



PUNJAB STATE TRANSMISSION CORPORATION LTD.
**(Office of the Chief Accounts Officer, 1st Floor, NPS Section,
Shakti Sadan, Opposite Kali Mata Mandir, Patiala.)**

To,
All DDOs PSTCL.

Memo No. 151/194

Dated:18.07.2013

Subject: - Guidelines for proper implementation of New Defined Contributory Pension Scheme.

New Defined Contributory Pension Schemes is mandatory for all Govt. / PSTCL employees joining service on or after 01.01.2004. Only regular employees who are appointed on or after 01.01.2004 are covered under this scheme. Work charged and employees appointed on contract basis are not covered under this scheme.

With reference to the above, we hereby undertake to ensure that our employees recruited on or after 16.4.2010 would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by PFRDA under the NPS Architecture, from time to time.

PSTCL is going to be registered with NSDL/CRA, Mumbai.

The following guidelines are issued for proper implementation of New Pension Scheme. In future, the DDOs should ensure that these guidelines are being strictly followed in their offices:

1. Each DDO will forward the S-1 Form to the office of AO-NPS, Head Office Patiala before 10th August 2013. A Certificate in this regard shall be submitted by each DDO to NPS Section that S-1 form of all employees have been filled & submitted.
2. While submitting the application form (S-1) for allotment of PRAN, it should be ensured that all columns of the **form are properly filled in black ink** only. **Un-attested photograph** should be properly pasted on the form and one **Cancelled Cheque** and **copy of PAN Card** should also be attached. Form S-1 should be submitted in duplicate and **ONLY ONE COPY** of S-1 Form should be properly signed & stamped by the DDO. Employee ID Nos. and DDO address should be mentioned on the back side of this signed copy. Instructions given on the last page of the form S-1 should be properly followed.
3. It is clarified that those employees who are currently working under PSTCL and recruited by erstwhile PSEB and those employees whose process of recruitment was started during the erstwhile PSEB and they joined service during the year 2010, will get their PRANs allotted through AO/NPS PSPCL, Patiala.
4. Where an employee has joined PSTCL after resigning from any other Govt. Department and PRAN has been issued to him/her from his/her previous employer, there is no need to apply for a new PRAN. Subscription may be deposited in his old PRAN and a proper note to this effect including detail of previous department should be given in the NPS schedule.

5. The amount of each financial year standing at the credit of 57.170 (Employee Share) & 57.175 (Employer Share) must be tallied since the joining of new recruited employees by PSTCL . If there is any difference, same shall be rectified at the earliest.
6. Location code wise/ DDO wise list of figures collected from compilation section have been uploaded on the website under CPF Information.
7. In case the recovery of amount of subscription from the salary of employee recruited on or after 16.4.2010 (whose PRAN No. shall be allotted by NSDL) towards New Pension Scheme could not be started yet, same shall be deducted with the current Month Subscription i.e. one subscription for Current Month and One additional of equivalent amount towards arrears.
8. Each DDO will submit its arrear schedule w.e.f 16.04.2010 to 31.07.2013 in the excel format as per enclosed Performa.
9. Every DDO shall create an E –Mail ID, if the same has not already been created in respect of their office, in order to furnish the schedule register (in prescribed format in MS Excel) under NPS of those employees appointed on or after 16.04.2010 at ao-nps@pstcl.org by 25th of every month to enable NPS section to deposit the CPF to NSDL.
10. The NPS Schedule should be submitted only as per prescribed Performa in MS Excel and in soft as well as hard copy, NPS Schedule submitted in any other format/form will be rejected.
11. A **specimen copy** of PRAN form is uploaded at PSTCL website under <http://www.pstcl.org/PDF/Specimen%20Copy%20PRAN.pdf>
12. NPS FORMS:-
 - S-1 form for PRAN allotment
 - Annexure-V (NPS schedule) for subscriber's subscription. (Regular/Arrear)

Please ensure that the above steps are being followed in your office for proper implementation of New Define Contributory Pension Scheme.

**AO/NPS,
PSTCL, Patiala.**