

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ.ਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ ।

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-8, ਐਸ ਏ ਐਸ ਨਗਰ

(ਐਨ.ਪੀ.ਐਸ ਸ਼ਾਖਾ)

ਵੱਲ

ਅਤੀ ਜਰੂਰੀ

ਸਮੂਹ ਜਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ(ਸੈ.ਸਿ.)

ਸਮੂਹ ਜਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ(ਐਲੀ.ਸਿ.)

ਸਮੂਹ ਡੀ.ਡੀ.ਓ. ਜ਼


(ਵੈਬ ਸਾਈਟ ਰਾਹੀਂ)

ਮੀਮੋ ਨੰ: 5/2-2020ਐਨ.ਪੀ.ਐਸ.(1)/2021326590  
ਮਿਤੀ, ਐਸ.ਏ.ਐਸ. ਨਗਰ: 22-09-2021

ਵਿਸ਼ਾ:- Timelines for New Pension Scheme activities.

ਉਪਰਕੋਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਸਰਕਾਰ (ਵਿੱਤ ਵਿਭਾਗ) ਦੇ ਪੱਤਰ ਨੰ:  
ਐਨ.ਪੀ.ਐਸ./2021/1057 ਮਿਤੀ 13-09-2021 ਦੀ ਕਾਪੀ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ  
ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਨੱਥੀ: - ਉਕਤ ਅਨੁਸਾਰ।

  
ਡਿਪਟੀ ਕੰਟਰੋਲਰ(ਵਿੱ ਤੇ ਲੇ)

No.NPS/2021/ 1057  
Government of Punjab  
Department of Finance  
Principal Accounts Office, New Pension Scheme  
Vite Yojna Bhawan, Sector 33 A, Chandigarh

Dated, Chandigarh, 15<sup>th</sup> September, 2021

To

All Head of Departments,  
All Commissioner of Divisions,  
All Deputy Commissioners and District and Session Judges.  
Registrar, Punjab and Haryana High Court, Chandigarh.  
Secretary, Punjab Vidhan Sabha.

**Subject: Timelines for New Pension Scheme activities.**

Sir/Madam,

I am directed to refer to Finance Department (FPPC Br.) Punjab letter No.2/54/15-2FPPC/644166/1 dated 10<sup>th</sup> December, 2015 wherein the timelines for different activities of New Pension Scheme had been fixed. The Department of Finance has now integrated its IFMS with NSDL Server for online generation of new PRAN through IFMS. It has been noticed that some DDOs are still not submitting cases of registration of new PRAN through IFMS within time limit fixed by Finance Department due to which there is delay in withdrawal of salary of new subscriber-employee.


2. In order to bring efficiency in different activities of New Pension Scheme, the following timelines are fixed for registration of new PRAN and final payment under NPS:

Sr.No	Name of the Activity	Turnaround time(no. of working days)	Remarks
<b>A. Registration of new subscriber</b>			
1.	Submission of Common Subscriber Registration Form (CSRF) by the subscriber to the concerned DDO	5 days	New subscriber-employee will submit the form within this time along with requisite documents as per instructions issued vide letter dated 18.02.2021. He will also submit a self declaration in Annexure 'A'.
2.	Submission of Form online through IFMS by DDO to the District Treasury Officer.	3 days	DDO will ensure that after submitting the form online, the hard copy of the form along with requisite documents is submitted to the DTO within prescribed time of 3 days.

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3	Submission of Form online through IFMS by DTO to NSDL(Central Recordkeeping Agency)	3 days	The form will be submitted online to NSDL by DTO within the prescribed time.
<b>B. Final Payment under NPS:</b>			
1.	Submission of Exit Form of NPS by the subscriber-employee.	Two months advance before the date of retirement.	Subscriber-employee will submit Exit Form to the DDO along with requisite documents as per instructions issued vide letter dated 18.8.2015 within the prescribed time.
2.	DDO will send final payment case to DTO	One month advance before the date of retirement.	DDO will ensure that complete case is submitted to the DTO within prescribed time along with requisite documents as per instructions issued vide letter dated 18.8.2015 .
3.	Online submission of Exit Form to NSDL(CRA)by DTO	7 days	DTO will be responsible to send the final exit case online to NSDL within the stipulated time.

3. This may be brought to the notice of all DDOs under your control for strict compliance of these instructions.



Mohammad Tayyab, IAS  
Special Secretary Expenditure-cum-Director  
(T&A), Govt. of Punjab.

Endst. No.NPS/A-1/2021/1058-1062 Dated Chandigarh, the 13<sup>th</sup> September, 2021

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

1. The Principal Accountant General, (A&E), Punjab.
2. The Chairman, Pension Fund Regulatory Development Authority, New Delhi.
3. Vice President, National Securities Depository Ltd., 4<sup>th</sup> Floor A Wing, Trade World, Kamala Mills, Compound, Lower Parel, Mumbai.
4. The Under Secretary, Government of Punjab, Department of Finance (Finance Pension Policy and Coordination Branch) Punjab Civil Secretariat, Chandigarh.
5. All the District Treasury Officers/Treasury Officer, in the Punjab State.



Deputy Director (Pension)

**Self declaration**

I \_\_\_\_\_ s/o \_\_\_\_\_ is submitting my joining  
report on \_\_\_\_\_ as \_\_\_\_\_ in the office \_\_\_\_\_.

I hereby ensure that I will submit my Common Subscriber Registration Form (CSRF)  
to the concerned DDO within 5 days from the date of joining of this office.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_