

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

No. 34612 (255) /F,
Pen-170/2011

Bhubaneswar, dated

9.8.11

From

Shri K.C.Mishra,
Joint Secretary to Govt.

To

The Principal Secretaries /Commissioner-cum- Secretaries /
Secretaries / Special Secretaries to Govt. All Departments.
All Heads of Departments/
All Collectors

Sub: **Procedures to be followed for contribution upload of Divisional Accountants/ Divisional Accounts Officer of A.G. (A&E), Orissa and other Central Government employees covered under New Pension Scheme (NPS) and deputed to various offices of Government of Orissa.**

Madam/Sir,

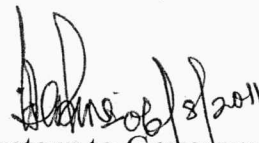
I am directed to say that the following procedures to be followed for contribution upload of Divisional Accountants/ Divisional Accounts Officer of A.G. (A&E), Orissa and other Central Government employees covered under New Pension Scheme (NPS) and deputed to various offices of Government of Orissa.

- (i) The DDO concerned shall prepare the Pay bill in respect of these employees along with the prescribed format in Annexure-I, II and III (copy enclosed) and submit it in the concerned Treasury.
- (ii) The employee's contribution of the subscribers shall be deducted by the concerned Treasury Officer from their salary bills at the rate of 10% of their Pay + DA + GP at the level of Treasury.
- (iii) The equal matching Government share shall be debited from the Head of Account "2071-01-117-1766-42007-820-0-1-0" by the Treasury Officer of the concerned Treasury. This matching Government share shall then be credited to the Head of Account "8342".
- (iv) After this the Treasury Officer concerned shall prepare one draft consisting of both employee's share and matching Government's

share (Employer's share) as it is done in case of other State Government Employees covered under New Pension Scheme.

- (v) Based on the details in Annexure-III with unique number, the Treasury Officer concerned shall upload the details to the New Pension Scheme Contribution Accounting Network (NPSCAN) as it is done in case of other State Government Employees covered under New Pension Scheme.
- (vi) After uploading of the details in NPSCAN, the Contribution Submission Form (CSF), which will contain the details of Subscriber's Contribution File (SCF) will be generated. The Treasury Officer concerned shall print the CSF and submit it to the Trustee Bank along with the Cheque / DD or through RTGS/ NEFT as it is done in case of other State Government Employees covered under New Pension Scheme.
- (vii) The Treasury Officer concerned shall then submit the copy of the CSF containing details of SCF along with other information such as Name of the Employee, Permanent Retirement Account Number (PRAN), both the Government's and Subscriber's Contribution (shown separately) and Month and Year of contribution to Director of Treasuries & Inspection, Orissa, Bhubaneswar for onward transmission to A.G (A&E), Orissa for their record and reference.
- (viii) The process of contribution in respect of these employees shall start from the salary bill of August, 2011 payable in September, 2011.
- (ix) The deduction of employee's and matching Government's share for the month from February, 2011 to July, 2011 shall be made at one go in the manner described in Para (i), (ii), (iii), (iv), (v), (vi) and (vii) above.

Yours faithfully,



Joint Secretary to Government

Memo No. 34613⁽²⁾ /F Dated 9.8.11

Copy along with the enclosure forwarded to Accountant General (A&E), Orissa, Bhubaneswar/ Accountant General (Audit), Orissa, Bhubaneswar for information and necessary action.

Memo No. 34614⁽¹⁷⁵⁾ /F Dated 9.8.11
Deputy Secretary to Government

Copy along with the enclosure forwarded to Director of Treasuries & Inspection, Orissa, Bhubaneswar/ All Treasury, Special Treasury and Sub-Treasury Officers/Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

Memo No. 34615⁽¹⁰⁰⁾ /F Dated 9.8.11
Deputy Secretary to Government

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.

Memo No. 34616 /F Dated 9.8.11
Deputy Secretary to Government

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 along with the Annexures-I, II and III in the Website (www.orissagov.ocac.in/finance/index.htm) of Finance Department for general information.

Deputy Secretary to Government

ANNEXURE I

FORMAT OF SCHEDULE OF GOVERNMENT SERVANT'S CONTRIBUTIONS TOWARDS TIER-I OF THE NEW PENSION SCHEME

(TO BE ATTACHED WITH THE PAY BILL)

BILL NO/DATE.

MONTH/YEAR:

NAME OF THE D.D.O./ REGISTRATION NO.

DTO REGISTRATION NO.

(ISSUED BY CRA)

NAME OF OFFICE & ADDRESS

Sl. No	PRAN	Name of the Govt. Servant (In Block Letter)	Designation	Basic Pay+GP Rs.	D.A	Total Rs.	Employees Contribution			Remarks	
							Current Rs.	Arrears			
						Installment		Amount Rs	Total Rs		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

The Basic Pay entered in the Column 5 of the above Statement has been verified with the entries made in the Service Book and Pay Bill

(Rupees.....)

"This is to certify that the employee/employees mentioned above is/are appointed in a pensionable establishment against regular vacancy/vacancies".

Signature

Drawing and Disbursing Officer

With the Designation and Date

(With Seal)

ANNEXURE II

FORMAT OF SCHEDULE OF GOVERNMENT'S CONTRIBUTIONS TOWARDS TIER-I OF THE NEW PENSION SCHEME

(TO BE ATTACHED WITH THE BILL FOR DRAWAL OF GOVERNMENT'S CONTRIBUTION)

BILL NO/DATE.

MONTH/YEAR:

NAME OF THE D.D.O./ REGISTRATION NO.

DTO REGISTRATION NO.

(ISSUED BY CRA)

NAME OF OFFICE & ADDRESS

Sl. No.	PRAN	Name of the Govt. Servant	Designation	Basic Pay + G. P.	D.A.	Government's Contribution	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

The Basic Pay entered in the Column 5 of the above Statement has been verified with the entries made in the Service Book and Pay Bill

(Rupees.....)

"This is to certify that the employee/employees mentioned above is/are appointed in a pensionable establishment against regular vacancy/vacancies".

Signature

Drawing & Disbursing Officer

With the Designation and Date

(With Seal)

ANNEXURE III

FORMAT OF SCHEDULE FOR EMPLOYEES AND EMPLOYER CONTRIBUTIONS TOWARDS TIER-I OF NEW PENSION SCHEME

NAME OF THE D.D.O./ REGISTRATION NO.

DTO REGISTRATION NO.

(ISSUED BY CRA)

Sl. No.	PRAN	Name of the Govt. Servant (In Block Letters)	Designation	Bill No. and Date of Employees Contribution	Amount of Employees Contribution	Bill No. and Date of Govt. Contribution	Amount of Govt Contribution	Total Amount (Column 6+8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature

Drawing & Disbursing Officer

With the Designation and Date

(With Seal)