

भारतीय लेखापरीक्षा और लेखा विभाग
प्रधान निदेशक लेखापरीक्षा का कार्यालय
पूर्व रेलवे, कोलकाता
14, स्ट्रैंड रोड, न्यू कोयलाघाट बिल्डिंग (5वीं मंजिल)
कोलकाता -700001



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
EASTERN RAILWAY, KOLKATA
14, STRAND ROAD, NEW KOILAGHAT BUILDING
(5th FLOOR), KOLKATA-700001

No: Admn/15-52/UPS/2025/

Date: 19-05-2025

Circular No: - 12

The Ministry of Finance, Government of India vide Notification No: FX-1/3/2024-PR dated 24-01-2025 has introduced the Unified Pension Scheme (UPS) as an option under National Pension System (NPS) for employees of the Central Government who are covered under NPS. Further the Pension Fund Regulatory and Development Authority (PFRDA) has also notified the Operationalisation of UPS under NPS Regulations, 2025 vide notification no: PFRDA-12/01/0001/2023-LEGAL dated 19-03-2025.

All the NPS subscriber of this office (including the officials who have retired on or before 31-03-2025 under NPS scheme) who are willing to avail the benefit of UPS w.e.f. 01-04-2025, are hereby requested to go through the aforesaid Notification and Regulation and submit four (04) copies of duly filled in option form (Form – A2, B2, as applicable) to Administration Section by **30th June 2025 positively.**

In this connection it is also informed that the option once exercised shall be final and irrevocable.

This issues with the approval of the Principal Director of Audit, Eastern Railway, Kolkata.

Enclo:- As stated above

Sr. Audit Officer (Administration)

No: Admn/15-52/UPS/2025/ 1533 to

Date: 19-05-2025 1558

To,

(i) All the Sr. Audit Officers, Sr. Divisional Audit Officers, O/o the PDA, ER, Kolkata with the request to bring the circular to the notice of NPS subscriber posted in their respective Units/Division/Sections.

(ii) The Sr. Audit Officer (Administration), O/o the PDA, RPU & Metro Railway, Kolkata.

(iii) The Sr. Audit Officer (IT & EDP), O/o the PDA, ER, Kolkata with the request to upload the circular alongwith aforesaid notification, regulation and option form on the official website.

(iv) The PS to Principal Director of Audit, Eastern Railway, Kolkata.

(v) The Steno to Director (Administration)/ Dy. Director (Construction), O/o the PDA, ER, Kolkata.

Sr. Audit Officer (Administration)

Form A2

[See Regulation 4]

Exercise of Option by an eligible Central Government employee presently subscribed to National Pension System (NPS) for being covered under Unified Pension Scheme (UPS)

I, Son / Daughter of Mr. / Mrs. being a subscriber of NPS as on 01/04/2025 with permanent retirement account number (PRAN)....., having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS).

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder

Date: -----
Place: -----

Signature of Subscriber
Name-----

(To be filled and certified by the DDO based on Service records)

Employment Details (At the time of exercise of UPS option)	
Employee Code/ID	
Date of commencement of qualifying service (Qualifying Service as defined in Regulation 2(k) read with Regulation 13)	
Current month Basic Pay	
Non-Practicing Allowance (NPA), if applicable	
Schedule date for next increment	

Signature & Name of DDO	Signature & Name of PAO
DDO Reg. No.	PAO Reg. No.
Date: Place:	Date: Place:

Note/Instruction:

- The duly signed copy of this Form shall be kept by DDO in employee's service record and a copy of the same shall be provided to the employee for his record.
- DDO shall input the Head of Office verified data in the Central Record Keeping System and in case of physical submission of form by the subscriber, the DDO shall upload a copy of this duly signed option form. PAO shall authorise and approve the option exercised by the subscriber in the CRA system through their login.

FORM B2

[See Regulation 4,19 and 20]

**Claim and Payout Form: Unified Pension Scheme (UPS) subscriber who
superannuated/retired on or before 31/03/2025**

Before filling the form, please read the INSTRUCTIONS carefully given at the end of the form

Joint Photograph of
Subscriber & spouse

PART -A (to be filled by the subscriber)

1.Detail of Subscriber:

Name		Employee Code/ID		PRAN	
Date of birth		Date of Superannuation/ Retirement under FR 56(j)		Date of joining service	
Gender		PAO (office name)		DDO (office name)	
PAN		Ministry/Department (from where retired)			

2. KYC details:

Document (one of the documents)	Document Type	Identification number	Validity (in case of Passport and Driving License)
Aadhaar*/ Driving License / Passport/Voter ID/CKYC/ Letter issued by NPR			

3. Current Address:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City/District	
State		Pin Code	
Country			

4.Contact Details:

Telephone No. (If any)		Mobile No.	
E-mail ID			

5. Details of legally wedded spouse as on date of superannuation:

Name		PAN*	
DOB		Aadhaar No.*	
Gender			
Mobile No.		E-mail Id	

6. Details of Bank account:

Type of Bank A/c	Joint with legally wedded Spouse as on date of superannuation Single (only in the absence of legally wedded Spouse as on date of superannuation)	Bank A/c No.	
Bank Name		IFSC	

Note: Please ensure that the Government servant is the Primary Account holder in the Joint Account.

Declaration:

I _____ Son/Daughter of Mr./Mrs. _____ a subscriber of National Pension System with PRAN----- and have fully read and understood the provisions of Unified Pension Scheme (UPS) as notified by GoI vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time. I hereby declare that I am eligible to avail benefits under UPS in terms of the aforesaid notification and Regulations. I certify that the information given above is true and correct.

I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data/ details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.

Place: _____

Signature: _____

Date: _____

Name: _____

PART -B (Details as recorded in the CRA system)**1. Details of Partial Withdrawal:**

S. N.	Date of Partial withdrawal	Amount withdrawn	No. of units withdrawn as per default pattern	Default pattern NAV on the date of superannuation	Value of partial withdrawals (no. of units withdrawn * NAV) as per default pattern, as on date of superannuation
1					
2					
3					
Total					

2. Details of voluntary contribution:

S. N.	Date of voluntary contribution	Amount of voluntary contribution	No. of units allotted	NAV on the date of superannuation	Value of voluntary contribution (no. of units * NAV) as on date of superannuation
1					
2					
3					
...					
n					
Total					

3. Details for calculation of UPS benefits payable to subscriber:

Individual Corpus (IC): Value of corpus as on date of superannuation/retirement	
Benchmark Corpus (BC): Value of IC as per default pattern of Investment + Value of partial withdrawals amount at the time of Superannuation as per default pattern - value of voluntary contribution on date of superannuation/retirement	

Final withdrawal (FW in %)	
Representative Annuity Rate (<i>as on date of superannuation, as published by PFRDA</i>)	
Representative annuity amount= $(IC) \times (1-FW\%) \times (\text{Representative Annuity Rate}) / (12 \times 100)$ where $\{IC \leq BC\}$	

PART -C (to be filled by the DDO in the CRA system)

1. Employment Details as per service record:

File no	
Employee Code/ID	
Date of commencement of qualifying service (<i>Qualifying Service as defined in Regulation 2(k) read with Regulation 13</i>)	
Date of Superannuation/ retirement under Fundamental Rules 56(j) (which is not treated as penalty under Central Civil Services (Classification, Control and Appeal) Rules, 1965)	
Length of Qualifying service in months (Q)	
Length of qualifying service in completed half years (L) (<i>fraction to be ignored</i>)	
Date of Start of monthly Payout (<i>in case of superannuation, next day of superannuation or in case of retirement under FR 56 (j), next day of retirement</i>)	

2. Basic pay details for last 12 months before superannuation/ retirement under FR 56 (j):

	Basic Pay	NPA (<i>non-practicing allowance granted to medical officer in lieu of private practice</i>)	Total (Basic pay +NPA)		Basic Pay	NPA (<i>non-practicing allowance granted to medical officer in lieu of private practice</i>)	Total (Basic pay +NPA)
Month 1				Month 7			
Month 2				Month 8			
Month 3				Month 9			
Month 4				Month 10			
Month 5				Month 11			
Month 6				Month 12			
Average of 12 Months of (Basic pay +NPA) = P							

3. Salary details of last month before superannuation/ retirement under FR 56 (j):

Month/Year	Basic Pay (<i>includes non-practicing allowance granted to medical officer in lieu of private practice if any</i>) (BP)	Dearness Allowance (DA)	Total E= (BP+ DA)
Last month emolument (E) for lump-sum payment			

Certified that the details provided by subscriber in **Part-A**, details of employment and salary i.e., qualifying service, last basic pay, average basic pay, superannuation/retirement date, legally wedded spouse details on the date of superannuation, which has been verified by HOO and the entry has been made as per such certification.

Verified and certified that the details are true and correct.

Signature & Name of DDO	
DDO Name	DDO Registration No.
Date:	Place:

Form B2
Part D
UPS Payout Order (UPO) issued by PAO
(System Generated)

Joint Photograph
of
Subscriber & spouse

To,
National Pension System Trust
(address to be added) – system

File no:	Date of issue:
UPS Payout Order (UPO) No:	

1. Details of subscriber:

Name	Employee Code/ID	PRAN
Date of birth	Date of Superannuation/ Retirement under FR 56(j)	Date of joining service
Gender	PAO (office name)	DDO (office name)
PAN	Ministry/Department (from where retired)	

2. Details of legally wedded spouse on the date of superannuation/retirement:

Name	PAN
DOB	E-mail Id
Gender	Mobile No.

3. Details of Employment & Salary:

Length of Qualifying service in number of months	
Average of last 12 Months basic pay	
Last month salary (Basic Pay + DA)	
Length of qualifying service in completed six months	
Date of start of monthly Payout	
Admissible Payout: Assured Payout*(IC/BC) * (1-FW%) where {IC <= BC} (Assured Payout = (1/2 of P) x (Q/300)) with the condition that if (P/2) x Q/300 is less than 10,000, it will be taken as 10,000, where P is basic pay and Q is qualifying service in months)	

Sanction of Admissible UPS Benefits payable to Subscriber**4. UPS Benefits payable to Subscriber:**

Date of start of top-up Payout	
Lumpsum Payment	
Interest on Lumpsum Payment	
Monthly Top-up Amount	
DR amount on admissible payout	
Arrears on monthly top-up and applicable DR upto date of commencement of monthly top up	
Interest on Arrears (if Applicable)	

Signature & Name of PAO

PAO Name

PAO Registration No.

Date:

Place:

Authorising the release of benefits upon receipt of UPS payout Order after due verification

Authorised Signatory

NPS Trust

Date:

Place:

Copy to, To Subscriber

(address and email and mobile) – over email

Instructions to fill the form

1. All fields are mandatory, unless marked with Asterisks.
2. Please fill the details of the subscriber as per the service records.
3. Please give details of DDO, PAO, Department/Ministry of the office from where you retired.
4. Any one of the 5 KYC documents may be provided. In case of online filling of the form Aadhar Number or CKYC ID may be provided.
5. The current address shall be as per the KYC document provided. In case there is change in the current address, the concerned KYC documents is to be updated first.
6. The mobile number and e-mail id of the claimant shall be verified separately by sending an OTP or a link as may be applicable.
7. The field of date of joining in Central Govt regular service shall be captured from the CRA system, however, in case of any change, it shall be editable by the subscriber and duly verified by DDO.
8. In case, Aadhaar number is being given for legally wedded spouse, only the last four digits of the Aadhaar number may be provided.

List of Documents to be attached with this form**By Claimant:**

- i. Photocopy of the first page of Pass Book/Bank Statement or cancelled cheque of the Bank Account or any other bank document showing the name and account details of Account Holder, in which the payout is to be credited
- ii. Copy of PAN Card of claimant.
- iii. KYC documents of claimant
- iv. One joint photograph
- v. Specimen signature of claimant

By DDO:

- i. Copy of the document containing employment details verified by HOO
- ii. Copy of the signed Form by subscriber (in case the form submitted by subscriber in physical mode)