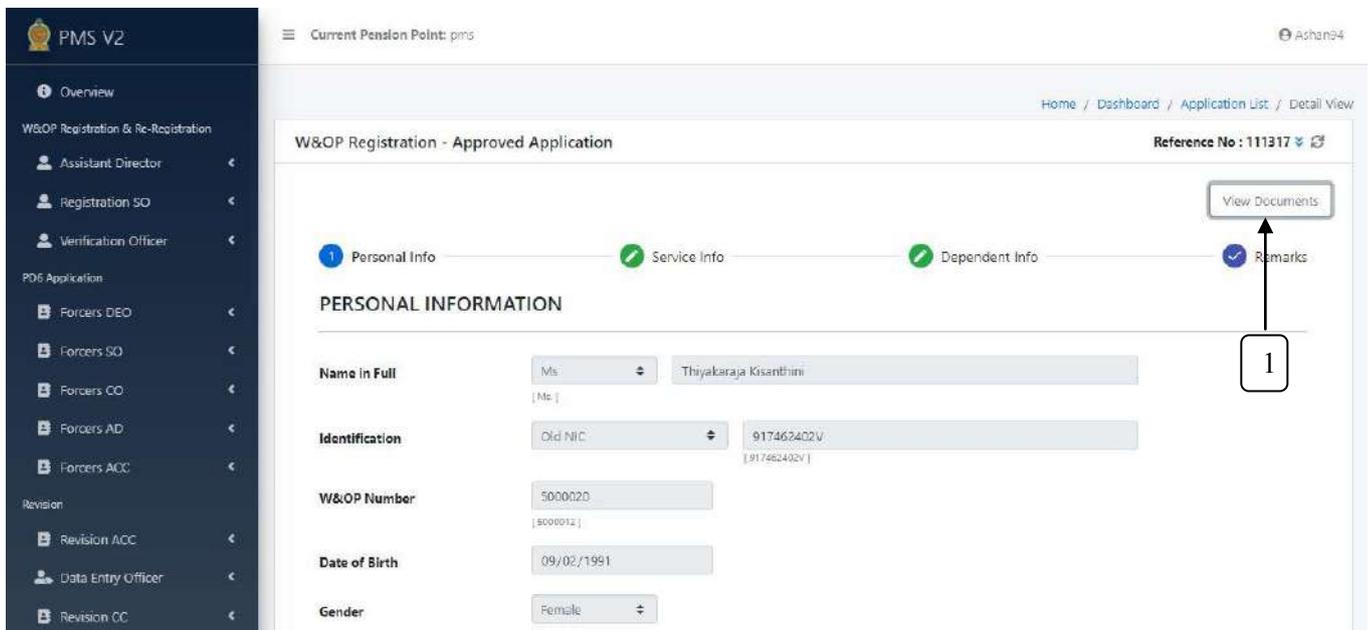
Image 16.IV: Interface of Approved Application Tile

2. View Documents – Documents, which have been included can be viewed.

Let's click the ViewDocuments Button

Application and uploaded documents can be viewed. By clicking it, an interface in the following can be viewed

.

Image 16.V: Interface of Approved Application Tile

Obtaining W&OP Beneficiary card

The officers, who have obtained the W&OP membership card issued earlier are not required to obtain a membership card again.
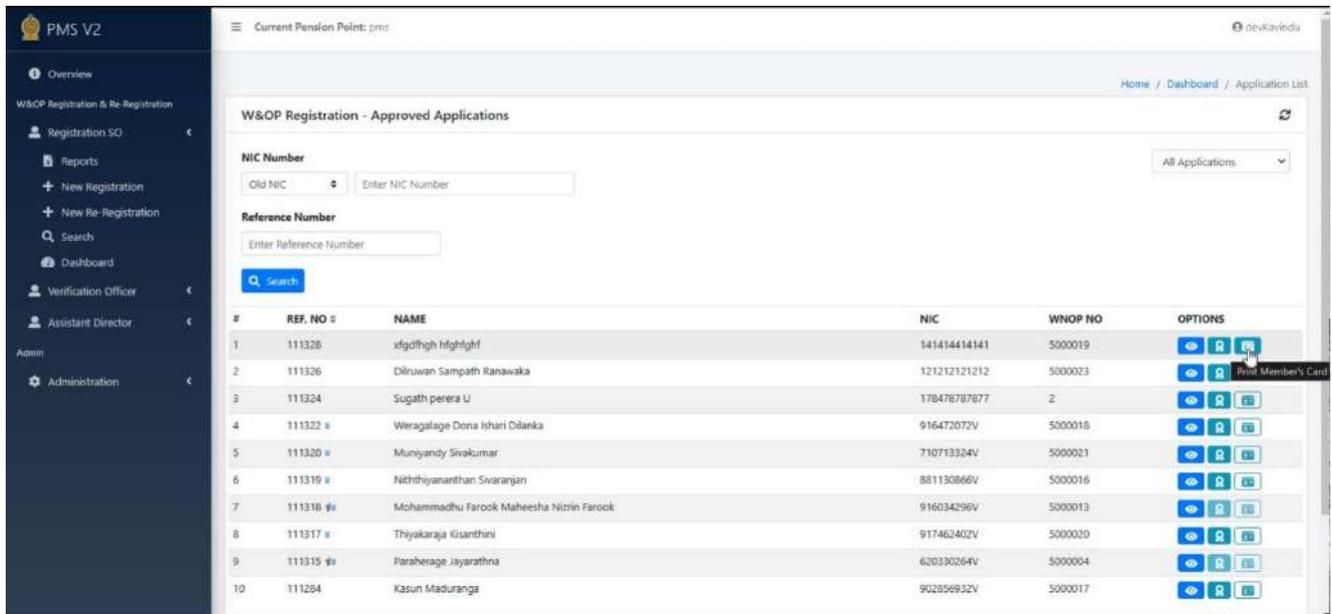

Image 17.I: Interface of W&OP Beneficiary Card

When you click on Print Member Card button, following interface will appear
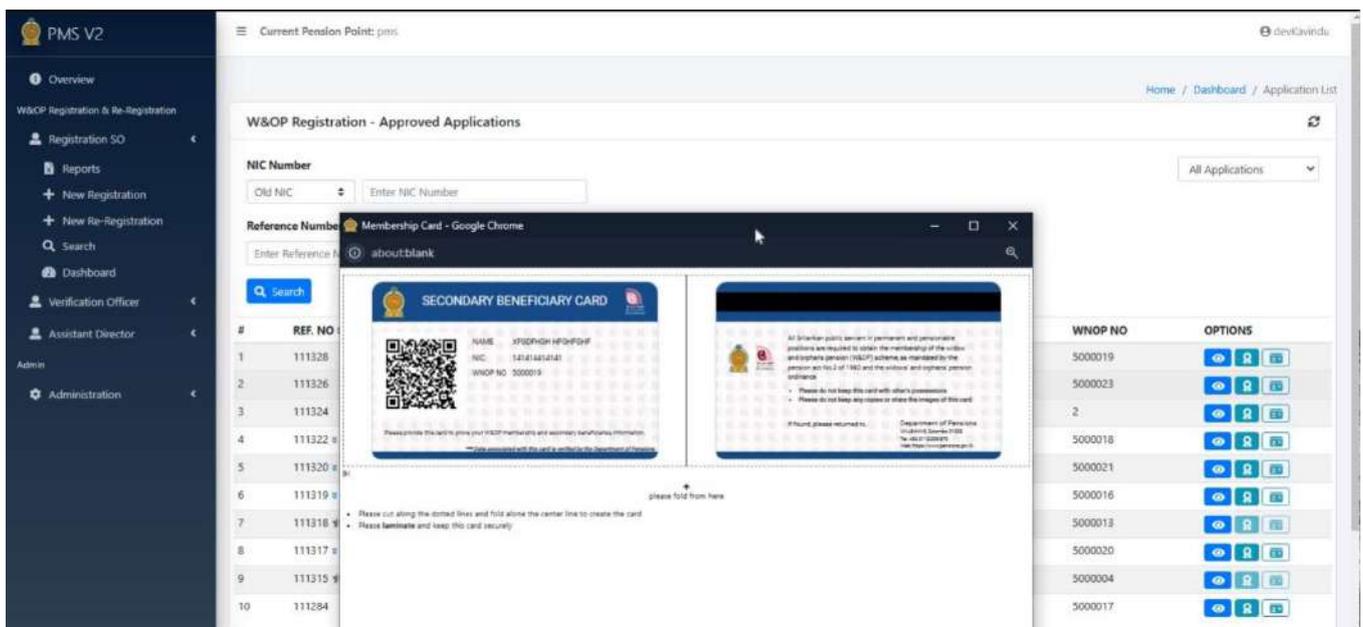
Image 17.II: Interface of W&OP Beneficiary Card

W&OP Beneficiary can be printed as shown in this interface

Method for obtaining the application of an officer by an institute

In order to include an officer in to the institute, who is serving attached to your institute but not shown under institutional account established in this system, the facility called "Member Assign" has been given to the officer in charge of the subject. The method to be followed in this regard is given below.

When you click on Search menu, an interface in the following manner will appear.

Image18: Interface of Approved Application Tile

The application can be found for verification through Search Icon by using NIC number or reference number of the officer's application.

<u>Let's click the Search Button</u>

When you click on it, an interface in the following manner will appear.

Image18 I: Interface of Approved Application Tile

1. Further action can be taken for an application submitted by an officer whilst serving in the same office or an application included in the online system whilst serving in another office by way of including it in the office.

When you click on it, an interface in the following manner will appear.
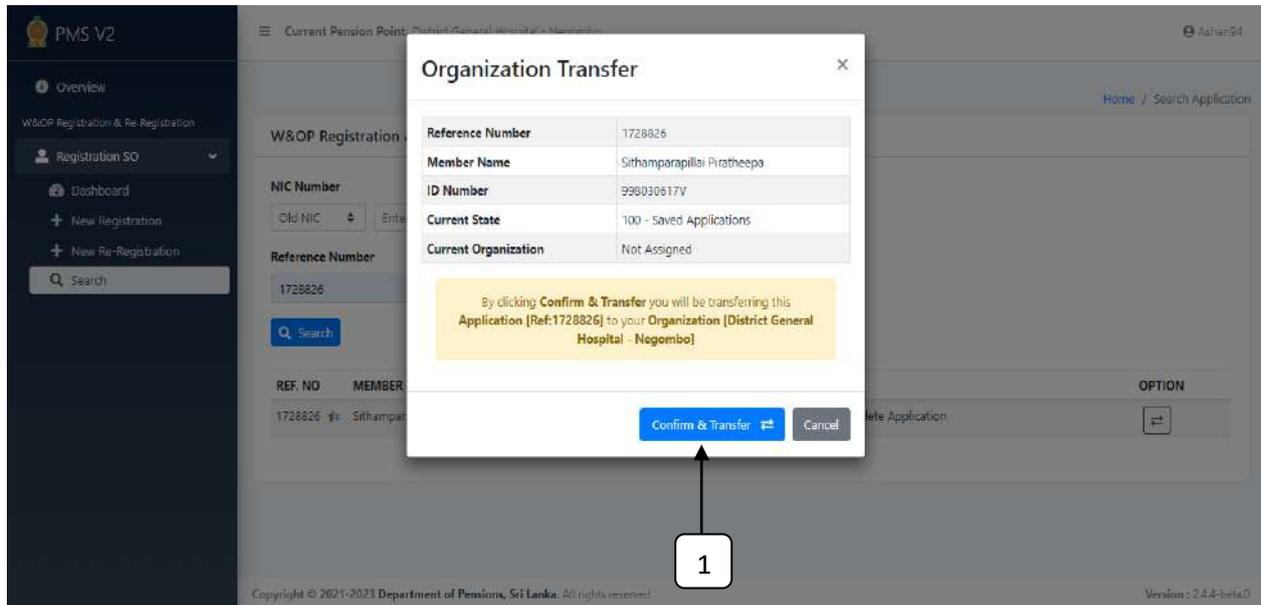
Image18.II: Interface of Approved Application Tile

1. By way of clicking on "confirm &Transfer button" an application fallen under an institution, which is not relevant, or an application, which does not mention an institute (At any level), can be transferred to your own institute.