

## GOVERNMENT OF TRIPURA

## DEPARTMENT OF FINANCE

Dated, Agartala, 17<sup>th</sup> February, 2020**MEMORANDUM**

It has come to the notice of the Finance Department that there are some AIS Officers/State Government Employees who come under NPS but posted on deputation in various PSUs/Autonomous Bodies/Government Undertakings are facing difficulties for making contribution in NPS fund as their salary bill is not being prepared through HRMS. Now, as their salary bills are not being prepared through HRMS, it is not possible to upload their NPS contribution related records on the portal of Central Record Keeping Agency (NSDL) and subsequent transfer of contribution to the NPS Trust from Treasury.

For such officers/employees, the following procedure shall be adopted for making the NPS contribution smoothly:-

1. The concerned PSU/Autonomous Body/Government Undertaking will obtain Deposit DDO code, if it does not have one, from the Directorate of Treasuries, Finance Department, Government of Tripura.
2. DDO will apply for the NSDL registration number through the concerned Treasury. For this, DDO has to submit the required information as per prescribed format (**Annexure-'A'**).
3. The DDO will deposit the monthly NPS contribution (Employees + Organisation's contribution) by way of generating Online Cash Challans through CTOS software latest by 7<sup>th</sup> of the pay month under the following Head of Accounts:-

a) For Employees contribution:-

8342	:	Other Deposits
00	:	
117	:	Defined Contribution Pension Scheme for Government Employees
02	:	Pension
11	:	Government Servants Contributions under Tier-I
04	:	Pensionary Charges

b) For Organisation's contribution:-

8342	:	Other Deposits
00	:	
117	:	Contribution for Defined Pension Scheme for Government Employees
02	:	Pension
15	:	Employees and Organisation's Contribution for Defined Pension Scheme
04	:	Pensionary Charges

4. The concerned DDO will also send the information on Organisation's and Employees contributions to the concerned Treasury in the enclosed format (**Annexure-'B'**) and the Challan copies latest by 7<sup>th</sup> of the pay month for further processing at Treasury end.
5. Thereafter, the concerned Treasury will prepare a BT bill to book the amount of Employees contribution under the following head:-

8342	:	Other Deposits
00	:	
117	:	Defined Contribution Pension Scheme for Government Employees
02	:	Pension
11	:	Government Servants Contributions under Tier-I
04	:	Pensionary Charges

This amount will also be shown under 'Recoveries' against the following Heads of Account:-

8342	:	Other Deposits
00	:	
117	:	Contribution for Defined Pension Scheme for Government Employees
02	:	Pension
15	:	Employees and Organisation's Contribution for Defined Pension Scheme
04	:	Pensionary Charges

The net payment on this Bill will be 'Nil'.

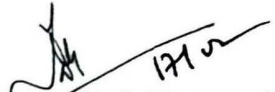
6. The concerned treasury will then prepare the uploading file using offline utilities of the NSDL and upload the same into the CRA system (<https://npscan-cra.com/>) for generation of Transaction ID by 15<sup>th</sup> of the concerned month.

7. On receipt of the Transaction ID, Treasury will prepare a bill for drawal of Employees Contribution and Organisation's Contribution from the following Head:-

8342	:	Other Deposits
00	:	
117	:	Contribution for Defined Pension Scheme for Government Employees
02	:	Pension
15	:	Employees and Organisation's Contribution for Defined Pension Scheme
04	:	Pensionary Charges

and transfer the drawn amount through electronic transfer mode to the concerned DTO account in NPS Trustee Bank. While doing so, the treasury has to mention the Transaction ID under the remarks column. The said transfer has to be made within 10 days from the generation of Transaction ID otherwise validity of the Transaction ID will be expired.

Encl:- As stated.

  
**(Tanusree Deb Barma, IAS)**  
 Secretary to the  
 Government of Tripura

To

1. All Heads of Departments, Government of Tripura.
- .....

2. All Treasury Officers/Sub-Treasury Officers.
- .....

Copy to:-

1. The PS to the Chief Secretary, Finance Department, Govt. of Tripura.
2. The PS to the Secretary, Finance Department, Govt. of Tripura.
3. The Joint Secretary, Finance Department, Govt. of Tripura.
4. The Web Administrator of the Finance Department for uploading the same in the Finance Department's website.

**Annexure-'A'**

**Format for submission of information for DDO registration under NSDL portal:**

DDO Code (Mandatory)	DDO Designation	DDO Registration Number of the concerned treasury/ sub-treasury	Address of DDO office (Line 1)	Address of DDO office (Line 2) (Max. length 30)	Address of DDO office (Line 3) (Max. length 30)	City	Pin Code	Name of the Office/PSU/Undertaking	Phone number with STD code (Max Numeric length 13)	Official Email ID	Authorized contact persons (Name & Designation)	Name of the Department
	(Mandatory) (Max. length 50)	(Mandatory)	(Mandatory) (Max. length 30)			(Max. length 30) (Mandatory)	(Mandatory) (Max. length 6)	(Mandatory) (Max. length 50)		(Mandatory) (Max. length 80)	(Mandatory) (Max. length 50)	(Mandatory) (Max. length 75)

**Format for  
Monthly Contribution under National Pension System**

**A. Details of Employee:-**

Name of the Employee:			
PRAN :			
Designation :			
Service :			
Basic Pay of the Employee		Rate of DA:	
Name of the Treasury			
DDO Code		DDO Registration No. (NSDL)	

**B. Period of Deduction:-**

Salary Month	
Salary Year	
Remarks (if any)	

**C. Details of Deductions:-**

<b>Type of Deduction</b>		<b>Amount (in Rs.)</b>
a)	Employee Contribution under Tier-I Account	
b)	Organization's Contribution under Tier-I Account	
c)	Total contribution (a +b)	

**Signature of the DDO**