

**GOVT. OF NCT OF DELHI: DELHI JAL BOARD**  
**OFFICE OF THE ACCOUNTS OFFICER(NDCPS/NPS),**  
**R. NO.- 6A, VARUNALAYA, PH-I, K. BAGH, N.DELHI -05**

No.DJB/AO(NPS)/CRA/2012/ 140448 Dated- 31.12.2012

**CIRCULAR**

**Subject - Operationalisation of New Pension System(NPS).**

**Regarding- Transfer of Legacy Data pertaining to the period 1-1-2004 to 31-12-2012 till commencement of the regular (SCF) Subscriber Contribution file upload.**

Since the registration of New Pension System (NPS) of Delhi Jal Board with Pension Fund Regulatory and Development Authority (PFRDA) /NSDL/ CRA is complete and Registration of Nodal offices/ Registration Number to all PAOs and DDOs have also been issued and Registration of maximum of the subscribers for issuing PRAN Card have also been got completed. Further the Training to Nodal Offices/PAOs/AAOs on using the CRA system has already been given. Now, in order to transfer the legacy data pertaining to DJB subscriber for the period 01-01-2004 to 31-12-2012 or till commencement of the regular Subscriber Contribution File (SCF) upload through online system with PFRDA /NSDL/CRA is concerned the following steps may be followed :-

- 1- Establishment Clerk / Dealing hand concerned of the division with the help of DEO may workout /prepare the payable amount of each Subscriber of NPS as per S.B & P.F of individual concerned along with interest, on prescribed format (Annexure 'A' to Annexure 'E') attached herewith for perusal and further necessary action accordingly on Excel sheet in triplicate. However soft copy of the same must be retained with proper backup by EC/DEO.
- 2- Detail of cheque No/Date/Cheque amount be provided /arranged by Accts clerk/AAOs concerned to Estt clerk for mentioned the same in Excel Sheet.
- 3- After satisfying /drawls of the bill (in Triplicate) the same may be forwarded to Accts Section and AAO concerned after satisfying with particulars, record the pay order, thereon, and Original Copy be retained in Accts Section and duplicate copy ( under the signature of AAO concerned ) be forwarded to AO(NPS) Cell and triplicate copy be placed in SB & PF of individual for record and for information of individual concerned. But before recording the pay order, AAO concerned may ensure that no such arrear (Emp. Cont + Employer Contr.) of individual concerned for the period in question was left out for forwarding the same to NDCPS/NPS cell of DJB.

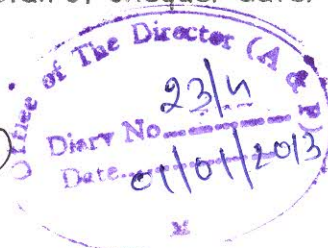
- 4- All the AAO's of D.J.B.'s are advised to Co-operate to each other for providing/ verifying the detail of cheque/ date/ cheque amount etc.

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- 5- On the basis of duplicate copy of AO(NPS) Cell, the approval of Competent Authority will be accorded for transfer of funds, from AO(PF) (for the period 01.01.2004 to 31.12.2009 & arrear thereto) & from AO(NPS) (for the period 01.01.2010 to 31.12.2012 & arrear thereto). After seeking approval, the funds will be transferred in D.J.B. salary A/c No.4116 & detail of the same will be provided to each division (alongwith individual detail of name /PRAN/Emp. Code and Amt. with period) & the same may further be forwarded/ uploaded on line (through bullet entry) to PFRDA/NSDL/CRA through DDO's/AAO's /PAO's & take further action as per guidelines conveyed in training. However, for any difficulty for uploading the legacy data, the following helpline/ E-Mail ID's of CRA may be contacted to resolve the solution please:-

**CRA Contact Numbers**

Activity	Contact Number
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
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

- 6- As soon as the legacy data will be uploaded correctly, the each division may give the awareness to each Subscriber concerned for checking the same by themselves through online/ Website by using their own PRAN card & E-Mail ID's as provided /issued by PFRDA/NSDL/CRA.

All the EE's/DDO's are requested to take it mature on Priority Basis, and send the same on or before 25.01.2012 please, as per the directions of the higher authorities

If any difficulty for operating of official E-Mail ID's faced by PAO's/ EE's (working as DDO's in NPS)/AAO's, they may take the help of EDP Cell (Mr. Prabhat/ Mr.Sanjay/ Mr. Chandan). Besides, in pay roll format Mr.Vinod K. & Mr.Chandan may be contacted & AO (NPS) Cell may be contacted regarding the issues pertaining to NPS.

Further, a meeting regarding above issue and using the CRA System by all PAOs/AAOs is fixed on 03-1-13 (Thrusday) at 3.00 PM onwards in the Conference Hall, Ground Floor, Varunalaya Ph II, Karol Bagh, New Delhi. You are therefore, requested to make it convenient to attend the same as per the schedule.

Encl:- As above Annexure 'A' to Annexure 'E'

  
31/12/11  
Dy Director(F&A) III

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

Copy forwarded for kind information to:-

1. PS to CEO.
2. All Member's (Admn.)/Finance/Drainage/Water Supply / Secretary, DJB.
3. CE's / SEs.
4. All Directors/SE's/Jt Director's/Dy Director's/ AC's.
5. Project Director(Trg.)-[With the request to provide the Projector, Laptop, [Or Desktop with proper seating / sound system& refreshment]  
[ (150 Nos) as per above schedule.]
6. EE(EDP) Cell. -do-
7. Caretaker (Hq) -do-
8. Vinod K.(Consultant I.T.)/Mr.Chandan, DEO
- 9.AO(NPS)/AAO(NPS)/Mrs.VeenaDutta,HC(NPS),Mr.RahulBhatti, UDC(NPS)/Mr.Manoj Dhama, DEO(NPS).

  
31/12/11  
Dy Director(F&A) III



No.

PAO Reg. No.

:- Details of payable NDCPS (NPS) amount of the employee/Subscriber as per Service Record.

Employee Name-	Father's Name-	PRAN No.-	Emp. Code -
Date of Apptt/Regul.	Date of Retirement -	Period - 01-01-04 to 31-12-12	
1	2	3	4
Period (ANNEXURE-'B') 01.01.2004 to 31.12.2009	Grand Total of Emp. Cont. Tier-I	Grand Total of Employer. Cont. Tier-I	Total (2+3)
			5
			6
			Grand Total (4+5)
Interest @ 8% P.A. (01.01.04 to 31.12.09)	Total(1)		
	Total(2):-		
2	Period (ANNEXURE-'C') Arrear 01.01.04 to 31.12.09		
	Total(3)		
	Interest @ 8% P.A. Total(4):-		
3	Period (ANNEXURE-'D') 01.01.10 to 31.12.12		
	Total(5)		
Interest @ 8% P.A. (01.01.10 to 31.12.12)	Total(6):-		
4	Period (ANNEXURE-'E') 01.01.10 to 31.12.12		
	Total(7)		
	Interest @ 8% P.A. Total(8)		
	ANNEXURE(B+C+D+E) Grand Total of 2+4+6+8		

NOTE - 1. THE ABOVE INFORMATION MUST BE FURNISHED ONLY IN EXCEL SHEET

2. NO HAND WRITTEN WORK BE DONE /INCORPORATED IN ABOVE COLUMNS

Certify that:- 1. The above particulars are verified as per Accents Record and found correct. 2. No such bill has been drawn previously.

3. Entry has made in SB &amp; PF of each individual. No such arrear bill of above individual (from the DOA to Dec-12 i.e Emp. Cont. + Employer cont.) was left out for forwarding the same to NDCPS(now NPS) Cell of DJB.

AAO

DDO

HC

EC

F.T.O.

(ANN)

PAO Reg. No.

(ANN)

[illegible]

The above particulars are verified as per Accts Record and found correct.



(ANNEXURE 'C')

PAO Reg. No.

...respect of INDOCS of the employee/Subscriber as per Service

[illegible]

The above particulars are verified as per Accts Record and found correct.

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copy (under The signature of AAO concerned ) be triplicate copy be





(ANNEXURE- 'E')

PAO Ref. No.

Details of arrears payable on a/c of regularized from back date and DA in respect of NDCPS of the employee/Subscriber as per Service Record.

Employee Name-	Father's Name-	PRAN No.-	Emp. Code -
Date of Apptt/Regul.	Date of Retirement -	Anear Period - 01-01-10 to 31-12-12	

[illegible]

NOTE - 1. THE ABOVE INFORMATION MUST BE FURNISHED ONLY IN EXCEL SHEET

2. NO HAND WRITTEN WORK BE DONE /INCORPORATED IN ABOVE COLUMNS

The above particulars are verified as per Accts Record and found correct.



copy ( under the signature of AAO concerned ) be forwarded to AO(NPS) Cell and