

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 14037 /F, Bhubaneswar
FIN-NPS-SCHEME-0002-2021

Date 11-05-2021

OFFICE MEMORANDUM

Sub: **Procedure for online submission of NPS contribution in respect of Government employees who are under deputation to various organizations or are not drawing their salaries through Treasuries – revision of remittance of NPS contributions.**

The operational procedure for online submission of NPS contribution in respect of Government employees who are under deputation to various organizations or are not drawing their salaries through Treasuries have been laid down vide Finance Department Letter No. 22298/F, dated 14.08.2015.

2. In the existing process, facility has been provided in IFMS to the Drawing and Disbursing Officers (DDOs) of the Foreign Bodies/ Non-Treasury Drawal Establishments for preparation of Subscriber Contribution Schedule(SCS). Then they submit the SCS to NPS Cell, Directorate of Treasuries and Inspection, Odisha (DT&I(O)) by mentioning the Unique Transaction Reference (UTR) Number against which they have deposited the contribution amount in the designated Bank Account of NPS Cell i.e. in AXIS Bank Ltd., Kharavela Nagar, Bhubaneswar.

3. In case of Government employees under deputation to various Organization both employee and employer contributions are deposited by the DDOs of the foreign bodies in respect of the Government employees. In case of Government employees whose salaries are not drawn through Treasuries, the concerned DDO remit only the employee contribution after recovering it from salary bill of the employee. In the latter case, matching Government contribution is drawn by the NPS Cell of DT&I(O). After verification of the submitted SCS and the deposited employee contribution in the designated Bank Account (AXIS Bank Ltd., Kharavela Nagar, Bhubaneswar), the NPS Cell of DT&I(O) upload the contribution file to CRA-NSDL and remit the contribution to the Trustee Bank.

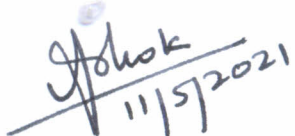
4. The following issues have come to notice in the above described procedure:

- i. Present process does not provide facility for online deposit of NPS contributions directly to the designated Government Account at the time of preparation and submission of SCS by such DDOs.
- ii. In the current system IFMS is unable to verify the correctness of the UTR number with amount mentioned in the NPS Schedule. Instances are there where the amount recorded in the schedule and the amount transferred through UTR are different, resulting in delay in transfer of the same to the concerned PRAN accounts.
- iii. Also, in some cases the NPS contribution amounts deposited by the DDOs are not accounted for in the State Account.
- iv. Further, due to non-availability of tagging between submission of NPS schedule in IFMS and electronic fund transfer to Trustee bank, there are issues relating to reconciliation and timely uploading of the contribution files to CRA-NSDL.

5. In order to address the above issues and to make the process more effective and seamless, it has been decided to provide a facility in IFMS to the DDOs of the Foreign Bodies and Non-Treasury Drawal Establishments for online deposit of NPS contributions to the designated Government Head of Account at the time of preparation and submission of NPS Schedules of their employees covered under NPS.

6. In the revised procedure, the DDO concerned shall prepare the SCS in the Non-Treasury drawal interface of IFMS using the operator login and forward the same to the approver login for payment of contribution through online mode of IFMS platform. In that case, the DDO shall deposit the NPS contribution amount by selecting the mode of payment like Debit card, Net Banking or Over the Counter etc. After successful payment, the system will provide e-challan reference number as an evidence of payment done. The e-challan number will be generated and inserted at the appropriate place of NPS schedule prepared by the DDO. Once the challan number is generated, the submit option will be available at the DDO end to forward the schedule to the NPS Cell. The detailed procedure is attached in "Annexure-I".

7. After receipt of contribution files from the DDOs of the Foreign Bodies/ Non-Treasury Drawal Establishments in IFMS, the NPS Cell of DT&I(O) shall consolidate all the files of different offices and upload the subscriber contribution files to the NPSCAN of CRA-NSDL, Mumbai following the existing procedure and remit the contribution amount to the Trustee Bank after drawal of the same from concerned Government Head of Account.


11/5/2021
Principal Secretary to Government

Memo No. 14038 /F

Date 11-05-2021

Copy along with Annexure-I 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.

sPradhan
11/5/2021
Under Secretary to Government

Memo No. 14039 /F

Date 11-05-2021

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

sPradhan
11/5/2021
Under Secretary to Government

Memo No. 14040 /F

Date 11-05-2021

Copy along with Annexure-I forwarded to the Director of Treasuries and Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar/ Director, 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.

sPradhan
11/5/2021
Under Secretary to Government

Memo No. 14041 /F

Date 11-05-2021

Copy along with Annexure-I forwarded to all Branches of Finance Department for information and necessary action.

sPradhan
11/5/2021
Under Secretary to Government

Memo No. 14042 /F

Date 11-05-2021

Copy along with Annexure-I forwarded to Principal P.S to the Principal Secretary, Finance Department/ P.S to Director Small Savings for kind information of the Principal Secretary, Finance and the Director Small Savings.

sPradhan
11/5/2021
Under Secretary to Government

Memo No. 14043 /F

Date 11-05-2021

Copy along with Annexure-I 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.

sPradhan
11/5/2021
Under Secretary to Government

PROCEDURE FOR ONLINE DEPOSIT OF NPS CONTRIBUTIONS OF ELIGIBLE STATE GOVERNMENT EMPLOYEES BY DRAWING & DISBURSING OFFICERS (DDOs) OF FOREIGN BODIES & NON-TREASURY DRAWAL ESTABLISHMENTS

To operate in NPS-ESS Module of IFMS, each Non Treasury Drawal DDO shall be provided with two Logins: One for Operator and other for Approver.

- i. The DDO-Operator User shall login IFMS Portal by using URL: <https://www.odishatreasury.gov.in/npsess>. To login into application, the DDO-Operator shall use the User ID and Password provided by NPS Cell, DT&I(O).
- ii. After successful Login, the user will get the **Non-Treasury User Home** Page where at the top navigation bar as well as in all forms user's basic information will be displayed.
- iii. Click the Menu, select Non-Treasury and then click on NPS. Non-Treasury NPS details will be appeared in the Screen. Click on Insert to prepare the online NPS Schedule of the employees and to ascertain the total monthly NPS Contribution amount and to save in the task list.
- iv. Once saved successfully, Reference ID with date will be auto generated for the NPS Schedule.
- v. Operator may edit or forward the same to DDO-Approver selecting from the task list.
- vi. DDO-Approver will login to NPS-ESS of IFMS by using his/her User ID and Password provided by NPS Cell, DT&I(O). The forwarded NPS Schedule by DDO-Operator will be available in the task list of DDO-Approver.
- vii. DDO-Approver will select the NPS Schedule from the Task list and verify it. DDO can also modify the NPS Schedule forwarded by operator. If found correct, then, DDO-Approver shall proceed to pay NPS contribution amount in online mode. In this regard, he/she shall click on "Proceed to Payment" button at the bottom of the page.
- viii. On click, the Challan details like: purpose, Department specific information, Depositors Details will be auto populated in the Challan Form, which are to be confirmed by DDO and to proceed for payment.
- ix. The DDO-Approver of Foreign Bodies/ Non-Treasury Drawal Establishments has to choose from any of the following available mode of payment options
 - a) All Debit Card, UPI, Net banking (Using the Payment Gateway Service SBI e-Pay)
 - b) Debit Card (Using Debit Card of ICICI Bank)
 - c) Net banking (Using Net banking facility of any of the 15 accredited Banks)
 - d) Over the Counter (By paying over the Bank Counter of any of the 11 accredited branches through Cash/ Cheque/ Draft)

After choosing any of the available payment options, the user may provide the Descriptive details of the Deposit under Remark Column and then 'Proceed to Payment' after accepting the IFMS Portal's Terms and Conditions.

- x. Procedure for Payment using different modes:
- a) **All Debit Card, UPI, Net banking** – This option can be used for payment through Payment Gateway service SBI e-Pay. The user can avail Debit Card, Credit Card, Net banking, UPI and NEFT modes of payment of numerous banks/agencies. The user can choose any of the accredited banks/agencies in which he/she intends to make payment and proceed to make payment following the displayed instructions of the bank site/ UPI Agency.
 - b) **Debit Card** – The user can choose the option for payment through ICICI Bank Debit Card and can make payment by following instructions of the bank site.
 - c) **Net banking** – The facility is provided for payment through Net banking in any of the 15 Banks Integrated with IFMS. The user can choose any of the Banks in which he/she has Net banking credentials and proceed to make payment by following the instructions of the Bank site.
 - d) **Over the Counter** – Through this option, user can choose any of the GBSS enabled 11 banks available in whose counter the deposits to be made either through Cash/ Cheque/ draft. The list of available Bank branches providing this facility can be found under "**Offline Bank Branch**" in the "**e payment**" link of IFMS Portal. The user can proceed with the chosen bank and generate an 'offline challan' form in Odisha Treasury portal by following the instruction of the Bank site. The offline challan shall contain the Challan Reference ID generated from Treasury portal. The user then has to take a print out of the offline challan to any of the accredited GBSS enabled Branches of the chosen bank and deposit the due amount in the bank counter either through Cash/ Cheque/ draft. The Bank shall issue an acknowledgement by embossing the seal of the branch with signature along with the bank transaction ID on the body of the challan submitted by the user and return the same to the user. The bank shall retain the counter foil of challan submitted by the depositor. In case of deposits made through cash or draft, payment is made instantly successful, whereas in case of cheques successful transaction is reported after the cheque gets due clearance from the issuing bank.
- xi. Once, payment is successful, Online payment ID and Date will be auto generated and will be populated in the NPS Schedule against deposited amount.
- xii. After receipt of the information from RBI, system generated challan number will be generated at Treasury Portal against the successful transactions denoting credit of the amount to the State Exchequer. In case of payments made through Banks, challan number is generated on **T+1** working day whereas in case of payments made through Payment Gateway, challan number is generated on **T+2** working days, 'T' being the date of payment made.
- xiii. After generation of challan number, the same along with challan date is reflected on the NPS Schedule at DDO Approver end and will allow DDO to submit the same to NPS Cell, DT&I(O).
- xiv. After successful submission, DDO Approver shall take the Print copy of the NPS Schedule and submit the same to NPS Cell, DT&I(O) with his/her Seal & Signature. DDO Approver may also send the scanned copy of the Signed NPS Schedule (Annexure) to the designated Mail ID of the NPS Cell (npscelldti@orissatresury.gov.in) of DT&I(O).

- xv. After receipt of the files from the DDO, the NPS Cell of DT&I(O) shall approve those files with due verification of Challan amount and upload the subscriber contribution files to NPSCAN of CRA- NSDL, Mumbai following the existing procedure.
- xvi. Based on the Contribution Submission Form (SCF), NPS Cell shall draw the contribution amount (Both Employee & Employer contribution) deposited by DDO concerned of the Foreign Body from Head of Account- 8342 and remit to the Trustee Bank.
- xvii. In case of Government employees whose salaries are not drawn through Treasuries, NPS Cell shall draw the employee contributions deposited by the DDO from Head of Account-8342. The matching Government contribution shall also be drawn by NPS Cell from Head of Account-2071. After drawal of both employee and employer contributions, the total contributions shall be remitted to the Trustee Bank by NPS Cell following the existing procedure.
