O/o The Director of Treasuries and Accounts,
Andhra Pradesh, Hyderabad.

Cir. Memo No. D(II)2/5594/2012 **Dated 23rd May' 2014**

Sub:- **NATIONAL PENSION SYSTEM – Contributory Pension Scheme** – Excess amount(s) transferred erroneously to PRANs of the CPS Subscribers; and amount(s) transferred erroneously to a PRAN other than that of a Subscriber – Instructions to all Treasuries in the State – Issued.

Ref:- 01.) This Office Cir. Memo No. D(II)1/5594/2012, Dated 09/11/2013.
02.) This Office Memo No. D(II)1/5594/2012, Dated 13/11/2013.

--*

Attention of all the Deputy Directors of District Treasuries in the state is invited to this office memo 01st cited. They were informed of a facility called "**Error Rectification Module**' enabled by the Central Record keeping Agency (CRA) in **www.cra-nsdl.com** and, procedures to be followed for error rectification in respect of Non-NPS Subscriber was explained in detail. The Treasury Officers can make use of this facility to rectify the errors in the following Type of errors also:-

i.) *amount(s) in excess of actual deduction(s) are transferred erroneously and credited to the PRAN of a CPS subscriber* (**Type-I**); *and*

ii.) *amount(s) are transferred erroneously and credited to a PRAN other than that of a Subscriber* (**Type-II**).

In these instances, whenever brought / come to his / her notice, the Treasury Officer may take action to correct error by making use of this Standard Operating Procedure (SOP) facilitated in the above said URL. Before initiating action to place a request online for rectification of an error, the Treasury Officer should keep the following guidelines in view;

» *He / She should keep the following information on hand:-*

- PAO / Treasury Officer Registration Number.
- Transaction ID of SCF in which erroneous transfer was made.
- PRAN Number(s) (both **Source** and **Target** in respect of **Type-II**).
- Details of transaction to be rectified viz., Month and Year of contribution, contribution type i.e., Regular / Arrear, amount of contribution, etc.
- Treasury Officer / PAO Bank account Number, Bank name, Bank Branch and address with PIN, MICR Code, IFS Code.

» *PRAN(s) should be active and in the same sector.*

(Contd...02)

» *Request should be by the same Treasury Officer who earlier uploaded the erroneous transaction. However, the subscriber need not be with same Treasury Officer at present.*

» *The CRA captures only one request per subscriber at a time. A second request in respect of the same subscriber will not be captured unless the earlier one is resolved.*

The following procedure should be followed in placing a request to the CRA. Relevant Screen-shots are enclosed herewith for guidance:-

Type-I: *(Transfer back of erroneously transferred amount to the Treasury Officer's account):-*

a.) The Treasury Officer should maintain a watch register for watching the transactions in the Proforma communicated herewith in **Annexure-III**.

b.) Before placing the request online, the treasury officer should note down the details of transaction in Col. No. (01.) to (04.) in the watch register.

c.) The Treasury Officer logs in to **www.cra-nsdl.com** by using the **Maker (User.1) ID and I-PIN**.

d.) "**Error Rectification Module**" menu is displayed in the Horizontal menu at top. Choose sub-menu "**Rectification of Erroneous Transfer to Subscriber**". The menu displays relevant information in Welcome page, then click on **Continue** button.

e.) Provide the details of Transaction ID of erroneous transfer and PRAN Number in the mandatory fields and then the additional information in the dropdown fields i.e., Contribution Type, Contribution Month and Year and the corresponding amount. Click the **Submit** button. "**Contributions Details**" against the Transaction ID concerned are displayed.

f.) Choose "**Redemption of excess transfer to PRAN**" from the drop down box. Provide the amount of excess transfer to be adjusted back in the field thereunder. Leaveout the field "**Target PRAN details**" and proceed further to give bank details.

g.) Provide Bank details of the treasury viz., Bank Account Number, Bank Name, Bank Branch, PIN Code, IFS Code, MICR Code and choose "**Electronic Transfer**" as '**Mode of transfer**'. Provide reason for the withdrawal in "**Remarks for SoT**" field for CRA's reference. Click on the **Submit** button.

h.) A confirmation page is displayed. Check the details and click the **Confirm** button to generate Acknowledgement Number. A message "**Request Captured Successfully**" is displayed and an eleven (11) digit Acknowledgement ID XXXXX is generated. Note down this in Col. (05.) of watch register. This acknowledgement ID is used for tracking the status of the request.

(Contd...03)

i.) After successful logout of the user, the checker treasury officer logs in to **www.cra-nsdl.com** by using the **Checker (second) User ID and I-PIN**. He has to go to "**Error Rectification Module**" menu and the sub-menu "**Verify Rectification of Erroneous Transfer to Subscriber**". Then provide the details of Acknowledgement ID / PRAN Number and also select "**Redemption of excess transfer to PRAN** from the dropdown "**Request Type**". A hyperlink (Acknowledgement ID) is displayed. Once the treasury officer clicks the hyperlink, rectification details captured earlier are displayed. The checker treasury officer shall check the information captured and "Accept" or "Reject" the request. The treasury has to recommend the CRA to process the request in "**Remarks**" field. When the treasury officer confirms the request, a message "**Request Verified Successfully, Acknowledgement ID** XXXXX **is pending for authorization**" is shown.

j.) Simultaneously, the Treasury Officer has to place a request through FTP for its authorization by the DTA, duly furnishing the details of Col. (01.) to (05.) of Annexure-III with remarks specifying reasons for the transaction.

k.) On receiving the request, the CPS cell in the Directorate should check all the details entered by the Treasury Officers such as PRAN, amount to be adjusted as well as Bank details of the Treasury Officer and authorize the request to the CRA, and

l.) CRA processes the request, redeems all the units from the subscribers account and transfers;

- *amount equal to the initial investment would be credited back to bank account of the Treasury Officer as per details furnished in the request; and*

- *the amount excess realized, if any, would be credited to the Investors' Awareness Account maintained with the Trustee Bank.*

m.) On receiving the amount from the Trustee Bank, the treasury officer shall remit half of it to the HOA: **8342-00-117-00-04-001-000-NVN** (Employees' Contribution) and the remaining amount to the HOA: **8342-00-117-00-04-002-000-NVN** (Government Contribution) by way of challan and record those details in Col. (06.) and (07.) of the above said Watch Register.

Type-II: *(Transfer of amounts erroneously transferred to a wrong PRAN to correct PRAN):-*

a.) The Treasury Officer should maintain a watch register for watching the transactions in the Proforma communicated herewith in **Annexure-IV**.

b.) Before placing the request online, the treasury officer should note down the details of transaction in Col. No. (01.) to (03.) in the watch register.

c.) The Treasury Officer logs in to **www.cra-nsdl.com** by using the **Maker (User.1) ID and I-PIN**.

(Contd...04)

d.) "**Error Rectification Module**" menu is displayed in the Horizontal menu at top. Choose sub-menu "**Rectification of Erroneous Transfer to Subscriber**". The menu displays relevant information in Welcome page, then click on "**Continue**" button.

e.) Provide the details of Transaction ID of erroneous transfer and PRAN Number in the mandatory fields and then the additional information in the dropdown fields i.e., Contribution Type, Contribution Month and Year and the corresponding amount. Click the "**Submit**" button. "**Contributions Details**" against the Transaction ID concerned are displayed.

f.) Choose "**Adjustment of erroneous transfer to wrong PRAN**" from the drop down box. Provide the amount of excess transfer to be adjusted to correct PRAN, i.e., Target PRAN.

g.) Then the Treasury Officer has to provide the details of "**Target PRAN**(s)" and amount to be transferred to it in the relevant fields under "**Target PRAN Details**". The Treasury Officer is required to provide reason for the withdrawal in "**Remarks for SoT**" field for CRA's reference. Click the **Submit** button. A confirmation page is displayed. Check the details and click the **Confirm** button to generate Acknowledgement Number. A message "**Request Captured Successfully**" is displayed and an eleven (11) digit Acknowledgement ID XXXXX is generated. Note down it in Col. (04.) of the Watch Register. The acknowledgement ID is used for tracking the status of the request.

h.) After successful logout of the user, the checker Treasury Officer logs in to **www.cra-nsdl.com** by using the **Checker (second) User ID and I-PIN**. He has to go to "**Error Rectification Module**" menu and the sub-menu "**Verify Rectification of Erroneous Transfer to Subscriber**". Then provide the details of Acknowledgement ID / PRAN Number and also select "**Adjustment of erroneous transfer to wrong PRAN**" from the dropdown "**Request Type**". A hyperlink (Acknowledgement ID) is displayed. Once the Treasury Officer clicks the hyperlink, rectification details captured earlier are displayed. The checker Treasury Officer shall check the information captured and "Accept" or "Reject" the request. The Treasury Officer has to recommend the CRA to process the request in "**Remarks**" field. When the Treasury Officer confirms the request, a message "**Request Verified Successfully, Acknowledgement ID XXXXX is pending for authorization**" is shown.

i.) Simultaneously, the Treasury Officer has to place a request through FTP for its authorization by the DTA, duly furnishing the details of Col.(01.) to (04.) Annexure-IV with remarks specifying reasons for the transaction.

j.) On receiving the request, the CPS cell in the directorate should check all the details entered by the Treasury Officers such as "Source PRAN" and "Target PRAN(s)", amount to be adjusted and authorize the request to the CRA, and

k.) The CRA processes the request, transfers equivalent units from the Source PRAN to Target PRAN.

(Contd...05)

- *If the subscriber's scheme ratio is same, equivalent units will be debited from Source PRAN and credited to Target PRAN; and*

- *If scheme ratio is different, the units will be redeemed from the Source PRAN based on the NAV and the redeemed amount will be credited to Target PRAN.*

l.) The Treasury Officer concerned should verify the status of request in "**View Request Status**" and record the result of transaction in the Watch Register, i.e., Annexure-IV.

The Deputy Directors of District Treasuries in the State shall take action to communicate these instructions to all the Assistant Directors / Assistant Treasury Officers / Sub Treasury Officers / Accountants under their jurisdiction and see that all the concerned are well acquainted with these procedures.

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

Encls:- 01.) Annexure – III & IV; and
02.) Relevant Screen-shots.

To
All the Deputy Directors of District Treasuries in the State.

Copy to
01.) the Pay and Accounts Officer, Andhra Pradesh, Hyderabad for information.
02.) the Director of Works Accounts, Andhra Pradesh, Hyderabad for information.
03.) Stock File / Spare (05.).

// FORWARDED :: BY ORDER //

Junior Accounts Officer.

23/05/XIV

ANNEXURE – III

[Cir. Memo No. D(II)2/5594/2012, Dated 23rd May' 2014 of DTA, AP, Hyderabad]

S. No.	Emp. ID / PRAN No.	Name of the Employee with Designation (Sri / Smt. / Kum.)	Details of transaction (04.)				Acknow-ledgement No. with Date	Details of amount received from CRA / NSDL (06.)		Details of remittance (07.)				Signature of the Treasury Officer
			Trans. ID	Contribution Type	Month & Year of Contribution	Amount to be adjusted		Date	Amount	Challan No. with Date	Amount remitted to HOA 8342-117-04-001	Challan No. with Date	Amount remitted to HOA 8342-117-04-002	
01.	02.	03.	(a.)	(b.)	(c.)	(d.)	05.	(a.)	(b.)	(a.)	(b.)	(c.)	(d.)	(08.)
01.														
02.														

ANNEXURE – IV

[Cir. Memo No. D(II)2/5594/2012, Dated 23rd May' 2014 of DTA, AP, Hyderabad]

S. No.	Details of Source PRAN (02.)							Details of Target PRAN (03.)			Acknow-ledgement No. with Date	Details of execution of request by CRA (05.)		Signature of the Treasury Officer
	Emp. ID / PRAN No.	Name of the Employee with Designation (Sri / Smt. / Kum.)	Trans. ID	Contribution Type	Month & Year of Contribution	Amount to be adjusted	DDO Code	Emp. ID / PRAN No.	Name of the Employee with Designation (Sri / Smt. / Kum.)	DDO Code		Date	Amount	
01.	(a.)	(b.)	(c.)	(d.)	(e.)	(f.)	(g.)	(a.)	(b.)	(c.)	04.	(a.)	(b.)	(06.)
01.														
02.														

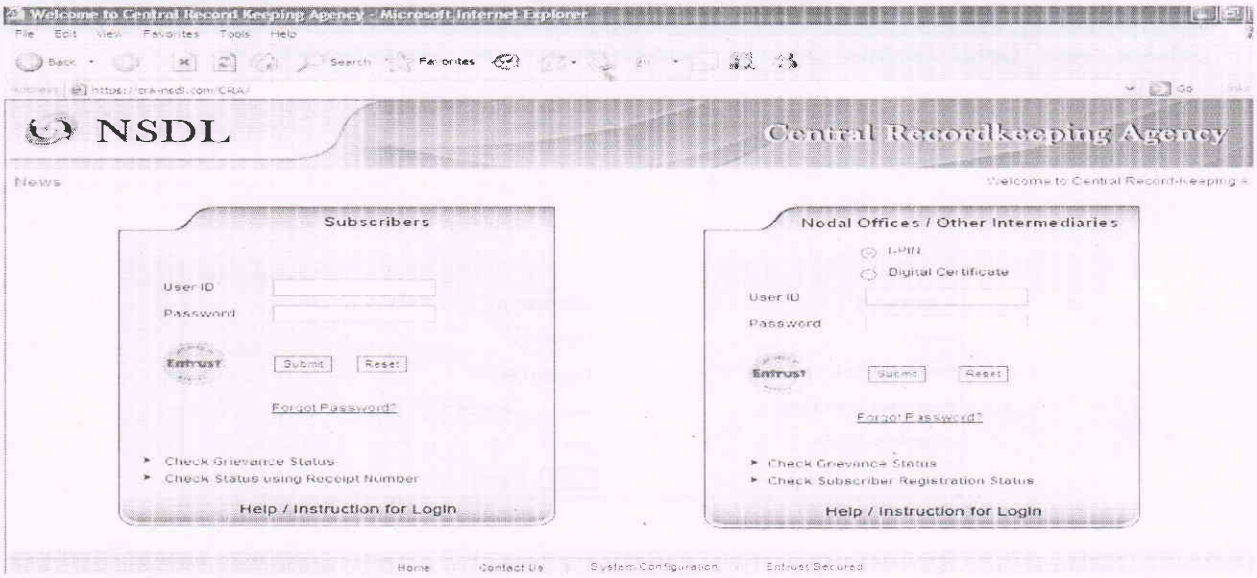
Sd/- K. Kanakavalli,
Director of Treasuries and Accounts.

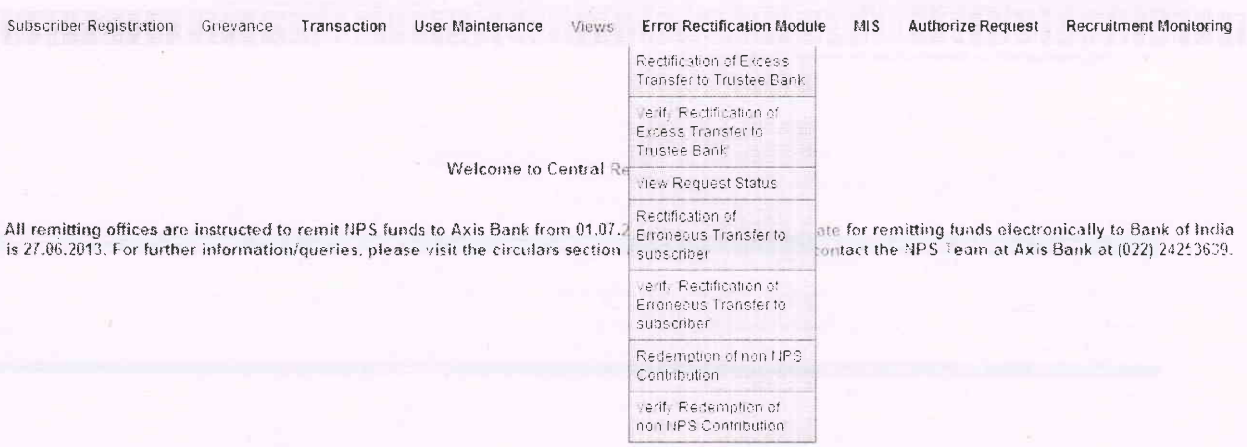
// FORWARDED :: BY ORDER //

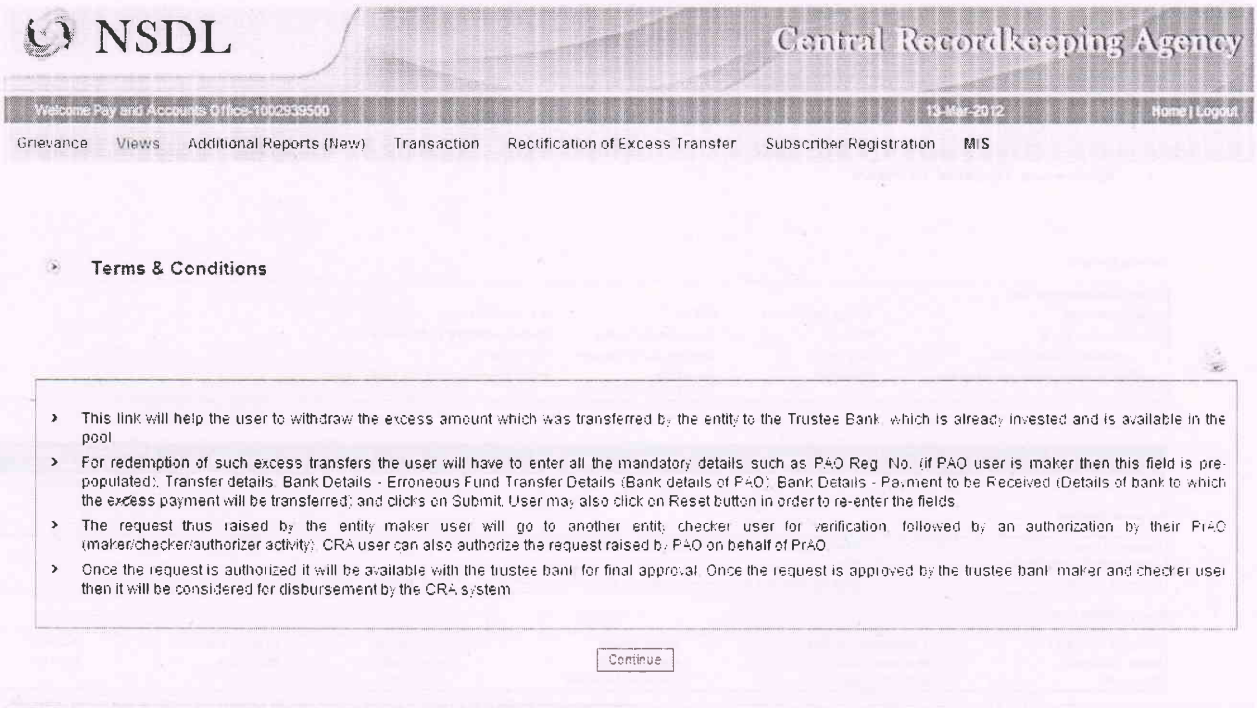
Junior Accounts Officer.

23/05/XIV

for Type – I







(Contd..:02)

NSDL — Central Recordkeeping Agency

Welcome Pay and Accounts Office-1002939500 | 13-Mar-2012 | Home | Logout

Grievance | Views | Additional Reports (New) | Transaction | Rectification of Excess Transfer | Subscriber Registration | MIS

Rectification of Erroneous Transfer To PRAN

* Mandatory Fields

Transaction Id *	1002939500331
PRAN *	110030584621
Contribution Type	Regular
Contribution Month & Year	Aug 2011
Contribution Amount	3012

Submit | Reset

NSDL — Central Recordkeeping Agency

Rectification of Erroneous Transfer To PRAN

Erroneous Transfer To PRAN

Search Details

Acknowledgement No	-		
Transaction Id	1002939500331	PRAN	110030584621
Contribution Type	Regular	Subscriber Name	BABAL KRISHNA TORASKAR
Contribution Month / Year	Aug 2011	Contribution Amount	3012.00
PAO/DDO-SP/POP/PrAO Reg. No.	2018951	PAO/DDO-SP/POP/PrAO Name	PAO Mormugao Port Trust Goa

Contribution Details

PAO/DDO Reg. No.	PRAN	Contribution Type	Month	Year	Amount	Remarks	Amount Available for Adjustment
2018951	110030584621	Regular	Aug	2011	3012.00		3012.00

Request Details

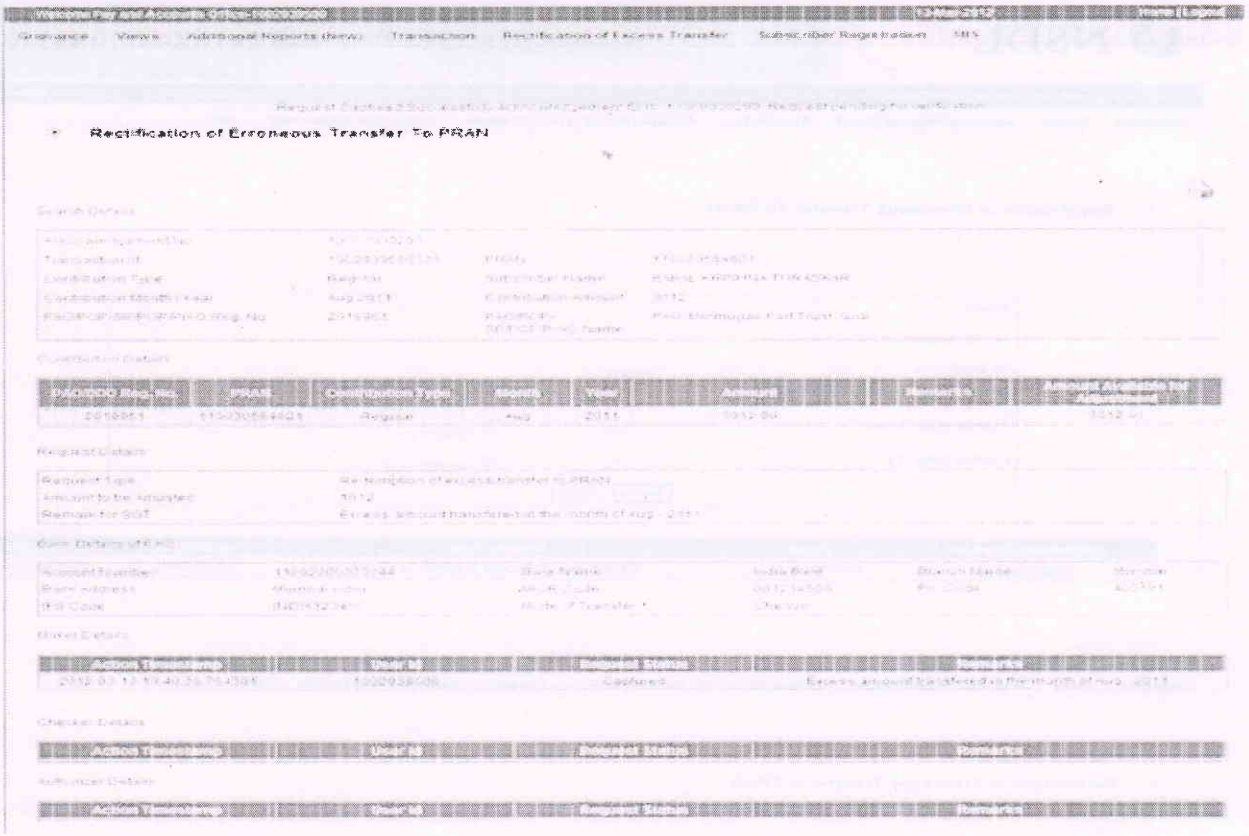
Request Type	Redemption of excess transfer to PRAN
Amount to be Adjusted	1012
Remark for SOT	Excess amount transfered in the month of Aug - 2011

Bank Details of PAO

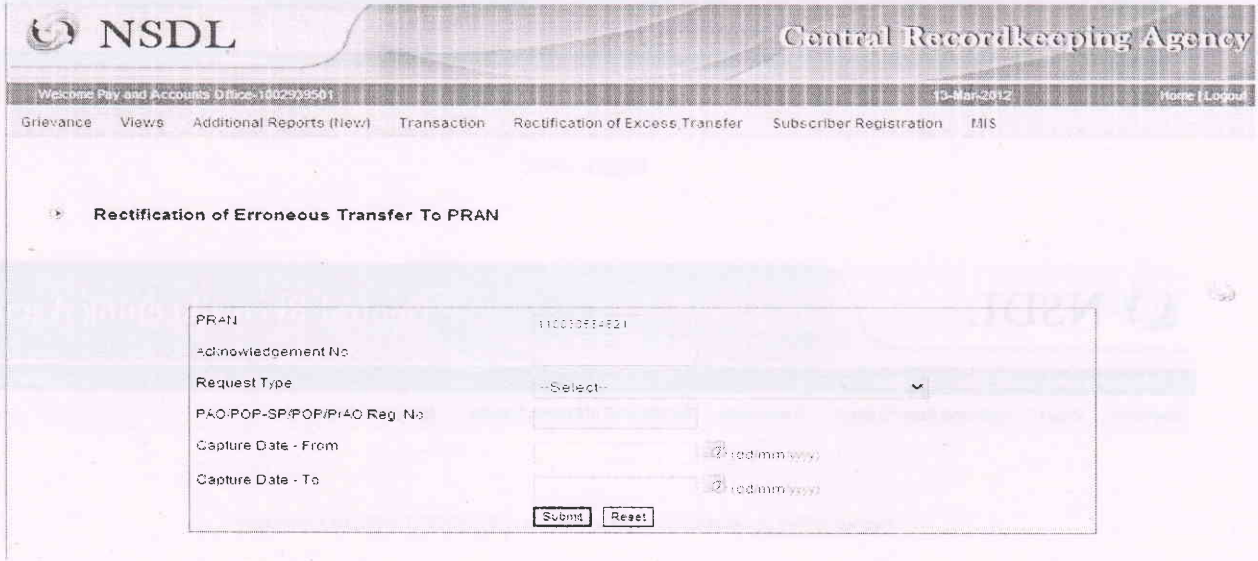
Account Number	11002200330044	Bank Name	India Bank	Branch Name	Mumbai
Bank Address	Mumbai India	MICR Code	001234500	Pin Code	400101
IFS Code	INDIA123456	Mode of Transfer	Cheque		

Confirm | Cancel

(Contd...03)



- Rectification of Erroneous Transfer To PRAN



(Contd...04)

NSDL Central Recordkeeping Agency

Welcome Pay and Accounts Office-1002939501 13-Mar-2012 Home | Logout

Grievance Views Additional Reports (New) Transaction Rectification of Excess Transfer Subscriber Registration MIS

- Rectification of Erroneous Transfer To PRAN

PRAN	
Acknowledgement No.	
Request Type	--Select--
PAO/POP-SP/POF/PrAO Reg. No.	
Capture Date - From	12/03/2012 (dd/mm/yyyy)
Capture Date - To	13/03/2012 (dd/mm/yyyy)

Submit Reset

Acknowledgement No.	PRAN	Request Type	Captured By	Capture Date
10000000290	110030584621	Redemption of Excess Transfer To PRAN	10029395001	01-03-2012

Grievance Views Additional Reports (New) Transaction Rectification of Excess Transfer Subscriber Registration MIS

- Rectification of Erroneous Transfer to PRAN

Search Details

Acknowledgement No.	10000000290		
Transaction Id	10029395001	PRAN	110030584621
Contribution Type	Regular	Subscriber Name	BABAL KRISHNA TORASKAR
Contribution Month / Year	Aug - 2011	Contribution Amount	3012.00
PAO/POP-SP/POF/PrAO Reg. No.	2019351	PAO/POP-SP/POF/PrAO Name	PAO Manmad Rail Trunk Dte

Contribution Details

PAO/DDO Reg. No.	PRAN	Contribution Type	Month	Year	Amount	Remarks	Action Taken By
2019351	110030584621	Regular	Aug	2011	3012.00		3012.00

Request Details

Request Type	Redemption Of Excess Transfer to PRAN
Amount to be adjusted	3012.00
Remark for SOT	Excess amount transferred in the month of Aug - 2011

Date Details of PAO

Account Number		Bank Name		Branch Name	
Bank Address		Bank City		Bank State	
IFS Code		Mode of Operation		Location	

Action Details

Action Taken Date	User Id	Request Status	Remarks
2012-03-13 10:43:38.781	10029395001	Captured	Request amount 3012.00 Excess Transfer in the month of Aug - 2011

Action Details

Action Taken Date	User Id	Request Status	Remarks

Action Details

Action Taken Date	User Id	Request Status	Remarks

Remarks

Authorize Reject

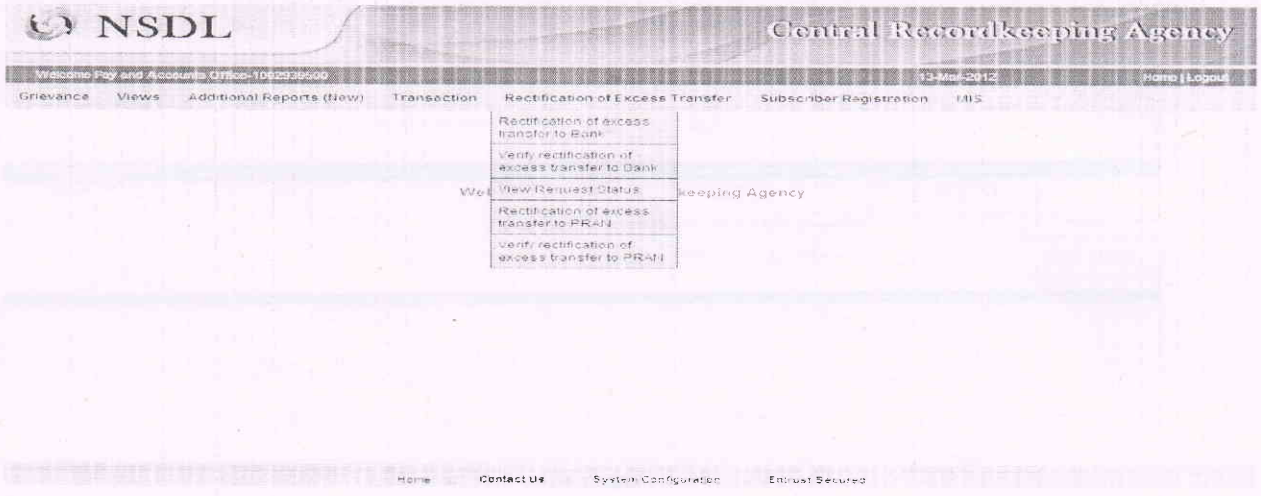
NSDL Central Recordkeeping Agency

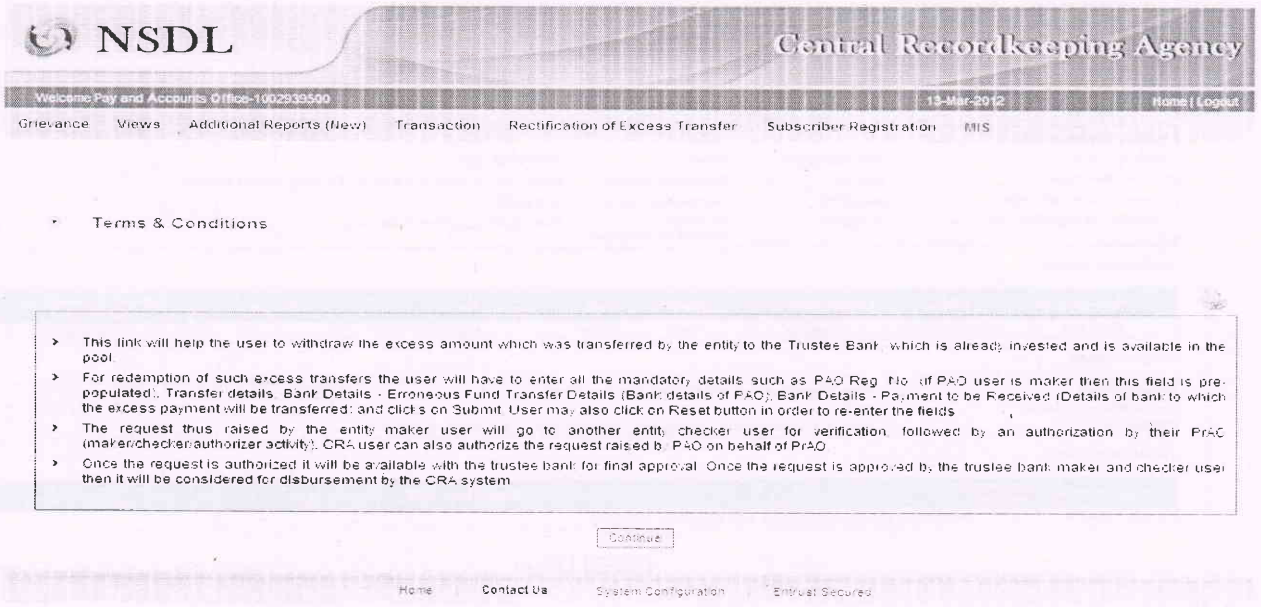
Welcome Pay and Accounts Office-1002939501 13-Mar-2012 Home | Logout

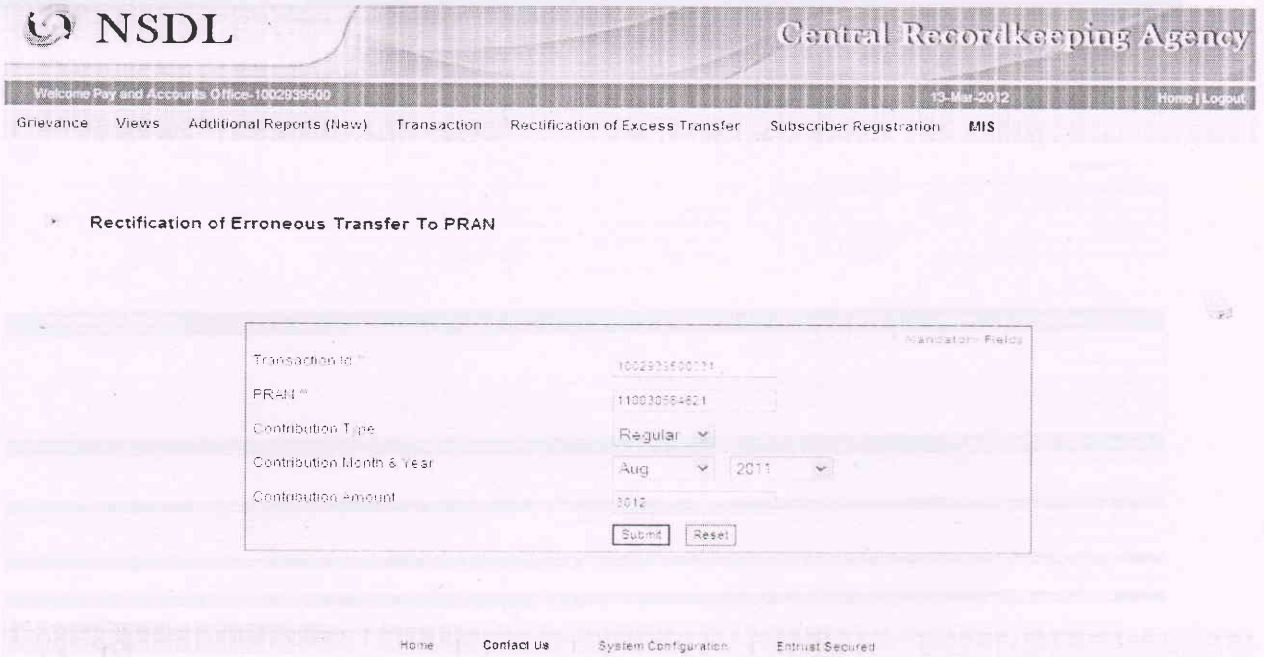
Grievance Views Additional Reports (New) Transaction Rectification of Excess Transfer Subscriber Registration MIS

Request Verified Successfully. Acknowledgement ID is 10000000290. Pending for Authorization

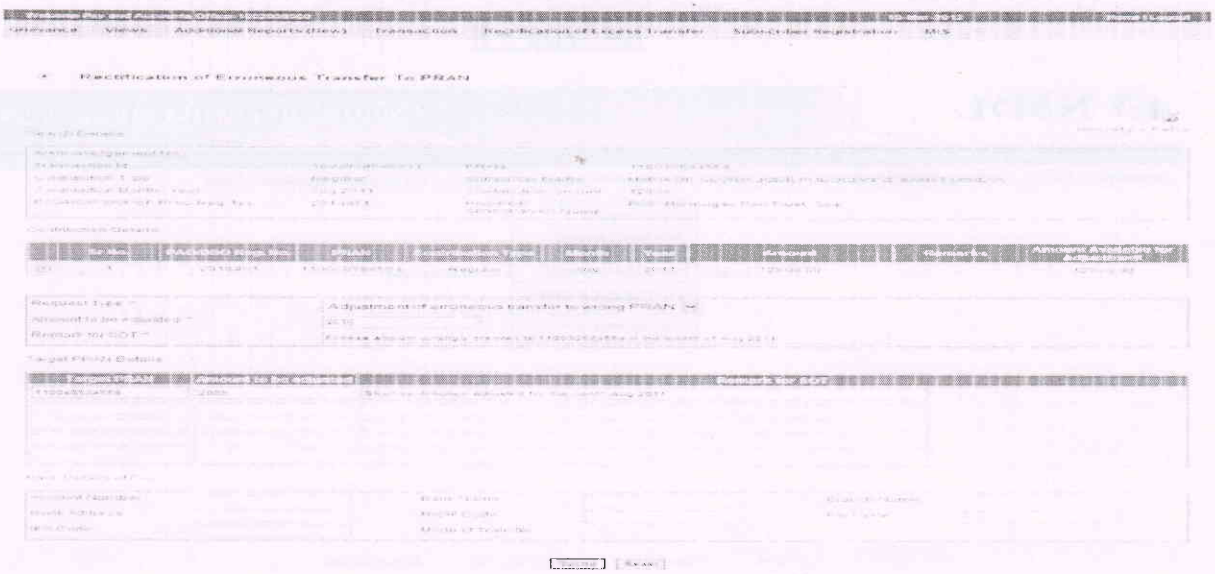
for Type – II







(Contd...02)



Erroneous Transfer To PRAN

Search Details

Acknowledgement No			
Transaction Id	1002939600331	PRAN	110030684554
Contribution Type	Regular	Subscriber Name	MARIA DE GLORIA JUDE PUDOCIANNE KAHAT DISILVA
Contribution Month / Year	Aug 2011	Contribution Amount	12906.00
PAO/POF-SP/POP/PrAO Reg. No	2018951	PAO/POF-SP/POP/PrAO Name	P+O, Mormugao Port Trust, Goa

Contribution Details

PAO/DDO Reg. No.	PRAN	Contribution Type	Month	Year	Amount	Remarks	Amount Available for Adjustment
2018951	110030684554	Regular	Aug	2011	12906.00		12906.00

Request Details

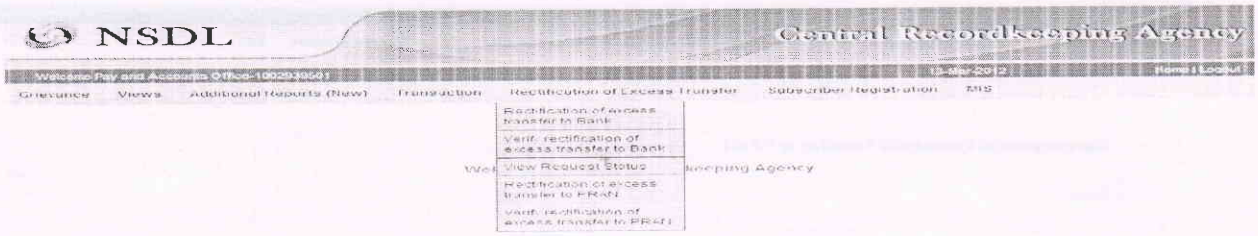
Request Type	Adjustment of erroneous transfer to wrong PRAN
Amount to be Adjusted	2000
Remark for SOT	Excess amount wrongly credited to 110030684554 in the month of Aug 2011

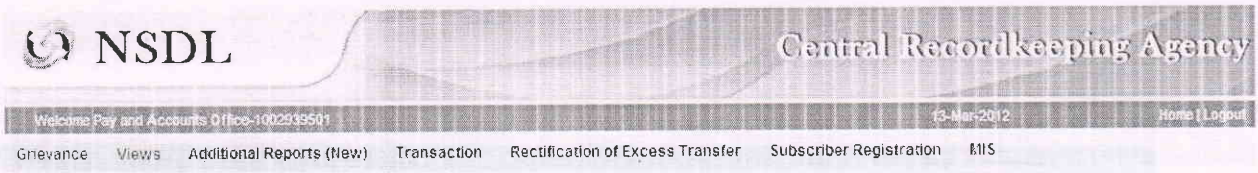
Target PRAN Details

Target PRAN	Amount to be adjusted	Remark for SOT
110040084559	2000	Short contribution Adjusted for the month Aug 2011

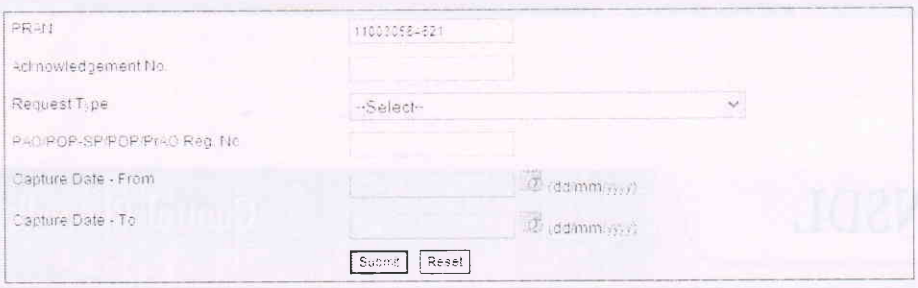
Confirm Cancel

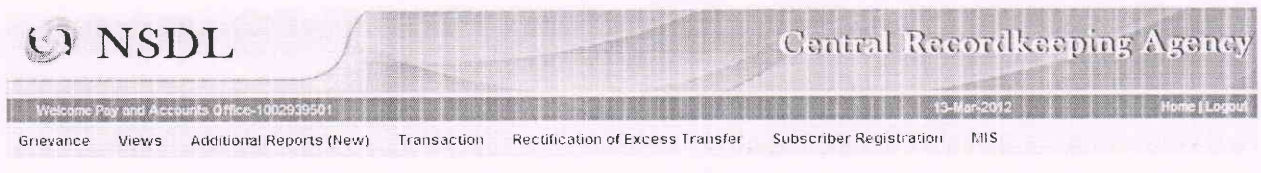
(Contd...03)





- Rectification of Erroneous Transfer To PRAN

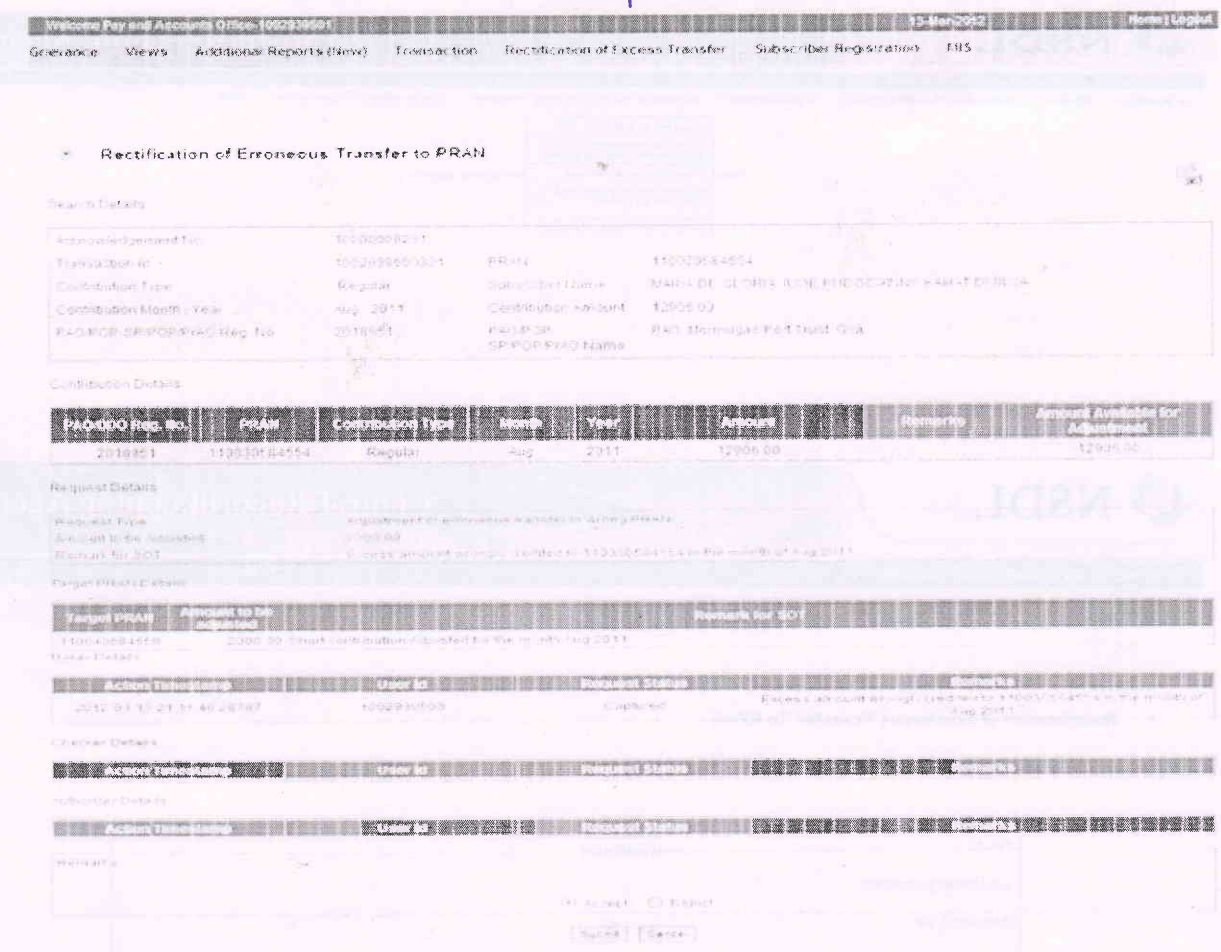


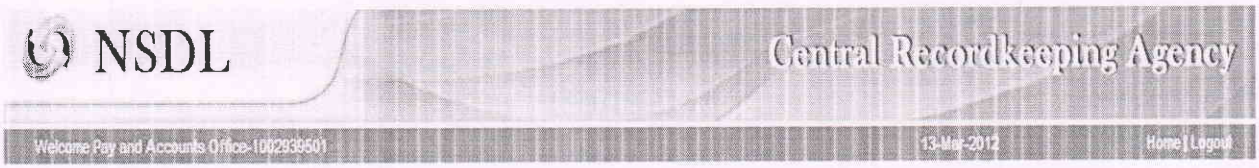


- Rectification of Erroneous Transfer To PRAN

Acknowledgement No.	PRAN	Request Type	Captured By	Capture Date
10000000290	110030584521	Redemption of Excess Transfer To PRAN	1002939500	01-03-2012

(Contd...04)





Request Verified Successfully, Acknowledgement ID is 10000000290 Pending for Authorization