GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

***
NOTIFICATION

No. 19176 / Dated 09.07.2015
FIN-NPS-0002/2015

SUB: WITHDRAWAL / EXIT POLICY UNDER NATIONAL PENSION SYSTEM (NPS) TO BE SETTLED AT THE LEVEL OF INTERIM FUND MANAGERS (IFMs).

The New Pension Scheme (NPS) has been introduced for State Government Employees working in pensionable establishment w.e.f. 1.1.2005 vide Finance Department Notification No.44451/F dated 17.9.2005. The New Pension Scheme which is rechristened as National Pension System at present is functioning as per the laid down procedure of Pension Fund Regulatory Development Authority (PFRDA), New Delhi. Pension Fund Regulatory Development Authority (PFRDA), New Delhi are yet to finalize the Exit Rules under NPS for Government employees subscribers governed under Pension Fund Regulatory Development Authority (PFRDA) architecture. In the meantime, some of the subscribers who had been enrolled under NPS in the State have either resigned or retired from Government service or died which has necessitated putting in place an Exit Policy for settlement of their claims.

After careful consideration, Government of Odisha have decided to put in place an Exit Policy for settlement of the claims of the subscribers covered under NPS who have either resigned or retired from Government Service or died and their contributions are lying with Accountant General (A&E), Odisha and Controller of Accounts, Odisha (Interim Fund Managers), as the case may be which is as under:

1. Withdrawal / Exit under NPS to be settled at Interim Fund Managers (IFMs) level:

   All identified cases (Death/Retirement/Invalidation/Resignation) whose pension contributions are lying with the A.G (O) and Controller of Accounts, Odisha (Interim Fund Managers), before the commencement of the PFRDA architecture are to be settled at the level of A.G (O) / Controller of Accounts (O), as the case may be. In such cases, the entire accumulated pension wealth shall be paid to the claimant.

   The detailed procedure of withdrawal at Annexure–A along with application form at Annexure-B and declaration at Annexure-C has been enclosed.

   By order of the Governor

   Additional Chief Secretary to Government
Memo No. 19177 /F, Dated 09.07.2015
Copy along with Annexure-A, B & C forwarded to the Secretary to Governor, Odisha/ Secretary to Chief Minister, Odisha/ Private Secretary to Minister, Finance, Odisha/ Secretary to OLA, Bhubaneswar/ All R.D.Cs/ Secretary to O.P.S.C, Cuttack/ Accountant General (A&E), Odisha, Bhubaneswar/ A.G (Audit), Odisha, Bhubaneswar for information and necessary action.

Memo No. 19178 /F Dated 09.07.2015
Copy along with Annexure- A, B & C forwarded to All Departments of Govt./All Heads of Departments for information and necessary action.
They are requested to circulate this Notification among the subordinate offices working under their administrative control immediately.

Memo No. 19179 /F, Dated 09.07.2015
Copy along with Annexure- A, B & C forwarded to the Director of Treasuries and Inspection, Odisha for information and necessary action.

Memo No. 19180 /F Dated 09.07.2015
Copy along with Annexure- A, B & C forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information and necessary action. He is requested to publish the Notification in the next issue of Odisha Gazette and supply 1000 (one thousand) copies to this Department.

Memo No. 19181 /F, Dated 09.07.2015
Copy along with Annexure- A, B & C forwarded to All Collectors/ All District and Session Judges/All Financial Advisors and Asst. Financial Advisers/ 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.
Memo No. 19182 /F, Dated 09.07.2015
Copy along with Annexure- A, B & C forwarded to all Officers and all Branches of Finance Department/Deputy Examiner, Local Fund Audit, Finance Department/ Efficiency Audit Organization, Finance Department for information and necessary action.

Under Secretary to Government

Memo No. 19183 /F, Dated 09.07.2015
Copy along with Annexure- A, B & C forwarded to the Principal System Analyst and Portal Head, C.C.F, Secretariat for information and necessary action.
He / She is requested to host this Notification in the Odisha Government Web site for wide circulation.

Head State Portal Group,

Under Secretary to Government

Memo No. 19184 /F, Dated 09.07.2015
50 (Fifty) copies along with Annexure- A, B & C to Guard File

Under Secretary to Government
Detailed Procedure for Withdrawal / Exit under NPS to be settled at the level of Interim Fund Managers (IFMs)

1.1 The withdrawal request shall be in the prescribed Form which is enclosed in Annexure - B.

1.2 The process of withdrawal shall be initiated from the level of the Head of office of the Ex- subscriber (where the last salary was drawn) on receipt of requisite withdrawal Application Form.

1.3 The application should be filled in all respects by the Ex-Subscriber / Nominee / Legal Heir (s) (in case of death) in black ink without any over write or corrections.

1.4 All the mandatory fields should be filled in with correct postal address and should be accompanied by the documents prescribed as detailed in the Application Form.

1.5 In case of Death of the subscriber, the documents such as photo copy of the Death Certificate, Legal Heir Certificate duly attested by the Head of Office are to be submitted along with the Application for onward transmission to Pension Sanctioning Authority (PSA).

1.6 The Ex- Subscriber / Nominee / Legal Heir (s) (in case of death) shall produce all the original documents at the time of submission of Application Form for verification of the photo copy of documents attached in the Application Form by the Head of Office. After verification, the Head of Office shall put his/her signature in the photo copy of each documents attached to withdrawal Application Form as a token of verification.

2. Provisional Account Statement in DCPS issued by IFMs

2.1 It is mandatory for the Ex- Subscriber / Nominee / Legal Heir (s) (in case of death) to attach the Provisional Accounts Statement which has been issued in his/her favour by the Interim Fund Manager [A.G.(A&I), Odisha / Controller of Accounts Odisha ] in the Application Form.

2.2 In case the subscriber has not received the Provisional Accounts statement, the same can be downloaded from the Odisha Treasury Portal.(www.odishatreasury.gov.in)

2.3 The Ex- Subscriber / Nominee / Legal Heir (s) (in case of death)
may also point out any mistake / omission in the Provisional Account Statement issued by the Interim Fund Manager [A.G.(A&E) Odisha / Controller of Accounts Odisha] at the time of submission of withdrawal Form to Head of Office.

3. Verification by the Head of Office

3.1 After receipt of the Application Form from the Ex-Subscriber / Nominee / Legal Heir(s), the Head of Office shall verify all the entries and incorporate the details of un-posted recoveries made towards NPS in the Provisional Accounts Statement. The Head of Office shall also certify in Part-E of the Application Form with attestation of all documents attached and indicate the outstanding Government dues if any with his/her Official seal and forward the same to the respective Appointing Authority or such Authority as nominated by Appointing Authority as Pension sanctioning Authority (PSA) under intimation to Treasury Officer.

3.2 The Head of Office is also required to obtain an undertaking from the Ex-Subscriber / Nominee / Legal Heir(s) (in case of death) for recovery of any excess/irregular payment made in the prescribed format as appended in Annexure- C.

4. Verification at the PSA

4.1 The Appointing Authority or such Authority as nominated by the Appointing Authority as Pension sanctioning Authority (PSA) shall verify the Application Form and forward the same along with other documents directly to the Interim Fund Manager [A.G. (A&E) Odisha / Controller of Accounts Odisha] under intimation to NPS Cell, Directorate of Treasuries & Inspection, Odisha with due countersignature.

5. Verification & Issue of Authority by IFMs

5.1 The Interim Fund Manager shall verify each instance of mistake / omissions pointed out by the Subscriber / Head of Office and the details of recoveries attached in the Application Form with the Ledger maintained by them for the purpose.

5.2 After due verification and after being satisfied with correctness of the information furnished, the Interim Fund Manager shall reconcile the PPAN Account of the Subscriber.
5.3 The Authority of payment shall be issued by the Interim Fund Manager [A.G. (A&E) Odisha / Controller of Accounts Odisha] to the Head of Office under intimation to Appointing Authority, Directorate of Treasuries & Inspection, Odisha, Treasury and person concerned.

5.4 **In case of withdrawal upon Death of the Subscriber, the entire accumulated Pension wealth shall be paid to the Nominee / Legal Heir (s) of the Subscriber. The 1st preference shall be given to Spouse (Husband/Wife). In absence of spouse, the entire accumulated pension wealth shall be equally distributed among all eligible legal heirs.**

[Rule 56 of Odisha Civil Service (Pension Rule-1992)]

6. **Drawal of NPS amount**

6.1 The Drawing and Disbursing Officer (DDO) of the Head of Office shall prepare a Bill in the Miscellaneous Bill Form (T.O. 13) based upon the Authority received from IFMs for drawal of the accumulated pension wealth.

6.2 The beneficiary list shall be prepared by the DDO basing on the Bank details mentioned by the EX-Subscriber / Nominee/ Legal heir (s) in the withdrawal Application Form.

6.3 The claim shall be presented to the authorized Treasuries/ Sub-Treasuries under the Head of Account 00-8342-00-117-1766-91083-820 - deposit of employee and employer contribution to NPS. The payment shall be made by direct credit to the Bank Account of the Ex-Subscriber /Nominee/ Legal Heir mentioned in the Withdrawal Application Form.

6.4 Any Government dues outstanding for recovery is to be recovered from the amount authorized by the Interim Fund Managers (IFMs) and credited to Government account to respective Head of Account through challan. If more than one recovery is to be made, then separate challan shall be used for each Head of Account of recovery.
6.5 While making recovery of the outstanding advances from the nominee/legal heir of the deceased subscriber, the amount of interest on advance, if any, not already recovered and outstanding for recovery, shall not be recovered and recovery of the same shall be deemed to have been waived.

**Documents to be enclosed with the Withdrawal / Exit Application Form.**

1. Passport size Photograph duly attested by DDO.
2. Cancelled Cheque / Bank Certificate on the bank letter head indicating the Bank name and address, Bank account number, IFS Code and MICR code.
3. Copy of Bank Passbook / Bank Statement should be self attested by the Subscriber and mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.
4. KYC documents (address and Photo ID proof) should be written with "verified with the original" and attested by mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.
5. Copy of the Provisional Account Statement issued by A.G. (A&E), Odisha and Controller of Account, Odisha.
7. **In case of Death:**
   i. Photo copy of the Death Certificate issued by the local authority.
   ii. Photo copy of the Legal Heir Certificate issued by the competent authority.
   iii. Bank details of the Legal Heir (Photo copy of Bank Account, MICR Number and IFS Code).
ANNEXURE - 'B'

APPLICATION FORM FOR WITHDRAWAL OF ACCUMULATED PENSION WEALTH (NPS) FROM INTERIM FUND MANAGER [A.G.(A&E) ODISHA / CONTROLLER OF ACCOUNTS ODISHA]

PART-A

(Information about the Subscriber Employee to be filled in capital letters)

1. Full Name of the Employee :
   (As in the Service Book/ Roll)

2. Father's Name of the Employee :

3. Name of the Spouse of the Employee :

4. PPAN allotted by A.G.(O)/CoA Odisha :

5. Date of Birth of the Employee :

6. Date of Joining to the Govt. Service :

7. Reason of Withdrawal of NPS Fund :
   (Death/Retirement/Invalidation/Resignation)

8. Date of Death/Retirement/Invalidation :

9. Name of the Last Office attended :

10. Designation of the Appointing Authority :

11. Whether any government dues outstanding against the subscriber/ employee, if so the details there of:
   (*No demand of Government dues "Certificate issued by the D.D.O. where last salary was drawn is to be enclosed)

PART-B

(Information of the Person entitled/ Claimant to receive claim to be filled in capital letters)

1. Full Name of the Claimant :

2. Father's Name of the Claimant :

3. Relationship with the Employee :

4. Proof of Identity attached :
   (Any two among: Voter Id/Electric Bill/Driving License/ Passport/ PAN Card/ Aadhaar Card)

5. Date of Birth of the Claimant :

6. Claimant's current Address :
7. Name of the Legal Guardian
   (If the Claimant is Minor/ Mentally Retarded)

8. Proof of Legal Guardianship

PART-C
(Bank Details of Person entitled/ Claimant to receive claim to be filled in capital letters)

1. Type of Bank Account
   (Savings/Current A/C)
2. Bank Account Number

3. Bank Name

4. Bank Branch

5. Bank Address

6. Bank IFS Code

7. Bank MICR Code (If available)

PART-D
(Declaration of the Person entitled/ Claimant to receive claim)

I Shri/ Ms. ______________________________ the Ex-Subscriber/Claimant/ Guardian of the minor Legal heir of NPS subscriber do hereby declare that the information provided above is true to best of my knowledge and belief. Govt. dues of Rs. ................. / No govt. dues pending against the subscribers employee for adjustment from the pension wealth.

Signature of the Claimant & Date
PART-E

(To be filled and attested by the DDO)

Certified that the above declaration and details has been signed / Thumb impressed before me by Shri / Ms. ____________________________

Govt. dues of Rs.______________/ No govt. dues pending against the subscribers employee for adjustment from the pension wealth.

Official Seal of the DDO

Signature of the DDO & Date

PART-F

(List of Documents Attached)

1.
2.
3.
4.
5.
6.
DECLARATION OF THE EX-SUBSCRIBER/ CLAIMANT / GUARDIAN OF THE MINOR LEGAL HEIR FOR RECOVRY OF ANY EXCESS / IRREGULAR PAYMENT MADE

I Shri/ Ms. _____________________________ the Ex-Subscriber/Claimant/ Guardian of the minor Legal heir of NPS subscriber do hereby give my free and full consent that if any over payment made to me is detected in future in respect of DCPS (PPAN) Account No. _____________________________ the same shall be recovered from my Bank Account or I will return the same amount as per the order of the competent Authority.

Signature of the Ex- Subscriber/Claimant /
Guardian of the minor Legal heir