



GOVERNMENT OF KERALA
Abstract

Finance Department - Pension - Implementation of National Pension System for State employees appointed on or after 01.04.2013 - Appointment of State Nodal Officer and instruction for forwarding of Permanent Retirement Account Number Forms - Orders issued.

FINANCE (PENSION-A) DEPARTMENT

G.O(P)No. 149/2013/Fin.

Dated, Thiruvananthapuram, 03/04/2013

Read:- 1. G.O(P) No. 441/2012/Fin dated 08.08.2012

2. G.O(P) No. 20/2013/Fin dated 07.01.2013

ORDER

As per the Government Order read as 2nd paper above, National Pension System (NPS) has been implemented in the State for all appointments made on or after 01.04.2013. In this connection, Government are pleased to issue the following further orders :-

1. Additional Secretary (Pension), Finance Department, Government Secretariat, Thiruvananthapuram is designated as the State Nodal Officer(SNO) for monitoring all NPS (State employees) related activities in the State.
2. Appointing authorities in all Government Departments in the State, including Panchayat Department and aided institutions are directed to follow the following procedure with regard to the allotment of Permanent Retirement Account Number (PRAN) to the employees appointed on or after 01/04/2013 (applicable for appointment orders from 01/04/2013 only):-

All the employees appointed on or after 01.04.2013 would submit filled up application form in duplicate (Annexure) for allotment of PRAN at the time of reporting for duty. The appointing authority would ensure this also. The appointing authority would forward the same to the SNO after attesting the entries in the application form as Authorized Person. The entries under Section B of the application form would also be attested by the appointing authority (Authorized

Person). On receipt of the application form, SNO would forward the same to National Securities Depository Limited in order to allot PRAN. As and when PRAN is allotted to the employee through the SNO, he /she can start subscription to the Scheme.

3. The appointing authorities shall strictly adhere to the above direction that deduction of amount of contribution shall be effected only upon intimation from the SNO.

BY ORDER OF THE GOVERNOR,
Dr.V.P.JOY
Principal Secretary (Finance)

To

The Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram
All Heads of Department
All Departments and Sections of the Secretariat
The Director of Treasuries, Thiruvananthapuram
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with CL)
The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram
The Registrar, High Court of Kerala, Ernakulam
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram (with CL)
The Registrar, University of Kerala / Kochi / Kozhikode / Mahatma Gandhi/ Kannur (with CL)
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram
The Registrar, Kerala Agricultural University, Vellanikkara
The Registrar, Kerala Veterinary and Animal Sciences University, Wayanad (with CL)
The Registrar, Sree Sankara Sanskrit University, Kalady (with CL)
The Registrar, Kerala University of Health and Allied Sciences, Thrissur (with CL)
The Registrar, Fisheries University, Ernakulam (with CL)
The Secretary, Ombudsman for Local Self Government Institutions Thiruvananthapuram
The Advocate General, Kerala, Ernakulam (with CL)
The Secretary, Kerala State Electricity Board, Thiruvananthapuram
The Additional Secretary to the Chief Secretary to Government
All Additional Chief Secretaries/ Principal Secretaries/ Secretaries/ Spec Secretaries/Additional Secretaries/Joint Secretaries/ Deputy Secretaries/Under Secretaries to Government
The Secretary to Governor, Raj Bhavan, Thiruvnanthapuram
The Private Secretary to the Speaker/Deputy Speaker of the Kerala Legislative Assembly
The Secretary, Kerala State Human Rights Commission, Thiruvananthapuram
The Secretary, Kerala State Women's Commission, Thiruvananthapuram
The Private Secretaries to the Chief Minister and other Ministers
The Private Secretary to the Leader of Opposition

ANNEXURE

- The State Election Commissioner, Kerala, Thiruvananthapuram
- The Chief Information Commissioner, Kerala, Thiruvananthapuram (with CL)
- The General Administration (S C) Department
- The Finance (Budget Wing A/B) Department
- All District Treasury Officers/Sub Treasury Officers
- The Director, Information and Public Relations, Thiruvananthapuram
- The Nodal Officer, www.finance.kerala.gov.in
- Stock File/Office Copy.

Annexure SI

10. Email ID [Grid]

11. Subscribers Bank Details: Please refer instruction no. f (4)
Savings A/c [] Current A/c []
Bank A/c Number [Grid]
Bank Name [Grid]
Bank Branch [Grid]
Bank Address [Grid]

Pin Code [Grid]
Bank MICR Code [Grid] (Wherever applicable)

12. Value Added Services:
i) SMS Alert: Yes [] No []
ii) Email Alert: Yes [] No []

I, _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.
Date: [Grid]
Signature/Left Thumb Impression of Subscriber [Box]

Section B - Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)

1. Date of Joining [Grid] 2. Date of Retirement [Grid]
D D M M Y Y Y Y

3. PAN [Grid] (Please refer to instructions No.5.)
4. Group of the Employee (Please Tick) Group A [] Group B [] Group C [] Group D []

5. Office [Grid]
6. Department [Grid]
7. Ministry [Grid]

8. DDO Registration Number [Grid] 9. DTO Registration Number [Grid]
(Please refer to instructions No.6.)

10. Basic Salary [Grid]
11. Pay Scale [Grid]

Certified that the above declaration has been signed / thumb impressed before me by _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employer records available with the Department.
[Box] Rubber Stamp of the DDO
Signature of the Authorised Person Designation of the Authorised Person: _____ Name of the DDO _____
Date: [Grid] Department / Ministry _____

Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *

1st Nominee										2nd Nominee										3rd Nominee									
First Name *										First Name *										First Name *									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

2. Date of Birth (In case of a minor)*:

1st Nominee					2nd Nominee					3rd Nominee				

3. Relationship with the Nominee*:

1st Nominee										2nd Nominee										3rd Nominee									

4. Percentage Share *:

1st Nominee					2nd Nominee					3rd Nominee				
				%					%					%

5. Nominee's Guardian Details (in case of a minor)*:

1st Nominee's Guardian Details										2nd Nominee's Guardian Details										3rd Nominee's Guardian Details									
First Name *										First Name *										First Name *									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

6. Conditions rendering nomination invalid:

1st Nominee										2nd Nominee										3rd Nominee									

Section D - Subscriber Scheme Details

1st Scheme										2nd Scheme										3rd Scheme									
Pension Fund Managers Name/Code										Pension Fund Managers Name/Code										Pension Fund Managers Name/Code									
Scheme ID No./Name										Scheme ID No./Name										Scheme ID No./Name									
Percentage Share										Percentage Share										Percentage Share									
									%										%										%

Section E - Declaration

I understand that there would be PFRDA approved *Terms and Conditions* for Subscribers on the CRA website governing *1-Pin (to access CRA / NPSCAN and view details) & T-pin*. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.	Signature/Left Thumb Impression of Subscriber																			
Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td></td><td></td> </tr> </table>												D	D	M	M	Y	Y	Y	Y	
D	D	M	M	Y	Y	Y	Y													

INSTRUCTIONS FOR FILLING PRAN FORM

- a) This form is to be used by State Governments and Union Territories employees.
 b) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
 c) Details Marked with (*) are the mandatory fields.
 d) Each box, wherever provided, should contain only one character (alphabetic/number/punctuation mark) leaving a blank box after each word.
 e) 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
 f) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
 g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

Sr. No.	Item No.	Item Details	Guidelines for Filling the Form
Section A - Subscriber's Personal Details			
1	3.	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6.	Present Address	All future communications will be sent to present address.
3	8, 9, 10	Phone No., Mobile No. & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy.
4	11	Subscriber's Bank Details	If Subscriber mentions any of the bank details, except MICR Code all the bank details will be mandatory.
Section B - Subscriber's Employment Details			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorized Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PFAN	Kindly provide the PFAN (Permanent Pension Account Number) or equivalent number, if it has been allotted to the subscriber by the respective state government / Union Territory.
6	8 & 9	DTO Reg. No. & DDO Reg. No.	DTO Reg. No. and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency.
Section C - Subscriber's Nomination Details			
7	4.	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
8	5.	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory.
Section D - Subscriber scheme details			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npsra.usdi.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npsra.usdi.co.in Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable.	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npsra.usdi.co.in>).
 b) The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filing up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.
 c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO.
 d) For more information
 Visit us at <http://www.npsra.usdi.co.in>
 Call us at 022-24994200
 e-mail us at info.cra@nsdi.co.in
 Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamati Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
 ✓ DDO/DTO/Authorized Person/Authorized Signatory be read as Appointing Authority.
 ✓ DDO/DTO Reg.No. - To be allotted by the Central Record Keeping Agency to the Sub Treasury office / District Treasury Office concerned.

