

वैज्ञानिक एंव औद्योगिक अनुसंधान परषिद् Council of Scientific & Industrial Research अनुसंधान भवन, रफी मार्ग, नई दिल्ली-110001 Anusandhan Bhavan, Rafi Marg, New Delhi 110 001 Phone/Fax No. 011-23730681

No. 34-2(5)/CSIR-NPS/2011-12

September 27, 2011

To

The Controller of Finance & Accounts Finance & Accounts Officer of all National Laboratories/Institutes, of CSIR

> Sub:Subscribers' Contribution File (SCF) Pending for Matching & Booking (NPS) & rectifying problems of email server.

Sir, '

I am directed to enclose herewith a copy of letter No. AS/KV/RG/RS/RP/201129929 dated 9<sup>th</sup> September 2011 on the subject "Subscribers' Contribution File (SCF) Pending for Matching & Booking (NPS)"received from the National Securities Depository Ltd., Central Recordkeeping Agency, Mumbai 400 013, for your information, guidance and compliance. In view of the above, you are requested to rectify the anomalies as per annexure –I, as well as problems of email servers in consultation with your I.T. Division as per annexure-III.

It is also requested from all concerned Labs/Institutes, to send their follow up report by 15<sup>th</sup> of October 2011 for the information of FA, CSIR.

This issues with the approval of FA, CSIR.

Yours faithfully,

(S.P.Singh)

Finance & Accounts Officer

Encl: As above

Copy to:

 Head IT Division, with a request to make this letter available in the CSIR Web site.



# National Securities Depository Ltd. Central Recordkeeping Agency

4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, Tel: 91-22-2499 4200, Fax : 91-22-2499 4974 / 2495 2594, e-mail : info.cra@nsdl.co.in

Ref: AS/KV/RG/RS/RP/201129929

The Deputy Financial Adviser Council of Scientific & Industrial Research, New Delhi 2, Rafi Marg Anusandhan Bhawan New Delhi - 110001

September 9, 2011

णार, गुख्यालय 16/9/2011

Dear Sir/Madam,

# Sub: Subscribers' Contribution File (SCF) pending for Matching & Booking

As you are aware, the most critical part in NPS is the transfer of subscriber contribution in to the CRA system. The PAO uploads the Subscriber Contribution File (SCF) in the CRA system for the associated Subscribers. Subsequent to the SCF upload, the PAO transfers the corresponding contribution to Trustee Bank. The Trustee Bank provides confirmation of the funds receipt to CRA and accordingly matching and booking of SCF is initiated in CRA system. As the process completes, subscriber's account is credited as per the SCF details.

We would like to inform you that 12 SCF(s) uploaded by the PAOs under your jurisdiction is/are pending for matching & booking. As informed by the Trustee Bank, it is not in a position to confirm the funds credited in the NPS Trust Account, as the PAO registration number and the Transaction ID have not been provided at the time of remittance of funds or due to discrepancy observed in the details of fund transfer provided in the Fund Transfer details window of NPSCAN. This has already been communicated through email to the concerned PAOs. You are required to take necessary steps to enable the Trustee Bank to confirm the receipt of funds. *(Details of the pending SCFs are provided in the annexure (Annexure I))*. A details procedure of fund transfer has been given in the annexure (Annexure II).

As you are aware, we send various correspondences through e-mail with PAOs and PrAOs. It reduces the time-lag and facilitates faster action at both CRA as well as at the PAO/PrAO offices. The e-mails are sent at their registered e-mail address with CRA. However, some of the mails remain undelivered. The list of such invalid e-mail addresses of the PAOs under your jurisdiction is enclosed in Annexure III. The PAOs concerned should be advised to check the status of their e-mail ids and get it updated with CRA, if required.

We would like to mention that along with the regular views and reports, 'Dashboard' is also made available in the CRA system to provide extensive and comprehensive information on status of SCFs uploaded. Subscribers' Credit analysis, Exceptional reports etc. You can login to CRA system site (www.cra-nsdl.com) using the Pr.AO User ID and Password and monitor the status of the SCFs uploaded.

For any further assistance or clarification, your office may contact Ms. Rashmi Sabbanwar (Tel. 022-24994887, email id -- rashmis@nsdl.co.in) or Mr. Rahul Goyal (Tel. 022-24994851, email id -- goyair@nsdl.co.in).

Yours faithfully,

Kamalam Venkatesan ƳSenior Manager

Encl: a/a

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Mrs. Shashi, P) Phe us to Faicess For indus mation M: Sahaw

Sr No	Reg No.	PrAO Name	PAO Reg No.	PAO Name	Transaction ID	Date of Upload (mm\dd\yyyy)	Amount (Rs)	Number of Records		Status of Fund Transfer Details (FTD)	Remarks given by Trustee Bank
1	3001622	Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021073	PAO,CSIR,(CRRI), New Delhi	1003210000165	3/1/2011	147822	33	192	FTD Provided	Amount not received till date
2		Pr.AO, Council of Scientific & Industrial Research, New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601457	6/1/2011	64308 1	7.	100	FTD Provided	Unique instrument number not found for transfer date and amount
		Pr.AO, Council of Scientific & Industrial Research, New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601515	6/29/2011	7140 🦯	1	72	FTD Provided	Unique instrument number not found for transfer date and amount
		Pr.AO, Council of Scientific & Industrial Research, New Delhi	2020970	PAO,CSIR,(CCMB), Hyderabad	1003200100223	8/1/2011	369936	60	39	FTD Provided	Unique instrument number not found for transfer date and amount
5		Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601549	8/17/2011	15534	2	23	FTD not provided	
6		Pr.AD, Council of Scientific & Industrial Research,New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601556	8/17/2011	36118	12	23	FTD not provided	-
7		Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601564	8/17/2011	7574	1	23	FTD not provided	
В		Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601572	8/17/2011	9178	1	23	FTD not provided	,
Э		Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601580	8/17/2011	7354	1	23	FTD not provided	-
10		Pr.AO, Council of Scientific & Industrial Research, New Delhi	2021095	PAO,CSIR,(CSIR), Chennai	1003212601598	8/17/2011	66246	7	23	FTD not provided	*
11		Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021040	PAO,CSIR,(CIMFR), Dhanbad	1003207600241	8/25/2011	233668	41	Ís -	FTD not provided	
12		Pr.AO, Council of Scientific & Industrial Research,New Delhi	2021036	PAO,CSIR,(CIMAP), Lucknow	1003206800271	8/26/2011	393638	77	14	FTD not provided	

Annexure II



### Process of submission of contribution and the most likely error

#### In case of Cheque/DD transfer

- 1. Take print out of Contribution Submission Form (CSF) after successful upload of Subscriber Contribution File (SCF).
- 2. Cheque should be Issued in favor of NPS Trust a/c, refer point number 2 of important note in the CSF.
- 3. Cheque amount and CSF amount should be the same.
- 4. Submit the cheque as well as CSF to nearest Bank of India (Bol) branch.
- 5. Instruct the Bank to remit the amount through specific transaction named as "PFRDA TR"
- 6. Ask for the acknowledgement.
- 7. Fund transfer details to be provided online through login facility available in NPSCAN

#### **Important Point**

- 1. CSF should be attached with the cheque while visiting BoI branch.
- 2. A/C no. mentioned in the cheque must be verified with the a/c number mentioned in the CSF.
- 3. Amount appearing on the cheque and CSF should be the same.
- 4. Insist for acknowledgement.
- 5. Fund remittance details must be provided online immediately after remittance.
- 6. Always check the status of transaction id on T+3 (except holiday).
- 7. Follow up with BoI branch as well as BoI Bandra Kurla Branch for the reason of pending transaction id.

#### In case of Electronic transfer

- 1. Take print out of Contribution Submission Form after successful upload of Subscriber Contribution File (SCF).
- 2. Cheque amount and CSF amount should be the same.
- 3. Instruct your bank to write PAOFIN+PAORegistration No.+Transaction id in the 7495 field of RTGS or in the field 7002 of NEFT.
- 4. Instruct your bank to remit the amount to the NPS Trust a/c as mentioned in the CSF at the important note.
- 5. Ask for the remittance details e.g. UTR/Ref no.
- 6. Fund details to be provided online through login facility available in NPSCAN.

## **Important Point**

- 1. Ensure correct a/c number has been mentioned by your accredited bank.
- 2. Ensure there is no mismatch in the remittance and CSF amount.
- Ensure PAOFIN+PAOReg(7 digit registration no., allotted by CRA+Transaction id(13 digit no. generated after successful upload of SCF) correctly entered by your accredited bank.
- 4. Insist for UTR/Ref no. and acknowledgement.
- 5. Fund remittance details must be provided online immediately after remittance.
- 6. Always check the status of transaction id on T+3 (except holiday).
- 7. Follow up with the remitting bank whether the remittance was successful as well as with the BoI BKC for the reason of mismatch.

Sr No	PAO Reg I	VePAO Name	Email Id registered				
1	2020922	PAO, CSIR (CSIR Complex), New Delhi	paonpscx@csirhrdg.res.in				
2	2020933	PAO, CSIR (HRDC), Ghaziabad	paonps@csirhrdc.res.in				
3	2020970	PAO,CSIR,(CCMB), Hyderabad	PAO,CSIR,(CCMB), Hyderabad				
4	2020981	PAO,CSIR,(CDRI), Lucknow	paonps@cdri.com				
5	2020992	PAO,CSIR,(CECRI), Karaikudi	paonps@cecri.res.in				
6	2021025	PAO,CSIR,(CGCRI), Kolkata	paonps@cgcri.res.in				
7	2021036	PAO,CSIR,(CIMAP), Lucknow	paonps@cimap.res.in				
8	2021040	PAO,CSIR,(CIMFR), Dhanbad	paonps@cmri.nic.in				
9	2021051	PAO,CSIR,(CLRI), Chennai	paonps@clri.net.res.in				
10	2021132	PAO,CSIR,(IICB), Kolkata	paonps@iicb.res.in				
11	2021143	PAO,CSIR,(IICT), Hyderabad	paonps@iict.res.in				
12	2021154	PAO,CSIR,(IITR), Lucknow	paonps@iitrindia.org				
13	2021224	PAO,CSIR,(NCL), Pune	paonps@ncl.res.in				
14	2021331	PAO,CSIR,(CMERI), Ludhiana	paonpsmerado@cmeri.res.in				

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