

No.F.9(1)(131)-Fin(E)/95(P)/STATE /21
GOVERNMENT OF TRIPURA
DEPARTMENT OF FINANCE.

Dated, Agartala, the 26th April, 2019.

MEMORANDUM

I am directed to inform that for better information and fund flow under National Pension Scheme, the Finance Department, Government of Tripura has integrated Online Treasury System with the server of NSDL and Trustee Bank for facilitating the flow information to NSDL Portal and flow of fund to Trustee Bank.

The procedure for Online PRAN Generation, preparation of salary bill for the employees who comes under the NPS and further information and fund flow are as under:-

1. The DDOs will be responsible for the Online PRAN Generation of the employees who have joined on or after 01-07-2018. The regular employees under State Government and Fixed Pay employees whose post have been created by keeping Regular Scale post in abeyance. The contribution from the Government towards NPS and employee's contribution as under Tier - I and Tier - II of NPS scheme will be governed by the memo given by the Finance Department vide No.F.8(1)-FIN(G)/2004(P-I), dated, 13th July, 2018.
2. The DDOs will first collect filled Subscriber Registration Form from the employee concerned. Then DDOs will generate online PRAN Generation request by filling up the particulars of the employee through the portal: - www.cra-nsdl.com and submit to the Treasury / Sub-Treasury Officer. DDOs will also send the copy of the Subscriber Registration Form as submitted by the employee to the Concerned Treasury/ Sub- Treasury for verification.
3. Then the Treasury Officer/ Sub-Treasury Officer will verify the online PRAN Generation request and submit it to NSDL through NSDL portal.
4. After generation of PRAN, the DDOs will enter the same in the HRMS Software against concerned employee in the appropriate cell in the Employee Basic Details and also select pension type as 'NPS' for that employee.
5. For Regular Monthly Contribution:
 - (i) The DDO will prepare the monthly Salary Bill through HRMS software as per present procedure. The NPS contribution under Tier - I of the employee will be calculated automatically.

- (ii) Then, the DDO will deduct employee contribution from pay bill and issue a book transfer (BT) bill to concerned Treasury Officer booked as Government contribution through CTOS Software (Annexure A).
 - (iii) The TO/STO will upload the NPS contribution information to NSDL through HRMS Software using regular contribution module.
6. For the legacy data:
- (i) The DDO will deduct employee contribution from pay bill and issue a book transfer (BT) bill to concerned Treasury Officer booked as Government contribution through CTOS Software.
 - (ii) The TO/STO in consultation with the DDO will upload the month wise arrears contribution details through HRMS Software using arear contribution module.
7. The TO/STO will prepare a single bill paid to NPS Trust accumulating the employee and Government contribution through CTOS Software (Annexure A).
8. Head of Accounts for Deduction of Government Contribution and Employee's Contribution under NPS is given in Annexure - 'A'.



(N. Darlong)

Secretary to the
Government of Tripura
Finance Department.

To

1. All Head of the Departments, Government of Tripura.
2. The Treasury / Sub-Treasury Officer, Govt. of Tripura.

Copy to:-

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

Guidelines for deduction of Government contribution and Employee contribution under National pension system (NPS) in Computerised Treasury Operation System.

1. The DDO while preparing salary bill will deduct Employee's contribution at the rate of 10% of 'Basic Pay plus Dearness Allowance (DA)' in case of All India Service Officers, and 10% of 'Basic Pay' for State Govt. Employees, from the monthly salary of the Employee concerned. The deduction will be shown under the 'Recoveries' Column of the salary Bill (Treasury Deduction) and will be classified under the following Heads of Accounts:

8342: Other Deposits

00:

117: Defined Contribution Pension Scheme for Government Employees

02: Pension

11: Government Servants Contributions under Tier-I

04: Pensionary Charges

2. The DDO will also prepare a 'Book Transfer (BT) Bill' for matching Government Contribution (Equal to Employee Contribution under Tier-I Account) and debit the amount against the following Heads of Accounts:

2071: Pensions and Other Retirement Benefits

01: Civil

117: Contribution for Defined Pension Scheme

02: Pension

10: Government Contribution for Defined Pension Scheme

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 Government Contribution for Defined Pension Scheme

04: Pensionary Charges

Therefore, the net payment on this Bill will be nil.

3. All the 'Recoveries' i.e. Employee Contribution under Tier-I & II and Government Contribution, will be deposited in favour of the concerned Treasury Officer (TO) / Sub Treasury Officer (STO) through the Treasury Challan.

4. Thereafter, the TO/ STO will prepare a BT bill to book the amount in Employee's contribution deduction head i.e.

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 Government Contribution for Defined Pension Scheme

04: Pensionary Charges

The net payment on this Bill will be nil.

5. Thereafter, TO/ STO will prepare a bill for drawal of Employee Contribution and Government Contribution from Head,

8342: Other Deposits

00:

117: Contribution for Defined Pension Scheme for Government Employees

02: Pension

15: Employees and Government Contribution for Defined Pension Scheme

04: Pensionary Charges

And transfer the drawn fund through electronic transfer mode by TO/STO, to the concerned DTO Officer account in NPS Trustee Bank. The Bill should be raised latest by first week of the month of payment of salary.