

**PUNJAB STATE POWER CORPORATION LIMITED**  
**(Office of the Chief Accounts Officer, New Pension Scheme Section, PSPCL, Patiala)**

To,

**All DDOs PSPCL.**

**Memo No. 293**

**Dated:08.07.2013**

**Subject:- Guidelines for proper implementation of New Defined Contributory Pension Scheme.**

New Defined Contributory Pension Schemes mandatory for all Govt. / PSPCL employees joining service on or after 1.1.2004. Only regular employees who are appointed on or after 1.1.2004 are covered under this scheme. Work charged and employees appointed on contract basis are not covered under this scheme. Therefore If any Contract/work charge employee has already been allotted PRAN, bring it to the notice of AO/NPS immediately for the cancellation of the same.

With reference to the above, we hereby undertake to ensure that our employees recruited on or after 1.1.2004 would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by PFRDA under the NPS Architecture, from time to time.

PSPCL has got registered with NSDL, Mumbai under DDO Registration No. SGV145420E and the PAO Registration No. 4014286. It has been decided that the contribution under the New Defined Contributory Pension Scheme shall be started to deposit with NSDL from the Pay bill of the employees for the Month of July 2013 onwards but only in case of those employees whose PRAN shall be allotted by NSDL.

The following guidelines are issued for proper implementation of New Pension Scheme. In future, the DDOs should ensure that these guidelines are being strictly followed in their offices:

1. Each DDO will ensure that all subscribers of CPF (NPS) have been allotted PRAN numbers. If PRAN has not been allotted to any employee, DDO will forward the S-1 Form to the office of AO - NPS Head Office Patiala before 15th July 2013. A Certificate in this regard shall be submitted by each DDO to NPS Section that all subscribers under their office have been allotted PRAN or S-1 form of all employees have been filled & submitted.
2. While submitting the application form (S-1) for allotment of PRAN, it should be ensured that all columns of the form are properly filled in black ink only. Un-attested photograph should be properly pasted on the form and one Cancelled cheque should also be attached. Form S-1 should be submitted in duplicate and ONLY ONE COPY of S-1 Form should be properly signed & stamped by the DDO. Employee ID Nos. and DDO address should be mentioned on the back side of this signed copy. Instructions given on the last page of the form S-1 should be properly followed.
3. While submitting the form S-2 for change/correction in subscriber master detail and/or reissue of I-Pin/T-Pin/PRAN card, instruction given on page 3 of the form should be properly followed.
4. It is clarified that employees who have been appointed by TRANSCO (PSTCL) after 16.04.2010 will get their PRANs allotted through AO/NPS PSTCL (TRANSCO) only. But those employees who are currently working under TRANSCO and their process of recruitment was started during the erstwhile PSEB and they joined service during the year 2010, will get their PRANs allotted through AO/NPS PSPCL.
5. Where an employee has joined PSPCL after resigning from any other Govt. Department and PRAN has been issued to him/her from his/her previous employer, there is no need to apply for a new PRAN. Subscription may be deposited in his old PRAN and a proper note to this effect including detail of previous department should be given in the NPS schedule.
6. The amount of each financial Year standing at the credit of 57.165(employer share) & 57.160 (employee share) must be tallied since 1.1.2004, if there is any difference, same shall be rectified in June/July 2013 Monthly Account. Trail Balance of these Months shall not be accepted by WAD section until the amount of 57.165 & 57.160 are matched, if there is any debit standing corresponding to these heads it should also be rectified by concerned DDO in June/July 2013 Monthly Account.

7. Location code wise/ DDO wise list of figures collected from compilation section have been uploaded on the website under CPF Information.
8. In case the recovery of amount of subscription from the salary of employee recruited on or after 1.01.2004 (whose PRAN No. shall be allotted by NSDL) towards New Pension Scheme could not be started yet, same shall be deducted with the current Month Subscription i.e one subscription for Current Month and One additional of equivalent amount towards arrears.
9. Each DDO will submit its arrear schedule w.e.f 01.01.2004 to 30.06.2013 in the excel format as per enclosed Performa.
10. Every DDO shall create an E –Mail ID, if the same has not already been created in respect of their office, in order to furnish the schedule register (in prescribed format in MS Excel) under NPS of those employees appointed on or after 01.01.2004. at ao-nps@pspcl.in/aopspcl@gmail.com by 25th of every month to enable NPS section to deposit the CPF to NSDL.
11. DDO should ensure that correct PRAN (12 Digits) of each subscriber has been shown in the schedule. DDO is fully responsible for the subscription shown in the schedule by his office against incorrect PRAN/PRANs. It is advised to keep a photocopy of the PRAN card of each subscriber in the office.
12. The subscription under NPS is deposited with NSDL, Mumbai on the basis of the NPS schedules submitted by the DDOs. In case any less/excess subscription has been intimated by the DDO, the adjustment is to be made by the DDO at his own level in the NPS schedule of the next month. No revised schedule of NPS subscription for any month will be accepted.
13. The NPS Schedule should be submitted only as per prescribed Performa in MS Excel and in soft as well as hard copy, NPS Schedule submitted in any other format/form will be rejected. A Specimen for preparing the schedule is given below.
14. A specimen copy of PRAN form as well as Blank PRAN Form,S-2 form, and Annex-v is uploaded at PSPCL website under download forms (CPF forms).
15. NPS FORMS:-
  - S-1 form for PRAN allotment
  - S-2 form for change/correction in subscriber master detail
  - Annexure-v (NPS schedule) for subscriber's subscription. (regular/Arrear)

**Example A: Prescribed Performa of NPS Schedule:**

Location Code :- \_\_\_\_\_

Office/Division Name:- \_\_\_\_\_

Sr No	DDO Regd No	PRAN No	Employee ID No	PAN No	Name of Employee	Employee Contribution (57.160)	Employer Contribution (57.165)	Deduction of Month	F.Y	Contribution Type (Regular/Arrear)	Remarks
1	SGV145420E	110050925966	222222222	AKWPK0000K	Paramveer S	1819.00	1819.00	February	2013	Regular	
	SGV145420E	110050925966	222222222	AKWPK0000K	Paramveer S	1819.00	1819.00	February	2013	Arrear	NPS Arrear
2	SGV145420E	110050925967	222222220	AKWPK0000L	Yudhveer	2200.00	2200.00	February	2013	Regular	
					Total	5838.00	5838.00				

Certify by

Signature of DDO :- \_\_\_\_\_

Office Stamp

Please ensure that the above steps are being followed in your office for proper implementation of New Defined Contributory Pension Scheme.

-sd-  
Dy. CAO/CPPC  
PSPCL, PATIALA