

**Office of the Director of Treasuries
and Accounts, TS, Hyderabad**

Cir. Memo No. D1/4102/2018,

dt.06-02-2019.

Sub: Public Services - Treasuries and Accounts Department - Exit Claims of NPS Subscribers for withdrawal of accumulated Pension Wealth as per PFRDA (Exits and withdrawals under NPS) Regulations 2015 - Guidelines for settlement of Exit claims - Regarding.

Ref: 1. G.O. Ms. No. 62 Finance (Pension-I) Department, dt. 07-03-2014
2. G.O. Ms. No. 164 Finance (HRM-V) Department, dt. 05-10-2018

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All the Deputy Directors/District Treasury Officers are informed that in Notification No. PFRDA/12/RGL/139/8, dt. 11-05-2015, the PFRDA has formulated the Regulations in the name of "Pension Fund Regulatory and Development Authority (Exits and withdrawals under National Pension System) Regulations, 2015" and the same are published in the Gazette of India. Later, certain regulations/clauses have been amended from time to time.

In the said regulations, the Regulation No. 3 and 6 mentioned at Chapter - III deal with Exits/Withdrawals from National Pension System. A brief picture of the same is as under.

Regulation No.	Content	Notification No.
3 (a) (i) to (vii)	Exit on Superannuation	
3 (b)	Exit before Superannuation prescribed by service rules or voluntary retirement	
3 (c) (i) to (ii)	Exit due to death before attaining the age of Superannuation	
6 (a) to (h)	Conditions to apply for exit and withdrawal (a) Accumulated pension wealth is not liable for seizure (b) Any assignment, pledge, contract made by subscriber against his/her accumulated pension wealth shall be null and void (c) State Government reserves the right of withholding the part of pension wealth accumulated through co-contributions made by the Government for the purpose of recovery in any Departmental or Judicial proceedings. (d) Government shall have the right to adjust the entire accumulated pension of the subscriber in lieu of payment of additional relief on death or disability. (e) All eligible benefits shall be paid by NPS Trust (f) On exiting from Tier - I account, the amounts under Tier - II shall also be monetized. (g) Where the withdrawal application is not received within one month from the date of attaining the age of sixty years or the age of Superannuation, as the case may be, the accumulated pension wealth will be monetized and kept separately. (h) Settlement of accumulated pension corpus of deceased subscriber where no valid nomination	
		<u>PFRDA/12/RGL/139/8</u> Dt. 11-05-2015 (Original) Dt. 10-08-2017 (1 st Amendment) Dt. 06-10-2017 (2 nd Amendment) Dt. 02-02-2018 (3 rd Amendment) Dt. 18-05-2018 (4 th Amendment)

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As per the procedure mentioned in the "Pension Fund Regulatory and Development Authority (Exits and withdrawals under National Pension System) Regulations, 2015" and as per the modules provided in CRA System in respect of the Exit/Withdrawals of NPS Subscribers of Government sector,

- In case of Superannuation, an Exit Claim ID is generated by CRA 6 months before the Date of Retirement. It enables nodal office or Subscriber to make any changes (like DOB, address etc.) in the system until one day before Date of Retirement. Withdrawal request cannot be raised without generation of Claim ID by the CRA.
In case Subscriber is not able to initiate online Withdrawal request, Nodal Officer can capture (on behalf of Subscriber) the online Withdrawal request six months in advance from the date of Retirement
Withdrawal request will be processed once the nodal office verifies (if initiated by Subscriber) and authorize the Withdrawal request and Subscriber attains his/her Date of Retirement
- In case of death of subscriber, generation of Claim ID is not required to process death online Withdrawal request. Nodal office can directly raise the Withdrawal request for death cases.

The documents submitted by the Subscribers (in support of their Exit claims) have to be verified by the respective Nodal Officer to initiate necessary action in an online mode at Maker and Checker Level duly observing (a) whether any recoveries to be affected (b) withholding the part of pension wealth accumulated through co-contributions made by the Government for the purpose of recovery in any Departmental or Judicial proceedings etc.

In this connection, it is informed that presently the NPS Subscriptions deducted from the salary bills (presented to the Treasury Offices), are being uploaded centrally from the O/o DTA, TS, Hyderabad against the DTO Registration No. 4040363. Thus, all the PRANs, against which uploads made from DTA's office, are mapped to the DTO Registration No. 4040363.

Therefore, the Exit claims initiated online by the subscribers of above said PRANs are reflecting against the DTO Registration No. 4040363 (pertaining to the O/o DTA, TS, Hyderabad) at Checker level.

Since the Drawing and Disbursing Officer (DDO), who draws the last Pay of the NPS Subscriber, and the Treasury Officer, who process the terminal benefits, are the appropriate functionaries to deal with the Exit/Withdrawal claims, it is decided to adopt the following procedure in respect of Exit claims, as long as the centralised mode of uploading is continued.

With regard to the existing Exit claims, if any,

- a) Which are mapped to DTO Reg. No. 4040363 and could not be processed before the date of superannuation of the subscribers due to lack of awareness among the DDOs/Subscribers.
- b) Which are kept pending due to incomplete payment of PRC arrears etc.
The respective PRANs will be shifted to the concerned DTO as well as DDO in consultation with the Central Recordkeeping Agency, i.e., NSDL to enable the respective nodal officers to settle the pending exit claims.

With regard to the ensuing Exit claims:

- a) As and when an exit claim is generated by CRA in respect of a particular PRAN, the respective DTO will be instructed to shift the PRAN to the DTO Registration No. assigned to his/her office.
- b) In case of death of any Subscriber, the DTO/STO who is dealing with the Payment of Pay and Allowances of such subscriber, shall intimate the same to the O/o the DTA, TS, Hyderabad and shift the PRAN to their DTO Registration No. immediately.
- c) Further contributions deducted in respect of the PRANs so shifted as mentioned at (a) and (b) above, shall be uploaded by the respective DTO till the last subscription permissible to the said PRAN of the employee.

Processing of Exit claims:

- a) All Exit claims shall also be processed by the concerned DTO/STO, as per the Regulations/Notifications/Circulars issued by the PFRDA from time to time.
- b) Necessary documents shall be obtained from the subscriber or legal heir, as the case may be, through the respective DDO as prescribed in PFRDA Notifications/Circulars issued from time to time.
- c) A separate register should be maintained in every Treasury Office for recording the details of exit claims processed and payments made towards death cum retirement gratuity to CPS employees in the following format.

For Exit Claims:

1. Sl. No. of Exit claim processed in the DTO/STO :
2. Name of the Subscriber/Employee & PRAN No. :
3. Designation of the employee & Employee Id :
4. Residential Address :
5. Mobile No. of the subscriber :
6. E-mail ID of the subscriber :
7. Office where the subscriber last worked :
8. Name of the DDO & DDO Reg. No. :
9. Name of the DTO & DTO Reg. No. :
10. Date of birth of the Subscriber/Employee :
11. Date of entry into service :
12. Date of retirement/death/pre-mature exit
of the Subscriber/Employee :
13. Type of withdrawal
(Superannuation/Death/Pre-mature exit) :
14. Accumulated Amount :
15. Lumpsum portion of withdrawal :
16. Lumpsum amount claimed :
17. Annuity portion of the withdrawal :
18. Option exercised for purchase of Annuity :
19. Recoveries to be effected from accumulated amount :
20. Family pension paid, if any :
21. Name/names of nominees of the subscriber :

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For DCRG Payment:

1. Sl. No. of DCRG claim processed in the DTO/STO for CPS Employees :
2. Name of the Subscriber/Employee & PRAN No. :
3. Designation of the employee & Employee ID :
4. Residential Address :
5. Mobile No. of the subscriber :
6. E-mail ID of the subscriber :
7. Office where the subscriber last worked :
8. Name of the DDO & DDO Reg. No. :
9. Name of the DTO & DTO Reg. No. :
10. Date of birth of the Subscriber/Employee :
11. Date of entry into service :
12. Date of retirement/death/pre-mature exit of the Subscriber/Employee :
13. Type of withdrawal (Superannuation/Death/Pre-mature exit) :
14. Last Pay + DA :
15. Net Qualifying Service :
16. G.P.O. No. and date issued by the AG/State Audit :
17. DCRG amount authorised by the AG/State Audit :
18. Recoveries to be effected from DGRG :
19. Name/names of nominees of the employee :

The above record should be presented before the Inspection Teams of DTA during half yearly/annual inspection and surprise visits etc.

- d) The recoveries, if any, proposed from the accumulated amount under NPS shall be effected scrupulously duly mentioning the same in the register maintained for Exit claims. If no recoveries are proposed, a certificate to that effect shall be obtained from the competent authority before processing the Exit claim and the same shall be recorded in the registers mentioned above.
- e) Before processing an Exit Claim, it should be ensured that the Family Pension paid, if any, is recovered from the accumulated amount under NPS as per the instructions issued in Cir. Memo No. 30857/422/A1/PEN.I/2010, dt. 08-03-2010 (Copy enclosed).
- f) The DTO/STO, after processing the Exit/Withdraw claims in online mode, shall preserve photo copies of the documents which are to be furnished to the Central Record keeping Agency.
- g) The DTO/STO shall furnish a list of Exit claims authorised by the DTO/STO (i.e., month wise report) to the DTA's office by 7th of succeeding month in the proforma.

Encl: Proforma

Sd/- K. SRC MURTHY
DIRECOTR OF TREASURIES AND ACCOUNTS

To
All the Deputy Directors of District Treasuries in the State.
All the District Treasury Officers in the State.

// Forwarded :: By Order //


Junior Accounts Officer

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PROFORMA

S. No.	Description	
1	Name of the Subscriber/Employee & PRAN No.	
2	Designation of the Employee & EMP ID	
3	Residential Address	
4	Office where the subscriber last worked	
5	Name of the DDO & DDO Reg. No.	
6	Name of the DTO & DTO Reg. No.	
7	Date of birth of the Subscriber/Employee	
8	Date of entry into service	
9	Date of retirement/death/pre-mature exit of the Subscriber/Employee	
10	Type of withdrawal (Superannuation/ Death/Pre-mature exit)	
11	Lumpsum portion	
12	Lumpsum Amount Claimed	
13	Annuity portion	
14	Option exercised for purchasing of Annuity	
15	G.P.O. No. and date issued by the AG/State Audit	
16	DCRG amount authorised by the AG/State Audit	
17	Recoveries effected from DGRG/NPS Accumulation	

Signature of Nodal Officer