

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

No.CGDA/AT-I/NPS/CIR

Dated: 17 -3-2009.

Previous NPS Instruction No and Subject	6	Current NPS Instruction No and Subject	7
Transfer of accumulation for the period from 2003-04 to 2007-08		Submission of application forms for registration of new entrants from 1-4-2009 onwards and other misc. instructions.	

1. Consolidating the instructions issued so far:

- a. Following Circulars for the implementation of the New Pension Scheme in the CRA system have been issued by this HQrs from Jan 2009, receipt of which may please be ensured at your end.

Sl.No.	Circular No.& date	Subject
1	5189/AT-I/NPS/Vol-XV, dt.23-1-2009	SCF (Subscriber Contribution File) upload by PAOs.
2	5189/AT-I/NPS/Vol-XV, dt.27-1-2009	Further course of action.
3	5189/AT-I/NPS/Vol-XV, dt.5-2-2009	Rendition of Monthly Reports on uploading and remittance of NPS
4	5189/AT-I/NPS/Vol-XV, dt.11-2-2009	Transfer of legacy data (2 nd Tranche)
5	5189/AT-I/NPS/Vol-XV, dt.11-2-2009	Clarification on legacy issues.
6	5189/AT-I/NPS/Vol-XV, dt.19-2-2009	Transfer of accumulation for the period from 2003-04 to 2007-08

- b. During the Videoconference held on 5th and 6th March, 2009, to review the progress of activities related to NPS, it was decided that circulars on NPS would be serially numbered to enable the field offices to ensure that all circulars are received by them. Accordingly, all circulars on NPS will bear **Serial Number** and Sl.Nos 1 to 6 may please be allotted to the circulars mentioned above in the copies received in your Office.

2. SCF Upload procedure:

- a. It was also observed from the discussions in the videoconference that PAOs are uploading SCF after reconciliation of contributions with compilations and not on first working day of the month following the salary month in pre-audit cases. In this connection, it is clarified that as the subscriber contribution and matching Govt. contribution are booked through punching medium while releasing payment of salary of a particular month in pre-audit cases, **uploading of SCF may, therefore, be made on first working day without waiting for reconciliation with compilation.** However, the correctness of the contributions with respect to entitlements of pay and allowances of the subscribers in SCF has to be ensured before uploading.
- b. It was also intimated by a few offices that the upload in respect of pre audit cases is being kept on hold awaiting schedules for post audit cases. It is clarified that NPS envisages immediate upload of data and remittance of funds consequent to payment of salary and any delay is not justified. Since there is no restriction on the number of files that can be uploaded during a month, it will be advisable to upload the data for pre-audit and post audit cases in different batches immediately on receipt of schedules.
- c. Same logic would apply for cases where PRAN Nos are not available for certain cases. In this situation the records for such individuals should be segregated from main file and can be uploaded subsequently. However PAOs should devise methodology to keep strict control over such cases and wanting information should be obtained through personal initiative and by raising the matter to Pr. AO if the need be.

3. Registration of new entrants:

The Ministry of Finance have issued instructions that **all new entrants to NPS who join service on or after 1st April, 2009, will have to fill the paper application form for allotment of Permanent Retirement Account Number (PRAN)** and submit the same to DDO who would further forward it to NSDL through PAO for generation and allotment of PRAN and dispatch of PRAN kit. The Ministry of Finance have further directed that the **PRAN No., be indicated in the Service book and LPC of the subscriber in case of transfer of subscriber.** The subscriber registration form is available on NSDL website. A copy of Ministry of Finance OM No.1(2)/EV/2008, dt.16-2-2009 is enclosed.

4. Change of Trustee Bank address:

- a. The Pension Fund Regulatory and Development Authority (PFRDA) has informed that Account Number (for Central Government Departments) of NPS Trust Account maintained currently with Bank of India, Parliament Street, New Delhi, will be shifted to Bank of India, Bandra Kurla Complex Branch, Mumbai, with effect from 1st April, 2009. The complete details of NPS Trust Account to be operationalised at the BKC Branch, Mumbai, are as under:-
 - Bank/Branch Address : Bank of India

Bandra Kurla Complex Branch
Star House, C-5, “G” Block,
Ground Floor, Bandra-Kurla
Complex,
Bandra (E), Mumbai, Maharashtra.
PIN – 400 051.

- A/c No. : 012210110002183
- IFS Code : BKID0000122
- MICR : 400013119
- Bank of India : 0122
- Branch Code No.

- Branch Manager’s Name : Shri A J. Saini
- Designation : Senior Branch Manager
- Telephone : 66684418
- Branch Tele – Fax : 26501486
- Telephone No. : 26522975, 26522976, 66684419
- E-mail ID : bkc.mumbainorth@bankofindia.co.in.

- b. Pr.AOs are requested to instruct the PAOs under their control to remit the funds in the NPS Trust Account in Bank of India, Bandra Kurla Branch, Mumbai with effect from 1st April, 2009. A copy of PFRDA letter No.1/3/2008-NPST, dt.16-2-2009 is enclosed.

5. Dishonour of PAO cheque by the Treasuries:

An instance where cheque issued by one of the PAOs for remittance of NPS amount was dishonoured after the bank has given the fund confirmation for the settlement was brought to the notice of this HQrs office by NSDL and PFRDA recently. On enquiry, it has been intimated by the PAO concerned that the cheque was dishonoured by the Treasury for want of advice (details of cheque book number, serial number of cheques issued by the Controller). In this connection it is impressed upon all concerned that **all possible precautions may be taken by Pr.AOs/PAOs offices to ensure that cheques issued on account of remittance of NPS to the Trustee Bank are not dishonoured by the bankers/treasuries concerned and that instances of the above nature do not recur under any circumstance.**

6. Responsibility of PAO:

- a. The responsibility of PAOs regarding uploading and remitting funds to the Trustee Bank has already been highlighted vide para 7 of this HQrs Office Circular dt.19-2-2009 (i.e. Sl.No.6 of 2009). **It is reiterated that responsibility of the PAO does not end with upload and deposit of subscription with the Trustee Bank but they have also to ensure that the data has been accepted and matched correctly.** The “matched and booked status” is available on

NPSCAN website within 5 working days whenever a regular SCF is uploaded and funds remitted to Trustee Bank.

- b. The CRA system has well established communication/feedback system through e-mails. All Pr. AOs/PAOs have been registered with valid e-mail ids. Accordingly all agencies should keep on accessing their e-mails on a regular basis and respond to the communications from various agencies. Under CRA system the email communications received on registered e-mail ids will be treated as authentic and valid for all purposes.

7. **Miscellaneous:**

- a. Instructions were issued vide para 3 of this HQrs Office circular dt.19-2-2009 that all Nodal Offices should furnish a certificate of the legacy data of first tranche in the format given at Annexure-A so as to reach HQrs Office by 25-2-2009. It has been observed that some Nodal Offices have furnished the certificate with conditions attached.
- b. In this connection, it is brought to the notice of Nodal Offices that the process of recasting of the Individual Pension Accounts of the subscribers to NPS started from January 2008 vide this HQrs office circular of even No., Vol-XI, dt.25-1-2008, and the process was to be completed before 31-3-2008. As some of the Nodal Offices could not complete the job, instructions were issued vide Para 1.6 of this HQrs Office circular of even No., Vol-XIII, dt.17-7-2008 to complete the process of recasting. The confirmation of the correctness/reconciliation was to be furnished to the HQrs Office by 14-8-2008 vide para 1.3 of HQrs office circular dt.17-7-2008. It was also instructed vide para 1.10 of the circular dt.17-7-2008 that all the subscribers under the jurisdiction of the Nodal Office may be issued Annual Statement for the years 2003-04 to 2007-08 after due verification and reconciliation of the same with recast individual pension accounts. The completion date of issue of Annual Statements to the subscribers was fixed 14-8-2008 and the subscriber was required to inform any discrepancy in the Annual Statement within 15 days of receipt of the same. *In view of above, it is quite clear that sufficient time has already been provided for arriving at final amount of contributions for the period 2003-04 to 2007-08, the perpetual reconciliation by some of the Nodal Offices is not understood. NPS being a market driven mechanism is unlike the GPF system where some mechanism for later correction is available since the return is fixed and NAV based. The reconciliation process was allowed to continue for such an elaborate period only to facilitate arrival at error free opening balances. While this Headquarter would take up the issue with PFRDA and Min of Fin for some mechanism, it prima facie appears that such adjustments would be possible only with due weight to the responsibility aspect and the possibility of recoveries from erring officials can not be ruled out.*
- c. HQrs Office has authorized NSDL to carry out posting of the Individual Retirement Accounts (IRAs) of subscribers up to the amount intimated in the certificate rendered by the Nodal Offices in response to this HQ circular dated 19.02.2009. **Each Nodal Office would be required to ensure that the data**

rendered by them to NSDL is in agreement with amounts indicated by them in respective certificates.

(P. Upadhyay)
Dy.CGDA (AT-I)
Ph.no 011-26711745, Fax. 26104462

All Pr. AOs (PCsDA/PCoA Fys,CsDA,CFA Fys., ACAS Accounts)

Copy to:

1.Shri Manoj Sahay, : for information
Director
Dept of Expenditure (Min of Finance)
North Block
New Delhi

2. Shri Siddharth Sharma, : for information
General Manager,
PFRDA
1st Floor, ICADR Buidling
Plot No.6, Vasant Kunj Institutional Area,
Phase-II , New Delhi -110070.

3. Shri Amit Sinha : for information
Vice-President,NSDL
4th Floor, A Wing Trade World
Kamala Mills Compound,
Senapati Bapat Marg, Lower Parel
Mumbai-400013

4. Shri Manish Tripathi : for information and with request to post
Dy. CGDA EDPS
EDP Centre
(Local) this circular on website and CGDA
WAN.

Accounts Officer (AT)