

Public Administration Circular : 03/2025 (II)

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

Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

2026.07.21

Secretaries of Ministries

Chief Secretaries of Provinces

Heads of Departments

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

Divisional Secretaries

Heads of Local Government Institutions

Registration of public officers under the Widows' and Orphans' / Widowers' and Orphans' Pension Scheme and the verification of their beneficiaries' information through a new online information system.

Your attention is drawn to Public Administration Circular 03/2025 issued on 20.01.2025 and Public Administration Circular 03/2025 (I) issued on 17.11.2025 regarding the above matter.

02. Accordingly, since the time period granted for the registration, updating of information, and verification of beneficiary details through the newly introduced online information system expired on 28.02.2026, the facility provided for the said activities in the aforementioned information system has been disabled since that date.

03. However, considering the requests received from public institutions that were unable to complete these activities before 28.02.2026, and the necessity to include all public officers in the data system as this system for enrolling members in the Widows' and Orphans' Pension Scheme functions as the base database for services to be provided in the future through the Integrated Pensions Management System (iPMS) currently being implemented by the Department of Pensions, the aforementioned online information system has been reactivated till 30.10.2026.

04. Therefore, all activities such as registration in the data system, updating information, and verification of beneficiary details must be completed by 30.10.2026.

05. Since it has been observed that there are instances where incorrect data has been entered into the data system, special attention should be paid to creating a suitable monitoring mechanism to ensure that the staff is well-informed about the relevant circulars and to follow up on the accuracy of the data being entered into the system.

06. Except for the amendments mentioned under paragraphs 03 and 04 above, all other provisions of Public Administration Circular 03/2025 and Public Administration Circular 03/2025 (I) remain unchanged.

Sgd/S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

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