

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

No. 8115 /F., dated 25/3/2017  
FIN-NPS-0025/2016

OFFICE MEMORANDUM

**Sub: Refund of accrued pension wealth under National Pension System (NPS) for Government employees who have migrated to defined benefit scheme under Odisha Civil Services Pension Rule, 1992 from the defined contribution pension scheme (dcps) under NPS.**

Employees who had joined in pensionable establishments under the State Government service prior to 01.01.2005 and were governed under the OCS (Pension) Rules, 1992, on their subsequent appointment in any other post in a pensionable establishment under the State Government on or after 01.01.2005 have been allowed by State Government to be governed under the provisions of rule 34 (2) of the OCS (Pension) Rules, 1992 instead of National Pension System (NPS) by dint of technical resignation/ proper permission from the authority vide Office Memorandum No. 21920/F dated 5<sup>th</sup> June, 2012.

2. It has come to the notice of the Government that, prior to issue of such orders, the employees covered under O.C.S Pension Rule, 1992, on their subsequent appointment in any other post in a pensionable establishment under the State Government on or after 01.01.2005 were included under NPS and started contributing to NPS wealth. Government has also contributed the corresponding matching share to the NPS wealth. On their migration to O.C.S Pension Rule, 1992, by virtue of the Government O.M., they have started subscribing to their GPF/TPF account from their salary against previously allotted GPF/TPF account number maintained by A.G (O) and Controller of Accounts as the case may be.

3. As per the provisions of PFRDA, New Delhi these cases are considered as erroneous transfer of funds to NPS for which 100 percent refund of accrued pension wealth is allowed. These cases, however, shall not be covered under the procedure delineated for Exit / Refund regulation of PFRDA, New Delhi.

4. The accrued pension wealth of these employees consists of both the employees and employer's contributions ~~made by the Government~~. Hence, in the event of refund of the entire pension wealth accrued in the NPS Account in such cases; the wealth in respect of the employee contribution shall be separately credited to the respective bank account of the employees and the employer contribution shall be deposited in the receipt head of the State Government.

5. The NPS Cell of the State Nodal Agency i.e. Directorate of Treasuries and Inspection, Odisha after receiving confirmation in respect of credit of the refund amount to the bank account of the applicant shall verify the correctness of the amount vis-à-vis the deposit already made in respect of the said employee. The NPS Cell of the State Nodal Agency will work out year-wise employer contribution made in respect of each of such account. Subsequently, the receipt shall be deposited in the Cyber Treasury under the Head of Account 2071-01-117-1766-42007-820. The employer contributions which were made during the previous financial years shall be deposited in the Head of Account 2071-01-911-1766-42007-820. Thus it is felt necessary to lay down a detailed operational procedure of refund of such accrued pension wealth for the benefit of stakeholders to ensure correct and smooth refund of such funds.

#### 6. **Operational Procedure**

(i) The employee shall apply for refund of the accrued pension wealth in the prescribed Form (**Annexure-I**) along with list of documents. The list of documents to be attached to the application is provided in **Annexure-II**.

(ii) The employee shall submit the refund application along with the required documents to the Head of Office / Drawing & Disbursing Officer (DDO).

(iii) The Head of Office / DDO shall verify the application with reference to the Service Book, Bill Register, Acquaintance Roll and other records available in the office. In case, the information relates to some other office, the Head of Office / DDO shall verify the same either by seeking confirmation from the said office or from the information available in the Last Pay Certificate issued by the concerned office as the case may be. After due verification, the Head of Office / DDO shall sign the application form under his seal and signature and forward the same to the concerned Treasury under which establishment claims of the office are drawn.

(iv) In case, the Head of Office / DDO is under the jurisdiction of a Sub-Treasury, the Sub-Treasury Officer shall authenticate the application received from the Head of Office/ DDO by verifying his signature available in the concerned Treasury. The Sub-Treasury Officer after verification shall forward the application to the respective District Treasury.

(v) The District Treasury / Special Treasury Officer shall verify both the applications received directly from the DDOs (who submit their establishment bill to the Treasury) and the applications which are received from Sub-Treasury Officers under its jurisdiction and forward the same to the NPS Cell of Directorate of Treasuries and Inspection for processing of the refund claim.

(vi) The NPS Cell of Directorate of Treasuries and Inspection shall verify the forms received from District / Special Treasuries and initiate the refund process of accrued pension wealth in the Central Recordkeeping Agency (CRA) – National Securities Depository Limited (NSDL) portal by using the Error Rectification Module (ERM).

(vii) On submission of the online request in the ERM, the claim shall be settled by the CRA-NSDL through direct credit of the amount in the designated bank account of the NPS Cell operated at the Axis Bank. Subsequently, CRA-NSDL shall also deactivate the Permanent Retirement Account Number (PRAN) of the concerned employees. The NPS Cell shall ensure that the deactivation of such PRAN is made in the CRA-NSDL database.

(viii) After receipt of the confirmation about the credit of the amount in their designated bank account, proportionate contribution of the employee and the employer share shall be calculated by NPS Cell of DTI (O). There after under the instruction of the NPS Cell, the Trustee Bank shall transfer the employee contribution to the Bank Account of the employee through NEFT / RTGS.

(ix) After obtaining the UTR No. as a proof of the transferred amount to the employee's account, the NPS Cell shall intimate the same to concerned employee, the Head of Office / DDO and the Treasury from which the application is received.

(x) On credit of the share of accrued NPS wealth to his/her Bank Account, the employee can opt for deposit of the same to his/her GPF/TPF Account under

authorization from the DDO concerned. Interest on the amount so deposited in his/her GPF / TPF account will accrue from the date of deposit of the money into the Government account as the employee has already received returns in respect of deposits made by him/her in the NPS System. **The DDO shall authorize the challan for deposit of the amount in the Treasury and clearly mention that the deposit in respect of the refund of NPS will carry interest from the date of deposit of the amount into the Government Account.**

(xi) In respect of Government contribution, the NPS Cell shall verify whether any contribution has been made during the current financial year or not. In case of any contribution is made during the current financial year, the correct accrued pension wealth in respect of employer's contribution will be deposited under the Head of Account 2071-01-117-1766-42007-820. If the contribution relates to the previous financial year (s), it shall be deposited under the Head of Account 2071-01-911-1766-42007-820 as deposit in expenditure.

(xii) NPS Cell of the DTI (O) shall maintain separate individual entry in the Cash Book in respect of transactions made towards refund of such accrued pension wealth.

Clarification, if any, in this regard may kindly be sought from NPS Cell of the Directorate of Treasuries and Inspection, Odisha.

By order of the Governor

  
Special Secretary to Government 25/03/2019

Memo No. 8116 /F Dated 25/3/2017

Copy along with Annexure- I & II forwarded to the Principal Secretary to Governor, Odisha/ Principal Secretary to Chief Minister, Odisha/ Private Secretary to Minister, Finance, Odisha/ Secretary to OLA, Bhubaneswar/ All Departments/All Heads of the Department/ 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.

  
25/3/17  
Under Secretary to Government

Memo No. 8117 /F Dated 25/3/2017

Copy along with Annexure- I & II forwarded to the Director of Treasuries and Inspection, Odisha/ Controller of Accounts, Odisha for information and necessary action.

  
25/3/17  
Under Secretary to Government

Memo No. 8118 /F Dated 25/3/2017

Copy along with Annexure- I & II forwarded to NSDL e-Governance Infrastructure Limited, 1<sup>st</sup> Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai-400013 for information.

  
25/3/17  
Under Secretary to Government

Memo No. 8119 /F Dated 25/3/2017

Copy along with Annexure- I & II 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.

  
25/3/17  
Under Secretary to Government

Memo No. 8120 /F Dated 25/3/2017

Copy along with Annexure- I & II 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.

  
25/3/17  
Under Secretary to Government

Memo No. 8121 /F Dated 25/3/2017

Copy along with Annexure- I & II forwarded to the Principal System Analyst and Portal Head, Secretariat for information and necessary action.

He / She is requested to host this in the Finance Department Web site for wide circulation.

  
25/3/17  
Under Secretary to Government

**APPLICATION FOR WITHDRAWAL OF ACCRUED PENSION WEALTH  
UNDER NATIONAL PENSION SYSTEM (NPS) FOR GOVERNMENT  
EMPLOYEES WHO HAVE MIGRATED FROM NPS TO O.C.S. PENSION  
RULE-1992**

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**I. SUBSCRIBER DETAILS:**

- i. Name of the Government Servant:
- ii. Name of the Mother / Father:
- iii. Name of the Office where applicant is presently serving:
  
- iv. Present Office address:
  
  
- v. Permanent Address:
  
  
- vi. Contact details (Mobile No & Mail Id)

**II. SUBSCRIBER SERVICE DETAILS:**

- i. DDO Code/DDO Registration No of the Office where applicant is presently serving:
- ii. Date of Birth of the employee (as recorded in the Service Book):
- iii. Date of entry in to Govt. service recorded in the PRAN application:
- iv. Date of migration to O.C.S. Pension Rule-1992:
- v. Is there any administrative approval for migration, if so, attach Govt. order:
- vi. PPAN issued by Interim Fund Manager (A.G./ Controller of Accounts):
- vii. Permanent Retirement Account Number(PRAN) issued by CRA-NSDL:

- viii. Status of Original PRAN card (surrendered/ under possession)
- If surrendered, then mention letter no & date of the issue:
  - If not surrendered, then attach the original PRAN Card:
  - If the original PRAN Card is lost, attach original affidavit issued by the Executive Magistrate:
- ix. GPF/ TPF Account Number:
- x. Period from which contributed towards GPF from the monthly salary:

### III. SUBSCRIBER CONTRIBUTION DETAILS IN PRAN ACCOUNT:

- i. Details of contribution made towards NPS:

Sl. No	Period of Contribution deducted (Salary Month)	Amount of contribution	T.V. No./Date	Whether credited to PRAN Account

- ii. Total value of pension wealth accumulated as on date (Attach Transaction Statement):
- iii. Are you interested for transfer of fund from NPS A/C to GPF/TPF A/C?
- If yes- The applicant shall deposit the same to his/her GPF/TPF Account by challan under authorization of the DDO concerned.
  - If No- The amount shall be transferred to Bank Account of the applicant.
- iv. Bank details of the applicant :
- Bank Account Number:
  - Bank Name:
  - Bank Branch:
  - Address of the Bank:
  - PIN code:
  - Bank IFSC Code:
  - MICR Code:
- v. Nominee details:

**IV. DECLARATION BY THE SUBSCRIBER:**

I Sri / Ms \_\_\_\_\_  
hereby declare that information stated above is true and correct to the best of my knowledge & belief and that if any excess payment shall be made in my favour and detected at any point of time, shall be recovered from me.

**Signature of the Subscriber/ Applicant with Date**

**V. CERTIFICATE BY THE DDO:**

I hereby declare that the subscriber/ Applicant Sri/Ms. \_\_\_\_\_ with PRAN \_\_\_\_\_ and GPF Account Number \_\_\_\_\_ is employed in this office and I have verified the information furnished and found correct. Further, I have verified the genuineness of his/ her withdrawal request and Bank details submitted by him/her in respect of his/ her request for total withdrawal and found correct.

**Signature of the DDO with Seal & Date**



## **FORWARDING BY THE DISTRICT/SPL. TREASURY:**

Verified the signature of the DDO and found correct in respect of the application for total withdrawal of amount from PRAN Account of Sri/Ms \_\_\_\_\_ drawing salary under the DDO \_\_\_\_\_ DDO Code \_\_\_\_\_ and DDO Registration Number \_\_\_\_\_.

**Signature of the Treasury Officer with Seal & Date**

### **VI. FOR NPS CELL, DTI (O) USE:**

- i. Date of receipt of Hard copy of Application:
- ii. Date of Authorisation in CRA system:
- iii. Acknowledgement Id:
- iv. Amount Credited to Axis Bank Account:
- v. Amount deposited to HoA-2071-01-117-1766-42007-820 and Challan No/Date:
- vi. Amount transferred to Bank Account of Employee:
- vii. Amount deposited through challan to GPF Account of Employee:

**Signature of the Asst. Director (NPS) with Seal & Date**

**LIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION**

(Documents shall be attested by the DDO)

1. Approval of Government for continuation of past service and for migration to O.C.S. Pension Rule-1992.
2. Xerox Copy of the first page of the Service Book.
3. Xerox Copy of the page of the service Book where the continuation of service has been recorded.
4. Xerox copy of the GPF Accounts Statement.
5. Statement of PRAN Account
6. Original PRAN Card
7. Xerox copy of the front page of the Bank Pass Book of the employee.
8. A cancelled cheque.