

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 13925/F,  
FIN-NPS-SCHEME-0002-2019

Dated 10.05.21

**OFFICE MEMORANDUM**

**Sub: Revised procedure for submission of online application in IFMS for generation of Permanent Retirement Account Number (PRAN) in National Pension System (NPS).**

The operational procedure for submission of online application in IFMS for allotment of Permanent Retirement Account Number (PRAN) in National Pension System (NPS) has been laid down vide Finance Department O.M. No-32720/F, Dt.24.09.2019.

2. It has come to notice that, difficulties are being faced by the Drawing & Disbursing Officers in updating PRAN of employees in HRMS due to manual intervention. The delay in updation results in late transfer of contributions (employee & employer).

3. In order to make the process completely online and to ensure deduction of NPS contribution from 2nd month's salary of the employee, IFMS and HRMS have been integrated. This will eliminate manual intervention and facilitate auto synchronization of employee data between IFMS and HRMS. The basic information of employees present in HRMS will be automatically populated in the NPS-ESS module of IFMS. The subscribers are not required to fill them up again at the time of submission of PRAN Application. In case of any change in personal data, he/she shall first rectify the information available in HRMS & then apply for PRAN in IFMS.

4. After careful consideration, Government have been pleased to revise the extant procedure for online application for allotment of Permanent Retirement Account Number (PRAN) in IFMS. The procedural details are outlined below:

Existing Procedure	Revised Procedure
<p><b>(A) Submission of Application for PRAN generation:</b></p> <p>i. Employee ID issued by HRMS is the pre-requisite for online Application for allotment of PRAN. DDOs of the respective offices will create Employee Id in HRMS soon after the joining of the new employee. DDOs will create Login credentials in IFMS for the newly joined employees for online submission of PRAN Application Form.</p>	<p><b>(A) Submission of Application for PRAN generation:</b></p> <p>i. The DDOs will create the login ID for newly joined employee as per the extant procedure.</p>

ii. Employee will access IFMS using his/ her User ID created by DDO and apply for PRAN allotment. Employee will fill up the Common Subscriber Registration Form (CSRF) online and submit it to the Head of Office/ DDO. IFMS will generate an Application ID. The employee will take the Application ID for future reference and tracking of Application status. He/ She will also upload the scanned copies of documents like, photograph, Aadhaar Number, PAN, Residential proof, appointment letter etc. and submit online to Drawing and Disbursing Officer (DDO).

ii. Employee will access IFMS using his/her User ID created by DDO and apply for PRAN allotment.

a. The submission of online Application in IFMS shall be based on the information available against the Employee ID issued by HRMS. At the time of filling up of online Application in IFMS, the employee needs to enter his/her HRMS ID available in the 1<sup>st</sup> page of CSRF to fetch the information such as **Name, Date of Birth, Date of Joining to Government Service, PAN, Aadhaar Number and DDO Code**. The information so populated is to be confirmed by the applicant. After confirmation, other information can be provided by the applicant in the online Application Form.

b. If the applicant finds that the information fetched from HRMS and auto populated is not correct, he/she will update the HRMS database prior to submission of Application in IFMS.

c. After filling up of necessary details, He/ She shall upload the scanned copies of documents like, photograph, Aadhaar Number, PAN, residential proof, appointment letter etc. and submit online to Drawing and Disbursing Officer (DDO). Once submitted, the online Application ID will be generated.

d. The employee will take the Application ID for future reference and tracking of Application status.

Henceforth, the employees shall follow the above revised procedure for submission of PRAN Application in IFMS-Odisha. Once the PRAN is generated and received in IFMS, the PRAN details will be auto populated in HRMS in real time basis through integration.

This will be effective from the date of issue of this Office Memorandum.

*Dem*  
*10.05.21*  
Director Small Savings

Memo No. 13926 /F

Dated 10.05.21

Copy forwarded to All Departments of Government/ All Heads of Departments/ All Collectors/ All District and Session Judges/ All Revenue Divisional Commissioners/ Commissioner-cum-Secretary to Hon'ble Governor, Odisha/ Private Secretary to Hon'ble Chief Minister, Odisha/ Private Secretary to Minister, Finance, Odisha/ Secretary, OLA, Bhubaneswar/ Secretary, O.P.S.C, Cuttack/ Secretary, Rajya Sainik Board, Odisha/ Director General, Gopabandhu Academy of Administration(GAA), Chandrasekherpur, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management (MDRAFM), Chandrasekherpur, Bhubaneswar/ All Sub-collectors/ Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

*SP Pradhan*  
10/5/2021  
Under Secretary to Government

Memo No. 13927 /F

Dated 10.05.21

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General, Puri for information.

*SP Pradhan*  
10/5/2021  
Under Secretary to Government

Memo No. 13928 /F

Dated 10.05.21

Copy forwarded to the Director of Treasuries and Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar/ Director of Local Fund Audit, Odisha, Bhubaneswar/ Commissioner of CT & GST, Odisha, Cuttack/ All Treasury Officers of District Treasuries and Special Treasuries/ Sub-Treasuries for information and necessary action.

*SP Pradhan*  
10/5/2021  
Under Secretary to Government

Memo No. 13929 /F

Dated 10.05.21

Copy forwarded to all Branches of Finance Department for information and necessary action.

*SP Pradhan*  
10/5/2021  
Under Secretary to Government

Memo No. 13930 /F

Dated 10.05.21

Copy forwarded to the Principal System Analyst and Portal Head, IT Centre, Lok Seva Bhawan for information and necessary action.

He/ She is requested to host this Memorandum in the website of Finance Department for general information.

*SP Pradhan*  
10/5/2021  
Under Secretary to Government

Memo No. 13931 /F Dated 10.05.21

Copy forwarded to Principal PS to Principal Secretary, Finance and PS to Director Small Savings for kind information of Principal Secretary, Finance and Director Small Savings.

*S Pradhan*  
10/5/2021  
Under Secretary to Government