



मुख्यालय

HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION
(An ISO 9001-2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

Website: esic.nic.in/ Ph.- 011-23234092.

No. A-40/11/1/99-E.III

Dated: 18.09.2009

To

1. All the Regional Directors;
2. Director (Medical) Delhi, Noida, K.K. Nagar;
3. Medical Superintendents ESI Hospital/ESIC Model Hospitals;
4. Director, SRO Pune;
5. Jt. Director I/c, SROs;
6. Jt. Director V, Hqrs. Office

Sub: Guidelines regarding filling up of Application Forms for registration under New Pension Scheme (NPS) by the individual who joined on or after 01.01.2004.

Ref: This office Memorandum No. A-27/17/1/6th CPC/2008-E.III dated 31.08.2009.

Sir/Madam,

I am directed to enclose herewith a copy of the Application Form for allotment of Permanent Retirement Account Number (PRAN) to be filled in by individuals who joined ESIC on or after 1.1.2004 (new entrants) and request you to ensure filling up of the same by all the new entrants, who are to be covered under New Pension Scheme (NPS).

Since the filling up of the "PRAN" forms is mandatory before the release of second instalment of arrears of 6th CPC recommendations, priority may be accorded for filling up the said forms. With regard to filling up the Section D of the form, since as per the present guidelines of Pension Fund Regulatory and Development Authority, contribution towards pension will be invested in the default schemes termed Scheme of various Pension Fund Managers in the proportion of 85% in fixed income instruments and 15% in equity related instruments, the details of the schemes need not be mentioned and as such the Section D of the form may be left unfilled.

Initial action in the form of letters to the individual subscriber enclosing the PRAN form and advising them to submit the filled in forms should be issued to all concerned latest by 25.09.2009.

It is further reiterated that in no case the arrears of second instalment of 6th CPC should be released before the receipt of the duly filled in "PRAN" form from the individual subscriber.

However, once the duly filled in "PRAN" form is received from the individual subscriber of the NPS, immediate action should be initiated for the release of second instalment of arrears and ***in no case should it exceed 15 days from the receipt of the filled in application forms.*** The filled in forms are to be kept in safe custody pending further instructions/directions from this office.

The PRAN forms can be downloaded from the website of the Central Record keeping Agency of the new pension scheme (<http://www.npscra.nsdl.co.in>).

A comprehensive action taken report may be furnished to this office within one month of the receipt of this letter.

Yours faithfully,



(RAKESH KUMAR)
ASST. DIRECTOR

Copy to:-

1. All Dy. Director (Fin.)/ Jt. Director (Fin.), of all Regions for information and necessary action.
2. Director (Fin.), Hqrs. Office.
3. Estt. Br.V/Accounts-III/Accounts IV & Cash Branch, Hqrs. Office.
- ✓ 4. Director (System) with the request to upload this letter in the website of ESIC.
5. Guard File/ Spare copies.



ASST. DIRECTOR

10. Email ID

Grid for Email ID

11. Subscribers Bank Details: Please refer instruction no. f(4)

Savings A/c

Current A/c

Bank A/c Number

Grid for Bank A/c Number

Bank Name

Grid for Bank Name

Bank Branch

Grid for Bank Branch

Bank Address

Grid for Bank Address

Pin Code

Grid for Pin Code

Bank MICR Code

Grid for Bank MICR Code

(Wherever applicable)

12. Value Added Services:

i) SMS Alert Yes No

ii) Email Alert: Yes No

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date:

Grid for Date (DDMMYY)

Signature/Left Thumb Impression of Subscriber

Section B - Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)

1. Date of Joining

Grid for Date of Joining

2. Date of Retirement

Grid for Date of Retirement

D D M M Y Y Y Y

D D M M Y Y Y Y

3. PPAN

Grid for PPAN

(Please refer to instructions No.5.)

4. Group of the Employee (Please Tick)

Group A

Group B

Group C

Group D

5. Office

Grid for Office

6. Department

Grid for Department

7. Ministry

Grid for Ministry

8. DDO Registration Number

Grid for DDO Registration Number

9. DTO Registration Number

Grid for DTO Registration Number

(Please refer to instructions-No.6.)

10. Basic Salary

Grid for Basic Salary

11. Pay Scale

Grid for Pay Scale

Certified that the above declaration has been signed / thumb impressed before me by _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the Department.

Signature of the Authorised Person

Signature of the Authorised Person

Designation of the Authorised Person: _____

Rubber Stamp of the DDO

Rubber Stamp of the DDO

Name of the DDO _____

Date:

Grid for Date (DDMMYY)

D D M M Y Y Y Y

Department / Ministry _____

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				
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3. Relationship with the Nominee*:

1st Nominee										2nd Nominee										3rd Nominee									
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4. Percentage Share*:

1st Nominee					2nd Nominee					3rd Nominee				
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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									
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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 :

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D D M M Y Y Y Y

Signature/Left Thumb Impression of Subscriber

INSTRUCTIONS FOR FILLING PRAN FORM

- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- Details Marked with (*) are the mandatory fields.
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- '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.)
- 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.
- 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	<ol style="list-style-type: none"> PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency. CDDOs will register as both PAOs and DDOs. 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.npscra.nsdcl.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npscra.nsdcl.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

- 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.npscra.nsdcl.co.in>).
- 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.
- The Subscriber can obtain the status of his/her application from the CRA website or through the respective PAO/CDDO.
- For more information
Visit us at <http://www.npscra.nsdcl.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.