

**GOVERNMENT OF ORISSA**  
**FINANCE DEPARTMENT**

\*\*\*

No. Pen-165/2010 37817(300)/F,

Bhubaneswar, dated 03.09.2010

From

**Shri K.C.Mishra,**  
**Additional Secretary to Govt.**

To

**The Principal Secretaries /Commissioner-cum- Secretaries /**  
**Secretaries / Special Secretaries to Govt. All Departments.**

**All Heads of Departments**

**All Heads of Public Sector Undertakings**

**All Collectors.**

Sub : Registration of D.D.Os and employees covered under New Pension Scheme (NPS).

Madam/Sir,

I am directed to say that the State Government have introduced the New Restructured Defined Contribution Pension Scheme (also termed as New Pension Scheme) w.e.f 1.1.2005 in tune with the Central Government New Pension Scheme, applicable for Central Government employees w.e.f. 01.01.2004. The necessary guidelines to this effect have been issued in Finance Department O.M.No.30132/F dated 13.07.2006, letter No.16950/F dated 02.04.2007 and letter No.45846/F dt. 16.10.2008.

2. According to para 3 (iv) of the aforesaid O.M. dated 13.07.2006 the A.G. (A&E) Orissa and Controller of Accounts, Orissa have been authorized to act as Fund Managers to manage deposits of funds under the New Pension Scheme as an interim arrangement. Now, in order to implement the said schemes in full-fledged manner the State Government have executed agreements with the National Securities Depository Limited (NSDL), Mumbai, the Central Recordkeeping Agencies and the N.P.S. Trust, New Delhi.

3. To operationalise the New Pension System as per the NPS Architecture, it is essential to register the D.D.Os as well as the employees of the State Government and members of AIS (except Defence) working in the State of Orissa and covered under NPS, by the NSDL before transfer of the funds to the regular Fund Managers appointed by the PFRDA.

4. All the DDOs shall be registered on the basis of submission of physical application forms to NSDL, Mumbai in the prescribed Form N3 (Annexure-N3). In respect of subscribers i.e. State Government employees recruited on or after 01.01.2005 and AIS officials appointed on or after 01.01.2004 it is clarified that they shall be registered in the prescribed Form S1 (Annexure-S1).

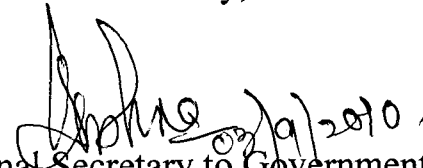
5. All the DDOs shall fill in the N3 Forms as per instructions laid down in the Forms, and same shall be attested by the concerned District Treasury Officers/Special Treasury Officers. The employees covered under NPS shall fill in S1 Forms as per instructions laid down the said form which shall be attested by the DDOs concerned. These duly filled in S1 forms attested by the concerned DDOs shall be submitted to the concerned DTOs/Spl. DTOs both in hard and soft copy form by 25.09.2010 failing which their salary bill for the month of September,2010 shall not be entertained by the concerned Treasuries.

6. Similarly, DDOs who are drawing their salaries through Sub-Treasuries shall fill in Form N3 and ensure filling up of Form S1 by the employees who are covered under NPS for their registration with NSDL, Mumbai and submit the same to the concerned Sub Treasuries both in hard and soft copy form by 20.09.2010 failing which their salary bill for the month of September,2010 shall not be entertained by the concerned Sub-Treasuries. The Sub-Treasuries shall send the data base to concerned District Treasuries by 25.09.2010 for consolidation of the data base at their level. The N3 forms for registration of DDOs submitted by the Sub-Treasury Officers shall be attested by the concerned District Treasury Officers.

7. The DTOs/Spl. DTOs shall send the consolidated data base of DDOs in N3 form and employees covered under NPS in S1 form to the Director, Treasuries & Inspection, Orissa within seven days from the date of receipt of the same for onward transmission to the Central Recordkeeping Agency, NSDL, Mumbai for registration. The format for registration issued earlier are here by withdrawn with immediate effect. The new prescribed forms can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).

You are requested to issue suitable instructions to your subordinate offices indicating the above details for immediate registration of the D.D.Os as well as the employees under the coverage of New Pension System to operationalise the New Pension Scheme in full-fledged manner.

Yours faithfully,

  
Additional Secretary to Government

**Memo No. 37818(10)/F Dated 3.9.2010**

*along with copy of the enclosures*

Copy forwarded to the Secretary to Governor, Orissa/Secretary to Chief Minister, Orissa/ P.S. to Minister, Finance, Orissa/ Secretary to Orissa Legislative Assembly, Bhubaneswar/All Revenue Divisional Commissioners/Secretary to O.P.S.C, Cuttack/Accountant General(A&E), Orissa, Bhubaneswar/Accountant General (Audit), Orissa, Bhubaneswar for information and necessary action.

*PK 3/9/10*

**Deputy Secretary to Government**

**Memo No. 37819(285)/F Dated 3.9.2010**

*along with copy of the enclosures*

Copy forwarded All District and Session Judges/All F.As and A.F.As/All Sub-Collectors/ All Treasury, Special Treasury and Sub-Treasury Officers/Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar /Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

*PK 3/9/10*

**Deputy Secretary to Government**

**Memo No. 37820(120)/F Dated 3.9.2010**

*along with copy of the enclosures*

Copy forwarded to all Officers and all Branches of Finance Department/Deputy Examiner, Local Fund Audit, Finance Department/ Efficiency Audit Organization, Finance Department for information.

*PK 3/9/10*

**Deputy Secretary to Government**

**Memo No. 37821 /F Dated 3.9.2010**

*along with copy of the enclosures*

Copy forwarded to the Principal System Analyst and Portal Head, C.C.F, Secretariat for information and necessary action.

He/She is requested to please launch this Office Memorandum along with the Annexures at once in the Website ([www.orissa.gov.in/finance/index.htm](http://www.orissa.gov.in/finance/index.htm)) of Finance Department for general information.

*PK 3/9/10*

**Deputy Secretary to Government**

**CENTRAL RECORDKEEPING AGENCY**

**DDO REGISTRATION FORM**

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

*This form is to be used for the purpose of registration of Drawing and Disbursing Office (DDO) and equivalent entities in State Governments and Union Territories.*

DDO Registration Number :   
(To be allotted by CRA)

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

1. DDO TAN (Optional):   
(Refer to instruction no.11)

2. Name of the DDO Office\*:

3. DDO Address:  
Flat/Unit No, Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

Phone No. \*   
(STD code)

(Phone No.)

Alternate Phone No:

4. Official Email ID\* (Refer to instruction no.5)

5. Authorised contact persons designation \*:

6. Name of the Department:

7. (a) Name of the Ministry \*: (Refer to instruction no.6)

DDO stamp and Signature of Authorised Signatory

(b) Existing DDO Code\*:  (Refer instruction no. 7)

8. DTO Registration Number\*:  (Refer instruction no.8)  
(To be filled by DTO)

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

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

<b>DDO Stamp</b>	<b>Signature of Authorised Signatory of DDO</b>	<b>Date:</b>  <b>Place:</b>
	<b>Name of Authorised Signatory :</b>	

<b>To be attested by DTO</b>		<b>Date:</b>  <b>Place:</b>  <b>Name of Authorised Signatory :</b>
<b>DTO Stamp</b>	<b>Signature of Authorised Signatory</b>	_____
	<b>DTO Reg. No. (Allotted by CRA)</b>	
<b>(Refer instruction no.9)</b>		

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

**Instructions for filling the form:**

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (\*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted. by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:  
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).  
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

**Application for Allotment of Permanent Retirement Account Number (PRAN)**

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

Acknowledgement No.   
(To be filled by FC)

Permanent Retirement Account Number :   
(To be filled by FC after PRAN generation)

To affix recent  
Coloured photograph  
(3.5 cm × 2.5 cm)

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

**Section A - Subscribers Personal Details** (\* Indicates Mandatory Field)

Signature/Left Thumb Impression  
of Subscriber in black ink

1. Full Name (Full expanded name: initials are not permitted)

Please Tick as applicable, Shri  Smt.  Kumari

First Name \*

Middle Name

Last Name

2. Gender \* Please Tick as applicable, Male  Female

3. Date of Birth \*  4. PAN

D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

5. Father's Full Name:

First Name \*

Middle Name

Last Name

6. Present Address:

Flat/Unit No, Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

7. Permanent Address: If same as above, Please Tick  else,

Flat/Unit No, Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

8. Phone No.    
STD Code Phone No.

9. Mobile No.



**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				
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3. Relationship with the Nominee\*:

1st Nominee										2nd Nominee										3rd Nominee									
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4. Percentage Share\*:

1st Nominee					2nd Nominee					3rd Nominee				
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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									
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**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.

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.																			
Date : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> D D M M Y Y Y Y																			
										Signature/Left Thumb Impression of Subscriber									



## INSTRUCTIONS FOR FILLING PRAN FORM

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

Sr. No.	Item No	Item Details	Guidelines for Filling the Form
<b>Section A - Subscribers Personal Details</b>			
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	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
<b>Section B - Subscribers Employment Details</b>			
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) or equivalent number, if it has been allotted to the subscriber by the respective state government / Union Territory.
6	8 & 9	DTO Reg. No. & DDO Reg. No.	DTO Reg. No. and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency.
<b>Section C - Subscriber's Nomination Details</b>			
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.
<b>Section D - Subscriber scheme details</b>			
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 <a href="http://www.npscra.nsdcl.co.in">http://www.npscra.nsdcl.co.in</a>			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on <a href="http://www.npscra.nsdcl.co.in">http://www.npscra.nsdcl.co.in</a> 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.nsdcl.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.nsdcl.co.in>  
Call us at 022-24994200  
e-mail us at [info.cra@nsdl.co.in](mailto:info.cra@nsdl.co.in)  
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.