



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Inter

का. महालेखाकार (ले.व.ह.) पंजाब, सेक्टर -17E चंडीगढ़-160017
O/o Pr. AG (A&E) Punjab & UT, Sector-17E, Chd-160017
No. - PAO/NPS/Option/2022-23/124-132
दिनांक/Date:- 24.06.2022

WM(A)/DA/NPS/22-23/440

Dated-12-07-22

सेवा में

1. उपमहालेखाकार (प्रशासन),
का. महालेखाकार (ले. व. ह.) पंजाब, चंडीगढ़
2. वरिष्ठ उपमहालेखाकार (प्रशासन),
का. महालेखाकार (लेखा परीक्षा) पंजाब, चंडीगढ़
3. वरिष्ठ उपमहालेखाकार (प्रशासन),
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4. वरिष्ठ उपमहालेखाकार (प्रशासन),
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5. उपमहालेखाकार (यू.टी.- प्रशासन),
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6. वरिष्ठ उपमहालेखाकार (प्रशासन),
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का. महानिदेशक लेखा परीक्षा (कर्मश्रियल.), चंडीगढ़
पांचवा तल ऑडिट भवन, चंडीगढ़
8. उपमहालेखाकार (वर्क्स प्रशासन),
का. प्र. महालेखाकार (ले. व. ह.) पंजाब, चंडीगढ़
9. वरिष्ठ उपमहालेखाकार (WM),
का. प्र. महालेखाकार (ले. व. ह.) हरियाणा, चंडीगढ़

Copy of this letter is

Forwarded to all concerned
officials for compliance
with in 2 Days.

उपमहालेखाकार (प्रशासन)
D.A.G. (A&E) Punjab & UT
214
Dated: 24/6/22

Subject:- Online facility to Nodal Office to capture the details exercised by Subscriber under Form 1 & 2 (CCS rules March, 2021)

Sir,

This has reference to an e-mail dated 13.05.2022 received from Central recordkeeping Agency (CRA) with attached Gazette Notification regarding NPS rules 2021 for Central Civil Services (Implementation of National Pension System) issued by Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioners Welfare) on March 30, 2021 vide which it has been intimated that the Protean-CRA has enabled the online functionality to capture the option exercised by Subscriber under Form 1 & 2 in PAO/DDO office login.

The above mentioned Gazette Notification has already been sent to all the DDOs concerned vide this office's letter No PAO/NPS/CCS RULES 2021-22/95-107 dated 16.06.2021.

In view of the above, action may be taken at the earliest on the following two points:-

1. As per Rule No. 10 of CCS NPS Rules 2021 the Option to avail benefits on death or invalidation or disability of Subscriber during service is **mandatory**. So, the instructions may

DA (w)

24/6/22

Sub (w)

Att WM(A)

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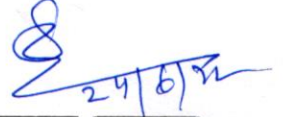
be issued with immediate effect to all the PSA/DDOs concerned to send the following documents to this PAO with the **given procedure as Annexure 'A'**:-

- The option Form 1 & 2, complete in all respects of the subscribers who are already covered under National Pension System.
- The supporting documents (Proof of birth) of the family members of the Subscriber.
- The copy of the generated PDF (**As per the step 7 of the given process in Annexure 'B'**).

2. It is also requested to issue relevant instructions to the PSAs and DDOs concerned to send the CSRF along with the option in Form 1 and Form 2 to this PAO on timely basis as per rule no 4 of the CCS (NPS) Rules 2021. The Procedure for sending the CSRF by PSA/DDO to this PAO is as specified in **Annexure 'C'**. The late submission of CSRF at the DDO level to this PAO, leads to a delay in PRAN generation and consequently, the NPS contribution of the Government servant has to be kept pending in the suspense account.

Encl: As above.

Yours faithfully,



उप-महालेखाकर (प्रशासन)

PROCEDURE FOR OPTION FORMS

Every Government servant covered under the National Pension System shall (at the time of joining Government service) exercise an option in **Form 1** for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules, 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation. Government servants, who are already in Government service and are covered by the National Pension System, shall also exercise such option as soon as possible after the notification of these rules.

Every Government servant shall, along with the option in Form 1, also submit details of family in Form 2 to the Head of Office. If the Government servant has no family, he shall furnish the details in Form 2 as soon as he acquires a family. The Government servant shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his child.

The option shall be exercised to the Head of Office who will accept the same after verifying all the facts submitted therein and place it in the service book. A copy of the option shall be forwarded by the Head of Office to the Drawing and Disbursing Officer (DDO) and subsequently, the DDO shall make suitable entry in the online system (**Steps to capture the details online by the DDO are given in Annexure 'B'**) indicating the details regarding the option exercised by the Government servant and generate the PDF for office record.

Then, the DDO shall send the copy of the following documents to this PAO :-

1. The option Form 1 & 2 complete in all respects.
2. The supporting documents (Proof of birth) of the family members of the Subscriber.
3. The copy of the aforesaid generated PDF (Downloaded by the DDO after successful submission of request).



Pay & Accounts Officer
धुगतान और लेखा अधिकारी
कार्यालय महालेखाकार (लेखा एवं हक)
पंजाब एवं यू.टी., चण्डीगढ़
PAY and Accounts Officer
O/o The Accountant General (P&A)
Punjab & U.T., Chandigarh

Steps to capture the details online by DDO Office are explained below:-

1. DDO User is required to Login to CRA website (cra-nsdl.com) using login credential.
2. Please select the option ccs 2021: Form 1 and Form 2 submission under menu **User Maintenance.**
3. Fill all the mandatory details under Form I and select anyone option from below:-
 - a) Benefits under CCS (Pension) Rules, 1972 or CCS (Extraordinary Pension) Rules, 1939
Or
 - b) Benefits under National Pension System(NPS) **as opted by the subscriber.**
4. Provide Family details under Form 2. Office have option to Add Family member if there is more than one nominee.
5. Office is required to upload the copy of Form 1 & 2 and supporting documents provided by Subscriber.
6. Click on declaration and submit the request.
7. After successful submission of request by DDO, click on download option to generate pdf for office record.


Pay & Accounts Officer
भुगतान और लेखा अधिकारी
कार्यालय महालेखाकार (लेखा एवं हक)
पंजाब एवं चंडीगढ़, चण्डीगढ़ 1
PAY and Accounts Office:
O/o The Accountant General (A&E)
Punjab & U.T., Chandigarh

PROCEDURE FOR COMMON SUBSCRIBER REGISTRATION FORM (CSRF)

Registration into National Pension System. –

- (1) A Government servant to whom these rules apply, shall, immediately on joining service submit an application in Common Subscriber Registration Form or in any other form specified by the Authority along with an option form referred to in rule 10, to the Head of Office for registration to the National Pension System.
- (2) The Head of Office shall on receipt of the application under sub-rule (1), ensure that the application is complete in all respects, countersign it indicating the date of receipt and send it to the Drawing and Disbursing Officer within **three working days** of joining of the Government servant. The Head of Office shall keep a copy of the application form for record.
- (3) The Drawing and Disbursing Officer shall forward the application of individual subscriber to the Pay and Accounts Officer **within three working days** from the date of receipt of the application from the Head of Office.
- (4) The Pay and Accounts Officer shall process the application received from the Drawing and Disbursing Officer and forward it to the Central Recordkeeping Agency through the online system within **three working days** from the date of receipt of the application from the Drawing and Disbursing Officer. The Pay and Accounts Office shall generate the PRAN through Online PRAN Generation Module also forward duly signed copy of the application to the Central Recordkeeping Agency for record.



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