



# **COMPENDIUM OF IMPORTANT ORDERS ON NATIONAL PENSION SYSTEM (CPS)**

*Compiled by*

**K Srinivasa Rao**

**DEPUTY DIRECTOR, STATE AUDIT  
COMPTROLLER**

**PROFESSOR JAYASHANKAR  
TELANGANA AGRICULTURAL UNIVERSITY  
GOVERNMENT OF TELANGANA**

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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PENSIONS – New Pension Scheme (NPS) – Introduction of Contributory Pension Scheme to Andhra Pradesh State Government employees and all the posts with effect from the 1<sup>st</sup> September 2004 - Amendment to Andhra Pradesh Revised Pension Rules, 1980 - Notification – Orders – Issued.**

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**FINANCE (Pension -I) DEPARTMENT**

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G.O. Ms. No. 653

Dated: 22-9-2004

**ORDER:**

In the Budget for 2001-2002, the Government of India have announced that a new Pension Scheme based on defined contribution will be introduced to those who enter Central Government service including the All India Services, such as Indian Administrative Service, Indian Police Service and Indian Foreign Service (Defence, Railways, Posts, Telecom, Autonomous Bodies and Scientific Organizations) after 1.10.2001. The Government of India had constituted a High Power Committee with Sri B.K. Bhattacharya, former Chief Secretary, Government of Karnataka as Chairman to go into pension reform with the specific reference to recommending a contribution scheme. Based on the recommendation of the above Committee, Government of India introduced a Contributory Pension Scheme to all its employees in place of the existing non-contributory Defined Benefit Pension Scheme primarily guided by the long-term fiscal interest of the State with effect from 1-1-2004.

2. Government of Andhra Pradesh after careful consideration, decided to adopt the Government of India's a New Pension Scheme based on Defined Contributions for the employees of the State, who are newly recruited on or after 1-9-2004. Under the new Contributory Pension Scheme, each employee has to contribute a certain amount and Government may contribute a certain amount. **The New Contributory Pension Scheme is not applicable to the already existing / serving, employees of the Government of Andhra Pradesh.**
3. Accordingly, the following orders are issued:

- (i) A New Contributory Pension Scheme based on defined contributions will be introduced to all the newly recruited employees. This will apply to all the employees who are recruited on or after 1-9-2004 and whose pay and allowances are drawn from the Consolidated Fund of the State, including all the new recruits of all the tiers of all the Rural and Urban Local Bodies, Universities etc.,
- (ii) The employee's contribution and the Government contribution, if any, towards the scheme shall be spelt out separately.
- (iii) After issue of detailed orders from Government of India, introducing new scheme to their employees, the State Government will, if necessary, modify these orders and issue rules and regulations for the Contributory Pension Scheme for State Government employees recruited on or after 1-9-2004.

4. The following notification will be published in the extraordinary issue of the Andhra Pradesh Gazettee dated 22-9-2004

### **NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Revised Pension Rules, 1980.

2. The amendment hereby made shall be deemed to have come into force on the 1<sup>st</sup> September 2004.

### **AMENDMENT**

In the said Rules, in part-I after rule 2 (f) the following shall be added, namely:-

“(g) (i) These rules shall not apply to all the Government Servants appointed on or after 1-9-2004, to services and posts in connection with the affairs of the State which are borne on pensionable establishment, whether temporary, or permanent.

(ii) These rules shall not apply to all appointments, whether temporary or permanent, made on or after 01-09-2004 in all the State Public Sector Undertakings, whose pay and allowances are drawn from the Consolidated Fund of the State or not.

(iii) These rules shall not apply to all appointments, whether temporary or permanent, made on or after 01-09-2004 of all the tiers of the Rural and Urban Local Bodies such as the Gram Panchayats, Mandal Parishads, Zilla Parishads, Municipalities, Municipal Corporations, Urban Development Authorities, Co-operative and Urban Local Bodies, Zilla Grandhalaya

Samsthas, Agriculture Marketing Committees, including all the Universities in the State, including all the Institutions functioning under the Universities, whose pay and allowances are drawn from the Consolidated Fund of the State or not.

(iv) These Rules shall not apply to appointments, whether temporary or permanent made on or after 01-09-2004 into all the Institutions receiving Grant-in-Aid from the Government.

(v) These rules shall not apply to appointments, whether temporary or permanent, made on or after 01-09-2004 to all Co-operative Institutions, Autonomous Corporations, whose pay and allowances are drawn from the Consolidated Fund of the State or not.”

***(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)***

**V. S. Sampath**  
**Principal Secretary to Government**

To

The Principal Accountant General, A.P., Hyderabad.  
The Accountant General (Audit), Hyderabad.  
The Accountant General (A&E), Hyderabad.  
The Chief Secretary to Government, Hyderabad.  
Spl. Chief Secretary to Governor of Andhra Pradesh, Hyderabad.  
The Prl. Secy., C.M's. Office, A.P. Secretariat, Hyderabad.  
The Special Secretary to CM  
The Special Secretary to CM  
The E.O. Prl. Secretary to CM  
The Secretary, A.P. Legislative Assembly, Hyderabad  
The Secretary, A.P. Minorities Commission, Hyderabad.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
The Commissioner, A.P. Vigilance Commission.  
The Chairman, Infrastructure Authority, Hyderabad.  
The Resident Commr. & Prl. Secy., A.P. Bhavan, New Delhi.  
The Registrar (Admn.), A.P. High Court, Hyderabad.  
The Administrative Officer, A.P. State Legal Services Authority, Hyderabad.  
The Secretary, A.P. High Court Legal Services Committee, Hyderabad.  
The Secretary, A.P. State Human Rights Committee, Hyderabad.  
The Director, A.P. Judicial Academy, Hyderabad  
The Registrar, A.P. Administrative Tribunal, Hyderabad.  
The Secretary, State Election Commission, Hyderabad.

**Agriculture & Co-operation Dept.**

A.P.C. & Prl. Secy., A & C Dept.  
Secy., (Co-op. & Mktg.)  
Secy.(Agrl.)  
Commissioner and Director of Agriculture, Hyderabad.  
Commissioner for Co-operation and Registrar of Co-operative Societies, Hyderabad.  
The M.D., A.P. State Co-operative Union, Hyderabad.  
The M.D., A.P. State Co-operative Joint Farming and Labour Contract Societies



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Contributory Pension Scheme to Andhra Pradesh Government employees with effect from 1-9-2004 – Non-applicability of the General Provident Fund (Andhra Pradesh) Rules to those who are recruited on or after 1-9-2004 – Amendment to General Provident Fund (Andhra Pradesh) Rules – Orders – Issued.

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**FINANCE (Pension-I) DEPARTMENT**

G.O. Ms. No. 654

Dated: 22-9-2004

Read the following:

G.O. Ms. No. 653, Finance (Pension-I) Department, dt. 22-9-2004

**ORDER:**

In the Government Order read above, Government have introduced the Contributory Pension Scheme to the Andhra Pradesh employees who are recruited on or after 1-9-2004. Under the new Contributory Pension Scheme introduced to the Central Government employees, General Provident Fund Scheme is not applicable to the newly recruited employees. Government have examined the issue in respect of the State Government employees including all the new employees / posts, whose pay and allowances are drawn from the Consolidated Fund of the State etc., and direct that the existing General Provident Fund (Andhra Pradesh) Scheme will not be applicable to the newly recruited employees who are covered under Contributory Pension Scheme introduced with effect from 1-9-2004.

2. The following notification will be published in the Extraordinary issue of the Andhra Pradesh Government Gazettee dated 22-9-2004

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the General Provident Fund (Andhra Pradesh) Rules, 1935

2. The amendment hereby made shall be deemed to have come into force on the 1<sup>st</sup> September, 2004.

### **AMENDMENT**

In the said Rules, in rule 5, after sub-rule (2) the following shall be added namely:-

“(3) These rules shall not apply to Government servants appointed on or after the 1<sup>st</sup> September, 2004 to services and posts in connection with the affairs of the State, either temporarily or permanently.”

***(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)***

**V. S. Sampath**  
**Principal Secretary to Government**

To  
The Principal Accountant General, A.P., Hyderabad.  
The Accountant General (Audit), Hyderabad.  
The Accountant General (A&E), Hyderabad.  
The Chief Secretary to Government, Hyderabad.  
Spl. Chief Secretary to Governor of Andhra Pradesh, Hyderabad.  
The Prl. Secy., C.M's. Office, A.P. Secretariat, Hyderabad.  
The Special Secretary to CM  
The Special Secretary to CM  
The E.O. Prl. Secretary to CM  
The Secretary, A.P. Legislative Assembly, Hyderabad  
The Secretary, A.P. Minorities Commission, Hyderabad.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
The Commissioner, A.P. Vigilance Commission.  
The Chairman, Infrastructure Authority, Hyderabad.  
The Resident Commr. & Prl. Secy., A.P. Bhavan, New Delhi.  
The Registrar (Admn.), A.P. High Court, Hyderabad.  
The Administrative Officer, A.P. State Legal Services Authority, Hyderabad.  
The Secretary, A.P. High Court Legal Services Committee, Hyderabad.  
The Secretary, A.P. State Human Rights Committee, Hyderabad.  
The Director, A.P. Judicial Academy, Hyderabad  
The Registrar, A.P. Administrative Tribunal, Hyderabad.  
The Secretary, State Election Commission, Hyderabad.

**Agriculture & Co-operation Dept.**

A.P.C. & Prl. Secy., A & C Dept.  
Secy., (Co-op. & Mktg.)  
Secy.(Agrl.)  
Commissioner and Director of Agriculture, Hyderabad.  
Commissioner for Co-operation and Registrar of Co-operative Societies, Hyderabad.  
The M.D., A.P. State Co-operative Union, Hyderabad.  
The M.D., A.P. State Co-operative Joint Farming and Labour Contract Societies Federation Ltd., Hyderabad.  
The Secretary, Co-operative Tribunal, Hyderabad.



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PENSION – Contributory Pension Scheme – Introduced with effect from 1-9-2004 – Further orders – Issued.**

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**FINANCE (PENSION-I) DEPARTMENT**

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G.O. Ms. No. 655

Dated: 22-9-2004

Read the following:

1. G.O. Ms. No. 653 Finance (Pension-I) Department, dt. 22-9-2004
2. G.O. Ms. No. 654 Finance (Pension-I) Department, dt. 22-9-2004

**ORDER:**

In the Government Orders read above, Government have introduced a new Contributory Pension Scheme based on Defined Contributions for all the employees, who are recruited on or after 1-9-2004. In order to implement the Contributory Pension Scheme, the following further orders are issued:

- (i) It is mandatory for all the new employees, who are recruited on or after 1-9-2004 to become members of the Scheme. Each employee will pay a monthly contribution of 10% of the Basic Pay and DA from his salary to the Contributory Pension Scheme.
- (ii) A matching contribution will be made by the State Government for each employee, who contributes to the scheme.
- (iii) The contribution towards Contributory Pension Scheme shall be recovered from the salary of the employees every month as is done now for General Provident Fund.
- (iv) Accountant General (A&E) Andhra Pradesh, Hyderabad will maintain the accounts for the Contributory Pension Scheme as in the case of General Provident Fund. Index numbers to the employees who join the Contributory Pension Scheme will be allotted by Accountant General (A&E) A.P. Hyderabad on receipt of applications from the Heads of the Departments/Heads of Offices in the prescribed form annexed to this order (Annexure-I). Index numbers will be in separate types or series for (i) Government employees (ii) Employees of Aided Educational Institutions and (iii) Other employees.
- (v) Nomination has to be filed at the time of admission and has to be revised upon marriage of the subscriber and thereafter once in five



years. Necessary entry to the effect of filing the nomination along with name of nominee(s) should be noted in the Service Register on the concerned employee.

- (vi) Schedule of recovery to be attached to the Pay bill showing the Contribution to Pension Scheme has been prescribed separately for Government employees as in Annexure II and the employees of the Aided Educational Institutions as in Annexure III. Each Drawing and Disbursing Officers should prepare the schedule and enclose along with the Pay Bill.
- (vii) The amount recovered from the Pay Bill shall be credited to the following new Deposit Head of Account by the Pay and Accounts Offices / Treasuries / Sub-Treasuries **in respect of Government employees.**

I. Small Savings, Provident Fund etc. – (c) Other Accounts	
8011.	Insurance and Pension Funds
M.H. 106 –	Other Insurance and Pension Funds
SH (04)	A.P. State Government employees Contributory Pension Scheme (to be opened)
001 –	Employees Contribution
002 –	Government Contribution

- (viii) The amount recovered **in respect of employees of Aided Educational Institutions should be credited to:**

8011 –	Insurance and Pension Funds
MH 106 –	Other Insurance and Pension Funds
SH (05)	A.P. Aided Educational Institution Employees Contributory Pension Scheme (to be opened)
001 –	Employees Contribution
002 -	Government Contribution

- (ix) The recovery schedules attached to the Pay bills by the Drawing and Disbursing Officers shall be removed and handed over to Accounts Officer, Fund Management, Office of the Accountant General (A&E), Hyderabad in a separate cover by Treasury Officers / Pay and Accounts Officers every month.
- (x) The reasons for non-recovery from a particular employee in any month should be furnished by the Drawing and Disbursing Officers concerned in the recovery schedule without fail.
- (xi) The Government contribution and the employees contribution will be adjusted by the Accountant General every month and the total of both contributions have to be transferred to Pension Fund Regulatory and

Development Authority or any agency authorised by Pension Fund Regulatory and Development Authority for this purpose on monthly basis after obtaining clearance from Pension Fund Regulatory and Development Authority (PFRDA). The Government contribution to the scheme shall be debited to the following head of account:-

2071 –	Pension and other Retirement benefits
01 –	Civil
MH 800 –	Other Expenditure
SH (05)	Contribution to Contributory Pension Scheme of Andhra Pradesh State Government Employees (to be opened)
320 –	Contributions

by book adjustment by the Accountant General with reference to the amount contributed by the employees and initially credited to “(8011 –MH 106-SH (04) and (8011 – MH 106 – SH (105))

- (xii) Heads of Departments / Head of Offices should get the Index numbers from the Accountant General for all the new employees who have already joined the Government service on or after 1-9-2004 within a month from the date of this G.O. As and when new employees join in future, they should be admitted to this scheme compulsorily by the Heads of Department/ Heads of Offices by promptly applying for allotment of the Index No. to the Accountant General within a month from the date of joining of the new employee.
- (xiii) Arrears of subscription to the Contributory Pension Scheme from 1-9-2004 will be deducted from the new employees already joined after 1-9-2004 along with current month subscription (i.e. one Subscription for current month and one additional for subscription arrears.)
- (xiv) The Index number allotted by the Accountant General for joining the Contributory Pension Fund Scheme should be entered in the first page of the Service Register with necessary attestation.

**(BY ORDER AND IN THE NAME OF GOVERNMENT OF ANDHRA PRADESH)**

**V. S. Sampath**

**Principal Secretary to Government**

To  
 The Principal Accountant General, A.P., Hyderabad.  
 The Accountant General (Audit), Hyderabad.  
 The Accountant General (A&E), Hyderabad.  
 The Chief Secretary to Government, Hyderabad.  
 Spl. Chief Secretary to Governor of Andhra Pradesh, Hyderabad.  
 The Prl. Secy., C.M's. Office, A.P. Secretariat, Hyderabad.  
 The Special Secretary to CM  
 The Special Secretary to CM  
 The E.O. Prl. Secretary to CM  
 The Secretary, A.P. Legislative Assembly, Hyderabad

## Annexure – I

GOVERNMENT <input type="checkbox"/>	AIDED EDUCATIONAL INSTITUTIONS <input type="checkbox"/>
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**APPLICATION FOR ADMISSION TO**  
**THE ANDHRA PRADESH CONTRIBUTORY PENSION SCHEME**  
**(G.O.Ms.No. 655 Fianance (Pen-I) Dept dated 22-9-2004)**  
**(To be furnished in Duplicate)**

CPS Index Number	
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(to be allotted by AG (A&E), AP)

1. Name of the Applicant :
2. Sex \* : Male  Female
3. Martial Status \* : Married  Unmarried
4. Official Designation :
5. Office to which attached :
6. Service to which the applicant belongs :
7. Date of first entry into service :
8. Whether appointed in Government /Aided Educational Institution :
9. Scale of Pay :
10. Basic Pay :
11. Date of Birth :
12. Date of Superannuation :
13. Whether appointment is regular or under Rule 10 (a) (i) of the General Rules for the A.P. State And Subordinate Services :
14. Whether recruited for Pensionable Service : Yes  No
15. Community of the Applicant : SC/ST/BC/MBC/OC   
(For Statistical Purposes only)
16. Nomination :  
(a) Name of the Nominee :  
(b) Age :  
(c) Relationship :
17. C.P.S. Plan opted : Plan-I / Plan-II/Plan-III
18. Remarks, if any :

Signature of the Applicant

Station:

Date :

CERTIFICATE TO BE FURNISHED BY THE HEAD OF THE OFFICE

Certified that Sri /Smt./Kum \_\_\_\_\_ is  
a regular employee appointed to pensionable service and is eligible to join  
the Andhra Pradesh Government Pension Scheme.

Signature of the Head of the Office  
With full address/Office Seal

Station:

Date:

**Annexure– II**  
**CONTRIBUTORY PENSION SCHEME (GOVERNMENT SERVICE)**  
**(G.O. Ms. No. 655 Finance (Pen-I)Dept. dated 22-9-2004)**

PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF  
 \_\_\_\_\_ 200

District Treasury/Sub-Treasury : D.D.O. :  
 Sub-Treasury Code : D.D.O. Code :  
 Sub Account No:

Account:

I. Small Savings, Provident Fund etc. – (c) Other Accounts  
 8011. Insurance and Pension Funds  
 M.H. 106 – Other Insurance and Pension Funds  
 SH (04) A.P. State Government employees Contributory  
 Pension Scheme (to be opened)  
 001 – Employees Contribution  
 002 – Government Contribution

S.No	Index No	Name	Plan Type	Basic Pay Rs.	D.A. Rs.	Total Rs.	Employees Contribution		
							Current Rs.	Instal- ment No	Arrears Amount (RS)
1	2	3	4	5	6	7	8	9	10

The Basic Pay entered in the Column 5 of the Statement has been verified with entries in the Service Book and Pay bill.

Signature of the Drawing Officer  
 With Designation

**Annexure– III**  
**CONTRIBUTORY PENSION SCHEME (Aided Educational Institution)**  
**(G.O. Ms. No. 655, Finance (Pen-I) Dept. dated 22-9-2004)**

**PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF**  
**\_\_\_\_\_ 200**

PAO / District Treasury/Sub-Treasury : D.D.O. :  
 Sub-Treasury Code : D.D.O. Code :  
 Sub Account No:

Head of Account:

I. Small Savings, Provident Fund etc. – (c) Other Accounts  
 8011. Insurance and Pension Funds  
 M.H. 106 – Other Insurance and Pension Funds  
 SH (05) A.P. Aided Educational Institutions Employees  
 Pension Scheme (to be opened)  
 001 – Employees Contribution  
 002 – Government Contribution

S.No	CPS Index No	Name	Plan Type	Basic Pay Rs.	D.A. Rs.	Total Rs.	Employees Contribution		
							Current		Arrears
							Rs.	Instal- ment No	Amount (RS)
1	2	3	4	5	6	7	8	9	10

The Basic Pay entered in the Column 5 of the Statement has been verified with entries in the Service Book and Pay bill.

Signature of the Drawing Officer  
 With Designation

**INSTRUCTIONS:**

- a. During Non-drawal of Pay and Allowances for any individual “NIL” particulars should be shown in Col. 5 to Col. 8 but, Col.1 to Col. 3 should be filled up without fail.
- b. In case of “Transfer to” or “ Transfer from “ other Office, the facts may be mentioned for two consecutive months against the employees’ name.
- c. C.P.S. Index Number and Name details should be entered in the first page of the Service Register with necessary attestation.

**HOW TO FILL UP C.P.S. SCHEDULE:**

- 1) Column (2) : CPS Index Number should be given correctly.
- 2) Column (3) : Initial and Name should be furnished as in the Service Register
- 3) Column (5) & (6) : Basic Pay and D.A. should be furnished as per the Pay and D.A. drawn in the particular month.
- 4) Column (8) : (i) Employees Contribution has to be deducted from the Supplementary Bill also. (eg) arrears of Pay, Incremental arrears and D.A. Arrears Consequent on D.A. revision.  
(ii) Arrears of subscription when recovered in instalments, the instalment number should be noted (eg) .....

GOVERNMENT OF ANDHRA PRADESHE  
FINANCE (PENSION-I) DEPARTMENT

Memo.No.21944/379/A2/Pen.I/2005

Dt:26.9.2005.

Sub: Pension - New Pension Scheme (NPS) -  
Introduction of Contributory Pension Scheme to  
A.P.S.G.E's from 1.9.2004 - Detailed and  
comprehensive Instructions - Request - Reg.

Ref: Lr.No.D2/11882/2005 dated 8.8.2005 from  
Director of Treasuries & Accounts, A.P.  
Hyderabad.

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The attention of the Director of Treasuries and Accounts, A.P. Hyderabad is invited to the reference cited, and he is informed that in all those cases where an in-service employee who was covered under the earlier pension rules joins another organization/ Department where the same rules were applicable; after submitting a technical resignation, such employees will be treated outside the purview of New Contributory Pension Scheme. In other words, they would continue to remain under the earlier pension rules. In those cases, where, past service was not covered under the earlier pension rules and or such services are not counted for pensionary other recruitment benefit, the concerned employees may be treated to be covered under the New Pension Scheme

P. RAMAKANTH REDDY  
PRINCIPAL SECRETARY TO GOVERNMENT.

To,  
The Director of Treasuries and Accounts,  
A.P. Hyderabad.  
Copy to:  
The Accountant General, A.P. Hyderabad.  
The Pay & Accounts Officer, A.P. Hyderabad.  
The Director of Local Fund Audit, A.P. Hyderabad.  
The Director of Works and Project, A.P. Hyderabad.

//forwarded::by order//

  
Section Officer.



GOVERNMENT OF ANDHRA PRADESH  
TREASURIES AND ACCOUNTS DEPARTMENT

Circular Memo No.D2/ 4036 /2006,

Date :18-04-2007.

Sub : Pensions – New Pension Scheme (NPS) – Introduction of Contributory Pension Scheme from 1-9-2004 – Maintenance of Accounts and Allotment of Index Numbers – Certain Guidelines issued – Reg.

Ref: 1. DTA,AP,Hyd Lr. No. D2/ 18573/2004, Date : 1-12-2006 addressed to the Govt.  
2. Govt.Memo No. 23128-B/194/A2/Pen.I/2004, Date : 31-1-2007 from the Finance(Pen.I)Dept.

All the Officers noted in the address entry are informed that the Government have issued orders to this Office to take up the allotment of Index Numbers to the employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General, i.e., Class-IV employees, Panchayat Raj employees, Municipal employees and Employees of Aided Institutions and any other such categories of employees duly following the guidelines regarding the new defined Contributory Pension Scheme.

In view of the above the Govt. memo No. 23128-B/194/ A2/Pen.I/2004, Date : 31-1-2007 from the Finance(Pen.I)Dept. alongwith the guidelines regarding the new defined Contributory Pension Scheme are communicated herewith for taking further necessary action and to submit the Proposals to this Office for allotment of Index Numbers to the above mentioned employees who are appointed on or after 01-09-2004.

Further all the Deputy Directors of Dist. Treasuries in the State and Chief Accounts Officers / Accounts Officers / Asst.Accounts Officers of Heads of the Department (Accounts Branches) are requested to bring the issue to the notice of all the Dist. Officers of the concerned District and Head of the Department for taking necessary action as stated above.

Encl : 1. Govt. Memo.  
2. Guidelines.(P.T.O)

Sd/- K Kanakavalli,  
For Director of Treasuries and Accounts.

To  
The Joint Director, Pension Payment Officer, Hyderabad.  
All the Deputy Directors, Dist. Treasuries in the State.  
All the CAOs/ AO / AAOs in Heads Of Departments in Twin Cities.  
Copy to all the Officers in this Office.

For Director of Treasuries and Accounts.

P. T. O

REVISED -

**GUIDELINES REGARDING THE NEW DEFINED CONTRIBUTORY PENSION SCHEME AS INTRODUCED FROM 01.09.2004**

1. This scheme is obligatory to all such Government employees./officers appointed on 01.09.2004 or after as specified in the Para 3 (i) of GO. Ms.No. 653 Finance (Pension – I) Department, DT: 22.09.2004.
2. The employee shall have to pay as contribution to the scheme 10% amount of his/her Basic Pay + DA. The amount of the contribution shall be rounded to the nearest rupee.
3. No other allowances/special pay etc., other than the Dearness Allowance shall be taken into account for the said deduction.
4. The said deduction shall be made by the Drawing Officer concerned from the pay bill of the employee very month. The said amount shall be credited to the following of new deposit Head of account in respect of Government employees.

I. Small Savings, Provident Fund etc. – ( c ) Other Accounts

8011	-	Insurance and Pension Funds
MH 106	-	Other Insurance and Pension Funds
SH (04)	-	A.P. State Government Employees Contributory Pension Scheme (to be opened)
001	-	Employees Contribution
002	-	Government Contribution

The amount to be recovered in respect of employees of Aided Educational Institutions should be credited to:

8011	-	Insurance and Pension Funds
MH 106	-	Other Insurance and Pension Funds
SH (05)	-	A.P. Aided Educational Institution Employees Contributory Pension Scheme (to be opened)
001	-	Employees Contribution
002	-	Government Contribution

5. The amount equivalent to the said deduction shall have to be deposited by the State Government/the establishment concerned as the Matching Contribution.

6. Each Drawing and Disbursing Officer should prepare the schedule and enclose the same along with the Pay Bill.
7. The recovery schedules mentioned above attached to the pay bills by the Drawing and Disbursing Officers shall be removed and forwarded to the Pension Cell at DTO concerned.
8. The reasons for non-recovery from a particular employee in any month should be furnished by the Drawing and Disbursing Officers concerned in the recovery schedule without fail.
9. In case where the departments have already applied to the AG, AP., for allotment of Index numbers/Cases where in index numbers are already received from the AG no further action is required. Further allotment of index numbers to all the employees who joined the Contributory Pension Scheme will be taken up by Director of Treasuries and Accounts from 01.12.2006 onwards on receipt of applications from the Heads of Offices in the prescribed form at **Annexure – I**.
10. Head of Offices should get the Index numbers from the Director of Treasuries and Accounts for all the new employees who have already joined the Government service on or after 01-09-2004. As and when new employees join in future, the Head of Office should apply to the Treasury for allotment of a new number. This holds good for all categories of employees who are covered by Contributory Pension Scheme
11. In cases where no deduction under Contributory Pension Scheme are made so far, arrears of subscription to the Contributory Pension Scheme from 01.09.2004 will be deducted from the new employees already joined after 01.09.2004 along with current month subscription (i.e one Subscription for current month and one additional for subscription arrears)
12. The index number allotted to the employee for joining the Contributory Pension Fund Scheme should be entered in the first page of the Service Register with necessary attention.
13. The matters relating to the payment of interest on the balances shall be determined from time to time on the basis of the guidelines of the State Government.
14. The concerned DTO shall have to prepare at the end of every financial year, the individual wise annual statement of the accounts showing the details of opening balances, monthly deductions along with matching contribution, the details of interest and the closing balance.
15. The said statements will communicate to the Head Office by the DTO.

16. Nomination has to be filed at the time of admission to the scheme and has to be revised upon marriage of the subscriber or any time thereafter. Necessary entry to the effect of filing the nomination along with name of nominee(s) should be noted in the Service Register of the concerned employee at the beginning and also whenever there is change in nominee. All the nomination papers shall be carefully preserved by the appointing authority.
17. As the General Provident Fund Scheme is not applicable to the employees joining service on or after 01.09.2004 no deduction shall be made for their General Provident Fund Contribution, as well as no GPF Accounts shall be opened.
18. The Director of Treasuries and Accounts, Hyderabad, after allotting the permanent pension Account number within 15 (Fifteen) days from the date of receiving the particulars shall communicate the same to the Head of Office concerned.

Sd/-N.C.Nagarjuna Reddy  
Director of Treasuries and Accounts

for Director of Treasuries and Accounts



  
19/13

GOVERNMENT OF ANDHRA PRADESH  
FINANCE (PENSION-I) DEPARTMENT

Memo.No.23128-B/194/A2/Pen.I/2004

Dt:31.01.2007.

Sub: Pension - New Pension Scheme (NPS) - introduction of Contributory Pension Scheme from 1.9.2004 - Maintenance of Accounts - Reg.

- Ref: 1. From the DTA, A.P. Hyderabad Letter No. D2/4036/2006 dated 10-03-2006.
2. This Department Memo of even No. dated 17-03-2006.
3. From the Dy A.G., O/o A.G.A.P., D.O. No. DAG (Fds)/New CPS)/2005-2006/8 dated 12-04-2006.
4. From the Dy A.G., O/o A.G.A.P., D.O. No. DAG (F)/AG/A&E)/2006007/164 dated 09-08-2006.
5. From the Joint Director, Pension Payment Office, Hyderabad Letter No. A1/338/ JD/PPO/2006 dated 28.08.2006.
6. From the Joint Director, Pension Payment Office, Hyderabad Letter No. A1/338/JD /PPO/2006 dated 08.09.2006.
7. This Department Memo of even No. dated 29-09-2006.
8. From the DTA, A.P. Hyderabad Letter No. D2/4036/2006 dated 06-10-2006.
9. This Department Memo of even No. dated 7.10.2006.
10. From the DTA, A.P. Hyderabad Letter No. D2/4036/2006 dated 01-12-2006. ✓
11. From the A.G.A.P. Hyderabad D.O. No. AG (A&E)/CPS Cell/2006-2007/502 dated 23.1.2007.

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The attention of the Director of Treasuries and Accounts, A.P. Hyderabad is invited to the references cited in view of the circumstances explained by the Accountant General, A.P. Hyderabad in the reference 11<sup>th</sup> cited (copy enclosed) he is directed to take up the allotment of Index Numbers to the employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General i.e., Class IV employees, Panchayat Raj employees, Municipal employees and Employees of Aided Institutions and any other such categories, subject to the following modification:

1. The guidelines formulated by the Director of Treasuries and Accounts in the reference 10<sup>th</sup> cited shall be restricted to the employees viz., Class IV employees, Panchayat Raj employees, Employees of Aided Institutions and any other such categories of employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General.
2. Every Drawing Officer shall maintain two categories of schedules i.e., **one** for Accountant General, A.P., Hyderabad, for the categories of Government employees who are having G.P.F. Scheme and **second** for the Director of Treasuries and Accounts, A.P., Hyderabad,

for the categories of employees such as Class IV employees, Panchayat Raj employees, Employees of Aided Institutions and any other such categories of employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General.

3. The Director of Treasuries and Accounts, A.P. Hyderabad may follow the same procedure and coding structure which is now adopted by the Accountant General, A.P., Hyderabad in allotting Index Numbers to nearly 4,148 employees by consulting the A.G., A.P., Hyderabad.
4. The Director of Treasuries and Accounts, A.P. Hyderabad is directed to consult and co-ordinate with the Accountant General's Office on the software being developed by them for keeping accounts under this scheme.

2. Since the present arrangement is a temporary in nature, all precautions may be taken for maintenance of records with good co-ordination with the Accountant General's Office and all the vouchers should be preserved till they are handed over to the Central Record Keeping Agency appointed by the P.F.R.D.A.

3. The Director of Treasuries and Accounts, A.P. Hyderabad may furnish amended guidelines to the Government as above for further orders.

4. The Director of Treasuries and Accounts, A.P., Hyderabad is requested to take action accordingly.

RANJEEV R ACHARYA  
SECRETARY TO GOVERNMENT (FP)

✓ To

The Director of Treasuries and Accounts,  
Andhra Pradesh, Hyderabad (w.e).  
(in the name cover)

//forwarded::by order//

  
SECTION OFFICER.  


SP/119, 4-7-07-3500



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PENSION** – Contributory Pension Scheme – Introduced with effect from 1-9-2004 – Amendment - Orders – Issued.

**FINANCE (PENSION-I) DEPARTMENT**

G.O.Ms.No.151

Dated: 02.07.2007

Read the following:

1. G.O. Ms. No. 655 Finance (Pension-I) Department, dated 22.9.2004.
2. From the Accountant General, A.P. Hyderabad, D.O. letter No. AG (A&E)/CPC Cell/2007-08/115 dated 25.5.2007.

**ORDER:**

In the circumstances stated by the Accountant General, Andhra Pradesh, Hyderabad, in the reference 2<sup>nd</sup> read above, the following amendment is issued to the clause (vii), (viii), (xi), Annexure-II and Annexure-III of G.O 1<sup>st</sup> read above.

**AMENDMENT**

<b>Existing</b>	<b>Read as</b>
<b>CLAUSE (VII) &amp; ANNEXURE- II</b>	
I. Small Savings, Provident Fund etc.,	<u>K. Deposits and Advances</u>
(c) Other Accounts	(a) Deposits bearing Interest
8011 Insurance and Pension Funds	<b>8342</b> Other Deposits
M.H. 106 Other Insurance and Pension Funds	<b>117</b> Defined contribution pension scheme for Government employees
SH (04) A.P. State Government employees contributory Pension Scheme (to be opened)	SH (04) A.P. State Government employees contributory Pension Scheme (to be opened)
001 Employees Contribution	001 Employees Contribution
002 Government Contribution	002 Government Contribution
<b>CLAUSE (VIII) &amp; ANNEXURE-III</b>	
I. Small Savings, Provident Fund etc.,	<u>K. Deposits and Advances</u>
(c) Other Accounts	(a) Deposits bearing Interest
8011 Insurance and Pension Funds	<b>8342</b> Other Deposits
MH 106 Other Insurance and Pension Funds	<b>117</b> Defined contribution pension scheme for Government employees

Existing		Read as	
SH (05)	A.P. Aided Educational Institution Employees Contributory Pension Scheme (to be opened)	SH (05)	A.P. Aided Educational Institution Employees Contributory Pension Scheme (to be opened)
001	Employees Contribution	001	Employees Contribution
002	Government Contribution	002	Government Contribution
<b>CLAUSE ( XI )</b>			
2071	Pension and other Retirement benefits	2071	Pension and other Retirement benefits
01	Civil	01	Civil
MH 800	Other Expenditure	<b>MH 117</b>	Government contribution for defined contribution pension scheme
SH (05)	Contribution to Contributory Pension Scheme of Andhra Pradesh State Government Employees (to be opened)	<b>SH (04)</b>	Contribution to Contributory Pension Scheme of Andhra Pradesh State Government Employees (to be opened)
320	Contributions	320	Contributions
		<b>SH (05)</b>	Contribution to Contributory Pension Scheme of A.P. Aided Educational Institution Employees (to be opened)
		320	Contributions

2. The order issued with the concurrence of Finance (BG) Department vide their U.O.No.23218/767/A1/BG/2007, dated 29.6.2007.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**POONAM MALAKONDAIAH**  
SECRETARY TO GOVERNMENT (FP)

To

The Principal Accountant General, A.P. Hyderabad.(with a covering letter)  
The Accountant General (A&E) A.P. Hyderabad.  
The Accountant General (Audit. I) A.P. Hyderabad.  
The Accountant General (Audit.II) A.P. Hyderabad.  
The Director of Treasuries & Accounts, A.P. Hyderabad.  
The Director of State Audit, A.P. Hyderabad.  
The Director of Works and Projects, Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Joint Director, Pension Payment Office, M.J Road, Hyderabad- 500 001.  
All the Departments of Secretariat.  
The Secretary to Governor, Raj Bhavan, Hyderabad.(with a covering letter)



**SHAMSHER SINGH RAWAT, I.A.S.,**  
Secretary to Government (FP)



**Finance Department,**  
Government of Andhra Pradesh,  
D-Block, 3rd Floor, Room No. 464-A,  
Secretariat, Hyderabad - 500 022.

☎ : Off. : +91-40-2345 2592

Fax : +91-40-2345-0744

Res : +91-40-2341 9277

FINANCE (PENSION.I) DEPARTMENT

**Lr.No.16047-C/22/NPS/2009 Dated 26.10.2009**

mailto:shamshersrawat@ap.gov.in

*Om B*

TO:  
The Principal Secretary to Government,  
Home Department,  
A.P., Secretariat Hyderabad.

Sir,

Sub Contributory Pension Scheme (NPS) -  
Subscribers' Registration - Instructions to all  
Drawing and Disbursing Officers - Reg. .

- Ref: 1. Agreement entered with NSDL, Mumbai, by  
the DT.A.A.P. Hyderabad on 21.11.2008  
vide his letter No.16.12.2008.  
2. Lr.No.D2/10393/2008 dated 20.8..2009  
and 24.9.2009 from the D.T.A.A.P.  
Hyderabad.

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*13/4*

In the reference 1st cited, the Director of Treasuries and  
Accounts, A.P. Hyderabad has entered into an agreement with  
National Securities Depository Limited(NSDL) as Central  
Recordkeeping Agency for providing of services i.e., opening and  
maintenance etc., of Pension Accounts of NPS employees. As per the  
agreement, the core entities in the NPS architecture such as DTA,  
Treasuries / PAOs, DDOs and Employees/ Subscribers all need to be  
registered with the NSDL by submitting Annexure N1,N2,N3 AND S1  
respectively. Some of the DDOs have completed their registration.

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2. In the reference 2nd cited, the Directory of Treasuries  
and Accounts, A.P. Hyderabad has requested to issue instructions to  
all the remaining Drawing and Disbursing Officers to take immediate  
steps to register their subscribers information who were appointed  
under New Pension Scheme w.e.f. 1.9.2004. Therefore, the following  
stepwise instructions for the registration of subscriber's particulars  
are issued:

**INSTRUCTIONS:**

- i) Each DDO, who is registered with NSDL, shall download the  
subscribers' application form i.e. Annexure S1 Form along with  
covering letter of DDOs i.e Annexure S5 from the NSDL website  
"[www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) <Downloads> <Forms> <State  
Government> <Form S1 Application for Allotment of PRAN>.

- ii) The Form consists of 4 pages, wherein the applicant has to fill up pages 1 to 3 and page 4 consists of instructions. The form consists of 3 sections of information in which 'A' & 'C' sections is to be filled up by the Subscriber (i.e., Govt. employee) and section 'B' has to be filled and attested by the concerned Drawing & Disbursing Officer (DDO).
- iii) The PPAN Number at Section 'B' shall be filled by the Employee Code given by the treasury as per the G.O 80, Finance (IOC & IT) Dept, Dt 19-3-2008.
- iv) The DDO shall verify the correctness of the information and if necessary the DDO shall guide the subscriber in filling up the details as prescribed in the form.
- v) The DDO shall sign the form at page 2 and forward the Annexure S1 to the NSDL authorities directly to the CRA-FC (Central Recordkeeping Agency- Facility Centre) i.e facilitation centers opened by CRA or to the address provided in the form itself along with covering letter prescribed( annexure S5) . On acceptance of Subscriber application forms, CRA-FC shall issue a DDO wise Provisional Receipt containing the Provisional Receipt number (PRN), details of number of forms submitted by DDO, number of forms accepted by the CRA-FC and number of forms rejected by CRA-FC. The PRAN will be issued for each batch of application forms submitted (i.e. each DDO covering letter). The Provisional Receipt (PR) will be handed over to the Treasuries/PAOs along with the duplicate copy of Subscriber application forms containing the acknowledgement (address of the facility Centers of NSDL is annexed this letter)
- vi) After completion of Registration of Individual Subscribers the amounts recovered from him since 01.09.2004 or date of appointment have to be intimated to the Treasury concerned to upload the information and effect payment to NSDL. The information shall be provided by the DDO in the proforma enclosed. The DDOs shall be personally held responsible for wrong reporting in the given proforma. This work shall be taken up after the concerned individual is registered with NSDL. This shall be completed by the DDOs on or before 28.02.2010 failing which the treasury shall stop the salary bill of the DDO concerned.
- vii) DDO have to recover 10% of Pay & DA every month in the pay bill as deduction towards NPS. This shall be recovered even for arrear bills also. Necessary deduction schedules shall be enclosed to the salary bill.

3. Therefore, all the Departments in Secretariat are hereby requested to instruct all the Drawing and Disbursing Officers under their administrative control to take steps to register their subscribers by 31.12.2009 under intimation to the Treasury.

4. They are further informed that the Director of Treasuries and Accounts, A.P. Hyderabad will not be in a position to process the salary bills of January 2010, if the above task is not completed.

Yours faithfully,

SECRETARY TO GOVERNMENT (FP)

ADDRESS OF THE FACILITY CENTRES OF NSDL AT HYDERABAD  
AND VISAKHAPATNAME

Sl.No.		Hyderabad	Visakhapatnem
1	FC-ID	52026	52025
2	FC- NAME	Karvy Consultants Ltd.,	Karvy Consultants Ltd.
3	FC- ADDRESS1	8-2-60/K, Avenue H	47-14-5/1
4	FC- ADDRESS2	Karvy Centre	Eswar Paradise
5	FC- ADDRESS3	Street No.1, Banjara Hills	Dwarkanagar
6	FC- ADDRESS4	Hyderabad	Visakhapatnam
7	FC-STATE	Andhra Pradesh	Andhra Pradesh
8	FC- COUNTRY	India	India
9	FC- PIN	500 034	530 016
10	FC- PHONE	040 2331 2454	089 12717947
11	FC- E-MAIL	<a href="mailto:tinhyd@karvy.com">tinhyd@karvy.com</a>	<a href="mailto:tinvizag@karvy.com">tinvizag@karvy.com</a>
12	FC- COMPLAINCE OFFICER	Sanddep Sharma	Y Srinivasa Kumar
13	FC- ALT - COMPLAINCE OFFICER	H.Raghavendra	S Sectarm
14	FC- MOB.NUMBER	98852 66765	98494 37072

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GOVERNMENT OF ANDHRA PRADESH  
FINANCE [PENSION-I] DEPARTMENT

Cir.MEMO.NO.30857/422/A1/PEN.I/2010

DATED 08.03.2010

**Sub:-** Pensions - NPS - Settlement of claims of employees appointed under NPS but died before the implementation of the Scheme - Procedures followed in Government of India in similar cases - Information - Requested.

**Ref:-** 1 This Department Letter No.23128-B/194/A2/Pen.I/2008, dated 04.12.2008.

2 Letter No.8/9/2007-PFRDA, dated 22.12.2008 received from Deputy General Manager, PFRDA, New Delhi.

3 This Department Letter No.9180/128/A2/Pen.I/2009 dated 29.04.2009, 15.07.2009 & 18.09.2009.

4 Letter No.8/9/2007-PFRDA (pt.), dated 28.07.2009 received from Chief General Manager, PFRDA, New Delhi. (copy enclosed)

5 Letter No.D2/10393/2008, dated 24.09.2009 received from the Director of Treasuries & Accounts, A.P., Hyderabad.

\* \* \* \* \*

In the reference 1<sup>st</sup> cited, Government have requested the Pension Fund Regulatory Development Authority (PFRDA) to furnish the guidelines/instructions on the procedure followed by the Government of India in settling various types of claims for persons appointed under the New Pension Scheme regime and who have died before the full scheme implementation.

2. In the reference 4<sup>th</sup> cited, the PFDRA has furnished a copy of O.M.No.38/41/06/P&PW (A) dated 5<sup>th</sup> May 2009 issued by the Ministry of Personnel Public Grievances and Pensions, Department of Pension & Pensioners Welfare, New Delhi have recommended certain additional benefits that can be provided on death or discharge on invalidation/disability of a Government servant covered by the New Pension Scheme on provisional basis till further orders.

3. In the reference 5<sup>th</sup> cited, the Director of Treasuries & Accounts, has stated that the O.M. issued by Central Government, dated 5<sup>th</sup> May 2009 have to be extended to the employees of State Government in toto, duly applying similar provisions of the A.P. Revised Pension Rules 1980 provisionally with a condition to adjust the payments /relief made to the employee against the amount of accumulated funds in CPS amount.

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4. After careful examination of the issue, and based on the instructions of Government of India in O.M.No.38/41/06/P&PW (A) dated 5<sup>th</sup> May 2009 Government hereby decided to extend the same to the employees of State Government in toto, duly applying similar provisions of the A.P. Revised Pension Rules 1980 provisionally with a condition to adjust the payments /relief made to the employee against the amount of accumulated funds in Contributory Pension Scheme (CPS) amount.

5. Therefore, all the Departments in Secretariat are requested to communicate the above orders to all the Drawing and Disbursing Officers concerned for settlement of pensionary benefits to the deceased employees those who were appointed under New Pension Scheme.

L.V. SUBRAHMANYAM  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To

All the Departments of Secretariat,  
Hyderabad.

All the Heads of Departments.

All the Drawing & Disbursing Officers.

The Director of Treasuries & Accounts, A.P.,  
Hyderabad.

The Director of State Audit, A.P. Hyderabad.

The Pay & Accounts Officer, A.P., Hyderabad.

The Joint Director, Pension Payment Office,  
A.P., Hyderabad.

The Director of Insurance, A.P., Hyderabad.

The Commissioner of Small Savings,  
A.P., Hyderabad.

// FORWARDED:: BY ORDER //

SECTION OFFICER

D.T.A. A.P. HYD.

Encl. No. D2/ 10393 /2000 Dt. 21-02-2010

Copy Communicated for Information  
and Necessary Action.

To,

All The Deputy Directors of  
District Treasuries in the State for A.P.

BU & AO/AO of all  
Accounts branches of

these cities in the nation table of the office.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

NEW PENSION SCHEME - A.I.S. – Introduction of New Pension Scheme for Members of the All India Service who joined the All India Services on or after 01-01-2004 – Appointment of Pay and Accounts Officer, Hyderabad as State Nodal Officer at the State Capital – Orders – Issued.

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GENERAL ADMINISTRATION (SPL.B) DEPARTMENT

G.O.Ms.No. 509

Dated:04-09-2010.  
Read the following:

From the GOI., Ministry of DOPT, New Delhi Lr.No.25014/14/2001-AIS (II), dated 08-09-2009.

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ORDER :

In the reference read above the Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training, New Delhi have introduced a New Pension Scheme for members of the AIS joining on or after 01-01-2004 (Annexure). While communicating a copy of guidelines to the Chief Secretaries of all States, the A.G/Finance Department of all State Governments were requested to bring the instructions to the notice of their TOs/DDOS/SNOs for strict compliance.

2. The details of the Scheme are as follows:-

1. The pension of the members of the All India Services appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension Scheme (known as the New Pension Scheme) notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M.No.5/7/2003-ECB 2 PR dated 22.12.2003. On introduction of the New Pension Scheme, the All India Service (Death Cum retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955 were amended on 7.02.2004 & 17th May 2004 respectively. Under the amended Rules, benefits of the old Defined Benefit Pension Scheme and of GPF are not available to the members of the service appointed on or after 1.1.2004.
2. The New Pension Scheme will work on a defined contribution basis and will have two tiers - Tier I and II. Contribution to Tier I will be mandatory for all members of All India Services joining the All India Service on or after 1/1/2004, whereas Tier II will be optional and at the discretion of members of All India Service.
3. In Tier I, members of All India Service will make a contribution of 10% of his/her basic pay plus DA, which will be deducted from his/her salary bill every month by the DTO/TO concerned. The Government will also make an equal matching contribution.
4. Tier I contributions (and the investment returns) will be kept in a nonwithdrawable pension Tier I account. Tier II contributions will be kept in a separate account that will be available for withdrawal at the option of the member of the Service. Government will not make any contribution to Tier II account.
5. A member of the service can exit at or after the age of 60 years from the Tier I of the scheme. At exit, it would be mandatory for him/her to invest 40 percent of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company), which will provide for pension for the lifetime of the

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employee and his dependent parents/spouse. In the case of members of the All India Service who leave the Scheme before attaining the age of 60, the mandatory annuitisation would be 80% of the pension wealth.

6. Recoveries towards Tier I contribution will start from the salary of the month following the month in which the member of the service has joined service. No recovery will be made for the month of joining.

7. As the existing provisions of Defined Benefit Pension and GPF would not be available to new members of All India Service joining All India Service on or after 1/1/2004, in case any GPF deduction has been made then it would have to be refunded to the concerned All India Service Officers.

8. Deduction towards Group Insurance will, however, continue to be made from the salary of new members of the All India Service joining the service on or after 1/1/2004.

9. The State Service officers appointed to the IAS/IPS/IFS by way of promotion/selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.

10. The pension funds of members of the All India Service would be managed by pension fund managers nominated by the Pension Fund Regulatory Development Authority (PFRDA) and the records would be maintained by a Central Record Keeping Agency, the National Security Depository Limited (NSDL).

**11. All State governments would be required to designate a State Nodal Officer (SNO) at the State capital for all NPS related activities. District Treasury Officer (DTO)/Treasury Officer (TO) would be entrusted the responsibility of deducting the amount of employee's subscription from the salary of the AIS subscriber and would forward the same to the State Nodal Officer.**

12. The amount and contribution details from each of the TO would be consolidated for all subscribers by the designated State Nodal Officer at the State capital. The SNO would also compile and consolidate Employers contribution.

13. The designated officer in the State Nodal Office would prepare and upload the Subscriber Contribution file (SCF) on CRA system; transfer funds to the Trustee Bank and send information to Department of Personnel & Training for control purposes.

14. Immediately on joining the All India Service, each member of the service will be required to provide particulars such as his/her name, designation, scale of pay, date of birth, nominees (s) for the fund, relationship with the nominee etc. in the prescribed form (Annexure-I). The same procedure should be followed for all AIS officers appointed on or after 1.1.2004. Accordingly all AIS officers recruited on or after 1.1.2004 are advised to fill up the registration form at Annexure-I immediately.

15. The DTO would be responsible for getting the physical registration form filled by all AIS officers and would also fill up their own registration form (DDO registration form) and send it to the State Nodal Officer (SNO). The State Nodal Officer would act as the PAO in the NPSCAN. He would collate the physical registration forms and also fill up the registration form for the PAO and send all these filled forms to NSDL preferably within a month of issuance of these orders. NSDL would process the details and send all the kits to the SNO by the end of October 2009.

16. On receipt of the Permanent Registration Allotment Number (PRAN), the SNO would start the regular uploads and funds transfers. After this is done the legacy data would be send in one or maximum two tranche.

Contd...3...



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17. For the legacy data, the DDOs would then prepare the arrears-SCF for month wise contribution details and send the same to SNO who will upload the same to NPSCAN and transfer the funds. Accounting procedure for the above would be devised by the State Government in consultation with Accountant General.

18. Payment to Trustee bank: The salary bills and the bills for Government contribution will be passed by TOs after exercising the checks prescribed under financial rules and Treasury Manual. The amount of NPS subscriptions (member's contribution) recovered from the salary bills will be shown under the "Recoveries" column of the salary bill and will be classified under the Head "8342-Other Deposits-00-117-Defined Contribution Pension Scheme" in the State Section of Accounts by opening suitable separate sub-heads thereunder for "01-Government Servants Contributions under Tier-1" and "02-Government's Contribution under Tier-II". The amount of Government's Contribution shall be debited to "2071-Pension Scheme -01-Civil-117-Contribution for Defined Contribution Pension Scheme- 01 -Government Contribution- 00.04-Pensionary Charges" in the Consolidated Fund of the State Government.

19. After the bills are passed, the SNOs will upload the data relating to contributions (both of members of service's and Government's contributions) into NPSCAN of NDSL and also tally the figures uploaded with that booked. Further, all the accumulated balances under the DCPS would be transferred to the Trustee bank i.e. the Bank of India.

20. After uploading is completed, SNO will get Transaction ID and draw the total amount by minus crediting the head mentioned above either by cheque in favour of the Trustee Bank or remit the amount through RTGS/NEFT. SNO will also ensure the amount of contributions booked is duly tallied with the Subscriber's Contribution File (SCF) being uploaded in the NPSCAN and the same amount is drawn in the Cheque and passed on to the Trustee Bank.

21. The SNO/TO would have to maintain the Alphabetical Index Register in Annexure V wherein they would have to indicate the PRAN numbers allotted to each of the subscriber; the particulars of remittances of contributions to the Trustee bank in the Proforma prescribed vide Annexure VI; and the individual-wise account indicating the amounts of contributions paid to the Trustee Bank and the details of remittance.(vide Annexure VII).

22. In order to enable NSDL to carry out reconciliation and credit the amounts against the individuals' accounts, Treasury Officers/ SNOs will have to ensure that their TO Registration numbers / SNO Registration numbers respectively and the month to which the contributions pertain /Transaction ID in NPSCAN are mentioned in the NEFT / RTGS application form (in the „Remarks" column) to be submitted to their banker. Where payments are made through cheques in favour of the Trustee Bank, these particulars would have to be furnished on the reverse of the cheque as well as in the forwarding letter. The time schedule prescribed will have to be strictly adhered to by SNOs, TOs and DDOs.

23. The SNO along with the State Government would have to ensure that arrears of contributions both of Government and Subscribers, are recovered and transferred to the trustee bank within a definite time span. If the contributions have been recovered but kept elsewhere, then also they must be transferred immediately to the Trustee Bank.

24. If the State Governments decide to recover the contributions in instalments, it may be ensured that the instalments of Government contributions drawn and transferred to the fund do not exceed the individual's contributions.

25. In the case of post 01.01.2004 entrants into the service, whose contributions to NPS are yet to be deducted, the State Government may consider deducting their contribution (arrears from 01.01.2004 or from their date of entry into service) from the second instalment of arrears of revision of pay due on

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:: 4 ::

account of the 6th Pay Commission recommendations. Further the pay arrears may be released only after individual application forms for registration to the New Pension Scheme have been obtained by the DDO/SNO from the concerned member of the service.

26. Whenever any member of the service is transferred from one office to another or goes on Central deputation etc, the TO will indicate in the Last Pay Certificate of the member of the service, the PRAN in respect of that individual and the month up to which his contributions have been recovered/ drawn.

3. Accordingly, Government after careful examination of the matter hereby appoint the Pay and Accounts Officer, Hyderabad as State Nodal Officer, at the State capital for all NPS related activities for the purpose of processing the application on the New Pension Scheme.

4. The Pay and Accounts Officer, Hyderabad shall take necessary action as per guidelines laid down by the Government of India, for the Members of the All India Service who joined the All India Services on or after 1-1-2004 and issue necessary instruction to the District Treasury Officer (DTO)/Treasury Officer (TO), as he is the designated authority for settlement of all the Pensionary Benefits relating to AIS officers.

5. The amount and contribution details from each of the TO shall be consolidated for all subscribers by the PAO and he shall compile and consolidate Employers contribution. He shall prepare and upload the Subscriber Contribution file (SCF) on CRA system; transfer funds to the Trustee Bank and send information to Department of Personnel & Training for control purposes and Government every month.

6. This order issues with the concurrence of Finance Department vide their U.O.No.22510/317/A1/Pension.I/2010, dated:13-08-2010.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.V. PRASAD  
CHIEF SECRETARY TO GOVERNMENT

To  
The Pay and Accounts Officer, Hyderabad.

**Copy to:**

The Government of India, Ministry of Personnel, Public Grievances & Pension,  
Department of Personnel and Training, North Block, New Delhi – 110 001.  
The Accountant General (A&E), A.P., Hyderabad.  
The Director, Treasuries & Accounts, Hyderabad.  
All the District Treasuries & Accounts Officer,  
All the District Collectors,  
The Director General of Police, Head of Police Force, A.P. Hyderabad,  
The Principal Chief Conservator of Forests, Head of Forest Force, A.P. , Hyderabad.  
The Secretary, IAS Officer's Association, DGCR Buildings, Begumpet,, Hyderabad.  
The Deputy Pay and Accounts Officer, Secretariat Branch.  
The General Administration (Claims.A) Department  
Finance (Pension-I) Department,  
The P.S. to C.S./P.S. to Prl.Secy (Poll)/P.A. to Addl.Secy to (AIS)/P.A. to D.S.(AIS)  
The P.S. to Spl. C.S. to Finance/P.S. to Prl.Secy to Finance  
The G.A.(Spl.A)/(SC.C)/(SC.IFS)  
SF/SC.

/// FORWARDED:: BY ORDER ///

SECTION OFFICER (SC)

ANNEXURE TO G.O.Ms.No: \_\_\_\_\_, G.A. (Spl.B) Department, Dt:04-9-2010

Copy of Letter No: 25014/14/2001-AIS (II), Dated 8<sup>th</sup> September, 2009 of Government of India Ministry of Personnel, Public Grievances and Pension Department of Personnel and Training addressed to the Chief Secretaries, All the State Governements/UTs.

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Subject: - Introduction of New Pension Scheme for Members of the All India Service joining the All India Service on or after 1/1/2004.

Sir/Madam,

The undersigned is directed to say that the pension of the members of the All India Services appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension Scheme (known as the New Pension Scheme) notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M. No. 5/7/2003-ECB 2 PR dated 22.12.2003. On introduction of the New Pension Scheme, the All India Service (Death Cum retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955 were amended on 7.02.2004 & 17<sup>th</sup> May 2004 respectively. Under the amended Rules, benefits of the old Defined Benefit Pension Scheme and of GPF are not available to the members of the service appointed on or after 1.1.2004.

2. The New Pension Scheme will work on a defined contribution basis and will have two tiers – Tier I and II. Contribution to Tier I will be mandatory for all members of All India Services joining the All India Service on or after 1/1/2004, whereas Tier II will be optional and at the discretion of members of All India Service.

3. In Tier I, members of All India Service will make a contribution of 10% of his/her basic pay plus DA, which will be deducted from his/her salary bill every month by the DTO/TO concerned. The Government will also make an equal matching contribution.

4. Tier I contributions (and the investment returns) will be kept in a non-withdrawable pension Tier I account. Tier II contributions will be kept in a separate account that will be available for withdrawal at the option of the member of the Service. Government will not make any contribution to Tier II account.

5. A member of the service can exit at or after the age of 60 years from the Tier I of the scheme. At exit, it would be mandatory for him/her to invest 40 percent of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company), which will provide for pension for the lifetime of the employee and his dependent parents/spouse. In the case of members of the All India Service who leave the Scheme before attaining the age of 60, the mandatory annuitisation would be 80% of the pension wealth.

6. Recoveries towards Tier I contribution will start from the salary of the month following the month in which the member of the service has joined service. No recovery will be made for the month of joining.

7. As the existing provisions of Defined Benefit Pension and GPF would not be available to new members of All India Service joining All India Service on or after 1/1/2004, in case any GPF deduction has been made then it would have to be refunded to the concerned All India Service Officers.

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8. Deduction towards Group Insurance will, however, continue to be made from salary of new members of the All India Service joining the service on or after 1/1/2

9. The State Service officers appointed to the IAS/IPS/IFS by way of promotion/selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.
10. The pension funds of members of the All India Service would be managed by pension fund managers nominated by the Pension Fund Regulatory Development Authority (PFRDA) and the records would be maintained by a Central Record Keeping Agency, the National Security Depository Limited (NSDL).
11. All State governments would be required to designate a State Nodal Officer (SNO) at the State capital for all NPS related activities. District Treasury Officer (DTO)/Treasury Officer (TO) would be entrusted the responsibility of deducting the amount of employee's subscription from the salary of the AIS subscriber and would forward the same to the State Nodal Officer.
12. The amount and contribution details from each of the TO would be consolidated for all subscribers by the designated State Nodal Officer at the State capital. The SNO would also compile and consolidate Employers contribution.
13. The designated officer in the State Nodal Office would prepare and upload the Subscriber Contribution file (SCF) on CRA system; transfer funds to the Trustee Bank and send information to Department of Personnel & Training for control purposes.
14. Immediately on joining the All India Service, each member of the service will be required to provide particulars such as his/her name, designation, scale of pay, date of birth, nominees (s) for the fund, relationship with the nominee etc. in the prescribed form (Annexure-I). The same procedure should be followed for all AIS officers appointed on or after 1.1.2004. Accordingly all AIS officers recruited on or after 1.1.2004 are advised to fill up the registration form at Annexure-I immediately.
15. The DTO would be responsible for getting the physical registration form filled by all AIS officers and would also fill up their own registration form (DDO registration form) and send it to the State Nodal Officer (SNO). The State Nodal Officer would act as the PAO in the NPSCAN. He would collate the physical registration forms and also fill up the registration form for the PAO and send all these filled forms to NDSL preferably within a month of issuance of these orders. NDSL would process the details and send all the kits to the SNO by the end of October 2009.
16. On receipt of the Permanent Registration Allotment Number (PRAN), the SNO would start the regular uploads and funds transfers. After this is done the legacy data would be send in one or maximum two tranche.
17. For the legacy data, the DDOs would then prepare the arrears- CF for month wise contribution details and send the same to SNO who will upload the same to NPSCAN and transfer the funds. Accounting procedure for the above would be devised by the State Government in consultation with Accountant General.
18. Payment to Trustee bank: The salary bills and the bills for Government contribution will be passed by TOs after exercising the checks prescribed under financial rules and Treasury Manual. The amount of NPS subscriptions (member's contribution) recovered from the salary bills will be shown under the "Recoveries" column of the salary bill and will be classified under the Head **"8342-Other Deposits-00-117-Defined Contribution Pension Scheme"** in the State Section of Accounts by opening suitable separate sub-heads thereunder for "01-Government Servants Contributions under Tier-1" and "02-Government's Contribution under Tier-II". The

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amount of Government's Contribution shall be debited to **"2071-Pension Scheme - 01-Civil-117-Contribution for Defined Contribution Pension Scheme-01 -**

**Government Contribution– 00.04-Pensionary Charges”** in the Consolidated Fund of the State Government.

19. After the bills are passed, the SNOs will upload the data relating to contributions (both of members of service and Government contributions) into NPSCAN of NDSL and also tally the figures uploaded with that booked. Further, all the accumulated balances under the DCPS would be transferred to the Trustee bank i.e. the Bank of India.

20. After uploading is completed, SNO will get Transaction ID and draw the total amount by minus crediting the head mentioned above either by cheque in favour of the Trustee Bank or remit the amount through RTGS/NEFT. SNO will also ensure the amount of contributions booked is duly tallied with the Subscriber's Contribution File (SCF) being uploaded in the NPSCAN and the same amount is drawn in the Cheque and passed on to the Trustee Bank.

21. The SNO/TO would have to maintain the Alphabetical Index Register in Annexure V wherein they would have to indicate the PRAN numbers allotted to each of the subscriber; the particulars of remittances of contributions to the Trustee bank in the Proforma prescribed vide Annexure VI; and the individual-wise account indicating the amounts of contributions paid to the Trustee Bank and the details of remittance.(vide Annexure VII).

22. In order to enable NSDL to carry out reconciliation and credit the amounts against the individuals' accounts, Treasury Officers/ SNOs will have to ensure that their TO Registration numbers / SNO Registration numbers respectively and the month to which the contributions pertain /Transaction ID in NPSCAN are mentioned in the NEFT / RTGS application form (in the „Remarks" column) to be submitted to their banker. Where payments are made through cheques in favour of the Trustee Bank, these particulars would have to be furnished on the reverse of the cheque as well as in the forwarding letter. The time schedule prescribed will have to be strictly adhered to by SNOs, TOs and DDOs.

23. The SNO along with the State Government would have to ensure that arrears of contributions both of Government and Subscribers, are recovered and transferred to the trustee bank within a definite time span. If the contributions have been recovered but kept elsewhere, then also they must be transferred immediately to the Trustee Bank.

24. If the State Governments decide to recover the contributions in instalments, it may be ensured that the instalments of Government contributions drawn and transferred to the fund do not exceed the individual's contributions.

25. In the case of post 01.01.2004 entrants into the service, whose contributions to NPS are yet to be deducted, the State Government may consider deducting their contribution (arrears from 01.01.2004 or from their date of entry into service) from the second instalment of arrears of revision of pay due on account of the 6<sup>th</sup> Pay Commission recommendations. Further the pay arrears may be released only after individual application forms for registration to the New Pension Scheme have been obtained by the DDO/SNO from the concerned member of the service.

26. Whenever any member of the service is transferred from one office to another or goes on Central deputation etc, the TO will indicate in the Last Pay Certificate of the member of the service, the PRAN in respect of that individual and the month up to which his contributions have been recovered/ drawn.

Contd...4...

27. Accountant Generals/Finance Departments of all State Governments are requested to bring these instructions to the notice of their TOs\DDOs\ SNOs for strict compliance.

Sd/-  
(Harjot Kaur)  
Director (Services)

Copy forwarded to:

- 1) Principal Secretary (Personnel), All the State Governments,
- 2) Principal Secretary (Finance), All the State Governments,
- 3) Office of Comptroller and Auditor General of India (5 copies) for Issuing instructions to all Accountants General
- 4) All Ministries/ Departments of Central Government.
- 5) Ministry of Home Affairs, JS (Police), North Block, New Delhi- 110001
- 6) Ministry of Environment and Forests, JS(IFS), Paryavaran Bhavan, CGO Complex,
- 7) Accountants General of all the State Governments.
- 8) Smt. Madhulika P. Sukul, JS (Pers), Dept. of Expenditure, Ministry of Finance, North Block, New Delhi.
- 9) Dr. K.P.Krishnan, Jt. Secretary, (Capital Markets), Dept. of Economic Affairs, Ministry of Finance, New Delhi.
- 10) Financial Advisors to all Ministries/ Departments of Central Government
- 11) Executive Director, Pension Fund Regulatory & Development Authority, ICADR Building, Plot No.6, Vasant Kunj Institutional Area, Phase-II, New Delhi -70.
- 12) Additional Secretary, Department of Pension and PW, Lok Nayak Bhavan, New Delhi.
- 13) Dr. Shashank Saxena, Director, Bank Operations, Dept. of Financial Services, Ministry of Finance (5 copies).
- 14) Director, National Security Depository, 4th Floor, "A Wing", Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Pare(W), Mumbai -
- 15) NIC, Department of Personnel & Training, North Block, New Delhi – 110001 with the request to put on this circular on the website (Home page>Circulars/Reports>Services Division) immediately.

Copy also to:-

1. PPS to Secretary (Personnel)/ PPS to AS(S&V)/ PPS JS(E)/PPS to JS(AT&A)/PPS to JS(Vig.)
2. All officers/sections of Department of Personnel & Training.

Sd/-  
(Harjot Kaur)  
Director (Services)

(Details to be furnished by Member of Service)

1. Name of the Member of Service :
2. Designation:
3. Name of Min/Dept./Orgn.:
4. Scale of Pay:
5. Date of Birth:
6. Date of joining Govt. Service:
7. Basic Pay:
8. Nominee for accumulations  
Under the Pension Account:

Sl.No.	Name of Nominee(s)	Age	Percentage of Share payable	Relationship with Member of Service

Signature of the Member of Service

TO/SNO

Name of SNO \_\_\_\_\_

Name of Office and address \_\_\_\_\_

Sl. No.	Name of the Member Of Service	Designation	Basic Pay	Date Of Birth	Unique Pension a/c No. in 15 digits (to be allotted by CAO(P))	Date of Joining Service	Details of nominee(s) for accumulations under Pension Account			
							Name Of Nominee (S)	Age	Reation-ship with MoS	% age of share

Name of the SNO \_\_\_\_\_

OFFICE SEAL \_\_\_\_\_



INDEX REGISTER

Unique Pension Account No.	Name of the Member of Service	Designation	Name of the Office in which joined service	Date of Birth	Date of Joining Service	Signature of JAC/AAO

Six digit code \_\_\_\_\_

Sl. No.	Name of the Member of Service	Designation	Basic Pay	Date of Birth	Unique Pension a/c No. in 15 digits (to be allotted by CAO (P))	Date of joining service	Details of nominee(s) for accumulations under Pension Account				Remarks
							Name of Nominee (s)	Age	Relation with Member of Service	% Age of share	

Signature of SNO with seal \_\_\_\_\_

(See Para 9)

Format of schedule of Member of Service's contributions towards Tier-I and Tier-II of the New Pension Scheme (to be attached with the pay bill)

Name of TO

Unique Pension a/c No. in 15 digits (to be allotted by CAO (P))	Name of the Member of service	Designation	Basic Pay	DPRs	DARs	Contribution under Tier-I (Rs.)	Contribution under Tier-II (Rs.)	Total Rs.	Remarks

(Rupees .....)

**\*This column is not to be used during the interim period.**

**Date and Signature of TO**

**ANNEXURE-V****(See Para 10)**

Format of schedule of Member of Service's contributions towards Tier-I of the New Pension Scheme (to be attached with the bill for drawl of Government's Contribution)

Name of SNO

Unique Pension a/c No. in 15 digits (to be allotted by CAO (P))	Name of the Member of Service	Designation	Basic Pay	DPRs	DARs	Government's Contribution Rs.	Remarks

**(Rupees .....)****Date and signature of SNO**

**ANNEXURE-VI**

<b>PRAN No.</b>	<b>Name of the Member of Service</b>	<b>Designation</b>	<b>Date of Birth</b>	<b>Date of Joining The All India Service</b>	<b>Date of Joining Deptt/ Office Under the Payment Control of TO/ SNO</b>	<b>Signature of TO/SNO</b>

**ANNEXURE-VII****SEE PARA 11****NEW PENSION SCHEME LEDGER FOLIO**

Name: \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_

Date of joining All India Service \_\_\_\_\_

Date of Superannuation \_\_\_\_\_

Unique Pension Account No. allotted by SNO

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month	Basic Pay	DA	Member's Contribution under Tier-I Rs.	Govt.'s Contribution under Tier-I Rs.	Total Tier-I Rs	Member's Contribution Under Tier-II Rs.	Re-remarks		Tier-I	Tier-II
April										
May										
June										
July							OB as on			
Aug.					<spans					

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**GOVERNMENT OF ANDHRA PRADESH**  
**FINANCE (PENSION-I) DEPARTMENT**

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Circular Memo. No.41/01/A2/Pen.I/2012

Dated:18.06.2012

**Sub:- NEW PENSION SYSTEM** - Contributory Pension Scheme – Operational guide lines for implementation of New Pension System (NPS) for the State Autonomous bodies (SABs)/ Rural and Urban Local Bodies such as the Gram Panchayats, Mandal Parishads, Zilla Parishads, Municipalities, Municipal Corporations Urban Development Authorities, Cooperative and Urban Local Bodies, Zilla Grandhalaya Samsthas, Agriculture Marketing Committees, including all the Universities in the State, including all the Institutions functioning under the Universities – Instructions - Issued.

- Ref:-
1. G.O.Ms.No.653, Finance (Pen.I) Dept., dated 22-09-2004.
  2. G.O.Ms.No.655, Finance (Pen.I) Dept., dated 22-09-2004.
  3. Letter No.CT/PR/VH/201143617 received from the Executive Vice President NSDL Mumbai, dt. 31-12-2011.
  4. Memo. No. 41/07/A2/PEN.I/2012, dated 23.01.2012.
  5. DTA Lr.No.D.II/CPS/10666/2012, dated 14-02-2012.
  6. Commissioner, APVVP,Lr.No.7193/F2A/2010.dt 24-02-2012.

@@@

The State Government have introduced Contributory Pension Scheme to the employees recruited on or after 1.9.2004 vide G.O.Ms.No.653, Finance (Pension.I) Department, dated 22-09-2004 on the same lines Government of India's New Pension System. Government have issued guidelines vide G.O.Ms.No.655, Finance (Pen.I) Department, dated 22-09-2004. As per the Guide lines issued for implementation of the Scheme, it is mandatory for each employee who is recruited on or after 01-09-2004 to become members of the Scheme. Each employee shall pay a monthly contribution of 10% of Basic Pay and Dearness Allowance from his salary to the Contributory Pension Scheme and a matching contribution will be made by the Employer. The contribution shall be recovered from the salary of the employee every month. At the time of retirement the employee would be required to invest 40% of Pension wealth to purchase an annuity which will provide Pension for life time to the employee and in the event of his death to his dependent Parents/Spouse. The remaining 60% pension wealth would be paid to the employee at the time of his retirement to utilize in any manner. The Central Government has constituted the Pension Fund Regulatory and Development Authority (PFRDA) to act as a regulator for the pension sector of the entire Nation and also to protect the interests of subscribers to schemes of pension funds and for matters connected therewith or incidental thereto. The PFRDA has appointed the National Securities Depository Limited (NSDL) Mumbai, as the Central Record Keeping Agency to maintain the records of contribution and its deployment in various pension fund schemes for the employees. The SBI, LIC,

and UTI have been selected as Pension Fund Managers (PFMs) for investing the CPS funds. NPS Trust has been set up as Trustee for CPS funds. The Bank of India has been appointed as Trustee bank.

2. The Director of Treasuries and Accounts, AP, Hyderabad on behalf of Government of Andhra Pradesh entered agreements with the CRA i.e. NSDL on 21.11.2008 and NPS Trust on 15.09.2009. Nodal Officers such as DDOs have to deduct CPS contributions from monthly pay bills of employees. The Treasury Offices (DTOs/STOs) have to upload the CPS contributions to the CRA i.e., NSDL and corresponding amounts have to be transferred to Trustee Bank i.e. the Bank of India (BOI). From the Pension Trust, the funds transferred to the Pension Fund Managers for investing the funds in various schemes.

3. In accordance with the norms of the Central Record Keeping Agency i.e. National Securities Depository Limited (NSDL), the Employees and all the Nodal officers of the State, who have to make transactions of CPS, are necessarily be registered with NSDL by submitting relevant forms. The DTA on the day of agreement executed, the N1 form has submitted and have got registered. Subsequently, DTA registered all the DTOs/PAOs (387) with NSDL by forwarding N2 form. Subsequently, out of a total of 35,594 DDOs, 34,456 DDOs were registered with the NSDL by submitting N3 form. So far 1,29,000 employees were registered with the NSDL by submitting form S1 to the NSDL. The Treasury Officers are uploading the contributions to the individual accounts of the employees.

4. The Executive Vice President, NSDL, Mumbai, in the reference 3<sup>rd</sup> cited has requested to issue procedural instructions for implementation of NPS for State Autonomous Bodies (SABs) and consider for appointing a single department or an office which will serve as an oversight office for all the SABs of the State for providing the necessary guidance and support during the registration, contribution upload and fund transfer towards successful implementation of NPS. The oversight office may thus serve the dual function of monitoring and necessary handholding on the policy front. Further, the NSDL has assured the State Government to assist further in formulation of implementation/operational guidelines and also in deciding important aspects related to model for transfer of contribution information and funds as well as billing modalities related to CRA service charges.

5. According to orders issued in G.O.Ms.No.653, Finance (Pen.I) Department, dated 22-09-2004, the New Contributory Pension Scheme will apply to all the employees who are recruited on or after 01-09-2004 and whose pay and allowance are drawn from the Consolidated Fund of the State, including all the new recruits of all the tiers of all the Rural and Urban Local Bodies such as the Gram Panchayats, Mandal Parishads, Zilla Parishads, Municipalities,



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Municipal Corporations, Urban Development Authorities, Cooperative and Urban Local Bodies, Zilla Grandhalaya Samsthas, Agriculture Marketing Committees, including all the Universities in the State, including all the Institutions functioning under the Universities, who pay and allowances are drawn from the Consolidate Fund of the State or not. The Organizations covered under the A.P. Revised Pension Rules, 1980, the NPS is applicable. Where the Pension Scheme does not exist, for such of those organizations this scheme is an optional only.

6. The Director of Treasuries and Accounts has stated that necessary instructions have to be issued to all concerned of the above organizations have to be registered with NSDL through DTA, duly forwarding N2 and the form N3. The DTA will function as facilitator for this. After this, each DDO under the treasury has to be registered even though the DDO and DTO could be the same. The NSDL architecture will allow this scenario. After this the individual employee has to be registered with the NSDL in form No.S1 by the respective DDOs. Since this is a new scheme, the Offices of above organizations do not have the necessary expertise to migrate to this scheme and involves a lot of IT implementation. So, all the District Treasury/Sub-Treasuries shall be instructed to give adequate support in filling of the form and operating the scheme. It is also necessary that the District Treasury/Sub-Treasuries shall guide all concerned about the upload of files and payment through RTGS. After obtaining the necessary registrations with NSDL, the employees of State Autonomous bodies are eligible for applying PRAN Numbers from NSDL by submitting the S1 Forms through their organizations.

7. Therefore, Government after careful consideration of the matter hereby direct all the Heads of Departments/Heads of State Autonomous Bodies/ all the Executive Officers of Rural and Urban Local Bodies such as the Gram Panchayats, Mandal Parishads, Zilla Parishads, Municipalities, Municipal Corporations, Urban Development Authorities, Cooperative Bodies, Zilla Grandhalaya Samsthas, Agriculture Marketing Committees, including all the Universities in the State, including all the Institutions functioning under the Universities, whose pay and allowances are drawn from the Consolidate Fund of the State or not for implementation of the New Contributory Pension Scheme in respect of employees who were recruited on or after 01-09-2004 in their organizations and get registered their DDOs and Officers concerned with the NSDL by submitting relevant forms such as N2, N3, N5 and N6 and form S1 for the Subscribers. The Director of Treasuries and Accounts, Deputy Directors of District Treasuries and all Treasury Officers in the State shall provide the necessary guidance and support during the registration, contribution upload and fund transfer towards successful implementation of NPS and extend their cooperation to the officers of said organizations for implementation of NPS.

8. The Director of Treasuries and Accounts being Nodal Officer for implementation of NPS in the State of Andhra Pradesh he will be act as facilitator to the all the above organizations. Any further information or assistance required in this regard, the officers concerned may contact the Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad and the National Securities Depository Limited, Mumbai and Pension Fund Regulatory Authority, New Delhi

9. The Departments of Secretariat and all Heads of Departments are requested to strictly monitor the implementation of NPS in the organizations under their control and review the progress from time to time and furnish reports monthly wise to the Nodal Officer i.e. Director of Treasuries and Accounts and to the Finance (Pension.I) Department.

**Dr. D.SAMBASIVA RAO**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To

All the Departments of Secretariat.

All the Heads of Departments.

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The Director of Works and Accounts, A.P., Hyderabad.

All the State Autonomous Bodies through concerned Departments of Secretariat

The Executive Officer, TTD, Tirupathi.

The Commissioner of Andhra Pradesh Vaidya Vidhana Parishad, Koti, Hyderabad.

The Managing Director, A.P. GENCO/ TRANSCO, Vidyut Soudha, Hyderabad.

The Managing Director, Andhra Pradesh Pollution Control Board, Sanathnagar, Hyderabad.

The Commissioners of Municipal Corporation, Greater Hyderabad, Vijayawada, Greater Visakhapatnam, Warangal, Kurnool, Rajahmundry, Guntur, Nellore, Kakinada, Eluru, Nizamabad Karimnagar and Kadapa.

The Registrar, Andhra University, Visakhapatnam, Dravidian University, Kuppam, Acharya N. G. Ranga Agricultural University, Andhra Pradesh, Hyderabad, Dr. B. R. Ambedkar Open University, Hyderabad, Acharya Nagarjuna University, Guntur, Jawaharlal Nehru Technological University, Hyderabad, Kakinada and Ananthapur, Kakatiya University, Warangal, Maulana Azad National Urdu University, Hyderabad, Osmania University, Hyderabad, Potti Sreeramulu Telugu University, Hyderabad, Sri Venkateswara University, Tirupati, Sri Padmavathi Mahila University, Tirupati, Sri Krishnadevaraya University, Anantapur, NTR University of Health Sciences, Vijayawada, Yogi Vemana University, Kadapa, Telangana University, Nizamabad, Adikavi Nannaya University, Rajamundry, Nizam Institute of Medical Sciences, Hyderabad, Sri Venkateswara Institute of Medical Sciences & University, Tirupathi, Sri Venkateswara Veterinary University, Tirupathi, Rashtriya Sanskrit Vidya Petha, Tirupathi.

The Vice Chairman, A.P. Housing Board, Hyderabad.

All the Chief Executive Officers of Zilla Praja Parishads.

All the District Panchayat Officers.

All the District Educational Officers.

All the Secretaries of Agricultural Market Committees through Director of Marketing.

All the Commissioners/ Special Officers of Municipalities through the Commissioner of Municipalities

SF/SC

//FORWARDED::BY ORDER//

*N. Venkateswara Rao*  
SECTION OFFICER

\*\*\*\*

**CIRCULAR MEMO.No.16047-C/22/NPS/ 2009, dated: 03.08.2012**

Sub:- Pension - Contributory pension Scheme - Instructions to all the DDOs through respective HODs' concerned - Requested -Regarding.

008882

- Ref:-
1. Govt. Letter No.16047-C/22/NPS/2009 Finance (Pension-I) Dept dt. 26-10-2009 addressed to the Prl. Secretaries/ secretaries concerned.
  2. Govt. Letter No.16047-C/22/NPS/2009, Finance (Pension-I) Dept dt. 03-02-2010 addressed to the G.O.Ms.No. 653, 654 & 655 Finance (Pen.I) Dept. dt. 22-09-2004.
  3. Govt. Letter No.16047-C/22/NPS/2009 Finance (Pension-I) Dept dt. 26-10-2009 addressed to the HODs in the State.
  4. Govt. Circular Memo No.16047-C/22/NPS/2009 Finance (Pension-I) Dept., Dt.12.10.2010 addressed to the HODs in the State.

\*\*\*\*\*

The attention of all the Departments of Secretariat and all Heads of Departments is invited to the reference 5<sup>th</sup> cited. It was requested that all the DDOs' shall furnish the information to the Treasury /PAO in the prescribed proforma regarding registration of PRAN numbers of the Employees who have joined in Government Service on or after 01.09.2004. It is noticed that many Employees are yet to respond to the above requirements and some employees are not yet register their PRANs.

2. Therefore, all the Departments of Secretariat and all Heads of Departments shall ensure that all the Employees who have joined Government service on or after 01.09.2004 shall register for PRAN number and shall comply with the above. The DDOs shall also be informed that the DTO / STO / PAO shall not be in a position to pass salary bill of the said Employees unless they register for PRAN number with NSDL.

**Dr. D. SAMBASIVA RAO**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To

All the Departments of Secretariat.  
All the HODs concerned.  
The DTA, A.P., Hyderabad.  
The PAO, AP, Hyderabad.  
The Joint Director, PPO, AP, Hyderabad.  
The Director of State Audit, A.P., Hyderabad.  
Works Accounts

//FORWARDED::BY ORDER//

  
**SECTION OFFICER**

O/o the Director of Treasuries and Accounts.  
Andhra Pradesh, Hyderabad

dated.08.08.2012.

Endt., No.D(II)/CPS/10393/1/2012,

Copy communicated for information and necessary action.

Sd/- K.Kanakavalli.  
for Director of Treasuries and Accounts.

To,  
All the Deputy Director of  
District Treasuries in the state with instructions to take action to give publicity to this memo at the Sub-Treasury level and see that the instructions are strictly followed in respect of the claims for the month of August,2012 onwards.

//f.b.o//

  
Junior Accounts Officer.





**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**NEW PENSION SYSTEM** - Contributory Pension Scheme –Implementation of New Pension System (NPS) in the State – Further Orders – Issued.

**FINANCE (PENSION-I) DEPARTMENT**

**G.O.Ms.No. 250**

**Dated:06.09.2012**

**Read the following:-**

1. G.O.Ms.No.509, GA (Spl.B) Department, dated 04-09-2010.
2. G.O.Ms.No.196, Finance (Pen.I) Department, dated 24-07-2012.

@@@

**ORDER:**

In the G.O. 1<sup>st</sup> read above Government appointed the Pay and Accounts Officer, Hyderabad (PAO) as State Nodal Officer, for all NPS related activities on the New Pension System (NPS) for the members of the All India Services (AIS). It was also instructed therein that the PAO shall take necessary action as per the guidelines laid down by the Government of India, for the entry of members of AIS Officers who joined the services on or after 01.01.2004 into the NPS. He was also instructed to issue necessary instructions to the District Treasury Officer (DTO) / Treasury Officer (TO), as he is the designated authority for settlement of all the pensionary benefits relating to AIS Officers.

2. The Director of Treasuries and Accounts, AP, Hyderabad and the Pay and Accounts Officer, Hyderabad have brought to the notice of the Government that certain difficulties are being experienced in uploading contributions towards NPS in respect of members of All India Services coming under the purview of NPS and also in drawal and remittance of Government matching contribution and transfer of funds to the trustee bank.

3. Government has also reviewed the existing procedure of uploading information of NPS contribution by the employees and drawal of Government matching contribution laid down in G.O. second read above with a view to further streamlining the procedures.

4. Government accordingly issue the following further instructions for strict compliance by all the Drawing and Disbursing Officers, Treasury Officers and the Pay and Accounts Officer, Hyderabad.

- i. The Drawing Officers in the state shall be personally responsible for prompt recovery of contributions towards NPS in regular as well as arrear pay bills, arrears of D.A. etc., except surrender leave by following the procedure prescribed.
- ii. The Treasury Officer shall be held responsible for the transactions till the SCFs are matched and booked and reconciliation of funds transferred to the Trustee Bank. This process shall be completed by 10<sup>th</sup> of every month.

**C.P.S. contributions of All India Services Officers:**

- iii. In respect of the members of the All India Services working in Government Departments at places other than at Hyderabad, the Treasury Officers, who are admitting the Pay-bills based on the pay slips issued by the Pay and Accounts Officer, Hyderabad, shall upload details of deductions towards the Contributory Pension Scheme (New Pension System) both for Employee and Government contributions in the same manner as is being done in respect of all other Government employees, and intimate the details to the Pay and Accounts Officer, Hyderabad.

- iv. In respect of the members of the All India Services working in Government Departments in twin cities of Hyderabad and Secunderabad, the Pay and Accounts Officer, Hyderabad shall upload details of deductions towards Contributory Pension Scheme (New Pension System) as in the case of other Government employees working in twin cities.
  - v. In respect of the members of the All India Services who are deputed to foreign service, the foreign employer shall deduct the employee's contribution and remit along with employer's contribution in the form of two separate cheques to the Pay and Accounts Officer, Hyderabad, along with details of PRAN and the Pay and Accounts Officer, Hyderabad, shall remit the funds to the Trustee Bank and upload the information.
  - vi. The Pay and Accounts Officer, Hyderabad shall invariably indicate the amount of deductions to the Contributory Pension Scheme in the pay slips to be issued to the members of All India Services.
  - vii. The Pay and Accounts Officer, Hyderabad, as the State Nodal Officer, shall be responsible for recovery and remittance of the contributions of all the members of All India Services (covered under the CPS) irrespective of the place of work of the members. He shall, therefore, coordinate with the Treasury Officers and the Foreign Employers for prompt deduction, remittance and uploading of the relevant information.
5. All the Departments of Secretariat and all Heads of Departments are requested to issue necessary instructions to all the Drawing and Disbursing Officers to follow the above instructions scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V. BHASKAR  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
All the Departments of Secretariat,  
All Heads of Department.  
All District Collectors.  
All Superintendents of Police.  
All Chief Conservators of Forest.  
All District Treasury Officers.  
The Director General of Police, A.P., Hyderabad.  
The Principal Chief Conservator of Forests, A.P., Hyderabad.  
The Principal Accountant General (A&E), A.P., Hyderabad  
The Principal Accountant General (Audit), A.P., Hyderabad.  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Director of Works and Accounts, A.P., Hyderabad.  
Copy to  
The General Administration Department.  
The Finance (BG.III) Department.  
SF/SCs.

/// FORWARD BY ORDER ///

  
SECTION OFFICER



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**NEW PENSION SYSTEM** – Contributions deducted under New Pension System for the Employees governed by AP Revised Pension Rules 1980 – Transfer to GPF Accounts/Refund of deductions - Orders – Issued.

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**FINANCE (PENSION-I) DEPARTMENT**

**G.O.Ms.No. 336**

**Dated: 20.12.2012.**

**Read the following:-**

1. G.O.Ms.No.653, Finance (Pen.I) Department, dated.22.9.2004.
2. G.O.Ms.No.178, Finance (Pen.I) Department, dated 17-05-2010.
3. Lr.No.D2/5594/2012, dated: 17.07.2012 of the DTA, Hyderabad.

@@@

**ORDER:**

The Government in the G.O 1<sup>st</sup> read above has introduced New Pension Scheme to the Government Employees appointed on or after 1.9.2004. Accordingly, deductions at the applicable rates have been made from the monthly salary of the employees towards their contributions.

2. In the Government Orders 2<sup>nd</sup> read above an amendment was issued to the A.P. Revised Pension Rules, 1980 adding a provision to Rule.16 according to which the period of training / apprenticeship, if it is a pre-requisite for appointment should be taken into account for reckoning qualifying service for purpose of pensionery benefits in respect of employees who retired/retire on or after 01.07.2008. Because of this, some employees who were covered by the New Pension system till then became eligible to be covered by the provisions of A.P. Revised Pension Rules,1980 and General Provident Fund rules by virtue of their apprentice ship/ training periods prior to 1.9.2004.

3. The Director of Treasuries and Accounts, Hyderabad in the reference 3<sup>rd</sup> read above has requested the Government to issue orders for transferring the outstanding amounts deducted from the above said employees towards employees contribution under New Pension System to their regular GPF accounts.

4. After careful consideration, the Government hereby order that the amounts deducted towards employee contributions under the NPS in respect of those employees who came into the fold of A.P Revised Pension Rules, 1980 as per the orders issued in the G.O 2<sup>nd</sup> read above shall be transferred to their General Provident Fund account by way of adjustment from Head of account 8342–Other Deposits 117–Defined Contributory Pension Scheme for

Government Employees (04)–Andhra Pradesh State Government Employees Contributory Pension Scheme 001–Employees Contribution to Head of account 8009–State Provident Funds 01–Civil 101–General Provident Funds (01)–General Provident Funds (Regular). In respect of those employees, who are dead or retired from service the deductions shall be refunded in cash.

5. The Drawing and Disbursing Officer concerned shall prepare a statement showing the details of deductions in the Annexure enclosed and prefer a consolidated adjustment bill with the required GPF schedule for the entire period in respect of each employee. In case of transferred employees the details of deductions shall be certified by the Drawing and Disbursing Officer of old station and countersigned by the Treasury officer concerned.

6. These orders are also applicable in all individual cases where an in-service Government employee covered under the earlier pension rules Andhra Pradesh Revised Pension Rules, 1980 joins another department on or after 01.09.2004, where his previous service is counted as per Andhra Pradesh Revised Pension Rules, 1980 but CPS deductions were made erroneously making the NPS applicable though they are not covered by CPS.

7. The GO is available on internet and can be accessed at the address <http://www.ap.gov.in/goir> .

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V. BHASKAR  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
All Department in Secretariat,  
The Principal Accountant General (A&E), A.P., Hyderabad  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Director of Works and Accounts, A.P., Hyderabad.  
All the Heads of Departments in the state.  
All the District Treasury Officers in the state.  
Copy to the Finance (BG.III) Department.

/// FORWARD BY ORDER ///

SECTION OFFICER

### Annexure

Statement of deductions made towards employee contribution under New Pension Scheme.

Name of the employee:

Designation:

S.No	Month of deduction	Amount of CPS deduction	Token No.and date	Gross amount /Net amount of bill
(1)	(2)	(3)	(4)	(5)

Signature:

Drawing and Disbursing officer.

Countersigned.

Treasury Officer.





GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

**NEW PENSION SYSTEM** – Contributory Pension Scheme – DA arrears credited to CSS – Clearing of DA arrears of CPS employees, which were hitherto credited to CSS – Orders – Issued.

**FINANCE (Pension.I) DEPARTMENT**

**GO Ms. No. 22**

**Dated 22<sup>nd</sup> January' 2013**

**Read the following:-**

- Ref:-
1. GO Ms. No. 653, Dated 22/09/2004 of Finance (Pen.I) Dept.
  2. GO Ms. No. 655, Dated 22/09/2004 of Finance (Pen.I) Dept.
  3. Govt. Memo No. 23138-B/194/A2/Pen.I/2004, Dated 31/01/2007 of Finance (Pen.I) Department.
  4. Govt. Lr. No. 16047-C/22/NPS/2009, Dated 26/10/2009 addressed to all Administrative departments in the Secretariat.
  5. Lr. No. D2/10661/2009-11, Dated 28/07/2011 of DTA, AP, Hyd.
  6. Govt. Memo No. 3941/572/TFR/2011, Dated 03/01/2012.
  7. Lr. No. DII/CPS/10661/2011, Dtd. 27/07/12 of DTA, AP, Hyd.
  8. GO Ms. No. 297, Dated 14/11/2012 of Finance (PC-I) Dept.
  9. Lr. No. DII/CPS/10661/2011, Dated 01/12/2012 and 18/12/2012 of DTA, AP, Hyderabad.

\* \_ \* \_ \*

**ORDER:**

The Government in the GO 1<sup>st</sup> read above has introduced New Pension System to the Government Employees appointed on or after 01.09.2004. Accordingly, deductions at the applicable rates have been made from the monthly salary of the employees towards their contributions.

2. In the Government Orders 2<sup>nd</sup> read above guidelines were issued, inter-alia, for recovering arrears of CPS subscriptions @ one arrears subscription along with current month subscription. The Government in the letter 4<sup>th</sup> read above have informed that CPS deductions shall be recovered even for arrear bills also.

3. The Director of Treasuries and Accounts in her letter 9<sup>th</sup> read above has stated that whenever the Government enhanced Dearness Allowance payable to the Government Employees, it is being ordered that the arrears of the Dearness Allowance in respect of CPS employees should be credited to the Compulsory Savings Scheme under the Head of Account: 8009-01-101-SH (03) and accordingly based on the claims preferred by the Drawing and Disbursing Officers concerned, bills were passed for adjustment to the CSS Account.

Further the Government in GO 8<sup>th</sup> read above, while revising the rate of DA on 01.07.2012, ordered that, in respect of CPS Employees 10% of the DA arrears should be credited to the PRAN Account of the individuals concerned along with Government contribution and the remaining 90% be paid in cash.

4. Further, the Director of Treasuries and Accounts has requested the Government for adopting the same analogy in respect of the DA arrears of earlier periods, which were adjusted to the CSS Account.

5. After careful consideration and keeping in view of the stabilization of the scheme, the Government hereby order that;

- (a.) *Out of DA arrears drawn and credited to the CSS account earlier in respect of the employees covered under the New Pension System 90% shall be paid in cash to the employees concerned and balance 10% shall be credited to CPS head of account along with Government contribution.*
- (b.) *In case, where the CPS deductions are not affected from the date of joining of the Government servant concerned in pursuance of the instructions issued earlier or where there are deductions still due to be made for some months, it shall be made out of the above said 90% amount ordered to be paid in cash and only the balance amount shall be paid in cash.*
- (c.) *Interest on the amount outstanding in CSS account of each employee till such adjustment, shall be calculated @ 8% for actual period of such deposit and paid to the employee concerned in cash.*

6. In the Government orders issued from time to time revising the rate of Dearness allowance, it was ordered that the Drawing and Disbursing Officer concerned shall maintain record of adjustment of DA arrears which was earlier adjusted to the CSS and inform those details to the employee concerned in a proforma (Annexure-II) prescribed for that purpose. Thus responsibility for reconciliation and ensuring correctness of the deductions lies with the Drawing and Disbursing Officer concerned.

7. The Drawing and Disbursing Officer(DDO) concerned shall prepare a statement showing the details of deductions in the Annexure enclosed and prefer a consolidated adjustment bill for the entire period in respect of each employee. In case of transferred employees the details of deductions shall be certified by the Drawing and Disbursing Officer of previous station and countersigned by the Treasury Officer concerned. The Drawing and Disbursing Officer shall also enclose necessary schedule in case the CSS amounts are adjusted towards the CPS deductions of arrear periods as per Para.5(b.) above.

8. The Drawing and Disbursing Officer concerned shall prefer an adjustment bill employee-wise transferring the CSS amounts as ordered at Para.5 (a) or (b.) from the Head of Account: 8009-State Provident Funds 01-Civil 101-General Provident Funds (03)-Compulsory Savings Scheme to the Head of Account: 8342-Other Deposits 117-Defined Contribution Pension Scheme for Government Employees (04)-A.P. State Government Employees

Contributory Pension Scheme 001-Employees Contributions and for payment of balance amount in cash. The DDO shall also prefer another bill under Head of account 2049-Interest Payments 01-Interest on internal Debt 305-Management of Debt (08)-Interest on impounded D.A. to Employees 450 interest (charged) for payment of interest on outstanding amount in CSS account as at Para.5(c). The above process shall be completed by all the DDOs immediately.

9. All Departments of Secretariat are requested to issue suitable instructions to the Heads of Departments under their control to follow the instructions scrupulously as ordered at para 5 to 8 by the DDOs concerned under their control.

10. The Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad / Pay and Accounts Officer, Andhra Pradesh, Hyderabad / Director of Works and Accounts, Andhra Pradesh, Hyderabad shall issue suitable instructions to their unit offices to scrutiny the bills preferred by the DDOs and admit in audit as per above instructions.

11. The Government Order is available on internet and can be accessed at the address <http://goir.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V. BHASKAR  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

All Departments in Secretariat.

The Principal Accountant General, Andhra Pradesh, Hyderabad.

The Accountant General (A&E), Andhra Pradesh, Hyderabad.

The Accountant General (Audit), Andhra Pradesh, Hyderabad.

The Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.

The Pay and Accounts Officer, Andhra Pradesh, Hyderabad.

The Director of Works and Accounts, Andhra Pradesh, Hyderabad.

All Heads of Departments in the State.

All District Magistrates & Collectors in the State.

All Deputy Directors of District Treasuries in the State.

Copy to

a.) the Finance (BG.III) Department.

b.) SF / SC.

/// FORWARD BY ORDER ///



SECTION OFFICER

**ANNEXURE**

[Para. 7 of GO Ms. No. \_\_\_\_\_, Dated \_\_\_\_\_ 2013 of Finance (Pension.I) Department]

Statement showing the details of DA arrears adjusted to the CSS Account in respect of Sri / Smt. / Kum.

\_\_\_\_\_, Designation: \_\_\_\_\_, Emp. Id. No. \_\_\_\_\_,  
O/o the \_\_\_\_\_.**Designation of the Drawing and Disbursing Officer:** \_\_\_\_\_

S. No.	Month & Year	Amount adjusted to CSS Account	Transaction Id. No. with Date	Amount transferred to CPS	Amount paid in cash

Certified that the above details are verified and found to be correct as per the records of this office.

Date:  
Office Seal:**Signature of Drawing  
and Disbursing Officer.**

// Countersigned //

Verified and found correct  
(**Treasury Officer**)

**GOVERNMENT OF ANDHRA PRADESH  
PAY AND ACCOUNTS OFFICE;**

Circular Memo. No. PAO/Admn./U.4/2012-2013/534

Dt. 28.02.2013

**Sub:** PAO Hyderabad – New Pension System- Contributory Pension Scheme – DA arrears credited to CSS – Clearing of DA arrears of CPS employees, which were hitherto credited to CSS – Certain instructions – Issued – Regarding.

**Ref:** G.O.Ms.No.22, Finance (Pension.I) Dept., Dtd.22.01.2013

-X-X-X-

1) The Government in the G.O. read above have issued following orders for stabilization of the Contributory Pension scheme viz.,

- a) Out of DA arrears drawn and credited to the CSS account earlier in respect of the employees covered under the New Pension System 90% shall be paid in cash to the employees concerned and balance 10% shall be credited to CPS head of account along with Government contribution.
- b) In case, where the CPS deductions are not affected from the date of joining of the Government servant concerned in pursuance of the instructions issued earlier or where there are deductions still due to be made for some months, it shall be made out of the above said 90% amount ordered to be paid in cash and only the balance amount shall be paid in cash.
- c) Interest on the amount outstanding in CSS account of each employee till such adjustment, shall be calculated @ 8% for actual period of such deposit and paid to the employee concerned in cash.

2) In view of the above orders the difference of D.A. arrears due to all the employees who were recruited into Government service on or after 01.09.2004 and who are covered and under Contributory Pension Scheme, which were hitherto claimed and credited to the Head of Account : 8009-01-101-SH(03) are now payable to respective employees in cash (90%) and credited to their CPS Account (10%) alongwith Government Contribution.

3) As per the instructions contained in the said G.O. the responsibility for reconciliation and ensuring correctness of the deductions lies with the D.D.Os. concerned, as, while revising the rates of D.A. from time to time, the Govt. ordered that the DDOs. concerned shall maintain record of adjustment of DA arrears which was earlier adjusted to the CSS and inform those details to the employees concerned in a proforma prescribed for that purpose. Hence, the DDOs. concerned shall prepare statements showing the details of deductions in the Annexure and proforma enclosed and prefer a consolidated adjustment bill for the entire period in respect of each employee. In case of transferred employees the details of deductions shall be certified by the DDO of previous station and countersigned by the Treasury Officer concerned. The DDOs. shall also enlose necessary schedule in case the CSS amounts are adjusted towards the CPS deductions of arrears period as per para 1(b) above.

4) The Superintendent Computer Section, PAO Main Office, shall verify the correctness of entries recorded in the proforma and Annexures submitted by the DDOs.

(pertaining to all counters of PAO Main Office) with reference to (03) CSS recovery particulars available in the computers and arrange for issue of the same to DDOs. after obtaining the counter signature of APAO concerned on the Annexure under proper acknowledgement. In the same manner the Superintendents, CCS – I & II Sections, PAO Main Office, shall verify the correctness of entries recorded in the proforma and Annexures submitted by the DDOs, (pertaining to Secretariat, BRK and Nampally Branches) with reference to (03) CSS recovery particulars available in their sections and arrange for issue of the same to DDOs. after obtaining the counter signature of APAO concerned on the Annexure under proper acknowledgement.

5) After obtaining the counter signed copy of Annexure alongwith Proforma from the Treasury/PAO concerned, the DDO shall prefer an adjustment bill employee-wise (by enclosing the counter signed copy of Annexure alongwith proforma) duly transferring the CSS amounts as ordered at para 1(a) or (b) from the Head of Account : 8009-State Provident Funds, 01 – Civil, 101 – General Provident Funds (03) – Compulsory Savings Scheme to the Head of Account : 8342 – Other Deposits, 117 – Defined Contribution Pension Scheme for Government Employees, (04) – A.P. State Government Employees Contributory Pension Scheme, 001 – Employees Contributions and for payment of balance amount in cash. The DDO shall also prefer another bill under Head of Account 2049 – Interest Payments, 03 – Interest on Small Savings, PF etc., 104 – Interest on State Provident Fund, (08) – Interest on impounded D.A. to Employees, 450 – Interest (charged) for payment of interest on outstanding amount in CSS account as at para 1(c). The above process shall be completed by all the DDOs. immediately.

6) The Audit sections shall verify the above claims with reference to D.A. adjustment registers maintained by them, Counter signed copy of Annexures and Proformae enclosed to the bills by DDOs. and allow 90% of such claims to the credit of individual bank accounts duly ensuring that a recovery schedule is enclosed in respect of 10 % of claim for taking further action to credit the amount to respective CPS accounts. After admission of such claims in audit the Compilation Section shall detach the recovery schedules duly noting transaction I.D. number etc. and forward the same to C.P.S. Section under proper acknowledgement for taking action to upload the amounts to PRAN accounts of individuals together with matching contribution of Government.

All officers and Section Superintendents concerned shall attend to the above work on priority basis and ensure that difference of D.A. arrears in respect of C.P.S. employees is paid to them immediately. The Audit Superintendents shall communicate these instructions to the D.D.Os. under their payment control and request them to clear off pending D.A. arrears claims of CPS employees of their respective offices by the end of April, 2013.

Acknowledge receipt of this circular memo.

Encl.:Annexure.

  
Jt. Pay & Accounts Officer (Admin.),  
FAC Pay & Accounts Officer, Hyd.

To  
All Officers and Section Superintendents.  
Copy to All D.D.Os. under the payment control of PAO  
through Audit Sections concerned.

**PROFORMA**

Statement showing the details of D.A. arrears adjusted to the CSS Account under the Head 8009 – State Provident Funds, 01 – Civil, 101 – General Provident Funds, (03) – Compulsory Savings Scheme. – as per G.O.Ms.No. , Dated :  
 in respect of Sri/Smt./Kum.-----, Designation-----, Employee I.D. No.-----  
 -----, O/O.the -----

Designation of the Drawing & Disbursing Officer :-----

Sl. No.	Period of D.A. arrears booked under (03) CSS.	Bill preferred in the month with ID/Token No. and date.	Gross amount of the bill	Net amount of the bill.	Amount recovered towards CSS/ Total amount of the schedule	PAO's Vr. No. & Date (paid month).	Cheque No. and Date. (paid month)	Head of Account of the bill drawn.

Certified that the above details are verified and found to be correct as per the records of this office.

Date :

Office Seal :

Signature of Drawing & Disbursing Officer.

ANNEXURE.

(Para 7 of G.O.Ms.No. \_\_\_\_\_, dated \_\_\_\_\_ 2013 of Finance (Pension.I Department).

Statement showing the details of D.A. arrears adjusted to the CSS Account in respect of Sri/Smt./Kum.-----  
-----, Designation-----, Employee I.D. No.-----, O/O.the -----  
-----.

Designation of the Drawing &amp; Disbursing Officer :-----

Sl. No.	Month & Year	Amount adjusted to CSS Account	Transaction ID. No. with date.	Amount transferred to CPS	Amount paid in cash.

Certified that the above details are verified and found to be correct as per the records of this office.

Date :

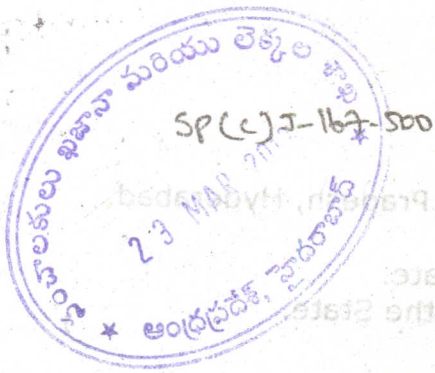
Signature of Drawing &amp; Disbursing Officer.

Office Seal :

// Countersigned //

Verified and found correct.  
Asst. Pay & Accounts Officer(Treasury Officer).





GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT.

**NEW PENSION SYSTEM** - Errata to G.O.Ms.No.22 Finance (Pension.I)  
Department Dated.21.01.2013 - Orders - Issued.

**FINANCE (Pension.I) DEPARTMENT**

**GO Ms. No.54**

**Dated: 12.03.2013**

**Read the following:-**

1. GO Ms. No. 22, Finance (Pen.I) Dept., Dt.22.01.2013
2. Note received from Fin (BG.III) Dept., Dt.08.03.2013

\* - \* - \*

**ORDER:**

In pursuance of the instructions issued in the reference read above, the following errata is hereby issued:

Item	For	READ
Para.8	2049-Interest Payments 01-Interest on Internal Debt 305-Management of Debt (08)-Interest on impounded DA to Employees 450 Interest (Charged)	2049-Interest Payments 03-Interest on Small Savings, Provident Funds etc., 104-Interest on State Provident Funds (08)- Interest on General Provident Fund 450-Interest (Charged)

**Dr. D. SAMBASIVA RAO**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To  
All Departments in Secretariat.  
The Principal Accountant General, Andhra Pradesh, Hyderabad.  
The Accountant General (A&E), Andhra Pradesh, Hyderabad.  
The Accountant General (Audit), Andhra Pradesh, Hyderabad.  
The Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.  
The Pay and Accounts Officer, Andhra Pradesh, Hyderabad.

Circular



**PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY**

PFRDA/2013/10/CRTB/1

30<sup>th</sup> April, 2013

To

All Central Government Ministries & State Governments  
All PrAOs / PAOs / DTAs / DTOs  
All POPs / POP-SPs / Aggregators / Corporates  
All PFM's / ASPs

Dear Sir / Madam,

**Subject: Appointment of new Trustee Bank (TB) under National Pension System (NPS) - reg.**

1. All the offices are hereby informed that Axis Bank has been appointed as a new Trustee Bank in place of Bank of India (the current Trustee Bank) for National Pension System (NPS) with effect from 1<sup>st</sup> July, 2013.
2. Accordingly, all NPS related funds are to be remitted to the designated accounts of Axis Bank from 1st July, 2013. The Offices shall continue to remit funds to the designated NPS Trust accounts being maintained with the current Trustee Bank, i.e., Bank of India till 30th June, 2013.
3. Kindly note that the overall procedure for remittance of funds to the Trustee Bank and Matching & Booking of Subscriber Contribution Files (SCF) as well as the receipt of funds from Trustee Bank shall remain unchanged.
4. The Offices are requested to take note of the same. A detailed circular communicating the new NPS Trust Account numbers where the funds will have to be remitted from 1st July, 2013 and the name, contact numbers and email ids of the Axis Bank officials for any query/assistance will be communicated subsequently.

Yours faithfully

(Subroto Das)  
Chief General Manager



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PUBLIC SERVICES** – New Pension Scheme (Contributory Pension Scheme) - Payment of interest @ 8% per annum on the CPS contributions of the employees and matching contributions of the Government for the legacy period from 01-04-2011 upto the period of the legacy data is uploaded – Orders – Issued.

**FINANCE (PENSION-I) DEPARTMENT**

**G.O.Ms.No. 142**

**Dated:17.06.2013**

**Read the following:-**

1	G.O.Ms.No.653, Finance (Pen.I) Department, dt. 22.09.2004.
2	G.O.Ms.No.655, Finance (Pen-I) Department, dt. 22.09.2004.
3	G.O.Ms.No.226, Finance (Pen.I) Department, dt. 29.09.2011.
4	DTA, A.P., Hyderabad, Letter No.D(II)/CPS/14291/2013, dated. 19.02.2013.

\*\*\*\*

**ORDER:**

In the G.O. 1<sup>st</sup> read above, Government have introduced New Pension Scheme (CPS) to the AP Government employees who were appointed on or after 01.09.2004. In the G.O. 2<sup>nd</sup> read above, Government have issued operational guidelines. In the New Pension scheme each employee shall pay a monthly contribution of 10% basic pay + DA from his salary and the Government will contribute an equal amount as its share. Government have reviewed the progress of the implementation of New Pension Scheme (Contributory Pension Scheme) and issued instructions to the DTA/PAO, Hyderabad to complete the uploading process of the data relating to the contributions to the individual accounts of the employees concerned for legacy period i.e. from 01.09.2004 to 31.03.2011 in a time bound manner. Further, the DTA was directed to furnish necessary proposals to fix the rate of interest payable on the CPS contributions of the employees and matching contributions of the Government for the legacy period from 01.09.2004 to 31.03.2011 as the said funds are with the State Government only. In the reference 3<sup>rd</sup> read above Government have issued orders for payment of simple interest @ 8% per annum on yearly basis on the CPS contributions of the employees and on the matching contributions of the Government for the legacy period from 01.09.2004 to 31.03.2011 on par with the interest rate being paid for GPF contributions during the period from 01.09.2004 to 31.03.2011.

2. In the reference 4<sup>th</sup> read above, the Director of Treasuries and Accounts has requested to examine for payment of interest for the period beyond 31.03.2011.

3. Government, after careful consideration of the matter, hereby order for payment of simple interest @ 8% per annum on yearly basis on the CPS contributions of the employees and on the matching contributions of the Government for the legacy period from 01.04.2011 upto the period of the legacy data uploaded.

4. The payment of interest on the CPS contributions shall be debitable to the following Head of Account.

- 2049 - Interest Payments
  - 03 - Interest on Small Savings, Provident Funds etc.,
  - 117 - Interest on Defined Contribution Pension Schemes
  - (04) - Interest on Defined Contribution Pension Schemes  
(to be opened)
- 450 - Interest (Charged)

5. The Director of Treasuries and Accounts, Pay and Accounts Officer and the Director of Works Accounts should ensure that the legacy data shall be uploaded during this financial year.

6. All the Drawing and Disbursing Officers and Treasury Officers are requested to take necessary action immediately.

7. The Government Order is available on internet and can be accessed at the address <http://goir.ap.gov.in>.

**[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDRHA PRADESH]**

**DR. D. SAMBASIVA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To  
All the Departments of Secretariat.  
All Heads of Departments.  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Director of Works and Projects, A.P., Hyderabad.  
The Director of State Audit, A.P., Hyderabad.  
Copy to P.S. to PFS.  
Copy to the P.S. to PFS (FP).  
SF/SC.

**//FORWARDED : : BY ORDER//**



**SECTION OFFICER**



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PUBLIC SERVICES** – New Pension System – Exit Policy – Withdrawal procedures for Subscribers from New Pension System –Orders – Issued.

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**FINANCE (PENSION-I) DEPARTMENT**

**G.O.Ms.No.62**

**Dated: 07.03.2014  
Read the following:-**

- 1 G.O.Ms.No.653, Finance (Pen.I) Department, dt. 22.09.2004.
- 2 G.O.Ms.No.655, Finance (Pen-I) Department, dt. 22.09.2004.
- 3 F.No.8/9/2007-PFRDA(Pt.), Dt.28.07.2009 of PFRDA, New Delhi.
- 4 Govt Circular Memo No.30857/422/Pen.I/A2/2010, Dt.08.03.2010.
- 5 Lr.No.D(II)1/3058/2013, Dt.04.02.2014 of the DTA, AP, Hyd.

\*\*\*\*

**ORDER:**

In the G.O. 1<sup>st</sup> read above, Government have introduced New Pension Scheme (CPS) to the AP Government employees who were appointed on or after 01.09.2004. In the G.O. 2<sup>nd</sup> read above, Government have issued operational guidelines. In the New Pension scheme each employee shall pay a monthly contribution of 10% basic Pay + DA from his salary and the Government will contribute an equal amount as its share.

2. In the reference 3<sup>rd</sup> read above the Provident Fund Regulatory Development Authority (PFRDA) has proposed an interim procedure and accordingly the Government in the reference 4<sup>th</sup> read above, have issued instructions of interim procedure pending finalization of the Guidelines.

3. In the reference 5<sup>th</sup> read above the Director of Treasuries and Accounts (DTA) has requested to consider the guidelines as proposed by the PFRDA and requested to issue orders on withdrawal procedures consequent to instructions issued vide reference 4<sup>th</sup> read above.

4. Government, after careful consideration of the matter, hereby prescribe the Exit guidelines and the procedures to be followed by the stake holders for submitting and forwarding exit / withdrawal proposals as per the guidelines contained in Annexure-I and II enclosed herewith. Accordingly Government hereby withdraw the instructions issued in the Circular Memo 4<sup>th</sup> read above. However, if any payments are made in the past, they have to be adjusted against the accumulated funds in CPS.

5. All the Drawing and Disbursing Officers and Treasury Officers are requested to take necessary action immediately.

6. The Government Order is available on internet and can be accessed at the address <http://goir.ap.gov.in>.

**[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDRHA PRADESH]**

**DR. P.V. RAMESH  
PRINCIPAL SECRETARY TO GOVERNMENT(R&E)**

To  
All the Departments of Secretariat.  
All Heads of Departments.  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Director of Works and Projects, A.P., Hyderabad.  
The Director of State Audit, A.P., Hyderabad.  
Copy to P.S. to PFS.  
Copy to the P.S. to PFS (FP).  
SF/SC.

**//FORWARDED : : BY ORDER//**



**SECTION OFFICER**

ANNEXURE – IEXIT / WITHDRAWAL GUIDELINES UNDER THE NATIONAL PENSION SYSTEM

01.) The following modes are prescribed for exiting the New Pension System in case of Government Employee subscribers:-

a.) Upon Normal Superannuation: On attaining the age of superannuation, at least 40% of the accumulated pension wealth should be utilized for purchase of an annuity providing for monthly pension in the PFRDA empanelled Annuity Service Provider as per terms and conditions of the Annuity Scheme chosen by the Subscriber in his "With Drawal Form" prescribed (Form.101-GS). The balance is paid in lump sum or by deferred payment mode as chosen by the subscriber. For this the subscriber (retired employee) need to submit the following forms duly filled in through the Drawing and Disbursing Officer concerned and the Treasury Officer.

i.) Form 101-GS - Withdrawal Form for Claim of Accumulated Pension Wealth on Superannuation for Government Employees.

ii.) Annexure for Nomination Details:

Form 101-GS - in case of single nominee.

Form 101-GS-N1 - in case of multiple nominees.

b.) Upon Death: In case of death before superannuation the entire accumulated pension wealth (100%) is paid to the nominee / legal heir of the subscriber. The legal heir needs to submit the following withdrawal form duly filled in along with prescribed Certificates from the competent authority through the Drawing and Disbursing Officer and the Treasury Officer concerned:-

Form 103-GD - Withdrawal of Accumulated Pension Wealth by Claimant due to the death of the subscriber.

c.) Exit from NPS before the age of Normal superannuation (irrespective of cause): In this case, the subscriber should utilize at least 80% of the accumulated pension wealth for purchase of annuity from the PFRDA empanelled Annuity Service Provider as per terms and conditions of the Annuity Scheme chosen by the Subscriber in his "With Drawal Form" prescribed (Form.102-GP). The balance is

paid in lump sum or by deferred payment mode as chosen by the subscriber. For this the subscriber need to submit the following forms duly filled in through the Drawing and Disbursing Officer concerned and the Treasury Officer:-

i.) Form 102-GP - Withdrawal Form for Claim of Accumulated Pension Wealth on Exiting before the age of normal Superannuation for Government Employees.

ii.) Annexure for Nomination Details:-

Form 102-GP - in case of single nominee.

Form 401-AN - in case of multiple nominees.

02.) Mode of Deferred Payment: A subscriber on superannuation or premature exit has an option to defer withdrawal of lump-sum amount payable (40% in case of superannuation and 20% in case of premature exit) till he attains the age of 70 years. He has choice to withdraw the accumulated amount at any time before that by submitting a withdrawal request. The amount will be credited automatically to the bank account upon attaining age of 70 years. Till then the amount continues to be invested with the Pension Fund Managers.

03.) Option to withdraw accumulated Pension Wealth  $\leq$  ` .2,00,000/-: The NPS provides for withdrawal of the entire accumulate Pension Wealth, in case it is less than or equal to ` .2,00,000/- as on the date of superannuation. The subscriber has to submit the prescribed form viz., Form.101-GS duly filled in along with a specific request in a form prescribed.

04.) Purchase of Annuity: The NPS provides for purchase of annuity by a subscriber on his superannuation or premature exit by utilizing a proportion of the accumulated Pension Wealth from the empanelled Annuity Service providers. It is at least 40% on superannuation or 80% on pre-mature exit. However, it is exempted in case of accumulated Pension Wealth equal to or less than ` .2,00,000/- at the time of superannuation. The PFRDA has empanelled the following service providers as of now:-

- a.) Life Insurance Corporation of India,
- b.) SBI Life Insurance Co. Ltd.,
- c.) ICICI Prudential Life Insurance Co. Ltd.,
- d.) HDFC Standard Life Insurance Co. Ltd.,
- e.) Bajaj Allianz Life Insurance Co. Ltd.,
- f.) Reliance Life Insurance Co. Ltd., and
- g.) Star Union Dai-ichi Life Insurance Co. Ltd.



The subscriber can choose the scheme and the annuity provider according to his choice at the time his withdrawal request. The NPS also provides for the following default option in the interest of subscribers to avoid delay in claim processing:-

- a.) Default Annuity Service Provider: Life Insurance Corporation of India.
- b.) Default Annuity Scheme: Annuity for life with a provision of 100% of the annuity payable to spouse during his / her life on death of annuitant. Payment of monthly annuity ceases on the death of the annuitant and the spouse.
- c.) If the corpus is not adequate to buy default annuity variant, the subscriber has to compulsorily choose Annuity Service Provider which offers it at the available corpus.

05.) Procedure for withdrawal: The subscriber or the claimant, in case of death has to submit a withdrawal application in a proforma prescribed for the respective purpose to the CRA through the Drawing and Disbursing Officer and the Treasury Officer / PAO concerned. The CRA processes such requests as per the scheme procedures and authorizes the payment for crediting to bank account of the subscriber / claimant.

## ANNEXURE – II

GUIDELINES TO SUBMIT AND PROCESS WITHDRAWAL  
REQUESTS TO THE CRA

The withdrawal request should be in the form prescribed for the respective category of exit.

The Subscriber PRAN should be in active status in CRA system and the request for withdrawal should be processed through the DDO who deducts the last contribution of the subscriber and the corresponding Treasury Officer.

The application should be filled in all respects by the Claimant / Subscriber in black ink without any over write or corrections. All the mandatory fields should be filled in with correct postal address. It should be accompanied by the documents prescribed and detailed at the end of relevant application form, viz., Form.101-GS, 102-GP and 103-GD depending upon the type of withdrawal.

If the accumulated Pension Wealth on superannuation is equal to or less than `2,00,000/- and the subscriber prefers to withdraw the entire amount, Form.101-GS should be accompanied by a specific request in the following proforma:-

NEW PENSION SYSTEM	
Request for withdrawal of Total Pension Wealth upon Normal Superannuation (for Government employees) / Upon attaining the age of 58 / 60 Years and where the total Pension Wealth is equal to or less than `2,00,000/-	
I _____ holding a Permanent Retirement Account with number (PRAN) _____ do hereby apply for the payment of the accumulated pension wealth in my NPS Account being the full and final benefits receivable by me.	
Date:	
Place:	
Signature of the Subscriber	

The PFRDA prescribes the following checks / guidelines for submission of withdrawal request.

Superannuation & Premature exit:

- 01.) Photograph needs to be duly attested by the subscriber. Lump-sum amount for withdrawal and annuity needs to be mentioned in percentage.
- 02.) Cancelled Cheque / Bank Certificate on the bank letter head indicating the Bank name and address, Bank account number, IFS Code and MICR code.
- 03.) Nominee details need to be completely filled along with the witness signature.
- 04.) Withdrawal form needs to be duly stamped and signed by the mapped Nodal Office, i.e. the Drawing and Disbursing Officer concerned.
- 01.) Advanced stamped receipt need to be duly filled along with the subscriber signature on the Revenue stamp.
- 02.) Original PRAN card (or) affidavit in case of non submission of PRAN card.
- 03.) KYC documents (address and Photo ID proof) should write with "verified with original" and attested by mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.
- 04.) Copy of Bank Passbook should be self attested by the Subscriber and mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.

Death:-

Withdrawal request should be submitted by the Nominee provided in the CRA system. In case of Nominee not available on the CRA system, a legal heir certificate (or) a certified copy of family members certificate issued by Executive Magistrate is required indicating the relationship of the claimant as well with supporting documents to be provided.

Relinquishment deed from all the legal heirs on a Stamp paper of ` .100/- is to be furnished, if they are not claiming the pension funds. KYC documents (Photo ID proof and Address proof) of all the legal heirs duly attested by the mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned. The claimant need to furnish an Indemnity bond stating the responsibility for claiming on behalf of all the legal heirs.

The application should be filled in all respects by the claimant under proper witness whose details need to be filled in.

- 01.) Advanced stamped receipt need to be duly filled along with the claimant signature on the Revenue stamp.
- 02.) Original PRAN Card (or) affidavit in case of non submission of PRAN Card.

- 03.) KYC documents (Address and Photo ID proof) of the claimant should be attested by mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.
- 04.) Original Death Certificate issued by the local authority.
- 05.) Copy of Bank Passbook should be self attested by the claimant and mapped Nodal Office, the Drawing and Disbursing Officer concerned.
- 06.) Cancelled Cheque / Bank Certificate on the bank letter head indicating the Bank Name and address, Bank Account Number, Name of the Claimant, IFS Code and the MICR Code.

The Drawing and Disbursing Officer on receiving the application should check it as per the instructions provided for in the relevant application form and attest it as provided for in the application duly affixing his / her stamp.

The application should be forwarded to the mapped treasury officer / PAO for further prescribed checks and attestation. The treasury officer / Pay and Accounts Officer shall verify the genuineness of the application by identifying the DDOs attestation and check the details with reference to Master data of the subscriber in the CRA website. The following other primary checks should be done before attesting and forwarding application.

- a.) Status of the PRAN in CRA system. It should be active.
- b.) The Subscriber details.
- c.) Full address of the Subscriber / Claimant.
- d.) Date of death of deceased subscriber / Date of exit (or) Date of Superannuation, as the case may be.
- e.) The percentage of allocation towards annuity and Pension Wealth noted in the application.
- f.) The bank details, i.e., Bank Account Number, Name of the Bank and Branch, MICR Code and IFS Code.

The Treasury officer / PAO shall place an online request by login into [www.cra-nsdl.com](http://www.cra-nsdl.com) and simultaneously forward the application with a covering letter in a secured mode of delivery to the CRA at the following address:-

Exception Handling Cell,  
Central Recordkeeping Agency,  
NSDL e-Governance Infrastructure Limited,  
10<sup>th</sup> Floor, Times Tower, Kamala Mills Compound,  
Senapati Bapat Marg, Lower Parel, MUMBAI – 400 013.



GOVERNMENT OF TELANGANA STATE  
ABSTRACT

**PENSION** – Contributory Pension Scheme – Appointment of Director of Treasuries and Accounts, Telangana State, Hyderabad as “Nodal Officer” for all the issues relating to the New Pension Scheme –Orders – Issued

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FINANCE (HRM-V) DEPARTMENT

G.O.MS.No. 28.

Dated:23.08.2014

Read the following:-

1. G.O.Ms.No.653, Finance & Plg. (FW:Pen.I) Department, dated 22.04.2004.
2. G.O.Ms.No.654, Finance & Plg. (FW:Pen.I) Department, dated 22.04.2004.
3. G.O.Ms.No.655 Finance & Plg. (FW:Pen.I) Department, dated 22.04.2004

**ORDER:**

Government of India introduced a New Pension Scheme (NPS) (i.e.,) Contributory Pension Scheme in the year 2003. The composite State Government of Andhra Pradesh adopted the New Pension System (NPS) i.e., CPS replacing the existing Pension Scheme to its employees who joined on or after 01.09.2004 with effect from 01.09.2004 FN in the references 1<sup>st</sup> to 3<sup>rd</sup> (G.O.Ms.No. 653, 654 and 655 OF Finance Department Govt. of AP dt. 22.09.2004.) read above.

2. The scheme of Contributory Pension Scheme provides for deduction of 10% of pay and DA of each employees from his monthly salary and the Government contributes equal amount. Both the amounts, put together are transferred to CPS accounts of the employees (PRAN), which are managed by Pension Fund Managers nominated by the Fund Regulatory and Development Authority (PFRDA). On retirement of the Government Employee, 60% fund is paid to individual and the rest of 40% is converted into annuity fund facilitating the retired employee to get regular monthly pension.

//2//

3. The Deputy General Manager, PFRDA, Ministry of Finance, Delhi have suggested that since Telangana state has come into existence from 02<sup>nd</sup> of June 2014, it should be required to issue a fresh gazette notification with retrospective effect (based on earlier notification as issued by Andhra Pradesh) and approach NPS Trust and CRA for agreements.

4. The Director of Treasuries and Accounts Telangana State has stated that the PFRDA has been informed by his office vide letter dt.19.06.2014, the state Government of Telangana have not made any changes relating to the Contributory pension Scheme and it is a part and parcel of Gazette notification issued by composite state, DTA, AP, Hyderabad and the situation of issuing a fresh Gazette notification specially for adopting the NPS to its employees may not arise.

5. The PFDRDA has also advised the Government of Telangana State to initiate dialogue with NSDL and NPS Trust for completion of formalities on priority basis, so that NPS implementation can be smoothly effected.

6. Government of Telangana State have not made any changes relating to the Contributory pension Scheme to their employees and it is a part and parcel of Gazette notification issued by composite state. However the agreement was entered in the composite state. Hence, a fresh agreement may have to be entered by the Government of Telangana State as requested by the DTA. In the composite State of A.P, the DTA, A.P, Hyderabad acted as a nodal officer for all the issues relating to NPS.

7. Government, therefore, after careful examination of the matter, hereby appoint the Director of Treasuries and Accounts Telangana State, Hyderabad as the nodal officer for all the issues relating to the NPS and permit him to enter into an agreement in that regard with NSDL and NPS Trust.

**(BY ORDER AND IN THE NAME OF GOVERNER OF TELANGANA)**

**N.SIVA SANKAR  
SECRETARY TO GOVERNMENT**

To  
All Departments of Secretariat  
All the Heads of Departments  
All the Collectors and District Judges



GOVERNMENT OF TELANGANA  
ABSTRACT

**NEW PENSION SCHEME** - Contributory Pension Scheme – Procedure for uploading the contributions of the regular Government servants, who come under NPS and who are working on **Foreign Service** –Orders – Issued.

FINANCE (HRM-V) DEPARTMENT

G.O.MS.No. 37

Dated: 28/03/2016.

Read the following:

1. G.O.Ms.No.653, 654 and 655, Dated 24/09/2004 of Finance (Pen-I) Department.
2. Director of Treasuries and Accounts, Telangana Hyderabad Letter No. DI/2331/2015 , Dated 1011-20015.

**O R D E R:**

In the G.O. 1<sup>st</sup> read above, Government have introduced New Pension Scheme (NPS), i.e., Contributory Pension Scheme to the AP State Government employees who were appointed on or after 01/09/2004 and issued operational guidelines thereon. In the New pension scheme each employee shall pay a monthly contribution of 10% (Basic Pay + DA) from his salary and the Government will contribute an equal amount as its share.

2. In the reference 2<sup>nd</sup> read above, the Director of Treasuries and Accounts, Telangana, Hyderabad informed that as per the New Pension Scheme, a Government servant can contribute 10% of his Pay and Dearness Allowance towards his part of contribution and the Government contributes equal amount to the Pension Retirement Account Number (PRAN) of the Government Servant concerned. In respect of regular system, the treasury officers can capture the details of CPS deductions of every Government servant from the pay bills concerned, draw equivalent amount towards the Government contribution and transfer both the components to the NPS account of the Government servant concerned. This kind of procedure is not possible in respect of the Government servants working with certain borrowing authorities on Foreign Service terms, since the pay and allowances of those employees are not drawn from the treasury system. For this purpose the Director of Treasuries and Accounts, Telangana, Hyderabad has proposed a detailed procedure in order to facilitate uploading the data and transfer of CPS contributions of all such employees who are working on Foreign Service.

3. Government after careful examination of the matter here by issue the following detailed procedure for uploading the CPS contribution of employee's as well as employer's share to the Central Record-keeping Agency (CRA) and for transfer of funds to the subscriber's accounts in respect of the Government servants working with certain borrowing authorities on Foreign Service terms :-

- a) The Drawing and Disbursing Officer of the foreign employer (Borrowing authority) registers with the Director of Treasuries and Accounts, who provides an User ID and Password and also a facility for furnishing the details of employee contribution and employer contribution to be transferred to the individuals' account.
- b) The Drawing and Disbursing Officer of the Borrowing Department concerned deducts the CPS subscription from the employees pay and provides the details of employee and his subscription by logging into the treasury system and thereby the system enables to generate two challans - One towards Employee Contribution under the HOA: 8342-00-117-00-04-001-000-NVN and the other towards Employer Contribution under the HOA: 8342-00-117-00-04-003 (Employer Contribution in respect of Government Servants working on Foreign Service) (to be opened). This new Head of Account facilitates distinct identification of all such remittances and their reconciliation.
- c) The Drawing and Disbursing Officer of the borrowing Department remits the two challans to the Government accounts concerned through a Government authorized Bank. The challan once generated will be active for fourteen (14) days from the date of generation. If it is not remitted within the period, it gets lapsed and the Drawing and Disbursing Officer is required to generate a fresh challan.
- d) The details of all challan remittances made as above are captured centralized in the DTA, processed and uploaded to the CRA for crediting into the individual accounts.
- e) The DTA, TS, Hyderabad reconciles the details, draws the funds corresponding to the uploaded data towards both contributions and transfers, the same to the trustee bank as per the procedure prescribed.
- f) For this purpose, to facilitate uploading of the contributions of all the CPS employees working on Foreign Service terms, from the Directorate of Treasuries and Accounts shall take action to create a new drawing and disbursing officer and obtain a separate DTO / PAO Registration No. from the NSDL/ CRA and all the transactions into those subscribers' accounts shall be conducted and monitored through this registration.



- g) The subscribers, who do not have PRAN shall obtain them by submitting the required application to the CRA through the respective appointing authority (Lending department) and the Treasury Officer/ PAO of the respective jurisdiction.
- h) In cases, where the employee subscription was already deducted and remitted in to HoA: 8342-00-117-00-04-001-000-NVN, but the Employers Contributions are not remitted, the borrowing authority is required to remit Employer Contribution under the HOA: 8342-00-117-00-04-003-000-NVN as matching amount and furnish those details together to enable the treasury to verify the details and transfer the data and the funds to the respective subscribers' accounts.
- i) In cases, where the employee contribution was already deducted and kept with them, the CPS amounts so deducted along with the employer contribution shall remitted in to the respective said HoA's.
- j) In cases, where the employee contribution is not at all recovered, the same may be recovered and remitted along with employer contribution to the respective HoA's prescribed.

4. All the Departments of Secretariat and all Heads of Departments are requested to issue necessary instructions to all the Drawing and disbursing Officers where Government servants are working on deputation on foreign services basis to follow the above procedure scrupulously.

5 Necessary amendments to the Andhra Pradesh Fundamental Rules will be issued separately.

6. The Director of Treasuries and Accounts, Telangana, Hyderabad is directed to take action accordingly.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA]

K.RAMAKRISHNA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Accountant General, Telangana, Hyderabad (20 copies).  
The Accountant General, Telangana, Hyderabad (by name).  
All the Heads of Departments (including Collectors and District Judges).  
The Director of Treasuries and Accounts, Telangana, Hyderabad.

**GOVERNMENT OF TELANGANA  
FINANCE (HRM.V) DEPARTMENT  
&&&**

**Cir.Memo.No.178/42/A2/HRM.V/2017**

**Date.20.04.2017**

Sub: Contributory Pension Scheme- instructions to all the Departments - reg.

Ref:1. Cir.Memo.No.6336.A/58/A2/Pen.I/2013, Dt.12.03.2013.

2. OM.No. I (2)/EV/2008 Dt.19-01-2008 of Ministry of Finance, Department of Expenditure, Government of India.

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Attention of Secretariat Departments and Head of the Departments is invited to the reference 1<sup>st</sup> cited.

2. In the reference 2<sup>nd</sup> cited, Government of India had issued instructions on the issue of monthly subscription to the NPS while in Foreign Service, Suspension, HPL, EOL.

3. After careful examination, Government hereby direct that following instructions of Government of India on the issue of monthly subscription to the NPS while in Foreign Service, Suspension, HPL, EOL shall be followed by all DDos in State Government in respect of State government employees.

Sl.No.	Category	Clarification
1.	Suspension Cases	<ul style="list-style-type: none"> <li>• Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during a period of suspension.</li> <li>• On exoneration or otherwise, the amount of subscription shall be usual contributions on the emoluments to which he was entitled on the first day after his return to duty.</li> <li>• If a subscriber elects to pay arrears of subscriptions in respect of the period of suspension, the emoluments or portion of emoluments, which may be allowed for that period on reinstatement, shall deemed to be emoluments drawn on duty.</li> </ul>
2.	HPL Cases	The subscription of the employer and government would be restricted to that proportionate to leave salary.
3.	EOL cases (including on medical grounds)	Since no salary is drawn during this period no contributions either from Government employee or government would be payable.

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4. All the Departments of Secretariat and all Heads of Departments are requested to ensure that all DDOs of their control comply with the above instructions scrupulously.

**N.SIVA SANKAR**  
**SECRETARY TO GOVERNMENT**

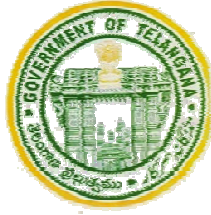
- To  
 All the Departments of Secretariat.  
 All the HODs concerned.  
 The DTA, Telanngana., Hyderabad.  
 The PAO, Telangana., Hyderabad,  
 The Joint Director, PPO Telangana, Hyderabad.  
 The Director of Stated Audit, Telangana., Hyderabad.  
 The Director of Works Accounts, Telangana, Hyderabad,  
 Copy to Prl. AG (A&E), Telangana., Hyderabad.

SF/SC

**//FORWARDED:BY ORDER//**

  
**SECTION OFFICER**

Sl.No.	Category	Classification
1.	Suspension Cases	Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during a period of suspension. On re-employment or otherwise, the amount of subscription shall be usual contributions on the emoluments to which he was entitled on the first day after his return to duty.
2.	HPL Cases	If a subscriber elects to pay arrears of subscriptions in respect of the period of suspension, the amount of emoluments or portion of emoluments which may be allowed for that period on re-employment, shall be deemed to be emoluments drawn on duty. The subscription of the employer and government would be restricted to that proportionate to leave salary.
3.	FOL cases (including medical grounds)	Since no salary is drawn during this period no contributions either from Government employee or government would be payable.



**GOVERNMENT OF TELANGANA  
ABSTRACT**

CPS – Procedure for drawal of Funds in case of employees who died or retired or resigned before assigning a PRAN Number - Orders - Issued.

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FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No. 123

Dated: 31-07-2017

Read the following:

1. G.O. Ms No.62, Finance(Pen-I) Dept., dt.07.03.2014.
2. Lr.No.D1/2281/2016, Date.19.05.2017 of DTA, Telangana, Hyderabad.

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**ORDER:**

In the reference 1<sup>st</sup> read above, Govt., have issued guidelines indicating the procedure for withdrawal for NPS subscribers whose PRAN Number was registered and subsequently, retired/died/ pre exited.

2. In the reference 2<sup>nd</sup> read above, the DTA has brought to the notice to the Government that some of the employees covered under New Pension System were retired from Government Service on Superannuation even without their registering with CRA i.e., NSDL for obtaining Permanent Retirement Account Number (PRAN) during their tenure in the office.

3. The PFRDA, New Delhi informed that retrospective registration(i.e., issue of PRAN after retirement) of employees is not allowed under NPS as the same is out of purview of PFRDA and advised that payment of accumulated amount of such cases may be decided by the competent authority of the State Government

4. The Government after examining the issue hereby order to settle the claims of such of those employees who are covered under New Pension Scheme & Retired/Expired/Exited from service before obtaining PRAN, and their contributions were credited to PD Accounts of DDOs or lying in Government Accounts. The claimants may be paid the accumulated balance (both self & Government contribution) along with interest.

5. The DTA has proposed the following procedure, for drawal of funds in case of employees who had died or retired or resigned without assigning a

PRAN Number., as the funds are credited to the Non-lapsable Deposits and the PD administrators are Treasury Officers.

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A. The DDO of the office where the employee last worked before retirement /death/ resignation may submit the requisition for withdrawal of funds to the concerned Treasury Officer with the following:

i) Retirement order or death certificate as the case may be.

ii) Nominee details for payment of amount (Service Book)

iii) Legal Heir Certificate

iy) Bank Account No., Bank Name, Branch Name, IFSC Code of the beneficiary (1st page of the Bank Pass Book)

v) Indemnity Bond if requires as per T.S. Financial Code

vi) DDO wise statements showing the NPS/CPS subscriptions of the employee duly attested by the DDO concerned and the Treasury Officer concerned.

B. The Treasury Officer in turn may forward to the DTA, TS, Hyderabad through proper channel with his recommendation in the prescribed format duly entering the details in a separate register.

C. An adjustment bill is prepared for the total amount of employee share to be paid from the HOA 8342-117-04-001 to 8342-117-04-002.

D. Another adjustment bill is prepared for the equivalent matching grant from the Govt. to be paid from the HOA 2071- to 8342-117-04-002

5. Another adjustment bill is prepared for the interest on the accumulated on the funds at the rate of 8.5% per annum from the HOA 2071- to 8342-117-04-002.

E. A cheque will be issued by the DTA, TS, Hyderabad in favour of beneficiary from the PD Account No.302 (8342-117-04-002) as per Treasury Procedure.

F. The amount will be adjusted to the beneficiary account through RTGS/ NEFT.

G. In case of employees working under Foreign Service, the request shall be forwarded through their concerned parent HOD.

H. It is the responsibility of the DDO to collect details from the concerned offices based on the details entered in the Service Book.

6. Government after careful examination of the matter hereby order to adopt the above procedure, for drawl of funds in case of employees who had died or retired or resigned before assigning a PRAN Number.

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7. The G.O.is available on Internet and can be accessed at the address <http://goir.telangana.gov.in> and <http://finance.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF THE HONOURABLE GOVERNOR OF TELANGANA)

K.RAMAKRISHNA RAO,  
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Accountant General (Audit-I) Telangana, Hyderabad  
The Principal Accountant General (Audit-II), Telangana, Hyderabad  
The Accountant General (A&E), Telangana, Hyderabad.  
The Director of Treasuries and Accounts, Telangana, Hyderabad  
The Director of State Audit, Telangana, Hyderabad  
The Director of Insurance, Telangana, Hyderabad  
The Director of Works Accounts, Telangana, Hyderabad  
The Pay & Accounts Officer, Hyderabad  
All the Secretariat Departments for information  
All the Head of the Departments in the State for information  
Copy to SF/SCs.

//FORWARDER::BY ORDER//

  
SECTION OFFICER



GOVERNMENT OF TELANGANA  
ABSTRACT

PENSIONS - Contributory Pension Scheme - Extension of benefits of 'Retirement Gratuity and Death Gratuity' to the State Government employees covered by Contributory Pension Scheme (National Pension System) — Orders issued.

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FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No. 60

Dated: 23-05-2018  
Read the following.

1. G.O.Ms No.653, Finance (Pension) Department, dt. 22.9.2004 .
2. O.M. No.7/5/2012, P&PW(F)/B, dated 26.8.2016 of Ministry of Personnel Public Grievances &Pensions, Department of Pension and Pensioners Welfare.

ORDER

In the G.O. 1<sup>st</sup> read above, the Contributory Pension Scheme was introduced with effect from 01.09.2004 to all State Government employees who are recruited on or after 01.09.2004. The employees covered under Contributory Pension Scheme are excluded from the applicability of T.S. Revised Pension Rules 1980. Accordingly, employees covered under Contributory Pension Scheme are not eligible for benefit of Gratuity.

2. In the reference 2<sup>nd</sup> read above, the Government of India allowed the benefit of 'Retirement Gratuity and Death Gratuity' to the Government employees covered by National Pension System on the same terms and conditions, as are applicable to employees covered by Central Civil Service (Pension) Rules, 1972.

3. Several representations were made to the Government to extend similar benefit as allowed by the Government of India i.e., 'Retirement Gratuity and Death Gratuity' to the Government employees covered by Contributory Pension Scheme (National Pension System) in the State.

4. Government, after careful consideration, hereby extend the benefit of Retirement Gratuity/ Death Gratuity to all the employees as mentioned in the G.O.Ms.No.653, Finance (Pen.I) Department, dated.22.09.2004, covered by the Contributory Pension Scheme (National Pension System) on the pattern applicable to employees governed by the Telangana Revised Pension Rules, 1980.

P.T.O.

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5. These orders are applicable to those Government employees who joined Government service on or after 01.09.2004 and are covered by Contributory Pension Scheme and shall take effect from the same date i.e., 01.09.2004.

6. The necessary amendment to the Telangana Revised Pension Rules, 1980 and the guidelines for drawal of amounts as per this order will be issued separately.

7. The G.O is available on Internet and can be accessed at the address <http://www.telangana.gov.in/goir>.

(BY ORDER AND IN THE NAME OF GOVERNOR OF TELANGANA)

N.SIVA SANKAR,  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To

All Heads of Department.

All Departments in the Secretariat.

The Prl. Accountant General (Audit.I), AP&Telangana, Hyderabad.

The Accountant General (Audit.II) A.P&Telangana.Hyderabad.

The Principal Accountant General (A&E), AP&Telangana, Hyderabad.

The Director of Treasuries & Accounts, Telangana, Hyderabad.

The Pay and Accounts Officer, Telangana.Hyderabad.

The Director of State Audit, Telangana State, Hyderabad.

The Director of Works & Accounts, Telangana State, Hyderabad.

The Registrar High Court for the state of f AP & Telangana , Hyderabad.

The Secretary TSPSC., Hyderabad.

All the District Collectors.

All the District Judges.

All the Chief Executive Officers of Zilla Praja Parishads.

All the District Treasury Officers.

All the Commissioners and Spl. Officers of Municipalities.

All the District Educational Officers.

All the Secretaries of ZillaParishads through the District Collectors concerned.

All the District Panchayat Officers.

The Presiding Officer, Labour Court, Hydrabad.

The Chairman,Telangana State Housing Board, Hyderabad.

The Chairman, Tribunal for Disciplinary proceedings, Hyderabad.

The Managing Director, T.S. GENCO/ TRANSCO, Vidyut Soudha, Hyderabad.



GOVERNMENT OF TELANGANA  
FINANCE (HRM.V) DEPARTMENT

Memo.No.17040/13/A1/HRM.V/2018

Dated: 16.07.2018

Sub: CPS – Payment of PRC arrears in 18 months installments to the CPS/NPS retired employees delay in processing of Withdrawal requests – Certain instructions – Issued.

Ref: Letter No.D1/0214/2018, Dated.18.01.2018 of Director of Treasuries and Accounts of Telangana, Hyderabad.

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In the reference cited, the Director Treasuries and Accounts has brought to the notice of the Government certain procedural delays and requested for issue of following instructions for payment of PRC arrears to the retired CPS employees/ legal heirs of deceased CPS employees.

- i. To pay the PRC Arrears in lump sum/in single installment by taking into consideration of the hardship of the retired/ deceased employees under CPS, in order to process the Exit Claims and in order to fulfill the instructions issued in Memo dated.24.12.2016.
- ii. To pay the leftover installments of 18 installments in lump sum to those employees/family members of the employee who will not receive all the 18 installments during their service period due to superannuation or due to any other reason before completion of 18 installments.
- iii. To deduct 10% of Pay + DA of PRC Arrears lump sum amount towards CPS Subscription and to credit to the PRAN Account of the individual along with Government matching contribution.
- iv. To process the Exit Claim after crediting of the PRC Arrear amount into the PRAN of the Subscribers.

2. Government after careful consideration of the matter, agrees with the above procedure informed by the Director of Treasuries and Accounts for payment of PRC arrears to the retired CPS employees/ legal heirs of deceased CPS employees. The Director Treasuries and Accounts shall take the further action accordingly.

N.SIVA SANKAR

PrI.SECRETARY TO GOVERNMENT (FP)

To

1. The Director Treasuries and Accounts, Telangana, Hyderabad
2. The Pay Accounts Office, Hyderabad
3. The JD, PPO, Nampally, Hyderabad
4. The Director of Works Account, Hyd.
5. The Director of State Audit, Hyd.
6. The AG (A&E) (T), Hyderabad.

SF/SC

// FORWARDED:: BY ORDER //



GOVERNMENT OF TELANGANA  
ABSTRACT

National Pension System (NPS/CPS) – Operational Procedures issued by the Pension Fund Regulatory and Development Authority (PFRDA) on Exit and Withdrawals – Adoption – Delegation of powers to the DTA – Orders issued.

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FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No.164

Dated.05.10.2018  
Read the following.

1. G.O.Ms No.653, Finance (Pension) Department, dt. 22.9.2004 .
2. G.O.Ms.No.62, Finance (Pen.I) Department, dated 07.03.2014.
3. G.O.Ms.No.38, Fin.(HRM.V) Dept., Dt.23.08.2014.
4. Exit and Withdrawals under National Pension System Regulations 2015 issued by PFRDA.
5. Exit and Withdrawals under National Pension System Regulations 2017 issued by PFRDA.
6. Lr.No.D1/655/2017, Dt.26.08.2017 of DTA, Telangana, Hyderabad.

ORDER

In the G.O. 1<sup>st</sup> read above, the Government have introduced the Contributory Pension Scheme for State Government employees recruited on or after 1-9-2004. In the G.O. 2<sup>nd</sup> read above, the Government issued detailed orders on Exit policy for subscribers of New Pension Scheme and the procedure to be followed by the entities. In the G.O. 3<sup>rd</sup> read above DTA is appointed as nodal officer for CPS/NPS issues.

2. In the reference 6<sup>th</sup> read above, the DTA has submitted the following proposal:

- i). Adoption of regulations and circulars on operational procedures for exits and withdrawals under NPS which are already issued by PFRDA as mentioned above as on the date in-toto to the GoTS.*
- ii). Adoption of regulations and circulars on operational procedures for exits and withdrawal under NPS which are to be issued by PFRDA from time to time in future (which does not have any financial implications for Government) in-toto for the GoTS without waiting for any further concurrence from the Government in future.*

(P.T.O.)

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*iii). Adoption of the proposed procedure as mentioned above in case of stoppage of last month subscription of employee from his salary and to settle the last month contribution by the employer.*

*iv). Delegation of the powers to notify the regulations and circulars on operational procedures issued by the PFRDA on all the issues which does not have financial implications for Government related to National Pension System, as DTA has been appointed as a Nodal officer for Telangana Government.*

3. Government, after careful consideration of the matter, hereby approve the above proposal of DTA, Telangana, Hyderabad and he is delegated with the powers to notify the regulations and circulars on operational procedures issued by the PFRDA on all the issues which do not have financial implications for Government related to National Pension System, as he has been appointed as a Nodal Officer for Telangana Government, duly informing the Government the further regulatory and relevant orders / procedure of PFRDA issued from time to time.

4. The G.O is available on Internet and can be accessed at the address <http://www.telangana.gov.in/goir>.

(BY ORDER AND IN THE NAME OF GOVERNOR OF TELANGANA)

N.SIVA SANKAR,  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To

All Heads of Department.

All Departments in the Secretariat.

The Prl. Accountant General (Audit.I), AP&Telangana, Hyderabad.

The Accountant General (Audit.II), AP&Telangana.Hyderabad.

The Principal Accountant General (A&E), AP&Telangana, Hyderabad.

The Director of Treasuries & Accounts, Telangana, Hyderabad.

The Pay and Accounts Officer, Telangana, Hyderabad.

The Director of State Audit, Telangana, Hyderabad.

The Director of Works & Accounts, Telangana, Hyderabad.

The Registrar High Court for the state of AP & Telangana, Hyderabad.

The Secretary TSPSC, Hyderabad.

All the District Collectors.

All the District Judges.

All the Chief Executive Officers of Zilla Praja Parishads.

All the District Treasury Officers.

All the Commissioners and Spl. Officers of Municipalities.

All the District Educational Officers.

All the Secretaries of Zilla Parishads through the District Collectors concerned.

**DIRECTOR OF TREASURIES AND ACCOUNTS  
TELANGANA:: HYDERABAD**

**Circular Memo No. D1/4082/2018,**

**Dt: 08.11.2018.**

Sub:- T&A Department – National Pension System – Partial withdrawal of accumulated pension of the subscriber- Procedural guidelines/ Instructions- issued – Reg.

Ref:- 1. Notification No.PFRDA/12/RGL/139/8, dtd.11.05.2015.  
2.Circular of PFRDA/12016/21/Exit/7,dtd.24.10.2016.  
3.Notification No.PFRDA/12/RGL/139/8, dtd.10.08.2017.  
4.G.O. Ms.No.164 Fin(HRM.V) Department dtd.05.10.2018.

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Attention of all the Deputy Directors/District Treasury Officers in the State is invited to the subject and references cited (available in the websites [pfrda.org.in](http://pfrda.org.in) and [goir.telangana.gov.in](http://goir.telangana.gov.in)).

*It is informed that the PFRDA has made regulations for partial withdrawal under national pension systems in its Notification No. PFRDA/12/RGL/139/8, dt. 11-05-2015 as per PFRDA Act 2013 and subsequent amendment to Act, vide Notification No. PFRDA/12/RGL/139/8, dt. 10-08-2017. In the said regulations there are specific provisions/conditions such as **Purpose, Limits and Frequency** with regard to partial withdrawal from the accumulated pension wealth of the Subscriber. Further, in the Circular No. PFRDA/2016/21/EXIT/7, dt. 24-10-2016, the PFRDA has prescribed the documents which are required for different types of partial withdrawals.*

In view of the above and in pursuance of the powers delegated in the G.O. Ms. No. 164 Finance (HRM-V) Department, dt. 05-10-2018, all the Treasury Officers are permitted to take necessary action on the application of subscribers for partial withdrawals from the accumulated pension wealth of the Subscriber as per the regulations and circulars issued on operational procedures issued by the PFRDA from time to time.

Further, as per the regulations of PFRDA, on Partial Withdrawals, the documents submitted by the Subscribers (in support of their partial withdrawals) have to be verified by the respective DTO/STO to initiate necessary action in online mode at Checker Level.

In this connection, it is also informed that since the NPS Subscriptions are being uploaded centrally from the O/o DTA, TS, Hyderabad against the DTO Registration No. 4040363, the respective PRANs are mapped to the DTO Registration No. 4040363.

As such, keeping in view the feasibilities in CRA System and verifications prescribed for authorising partial withdrawals, it is decided to process the Partial Withdrawals as under.

As and when a partial withdrawal claim is initiated in the CRA System, the respective DTO/STO shall

- a) Shift the respective PRAN of subscriber to the DTO Registration No. of respective DTO/STO.

- b) Obtain necessary documents from the subscriber (as prescribed in PFRDA Notifications/Circulars from time to time) through the respective DDO.
- c) Verify the claims with reference to the Notifications/Circulars of PFRDA, issued with regard to Partial Withdrawal from time to time, and authorise the Partial Withdrawal claims in the online mode and there after furnish documents to the NSDL for record duly preserving attested photo copies of the documents in the DTO/STO concerned.
- d) Furnish a list of Partial Withdrawals authorised by the DTO/STO (i.e., month wise report) to the O/o DTA, TS, Hyderabad by 7<sup>th</sup> of succeeding month in prescribed proforma (enclosed herewith).

Therefore, all the DD/DTOs in the state are requested to go through the above instructions and take necessary action to authorise the Partial Withdrawal claims and report compliance to the undersigned. The DTO/STO, who authorises the Partial Withdrawal shall be responsible for the irregular claim, if any, found at a later date.

Sd/- K. SRC MURTHY  
**DIRECTOR OF TREASURIES AND ACCOUNTS**

To  
All the Deputy Directors/District Treasury Officers in the State.  
Copy to the Pay and Accounts Officer, Hyderabad.  
the Director of Works and Account, TS, Hyderabad.

//Forwarded : : By Order//

  
Junior Accounts Officer  
*pl*

**Office of the Director of Treasuries  
and Accounts, TS, Hyderabad**

Cir. Memo No. D1/4102/2018,

dt.06-02-2019.

Sub: Public Services - Treasuries and Accounts Department - Exit Claims of NPS Subscribers for withdrawal of accumulated Pension Wealth as per PFRDA (Exits and withdrawals under NPS) Regulations 2015 - Guidelines for settlement of Exit claims - Regarding.

Ref: 1. G.O. Ms. No. 62 Finance (Pension-I) Department, dt. 07-03-2014  
2. G.O. Ms. No. 164 Finance (HRM-V) Department, dt. 05-10-2018

###

All the Deputy Directors/District Treasury Officers are informed that in Notification No. PFRDA/12/RGL/139/8, dt. 11-05-2015, the PFRDA has formulated the Regulations in the name of "*Pension Fund Regulatory and Development Authority (Exits and withdrawals under National Pension System) Regulations, 2015*" and the same are published in the Gazette of India. Later, certain regulations/clauses have been amended from time to time.

In the said regulations, the Regulation No. 3 and 6 mentioned at Chapter - III deal with Exits/Withdrawals from National Pension System. A brief picture of the same is as under.

<u>Regulation No.</u>	<u>Content</u>	<u>Notification No.</u>
3 (a) (i) to (vii)	Exit on Superannuation	
3 (b)	Exit before Superannuation prescribed by service rules or voluntary retirement	
3 (c) (i) to (ii)	Exit due to death before attaining the age of Superannuation	
6 (a) to (h)	Conditions to apply for exit and withdrawal (a) Accumulated pension wealth is not liable for seizure (b) Any assignment, pledge, contract made by subscriber against his/her accumulated pension wealth shall be null and void (c) State Government reserves the right of withholding the part of pension wealth accumulated through co-contributions made by the Government for the purpose of recovery in any Departmental or Judicial proceedings. (d) Government shall have the right to adjust the entire accumulated pension of the subscriber in lieu of payment of additional relief on death or disability. (e) All eligible benefits shall be paid by NPS Trust (f) On exiting from Tier - I account, the amounts under Tier - II shall also be monetized. (g) Where the withdrawal application is not received within one month from the date of attaining the age of sixty years or the age of Superannuation, as the case may be, the accumulated pension wealth will be monetized and kept separately. (h) Settlement of accumulated pension corpus of deceased subscriber where no valid nomination	
		<u>PFRDA/12/RGL/139/8</u> Dt. 11-05-2015 (Original) Dt. 10-08-2017 (1 <sup>st</sup> Amendment) Dt. 06-10-2017 (2 <sup>nd</sup> Amendment) Dt. 02-02-2018 (3 <sup>rd</sup> Amendment) Dt. 18-05-2018 (4 <sup>th</sup> Amendment)

- Contd . . . Pg (2)

- 2 -

As per the procedure mentioned in the "Pension Fund Regulatory and Development Authority (Exits and withdrawals under National Pension System) Regulations, 2015" and as per the modules provided in CRA System in respect of the Exit/Withdrawals of NPS Subscribers of Government sector,

- In case of Superannuation, an Exit Claim ID is generated by CRA 6 months before the Date of Retirement. It enables nodal office or Subscriber to make any changes (like DOB, address etc.) in the system until one day before Date of Retirement. Withdrawal request cannot be raised without generation of Claim ID by the CRA.  
In case Subscriber is not able to initiate online Withdrawal request, Nodal Officer can capture (on behalf of Subscriber) the online Withdrawal request six months in advance from the date of Retirement  
Withdrawal request will be processed once the nodal office verifies (if initiated by Subscriber) and authorize the Withdrawal request and Subscriber attains his/her Date of Retirement
- In case of death of subscriber, generation of Claim ID is not required to process death online Withdrawal request. Nodal office can directly raise the Withdrawal request for death cases.

The documents submitted by the Subscribers (in support of their Exit claims) have to be verified by the respective Nodal Officer to initiate necessary action in an online mode at Maker and Checker Level duly observing (a) whether any recoveries to be affected (b) withholding the part of pension wealth accumulated through co-contributions made by the Government for the purpose of recovery in any Departmental or Judicial proceedings etc.

In this connection, it is informed that presently the NPS Subscriptions deducted from the salary bills (presented to the Treasury Offices), are being uploaded centrally from the O/o DTA, TS, Hyderabad against the DTO Registration No. 4040363. Thus, all the PRANs, against which uploads made from DTA's office, are mapped to the DTO Registration No. 4040363.

Therefore, the Exit claims initiated online by the subscribers of above said PRANs are reflecting against the DTO Registration No. 4040363 (pertaining to the O/o DTA, TS, Hyderabad) at Checker level.

Since the Drawing and Disbursing Officer (DDO), who draws the last Pay of the NPS Subscriber, and the Treasury Officer, who process the terminal benefits, **are the appropriate functionaries to deal with the Exit/Withdrawal claims**, it is decided to adopt the following procedure in respect of Exit claims, as long as the centralised mode of uploading is continued.

**With regard to the existing Exit claims, if any,**

- a) Which are mapped to DTO Reg. No. 4040363 and could not be processed before the date of superannuation of the subscribers due to lack of awareness among the DDOs/Subscribers.
  - b) Which are kept pending due to incomplete payment of PRC arrears etc.
- The respective PRANs will be shifted to the concerned DTO as well as DDO in consultation with the Central Recordkeeping Agency, i.e., NSDL to enable the respective nodal officers to settle the pending exit claims.

- Contd...Pg (3)

- 3 -

**With regard to the ensuing Exit claims:**

- a) As and when an exit claim is generated by CRA in respect of a particular PRAN, the respective DTO will be instructed to shift the PRAN to the DTO Registration No. assigned to his/her office.
- b) In case of death of any Subscriber, the DTO/STO who is dealing with the Payment of Pay and Allowances of such subscriber, shall intimate the same to the O/o the DTA, TS, Hyderabad and shift the PRAN to their DTO Registration No. immediately.
- c) Further contributions deducted in respect of the PRANs so shifted as mentioned at (a) and (b) above, shall be uploaded by the respective DTO till the last subscription permissible to the said PRAN of the employee.

**Processing of Exit claims:**

- a) All Exit claims shall also be processed by the concerned DTO/STO, as per the Regulations/Notifications/Circulars issued by the PFRDA from time to time.
- b) Necessary documents shall be obtained from the subscriber or legal heir, as the case may be, through the respective DDO as prescribed in PFRDA Notifications/Circulars issued from time to time.
- c) A separate register should be maintained in every Treasury Office for recording the details of exit claims processed and payments made towards death cum retirement gratuity to CPS employees in the following format.

**For Exit Claims:**

1. Sl. No. of Exit claim processed in the DTO/STO :
2. Name of the Subscriber/Employee & PRAN No. :
3. Designation of the employee & Employee Id :
4. Residential Address :
5. Mobile No. of the subscriber :
6. E-mail ID of the subscriber :
7. Office where the subscriber last worked :
8. Name of the DDO & DDO Reg. No. :
9. Name of the DTO & DTO Reg. No. :
10. Date of birth of the Subscriber/Employee :
11. Date of entry into service :
12. Date of retirement/death/pre-mature exit  
of the Subscriber/Employee :
13. Type of withdrawal  
(Superannuation/Death/Pre-mature exit) :
14. Accumulated Amount :
15. Lumpsum portion of withdrawal :
16. Lumpsum amount claimed :
17. Annuity portion of the withdrawal :
18. Option exercised for purchase of Annuity :
19. Recoveries to be effected from accumulated amount :
20. Family pension paid, if any :
21. Name/names of nominees of the subscriber :

Contd. ... Pg (4)



- 4 -

**For DCRG Payment:**

1. Sl. No. of DCRG claim processed in the DTO/STO for CPS Employees :
2. Name of the Subscriber/Employee & PRAN No. :
3. Designation of the employee & Employee ID :
4. Residential Address :
5. Mobile No. of the subscriber :
6. E-mail ID of the subscriber :
7. Office where the subscriber last worked :
8. Name of the DDO & DDO Reg. No. :
9. Name of the DTO & DTO Reg. No. :
10. Date of birth of the Subscriber/Employee :
11. Date of entry into service :
12. Date of retirement/death/pre-mature exit of the Subscriber/Employee :
13. Type of withdrawal (Superannuation/Death/Pre-mature exit) :
14. Last Pay + DA :
15. Net Qualifying Service :
16. G.P.O. No. and date issued by the AG/State Audit :
17. DCRG amount authorised by the AG/State Audit :
18. Recoveries to be effected from DGRG :
19. Name/names of nominees of the employee :

The above record should be presented before the Inspection Teams of DTA during half yearly/annual inspection and surprise visits etc.

- d) The recoveries, if any, proposed from the accumulated amount under NPS shall be effected scrupulously duly mentioning the same in the register maintained for Exit claims. If no recoveries are proposed, a certificate to that effect shall be obtained from the competent authority before processing the Exit claim and the same shall be recorded in the registers mentioned above.
- e) Before processing an Exit Claim, it should be ensured that the Family Pension paid, if any, is recovered from the accumulated amount under NPS as per the instructions issued in Cir. Memo No. 30857/422/A1/PEN.I/2010, dt. 08-03-2010 (Copy enclosed).
- f) The DTO/STO, after processing the Exit/Withdraw claims in online mode, shall preserve photo copies of the documents which are to be furnished to the Central Record keeping Agency.
- g) The DTO/STO shall furnish a list of Exit claims authorised by the DTO/STO (i.e., month wise report) to the DTA's office by 7<sup>th</sup> of succeeding month in the proforma.

Encl: Proforma

Sd/- K. SRC MURTHY  
DIRECOTR OF TREASURIES AND ACCOUNTS

To  
All the Deputy Directors of District Treasuries in the State.  
All the District Treasury Officers in the State.

//Forwarded :: By Order//

  
Junior Accounts Officer

P/S

**PROFORMA**

S. No.	Description	
1	Name of the Subscriber/Employee & PRAN No.	
2	Designation of the Employee & EMP ID	
3	Residential Address	
4	Office where the subscriber last worked	
5	Name of the DDO & DDO Reg. No.	
6	Name of the DTO & DTO Reg. No.	
7	Date of birth of the Subscriber/Employee	
8	Date of entry into service	
9	Date of retirement/death/pre-mature exit of the Subscriber/Employee	
10	Type of withdrawal ( <b>Superannuation/ Death/Pre-mature exit</b> )	
11	Lumpsum portion	
12	Lumpsum Amount Claimed	
13	Annuity portion	
14	Option exercised for purchasing of Annuity	
15	G.P.O. No. and date issued by the AG/State Audit	
16	DCRG amount authorised by the AG/State Audit	
17	Recoveries effected from DGRG/NPS Accumulation	

Signature of Nodal Officer

**GOVERNMENT OF TELANGANA  
ABSTRACT**

CPS – Procedure for drawal of funds in case of employees who died or retired or resigned before assigning a PRAN Number - Amendment – Orders – Issued.

**FINANCE (HRM.V) DEPARTMENT**

G.O.Ms.No. 24

Dated: 20-03-2019

Read the following:-

1. G.O.Ms No.123, Finance (HRM.V) Department, dt. 31.07.2017.
2. Lr.No.D1/2281/2016,Dated:21-08-2018 of DTA, Telangana, Hyderabad.

**ORDER:**

In the G.O. 1<sup>st</sup> read above, orders were issued indicating the procedure for drawal of funds in case of employees who died or retired or resigned before assigning a PRAN Number.

2. The Director of Treasuries and Accounts in the reference 2<sup>nd</sup> read above has requested for issue of orders adopting uniform procedure for PRAN and non-PRAN account number holders. Government, after careful examination, hereby issue the following amendment to the orders issued vide G.O.Ms No.123, Finance (HRM.V) Department, dated. 31-07-2017.

**AMENDMENT**

In para 5.5, the words “Another adjustment bill is prepared for the interest on the accumulated on the funds at the rate of 8.5% per annum from the HOA 2071-to 8342-117-04-002” shall be **read as** “Another adjustment bill shall be prepared for payment of interest on the accumulated fund at the rate of 8% per annum under the HOA 2049-03-117-(04)-450 Interest (Charged)”.

3. The Director of Treasuries and Accounts is requested to take necessary further action in the matter accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**K.RAMAKRISHNA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Accountant General (Audit-I) Telangana, Hyderabad  
The Principal Accountant General (Audit-II), Telangana, Hyderabad  
The Accountant General (A&E), Telangana, Hyderabad.  
The Director of Treasuries and Accounts, Telangana, Hyderabad  
The Director of State Audit, Telangana, Hyderabad  
The Director of Insurance, Telangana, Hyderabad  
The Director of Works Accounts, Telangana, Hyderabad  
The Pay & Accounts Officer, Hyderabad  
All the Secretariat Departments for information  
All the Head of the Departments in the State for information  
Copy to SF/SCs.

**//FORWARDED BY ORDER//**

**SECTION OFFICER**



**GOVERNMENT OF TELANGANA  
ABSTRACT**

**PENSIONS – NATIONAL PENSION SYSTEM** – Contributory Pension Scheme – Extension of option of Invalidation Pension and Family Pension to the State Government employees covered by Contributory Pension Scheme (National Pension System) and their family member in case of premature exit due to invalidation/death – Orders – Issued.

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**FINANCE (HRM.V) DEPARTMENT**

**G.O.Ms.No.58**

**Dated.11-06-2021.**

**Read the following:-**

- 1.G.O.Ms.No.653, Finance (Pen-I) Dept., dated.22.09.2004.
- 2.O.M.No.38/41/05, P&PW (A), dated.05.05.2009 of Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensionary Welfare.
- 3.Cir.Memo No.30857/422/A1/Pen.I/2010, Finance (Pen.I) Department, dated.08.03.2010.
- 4.G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014.
- 5.The PFRDA regulations dated.11.05.2015 on Exit and Withdrawals under the NPS Regulations, 2015.
- 6.O.M.No.7/5/2012, P&PW (F)/B, dated.26.08.2016 of Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensionary Welfare.
- 7.O.M.No.28/03/2016-P&PW (B), dated.10.01.2017 of Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensionary Welfare.
- 8.G.O.Ms.No.60, Finance (HRM.V) Department, dated.23.05.2018.
- 9.G.O.Ms.No.55, Finance (HRM.V) Dept., dated.11.06.2021.

\* \* \* \* \*

**ORDER:**

In the Government Order 1<sup>st</sup> read above, the Government introduced Contributory Pensions Scheme with effect from 01.09.2004 to all State Government employees who were appointed on or after 01.09.2004. The Telangana State Revised Pension Rules, 1980 are not applicable to the employees covered by the Contributory Pensions Scheme.

2. In the reference 2<sup>nd</sup> read above, the Government of India has allowed certain additional benefits to employees covered by the New Defined Contribution Pension Scheme (NPS) on provisional basis subject to the condition that the funds accumulated in the NPS account should be adjusted against the payment made under CCS Pension Rules, 1972, until further orders. These benefits are

- (i) Invalid Pension and Retirement Gratuity, in case of retirement from Government Service on invalidation not attributable to Government duty;
- (ii) Family Pension (including enhanced Family Pension) and Death Gratuity, in case of death in service not attributable to Government duty;
- (iii) Disability Pension and Retirement Gratuity, in case of discharge from Government Service due to decease or injury attributable to Government Duty and;
- (iv) Extraordinary Family Pension and Death Gratuity, in case of Death in service attributable to Government duty.

3. Accordingly, in the Circular Memo 3<sup>rd</sup> read above, instructions were issued provisionally extending the aforementioned benefit to the employees of State Government covered by Contributory Pension Scheme (NPS) in toto, duly applying similar provisions of the Telangana State Revised Pension Rules, 1980 with a condition to adjust the payments/relief made to the employees against the amount of accumulated funds in CPS account, pending finalisation of the guidelines. However, while issuing orders vide G.O. 4<sup>th</sup> read above adopting exit policy and interim guidelines, the order issued in the reference 3<sup>rd</sup> read above was withdrawn, as a result of which the benefits of Retirement/Death Gratuity and Family Pension, extended as additional relief by the Government of India to its employees are not admissible to the similarly placed persons in the State Government Service or their legal heirs.

4. The Pension Fund Regulatory and Development Authority (PFRDA) has framed "Exit and Withdrawals under NPS Regulations, 2015" on 11.05.2015. The matter regarding framing of rules on NPS inter alia providing option to its employees or their family members to avail benefits either under NPS or under Old Pension Scheme as per O.M. dated. 05.05.2009, in case of death or disability of a Government Servant, is separately under examination of the Government of India. Meanwhile the cases of death/disability of Central Government civilian employees covered by NPS continue to be dealt with in accordance to O.M. dated.05.05.2009.

5. As per the regulation 6(e) of "Exit and Withdrawals under NPS Regulations, 2015" of the PFRDA, if the subscriber or the family members of the deceased subscriber, upon his death, avails the option of additional relief on death or disability provided by the Government, the Government shall have right to adjust or seek transfer of the entire accumulated Pension wealth of the subscriber to itself. The subscriber or family members of the subscriber availing such benefit shall specifically

and unconditionally agree and undertake to transfer the entire accumulated Pension wealth to the Government, in lieu of enjoying or obtaining such additional reliefs like Family Pension or Disability Pension or any other pensionary benefit from such Government Authority.

6. The Government of India has issued final orders in its O.M.No.7/ 5/2012-P&PW(F)/B, dated.26.08.2016 allowing Gratuity in cases of retirement and death of the employees covered by the NPS. Orders in this regard were already issued by the State Government in the Government Order 8<sup>th</sup> read above.

7. Representations have been received from employees covered by the Contributory Pension Scheme for restoration of additional benefit/relief on death/disability of Government servants covered by the Contributory Pension Scheme (NPS) appointed on or after 1.9.2004.

8. After careful consideration, the Government hereby order that the additional benefits extended by the Government of India and adopted by the State Government in the Circular Memo 3<sup>rd</sup> read above and subsequently withdrawn in the G.O.4<sup>th</sup> read above, be restored for the purpose of extending invalidation pension and family pension, as the case may be, to the State Government employees and their family members. For the sake of clarity it shall be noted that only similar provisions of the Telangana State Revised Pension Rules, 1980 are to be adopted for calculation of the relevant benefits mentioned above but it shall not be construed as though the employees are governed by the said rules.

9. Accordingly, Government order that an option be given to the employees covered by the Contributory Pension Scheme (NPS) or their family members either to opt for the benefit of additional benefits restored in para eight (8) above, or to draw the accumulated pension wealth as per the regulations of PFRDA. In case, they opt for the additional benefits in para 8 above, the employee (subscriber of NPS) or family members of the employee (family members of the subscriber of NPS) availing such benefit shall specifically and unconditionally agree and undertake to transfer the entire accumulated Pension wealth to the Government, in lieu of enjoying or obtaining such additional reliefs like Family Pension or Disability Pension or any other pensionary benefit from the State Government.

10. These orders shall take effect from 01.09.2004 and are applicable to those Government Employees appointed on or after 01.09.2004 and are covered by Contributory Pension Scheme.

11. In all cases of premature exit due to invalidation/death which were settled in terms of G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014, as per the existing regulations of the PFRDA, the benefit mentioned in para 8 above shall be extended only after remitting to the Government account the amount withdrawn from their CPS account by the employees or their family members.

12. The Pension Sanctioning Authorities/Pension Payment Authorities are requested to ensure that the amounts accumulated in the CPS account of the subscriber at the time of premature exit due to invalidation/death are adjusted to Government account before release of the benefits mentioned in para 8 above.

13. The Government Order is available on Internet and can be accessed at the address <http://www.goir.telangana.gov.in> and <http://www.finance.telangana.gov.in>.

**(BY ORDER AND IN THE NAME OF GOVERNOR OF TELANGANA)**

**K. RAMAKRISHNA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
 All Special Chief Secretaries/Principal Secretaries/Secretaries to Government, Telangana Secretariat, Hyderabad.  
 All Heads of Departments, Government of Telangana, Hyderabad.  
 All District Collector & Magistrates, Telangana.  
 All District Superintendent of Police, Telangana.  
 The Director of Treasuries and Accounts, Government of Telangana, Hyderabad.  
 The Director of Works and Accounts, Government of Telangana, Hyderabad.  
 The Director of State Audit, Government of Telangana, Hyderabad.  
 The Pay and Accounts Officer, Hyderabad.  
 The Principal Accountant General (Audit-I), Telangana, Hyderabad.  
 The Principal Accountant General (Audit-II), Telangana, Hyderabad.  
 The Accountant General (A & E), Telangana, Hyderabad.  
 All the District Treasury Officers (with copies to Sub-Treasury Officers)  
 The Joint Director, Pension Payment Office, Jambagh, Hyderabad  
 The Registrar General, High Court of Judicature at Hyderabad for the State of Telangana.  
 The Chairman and Managing Director, Telangana TRANSCO, Telangana GENCO, VidyuthSoudha, Hyderabad.  
 The Secretary, Telangana Public Service Commission, Hyderabad.  
 The Vice Chairman and Managing Director, Telangana State Road Transport Corporation, Hyderabad.  
 The Registrar of all Universities, Telangana.  
 The Accountant General, Tamil Nadu, Chennai.  
 The Accountant General, Maharashtra, Mumbai.  
 The Accountant General, Gujarat.  
 The Accountant General (A&E) Kerala, P.N.No.5607, Tiruvananthapuram- 695039.  
 The Accountant General (A&E) Karnataka, Bangalore.  
 The Accountant General (A&E), U.P., Allahabad.  
 The Accountant General (A&E), Haryana, Chandigarh.  
 The Accountant General (A&E), Punjab, Chandigarh.  
 The Accountant General (A&E), Rajasthan, Jaipur.  
 The Accountant General (A&E), Assam, Dispur.  
 The Accountant General (A&E), Bihar, Patna.  
 The Accountant General, Orissa, Bhubaneswar.  
 The Accountant General, (A&E-II), Madhya Pradesh, Gwalior.  
 The Accountant Officer (Pen. Co-Ordination), O/o the Principal Accountant General (A&E) Calcutta, West Bengal.

**DIRECTORATE OF TREASURIES AND ACCOUNTS  
TELANGANA STATE::HYDERABAD**

**Cir.Memo No.D1/2807/2021-1**

**Dated: 29-08-2022**

**Sub:** Public Services – **NATIONAL PENSION SYSTEM** – Contributory Pension Scheme – Extension of option of Invalidation Pension and Family Pension to the State Government employees covered by CPS (NPS) and their family member in case of premature exit due to invalidation / death – Government Orders – Instructions to Nodal Offices/Pension Sanctioning Authority/Pension Disbursing Authority/DDOs - Issued.

- Ref:** 1) G.O.Ms.No.58, Finance (HRM.V) Dept.,Dated.11-06-2021.  
2) This office Lr.No.D1/2807/2021, Dt.26-02-2022.  
3) Govt Memo No.1454229/94/A2/BG/2022-(1), Dt.15-07-2022.  
4) Representation Dt.16-08-2022, the President, TSCPSEU, Hyderabad

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Attention of the Joint Director, Pension Payment Office, Hyderabad and all the District Treasury Officers (DD/AD/ATO) in the state is invited to the Government Orders 1<sup>st</sup> cited, wherein the Government have issued orders that, the additional benefits extended by the Government of India and adopted by the State Government in the Cir.Memo No.30857/422/A1/Pen.I/2010, Finance (Pen.I) Department, dated.08.03.2010 and subsequently withdrawn in the G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014, be restored for the purpose of extending invalidation pension and family pension, as the case may be, to the State Government employees and their family members.

Accordingly, Government order that an option be given to the employees covered by the Contributory Pension Scheme (NPS) or their family members either to opt for the benefit of additional benefits restored above, or to draw the accumulated pension wealth as per the regulations of PFRDA. In case, they opt for the additional benefits, the employee (subscriber of NPS) or family members of the employee (family members of the subscriber of NPS) availing such benefit **shall specifically and unconditionally agree and undertake to transfer the entire accumulated Pension wealth to the Government**, in lieu of enjoying or obtaining such additional reliefs like Family Pension or Disability Pension or any other pensionary benefit from the State Government.

The orders take effect from 01.09.2004 and are applicable to those Government Employees appointed on or after 01.09.2004 and are covered by Contributory Pension Scheme.

In all cases of premature exit due to invalidation/death **which were settled in terms of G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014**, as per the existing regulations of the PFRDA, the above benefit shall be extended **only after remitting to the Government account the amount withdrawn from their CPS account by the employees or their family members.**



The Pension Sanctioning Authorities/Pension Payment Authorities shall ensure that the amounts accumulated in the CPS account of the subscriber at the time of premature exit due to invalidation/death are adjusted to Government account before release of the above benefits.

In view of the department proposal in letter 2<sup>nd</sup> cited, after careful examination the Government vide Memo 3<sup>rd</sup> cited have opened the following P.D.Account and Head of Accounts to be operated for remitting the accumulated pension wealth to the Government Account for making payment of Invalid Pension/disability pension or family pension on death of NPS/CPS Government servant in the lines of accounting procedure suggested by the Comptroller General of Accounts, New Delhi (GoI) in OM.No.TA-36/3/2020-TA-III/308/640-A, Dt.24-08-2021.

**i. Adjustment of Employees contribution and return thereon:**

Amount remitted by PFRDA is credited under following head of account under category "A" for making the payment of the same to the employee/family of the employee as per notification. The same head of account will be debited after making the payment to the employee/family of the employee.

Major Head	:	8443	-Civil Deposits
Minor Head	:	800	-Other Deposits
Sub Head	:	97	-Money remitted by PFRDA (Employee contribution and return thereon)

**ii. Adjustment of Government contribution remitted by PFRDA:**

To be accounted for as (-) Dr under following head of accounts

Major Head	:	2071	- Pension and other Retirement Benefits
Sub Major Head	:	01	- Civil
Minor Head	:	911	- Deduct Recoveries of over payment
Sub Head	:	(96)	- Deduct Recoveries

**iii. Adjustment of returns on Government contribution:**

Amount remitted by PFRDA may be accounted for by crediting the amount to Govt.account under following head of accounts.

Major Head	:	0071	-Contributions & Recoveries towards Pension and other Retirement Benefits
Sub Major Head	:	01	- Civil
Minor Head	:	800	- Other Deposits
Sub Head	:	(06)	- Money remitted by PFRDA (Return on Government contribution)

As defined in PFRDA (Exits and Withdrawals under the NPS) Regulations, 2015, "Accumulated Pension Wealth" means the monetary value of the pension investments accumulated in the PRAN of a subscriber under the NPS.

In view of the Government Orders in G.O.Ms.No.58, Finance (HRM.V) Dept., Dt.11-06-2021, the following cases of CPS/NPS who opt for availing the benefit of invalidation and family pension on the death of Government employees covered under NPS are to be settled by the Nodal Office/Pension Sanctioning Authority and the procedure to be followed is given below.

**A. Invalidation/Death of Subscriber having PRAN and NOT EXITED by subscriber or family members of the subscriber:**

As per Regulation 6 e of Pension Fund Regulatory and Development Authority (PFRDA) Exit Regulations, 2015, to facilitate the Nodal Offices to process the family pension withdrawal cases, an online functionality has been developed in the CRA system. The Nodal Office is required to initiate online request and authorise the same in the CRA system. The Standard Operating Procedure (SOP) provided in NSDL-CRA is to be followed by Nodal Offices for processing family pension withdrawal cases online in the CRA system (No Physical mode of withdrawal is permitted). The Nodal Offices are required to submit the following two forms:

**Annexure-I** (copy enclosed), *it is a declaration to be provided by Nodal Office stating Subscriber's name, Subscriber's PRAN, name of the person receiving family pension and relationship with the Subscriber. In the declaration, Nodal Office is also required to provide their bank account details such as Beneficiary name, Account Number, Bank Name, Branch Name and IFS Code.*

**Annexure-II**(copy enclosed), *it is a No Objection Certificate to be obtained from Claimant for transfer of Subscriber's NPS corpus to Nodal Office bank account. The annexure contains information such as name of the person receiving family pension, relationship with the Subscriber, pension payment order (PPO) no & date and Claimant contact details.*

In addition, if there is any voluntary contributions in Subscriber's Tier I account and/or contributions in Tier II account at the time of processing of Family Pension withdrawal request, then voluntary contribution amount of Tier I and/or Tier II contributions will be paid to the person who is receiving Family Pension. In such case, Claimant is required to submit duly filled **Annexure III** (copy enclosed), (which contains Claimants bank account details) along with bank proof to Nodal Office for processing. It is the responsibility of the Claimant to distribute Voluntary Contribution amount and/or Tier II amount to legal heir/s. If there are more than one claimant/nominee/legal heir claiming the voluntary contribution amount of Tier I and/or Tier II contributions (other than claimant receiving family pension, then Nodal Office shall forward such family pension withdrawal cases to CRA for processing.

***It is responsibility of Nodal Office to verify & authorise all the above Annexures [Annexure I, Annexure II & Annexure III (if applicable)] and related documents before processing online request in the CRA system.***

The brief steps to be followed by the Nodal Offices for initiating online Family Pension / Invalidation pension withdrawal requests in CRA system are as follows (Relevant screen shots enclosed for guidance)

❖ **Initiation of request by Nodal Office:**

- ✓ Submission of Physical Annexure II & III (In case of voluntary contribution and/or Tier II account) by Claimant to Nodal Office through associated DDO
- ✓ Filling up of Annexure I by Nodal Office
- ✓ Verification & Attestation of Physical Annexures I, II & III (In case of voluntary contribution and/or Tier II account) by Nodal Office
- ✓ Initiation of request by Nodal Office in the CRA System through One User ID
- ✓ Authorization of request by Nodal Office in the CRA system through another User ID
- ✓ Submission of Annexure I, II and III (In case of voluntary contribution and/or Tier II account) along with covering letter to CRA by Nodal Office for storage purpose .

❖ **Points to be noted by Nodal Office prior to initiation of withdrawal request:**

- ✓ At the time of initiation of request, Nodal Office bank details are non-editable
- ✓ Bank details which are available in CRA records will be displayed to the User
- ✓ Amount will be transferred to Nodal Office bank account which is registered in CRA system
- ✓ If Nodal Office bank details are not registered in CRA, then User will not be allowed to initiate withdrawal request. User is required to update bank details in CRA system and then initiate withdrawal request
- ✓ Gestation period of 30 days is applicable after addition/updation of bank details in CRA system

On authorisation of Family Pension withdrawal request successfully by the Nodal Office, funds will get transferred to Nodal Office Bank Account / Claimant bank account (in case of voluntary contribution and / or Tier II account).

The screen shot of Standard Operating Procedure (SOP) provided in NSDL-CRA is appended herewith for guidance.

Employee / Family member of the deceased employee, who is entitled to and opts for availing Family Pension or Invalidation Pension, shall submit Annexure- II, III (if applicable), Legal Heir Certificate and Original PRAN Card (If PRAN card is not available, the claimant needs to submit a Notarized Affidavit as to the reasons of non-submission of Original PRAN card) etc through the Pension Sanctioning Authority.

The Nodal Office shall invariably submit physical documents Annexure-I, II, III (if applicable) to CRA.

On receipt of funds (**Accumulated Pension Wealth** as on authorisation of withdrawal), the Nodal Office shall adjust the funds to the prescribed Head of Accounts to be operated for remitting the accumulated pension wealth to the Government Account (as Illustrated below) for making payment of Family Pension / Invalidation Pension

**Illustration for remittance:**

**Investment Summary (as per PRAN of Subscriber)**

Value of your Holdings(Investments) as on August 08, 2022 (in ₹)	No of Contributions	Total Contribution in your account as on August 08, 2022 (in ₹)	Total Withdrawal as on August 08, 2022 (in ₹)	Total Notional Gain/Loss as on August 08, 2022 (in ₹)
(A)		(B)	(C)	D=(A-B)+C
₹ 66,872.00	8	₹ 64,514.00	₹ 0.00	₹ 2,358.00

Divide Total Contribution in Account as on authorisation of withdrawal

a) Employee Contribution	Rs.32,257/-
b) Employer/Government Contribution	Rs.32,257/-
Total Contribution	Rs.64,514/-

Divide Total Notional Gain/Loss as on authorisation of withdrawal

c) Return on Employee Contribution	Rs.1,179/-
d) Return on Employer/Government Contribution	Rs.1,179/-
Total	Rs.2,358/-

Remittance/adjustment of funds to prescribed Head of Accounts

**(i) Adjustment of Employees contribution and return thereon**

Employee Contribution + Return on Employee Contribution: (a+c)  
Rs.32,257/- + Rs.1,179/- = **Rs.33,436/-**

**(ii) Adjustment of Government contribution remitted by PFRDA:**

Employer/Government Contribution: (b)  
**Rs.32,257/-**

**(iii) Adjustment of returns on Government contribution**

Return on Employer/Government Contribution: (d)  
**Rs.1,179/-**

The Nodal Office (PAO, Hyderabad/PAO (W&A)) shall furnish original challans informing details of the Subscriber to the concerned Pension Disbursing Officer (PPO, Hyderabad / Treasury Officer) as the case may be, for disbursement of pension as per the Pension Payment Order of the Accountant General, TS, Hyderabad / State Audit Department.

**B. Invalidation/Death of Subscriber having PRAN and exited by subscriber or family members of the subscriber, as the case may be:**

As per PFRDA (Exits & Withdrawals under NPS) Regulations 2015:

- **Upon Death** – At least 80% of the accumulated pension wealth of the Subscriber has to be utilized for purchase of an Annuity providing for monthly pension to the Spouse and the balance is paid as lump sum to the nominee/legal heir. In case the total corpus in the account is less than or equal to Rs. 5 lakh as on the Date of Death of the Subscriber (Government sector), nominee/legal heir can avail the option of complete Withdrawal. Further, if family member opts for family pension, as per the Regulations, all the accumulated pension wealth shall be transferred to the bank account of the Nodal Office for further settlement as per Government directives.
- **Pre-mature Exit** – At least 80% of the accumulated pension wealth of the Subscriber has to be utilized for purchase of an Annuity providing the monthly pension to the Subscriber and the balance is paid as a lump sum to the Subscriber.

In case the total corpus in the account is less than or equal to Rs. 2.5 lakh as on the Date of Resignation, the Subscriber can avail the option of complete Withdrawal.

As per the G.O.Ms.No.58, Finance (HRM.V) Dept., Dated.11-06-2021, in all cases of premature exit due to invalidation/death which were settled in terms of G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014, as per the existing regulations of the PFRDA, making payment of Invalid Pension/disability pension or family pension shall be extended only after remitting the amount withdrawn from their CPS account by the employees or their family members to the Government account.

In view of the Government Order:

- (i) In case, the dependent of employee / Subscriber have utilised accumulated pension wealth for purchase of 80% Annuity for monthly pension and the balance were received as a lumpsum at the time of exit, the dependent / subscriber who have now opted pension in terms of G.O.Ms.No.58 and eligible for family pension as per TS Revised Pension Rules 1980 shall remit the amount withdrawn from CPS account by the employee or their family members to the Government under the HoAs prescribed in the Govt Memo 3<sup>rd</sup> cited, as illustrated (at Point A) by approaching concerned Annuity Service Provider (ASP) for exist of an Annuity.
- (ii) In case, the dependent of employee / Subscriber have availed the option of complete Withdrawal, the dependent / subscriber who have now opted pension in terms of G.O.Ms.No.58 and eligible for family pension as per TS Revised Pension Rules 1980 shall remit the amount withdrawn from CPS account by the employee or their family members to the Government under the HoAs prescribed in the Govt Memo 3<sup>rd</sup> cited, as illustrated (at Point A).

The Pension Sanctioning Authority shall furnish original challans informing details of the Subscriber to the concerned Pension Disbursing Officer (PPO, Hyderabad / Treasury Officer) as the case may be, for disbursement of pension as per the Pension Payment Order of the Accountant General, TS, Hyderabad / State Audit Department.

**C. Employee expired while in service, without PRAN Number having CPS contribution:**

As the orders issued in G.O.Ms.No.58, Finance (HRM.V) Dept., Dated.11-06-2021 takes effect from 01.09.2004 and are applicable to those Government Employees appointed on or after 01.09.2004 and are covered by Contributory Pension Scheme, these cases need to be considered for family pension on par with the employees those who are having PRAN Number and opted for family pension.

As the contributed amount was not sent to NPS trust, there is a need to adjust the contribution amount by the **concerned Nodal Offices** to the following Head of Account prescribed in Govt Memo 3<sup>rd</sup> cited.

Major Head	:	8443	-Civil Deposits
Minor Head	:	800	-Other Deposits
Sub Head	:	97	-Money remitted by PFRDA (Employee contribution and return thereon)

**D. Employees expired while in service, without PRAN Number without CPS contribution:**

As the orders issued in G.O.Ms.No.58, Finance (HRM.V) Dept., Dated.11-06-2021 takes effect from 01.09.2004 and are applicable to those Government Employees appointed on or after 01.09.2004 and are covered by Contributory Pension Scheme, these cases need to be considered for family pension on par with the employees those who are having PRAN Number and opted for family pension.

As the contribution are not recovered, the amount equal to the employee contributions only for the period from the date of entering into service to the date of death shall be remitted to Government **by the family members** in lieu of enjoying family pension to the following Head of Account prescribed in Govt Memo 3<sup>rd</sup> cited.

Major Head	:	8443	-Civil Deposits
Minor Head	:	800	-Other Deposits
Sub Head	:	97	-Money remitted by PFRDA (Employee contribution and return thereon)

Therefore, to adjust/remmit the amounts to the Government Account by Nodal Offices/Family members mentioned cases (C) and (D) above, the Drawing and Disbursing Officer at last working station of the employee shall prepare a statement showing the details of CPS deductions (already made/to be made) in the **Proformas**.

(i) In case If CPS deductions (already made/to be made) are at single station:

The DDO has to furnish information in **Proforma-I** (copy enclosed) on consultation with Treasury Officer and the employee contribution amount so arrived shall be remitted to the Government Account under the above Head of Account.

- (ii) In case the CPS deductions (already made/to be made) are to be recovered from more than one place:

The each DDO of previous stations including last station DDO has to furnish details of deduction in **Proforma-I** to the DDO of the last working station duly countersigned by the respective Treasury Officer / PAO concerned.

Then the DDO of last working station has to furnish the details in **Proforma-II** (copy enclosed) on consultation with Treasury Officer and the employee contribution amount so arrived shall be remitted to the Government Account under the above Head of Account.

The Nodal Office / Pension Sanctioning Authority shall furnish original challans informing details of the Subscriber to the concerned Pension Disbursing Officer (PPO, Hyderabad / Treasury Officer) as the case may be, for disbursement of pension as per the Pension Payment Order of the Accountant General, TS, Hyderabad / State Audit Department.

All the Nodal Offices/Pension Sanctioning Authority/DDOs/Pension Disbursing Officers in the state shall settle above cases by following the given instructions scrupulously.

This Circular along with required Annexures, Proformas and SOP provided in NSDL-CRA are available in Treasury Website <https://treasury.telangana.gov.in/>

Encl: As above

**Sd/- K.SRC. Murthy**  
**Director of Treasuries and Accounts/**  
**State Nodal Officer**

**To**

The Joint Director, Pension Payment Office, Hyderabad. (through FTP)  
All the District Treasury Officers (DD/AD/ATOs) in the State. (through FTP)  
All the Heads of Accounts Branches (CAO/AO/AAO/JAO) in Heads of Departments, Telangana.  
The Deputy Director (Admn), O/o.DTA, TS, Hyderabad.

**Copy to:**

The Director of Works & Accounts, TS, Hyderabad  
(With a request to inform all the PAOs (W&A) in the state to follow the given instructions)  
The Pay and Accounts Officer, Hyderabad (with a request to follow the given instructions)  
The Accountant General, Telangana, Hyderabad for information.

Copy submitted to the Special Chief Secretary to Govt., Finance (HRM.V) Dept., Telangana Secretariat, Hyderabad for information

// Forwarded: By Order //

  
**Junior Accounts Officer**

**PROFORMA-I**  
**(Cir.Memo No.D1/2807/2021-1, Dated: 29-08-2022)**

**Statement showing the details of deduction (already made/to be made) towards  
Employee Contribution under National Pension System**

Employee ID	:	
Name of the Employee (Sri/Smt/Kum)	:	
Designation	:	
Department	:	
Date of joining into service	:	
Date of Death	:	
DDO Code	:	
DDO Designation	:	
Name of the family beneficiary / claimant in case of deceased employee	:	
Pension Payment Order	:	

S. No.	Month of Deduction	Trans.ID with Date	Pay	Dearness Allowance /DA Arrears	Amount of CPS deduction (already made/to be made)	Gross amount of bill	Net amount of bill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Certified that the above details are verified and found to be correct as per the records of this office.

Place:

Date:

Signature of the  
Pension Sanctioning Authority  
(with Office Seal)

//Counter Signature //

Signature of the  
Drawing and Disbursing Officer  
(with Office Seal)

Signature of the  
Treasury Officer  
(with Office Seal)



**PROFORMA-II**  
**(Cir.Memo No.D1/2807/2021-1, Dated: 29-08-2022)**

**Statement showing the details of deductions (already made/to be made) obtained from various DDOs towards Employee Contribution under National Pension System**

Employee ID	:	
Name of the Employee (Sri/Smt/Kum)	:	
Designation	:	
Department	:	
Date of joining into service	:	
Date of Death	:	
DDO Code	:	
DDO Designation	:	
Name of the family beneficiary / claimant in case of deceased employee	:	
Pension Payment Order	:	

S. No.	DDO code	Total deductions (already made/to be made) towards employee contribution	Total amount to be remitted to Government	Remarks if any
(1)	(2)	(3)	(4)	(5)

Certified that the above details are verified and found to be correct as per the records of this office.

Place:

Date:

Signature of the  
Pension Sanctioning Authority  
(with Office Seal)

//Counter Signature //

Signature of the  
Drawing and Disbursing Officer  
(with Office Seal)

Signature of the  
Treasury Officer  
(with Office Seal)

**Declaration by Nodal Office**

{To be declared by the nodal office where family pension is granted to the family member(s) of deceased subscriber or to the subscriber (in case of disability)}

It is certified that the family pension is being paid by this office to the following family members of the late subscriber Sh./Smt/Ms. \_\_\_\_\_ bearing PRAN \_\_\_\_\_ or to the subscriber Sh./Smt/Ms. \_\_\_\_\_ (PRAN) \_\_\_\_\_ on disability as per Pension Payment Order No ..... issued dated .....

Name of the family member/subscriber .....

Relationship of family member with the subscriber .....

In this respect, a No Objection Certificate to transfer the accumulated pension wealth from the NPS account of the deceased subscriber to this office/Govt are submitted by the above family member(s) of the deceased subscriber/Subscriber. Same is enclosed along with this declaration.

Therefore, now, in accordance with Regulation 6(e) of PFRDA (Exits & Withdrawals) Regulations, 2015, the amount of accumulated pension wealth lying in the PRAN of the deceased subscriber/Subscriber Sh./Smt/Ms. \_\_\_\_\_ may be released to this nodal office bank account as per the details given as under.

Name of the Beneficiary : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_  
 Bank Name : \_\_\_\_\_  
 Branch Name : \_\_\_\_\_  
 IFS Code : \_\_\_\_\_

- I/We hereby declare that No Objection Certificate to transfer the accumulated pension wealth from the NPS account of the deceased subscriber/subscriber to this office have been collected from the family member(s) of the deceased subscriber/subscriber.
- I/We hereby declare that details furnished above are true and correct as per our office records. PFRDA/NPS Trust/CRA shall not be responsible in case of any wrong information furnished in this regard. Further, I understand that funds will be transferred to PAO bank account on authorisation of withdrawal request by office and physical documents is required to be forwarded to CRA for record keeping within 60 days of authorization of withdrawal request.
- I/We hereby declare that copy of Death Certificate of the Subscriber (in case of family pension) and copy of PRAN Card/ePRAN of the Subscriber have been collected from the family member(s) of the deceased Subscriber/Subscriber and duly attested by Office.

Stamp & Signature of DDO		
Date:	Name of the DDO	
Place:	Regn No:	

**Countersigned by DTO/PAO/CDDO/DTA/PrAO**

Stamp & Signature of DTO/PAO/CDDO/DTA/PrAO		
Date:	Name of the DTO/PAO/CDDO/DTA/PrAO	
Place:	Regn No:	

### No objection for settlement of Accumulated Pension Wealth in NPS

{To be enclosed along with nodal office declaration where family pension is granted to the claimant(s) of deceased subscriber or to the subscriber (in case of disability)}

I / We ..... (name of the claimant/subscriber), hereby confirm that I/we have no objection for release of NPS accumulated pension wealth lying in PRAN of subscriber Late Sh./Smt/Ms \_\_\_\_\_ with PRAN \_\_\_\_\_ or in my PRAN \_\_\_\_\_ to Nodal Office/Department where I/he/she was employed as I/we am/are receiving the family pension under Pension Payment Order no \_\_\_\_\_ dated \_\_\_\_\_

#### Details of pension being paid (in case of Death):

1. Name of the Family member \_\_\_\_\_  
 Pension Payment Order (PPO) No \_\_\_\_\_
- Signature/Thumb impression of Claimant \_\_\_\_\_  
 Relationship with deceased \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone/Mobile Number/E-mail: \_\_\_\_\_  
 Place: \_\_\_\_\_ Date: \_\_\_\_\_

#### Details of pension being paid (in case of Disability):

2. Name of the Subscriber \_\_\_\_\_  
 Pension Payment Order (PPO) No: \_\_\_\_\_
- Signature/Thumb impression of Subscriber: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone/Mobile Number/E-mail: \_\_\_\_\_  
 Place: \_\_\_\_\_ Date: \_\_\_\_\_

#### Attestation by Nodal Office:

It is certified that the above declaration and details have been entered and signed/thumb impressed by the family member(s) of deceased subscriber Sh./Smt/Ms \_\_\_\_\_ (PRAN) \_\_\_\_\_ or by the subscriber before me. Further the above details have been verified from the service record of the deceased subscriber/subscriber and found in order. Further,

- I/We hereby declare that No Objection Certificate to transfer the accumulated pension wealth from the NPS account of the deceased subscriber/subscriber to this office have been collected from the family member(s) of the deceased subscriber/subscriber.
- I/We hereby declare that details furnished above are true and correct as per our office records. PFRDA/NPS Trust/CRA shall not be responsible in case of any wrong information furnished in this regard. Further, I understand that funds will be transferred to PAO bank account on authorisation of withdrawal request by office and physical documents in required to be forwarded to CRA for record keeping within 60 days of authorization of withdrawal request.
- I/We hereby declare that copy of Death Certificate of the Subscriber (in case of family pension) and copy of PRAN Card/ePRAN of the Subscriber have been collected from the family member(s) of the deceased Subscriber/Subscriber and duly attested by Office.

Stamp & Signature of DDO/DTO/PAO

Date:	Name of the DDO/DTO/PAO	
Place:	Regn No:	

**Withdrawal in case of Family / Disability Pension:****Bank Details in case of Voluntary Contribution & Tier II Withdrawal:**

Bank Details of the Claimant/Subscriber:

Name of the Claimant/Subscriber\*: \_\_\_\_\_

Relationship with the Subscriber\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

Bank Account No\*: \_\_\_\_\_

Bank Name\*: \_\_\_\_\_

Branch Name\*: \_\_\_\_\_

Bank Address\*: \_\_\_\_\_

Bank Pincode\*: \_\_\_\_\_

Bank IFS Code\*: \_\_\_\_\_

MICR Code: \_\_\_\_\_

Claimant/Subscriber Signature\*: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\*indicates mandatory field

**Nodal Office Declaration:**

The bank account details of the Claimant/Subscriber as provided in bank details section have been checked and verified and the same can be accepted for payment.

We have collected Cancelled Cheque/Bank Certificate/Copy of Bank Passbook for the bank details submitted.

Stamp & Signature of DDO		
Date:	Name of the DDO	
Place:	Regn No:	

Countersigned by DTO/PAO/CDDO/DTA/PRAO

Stamp & Signature of DTO/PAO/CDDO/DTA/PRAO		
Date:	Name of the DTO/PAO/CDDO/DTA/PRAO	
Place:	Regn No:	



**Protean eGov Technologies Limited**  
*(formerly NSDL e-Governance Infrastructure Limited)*

## **STANDARD OPERATING PROCEDURE (SOP)**

### **Online Processing of Family Pension Withdrawal Request by Nodal Office**

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## 1. Abbreviations

Abbreviation	Expansion
CRA	Central Recordkeeping Agency
DDO	Drawing & Disbursing Office
DTO	District Treasury Office
DTA	Directorate of Treasuries & Accounts
Nodal Office	PAO/PRAO/DTO/DTA registered under NPS
NPS	National Pension System
PAO	Pay and Accounts Office
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
PRAO	Principal Accounts Office



## 2. Preface:

As per Regulation 6 e of Pension Fund Regulatory and Development Authority (PFRDA) Exit Regulations, 2015 & amendments thereto, If the subscriber or the family members of the deceased subscriber, upon his death, avails the option of additional relief on death or disability provided by the Government, the Government shall have right to adjust or seek transfer of the entire accumulated pension wealth of the subscriber to itself. The subscriber or family members of the subscriber availing such benefit shall specifically and unconditionally agree and undertake to transfer the entire accumulated pension wealth to the Government, in lieu of enjoying or obtaining such additional reliefs like family pension or disability pension or any other pensionary benefit from such Government authority.

As per the guidelines stipulated by PFRDA, for processing Family Pension Withdrawal requests, the Nodal Offices are required to submit the following two forms:

**Annexure I** – It is a declaration to be provided by Nodal Office stating Subscriber's name, Subscriber's PRAN, name of the person receiving family pension and relationship with the Subscriber. In the declaration, Nodal Office is also required to provide their bank account details such as Beneficiary name, Account Number, Bank Name, Branch Name and IFS Code.

**Annexure II** – It is a No Objection Certificate to be obtained from Claimant for transfer of Subscriber's NPS corpus to Nodal Office bank account. The annexure contains information such as name of the person receiving family pension, relationship with the Subscriber, pension payment order (PPO) no & date and Claimant contact details.

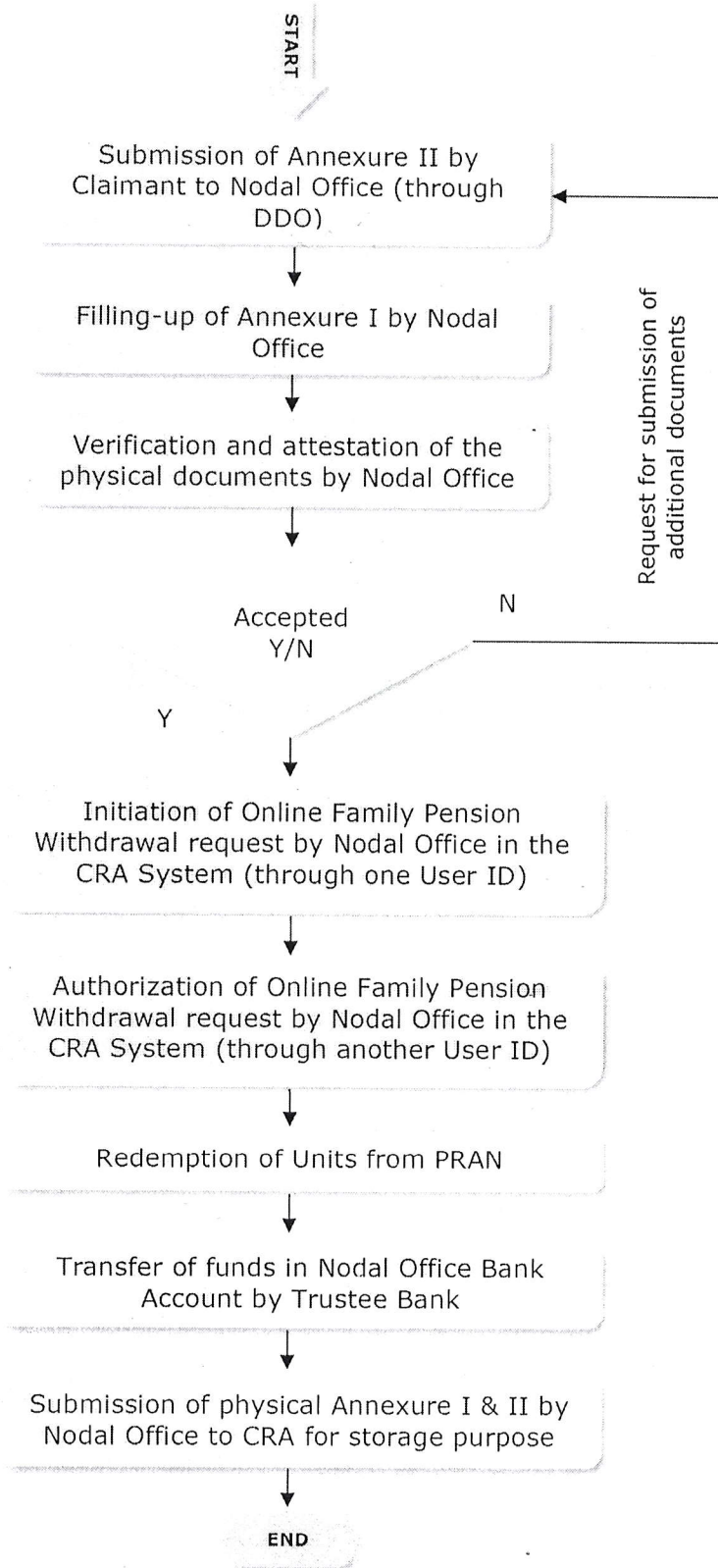
In addition, if there is any voluntary contributions in Subscriber's Tier I account and/or contributions in Tier II account at the time of processing of Family Pension withdrawal request, then voluntary contribution amount of Tier I and/or Tier II contributions will be paid to the person who is receiving Family Pension. In such case, Claimant is required to submit duly filled **Annexure III** (which contains Claimants bank account details) along with bank proof to Nodal Office for processing. It is the responsibility of the Claimant to distribute Voluntary Contribution amount and/or Tier II amount to legal heir/s. If there are more than one claimant/nominee/legal heir claiming the voluntary contribution amount of Tier I and/or Tier II contributions (other than claimant receiving family pension, then Nodal Office shall forward such family pension withdrawal cases to CRA for processing.

To facilitate the Nodal Offices to process the family pension withdrawal cases, an online functionality has been developed in the CRA system. The Nodal Office is required to initiate online request and authorise the same in the CRA system. This document contains the Standard Operating Procedure (SOP) to be followed by Nodal Offices for processing family pension withdrawal cases online in the CRA system.

***It is responsibility of Nodal Office to verify & authorise all the above Annexures [Annexure I, Annexure II & Annexure III (if applicable)] and related documents before processing online request in the CRA system.***



### 3. Process Flow – Processing of Family Pension Withdrawal Request





#### 4. Procedure for Processing Online Family Pension Withdrawal requests

Brief steps for initiation Family Pension Withdrawal requests are provided below:

- **Initiation of request by Nodal Office:**

- ✓ Submission of Physical Annexure II & III (In case of voluntary contribution and/or Tier II account) by Claimant to Nodal Office through associated DDO
- ✓ Filling up of Annexure I by Nodal Office
- ✓ Verification & Attestation of Physical Annexures I, II & III (In case of voluntary contribution and/or Tier II account) by Nodal Office
- ✓ Initiation of request by Nodal Office in the CRA System through One User ID
- ✓ Authorization of request by Nodal Office in the CRA system through another User ID
- ✓ Submission of Annexure I, II and III (In case of voluntary contribution and/or Tier II account) along with covering letter to CRA by Nodal Office for storage purpose

- **Points to be noted by Nodal Office prior to initiation of withdrawal request:**

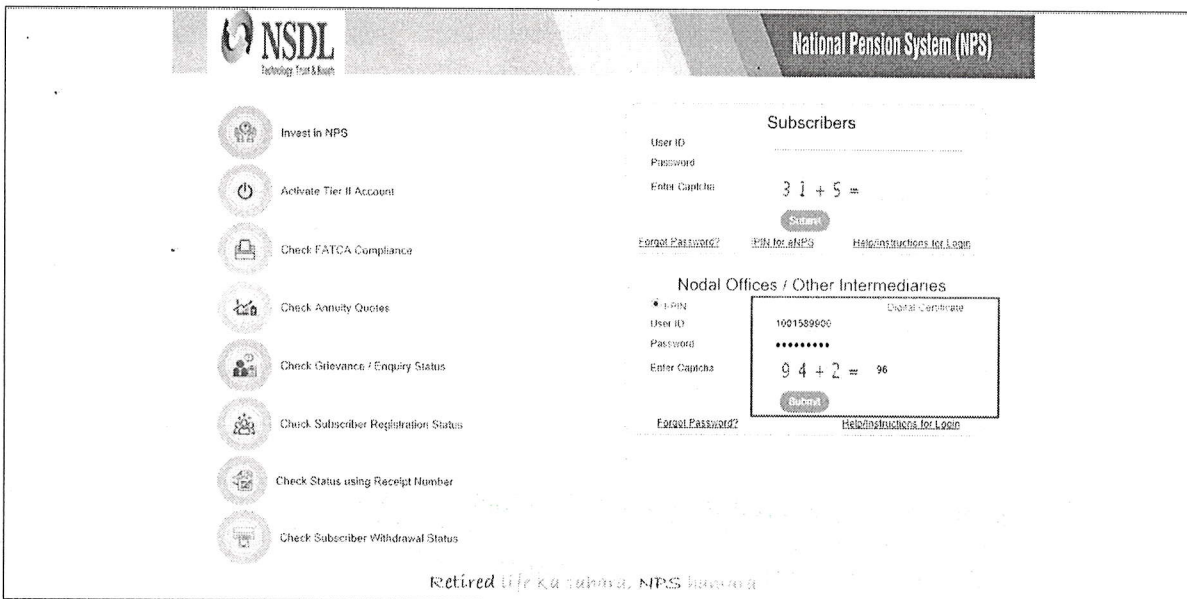
- ✓ At the time of initiation of request, Nodal Office bank details are non-editable
- ✓ Bank details which are available in CRA records will be displayed to the User
- ✓ Amount will be transferred to Nodal Office bank account which is registered in CRA system
- ✓ If Nodal Office bank details are not registered in CRA, then User will not be allowed to initiate withdrawal request. User is required to update bank details in CRA system and then initiate withdrawal request
- ✓ Gestation period of 30 days is applicable after addition/updation of bank details in CRA system

The detailed procedure to be followed by the Nodal Offices for processing Online **Family Pension Withdrawal requests** in the CRA system is provided below:



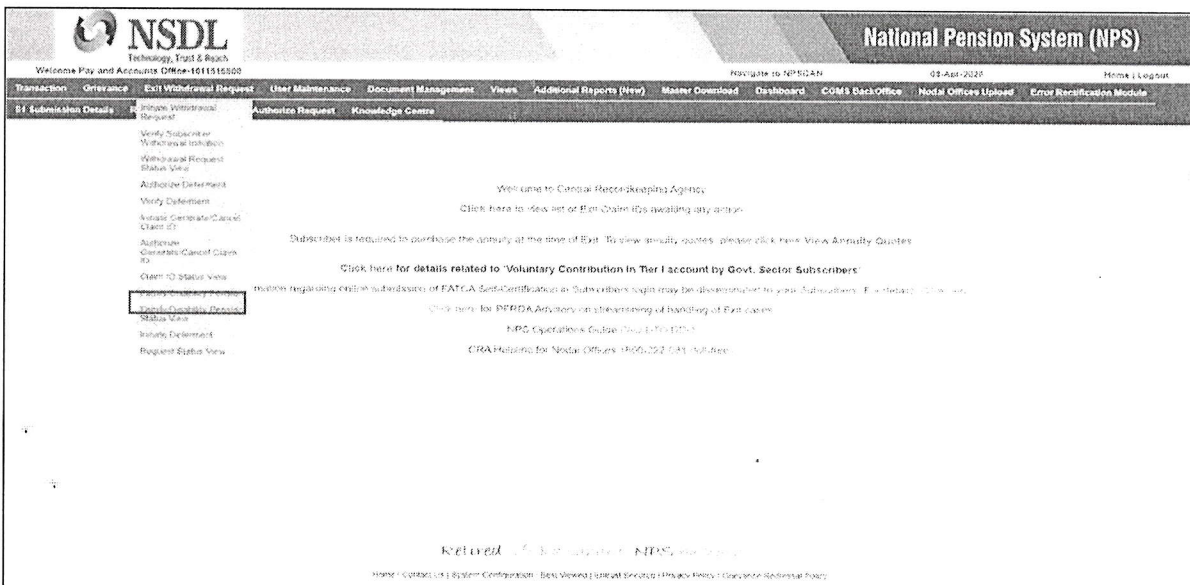
**5. Steps to initiate Online Family Pension Withdrawal request in CRA System by Nodal Office**

Nodal Office User needs to access CRA System [www.cra-nsdl.com](http://www.cra-nsdl.com) using one User ID & Password as given below in **Figure 1**.



**Figure 1**

On successful login, User needs to click on Menu **"Exit Withdrawal Request"** and select sub menu **"Family/Disability Pension"** as given below in **Figure 2**.



**Figure 2**



User needs to enter PRAN of the Subscriber for whom withdrawal request is required to be processed. User needs to select the withdrawal type as **"Withdrawal Due to Family Pension"** and then click on submit button as given below in **Figure 3**.

**Figure 3**

User needs to fill-up the information of claimant as per Annexure II (i.e. details of person who is receiving Family Pension) such as Name, Address, PPO Number, Relationship, Contact detail and Email ID. Further, User also needs to accept the relevant declarations. After ticking the declarations, User needs to click on "Submit" button. Please refer below **Figure 4**.

**Figure 4**



At this stage, details as per Annexure I will be displayed to the User. Name of the person receiving family pension and relationship with the Subscriber will be auto displayed to the User. Further, Nodal Office bank details which are available in CRA records will be displayed. On authorization of withdrawal request by Nodal Office, funds will be transferred to this bank account.

*In case, Nodal Office wants to receive proceeds in another bank account, then Office is required to update bank details in CRA records. Kindly note that gestation period of 30 days is applicable once Bank details are added/updated in CRA records.*

Further, User also needs to select declarations. On selection of declarations, User needs to click on "Submit" button. Please refer below **Figure 5**.

**Withdrawal Due to Family Pension**

**Declaration by Nodal Office**

To be declared by the nodal office where family pension is granted to the family members of the deceased subscriber.

The user has to fill the form declaration as per the form, may refer to the following family members of the late subscriber as per the Pension Regulations, 2004 (as amended) for the purpose of withdrawal of proceeds of the PRAN of the deceased subscriber.

Name of the family member: KEDFC Kulkarni, Kulkarni  
 Relationship of the family member with subscriber: HUSBAND

In this respect, a Field Director has to select the appropriate form which is available in the PRAN & Withdrawal Regulations, 2019. The amount of accumulated amount would be transferred to the PRAN of the deceased subscriber. Same is entered along with this declaration.

This form has to be submitted with Regulation 2019 of PRAN & Withdrawal Regulations, 2019. The amount of accumulated amount would be transferred to the PRAN of the deceased subscriber. Same is entered along with this declaration.

Name of Beneficiary	KEDFC
Bank Account Number	124455
Bank Name	BANK OF INDIA
Branch Name	Bank Branch
IFS Code	BKID0000000

I hereby declare that the Nodal Office has to transfer the accumulated pension wealth from the NPS account of the deceased subscriber to the office have been collected from the family members of the deceased subscriber.

I hereby declare that the details furnished above are true and correct as per our office records. PRAN & Withdrawal Regulations, 2019. CRA shall not be responsible in case of any wrong information furnished in this regard. Further, accumulated amount will be transferred to the bank account on reproduction of withdrawal request by office and all legal documents are required to be provided to CRA for record keeping within 30 days of application of withdrawal request.

Retired **NPS**

**Figure 5**

In case Subscriber is having Tier II account and/or PRAN contains voluntary contributions by the Subscriber, then voluntary contributions & Tier II amount will not be transferred to Nodal Office. This amount will be transferred to the Claimant. Hence, in such PRANs (with Tier II and/or voluntary contributions) only, below mentioned additional page will be displayed to the User.

At this stage, User is required to enter bank account details of the Claimant like Account Number, Bank Name, bank IFS Code etc. as per Annexure III submitted. Please refer below **Figure 6**.

**NSDL** National Pension System (NPS)  
 Welcome Pay and Accounts Office-1015616000 | 09-Apr-2020 | Home | Logout

Transaction Overview Exit Withdrawal Request User Maintenance Document Management Views Additional Reports (New) Master Download Dashboard COMS BackOffice Nodal Offices Upload Error Rectification Module

51 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre

**Withdrawal Due to Family Pension**

**Bank Details in case of Voluntary Contribution Withdrawal**

**Bank Details of the Claimant:**

Name of the person receiving Family Pension: SAGAR KURHIVKAR  
 Address: E-101 FACILITY OFFICE SOCIETY OPP. ZEE NEWS BUILDING, PUNJAB ROAD, 4TH FLOOR, MITHI SOCIETY OPP. ZEE NEWS BUILDING, 444, PUNE NANSI ROAD, PUNE-411003

**Bank Account Details:**

Bank Account Number: NPB1234  
 Current Bank Account Number: \*\*\*\*\*  
 Bank Name: SBI  
 Branch Name: Shivaji Park  
 Bank Address: 1234  
 Bank Pincode: 400002  
 IFSC Code: SBIN0001234  
 MICR Code: 054202333

The bank account details of the Claimant as provided in BANK DETAILS SECTION have been checked and verified and the claimant can be allowed for payment.

We have collected/checked the pre-bank verification copy of Bank Passbook for the bank details submitted.

Figure 6

At this stage, details entered by the User are displayed for confirmation. User needs to click on "Confirm" button to complete withdrawal process as given below in **Figure 7**.

**NSDL** National Pension System (NPS)  
 Welcome Pay and Accounts Office-1015616000 | 09-Apr-2020 | Home | Logout

Transaction Overview Exit Withdrawal Request User Maintenance Document Management Views Additional Reports (New) Master Download Dashboard COMS BackOffice Nodal Offices Upload Error Rectification Module 51 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre

**Multiple Family Disability Pension Withdrawal Request**

**Details of Pension Being Paid:**

WLAN No: 123456789  
 PAN No: ABCDEFGH  
 Withdrawal Type: Multiple Family Pension  
 Beneficiary Name: SAGAR KURHIVKAR  
 PAN No: ABCDEFGH  
 State of the Family Member: Maharashtra  
 Family Pension Order No: 123456789  
 Relationship with Deceased: Son

**Bank Details of Beneficiary:**

Name of Beneficiary: SAGAR KURHIVKAR  
 Bank Account Number: NPB1234  
 Bank Name: SBI  
 Branch Name: Shivaji Park  
 Bank Address: 1234  
 Bank Pincode: 400002  
 IFSC Code: SBIN0001234  
 MICR Code: 054202333

**Bank Details of Employer:**

Name of Employer: ABC COMPANY  
 Bank Account Number: NPB1234  
 Bank Name: SBI  
 Branch Name: Shivaji Park  
 Bank Address: 1234  
 Bank Pincode: 400002  
 IFSC Code: SBIN0001234  
 MICR Code: 054202333

**Approval by Nodal Office:**

Figure 7

Once User clicks on "Confirm" button, withdrawal request gets captured in CRA and an Acknowledgement Number is generated. At this stage, an option is provided to the User to view & download system generated Withdrawal Form. Further, status of the request is also displayed. Refer below **Figure 8**.



The screenshot shows the NSDL National Pension System (NPS) portal. At the top, there is a header with the NSDL logo and 'National Pension System (NPS)'. Below the header is a navigation menu with various options like 'Withdrawal Request', 'User Management', 'Document Management', etc. The main content area displays a message titled 'Withdrawal Due to Family Pension'. The message text is partially obscured by a redacted box, but it mentions 'Family Pension' and 'Withdrawal'. A button labeled 'Click here to view withdrawal form' is visible. At the bottom of the page, there is a footer with contact information and a disclaimer.

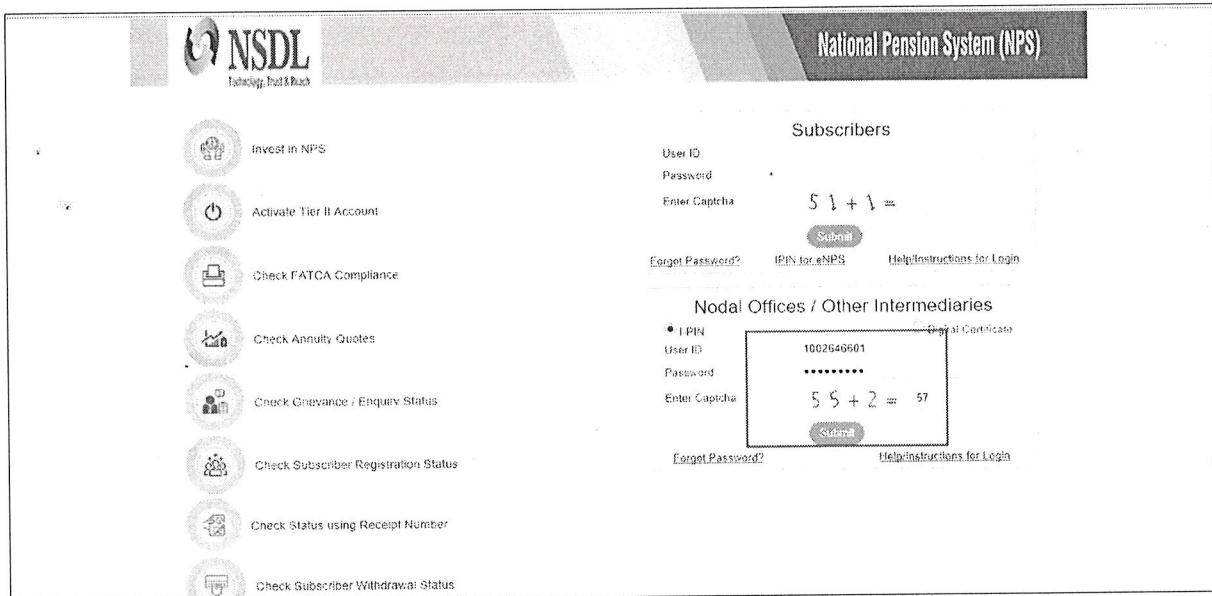
Figure 8

Once request is captured, Nodal Office needs to authorize the same in the CRA system with another User ID.



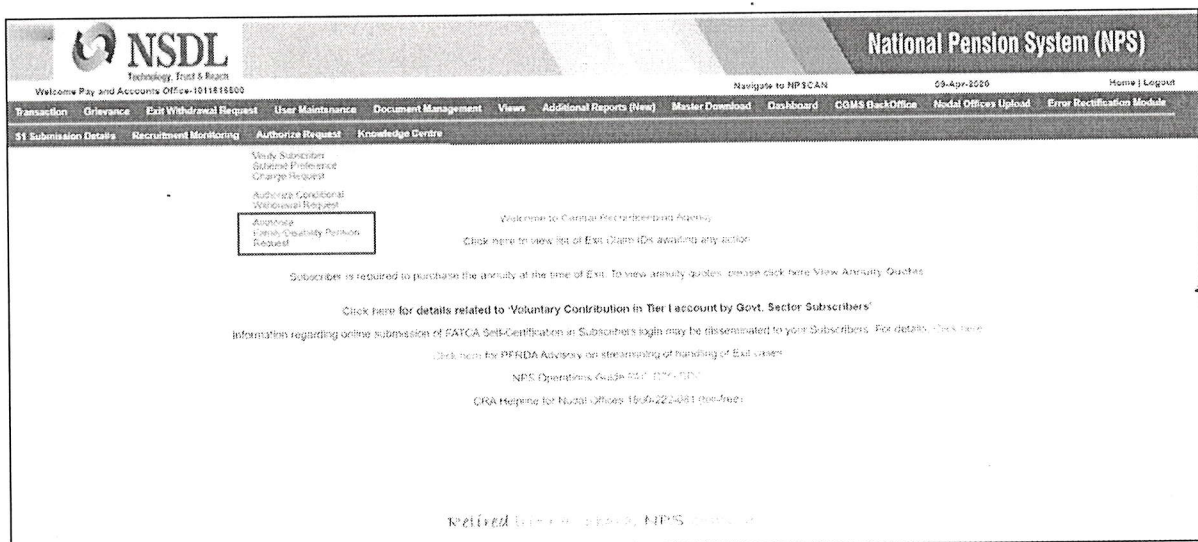
**6. Steps to Authorize Online Family Pension Withdrawal request in CRA System by Nodal Office**

Nodal Office User needs to access CRA System [www.cra-nsdl.com](http://www.cra-nsdl.com) using another User ID and Password as given below in **Figure 9**.



**Figure 9**

User needs to click on Menu **“Authorize Request”** and select sub menu **“Authorize Family /Disability Pension Request”**. Please refer below **Figure 10**.



**Figure 10**





At this stage, User needs to enter PRAN of the Subscriber and select Withdrawal type as "Withdrawal Due to Family Pension". Then User needs to click on "Search" Button to search request. Please refer below **Figure 11**.

The screenshot shows the NSDL National Pension System (NPS) interface. The header includes the NSDL logo and 'National Pension System (NPS)'. A navigation menu contains various options like 'Transaction', 'Grievance', 'Exit Withdrawal Request', etc. The main content area is titled 'Family/Disability Pension Request Status View'. It features a form with the following fields:

- PRAN: 15100240074
- Acknowledgement No. (with a search icon)
- From Date (with a search icon)
- To Date (with a search icon)
- Withdrawal Type: Withdrawal Due to Family Pension (selected)

Buttons for 'Search' and 'Reset' are located below the form. At the bottom of the page, there is a footer with the text 'Retired' and a list of links including 'Home', 'Contact Us', 'System Configuration', etc.

**Figure 11**

At this stage, a table is displayed to the User containing Acknowledgment Number, PRAN, status, Request Date and Captured By. User needs to click on Hyperlink provided on Acknowledgment Number to view and verify details captured at the time of initiation of withdrawal request. Please refer below **Figure 12**.

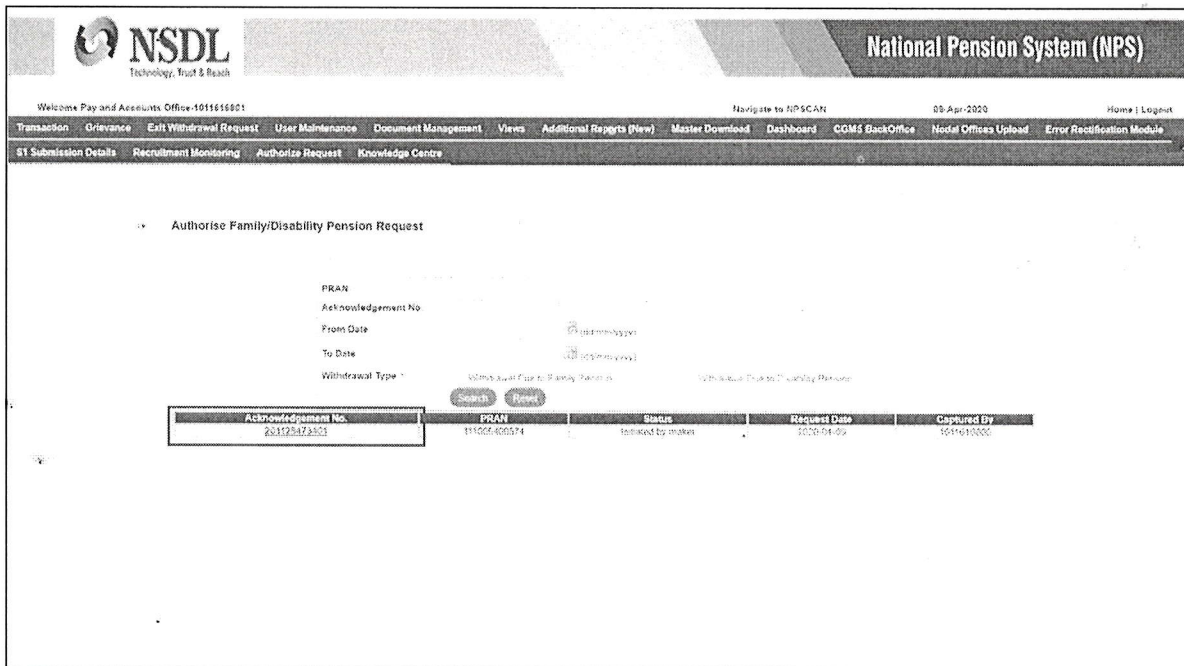


Figure 12

If details entered are not correct, User needs to click on "Reject" radio button and click on "Submit" button. In case of rejection of request, Reason for Rejection is mandatory. If details entered are correct, User needs to click on "Submit" button to complete the process. Please refer below **Figure 13**.

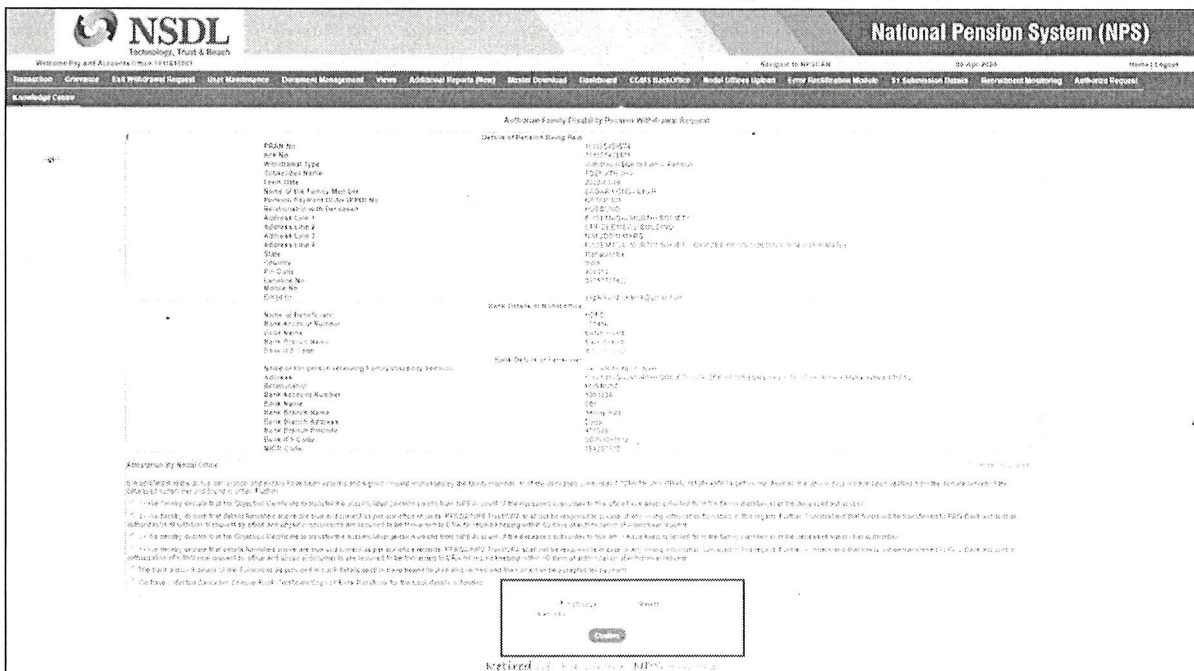
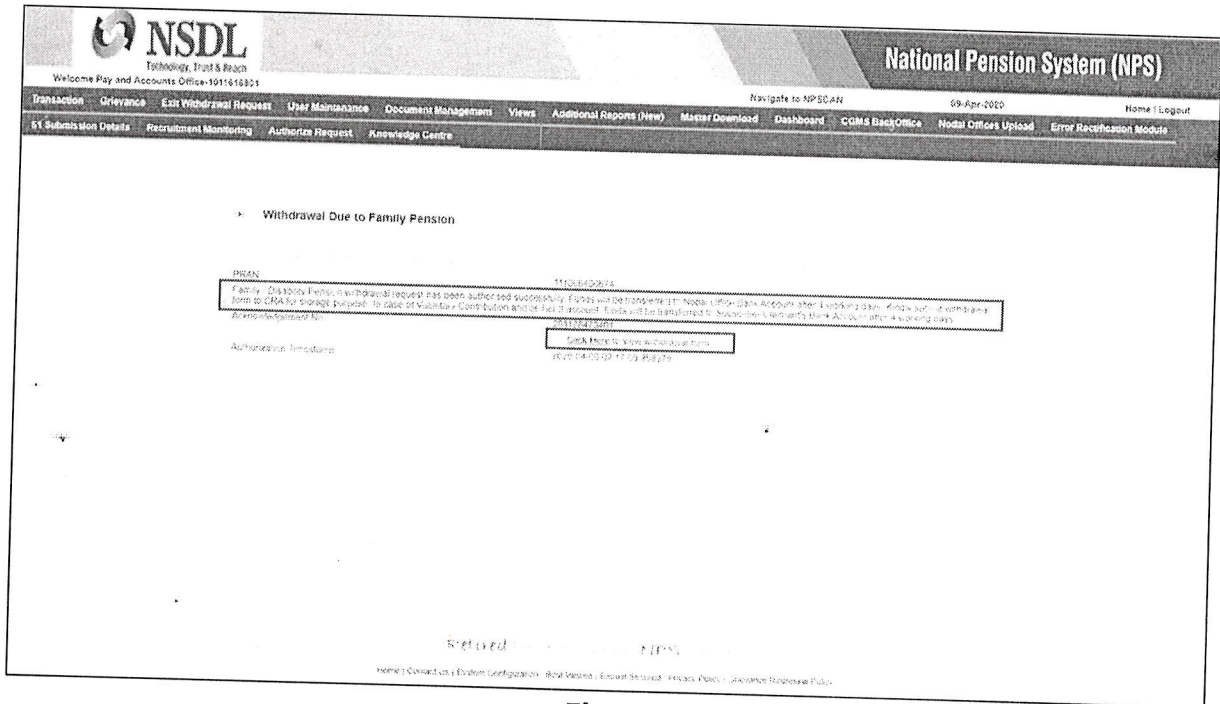


Figure 13



Once request is authorized in CRA, a confirmation window is displayed to the User as given below in **Figure 14**. Further, an option is also available to the User to view & download system generated Withdrawal Form.



**Figure 14**

On authorization of Family Pension withdrawal request successfully, funds will be transferred to Nodal Office Bank Account / Claimant bank account (in case of voluntary contribution and/or Tier II account) after 4 working days. The Nodal Office is required to submit physical documents (Annexure I, II & III (if applicable) to CRA for storage purpose.

\*\*\*\*\*

**DIRECTORATE OF TREASURIES AND ACCOUNTS  
TELANGANA STATE::HYDERABAD**

**Cir.Memo.No.D1/1034/2023**

**Dated: 17-02-2023.**

Sub: P.S – CPS/NPS – Payment of Family Pension / Invalid Pension to the family members of deceased NPS/CPS subscriber on receipt of Pension Payment Order from Accountant General / State Audit Department – Certain Clarification - Issued – Reg.

Ref.: 1) G.O.Ms.No.58,Finance (HRM.V) Dept.,Dated.11-06-2021.  
2) This office Cir.Memo No.D11/2807/2021 -1 Dated: 29-08-2022.

\*\*\*\*\*

Attention of Joint Director, Pension Payment Office and all District Treasury Officers in state is invited to the references cited.

In the Video Conference held on -02-2022, a review was conducted to ascertain status on disbursement of Family Pension /Invalid Pension made by the Pension Disbursing Authority to the family members of deceased NPS/CPS subscriber on receipt of Pension Payment Order from Accountant General / State Audit Department.

As per the information furnished by them, in overall there are (282) PPOs received from Accountant General / State Audit Department for disbursement of Family Pension / Invalid Pension. But no PPO has been disbursed by them to pensioner.

In view of the common doubts raised by them, the following clarification are issued.

Sl.No.	Doubt	Clarification
1)	Documents / Certificates required at the time of first payment of Family Pension / Invalid Pension	<p>In addition to the documents / certificates being obtained from the Pensioner/Pension Sanctioning Authority at the time of first payment of Family Pension / Invalid Pension, the following documents / certificates are required to be obtained from the pensioner/Pension Sanctioning Authority in the cases of FP/IP sanctioned on death of CPS employee.</p> <ol style="list-style-type: none"> <li>1) Original PRAN Card issued by NSDL (OR) Affidavit in case of missing the same.</li> <li>2) Original Death Certificate</li> <li>3) Family Member Certificate issued by Revenue Department.</li> <li>4) Aadhar Card (Xerox copy)</li> <li>5) PAN Card (Xerox copy)</li> <li>6) <b>Annexure II</b> by Claimant to Nodal Office (through DDO).</li> <li>7) <b>Annexure III</b> by Claimant to Nodal Office if there is any voluntary contributions in Subscriber's Tier I account and/or contributions in Tier II.</li> </ol>

2)	Remitting the amount withdrawn from CPS Account by the employees or their family members to the Government account.	For already <b>exited PRAN</b> there are <b>3 scenario</b> for remitting the amounts withdrawn from CPS Account by the employees or their family members to the Government account.			
		<u>Sl. No.</u>	<u>Lumpsum</u>	<u>Annuity</u>	<u>Action</u>
		1)	20% amount with claimant	80% with Annuity Service Provider (ASP)	<p>The Nodal Officer (DTO/STO) has to address the Annuity Service Provider (ASP) for return of Annuity amount held with them, by informing the details of Family Pension / Invalid Pension sanctioned by the Accountant General / State Audit. After receiving amounts from both Claimant and ASP, the total amount shall be remitted to respective Government Head of Accounts by verifying the PRAN Statement of the subscriber.</p> <p>Later, The Nodal Officer (DTO/STO) has to address the NSDL informing the Family Pension/Invalid Pension, duly forwarding Annexure-I and Annexure-II in Offline. -</p>
		2)	20% amount with claimant	80% in PRAN	<p>The Nodal Officer (DTO/STO) has to address the NSDL for transfer of amount held in PRAN to their mapped Bank Account, duly forwarding Annexure-I and Annexure-II in Offline. After receiving amounts from both Claimant and NSDL, the total amount shall be remitted to respective Government Head of Accounts by verifying the PRAN Statement of the subscriber.</p>
		3)	100% amount with claimant	-----	<p>The total amount shall be remitted by the Claimant / Nodal Officer to respective Government Head of Accounts by verifying the PRAN Statement of the subscriber.</p>

However, in order to speed up the process, for disbursement of Family Pension / Invalid Pension to the family members of deceased NPS/CPS subscriber, the District Treasury Officers in the state hereby informed to depute the concerned staff who deals with the above matter on the dates shown in **Schedule (Copy enclosed)**, along with the documents / certificates mentioned at **Clarification 1** and the information of Family Pension/Invalid Pension sanctioned by AG/State Audit and status of PRAN in the Proforma (Copy enclosed).

Encl: As above.

**Sd/- K.SRC.Murthy**  
**Director of Treasuries and Accounts**

**To**  
The Joint Director, Pension Payment Office, Hyderabad  
All the District Treasury Officers in state.

//Forwarded: By Order//

  
Junior Accounts Officer



**Declaration for allotment of Internet Personal Identification Number (I-Pin)  
to access Subscriber Account**

*I acknowledge that I-Pin has been provided to me for viewing my NPS account information. I understand that the following online services will be available to me:*

- 1. Client master details and status of change detail requests*
- 2. Portfolio query*
- 3. Transaction history*
- 4. Request and print for Transaction Statement*
- 5. Grievance submission*
- 6. Reset of I-Pin*

*I also understand that the following services can be availed online only through the Nodal Offices:*

- 1. Change in Subscriber details such as demographic, employment*
- 2. Change in Subscriber scheme preference*
- 3. Switching of units from one scheme to another*
- 4. Reissue of I-Pin in case of loss of I-Pin/forgetting the I-Pin*

*I agree and confirm that the services offered hereinabove are only indicative and the CRA may add or remove any services, with the prior approval of the PFRDA, and intimate the same on getting the approval of PFRDA. I understand that I alone would be responsible for determining whether any investment, security or strategy or any other product, is appropriate based on my investment objectives and financial situation and CRA / NPSCAN website is not intended to provide any investment advice, and nothing on the Website should be construed as a recommendation, to acquire or dispose of any investment or to engage in any investment strategy or transaction.*

*I undertake to comply with all applicable laws and statutory requirements. Further, I agree to be bound by and to diligently follow and ensure compliance with the applicable rules, regulations and bye-laws of CRA which will be governed by Indian laws with Courts in Mumbai alone having jurisdiction. I shall also ensure that I do not use the website for any purpose which is illegal, improper or which is not authorised under the above Terms*

**T-Pin Terms & Conditions for Tele-query**

*For the purpose of these **Terms and Conditions**, **User** refers to Subscribers (employees of Central Government / State Governments registered with CRA) / Nodal Offices (such as PAO, PrAO or equivalent entities of Central and State Government which will interact with CRA under the New Pension Scheme); **Account** refers to the Subscriber's Permanent Retirement Account; **Tele-query** refers to CRA's tele-query facility including Interactive Voice Response (IVR) service and Call Centre facility; **T-Pin (Tele-query Personal identification number)** refers to a four digit number that is provided by CRA for accessing Telequery facility. By applying for the Telequery Service and accessing the service for the first time, the User acknowledges and accepts these terms.*

*CRA may provide the Tele-query facility by providing information through IVR system and/or through a Customer Care Executive (CCE) at the Call Centre. CRA shall endeavour to provide through the Telequery, various services ? depending on different types of Users – including but not limited to Enquiry of the balance and current value of the investment, Request for account statement, Change in T-Pin, Status of change detail request, status of grievance redressal and such other facilities as CRA may decide to provide from time to time. CRA reserves the right to revise, suspend in whole or in part any of the services provided*

*through Telequery (with prior approval of PFRDA) after communicating the User on the CRA website and other acceptable modes of communication.*

*To avail the Telequery, the User is required to identify himself/herself to the Telequery system by successfully validating the User id (such as PRAN, PAO id) and the T-Pin. The transactions done post the successful validation and the relevant records (which will be admissible in the event of any dispute) shall be binding on the User. The authority to tape or record the transaction over telephone is hereby expressly granted to CRA.*

*The User accepts that CRA has no means of verifying the identity of the person giving the telephone instructions using the id of the User. User shall ensure that the T-Pin is kept confidential and not let any unauthorised person including any employee or representative of CRA, voluntarily, accidentally or by mistake, have access to the T-Pin. If the User forgets / loses / misplaces the T-Pin or the T-Pin ceases to remain secret, the User undertakes to inform CRA immediately. If the T-Pin gets locked after a number of incorrect attempts, upto such number as may be intimated by CRA from time to time, User may send the reissue request to CRA. In case of a new T-Pin being issued to the User after necessary authentication, it will be charged as per the applicable charges and the issuance of a new T-Pin shall not be construed as the commencement of a new contract. CRA also hereby undertakes to indemnify the user harmless against any misuse or fraud committed either by its employees or agents or its Call Centres and their employees.*

*The User is aware and that the User accepts that the Call Centre facility of the Telequery Service would operate during timings specified by CRA from time to time. Further, the User shall ensure that the telephone being used meets the criteria. These Terms and Conditions will be governed by laws, rules and regulations issued by the Government of India from time to time. The Courts in Mumbai shall have exclusive jurisdiction over any disputes arising out of or in connection with this dispute*

*I / We accept the above Terms and Conditions. I / We shall abide by the norms, the Terms and Conditions for Users using T-Pin and agree not to hold CRA responsible for my / our actions relating to the use of Telequery facility.*



DIRECTORATE OF TREASURIES AND ACCOUNTS  
TELANGANA STATE::HYDERABAD

Memo.No.D1/5781/2023-1

Dated: 23-03-2024

Sub: P.S- T&A Dept.,- NPS- Updation of subscriber details in CRA System - Proof of identities required- Reg.

\*\*\*\*\*

All Nodal offices( PAO/DTO/DSTO/STO) in the state are informed that the functionality provided to nodal offices in CRA-NSDL for updating subscriber details i.e. Name, DoB, DoJ and DoR has been disabled on advice from PFRDA.

The updation of Name Change, DoB, DoJ and DoR details in CRA-NSDL is being considered on providing request letter from PrAO/DTA along with the following supporting documents against the desired change.

Name Change	Change in DoB	Change in DoJ	Change in DoR
(List of following documents)	(any one of the document from the list)	(any one of the document from the list)	(any one of the document from the list)
Self-attested Gazzate copy or copy of Marriage certificate	Passport	Appointment/Offer Letter	Appointment/Offer Letter
Self attested POI in old name	Driving License	Employee ID card	Employee ID card
Self attested POI in New name	PAN card		
Proof of bank account with new name	Voter ID card		
<b>NOTE:</b> <ul style="list-style-type: none"> <li>• Name change will be allowed only after the same is incorporated in Service Record.</li> <li>• For correction in Name ( e.g. spelling or data entry errors) which do not entail change of name of subscriber will be processed based on supporting POI and Service Record</li> </ul>	AADHAAR		
	High School Mark sheet		

Therefore, all Nodal officers are requested to forward applications for updation of subscriber details viz., Name Change, DoB, DoJ and DoR in CRA along with require documents as mentioned para 2, so as to forward same to CRA -NSDL for updation in CRA System.

**Sd/- K.SRC Murthy**  
**Director of Treasuries and Accounts**

To  
All the Nodal Officers(DTO/DSTO/STO) in the state (through FTP).  
Copy to the Pay and Accounts Officer, Hyderabad

**// Forwarded :: By Order //**

  
Junior Accounts Officer

N

CIRCULAR

Circular No: PFRDA/2024/05/Sup-CRA/02

20<sup>th</sup> Feb 2024

To

All Central and State Government Nodal Offices, CABs and SABs

**Subject: Securing NPS transactions through Aadhaar-based access of CRA system under the Government sector**

The Nodal Offices under Central and State Governments including their associated Autonomous Bodies currently utilize a password-based login to access the Central Recordkeeping Agency (CRA) for NPS transactions.

2. To enhance the security measures in accessing the CRA system and safeguard the interests of subscribers and stakeholders, it has been decided to bring in additional security features through Aadhaar-based authentication for login to the CRA system. The Aadhaar-based login authentication will be integrated with the current user id and password-based login process so as to make the CRA system accessible through 2 Factor Authentication.

3. The integration of Aadhaar-based login authentication is a proactive step to fortify the overall authentication and login framework. This initiative is designed to create a secure environment for all NPS activities carried out by Government Offices and Autonomous Bodies.

4. The development of the new system of login framework with these enhanced features is currently underway by the CRAs and is anticipated to go-live on 1<sup>st</sup> April 2024.

5. CRAs will disseminate a detailed Standard Operating Procedure (SOP) along with the process flow to Government Nodal Offices and engage extensively with Nodal Officers to make them aware of the changes thereby ensuring a seamless transition.

6. All offices under Government Sector and Autonomous Bodies are advised to note the same and put in place the necessary framework for implementation of the additional feature of Aadhaar-based login and authentication in CRA system to perform all NPS-related activities.

Yours sincerely,

(Chief General Manager)

Page 1 of 1



**Protean eGov Technologies Limited**

**STANDARD OPERATING PROCEDURE (SoP)**

**Securing NPS transactions through Aadhaar based User Authentication for Government Nodal offices**

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## Acronyms and Abbreviations

The following definitions, acronyms & abbreviations may have been used in this manual:

<b>ACRONYM</b>	<b>DESCRIPTION</b>
<b>NPS</b>	National Pension System
<b>Protean</b>	Protean eGov Technologies Limited
<b>PFRDA</b>	Pension Fund Regulatory & Development Authority
<b>PRAN</b>	Permanent Retirement Account Number
<b>NPSCAN</b>	National Pension System Contribution Accounting Network
<b>CRA</b>	Central Recordkeeping Agency
<b>Pr.AO</b>	Principal Accounts Office
<b>DTA</b>	Directorate of Treasury and Accounts
<b>PAO</b>	Pay and Accounts Office
<b>DTO</b>	District Treasury Office
<b>DDO</b>	Drawing and Disbursing Office
<b>PAO Reg. No.</b>	Unique PAO Registration Number allotted by CRA
<b>DDO Reg. No.</b>	Unique DDO Registration Number allotted by CRA
<b>PAN</b>	Permanent Account Number
<b>I-PIN</b>	Internet Personal Identification Number
<b>T-PIN</b>	Tele-query Personal Identification Number

## Overview

Government Nodal offices (PrAO/DTA /PAO/DTO/ DDO ) and Corporate Nodal offices are provided login access to the CRA system for executing the NPS related activities and generate/view/download various reports. As per PFRDA directives, 2-Factor Aadhaar based authentication, an additional layer of security feature, is being mandatorily introduced for all password based users while logging-in to CRA system, effective ,1<sup>st</sup> April 2024.

The Nodal Offices under Central and State Governments including their underlying Autonomous bodies currently utilize a password-based login to access the Central Recordkeeping Agency (CRA) for NPS transactions.

To enhance the security measures in accessing the CRA system and safeguard the interests of Subscribers and Stakeholders, it has now been decided to bring in additional security features through Aadhaar-based authentication for login to the CRA system. The Aadhaar-based login authentication will be integrated with the current User ID and password-based login process so as to make the CRA system accessible through 2- Factor Authentication.

The Nodal office User IDs under the Government Sector (Central/State/CAB/SAB) shall be allowed to login to CRA system (CRA & NPSCAN) with 2-Factor Authentication using Aadhaar OTP (One time password). The Oversight office (PrAO/DTA) needs to link their Aadhaar against their respective CRA User ID initially, so that the underlying users can initiate Aadhaar Mapping. Similarly PAO/DTO needs to link their Aadhaar against their respective CRA User ID, so that the underlying DDOs can initiate Aadhaar linking.

All offices under Government Sector and Autonomous Bodies have to implement the necessary framework for implementation of the additional feature of Aadhaar-based login and authentication in CRA system to perform all NPS related activities.

This document covers the process to be followed by the Nodal offices to link their Aadhaar and proceed with the functional activities using CRA system.

The following points are covered in the document:

- A. One time registration of Aadhaar number against Nodal Office User ID
- B. Authentication of Aadhaar Mapping to Nodal Office User ID
- C. Status view for Aadhaar Mapping
- D. Procedure for regular (Aadhaar based) access to CRA system

## A. One Time Linking of Aadhaar with Nodal Office User ID

1. Nodal Office User will login to the CRA system with existing Login ID and Password and will have to check in Password policy and enter Captcha and Submit as displayed in **Image 1**.

Activate Tier II Account Free !!

FATCA Compliance

Annuity Quotes

Subscriber Consent to share contact details with ASP

Subscriber Registration/Photo-Signature Modification Request

Status using Receipt Number

My Withdrawal Utility

PRAN Card Dispatch Status

Grievance / Enquiry Status

- My User ID/PRAN & Password is confidential & not to be disclosed.
- Password should be complex and not commonly used text or number.
- I need to keep changing my password regularly.

[Reset Password](#) [IPIN for eNPS](#) [Help/Instructions for Login](#)

**Nodal Offices / Other Intermediaries**

I-PIN  Digital Certificate

User ID 123400

Password \*\*\*\*\*

Enter Captcha  $84 + 3 = 87$

I understand that,

- My User ID/PRAN & Password is confidential & not to be disclosed.
- Password should be complex and not commonly used text or number.
- I need to keep changing my password regularly.

[Reset Password](#) [Help/Instructions for Login](#)

Retired life ka sahara, NPS hamara

KYNA

**Image 1**

2. The CRA System shall prompt for the Aadhaar number as displayed in **Image 2**. The User will enter the Aadhaar number, check the declaration box and click on submit.

**Kindly share below Aadhaar details**

User ID:1000985800

Aadhaar Number

I hereby understand/authorize Protean eGov Technologies Ltd as CRA to

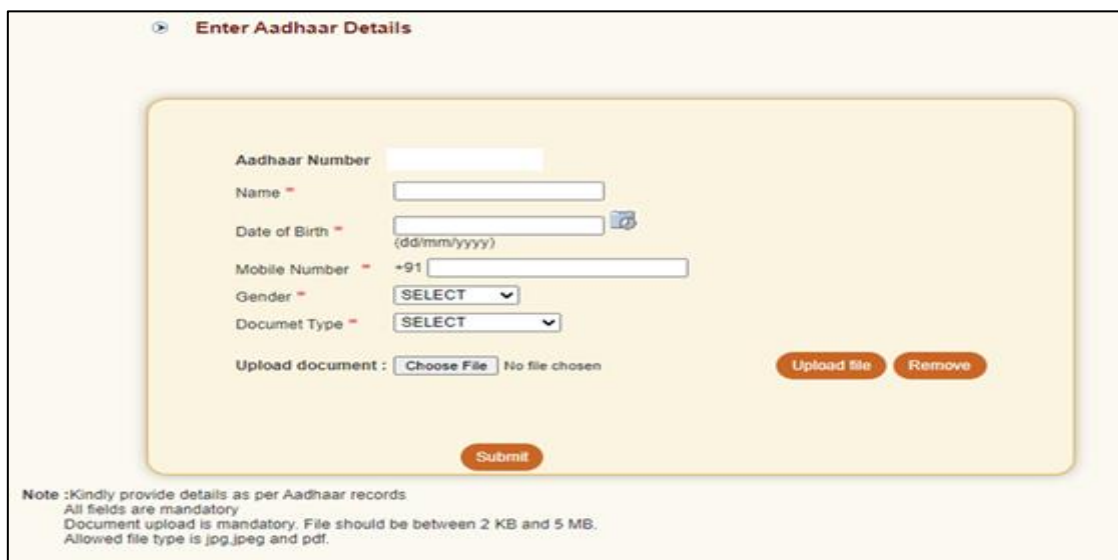
1. Use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder.
2. Use my Demographic details (Name, Gender and Date of Birth) and OTP for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI.
3. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained in NPS till the time the account/User ID is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later.

**Image 2**



The following text shall be displayed and the User will have to place a check across the text after providing Aadhaar number:


- Use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder.
  - Use my Demographic details (Name, Gender and Date of Birth) and OTP for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI.
  - I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained in NPS till the time the account/User ID is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later.
  - I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Ltd till such time it is acting as CRA for NPS.
3. System will validate the Aadhaar number and ask for additional details (in case the same Aadhaar is not linked to the same User ID) as displayed in **Image 3**



**Enter Aadhaar Details**

Aadhaar Number

Name

Date of Birth    
(dd/mm/yyyy)

Mobile Number  +91

Gender

Document Type

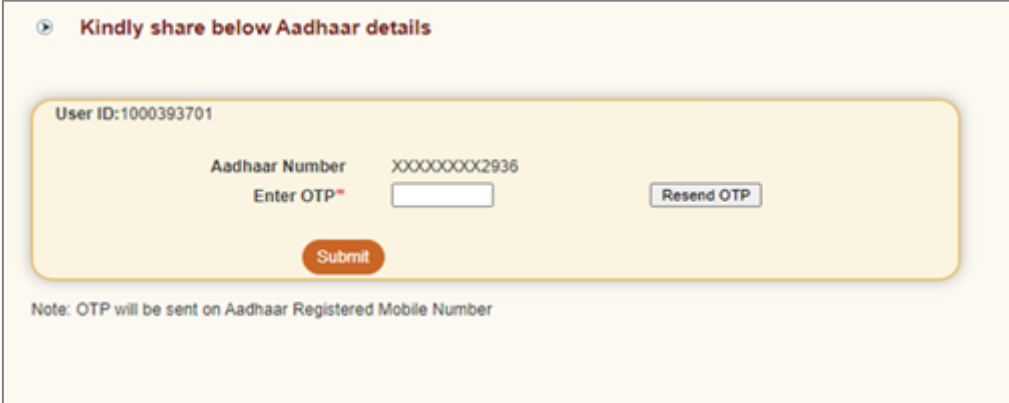
Upload document :  No file chosen

Note :Kindly provide details as per Aadhaar records  
All fields are mandatory  
Document upload is mandatory. File should be between 2 KB and 5 MB.  
Allowed file type is jpg,jpeg and pdf.

**Image 3**

The User shall enter the Name, Date of Birth, Mobile Number and Gender as recorded in Aadhaar. It is mandatory to upload at least one or all of the following documents (as per the requirement of the approving office) with maximum size of **5 MB**.

1. Appointment letter
  2. Authority letter
  3. Identity Card
4. On submission of details, an OTP shall be delivered to Aadhaar registered mobile number and the user needs to enter the OTP as displayed in **Image 4**



Kindly share below Aadhaar details

User ID:1000393701

Aadhaar Number XXXXXXXX2936

Enter OTP\*

Resend OTP

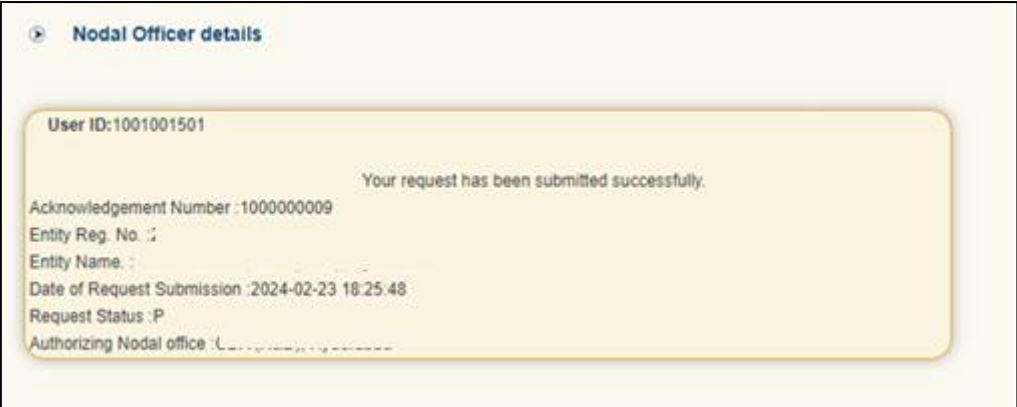
Submit

Note: OTP will be sent on Aadhaar Registered Mobile Number

**Image 4**

In case of delay in the delivery of OTP, the user can regenerate OTP by clicking on "Resend OTP" tab.

5. On submission of OTP and successful data verification, Acknowledgement number shall be generated and request shall be submitted for authorization(refer image 5).



Nodal Officer details

User ID:1001001501

Your request has been submitted successfully.

Acknowledgement Number :1000000009

Entity Reg. No. :  
Entity Name. :  
Date of Request Submission :2024-02-23 18:25:48  
Request Status :P  
Authorizing Nodal office :L.....

**Image 5**

Once submitted the message will be displayed that *"Your request has been submitted successfully"*. Further, this request has to be authorized by the respective oversight office.

#### **B. Authentication of Aadhaar linking request submitted by Nodal Office:**

The oversight office needs to authorize the Aadhaar linking transaction for underlying offices.

<b>Aadhaar Linking for</b>	<b>Authorised by</b>
PrAO/DTA	CRA
PAO/DTO	PrAO/DTA
DDO	PAO/DTO

The underlying office cannot complete Aadhaar linking request till the time the authorizing Nodal officer has completed the Aadhaar linking for his/her User ID. Therefore it is required that the PrAO/DTA gets his/her Aadhaar linked prior to initiating any authorization of requests.

Further, it is important to note that the authorizing office needs to verify the documents uploaded by underlying office before authorizing any Aadhaar linking request.

1. On successful creation of Acknowledgement number for Aadhaar mapping, the nodal office initiating the request shall receive an intimation on registered email.
2. The Authorizer is required to login to the CRA system and authenticate his/her Aadhaar details using OTP and authorize the request under **"User Maintenance"** tab.
3. On selecting "Authorize Mapping Request", the list of pending Acknowledgement number's with related details shall be displayed as shown in **Image 6**, on entering the "Entity Registration number / Acknowledgement number / Date range"

**Nodal Officer Details**

Authorize Mapping Request  View Request Status

Entity Reg. No.

Ack No.

From Date\*

To Date\*

Sr No	Ack No.	User ID	User Name	Entity Reg. No.	Entity Name	Date of Initiation	Action
1	1000000020	1000048700	Rasika Sarang Gohwalkar	10000487	ABCName	28-Feb-2024	<a href="#">Accept/Reject</a>

Image 6

4. The details of the data entered by the User for Aadhaar linking shall be displayed with last four digits of the respective Aadhaar number (**Image 7**).

Authorize Aadhaar Mapping Request

Acknowledgement Number	1000000020
User ID	1000048700
Aadhaar Number	XXXXXXXX2936
User Name	Rasika Sarang Gohwalkar
Date of Birth(dd/mm/yyyy)	
Mobile Number	9820172918
Gender	Female
Entity Reg. No.	10000487
Entity Name	ABCName
Date of Initiation	28/02/2024

Uploaded Documents

Document Type	Download Attached File
Appointment letter	
Authority Letter	
Identity Card	

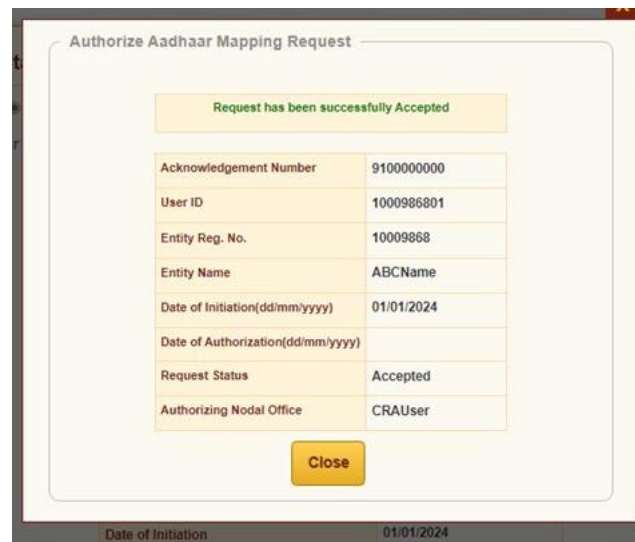
Accept  Reject

Remarks

Image 7

5. The authorizer can 'Accept' or 'Reject' the Acknowledgement. If request is accepted then the office needs to '**Approve**' and proceed further. If request is rejected then appropriate comments have to be provided.

6. On successful acceptance of request, the following screen is displayed (Image 8).



Authorize Aadhaar Mapping Request

Request has been successfully Accepted

Acknowledgement Number	910000000
User ID	1000986801
Entity Reg. No.	10009868
Entity Name	ABCName
Date of Initiation(dd/mm/yyyy)	01/01/2024
Date of Authorization(dd/mm/yyyy)	
Request Status	Accepted
Authorizing Nodal Office	CRAUser

Close

Date of Initiation 01/01/2024

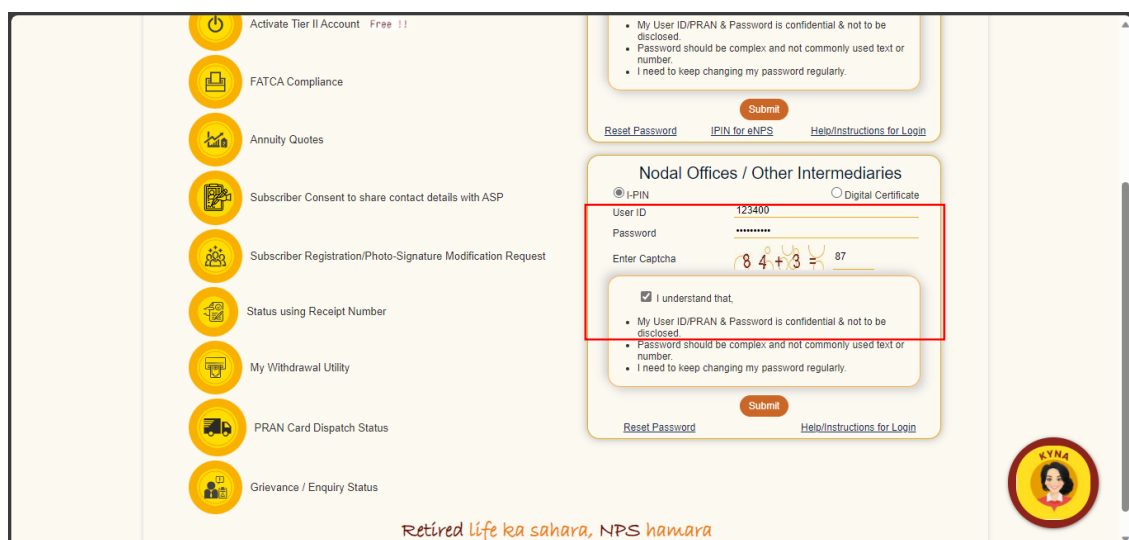
Image 8

### C. Status view for Aadhaar linking

The users can view the Status of the request created, by logging-in to the CRA system and providing Acknowledgement ID under the "User Maintenance" tab.

### D. Procedure for regular (Aadhaar based) access to CRA system

1. Nodal Office User will login to the CRA system with existing Login ID and Password and will have to check in Password policy and enter Captcha and Submit as shown in **Image 9**.



Activate Tier II Account Free !!

FATCA Compliance

Annuity Quotes

Subscriber Consent to share contact details with ASP

Subscriber Registration/Photo-Signature Modification Request

Status using Receipt Number

My Withdrawal Utility

PRAN Card Dispatch Status

Grievance / Enquiry Status

- My User ID/PRAN & Password is confidential & not to be disclosed.
- Password should be complex and not commonly used text or number.
- I need to keep changing my password regularly.

Submit

[Reset Password](#) [IPIN for eNPS](#) [Help/Instructions for Login](#)

Nodal Offices / Other Intermediaries

IPIN  Digital Certificate

User ID 123400

Password \*\*\*\*\*

Enter Captcha  $84 + 3 = 87$

I understand that.

- My User ID/PRAN & Password is confidential & not to be disclosed.
- Password should be complex and not commonly used text or number.
- I need to keep changing my password regularly.

Submit

[Reset Password](#) [Help/Instructions for Login](#)

Retired life ka sahara, NPS hamara

LYNA

**Figure 9**

2. The system will ask for Aadhaar number as shown in **Image 10**. The user shall provide the Aadhaar number, check the declaration box and click on submit.

**Kindly share below Aadhaar details**

User ID:1000986800

Aadhaar Number

I hereby understand/authorize Protean eGov Technologies Ltd as CRA to

1. Use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder.
2. Use my Demographic details (Name, Gender and Date of Birth) and OTP for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI.
3. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained in NPS till the time the account/User ID is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later.

Submit

**Image 10**

3. On submission of details, an OTP shall be delivered to Aadhaar registered mobile number and the user shall be required to enter the OTP as displayed in **Image 11**

**Kindly share below Aadhaar details**

User ID:1000393701

Aadhaar Number XXXXXXXX2936

Enter OTP\*  Resend OTP

Submit

Note: OTP will be sent on Aadhaar Registered Mobile Number

**Image 11**

In case of delay in delivery of OTP, the user can regenerate OTP by clicking on Resend OTP tab. Once, OTP is submitted, User will be able to login and perform required functions.

-----X-----X-----X-----



**Protean eGov Technologies Limited**

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Securing NPS transactions through Aadhaar based User Authentication for Government Nodal offices**

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## FREQUENTLY ASKED QUESTIONS (FAQs)

### Securing NPS transactions through Aadhaar based User Authentication for Government Nodal offices

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#### **Q.1 What is the Aadhaar based User Authentication process for Nodal offices under NPS ?**

- A.** The Nodal offices under the Government Sector (Central/State/CAB/SAB) shall be allowed to login to the CRA system (CRA & NPSCAN) with a 2-Factor Authentication (*User ID and Aadhaar Number*) using Aadhaar OTP (*One time password shall be sent on Aadhaar registered Mobile number*). The Oversight office (PrAO/DTA) needs to link their Aadhaar (*concerned official designated as PrAO/DTA*) against their respective User ID initially, in order to authorize the requests placed by the underlying office.

#### **Q.2 Why is the Aadhaar based login process implemented?**

- A.** The 2-Factor Authentication process has been implemented, so as to ensure that the current security measures deployed are strengthened while accessing the CRA system by integrating it with the current User ID and password-based login process used by Nodal offices.

#### **Q.3 When will the Aadhaar based process Go-Live and is it mandatory to feed the Aadhaar details of the Nodal offices?**

- A.** The 2-Factor Authentication process shall Go-Live on April 1, 2024 and the Nodal office(s) shall not be able to access the CRA and the NPSCAN system, without mapping of their respective Aadhaar numbers with the respective user IDs, effective April 1, 2024.
- Further, it is mandatory for the respective nodal offices to ensure that the Aadhaar based authentication process is followed by all the 3 offices (PrAO/PAO/DDO) and



(DTA/DTO/DDO) under the NPS architecture.

**Q.4. Which details are required to link Aadhaar with the Nodal office User ID?**

- A. Details such as Name, Gender, Date of Birth & Mobile number shall be required to be captured by the User. Further, the supporting document (either Appointment letter or Authority letter or Identity Card) of size not more than **5MB** also will have to be uploaded by the respective nodal officer.

**Q.5. Who will authorize the Aadhaar linking requests?**

- A. The Aadhaar linking requests will be authorized by the respective offices as per the hierarchy provided in the table below:

<b>Aadhaar Linking for</b>	<b>Authorized by</b>
PrAO/DTA	CRA
PAO/DTO	PrAO/DTA
DDO	PAO/DTO

**Q.6. How can the User view the Status of the requests which have been placed by the respective nodal offices?**

- A. The Users who shall authorize the Aadhaar requests initiated by their respective underlying offices, will be able to view the Status under the “**User Maintenance**” tab under the CRA application.

**Q.7. Will email alerts be sent to the office on Authorization of request(s)?**

- A. Email alerts will be sent to the requesting Nodal office, on request for initiation and authorization.

**Q.8. How many Aadhaar number can be linked to one User ID ?**

- A. A maximum of 5 unique Aadhaar numbers can be linked to a Single user ID. If 5 Aadhaar numbers are already associated with a given user ID, then the 6<sup>th</sup> User with Aadhaar number A6 will not be allowed to login using the same User ID and

an error will be displayed on screen as *"Maximum number of Aadhaar numbers already associated with the user ID. Kindly contact CRA."*

**Q.9 Can one Aadhaar numbers be linked to Multiple User ID?**

**A.** The same Aadhaar number cannot be linked to multiple user IDs (e.g., for PAO entity ID 12345600 and 12345601 cannot have the same Aadhaar.)

**Q.10. If there a facility to the Nodal offices for addition/deletion of Users**

**A.** Yes, there is a facility to the nodal office to Add or Delete the Users. The Standard operating procedure is available on the following website at the URL provided below:

**{[www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) (Visit Home >Central Government>Nodal Office Corner> Standard Operating Procedure)}**

[Click here to download the SoP on "Aadhar based Login for Govt Nodal offices"](#)

**Q.11 How shall the authorizing nodal office know about the Pending Authorization requests?**

**A.** The Authorizing Nodal office is required to login to the CRA system and authenticate his/her Aadhaar details using OTP and authorize the request under "User Maintenance" tab.

The authorizing nodal office can view all pending authorization requests by selecting the "View Request Status" tab under "Authorize Mapping Request" under "User Maintenance" tab. Pending requests can also be retrieved by entering the Acknowledgement ID or the Date range.

**Q. 12 Is the Aadhaar linking a one time activity?**

**A.** Yes, Aadhaar linking is a one time activity, to be executed by the Nodal offices.

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