

GOVERNMENT OF KARNATAKA

No: FD(Spl) 209 PEN 2012(P)

Karnataka Government Secretariat,
M.S.Building,
Bengaluru, dated:27.04.2016.

CIRCULAR

Sub: Procedure to be followed by State Autonomous Bodies/
Boards/Corporations/Societies/Universities/State Aided
Institutions under various departments of State Government
for implementation of New Pension System (NPS)
to its employees.

Ref: Circular No.FD(Spl) 209 PEN 2012, dt:21.02.2015

Government has issued a Circular dated:21.02.2015 regarding applicability of New Pension System to the employees of State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions under various departments of State Government.

- Para 2 of the Circular clearly states that SABs, Boards, Corporations etc. who have adopted old pension scheme for their employees appointed before 1.4.2006, shall mandatorily adopt the NPS for its employees appointed on or after 1.4.2006.
- Para 3 of the Circular states that SABs, Boards, Corporations etc. who had no pension scheme earlier would be at liberty to opt NPS or otherwise.
- In either of the above cases employer's contribution shall be paid by the Organization from its own resources.

In continuation of the above said circular Government issues the following procedure/steps to be followed for implementation of the NPS:

Government's approval should be obtained from the concerned secretariat for implementation of NPS to State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions.


1. State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions has to submit Letter of Consent in an official letter head along with a copy of above said Government approval to **PFRDA** with a copy to CRA, NPS Trust, Head of the concerned Department and Director of Treasuries who is the State Nodal Officer for NPS. LOC format is enclosed.

2. Master Creation Form (MCF) has to be submitted to CRA in an official letter head along with Letter of Consent. Copy of MCF format is enclosed herewith. State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions shall indicate in MCF about the model of contribution upload i.e. centralized or decentralized.
 - Centralized model may be opted if there is a single office in a State Autonomous Bodies/ Boards/ Corporations/ Societies/ Universities/ State Aided Institutions and Subscriber contribution details will be uploaded to CRA and funds will be transferred to Trustee Bank from that office.
 - The Decentralized model may be adopted if there are multiple offices/locations in the State Autonomous Bodies/Boards/ Corporations/Societies/Universities/State Aided Institutions and Subscriber contribution details will be uploaded from all the multiple locations and funds will be transferred from these multiple locations to the Trustee Bank.
3. Head of the State Autonomous Bodies/Boards/Corporations/ Societies/ Universities/State Aided Institutions has to register with CRA by submitting Annexure N1 to CRA, similar to Director of Treasuries in respect of State Government Employees. Copy of Annexure N1 is enclosed.
4. Accounts officer/Administrative Officer of the State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions has to be registered as PAO with CRA by submitting Annexure N2 to perform the day to day activities on behalf of the subscribers/employees (To perform duties of Treasury Officer as in case of State Government Employees). Copy of Annexure N2 is enclosed.
5. If an Officer acts as both PAO cum DDO, then no need of submission of Annexure N3.
6. Subscribers/ employees covered under the NPS have to be registered by submitting CSRF-1 (Common Subscriber Registration Form 1) to the CRA/CRA-FC (Facilitation Centers).
7. Uploading details of monthly contributions shall be started by the State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions after the registration of the employee in the CRA system as per the model selected (centralized / decentralized).
8. After successful upload of the Subscriber contribution details, State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions has to Transfer funds to the Trustee bank in favour of the NPS Trust Account. The

account number will be communicated by CRA to the respective State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions after registration formality is completed.

9. Payment of CRA service charges as mentioned in the contract agreement executed between PFRDA and CRA should be borne by the State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions only.
10. Facility to shift a PRAN from one sector to another is available, which can be made use of when an employee already having a PRAN joins the State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions or vice versa. When shifting of PRAN is required from one sector to another employee has to give his/her application in ISS-1 format. Copy is enclosed. Shifting of PRAN from Karnataka State Government to State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions or vice versa is not required. In either of the cases contributions can be uploaded with the existing PRAN by the new DDO.
11. State Autonomous Bodies/Boards/Corporations/Societies/Universities/State Aided Institutions shall ensure that the administrative offices have the required infrastructure and are technically equipped to handle the functions with respect to CRA system.

All the formats mentioned above i.e. LOC, MCF, Annexure N1, Annexure N2, Annexure N3, CSRF 1, ISS 1 can also be downloaded from CRA Website i.e. www.nspcra.nsd.co.in . This website may also be visited for PFRDA Act and various rules and guidelines on grievance redressal, withdrawal on exit from NPS , Annuity purchase for pension etc.



(PADMAVATHI)

Additional Secretary to Government,
Finance Department (Pension)

To

1. The Principal Accountant General (Audit-1)/ The Accountant General (A&E) Bengaluru.
2. The Chief Secretary to Government, Vidhana Soudha, Bengaluru.
3. The Additional Chief Secretary to Government, Vidhana Soudha, Bengaluru.

4. The Development Commissioner, Vidhana Soudha, Bengaluru.
5. All Principal Secretaries/ Secretaries to Government.
6. Principal Secretary, State Legislature, Bengaluru.
7. Secretary, Fiscal Reforms, Finance Department, M.S. Building, Bengaluru.
8. Secretary, Karnataka Public Service Commission, Bengaluru.
9. Secretary, Kannada Development Authority, Vidhana Soudha, Bengaluru.
10. Secretary, e-Governance, HRMS, M.S. Building Dr.Ambedkar veedi, Bengaluru-560001.
11. Controller, State Accounts Department, T.T.M.C Building, 3rd Floor, B.M.T.C Shanthinagara, Bengaluru-560 027.
12. Registrar, Karnataka Lokayukta, Bengaluru.
13. Registrar, High Court of Karnataka, Bengaluru.
14. Registrar, Karnataka Administrative Tribunal, Bengaluru.
15. Director, Planning Department, Urban & Rural, M.S. Building, Bengaluru.
16. All Heads of Departments & DDOs.
17. All Deputy Commissioners of Districts.
18. All Chief Executive Officers of Zilla Panchayats.
19. All Boards/Corporations/Societies/Universities/State Aided Institutions/State Autonomous Bodies through Administrative departments.
20. Director of Treasuries, Bengaluru & District Treasury Officers & Sub-Treasury Officers.
21. Pension Fund Regulatory and Development Authority, 1st Floor, ICADR Building, Plot No.6, Vasant Kunj, Institutional Area, Phase-II, New Delhi-110070.
22. National Securities Depository Limited, Central Recordkeeping Agency (New Pension System), 4th Floor, 'A' Wing, Trade World, Kamala Mills compound, Senapati Bapat Marg, Lower Parel, Mumbai-400 013.
23. Weekly Gazette.
24. Section Guard File.