

Widows', Widowers' & Orphans' Online Re-registration

1 Access to the W&OP Re-registration:

1. Open the Google Chrome or other Web Browser in your Computer.
 - Type http://sathkara.pensions.gov.lk/wop_reregistration or www.pensions.gov.lk on its address bar and access to the Department of Pensions website and click on the W&OP Re-registration icon.



Image 1: www.pensions.gov.lk

2 Re-registration for the Membership Number of Widows', Widowers' and Orphans' Pension Scheme.

Very Important - Relevant officer/female officer should access to the system and fill this application online in the widows', widowers' and orphans' membership number.

No any Username or password is necessary to enter this system. The officers who are engaging in public service and not obtained the Widows', widowers' and Orphans' pension scheme membership number via online from system so far in this system should be registered in this system.(to get to know whether you have registered already, enter your National Identity Card Number to the W&OP section in service menu in Department of Pensions Website <http://www.portal.pensions.gov.lk/wopcard/?q=node/21>.(If your information is already mentioned in there, No need to reregister in this system).

2.1 When initiating the registration for the Widows', Widowers' and Orphans' membership number, you will be accessed to the below front page.

Click on RE REGISTER to re-register for Widows', Widowers' and Orphans' registration numbers.

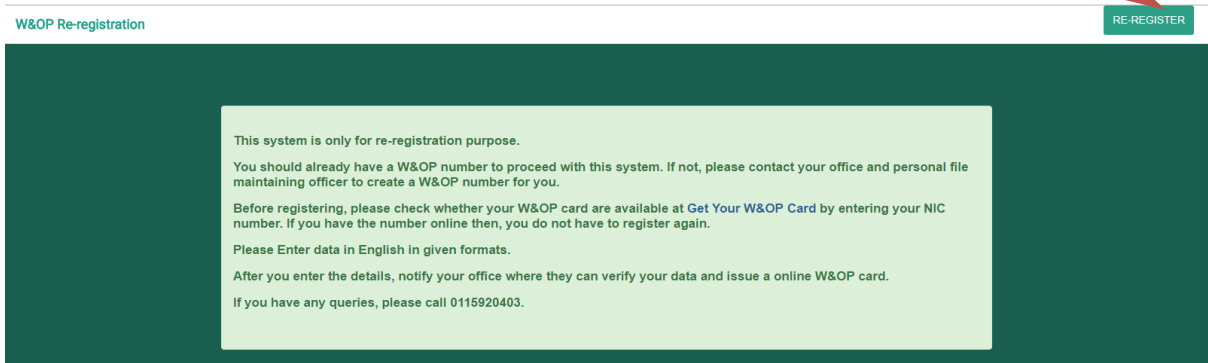


Image 2:

2.2 Read carefully the instructions given in above image.

2.3 Click on 'RE REGISTER' for re registration .Then, you could be accessed to the front page of new application registration for Widows', Widowers', and Orphans' Pension Scheme membership number (Image 3).

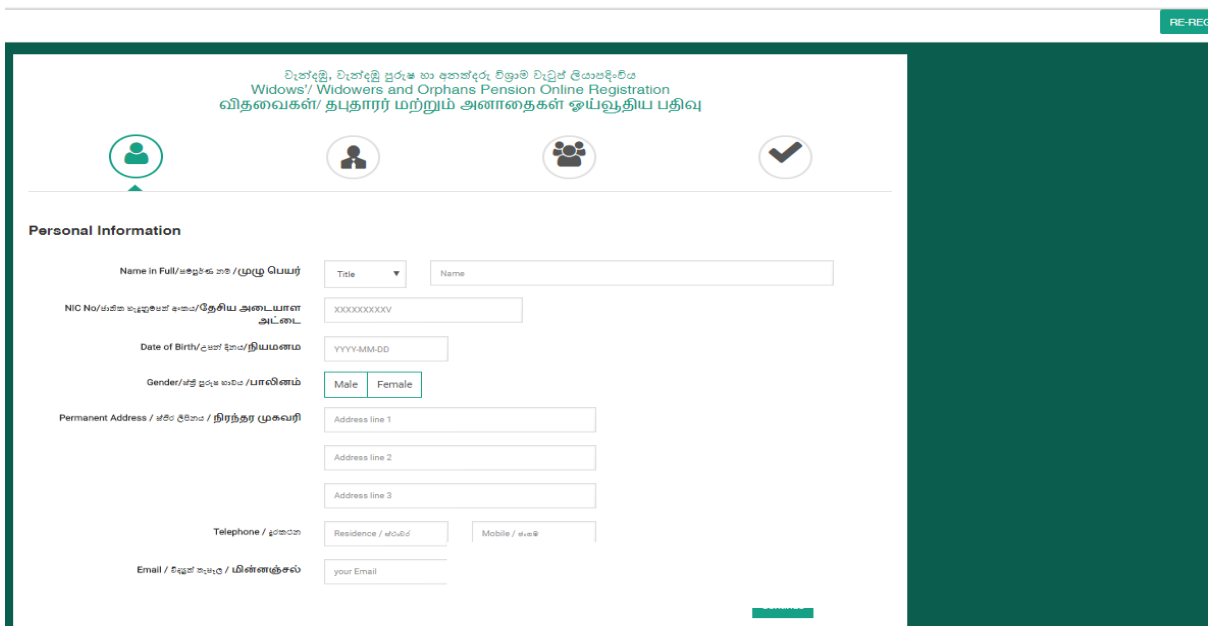
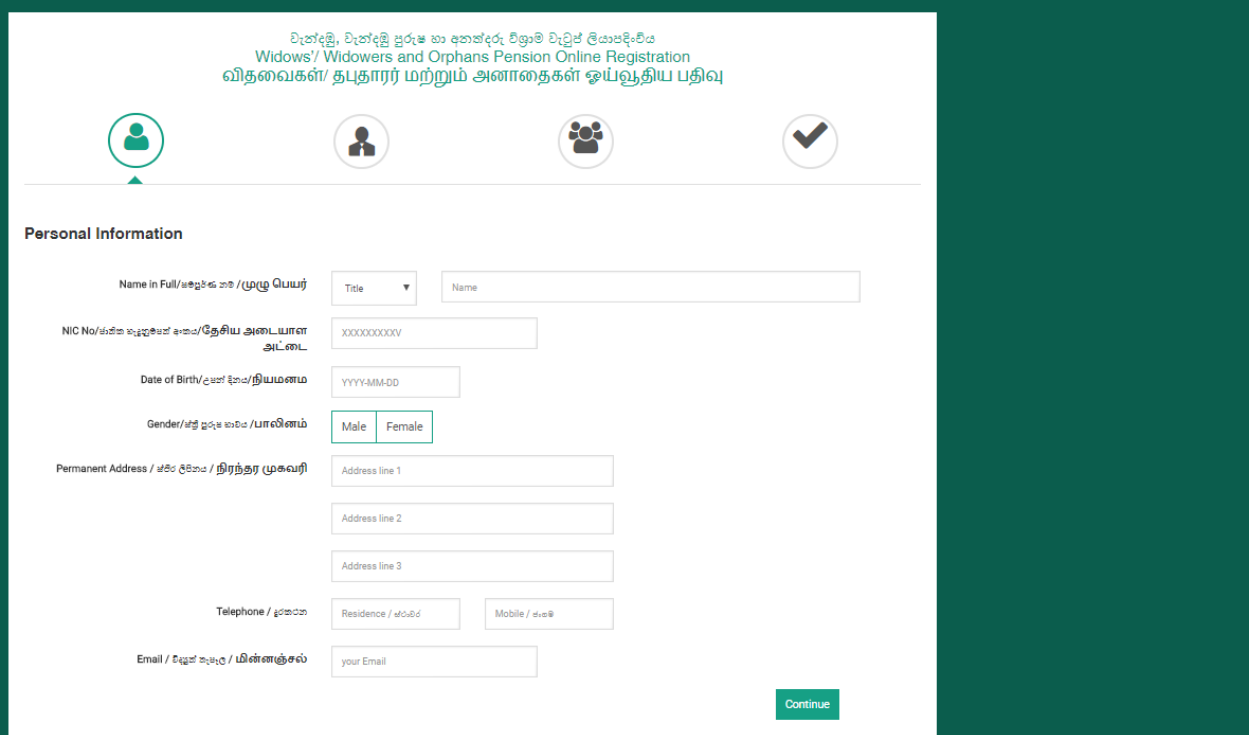


Image 3: Getting access to the front page

3. Filling the registration application in Widows', Widowers' & Orphans' Pension Scheme.

3.1.First Step : Personal Information



RE-REG

වැන්දඹු, වැන්දඹු පුරුෂ හා අනන්දරු ඒලාම් වැඩුන් ලියාපදිංචි වීම
Widows/ Widowers and Orphans Pension Online Registration
விதவைகள்/ தப்தாரர் மற்றும் அனாதைகள் ஒய்வூதிய பதிவு

Personal Information

Name in Full/සමස්ත නම / முழு பெயர் Title Name

NIC No/ජාතික හැඳුනුම්පත් අංකය/தேசிய அடையாள அட்டை XXXXXXXXXV

Date of Birth/දාන් දිනය/நியமனம் YYYY-MM-DD

Gender/අස්ථි පුරුෂ කාන්තා /பாலினம் Male Female

Permanent Address / අපේ ලිපිනය / நிரந்தர முகவரி Address line 1
Address line 2
Address line 3

Telephone / දුරකථන Residence / අපේදි Mobile / සංඛ

Email / විද්‍යුත් තැපෑල / மின்னஞ்சல் your Email

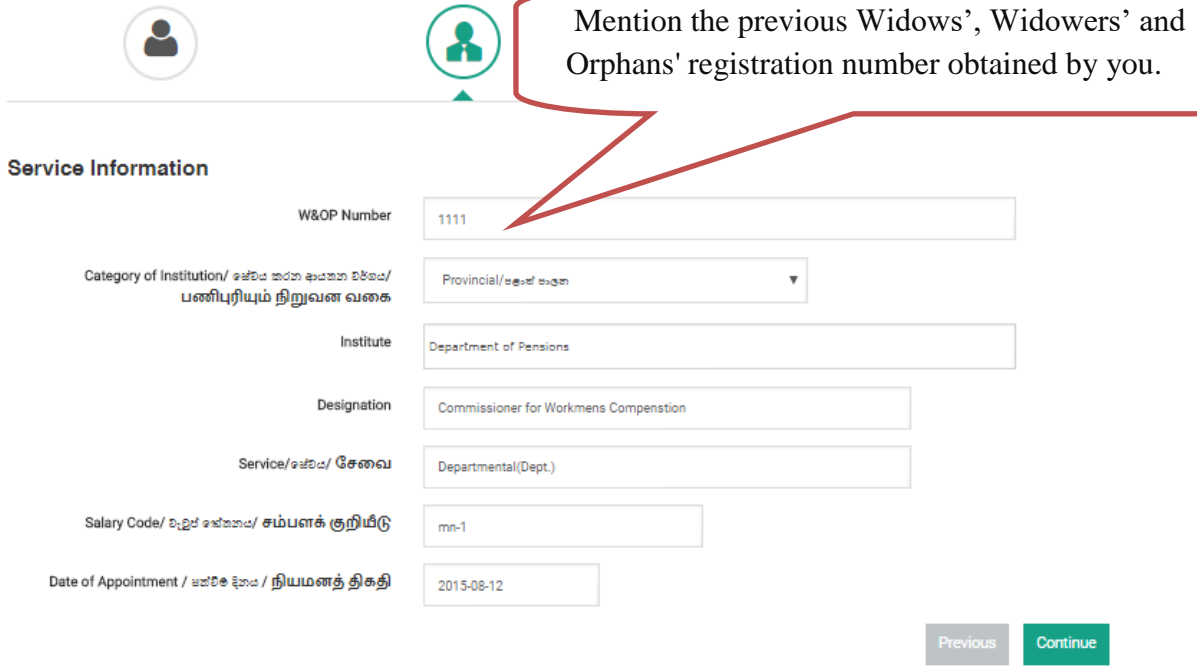
Continue

Image4: Entering personal information

Enter the bio data and contact information of the pensioner. Fill all information and then click on the “Continue” button in bellow screen.

3.2 Second Step : Service Information

வீனர்களின், வீனர்களின் பூர்வ காரணிகளின் விவரம் உள்ளவர்களுக்கு
Widows'/ Widowers and Orphans Pension Online Registration
விதவைகள்/ தபுதாரர் மற்றும் அனாதைகள் ஓய்வூதிய பதிவு



Service Information

W&OP Number	1111
Category of Institution / சேவை காரணிகளின் வகை / பணிபுரியும் நிறுவன வகை	Provincial/சேவை காரணிகளின்
Institute	Department of Pensions
Designation	Commissioner for Workmens Compension
Service/சேவை/ சேவை	Departmental(Dept.)
Salary Code/ விலை குறியீடு / சம்பளக் குறியீடு	mn-1
Date of Appointment / சேவை தேதி / நியமனத் திகதி	2015-08-12

Previous Continue

Image5: Entering service Information

1. Enter the Widows, widowers & Orphans' & membership number already obtained by you. (Confirm the said number from the officer in charge of the subject of your personal files).
2. Enter the Institute serving / Designation / Service / salary Code. (These information should be relevant for the institute where you are serving presently).
3. Fill the relevant information and click on the "Continue" button in the below screen.

3.3 Third Step : Dependant Information

Image 6: Civil Status

2. As per the above image, select whether you are married or single. Select the code relevant for you from Single, Married fields mentioned above as No. (01) If it's, Single, informing the other information is not compulsory. If married, the information of spouse should be entered. If you are belonging to the clergies, mention it on the place denoted No. 02 displayed in above image 06.
3. Below screen will be displayed after select “married”
4. This page has created to enter the dependants’ information of pensioner.

Image 07: Giving information of dependants

1. Click on the “Add Child” No. (03) button to enter the information of the children.
Note the name, gender, date of birth asking.
2. If the child is differently able, use (✓) mark before the cage mentioned before.
3. In instances where the number of children is more than one, click on the “Add Child” button. Click on the “Add” button after entering the information ask.
4. Click on the Continue button after entering all the information.

3.4. Fourth Step: Full information of male/Female officer

வீதவகை/வீதவகை பூர்வ வாகைக்கு விடுதல் சிவாசனம்
Widows/ Widowers and Orphans Pension Online Registration
விதவைகள்/ தபுதாரர் மற்றும் அனாதைகள் ஒய்வூதிய பதிவு

4

Complete

Personal Information

Name
Date of Birth
NIC Number
Gender
Address
Telephone
Mobile
Email Address

Service Information

W&OP Number
Category of Institution
Institution
Designation
Service
Salary Code
Date of Appointment

Dependant Information

Marital Status

Spouse Details

Full Name	NIC	Date of Birth	Birth Certificate NO	Date of Marriage	Marriage Certificate NO	Date of Divorced	Date of Death

Children Details

Full Name	Parent	Date Of Birth	Gender	Health Status

Submit

Image 8: Full Information

1. After you entered the information of dependants, your information will be displayed in the screen as above.
2. If to make any change in given information, you can make the corrections going back to the previous tab as mentioned in the No. 04.
3. Finally, Check again whether your information entered is accurate and if accurate, click on the “submit” button

Verification of the application by the officer/female officer in charge in relation to obtain the Widows', Widowers' and Orphans' membership number in the institution where the officer serving presently.

Access to the web site of the Department of pensions and “Click” on it’s PMS.

1. Entering to the internal system via user account

You can log in to the system using the username and password created by you.

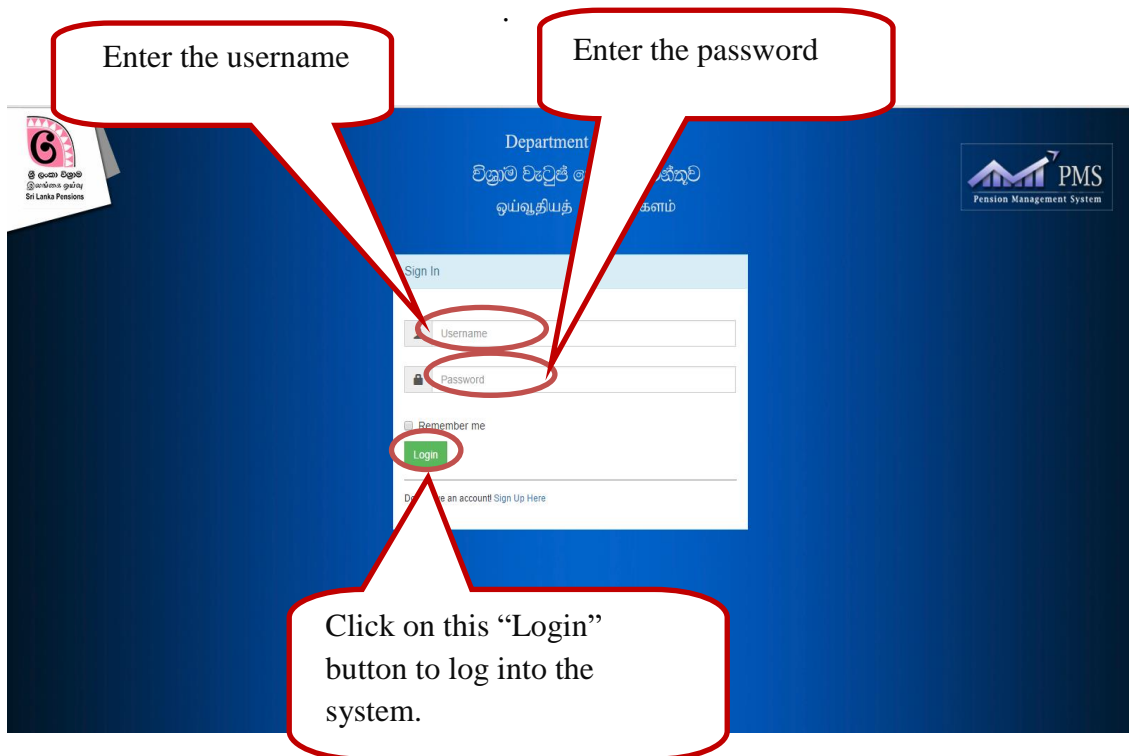


Image9: Entering to the internal system via user account

2. Access to the re registration of Widows', Widowers' and Orphans' membership number

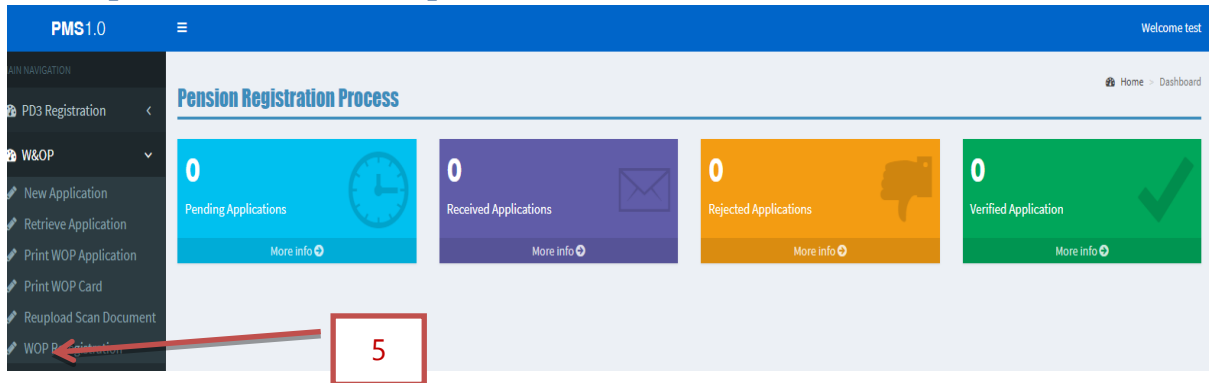


Image 10: Access to the re registration of Widows, widowers' and orphans' membership number

1. You can see the above interface after accessing to the system using your User Name and Password. Click on the W&OP Re-registration displayed on No. 05.
2. Then you will be shown as below. You will be shown the list of names of the officers who have been re-registered in relation to your institute.
3. Click on the view Details click in the interface.(No. 06)

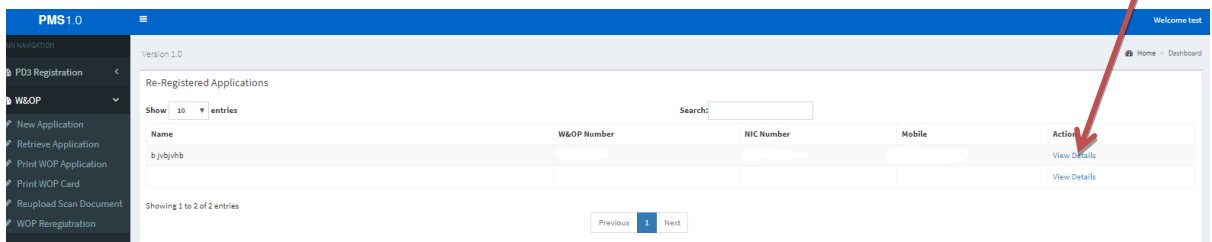


Image 11: Access to the re registration of Widows, widowers' and orphans' membership number

3. Verify the information of the officer

1. The full details of the officers relevant for your institute who have been re-registered will be shown as bellow. Check the personal file of the relevant officer and verify the information.
2. Click the “Edit” button for the relevant edits if needed to edit any information when verifying.
3. “Verify” if information is accurate or “cancel “if information is irrelevant.

Service Information

W&OP Number 7711

Category of Institution Other

Institution null

Designation Pension Officer

Service Associate Officer (Asso. Officer)

Salary Code mn-4

Date of Appointment 2005-07-15

Dependant Information

Marital Status Unmarried

Spouse Details

Full Name	NIC	Date of Birth	Birth Certificate NO	Date of Marriage	Marriage Certificate NO	Date of Divorced	Date of Death

Children Details

Full Name	Parent	Date Of Birth	Gender	Health Status

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Image 12: Access to the re registration of Widows, widowers' and orphans' membership number

- Necessary facilities will be arranged to the officers who have obtained Widows', Widowers' and Orphans' membership number to update their information after the date of 31.03.2018.