

Controller General of Defence Accounts

West Block-V, R.K. Puram, New Delhi -110066.

No.AT-I/NPS/CORR

Dated 26th Aug, 2009.

To

The PCsDA/CsDA/PCA(Fys) Kolkata, CsFA(Fys)/ACAS(Accts) Air HQrs
(Pr.AO, NPS)

Sub: Implementation of New pension Scheme: Precondition for release of 2nd
installment of arrears of 6th CPC recommendations.

A copy of Ministry of Finance , Department of Expenditure , New Delhi , OM. No 1(2)/EV/2008 dated 17th August 2009 on the above subject along with Form (S-1) is forwarded herewith for urgent necessary action. Ministry of Finance have reviewed implementation of NPS and stipulated following action needs to be taken up immediately.

2(a). It has been intimated by NSDL that in large number of cases pertaining to post 01-01-2004 entrants into Govt service , the individual application forms for registration to the NPS have not been filled up and sent to them. It is ,therefore advised that all employees under the administrative control of your Ministry / Department who are covered under NPS may be asked to fill up the enclosed form which may then be forwarded by DDO/PAO to NSDL immediately (latest by 31-08-2009) if this has not already been done. Action in this regard will need to be completed before release of second installment of arrears for which separate orders will be issued. **It may be noted that release of the second installment for post 01-01-2004 entrants will be subject to above action being completed.**

(b). Further the review has brought out that there are cases where the CDDOs/PAOs have not uploaded contribution files or (b) regular monthly credits have not been posted in the IRA or (c) there is a mismatch of contribution. NSDL has been asked to forward PAO/DDO wise subscriber details which will become available to CDDOs/PAOs by the end of August 2009 . Suitable instructions may be issued to all the PAOs /CDDOs to verify the details /confirm contribution/Fund Transfer circulated by NSDL. **Action as prescribed by NSDL / PFRDA while circulating these details (underlying action for missing credits) may be completed positively by 30th Sept 2009.**

3 This HQrs has already issued instructions vide NPS Circular No 8/2009 dated 22-05-09 that all subscribers who were registered through

the legacy data must fill up the application for registration and the same must be forwarded to NSDL by the PAO concerned. The exercise in respect of subscribers who were registered through legacy data must be completed by 31st July, 2009. Pr.AOs were requested to issue necessary instructions to the PAOs under their jurisdiction for completion of the above exercise by the due date given by the Finance Ministry.

4. Pr.AOs are requested to ensure that action as mentioned in par 2(a) above has been completed before release of second installment of arrears of 6th CPC for post 01-01-2004 entrants. Suitable instructions may be issued to all PAOs and DDOs in this regard

5. Instructions have been issued to all Pr.AOs vide NPS Circular No. 10/2009 dated 21-08-2009 that **all PAOs under their jurisdiction may be suitably sensitized for completion of the process mentioned in the circular. Action as stipulated in para 2(b) above may be completed by the due date prescribed by Ministry of Finance.**

Sr.Dy CGDA(AT-I)

No. 1(2)/EV/2008
Government of India
Ministry of Finance
Department of Expenditure

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New Delhi, the 17th of August, 2009


OFFICE MEMORANDUM

Subject: - Implementation of New Pension Scheme – Pre-condition for release of 2nd installment of arrears of 6th CPC recommendations.

Reference is invited to this Department's earlier Office Memorandums regarding implementation of New Pension Scheme. The progress of implementation of NPS has been reviewed and the following action needs to be taken up immediately.

i. It has been intimated by NSDL that in a large number of cases pertaining to post 01-01-2004 entrants into Government service, the individual application forms for registration to the NPS have not been filled up and sent to them. It is therefore, advised that all employees under the administrative control of your Ministry/Department who are covered under NPS may be asked to fill up the enclosed form which may then be forwarded by DDO/PAO to NSDL immediately (latest by 31st August, 2009) if this has not already been done. Action in this regard will need to be completed before release of second installment of arrears for which separate orders will be issued. It may be noted that release of the 2nd installment, for post 1/1/2004 entrants, will be subject to the above action being completed.

ii. Further, the review has brought out that there are cases where the CDDOs/PAOs have not uploaded contribution files or (b) regular monthly credits have not been posted in the IRA or (c) there is mismatch of contribution. NSDL has been asked to forward PAO/DDO wise subscriber details which will become available to CDDOs/PAOs by the end of August, 2009. Suitable instructions may be issued to all the PAOs/CDDOs to verify the details/confirm contribution/Fund Transfer circulated by NSDL. Action as prescribed by NSDL/PFRDA while circulating these details (underlying action for missing credits) may be completed positively by 30th September, 2009.


(Manoj Sahay)
Director (A)

To
All FAs/CCAs

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

[illegible][illegible]

Signature/Left Thumb Impression
of Subscriber in black ink

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

Section A - Subscribers Personal Details (* Indicates Mandatory Field)

- Please Tick as applicable, Shri ☐ Smt. ☐ Kumari ☐

[illegible][illegible][illegible]

- Male ☐ Female ☐

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D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

- [illegible]

[illegible][illegible]

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- else,

[illegible][illegible][illegible][illegible][illegible][illegible]

50	100	150	200	250	300
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STD Code

Phone No. _____

- [illegible]

Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *

1st Nominee	2nd Nominee	3rd Nominee
First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

2. Date of Birth (In case of a minor)*:

1st Nominee	2nd Nominee	3rd Nominee

3. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee

4. Percentage Share *:

1st Nominee	2nd Nominee	3rd Nominee

5. Nominee's Guardian Details (in case of a minor)*:

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

6. Conditions rendering nomination invalid:

1st Nominee	2nd Nominee	3rd Nominee

Section D - Subscriber Scheme Details

1st Scheme	2nd Scheme	3rd Scheme
Pension Fund Managers Name/Code	Pension Fund Managers Name/Code	Pension Fund Managers Name/Code
Scheme ID No./Name	Scheme ID No./Name	Scheme ID No./Name
Percentage Share	Percentage Share	Percentage Share

Section E - Declaration

I understand that there would be PFRDA approved *Terms and Conditions* for Subscribers on the CRA website governing *I-Pin (to access CRA / NPSCAN and view details) & T-pin*. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date :

D D M M Y Y Y Y

Signature/Left Thumb
Impression of Subscriber

INSTRUCTIONS FOR FILLING PRAN FORM

- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- Details Marked with (*) are the mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

Sr. No.	Item No	Item Details	Guidelines for Filling the Form
Section A - Subscribers Personal Details			
1	3.	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6.	Present Address	All future communications will be sent to present address.
3	8, 9, 10	Phone No., Mobile No, & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy.
4	11	Subscriber's Bank Details	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
Section B - Subscribers Employment Details			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN	Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned PAO.
6	8 & 9	PAO/CDDO Reg. No. & DDO Reg. No.	<ol style="list-style-type: none"> PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency. CDDOs will register as both PAOs and DDOs NCDDOs will register only as DDOs and obtain the PAO Reg. No. from their respective PAOs.
Section C - Subscriber's Nomination Details			
7	4.	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
8	5.	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory.
Section D - Subscriber scheme details			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npskra.nsd.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npskra.nsd.co.in Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable.	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npskra.nsd.co.in>).
- The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.**
- The Subscriber can obtain the status of his/her application from the CRA website or through the respective PAO/CDDO.
- For more information
Visit us at <http://www.npskra.nsd.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.