

**GOVERNMENT OF ASSAM
PENSION & PUBLIC GRIEVANCES DEPARTMENT
DISPUR:::GUWAHATI::6**

No. PPG(P) 165/2014/Pt/7

Dated Dispur, the 18th June, 2018

OFFICE MEMORANDUM

- Subject** : **Additional Relief on Death /Disability of Govt. servants Covered under New Defined Contribution Pension System NPS : Procedure to be adopted for submission of claims.**
- Reference** : **Govt. of Assam, P & PG Department OM No. PPG(P) 165/2014/17, dated 14/01/2016.**

The Govt. of Assam in P & PG Department vide OM No. PPG(P) 165/2014/17, dated 14/01/2016 have extended the benefits of invalid pension / disability pension and family pension / extraordinary family pension and DCRG on **Provisional basis** to the State Government employees appointed on or after 01/02/2005 under the NPS (New Defined Contributory Pension System) and died in harness or discharged on invalidation / disability.

In order to submit the claims of above beneficiaries the following procedures shall be adopted by All Administrative Departments / Head of Departments / Head of Offices as the case may be.

1. Administrative Departments / Head of Departments / Head of Offices as the case may be, shall prepare pension papers in case of NPS beneficiaries (both gazetted and non-gazetted) in accordance with the same procedure as prescribed for Assam Govt. employees appointed before 01-02-2005 and shall submit the same with all relevant documents (which is required in case of pre 01-02-2005 employees) to the concerned appointing authorities. The Permanent Retirement Account No. (PRAN) of the concerned Govt. servant (if allotted) by National Security Depository Limited (NSDL) must be indicated. Where the person dies before allotment of PRAN, his PPAN has to be indicated. These numbers will be treated or be taken into account by the treasury / CTMIS as the reference number for all purposes .
2. The concerned Appointing Authorities will carry out the necessary checks with reference to the entries in the Service Book in case of non-gazetted employees / service record in case of gazetted employees and admissibility of the claim on the basis of the OM No. PPG(P) 165/2014/17, dated 14/01/2016. The Appointing Authorities shall thereafter obtain detailed information related to the claim from the State Nodal Officer, NPS, i.e. Director of Accounts & Treasuries, Assam as per the proforma given at **Annexure 'I'**. Annexure I should be duly filled up by the Appointing Authorities where required and forward it to Directorate of Accounts and Treasuries for remaining information & countersignature and also for verifying of the PPAN and (or) PRAN of the deceased employees.
3. The Director of Accounts & Treasuries, Assam cum State Nodal Officer, NPS after receipt of the **Annexure 'I'** shall examine the claim in accordance with the PFRDA guidelines / regulations issued by the Govt. of India and furnish relevant information in appropriate columns given at **Annexure I**. The Directorate of Accounts & Treasuries, Assam shall also obtain from Central Recordkeeping Agency (CRA) registered under NPS the information about the likely monthly annuity amount with the accumulated pension wealth in the subscribers account and record it in the **Annexure I**. The duly filled Annexure shall thereafter be communicated to the Appointing Authority after affixing seal & signature.

4. The appointing authority on receipt of the information (**Annexure I**) from the Directorate of Accounts & Treasuries shall forward the information to the claimant along with the family pension amount (Column II of Annexure I) they are eligible to get so as to ensure that the claimant / family members of the subscriber takes an informed decision in the matter of availing the benefits available to him / them i.e. whether to opt for monthly annuity or additional benefits like family pension, disability pension as the case may be.

The subscriber / family of the subscriber on receipt of the information of monthly annuity amount and monthly family pension amount shall choose **any one option** in writing in plain paper within a period of **1 (one) month** and submit the same to their concerned DDOs. If the subscriber / family of the deceased subscriber, avails the option of additional relief in lieu of monthly annuitised pension on death or disability as the case may be, the Government shall have the right to adjust or seek transfer of the entire accumulated pension wealth of the subscriber to itself. The subscriber or family members of the subscriber availing such benefit shall specifically and unconditionally agree and furnish an **undertaking** as per the format given at **Annexure 'II'** to transfer the entire accumulated pension wealth to the Government, in lieu of enjoying or obtaining such additional reliefs like – family or disability pension or any other pensionary benefits from the Government. With the release of additional benefits to the eligible subscriber / family members of the deceased subscriber, the right to claim any benefits under the National Pension System, by any person shall extinguish thereupon including the rights of the nominee as recorded for the purpose of receiving benefits under National Pension System.

5. As per Govt. OM No. PPG(P) 165/2014/17, dated 14/01/2016, Provisional DCRG to the State Govt. employees appointed on or after 01/02/2005, shall be paid on getting discharged on invalidation / disability or to the family of such deceased Govt. employees. The DCRG shall be paid irrespective of any option availed by the subscriber / family of the subscriber.

6. The DDOs shall pass on the information so obtained at Para (4) from the claimant / family of the deceased subscriber to the concerned Appointing Authority for approval on the claim. The Appointing Authority on the basis of the option availed by the subscriber / family of the subscriber shall further examine the claim under the **Exit and Withdrawal** manners stipulated in the PFRDA Regulation and subsequent amendments time to time issued from Govt. of India and accord sanction to such claim accordingly and forward the same to the DDO concerned for drawal and disbursement. The Appointing Authority shall also forward copies of sanction orders to the respective Administrative Department / Head of Department / Head of Office / Treasury including a copy to the pensioner / family pensioner concerned for information. The Appointing Authority shall also retain a copy for their own record. Further, the appointing authority shall forward a copy of sanction order along with the duly signed undertaking (Annexure II) to the Directorate of Accounts & Treasuries so that the NPS Corpus can be withdrawn and deposited in state exchequer from their end.

7. On receipt of the approval from the Appointing Authority, DDOs after recording the entries in the register as mentioned below at **Para (8)**, shall draw & disburse the provisional disability pension / family pension to the subscriber / family of the deceased subscriber as the case may be. All payments will be made via bank transfer as per existing procedure.

8. The Administrative Departments / Head of Departments / Head of Offices shall maintain a separate register and entries will be recorded there in as PRAN No, Name of Govt. Servant, PPAN No., option availed by the subscriber / family of the subscriber and awards notified provisionally and at the time of processing of final claim the same will be mentioned in the claim for final adjustment as per the format given at **Annexure 'III'**.

9. The compassionate family pension (CFP) holders under NPS, shall also have to furnish an **undertaking** to the Govt. for surrender of the entire pension wealth accumulated under the pension account of the deceased subscriber as per **Annexure II** stipulated at Para (4) above.

10. Other procedures prescribed for pre- 01-02-2005 pensioners will also be followed by the Administrative Departments / Head of Departments / Head of Offices in case of NPS beneficiaries as an when required.

11. Any interpretation or clarification of admissibility of claim under NPS shall be governed by the Pension Fund Regulatory and Disbursement Authority (PFRDA) Act, 2013 issued from the Govt. of India and subsequent amendments from time to time thereunder.

Enclosure :- As above.

Sd/- Dr. A.U. Choudhury, IAS
Commissioner & Secretary to the Govt. of Assam,
Pension & Public Grievances Department.

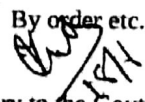
Dated Dispur, the 18th June, 2018

Memo No. PPG(P) 165/2014/Pt/7-A

Copy to :-

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. The Director of Pension, Assam, Housefed Complex, Guwahati-6.
3. The Director of Accounts & Treasuries, Assam, Kar Bhawan, Ganeshguri, Guwahati for information and necessary action.
4. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
5. All Heads of Departments for information and necessary action.
6. All Divisional Commissioners.
7. All Deputy Commissioner, District.
8. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
9. The Secretary, Assam Legislative Assembly, Dispur, Guwahati-6.
10. All Treasury Officers for information and necessary action.
11. The Principal Secretary, Karbi Anglong Autonomous Council / N.C. Hills.
12. All Senior Financial Adviser/Financial Adviser/ FAOS.
13. The Regional Manager / Manager, United Bank of India / State Bank of India / United Commercial Bank / Punjab National Bank / Allahabad Bank / Central Bank, Guwahati / UCO Bank / Canara Bank / Bank of Baroda.
14. The Deputy General Manager, Reserve Bank of India, Guwahati.
15. The Resident Commissioner, Assam Bhawan, New Delhi.
16. The Trade Adviser and Director of Movement , Assam House, Kolkata.
17. The Registrar, Gauhati High Court, Panbazar, Guwahati-1.
18. P.S. to the Hon'ble Minister, P & PG Department.
19. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
20. The Staff Officer to the Chief Secretary, Assam, Guwahati-6.

By order etc.,


Joint Secretary to the Govt. of Assam,
Pension & Public Grievances Department.



Specimen for furnishing of detailed information of the NPS subscriber

ANNEXURE I

Sl. No.	Name of the NPS subscriber	PRAN/PPAN (if PRAN not allotted) / or any allotted No.	Date of the death / invalidation of the NPS subscriber	Name and address of the office paying the family pension/in validation pension	Name of the family members (s) who have applied for the family pension and to whom the family pension / invalid pension paid	Relationship with the NPS subscriber	State Nodal DDO / DDO registration number of the CRA	Amount of accumulated pension wealth under PRAN A/C As on.....	Monthly annuity amount under NPS (to be furnished by State Nodal Officer) As on	Disability / family pension amount to be received by the NPS subscriber /family of the deceased subscriber from the Govt.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)*	(9)*	(10)*	(11)

N.B. : * Both the accumulated pension wealth (Column 9) and annuity amount (Column 10) is based on NAV (Net Asset Value) which is linked with market. There might be difference of value at the time of assessment by the Directorate of Accounts & Treasuries and when the actual processing takes place.

* Column 8, 9 & 10 are required to be filled up by the Nodal DDO.

SIGNATURE OF THE STATE NODAL DDO / DDO
or any authorised government official along with the office seal

Address :

Date :

Place :

Seal :

Specimen Letter of undertaking to be given by pensioner

To,

The

Sir,

I have understood the provisions of Paras 6, 7, 8 and 9 of the Pension & Public Grievances Department's OM No. PPG(P) 165/2014/17, dated 14/01/2016 and I, the undersigned, agree and transfer the entire amount of accumulated pension wealth under NPS to the Govt. and refund or adjust the provisional payments sanctioned as per the above mentioned O.M. out of the final entitlements to be sanctioned by the Government at a future date.

Yours faithfully,

Signature

Name

Address

Date

Witness

(1) Signature

(2) Signature

Name

Name

Address

Address

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Undertaking to be given by Treasury Officer

I, the undersigned hereby undertake to submit that no monthly annuity and or any other financial benefits under New Pension System (NPS) has been paid / shall be paid to the above mentioned subscriber / family of the deceased subscriber who has opted / shall be opting for receiving additional benefits i.e. disability pension, family pension etc. from the Govt.

Yours faithfully,

Signature

Name

Office Address

Date

Copy to :-

The Director of Accounts & Treasuries, Assam for favour of information & necessary action.

Format of Register

[To be maintained by the the DDO (Head of Office) and concerned Treasury Officer]

ANNEXURE III

Sl. No.	Name of the NPS subscriber	PRAN / PPAN / or any allotted No.	Option availed by the subscriber / family of the deceased subscriber i.e. monthly annuity under NPS / or additional benefits from the Govt.	Any other relevant information

Signature of T.O. / DDO (s) concerned