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

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

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 - <u>wopnumbers@pensions.gov.lk</u> 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 O M	ale O Female (Please mark the relevant field as \checkmark)
Profile Picture (Please subm	it 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

Spouse Information

Name
NIC
Date of Birth
Relationship to the member O Wife O Husband
Birth Certificate No
Address
Mobile No
Status O Married O Divorce
If Divorced Date of divorced
Date of Marriage
Marriage Certification No
Living Status O Alive O 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				
Secretariat				
Grama Niladhari				

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 <u>www.pensions.gov.lk</u> address bar and enter in the website of the Department of Pensions.



image 01 : <u>www.pensions.gov.lk</u>

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:

Department of Pension	ns Sign In
	Sign in to your account
	Usemame
	Password
	Login Forgot password?
Don't have an account ? Register New }	Variante 22.44
	VE 30(1, action

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.

👰 PMS V2	E Current Pension Point: District General Hospital - Nagombo 🕒 Advan54
Overview WitcDP Registration & Re-Registration	Welcome to Pension Management System
Registration SO(WOP)	Vision
 Dashboard New Registration New Re-Registration 	A Pensioners' community highly satisfied in economic and social aspects. Mission
Q Search	Offering Legal benefits to pensioners of public services and their beneficiaries, ensuring satisfaction of both recipients as well as service providers at an excellent level intertwining public sector with private sector through applications of modern technology and sustainabale mnagement techniques. Value Statement
	To lend the hand to ensure social and economic satisfaction of pensioners' community whilst respecting professional skills of internal and external recipients and partners, keeping trust on their capabilities, giving prime place to their integrity in profession, establishing procedures and standards, ensuring the accuracy in financial processes and introducing necessary innovations, ensuring transparency in management processes and decisions and promoting sustainable utilization of water, electricity and other physical and biological resources.
	Copyright © 2021-2023 Department of Pensions. Sri Lanka. All rights reserved. Version : 24.3-bets.D

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 :

				Home / Di
Registration & Re-Registration	W&OP Registration and Re-registra	tion - Dashboard		
Dashboard	Registrations			
New Registration New Re-Registration Search	Saved Applications	Returned Applications 0	Rejected Applications	Submitted Applications 0
	Approved Applications 0			
	Re-Registrations			
	Saved Applications 0	Returned Applications	Rejected Applications 0	Submitted Applications 178

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.

👰 PMS V2		Current Pension Point: pms			O Ashan94
Overview					Home / New Registration
W&OP Registration & Re-Registratio	tion	W&OP - New Registration			
Assistant Director	۰ ۲	NOTE : * Please fill & correct required	fields before continue the process, inv	slid fields are highlighted in RED color.	
Registration SO		Rereated Into	Sanura Inte	Dependent Infr	Done
+ New Registration		Personan into	G SERVICE MID	Contraction of the second seco	O Daile
+ New Re-Registration	1	PERSONAL INFORM	ATION		
Q Search	121	Name in Full	• Name	n Bull	
Verification Officer	ć	Mar / Trings Station 1		-	
PDE Apprestion		Identification	•	Identification	
B Forcers SD	,	Date of Birth	mm/dd/yyyy		
E Forcers CO		Gender	+		
Forcers AD	ć	Profile Picture		* This Photo will be appeared in the W&OP Documents.	
Forcers ACC	•			* Conditions X • Required • Photo Common (and incoming)	
Revision			Profile Picture	 Photo size should be less than 2MB Photo size 128px X 166px (Passport Size) 	
				Profile Picture Required	
		Address	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 a Ordained?	No	*	
					Next
					L
		Copyright © 2021-2024 Department of P	ensions. Sri Lanka. All rights reserved.		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:

👰 PMS V2	E Current Pension Point:	pms				O Ashan94
Overview						Home / New Registratio
Assistant Director	W&OP - New Registr	ation				
Registration SQ	NOTE : * Please fill & corre	ct required fields before continue the	process, inv	alid fields are highlighted in RED color.		
Dashboard	Personal Info	2	Service Info	Dependent	Info	Done
+ New Registration		CORMATION				•
+ New Re-Registration	PERSONAL IN	FORMATION				
Verification Officer	e Name in Full	Mr 🗢	Kamal K	Cumara Deshpriya		
DE Application	Identification	Old N/C	•	894526983V	1	
Forcers DEO	c			veccozes//X		
E Forcers SO	c Date of Birth	06/05/1989				
E Forcers CO	< Gender	Male 🗘				
E Forcers AD	¢			* This Photo will be appeared in the W&OP Documents		
E Forcers ACC	<			* Conditions ✓ • Required		
Revision		and the second		 Photo Format (png.jpg) Photo size should be less than 2MB 		
		Y		 unoto sciel (cspx k (copx (viscoort scie)) 		
		ALL STREET	RA.			
	Address	No 58,Panchikawatta	Road,Malig	awatta,Colombo 10		
	Province	Western		\$		
	4.499.000					
	District	Colombo		+		
	Divisional Secretariat	Colombo		+		
	Grama Niladhari Divis	sion Panchikawatta		\$		
	Contact No (Mobile)	0715896325				
		Arenta month				
	Contact No (Land)	0112387903				
	E-mail Address	kamal@gmail.com				
	Official Phone Number	er 0112698125				
	Official Fax Number	0112698125				
		10				
	Are you a Ordained?	EVO.		1 (St)		
						[stores]
						IVEXL
	Copyright © 2021-2024 Depart	tment of Pensions. Sri Lanka. All rights	reserved.			Version : d

Image 04.1: 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:

PMS V2 Overview Vi&OP Redistration & Re Registration verification Officer	Personal Info	Service Info ON	💋 Dependent Info	Save Edit View Documents
Assistant Director 4	Recruited Type	+		
Legistration SO <	Service	Management Assistant -Non Tech	\$	
+ New Registration	Designation	Managerial Assistant	\$	
 New Re-Registration Q Search 	Current Institute	pms		
WOP Remittance Collection	Date of Recruitment	08/01/2000 D08:1974-08-27		
EHO Accountant <	Age at the Date of Appointment	25 🖉		
🌲 Gen 55 Sathkara 🛛 🔇	Salary Code at Recruitment	AS-4-2021 •		
2. PSPF Data Entry Officer <	Back			Next

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".

👷 PMS V2	Current Pension Point: Distr	ict General Hospital - Negombo		⊖ Ashan94
Overview W&OP Registration & Re-Registration Registration SO	W&OP - New Registratio	n		Home / New Registration
Dashboard New Registration New Re-Registration Q Search	NOTE : * Please fill & correct rec Personal Info DEPENDENTS INF	uired fields before continue the process. Invalid fields are high Service Info FORMATION	lighted in RED color.	Done
	Marital Status	¢ Married Unmarried Separated Divorced Wiclow Wiclow		Next
	Copyright © 2021-2023 Departmen	t of Pensions, Sri Lanka. All rights reserved.	Nam Danistantian (Danan dant In	Version : 2.4.4-beta.0

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.

👰 PMS V2		E Current Pension Point: pms				e Ashan94
Overview W&OP Registration & Re-Registratio	ion ¢	W&OP - New Registration				Home / New Registration
Registration SO Dashboard	~	NOTE : * Please fill & correct requ	iired fields before continue	the process, invalid fields are highlig	1 Dependent Info	A Done
New Registration New Re-Registration		DEPENDENTS INF	ORMATION			
 Search Verification Officer 	٢	Marital Status	Married	٠		
PD6 Application		Spouse Information				
Forcers DEO	٢			No Spouse/Guardian	Information	
Forcers SO	۲	Add Spouse +				
B Forcers CO	٢					
Forcers AD	¢	Dependent Informat	ion	No Demondent Info		
E Forcers ACC	۲.	Add Dependent +		No Dependent int	unation .	
Revision						
		Back				Next
		Copyright © 2021-2024 Department	of Pensions. Sri Lanka. All rig	phts reserved.		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:

🖞 PMS V2		A manual late	A	147.	n		🖉 Remarks
Overview		Add Spouse			×		
	80 - E	Name	1				
 Verification Officer Assistant Director 	- * - *	Identification	•	Identification			
2. Registration 5D	с	Date of Birth	mm//dd/yyyy			DATE OF	ACTIONS
	_	Relationship	1	÷		UCAIN	Remove
	- 1	Birth Certificate NO					
Q Search DP Remittance Collection	- 1	Address					
L Data Entry Officer	. s	Mobile No					
🚊 HO Accountant	14	Status		\$			
n55 Application		Date of Marriage	mm/dd/yyyy	Þ.			Next
		Marriage Certificate NO					
SPEPF Data Entry Officer	<u>е</u>	living status	1	٠			Verv
		Province	1	•			
		District	[*			
		Divisional Secretariat	l	*			
		Grama Niladhari Division	L	٠			
					Add		

Image 04.3.1.1: 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.

👰 PMS V2		Current Decision Delet- unit				Ashan94
Gverview	_ 1	Add Dependent			^ »	ashboard / Application List / Detail View
	2	Name	1			Reference No : 8866826
🚨 Ventication Officer						
🚨 Assistant Director		Relation	l	*		Save Edit View Documents
2 Registration SO	- e	Date of Birth	mm/dd/yyyy			A Taranta
 Dashboard How Registration 		Parent	ſ		٠	Remarks
		Identification	\$	Identification		
		Address				
🚨 Data Entry Officer	•	Mobile				
💄 HO Accountant	. с	Is Disabled	🔿 Yes 🔘 No			DATE OF DEATH ACTIONS
55 Application La Gen 55 Sathkara	с	Province	1	\$		Refinence
	_	District		٥		
PSPF Data Entry Officer	1	Divisional Secretariat	L	\$		
		Grama Niladhari Division		*		
					Add	Next
		Copyright © 2021-2024 Department	of Pensions, Sri Lanka, All rights reserved			Version : day

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. If you are a male officer,

👰 PMS V2	E Current Pension Point: Dist	rict General Hospital - Negombo		🖯 AshanB4
Overview W&OP Registration & Re-Registration	W&OP - New Registratio	n		Home / New Registration
Registration SO A Dashboard New Registration New Re-Registration Q Search	NOTE : * Please fill & correct re	quired fields before continue the process, invalid fields are h	ighlighted in RED color. 3 Dependent Info	One
	Marital Status	Unmarried ÷ Center : Male		
	Back			Next
	Copyright © 2021-2023 Departme	it of Pensions, Sri Lanka. All rights reserved.		Version : 24.4-beta.0

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. If you a a female officer,

👰 PMS V2				Home / New Registration
Overview WR/OB Benjstration & Ba Banistration	W&OP - New Registration			
Registration SO	NOTE : * Please fill & correct requ	ired fields before continue the process. Invalid fields are hi	ighlighted in RED color.	
🙆 Dashboard	Personal Info	Service Info	Opendent Info	O Done
New Registration New Re-Registration	DEPENDENTS INFO	ORMATION		
Q, Search	Marital Status	Unmarried Gender Female		
	No Dependent Informatio	0		
	Back			Next
	Copyright © 2021-2023 Department	of Pensions, Sri Lanka. All rights reserved.		Version : 2.4.4-beta/

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.

👷 PMS V2		Add Dependent	N.		×	Dashboard / Application List / Detail View
Overview						Reference No : 8866815
WBOP Registration & Re-Registration		Name				
🚢 Ventication Officer	1	Relation	1	•		Save Edit View Documents
Assistant Director Registration 50	* *	Date of Birth	mm/dd/yyyy			🖉 Remarks
🚯 Dashboard		Parent	506220169V - Champa Muthuk	umarana	*	
+ New Registration + New Re-Registration		Identification	•	Identification		
Q Search		Address				
WOP Renittance Collection	•	Mobile				
💄 HO Accountant	4	is Disabled	🔘 Yes 🔘 No			
Gen55 Application	4	Province	1	•		Next
PDF		District		\$		
🍰 PSPF Data Entry Officer	×	Divisional Secretariat		\$		Version : dev
		Grama Niladhari Division		\$		
					Add	

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.

👰 PMS V2		Current Pension Point: pms			O Ashan94
Overview W&OP Registration & Re-Registration	ion				Home / New Registration
Assistant Director	•	W&OP - New Registration			
A Registration SO	~	NOTE : * Please fill & correct required fields before cor	ntinue the process. Invalid fields are highlig	ghted in RED color.	
Dashboard New Registration New Re-Registration		Personal Info DEPENDENTS INFORMATION	Service Info	Dependent Info	🖉 Done
Q Search	¢	Marital Status Separated	٠		
Pue Appression		Spouse Information			
Forcers SO	¢	Add Spouse +	tvo spouse/Guaroian	Information	
E Forcers CO	٢	Dependent Information			
E Forcers AD	۲		No Dependent In	formation	
Forcers ACC	٢	Add Dependent 🕂			
		Back			Next
		Copyright © 2021-2024 Department of Pensions. Sri Lanka	a. All rights reserved.		Version : dev

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.

👰 PMS V2		Current Pension Point: pms				Ashan94
Overview W&OP Registration & Re-Registrat Assistant Director	tion ¢	W&OP - New Registration				Home / New Registration
Registration SO	~	NOTE : * Please fill & correct requ	ired fields before continue the	process. Invalid fields are highlig	phted in RED color,	
 Dashboard New Registration New Re-Registration 	n	Personal Info		ervice Info	3 Dependent Info	🕗 Done
Q Search	(SAV	Marital Status	Divorced	•		
Verification Officer	ć					
PD6 Application		Spouse Information				
Forcers SO		Add Spouse +		No Spouse/Guardian	information	
E Forcers CO	<u>۴</u>	Dependent Informat	ion			
Forcers AD	Č.			No Dependent In	formation	
Forcers ACC	٢	Add Dependent +				
Revision		Back				Next
		Copyright © 2021-2024 Department	of Pensions. Sri Lanka. All rights	reserved.		Version : dev

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.

👰 PMS V2		Current Pension Point: pms				O Ashan94
Overview W&OP Registration & Re-Registration Assistant Director	ian ¢	W&OP - New Registration				Home / New Registration
Registration SO		NOTE : * Please fill & correct required f	fields before continue ti	he process, invalid fields are highlig	hted in RED color.	
Dashboard Hew Registration New Re-Registration		Personal Info DEPENDENTS INFORM		Service Info	3 Dependent Info	Ø Done
Q Search		Marital Status	Widow	٠		
PDf Application		Spouse Information				
Forcers DEO				No Spouse/Guardian	information	
Forcers SO		Add Spouse +				
E Forcers CO						
E Forcers AD		Dependent Information		No Dependent int		
Forcers ACC		Add Dependent +		No Dependent in	ormation	
Revision						
		Back				Next
		Copyright @ 2021-2024 Department of Per	nsions. Sri Lanka. All rig	hts reserved.		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.

👰 PMS V2		E Current Pension Point: pms				O Ashan94
Overview W&OP Registration & Re-Registration Assistant Director	ion ¢	W&OP - New Registration				Home / New Registration
Registration SO	~	NOTE : * Please fill & correct require	d fields before continue the proces	. Invalid fields are highligh	nted in RED color,	
Dashboard		Personal Info	Ø Service	Info	3 Dependent Info	Ø Done
New Registration New Re-Registration		DEPENDENTS INFOR	RMATION			
Q Search			Casa -	27		
2 Verification Officer	۲	Marital Status	Widower	÷		
PD6 Application		Spouse Information				
Forcers DEO	٢			No Spouse/Guardian I	information	
Forcers SO	۰	Add Spouse +				
E Forcers CO	٢					
Forcers AD	¢	Dependent Information	n	11025 N. 117.		
Forcers ACC	¢			No Dependent Info	ormation	
Revision		Add Dependent +				
		Back				Next
		Copyright © 2021-2024 Department of	Pensions, Sri Lanka, All rights reserve	d.		Version : dev

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.

👲 PMS V2	E Current Pension Point: pms.	O Ashan94
Cverview		Home / New Registration
WikOP Registration & Re-Registration	W&OP - New Registration	
Assistant Director •	NOT a Store BL Store and an ind Falls before an inter the same trade falls on his black of a RTB same	
🚨 Registration SO 🛛 👻	NOTE : " Helde the & correct required tierds before contanue the process, invalid tierds are highlighted in RED color.	
Dashboard	Personal Info 🖉 Service Info 🦉 Dependent Info.	(Done
+ New Registration		
+ New Re-Registration		
Q, Search		
Verification Officer		
PD6 Application		
E Forcers DEO <	1 P =	
Forcers SO	C C	
E Forcers CO		
Forcers AD	Save Application	
Forcers ACC	Click "Save Application" button to Save the Application.	
Revision		
1.124 million		
	Back	
	Copyright @ 2021-2024 Department of Pensions, Sri Lanka, All rights reserved.	Version : dev



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.

n & Re-Registration					
ion SO <	W&OP Registrati	ion - Saved Applications			ø
	NIC Number			All Applications	¥
	Old NIC \$	Enter NIC Number			
	Reference Number				
	12023 0				
	Enter Reference Nur	mber			
	Enter Reference Nur				
	Conter Reference Nur				
	C Search # REF. NO \$	NAME	NIC	OPTIONS	
	Enter Reference Nur Q Search # REF. NO \$ 1 8866816	NAME Sadun Gunasekara	NIC 198548796541	OPTIONS	
	Enter Reference Nur Q. Search # REF. NO \$ 1 8866816 2 1728921	NAME Sadun Gunasekara Patabendige Kasun Perera	NIC 198548796541 894125896V	OPTIONS	
	Enter Reference Nur Q. Search # REF. NO ‡ 1 8866816 2 1728921	NAME Sadun Gunasekara Patabendige Kasun Perera	NIC 198548796541 894125896V		
	Enter Reference Nur Q Sparch # REF. NO \$ 1 8866816 2 1728921	NAME Sadun Gunasekara Patabendige Kasun Perera	NIC 198548796541 894125896V		

Image 05.1: Interface of Saved Application Tile

1 | 2

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

Overview				Home / Dashboard	/ Application List / Detail
BOP Registration & Re-Registration	W&OP Registration - Save	ed Application			Reference No : 886681
Registration SO <					
🙆 Dashboard				Save	Edit View Documents
+ New Registration					
+ New Re-Registration	1 Personal Info	Service Info	🖉 D	ependent Info	🖉 Remarks
Q Search	PERSONAL INFOR	MATION			
	Name in Full	Mr 🔶 Sadun G	dunasekara		
	Identification	New NIC +	198548796541		
	Date of Birth	06/10/1985			
	Gender	Male 🕈			
	Address	Kandy Road Colombo			

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 information can be changed, if required.

Information can be updated by clicking on the 'Save' button. Then the following interface will apear.

🔼 YouTube 💺 Translate 🐻 Departm	nent of Pen 💽 Outlook Web App	sathkara.pension	ns.gov.lk sa	ауб		PMS V2 Sri Lanka 👸 De	partment of Pen 🔅 📙 All Bookma
👮 PMS V2	E Current Pension Point: Dis	Do you want to Sa	ve this appli	cation ?			😌 Ashan94
Overview					OK Cancel	Home / Da	shboard / Application List / Detail View
W&OP Registration & Re-Registration	W&OP Registration - Sa	ved Application					Reference No : 1728921
Registration SO <							
Dashboard							Save Edit View Documents
New Registration							
+ New Re-Registration	Personal Info		🖉 S	ervice Info		Ø Dependent Info	🖉 Remarks
Q, Search	PERSONAL INFO	RMATION					
	Name in Full	Mr	¢	Pataben	áge Kasun Perera		
	Identification	Old NIC		÷	894125896V		
	Date of Birth	05/09/1	988				
	Gender	Male	¢				
	Address	No 38/A	Kandy Road	Colombo			
	Province	Western			٠		

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.

&OP Registratio	on - Saved Application				Referen	nce No : 1113	29 😥
				Save	Edit	View Docu	ment
Personal In.	Ø Service In Ø Dependent In	💋 Remar	View Document • 🖉 English • 🖉	ų	pload Do	cuments 🤱	=
FERSONAL	INFORMATION		1) Certified copy of the NIC				
Name in Full	Miss 🗢 Dfsdfd						
Identification	New NIC \$ 15445555555						
Date of Birth	09/06/195						
Gender	Male. \$		<u>لم</u>				
Pro <mark>f</mark> ile Picture	This Photo will be appeared in the WXCP Documents. Conditions X • Required		Document not Four	nd I			

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.

👾 PMS V2		Current Pension Point: pms	O Ashan94
Overview			Home / Dashboard / Upload
WSOP Registration & Re-Registration	a.	W&OP Registration and Re-registration - Upload Documents	
Verification Officer	۲		
🚢 Assistant Director		REFERENCE NO : 8866825 NIC : 747401720V	
🚨 Registration SO	٠	Gender : Female	
Dashboard		Date Of Birth : 1974-08-27	
+ New Registration		Date Of Recruitment : 2000-08-01 Ade at Recruitment : 25	
+ New Re-Registration			
Q Search			
WOP Remittance Collection		NOTE : Please upload all the files in PDF format. The Maximum file size is 2MB.	🔕 English +
	141	Compulsory Files	
		Certified copy of the NIC	
🚨 HO Accountant	<u>ن</u> ه	 Certified copy of the Permanent and Pensionable Appointment Letter 	
Gen55 Application		Duly perfected Application	
🚢 Gen 55 Sathkara	٠		
PSPE			
2. PSPE Data Entry Officer	(e)	Please Select a Document Type to View a Document Or upload a Document.	
		Select Document Type -	
		Submit to Approval	
		Copyright © 2021-2024 Department of Pensions. Sri Lanka. All rights reserved.	Version 1 dev

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.

👰 PMS V2	E Current Pension Point: pms	🕒 Ashanba
Overview WikOP Registration & Re-Registration		Home / Dashboard / Upload
🚨 Verification Officer 🛛 <	WOUP Registration and Re-registration - Upload Documents	
💄 Assistant Director 🛛 🔸	REFERENCE NO : 8866826 NIC : 747401720V	
Registration SO C Dashboard New Registration New Re-Registration	Gender: Female Date Of Birth: 1974-08-27 Date Of Recruitment: 2000-08-01 Age at Recruitment: 25	
Q Search WDP Remittance Collection UDP Remittance Collection Data Entry Officer (HO Accountant (Gents Application (Gents Sathkara (HO Accountant (HO A	NOTE : Please upload all the files in PDF format. The Maximum file size is 2MB. <u>Computery Files</u> Certified copy of the NIC Certified copy of the NIC Duly perfected Application Select Document Type =	English •
SPF Data Entry Officer <	1) Certified copy of the NIC	
	Decument Choces file Browso Upfood the Document a 2	
	Copyright © 2021-2024 Department of Pensions, Sri Lanka, All rights reserved.	Version : dev

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..

/ouTube 🐚 Translate 🙆 De	partm 🛇 Source Document - 10/4/2023 - Go	oogle Chrome	1 70
PMS V2	about:blank		
Head Office Accountant	-	Department of Pensions	0
Chief Accountant <		විශුාම වෘටුප් දෙසාර්තමේන්තුව	U
Director General		ஒய்வூதியத் திணைக்களம்	ලි ලංකා වැලාම මූහරාන ඉත්හ Sri Lanka Penakona
Divisonal Secretary (Widows'/Wid	owers and Orphans Pension Scheme-Application Judical a	nd Civil Offcers
P Registration & Re-Registration		Source Document	
Registration SO 4	Poferonce: 1715005		
Dashboard	Reference. (7 tobbu		
+ New Registration	Personal Information	11 000 000	
	Name	Mr. Mahapamage Salah	
+ New Ro-Registration			
+ New Re-Registration	NIC	960093178V	
+ New Re-Registration Q Search	NIC Mobile Phone	9600931789V 0718610887	
+ New Re-Registration Q. Search Verification Officer <	NIC Mobile Phone Date Of Birth	960093178V 0718610887 1996-01-09	
+ New Re-Registration Q. Search Verification Officer <	NIC Mobile Phone Date Of Birth Gender	960093178V 0718610887 1996-01-09 male	
+ New Re-Registration Q. Search Verification Officer < polication	NIC Mobile Phone Date Of Birth Gender W20P Number	960093179V 0718610887 1996-01-09 male	
H New Re-Registration Search Venification Officer opilication Forces AG	NIC Mobile Phone Date Of Birth Gender WXXOP Number	960093178V 0718610887 1996-01-09 male Wrotc29ta	
H New Re-Registration Search Verification Officer polication Forces AC Forces AD	NIC Mobile Phone Date Of Birth Gender WaxOP Number Date of Birth	960093178V 0718610887 1996-01-09 male Metricology 01/08/1996	
How Re-Registration Search Verification Officer Apolication Forces AC Forces AD Forces Checking Officer	NIC Mobile Phone Date Of Birth Gender Date of Birth Gender	960093178V 0718610887 1996-01-09 male Wr0122919 01/09/1996	

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.

🍥 PMS V2		Wa	OP Registra	tion - Rejected Applications		a
			tor negistre	non Agerea Appleators		~
DS Accountant	۰. ۲	NIC	Number			All Applications
Head Office S. Officer	e	O	d NIC 🜩	Enter NIC Number		
		Refe	arence Numbe			
Head Office Accountant	۲.	En	tor Deference 8	umber		
👌 Chief Accountant		-		unibe)		
Director General	¢	٩	Search			
💣 Divisonal Secretary		#	REF. NO \$	NAME	NIC	OPTIONS
W&OP Registration & Re Registration		11	1728819 🖠	Ihala Arachchile Gedara Navodya Tharangani Weerak	toon 997954270V	
Pagistration SO		12	1728811 🛊	Wimalasenage Rumesha Tharangani Kumara	997852000V	@
 Registration 30 		13	1728807 🖠	Rubasinghage Shehani Rashmila	997803531V	0
Dashboard		14	1728802	Raigama Vidanelage Ruwini Swamamali Perera	997750600V	0
+ New Registration		15	1720704	wadana Luanaga Chamada Niimani	0075022770	
+ New Re-Registration		13	1/20/94 1	weynena Liyanage Chamoda Nirmani	3310052114	
Q , Search		16	1728788	Kaludura Sugathapala Thabrewge Darshika Sandama	/ii 997651944V	@
💄 Verification Officer		17	1728781 🖠	Hewa Kuda Anthonige Ishara Nethmini Priyaranjana	997562623V	O
PD6 Application		18	1728763 🖠	Piumachchari Nekathige Hansima Narthani De Lanka	997321340V	
E Forces AC		19	1728731 🛊	Thangaraja Sabeetha 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

👰 PMS V2	W&OP Registration - Appro	oved Incomplete Application	Reference No : 1728844 15
DS Accountant			View Documents Complete Application
🖥 Head Office S. Officer 🔹 📢	Personal Info	O Service Info	t Info
Head Office Accountant			
🚦 Chief Accountant 🛛 🤞	PERSONAL INFORM	MATION	
Director General	Name in Sull	Mr 🔹 Gamanha Don Imarka Sawyandi	1 2
🗃 Divisonal Secretary 🔹 📢	Name in Pan	ena 👻 contragio scor muchas servera da	
W&OP Registration & Re-Registration	Identification	Old NIC	
🚨 Registration SO 🛛 🔍	Date of Birth	11/23/1999	
 Dashboard New Registration 	Gender	Female 🗢	
+ New Re-Registration	Address	MoragahagalahenaElovinna	
Le Verification Officer	Province	*	
PD6 Application	District	۵.	
B Forces AC 4	Divisional Secretariat	÷.	

Image 06.1: Interface of Approved Incomplete Application Tile

1. Let's click the ViewDocuments Button

&OP Registratio	n - Rejected Incomplete Application	Reference No : 1728767
		View Documents Complete Applicati
1 Personal In.	🧭 Service In 🥥 Dependent In 🌏	Remar View Document *
PERSONAL	INFORMATION	
Name in Full	Ms 💠 Weerakoon Mudiyanselaga Ishani Eranga W	1) NIC Copy
Identification	Old NIC \$ 997352742V	
Date of Birth	06/22/195	G
Gender	Fema 🕈	La الم
Address	7/1Thalkotuwa,WalalaMenikhinna	Document not Found !
Province	*	
District	•	
Divisional	*	

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.

🖸 YouTube 🔩 Translate 🧕	Departm	ent of Pen. 03 Outlook Web App	192.168.102.8:8081 says	PMS V2 Sri Lanka	🔞 Department of Pen 😕 🧾 All Bookm
PMS V2		W&OP Registration - Re	Do you want to Complete this application ?		Reference No : 1728767 🛭 🦋
DS Accountant	<		Cancel) (View Documents Complete Application
Head Office S. Officer	۲.	Derroual Info	Canica lais	Densedant lafe	Damader.
📔 Head Office Accountant	•	Personal Info	Service had	bependent mid	Kentans
Chief Accountant	۰.	PERSONAL INFO	RMATION		
Director General	۰.	Name in Full	Ms	Weerakoon	
Divisonal Secretary	٠				
W8:OP Registration & Re-Registratio	9 //	Identification	Old NIC 997352742V		
💄 Registration SO	۲	Date of Birth	08/22/1999		
 Dashboard How Registration 		Gender	Female		
+ New Re-Registration Q Search		Address	7/1Thalkotuwa, Walala Menikhinna		
2 Verification Officer	.«	Province	*		
PD6 Application		District	•		
Forces AC	×	Divisional Secretariat	+		

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.

PMS V2	14/2	OP Persistratio	on - Peturned Applications		
		xor negistrati	on - Retained Applications		×
DS Accountant	NIC	Number			All Applications
🕈 Head Office S. Officer 🛛 📢	0	Id NIC 🗢 E	inter NIC Number		
Head Office Accountant <	Ref	erence Number			
- Chief Accountant		ter sererence Nun	loer		
🖹 Director General 🛛 🔸	<u> </u>	Search			
💣 Divisonal Secretary 🛛 🔇	#	REF. NO \$	NAME	NIC	OPTIONS
W&OP Registration & Re-Registration	11	1728811 🕼	Wimalasenage Rumesha Tharangani Kumara	997852800V	
Registration SO	12	1728807 18	Rubasinghage Shehani Rashmila	997803531V	
	13	1728802 🏂	Raigama Vidanelage Ruwini Swamamali Perera	997750680V	0
New Registration	14	1728794 🕼	Weyhena Liyanage Chamoda Nirmani	997683277V	0
+ New Re-Registration	15	1728788 😰	Kaludura Sugathapala Thabrewge Darshika Sandamali	997651944V	0
Q Search	16	1728781 🖈	Hewa Kuda Anthonige Ishara Nethmini Priyaranjana	997562623V	0
🚨 Venfication Officer 🛛 📢	17	1728763 🕼	Piumachchari Nekathige Hansima Narthani De Lanka	997321340V	0
PD6 Application	18	1728759 🕼	Heethagala Wathukarage Piyumi Lakshika Sumanaweera	997313127V	0
	19	1728735 🌾	Disanayaka Mudiyanselage Hashini Jananjani Disanayaka	997113381V	0
E Forces AC	20	1728731 🕼	Thangaraja Sabeetha Sewwandi	997074831V	0

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.

👰 PMS V2	W&OP Registration - Retur	ned Incomplete Application	Reference No : 1728811
DS Accountant			Save Edit View Documents
🖥 Head Office S. Officer 🛛 🔇	Personal Info	Service Info Dependent Info	Remarks
📓 Head Office Accountant 🔹 🤇			× 11
- Chief Accountant <	PERSONAL INFORM	MATION	
Director General C	Nama in Full	Ms Wimalasenarie Rumesha Tharannani Kumara	$\begin{bmatrix} 1 \\ 2 \end{bmatrix} \begin{bmatrix} 3 \\ 3 \end{bmatrix}$
Divisonal Secretary	Name in Pan		
W&OP Registration & Re-Registration	Identification	Old NIC \$ 997852800V	
Legistration SO	Date of Birth	10/11/1999	
 Dashboard New Registration 	Gender	Fernale 🕈	
 New Re-Registration Q Search 	Address	267/18ummalahenaGonapola	
Leverification Officer <	Province	*	
D6 Application	District	*	
E Forces AC <	Divisional Secretariat	\$	

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.

OP Registration	n - Returned Incomplete Application	Reference No : 111316 🚽
		Save Edit View Docume
1 Personal In	. 🛛 🔗 Service In 🥜 Dependent In 🛛 🤗 Rem	ar View Document - 🖉 English - 🖉
PERSONAL	NFORMATION	1) Certified copy of the NIC
Name in Full	Ms 🗢 John Anton Judejina Figarado	
	[Ms]	
dentification	Old NIC 935851955V	
	[0353510554]	
/&OP Number	5000009	
	Eecococo 1	
Date of Birth	03/25/199	Document not Found !
ender	Ferma 🗢	
	[Fernale]	

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.

👰 PMS V2	W&OP Registration - Retu	med Incomplete Application	Reference No : 1728811 🕫
DS Accountant	•		Save Edit View Documents
Head Office S. Officer	Barcanal Infa	Canica Info	to Domarka
Head Office Accountant	reisonarimo		
- Chief Accountant <	PERSONAL INFOR	MATION	
Director General <		Ver	
Divisonal Secretary	Name in Full	vvimalasenage kumesna inarangani kumara	
W&OP Registration & Re-Registration	Identification	Old NIC	
Legistration SO <	Date of Birth	10/11/1999	
 Dashboard New Registration 	Gender	Female •	
+ New Re-Registration	Address	267/1BummalahenaGonapola	
Leverification Officer <	Province	÷	
PD6 Application	District	+	
E Forces AC <	 Divisional Secretariat 	•	

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.

VouTube Translete Pop	rtment of Pen Current Pension Point: pm	192.168.102.8:8081 says Do you want to Save this application ?	Cancel	partment of Pen » 🧧 All Bookman O Ashandid
Head Office S. Officer	W&OP Registration - Ret	turned Incomplete Application	Home / Das	Reference No : 1728811
Head Office Accountant Chief Accountant Chief Accountant Director General Director General Chief Devicenal Secretary WKCP Benistration R. Be Benistration	1 Personal Info PERSONAL INFO	Service Info	Dependent Info	Saive Edit View Documents
La Registration SO	Name in Full	Ms	a Tharangani Kumara	
 Dashboard + New Registration 	Identification	Old INIC \$ 997852800	NV.	
+ New Re-Registration	Date of Birth	10/11/1999		
🚨 Verification Officer 🛛 <	Gender	Female 🗢		
PD6 Application	Address	267/18ummalahenaGonapola		
E Forces AC C	* Province	Western	•	

ರ್ಕೆಅಎ 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.

👰 PMS V2		wa	&OP Registrat	ion - Submitted Applications		Ø
Head Office Accountant	¢ *	NIC	Number			All Applications
🐴 Chief Accountant	¢	O	ld NIC 🔹	Enter NIC Number		Car Obbacanonia
Director General		Ref	erence Number			
🗿 Divisonal Secretary		Er	nter Reference Nu	mber		
W&OP Registration & Re-Registration	n	0	Search			
💄 Registration SO	•					
Dashboard		#	REF. NO \$	NAME	NIC	
+ New Registration		1	1728914	wdawdawd	120V	
+ New Re-Registration		Z	1728859 ¥	Randeniyage Sachni Manaasha	998490863V	<u> </u>
Q. Search		3	1728799 🔹	Gamhewa Manage Ashani Dilrukshi	997730925V	0
🚨 Verification Officer		4	1728774 1	Uswatta Liyanage Chathushi Denuwandi	997430B16V	0
🙆 Dashboard		5	1728773 🐩	Gale Kubure Arachchilage Thusharii Bandara	997422953V	Θ
PD6 Application		6	1728767 ቱ	Weerakoon Mudiyanselage Ishani Eranga Weerakoon	997352742V	0
Forces AC		7	1728759 🗚	Heethagala Wathukarage Piyumi Lakshika Sumanaweera	997313127V	•
Brecence		8	1728735 🍻	Disanayaka Mudiyanselage Hashini Jananjani Disanayaka	997113381V	0
E Forces AD	*	9	1728732 📌	Dilhara Wickramasinghe	997076290V	0
E Forces Checking Officer	۰.	10	1728727 🕼	Nugaliyadda Koralalage Hasinika Kavindi Nugaliyadda	997040392V	0

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.

👰 PMS V2		E Current Pension Point: pms					O Ashani
Overview						Home / D	Dashboard / Application List / Detail V
8.0P Registration & Re-Registrati	ion	W&OP Registration - Sub	nitted Application				Reference No : 111293
L Assistant Director	٠.	neer negenation - east	miles of products				
Registration SO	•						View Documents
🙆 Dashboard							
+ New Registration		Personal Info	💋 S	ervice Info		Dependent Info	Remarks
+ New Re-Registration	Ř.	PERSONAL INFOR	MATION				
Q Search							
L Verification Officer	۰.	Name in Full	Mrs 🗢	Harshani	Samarakoon		
🙆 Dashboard							
Reports		Identification	Old NIC	\$	968410720V		
6 Application		Date of Birth	03/01/1980				
Forcers DEO	٠.						
Forcers SO	۰.	Gender	Female 🗢				
Forcers CO	•	Profile Picture					
Forcers AD							

Image 08.1: 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.

		Home / Dashboard / Application List / Detail V
&OP Registratio	on - Submitted Incomplete Application	Reference No : 1728774 📲
		View Documents Complete Application
Personal In.	🖉 Service In 🧭 Dependent In	Semar
PERSONAL	INFORMATION	11 NIC COPY 22
Name in Full	Ms Uswatta Liyanage Chathushi Denuwandi	
dentification	Old NJC \$ 997430816V	
Date of Birth	08/30/195	
Gender	Fema 🕏	
Address	366MagammanaHomagama	
Province	•	

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.

W&OP Registration - Approved Applications W&OP Registration - Approved Applications Registration SO Dachboard Nor Number In Chumber Dachboard Nor New Registration New Regist	Registration & Re-Registratio						nome	/ Dashboard / Application re
Assistant Director C Registration SD NIC Number Dishboard Reference Number New Registration Reference Number New Registration Enter Reference Number Search C Sourch Verification Officer REF. No © NAME NIC WNOP NO OPTIONS B pashboard RE REF. No © NAME NIC WNOP NO OPTIONS I 111328 stgdright hightight 141414141 5000019 2 Porcers DLO S 111322 Weragalage Dona Ishari Dilanka 916472072V 5000018 Q Forcers DLO S 111329 Nithithigananthan Sivaranjan 881130866V 5000015 Q Q Forcers DLO G 111315 gie Nithithigananthan Sivaranjan 881130866V 5000015 Q Q Forcers DLO G 111315 gie Nathingananthan Sivaranjan 881130866V 5000015 Q Q Forcers DLO G 111315 gie Nithingananthan Sivaranjan 881130866V 5000015 Q Q Forcers DLO G 111315		0	W&OP R	Registratio	on - Approved Applications			ø
Registration SO NIC Number Dashboard Inter NIC Number New Registration Enter NIC Number New Registration Enter Reference Number Search C Search Search C Search Dashboard * P Dashboard * P Dashboard * P Control officer	Assistant Director	¢.						
D Dashboard Dot NIC € Enter Nic Number • New Registration Enter Reference Number • New Registration Enter Reference Number • Search • Search • Dashboard • REF. NO * NAME • Corcers DEO • 111322 strajdrigh hrightight • Torcers SO • 111322 strajdrigh koranjan • 1113129 strajdrigh Noranjan 881130866V 500015 • 1113129 strajdrigh Koranjan 881130866V 5000015 • 111312 strait Mohammadhu Farcok Mahesha Nizirin Farcok 916042202V 5000013 © R • 111315 strait Paraherage Jayarathna 50303264V 5000013 © R • 111315 strait Paraherage Jayarathna 50303264V 5000014 © R	Registration SO	٢	NIC Numb	ber	2			All Applications
New Registration Reference Number New Registration Reference Number Search Search Search Search Disaboard RE NME Reports Nic WNOP NO OPTIONS 2 111328 stigdtigh hightightightightightightightightightigh	2 Dashboard		Old NIC	÷ [8	nter NIC Number			
+ New Re-Registration Q. Search Verification Officer C. Search Q. Search Process DEO C. Search Porcers SD G. 111320 str Muniyandy Sivskumar S. 111320 str Muniyandy Sivskumar S. 111319 str Nich Muniyandhu Farcok Maheesha Nizrin Farcok 9 10642267V So00018 S. 111319 str Mohammadhu Farcok Maheesha Nizrin Farcok 9 111284 Kasun Maduranga 9 111284	+ New Registration		Reference	Number				
Q. Search Q. Search Verification Officer C. Sourch Z. Dashboard Z. REF. NO * NAME NIC WNOP NO OPTIONS B. Reports Australia 111328 xfgdthgh hfghrfghf 1414144141 5000019 9 53 Postcation 2 111328 xfgdthgh hfghrfghf 1414144141 5000019 9 53 Postcation 3 111320 sugath perers U 1784787877 2 0 R Forcers DEO 4 111320 ## Weragalage Dona Ishari Dilanka 916472072V 5000018 0 R Forcers CO 4 111320 ## Muniyandy Sivakumar 710713324V 5000019 0 R 5 111319 # Niththiyananthan Sivaranjan 881130865V 5000013 0 R 6 111317 # Thiyakangla Kisamthini 916034298V 5000013 0 R 6 111315 ## Paraherage Jayarathina 620330264V 5000014 0 R 6 111324	+ New Re-Registration		Enter Ref	erence Num	ber			
A verification Officer B pashboard # REF. NO * NAME NIC WNOP NO OPTIONS B Reports 1 111326 xfgdthgh hfghtight 1414141414 5000019 9 58 2 111324 Sugat perera U 17847878777 2 0 8 Forcers DEO 4 111322 * Weragalage Dona Ishari Dilanka 916472072V 5000018 0 8 Forcers CO 4 111320 # Muniyandy Skakumar 710713324V 5000019 0 8 Forcers CO 4 11138 # Mohammadhu Farcok Maheesha Nizrin Farcok 91694296V 5000018 0 8 Forcers CO 7 111317 * Thiyakangla Kisamthini Surarajan 881130865V 5000018 0 8 Forcers CO 6 111315 # Paraherage Jayarathina Surarajan 82330254V 5000013 0 8 6 111315 # Paraherage Jayarathina 902856932V 500017 8 8 <td>Q Search</td> <td></td> <td>Q Searc</td> <td>th .</td> <td></td> <td></td> <td></td> <td></td>	Q Search		Q Searc	th .				
# REF. NO * NAME Nic WNOP NO OPTIONS B Reports 1 111328 xfgdthgh hfghtfght 1414144141 5000019 •	Verification Officer	۲	_					
Image: Pepters 1 111328 xfgdfhgh hfghfghf 1414144141 5000019 Image: Pepters pcfCatton 2 111324 Sugath perers U 178478787877 2 Image: Pepters Forcers DEO 3 111322 \$ Weragalage Dona Ishari Dilanka 916472072V 5000018 Image: Pepters Forcers SO 4 111320 \$ Muniyandy Sivakumar 710713324V 5000016 Image: Pepters Forcers SO 4 111320 \$ Muniyandy Sivakumar 710713324V 5000016 Image: Pepters Forcers CO 6 111318 \$ Muniyandy Sivakumar 710713324V 5000016 Image: Peres Forcers AD 7 111318 \$ Mohammadhu Farcok Maheesha Nizini Farcok 916034296V 5000016 Image: Peres Forcers AD 7 111317 \$ Thiyakaraja Kisamthini 917462402V 5000020 Image: Peres Forcers AD 8 111315 \$ Peraherage Jayarathna 520330264V 5000017 Image: Peres 111284 Kasun Maduranga 902856932V	Dashboard		# RE	F. NO \$	NAME	NIC	WNOP NO	OPTIONS
Specification 2 111324 Sugath penera U 1784/7878/77 2 Image: Control of the	Reports		1 11	1328	xfgdthgh hfghtghf	14141414141	5000019	Ø R
Forcers DEO 3 111322 * Weragalage Dona Ishari Dilanka 916472072V 5000018 • Forcers DEO 4 111320 % Muniyandy Sivakumar 710713324V 5000019 • • Forcers CO 6 111319 % Niththiyananthan Sivaranjan 881130866V 5000016 • • • Forcers CO 6 111318 % Mohammadhu Farcok Maheesha Nizrin Farook 916034296V 5000013 • • Forcers CO 6 111318 % Mohammadhu Farcok Maheesha Nizrin Farook 916034296V 5000013 • <td>pplication</td> <td></td> <td>2 111</td> <td>1324</td> <td>Sugath perera U</td> <td>178478787877</td> <td>2</td> <td>(0)</td>	pplication		2 111	1324	Sugath perera U	178478787877	2	(0)
Forcers SD 4 111320 1* Muniyandy Sivekumar 710713324V 5000019 Image: Content of the content	Forcers DEO		3 11	1322 🔹	Weragalage Dona Ishari Dilanka	916472072V	5000018	0 R
Forcers CD 5 111319 ± Niththiyananthan Sivaranjan 881130866V 5000016 Image: Colored State Forcers AD 6 111318 ± Mohammadhu Farook Maheesha Nizrin Farook 916034296V 5000013 Image: Colored State Image: Colored	Forcers SO		4 11	1320 🕯	Muniyandy Sivakumar	710713324V	5000019	Ø 8
Forcers AD 6 111318 # Mohammadhu Farcok Maheesha Nizrin Farcok 916034296V 5000013 Image: Comparison of the comparison of		-	5 11	1319 🛎	Niththiyananthan Sivaranjan	881130866V	5000016	Ø R
Forcers AD 7 111317 * Thiyskaraja Kisamthini 917462402V 5000020 Image: Comparison of the state of the	Forcers CO	<u>`</u>	6 11	1318 🕼	Mohammadhu Farook Maheesha Nizrin Farook	916034296V	5000013	Ø
8 111315 ylz Paraherage Jayarathna 620330264V 5000004 O R 9 111284 Kasun Maduranga 902856932V 5000017 O R	Forcers AD	۲.	7 11	1317 🛎	Thiyakaraja Kisanthini	917462402V	5000020	
9 111284 Kasun Maduranga 902856932V 5000017 🔗 👧			8 11	1315 j a	Paraherage Jayarathna	620330264V	5000004	(4)
			9 11	1284	Kasun Maduranga	902856932V	5000017	8

Image 09: Interface of Approved Application Tile

	4
111317 😆	111315 💅

- 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.

👮 PMS V2	W&OP Registration - Appro	oved Incomplete Application	Reference No : 1728844 🛭 🕸
DS Accountant			View Documents Complete Application
🖥 Head Office S. Officer 🔹 🤇	Personal Info	O Service Info	sendent Info
Head Office Accountant			
- Chief Accountant 4	PERSONAL INFORM	ATION	
🖹 Director General 🛛 🔍	Name in Full	Mr. Gamarite Don Imetha Sexwandi	$\begin{bmatrix} 1 \end{bmatrix} \begin{bmatrix} 2 \end{bmatrix}$
🗃 Divisonal Secretary 🔹			\cup \cup
W&OP Registration & Re-Registration	Identification	Old NIC	
Registration SO <	Date of Birth	11/23/1999	
 Dashboard New Registration 	Gender	Female 🗢	
+ New Re-Registration	Address	Moragahagalahenatiovinna	
Q Search	Province	•	
PD6 Application	District	٠	
Forces AC 4	 Divisional Secretariat 	\$	

Image 09.1: 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.

kOP Registratio	n - Approved Incomplete Application	Reference No : 1728836 1
		View Documents Complete Application
Personal In.	🖉 Service In 🖉 Dependent In 🤡 Remar	··· View Document -)
PERSONAL	INFORMATION	
Name in Full	Ms 💠 Dasanayaka Arachdhilage Hansini Himansha	- 1) NIC COPY 2
dentification	Old NIC	
Date of Birth	11/08/19	2. • 57-
Sender	Fema 🗢	
lddress	27/9HenegamaLoluwagoda	The second secon
rovince	•	A set of the set of th
District	*	Control of the standard s
Divisional	\$	The second

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.

😰 YouTube 隆 Translate 🍘 Depar	tment of Pen 02 Outlook Web App	192.168.102.8:8081 says	PMS V2 Sri Lanka	🔞 Department of Pen » 📙 All Bookmarks
👲 PMS V2	W&OP Registration - Ap	Do you want to Complete this application ?		Reference No : 1728844 🦋
DS Accountant <				View Documents Complete Application
Head Office S. Officer 4	Barranal Infa	Samira Info	Donandant Info -	Domarke
🔓 Head Office Accountant (Personal mile	Service into	J Dependent mit	Remarks
🐴 Chief Accountant 🧳	PERSONAL INFO	RMATION		
Director General 🤇	Name in Full	Ms \$ Gamaghe Don Imesha Sewwandi		
Divisonal Secretary				
WittOP Registration & Re-Registration	Identification	Old NIC \$ 998280079V		
2 Registration SO 4	Date of Birth	11/23/1999		
 Dashboard New Registration 	Gender	Female 🗘		
+ New Re-Registration Q. Search	Address	MoragahagalahenaGovinna		
Levenfication Officer	Province			
PD6 Application	District	•		
Forces AC 4	Divisional Secretariat	+		

Image 09.III: Interface of Approved Application Tile

Application can be completed here.

Let's click the View Button(Approved Application)

👷 PMS V2		E Current Pension Point: pms						(O Ashane
Overview							Home / I	Dashboard / Application List / Detail Vi
V&OP Registration & Re-Registrat	ion	W&OP Registration - App	roved Application	1				Reference No : 111317 💐 😅
2 Assistant Director	۲.		= =/3					
Registration SO	<							View Documents
Verification Officer	٢			0			A	
06 Application		Personal Info		05	ervice Into		Dependent into	Memarks
Forcers DEO	٠	PERSONAL INFOR	MATION					
Forcers SO	¢	-						
Forcers CO	e	Name in Full	Ms	\$	Thiyakar	aja Kisanthini		
D Farrier AD			Line 1					
Porcers AD		Identification	Old NIC		\$	917462402V		
Forcers ACC	۲					9174b2402V		
vision		W&OP Number	5000020					
B Revision ACC	¢		[5000012]					
Lata Entry Officer	¢	Date of Birth	09/02/1991	l.				
			E.c.					

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.

/&OP Registratio	n - Approved Application	Reference No : 111317 💝 🖓
		View Documents
1 Personal In.	— 🖉 Service In — 💋 Dependent In	Remar View Document - & English - 2
PERSONAL	INFORMATION	1) Certified copy of the NIC
Name in Full	Ms 🔶 Thiyakaraja Kisanthini	
	[M5]	
Identification	Old NIC \$ 917462402V	
	[\$174834029]	
W&OP Number	500020	
	[5000012]	
Date of Birth	09/02/195	Document not Found !
Gender	Fema 🗢	
	[Female]	

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.

👰 PMS V2	Current Pension Point: pms		Ashans
3 Overview			Home / New Re-Registrat
W&OP Registration & Re-Registrat	W&OP - New Re-Registra	tion	
Assistant Director	NOTE : * Please fill & correct red	uired fields before continue the process, invalid fields are highlighted in RED color.	
Registration SO			0
+ New Registration	Personal Info	2 Service Info	A Done
+ New Re-Registration	PERSONAL INFOR	MATION	
Q Search			
Verification Officer	< Name in Full	Mr 🗣 Kusum Ranjith Perera	
6 Application	Identification	Old NIC \$ 901478569V	~
Forcers DEO	د	XIV/separatese	
E Forcers SO	K W&OP Number	85/7456	
Forcers CO	< Date of Birth	06/10/1990	
E Forcers AD	Gender	Male \$	
E Forcers ACC	<		
zvision	Profile Picture	 I Ira-Indo Will de appareden inte WabUP Documents. Conditions: ✓ Required Received Photo Site should be less than ZMB Photo Site 128ps X 100ps (Passport Site) 	
	Address	No 45,Matara Road,Galle	
	Province	Southern ¢	
	District	Galle 4	
	Divisional Secretariat	Elpítiya 🗢	
	Grama Niladhari Division	Elpitiya East 🗢	
	Contact No (Mobile)	0775874123	
	Contact No (Land)	0914785593	
	E-mail Address	kusum@gmail.com	
	Official Phone Number	0112458963	
	Official Fax Number	0112458963	
	Are you a Ordained?	No 🗳	
			Next
	Copyright © 2021-2024 Department	of Pensions, Sri Lanka, All rights reserved.	Version

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.

	*					
Overview 0						Home / Dashboard / Applica
herge & Settlement	W	&OP Re-Regis	tration - Saved Applications			
DS Subject Officer <			- H			
DS Accountant.	NI	Number				All Applications
Head Office S. Officer	0	ld NIC 🗢	Enter NIC Number			
	Ret	erence Number				
Head Office Accountant <	Ref	terence Number	mber			
Head Office Accountant <	Ret	ference Number	mber			
Head Office Accountant Chief Accountant	E	ference Number Iter Reference Ni Search	imber			
Head Office Accountant Chief Accountant Chief Accountant Chief Accountant Chief Accountant Director General Director General Dirisonal Secretary	E E	rerence Number Iter Reference Ni Search REF, NO \$	NAME	NIC	WNOP NO	OPTIONS
Head Office Accountant Chief Accountant Chief Accountant Chief Accountant Oriector General Orisonal Secretary Pregistration & Re-Registration	fier fi	rerence Number Iter Reference No Search REF. NO \$ 1728925	mber NAME ស្រុករ	NIC 545454544446	WNOP NO 46455454545	OPTIONS
Head Office Accountant Chief Accountant Chief Accountant Chief Accountant Chief Accountant Director General Chief Accountant Chief Accountant	fi 2	erence Number Iter Reference Ni Search REF. NO ‡ 1728925 1506770 %	imber NAME jhjihji Kanatta Gamage Dona Chandrika Damayanthi	NIC 545454544445 846880038y	WNOP NO 46455454545 F/148226/05082015	OPTIONS
Head Office Accountant C Chief Accountant C Director General C Divisonal Secretary C P Registration & Re-Registration C Registration SCO C Conclusional C	Ref Ei 1 2 3	erence Number Iter Reference N Search REF. NO ¢ 1728925 1506770 8 1264112 \$	imber NAME jhjhj Kanatta Gamage Dona Chandrika Damayanthi RANPATI DEVAGE DHAMMIKA SAMANTHI	NIC 545454544446 8468800399/ 7265610369/	WINOP NO 46455454545 F/148225/05082015 83/179070	OPTIONS
Head Office Accountant C Chief Accountant C Director General C Director General C Divisional Secretary C P Registration Sto C B Dashboard + New Restitution	Ref E 1 2 3	erence Number Iter Reference Ni Search REF. NO \$ 1728925 1506770 \$ 1264112 \$	imber NAME آبایا Kanatta Gamage Dona Chandrika Damayanthi RANPATI DEVAGE DHAMMIKA SAMANTHi	NIC 545454544446 8468800389 7265610369	WNOP NO 46455434545 F/148226/05082015 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

Herr, you can see an interface in the following manner.

👰 PMS V2	E Current Pension Point pros				😧 Ashan94
Overview	*			Hom	e / Dashboard / Application List / Detail View
Surcharge & Settlement	W&OP Re-Registration - S	aved Application			Reference No : 1506770 🕏
DS Subject Officer 🔹		an an ann Fr ank an			
DS Accountant					Save Edit Submit to Approval
B Head Office S. Officer	Personal Info	Ø s	ervice Info	💋 Dependent Info	🚫 Renarks
Head Office Accountant				ACC 31700 77 70 72	
🚦 Chief Accountant 🛛 📢	PERSONAL INFOR	MATION			
Director General	Name in Full	Ms C	Kanatta G	amage Dona Chandrika Damayanthi	
💣 Divisonal Secretary 🔹					
WBOP Registration & Re-Registration	Identification	Old NIC	\$	846680038V	
Legistration SO	W&OP Number	F/148226/05082015			
🙆 Dashboard		Parties weeks			
+ New Registration	Date of Birth	07/06/1984			
+ New Re-Registration	Gender	Female \$			
Q, Search	1211042.02				
- 100 II - 40	Address	Aragedarawatta, Lihir	iivawa, Meegal	hatenna	

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.

👲 РМS V2	E Current Pension Point: pms				O Ashan94
Overview					Home / Dashboard / Application List / Detail View
Surcharge & Settlement DS Subject Officer	W&OP Re-Registration - S	aved Application			Reference No : 1506770 🛛
DS Accountant •					Save Edit Submit to Approval
🚦 Head Office S. Officer 🔍	Personal Info	💋 s	ervice Info	💋 Dependent Info	Remarks
📔 Head Office Accountant (
Chief Accountant	PERSONAL INFOR	MATION			
Director General 4	Name in Full	Ms +	Kanatta	Gamage Dona Chandrika Damayanthi	
🔮 Divisonal Secretary 🤨					
W&OP Registration & Re-Registration	Identification	Old NIC	+	845880038V	
2 Registration SO C	W&OP Number	F/148226/05082015			
🙆 Dashboard		-			
+ New Registration	Date of Birth	07/06/1984			
+ New Re-Registration	Gender	Female 🔹			
Q Search					
-	Baldrana.	Aranadoraustta Lihin	ioaus Maar	shstanos	

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.

🕑 YouTube 💺 Translate 🐞 Departr	nent of Pen 🔯 Outlook Web App	sathkara.pensions.gov.lk s Do you want to Save this appl	ays ication ?		PMS V2 Sri Lanka 🔞	Department of Pen » 🦲 All Bookma @ Astron94
Overview				OK Cancel	Home /	Dashboard / Application List / Detail View
Surcharge & Settlement DS Subject Officer	W&OP Re-Registration -	Saved Application				Reference No : 1506770 🗧
DS Accountant <						Save Edit Submit to Approval
📓 Head Office 5. Officer 🔍 🤇	Personal Info	0 s	ervice Info		Dependent Info	Remarks
Head Office Accountant				2		
-Chief Accountant <	PERSONAL INFO	RMATION				
Director General C	Name in Fuli	Ms 🗢	Kanatta	Gamage Dona Chandrika Damay	anthi	
💣 Divisonal Secretary <						
W&OP Registration & Re-Registration	Identification	Old NPC	\$	845680038V		
2 Registration SO 4	W&OP Number	F/148226/05082015				
 Dashboard New Registration 	Date of Birth	07/06/1984				
+ New Re-Registration Q Search	Gender	Female 🗢				
	Address	Aragedárawatta, Lihir	iyawa, Meeg	ahatenna		

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.

🖸 YouTube 🏹 Translate 🗃	Departm	ent of Pen 📴 Outlook Web App	sathkara.pensions.gov.lk s	sathkara.pensions.gov.lk says			Department of Pen » All Bookn
👰 PMS V2		E Current Pension Point: pm	Do you want to submit your a	pplication t	6 Approval 7		() Ashan94
Overview	1				OK Cancel	Hor	ne / Dashboard / Application List / Detail Vie
Surcharge & Settlement		W&OP Re-Registration -	Saved Application				Reference No : 1506770 🍣
DS Subject Officer	<						
DS Accountant	*						Save Edit Submit to Approval
📓 Head Office S. Officer	۲.	Personal Info	0	ervice Info		Dependent Info	Remarks
Filead Office Accountant	٠.	-				•	
Chief Accountant	۰	PERSONAL INFO	RMATION				
Director General	۲.	Name in Full	Mis 单	Kanatta	a Gamace Dona Chandrika Dan	navanthi	
💣 Divisonal Secretary	*					Hole Hole II	
W&OP Registration & Re-Registration		Identification	Old N/C	\$	846880038V		
2 Registration SO	~	W&OP Number	F/148226/05082015				
🙆 Dashboard			Construction of the	-			
+ New Registration		Date of Birth	07/06/1984				
+ New Re-Registration		Gender	Female 🗢				
Q Search							
a subsection officer		Address	Aragedarawatta, Lihir	iyawa, Mee	gahatenna		

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.

👲 PMS V2								
Head Office Accountant	< *						Home / Dashboard / Ap	dication Lis
👌 Chief Accountant	¢	W	&OP Re-Regis	tration - Returned Applications				ø
Director General		NIC	Number				All Applications	*
Divisorial Secretary	•	O	Id NIC 🗢	Enter NIC Number				
W&OP Registration & Re-Registratio	n	Ref	erence Number					
💄 Registration SO	٠	Er	iter Reference Nu	mber				
🙆 Dashboard			Search					
+ New Registration								
+ New Re-Registration		Ħ	REF. NO \$	NAME	NIC	WNOP NO	OPTIONS	_
Q, Search		11	1457616 🖈	Herath Mudiyansela Palle Gedara Nilantha Lakmal Kumarasinghe	823274238V	M/053400		1
2 Verification Officer	¢	12	1454573 🖠	Sivasubramaniam Suganthan	822062717V	MV062279		
PD6 Application		13	1449865 ቱ	Edirisuriyage Don Chaminda Pradeep Kumara	820143400V	M/ 099650/ 05062015	0	
Forces AC		14	1448949 🍻	Mutha Mereghgha Ruvini Shirantha De Silva	818493282V	F/152556/14072016	6	
Forces AD	٠	15	1444041 👘	Dolawaththage Madhavee Maheshika Dolawaththa	817003885V	F/005671	0	
Forces Checking Officer		16	1438279 🕯	Warahena Liyanage Hemali Dharshana Alwis Gunathilaka	815094719V	F108804	0	
Forces SO	κ.	17	1438039 🍺	NADEESHA PRASADINI SURAWEERA arachchi	815032063V	F/099999	0	

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.

👰 PMS V2		W&OP Re-Registration - R	turned Incomplete Application		Reference No : 1444041 🤞
Head Office Accountant	• •				<u>r 1 1</u>
-3 Chief Accountant	٠.				Save Edit
Director General		Personal Info	Service Info	Dependent Info	🖉 Remarks
Pivisonal Secretary	•	PERSONAL INFOR	ATION		
N&OP Registration & Re-Registratio	'n				스 스
Registration SO	٠	Name in Full	Mrs Dolawaththage Madhavee Maheshika Do	lawaththa	1 2
Dashboard					
+ New Registration		Identification	Old NIC \$ 817003885V		
+ New Re-Registration		W&OP Number	F/005671		
Q Search					
2 Verification Officer	٠.	Date of Birth	07/18/1981		
'D6 Application		Gender	•		
E Forces AC	٠.				
E Forces AD	4	Address	Nisala UyanaYainna ROKahawaththa		
B Forces Checking Officer		Province	•		
E Forces SO	۰.	District	*		

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.

👰 PMS V2	Current Pension Point: pms				(O Ashang
Head Office Accountant					
👌 Chief Accountant (Appendiation of the	Home / L	eshboard / Application List / Detail V
🖹 Director General 🤟 🤇	W&OP Re-Registration - R	leturned Incomplete Ap	plication		Reference No : 1438039 13
💣 Divisonal Secretary 🛛 🔇					Save Edit
BOP Registration & Re-Registration					
2 Registration SO C	1 Personal Info	2	ervice Info	💋 Dependent info	Remarks
Dashboard	PERSONAL INFOR	MATION			
+ New Registration					
+ New Re-Registration	Name in Full	Mrs 🗢	NADEES	HA PRASADINI SURAWEERA Arachchi	
Q , Search					
L Verification Officer	Identification	Old NIC	\$	\$15032063V	
96 Application	W&OP Number	F/090099			
Forces AC K					
T Course (Date of Birth	01/03/1981	D		
D Porces AD					

Image 12.II: Interface of Returned Application Tile

Let's click the Save Button

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

🖸 YouTube 隆 Translate 🧕	Department of Pen 03 Outlook Web A	sathkara.pensions.gov.lk says		🚯 PMS V2 Sri Lanka 🔞 Depar	tment of Pen » 📔 All Bookmai
👰 PMS V2	E Current Pension Point:)	Do you want to Save this application ?			O Ashan94
Head Office Accountant	< *		OK Cancel	Home / Dasht	loard / Application List / Detail View
Chief Accountant	<				
Director General	W&OP Re-Registratio	n - Returned Incomplete Application			Reference No : 1438039 13
🗬 Divisonal Secretary	*				Save Edit
W&OP Registration & Re-Registration	p.,				
L Registration SO	< 🖉 Personal Info —	Service Info		Dependent Info	Remarks
🙆 Dashboard	DEPENDENTS	NFORMATION			
+ New Registration	() () () () () () () () () () () () () (
+ New Re-Registration	Musical Chattan	Married			
Q Search	Maritai Status	Maineu			
2 Verification Officer	< Spouse Informa	tion			
PD6 Application	No Spouse/Guardia	n Information			
Forces AC	× Add				
Forces AD	< Dependent Info	mation			
Forces Checking Officer	< No Dependent Info	mation			
Forces SO	<				

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.

嬒 PMS V2		⊟ Current Pension	Point: pris			O Ashans	94
Head Office Accountant	< *					these / Perkland / Anderland	1.146
📲 Chief Accountant	•					Home / Desnoveru / Approacon	LISE
Director General	*	W&OP Re-Reg	stration - Rejected Applications			ខ	Ś.
🗃 Divisonal Secretary	¢	NIC Number				All Applications	
W&OP Registration & Re-Registration		Old NIC 🗘	Enter NIC Number				
💄 Registration SO	¢	Reference Numbe	r				
🙆 Dashboard		Enter Reference N	lumber				
+ New Registration		Q Search					
+ New Re-Registration							
Q Search		# REF. NO #	NAME	NIC	WNOP NO	OPTIONS	_
💄 Verification Officer	۲.	1 1728892	¥ 0	V563347206	96/1262/Piri	1	
PD6 Application							1
Forces AC	٠						
B Forces AD	٠.						

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.

👷 PMS V2	■ Current Pension Point: pres			O Ashan94		
Overview			Home / Di	ishboard / Application List / Detail View		
W&OP Registration & Re-Registration	W&OP Re-Registration - F	Rejected Application		Reference No : 111291 🖉		
Registration SO Good Dashboard Hnew Registration H New Re-Registration	Personal Info PERSONAL INFOR		🔗 Dependent Info	🕑 Remarks		
Q search	Name in Full	Miss				
Verification Officer FD6 Application	Identification	Old NIC \$ 851796325V				
Forcers DEO <	W&OP Number	7325				
Forcers 50 Forcers CO	Date of Birth	08/11/1985				
B Forcers AD <	Gender	Female 🗢				
Forcers ACC C	Profile Picture					

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

Head Office Accountant	< *							
🎝 Chief Accountant							Home / Dashboard / Appl	acation List
Director General	×	W8	OP Re-Registr	ation - Submitted Applications				Ø
🗃 Divisonal Secretary	٠.	NIC	Number				All Applications	v
W&OP Registration & Re Registratio	n	O	d NIC 🗢 Er	nter NIC Number				
Registration SO	٢	Refe	erence Number					
🙆 Dashboard		En	ter Reference Num	ber-				
+ New Registration		0	Search					
+ New Re-Registration								
Q Search		#	REF. NO \$	NAME	NIC	WNOP NO	OPTIONS	
2 Verification Officer		31	1727143 👘	test sasitha	986532145V	82/123	0	
PD6 Application		32	1726998 🐝	Katugampolage Dona Inoka Priyadarshanee	985820933V	83/68690	0	
Forces AC		33	1726728 🤹	Kande Sinhala Pedige Kawindu Mahesh Wijerathna	983450396V	M/074765	0	
		34	1726035 🕼	Pinidiyaga Chinthaka	981592973V	M/076350	0	
Forces AD	ć	35	1726006 ቱ	Sirimal Hamillage Kasun Tharaka Dasanayaka	981542010V	M/1202365	0	
Forces Checking Officer	۲	36	1725939 ቱ	Hewage Don Nandana Jayantha	981370975V	7118880	0	

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.

👷 PMS V2	■ Current Pension Point: pms				O Ashan94
0 Overview				Home / D	ashboard / Application List / Detail View
W&OP Registration & Re.Registration	W&OP Re-Registration - S	Submitted Application			Reference No : 111290 🧷
Registration SO So Registration New Registration New Re-Registration New Re-Registration	Personal Info PERSONAL INFOR		0	💋 Dependent Info	Approve
L Verification Officer 4	Name in Full	Mr 🗢 Janith	Subasinghe		
PD6 Application Forcers DEC	Identification	CHI NIC +	988397856V		
E Forcers SO <	W&OP Number	8069			
Forcers CO <	Date of Birth	07/13/1998			
Forcers AD	Gender	Male 🗢			
Revision	Profile Picture	\square			

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.

👰 PMS V2		E Current Pension Point: pm	192.168.102.119:8081 say	5			e Ashanisa
Overview			Do you want to Approve this a	ippication	ОК Cancel	Home / Da	shboard / Application List / Detail View
W&OP Registration & Re-Registrat	lon :	W&OP Re-Registration					Reference No : 111290 @
💄 Assistant Director	۲						
Registration SO	٠						Approve
🙆 Dashboard							
+ New Registration		Personal Info	Ø Si	ervice Info		Ø Dependent Info	Remarks
+ New Re-Registration	6	PERSONAL INFOR	RMATION				
Q Search							
💄 Verification Officer		Name in Full	Mr \$	Janith Su	ubasinghe		
PD6 Application							
Forcers DEO	٠	Identification	Old NIC	÷	958397856V		
Forcers SO		W&OP Number	-98089				
Forcers CO	¢	Date of Birth	07/13/1998				
Forcers AD	<	Gender	Male \$				
B Forcers ACC	•	Serve.					
Revision		Profile Picture					

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

👰 PMS V2		W	&OP Re-Registr	ation - Approved Applications				ø
Head Office Accountant	۰ ۲	NIC	Number				All Applications	v
- Chief Accountant	٠	O		nter NIC Number			Mil Applications	
Director General	۲	Ref	erence Number					
💣 Divisonal Secretary	¢	Er	iter Reference Num	ber				
W&OP Registration & Re-Registrati	on		Granth					
💄 Registration SO	¢		Search					
Dashboard		2	REF. NO \$	NAME	NIC	WNOP NO	OPTIONS	
+ New Registration		11	1725148 🔹	Sivaniyaruthi Varatharasha	978012860V	F/070979		-1
+ New Re-Registration	6	12	1721520 ቱ	Kanthi Piyanandani Chaintha Nelum Kumari Ranige	967820826V	83/39796	0 B R	Ľ
Q. Search		13	1719732 😰	Wijenayaka Liyanaga Bhagya Ranjani Wijenayaka	965462686V	New One	 ● ● ● 	$-\sqrt{2}$
Verification Officer	¢	14	1718002 🕼	Kasthuri Hewayalage Rushan Sanjeewa Kasthuri	961690610V	M/021852	@ 8 R	2
UD6 Application		15	1717185 🕼	Naidele Gedara Tharaka Gayan Wimalasena	960531206V	60/66125		- 3
		16	1717016 ቱ	Adikari Mudiyanselage Supun Indika Adikari	960261950V	M/0121889	088	Ľ
Forces AC	\$	17	1716989 🕊	Koggala Welialage Madushan Sanjaya Kumara Leelarathna	960230515V	M/0122842/21122015	0 8 8	
Forces AD	۲	18	1716886 🕼	Mahagamage Sajan	960093178V	M/0122979		
Forces Checking Officer	¢	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.

👰 PMS V2		Current Pension Point: pms							e Ashans
Overview							Hon	ne / Dashboard / Appli	cation List / Detail Vie
W&OP Registration & Re-Registra	stion .	W&OP Re-Registration -	Approved Applica	tion				Referen	ce No : 111330 😅
💄 Assistant Director	•			<i>883</i> 63					
Registration SO								Source Document	Member's Card
Dashboard								A	A
+ New Registration		1 Personal Info		S 🖉	ervice Info		Ø Dependent Info		Remarks
+ New Re-Registration	n:	PERSONAL INFOR	RMATION						
Q Search		-							
2 Verification Officer		Name in Full	Mrs	\$	WDAWD			Ċ	
D6 Application			En anna a						[2]
E Forcers DEO	٠.	Identification	New NIC		\$	125545555555			
Forcers SO	٠.	W&OP Number	GHV212552						
Forcers CO	*	Date of Birth	09/06/199	7					
Forcers AD		10277539-53	Conservation						
		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 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.

PMS V2	3	aboutblank					
Head Office Accountant	< ^						
Chief Accountant	*	a	ලංකා පුජාතාන්තික	සමාජවාදී ජනාරා	ජයේ වැන්දඹු හා අනක්දරු විශුංම !	වැටුප් නුමය	
Director General	*		ம்கை சனநாயக @	ALIST REPUBLIC O சாசலிசக் குடிய	9F SKILANKA WIDOWS AND OKPI ரசின் விதவைகள் மற்றும் அனாஎ	iANS PENSION SCHEME தகள் ஒய்வூதியத் திட்டம	
Divisonal Secretary	<	<u> </u>	ාමාජික පප	DCS ME	EMBER'S CAR	D அங்கத்தவர்	அட்டை
Registration & Re-Registratio	e i i i i i i i i i i i i i i i i i i i			,			
Registration SO	<			and the second	The The		
Dashboard		Name/258	ාජිනයාගේ නම	Mahagamage S	ajan		
New Registration		Addres of 1	Member/8855a	Nio 161, 03 De	tagamuva, Kataragama.		
New Re-Registration		Name In FUIL W& OP N	Do a B. Do Agenco	M0112070	mauc adam		
Q Search			Low				
Verification Officer	<	Identification	Old NIC	\$	960093178V		
plication		W&OP Number	M/0122979				
Forces AC	*						
		Date of Birth	01/09/1996				
orces AD							

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

						Home /	Dashboard / Apolic	ration List
OP Registration & Re-Registratio	10	-	D Degistratio	n Annalizations		(and (and a state of the second	~
Assistant Director	¢	1100	P Registratio	n - Approved Applications				P
Registration SO	¢	NIC N	umber			4	All Applications	~
B Dashboard		Old N	NIC 🗢 E	nter NIC Number				
+ New Registration	2	Refere	ence Number	N				
+ New Re-Registration		Enter	r Reference Num	ber				
Q Search	_							
		0.0	and the second second					
Verification Officer	<	Q 5	earch					
Verification Officer	٢	Q 5	REF. NO \$	NAME	NIC	WNOP NO	OPTIONS	
Verification Officer Dashboard Reports	٢	Q 54	earch REF. NO \$ 111328	NAME xfgdthgh hfghtghf	NIC 14141414141	WNOP NO		
Verification Officer Dashboard Reports	K	Q 50 # 1 2	earch REF. NO \$ 111328 111324	NAME xfgathgh hfghfghf Sugath perera U	NIC 14141414141 1784787878787	WNOP NO 5000019 2	OPTIONS	
Verification Officer Dashboard Reports Reports Forcers DEO	د د	Q 54 # 1 2 3	earch REF. NO ¢ 111328 111324 111322 \$	NAME xdgathgh hfghtght Sugath perera U Weragalage Dona Ishari Dilanka	NIC 141414414141 178478787877 916472072V	WNOP NO 5000019 2 5000018	OPTIONS	F
Verification Officer Dashboard Reports Application Forcers DEO	د د د	Q s # 1 2 3 4	REF. NO \$ 111328 111324 111322 \$ 111322 \$ 111320 1 5	NAME xfgdfhgh hfghfghf Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar	NIC 141414414141 178478787877 916472072V 710713324V	WNOP NO 5000019 2 5000018 5000019	OPTIONS OPTIONS OPTIONS OPTIONS OPTIONS	
Verification Officer Dashboard Reports Application Forcers DEO Forcers SO	د د د	 Q ≤ # 1 2 3 4 5 	REF. NO ≑ 111328 111324 111322 ≆ 111320 1 € 111319 €	NAME xfgdfhgh hfghfghf Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar Niththiyananthan Sivaranjan	NIC 141414414141 178478787877 916472072V 710713324V 881130866V	WNOP NO 5000019 2 5000018 5000019 5000019	OPTIONS OPT	
Verification Officer Dashboard Reports Application Forcers DEO Forcers SO Forcers CO	د د د	Q si # 1 2 3 4 5 6	earch REF. NO ≑ 111328 111324 111322 ¥ 111320 № 111320 № 111319 ¥ 111318 ₩	NAME xdgathgh hfghtght Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar Niththiyananthan Sivaranjan Mohammadhu Farcok Maheesha Nizrin Farcok	NIC 141414414141 178478787877 916472072V 710713324V 881130866V 916034296V	WNOP NO 5000019 2 5000018 5000019 5000019 5000019	OPTIONS OPT	
Verification Officer Dashboard Reports Application Forcers DEO Forcers SO Forcers CO Forcers AD	« « « «	Q s. # 1 2 3 4 5 6 7	REF. NO \$ 111328 111324 111322 \$ 111320 ## 111318 ## 111318 ## 111317 #	NAME xdgathgh hfghtghf Sugath penera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar Niththiyananthan Sivaranjan Mohammadhu Farcok Maheesha Nizrin Farcok Thiyakaraja Kisanthini	NIC 141414414141 178478787877 916472072V 710713324V 881130866V 916034298V 916034298V	WNOP NO 5000019 2 5000018 5000019 5000019 5000015 5000013 5000013	OPTIONS OPT	
Verification Officer Dashboard Reports Application Forcers DEO Forcers SO Forcers CO Forcers AD	< < < < < < < <	Q SI # 1 2 3 4 5 6 7 8	REF. NO ÷ 111328 111324 111322 * 111320 ** 111328 ** 111318 ** 111315 ** 111315 **	NAME xdgdthgh hfghtghf Sugath perers U Weragalage Dona Ishari Dilanka Muniyandy Sivekumar Niththiyananthan Siveranjan Mohammadhu Farcok Maheesha Nizrin Farcok Thiyakaraja Kisanthini Paraherage Jayarathna	NIC 141414414141 178478787877 916472072V 710713324V 881130866V 916034296V 917462402V 620330264V	WNOP NO 5000019 2 5000018 5000018 5000016 5000018 5000018 5000020	OPTIONS OPT	

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.

👰 PMS V2	W&OP Registration - Appr	oved Incomplete Application		Reference No : 1728844 🛭 🕫
DS Accountant (-			View Documents Complete Application
Head Office S. Officer	Personal Info		Dependent Info	Remarks
📔 Head Office Accountant 🔇 📢				
- Chief Accountant 4	PERSONAL INFORM	MATION		
Director General	Marrie In Full	Ar + Gamacha Don Imatha Saura	ndi	1 2
💣 Divisonal Secretary 🔹	Name in Fuit	ins • Genegie Son niewe served		
W&OP Registration & Re-Registration	Identification	Old NIC		
Legistration SO <	Date of Birth	11/23/1999		
 Dashboard New Registration 	Gender	Female \$		
+ New Re-Registration Q Search	Address	MoragahagalahenaElovinna		
A Verification Officer	Province	+		
PD6 Application	District	\$		
Forces AC 4	+ Divisional Secretariat	+		

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 Registratio	on - Approved Incomplete Application	Reference No : 1728836 18
		View Documents Complete Application
1 Personal In	🕖 Service In 🖉 Dependent In 🤡 Remar	··· View Document -) ₽
PERSONAL	INFORMATION	
Name in Full	Ms 🗘 Dasanayaka Arachchilage Hansini Himansha	- I) NIC COPY E
Identification	Cild NIC	
Date of Birth	11/08/195	
Gender	Fema 🗢	and the second s
Address	27/9HenegamaLoluwagoda	Annual data Annual data Annua
Province	٠	Control C
District	+	1
Divisional	*	Be also that is used and the data of th

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 .

🔁 YouTube 隆 Translate 🔞	Department of Pen 02 Outlook Web Ap	P 192.168.102.8:8081 says	MS V2 Sri Lanka	Department of Pen » . All Bookmarks
👷 PMS V2	W&OP Registration - A	Do you want to Complete this application ?		Reference No : 1728844 📲
DS Accountant	*	Cancel		View Documents Complete Application
B Head Office S. Officer	C Barranal Info	Convice Info	🙆 Dangadant lafa —	Remarke
Head Office Accountant	C Personal Into	Service and	Jependent mid	V Remarks
S Chief Accountant	e PERSONAL INF	ORMATION		
🖹 Director General	< Name in Full	Ms Gamaghe Don Imesha Sewwandi		
💣 Divisonal Secretary	<			
W&OP Registration & Re-Registration	Identification	Old NIC \$ 998280079V		
Registration SO	C Date of Birth	11/23/1999		
 Dashboard New Registration 	Gender	Female 🔶		
+ New Re-Registration Q. Search	Address	MoragahagalahenaGovinna		
2 Verification Officer	Province	•		
PD6 Application	District	*		
Forces AG	 Divisional Secretariat 	٠		

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)

👰 PMS V2		E Current Pension Point: pms						\varTheta Ashan94
Overview							Home / Da	ashboard / Application List / Detail View
W&OP Registration & Re-Registral	tion	W&OP Registration - App	roved Application					Reference No : 111317 8 Cf
2 Assistant Director	۲	The second second second second	oved Application					
L Registration SO	<							View Documents
Verification Officer	۲	Personal info		A Se	vice Info		Dependent Info	Remarks
PD6 Application					vice ano.		- Sependent mo	
Forcers DEO	¢	PERSONAL INFOR	MATION					
Forcers SO	¢							
Forcers CO	¢	Name in Full	(Ms.)	•	Thiyakar	aja Kisanthini		
Forcers AD	•	Identification	Old NIC		¢	917462402V		
Forcers ACC	٢					[917462402V]		
Revision		W&OP Number	5000020					
Revision ACC	د		[5000012]					
🚢 Data Entry Officer		Date of Birth	09/02/1991					
B Revision CC		Gender	Female	\$				

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

V&OP Registratio	n - Approved	Appl	ication		Reference No : 111317 🕸 📿
					View Documents
1 Personal In.	— ⊘ s	ervice	in 🛛 💋 Dependent in	Remar	View Document - 🕢 English - 🖉
PERSONAL	INFORMAT	ION			
Name in Full	Ms 🖨	This	rakaraja Kisanthini		1) Certified copy of the NIC
	[ME.]				
Identification	Old NIC	\$	917462402V		
			[\$1748340Z¢]		
W&OP Number	5000020				치
	[5000012]				
Date of Birth	09/02/195				Document not Found !
Gender	Fema 🗢				
	[Female]				

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.

PMS V2		≡ Cu	ment Pension Point	E pms			O devilavind	
Overview						He	ome / Dashboard / Application I	
kOP Registration & Re-Registrati	ion) K	W&d	OP Registration	- Approved Applications			ø	
6 Reports		NIC	Number				All Applications.	
+ New Registration		Old	NIC 0	Enter NIC Number				
+ New Re-Registration		Refer	rence Number					
Deshboard		Ente	ir Reference Number	£				
L Verification Officer		۹	Search					
Assistant Director	÷		REF. NO 0	NAME	NIC	WNOP NO	OPTIONS	
nin l		1	111328	xfgdfhgh hfghfghf	14141414141	5000019	• R 🖪	
• Administration		2	111326	Dilruwan Sampath Ranawaka	121212121212	5000023	O Print Membe	
Administration							Contract of Contra	
Administration		3	111324	Sugath perera U	17847878787677	2	8	
Administration		3	111324 111322 #	Sugath perera U Weragalage Dona Ishari Dilanka	178478787877 916472072V	2 5000018		
Administration		3 4 5	111324 111322 # 111320 #	Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar	178476787877 916472072v 710713324v	2 5000018 5000021		
Administration		3 4 5 6	111324 111322 = 111320 = 111319 =	Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sinakumar Nikhthiyananthan Sivaranjan	178478787877 916472072V 710713324V 881130866V	2 5000018 5000021 5000016		
Administration		3 4 5 6 7	111324 111322 # 111320 # 111330 # 111339 #	Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar Nikhthiyananthan Sivaranjan Mohammadhu Farook Maheesha Nizrin Farook	176476787677 9164720729 7107133249 8811308669 9160342969	2 5000018 5000021 5000016 5000013		
Administration		3 4 5 6 7 8	111324 111322 # 111320 # 111320 # 111318 # 111318 #	Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar Niththiyananthan Sivaranjan Mohammadhu Farook Maheesha Nitzin Farook Thiyakaraja Kisanthini	176476787677 9164720729 7107133249 8811308669 9160342969 9174624029	2 5000018 5000021 5000016 5000013 5000020		
Administration		3 4 5 6 7 8 9	111324 111322 # 111320 # 111310 # 111318 ## 111317 # 111315 ##	Sugath perera U Weragalage Dona Ishari Dilanka Muniyandy Sivakumar Nikhthiyananthan Sivaranjan Mohammadhu Farook Maheesha Nizzin Farook Thiyakuraja Kisanthini Parabetage Jayarathna	176476787677 9164720729 7107133249 8811308669 9160342969 9174624029 6201302649	2 5000018 5000021 5000016 5000013 5000020 5000020		

Image 17.1: Interface of W&OP Beneficiary Card

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

👰 PMS V2		E Current Pension	Point: pm:			e devitavindu
Overview WBOP Registration & Re-Registration	on	W&OP Registra	tion - Approved Applications		н	ome / Dashboard / Application List
Registration SO	<u>`</u>	NIC Number				All Applications
+ New Registration		Old NIC 4	Enter NIC Number			
+ New Re-Registration	ł	Reference Numbe	👷 Membership Card - Google Chrome	×		
Q Search		Enter Reference N	aboutblank	R Q		
Dashboard			Proprietation - Charlenge - Charlenge - Martine - Martine - Charlenge	terrar control control option in the original		
Verification Officer	. ж.	Q, Search	🙍 SECONDARY BENEFICIARY CARD			
💄 Assistant Director	. e.,	# REF. NO	ET VO AVAITET NUME VERDECH HERMEDHE	Al blacker parts server in personnel and personales	WNOP NO	OPTIONS
Admin		1 111328	NC 12121421414	Building a lan required to style? In meanstanding of the unities and supplicing providers (VALEP) schemes as manufaced by the previous as the 2 of VALEP) achieves as the schemes previous	5000019	0 Q 🗉
Administration		2 111326	AND NO TOURS	Contraction Contraction Contraction Contraction	5000023	o 2 🗊
		3 111324	BRAKAKA	Press du nel hery ary spore or man the mayne of the sec Catagonian of Families	2	Ø 8 📼
		4 111322 s	Press prints Takasith provins 1927 Participant et austrian berkonse Mismain.	Understell Standard 1988 No. 402 (* 1999) National Standard 1999	5000018	Ø 8 🖬
		5 111320 e			5000021	Ø 8 🖬
		6 111319 8	plana	fold from here	5000016	Ø 8 🗉
	_	7 111316 1	 Rease cut along the dotted lives and fold alone the center line to create the cert Rease familiate and keep this card securely 		5000013	0 8 1
		8 111317 #			5000020	0.8 0
		9 111315 1			5000004	0 2 1
		10 111284			5000017	ØRD



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.

👲 PMS V2	Current Pension Point: District General Hospital - Negcmbo	🖰 Ashan94
Overview		Home / Search Application
W&OP Registration & Re-Registration	W&OP Registration & Re-Registration - Search Application	
💄 Registration SO 🛛 👻		
🙆 Dashboard	NIC Number	
+ New Registration	Old NIC + Enter NIC Number	
+ New Re-Registration	Reference Number	
Q Search	Enter Reference Number	
	Q. Search	
	Copyright © 2021-2023 Department of Pensions, Sri Lanka, All rights reserved.	Version:224.4-beta0

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.

Overview					
					Home / Search Application
P Registration & Re-Registration	W&OP Reg	jistration & Re-Registration - Sear	ch Application		
Registration SO 🔹 👻					
2 Dashboard	NIC Number				
+ New Registration	Old NIC	Enter NIC Number			
A New Re-Providenting					
 New net negosition 	Reference Nu	mber			
Q Search	Reference No 1728826	mber			
Q. Search	Reference No 1728826	umber			
Q Search	Reference No 1728826 Q Search	umber			
Q Search	Reference No 1728826 Q search REF. NO	MEMBER NAME	ID NUMBER	CURRENT STATE	ορτιον
Q. Search	Reference No 1728826 Q Search REF. NO 1728826 #	mber MEMBER NAME Sikhamparapilai Piratheepa	ID NUMBER 996030617V	CURRENT STATE 100 - Saved Incomplete Application	OPTION
Q. Search	Reference No 1728826 Q Search REF. NO 1728826 #s	MEMBER NAME Sithamparapillai Piratheepa	ID NUMBER 956030617V	CURRENT STATE 100 - Saved incomplete Application	
Q. Search	Reference No 1728826 Q Search REF. NO 1728826 \$8	MEMBER NAME Sithamparapillai Piratheepa	ID NUMBER 998030617V	CURRENT STATE 100 - Saved incomplete Application	OPTION
Q. Search	Reference No 1728826 Q search REF. NO 1728826 #s	MEMBER NAME Sithamparapillai Piratheepa	ID NUMBER 658030617V	CURRENT STATE 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.

👰 PMS V2	E Current Pension Point	District General Hydroital - Marine		-	🕒 Azhan94
Overview		Organization Tra	ansfer	×	Home / Search Application
	W&OP Registration	Reference Number	1728826		
😩 Registration SO 🛛 👻		Member Name	Sithamparapillai Piratheepa		
🙆 Dashboard	NIC Number	ID Number	998030517V		
	Old NIC + Ente	Current State	100 - Saved Applications		
	Reference Number	Current Organization	Not Assigned		
Q Search	1728826 Q Search REF. NO MEMBER	By clicking Confirm Application [Ref:1728	n & Transfer you will be transferring this 1826] to your Organization [District Genera Hospital - Negombo]	•	OFTION
	1728826 #s Sitkemper	_	Confirm & Tratisfer ≓	cancel ete Application	(#)
	Copyright © 2621-2023 Depart	tment of Pensions, Sri Lanka. All	rights reversed.		Version : 244-beta0

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.