

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 32720 /F, Bhubaneswar
FIN-NPS-SCHEME-0002/2019

Date. **24.09.2019**

OFFICE MEMORANDUM

Sub : **Operational procedure for Submission of online application in IFMS Odisha for allotment of Permanent Retirement Account Number (PRAN) in National Pension System (NPS).**

The New Pension Scheme (NPS) has been introduced for State Government employees working in pensionable establishment w.e.f 01.01.2005 vide Finance Department Office Memorandum No-44451/F dt 17.09.2005. The New Pension Scheme which is now rechristened as National Pension System (NPS) is functioning as per the architecture prescribed by the Pension Fund Regulatory and Development Authority (PFRDA), New Delhi from time to time. As per the PFRDA guidelines, employees eligible to be covered under National Pension System are required to contribute from their salary to the Pension Fund from the second month of his/ her joining in Government service and the Government provide the matching share. However, the employee contribution can be credited to the National Pension System only against a Permanent Retirement Account Number (PRAN) issued by the Central Record Keeping Agency (CRA)-NSDL, Mumbai. It is noticed from the past experience that it takes a long time for the employee to obtain the PRAN as the entire process of generation of PRAN is done manually.

To avoid delay in generation of PRAN and to ensure deduction of NPS contribution from the 2nd month's salary of the employee, IFMS-Odisha has been enabled to provide the facility for online submission and processing of PRAN Application Form (CSRF) at various levels. Further this will also facilitate proper tracking of the status of the PRAN applications.

In order to ensure seamless processing of PRAN Application, IFMS-Odisha has been integrated with Server of CRA-NSDL, Mumbai. Eligible employees can now use IFMS to submit their PRAN Application online. The operational procedure to be followed by the eligible employees/DDOs/Treasuries and N.P.S Cell of D.T.&I(O) regarding submission and processing of online PRAN Application for allotment of Permanent Retirement Account Number (PRAN) in National Pension System (NPS) is outlined and enclosed at **Annexure-A.**

Yours faithfully,

Sd/-

Principal Secretary to Government

ANNEXURE-A

OPERATIONAL PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION IN IFMS-ODISHA FOR ALLOTMENT OF PERMANENT RETIREMENT ACCOUNT NUMBER (PRAN) IN NATIONAL PENSION SYSTEM (NPS).

(A) Submission of Application for PRAN Generation :

- (i)** Employee Id issued by HRMS is the pre-requisite for submission of 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.
- (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 Disbursing Officer (DDO).
- (iii)** On successful submission, the Application will be available in the Task list of DDO interface. The DDO will verify the application and if found in order, approve online. The DDO can also consolidate more than one approved Application and forward them online to concerned District/Special Treasuries (DTO). The DDO will also generate the forwarding letter in prescribed format (Form-S5) in respect of the forwarded Applications.
- (iv)** After successful completion of online process, the DDO will take print out of the Application in duplicate, one for official record and other for submission to the Treasury. The print out Applications are to be signed by the employee and the Drawing Disbursing Officer (DDO) of the establishment. The duly signed Applications with attachments are to be submitted to link Treasury along with Form-S5 by the DDO.
- (v)** In case, the DDO of the establishment is under a Sub-Treasury, the duly signed Applications along with attached documents and photograph shall be submitted to Sub-Treasury, who shall forward it physically to the District Treasury concerned.

- (vi)** Prior to drawal of salary for the first month of the newly joined employee, the DDO shall submit Form S-5 along with physical Applications generated through IFMS to Treasury. At the time of submission of salary Bill for the drawal of first month's salary of the newly joined employee, DDO of the respective office shall furnish a certificate on the body of the salary Bill to the effect that, physical Application for PRAN generation has been submitted along with the salary Bill, failing which the salary Bill will not be honoured by the Treasury.
- (vii)** Newly joined employee who cannot apply online will submit the Physical Application (CSRF) along with required documents to the DDO of the Establishment. The existing operator of the DDO will provide the information online in IFMS on behalf of the newly joined employee following the prescribed procedure.

(B) Processing of Application at Treasury:

- (i)** The Applications forwarded by DDOs in the IFMS Portal will be available in the Task list of the Operator of concerned District/Special Treasury, who will verify the information furnished by the employee against the attached documents after receipt of the physical Applications from the respective DDOs. After due scrutiny of the application he/ she shall forward it to the Treasury Officer with his/ her views for approval or objection as the case may be.
- (ii)** Treasury Officer of District/Special Treasury, who acts as Approver, will verify the Application and if found correct, give online approval and forward to NPS Cell of D.T.&I(O). In case any defect is noticed, Treasury Officer may reject and revert back the Application to concerned DDO with reasons of such rejection in the Portal. SMS alerts will be sent to the Applicant with a request for resubmission. At the same time Treasury Officer will also return back the physical Application to the concerned DDO for necessary correction and re-submission.
- (iii)** Treasury Officer of District/Special Treasury may consolidate the approved online applications received from different DDOs and forward to NPS Cell of D.T.&I(O) along with the system generated forwarding letter. The printout of the forwarding letter in prescribed format (Form-S6) will be kept in the office for record and reference.

(iv) Treasury Officer concerned shall also forward the Physical Applications received from the DDOs along with Form- S6 to NPS Cell of D.T.&I(O) for onward transmission to CRA-NSDL, Mumbai.

(C) Processing of Application at NPS Cell, D.T.&I(O):

(i) NPS Cell of D.T.&I(O) will verify the online Application at two levels: i.e. Operation & Approver. After due approval, the Applications will be consolidated through the system using the validations and protocols as would be required by the CRA system for uploading to the NSDL server.

(ii) In case the Application is not found in order, Approver of NPS Cell shall revert back the online Application to the concerned Treasury indicating the reasons for reversal. The Treasury Officer in turn will return the application to the concerned DDO with a request for re-submission. SMS alert will also be sent to the applicant with a request for re-submission. At the same time NPS Cell will also return the physical Application to the concerned Treasury for onward transmission to the DDO for necessary correction and re-submission.

(iii) After successful uploading of the PRAN Application file to CRA-NSDL, a Reference Number will be generated in the CRA system. After necessary checks and verification in CRA System, PRAN against each Application Id will be allotted.

(iv) It is the responsibility of the NPS Cell of D.T.&I(O) to send the physical Applications in respect of Online Applications to CRA-Facilitation Centre after receipt from different District & Special Treasuries.

(D) Tracking Mechanism:

(i) SMS alert shall be send to the applicant at each stage of processing of the Online Application Form. The Applicant can also view the status of his/ her Application from the "**Subscriber Registration Status**" under the Sub-Menu **Citizen Centric Services** of the NPS Web Page of IFMS Portal by using the Application Id in the internet.

(ii) Further, facility to track the PRAN Application, generate printout of the PRAN allotment will be available at the NPS-ESS interface of employee, DDO, Treasury & NPS Cell of D.T.&I(O).

(iii) Once PRAN is generated, print out of the report from IFMS can be used as a proof for initiating deduction of NPS contribution by the DDO.

(iv) In case of rejection of any Application at CRA-NSDL level, the same will be made available at the NPS-ESS interface of employee/DDO/Treasury/NPS Cell of D.T.&I(O) with reasons of rejection. In such cases, the employee will resubmit the Application afresh following the prescribed procedure.

(E) Submission of Application by Employees belonging to Non-Treasury Drawal Establishments (FA&CAO/Divisions etc):

(i) Employees belonging to Non-Treasury Drawal Establishments working under the Divisions/DDOs, whose salary claims are drawn through the FA & CAO, will use the online facility for PRAN application as outlined above.

(ii) IFMS will provide the User Id and password to the DDOs/Divisions to prepare and submit the online PRAN Application. DDOs/Divisions will create the login credentials in IFMS for the newly joined employees eligible to be covered under NPS under their establishment and to submit the online PRAN application. The online PRAN application can be submitted only after the concerned employee is enrolled in the HRMS and is provided with a HRMS identity number. The process for preparation of the Application would be same as that of the Treasury. DDOs/Divisions will forward the online PRAN Application along with the Physical Form generated from the module to the FA & CAO.

(iii) The role of the FA & CAO in the matter of processing of the PRAN Application will be same as that of the District/Special Treasury as enumerated at para "B" above. He/ She shall forward the online as well as physical Application to the NPS Cell of the D.T.&I(O) as per the process outlined for the employees drawing their salary from the Treasuries.

(F) Date of Implementation : The Online Submission of Application for allotment of PRAN will be effective from the date of issue of this Office Memorandum. Applications pending at various levels on the date of issue of this Office Memorandum will be processed in the manner given below:

(i) **Applications pending at the DDO level:** PRAN Applications pending at the level of DDO on the date of issue of this Office Memorandum will be processed in the online module only. The DDOs may ask the employees to submit their application online by creating login credentials for them in the PRAN Module of IFMS. In case employee expresses their inability to submit the Form online, DDO may ask the existing Operator concerned under him to process the

Application online. Help Desk of the District/ Special Treasuries are instructed to provide hand holding support to the DDOs in processing of the pending Applications.

(ii) Applications Pending at the Treasury Level: Treasury Officers shall ensure that all PRAN Applications pending at their level on the date of issue of this Office Memorandum are processed in the new facility. He/ She may call the DDO and his team to reprocess their Applications in the new functionality for online PRAN generation.

In case DDOs express their inability to re-process the Applications in the Online Module with appropriate reasons, the Treasury Officer may forward the Applications to the NPS Cell of the D.T.&I(O) as per the earlier manual process. However, after issue of this Office Memorandum, the Treasury Officer shall not accept any new Application for generation of PRAN in physical Form if the same has not been processed in the Online Module.

(iii) Applications Pending at the Level of NPS Cell: All PRAN Applications pending at the NPS Cell of D.T.&I(O) on the date of issue of this Office Memorandum will be sent to Facilitation Centre of CRA-NSDL, manually as per the existing process.

After issue of this Office Memorandum, NPS Cell of D.T.&I(O) shall receive only those Applications which have been processed through the Online PRAN generation module except those which have been recommended by the District/Special Treasury Officer as mentioned at sub-para (ii) of para "F" above.

(G) Training & Support : For familiarization of the new functionality, Treasury Officers will provide training and handholding support to the DDOs under their jurisdiction before and after the implementation of the Online Module. The D.T.&I(O) will conduct training programmes for the Treasury Officers and their staff to get themselves acquainted with the new functionality wherever required. The PRAN Applications processed and the PRAN generated during the training and piloting of the newly developed functionality are deemed to have been guided by the aforementioned provisions of this Office Memorandum. In case of any difficulty faced by the DDOs, support will be provided by the Help Desk of the D.T.&I (O) over telephone during the office hours.
