

CSK H.P. Krishi Vishvavidyalaya
O/o Comptroller, "Budget Branch"
Palampur - 176 062 (H.P.)

No.QSD/ISO/4-12/2014/CPS/NPS/PRAN/ Fund/-

66335-439

Dated, Palampur the:

06 DEC 2014

NOTIFICATION

The Board of Management vide item No. 4.1 of the proceedings of its 106th (Special) meeting held on 24.11.2014 on the recommendations of the Finance Committee vide item No. 98(16) held on 15.10.2014, has been pleased to adopt Pension fund Regulatory and Development authority approved New Pension system(NPS) architecture in CSK, HPKV in accordance with contents of O.M.No. Fin.(Pen)A(3)-5/2006 dated 11th June 2010 of Principal Secretary (Finance) to the Govt of Himachal Pradesh.(Copy enclosed)

[Signature]
Comptroller,
CSK HPKV, Palampur

Endst No. Even.

Dated. Even

A copy of the above is forwarded to the following for information and necessary action.

1. The Registrar, CSK HPKV, Palampur
2. The Joint Controller (L.A.D), CSK HPKV, Palampur
3. The Secy. to Vice-Chancellor for kind information of the Vice-Chancellor.
4. All the Statutory Officers/Head of the Departments in CSK HPKV With the request to kindly circulate among the staff working under them, and C.P.S. holders be requested to sent the filled in Application form for the allotment of Permanent Retirement Account Number as per instructions at P.4 of the Annexure - S 1 so as to reach this office latest by 15th of January 2015
5. The Computer Programmer, O/o Comptroller, CSK HPKV, Palampur
6. The Assistant Registrar(Budget), CSK HPKV, Palampur
7. The President, HAPAUTA, VATSA, NTEU, CSK HPKV, Palampur
8. The Incharge, UNS, CSK HPKV, Palampur for uploading the Notification on the University Website.
9. All the Assistant Registrar/Section Officer/Supdts, Head Quarters.
10. Guard file.

UNS
Recd
8/12/14
Librarian
8
8/12/14

Urgent
Pl. do needful as desired as 'A'

[Signature]
Comptroller
CSK,HPKV,Palampur

No. Fin (Pen) A (3)-5/2006
Government of Himachal Pradesh
Finance (Pension) Department

Dated: Shimla-171002,

11th June, 2010

OFFICE MEMORANDUM

Subject:- Adoption of PFRDA approved New Pension System (NPS) Architecture in Himachal Pradesh and entrusting of Recordkeeping functions in respect of Contributory Pension Scheme(New Pension Systems) to National Securities Depository Ltd. (NSDL) and other related activities to NPS intermediaries.

1. Whereas, the Government of Himachal Pradesh vide notification No. Fin(Pen)A(3)-1/96, dated 15.05.2003 modified the Central Civil Services (Pension) Rules,1972 in its application to the State of Himachal Pradesh and the said rules were made inapplicable to all appointments made in the State of Himachal Pradesh on or after 15.05.2003.
2. And whereas, while making the Central Civil Services (Pension) Rules, 1972 inapplicable to the appointments made on or after 15.05.2003, the intention of the Government was to notify the Defined Contributory Pension Scheme (also called New Pension System) for such Government servants;
3. And whereas, in exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Himachal Pradesh was pleased to make the Himachal Pradesh Civil Services Contributory Pension Rule, 2006 for the Government servants of Himachal Pradesh, appointed on or after 15.05.2003;
4. And whereas, Rule 4(28) of Himachal Pradesh Civil Services Contributory Pension Rules, 2006 provides that as and when Pension Fund Regulatory & Development Authority (PFRDA) is constituted by the Government of India, the State Government may modify the orders and issue new directions and regulations for the Contributory Pension Scheme i.e. New Pension System for the State Government employees covered under this scheme;
5. Now, therefore, consequent upon the establishment of the New Pension System Architecture by the Pension Fund Regulatory and Development Authority (PFRDA), which has also been adopted by the Government of India, the Governor of Himachal Pradesh, in exercise of the powers conferred under

Contd..P/2-

Rule 4(28) of the Himachal Pradesh Civil Services Contributory Pension Rules, 2006, is pleased to decide that, notwithstanding anything contained in the rules ibid, the New Pension System Architecture built by PFRDA for promoting old age income security through establishing, developing and regulating pension funds to protect the interests of the subscribers to the Contributory Pension Scheme, shall be applicable to the Himachal Pradesh State Government employees covered by the Contributory Pension Scheme (New Pension System) H.P. The Government of H.P. has signed an agreement with the National Securities Depository Ltd., Mumbai (NSDL) on 24.12.2009 to function as the Central Record-keeping Agency and New Pension System Trust (NPS Trust) on 22.3.2010 to avail the services of other intermediaries under the NPS Architecture for the employees covered by the notification of the State Government dated 15.05.2003, as mentioned at para 1 above.

6. Salient Features of Contributory Pension Scheme (New Pension System)

- (a). Contributory Pension Scheme i.e. New Pension system will work on defined contribution basis and will have two tiers, Tier-I and II. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 15.5.2003, whereas Tier-II will be optional and at the discretion of Government Servants.
- (b) In Tier-I, Government Servants will have to make a contribution of 10% of Basic Pay, DA and NPA (Where applicable) which will be deducted from his/her salary bill every month by the DDO concerned. Government will also make an equal matching contribution.
- (c) In Tier-I, contribution (and the investment return) will be kept in a non-withdrawal Pension Tier-I Account. Tier-II contribution will be kept in a separate account that will be withdrawable at the option of the Government servant. Government will not make any contribution to Tier-II account.
- (d) The Pension Fund of the Govt. would be managed by the Pension Fund Managers (PFMs) nominated by Pension Fund Regulatory and Development Authority (PFRDA) and records would be maintained by a Central Recordkeeping Agency, i.e. the National Securities

PRAN, Pay Month and Year, Subscribers contribution amount and Government contribution amount etc.

- (g) After SCF has been uploaded, the DTA will deposit the contribution amount in the Trustee Bank as per SCF uploaded in NPSCAN. This contribution amount will be invested in various schemes of PFM, based on the Scheme Preference of Subscribers for which SCF has been uploaded.

The Central Record Keeping Agency, NSDL has prescribed "*Standard Operating Procedure for Subscribers Contribution Upload*" for State Governments. The DTA will follow the Standard Operating Procedure for uploading of Subscribers data on SCF and Transfer of funds to Trustee Bank. This standard operating procedure may be downloaded from the NSDL website at www.npscra.nsdl.co.in.

(2). Distt Treasury Offices/Officers (DTOs)

- (a) Consolidate DDO registration form and forward it to CRA for Registration.
- (b) Facilitate registration of Subscribers by consolidating the applications for allotment of PRAN received from concerned DDOs and forward it to the CRA-FC.
- (c) DTO will, send the Switch Request, New Scheme Preference Request, Withdrawal Request, Request for Change in Subscriber details etc. received from Subscriber to DTA for updation through NPSCAN in the CRA System.
- (d) DTO will raise grievances on behalf of DDOs and the Subscribers.
- (e) DTO will resolve the grievances raised against it by any entities in the CRA system.

(3). Drawing and Disbursing Officers (DDO)

- (a) To obtain the duly filled applications for allotment of PRAN from Subscribers, fill and certify the employment details.
- (b) Consolidate application for allotment of PRAN and forward it to DTO.
- © Distribution of PRAN kit, I-pin, T-pin to Subscribers.
- (d) Forward the Switch Request, New Scheme Preference Request, and Change in Subscribers details request and Withdrawal Request

received from Subscribers to the DTO.

- (e) Providing information to DTO about Subscribers pension contribution.
- (f) Disbursing payment for withdrawal to Subscribers.
- (g) Forward the grievance of the Subscriber to DTO.

8. The charges for maintenance of accounts and other services performed by the National Securities Depository Ltd. (NSDL) i.e. the Central Recordkeeping Agency (CRA) shall be borne by the State Government. The Charges such as fee of Pension Fund Managers (PFM), Trustee Bank (TB) and Custodian (SCHIL), shall be borne by the Govt. servants/Subscribers and such charges will be debited to their Contributory Pension Fund (New Pension Fund) Accounts.

9. The maintenance of accounts of Contributory Pension Scheme by the Accountant General, Himachal Pradesh, Shimla and crediting of the subscribers Contribution, Government Contribution and the interest thereon to the relevant deposit Head of Public account shall continue as per present practice, till the subscribers to whom the PPAN have been issued, are registered afresh by the National Securities Depository Ltd.(NSDL) i.e. The Central Recordkeeping Agency (CRA) appointed by the State Government and Permanent Retirement Account Number (PRAN) is issued in their favour by the NSDL. The Subscription data and corresponding contribution amount (contribution of employees and employer) shall be passed on to the CRA (NSDL) and Pension Fund Managers (PFMs) from the appointed date to be fixed by Director, Treasuries, and Accounts & Lotteries H.P. in due course of time. The legacy data shall be reconciled and passed on to the Director, Treasuries, Accounts and Lotteries, HP by the Accountant General, H.P. within one month from the appointed date on the format prescribed by DTA so as to enable the former to pass on data and corresponding contribution to the CRA.

10.. Registration of Nodal Offices/Officers and Subscribers with CRA (NSDL)
In order to operationalise the New Pension System Architecture built by the Pension Fund Regulatory and Development Authority (PFRDA) in

etc. alongwith latest photograph and signatures and submit the same to the DDOs. (Forms N 1,N 2,N 3 and S1 may be downloaded from NSDL website www.npscra.nsdل.co.in by all concerned.) Initially, to operationalise the NPS the subscribers may be registered through soft copy of registration, the date for which shall be sent by the DTA directly to the CRA(NSDL). After regular monthly subscription starts, all the subscribers shall have to send form S1 to the CRA as prescribed above.

- v) In respect of new employees, Recoveries towards Tier-I contribution will start from the salary of the month following the month in which Govt. servant has joined service. No recovery will be made for the month of joining.

11.. The Central Recordkeeping Agency, NSDL has prescribed the "*standard operating procedure for Nodal Offices & Subscribers Registration of State Government*" to be followed by the Nodal offices/officers and Subscribers for registration, verification and consolidation of forms and other incidental activities to be followed by each entity. This *standard operating procedure* may be downloaded from NSDL website www.npscra.nsdل.co.in.

12 General Instructions for operation of Contribution Pension Scheme (New Pension System) under NPS Architecture

- (i) Immediately after joining the government service, each employee of the service will be required to provide particulars such as his/her name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship with the nominee(s) etc. in the prescribed forms i.e. Annexure-I and Form S1. The format of Annexure-1 and Form S1 may be provided by DDO to every new appointee or may be downloaded by the concerned employee from the Treasury, Accounts & Lotteries Department website at www.Himachal.gov.in/treasury/

within one month from the date of requisition of data by DTA. Thereafter, DTA will upload the same to NPSCAN and transfer funds to the Trustee Bank.

- (viii). The Contributory Pension Scheme (New Pension System), deductions which are presently shown as AG deductions will be shifted to T.O. deductions from the appointed date.
- (ix). Payments to Trustee bank: The salary bills will be passed by TO/DTO after exercising the checks prescribed under Financial Rules and Treasury Manual. The amount of NPS subscriptions i.e. employees (members) contribution recovered from the salary bills will be shown under the T.O. "Recoveries" column of the salary bill and will be classified under the Head "8342 other Deposits-00-117-Defined Contribution Pension Scheme. "01-Employees Contribution (under Tier-1)' and "02-Government Contribution (under Tier-1)". All District Treasury Officers will compile subscribers' information in respect of their District and send the same to the DTA. DTA will compile information received from all Districts and will draw government contribution. The amount of Government Contribution shall be debited to "2071-Pension and the Other Retirement Benefits-01-Civil-101-Superannuation and Retirement Allowance-04-Contributory Pension Scheme.
- (x). After uploading is completed, DTA will get Transaction ID and he shall remit the amount through RTGS/NEFT/ECS to Trustee Bank. DTA will also ensure that 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 passed on to the Trustee Bank.
- (xi). The DTO/TO/DDO will have to maintain the Alphabetical Index Registrar in Electronic format or in Hard copy in Annexure-II, wherein they would have to indicate the PRAN numbers allotted to each of the subscriber. The particulars of

Fund Managers (PFMs) will be decided separately, by the Director, Treasuries, Accounts and Lotteries, H.P

14. The Director, Treasuries, Accounts and Lotteries, H.P. may also issue necessary clarifications/amendments to these instructions as required from time to time.

15. All the Administrative Departments/Heads of Departments are requested to bring these instructions to the notice of all concerned for immediate necessary action and compliance. The formats of various forms may be downloaded from Director, Treasury & Accounts, & Lotteries website at www.himachal.gov.in/treasury/

16. For more details on Contributory Pension Scheme (New Pension Scheme), please visit PFRDA Website www.pfrda.org.in, CRA (NSDL) Website www.npscra.nsdl.co.in., H.P. Finance (Pension) Department, Website www.himachal.gov.in/finance/ and Director, Treasury, Accounts & Lotteries, H.P. Website www.himachal.gov.in/treasury/

By Order
Principal Secretary (Finance) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries
Government of Himachal Pradesh.

Visit Finance Department- www.himachal.gov.in/finance/
Endst. No. Fin (Pen)A(3)-5/2006, Dated 11th June, 2010
Copy forwarded to information and further necessary action:-

1. Principal Accountant General (Audit), H.P. Shimla-171003.
2. Accountant General (A&E) Himachal Pradesh, Shimla-171003.
3. Principal Resident Commissioner, Himachal Pradesh, Himachal Bhawan, Sikandra Road, New Delhi.
4. Executive Director, Pension Fund Regulatory & Development Authority, First Floor, ICADR Building, Plot No. 6 Vasant Kunj Institutional Area, Phase-II, New Delhi-110070.
5. Director, National Securities Depository, Ltd. "4th Floor, 'A' Wing" Trade World, Kamala Mills compound, Senapati Bapat Marg, Lower Parel Mumbai-400013.
6. All Divisional Commissioners in Himachal Pradesh.
7. All Heads of Departments in Himachal Pradesh.
8. All Deputy Commissioner in Himachal Pradesh.
9. Registrar General, H.P. High Court, Shimla-171001.

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Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee
First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

2. Date of Birth (In case of a minor)*:

1st Nominee	2nd Nominee	3rd Nominee

3. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee

4. Percentage Share*:

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

5. Nominee's Guardian Details (in case of a minor)*:

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

6. Conditions rendering nomination invalid:

1st Nominee	2nd Nominee	3rd Nominee

Section D - Subscriber Scheme Details

1st Scheme	2nd Scheme	3rd Scheme
Pension Fund Managers Name/Code	Pension Fund Managers Name/Code	Pension Fund Managers Name/Code
Scheme ID No./Name	Scheme ID No./Name	Scheme ID No./Name
Percentage Share	Percentage Share	Percentage Share

Section E - Declaration

I understand that there would be PFRDA approved **Terms and Conditions** for Subscribers on the CRA website **governing I-Pin (to access CRA / NPSCAN and view details) & T-pin**. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

<p>I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.</p> <p>Date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">D D M M Y Y Y Y</p>	<p>Signature/Left Thumb Impression of Subscriber</p>
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INSTRUCTIONS FOR FILLING PRAN FORM

- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- Details Marked with (*) are the mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.**

Sr. No.	Item No	Item Details	Guidelines for Filling the Form .
Section A - Subscribers Personal Details			
1	3.	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6.	Present Address	All future communications will be sent to present address.
3	8, 9, 10	Phone No., Mobile No, & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy.
4	11	Subscriber's Bank Details	For subscribers, the Bank details are mandatory. In case, Bank details are not available at the time of filling the form, subscriber has to accept the declaration for providing the Bank details within six months or on opening of Bank account whichever is earlier.
Section B - Subscribers Employment Details			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN	Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned DTO.
6	8 & 9	DTO Reg. No. & DDO Reg. No.	DTO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency.
Section C - Subscriber's Nomination Details			
7	4.	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
8	5.	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory.
Section D - Subscriber scheme details			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npscra.nsdL.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npscra.nsdL.co.in Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npscra.nsdL.co.in>).
- The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.**
- The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO.
- For more information
Visit us at <http://www.npscra.nsdL.co.in>
Call us at 022-2499-4200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, NSDL e-Governance Infrastructure Limited, 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.