



मुख्यालय  
कर्मचारी राज्य बीमा निगम

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No. A-40/NPS/A-cs-IV/2010

Dated : 03/11/2011.

To,

All ROs/SROs/ESIHS.

**Sub : Implementation of New Pension Scheme in ESIC.**

Dear Sir/Madam

Even after issue of various reminders available on website of ESIC, it is noticed that some of accounting units are still not following the instructions issued on the subject. This has been viewed seriously by the Hon'ble FC/DG.

It is hereby informed that in any case uploading of regular subscription and making required payment to the authorized trustee bank as per procedure is required to commenced w.e.f. November 2011 and that process for legacy data is required to be completed before 15/12/2011.

In case of non-compliance, an explanation as to why disciplinary action may not be taken against the concerned DDO/PAO is required to be sent to the undersigned by 20<sup>th</sup> December 2011 for perusal of Hon'ble Director General. A brief procedure to be followed in this regard is enclosed herewith for reference. In case if any further clarification is required, Mr. Deepak Malik, Dy. Director, Phone No. 9818678340, VOIP No. 10011104, email ID "deepak.malik@esic.in" may be contacted.

Yours faithfully,

(K. Rajasekar)  
Director (Finance)

वेबसाइट की विषय-सूची का प्रबन्धन.....  
Website Contents Management.....  
हायरी सं./Diary No..... 513  
दिनांक/Date..... 18.11.11

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System Bo. Hqs. With request to upload  
The same in website.

Dr.  
Deepak Malik  
Dy. Director

Procedure in brief for implementation of New Pension in ESIC.

Step-1 - Registration of PAO/DDO.

DDO (Cash) of each Accounting Unit i.e. RO and Hospital will be DDO and ADF/DDF/JDF will be the PAO for the purpose of NPS. They have to get themselves registered by filling up of form available in Circular No. 124 of 2010. After filling in the information these forms are required to be sent to HQrs (E-III) for attestation and onward transmission to CRA and allotment of PAO/DDO Registration.

Step-2 Registration of subscribers.

All the subscribers i.e. the employees of ESIC who joined the ESIC after 1/1/2004 need to be registered by filling up of S1 form. The form will be filled in with black ink with coloured photograph pasted on the space provided. DDOs will attest the forms duly mentioning the DDO/PAO registration and deposit it at the facilitation centre. Information regarding nearest facilitation centre is available on the NSDL website. PPAN is required to be mentioned in the S1 form of individuals who joined between 1/1/2004 to 31/3/2009. No seniority is required to be maintained in issued PPAN at this stage. The PPAN will be of 16 digits. First 7 digits are the PAO registration No. and remaining 9 digits will be a serial No. e.g. 000000001. No fresh registration is required for the individual who has already been allotted PRAN by CRA during his/her service in any other organization. Their same no. can be used to upload data.

Step-3 Uploading of data.

After receiving the PRAN nos. allotted by CRA, PAOs are required to upload contribution data with the help of File Preparation Utility and File Verification Utility (FPU & FVU) These files can be down loaded from the website "npscra.nsdl.co.in". These files contains basic information of subscription i.e. DDO No., PRAN, Contribution, Month & Year. The information can easily be prepared with help of MS Excel. After putting in the above information in FPU, system will generate one text file required to be verified with FVU.

After verification, PAO will login on the website "npscan-cra.com" with help of User ID and PIN provided by CRA at the time of PAO/DDO registration. After logging in PAO is required to specify the folder path where above mentioned text file is kept in the system. System will generate a transaction ID for further reference.

Step-4 Making payment for the uploaded data.

PAO has to make payment for the amount of uploaded data through trustee bank i.e. Bank of India, Bandra Kurla Complex, Star House, C-5, 'G' Block, Ground Floor, Bandra East, Mumbai, IFSC BKID0000122 in name of Bank of India NPS Trust Account, A/c No. 012210110002381. (Any difficulties can be discussed with Mr. Rajan available at phone No. 022-26522975). The payment can be made through cheque to be deposited alongwith challan generated after uploading the data or through RTGS directly to the above mentioned account. While making payment through RTGS/NEFT, specific words "PAOFIN + PAO Registration No. + Transaction ID" (without space) are required to be mentioned in the remarks column by our bankers. Once the amount of data uploaded and the amount remitted matches, the status of our transaction will be reflected as "Matched and Booked".

As regards uploading the legacy data i.e. the contribution from 1/1/2004 upto the month in which regular monthly upload has been started, the onus of calculating interest in terms of instructions circulated by HQrs office, is on the DDO. Option "Arrear" will be selected in FPU while preparing data file for the same and period of contribution will be mentioned in the remarks column.