

**FINANCE (PENSION.I) DEPARTMENT**

**Lr.No. 16047-C/22/NPS/2009**

**Dated. 26.10.2009**

**From**

**Shamsher Singh Rawat., IAS  
Secretary to Government (FP)**

**To**

**The Principal Secretaries /  
Secretaries Concerned.A.P.  
Secretariat, Hyderabad.**

**Sir,**

**Sub :** Contributory Pension Scheme (NPS) – Subscribers Registration – Instructions to all Drawing and Disbursing Officers – Reg.

**Ref :** 1. Agreement entered with NSDL, Mumbai, by the DT.A.A.P. Hyderabad on 21.11.2008 vide his letter No. 16.12.2008.

2. Lr.No. D2/10393/2008, dated. 20.08.2009 and 24.09.2009 from the DTAAP, Hyderabad.

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In the reference 1<sup>st</sup> cited, the Director of Treasuries and Accounts, A.P. Hyderabad has entered into an agreement with National Securities Depository Limited (NSDL) as Central Record keeping Agency for providing of services i.e., opening and maintenance etc., of Pension Accounts of NPS employees. As per the agreement, the core entities in the NPS architecture such as DTA, Treasuries / PAOs, DDOs and Employees / Subscribers all need to be registered with the NSDL by submitting / Annexure N1,N2,N3 AND S1 respectively. Some of the DDOs have completed their registration.

2. In the reference 2<sup>nd</sup> cited, the Directory of Treasuries and Accounts, A.P. Hyderabad has request to issue instructions to all the remaining Drawing and Disbursing Officers to take immediate steps to register their subscribers information who were appointed under New Pension Scheme w.e.f. 1.09.2004. Therefore, the following stepwise instructions for the registration of subscriber's particulars are issued.

**Instructions :**

- i) Each DDO, who is registered with NSDL, shall download the subscribers' application form i.e. Annexure S1 Form along with covering letter of DDOs i.e. Annexure S5 from the NSDL website "[www.npsra.nsd.co.in](http://www.npsra.nsd.co.in) <Download> <Forms S1 Application for Allotment of PRAN>.
- ii) The Form consists of 4 pages, wherein the applicant has to fill up pages 1 to 3 and page 4 consists of instructions. The form consists of 3 sections of information in which 'A' & 'C' sections is to be filled up by the Subscriber (i.e., Govt. employee) and section 'B' has to be filled and attested by the concerned Drawing & Disbursing Officer (DDO).

- iii) The PPAN Number at section 'B' shall be filled by the Employee Code given by the treasury as per the G.O. 80, Finance (IOC & IT) Dept., Dt. 19.03.2008.
- iv) The DDO shall verify the correctness of the information  
and if necessary the DDO shall guide the subscriber in filling up the details prescribed in the form.
- v) The DDO shall sign the form at page 2 and forward the Annexure S1 to the NSDL authorities directly to the CRA-FC (Central Record Keeping Agency – Facility Centre) i.e. facilitation centers opened by CRA or to the address provided in the form itself along with covering letter prescribed (annexure S5). On acceptance of Subscriber application forms, CRA-FC shall issue a DDO wise Provisional Receipt containing the Provisional Receipt number (PRN), details of number of forms submitted by DDO, number of forms accepted by the CRA-FC and number of forms rejected by CRA-FC. The PRAN will be issued for each batch of application forms submitted (i.e. each DDO covering letter). The Provisional Receipt (PR) will be handed over to the Treasuries / PAOs along with the duplicate copy of Subscriber application forms containing the acknowledgment (address of the facility Centers of NSDL is annexed this letter).
- vi) After completion of Registration of Individual Subscribers the amounts recovered from him since 01.09.2004 or date of appointment have to be intimated to the Treasury concerned to upload the information and effect payment to NSDL. The information shall be provided by the DDO in the proforma enclosed. The DDOs shall be personally held responsible for wrong reporting in the given proforma. This work shall be taken up after the concerned individual is registered with NSDL. This shall be completed by the DDOs on or before 28.02.2010 failing which the treasury shall stop the salary bill of the DDO concerned.
- vii) DDO have to recover 10% of Pay & DA every month in the pay bill as deduction towards NPS. This shall be recovered even for arrear bills also. Necessary deduction schedules shall be enclosed to the salary bill.

3. Therefore, all the Departments in Secretariat are hereby requested to instruction all the Drawing and Disbursing Officers order their administrative control to take steps to register their subscribers by 31.12.2009 under intimation to the Treasury.

4. They are further informed that the Director of Treasuries and Accounts, A.P. Hyderabad will not be in a position to process the salary bills of January 2010, if the above task is not completed.

Yours faithfully

**Sd/-**

**Secretary to Government (FP)**

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