

GOVERNMENT OF ANDHRA PRADESH
TREASURIES AND ACCOUNTS DEPARTMENT

Circular Memo No.D2/ 4036 /2006,

Date :18-04-2007.

Sub : Pensions – New Pension Scheme (NPS) – Introduction of
Contributory Pension Scheme from 1-9-2004 – Maintenance of
Accounts and Allotment of Index Numbers – Certain Guidelines
issued – Reg.

Ref: 1. DTA,AP,Hyd Lr. No. D2/ 18573/2004, Date : 1-12-2006
addressed to the Govt.
2. Govt.Memo No. 23128-B/194/A2/Pen.I/2004, Date : 31-1-2007
from the Finance(Pen.I)Dept.

All the Officers noted in the address entry are informed that the Government have issued orders to this Office to take up the allotment of Index Numbers to the employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General, i.e., Class-IV employees, Panchayat Raj employees, Municipal employees and Employees of Aided Institutions and any other such categories of employees duly following the guidelines regarding the new defined Contributory Pension Scheme.


In view of the above the Govt. memo No. 23128-B/194/ A2/Pen.I/2004, Date : 31-1-2007 from the Finance(Pen.I)Dept. alongwith the guidelines regarding the new defined Contributory Pension Scheme are communicated herewith for taking further necessary action and to submit the Proposals to this Office for allotment of Index Numbers to the above mentioned employees who are appointed on or after 01-09-2004.

Further all the Deputy Directors of Dist. Treasuries in the State and Chief Accounts Officers / Accounts Officers / Asst.Accounts Officers of Heads of the Department (Accounts Branches) are requested to bring the issue to the notice of all the Dist. Officers of the concerned District and Head of the Department for taking necessary action as stated above.

Encl : 1. Govt. Memo.
2. Guidelines.(P.T.O)

Sd/- K Kanakavalli,
For Director of Treasuries and Accounts.

To
The Joint Director, Pension Payment Officer, Hyderabad.
All the Deputy Directors, Dist. Treasuries in the State.
All the CAOs/ AO / AAOs in Heads Of Departments in Twin Cities.
Copy to all the Officers in this Office.


For Director of Treasuries and Accounts.

P. T. O

REVISED -

GUIDELINES REGARDING THE NEW DEFINED CONTRIBUTORY PENSION
SCHEME AS INTRODUCED FROM 01.09.2004

1. This scheme is obligatory to all such Government employees./officers appointed on 01.09.2004 or after as specified in the Para 3 (i) of GO. Ms.No. 653 Finance (Pension - I) Department, DT: 22.09.2004.
2. The employee shall have to pay as contribution to the scheme 10% amount of his/her Basic Pay + DA. The amount of the contribution shall be rounded to the nearest rupee.
3. No other allowances/special pay etc., other than the Dearness Allowance shall be taken into account for the said deduction.
4. The said deduction shall be made by the Drawing Officer concerned from the pay bill of the employee very month. The said amount shall be credited to the following of new deposit Head of account in respect of Government employees.

I. Small Savings, Provident Fund etc. - (c) Other Accounts

8011	-	Insurance and Pension Funds
MH 106	-	Other Insurance and Pension Funds
SH (04)	-	A.P. State Government Employees Contributory Pension Scheme (to be opened)
001	-	Employees Contribution
002	-	Government Contribution

The amount to be recovered in respect of employees of Aided Educational Institutions should be credited to:

8011	-	Insurance and Pension Funds
MH 106	-	Other Insurance and Pension Funds
SH (05)	-	A.P. Aided Educational Institution Employees Contributory Pension Scheme (to be opened)
001	-	Employees Contribution
002	-	Government Contribution

5. The amount equivalent to the said deduction shall have to be deposited by the State Government/the establishment concerned as the Matching Contribution.

6. Each Drawing and Disbursing Officer should prepare the schedule and enclose the same along with the Pay Bill.
7. The recovery schedules mentioned above attached to the pay bills by the Drawing and Disbursing Officers shall be removed and forwarded to the Pension Cell at DTO concerned.
8. The reasons for non-recovery from a particular employee in any month should be furnished by the Drawing and Disbursing Officers concerned in the recovery schedule without fail.
9. In case where the departments have already applied to the AG, AP., for allotment of Index numbers/Cases where in index numbers are already received from the AG no further action is required. Further allotment of index numbers to all the employees who joined the Contributory Pension Scheme will be taken up by Director of Treasuries and Accounts from 01.12.2006 onwards on receipt of applications from the Heads of Offices in the prescribed form at **Annexure – I**.
10. Head of Offices should get the Index numbers from the Director of Treasuries and Accounts for all the new employees who have already joined the Government service on or after 01-09-2004. As and when new employees join in future, the Head of Office should apply to the Treasury for allotment of a new number. This holds good for all categories of employees who are covered by Contributory Pension Scheme
11. In cases where no deduction under Contributory Pension Scheme are made so far, arrears of subscription to the Contributory Pension Scheme from 01.09.2004 will be deducted from the new employees already joined after 01.09.2004 along with current month subscription (i.e one Subscription for current month and one additional for subscription arrears)
12. The index number allotted to the employee for joining the Contributory Pension Fund Scheme should be entered in the first page of the Service Register with necessary attention.
13. The matters relating to the payment of interest on the balances shall be determined from time to time on the basis of the guidelines of the State Government.
14. The concerned DTO shall have to prepare at the end of every financial year, the individual wise annual statement of the accounts showing the details of opening balances, monthly deductions along with matching contribution, the details of interest and the closing balance.
15. The said statements will communicate to the Head Office by the DTO.

16. Nomination has to be filed at the time of admission to the scheme and has to be revised upon marriage of the subscriber or any time thereafter. Necessary entry to the effect of filing the nomination along with name of nominee(s) should be noted in the Service Register of the concerned employee at the beginning and also whenever there is change in nominee. All the nomination papers shall be carefully preserved by the appointing authority.
17. As the General Provident Fund Scheme is not applicable to the employees joining service on or after 01.09.2004 no deduction shall be made for their General Provident Fund Contribution, as well as no GPF Accounts shall be opened.
18. The Director of Treasuries and Accounts, Hyderabad, after allotting the permanent pension Account number within 15 (Fifteen) days from the date of receiving the particulars shall communicate the same to the Head of Office concerned.

Sd/-N.C.Nagarjuna Reddy
Director of Treasuries and Accounts

for Director of Treasuries and Accounts




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GOVERNMENT OF ANDHRA PRADESH
FINANCE (PENSION-I) DEPARTMENT

Memo.No.23128-B/194/A2/Pen.I/2004

Dt:31.01.2007.

Sub: Pension - New Pension Scheme (NPS) - introduction of Contributory Pension Scheme from 1.9.2004 - Maintenance of Accounts - Reg.

- Ref: 1. From the DTA, A.P. Hyderabad Letter No. D2/4036/2006 dated 10-03-2006.
2. This Department Memo of even No. dated 17-03-2006.
3. From the Dy A.G., O/o A.G.A.P., D.O. No. DAG (Fds)/New CPS)/2005-2006/8 dated 12-04-2006.
4. From the Dy A.G., O/o A.G.A.P., D.O. No. DAG (F)/AG/A&E)/2006007/164 dated 09-08-2006.
5. From the Joint Director, Pension Payment Office, Hyderabad Letter No. A1/338/ JD/PPO/2006 dated 28.08.2006.
6. From the Joint Director, Pension Payment Office, Hyderabad Letter No. A1/338/JD /PPO/2006 dated 08.09.2006.
7. This Department Memo of even No. dated 29-09-2006.
8. From the DTA, A.P. Hyderabad Letter No. D2/4036/2006 dated 06-10-2006.
9. This Department Memo of even No. dated 7.10.2006.
10. From the DTA, A.P. Hyderabad Letter No. D2/4036/2006 dated 01-12-2006. ✓
11. From the A.G.A.P. Hyderabad D.O. No. AG (A&E)/CPS Cell/2006-2007/502 dated 23.1.2007.

The attention of the Director of Treasuries and Accounts, A.P. Hyderabad is invited to the references cited in view of the circumstances explained by the Accountant General, A.P. Hyderabad in the reference 11th cited (copy enclosed) he is directed to take up the allotment of Index Numbers to the employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General i.e., Class IV employees, Panchayat Raj employees, Municipal employees and Employees of Aided Institutions and any other such categories, subject to the following modification:

1. The guidelines formulated by the Director of Treasuries and Accounts in the reference 10th cited shall be restricted to the employees viz., Class IV employees, Panchayat Raj employees, Employees of Aided Institutions and any other such categories of employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General.
2. Every Drawing Officer shall maintain two categories of schedules i.e., **one** for Accountant General, A.P., Hyderabad, for the categories of Government employees who are having G.P.F. Scheme and **second** for the Director of Treasuries and Accounts, A.P., Hyderabad,

for the categories of employees such as Class IV employees, Panchayat Raj employees, Employees of Aided Institutions and any other such categories of employees who are not covered by the General Provident Fund Scheme maintained by the Accountant General.

3. The Director of Treasuries and Accounts, A.P. Hyderabad may follow the same procedure and coding structure which is now adopted by the Accountant General, A.P., Hyderabad in allotting Index Numbers to nearly 4,148 employees by consulting the A.G., A.P., Hyderabad.
4. The Director of Treasuries and Accounts, A.P. Hyderabad is directed to consult and co-ordinate with the Accountant General's Office on the software being developed by them for keeping accounts under this scheme.

2. Since the present arrangement is a temporary in nature, all precautions may be taken for maintenance of records with good co-ordination with the Accountant General's Office and all the vouchers should be preserved till they are handed over to the Central Record Keeping Agency appointed by the P.F.R.D.A.

3. The Director of Treasuries and Accounts, A.P. Hyderabad may furnish amended guidelines to the Government as above for further orders.

4. The Director of Treasuries and Accounts, A.P., Hyderabad is requested to take action accordingly.

RANJEEV R ACHARYA
SECRETARY TO GOVERNMENT (FP)

✓ To

The Director of Treasuries and Accounts,
Andhra Pradesh, Hyderabad (w.e).
(in the name cover)

//forwarded::by order//


SECTION OFFICER.
