

Controller General of Defence AccountsWest Block-V, R.K Puram New Delhi-110066

No.CGDA/AT-I/NPS/CIR

Dated: 06-10-2009.

Previous NPS Instruction No and Subject	10	Current NPS Instruction No and subject	11
NPS – Provisional Statement of Contributions (PSOC)		Registration of AAO (GE)/AO (GE) as PAOs in CRA system and related issues.	

It may be recalled that 315 posts of AAOs GE have been upgraded as AOs GE as per Ministry of Defence (Fin) No.F.1(1)/C/2008, dt. 23rd Feb., 2009. Detailed instructions on “Operationalisation of Upgradation of 315 posts of AAOs GE to AO GE” have been issued vide HQrs office No.AT-Coord/13108/PC/UpgradationAAO, dt.16th Sept., 2009. It has been decided that the upgraded office of AO GE as well as AAO GE offices will also perform the duties as PAO (NPS) for recovery/remittance of contribution and uploading of NPS data on to NPSCAN etc., of subscribers to NPS in respect of Industrial Employees serving under MES establishments.

2. To implement the New Pension Scheme in the CRA system by the AAOs GE upgraded as AOs GE/as well as AAO GE, following instructions are issued for necessary compliance:

(i) **Registration of AOs GE/AAOs GE as PAOs:** All AOs GE/AAOs GE may be registered as PAO with NSDL by filling form N-2 as per procedure prescribed at para 3.1 in the “Nodal office SOP” for registration of PAOs by NSDL. The form N-2 can be downloaded from the PFRDA website www.pfrda.org.in, NSDL website www.nsdl.co.in and CRA website www.npskra.nsdl.co.in.

(ii) **Provision of IT hardware i.e., PCs etc:** HQrs office EDP Centre has intimated that most of the AAO GEs/AO GEs are already having PCs in their offices. However, in case any of the above offices are not having PCs, requisition for the same may be placed with PCsDA/CsDA. PCsDA/CsDA will send Statement of Case along with the requisition of Hardware for approval by HQrs EDP Centre. PCsDA/CsDA may, therefore, review the requirement of PCs in AAO GEs/AO GEs offices under their jurisdiction and Statement of Case for requirement of PCs may be forwarded direct to HQrs EDP Centre for further necessary action at their end.

(iii) **Internet connectivity for uploading purpose:** It has also been intimated by HQrs EDP Centre that PCsDA/CsDA are providing broadband facility for internet from the office contingency at present. Broadband facility and recurring expenditure thereon in respect of AOs GE/AAOs GE shall be provided out of office contingency of concerned PCDA/CDA.

(iv) **Creation of e-mail account :** Application form for creation of e-mail account as received from HQrs EDP Centre under their UO No.EDP/177/NPS/AAO GE/2009-10, dt.18-6-2009 is enclosed. All the PCsDA/CsDA shall give a consolidated list of offices under their organization

and e-mail ids as per proforma given in the Application form to HQrs EDP centre for creation of e-mail account on NIC Platform.

(v) Training of personnel: Necessary training required for uploading of SCFs on to NPSCAN and transfer of fund to Trustee Bank will be imparted by the concerned PCsDA/CsDA.

(vi) Probable Date of Completion (PDC): PDC for all the above will be **31st Dec 2009**.

3. PCsDA/CsDA are requested to obtain and forward application forms in the prescribed format as mentioned at Para 2 (iv) above for creation of e-mail account in respect of the AOs GE/AAOs GE along with a consolidated list direct to HQrs EDP Centre, for their further action.

4. Necessary instructions may be issued to all the AOs GE/AAOs GE functioning under your jurisdiction to get themselves registered with NSDL as PAO for NPS purpose by submitting N-2 form through their Pr.AO. AOs GE/AAOs GE who are not having any e-mail ID presently may be registered by using the e-mail ID of their Pr.AOs. A list of AOs GE/AAOs GE indicating their PAO Code may also be intimated to this HQrs office for onward transmission of the consolidated list of AOs GE/AAOs GE to NSDL.

(Anant Prakash)
Sr.Dy.CGDA(AT-I)

To

(i) The Regional PCsDA/CsDA

(ii) Pr.AO (NPS) other than Regional PCsDA/CsDA ... for information.

Copy to:

1. Shri Manoj Sahay, Director (Admn) Deptt of Expenditure (Min of Finance) Room N-76, North Block New Delhi	For information
2. Shri Pushkal Upadhyay, General Manager PFRDA, 1 st Floor, ICADR Building Plot No-6 Vasant Kunj Institutional Area Phase-II, New Delhi-110070	For information.
3. Shri Amit Sinha Vice President NSDL 4 th Floor, A Wing Trade World Kamala Mills Compound Senapati Bapat Marg, Lower Parel Mumbai-400013	For information and necessary action in regard to registration of AOs GE/AAOsGE as PAOs on receipt of application form from the Pr.AOs. A consolidated list of all AAO GE/AO GE in Defence will also be forwarded in due course.
4. Shri Anand Agrawal Dy.CGDA (EDPS) EDP Centre (Local)	For information and necessary action w.r.to their UO Note No.EDP/177/NPS/AAO GE/2009-10, dt.18 June 2009 and with a request to post this circular on website and CGDA WAN.
5. Sr.Dy.CGDA (AT-Coord) Local.	For information with reference to their letter No. AT-Coord/13108/PC/UpgradationAAO, dt.16 th Sept., 2009.
6. Sr. Dy.CGDA (AT-X) Local.	For information.
7. Dy.CGDA (AN) Local.	For information.
8. Dy.CGDA (A/Cs) Local.	For information.

(Anant Prakash)
Sr.Dy.CGDA (AT-I)

Office of the CGDA, Computer Centre,
East Block-X, R.K.Puram, New Delhi - 110 066.

Sub: New Pension Scheme - Electronic Upload of Subscriber details
Fund transfer in r/o of post audit cases in r/o Civilians
employees of Defence.


Ref: Audit-I Section U.O. No. 5189/AT-I/NPS/XV dated 27th March
2009 & 15th May 2009

HQrs Audit section may please refer to U.O. Note mentioned
above.

2. Most of the AAO GEs / AO GEs are already having PCs in their
offices. However, if any of the above offices are not having PCs, Ps CDA/ Cs
DA may be asked to send Statement of Case for approval by CGDA.

3. The Ps CDA/Cs DA are providing broadband facility for
internet from the office contingency at present. Ps CDA/Cs DA may be
asked to provide the same to AAO GEs / AO GEs.

4. Application form for creation of E-Mail account creation is
enclosed. Ps CDA/Cs DA may be asked to give a consolidated list of offices
under their organization & E-mail IDs as per Performa given in the
Application form to HQrs EDP Centre for creation of E-Mail account on NIC
Platform.


(Anand Agrawal)
Dy CGDA (EDPS)

Dy CGDA (AT-1)
West Block-V, R.K. Puram
New Delhi - 110 066.
U.O. No. EDP/177/NPS/AAO GE/2009-10
Dated: 18 June 2009

Government of India
Department of Information Technology, MCIT
NATIONAL INFORMATICS CENTRE

Application for Bulk E-Mail Account Creation for a complete domain/ Group of users

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTER.

- 1) Name Of The Applicant*: _____
(Dr./Mr./Ms. First name Middle Name Surname)
- 2) Designation*: _____
- 3) Min./Dept./Org*: _____
- 4) Address for correspondence*: _____

City: _____ Pin Code: _____
- 5) Telephone Number: (O)* _____ (R) _____ Mobile: _____
- 6) E-mail address of the applicant*: _____
- 7) Preferred email_id_pattern** : _____ @nic.in, Preferred Suffix** _____

List* of user names and/or designations in the format given next page are to be provided along with application form.

This is to declare that all the users listed along with this application form have read the terms and conditions and they agree to abide by them. I shall be single point of contact in case of any failure on their part.

* Entries are mandatory and need to be filled.

**The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e_mail id unique across the domain.

Signature of the Applicant
with date and seal

FOR OFFICE USE

Account Category: Free/ Paid

If free, on What Basis: _____

If paid, Project No. : _____

Signature of NIC Coordinator/HOD

Name & Designation: _____

E-mail and Tel. _____

Billing Division(RR Section):

File Number:

Payment Processed: Yes/ No

Signature

User ID Creation:

Signature of iNOC incharge

Assigned login ID: _____ domain: _____

Remarks: _____

Signature of the Operator

Name& Desig.: _____

For Name based Email id(s), a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file.

Sl. No.	Full Name	Designation, Department, etc.	Preferred Email id**

****The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e mail id unique across the domain.**

For Designation/Official Position based Email id(s), a list of designations in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file.

Sl. No.	Official position	Department, Ministry, [State name]	Preferred Email id**

****The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e mail id unique across the domain.**

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password once for every month.
3. You are responsible for any mail/information sent on NICNET.
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
5. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.
Note: NIC does not distribute any personal firewall software.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express on Microsoft WINDOWS 9X/ ME/ NT/ 2000 Prof./ XP, please apply the appropriate patches announced by the Microsoft from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to support@nic.in
10. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.