

MANIPUR



GAZETTE

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GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

Subject :- Introduction of Defined Contribution Pension Scheme.

No.9/44/2004-FD(PIC): The State Government of Manipur have adopted a new Defined Contribution Pension Scheme of the Government of India replacing the existing system of Defined Benefit Pension System vide this Government's Notification No. 9/44/2004-FD(PIC), dated 31/12/2004. The new Pension Scheme comes into operation with effect from 01/01/2005 and is applicable to all new entrants to State Government service on or after 01/01/2005.

The salient features of the New Pension Scheme are as follows :-

1. The New Pension Scheme will work on defined contribution basis and will have two tiers – Tier-I and Tier-II. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 01/01/2005, whereas Tier-II will be optional and at the discretion of Government servants. Separate orders if any, will be issued on Tier-II Scheme subsequently.
2. In Tier-I, Government servants will have to make a contribution of 10% of his/her Basic Pay plus Dearness Allowance plus Dearness Pay (from 01/12/2007) plus Non Practicing Allowance (if any), which will be deducted from his/her salary bill every month by the Drawing and Disbursing Officer concerned in accordance with this Government's Office Memoranda No.9/44/2004-FD(PIC)(A), dated 28/02/2006 and No.9/44/2004-FD(PIC), dated 19/03/2008. The Government will make an equal matching contribution. After the implementation of the Revised Pay Rules under Manipur Services (Revision of Pay) Rules, 2010 w.e.f. 01/04/2010 the contribution will be 10% of Basic Pay (i.e. Pay plus Grade Pay) plus Dearness Allowance, as admissible from time to time.
3. Tier-I contributions (and the investment returns) will be kept in a non-withdrawable Pension Tier-I Account.
4. The existing provisions of Defined Benefit Pension and GPF would not be available to new Government servants joining Government service on or after 01/01/2005.
5. In order to implement the Scheme, the National Securities Depository Limited (NSDL) has been appointed as the Central Record Keeping Agency (CRA) and three fund managers viz (i) SBI (SBI Pension Funds Pvt. Ltd), (ii) LIC (LIC Pension Fund Ltd.) and (iii) UTI Asset Management Company (UTI Retirement Solutions

Ltd.) have been appointed as Pension Fund Managers by the Pension Fund Regulatory Development Authority (PFRDA) to offer three categories of Schemes to Government servants viz. options A, B and C based on the ratio of investment in fixed income instruments and equities. An independent Pension Fund Regulatory and Development Authority (PFRDA) established by the Government of India will regulate and develop the pension market.

6. As an interim arrangement, till such time the Statutory PFRDA is set up by the Government of India, an interim PFRDA has been appointed under an executive order of the Ministry of Finance, Government of India.
7. PFRDA (Pension Fund Regulatory & Development Authority) is an independent regulatory body for NPS and NPS Trust has been established to hold the funds on behalf of beneficiaries. PFRDA signed contract Agreement with the National Securities Depository Limited (NSDL) as Central Recordkeeping Agency for –
 - i. recordkeeping, administration and customer service for all subscriber of the NPS,
 - ii. issue of unique Permanent Retirement Account Number (PRAN) to each subscriber, maintaining a database of all PRANs issued and recording transactions relating to each subscriber's PRAN,
 - iii. acting as an operational interface between PFRDA and other NPS intermediaries, such as, Pension Fund Managers, Annuity Service Providers, Trustee Bank etc.

The State Government of Manipur has already decided to avail of the services of the CRA and an Agreement has been signed with NSDL on 12th day of November, 2009. Further, the State Government of Manipur has approved engagement of New Pension System (NPS) Trust for fund management and other services for the New Pension System in respect of the State of Manipur and an Agreement has been signed between the State Government of Manipur and the NPS Trust on 13th day of April, 2010, at New Delhi.

The role of (i) SBI (SBI Pension Funds Pvt. Ltd), (ii) LIC (LIC Pension Fund Ltd.) and (iii) UTI Asset Management Company (UTI Retirement Solutions Ltd.) to NPS, is to invest and manage NPS Funds.

The role of Bank of India as Trustee Bank to NPS, is to collect the contribution from Nodal Office i.e. Directorate of Management and Information System, Manipur of the State Government and transfer to Fund Managers' accounts as per the directions of CRA.

8. Every Government servant can exit on attaining the age of superannuation from the Tier-I of the Scheme. At exit, it would be mandatory for him/her to invest a minimum of 40% of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company), which will provide for pension for the lifetime of the employee and his/her dependent parents/spouse wherever applicable. In the case of Government servants who leave the Scheme before attaining the age of superannuation, the mandatory annuitisation would be a minimum of 80% of the pension wealth.
9. The following procedures shall be followed hereinafter for implementation of the New Pension Scheme during the interim arrangement:-
 - (a) Recoveries towards Tier-I contribution will start from the salary of the month following the month in which the Government servant has joined service. Therefore, no recovery will be effected for the month of joining. For example, for employees joining service in the month of January, 2005, deductions towards Tier-I contribution will start from the salary bill of February, 2005. No deduction will be made from his salary earned in January, 2005. Similarly, deductions for those joining service in the month of February, 2005 will start from the salary bill of March, 2005 and so on.
 - (b) In case the deductions have not been made so far for any month or for any period, additional recovery @ 10% of Pay plus Dearness Allowance plus Dearness Pay [from 01/12/2007] (if any) plus Non Practicing Allowance (if any) of employees in addition to the recovery of the current month is to be effected each month till such time as the recovery of arrears are fully effected.
 - (c) Separate instructions are being issued for contribution of the matching share of the Government for the Government servants who join service on or after 01/01/2005 and for whom no matching share of the Government has been paid, so far.
 - (d) Immediately on joining Government service, the Government servant will be required to provide particulars, such as, his name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee, etc. in prescribed format (Annexure-I). The DDO concerned will be responsible for obtaining this information from all Government servants covered under the New Pension Scheme. Consolidated information for all those who have joined service during the month shall be submitted by the DDO concerned in the prescribed format (Annexure - II) to the Directorate of Management and

Information System, Manipur, New Secretariat (Western Block), 3rd Floor, Room No.307 with copy endorsed to the Finance Department (Pay Implementation Cell), Government of Manipur by 7th of the following month. Annexure-I will be retained by DDOs.

After furnishing the necessary particulars in the prescribed format Annexure-I, in addition, the Government servant shall have to furnish duly filled up ANNEXURE S-1 form as prescribed by Central Recordkeeping Agency (CRA) to the concerned DDO for onward submission to the CRA through the Directorate of Management and Information System (Nodal Office) for allotment of Permanent Retirement Account Number (PRAN).

- (e) On receipt of Annexure-II and Annexure S1 form from the DDOs, the Directorate of Management and Information System, Manipur will send the data to the Central Recordkeeping Agency for allotment of a unique 12 digit Permanent Retirement Account Number (PRAN) for each NPS Subscriber.
- (f) On receipt of PRAN from the CRA through CRA/ NSDL website, the Directorate of Management and Information System, Manipur will maintain Index Register for the purpose of record in the prescribed Format Annexure – III in respect of the new entrants to Government service.
- (g) The Directorate of Management and Information System, Manipur will return to the Finance Department (PIC), Government of Manipur and also to the DDO concerned, a copy each of the Statement of Index Register duly indicating therein the Account Number allotted by CRA to each individual (viz PRAN) by 10th instant. The DDO in turn will intimate the account number to the individuals concerned and also note in the Pay Bill Register and in the respective Service book of the employees.
- (h) The details of nominee(s) of the Government servants after allotment of PRAN will be consolidated by various DDOs in the format (Annexure – IV) and a copy of the same be furnished to the Directorate of Management and Information System, Manipur for further consolidation before it is submitted to Finance Department(PIC), Government of Manipur by Directorate of Management and Information System.
- (i) The DDOs will have to prepare separate pay bills in respect of the Govt. servants joining Govt. service on or after 01/01/2005 and will send the same with all the Schedules to the Treasury on or before 20th of the month to which the bills relate. In case of Departments where salaries and wages are currently

paid through cheques drawn by the DDOs, such cheques will not be drawn and the Cheque Drawing DDOs will only prepare pay bills. Such bills will be sent by them to the Treasury Offices for pre-check and payment.

- (j) The DDO will prepare a recovery Schedule in triplicate (Yellow Coloured Paper) in the prescribed form (Annexure – V) for the contributions under Tier-I and attach them with the pay bills. The amount of the Contributions under Tier-I should tally with the total amount of recoveries shown under the corresponding column in the pay bill. The reason for non-recovery, if any, from a particular employee for any particular month shall be furnished by the DDO concerned in the remarks column of the recovery schedule without fail.
- (k) Government servants' contribution and matching share of the Government shall be credited to –

ESCROW ACCOUNT

opened at State Bank of India, M.G.Avenue, Imphal in the name of Secretary (Finance), Government of Manipur and operated by Director, Management Information System, Manipur.

(l) ACCOUNTING PROCEDURES:

- i) The DDO shall prepare a separate pay bill for Government servants who join service on or after 01/01/2005. The 10% employees' contribution under Tier-I shall be indicated/ reflected by a schedule (in triplicate) and deposited to –

Major Head	:	8342	–	Other Deposits
Minor	:	117	-	Defined Contribution Pension Scheme for Government Employees.
Sub-Head	:	01	-	Government Servants' Contribution under Tier – I
		02	-	Government's contribution under Tier - I

- ii) The Treasury Officer/ Sub-Treasury Officer shall consolidate all the schedules in connection with the deposits made to Major Head : 8342 for the month latest by the 5th of the month (or a day ahead if 5th is a holiday). Claims for withdrawal from MH : 8342 for respective Treasuries/ Sub-Treasuries shall be made to the Director, Treasuries and Accounts, Manipur.

- iii) The Director, Treasuries & Accounts, Manipur shall consolidate all the claims for withdrawal of NPS Subscribers contribution from Major Head: 8342 and shall also process for withdrawal of 10% Government matching contributions under Tier-I from Major Head : 2071.
- iv) The Director, Treasuries & Accounts, Manipur shall issue sanction for drawal of Government Servants' Contribution, matching contribution of Government every month and Interest accrued from deposits so far from the relevant Heads of Account.
- v) The matching share shall be debited centrally to –
- | | | |
|------------|----------|--|
| Major Head | : 2071 – | Pensions, and other Retirements Benefits; |
| Sub-Major | : 01 – | Civil; |
| Minor | : 117 – | Government Contribution for Defined Contribution Pension Scheme; |
| Sub-Head | : 01 – | Government Contribution; |
| Detailed | : 00 – | |
| Object | : 04 – | Pensionary Charges. |

Both components i.e. 10% employees' contribution and 10% Government matching share contribution after withdrawal centrally by the Director, Treasuries & Accounts, Manipur shall be deposited to the ESCROW Account of the Secretary (Finance), Government of Manipur.

- vi) On receipt of Government's instruction, for allowing interest on the accumulation of the fund, the amount of interest may be debited to the following head -
- | | | |
|------------|----------|--------------------------------|
| Major Head | : 2049 – | Interest payments; |
| Sub-Major | : 60 – | Interest on other obligations; |
| Minor | : 101 – | Interest on Deposits; |
- vii) The Director, Management and Information System, Manipur thereafter transfers the whole amount of fund from the ESCROW Account maintained at SBI, M.G. Avenue, Imphal to the State Account maintained in the name of Secretary(Finance), Government of Manipur at Trustee Bank (i.e. Bank of India) by RTGS (Real Time Gross Settlement).

(m)The Employees' Contributions under Tier-I and Government's Contribution should be posted in different columns of the individual ledger account (to be maintained by Directorate of Management and Information System, Manipur in

the format in Annexure – VIII based on the report furnished by the Director, Treasuries & Accounts, Manipur in format Annexure VII) and BROADSHEET and tallied with the accounts figures as being done in the case of GPF.

- (n) These accounts should not be mixed with GPF accounts and these records/ ledger accounts should be independent of GPF accounts maintained in the case of pre- 01/01/2005 entrants.
 - (o) The Directorate of Management and Information System, Manipur, will update its database and generate exception reports for missing credits, mismatches etc. which will be sent back to the DDOs concerned and send a copy to Finance Department (PIC), Government of Manipur.
 - (p) Whenever any Government servant is transferred from one office to another, the Drawing and Disbursing Officer should clearly indicate in the Last Pay Certificate (LPC) of the individual, PRAN, EIN, the month upto which Government servant's contribution and Government's contribution have been made and deposited, amount of deduction towards employees contribution to the Pension Fund.
 - (q) No withdrawal of any amount will be allowed during the interim arrangement. In case of death of personnel covered under the New Pension Scheme, the employees' own contribution plus Government's matching contribution plus interest @ 8% per annum on the progressive total of the fund may be paid to the legal heir(s) after the issue of this Office Memorandum. In the matter of other benefits viz., death gratuity, family pension and / or ex gratia payment, necessary instructions shall be notified in due course.
 - (r) Detailed instructions on the interest payable on Tier-I balances shall be issued in due course.
 - (s) At the end of each financial year, the Annual Account Statements for each employee showing the opening balance, details of monthly deductions and Government's matching contributions, interest earned, if any, and the closing balance will be available on NSDL (CRA)'s Website.
- 10.1 In case of Government employees under NPS remains on long spell of the leave, his/her contribution towards NPS shall be deducted and remitted from the leave salaries soon after he/she returns from leave. Government matching contribution in this case, shall accompany with the employee's contribution. In case of short

spell of leave, i.e. part of a month, his/her contribution shall be deducted/ remitted either from duty pay or leave salary, whichever is higher.

- 10.2 In case of Government employees who avail Half-Pay Leave, employee's contribution and also the Government's matching contribution shall be at proportionate amount on the basis of the leave salary. During Extra-Ordinary Leave without pay, the question of recovery of contribution including matching contribution of the Government will not arise.
- 10.3 During the period of suspension where subsistence allowance has/have been sanctioned, contribution may be recovered including the Government's matching contribution thereto. As soon as the departmental disciplinary proceedings have been finalized and/or the concerned suspended employee has been reinstated, deductions towards NPS shall be made.
- 10.4 Where a Government employee is removed, dismissed or compulsorily retired or terminated or in case of resignation, the Director, Management & Information System, Director of Treasuries & Accounts, Manipur and the Central Recordkeeping Agency shall forthwith be intimated by the concerned D.D.O. as soon as the above event(s) is/are finalized.
- 10.5 The contribution of employees who are on deputation to foreign services shall be recovered from the salary of the employees by the borrower and equal matching contribution shall be paid by the borrower. The amount so recovered and equal matching contributions of the borrower shall be paid to the Director of Treasuries & Accounts, Manipur by 10th of the following month positively by **Demand Draft** which will be credited to the Public Account of the State.
- 10.6 Government employee who was in State Government service before 01/01/2005, but joins in new Government service on direct recruitment after resignation which is in the nature of technical resignation is eligible for Pension governed under the provisions of the Manipur Civil Services (Pension) Rules, 1977.
- 10.7 The Defined Contribution Pension Scheme will be applicable to the employees on deputation from Central or any other State Government services if he/she is already governed by the Defined Contribution Pension Scheme before deputation.

11. Detailed Guidelines and Check List for strict compliance by the Director of Treasuries and Accounts, District Treasury Officers, Sub-Treasury Officers, MIS and DDOs are issued separately as in Annexure-IX.

A. N. JHA,
Principal Secretary (Finance),
Government of Manipur.

ANNEXURE – I

(Details to be furnished by the Government servant)

1. Name of the Govt. servant
(in Block letters) :
2. Designation :
3. Name of Ministry/Deptt/
Organization :
4. Scale of Pay :
5. Date of Birth :
6. Date of joining Govt. service :
7. Basic pay :
8. Nominee for accumulations
under the Pension Account :

Sl. No.	Name of nominee(s)	Age	Percentage of share payable	Relationship with the government servant
1.				
2.				
3.				

Signature of DDO
DDO Designation
DDO Code No.

Signature of the Govt. servant.

ANNEXURE-II

FORMAT IN WHICH INFORMATION IS REQUIRED TO BE SENT BY DDO TO DIRECTORATE OF MANAGEMENT AND INFORMATION SYSTEM CELL, MANIPUR.

DDO Designation /DDO Code No. :

Name of Office & Address :

Sl. No.	Name of the Government servant	Designation	Basic Pay	Date of Birth	EIN	Date of joining service	DDO Registration number allotted by CRA
1	2	3	4	5	6	7	8

**Signature
DDO Designation:
Office Seal :**

Application for Allotment of Permanent Retirement Account Number (PRAN)

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

Acknowledgement No.
(To be filled by FC)

Permanent Retirement Account Number :
(To be filled by FC after PRAN generation)

To affix recent
Coloured photograph
(3.5 cm x 2.5 cm)

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

Signature/Left Thumb Impression
of Subscriber in black ink

Section A - Subscribers Personal Details (* Indicates Mandatory Field)

1. Full Name (Full expanded name: initials are not permitted)

Please Tick as applicable, Shri Smt. Kumari

First Name *

Middle Name

Last Name

2. Gender * Please Tick as applicable, Male Female

3. Date of Birth * 4. PAN

D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

5. Father's Full Name:

First Name *

Middle Name

Last Name

6. Present Address:

Flat/Unit No, Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

7. Permanent Address: If same as above, Please Tick else.

Flat/Unit No, Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

8. Phone No.
STD Code Phone No.

9. Mobile No.

10. Email ID

[Grid for Email ID]

11. Subscribers Bank Details: Please refer instruction no. f(4)

Savings A/c

Current A/c

Bank A/c Number

[Grid for Bank A/c Number]

Bank Name

[Grid for Bank Name]

Bank Branch

[Grid for Bank Branch]

Bank Address

[Grid for Bank Address]

Pin Code

[Grid for Pin Code]

Bank MICR Code

[Grid for Bank MICR Code]

(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 for Date: DDMMYYYY]

[Signature/Left Thumb Impression of Subscriber]

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

1. Date of Joining

[Grid for Date of Joining]

2. Date of Retirement

[Grid for Date of Retirement]

D D M M Y Y Y Y

D D M M Y Y Y Y

3. PPAN / EIN

[Grid for PPAN / EIN]

(Please refer to instructions No.5.)

4. Group of the Employee (Please Tick)

Group A

Group B

Group C

Group D

5. Office

[Grid for Office]

6. Department

[Grid for Department]

7. Ministry

[Grid for Ministry]

8. DDO Registration Number

[Grid for DDO Registration Number]

9. DTO Registration Number

[Grid for DTO Registration Number]

(Please refer to instructions No.6.)

10. Basic Salary

[Grid for Basic Salary]

11. Pay Scale

[Grid for Pay Scale]

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 employee records available with the Department.

[Signature of the Authorised Person]

Signature of the Authorised Person

Designation of the Authorised Person : _____

[Rubber Stamp of the DDO]

Rubber Stamp of the DDO

Name of the DDO _____

Date :

[Grid for Date: DDMMYYYY]

D D M M Y Y Y Y

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 I-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.

<p>I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.</p> <p>Date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p align="center">D D M M Y Y Y Y</p>	<p>Signature/Left Thumb Impression of Subscriber</p>
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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 (alphabet/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 - Subscribers 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 Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
Section B - Subscribers 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 Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN / EIN	Kindly provide the PPAN (Permanent Pension Account Number) or EIN (Employee Identification 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.npskra.nsdli.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npskra.nsdli.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.npskra.nsdli.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 filling 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.npskra.nsdli.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

ANNEXURE-III

INDEX REGISTER

Permanent Retirement Account No.	EIN	Name of Government Servant	Designation	Name of Office in which he/she joined service	Date of Birth	Date of joining Govt. service	Signature of Special Officer/MIS Cell
1	2	3	4	5	6	7	8

ANNEXURE – IV

FORMAT IN WHICH INFORMATION IS REQUIRED TO BE CONSOLIDATED BY THE DDO/HOO/HOD

DDO Designation
DDO Code No.:

Sl. No.	Name of the Government servant	Designation	Name of Office & Address	Basic Pay	Date of Birth	PRAN	EIN	Date of joining service	Details of nominee(s) for the accumulations under Pension Account.				Remarks	
									Name of Nominee(s)	Age	Relation-ship with Govt. servant	% age of share		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

Signature
DDO Designation
DDO Code No.

ANNEXURE – V

FORMAT OF SCHEDULE OF GOVERNMENT SERVANT'S CONTRIBUTION TOWARDS TIER - I OF THE NEW PENSION SCHEME.

(To be attached with the Pay bill)

For the Month of
 DDO Designation
 DDO Code No.

Head of Account
 Major Head : 8342 -- Other Deposits
 Minor : 117 - Defined Contribution Pension Scheme for Government Employees
 Sub-Head : 01 - Government Servants' Contribution under Tier – I

Sl. No.	PRAN	EIN	Name of the Government servant	Designation	Basic Pay* + DA + DP [from December, 2007] + NPA (if any)	Contribution under Tier-I at 10% of Pay + DA + DP + NPA (if any)	Total	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Rupees _____) only

Signature of TO/STO/ATO

Signature of DDO
 Designation.

* Basic pay shall be Pay plus Grade Pay under ROP-2010.

ANNEXURE – VI

FORMAT OF SCHEDULE OF GOVERNMENT'S CONTRIBUTION TOWARDS TIER - I OF NEW PENSION SCHEME
(to be attached with the bill for drawal of Government's contribution)

Major Head :- 2071 – Pension and other Retirement Benefits. For the month of _____
 Sub-Major :- 01 – Civil
 Minor :- 117 – Government Contribution for Defined Contribution Pension Scheme. Name of DDO/Code No. _____
 Sub-Head :- 01 – Government Contribution
 Detailed :- 00 –
 Object :- 04 – Pensionary Charges.

Sl. No.	PRAN	EIN	Name of the Govt. servant	Designation	Basic Pay * + DA + DP [from December, 2007] + NPA (if any)	Contribution under Tier I at 10 % of Pay + DA + DP + NPA	Total Amount	Government's Contribution (equal to column no.8)	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
					(Rs.)	(Rs.)	(Rs.)	(Rs.)	

(Rupees _____) only

Signature of TO/STO/ATO

Date and Signature of DDO
Designation.

* Basic Pay shall be Pay plus Grade Pay under ROP-2010.

ANNEXURE – VII

**SCHEDULE OF GOVERNMENT SERVANT'S CONTRIBUTION AND GOVERNMENT'S CONTRIBUTION TOWARDS
TIER - I OF NEW PENSION SCHEME**

(to be attached with the bill for credit of Employees Contribution and Government Contribution)

Month and Year of contribution :-

Sl. No.	Name of the Government servant	Designation	PRAN	EIN	Basic Pay *+ DA + DP [from Dec/ 2007] + NPA(if any)	Employees contribution at 10% of Pay + DA + DP + NPA (if any)	Total of 10 % employees contribution	Government's contribution (equal to column no. 8)	Total Amount (8 + 9)	Remarks
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
(1)										

Signature of TO/STO/ATO

Name and Signature of DDO

Designation.

* Basic Pay shall be Pay plus Grade Pay under ROP-2010.

ANNEXURE-VIII

**NEW PENSION SCHEME LEDGER FOLIO
FOR THE FINANCIAL YEAR**

Name : Shri/Smt./Km.
 Designation :
 Department :
 Date of joining Government service :
 Date of Superannuation :
 Permanent Retirement Account Number :
 allotted by CRA :
 EIN :

Month	Basic Pay + DA + DP [from Dec/07] + NPA (if any)	Employees' Contribution Under Tier-I	Government's Contribution under Tier-I	Total Tier - I	Remarks
	Rs.	Rs.	Rs.	Rs.	
April					
May					
June					Tier - I Rs.
July					Opening Balance as on
August					Deposits
Sept.					Withdrawals
October					Interest
Nov.					Closing Balance as on
Dec.					Posted by :
Jan.					Checked by :
Feb.					Examined by :
March					
Total					
Rs.					

ANNEXURE-IX

OPERATIONAL GUIDELINES AND CHECK LIST ON THE NEW DEFINED CONTRIBUTION PENSION SCHEME, 2005.

1. Registration of Designated Office as a Single Point Contact in the CRA system:

Directorate of Treasuries & Accounts, Manipur will register in the Central Recordkeeping Agency (CRA) as DTA cum DTO cum DDO using the form at Annexure-N1 as prescribed by CRA for allocation of Registration Number in respect of Directorate of Treasuries & Accounts, Manipur

2. Opening and operation of ESCROW Account:

An Account in the name of Secretary (Finance), Government of Manipur is to be opened at Bank of India, Mumbai (Trustee Bank) for transfer of fund from the Escrow Account at SBI, M.G. Avenue, Imphal newly opened in the name of Secretary (Finance), Government of Manipur and operated by Director, Management & Information System, Manipur.

3. Role of DDO:

The Drawing and Disbursement Officers of the respective Departments have to call for new-entrants' (on or after 01/01/2005) details vide Annexure-I. After receipt of the information in the prescribed format (Annexure-I) from the new entrants, the DDO will send information in Annexure-II to the Directorate of Management and Information System, Manipur.

4. Registration of NPS Subscriber and allotment of PRAN:

- (a) Prior to Subscribers Registration, DDOs have to provide necessary details of the new-entrants (as prescribed at Annexure-II) to Directorate of Management & Information System, Manipur for generation of 12 digits Permanent Retirement Account Number (PRAN) from the Central Recordkeeping Agency (CRA). This details (Annexure-II) shall be submitted as an **Excel file** to the Directorate of Management & Information System, Manipur.
- (b) After generation of Permanent Retirement Account Number (PRAN) from the CRA, subscriber has to submit Subscriber Registration Form as prescribed at Annexure-S1 to the respective DDO for registration to CRA

- (c) On successful registration of Subscribers in the CRA system, PRAN Kits and associated literatures shall be issued to each individual subscriber and it shall be distributed through the respective Treasury Offices and further through the respective DDOs.

5. Bill preparation by DDO:

DDO will prepare separate Pay Bill for employees accepting New Pension Scheme and it should be supported by relevant schedules in which contribution of the 10% of Pay plus DA has been made for submission to Treasury Office.

6. Role of Treasury/ Sub-Treasury Offices:

Treasury/ Sub-Treasury Offices checks the Pay Bill and prepare a Consolidated Statement supported by the schedules/ recoveries (in Annexure – V) as claim for drawal from Major Head: 8342 another corresponding claim for drawal of Government matching Share from Major head : 2071 supported by Annexure VI & VII be furnished to the Director, Treasuries & Accounts, Manipur. A copy of the same shall also be submitted to the Directorate of Management & Information System both in soft and hard copy within 2 (two) working days.

7. Role of Directorate of Treasuries & Accounts (DTA), Manipur:

- (a) Directorate of Treasuries & Accounts, Manipur will check and tally the consolidated statement furnished by the Treasury/ Sub-Treasury Offices. After verification, DTA will sanction the same amounts from the respective Heads of Account.
- (b) Director, Treasuries & Accounts, Manipur shall claim for the fund for Government servant's contribution from Major Head: 8342 shall be made in form T.R. 61 supported by Schedules of recoveries in form (Annexure-V) as furnished by the Treasury/ Sub-Treasury Officers and claim for Government matching share from Major Head: 2071 shall be made in form T.R. 30 supported by Schedules of recoveries in form (Annexure- VI & VII) by the Director, Treasuries & Accounts, Manipur.
- (c) Director, Treasuries & Accounts, Manipur shall withdraw and deposit/ credit it to Escrow Account of Secretary (Finance), Government of Manipur which is operated by the Director, Management & Information System, Manipur for transfer of the fund to the Bank of India (Trustee Bank).

- (d) Directorate of Treasuries & Accounts, Manipur shall furnish the details of sanction as well as the details of deposits made to ESCROW Account on a monthly basis by the 10th of each month to the Directorate of Management & Information System, Manipur.

8. Fund transfer to Trustee Bank:

After file processing for transfer of data to CRA is completed, Directorate of Management & Information System, Manipur will send data relating to contributions made by the employees and matched by the Government to CRA for allocation of Subscriber Contribution Form (SCF) which shall be used by Directorate of Management & Information System, Manipur at the time of transfer of fund to the Bank of India (Trustee Bank) from ESCROW Account at SBI, M.G.Avenue, Imphal electronically by Real Time Gross Settlement (RTGS).