

No. 1(2)/EV/2008  
Government of India  
Ministry of Finance  
Department of Expenditure

.....  
New Delhi, the 17<sup>th</sup> of August, 2009

OFFICE MEMORANDUM

Subject: - Implementation of New Pension Scheme – Pre-condition for release of 2<sup>nd</sup> installment of arrears of 6<sup>th</sup> CPC recommendations.

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Reference is invited to this Department's earlier Office Memorandums regarding implementation of New Pension Scheme. The progress of implementation of NPS has been reviewed and the following action needs to be taken up immediately.

i. It has been intimated by NSDL that in a large number of cases pertaining to post 01-01-2004 entrants into Government service, the individual application forms for registration to the NPS have not been filled up and sent to them. It is therefore, advised that all employees under the administrative control of your Ministry/Department who are covered under NPS may be asked to fill up the enclosed form which may then be forwarded by DDO/PAO to NSDL immediately (latest by 31<sup>st</sup> August, 2009) if this has not already been done. Action in this regard will need to be completed before release of second installment of arrears for which separate orders will be issued. It may be noted that release of the 2<sup>nd</sup> installment, for post 1/1/2004 entrants, will be subject to the above action being completed.

ii. Further, the review has brought out that there are cases where the CDDOs/PAOs have not uploaded contribution files or (b) regular monthly credits have not been posted in the IRA or (c) there is mismatch of contribution. NSDL has been asked to forward PAO/DDO wise subscriber details which will become available to CDDOs/PAOs by the end of August, 2009. Suitable instructions may be issued to all the PAOs/CDDOs to verify the details/confirm contribution/Fund Transfer circulated by NSDL. Action as prescribed by NSDL/PFRDA while circulating these details (underlying action for missing credits) may be completed positively by 30<sup>th</sup> September, 2009.

*Manoj Sahay*  
(Manoj Sahay)  
Director (A)

To  
All FAs/CCAs

**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)To affix recent  
Coloured photograph  
(3.5 cm × 2.5 cm)Permanent Retirement Account Number :  
(To be filled by FC after PRAN generation)

Sir/Madam,

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

I give below necessary particulars :

**Section A - Subscribers Personal Details** (\* Indicates Mandatory Field)Signature/Left Thumb Impression  
of Subscriber in black ink

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. 4)

Bank A/c Number

Savings A/c

Current A/c

Bank Name

Bank Branch

Bank Address

Pin Code

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 :

Date grid: D D M M Y Y Y Y

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

Date grid for joining

2. Date of Retirement

Date grid for retirement

D D M M Y Y Y Y

D D M M Y Y Y Y

3. PPAN

PPAN grid

(Please refer to instructions No.5.)

4. Group of the Employee (Please Tick)

Group A

Group B

Group C

Group D

5. Office

Office grid

6. Department

Department grid

7. Ministry

Ministry grid

8. DDO Registration Number

DDO Registration Number grid

9. PAO/CDDO Registration Number

PAO/CDDO Registration Number grid

(Please refer to instructions No.6.)

10. Basic Salary

Basic Salary grid

11. Pay Scale

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 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

Date :

Date grid

Name of the DDO \_\_\_\_\_

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.

I \_\_\_\_\_, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date :          
 D D M M Y Y Y Y

Signature/Left Thumb Impression of Subscriber

## INSTRUCTIONS FOR FILLING PRAN FORM

- a) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- b) **Details Marked with (\*) are the mandatory fields.**
- c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- d) '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.)
- e) 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.
- f) **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
<b>Section A - Subscribers Personal Details</b>			
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.
<b>Section B - Subscribers Employment Details</b>			
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	Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned PAO.
6	8 & 9	PAO/CDDO Reg. No. & DDO Reg. No.	<ol style="list-style-type: none"> <li>1. PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency.</li> <li>2. CDDOs will register as both PAOs and DDOs.</li> <li>3. NCDDOs will register only as DDOs and obtain the PAO Reg. No. from their respective PAOs.</li> </ol>
<b>Section C - Subscriber's Nomination Details</b>			
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.
<b>Section D - Subscriber scheme details</b>			
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 <a href="http://www.npscra.nsdl.co.in">http://www.npscra.nsdl.co.in</a>			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on <a href="http://www.npscra.nsdl.co.in">http://www.npscra.nsdl.co.in</a> 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.npscra.nsdl.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 PAO/CDDO.
- d) For more information  
Visit us at <http://www.npscra.nsdl.co.in>  
Call us at 022-24994200  
e-mail us at [info.cra@nsdl.co.in](mailto: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.