

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 22298 /F, Bhubaneswar, dated 14.8.15  
FIN-NPS-0014/2015

From

Shri P.K.Rout,  
Additional Secretary to Government

To

The Additional Chief Secretaries/Principal Secretaries/  
Commissioner-cum-Secretaries/Secretaries /  
Special Secretaries to Government. All Departments  
All Heads of Departments  
All Collectors

Sub: **Operational procedure for online submission of NPS contribution in respect of Government employees who are under deputation to various organisations or are not drawing their salary through Treasuries – revision of uploading of NPS contributions regarding.**

Madam/Sir,

The operational procedure for National Pension System (NPS) for both registration and allotment of PRAN and uploading of NPS contributions for State Government employees appointed on or after 01.01.2005 and on deputation to various organizations or not drawing their salaries through Treasuries have been laid down earlier vide Finance Department Circular No. 10327/F, dated 21.03.2012.

2. It has come to the notice that, there has been delay in uploading of the NPS contributions to the NSDL, Mumbai and the Trustee Bank in the existing process of uploading, which involves multiple manual interventions. As per the existing practice, the DDOs prepare the Bank Draft for NPS contribution of the subscribers and send it to the NPS Cell of the Directorate along with employee contribution schedule for necessary uploading which is a time consuming process. In order to avoid delay and ensure submission of NPS contribution details to NSDL, Mumbai and the Trustee Bank efficiently, the IFMS, Odisha has now developed functionality for online submission of NPS contributions in respect of DDOs who are not drawing the salaries through the Treasuries and the employers of the foreign organization.

3. Thus, after careful consideration, it has been decided to prescribe the following revised operational procedure for uploading of NPS contributions for **“online submission of NPS contributions through IFMS Portal in respect of State Government employees appointed on or after 01.01.2005 and are on deputation to various organizations or not drawing their salaries through Treasuries”** in partial modification of earlier operational procedure circulated vide Finance Department Circular No. 10327/F, dated 21.03.2012. **However, procedure for registration and allotment of PRAN will be guided by the Finance Department Circular dated 21.03.2012.**

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**4. (i) Online submission of NPS contribution of government employees who are on deputation to foreign bodies:**

Drawal of  
Subscriber  
and  
Matching  
contributions

(a) The monthly contribution of subscriber towards NPS has been prescribed @ 10% of Pay + GP + D.A which will be deducted from the salary of the employees to be paid by the DDO of the Government establishment to which the employees belong or organization to which the employees are under deputation. This should be matched with the mandatory matching Government contribution to be drawn by the DDO of the establishment.

Remittance of  
Contributions to  
Trustee Bank  
Account

(b) In case of employees who are on deputation to foreign bodies, the DDOs shall be responsible for deduction of NPS contribution from the salary of the employee and drawing an equal amount of employer contribution. Subsequently, the DDO shall remit the total of the employee and the employer contributions to the Bank Account of the NPS Cell of Directorate of Treasuries and Inspection, Odisha for onward transmission of the same to the Trustee Bank (AXIS Bank Ltd, Kharavela Nagar, Bhubaneswar) bearing Account Number 913020036871752, IFSC Code: UTIB 0000024, MICR No.: 751211002 through NEFT / RTGS. The DDO is required to collect the UTR number as an evidence of successful remittance.

Preparation and  
Online submission  
of NPS Schedule

(c) The DDO concerned shall prepare the Subscriber Contribution Schedule mentioning the (Unique Transaction Reference (UTR) Number generated in the Non-Treasury drawal interface of IFMS module of DTI, Odisha and forward the same to the NPS Cell of Directorate of Treasuries and Inspection, Odisha.

(d) After transmission of the Subscriber Contribution Schedule to the NPS Cell of DTI, Odisha, the DDO shall take the printout of the schedule sent and keep it in the official record under his/her signature with official seal. The scanned copy of the signed Subscriber Contribution Schedule shall be sent to the official mail ID of NPS Cell, DTI ([npscelldti@orissatresury.gov.in](mailto:npscelldti@orissatresury.gov.in)).

Approval and  
Uploading at  
NPS Cell,  
D.T.& I, Odisha

(e) After receipt of the files from the DDO, the NPS Cell of DTI, Odisha shall approve those files with due verification of the NPS amount with the quoted UTR number.

(f) The NPS Cell of DTI, Odisha shall first consolidate all the files of different offices and then upload the subscriber contribution files to the NPSCAN of CRA, NSDL, Mumbai following the established procedure.

(g) The Contribution Submission Form (CSF) generated after successful uploading shall be sent to the Trustee Bank either on the same day or next working day with the request to transfer the contribution amount to NPS Trust Account of CRA, NSDL, Mumbai.

Dateline for  
submission of  
NPS Schedule  
and Uploading

(h) The DDO shall send the NPS contribution schedule to NPS Cell of DT&I, Odisha by 15<sup>th</sup> of each month and the NPS Cell shall complete the process of uploading within next seven working days.

**(ii) Online submission of NPS contribution of government employees whose salaries are not drawn through Treasuries:**

Drawal and  
Remittance of  
Subscriber's  
contribution

(a) The DDOs shall draw employees NPS contribution at the prescribed rate of 10% of Pay + GP + D.A from their salary bill. After deducting the NPS contribution, the DDO shall remit the deducted amount to the designated Bank account of NPS Cell of the Directorate of Treasuries and Inspection, Odisha for onward transmission of the same to the Trustee Bank (AXIS Bank Ltd, Kharavela Nagar, Bhubaneswar) bearing Account Number 913020036871752, IFSC Code: UTIB 0000024, MICR No.: 751211002 through NEFT / RTGS or any other electronic mode of transfer.

Preparation and  
Online  
submission of  
NPS Schedule

(b) The subscriber contribution details in respect of the amount remitted by the DDOs shall be entered by the DDO concerned in the subscriber contribution schedule of IFMS module of DTI, Odisha, available in the online Non-Treasury Drawal and DDO Interface.

(c) The DDO shall also enter the UTR number and the amount remitted in the said schedule.

(d) The IFMS system will cross verify the amount remitted by the DDO against the total amount payable as per the details of Subscriber Contribution Schedule.

(e) The DDO should take a printout of the schedule sent and keep it in the official record under his/her signature with official seal. The scanned copy of such schedule duly signed by the DDO shall be sent to the official mail ID of NPS Cell, DTI (npsscldti@orissatresury.gov.in).

Approval and  
Drawal of Matching  
Employer  
contribution

(f) After receipt of the subscriber contribution file, the NPS Cell of DTI will draw the matching share of employer contribution from the Treasury under Head of Account- 2071 as it is done for other government employees whose salaries are drawn through treasuries.

Uploading at  
NPS Cell,  
D.T.& I, Odisha

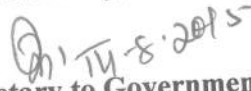
(g) The NPS Cell of DTI, Odisha shall consolidate the employee and employer contribution and prepare a Subscriber Contribution File (SCF) to be uploaded to the NPSCAN of CRA, NSDL, Mumbai.

(h) After uploading the Subscriber Contribution File (SCF), the Contribution Submission Form (CSF) would be generated from the NSDL portal which shall be sent by the NPS Cell of DTI, Odisha to the Trustee Bank with a request to transfer the contribution amount to the Trustee Bank of CRA, NSDL, Mumbai.

Dateline for  
submission of NPS  
Schedule and  
Uploading

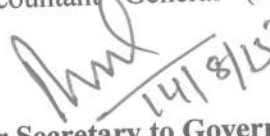
(i) The DDOs shall send the NPS contribution schedule to the NPS Cell of DTI, Odisha along with UTR number by 15th of each month positively. The NPS Cell of DTI, Odisha shall complete the process of uploading within the next 7 (seven) working days to ensure that the monthly NPS contributions in respect of these employees are transferred to the PFRDA Architecture in time.

Yours faithfully,

  
Additional Secretary to Government

Memo No. 22299/F Dated 14.8.15

Copy forwarded to the Secretary to Governor, Orissa/Secretary to Chief Minister, Orissa/ P.S. to Minister, Finance, Orissa/ Secretary to Orissa Legislative Assembly, Bhubaneswar/All Revenue Divisional Commissioners/Secretary to O.P.S.C, Cuttack/Accountant General(A&E), Orissa, Bhubaneswar/Accountant General (Audit), Orissa, Bhubaneswar for information and necessary action.

  
14/8/15  
Under Secretary to Government

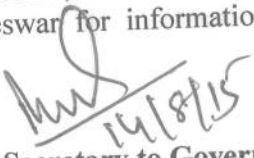
Memo No. 22300/F Dated 14.8.15

Copy forwarded to Directorate of Treasuries & Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar for information and necessary action.

  
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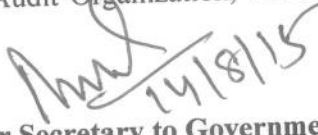
Memo No. 22301/F Dated 14.8.15

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14/8/15  
Under Secretary to Government

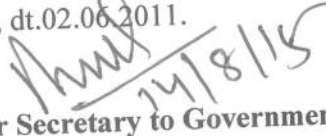
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Copy forwarded to all Officers and all Branches of Finance Department/Deputy Examiner, Local Fund Audit, Finance Department/ Efficiency Audit Organization, Finance Department for information.

  
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Memo No. 22303/F Dated 14.8.15

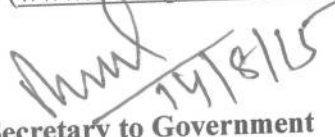
Copy forwarded to the Vice-Chancellor/ Secretary, Utkal University, Bhubaneswar/ Jyotivihar University, Sambalpur/ Bhajavihar University, Berhampur/ North University, Baripada/ Fakir Mohan University, Balasore/ Revenshaw University, Cuttack/ Sri Jagannath Sanskrit Vishwa Vidyalay, Puri/ Utkal University of Culture, Bhubaneswar/ OUAT, Bhubaneswar/ BPUT, Rourkela/V.S.S. University of Tech., Burla/ National Law University, Cuttack/ State Council of Vocational Education, Cuttack/ Council of Higher Secondary Education, Bhubaneswar/ Board of Secondary Education, Cuttack for information and necessary action. This supersedes the FD letter No. 25279 (15)/F., dt.02.06.2011.

  
14/8/15  
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Memo No. 22304/F Dated 14.8.15

Copy forwarded to the Principal System Analyst and Portal Head, C.C.F, Secretariat for information and necessary action.

He/She is requested to upload the circular in the Website ([www.orissagov.ocac.in/finance/index.htm](http://www.orissagov.ocac.in/finance/index.htm)) of Finance Department for general information.

  
14/8/15  
Under Secretary to Government