

O/o the Director of Treasuries and Accounts,
Telangana State, Hyderabad.

Cir. Memo No.D1/655/2017

Dated.23th January, 2018.

Sub.: National Pension System / Contributory Pension Scheme (NPS/CPS)
- Exit Claims - Mandatory Processing of Online Withdrawal Request
- Procedural Instructions Issued - Regarding.

Ref.: 1. Circular No. PFRDA/2015/27/Exit/2, dated 12th November, 2015
of Pension Fund Regulatory and Development Authority (PFRDA).

Attention of the all the Deputy Directors and District Treasury Officers in the state is invited to the above subject, it is informed that, this office has received a circular on Mandatory Processing of Online Withdrawal Request for Exit Claims from Pension Fund Regulatory and Development Authority, New Delhi vide reference cited, where in, the following are instructions are issued

- i. Only withdrawal requests raised on online platform shall be accepted at CRA NSDL with effect from April 01, 2016 for further processing.
- ii. Physical Withdrawal Request Forms received at CRA NSDL will not be accepted for further processing.
- iii. Subscriber / Nodal Office will have to raise online withdrawal request in CRA system by providing the lump sum % share / Annuity % share, Bank details, Nomination details, Annuity Service Provider and Annuity Scheme. Subscriber is also required to submit the withdrawal request along with annuity purchase form.
- iv. The responsibility of verifying the withdrawal request form along with supporting documents will be with the Nodal Office (STO/DTO/PAO) initiation request online. The Nodal Office (STO/DTO/PAO) will also be responsible for establishing the veracity of the documents / claims submitted at Nodal Office (STO/DTO/PAO).
- v. The physical copy of online withdrawal forms (print out copy) duly attested by DDO and STO/DTO/PAO shall be sent to CRA NSDL after authorisation of Exit Claim ID in CRA NSDL.
- vi. The detailed procedure is mentioned in Annexures.

Annexure	Description
Annexure - 1 (17 pages)	Exit process to be followed
Annexure - III (2 pages)	Generation / Cancellation of Claim ID by Nodal Office
Annexure - IV (3 pages)	Documents to be enclosed along with Withdrawal Form

Hence the following instructions are issued to all the Treasury Officers (STOs/DTOs) for processing the Exit Claims of the subscribers.

- i. The Treasury Officer shall follow the instructions in the circular mentioned in the reference 1st cited.
- ii. He shall follow the procedure mentioned in Annexures I, III, IV enclosed to the circular mentioned in the reference 1st cited for generation of claim ID, processing the online withdrawal form. The circular can be downloaded from www.pfrda.org.in>> Exit from NPS >> Circulars and Guidelines related to exit.
- iii. He shall follow the below mentioned regulations issued by PFRDA on Exits and Withdrawals for the relevant provisions /regulations in addition to the orders issued vide G.O.Ms.No.62, Finance (Pen.I) Department, dated 07.03.2014. (Regulation 3 Exit from NPS for Govt. subscriber, Regulation 6 Conditions to apply for exit and withdrawal, Regulation 9 Withdrawal Process, Regulation 10 Conditions of Annuity Purchase upon exit, Regulation 32 Nominations and Regulations 33 to 36 etc.,)
 - a. PFRDA (Exits and Withdrawals under NPS) Regulations, 2015;
 - b. PFRDA (Exits and Withdrawals under NPS) First Amendment Regulations, 2017; and
 - c. PFRDA (Exits and Withdrawals under NPS) Second Amendment Regulations, 2017

- The above regulations can be downloaded from www.pfrda.org.in>> Exit from NPS >> Regulations - Exit Related
- iv. He may advise the subscriber and DDO to download the exit related forms/certificates from www.npscra.nsdl.co.in>> Home >> State Government >> Forms >> Withdrawal Forms.
 - v. He may advise the subscriber to view the demo on withdrawal request initiation for initiating the withdrawal claim at www.npscra.nsdl.co.in>> Subscriber's corner >> General Information >> Withdrawal Process for Government Subscriber.
 - vi. He may view the demo on withdrawal request capturing /authorisation by Nodal Offices at www.npscra.nsdl.co.in>> State Government.
 - vii. He shall advise the subscriber and DDO to check and confirm that all the subscriptions are credited to the PRAN. In case of missing credits, those shall be credited before processing the withdrawal.
 - viii. He shall advise the DDO to seek permission from his higher authorities to process the exit claim of a subscriber, in case, any disciplinary cases are pending against the subscriber.
 - ix. He shall verify the subscriptions credited into PRAN account of the subscriber from the inception to the date of retirement, and in case any excess subscriptions are found, which were not related to the subscriber are credited into his PRAN erroneously, for such excess credits, rectification shall be proposed with the help of Error Rectification Module. The claim id shall be authorised by the Treasury Officer only after rectification of such details.

- x. He shall advise the DDO/Subscriber/Nodal Officer (STO/DTO) to use the Claim ID already generated for the subscriber six months before superannuation. In respect of Death and Pre-Mature cases, the Nodal Officer (STO/DTO) shall generate Claim ID. In such cases, if the subscriber is not mapped to concerned STO/DTO, he shall shift the subscriber (PRAN) to their end as per the existing procedure.
- xi. He shall verify properly the Withdrawal application form, all the enclosed documents, Retirement Order / death certificate of subscriber issued from competent authority and Specimen signature of DDO and other related certificates.
- xii. He shall confirm that no family pension is paid to the beneficiary vide Cir. Memo No.30857/422/A1/Pen.I/2010, Finance (Pen.I) Department, dt.08.03.2010 then only he shall issue NOC for confirmation not paying family pension. He shall authorise the claim ID, if the family pension paid vide said Cir. Memo is completely recovered from the beneficiary.
- xiii. He shall authorise the Claim ID after proper verification of all details and documents.(Both maker and checker levels in CRA NSDL).
- xiv. He shall send the physical copy of online withdrawal form (print out copy) along with enclosed certificates duly attested by DDO and STO/DTO/PAO and Annuity Purchase Form to CRA NSDL after authorisation of Exit Claim ID in CRA NSDL.
- xv. He shall preserve a copy of set of Online Withdrawal Form and Annuity Purchase Form for each exit claim category-wise for record purpose.
- xvi. He shall maintain registers of authorised withdrawal claims category-wise (Superannuation, Death and Pre-mature) separately in the formats enclosed in Annexure - V.
- xvii. He shall verify the status of Claim ID up to the payment of amount to the beneficiary. In respect of Fund return cases, the reason for rejection shall be communicated to the subscriber through the DDO concerned and the rectified details shall be communicated to CRA NSDL after recording the details in the register.
- xviii. He shall record the date of payment and UTR No. against the subscriber name in the register.

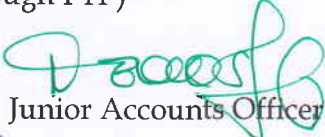
Hence, all the Deputy Directors and District Treasury Officers in the state are requested to instruct all the Treasury Officers working under their jurisdiction to follow the above procedure in respect of Exit Claims under CPS.

Encl.: Annexure I, III, IV and V.

Sd/- K.SRC Murthy
Director of Treasuries and Accounts (FAC).

To
All the Deputy Directors and District Treasury Officers (through FTP)

//Forwarded :: By Order//


Junior Accounts Officer



