



GOVERNMENT OF KERALA

Finance (Pension- A) Department

CIRCULAR

No.51/2014/Fin

Dated, Thiruvananthapuram, 29.05.2014.

Sub: - National Pension System-Submission of PRAN applications to NSDL-Revised procedure-Reg.

Ref: - 1. G.O. (P) No. 20/2013/Fin dated 07.01.2013.
2. G.O. (P) No. 208/2013/Fin dated 07.05.2013.
3. G.O. (P) No. 622/2013/Fin dated 19.12.2013.
4. Circular No. 07/2014/Fin dated 06.02.2014.

As per the circular cited above, Government have issued guidelines for the submission of PRAN (Permanent Retirement Account Number) applications in respect of employees who come under the purview of National Pension System. In partial modification to the procedure prescribed at Para VII of the circular cited, Government have decided to adopt the following procedure for submission of PRAN applications in respect of employees who would join the service from 01.06.2014 to NSDL e-Governance Infrastructure Ltd. (CRA).

In addition to filling up of required details of the employee in the Service Payroll and Administrative Repository for Kerala (SPARK), the DDO shall also upload the signature and photo of the employee in the prescribed size and format. As and when the Officer/Employee approaches the District Treasury officer, the District Treasury officer shall generate the prescribed text file and take print out of the application form (S1 form) from the SPARK application. The text file and the scanned copy of application shall be uploaded to the NSDL site directly, after certification with Digital signature. The hard copy of the application form shall be forwarded to CRA-FC for storage purpose. Online facility shall be followed for submission of PRAN applications in respect of employees who would join the service from 01.06.2014.

V.SOMASUNDARAN

Additional Chief Secretary (Finance)

To

The Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India
The Principal Accountant General (G&SSA) Kerala, Thiruvananthapuram.
The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.

The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
All Heads of Department
All Departments and Sections of the Secretariat
The Director of Treasuries, Thiruvananthapuram
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with CL)
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram (with CL)
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram
The Secretary, Ombudsman for Local Self Government Institutions,
Thiruvananthapuram
The Advocate General, Kerala, Ernakulam (with CL)
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, Thiruvnanthapuram
The Private Secretary to the Speaker/Deputy Speaker of the Kerala Legislative
Assembly
The Secretary, Kerala State Human Rights Commission, Thiruvananthapuram
The Secretary, Kerala State Women's Commission, Thiruvananthapuram
The Private Secretaries to the Chief Minister and other Ministers
The Private Secretary to the Leader of Opposition
The State Election Commissioner, Kerala, Thiruvananthapuram
The Chief Information Commissioner, Kerala, Thiruvananthapuram (with CL)
The General Administration (S C) Department
All District Treasury Officers/Sub Treasury Officers
The Director, Information and Public Relations, Thiruvananthapuram
The Nodal Officer, www.finance.kerala.gov.in
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S. J. B.

Accounts Officer

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