

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. Please 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 Yes No

If "yes" specify the clergy name

Section B-1

Spouse Information

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**

Section B-II**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

වැන්දු 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:

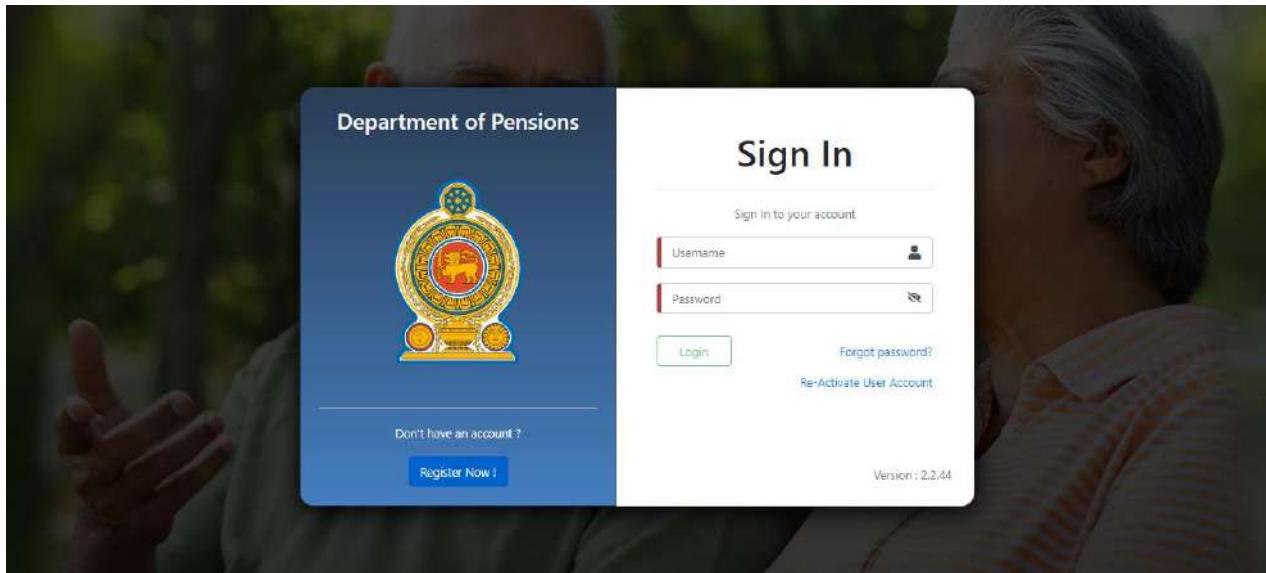


image 02: access for the system

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

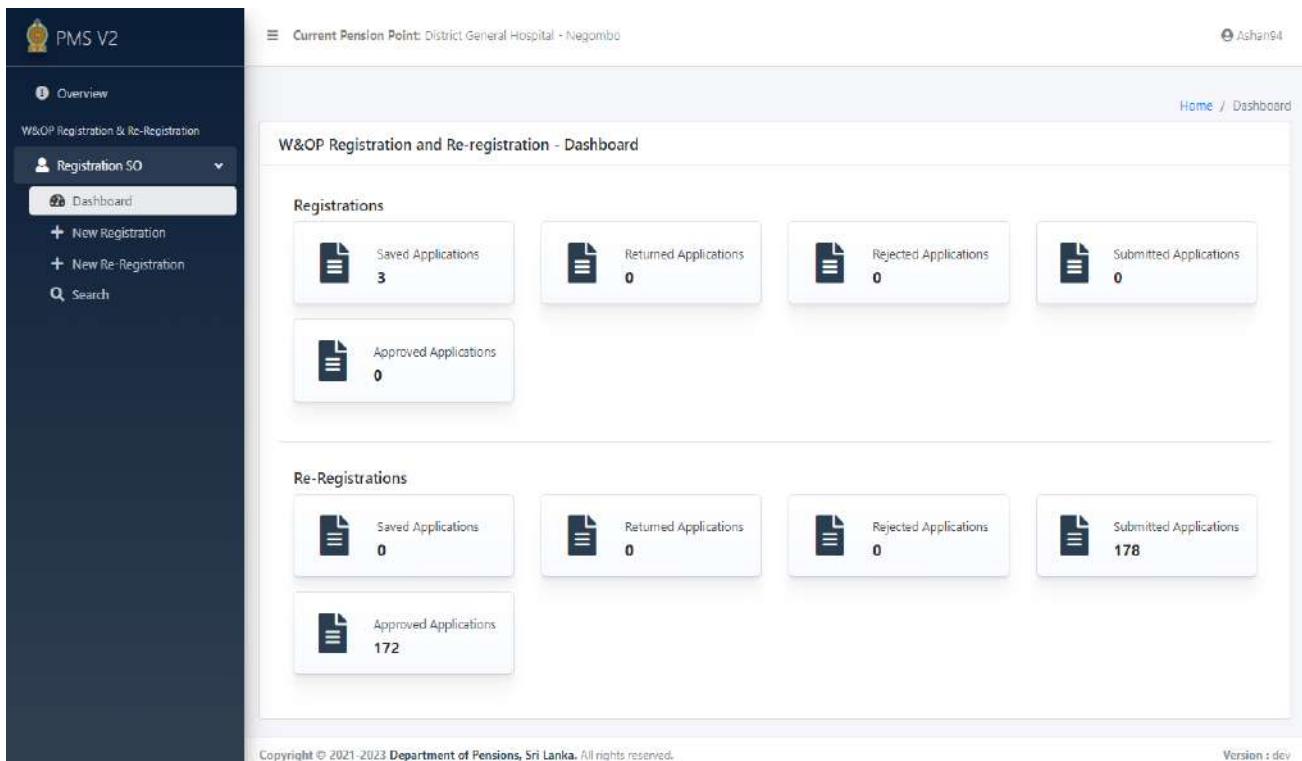
Then you see an interface in the following manner.

A screenshot of the Pension Management System (PMS) V2 interface. The top navigation bar includes a logo, the text 'PMS V2', a search bar, and a user profile icon. The main content area has a header 'Welcome to Pension Management System'. Below it, there are three sections: 'Vision' (describing a highly satisfied community), 'Mission' (offering legal benefits to pensioners and their beneficiaries), and 'Value Statement' (lending a hand to ensure social and economic satisfaction). A sidebar on the left contains links for 'Overview', 'W&OP Registration & Re-Registration', 'Registration SO(WOP)' (which is currently selected), 'Dashboard', '+ New Registration', '+ New Re-Registration', and 'Search'. At the bottom, there is a copyright notice 'Copyright © 2021-2023 Department of Pensions, Sri Lanka. All rights reserved.' and a version number 'Version : 2.4.3-beta.0'.

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” button.
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 approved by the W&OP division.

Re-Registration

1. Saved Application – The applications submitted by you for 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.

The screenshot shows the 'W&OP - New Registration' page. On the left is a dark sidebar with navigation links for Overview, W&OP Registration & Re-Registration, Assistant Director, Registration SO (with 'New Registration' highlighted), Dashboard, New Re-Registration, Search, Verification Officer, PDE Application, Forcers DEO, Forcers SO, Forcers CO, Forcers AD, Forcers ACC, and Revision. At the top right are user details 'Ashan54' and a 'Logout' button. The main content area has a header 'W&OP - New Registration' and a note: 'NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color.' Below this is a horizontal progress bar with four steps: 1. Personal Info (highlighted in blue), 2. Service Info, 3. Dependent Info, and 4. Done. The 'Personal Info' section is titled 'PERSONAL INFORMATION'. It contains fields for Name in Full, Identification, Date of Birth (mm/dd/yyyy), Gender, Profile Picture (with a placeholder image and a note: 'This Photo will be appeared in the W&OP Documents. Conditions: Required, Photo Format: [png|jpeg|jpg], Photo size should be less than 2MB, Photo size: 128px X 166px (Passport Size)'), Address, Province, District, Divisional Secretariat, Grama Niladhari Division, Contact No (Mobile), Contact No (Land), E-mail Address, Official Phone Number, Official Fax Number, and Are you a Ordained? (with options Yes or No). A red box highlights the 'Profile Picture' field. At the bottom right of the form is a 'Next' button. The footer of the page includes 'Copyright © 2021-2024 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version : dev'.

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:

Current Pension Point: pms

Home / New Registration

W&OP - New Registration

NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color.

1 Personal Info 2 Service Info 3 Dependent Info 4 Done

PERSONAL INFORMATION

Name in Full: Mr. Kamal Kumara Deshpriya

Identification: Old NIC 894526983V ✓

Date of Birth: 06/05/1989

Gender: Male

Profile Picture: * This Photo will be appeared in the W&OP Documents.
* Conditions: ✓
• Required
• Photo format (.png,.jpeg,.jpg)
• Photo size should be less than 2MB
• Photo size: 128px X 160px (Passport Size)

Address: No 58, Panchikawatta Road, Maligawatta, Colombo 10

Province: Western

District: Colombo

Divisional Secretariat: Colombo

Grama Niladhari Division: Panchikawatta

Contact No (Mobile): 0715896325

Contact No (Land): 0112587903

E-mail Address: kamal@gmail.com

Official Phone Number: 0112696125

Official Fax Number: 0112699125

Are you a Ordained?: No

Next

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Version : dev

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:

The screenshot shows the 'Service Info' tab of the PMS V2 application. The 'Recruited Type' dropdown is set to 'Management Assistant -Non Tech'. The 'Service' dropdown is set to 'Management Assistant'. The 'Designation' dropdown is set to 'Managerial Assistant'. The 'Current Institute' input field contains 'pms'. The 'Date of Recruitment' input field shows '08/01/2000' (DD/MM/YYYY). The 'Age at the Date of Appointment' input field shows '25'. The 'Salary Code at Recruitment' dropdown is set to 'AS-I-2021'. Navigation buttons 'Back' and 'Next' are visible at the bottom.

Image 04.II: Interface of New Registration (Service Info)

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” .

The screenshot shows the 'Dependent Info' tab of the PMS V2 application. A note at the top says: "NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color." The 'Marital Status' dropdown is open, showing options: Married, Unmarried, Separated, Divorced, Widow, and Widower. Navigation buttons 'Back' and 'Next' are visible at the bottom.

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.

The screenshot shows the PMS V2 application interface for W&OP registration. The left sidebar shows navigation options like Overview, Assistant Director, Registration SO (selected), Dashboard, New Registration (selected), New Re-Registration, Search, Verification Officer, PD6 Application, and Revision. The main content area is titled 'W&OP - New Registration' and shows the 'Dependent Info' step (step 3 of 4). A note at the top says: 'NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color.' Below this, there's a section for 'DEPENDENTS INFORMATION'. Under 'Marital Status', 'Married' is selected. Under 'Spouse Information', it says 'No Spouse/Guardian information' and has a 'Add Spouse +' button. Under 'Dependent Information', it says 'No Dependent Information' and has a 'Add Dependent +' button. At the bottom are 'Back' and 'Next' buttons, and a copyright notice: 'Copyright © 2021-2024 Department of Pensions, Sri Lanka. All rights reserved.' and 'Version : dev'.

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:

The screenshot displays the 'Add Spouse' form within the PMS V2 application. The form consists of various input fields for personal information, such as Name, Identification, Date of Birth, Relationship, Birth Certificate NO, Address, Mobile No, Status, Date of Marriage, Marriage Certificate NO, living status, Province, District, Divisional Secretariat, and Grama Niladhari Division. A red line is visible in front of the 'Name' field, indicating it is currently being edited. On the right side of the screen, there is a sidebar titled 'Dependant Info' which lists dependants with their dates of death and actions. The sidebar also includes a 'Remarks' section and a 'Version : dev' indicator.

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.

The screenshot displays the PMS V2 application interface. A central modal window titled "Add Dependent" is open, containing various input fields for entering dependent information. To the right of the modal, a table titled "DATE OF DEATH" is visible, showing a single row with a "Remove" button. The background features a dark sidebar with various menu items and a top navigation bar with user information and dashboard links.

இலக்ஷ 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.

- If you are a male officer,

The screenshot shows the PMS V2 software interface for 'W&OP - New Registration'. On the left, there's a sidebar with options like 'Overview', 'Registration SO', 'Dashboard', '+ New Registration' (which is highlighted in blue), '+ New Re-Registration', and 'Search'. The main area has tabs for 'Personal Info', 'Service Info', 'Dependent Info' (which is selected and highlighted in blue), and 'Done'. A note at the top says 'NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color.' Below that is a section titled 'DEPENDENTS INFORMATION' with a 'Marital Status' dropdown set to 'Unmarried' (Gender: Male). At the bottom are 'Back' and 'Next' buttons. The status bar at the top right shows 'Ashan94'.

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.

- If you are a female officer,

The screenshot shows the PMS V2 software interface for 'W&OP - New Registration'. The layout is identical to the previous screenshot, with the 'Dependent Info' tab selected. In the 'Dependent Information' section, there's a message 'No Dependent information' and a blue 'Add' button. The status bar at the top right shows 'Ashan94'.

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.

The screenshot shows the PMS V2 application interface. On the left, there is a sidebar with various menu items under categories like W&OP Registration & Re-Registration, Gen55 Application, and PSPF. The main area is titled 'Add Dependent' and contains the following fields:

- Name: A red box highlights this field.
- Relation: A dropdown menu.
- Date of Birth: A date input field with a calendar icon.
- Parent: A dropdown menu showing '506320169V - Champa Muthukumarana'.
- Identification: A dropdown menu and an 'Identification' input field.
- Address: An input field.
- Mobile: An input field.
- Is Disabled: A radio button group with 'Yes' and 'No' options, where 'No' is selected.
- Province: A dropdown menu.
- District: A dropdown menu.
- Divisional Secretariat: A dropdown menu.
- Grama Niladhari Division: A dropdown menu.

At the bottom right of the form are 'Save', 'Edit', and 'View Documents' buttons. To the right of the form is a sidebar with 'Dashboard / Application List / Detail View' and 'Reference No : 8866815'. At the bottom right of the sidebar is a 'Remarks' section with a green pencil icon. At the very bottom right of the page is 'Version : dev'.

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.

The screenshot shows the PMS V2 software interface for 'W&OP - New Registration'. The left sidebar shows navigation options like Overview, W&OP Registration & Re-Registration, PD6 Application, and Revision. The main area is titled 'W&OP - New Registration' and has tabs for Personal Info, Service Info, Dependent Info, and Done. A note at the top says 'NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color.' The 'Dependent Info' tab is selected. Under 'DEPENDENTS INFORMATION', the 'Marital Status' dropdown is set to 'Separated'. Below it are sections for 'Spouse Information' (No Spouse/Guardian Information) and 'Dependent Information' (No Dependent Information). Buttons for 'Add Spouse +' and 'Add Dependent +' are available. At the bottom are 'Back' and 'Next' buttons. Copyright information and version details are at the bottom.

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.

The screenshot shows the PMS V2 software interface for 'W&OP - New Registration', similar to Image 04.03.III. The left sidebar and tabs are identical. The 'Dependent Info' tab is selected. Under 'DEPENDENTS INFORMATION', the 'Marital Status' dropdown is set to 'Divorced'. Below it are sections for 'Spouse Information' (No Spouse/Guardian Information) and 'Dependent Information' (No Dependent Information). Buttons for 'Add Spouse +' and 'Add Dependent +' are available. At the bottom are 'Back' and 'Next' buttons. Copyright information and version details are at the bottom.

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.

The screenshot shows the PMS V2 application interface. On the left is a dark sidebar with various menu items like Overview, W&OP Registration & Re-Registration, Assistant Director, Registration SO (selected), Dashboard, New Registration (selected), New Re-Registration, Search, Verification Officer, PD6 Application, Forcers DEO, Forcers SO, Forcers CO, Forcers AD, Forcers ACC, and Revision. The main content area has a header "W&OP - New Registration" and a note: "NOTE : * Please fill & correct required fields before continue the process. Invalid fields are highlighted in RED color." Below this are tabs for Personal Info (green checkmark), Service Info (green checkmark), Dependent Info (blue circle with '3'), and Done (green checkmark). A section titled "DEPENDENTS INFORMATION" contains a "Marital Status" dropdown set to "Widow". Under "Spouse Information", there is a message "No Spouse/Guardian information" and a "Add Spouse +" button. Under "Dependent Information", there is a message "No Dependent information" and a "Add Dependent +" button. At the bottom are "Back" and "Next" buttons, and a footer with copyright information and "Version : dev".

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.

This screenshot is identical to the one above, showing the "W&OP - New Registration" page for a widow. The only difference is the "Marital Status" dropdown, which is now set to "Widower". All other elements, including the tabs, sections, and buttons, remain the same.

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.

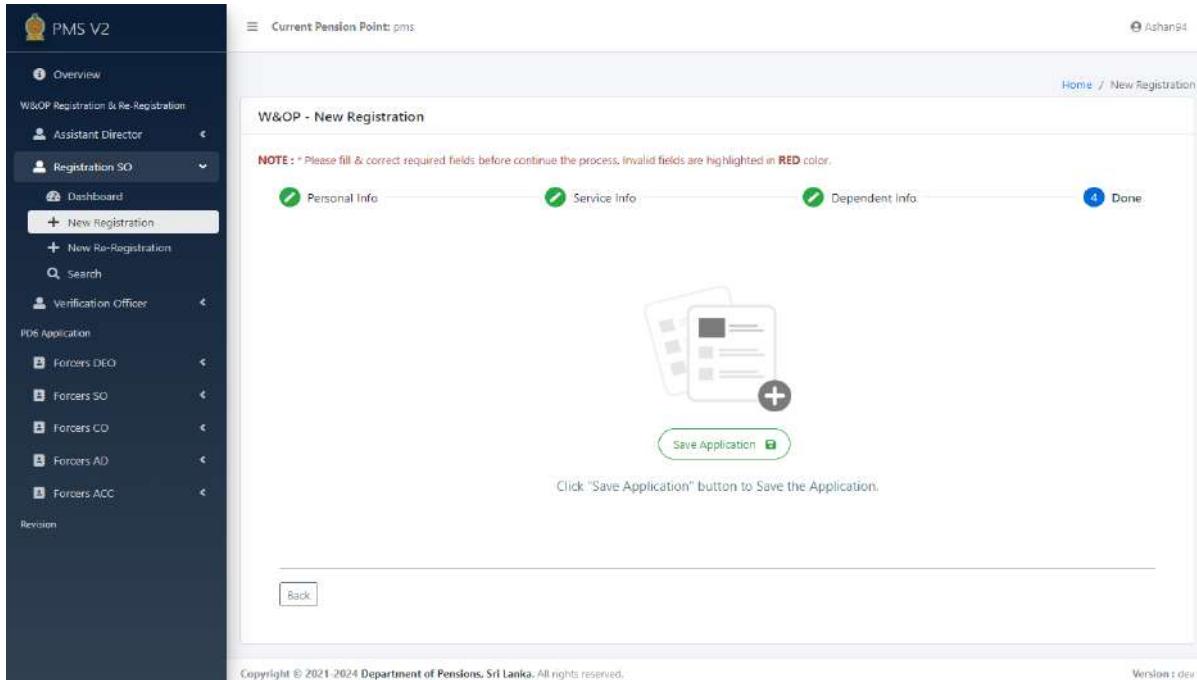
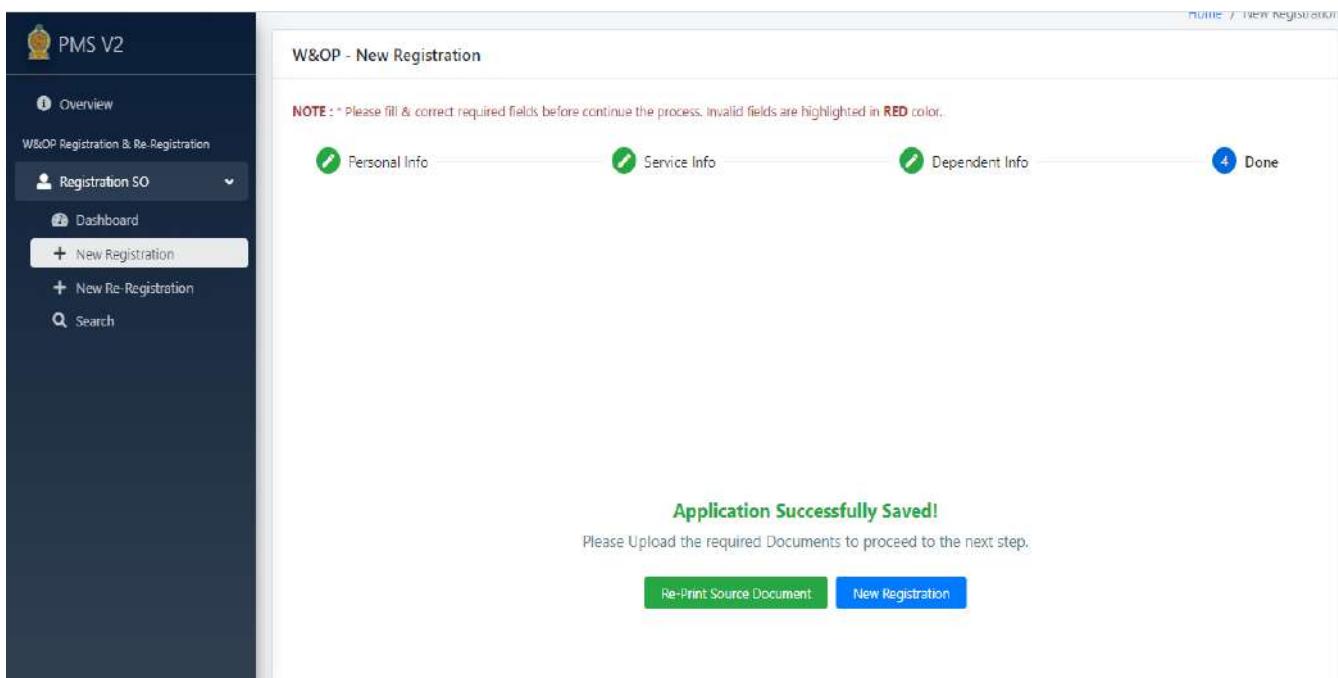


Image 04.4.I: Interface of New Registration (Dependent Info)

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.

E	REF. NO	NAME	NIC	OPTIONS
1	8866816	Sadun Gunasekara	198548796541	
2	1728921	Patabendige Kasun Perera	894125896V	

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.II: 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 appear.

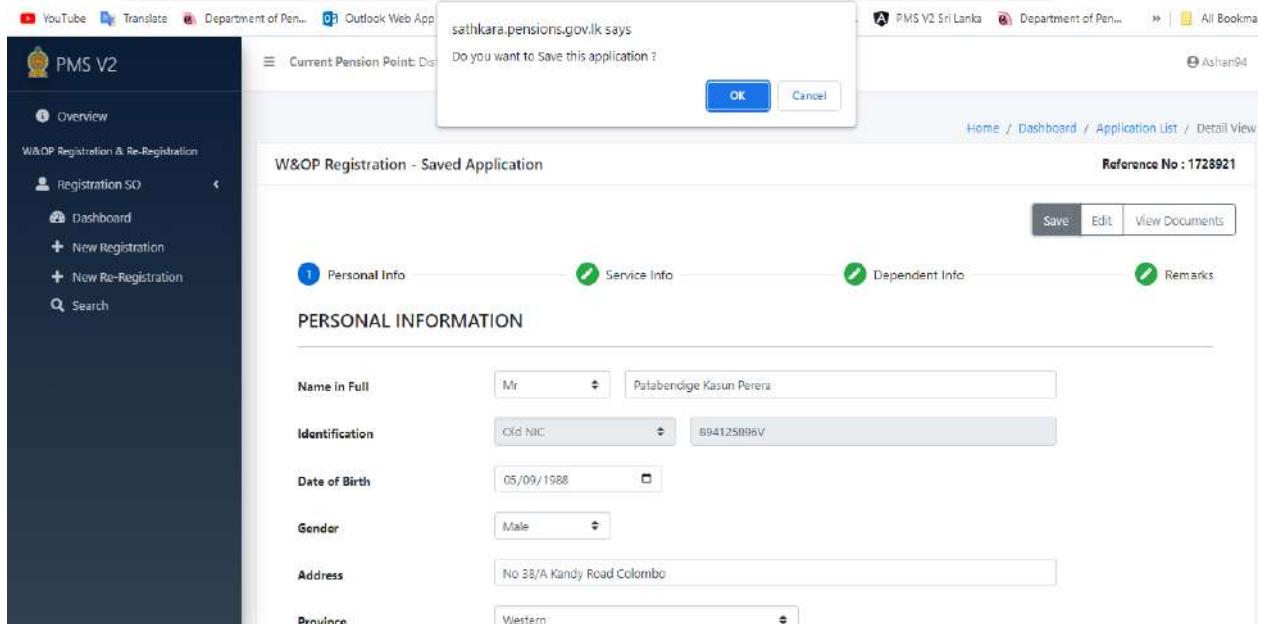


Image 05.I.II: Interface of Save View in Saved Application Tile

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

By clicking ‘View documents’ button , the documents uploaed so far can be found. Then the following interface will appear.

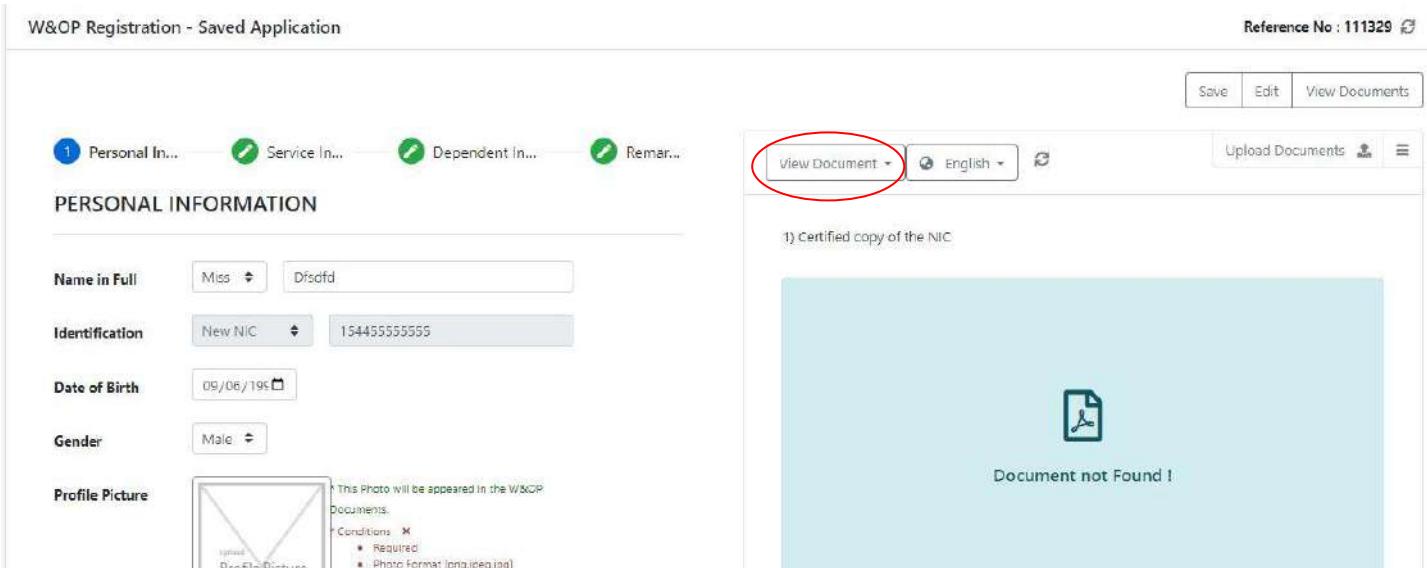


Image 05.I.III: Interface of View Documents in Saved Application Tile

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 appear.

The screenshot shows the PMS V2 application interface. On the left is a dark sidebar with various user roles and sections like Overview, W&OP Registration & Re-Registration, and PSPF. The main content area has a header "Current Pension Point: pms" and "Ashan94". It displays a registration record with reference number 8866826 and NIC 747401720V. Below this is a note about file upload requirements and a list of compulsory files (Certified copy of the NIC, Certified copy of the Permanent and Pensionable Appointment Letter, Duly perfected Application). A dropdown menu labeled "Select Document Type" is highlighted with a callout box labeled "1". At the bottom, there is a "Submit to Approval" button.

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.

This screenshot shows the same application interface as the previous one, but with a different state. The "Select Document Type" dropdown now contains "1) Certified copy of the NIC". Below it, a "Document" section has a "Choose file" input field and a "Browse" button. A large callout box labeled "2" points to the "Upload the Document" button. A second callout box labeled "3" points to the "Submit to Approval" button at the bottom.

Image 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..

The screenshot shows a web browser window titled "Source Document - 10/4/2023 - Google Chrome". The main content is the "Widows'/Widowers and Orphans Pension Scheme Application Judicial and Civil Officers Source Document". The document header includes the Sri Lankan coat of arms, the text "Department of Pensions", and the "Sri Lanka Pensions" logo. The application form is displayed with fields for personal information: Name (Mr. Mahagamage Sajan), NIC (960093178V), Mobile Phone (0718610887), Date Of Birth (1996-01-09), Gender (male), W&OP Number (M/0123456789), Date of Birth (01/09/1996), Gender (male), and Address (No. 181, 03 Detagamuwa, Kataragama). On the left, a sidebar menu for "PMS V2" lists various roles and applications, including "Head Office Accountant", "Chief Accountant", "Director General", "Divisional Secretary", "W&OP Registration & Re-Registration", "Registration SO", "PD6 Application", and "Forces AC".

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.

The screenshot shows the "W&OP Registration - Rejected Applications" dashboard. The sidebar menu for "PMS V2" is identical to the previous print view. The main area has two search boxes: "NIC Number" (with dropdown for "Old NIC" and input field "Enter NIC Number") and "Reference Number" (input field "Enter Reference Number"). A "Search" button is below these. A table lists 19 rejected applications, each with a "View" icon. A callout box labeled "1" points to the "View" icon for the first application in the list. The table columns are #, REF. NO., NAME, NIC, and OPTIONS.

#	REF. NO.	NAME	NIC	OPTIONS
11	1728819	Ihalai Arachchile Gedara Navodya Tharangani Weerakoon	997954270V	
12	1728811	Wimalasenage Rumesha Tharangani Kumara	997052000V	
13	1728807	Rubasinghe Shehani Rashmila	997003531V	
14	1728802	Rajgama Vidanelage Ruwini Swamamali Perera	997750600V	
15	1728794	Weyhend Liyanage Chemoda Nirmani	997603277V	
16	1728788	Kaludura Sugethapala Thabrewge Darshika Sandamali	997651044V	
17	1728781	Hewa Kuda Anthoruge Ishara Nathmini Priyaranjana	997562623V	
18	1728763	Piumachari Nekathige Hansima Narthani De Lanka	997321340V	
19	1728731	Thangaraja Sabetha Sewwandi	997074831V	

Image 06. : Interface of Rejected Application Tile

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

Let's click the View Button

W&OP Registration - Approved Incomplete Application

Reference No : 1728844

1 Personal Info 2 Service Info 3 Dependent Info 4 Remarks

PERSONAL INFORMATION

Name in Full: Ms. Gamagé Don Imeshā Sēwandi

Identification: Old NIC: 998280079V

Date of Birth: 11/23/1999

Gender: Female

Address: Moragahagalashenaiwina

Province:

District:

Divisional Secretariat:

View Documents Complete Application

Image 06.1: Interface of Approved Incomplete Application Tile

1. Let's click the ViewDocuments Button

W&OP Registration - Rejected Incomplete Application

Reference No : 1728767

1 Personal Info 2 Service Info 3 Dependent Info 4 Remarks

PERSONAL INFORMATION

Name in Full: Ms. Weerakoon Mudiyanselage Ishani Eranga W.

Identification: Old NIC: 997352742V

Date of Birth: 08/22/1995

Gender: Female

Address: 7/1Thalkotuwawala Menik hinna

Province:

District:

Divisional:

View Document

1) NIC Copy

Document not Found !

View Documents Complete Application

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.

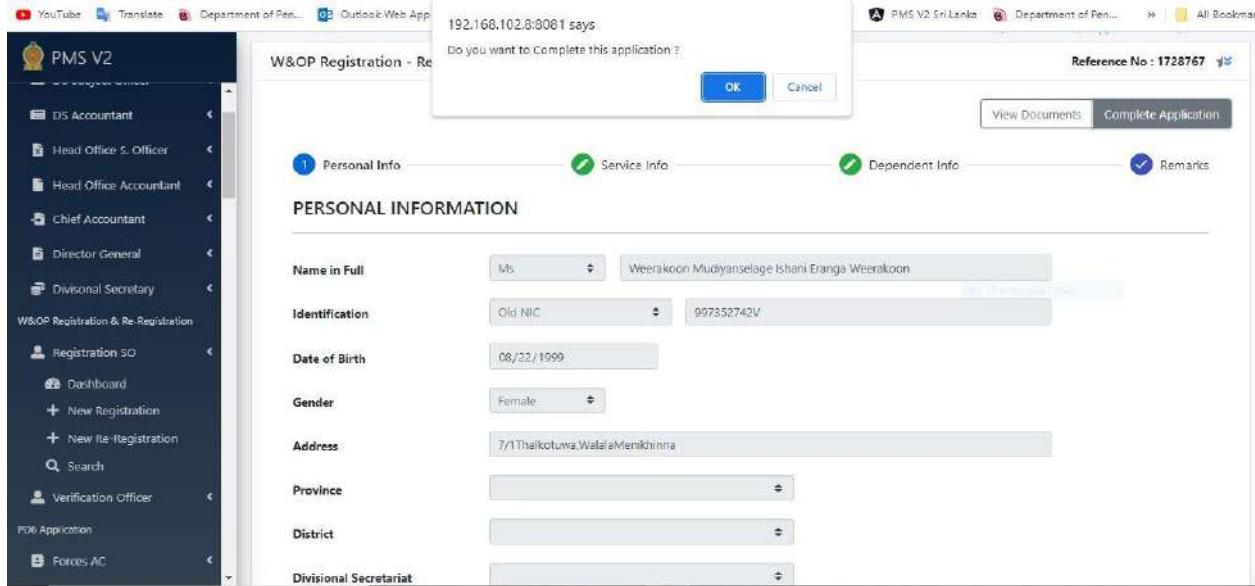


Image 06.III: Interface of Saved Application Tile

❖ 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.

#	REF. NO	NAME	NIC	OPTIONS
11	1728811	Wimalassenage Rumesha Tharangani Kumara	997852800V	
12	1728807	Rubasinghe Shehani Rashmila	997803531V	
13	1728802	Rajama Vidanelage Ruwini Swarnamali Perera	997750680V	
14	1728794	Weyhena Liyanage Chamoda Nirmani	997683277V	
15	1728788	Kaludura Sugathapala Thabrewge Darshika Sandamali	997651944V	
16	1728781	Hewa Kuda Anthonge Ishara Nethmini Priyaranjana	997502623V	
17	1728763	Piumachchari Nekathige Hansima Narthuni De Laka	997321340V	
18	1728759	Heethagala Wathukarage Piyumi Lakshika Sumanaweera	997313127V	
19	1728735	Disanayaka Mudiyanselage Hashini Jananjanji Disanayaka	997113381V	
20	1728731	Thangaraja Sabetha Sewwandi	997074831V	

Image 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.

The screenshot shows the 'W&OP Registration - Returned Incomplete Application' screen. On the left is a navigation sidebar with various roles like DS Accountant, Head Office S. Officer, etc. The main area has tabs for Personal Info, Service Info, Dependent Info, and Remarks. At the top right is a 'Save' button, an 'Edit' button, and a 'View Documents' button. Below these are three numbered boxes (1, 2, 3) pointing to arrows above each button. The 'Personal Information' section contains fields for Name in Full (Wimalasenage Rumesha Tharangani Kumara), Identification (Old NIC: 997852800V), Date of Birth (10/11/1999), Gender (Female), Address (267/1BummalalenaGonapola), Province, District, and Divisional Secretariat. The 'Remarks' tab is selected.

Image 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.

The screenshot shows the same application interface as before, but the 'View Documents' button has been clicked. A new panel on the right displays a 'View Document' dropdown set to English, a search icon, and a list of documents. The first item in the list is '1) Certified copy of the NIC'. Below the list is a message 'Document not Found !' with a document icon.

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.

The screenshot shows the 'W&OP Registration - Returned Incomplete Application' page. The left sidebar includes sections like DS Accountant, Head Office S. Officer, Head Office Accountant, Chief Accountant, Director General, Divisional Secretary, Registration SO (Dashboard, New Registration, New Re-Registration, Search), Verification Officer, PD6 Application, and Forces AC. The main content area has tabs for Personal Info, Service Info, Dependent Info, and Remarks. Under 'PERSONAL INFORMATION', there are fields for Name in Full (Ms. Wimalasenage Rumesha Tharangani Kumara), Identification (Old NIC 997852800V), Date of Birth (10/11/1999), Gender (Female), Address (267/1BummalaheGonapola), Province (Western), District (Gampaha), and Divisional Secretariat (Gampaha). Top right buttons include Save, Edit (highlighted in blue), and View Documents. Reference No.: 1728811 is displayed.

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.

The screenshot shows the same application interface as above, but with a modal dialog box in the center asking 'Do you want to Save this application?'. The dialog has 'OK' and 'Cancel' buttons. The background page remains the same, showing the personal information fields and top navigation.

Image 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.

#	REF. NO	NAME	NIC	OPTIONS
1	1728914	wclawdawd	120V	
2	1728959	Randeniyage Sachni Manaasha	998430863V	
3	1728799	Gamhewa Manage Ashani Dilrukshi	997730925V	
4	1728774	Usiwatta Liyanage Chathushi Denuwandi	997430816V	
5	1728773	Gale Kubure Arachchilage Thushani Bandara	997422553V	
6	1728767	Weerakoon Mudiyanselage Ishani Eranga Weerakoon	997352742V	
7	1728759	Heethagala Wathukarage Piyumi Lakshmi Sumanaweera	997313127V	
8	1728735	Disanayaka Mudiyanselage Hashini Jananjanji Disanayaka	997113381V	
9	1728732	Dilhara Wickramasinghe	997076290V	
10	1728727	Nugaliyadeda Koralsilage Harinika Kavindi Nugaliyadda	997040392V	

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.

Current Pension Point: pms
Ashan94

Home / Dashboard / Application List / Detail View
Reference No : 111293

Personal Info
Service Info
Dependent Info
Remarks

PERSONAL INFORMATION

Name in Full	Mrs	Harshani Samarakoon	
Identification	Old NIC	968410720V	
Date of Birth	03/01/1980		
Gender	Female		
Profile Picture			

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 documents can be seen. When you click on it, following interface will appear.

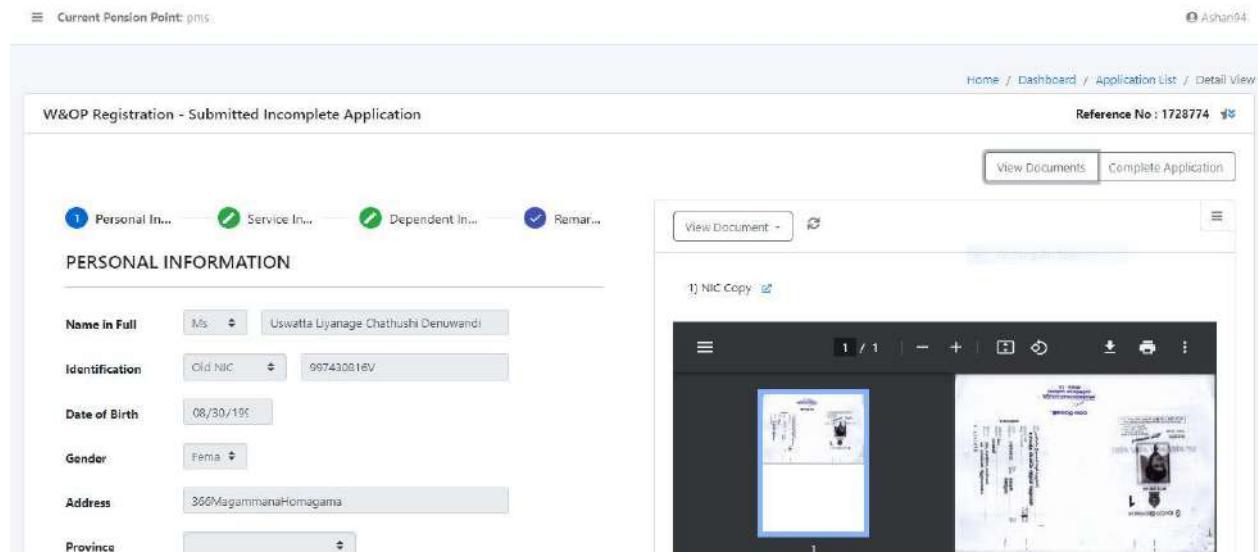


Image 08.II: Interface of Submitted Application Tile

❖ 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.

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
1	111328	xfgdfgh hfgfhgf	141414414141	5000019	
2	111324	Sugath perera U	178478787877	2	
3	111322	Weragalage Dona Ishari Dilanka	916472072V	5000018	
4	111320	Munilyandy Sivakumar	710713324V	5000019	
5	111319	Niththyasanthan Sivarajan	881130866V	5000016	
6	111318	Mohammedhu Farook Maheesha Nizrin Farook	916034296V	5000013	
7	111317	Thiyakaraja Kissanthini	917462402V	5000020	
8	111315	Paraherage Jayaratna	620330264V	5000004	
9	111284	Kasun Maduranga	902856932V	5000017	

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.

W&OP Registration - Approved Incomplete Application

Reference No : 1728844

1 Personal Info 2 Service Info 3 Dependent Info 4 Remarks

PERSONAL INFORMATION

Name in Full: Ms. Gamaghe Don Imeshwa Sewwandi

Identification: Old NIC: 998280079V

Date of Birth: 11/23/1999

Gender: Female

Address: Moragahagalashena Dovinna

Province:

District:

Divisional Secretariat:

View Documents Complete Application

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.

W&OP Registration - Approved Incomplete Application

Reference No : 1728836

1 Personal Info... 2 Service Info... 3 Dependent Info... 4 Remarks...

PERSONAL INFORMATION

Name in Full: Ms. Dasanayaka Arachchilage Hansini Himansha

Identification: Old NIC: 998131898V

Date of Birth: 11/08/1995

Gender: Female

Address: 27/9 Hene gamma Lolu wagoda

Province:

District:

Divisional:

View Document

1) NIC Copy

1 / 3

1

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.

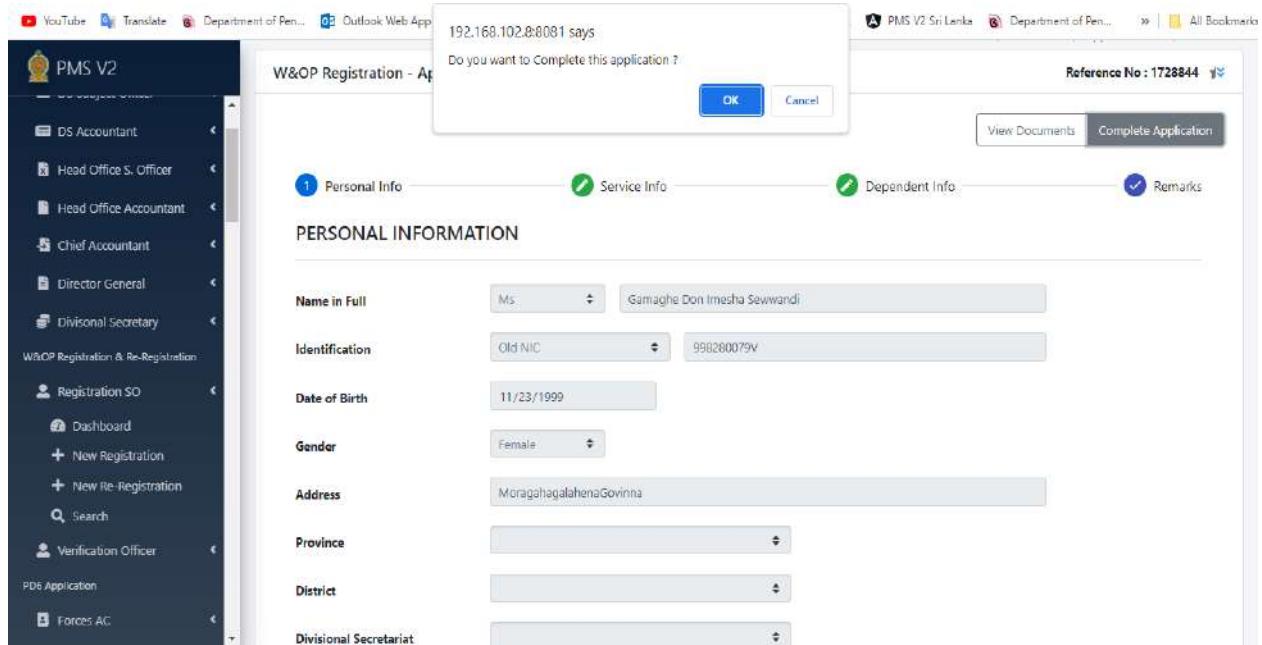


Image 09.III: Interface of Approved Application Tile

Application can be completed here.

Let's click the View Button(Accredited Application)

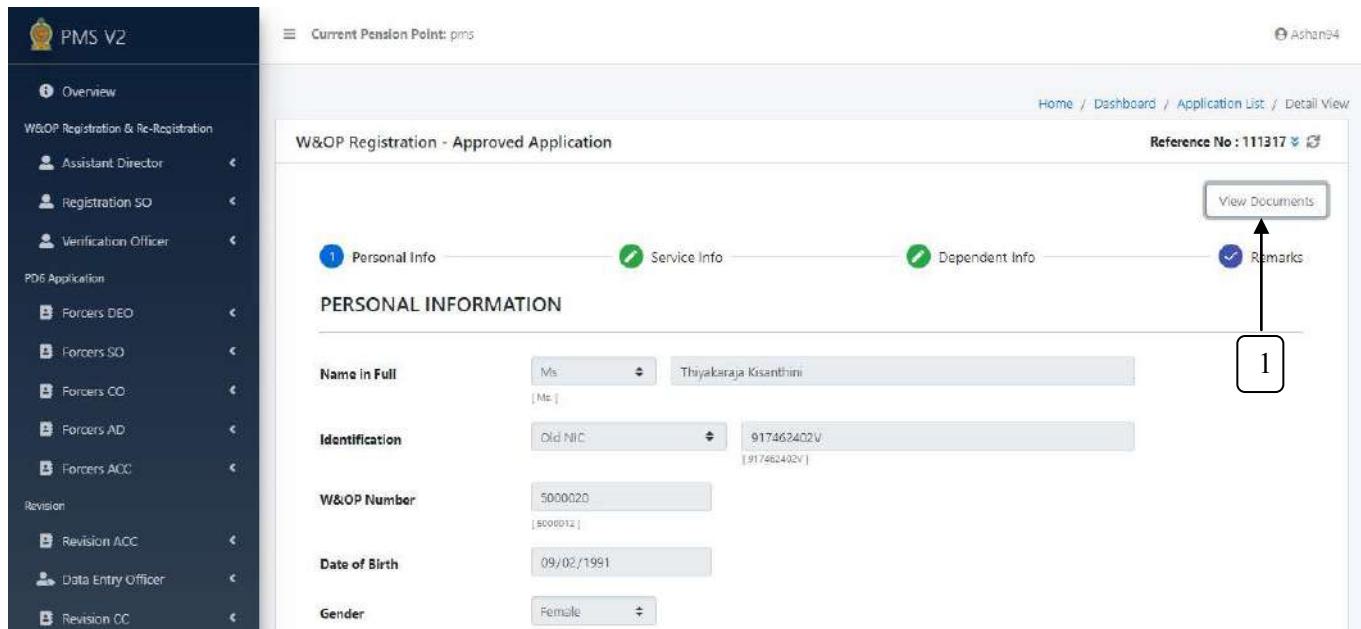


Image 09.IV: Interface of Approved Application Tile

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.

The screenshot shows the 'W&OP Registration - Approved Application' page. At the top right, the reference number '111317' is displayed. Below the header, there are four status indicators: 'Personal In...' (blue), 'Service In...' (green), 'Dependent In...' (green), and 'Remarks...' (blue). A 'View Documents' button is located in the top right corner of the main content area. The main content area is titled 'PERSONAL INFORMATION' and contains the following fields:

- Name in Full: Ms. Thiyakaraja Kisanthini
- Identification: Old NIC: 917462402V
- W&OP Number: 5000020
- Date of Birth: 09/02/195
- Gender: Female

To the right of the personal information, there is a 'View Document' dropdown menu set to English, and a 'Document not Found!' message with a file icon.

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.

W&OP - New Re-Registration

PERSONAL INFORMATION

Name in Full: Mr. Kusum Ranjith Perera

Identification: Old NIC: 901478369V

W&OP Number: 85/7456

Date of Birth: 06/10/1990

Gender: Male

Profile Picture: A placeholder image of a man.

Address: No 45, Matara Road, Galle

Province: Southern

District: Galle

Divisional Secretariat: Elipitiya

Grama Niladhari Division: Elipitiya East

Contact No (Mobile): 0775874123

Contact No (Land): 0914785693

E-mail Address: kusum@gmail.com

Official Phone Number: 0112458963

Official Fax Number: 0112458963

Are you a Ordained?: No

Note: * This Photo will be appeared in the W&OP Documents.
Conditions: ✓
 • Required
 • Photo Format: [png|jpeg|jpg]
 • Photo size should be less than 2MB
 • Photo size: 128px X 160px (Passport Size)

Next

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Version : dev

Image10: Interface of New Re-Registration Tile

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

❖ Visit “**Saved Application**” tile in the dashboard.

Here it is included the applications, which have not been approved but in which registered information has been included by you.

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
1	1728925	jhhj	5454544446	46455454545	
2	1506770	Kanatta Gamage Dona Chandrika Damayanthi	846880038V	F/148226/05082015	
3	1264112	RANPATI DEVAGE DHAMMIKA SAMANTHI	726561038V	83/179070	

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

Here, 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.

The screenshot shows the PMS V2 application interface. On the left is a sidebar with various menu items under 'W&OP Registration & Re-Registration'. The main area is titled 'W&OP Re-Registration - Saved Application'. At the top right, it shows 'Reference No : 1506770'. Below the title, there are tabs for 'Personal Info', 'Service Info', 'Dependent Info', and 'Remarks'. The 'Personal Info' tab is selected. The form contains fields for Name in Full (Kanatta Gamage Dona Chandrika Damayanthi), Identification (Old NIC: 846880038V), W&OP Number (F/148226/05082015), Date of Birth (07/06/1984), and Gender (Female). There is also an 'Address' field containing 'Aragederaawatta,Lihiniyawa, Meegahatenna'. At the bottom right of the form, there are buttons for 'Save', 'Edit', and 'Submit to Approval'.

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.

The screenshot shows the PMS V2 application interface. A confirmation dialog box is overlaid on the screen, asking 'Do you want to Save this application?'. The 'OK' button is highlighted. In the background, the 'W&OP Re-Registration - Saved Application' form is visible, showing the same personal information as in the previous screenshot. The 'Edit' button is visible at the top right of the form.

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.

The screenshot shows the PMS V2 application interface. On the left is a sidebar with various menu items under categories like 'Surcharge & Settlement' and 'W&OP Registration & Re-Registration'. The main content area is titled 'W&OP Re-Registration - Saved Application'. It contains tabs for 'Personal Info', 'Service Info', 'Dependent Info', and 'Remarks'. Below these tabs is a section titled 'PERSONAL INFORMATION' with fields for Name in Full (Kanatta Samage Dona Chandrika Damayanthi), Identification (Old NIC 840880038V), W&OP Number (F/148225/05082015), Date of Birth (07/06/1984), Gender (Female), and Address (Aragedarawatta, Uhiniyawa, Meegahatenna). At the top right of the main form, there are buttons for 'Save', 'Edit', and 'Submit to Approval'. A modal dialog box is overlaid on the screen, asking 'Do you want to submit your application to Approval?' with 'OK' and 'Cancel' buttons. The URL in the browser bar is 'sathkara.pensions.gov.lk'.

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 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.

The screenshot shows the PMS V2 application interface with the 'Returned Applications' tile selected in the dashboard. The sidebar has the same menu structure as before. The main content area is titled 'W&OP Re-Registration - Returned Applications'. It includes search fields for 'NIC Number' (Old NIC) and 'Reference Number', and a 'Search' button. Below these is a table of returned applications with columns: #, REF. NO, NAME, NIC, WNOP NO, and OPTIONS. The table lists 17 applications, each with a blue circular icon in the 'OPTIONS' column. A red arrow points from the number '1' to the first row of the table. The URL in the browser bar is 'sathkara.pensions.gov.lk'.

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
11	1457616	Herath Mudiyansela Palle Gedara Nilantha Lakmal Kumarasinghe	823274238V	M/033400	
12	1454573	Sivasubramiam Suganthan	822062717V	M/082279	
13	1449865	Edirisuryage Don Chaminda Pradeep Kumara	820143400V	M/ 099650/ 05062015	
14	1448949	Mutha Mereghha Ruvini Shirantha De Silva	818493282V	F/152556/14072016	
15	1444041	Dolawaththage Madhaviee Maheshika Dolawaththa	817003885V	F/005671	
16	1438279	Warahena Liyanage Hemali Dharshana Alwis Gunathilaka	815094719V	F108804	
17	1438039	NADEESHA PRASADINI SURAWEEERA arachchi	815032063V	F/099999	

Image 12: 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.

Reference No : 1444041

Save Edit

Remarks

1

2

Image 12.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.

Reference No : 1438039

Save Edit

Remarks

1

2

Image 12.II: Interface of Returned Application Tile

Let's click the Save Button

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

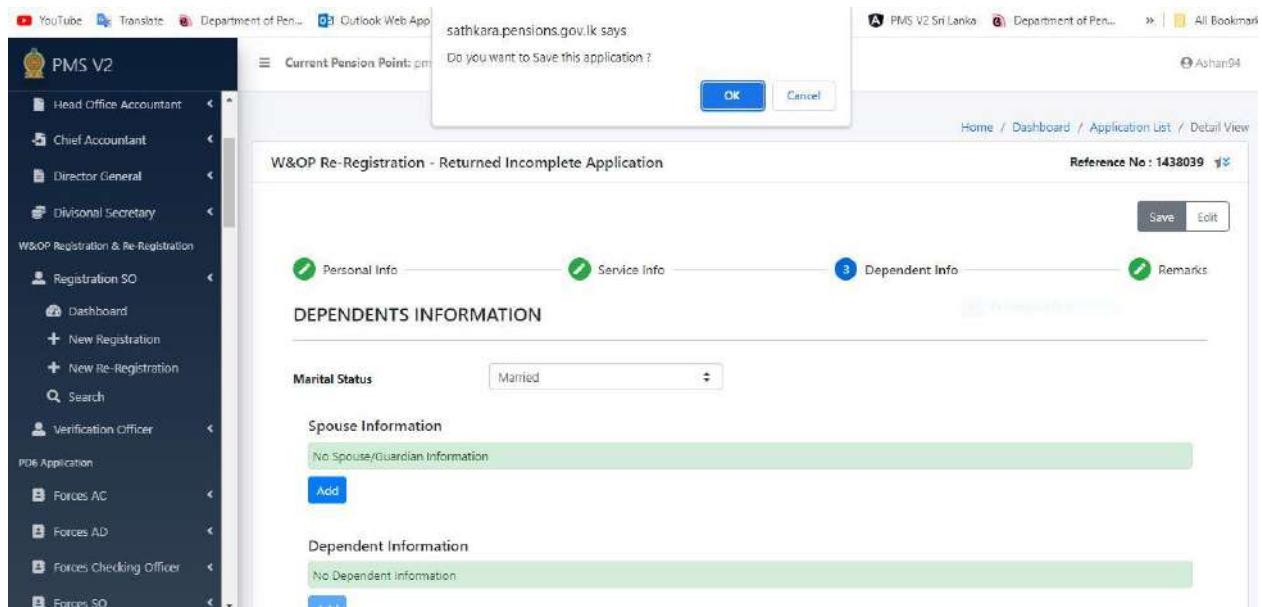


Image 12.III: Interface of Returned Application Tile

❖ 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.

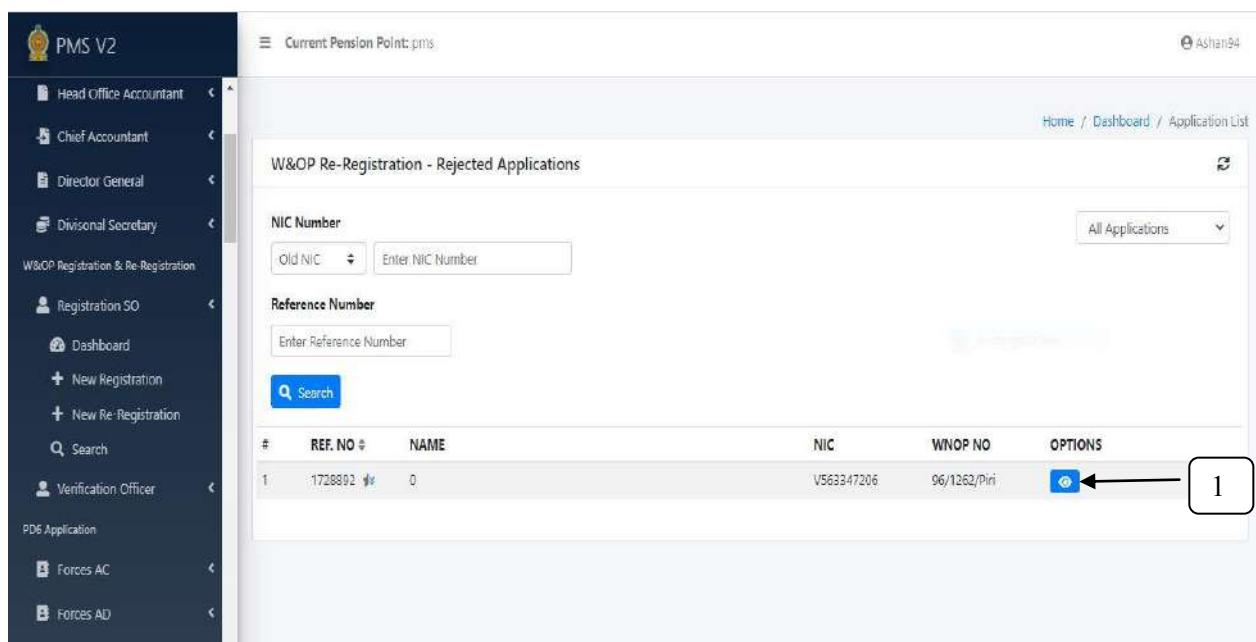


Image 13: Interface of Rejected Application Tile

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.

The screenshot shows the PMS V2 application interface. On the left is a vertical navigation menu with sections like Overview, W&OP Registration & Re-Registration, Assistant Director, Registration SO, Dashboard, New Registration, New Re-Registration, Search, Verification Officer, PDB Application, Forces DEO, Forces SO, Forces CO, Forces AD, Forces ACC, and Revision. The main content area is titled "W&OP Re-Registration - Rejected Application" and displays a "Reference No : 111291". It has tabs for Personal Info, Service Info, Dependent Info, and Remarks. Under "PERSONAL INFORMATION", there are fields for Name in Full (Miss Gayathri Gunasekara), Identification (Old NIC 851796825V), W&OP Number (7325), Date of Birth (08/11/1985), Gender (Female), and Profile Picture (a placeholder icon). The top right of the main area shows "Home / Dashboard / Application List / Detail View" and the user "Ashan84".

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

The screenshot shows the PMS V2 application interface. The left navigation menu is identical to the previous one. The main content area is titled "W&OP Re-Registration - Submitted Applications". It includes search fields for "NIC Number" (Old NIC or Enter NIC Number) and "Reference Number" (Enter Reference Number), along with a "Search" button. Below these is a table with columns: #, REF. NO, NAME, NIC, WNOP NO, and OPTIONS. The table contains 36 rows of application data. The top right of the main area shows "Home / Dashboard / Application List" and the user "Ashan84".

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
31	1727143	fest sasitha	986532145V	B2/123	
32	1726998	Katugampolage Dona Inoka Priyadarshane	985820933V	B3/68690	
33	1726728	Kande Sinhala Pedige Kawindu Mahesh Wijerathna	983450396V	M/074765	
34	1726035	Pinidiyaga Chinthaka	981592973V	M/076350	
35	1726006	Sirimel Hamilage Kasun Theraka Desanayaka	981542010V	M/1202365	
36	1725999	Hewage Don Nandana Jayantha	981370975V	7118800	

Image 14: 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.

The screenshot shows the PMS V2 application interface. On the left is a dark sidebar with navigation links: Overview, W&OP Registration & Re-Registration, Assistant Director, Registration SO, Dashboard, New Registration, New Re-Registration, Search, Verification Officer, Forcers DBO, Forcers SO, Forcers CO, Forcers AD, Forcers ACC, and Revision. The main content area has a header "Current Pension Point: pms", a reference number "Reference No : 111290", and a breadcrumb "Home / Dashboard / Application List / Detail View". Below this is a sub-header "W&OP Re-Registration - Submitted Application". A horizontal navigation bar at the top of the form includes tabs for "Personal Info", "Service Info", "Dependent Info", and "Remarks", with "Personal Info" being the active tab. The "PERSONAL INFORMATION" section contains fields for Name in Full (Mr. Janith Subasinghe), Identification (Old NIC 988397856V), W&OP Number (8089), Date of Birth (07/13/1998), Gender (Male), and Profile Picture (a small placeholder icon). To the right of the form is a button labeled "Approve".

Image 14.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.

The screenshot shows the PMS V2 application interface. The sidebar and main content area are identical to the previous screenshot. A modal dialog box is centered over the form, asking "Do you want to Approve this application?". The dialog has two buttons: "OK" (highlighted in blue) and "Cancel". The rest of the application interface, including the "W&OP Re-Registration" form and its tabs, is visible in the background.

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

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
11	1725148	Sivaniyaruthi Varathorasha	978012860V	F/070979	
12	1721520	Kanthi Piyanandani Chaintha Nelum Kumari Ranjitha	967820026V	83/39799	
13	1719732	Wijenayaka Liyanage Bhagya Ranjithi Wijenayaka	965462686V	New One	
14	1718002	Kasthuri Hewatalage Rushan Sanjeeva Kasthuri	961690610V	M/021852	
15	1717185	Naidele Gedara Tharaka Gayan Wimalasena	960531206V	60/66125	
16	1717016	Adikari Mudiyanselage Supun Indika Adikari	960261950V	M/0121089	
17	1716989	Koggala Wellalage Madushan Sanjaya Kumara Leelarathna	960230515V	M/0122842/21122015	
18	1716886	Mahagamage Sajean	960093178V	M/0122979	
19	1714010	NIPUNI MADUSHANI NANAYAKKARA	956540593V	F/160056/13072015	

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.

PERSONAL INFORMATION

Name in Full	Mrs	WDAWD
Identification	New NIC	125545555555
W&OP Number	GH/212552	
Date of Birth	09/06/1997	
Gender	Female	

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 the Source Document Button

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

YouTube Translate Department

Source Document - 10/4/2023 - Google Chrome about:blank

PMS V2

- Head Office Accountant
- Chief Accountant
- Director General
- Divisional Secretary

WWOP Registration & Re-registration

Registration SO

- Dashboard
- New Registration
- New Re-Registration
- Search

Verification Officer

PDG Application

- Forces AG
- Forces AD
- Forces Checking Officer
- Forces SO



Department of Pensions
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Widows'/Widowers and Orphans Pension Scheme-Application Judicial and Civil Officers Source Document

Reference: 1716886

Personal Information	
Name	Mr. Mahagamage Sajan
NIC	960093178V
Mobile Phone	0718610887
Date Of Birth	1996-01-09
Gender	male
WWOP Number	M/0122919
Date of Birth	01/09/1996
Gender	male
Address	No 161, 03 Detagamuwa, Kataragama.

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.

PMS V2

- Head Office Accountant
- Chief Accountant
- Director General
- Divisional Secretary
- W&OP Registration & Re-Registration
- Registration SO.
- Dashboard
- + New Registration
- + New Re-Registration
- Search
- Verification Officer
- PD6 Application
- Forces AC
- Forces AD
- Forces Checking Officer

DOCUMENT | AWARD - Google Chrome

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THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA WIDOWS' AND ORPHANS' PENSION SCHEME
මූල්‍යන්තර සඳහා මෙම පත්‍රය නියුත් කළ ඇති සේවකයා මරුත්ම අභ්‍යන්තර ඉඩයුත් තීමත
සාමූහික පත්‍රය MEMBER'S CARD අංකක්ත්වා ඇති

Name/යොමුවා නම	Mahagamage Sajan	
Address of Member/සෑසා	No 161, 03 Dettagamuwa, Kataragama.	
NAME in pun	W & OP No /Dn. & P. District	M/0122979 Mahagamage Sajan
Identification	Old NIC	960093178V
W&OP Number	M/0122979	
Date of Birth	01/09/1990	
Gender		

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

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
1	111328	xfgdffgh hfghfghf	141414414141	5000019	
2	111324	Sugath perera U	170478787877	2	
3	111322 *	Weragalage Dona Ishari Dilanka	916472072V	5000018	
4	111320 *	Munilyandy Sivakumar	710713324V	5000019	
5	111319 *	Niththyananthan Sivarajan	881130866V	5000016	
6	111318 *	Mohammadhu Farook Maheesha Nizrin Farook	916034298V	5000013	
7	111317 *	Thiyakaraja Kissanthini	917462402V	5000020	
8	111315 *	Paraherage Jayarathna	620330264V	5000004	
9	111284	Kasun Maduranga	902856932V	5000017	

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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(Accrued Incomplete Application)

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

W&OP Registration - Approved Incomplete Application

Reference No : 1728844

View Documents Complete Application

1

2

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

W&OP Registration - Approved Incomplete Application

Reference No : 1728836

View Document

1

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 .

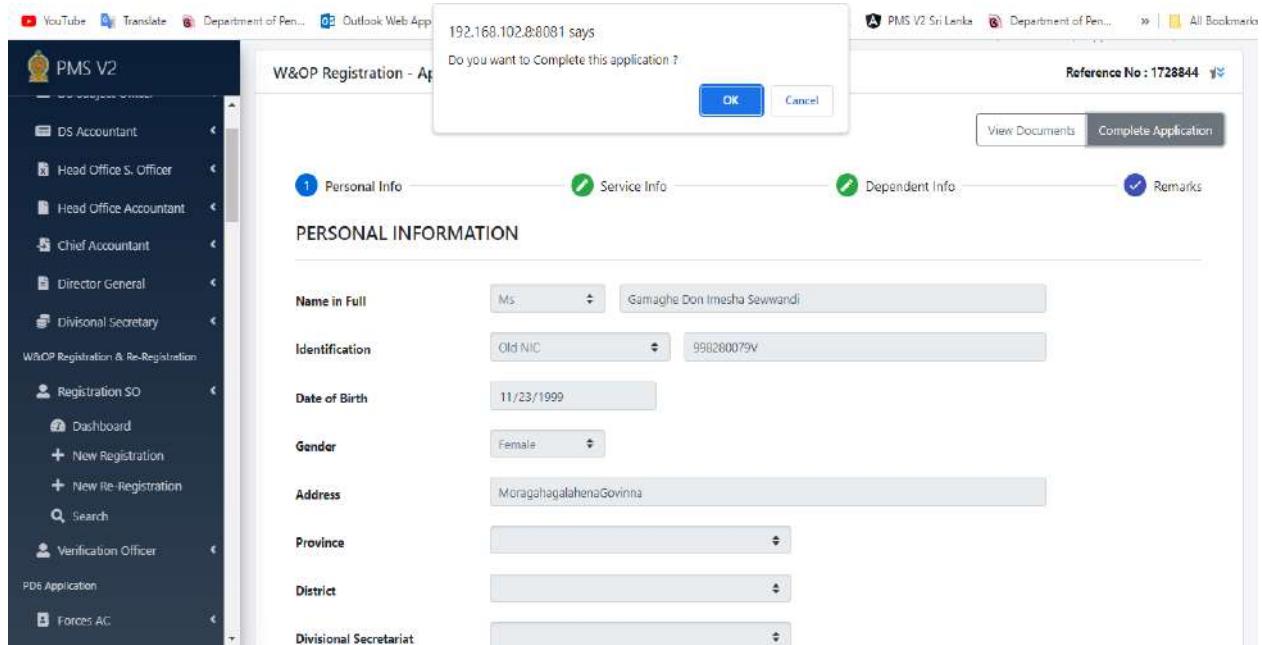


Image 16.III: Interface of Approved Application Tile

An opportunity is given here to perfect the application.

Let's click the View Button(Approved Application)

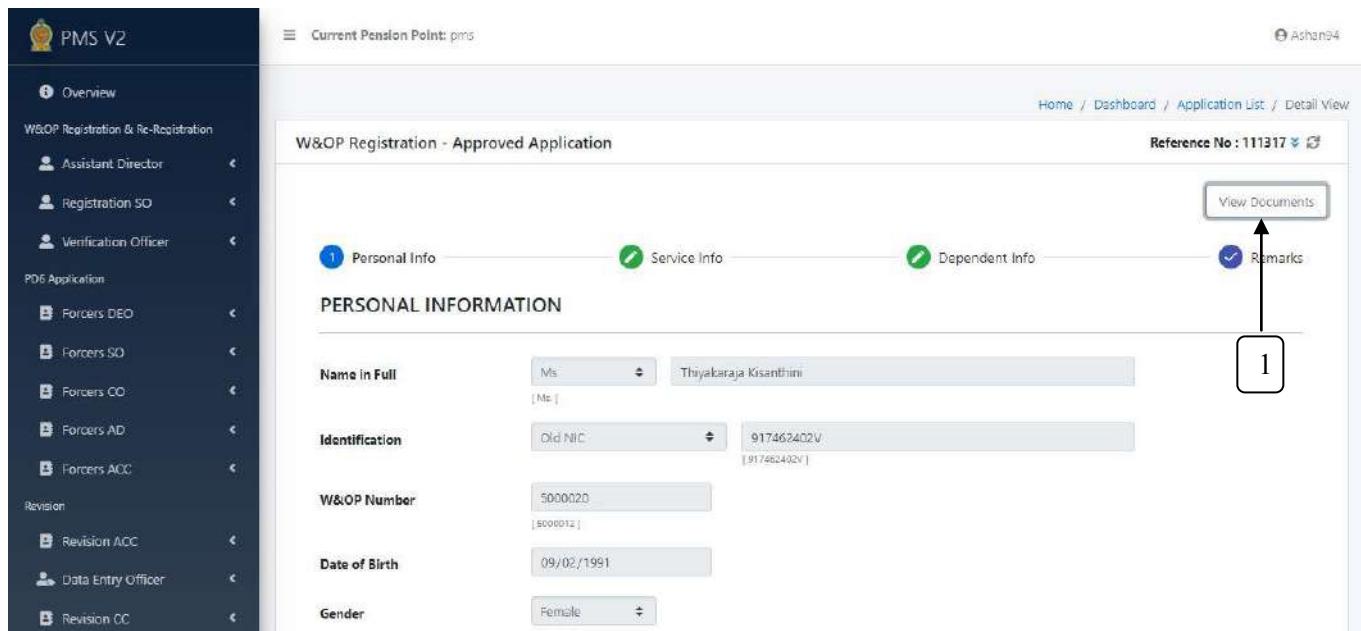


Image 16.IV: Interface of Approved Application Tile

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

The screenshot shows the 'W&OP Registration - Approved Application' interface. At the top right, the reference number 'Reference No : 111317' is displayed. Below it is a 'View Documents' button. The main area is divided into two sections: 'PERSONAL INFORMATION' on the left and a document viewer on the right.

PERSONAL INFORMATION

Name in Full	Ms. [Ms.]	Thiyakaraja Kisanthini
Identification	Old NIC	917462402V [917462402V]
W&OP Number	5000020	[5000012]
Date of Birth	09/02/195	
Gender	Female	[Female]

View Document English

1) Certified copy of the NIC

Document not Found !

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.

#	REF. NO	NAME	NIC	WNOP NO	OPTIONS
1	111328	sdgdhigh hfghighf	141414414141	5000019	
2	111326	Dilruwan Sampath Ranawaka	121212121212	5000023	
3	111324	Sugath perera U	17847878777	2	
4	111322	Weragalage Dona Ishari Dilanka	916472072V	5000018	
5	111320	Muniyandy Sivakumar	71071324V	5000021	
6	111319	Niththyananthan Sivarajan	88130866V	5000016	
7	111318	Mohammadhu Farook Maheesha Nizrin Farook	916034296V	5000013	
8	111317	Thiyakaraya Kisanthini	917462402V	5000020	
9	111315	Paraherage Jayaratna	620330264V	5000004	
10	111284	Kasun Maduranga	902656932V	5000017	

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

When you click on Print Member Card button, following interface will appear

WNOP NO	OPTIONS
5000019	
5000023	
2	
5000018	
5000021	
5000016	
5000013	
5000020	
5000004	
5000017	

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.

Let's click the Search Button

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

REF. NO.	MEMBER NAME	ID NUMBER	CURRENT STATE	OPTION
1728826	Sithamparillai Piratheepa	998030817V	100 - Saved Incomplete Application	

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.

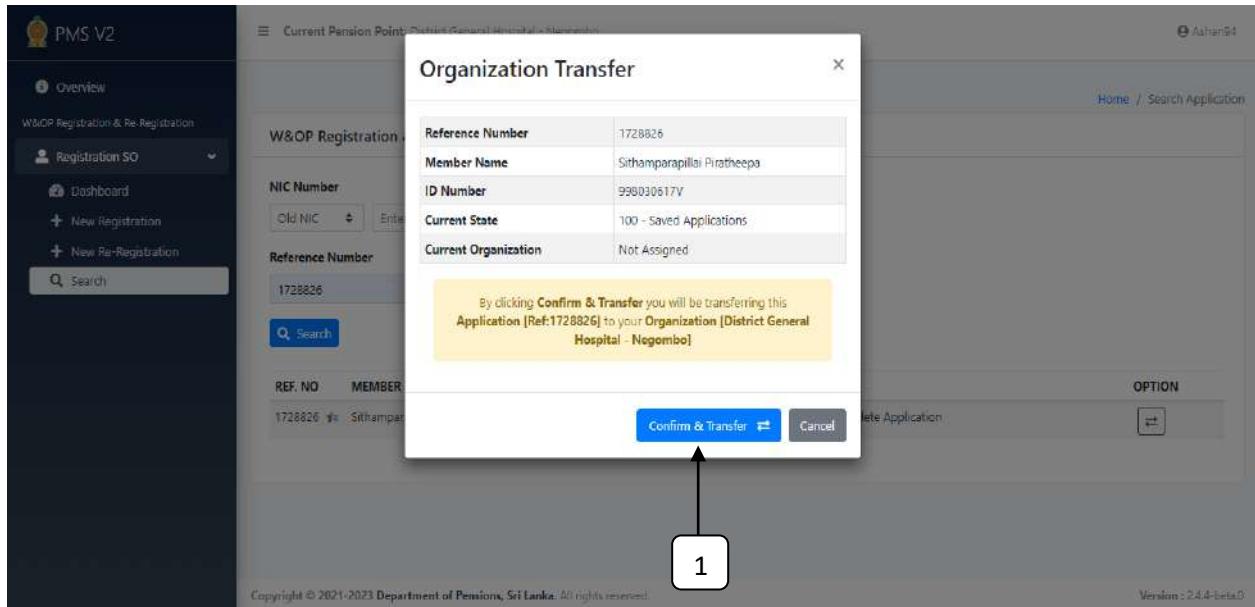


Image 18.II: Interface of Approved Application Tile

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.