



GOVERNMENT OF KERALA
Abstract

Pension- National Pension System for State government employees and All India Service (Kerala Cadre) officers- Realization of regular contribution in respect of deputation staff - guidelines -reg.

FINANCE (PENSION-A) DEPARTMENT

G.O.(P) No. 96/2015/Fin. Dated, 24.02.2015 Thiruvananthapuram

Read: 1. G.O. (P) No. 298/2010/Fin dated 24.05.2010.
2. G.O. (P) No. 20/2013/Fin dated 07.01.2013.
3. G.O. (P) No. 622/2013/Fin dated 19.12.2013.
4. Cir.No.07/2014/Fin dated 06.02.2014.

ORDER

As per the Government Order read first and second above, National Pension System(NPS) has been implemented in the state for All India Service (Kerala Cadre) officers who are recruited on or after 01.01.2004 and for the state government employees who are appointed on or after 01.04.2013 . Further, Government have issued the guidelines and procedure to be followed for the acquirement of PRAN and for the remittance of contributions to the pension fund in respect of National Pension System vide Government Order and Circular read third and fourth above. Now Government are pleased to issue the following guidelines and accounting procedure to facilitate the realization and transfer of NPS contributions in respect of AIS officers and State Government employees who have undergone on deputation and also in the case of those who receive salary through Demand Draft/Cheques in the state.

I. General Guidelines

(i) Every subscriber of NPS in the state who proceed on deputation/drawing salary by way of Demand Draft/Cheques shall ensure that they have acquired the Permanent Retirement Account Number(PRAN) as envisaged in the circular cited. It shall be the responsibility of the

payment of the NPS contributions of the subscribers in his office by way of Demand Draft as detailed herein.

(iii) Every DDO of the subscriber who receive the salary through Demand Draft/cheques or NPS contribution through Demand Draft shall keep separate records and registers of the following.

- a) Details of the Demand Draft, employee contribution and employer contribution received towards NPS contribution.
- b) Details of the remittance made in the treasuries etc.
- c) All other records as per the directions in the government orders issued from time to time.

(iv) The officer who is acting as the DDO of the subscriber on deputation/who are drawing salary by way of Demand Draft/cheques shall commence the recovery of the regular NPS contribution from the salary for the month of February 2015.

III Duties of the Treasury Officer and Accounting Procedure

(i) The treasury officers shall have the responsibility of the collection and remittance of NPS contributions in respect of employees who have undergone on deputation/employees drawing salary through Demand Draft/cheques to the trustee bank.

(ii) The regular employee contributions in respect of AIS officers and state government employees shall be credited under the head(s) of account '8342-00-117-99' and '8342-00-117-96' respectively.

(iii) The matching regular employer contributions in respect of AIS officers and the state government employees shall be credited under the head(s) of account '8342-00-117-97' and '8342-00-117-94' respectively.

(iv) The treasury officer shall arrange payment of the amount so credited under '8342' by meeting the expenditure by debit to the respective head(s) of account under the major head '8342' in Form Number TR-42 to the trustee bank through agency banks on the same day itself (To).

(v) The treasury officer concerned shall prepare the subscribers contribution file (SCF) and validate it by running it through the file validation utility (FVU) of the CRA. This SCF shall be uploaded to the NPSCAN of the CRA and generate contribution submission Form (CSF). Using this CSF, the

treasury officer shall make payment of the contributions to the trustee bank through the agency bank.

(vi) The treasury officer shall keep separate records of the following.

- a) Subscriber contribution records.
- b) Trustee bank payment records and supporting schedules .
- c) Records in respect of SCF and CSF.
- d) Daily/weekly/monthly statements of transfers to and from the head of account '8342'.
- e) All other records as per the provisions of Kerala Treasury Code and Other Government Orders issued from time to time.

IV The procedure to be followed for the recovery and remittance of backlog contributions pending prior to the period of commencement of subscription of regular contribution, remittance of contributions recovered but kept in the bank accounts of the employer etc. in this regard will be issued separately.

V Any undue delay/lag in the realization and remittance of contributions/transfer of funds to the Trustee bank will be viewed seriously and stringent action will be taken against the responsible officers.

By Order of the Governor,

Dr.K.M.ABRAHAM

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
All Public sector undertakings/Universities/Boards/Corporations etc.
The Director of Treasuries, Thiruvananthapuram
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with CL)
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram (with CL)

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, Thiruvananthapuram
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)
All District Treasury Officers/Sub Treasury Officer
The Director, Information and Public Relations, Thiruvananthapuram
The Nodal Officer, www.finance.kerala.gov.in
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Section Officer