

## Controller General of Defence Accounts

ULAN BATAR ROAD PALAM DELHI CANTT-110010

No.CGDA/AT-I/NPS/CIR

Dated: 10-05-2010.

Previous NPS Instruction No and Subject	11/2009	Current NPS Instruction No and Subject	1/2010
Registration of AAO (GE) / AO (GE) as PAOs in CRA system and related issues.		New Time Line for Uploading of SCFs and remittance of contribution funds etc .	

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### 1. Change of HQrs WAN IP (NPS):

The address of NPS Cell homepage available on CGDA WAN has changed as under. All offices with WAN facility are requested to visit the same regularly for relevant information on the New Pension Scheme / latest status reports and feedback received from NSDL.

**Changed Address:**

**WAN IP - <ftp://10.48.152.109/nps/index.htm>.**

2. The dedicated e-mail id obtained for HQrs NPS Cell as mentioned below may be used extensively by all Pr.AOs for NPS related correspondence. All sub-offices are requested to use the same for communicating with NPS cell. **However this e-mail id should not be used for addressing HQrs office for any other purpose.**

**E-mail ID - [nps.cgda@nic.in](mailto:nps.cgda@nic.in)**

### 3. Instructions regarding Oversight Authority:

Attention is invited to the Standard Operating Procedure , developed by NSDL, wherein it has been stipulated that a Principal.AO (Pr.AO) will have several functions in the NPS and most of them will be in the nature of monitoring the performances of the Nodal offices under its jurisdiction and will be responsible for carrying out the following activities.

- Consolidate PAO registration form and forward it to CRA for registration.
- Monitor performance of PAO and DDO in discharging their responsibilities in CRA system.
- Monitor the resolution of grievances raised against PAO.
- Take necessary action to ensure compliance of PAO and DDO with the operational procedures of CRA system.

The functions of Nodal offices in CRA system such as Pr.AO, PAO and DDOs have already been intimated to all PCsDA / CsDA vide this HQrs letter No 5189/AT-I/NPS/Vol-XIII dated 29-05-2008 and that the machinery of the Pr.AOs becomes functional in its true spirit vide this HQrs NPS instruction No-2/2009 dated 27-1-2009.

**It has been reiterated that the Pr.AO will continue as the oversight authority for the purpose of NPSCAN vide Min of Finance OM No.1(2)/EV/2008 dated 3<sup>rd</sup> Feb 2009 ( copy enclosed) received through PFRDA. Pr.AOs are requested to discharge their duty as oversight authority and monitor functioning of PAOs and DDOs as stipulated.**

#### **4. New Time Line of regular upload and fund transfer:**

(a) This HQrs issued instructions vide NPS circular No 6/2009 dated 19-2-2009 that all the PAOs would ensure regular upload in respect of subscribers whose pay bills are pre-audited , on NPSCAN, on the first working day (by 05.30 PM) of the month following the salary month. Subsequent to upload of data, the funds need to be transferred immediately to the Trustee Bank on receipt of Transaction id /CSF from NPSCAN.

(b) New time lines, as mentioned below, may be followed with immediate effect by the PAOs in Defence in regard to regular upload and fund transfer.

i) The responsibility of the correct and timely deduction of the contribution for each subscriber as mandated under the New Pension Scheme will rest with the respective DDOs. NPS bills should be preferred so as to reach the PAO by 20<sup>th</sup> of every month. Accountability is important since each day's delay in deduction or remittance will cause a monetary loss to the subscriber.

ii) The responsibility for timely remittance to the Trustee Bank is that of the PAO in respect of all the subscribers under his domain. After pre-audit of pay bill (NPS) , preparation of punching media (PM) and releasing of amount for payment , the PAO should upload the subscriber contribution details (SCF) on NPSCAN and obtain the Transaction ID by the 25<sup>th</sup> of each month.

iii) If the remittance is through RTGS / NEFT then it may be ensured that the NPS contributions (Government's and employees) should be credited to the account of the Trustee Bank by the PAO on the last working day of each month for that salary month. If the remittance is through a cheque payable to the Trustee Bank, then the same should be delivered to the local Branch of the Trustee Bank by the PAO by the 26<sup>th</sup> of each month marked NPB (Not Payable Before) for the last working day of the month.

iv) As pay for the month of March is disbursed on first working day in April in next financial year, regular upload of SCF may be made by 26<sup>th</sup> of the month as stated above, the NPS contributions should be credited to the account of the Trustee Bank by the PAO on first working day of April ( next financial year) in case the remittance is through RTGS/NEFT or the cheque payable to the Trustee Bank be delivered to the Trustee Bank/Branch by the PAO marked NPB for the first working day of April ( next financial year).

**Sr. Dy.CGDA(AT-I)**

Ph No. 011-25674837, Fax-25674778

To

All PCsDA/CsDA/PC of F&A(Fys)/Cs of F&A(Fys), ACAS (Air HQrs), New Delhi.  
Pr.AO (NPS).

Copy to:-

<b>1. Shri Manoj Sahay,</b> Director (Admn) Deptt of Expenditure (Min of Finance) Room N-76, North Block New Delhi	For information
<b>2. Shri P Upadhyay,</b> General Manager PFRDA, 1 <sup>st</sup> Floor, ICADR Building Plot No-6 Vasant Kunj Institutional Area Phase-II, New Delhi-110070	For information.
<b>3. Shri Amit Sinha</b> Executive Vice President , NSDL 4 <sup>th</sup> Floor, A Wing Trade World Kamala Mills Compound Senapati Bapat Marg, Lower Parel Mumbai-400013	For information
<b>4. Shri Anand Agrawal</b> Dy.CGDA (EDPs) EDP Centre ( Local)	For information and with a request to post this circular on website and CGDA WAN
5. Dy.CGDA (AN) Local	For information.
6. Dy.CGDA(A/Cs) (Local)	For information
7. Dy.CGDA (AT-Coord) (Local)	For information

**Sr.Dy.CGDA( AT-I)**

No. 1(2)/EV/2003  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 3rd February, 2009

**OFFICE MEMORANDUM**

Subject: Implementation of New Pension Scheme - Instructions regarding Oversight Authority regarding-

Attention is invited to the Standard Operating Procedure, developed by NSDL, wherein it has been stipulated that a Principal PAO will have several functions in the NPS and most of them will be in the nature of monitoring the performances of the Nodal offices under its jurisdiction and he will be responsible for carrying out the following activities:

- Consolidate PAO registration form and forward it to CRA for registration.
- Monitor performance of PAO and DDO in discharging their responsibilities in CRA system.
- Monitor the resolution of grievances raised against PAO.
- Take necessary action to ensure compliance of PAO and DDO with the operational procedures of CRA system.

2. It is, therefore reiterated that the Principal PAO/PAO will continue as the oversight authority for the purpose of NPSCAN even after CDDOs have been permitted to directly upload data since the CDDOs derive their cheque drawing powers by delegation from PAOs. Hence, Pr. PAO would need to register in the NPS CAN immediately, if not already done.

3. Further, the Ministries/Departments may constitute a Committee headed by JS(Admn) & Pr. CCA/CCA to monitor the registrations/regular upload of data and fund transfer to ensure that no delay occurs.

4. This issues with the approval of Secretary (Exp).

  
(Manoj Sahay)  
Director

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1. Mr. V.N. Kaila, CGA
  2. Ms. Soma Roy Burman, CC(Pension)
  3. PFRDA
  4. NSDL