To
The Pay & Accounts Officer,
Regional Office/Sub Regional Office/ESI Hospital/Hqrs. Office,

Sub: Registration of DDOs and subscribers with NSDL.

Sir/Madam,

I am directed to refer this office letter of even number dated 19.5.2011 on the above subject and to request you to apprise this office of the compliance made in the matter.

However following guidelines have been given by NSDL to facilitate the uploading of monthly as well as legacy contribution:-

- Contribution details of the subscribers has been classified into two categories i.e. legacy contribution details (details for the period between the date of adoption of NPS till commencement of regular upload including the accrued interest) and regular monthly contribution details.

- If subscriber wise legacy contribution details are not reconciled regular monthly contribution data can be uploaded.

- Multiple contribution files can be uploaded for a month and also the upload for a month can be carried out any time e.g. file of April can be uploaded in May/June/July etc.

- 'Standard Operating Procedures’ (SOPs) (available in NSDL website i.e. www.npscra.nsdl.co.in) may be referred to for information on upload of subscribers’ contribution details to CRA and remittance of funds to Trustee Bank.

You are, therefore, requested to expedite the process of uploading the contribution so that subscribers may get credit their contribution. For any further clarification, the authorities of NSDL may be contacted at (022-24994564 (Ms. Kamalam V.) or Ms. Rashmi Sabbanwar (022-24994887) or Ms. Reena Pokle (022-24994730).

Yours faithfully,

(S.P. PANDEY)
ASST. DIRECTOR
Copy to:-

1. Director (Fin.), Hqrs. Office for information.
2. Jt. Director (Fin.) (Pr.AO), Hqrs. Office.
3. Shri Pranav Kumar, Asst. Director & Website Content Manager with request to upload the said letter in website of ESI Corporation.

ASST. DIRECTOR