



PUNJAB STATE TRANSMISSION CORPORATION LTD

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

O/o. Chief Financial Officer, 2nd floor NPS Section, Shakti Sadan, Patiala

CIN: U40109PB2010SGC033814

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NPS Circular No.02/2023

ਵੱਲ

ਸਮੂਹ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ (ਐਨ.ਪੀ.ਐਸ. ਸਬਸਕਰਾਈਬਰਜ਼)
ਅਧਿਨ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ।

ਮੀਮੋ ਨੰ: 159/199

/CFO/NPS

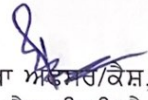
ਮਿਤੀ: 14.09.2023

ਵਿਸ਼ਾ:- Revision of instructions by NSDL regarding change in Employee Name, Date of Birth, Date of Joining & Date of Retirement on NSDL portal.

NSDL (now Protean e-Gov Technologies Limited) ਵਲੋਂ NPS ਡੈਟਾਬੇਸ ਵਿੱਚ NPS ਸਬਸਕਰਾਈਬਰਜ਼ ਦੇ Name, Date of Birth, Date of Joining & Date of Retirement ਵਿੱਚ ਬਦਲਾਅ ਕਰਨ ਸਬੰਧੀ ਰਿਵਾਇਜ਼ਡ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਇਹ ਬਦਲਾਅ ਨੋਡਲ ਅਫਸਰ (ਨਿਮਨਹਸਤਾਖਰ) ਦੀ ਥਾਂ ਤੇ ਹੁਣ NSDL ਵਲੋਂ ਹੀ ਕੀਤੇ ਜਾਣਗੇ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਹਿੱਤ ਲੋੜੀਂਦਾਂ Process flow Annexure- A,B ਵਿੱਚ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ (ਨਾਲ ਨੱਥੀ)। NPS ਸਬਸਕਰਾਈਬਰਜ਼ ਦੇ Name, Date of Birth, Date of Joining & Date of Retirement ਵਿੱਚ ਬਦਲਾਅ ਕਰਨ ਸਬੰਧੀ ਕਾਰਵਾਈ Process flow ਅਨੁਸਾਰ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਜੀ।

ਇਹ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਨਾਲ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਜੀ।

Attached: -
Process Flow in Annexure- A, B


ਲੇਖਾ ਅਫਸਰ/ਕਿਸ਼,
ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।

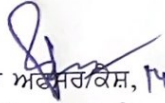
ਪਿੱਠ ਅੰਕਣ ਨੰ: 200/245 /CFO/NPS

ਮਿਤੀ: 14.09.2023

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਪ੍ਰਮੁੱਖ ਇੰਜ: /ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ।
2. ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਵਿੱਤ ਅਤੇ ਆਡਿਟ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
3. ਸਮੂਹ ਉੱਪ ਮੁੱਖ ਇੰਜ: /ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਅਧਿਨ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ।
4. ਕੰਪਨੀ ਸੈਕਟਰੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

5. ਸਮੂਹ ਉੱਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਉੱਪ ਮੁੱਖ ਆਡਿਟਰ/ਉੱਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ (ਵਿੱਤ) ਅਧੀਨ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ।
6. ਸਮੂਹ ਵਧੀਕ ਨਿਗਰਾਨ:ਇੰਜੀ./ਸੀਨੀ.ਕਾ:ਕਾ:ਇੰਜੀ: ਅਧੀਨ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ।
7. ਸਮੂਹ ਲੇਖਾ ਅਫਸਰ ਅਧੀਨ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ।


ਲੇਖਾ ਅਫਸਰ/ਕਿਸ਼, 14/11/23
ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ ।

ਸੀ.ਸੀ:

1. ਸੀਨੀ.ਪੀ.ਐਸ.ਟੂ ਸੀ.ਐਮ.ਡੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
2. ਸੀਨੀ.ਪੀ.ਐਸ.ਟੂ ਡਾਇਰੈਕਟਰ/ਵਿੱਤ ਅਤੇ ਵਣਜ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
3. ਸੀਨੀ.ਪੀ.ਐਸ.ਟੂ ਡਾਇਰੈਕਟਰ/ਟੈਕਨੀਕਲ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
4. ਸੀਨੀ.ਪੀ.ਐਸ.ਟੂ ਡਾਇਰੈਕਟਰ/ਪ੍ਰਬੰਧਕੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

ਮਾਨਯੋਗ
ਸੀ.ਐਮ.ਡੀ/
ਡਾਇਰੈਕਟਰ ਜੀ ਦੀ
ਜਾਣਕਾਰੀਹਿੱਤ।

00/11/23

PROCESS FLOW FOR MODIFICATION IN NPS DATABASE

ANNEXURE - A

A. MODIFICATION IN CASE IF HR DATA & NPS DATA OF EMPLOYEE IS INCORRECT				
Sr. No.	Activity	From whom	To whom	Time Limit
1.	Submitting S-2 form for correction in Subscriber's Name/DOB/DOR with supporting documents. * (For change in DOJ follow process flow as per B)	NPS Subscribers	Concerned controlling officer of the employee.	As and when noticed/required
2.	Verify/Attest the S-2 form and forwarding the same with supporting documents e.g. Adhar Card, 10 th Certificate, Copy of 1 st page of service book, any other relevant documents etc.	Concerned controlling officer of the employee.	Concerned Establishment of the employee	Within 3 days after receiving from employee. The controlling officer to ensure the form is complete in all respect.
3.	Scrutinize/verify the changes requested and issuing office order of correction in subscriber's Name/DOB/DOR after taking necessary approvals & forwarding of S-2 form with office order & relevant supporting documents.	Concerned Establishment of the employee.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Within 5 days after receiving from concerned controlling officer of the employee.
4.	In case any discrepancy found or any other information is required then form will be sent back.	Concerned Establishment of the employee.	Concerned controlling officer of the employee.	Within 3 days after receiving from concerned controlling officer of the employee.
5.	After removing discrepancy or providing any required information send the form & relevant documents.	Concerned controlling officer of the employee.	Concerned Establishment of the employee.	Within 4 days after receiving from Concerned Establishment of the employee.
6.	Scrutinize/verify the changes requested and issuing office order of correction in subscriber's Name/DOB/DOR after taking necessary approvals & forwarding of S-2 form with office order & relevant supporting documents.	Concerned Establishment of the employee.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Within 5 days after receiving from concerned controlling officer of the employee.
7.	AO/NPS will scrutinized the same & if any discrepancy found in S-2 form, then send back the form.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Concerned Establishment/Controlling officer of the employee. (From which office discrepancy will get be removed)	Within 3 days after receiving from Concerned Establishment of the employee.


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8.	After receipt of S-2 form (After removing any discrepancy)	Concerned Establishment/Controlling officer of the employee. (From which office discrepancy will get be removed)	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Within 3 days after receiving from AO/NPS, PSTCL, Patiala.
9.	Forwarding of duly signed S-2 form with supporting documents.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Directorate of Public Enterprises and Disinvestment office.	Within 3 days after receiving from Concerned Establishment/Controlling officer of the employee.


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 PSTCL, PATIALA

ANNEXURE - B

B. MODIFICATION IN CASE IF HR DATA OF EMPLOYEE IS CORRECT & NPS DATA IS INCORRECT				
Sr. No.	Activity	From whom	To whom	Time Limit
1.	Submitting S-2 form for correction in Subscriber's Name/DOB/DOJ/DOR with supporting documents.	NPS Subscribers	Concerned controlling officer of the employee.	As and when noticed.
2.	Verify/Attest the same and forwarding of S-2 with supporting documents like Adhar Card/10 th Certificate/ Copy of 1 st page of service book/any other relevant documents.	Concerned controlling officer of the employee.	DTO Office i.e. AO/NPS, PSTCL, Patiala	Within 3 days after receiving from employee.
3.	AO/NPS will scrutinized the same & if any discrepancy found in S-2 form, then send back the form.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Concerned controlling officer of the employee.	Within 3 days after receiving from concerned controlling officer of the employee.
4.	After receipt of S-2 form (After removing any discrepancy)	Concerned controlling officer of the employee.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Within 3 days after receiving from AO/NPS, PSTCL, Patiala.
5.	Forwarding of duly signed S-2 form with supporting documents.	DTO Office i.e. AO/NPS, PSTCL, Patiala.	Directorate of Public Enterprises and Disinvestment office.	Within 3 days after receiving from concerned controlling officer of the employee.


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