

No. 2/42/2010-1Pension

From

The Financial Commissioner & Principal Secretary
to Government Haryana, Finance Department.

To

1. All the Heads of Departments, Commissioners of Divisions.
2. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 19th August 2011

Subject: Defined Contributory Pension Scheme of the State Government-Clarification for deposit of NPS contribution therein.

Sir/Madam,

I am directed to invite your attention towards FD's instructions issued vide No. 1-1/2004-1Pension, dated 4-12-2008 vide which revised guidelines were issued for implementation of Defined Contributory Pension Scheme and No.2/37/2010-1P, dated 9-12-2010 for submission of softcopy of subscriber's contribution details to TO/ATO through electronic media.

It has come to the notice of the Finance Department that due procedure is not being followed at various levels/stages in letter and spirit resulting in inordinate delay in transferring NPS fund to NSDL-CRA. As such the matter has been viewed seriously by the Government. After careful consideration, it has now been decided that DDOs will prepare subscriber contribution file in respect of NPS Contribution as per instructions mentioned in above referred letters and they will send the same to TOs/ATOs on or before 25th of the month to which the bills relates. The schedule NPS contribution prepared on prescribed form should tally with the total amount of deductions under proper Head shown under the corresponding column in the pay bill. DDOs will submit pay bills and the prescribed schedule for deduction of subscriber contribution details in Form-I and II alongwith soft copy as per instructions dated 9-12-2010 in this regard to the TOs/ATOs complete in all respect.

The following time schedule has been approved by the Government for smooth running of New Pension Scheme in the State.

Sr. No.	Particulars	Time allocated
1.	Submission of pay bills alongwith schedules in prescribed form-I & II by DDO (Soft copy & Hard copy)	By 25 th of each month for which salary is to be paid.
2.	Checking of schedules of NPS by TO/ATO	Within 3 working days from date of receipt including the date of receipt or 28 th of each month whichever is later.
3.	Communicating of discrepancies to DDO concerned	Within 5 working days from date of receipt including the date of receipt or 30 th /31 st of each month, whichever is later. It will be the responsibility of DDOs to collect the same after 4-5 working days from the date of submission of pay bill in Treasury.
4.	Re-submission of schedule after attending observation/discrepancies complete in all respect by DDO	Within 2 working days from date of communication of discrepancy or 2 nd of following month for which salary is paid, whichever is later.
5.	Uploading of data in CRA-NSDL by TO/ATO concerned	By 10 th of following month if pay day falls on last working day of the month & by 20 th of the following month if pay day falls on 1 st of the following month or 6 working days from the date of re-submission of schedule whichever is later.

6.	Deposit of amount in concerned Bank alongwith requisite subscriber contribution upload file/form with challan by TO concerned.	By 12 th of following month if pay day falls on last working day of the month & by 22 th of the following month if pay day falls on 1 st of the following month or 8 working days from the date of re-submission of schedule whichever is later.
7.	Collecting of UTR No. by TO from Bank	By 13 th of following month if pay day falls on last working day of the month & by 23 th of the following month if pay day falls on 1 st of the current month or within one working day from date of deposit of amount as per Sr. No. 6, whichever is later.

The above time schedule has been framed keeping in view the gravity of the case relating to New Pension Scheme as instructions issued from time to time by the Govt. are not strictly adhered to. Any deviation from the above schedule will be sole responsibility of concerned officer/official. Any loss of interest arising due to delay in deposit of subscriber contribution alongwith Government matching contribution in his account will be recovered from the defaulting officer/official.

4. In view of above, you are requested that all DDOs working under your kind control may be directed for strict compliance of instructions in respect of preparation of NPS schedule (in pink colour) and submit the same within the prescribed period. If, there is any delay at the level of the DDO/IO/ATO, the same will be held responsible for delay and payment of interest therein.

5. The above instructions may please be brought to the notice of all concerned officials/officers for strict compliance.

Yours faithfully,

Arjun Kumar
Under Secretary, Finance (Pension)
 for Financial Commissioner & Principal Secretary,
 to Government Haryana, Finance Department.

Dated, Chandigarh, the 19-8-2011

H.O. No. 242/2010-1Pension

A copy is forwarded for information and necessary action to:-

1. All the Financial Commissioners and Principal Secretaries to Govt. Haryana.
2. All Administrative Secretaries to Government Haryana.

Arjun Kumar
Under Secretary, Finance (Pension)
 for Financial Commissioner & Principal Secretary,
 to Government Haryana, Finance Department.

To

1. All the Financial Commissioners and Principal Secretaries to Govt. Haryana.
2. All Administrative Secretaries to Government Haryana.

U.O. No. 2/42/2010-1Pension
 Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011
 Dated, Chandigarh, the 19-8-2011

A copy is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

Arjun Kumar
Under Secretary, Finance (Pension)
 for Financial Commissioner & Principal Secretary,
 to Government Haryana, Finance Department.

Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011

A copy alongwith 10 spare copies is forwarded to the Director, Treasuries & Accounts, Haryana, Chandigarh for information and necessary action.

Arun Kumar

Under Secretary, Finance (Pension)
for Financial Commissioner & Principal Secretary,
to Government Haryana, Finance Department.

Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011

A copy is forwarded to Sh. D.D. Pasricha, (Nodal Officer), Deputy Director, Treasuries & Accounts, Haryana for information and necessary action.

Arun Kumar

Under Secretary, Finance (Pension)
for Financial Commissioner & Principal Secretary,
to Government Haryana, Finance Department

Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011

A copy is forwarded to Sh. Amit Sinha, Head-CRA, National Security Depositors Ltd., 4th Floor, 'A' Wing, Trade World, Kamla Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai-400013 for information and necessary action.

Arun Kumar

Under Secretary, Finance (Pension)
for Financial Commissioner & Principal Secretary,
to Government Haryana, Finance Department.

Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers with the direction to prepare the accounts of NPS deposits for each month and send the same to NSDL-CRA after following prescribed procedures by 25th of the following month to avoid any loss to the subscribers.

Arun Kumar

Under Secretary, Finance (Pension)
for Financial Commissioner & Principal Secretary,
to Government Haryana, Finance Department.

Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011

A copy is forwarded to Accounts Officer (NPS) O/o Director, Treasuries & Accounts, Haryana, 30 Bays Building, Sector-17, Chandigarh for information and necessary action.

Arun Kumar

Under Secretary, Finance (Pension)
for Financial Commissioner & Principal Secretary,
to Government Haryana, Finance Department.

Endst. No. 2/42/2010-1Pension

Dated, Chandigarh, the 19-8-2011

A copy is forwarded to the In-charge, Computer Cell, Finance Department for placing it on the official website of Finance Department.

Arun Kumar

Under Secretary, Finance (Pension)
for Financial Commissioner & Principal Secretary,
to Government Haryana, Finance Department.