

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. Pen-250/12 36690^{***}/F, Bhubaneswar, dated 1/11/12

OFFICE MEMORANDUM

Sub: **Operational guidelines for implementation of New Pension System (NPS) for State Autonomous Bodies (SABs) and State Public Sector Undertakings (SPSUs).**

The restructured defined contribution pension scheme was introduced by the State Government for the employees who have joined the State Government services w.e.f. 01.01.2005 in Pensionable Establishments as per the Finance Department Notification No.44451/F., dt.17.09.2005. In order to operationalize the New Pension System, guidelines were issued by the Finance Department vide O.M.No.30132/F Dt.13.07.06, Letter No.16950 (255)/F Dt.02.04.07 and Director of Treasuries and Inspection, Odisha, Bhubaneswar vide Letter No.Pen-II-89/11-3612/DTI dt.10.02.2011.

2. **Scheme in Brief:**

(i) The New Pension Scheme works on defined contribution basis and have two tiers namely: Tier – I and Tier – II. The contribution to Tier – I is mandatory for all the employees of the Government joining the pensionable establishment on or after 01.01.2005 where as Tier – II contribution is optional and at the discretion of the Government servant.

(ii)

(a) In Tier – I, each employee will subscribe a monthly contribution of 10% of Basic Pay + Dearness Allowance + Grade Pay from his salary to the contribution pension scheme and equal matching contribution will be made by the Employer for each employee who contributes to the scheme. The contribution towards the pension scheme shall be recovered from the salary of the employee every month. The said recoveries will start from the salary of the month following the month in which the Government servant has joined service. Therefore, no recovery will be effective from the month of joining. For example, for employees joining service in the month of January 2005, deductions to Tier – I contribution will start from the salary bill of February 2005. No deduction will be made from his salary earned in

January 2005. Similarly, deductions for those joining service in the month of February 2005 will start from the salary bill of March 2005 and so on.

(b) At the time of retirement, Government servant will receive a lump sum amount of 60% deposited in Tier-I account as pension wealth and it is mandatory for the Government servant to invest remaining 40% of his pension wealth to purchase an annuity from Insurance Regulatory and Development Authority (IRDA)-regulated Life Insurance Company. The annuity shall provide for pension during the life time of the employee/dependants as per the option availed at the time of selecting the annuity scheme.

3. To operationalize the new pension scheme, the Government of India has established a Pension Fund Regulatory and Development Authority (PFRDA) to lay down the architecture, regulate the pension system and related matters and to protect the interest of the subscribers. The PFRDA has appointed National Securities Depository Limited (NSDL), Mumbai as the Central Record Keeping Agency (CRA) to maintain the records of contribution and its distribution in various pension fund schemes. NPS Trust has been set up by the PFRDA as the Trustee for NPS funds who will monitor the activities of the Pension Fund Managers (PFMs). The Bank of India has been appointed as the Trustee Bank. Any clarification in respect of implementation of New Pension Scheme shall be guided by PFRDA norms.

4. The State Government have decided to implement the restructured defined contribution scheme as per the architecture and guidelines issued by the PFRDA and entered into separate agreement with National Securities Depository Limited (NSDL), Mumbai as the Central Record Keeping Agency (CRA) & NPS Trust, New Delhi for smooth management of the new pension scheme. Directorate of Treasuries and Inspection, Odisha has been declared as State Nodal Agency for implementation of New Pension Scheme in State Government.

5. NPS for State Autonomous Bodies (SABs) and State Public Sector Undertakings (SPSUs):

After the implementation of the PFRDA guided NPS in State Government, some State Autonomous Bodies and State Public Sector Undertakings (SPSUs) have also expressed their interest to join the new system. It is now clarified that the SABs and SPSUs desirous of joining PFRDA guided defined contribution pension system may also implement the same for their employees who have joined in the service on or after 01.01.2005 following

the principle and procedure laid down by PFRDA and also in conformity with the rules & procedures applicable to them.

6. **The operational procedure for implementation of New Pension Scheme (NPS) for the State Autonomous Bodies (SABs) and State Public Sector Undertakings (SPSUs):**

(i) Letter of Consent:

The SABs and SPSUs do not need to sign separate agreement with NSDL and NPS Trust, as the same has already been signed by the State Government with the above authorities. The SABs and SPSUs those desirous of joining NPS are required to submit the duly authorized “**Letter of Consent**” to PFRDA with copy to CRA (NSDL), NPS Trust, Head of the concerned Administrative Department and the Nodal Officer designated by the State Government for NPS (DT&I). Format of the consent letter is enclosed in *Annexure – I* and can also be downloaded from the NSDL website www.npscra.nsdl.co.in.

(ii) Appointment of Designated Office:

The SABs and SPSUs may also appoint a designated office as a ‘**Single point contact**’ to interface with NSDL (CRA) for all the issues relating to operationalisation of NPS architecture. The SABs and SPSUs shall also submit Master Creation Form (MCF) to CRA at the time of joining. The MCF can be downloaded from the aforesaid NSDL website.

(iii) Registration of Administrative Offices:

The SABs and SPSUs need to register the following entities with the CRA, NSDL by submitting duly filled in prescribed application forms in N1, N2 & N3. (*Annexure –II,III & IV*).

- (a) Nodal office of SAB and SPSU for oversight mechanism of NPS implementation.
- (b) The Administrative office to perform the day-to-day activities on behalf of the subscribers.
- (c) The Administrative office responsible for collection and forwarding subscriber’s details like registration, maintenance and contribution.
- (d) All these offices shall be registered on the basis of submission of physical forms to CRA i.e. Form N1 for the Nodal Office, Form N2 for the Administrative Office responsible for day-to-day activities on behalf of the subscribers and Form N3 for Drawing & Disbursing Officers.

(e) The respective forms are annexed to the Notification and can also be downloaded from the website www.npscra.nsdl.co.in.

(iv) Model of Contribution Upload:

Each of SAB and SPSU shall have to intimate the CRA (NSDL) about the model of data and fund flow to be adopted i.e. Decentralized or Centralized.

(a) **Decentralized:** This mode of upload is generally adopted if there are multiple locations/cities in the SAB and SPSU and Subscribers' Contribution (SC) details will be uploaded from all the multiple locations and funds will be transferred from these multiple locations to the Trustee Bank.

(b) **Centralized:** This model is generally adopted if there is a single designated location/city in a SAB and SPSU and subscriber contribution (SC) details will be uploaded to CRA and funds will be transferred to Trustee Bank from a centralized point.

(v) Registration of Subscribers:

All the employees of SAB and SPSU covered under NPS shall be registered on the basis of submission of physical application forms (Form S1) to the CRA which has Facilitation Centers (FC) located at the State Capital. The details regarding process of registration of the Nodal Offices and their functions in the CRA system and registration of Subscribers is provided in the 'Standard Operating Procedures' (SOP) published by the NSDL. The same can be downloaded from the above mentioned website of NSDL.

(vi) Upload of Monthly Contribution:

Once the subscribers are registered, SAB and SPSU shall commence upload of the monthly subscriber's contribution (SC) in the CRA system as per the model selected.

(vii) Accounting Procedure:

The Accounting Procedure for recovery of employee contribution and drawal of the employers contribution may be decided by the SABs and SPSUs based on the process of the salary drawal and accounting system. This may be decided by SABs in consultation with PFRDA, New Delhi and NSDL, Mumbai.

(viii) Payment of CRA charges:

As mentioned in the contract agreement executed between PFRDA and CRA, the bill for the CRA charges with regard to the services rendered for the employees of SAB and

SPSU shall be raised against the Chief Executive Officer (CEO) / Nodal Officer. The SABs and SPSUs may decide as to whether the service charges of CRA on account of registration and transaction are to be borne by the employees or SAB and SPSU. In case of State Government, it has been decided that the service charge of CRA will be borne by the Government.

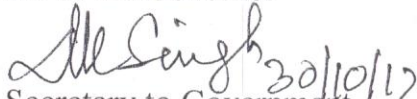
7. All State funded Universities may follow these guidelines for their employees coming under the coverage of NPS who have joined in the service on or after 01.01.2005.

8. The respective Administrative Departments shall oversee the implementation mechanism of NPS in SABs and SPSUs under their administrative control.

9. User Manuals and prescribed registration forms such as S1, N1, N2 & N3 are available in the NSDL and Odisha Treasury website.

10. Clarifications, if any, for implementing the NPS may be sought from Director of Treasuries and Inspection, 5th Floor, Treasury and Accounts Bhawan, Kharavela Nagar, Bhubaneswar – 751 001.

By order of the Governor


Additional Secretary to Government 30/10/12

Memo No. 36691 (10) /F Dated 1/11/12

Copy 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. 36692 (225) /F Dated 1/11/12

Disposal
Under Secretary to Government
30/11/12

Copy forwarded to All Departments of Govt./All Heads of Departments for information and necessary action.

They are requested to circulate this office memorandum among the sub-ordinate offices working under their administrative control immediately.

Memo No. 36693 /F Dated 1/11/12

Disposal
Under Secretary to Government
30/11/12

Copy forwarded to the Director of Treasuries and Inspection, Odisha for information and necessary action.

Memo No. 36694 (315) /F Dated 1/11/12

Disposal
Under Secretary to Government
30/11/12

Copy forwarded to All Collectors/ All District and Session Judges/All Financial Advisors and Adl. 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. 36695 (100) /F Dated 1/11/12

Disposal
Under Secretary to Government
30/11/12

Copy 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.

Memo No. 36696 /F Dated 1/11/12

Disposal
Under Secretary to Government
30/11/12

Copy 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 office memorandum in the Odisha Government Web site for wide circulation.

Disposal
Under Secretary to Government
30/11/12

ON THE LETTER HEAD OF STATE AUTONOMOUS BODY

File No.....

Dated:.....

To
PFRDA
New Delhi

Sub: Operationalisation of the New Pension System (NPS)

Sir,

With reference to the above, we hereby undertake to ensure that our employees recruited on or after _____ (date of adoption of NPS) would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by the PFRDA under the NPS Architecture, from time to time.

We shall be shifting to the NPS architecture as operationalised by PFRDA. We shall comply with and honour all the requirements in regard to the various arrangements made by PFRDA/NPS Trust with all the NPS intermediaries including the CRA. We shall abide by the terms and conditions of the agreement executed by the State of _____ (name of concerned State Government) and the NPS Trust as well as NSDL.

The appointment of NSDL as CRA for NPS shall be co-terminus with the agreement the State of _____ (name of concerned State Government) had with NPS Trust as well as NSDL, as extended from time to time.

We agree for the investment pattern and scheme preference options adopted by the State of _____ (name of concerned State Government). We agree for the direct billing by CRA, as already provided for in PFRDA's existing contract with CRA, as also by other NPS intermediaries under the NPS Architecture and to be bound by the entire framework of NPS architecture, from time to time.

We understand that the process flow in respect of our organization would be identical to those presently followed by State Government, and that NSDL would engage in dialogue with us for determining whether they would like to upload data centrally or through multiple points.

Yours faithfully,
Sd/-

Authorised Signatory of the State Autonomous Body

CC To-

1. NSDL
2. NPS Trust
3. Head of the concerned Department
4. Nodal officer designated by the State Government for NPS

CENTRAL RECORDKEEPING AGENCY

Points of Presence (POP) Registration Form

(Please fill all the details in CAPITAL LETTERS & in BLACK INK only. All Fields mark with * are mandatory.)

POP Registration Number :
(To be allotted by CRA)

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Sir/Madam,

We hereby submit a request to be registered as a Point of Presence (POP). The necessary details are provided below:

1. Name of the POP *:

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2. Registration Number (Allotted by PFRDA):

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Date of Registration with PFRDA*:

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D D M M Y Y Y Y

3. POP Address *:

Flat/Unit No, Block no. *

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Name of Premise/Building/Village

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Area/Locality/Taluka

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District/Town/City *

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State / Union Territory *

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Country *

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Pin Code *

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4. Phone No. *:

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STD Code

Phone Number

5. Alternate Phone No.:

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STD Code

Phone Number

6. Fax No. *:

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STD Code

Phone Number

7. Email ID * (Email ID should be official Email ID of the POP & not of any individual person):

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8. Compliance Officer's Details *:

Name *:

First Name *:

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Middle Name:

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Last Name:

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Designation *:

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Phone No. *:

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STD Code

Phone Number

4. Mobile No.:

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Email ID *:

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(*Email ID & Phone Number should be Compliance Officer's Email ID & Direct Phone Number and not of the POP's official Email ID and any Board Number.)

9. Alternate Compliance Officer's Details *

Name * :

First Name * :

Grid for First Name

Middle Name :

Grid for Middle Name

Last Name :

Grid for Last Name

Designation * :

Grid for Designation

Phone No. * :

Grid for Phone No.

4. Mobile No. :

Grid for Mobile No.

STD Code

Phone Number

Email ID * :

Grid for Email ID

(*Email ID & Phone Number should be of the alternate Compliance Officer's Email ID & Direct Phone Number and not of the POP's official Email ID and any Board Number.)

10. Option selected for with regard to data transfer and fund transfer (Please tick only one):

I

Centralized Data Transfer and Centralized Fund Transfer (Centralized Model) (In case of option I, select any one of the three roles)

- Role A- All activities performed centrally by POP.
- Role B- Only Contribution Upload, MIS Upload & Fund transfer done centrally
- Role C- Only Contribution Upload & Fund Transfer done centrally.

II

Decentralized Data Transfer and Decentralized Fund Transfer (Decentralized Model)

III

Decentralized Data Transfer and Centralized Fund Transfer (Quasi-centralized Model)

Note: In case of option no- II & III, all the authorized branches of the POP (POP – SPs) would be mandatorily required to upload data and/or transfer funds as per the option exercised above.

11. POP Bank Details* : (Designated Bank A/c for accepting NPS contributions)

Type of Account* :

Savings A/c

Current A/c

Bank A/c Number *

Grid for Bank A/c Number

Bank Name*

Grid for Bank Name

Bank Branch*

Grid for Bank Branch

Bank Branch Address*

Grid for Bank Branch Address

Pin Code*

Grid for Pin Code

Bank MICR Code*

Grid for Bank MICR Code

Bank IFS Code

Grid for Bank IFS Code

We hereby agree and declare that the information supplied in the application, is complete and true.

AND we further agree that, we will notify Central Recordkeeping Agency (CRA) immediately about any change in the information provided in the application.

	<div style="border: 1px solid black; width: 300px; height: 30px; margin: 0 auto;"></div>
	Signature of Authorised Signatory
	Name : _____ Place : _____
	Designation : _____ Date : <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> D D M M Y Y
	Department : _____
POP Seal	

Following Documents to be submitted along with the form:

- Certified Copy of PFRDA Registration Certificate.
- List of authorized signatories who shall undertake correspondence with CRA, along with their signatures. The list should be duly authenticated by the authorized official of the POP.
- Details of two Digital Signature Certificates (DSC) as per **Annexure UOS-NI-A**

Please note that any change in the information provided should be intimated to CRA with proper authorization.

11. POP-SP Bank Details*:

Type of Account*: Savings A/c Current A/c

Bank A/c Number *

Bank Name*

Bank Branch*

Bank Branch Address*

Pin Code*

Bank MICR Code*

Bank Branch IFSC (Indian Financial Systems Code)

We hereby agree and declare that the information supplied in the application, is complete and true.

AND we further agree that, we will notify Central Recordkeeping Agency (CRA) immediately about any change in the information provided in the application.

	<input style="width: 80%; height: 30px;" type="text"/>
	Signature of Authorised Signatory
	Name : _____ Place : _____ Designation : _____ Date : <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <small style="margin-left: 100px;">D D M M Y Y</small> Department : _____
POP-SP Seal	

Authorization by POP:

	<input style="width: 80%; height: 30px;" type="text"/>
	Signature of Authorised Signatory
	Name : _____ Place : _____ Designation : _____ Date : <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <small style="margin-left: 100px;">D D M M Y Y</small>
POP Seal	

Following Documents to be submitted along with the form:

- Certified Copy of PFRDA Approval Letter.
- Form should be accompanied with the covering letter of POP duly signed by authorised signatory.
- Details of two Digital Signature Certificates (DSC) as per Annexure UOS-N2-A

Please note that any change in the information provided should be intimated to CRA with proper authorization.

CENTRAL RECORDKEEPING AGENCY

DDO REGISTRATION FORM

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

This form is to be used for the purpose of registration of Drawing and Disbursing Office (DDO) and equivalent entities in State Governments and Union Territories.

DDO Registration Number : (To be allotted by CRA)

We are pleased to inform you that our Drawing and Disbursing Office has decided to join the New Pension System. The details required for registration in the CRA system are as provided below:

1. DDO TAN (Optional): (Refer to instruction no.11)

2. Name of the DDO Office*:

3. DDO Address: Flat/Unit No, Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

Pin Code *

Phone No. *

(STD code)

(Phone No.)

Alternate Phone No:

4. Official Email ID* (Refer to instruction no.5)

5. Authorised contact persons designation *:

6. Name of the Department:

7. (a) Name of the Ministry *: (Refer to instruction no.6)

DDO stamp and Signature of Authorised Signatory

(b) Existing DDO Code*: (Refer instruction no. 7)8. DTO Registration Number*: (Refer instruction no.8)
(To be filled by DTO)9. Name of the State Govt. / Union Territory*:

I/We hereby agree and declare that the information provided in the application, is complete and true.

DDO Stamp	Signature of Authorised Signatory of DDO	Date: Place:
	Name of Authorised Signatory :	

DDO Stamp	Signature of Authorised Signatory	Date: Place: Name of Authorised Signatory :
DTO Reg. No. (Allotted by CRA)		
(Refer instruction no.9)		

CRA Stamp	Received on _____ Name of the officer: _____ Signature of the officer: _____
(To be filled at CRA)	

Instructions for filling the form:

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted. by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.