



**GOVERNMENT OF KERALA**

**Abstract**

Pension - Implementation of New Pension Scheme for All India Service officers (Kerala Cadre) recruited on or after 01.01.2004 - Guidelines and detailed procedures to be followed in the Scheme - Further orders issued.

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**FINANCE (PENSION.A) DEPARTMENT**

**G.O. (P) No. 298/2010/Fin.**

**Dated, Thiruvananthapuram, 24<sup>th</sup> May, 2010.**

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Read:-1) Notification F.No.5/7/2003-ECB & PR dated 22.12.2003 of Department of Economic Affairs, Ministry of Finance, Government of India.

2) G.O.(P)No.303/2009/Fin dated 25.07.2009.

3) Letter No.25014/14/2001-AIS(II) dated 08.09.2009 from Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India.

**ORDER**

As per the Government Order read above, a new restructured defined contribution pension system, namely ' New Pension Scheme (NPS)' has been sanctioned for the All India Service (AIS) officers recruited to Kerala Cadre on or after 01.01.2004. The salient features of the NPS are:-

I. The NPS will work on a defined contribution basis and will have two Tiers viz., Tier-I and Tier-II. Contribution to Tier-I will be mandatory for all AIS officers joining the AIS on or after 01.01.2004, whereas Tier-II will be optional and at the discretion of the officer.

II. In Tier-I, the officer shall make a contribution of 10% of his/her Basic Pay (includes Grade Pay and Dearness Pay also) + Dearness Allowance which will be deducted from his/her salary every month by the Treasury Officer (TO) /Drawing and Disbursing Officer (DDO) concerned. Government will also make a matching contribution. The amount so deducted from the salary of the officer and the amount of matching Government contribution will be transferred to a pension account in order to invest the same as per the provisions of the Government of India/Pension Fund Regulatory and Development Authority (PFRDA), a statutory body constituted by the Government of India. The entire amount under Tier-I (employee contribution + matching Government contribution + investment returns) will be kept in a non-withdrawable pension Tier-I account.

III. Tier-II contributions will be kept in a separate account that will be made available for withdrawal at the option of the officer. Government will not make any contribution to Tier-II account.

IV. The pension funds of the officers will be managed by Pension Fund Managers (PFMs) nominated by the PFRDA and the records will be maintained by the National Securities Depository Limited (NSDL) that functions as the Central Record keeping Agency (CRA) in the NPS.

V. An officer can exit at or after the age of 60 years from Tier-I of the Scheme. At exit, it would be mandatory for him/her to invest 40% of pension wealth to purchase an annuity [from an Insurance Regulatory and Development Authority (IRDA) regulated Life Insurance Company] which will provide for pension for the lifetime of the officer and his/her dependent parents/spouse. In the cases of AIS officers who leave the Scheme before attaining the age of 60 years, the mandatory annuitisation would be 80% of the pension fund.

VI. The rules and regulations for the management of the NPS implemented to the AIS officers (Kerala Cadre) will entirely be governed as per the directions of the Government of India, from time to time.

2. Government of India, vide letter read as 3<sup>rd</sup> above, have informed of the detailed procedures to be followed in the implementation of the NPS in the State. Accordingly, Government are pleased to issue the following further orders/guidelines in order to make the Scheme operational in the State:-

I. Additional Secretary (Pension), Finance Department, Government Secretariat, Thiruvananthapuram is designated as the State Nodal Officer (SNO) for carrying out all NPS related activities in the State. SNO will also act as the Pay and Accounts Officer cum Drawing and Disbursing Officer (PAO cum DDO) in the NPS Contribution Accounting Network (NPSCAN).

II. TOs/DDOs, as the case may be, are entrusted with the responsibility of deducting the amount of employee contribution under Tier-I and Tier-II, drawing the amount of matching Government/employer contribution and transfer crediting/ remitting the same in Treasury to / under the respective head of account in order to enable the SNO to draw and transfer the amount of contributions to the pension account.

III. All the AIS officers recruited to the Kerala Cadre on or after 01.01.2004 will come under the ambit of the Scheme.

IV. The State service officers appointed to the IAS/IPS/IFS by way of promotion / selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.

V. All officers joining the AIS (Kerala Cadre) from the date of this Government Order shall also submit filled up application form (Annexure-I) to join the NPS at the time of reporting for duty. The appointing authority concerned should ensure this also. The appointing authority shall forward the same to the SNO after attesting the entries of the application form against Authorised Person. All those AIS officers appointed prior to this Government Order but on or after 01-01-2004 are directed to fill up the application form in Annexure-I within 15 days from the date of issuance of this Government Order and forward the same to the SNO through the appointing authority. The entries under Section B of the application form should be attested by the appointing authority (Authorised Person). All those AIS officers who have submitted the application form earlier are also directed to submit fresh application form in Annexure-I.

VI. On receipt of the application forms, SNO shall forward the same to the NSDL in order to get Permanent Retirement Account Number (PRAN). As and when PRAN is allotted, the subscriber can start to subscribe to the Scheme. SNO shall start regular uploads and fund transfers thereafter.

VII. The NPS will be started with deducting the amount of contributions from the salary of the subscribers for the month of May 2010. If the registration procedure can not be completed within this time, the amount of contributions deducted/drawn and transfer credited on behalf of the officer will be retained and the same will be transferred to the pension account as and when he/she is registered with the Scheme.

VIII. The subscription towards Tier-I and Tier-II is to be shown under the "Recoveries" column of the salary bill. While submitting the salary bill, the subscriber shall also attach 3 chalans in triplicate and the following 3 schedules:-

- i) Employee contribution under Tier-I (Annexure-II)
- ii) Employee contribution under Tier-II, if any (Annexure-III)
- iii) Matching Government contribution under Tier-I (Annexure-IV)

IX. As and when the salary bill is passed for payment, the TO shall ensure the following:-

i) The amount deducted from the salary towards Tier-I is transfer credited to the head of account "8342 Other Deposits-117 Defined Contribution Pension Scheme for Employees-99 Government Servants' Contribution under Tier-I"

ii) The amount deducted from the salary towards Tier-II is transfer credited to the head of account "8342 Other Deposits-117 Defined Contribution Pension Scheme for Employees-98 Government Servants' Contribution under Tier-II"

X. The TO shall also draw the amount of matching Government contribution under Tier-I by debit to the head of account "2071 Pensions and Other Retirement Benefits-01 Civil-117

Contribution for Defined Contribution Pension Scheme-99 Government Contribution" and transfer credit to the head of account "8342 Other Deposits-117 Defined Contribution Pension Scheme for Employees-97 Government Contribution under Tier-I".

XI. The TO, then, shall send the details of amount transfer credited towards Tier-I & Tier-II and the amount of matching Government contribution under Tier-I along with all the 3 duly filled up schedules and supporting chalans to the SNO.

XII. In the cases of AIS officers who are receiving salary through department cheques, the DDO concerned shall deduct the amount towards Tier-I and Tier-II from their salary and draw separate cheques for each amount and remit the same in Treasury under the respective head of account mentioned at para 2 (IX) above. The DDO shall forward all chalans in support of the amount remitted in Treasury and duly filled up schedules to the SNO. In such cases, SNO is entrusted to make arrangements to draw and transfer credit the amount of matching Government contribution under Tier-I.

XIII. In the cases of AIS officers who are on deputation to State Public Sector Undertakings, the DDO concerned shall deduct the amount of employee contribution under Tier-I & Tier-II from their salary and draw separate cheques for each. The DDO shall also draw cheque for employer contribution under Tier-I (equal to employee contribution under Tier-I) and remit all these amounts in Treasury under the respective head of account mentioned at para 2 (IX) & (X) above. The DDO shall also forward all the chalans in support of the amounts remitted in Treasury along with duly filled up schedules to the SNO.

XIV. As and when the details from all the TOs/DDOs concerned are received, SNO shall verify the schedules and prepare a consolidated statement for each category i.e. employee contribution under Tier-I, employee contribution under Tier-II and matching Government contribution under Tier-I. Thereafter, SNO shall draw the consolidated amount transfer credited to the heads of account mentioned at para 2 (IX) & (X) above. If there is any excess amount transfer credited/remitted by mistake, the same will be adjusted in the ensuing month.

XV. SNO, shall upload the "Subscriber Contribution File (SCF)" in the NPSCAN, and then transfer the consolidated amount to the Trustee Bank i.e. Bank of India, by cheque or through Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer System (NEFT), as the case may be and send the information to the Department of Personnel and Training, Government of India for control purpose.

XVI. To achieve the target, the following time schedule is fixed for completing the procedures at each stage of the Scheme:-

	Action to be taken by	Cut off date
1	Subscriber to encash salary bills.	3 <sup>rd</sup> day from the due date of salary.
2	TO/DDO to transfer credit/remit the employee contribution and employer contribution, as the case may be, to/under the respective head of account operated by SNO.	The day on which the salary bill is passed for payment.
3	TO/DDO to make available the entire details to SNO.	5 <sup>th</sup> day from the due date of salary.
4	SNO to finalise the procedures and transfer the entire amount to NSDL A/c in the Trustee Bank and upload the details to CRA.	10 <sup>th</sup> day from the due date of salary.

XVII. In case the subscriber fails to encash the salary bill within the time limit prescribed at para 2 (XVI) above i.e. within three days from the due date of salary, the transfer of funds to the Trustee Bank shall be processed only along with the contribution for the succeeding month.

XVIII. Maximum 36 monthly instalments shall be permitted to remit the amount of arrears of employee contribution under Tier-I, if any, for the period from 01.01.2004 to 30.04.2010.

By Order of the Governor,

**L.C. GOYAL**

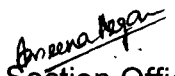
**ADDITIONAL CHIEF SECRETARY (FINANCE)**

To

The Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India (with C.L.).  
 The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.  
 The Accountant General (A&E), Kerala, Thiruvananthapuram.  
 All Heads of Departments.  
 All Departments and Sections of the Secretariat.  
 The Director of Treasuries, Thiruvananthapuram.  
 The Secretary, Kerala Public Service Commission, Thiruvananthapuram, (with C.L.).  
 The General Manager, Kerala State Road Transport Corporation,

Thiruvananthapuram.  
 The Registrar, High Court, Ernakulam (with C.L.).  
 The Registrar, University of Kerala/Kochi/Kozhikode/Mahatma Gandhi/  
 Kannur (with C.L.).  
 The Registrar, Kerala Lok Ayukta, Thiruvananthapuram (with C.L.)  
 The Registrar, Kerala Agricultural University, Vellanikkara.  
 The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L.).  
 The Secretary, Ombudsman for Local Self Government Institutions, Thiruvananthapuram  
 (with C.L.)  
 The Advocate General, Kerala, Ernakulam (with C.L.).  
 The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L.).  
 The Additional Secretary to the Chief Secretary to Government.  
 All Additional Chief Secretaries/Principal Secretaries/ Secretaries/Special  
 Secretaries/Additional Secretaries/ Joint Secretaries/ Deputy Secretaries/Under  
 Secretaries to Government.  
 The Secretary to Governor, Raj Bhavan, Thiruvananthapuram.  
 The Private Secretary to Speaker/Deputy Speaker of the Legislative Assembly.  
 The Secretary, Kerala Human Rights Commission, Thiruvananthapuram (with C.L.).  
 The Secretary, Kerala State Women's Commission, Thiruvananthapuram (with C.L.).  
 The Private Secretary to Chief Minister and other Ministers.  
 The Private Secretary to Leader of Opposition.  
 The State Election Commissioner, Kerala, Thiruvananthapuram.  
 The Chief Information Commissioner, Kerala, Thiruvananthapuram.  
 The General Administration (Spl.A/C) Department.  
 The Finance (Budget Wing.A/B) Department.  
 All District Treasury Officers/Sub Treasury Officers  
 The Director of Information & Public Relations, Thiruvananthapuram.  
 The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
 Stock file/Office copy.

Forwarded/By Order,

  
 Section Officer

### 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 × 2.5 cm)

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)

Savings A/c  Current A/c

Bank A/c Number

Bank Name

Bank Branch

Bank Address

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: DDMMYYYY

Signature/Left Thumb Impression of Subscriber

Section B - Subscribers Employment Details to be filled and attested by Appointing Authority

1. Date of Joining DDMMYYYY, 2. Date of Retirement DDMMYYYY

3. PPAN (Please refer to instructions No.5.)

4. Group of the Employee (Please Tick) Group A, B, C, D

5. Office

6. Department

7. Ministry

8. DDO Registration Number, 9. PAO/CDDO Registration Number (Please refer to instructions No.6.)

10. Basic Salary

11. 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

Designation of the Authorised Person : \_\_\_\_\_

Date: DDMMYYYY

Rubber Stamp of the DDO

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

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.nsd.co.in">http://www.npscra.nsd.co.in</a>			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on <a href="http://www.npscra.nsd.co.in">http://www.npscra.nsd.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.nsd.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.nsd.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.

**ANNEXURE - II**

(Vide G.O.(P) No. 298/2010/Fin dated 24.05.2010)

**NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (KERALA CADRE)**

**SCHEDULE OF RECOVERY FROM THE PAY BILL OF**

SRI/SMT..... IAS/IPS/IFS FOR THE MONTH  
OF.....20..... TOWARDS EMPLOYEE CONTRIBUTION UNDER TIER - I

Name of Treasury :

Name & Designation of

DDO:

(in the cases of AIS officers receiving salary  
through department cheques/deputed to State  
PSUs/Autonomous Bodies)

Name of Department	
Department Code	
DDO Code	
SDO Code	
Entitlement No.	

Sl.No	Unique Pension Account No.	Name of the officer	Designation	Basic Pay	Grade Pay	Dear - ness Pay	Dear - ness Allowance	Total	Amount of employee contribution			Remarks
									Rs.(5+6+7+8)	Current month Rs.	Arrears (For.....) Rs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)(a)	(10)(b)	(10)(c)	(11)

Rupees.....(in figures)

Rupees.....  
(in words)

SIGNATURE OF SUBSCRIBER WITH  
DESIGNATION AND DATE

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entered at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Slip issued by the Accountant General (A&E), Kerala and found correct. Rs.....have been deducted from the salary bill of the SDO on.....and transfer credited to the head of account."8342-117-99" vide chalan No.....dated.....

Signature of Treasury Officer with date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entered at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Slip issued by the Accountant General (A&E), Kerala and found correct. Rs.....have been deducted from the salary bill of the subscriber on.....and remitted in Treasury under the head of account "8342-117-99" vide chalan No..... dated.....

Signature of Drawing & Disbursing Officer with date

To

The State Nodal Officer & Additional Secretary to Govt.  
Finance (Pension) Department  
Govt.Secretariat, Thiruvananthapuram.

**ANNEXURE - III**

(Vide G.O.(P) No. 298/2010/Fin dated 24.05.2010)

**NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (KERALA CADRE)**

**SCHEDULE OF RECOVERY FROM THE PAY BILL OF SRI/SMT.....IAS/IPS/IFS  
FOR THE MONTH OF.....20.....TOWARDS EMPLOYEE CONTRIBUTION UNDER TIER-II**

Name of Treasury:

Name & Designation of DDO:

(in the cases of AIS officers receiving salary through department cheques/deputed to State PSUs/Autonomous Bodies)

Name of Department	
Department Code	
DDO Code	
SDO Code	
Entitlement No.	

Sl.No.	Unique Pension Account No.	Name of the officer	Designation	Contribution amount Rs.	Remarks
1	2	3	4	5	6

Rupees.....(in figures)

Rupees.....  
(in words)

SIGNATURE OF SUBSCRIBER WITH  
DESIGNATION AND DATE

Certified that the amount of employee contribution entered at column 5 of the schedule has been deducted from the salary of the SDO on.....and transfer credited to the head of account "8342-117-98" vide chalan No.....  
Dated.....

Signature of Treasury Officer with date

Certified that the amount of employee contribution entered at column 5 of the schedule has been deducted from the salary of the officer on.....and remitted in Treasury under the head of account "8342-117-98" vide chalan No.....  
Dated.....

Signature of Drawing & Disbursing Officer with date

To

The State Nodal Officer & Additional Secretary to Govt.  
Finance (Pension) Department  
Govt.Secretariat, Thiruvananthapuram.

**ANNEXURE - IV**  
(Vide G.O.(P) No. 298/2010/Fin dated 24.05.2010)  
**NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (KERALA CADRE)**  
**SCHEDULE SHOWING THE DETAILS OF GOVERNMENT/EMPLOYER CONTRIBUTION IN RESPECT OF**  
**SRI/SMT.....IAS/IPS/IFS FOR THE MONTH OF.....20.....**  
**UNDER TIER -I**

Name of Treasury :

Name & Designation of

DDO :

(in the cases of AIS officers receiving salary through department cheques/deputed to State PSUs/Autonomous Bodies)

Name of Department	
Department Code	
DDO Code	
SDO Code	
Entitlement No.	

Sl. No.	Unique Pension Account No.	Name of the officer	Designation	Basic Pay	Grade Pay	Dearness Pay	Dearness Allowance	Total	Amount of employee contribution			Govt./employer contribution			Remarks
									Current month Rs.	Arrears (For...) Rs.	Total Amount Rs.	Current month Rs.	Arrears (For....) Rs.	Total Amount Rs.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)(a)	(10)(b)	(10)(c)	(11)(a)	(11)(b)	(11)(c)	(12)
				Rs.	Rs.	Rs.	Rs.	Rs.(5+6+7+8)							

Rupees.....(in figures)

Rupees.....  
(in words)

SIGNATURE OF TREASURY OFFICER/DRAWING & DISBURSING OFFICER

Certified that the amount of matching Government contribution drawn and transfer credited to the head of account "8342-117-97" vide chalan No.....dated ..... is in accordance with the provision in the GO(P)No.298/2010/Fin dated 24.05.2010. The Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entered at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Slip issued by the AG (A&E), Kerala and found correct. Also, the amount of employee contribution under Tier-I amounting to Rs.....have already been transfer credited to the head of account "8342-117-99" vide chalan No. .... dated.....

Signature of Treasury Officer with date

Certified that the amount of matching contribution drawn and remitted in Treasury under the head of account "8342-117-97" vide chalan No.....dated ..... is in accordance with the provision in the GO(P)No.298/2010/Fin dated 24.05.2010. The Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entered at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Slip issued by the AG (A&E), Kerala and found correct. Also, the amount of employee contribution under Tier-I amounting to Rs..... have already been remitted in Treasury under the head of account "8342-117-99" vide chalan No..... dated.....

Signature of Drawing & Disbursing Officer with date  
(in the cases of officers deputed to the State Public  
Sector Undertakings/Autonomous Bodies)

To

The State Nodal Officer & Additional Secretary to Govt.  
Finance (Pension) Department  
Govt.Secretariat, Thiruvananthapuram.