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GOVERNMENT OF ANDHRA PRADESH  
FINANCE (PENSION-I) DEPARTMENT

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CIRCULAR MEMO.No.15926/40/A2/NPS/Pen.I/2011

dated:11.07.2011

Sub:- Pension - Contributory pension Scheme - Instructions to all the DDOs through respective HODs' concerned - Regarding.

- Ref: 1. CIR Cir. Memo No.16047-C/22/NPS/2009,dt.12.10.2010  
2. Govt Memo No.78/15/A2/Pen.I/2011 dt.21.05.2011.  
3. DTA Letter No. 02/10393/2009-11 dt.06.06.2011 & 25.06.2011

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The attention of all the Departments of Secretariat and all Heads of Departments is invited to the reference 1<sup>st</sup> cited. It was requested therein that all the DDOs shall furnish the information relating to the NPS deductions of subscriber along with PRAN numbers and the DDO code to the Treasury/PAO through online at <http://treasury.ap.gov.in>

2. On review of the progress of the New Pension Scheme, Government have felt that it is necessary that all the DDOs invariably send employee wise statements of NPS deductions for the legacy period from 01-09-2004 to 31-3-2011. For uploading the contributions into the individual accounts of the Subscribers for the said period, the Treasury/PAO have to know the PRAN No. of the employee, Insurance policy number, cell phone number, Bank Account No. etc. with reference to employee code in a format.

3. Hence, all the DDOs are hereby directed to enter the data related to each employee covered under New Pension Scheme in the following Proforma in the website at <http://treasury.ap.gov.in>. This is only a one time entry.

PROFORMA -I

- |                             |   |
|-----------------------------|---|
| 1 Employee                  | : |
| 2 PRAN (CPS No)             | : |
| 3 Pan (IT No)               | : |
| 4 Insurance A/c No. (APGLI) | : |
| 5 GPF No/Class IV GPF No    | : |
| 6 Cell Phone No.            | : |
| 7 i) Name of the Bank       | : |
| ii) Account No.             | : |
| iii) IFSC Code              | : |
| 8 Ration Card No.           | : |

**PROFORMA - II**

STD Code <display>  
 Trans-Id <display>  
 Gross Amount of the Bill :  
 Net Amount of the Bill  
 Amount deducted under CPS  
 Head of A/c under which the amount is deducted:

Employee ID	Basic Pay	DA	TOTAL <display>	CPS Deduction	Remarks

4. It is mandatory for each DDO to furnish the particulars of CPS deductions in a time bound manner as per the following time schedule.

- i. Deduction of 2004 shall be completed by : 25.07.2011.
- ii. Deduction of 2005 and 2006 shall be completed : 25-08-2011.
- iii. Deduction of 2007- till date shall be completed by : 25-09-2011.

5. The Treasury Officer/PAO shall insist compliance of the above at the time of passing of pay bill of the DDO concerned

6. For both the above activities, the DDOs may take the assistance of the concerned Treasury. The Treasury Officer/PAO shall give necessary cooperation and guide the departmental officers in the initial phase. It shall be borne in mind by all the concerned that any mistakes in the above data entry will lead to errors in booking of credits and subsequent rectification will be very difficult.

7. Therefore, all the Departments of Secretariat and all Heads of Departments shall ensure that all the Drawing and Disbursing Officer under their control shall comply with the above instructions. DDOs shall also be informed that the DDO/STO/PAO will not be in a position to pass salary bills of the DDO unless the instructions are followed meticulously.

**RANJEEV R. ACHARYA**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

*RC. NO 4130/2011/EG dt 07. 2011*

To  
 All the Departments of Secretariat  
 All the Heads of Departments.  
 The DTA, A.P., Hyderabad.  
 The PAO, AP, Hyderabad.  
 The Director of State Audit, A.P., Hyderabad.  
 The Director of Works and Projects, Hyderabad.  
 SF/SC

*Copy Communicated. At the AP/STO & the Dist. are requested to go through the instructions in the circular memo and act accordingly.*

**FORWARDED::BY ORDER//**  
**DTA, A.P. HYD.**

*A. Venkatesh Babu*  
**SECTION OFFICER**

**En. No. DT/0-393/2011 Dt. 12/7/2011**

*Copy Communicated for Information and Necessary Action. Further instructions shall be followed shortly.*  
**To,**  
**All The Deputy Directors of District Treasuries in the State**  
**JD, PPO, Hyderabad.**  
**PAO,**  
**Work A/c's**

*DD*  
**DEPUTY DIRECTOR** (2.07.2011)  
**Directorate of Treasuries & Accounts**  
**HYDERABAD.**

*SR*  
**SUB-TREASURY OFFICER.**  
 Dist. Treasury, ANA, TAPUR,  
 12/11