

ALL INDIA- INSTITUTE OF MEDICAL SCIENCES
FINANCE DIVISION (NPS CELL)
ANSARI NAGAR, NEW DELHI-110029

No.F. NPS/Pension/01/2018-19

Dated the: 21.2.2018

Subject:- National/New Pension Scheme (NPS) in AIIMS, New Delhi.

In continuation of the office memorandum of even number dated the 30th November, 2017 on the subject cited above. It has been observed that NPS contributions amount of over Rs. 26 Crores, belonging to more than 330 eligible employees whose PRAN are not applied for or available, is lying with the AIIMS and not being invested through provided mechanism.

Time is most crucial factor in NPS since each day's delay in deduction and remittance will cause a monetary loss to the subscriber. The responsibility for timely remittance to the Trustee Bank is that of the PAO in respect of all the subscribers under his domain. In order to comply with the scheme guideline, timelines mentioned in O.M. dated 02.09.2008.

In view of the above all Administrative officers and Accounts Officers may review the status and take necessary steps on mission mode basis to facilitate opening of all NPS account and allotment of PRAN number are still awaited. This exercise should be completed and report is to be submitted with all details.

It is conveyed to all concerned, employees (under NPS) who joined AIIMS before 1.1.2018, that in absence of PRAN by 28.2.2018, their salary from March, 2018 onwards will not be released till PRAN is made available.

This is issued with the approval of the Dy. Director(Admn.).

(AJIT SINGH)
FINANCIAL ADVISOR(Actg.)

Encl: as above

Chief Admn. Officer - It may be ensured to submit following documents, along with the Joining Report Of the Employee, to the concerned DDO/Accounts Officer to enable them to release the salary timely -

- i. Unique Employee ID Number
- ii. Attested copy of the PAN card
- iii. Bank accounts details along with a cancelled cheque and first page of Bank pass book, in which account credit of salary is required.
- iv. Form S-1 FOR PRAN duly attested by the Administrative Officer along with other documents required for opening of NPS account.
- v. Salary of employees would be released only when all above documents are received along with Joining Report.

2. All F&CAOs/Accounts Officers

3. All Sr. Admn. Officers/Administrative Officers

4. Computer Facility - with request to upload the document on AIIMS's website for information of all concerned including employees.

CC:

Chiefs of all Centres

All Head of the Departments

PPS to Director/Dean (Acad.)/Examination/Research/Medical Superintendent

PS to DDA/Sr. FA

sh. Sanjeev Kumar for N.A RL

23/02/18

(AJIT SINGH)
FINANCIAL ADVISOR(Actg.)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

Finance Division (NPS CELL)

Ref. NPS/CcII/AIIMS/2017-18

Dated November 30, 2017

OFFICE MEMORANDUM

Sub: National/New Pension Scheme (NPS) in AIIMS, Delhi – Reg.

Under the Tier-I of NPS scheme, subscribers and employer contribute matching contribution [10% of Basic Pay+DA+NPA]. Delay in investment of the monthly contribution will negatively affect retirement fund/returns.

2. One of the **main reasons of delay in investment** is delay in receipt of the *duly filled in NPS subscription forms* in the Accounts Section. It has been observed that **NPS contributions' amount of over Rs. 24 Crores**, belonging to **more than 450 eligible employees whose PRAN are not applied for or available**, is lying with the AIIMS and **not being invested** through provided mechanism.

3. In view of the above all Administrative Officers and Accounts Officer may review the status and take necessary steps on mission mode basis to facilitate opening of all NPS account and allotment of PRAN number for employees who joined AIIMS on or after 01-01-2004 and their PRAN number are still awaited. This exercise should be completed before the end of 31.12.2017 and report is to be submitted with all details.

5. Time is most crucial factor in NPS since *each day's delay in deduction and remittance will cause a monetary loss to the subscriber*. The responsibility for timely remittance to the Trustee Bank is that of the PAO in respect of all the subscribers under his domain. In order to comply with the scheme guidelines, *timelines mentioned in O.M. dated 02-09-2008 of O/o Controller General of Accounts*, ministry of Finance must be observed. They are as follows-

- NPS bill finalization by : 20th of every Month.
- Upload of Subscriber Contribution File (SCF) on NPSCAN and generation of Transaction ID by : 25th of the Month.
- Remittance (NPS contribution of subscriber & employer) to reach to Trustee Bank by : **Last day** of the Month.

6. It is conveyed to all concerned, including employees (under NPS) who joined AIIMS before 01.12.2017, that **in absence of PRAN by 31.12.2017, their salary from March, 2018 onwards will not be released till PRAN is made available.**

This is issued with the approval of the Director.


(Ajit Singh)
F&CAO

P.T.O.

Distribution:

1. Chief Admin. Officer

Recruitment Cell must submit following documents, along with the Joining Report of the Employee, to the concerned DDO/Accounts officer to enable them to release the salary timely-

- i. Unique Employee ID Number,
- ii. Attested copy of the PAN card,
- iii. **Bank accounts details** along with a cancelled cheque and first page of Bank pass book , in which account credit of salary is required,
- iv. **Form S-1 For PRAN** duly attested by the Administrative Officer along with other documents required for opening of NPS account.

It may be noted that **salary of employees would be released only when all above documents are received along with Joining Report.**

2. All F&CAOs/Accounts Officers

3. All Sr. Admn. Officers / Administrative Officers

4. Computer Facility – with request to upload the document on AIIMS's website for information of all concerned including employees.

CC:


5. Chiefs of all Centres.

6. All Heads of the Departments.

7. PPS to Director / Dean (Academics) / Dean (Examination) / Dean (Research) / Medical Superintendent(s).

8. PS to DDA.

9. PS to SrFA.


(Ajit Singh)
F&CAO