

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029
Finance Division (NPS CELL)

No.F. NPS/Cell/AIIMS/2017-18

Dated November 30, 2017

OFFICE MEMORANDUM

Sub: National/New Pension Scheme (NPS) in AIIMS, Delhi – Reg.

Under the Tier-I of NPS scheme, subscribers and employer contribute matching contribution [10% of Basic Pay+DA+NPA]. Delay in investment of the monthly contribution will negatively affect retirement fund/returns.

2. One of the **main reasons of delay in investment** is delay in receipt of the *duly filled in NPS subscription forms* in the Accounts Section. It has been observed that **NPS contributions' amount of over Rs. 24 Crores**, belonging to **more than 450 eligible employees whose PRAN are not applied for or available**, is lying with the AIIMS and **not being invested** through provided mechanism.

3. In view of the above all Administrative Officers and Accounts Officer may review the status and take necessary steps on mission mode basis to facilitate opening of all NPS account and allotment of PRAN number for employees who joined AIIMS on or after 01-01-2004 and their PRAN number are still awaited. This exercise should be completed before the end of 31.12.2017 and report is to be submitted with all details.

5. Time is most crucial factor in NPS since *each day's delay in deduction and remittance will cause a monetary loss to the subscriber*. The responsibility for timely remittance to the Trustee Bank is that of the PAO in respect of all the subscribers under his domain. In order to comply with the scheme guidelines, *timelines mentioned in O.M. dated 02-09-2008 of O/o Controller General of Accounts*, ministry of Finance must be observed. They are as follows-

- NPS bill finalization by : **20th** of every Month.
- Upload of Subscriber Contribution File (SCF) on NPSCAN and generation of Transaction ID by : **25th** of the Month.
- Remittance (NPS contribution of subscriber & employer) to reach to Trustee Bank by : **Last day** of the Month.

6. It is conveyed to all concerned, including employees (under NPS) who joined AIIMS before 01.12.2017, that **in absence of PRAN by 31.12.2017, their salary from March, 2018 onwards will not be released till PRAN is made available.**

This is issued with the approval of the Director.


(Ajit Singh)
F&CAO

Distribution:

1. Chief Admn. Officer

Recruitment Cell must submit following documents, along with the Joining Report of the Employee, to the concerned DDO/Accounts officer to enable them to release the salary timely-

- i. Unique Employee **ID** Number,
- ii. Attested copy of the **PAN** card,
- iii. **Bank accounts details** along with a cancelled cheque and first page of Bank pass book , in which account credit of salary is required,
- iv. **Form S-1 For PRAN** duly attested by the Administrative Officer along with other documents required for opening of NPS account.

It may be noted that **salary of employees would be released only when all above documents are received along with Joining Report.**

2. All F&CAOs/Accounts Officers
3. All Sr. Admn. Officers / Administrative Officers
- ✓ 4. Computer Facility – with request to upload the document on AIIMS's website for information of all concerned including employees.

CC:

5. Chiefs of all Centres.
6. All Heads of the Departments.
7. PPS to Director / Dean (Academics) / Dean (Examination) / Dean (Research) / Medical Superintendent(s).
8. PS to DDA.
9. PS to SrFA.

Mr S. N. Raghun Kumar

Atharv
01.12.17.

Mr Sanjeev Kumar.
to upload in the notice P02

lg
04/12/17

(Ajit Singh)
30/11/17
F&CAO



PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

PFRDA/2017/10/CSG/3

Date: 01st March, 2017

To,

All Central Government Ministries & Departments/ State Governments
PrAOs, PAOs, CDDOs, NCDDOs & other CG Nodal offices;
DTAs, DTOs, DDOs & other SG Nodal offices
Autonomous Bodies

Subject: High number of rejections in Subscriber Registration forms

The role of nodal officers in Government Sector – Central Government and State Governments in relation to National Pension System (NPS) is very important and crucial. The role of nodal officers begin with subscriber registration and continues till the very exit of the subscriber from the system.

2. However, it has been observed from the data and reports of Central Recordkeeping Agency (CRA) that there are a large number of rejections of Subscriber Registration forms (CSRF-1) for the employees of the government sector, which is a cause of concern and needs to be addressed on priority. Further analysis of the reports provided by the CRA point out that the following are the prominent reasons of rejections in Subscriber Registration forms:

- 1) Photograph/ signature not as per specification
- 2) Mandatory personal details not filled in CSRF-1
- 3) Address not mentioned in CSRF-1
- 4) Incorrect PAN mentioned
- 5) Details in Aadhar not tallying
- 6) Nomination not filled, which is a mandatory column

3. Delay in opening of Permanent Retirement Account Number (PRAN) for a government sector subscriber leads to delay in initiating credit of NPS contributions. Such delays adversely impact the total corpus available in the account leading to lesser monthly pension receivables to the subscriber and defeating the very purpose of providing NPS to an employee subscriber. It is therefore of utmost importance that the nodal officer carefully examines the account opening form before sending it to CRA – FC.

4. Complete scrutiny of the form before sending it for account opening is essential for ensuring that there are minimal rejections. Thus, all the nodal officers in government sector – Central Government Ministries/ Departments and State Governments are hereby advised to adhere to the laid down procedure before sending account opening forms to CRA –FC/ CRA.

Ashish Kumar
General Manager