GOVERNMENT OF ORISSA
FINANCE DEPARTMENT
*****
No Pen-40/2005- 16950(235)/F.,

From
Shri K.C.Mishra,
Joint Secretary to Government.

To
The Principal Secretary/Commissioner Cum. Secy./Sdtd.
Secretary/Secretary to Government, All Departments/
All Heads of Departments/ All Collectors.

Sub: Introduction of new Re-structured Defined
Contribution Pension Scheme- procedures regarding its
implementation.

Bhubaneswar, the 2nd April, 2007.

Sir/Madam,

Government have introduced a Defined Contribution Pension
Scheme (DCPS) vide Finance Department Notification dated
17.9.2005. The procedures for introduction of the new pension
scheme have been defined in Finance Department O.M.
No.30132/F dated 13.7.2006. All persons appointed in Government
establishments with effect from 1.1.2005 under pension-able
establishment shall be covered under the Defined Contribution
Pension Scheme. As required, the DDOs after receiving information
from the concerned employees in Annexure-I shall furnish the
required information in the prescribed format (Annexure-II) to the
Accountant General (A&E) Orissa/ Controller of Accounts, Orissa,
as the case may be, for necessary action. Those who are appointed
in a pension-able establishment against regular vacancies would
only be eligible to come under the New Pension Scheme. Now it has
come to the notice of the Government that from the information
forwarded by some Drawing & Disbursing Officers to the Office of
the A.G. (A&E) Orissa in Annexure-II, it is not possible to know
whether such appointments are made in a pension-able
establishment against regular vacancies in the regular scale/ at
consolidated salary or in a consolidated pay under Work-charged
establishment/Job Contract establishment etc. Therefore, it has
not been possible to implement the scheme although number of
appointments has been made with effect from 1.1.2005.

2. After careful consideration the State Government have
been pleased to issue the following clarifications/guidelines in
regard to implementation of the New Pension Scheme.

(i) The employees, who joined on or after 1.1.2005 in
Govt. of Orissa and that too only in a pension-able
establishment, shall become member of the scheme.
(ii) The DDOs concerned shall obtain the required information from the concerned Government servant in the prescribed proforma (Annexure-I) as per Finance Department O.M No.30132/F dated 13.7.2006. It will be the responsibility of the DDOs for obtaining such information from the Government servants.

(iii) Soon after receipt of the information from all the Government servants covered under the New Pension Scheme, the DDO shall furnish consolidated information for all those employees for the month to the office of the A.G. (A&E) Orissa/ Controller of Accounts, Orissa as the case may be by 7th of the following month. Besides the information furnished by the DDO, the appointing authority shall also furnish a certificate in Annexure-II itself to the following effect:

“This is to certify that the employee/employees mentioned above is/are appointed in a pensionable establishment against a regular vacancy/vacancies.”

Name & Signature of the Appointing Authority
(With seal)

(iv) It must be ensured that the information furnished in Annexure-II must carry the necessary certificate from the appointing authority. A sample copy of Annexure-II is enclosed for reference.

(v) For the purpose of validation of the appointments made so far on or after 1.1.2005, fresh information in Annexure-II (As indicated) shall be furnished to AG (A&E), Orissa/ Controller of Accounts, Orissa as the case may be, with a copy to Finance Department. Any wrong information furnished in Annexure-II shall be the responsibility of the Appointing Authority as well as the DDO.

(vi) No recovery will be made from the salary of the person for the month in which he joins in Government service. The recovery will start from the salary of the following month in which the Government servant has joined in service.

(vii) The DDO will maintain separate pay bill register in respect of the government servants joining Government service on or after 1.1.2005. The DDO will have to prepare a separate pay bill in respect of these government servants and will send the same with all the schedules to the treasury.

(viii) The DDO will prepare a recovery schedule in duplicate in the prescribed form (Annexure-iv) as per Finance Department OM No-30132/F Dt 13.7.2006 indicating the contribution of each employee under Tier-I and attach it with the pay bills.
The amount to be recovered from the pay bill of the employee(s) towards his/her contribution will not be exhibited in the inner column of the pay bill. Bank Draft towards the employee’s contribution will be obtained as per the schedule of recovery attached to the pay bill. Thus the net salary payable exhibit employee’s contribution to DCPS for which BD is obtained and the balance amount payable to the employee(s) concerned. The DDO will maintain a separate register for the purpose.

(x) The amount recovered from the pay bills shall be remitted in shape of a bank draft along with a copy of the recovery schedule in Annexure-IV under Tier-I to the designated officer in the O/O AG (A&E) Orissa /Controller of Accounts, as the case may be, in respect of the establishment(s) in his/her charge.

(xi) Arrears of subscription to the contribution scheme from 1.1.2005 will be deducted from the employees, who joined on or after 1/1/2005 along with current amount. One additional installment of subscription per month shall be recovered from the concerned employee(s) till recovery of the entire arrear amount.

(xii) The reasons for non-recovery from a particular employee in any month shall be furnished by the DDO concerned in the recovery schedule without fail.

(xiii) Tier-II will not be made operative till funds under Tier-I are transferred to Pension Fund Regulatory & Development Authority or Funds Manager or any other decision is taken thereon to this effect.

I would therefore, request you kindly bring it to the notice of the DDOs under you for necessary action at their end.

Yours faithfully,

Joint Secretary to Government.

Mcno No-16951(2)G., dt.2.1.2007

Copy forwarded to AG (A&E), Orissa, Bhubaneswar/Controller of Accounts, Orissa, Bhubaneswar for information and necessary action.

Joint Secretary to Government.
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**Account Details:**

**Name of the D.O.**

**Official Seal:**

**Signature of the D.O.:**

**Vacancy/Leave:**

Postponable establishment agreement to a regular

This is to certify that the employee/employees

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**Name of the Appointing Authority:**

**With Seal:**

**Signature of the Appointing Authority:**

**Pensionable establishment agreement to a regular**

**Annexure II**

**Format in which information is required to be sent by drawing and disbursing officer to**

**Name of Office and Address:**

**Name of D.O.**

**Code No:**

**Accounts, Orissa:**

**The Accounts Officer, Fund Management Office of the A.G.O.R, Orissa, Controller Of**