



Council of Scientific & Industrial Research

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S.P.Singh
Finance & Accounts Officer

No. 34-2(5)/CSIR/NPS/2009-10.
March 09, 2010.

The Controller of Finance & Accounts /
Finance & Accounts Officer
All National Labs/Instts.

Sub: Upload and Transfer of Data/Funds to CRA/Fund Manager.

Sir,

I am directed to inform you that Director-General, CSIR has been pleased to take the decision for transfer of New Pension Scheme Funds to the Fund Manager and to start remittance of subscription in respect all NPS beneficiaries w.e.f 01-04-2010. In view of the above, PAOs' of all CSIR Labs/Instt., are required to take the following steps immediately.

1. Recoveries, Payments, Remittance and recoupments (if any) for the years 2004 onwards may be duly reconciled with reference to NPS Ledgers, Broadsheets and IMPACT and account-wise (individual) balances as on 31-03-2010 should be firmed up.
2. The data of all subscribers may be loaded into two parts. One is for arrears and other is for the subscription for the month of March, 2010. Therefore, all arrears details may be kept ready as per Annexure - I. Similarly, data for the subscription and employers share for the month of March, 2010 as per NPS option may also be kept ready as per Annexure-I. "A self running demo file" for the preparation and upload of subscriber contribution file is available at the CSIR web site(Home page). Some other files for your help have also been made available on CSIR web site. Therefore, the Lab/Instt are requested to kindly run the self-demo file and other help files and note the instructions. In case of any problem please contact the undersigned on his mobile No.09868554969 or 011-23354863.
3. PAOs of all the Labs/Instt., must ensure the loading of these data through their respective NSDL accounts before or on 1st April 2010. It is pertinent to mention that details may be loaded on a prior date.

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4. Two RTGS Letters one for the arrears w.e.f. 01-01-2004 to 31-03-2010 and another for the remittance of subscription's and employer's share for the month of March, 2010, must be kept ready by 01-04-2010 and sent to concerned bank for the transfer of funds to the Bank of India on the same day. All PAOs must ensure that this activity is to be completed on 01-04-2010 and no interest thereof shall be paid by CSIR on or after this date.

5. The payment may be made from Institute funds and demand for the recoupment i.e. 01-01-2004 to 28-02-2010 may be sent to CSIR Hqtrs.

The delay beyond 05-04-2010 in case of transfer of NPS funds to the Fund Manager, need to be explained to FA, CSIR in writing.

Yours faithfully,



(S.P. Singh)

Finance & Accounts Officer & (PAO)
Audit Section , CSIR Hqtrs.
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Encl: As above