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GOVT. OF NCT OF DELHI: DELHI JAL BOARD

OFFICE OF THE DY. DIR.(F&A)-III

VARUNALAYA, PH-II, JHANDEWALAN, K. BAGH, N.DELHI -05

No.DJB/AO(NPS)/CRA/2013/ 8283

Dated- 21.01.2013

CIRCULAR

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**Subject - Implimentation of New Pension System(NPS) online
from Jan.2013 in respect of recruitees wef 1st
January, 2004 onward.**

The process of registration of New Pension System (NPS) of Delhi Jal Board with Pension Fund Regulatory and Development Authority (PFRDA) /NSDL/ CRA including Registration of Nodal offices is completed. Registration Number to all PAOs and DDOs have also been issued for this purpose.

Accordingly the NPS(online) is to be operated and used mandatorily w.e.f January 2013 directly with the concerned PFRDA/NSDL/CRA in respect of the recruitees on or after 1.1.2004 through their DDOs and PAOs. Existing system of writing cheques in the name of Delhi Jal Board(NDCPS) is dispensed with henceforth.

On new appointment of the employee, the initial process with regard to allotment of PRAN CARD while collecting and preparing the requisite data of the employee will be done by the concerned Estt. clerk and the same will be checked and verified by the Head Clerk of the division to avoid any insertion of dummy PRAN of employee in pay roll/incorrect information and lapse. Being custodian of authentic service record of the employees, Estt. Section will be responsible for any lapse. Subscription of new appointees will only be deducted from the next following month's salary but not from the first month's salary. Detailed information of NPS is available on website (www.npscra.nsdl.co.in) for guidance for all Establishment Clerks/Account Clerks/ Head Clerks/AAOs/DDOs/AOs(PAOs) concerned.

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After initiation of the above procedural formalities by the Establishment section, Accounts Clerk will check the above entries made in hard copy before recording Pay Order on Regular Salary/Supplementary Salary/Arrear of the Subscriber covered under NPS.

- After checking & verification of the NPS detail before recording/signing the pay order, AAOs must ensure the correctness of creating/uploading/forwarding the NPS file to AOs(PAOs) concerned.
- AOs(PAOs) concerned, before signing the cheque of regular Salary/Supplementary salary/Arrear of NPS employee, must check the correctness of the file, as uploaded/forwarded by the AAOs concerned. Further, after verifying the correctness of the uploaded file by the CRA system, they will upload the detailed bank particulars.
- The NPS Subscribers Subscriptions cheque along with its challan shall be got deposited only with The Bank of India, by AAOs concerned.
- After uploading of the Subscribers Subscriptions in the system, the AOs(PAOs) concerned will confirm the correct status of uploaded detail in system & send the relevant report each month to Pr.A.O.(NPS) along with a copy to Jt.Dir(F&A) & Dy.Dir(F&A)III only through mail within 15 days positively from the date of generating of the Challan.
- Any request of NPS subscriber regarding addition or deletion of the particulars in his/her PRAN will only be entertained in writing by addressing the same to DDOs concerned through diary. The DDO concerned through his Establishment assistants after considering his request will transmit it immediately along with SB&PF of the individual/subscriber concerned to AOs(PAOs) for addition or deletion in particulars as requested by the individual/subscriber in his/her request through his/her 2nd User

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ID : Password as per power vested with AOs(PAOs) under the NPS/CRA system.

- Request for shifting of DDOs will be entertained, as per the guidelines issued by PFRDA/NSDL/CRA, by the AOs(PAOs), website: www.npscra.nsdl.co.in.

Co-ordination amongst the Estt.Clerk - Head Clerk - Accounts Clerk - AAOs - AOs(PAOs) - Pr.A.O(NPS) / DDOs/EDP Cell/Consultant-IT will be highly appreciated to switchover the system with PFRDA/NSDL/CRA online please.

In case of any problem in running the New Pension System(NPS) online all concerned can contact the following helpline/ E-Mail ID's of DJB/CRA:-

DJB/ CRA Contact Numbers

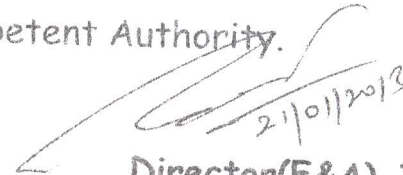
Activity	Contact Number
Mr.Vinod K., EDP Cell E Mail ID:kolathur.vinod@gmail.com Mr.Chandan	011-23559163 9711038992
Nodal Office Registration	022-24994513, 022-24994868, 022-24994398
Subscriber Registration PRAN kit related issue	022-24994889, 022-24994848
Password related issues	022-24994572, 022-24994230
Exceptional Handling	022-24994512, 022-24994664
Bank Related issues	022-24994359, 022-24994849
Dashboard / Reports	022-24994563, 022-24994862

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Mr. Shahid Khan E-Mail ID : shahidk@nsdl.co.in	022-24994648
Mr. Naresh Dave E-Mail ID : nareshd@nsdl.co.in	022-24994684
Rahul Goyal E-mail ID : goyalr@nsdl.co.in	022-24994859
Ms. Semonti Bisi E-Mail ID : semontib@nsdl.co.in	022-24994541
Ms. Reena E-Mail ID : reenap@nsdl.co.in	022-24994730
Ms. Rupesh Kr. E-Mail ID : rupeshk@nsdl.co.in	022-24994946
Fax	022-24994974

In case of any hindrance in payroll format/official E-Mail ID's if occurred, PAO's/ EE's (working as DDO's in NPS /AAO's, may take the help of EDP Cell (Mr. Vinod K. /Mr. Prabhat/ Mr.Sanjay/Mr. Vivek/ Mr. Chandan).

This issues with the approval of the Competent Authority.


21/01/2013
Director(F&A)-III

All EEs(DDOs)/AOs(PAOs)/AAOs.

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Copy forwarded to:-

1. P.S. to CEO(DJB) for kind information please.
2. Member(F)/Member(DR.)/Member(W)/Secretary(DJB).
3. Member(Admn.), with the request not to transfer any Officer/Official covered under NPS(Appttd. On or after 1/1/2004) up to 31/03/2013 or till its successful switchover the system along with Legacy data pertaining thereto, whichever is later, in order to avoid any difficulty in the system.
4. Dir.(A&P) -----do-----.
5. CE's / SEs./PFRDA/NSDL/CRA.
6. Director(F&A)/Dir.(Vig.)/Dir.(Rev.)/Project Director(Trg.).
7. AC's/Jt. Director's/Dy. Director's.
8. EE(EDP) Cell/AO(NPS)/AAO(NPS).
9. Mr.VinodK.(Consultant,IT.)/Mr.Prabhat/Mr.Sanjay/ Mr.Vivek,
Mr.Chandan.
10. Mrs.VeenaDutta,HC(NPS)/Mr.RahulBhatti,UDC(NPS)/ Mr.Manoj
Dhama, DEO(NPS).


21/01/2013
Dy. Director(F&A)-III