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वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद,
अनुसंधान भवन, रफी मार्ग, नई दिल्ली-110001
Council of Scientific & Industrial Research
Anusandhan Bhavan, Rafi Marg, New Delhi - 110 001

No.34-2(5)/NPS/2009-10

Dated:16th July 2009

To

The Directors of the National Laboratories/Institutes.

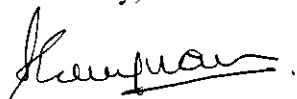
Sub: Joining of CSIR in the New Pension Scheme (NPS) Architecture.

Sir,

1. As you are aware that New Pension Scheme (NPS) introduced by Government of India (GOI) was made applicable to all employees joining CSIR on or after 1st January 2004.
2. The GOI established Pension Fund Regulatory and Development Authority (PFRDA) for developing and regulating the pension funds under NPS Architecture. The PFRDA have identified SBI Pension Fund Ltd., UTI Retirement Solution Ltd. and LIC Pension Fund Ltd. to act as pension fund managers to manage the accumulated corpus and incremental inflow in accordance with Government mandated investment guidelines. The PFRDA have also appointed National Securities Depository Limited (NSDL) as the Central Recordkeeping Agency (CRA) for managing the accounting, record keeping, database and other operational aspects of the 'New Pension Scheme'.
3. The Ministry of Finance ,Department of Expenditure vide OM No. 1(13)/EV/2008 dated 28-11-2008 advised all the autonomous bodies to contact PFRDA for shifting to NPS Architecture operationalised by PFRDA/NSDL and submit a formal 'Letter of Consent'. Accordingly CSIR has consented to PFRDA vide letter No.34-2(6)/CSIR/NPS/08-09-1347 Dated 20-04-2009.
4. As a course of action in this direction we have to go for registration. Accordingly the registration forms S1 (**for individual subscriber**), N2,for Pay and Account Office(COFA/FAO) and N3 (**for DDO**) for subscribing to the scheme are enclosed herewith.

5. All the Labs/Instt's are therefore requested to submit duly filled in form S1 N2 and N3 (copy enclosed) to CSIR Hqrs. by **27th July 2009(27-07-2009)** positively so that NSDL may be approached for operationalisation of NPS at the earliest. In case of any problem in filling up the forms, the Lab./Instt. may contact Mr.Rakesh Bidalia, Finance & Accounts Officer CSIR Hqrs (contact No.011-23711255 e-mail id bidalia@hotmail.com) who has been nominated for coordinating the task. The details of the NPS architecture can also be seen at website www.npscra.nsdl.co.in for further information and guidance.

Yours faithfully,



(SHEILA SANGWAN)

Encl: as above

To affix recent
Coloured photograph
(3.5 cm × 2.5 cm)

Acknowledgement No.
(To be filled by FC)

Permanent Retirement Account Number :
(To be filled by FC after PRAN generation)

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

Signature/Left Thumb Impression
of Subscriber in black ink

Section A - Subscribers Personal Details (* Indicates Mandatory Field)

1. Full Name (Full expanded name: initials are not permitted)

Full Name (Full expanded name; initials are not permitted) ☐ Kumari ☐

First Name *

Middle Name

Last Name

2. Gender * Please Tick as applicable, Male ☐ Female ☐

- 3. Date of Birth ***

D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

5. Father's Full Name:

First Name *

Middle Name

Last Name

6. Present Address:

Flat/Unit No, Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

7. Permanent Address: If same as above, Please Tick ☐ else,

Flat/Unit No, Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

8. Phone No.

STD Code

Phone No. _____

9. Mobile No.

Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee*:

1st Nominee

2nd Nominee

3rd Nominee

First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

2. Date of Birth (In case of a minor)*:

1st Nominee	2nd Nominee	3rd Nominee

3. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee

4. Percentage Share*:

1st Nominee	%	2nd Nominee	%	3rd Nominee	%

5. Nominee's Guardian Details (in case of a minor)*:

1st Nominee's Guardian Details

2nd Nominee's Guardian Details

3rd Nominee's Guardian Details

First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

6. Conditions rendering nomination invalid:

1st Nominee	2nd Nominee	3rd Nominee

Section D - Subscriber Scheme Details

1st Scheme

2nd Scheme

3rd Scheme

Pension Fund Managers Name/Code	Pension Fund Managers Name/Code	Pension Fund Managers Name/Code
Scheme ID No./Name	Scheme ID No./Name	Scheme ID No./Name
Percentage Share	Percentage Share	Percentage Share

Section E - Declaration

I understand that there would be PFRDA approved **Terms and Conditions** for Subscribers on the CRA website **governing I-Pin (to access CRA / NPSCAN and view details) & T-pin**. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief. Date : <table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> D D M M Y Y Y Y									Signature/Left Thumb Impression of Subscriber

INSTRUCTIONS FOR FILLING PRAN FORM

- a) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- b) **Details Marked with (*) are the mandatory fields.**
- c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- d) 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- e) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- f) **Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.**

Sr. No.	Item No	Item Details	Guidelines for Filling the Form
Section A - Subscribers Personal Details			
1	3.	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6.	Present Address	All future communications will be sent to present address
3	8, 9, 10	Phone No., Mobile No, & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy.
4	11	Subscriber's Bank Details	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
Section B - Subscribers Employment Details			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN	Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned PAO.
6	8 & 9	PAO/CDDO Reg. No. & DDO Reg. No.	1. PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency. 2. CDDOs will register as both PAOs and DDOs. 3. NCDDOs will register only as DDOs and obtain the PAO Reg. No. from their respective PAOs.
Section C - Subscriber's Nomination Details			
7	4.	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
8	5.	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory.
Section D - Subscriber scheme details			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npsra.nsdl.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npsra.nsdl.co.in Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable.	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npsra.nsdl.co.in>).
- b) **The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.**
- c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective PAO/CDDO.
- d) For more information
Visit us at <http://www.npsra.nsdl.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

(b) Existing DDO Code:

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(c) DDO Type : Central Autonomous Body

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8. PAO Registration Number*:

(To be filled by PAO)

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(Refer instruction no.7)

I/We hereby agree and declare that the information provided in the application, is complete and true.

DDO Stamp		Date:
	Signature of Authorised Signatory of DDO	Place:

Name of Authorised Signatory :

To be attested by PAO		Date:
PAO Stamp		Place:
	Signature of Authorised Signatory	Name of Authorised Signatory : _____

PAO Reg. No. (Allotted by CRA)

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(Refer instruction no.8)

(To be filled at CRA)	Received on _____
	Name of the officer: _____
	Signature of the officer: _____
CRA Stamp	

Instructions for filling the form:

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer at any of Government of India or similar websites & not of any individual person or non government websites like yahoo.com and rediffmail.com.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention PAO Registration No. allotted by CRA to the PAO.
- Form has to be duly authorised by PAO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted. by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets)
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.