

PUNJAB STATE POWER CORPORATION LIMITED
(Finance Section)

Finance Circular No:- 01/2012

To

- | | | |
|-----------------------------|---|---|
| 1. Director /Generation | } | Punjab State Power Corporation Limited |
| 2. Director /Distribution | | |
| 3. Director /Administration | | |
| 4. Director/Human Resources | | |
| 5. Director/Finance | | |
| 6. Director/Commercial | } | Punjab State Transmission Corporation Limited |
| 7. Director/ Transmission | | |
| 8. Director/Finance | | |
| 9. Director/Administration | | |

Memo No. 7417/26 / Fin-II/37(98)Loose

Dated - 3/2/2012

Sub:- **New Restructured De-fined Contributory Pension Scheme (NPS) for new entrants of PSPCL Service.**

In continuation to this office Memo No.124306/124350/Fin-2/37(98) dt. 26-9-07 (Finance Circular No. 10/2007), Punjab State Power Corporation Limited, Patiala while considering the CAO's Memorandum No.1/NPS dated 6-12-11 has decided to issue instructions to operationalise the New Pension Scheme in PSPCL as under:-

With referred to the State Government Notification no. 8-1-2004-3FPII/2078 dated 2nd March, 2004 which was issued for amending the Rule 1.2 of Punjab Civil Services Rules Vol.1, Part-1 to the effect that Govt. employees who are appointed to the Posts of Categories (1) to (5) mentioned under the Rule, on or after the 1st January, 2004 shall be governed by New Defined Contributory Pension Scheme

The New restructured Defined Contributory Pension Scheme circulated by Department of Finance (Finance Pension Policy & co-ordination Branch) Govt. of Pb. vide no. 3/72/2003-3 FPPC/7280 dated Chandigarh the 12th December 2006 and no. 3172/2000-3 FPPC/889 dated 29-1-07 was adopted by PSEB vide Finance Circular no. 10/2007 memo no. 124306/124350/Finance 2/37 (98) dated 26-9-2007. The Department of Finance (Finance Pension Policy & co ordination Branch) Finance Govt. of Pb. Chandigarh vide no. 3/72/2003-3 FPPC/639 dt. 25-5-11 has issued some amendments/additional instructions to operationalisation of NPS in the various departments of the Govt. of Punjab. On close perusal of the instructions it is felt that, due to administrative and structural difference of PSPCL and Govt. Depts, there will, be difficulty in implementing the instructions in PSPCL in toto. Therefore, it is necessary to

Contd.P.----2



amend some of the clause of the ibid instructions to make them suitable for PSPCL structure.
Keeping in view the above facts instructions are issued as follow:-

- 1) The various terms used under this scheme shall mean as under:
 - a. **Annuity Providers:**
An entity under the control of IRDA who has been entrusted the work of investing, subscriber's retirement funds to provided him life time annuity (as pension) under New Pension System
 - b. **Central Record Keeping Agency (CRA):**
Means any company or firm or organization or trust which has been entrusted the work of Maintenance of Accounts, upkeep of record, issuing PRAN No. and PRAN Cards etc. under Pension System appointed by Government of Punjab.
 - c) **Competent Authority:**
Director/Finance, PSPCL, who has been authorized to sign all agreements under New Pension System or any such person authorized by him.
 - d) **Consolidated pay:**
Consolidated pay means pay as defined in rule 1 (I) of these instructions plus dearness allowance payable from time to time.
 - e) **Designated Authority Means:**
Chief Accounts Officer PSPCL to interface with all the entities under the New Pension System.
 - f) **Family:** Includes the Subscriber, his or her spouse and parents only.
 - g) **Government Means:**
the Government of State of Punjab in the Department of Finance.
 - h) **New Pension System Contributions Accounting Network (NPSCAN):**
means the accounting network generated under the New Pension System.
 - i) **New Pension System:**
means a new system of Defined Contribution Pension evolved by Government of India and adopted by Government of Punjab/PSPCL.
 - j) **Nodal Officer:**
An Officer appointed by the Head of Department to laise with principal Accounts Office, for the affairs of its subscribers under New Pension System in his department.
 - k) **NPS trust :**
Means a group of trustees appointed by PFRDA under Indian Trust Act, 1882

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- l Pay:
Pay under this system will include Basic pay, Grade Pay and Dearness pay or any other allowance defined as pay under Regulation 2.45 of MSR Vol-1 Part 1 of PSEB (now PSPCL) from time to time.
- m Pay & Accounts Office:
Mean the office of Additional SE/Sr. Xen/Sr. AO/AO or any other officer having DDO powers in PSPCL, registered as such under New Pension System.
- n. Pension Fund Managers (PFMs):
means the fund Managers (s) appointed by the NPS Trust to regulate investment of pension Fund.
- o Pension Fund:
Includes subscriber's contribution, Government/PSPCL matching share under Tier-I and investment returns, interest etc, there-on.
- p Permanent Retirement Account Number (PRAN):
Means 12 digit a unique numeric Number issued to the subscriber by the CRA under New Pension System.
- q PFRDA:
Means Pension Fund Regulatory & Development Authority established by Govt. of India, to regulate New Pension System.
- r Principal Accounts Office:
Means the office of Dy. Chief Accounts Officer/Pension & Funds under the control of Designated Authority.
- s Subscriber:
means an employee who has been appointed to the post mentioned in Regulation 1.2 of M S R volume-1 part 1 on or after 1.1.2004 and who has been registered as such under New Pension System.
- t Trustee Bank:
means the Bank which has been authorized by PFRDA to receive and remit Pension Funds under New Pension System.
- u. User Charges:
means the charges on account of PRAN opening charges, Annual charges on account of maintenance of accounts, and transaction charges payable to Central Recordkeeping Agency, as per terms and conditions of agreement, plus Service Tax and other taxes applicable



Contd.P-----4

2. Salient features of this scheme are under:-

- 1) The new pension Scheme will work on defined contribution basis and will have two – Tier-I and II. Contribution to Tier-I is mandatory for all Government/PSPCL employees joining Government/PSPCL Service on or after 1-1-2004, whereas Tier-II will be optional and at the discretion of Government/PSPCL employees.
- 2) In Tier-I, all Government/PSPCL employees will have to make a contribution of 10% of his basic pay plus DA which will be deducted from their salary bill every month by the DDO/I lead of Office concerned. The Government/PSPCL will make an equal matching contribution.
- 3) Tier I contribution (and the investment returns) will be kept in a non withdraw-able Pension Tier-I Account. Tier-II will be kept in a separate account that will be withdraw-able at the option of the Government/PSPCL employee. Government will not make any contribution to Tier-II Account.
- 4) The existing provisions of Defined Pensionary Benefits, Pension and GPF would not be available to new Government/PSPCL employees joining Government/PSPCL service on or after 1.1.2004.
- 5) In order to implement the scheme, there will be a Central Record Keeping Agency and several Fund Managers to be appointed by the Government of India Ministry of Finance, Department of Expenditure to offer three categories of Schemes to Government employees viz option A, B and C based on the ratio of investment in fixed income increments and equities. An independent Pension Fund Regulatory and Development Authority (PFRDA) will regulate and develop the pension market.
- 6) As an interim arrangement, till such time the Statutory PFRDA is set up an interim PFRDA has been appointed by issuing an executive order by Ministry of Finance, Department of Economic Affairs, Government of India.
- 7) Till the New Pension System come into operation on regular basis and all the accumulated balances in the individual account are transferred to the trustee bank, it has been decided that such amount representing employees' Contributions and PSPCL matching share along with interest paid by PSPCL will be kept in Account Head 57 160 employees share, Account Head 57.165 PSPCL share. This will be purely a temporary arrangement during the interim period.
- 8) Tier-II will not be made operative during the interim period.
- 9) A PSPCL employees can exit at or after the age of 58 years and 60 Years in the case of Group –D employees from the Tier-I of the Scheme. At exit, it would be mandatory for him to invest 40% of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company), which will provide for pension for the life time of the employee and his dependent parents/spouse. In the case of the employees who leave the Scheme before attaining the age of 58 years and 60 years in the case of

Contd.P-----3



Group-D employees, the mandatory annuitisation would be 80% of the pension wealth.

- 10) The Head of Departments/Head of Offices and Drawing and Disbursing Officers cum District Treasury Officers in PSPCL will follow the guidelines given below:-
- a. The New Pension System shall be applicable w.e.f 1st of January,2004 and all employees who have entered PSPCL service against the categories mentioned in Regulation 1.2 of M S R, Volume-1,part-1,on or after 1.1.2004 shall be covered under this System.
 - b. Contribution payable by the corporation employees towards the scheme under Tier-I i.e 10% of the consolidated pay will be recovered from the salary bills every month and shall be credited to :-
57.160 : contributory pension fund-employees contribution
 - c. Recoveries toward contribution under Tier-I will start from the salary of the month following the month in which the employee has joined service. Therefore, no recovery will be affected for the month in which a employee joins service. For example, If an employee joining service in the month of January 2004,deductions towards Tier-I contribution will start from the salary bill of February 2004, and deductions for those joining service in the month of February ,2004 will start from the salary bill of March 2004 and so on.
 - d. Immediately on joining PSPCL service, the employee will be required to fill the form S-1 annexed to this letter (In triplicate) and provide particulars such as his name, designation, scale of pay, date of birth, nominee (s) relationship of the nominee (s) and share of each nominee etc. The DDO concerned will be responsible for obtaining this information in forms S-1 from all PSPCL employees covered under the New Pension System as per instructions given at the end of form S-1. He will also check the contents given above and will ensure that no column is left unfilled by the PSPCL employee and all information required has been supplied by him. In token of confirmation he will sign the form S-1 in the prescribed space along with his seal and registration no.(provided by the CRA) Form S-1 should reach the office of Principal Accounts Office with in Seven days from the date of joining of PSPCL Employee.
 - e. Every Additional SE/Sr Xen/Sr AO/AO having DDO Powers will get himself registered into the New Pension System by filing form N-3 and N-2 annexed to this letter respectively as DDO cum DIO, if not registered earlier.
 - f. The scheme of voluntary contributions under Tier-II will not be made operative during the period of interim arrangement and therefore, no recoveries will be made from salaries of the employees on the account.
 - g. No deductions will be made towards GPF contribution from the employees joining the service on or after 1.1.2004 as the GPF scheme is not applicable to them.



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- h. During the Interim period, Principal Accounts Office, in the Office of DY CAO/P & F, PSPCL will maintain data & legacy funds.
- i. No Contribution on account of PSPCL matching share will drawn by any drawing and disbursing officer. The matching share under the scheme will be paid by the Principal Accounts Office, for all the PSPCL Employees every month on the basis of information received from DDO cum DTO every month.
- J. From 1st January, 2011 existing system of allotting PPAN No. will be dispensed with. New 'PRAN' number will be issued to each employee by CRA through the office of Principal Accounts Office, on the basis of form S-1 received. It will be the duty of the concerned employee to ensure that his S-1 form has been forwarded by the DDO cum DTO in time to avoid delay in issue of PRAN Number.
- k. The DDO cum DTO will prepare separate Pay Bill Registers in respect of the employees joining service on or after 1.1.2004. The DDO cum DTO will prepare separate pay bills in respect of such employees showing against each employee the PRAN Number allotted by CRA or PPAN Number (Where PRAN Number has not been allotted so far.)
- l. The DDO/Head of Office will prepare a schedule of recovery under tier-1, in Triplicate in the prescribed form (Annexure-1-A) for the contributions under Tier-1 one copy will be sent to the Principal Accounts Office immediately duly countersigned by him (DDO). He shall be responsible to ensure that a copy of the schedule reaches the office of principal Accounts Office by the 25th of every month. The amount of the Contribution under Tier-1 should tally with the total amount of recoveries shown under the corresponding column in the pay bill.
- m. Format of Schedule of employees' contribution towards tier-1 showing regular deduction and the recovery of arrears of contribution as per procedure mentioned in the instructions issued vide letter no. IAO(R)/Pension Cell/A-1/08/1783, dated 14th March 2008, has now been amended as Annexure-1-A.
- n. Whenever a bill for arrears of pay is drawn in respect of employees under New Pension Scheme, the subscription in respect of consolidated pay drawn in such bill @ 10% must be deducted and recovery schedule be prepared, as in case of regular salary bill. Such schedule of recovery of mandatory subscription should reach the Principal accounts office within one week from the date of passing of the bill for payment.

Note: Copy of the revised schedule of deduction towards tier-1 of Defined Contribution Pension Scheme is annexed as Annexure-1A

- o. DDO-cum-DTO will also send through E-mail or through special messenger an account of salary bills passed by him every fortnightly on the 20th of every month for the salaries drawn from the 1st of the month to the 15th of that month and on the 5th of subsequent

Contd:-----7



month for the salary drawn between 16th and last working day of previous month, showing date wise amount of deduction credited to head 57 160 along with copies of deduction schedules in Annexure-1 A, duly verified by him.

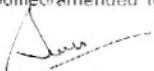
- p. Matching Contribution by the PSPCL shall be paid to the trustee bank at the level of principal Accounts Office, after comparing the schedules sent by various DDO with the DDO wise amount transferred to 57.160 . The matching share shall be paid by debiting: Account Head 75.825- Terminal benefit- contributory Pension Scheme- Corporation Share by Contra Credit to 57.165
- q. Contribution 'employees share' under tier-I credited in head 57.160 will be drawn and paid to the trustee bank under New Pension System, by the Principal Accounts Office at Patiala. Principal accounts office will also reconcile quarterly, the amount drawn by it every month and amount credited by the DDO to respective head of Accounts
- r. The employee's contributions under Tier-I and Tier-II should be posted in different columns of the individual ledger account (to be maintained by each DDO in the format in Annexure-V) for audit purpose by the Internal Audit Organisation or AG Punjab, as the case may be. No Statement of Account will be issued to the concerned employee at the level of DDO or HOD.
- s. These accounts should not be mixed with GPF accounts and these records/ledger accounts should be independent of GPF accounts maintained in the case of pre 1.1.2004 entrants to PSPCL service.
- t. It shall be the duty of each DDO to reconcile the accounts once every year with the Principal accounts office. Any difference in the accounts or contribution should immediately be brought to the notice of Dy.CAO/P & F .
- u. Principal Accounts Office will update its database and generate exception reports for missing credits, mismatches etc. which will be sent back to the DDO/DO for its correction & further necessary action.
- v. Whenever any employee is transferred from one office to another, the Drawing and Disbursing Officer should clearly indicate in the LPC of the individual the 12 digit PRAN (Permanent Retirement Account No. issued by CRA, through principal Accounts Office) the month up to which the employee's contribution has been credited to head 57 160 and will show all the deductions made since last financial year to the date of transfer.
- w. No withdrawal of any amount will be allowed during the Interim arrangement, provision, regarding terminal payments in the event of untimely death of an employee or in the event of his leaving the service during the Interim period shall be notified in due course.
- x. At the end of each financial year, CRA appointed by Government will prepare annual account statements for each employee showing the opening balance, details of monthly



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contribution and Government's/PSPCL matching contributions, dividend, investment detail and Net Asset value of investment at the close of the year. Every employee covered under the scheme can access to his account through NPSCAN at the web www.npscra.nsdl.co.in.

- y. Once the scheme becomes operational entire fund placed at the credit of employee along with matching share and interest thereon as determined and notified by Govt. of Punjab shall be transferred to Trustee Bank as legacy fund. A Statement showing the detail of amount of contribution by the employee, Corporation matching share and interest paid by PSPCL will be issued by the principal Accounts Office, after the transfer of legacy funds to the Trustee Bank.
 - z. Internal Audit Organization or any other agency engaged by PSPCL for this purpose will conduct audit of ledger accounts maintained by various DDO's in PSPCL to ensure that mandatory contribution has correctly been deducted from the salary bills by the DDOs and deposited/credited into the treasury under correct head of account. A report of DDO wise discrepancies will be reported to principal Accounts Office and DDO concerned for correction/recovery etc.
 - z.z. The respective Head of Department will manage to provide for the required infrastructure and technical equipment to handle the functions with respect to the CRA system. The officials handling the functions with respect to CRA system will be adequately trained.
- 11) The matching contribution under Tier I in respect of employees of PSPCL working with PSTCL, BBMB, Chandigarh administration or any other organization on Secondment/ deputation/Foreign service is to be born by the respective department/organization, for the period the employee remained at their disposal, as per terms of deputation.
 - 12) Further guidelines and accounting procedure for implementing the Scheme to the PSPCL employees will be issued by the Chief Accounts Officer PSPCL.
 3. Earlier instructions circulated vide Finance circular no 10/2007 (memo no. 124306/124350/Finance 2137 (98) dated 26-9-2007) are deemed to be modified/amended to the above extent.


Chief Engineer/H.R.D.,
PSPCL, Patiala.

Endst. No. 7427/8425 / Fin-II/37(98)Loose

Dated: 3/2/2012

Copy of the above is forwarded to the following for information and further necessary action: -

1. Principal Secy. to Govt. of Punjab (Fin Deptt.), Civil Sect., Punjab, Chandigarh

Contd.P-----9

2. Principal Secy. to Govt. of Pb., Power. (Energy Branch), Mini Sectt., Sector-9, Chandigarh
3. ADGP/V&S, PSPCL, Patiala.
4. All Ers-in-Chief/GMs/CEs (Incl. Hydel, Chandigarh), PSPCL&PSTCL.
5. Chief/Administration & I.R., PSPCL, Patiala.
6. Legal Advisor, PSPCL, Patiala.
7. Financial Advisor, PSPCL, Patiala.
8. Cost Controller, PSPCL, Patiala.
9. CAO to Director/Finance, PSPCL, Patiala.
10. All Chief Accounts Officers, PSPCL&PSTCL, Patiala.
11. Chief Auditor, PSPCL, Patiala.
12. Secretary, HSPCL, Shimla-IV
13. Secretary/Erstwhile HSEB, Panchkula.
14. Finance Secretary, Chandigarh Administration, Chandigarh.
15. Secretary/Admn.I,Central Elec. Authority, Govt. of India. Sewa Bhawan, R. K. Puram, New Delhi.
16. Secretary,Punjab State Elec. Regulatory Commission, SCO No. 220-221, Sector-34A, Chandigarh.
17. Secy/Ombudsman, Electricity Punjab, 248, Sector-19A, Chandigarh.
18. General Manager/Delhi Elec. Supply Undertaking, New Delhi.
19. Special Secretary, BBMB, Sector-19, Chandigarh.
20. F.A. & C.A.O., GGSSTP, Ropar.
21. Accounts & Finance Manager, GNDTP, Bathinda/GHTP, Lehra Mohabbat.
22. Resident Audit Officer, Patiala.
23. All SEs (Including Hydel), PSPCL&PSTCL.
24. OSD to C.M.D., PSPCL&PSTCL,Patiala.
25. Sr.PS to Directors, PSPCL & PSTCL.
26. S.E.(T) to All Directors, PSPCL & PSTCL, Patiala.
27. Land Acquisition Collector, PSPCL&PSTCL, Patiala.
28. Dy. Secys. /Sr. PSs to CMD /Directors' PSPCL&PSTCL.
29. All Joint Secys/Dy.Secys/Under Secys, PSPCL&PSTCL.
30. All Dy.CAOs/Dy.CAs/Dy.FAs, PSPCL&PSTCL.
31. All Sr. Executive Engineers, PSPCL&PSTCL(Including Hydel).
32. Sr. Xen./Co-ordination, PSPCL, B-533, New Friends Colony, New Delhi.
33. All Sr. AOs/AOs/Pre-Audit, Field & Thermal, PSPCL&PSTCL.
34. Sr.A.O./P&A and EAD, PSPCL&PSTCL, Patiala.

35. Supdts./Bills-I, II, III, PSPCL&PSTCL, Patiala.
36. All Sectional Heads of the Branches of Head Office, PSPCL&PSTCL.
37. All Chief Welfare Officers/Labour Welfare Officers/Asstt. Labour Welfare Officers, PSPCL&PSTCL.
38. Under Secy./Meetings, PSPCL, Patiala w.r.t. his U.O.No.4129/BOD-16.12 /2011/ PSPCL dated 19.12.2011
39. SE/IT, PSPCL, Patiala for up-loading on PSPCL website.


Dy. Secretary/Finance,
P.S.P.C.L., Patiala.

ON THE LETTER HEAD OF STATE AUTONOMOUS BODY

File No.....

Dated:.....

To
PFRDA
New Delhi

Sub: Operationalisation of the New Pension System (NPS)

Sir,

With reference to the above, we hereby undertake to ensure that our employees recruited on or after _____ (date of adoption of NPS) 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 the PFRDA under the NPS Architecture, from time to time.

We shall be shifting to the NPS architecture as operationalised by PFRDA. We shall comply with and honour all the requirements in regard to the various arrangements made by PFRDA/NPS Trust with all the NPS intermediaries including the CRA. We shall abide by the terms and conditions of the agreement executed by the State of _____ (name of concerned State Government) and the NPS Trust as well as NSDL.

The appointment of NSDL as CRA for NPS shall be co-terminus with the agreement the State of _____ (name of concerned State Government) had with NPS Trust as well as NSDL, as extended from time to time.

We agree for the investment pattern and scheme preference options adopted by the State of _____ (name of concerned State Government). We agree for the direct billing by CRA, as already provided for in PFRDA's existing contract with CRA, as also by other NPS intermediaries under the NPS Architecture and to be bound by the entire framework of NPS architecture, from time to time.

We understand that the process flow in respect of our organization would be identical to those presently followed by State Government, and that NSDL would engage in dialogue with us for determining whether they would like to upload data centrally or through multiple points.

Yours faithfully,

Sd/-

Authorised Signatory of the State Autonomous Body

CC To-

1. NSDL
2. NPS Trust
3. Head of the concerned Department
4. Nodal officer designated by the State Government for NPS

CENTRAL RECORDKEEPING AGENCY

DIRECTORATE OF TREASURY AND ACCOUNTS REGISTRATION FORM

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

This form is to be used for the purpose of registration of Directorate of Treasury and Accounts (DTA) and equivalent entities in State Governments and Union Territories/State Autonomous Bodies

DTA Registration Number :
(To be allotted by CRA)

We are pleased to inform you that our Directorate of Treasury and Accounts has decided to join the New Pension System. The details required for registration in the CRA system are provided below:

1. DTA AIN (Optional): (Refer to instruction No.5)

2. DTA Type: State Autonomous Body

3. Name of Office*:

3. Office Address *:
Flat/Unit No, Block no. *
Name of Premise/Building/Village
Area/Locality/Taluka
District/Town/City *
State / Union Territory *
Country *
Pin Code * Phone No. *
(STD code) (Phone No.)

Alternate Phone No:

Fax No:

4. Official Email ID* (Refer to instruction No.6)

5. Authorised contact person's designation *:

6. No. of DTOs attached*:

7. Name of the State Govt. / Union Territory*:

Directorate of Treasury and Accounts
Office stamp & signature of authorised signatory

Annexure NI

I/We hereby agree and declare that the information provided in the application, is complete and true.

I/We understand that there would be PFRDA approved *Terms and Conditions* on the CRA website governing *Nodal Office's use of I-Pin (to view and transact online)* to access CRA / NPSCAN. I/We 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.

	Signature of Authorised Signatory
	Name: _____ Place: _____
	Designation: _____ Date: _____
Directorate of Treasury and Accounts Stamp	

(To be filled at CRA) CRA Stamp	Received on _____
	Name of the officer: _____
	Signature of the officer: _____

Instructions for filling the form:

- The form is to be submitted to the address 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.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. Details marked with (*) are mandatory fields.
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- AIN is Account Office Identification Number allotted by Income Tax Department.
- Email ID should be official Email ID of the Directorate of Treasury and Accounts office & not of any individual person.
Eg: xyzcompany@rediffmail.com
xyzcompany@yahoo.com
- Kindly mention the DTA code allotted by respective State Governments / Union Territories/State Autonomous Bodies.
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npsra.nsdl.co.in>).
- For more information contact CRA at 022-24994200 or write to CRA at 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.

CENTRAL RECORDKEEPING AGENCY

DISTRICT TREASURY OFFICE REGISTRATION FORM

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

This form is to be used for the purpose of registration of District Treasury Office (DTO) and equivalent entities in State Governments and Union Territories/State Autonomous Bodies.

DTO Registration Number:

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(To be allotted by CRA)

We are pleased to inform you that our District Treasury Office has decided to join the New Pension System. The details required for registration in the CRA system are provided below:

1. DTO AIN (Optional):

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(Refer instruction no. 4)

2a. DTO Type: State Autonomous Body 2b. Are you a DTO cum DDO: YES NO

3. Name of the Office*:

4. Office Address*:

Flat/Unit No. Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City*

State / Union Territory*

Country*

Pin Code*

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Phone No. *:

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(STD code)

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(Phone No.)

Alternate Phone Number:

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Fax Number:

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5. Official Email ID*: (Refer instruction no.5)

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6. Authorised contact person's designation*:

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7. Existing DTO code:

(Refer instruction no. 6)

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8. DTA Registration Number*:

(Refer instruction no. 7)

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9. Name of the State Govt. / Union Territory*:

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 DTO stamp &
 Signature of Authorized signatory

7. Kindly mention the DDO code allotted by respective State Governments / Union Territories/State Autonomous Bodies.
8. Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
9. Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.
10. The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npsra.nsdl.co.in>).
11. TAN is the Tax Deduction and Collection Account Number allotted. by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
12. For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parcel (W), Mumbai - 400 013.

Annexure G1

Form 1

10. Email ID: [Grid]

11. Subscribers Bank Details: Please refer instruction no. f(4) Savings A/c [] Current A/c [] Bank A/c Number [Grid] Bank Name [Grid] Bank Branch [Grid] Bank Address [Grid] Pin Code [Grid] Bank MICR Code [Grid] (Wherever applicable)

12. Value Added Services: i) SMS Alert Yes [] No [] ii) Email Alert Yes [] No []

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

Date: [Grid] D D M M Y Y Y Y

Signature/Left Thumb Impression of Subscriber

Section B - Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)

1. Date of Joining: [Grid] 2. Date of Retirement: [Grid] D D M M Y Y Y Y D D M M Y Y Y Y

3. PFAN: [Grid] (Please refer to instructions No.5.)

4. Group of the Employee (Please Tick) Group A [] Group B [] Group C [] Group D []

5. Office: [Grid]

6. Department: [Grid]

7. Ministry: [Grid]

8. DDO Registration Number: [Grid] 9. DTO Registration Number: [Grid] (Please refer to instructions No.6.)

10. Basic Salary: [Grid]

11. Pay Scale: [Grid]

Certified that the above declaration has been signed / thumb impressed before me by _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the Department.

[Signature Box]

[Rubber Stamp of the DDO]

Signature of the Authorised Person
Designation of the Authorised Person: _____

Name of the DDO _____

Date: [Grid] D D M M Y Y Y Y

Department / Ministry: _____

INSTRUCTIONS FOR FILLING PRAN FORM

- This form to be used by State Governments/ Union Territories/State Autonomous Bodies employees
- 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.

Sl. 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	4, 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 Subscriber 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/Overwrite/ Striking off of any of the employment details.			
5	3	PPAN	Kindly provide the PPAN (Permanent Pension Account Number) or equivalent number, if it has been allotted to the subscriber by the respective State government / Union Territory/Central/State Autonomous Bodies.
6	3 & 9	DTO Reg. No. & DDO Reg. No.	DTO Reg. No. and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency.
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.npsra.nsl.in in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npsra.nsl.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.	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.
10	Percentage Share		

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 directly download from the CRA website (<http://www.npsra.nsl.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 photo/sign". 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 DDO.
- For more information

Visit us at <http://www.npsra.nsl.in>
Call us at 022-24904200
e-mail us at info.cra@nsl.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.

Relationship with the Nominee

1st Nominee	2nd Nominee	3rd Nominee

Percentage Share:

1st Nominee	%	2nd Nominee	%	3rd Nominee	%

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	

5. Subscriber Scheme Preference (Please refer to Sr. No. 1 of the instructions for further details):

(i) PFM Selection for Active and Auto Choice. (Select only one PFM)

PFM Name (in alphabetical order)	Please tick only one
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
IDFC Pension Fund Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
Reliance Capital Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected).

(ii) Investment Option

Active Choice Auto Choice (For details on Auto Choice, please refer to the Offer Document)

Note:-

- In case you do not indicate any investment option, your funds will be invested in Auto Choice
- In case you have opted for Auto Choice, DO NOT fill up section (iii) below relating to Asset Allocation. In case you do, the Asset Allocation instructions will be ignored and investment made as per Auto Choice.

(iii) Asset Allocation (to be filled up only in case you have selected the 'Active Choice' investment option)

Asset Class	E (Cannot exceed 50%)	C	G	Total
% share				100%

Note:-

- The allocation across E, C and G asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.

6. Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that:

1. The contribution paid has been derived from legally declared and assessed sources of income.
2. I understand that the PFDA/NPS Trust has the right to peruse my financial profile and also agree that the PFDA/NPS Trust has the right to close the NPS account in case I am found guilty of violating the provisions of any Law, directly or indirectly, by any Competent Court of Law, having relation to the laws governing prevention of money laundering in the country.

Declaration & Authorization

I hereby declare and agree that (a) I have read and understood the Offer Document, terms & conditions or the same was interpreted to me, and the answers entered in the application are mine. (b) I am a Citizen of India. (c) I have not been found or declared to be of an unsound mind under any law for the time being in force. (d) I am not an undischarged insolvent. (e) I hold a valid Tier I account under NPS.

I _____, the applicant, do hereby	
declare that the information provided above is true to the best of my knowledge & belief.	
Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Signature/Thumb Impression of Subscriber
D D M M Y Y Y Y	

To be filled by POP-SP

POP-SP Seal	<input type="text"/>
	Signature of Authorized Signatory
	Name : _____ Place : _____ Designation : _____ Date : <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	D D M M Y Y

INSTRUCTIONS FOR FILLING THE FORM

- a) The form is to be filled by the Subscribers who have been registered in NPS without a PRAN card.
- b) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not over-write. Corrections should be made by cancelling and re-writing and such corrections should be counter-signed by the applicant.
- c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word. The details started with (*) are mandatory.
- d) Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank.
- e) Government employees may submit their application to any POP-SP of their choice. The list of POP-SPs rendering services under NPS is available on CRA website <http://www.npsra.natl.co.in>
- f) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the POP-SP where they submit the application.
- g) **Bank Details :**
 - a) Bank details are mandatory for Tier-II.
 - b) The Subscriber shall provide a cancelled cheque, the details of which should match the details provided under Part No.3 on Page 1.

h) Subscriber's Nomination Details

Percentage Share	1) Subscriber can nominate a maximum of three nominees. 2) Subscriber cannot fill the same nominee details more than once. 3) Percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). 4) 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.
Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details shall be mandatory.
A subscriber to Tier II is required to make a fresh nomination. The nomination exercised for Tier I shall not be automatically applicable to Tier II and vice versa.	

i) Subscriber Scheme Preference

Active choice

1. PFM selection is mandatory. The form shall be rejected if a PFM is not opted for.
2. Allocation under Equity (E) cannot exceed 50%.
3. A subscriber opting for active choice may select the available asset classes ("E", "L", & "G"). However, the sum of percentage allocation across all the selected asset classes must equal 100. If the sum of percentage allocations is not equal to 100%, or the asset allocation table at Point No. 5 (iii) is left blank, the application shall be rejected.

Auto choice

4. A subscriber opting for Auto Choice must also select a PFM. The application shall be rejected if a PFM is not selected as his/her choice of PFM.

In case both investment option and the asset allocation at Part No. 5 (ii) and Point No. 5 (iii) respectively are blank, the subscriber's funds shall be invested as per Auto Choice.

For more details on investment options and asset classes, please refer to the Offer Document.

j) Instruction to Government Officers who are not CRA Compliant

Government officers who are not CRA compliant, i.e., those who have not been issued a PRAN card may either produce a letter from their Head of Office as per the format below OR submit documents relating to proof of identity and proof of address as mentioned in instruction (k).

SPECIMEN LETTER TO BE ISSUED BY Head of Office
(On official stationery)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri/Shrimati _____ (name of employee) _____ is an employee of _____ (name of office) _____, He/She has been allotted PRAN No. _____ (PRAN). His/Her date of birth as per official records is _____ (date in dd/mm/yyyy). The permanent address of the employee is as under:

Recent Photograph

Flat/Unit No, Block no
Name of Premise/Building/Village
Area/Locality/Taluka
District/Town/City
State / Union Territory
Country
Pin Code

Place:
Date: _____

(Head, Office)

INSTRUCTIONS FOR FILLING THE FORM

b) Illustrative list of documents acceptable as proof of Identity and address

No.	Proof of Identity (Copy of any one)	No.	Proof of Address (Copy of any one)
1	School Leaving Certificate	1	Electricity bill ^a
2	Matriculation Certificate	2	Telephone bill ^a
3	Degree of Recognized Educational Institution	3	Depository Account Statement ^a
4	Depository Account Statement	4	Credit Card Statement ^a
5	Bank Account Statement / Passbook	5	Bank Account Statement / Passbook ^a
6	Credit Card	6	Employer Certificate ^a
7	Water Bill	7	"Rent Receipt" ^a
8	Ration Card	8	Ration Card
9	Property Tax Assessment Order	9	Property Tax Assessment Order
10	Passport	10	Passport
11	Voter's Identity Card	11	Voter's Identity Card
12	Driving License	12	Driving License
13	PAN Card		
14	Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	13	Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

Note: 1) Proof of Address mentioned in Sl. No. 1 to 7 (a) should not be more than six months old as of the date of application.
2) You are required to bring original documents & two self-attested photocopies (Originals will be returned over-the-counter after verification)

GENERAL INFORMATION FOR SUBSCRIBERS

- The Subscriber can obtain the status of his/her application from the CRA website or through the respective POP-SP.
- For more information
Visit us at <http://www.npscra.nsdl.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, Sempati Bapat Nagar, Lower Parel (W), Mumbai - 400 013.

