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No. Fin (TR) B (15)-1-2/2016-1677 dt 19-5-2018.
Government of Himachal Pradesh
"Finance Department"
Treasuries, Accounts and Lotteries.

From

Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, Shimla-2.conver

To

All District Treasuries Officers/
Treasuries Officer, Kaza/Pangl,
Himachal Pradesh.
Dated Shimla-171009 the ^{May} April, 2018.

Subject:-

Guidelines related to timelines for NPS activities like
Registration, Uploading of SCFs & Remittance of
NPS subscribers contributions.

Sir,

In continuation of this office letter No. No. Fin (TR) B
(15)-8/2012-III dated 18th July, 2016, wherein the basic procedure for NPS
system was laid down, now with a view to streamlining the NPS procedures
further the following guidelines are issued.

A) Registration of Subscribers		Timelines (Maximum Proposed by HP Govt.)
i) Submission of CSRF-2 By the subscribers to DDO		15 Days from date of joining
ii) Submission of form by DDO to DTO		7 Days after receipt of form
iii) Submission of form by DTO to CRA(Through Online module)		Within 7 Days after receipt of form
B) SCF preparation, uploading and NPS Contribution remittance		
i) Preparation of First SCF by DTA		5 Days from the salary date
ii) Uploading of 1st SCF & remittance of NPS contribution by DTA		12 Days from the salary date
iii) Preparation of Second SCF by DTA for cases of offline entry of data of remote locations.		24 Days from the salary date
iv) Uploading of second SCF & remittance of NPS contribution by DTA		30 days from the salary date
C) Non-Financial activities		
i) Sending S-2/ISS-1 form by DDO to DTO		N.A.
iii) Processing & online submission with authorization of S-2/ISS-1 form by DTO		3 Days after receipt of form (online)

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D) Processing of Exit requests.	
i) Sending of final payments case with all requisite documents by DDO to DTO in Superannuation cases.	With 30 days after receipt of request/papers.
ii) Sending of final payments case with all requisite documents by DDO to DTO in Death cases	30 days advance from the date of retirement.
iii) Sending of final payments case with all requisite documents by DDO to DTO in pre-mature cases.	Within 30 days after receipt of request/papers.
vi) Forwarding of cases with all requisite documents After entering online to CRA by DTO.	Within 15 days of entering in the software to CRA.
E) Processing of Partial withdrawal request.	
v) Sending the withdrawal request by DDQ to DTO	Within 3 days from the date of receipt of the request.
vi) Entering partial withdrawal request online by DTO	Within 3 days of entering in the software.
F) Handling of Grievances in NSDL site.	
iv) Resolution of grievances in NSDL-CGMS system	Within 30 days from the date of lodgement of grievance.

It is, therefore, directed that the procedure for NPS be adhered strictly.

(Signature)
(Sh.D.D. Sharma)

ok Special Secretary (Finance)-Cum-Director,
Treasuries, Accounts & Lotteries,
Shimal, H.P. *NSI*

Endst. No. Fin (TR) B (15)-8/2012-III Dated Shimla *may April*, 2018.
Copy forwarded to Sh. B.S. Bhandari(Member), Pension Fund Regulatory and
Development Authority, B-14/A 1st Floor, Chhatrapati Shivaji Bhawan, Qutab
Institutional Area, Katwaria Sarai New Delhi-110016 in response to letter
No.PFRDA/17/08/11/0024/2017-SOP-CG dated 24.01.2018 .

(Signature)
(Sh.D.D. Sharma)

ne Special Secretary (Finance)-Cum-Director,
Treasuries, Accounts & Lotteries,
Shimal, H.P. *NSI*

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No. Fin (TR) B (15)-1-2//2016
Government of Himachal Pradesh
"Finance Department"
Treasuries, Accounts and Lotteries.

From

Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, Shimla-2.

To

All District Treasuries Officers/
Treasuries Officer, Kaza/Pangi,
Himachal Pradesh.

Dated Shimla-171009 the 19th May, 2018.

Subject:-

Corregendum.

Ref:

Finance Deptt. Communication No. Fin (TR) B (15)-1-2//2016-1677 dated 19th
May, 2016

Sir,

I am directed to refer to this Department letter of even no. dated 19th May, 2018
circulating therewith all District Treasuries Officers/ Treasuries Officer, Kaza/Pangi and to state that:

The i) & ii) of para D) Processing of Exit requests may be read as :

i) Sending of final payments case with all requisite documents by DDO to DTO in Superannuation cases.	30 days' advance from the date of Retirement instead of Within 30 days after receipt of request/papers.
ii) Sending of final payments case with all requisite documents by DDO to DTO in Death cases	Within 30 days after receipt of request/papers instead of 30 days' advance from the date of retirement

The other contents remain unchanged.

Yours faithfully,

(Sh. Deepak Bhardwaj)

Additional Director,

Treasuries, Accounts & Lotteries, H.P.

Endst. No. Fin (TR) B (15)-8/2012-III Dated Shimla

May, 2018.

✓ Copy forwarded to Sh. B.S. Bhandari (Member), Pension Fund Regulatory and Development Authority, B-14/A 1st Floor, Chhatrapati Shivaji Bhawan, Qutab Institutional Area, Katwarja Sarai New Delhi-110016 in response to letter No. PFRDA/17/08/11/0024/2017-SOP-CG dated 24.01.2018


(Sh. Deepak Bhardwaj)

File NO. TAL-NPSO-1/2/2018-TAL-Department of Treasuries Accounts & Lotteries

No. Fin (TR) B (10)-7/2012

Government of Himachal Pradesh

"Finance Department"

(Treasuries, Accounts and Lotteries)

From.

Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh, Shimla-2.

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh, Shimla-2.
2. All the Head of Departments in Himachal Pradesh.

Dated Shimla-171009, the 24th April
March, 2019.

Subject: -

Proper Implementation of NPS.

Sir,

On the subject cited above, it is intimated that the Government of HP vide notification No. Fin(Pen)A(3)-1/96 dated 15.05.2003 has modified the CCS(Pension)Rules,1972 and said Rule were made inapplicable to all the employees appointed in the State of HP on or after 15-05-2003. They are covered under the New Pension System and are governed by the HP Civil Services Contribution Pension Rules,2006 notified vide Notification No. Fin(Pen)A(3)-1/96 dated 17-08-2006 and Government instructions issued thereunder from time to time.

It has been observed that in many departments PRAN for newly appointed /Regularised eligible employees are not generated in time due to non-submission of Combined Subscriber Registration Form (CSRF-2 as specified by the CRA) by their respective DDOs, despite timeline fixed for completion of all the activities related to NPS notified on May,2016 & revised on 20 May,2018 (Copies attached). Further, it is noted that there is delay in deduction of NPS, uploading of subscriber's contribution files and initiation of exit withdrawals by different entities. In such cases, subscribers are deprived from timely investment of subscription and gain thereon. Therefore, in order to ensure timely PRAN generation, deduction/uploading of SCF and initiation of exit withdrawals, it has been decided that penalty shall be imposed on erring entities and loss accrued to the subscribers shall be payable in the following cases: -

"A"

Delay in PRAN Generation- It shall be the duty of DDO to get his/her newly appointed employees registered in e-Salary module within 15 days of joining. Treasury shall register the employee in e-salary and provide the system generated CSRF form to the DDO within 7 days. DDO shall

All the notification of
d.p. Govt. is to be
further checked by
the DDO (P) (P)
R2 & Section of
Board Govt. as per
the rule in w
Dy Secy (P)
for 1st time
a. Govt. P
PS. DDO in
30/4

& E Daily No. 30
dated 3-6-19

1/2/19
CSRF
20/6
S. A. (P)
D. A. (P)
1/10/18

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all respect. If there is delay beyond the time limit, the erring DDO/Official/entity shall be liable to pay the penalty. (In respect of new employee, Recoveries towards Tier-I contribution will start from the salary of the month following the month in which Govt. servant has joined service. No Deduction/recovery will be made for the month of joining.)

- (ii) **Delay in start of NPS deduction-** It shall be the responsibility of DDO to start the NPS deduction from same month if the PRAN is generated before 15th of month. If the PRAN generated after 15th of the month and salary of the employee has been processed the NPS deduction shall start from the next month. Beyond this time limit erring entity shall be liable to pay penalty.
- (iii) **Non Initiation of exit Withdrawals-** It shall be the responsibility of the DDO to complete the exit withdrawal case of superannuation one month before the retirement of the subscriber and send the complete papers to District Treasury Officer. District Treasury Officer shall process the withdrawal case online within 7 days from receipt of papers, if the papers are complete in all respect. In case of death withdrawals, DDO shall submit the papers to District Treasury Officer within 7 days of receipt of papers. District Treasury Officer shall process the withdrawal case within 7 days from the receipt of complete papers. The DTO shall send all the documents to CRA in withdrawal cases within 30 days from the processing of withdrawals. If papers complete in all respect are not sent by the DDO or delay in processing exit cases (superannuation/death) by DTOs within 7 days, the erring entity shall be liable for penalty.
- (iv) **Uploading of subscriber contribution file-** It shall be the responsibility of DTOs/DTA to prepare the first SCF within 5 days from the salary payment date and upload the 1st SCF. DTA shall remit the NPS contribution within 12 days of salary payment date. Second SCF shall be prepared by the DTO/DTA for offline entry for arrear payment and remote location within 24 days and 2nd SCF file shall be uploaded and contribution remitted within 30 days of salary date. Beyond this date erring official shall be liable for penalty.

"B"

subscribers-

In following cases no penalty/interest amount shall be payable to the NPS

- (i) If the delay in PRAN generation is because of subscribers himself/herself.
- (ii) If NPS deduction is delayed because of non-submission of leave application or relevant papers by the subscribers for withheld salary period.
- (iii) If increase in salary is due to retrospective order or subscriber is regularised from the retrospective date due to court or any other reason.
- (iv) If delay in initiation of exit/death withdrawal is because of subscribers/nominee/legal heirs.

(v) Any other case not listed in "A" above.

Procedure for imposing of penalty-For imposing penalty in cases as listed in "A" above. HOD shall order the inquiry to investigate the matter within 30 days and responsibility shall be fixed. After proper inquiry/investigation the loss occurred to the subscriber shall be calculated at the rate of return of previous year and in the case of new subscribers GPF interest rate shall be payable to the subscribers and such penalty/interest amount shall be recovered from salary of erring DDO/Official of that entity. Such recovered amount shall be deposited in Public Account Head 8342-00-117-03.DDO shall intimate DTA through DTO concerned for further transfer of fund to CRA/Trustee Bank. On receipt of challan and intimation from DTO, DTA shall prepare the file and ensure transfer of this amount against the PRAN of the subscriber.

It is further decided that if compensation awarded or penalty imposed by the regulator i.e. PFRDA is huge and irrecoverable in lump sum from the erring official, such amount shall be drawn from civil advance 8550-00-114-00 and deposited with the ordering authority. It shall be the responsibility of HOD/DDO to recover the compensation/penalty amount from the salary of the erring official. If erring official is due for retirement or has retired such amount shall be recovered from his retirement dues.

Yours faithfully,


(D.D. Sharma) IAS

Special Secretary (Finance)-cum Director,
Treasuries, Accounts & Lotteries, Shimla-9.

Endst.No. Fin(TR)B (10)-7/2012 Dated: Shimla-9^{22.11} the March, 2019.

Copy Forwarded to: -

1. The Registrar General of High Court, HP Shimla-1.
2. Sh. Ashish Kumar (General Manager), Pension Fund Regulatory and Development Authority (PFRDA) B-14/A/1st Floor Chhatrapati Shivaji Bhawan, Qutab Institutional Area, Katwaria Sarai, New Delhi-110016 w.r.t. letter no PFRDA/17/08/11/0024/2017-SUP-CG Dated 24.12.2018 for information please.
3. The Accountant General (A&E), H.P., Shimla-3.
4. All District Treasury Officers/Treasury Officers of sub Treasuries in H.P.
5. All Managing Director, Boards and Public Sector Undertaking in H.P. (SABs) List Attached.)


(D.D. Sharma) IAS

Special Secretary (Finance)-cum Director,



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

Registered office
(CIN)
GST No.
Telephone Number
Website address
Email

(A State Govt. undertaking)
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HPSEBL 02 AACCH4894EHZB
0177-2803600, 2801675 (Office), 2658984(Fax)
www.hpseb.com
cmd@hpseb.in & directorfa@hpseb.in

No.HPSEBL (SECTT)/R&E/6-155/(NPS)2019-17873-180 Dated:- 28-6-19

Copy forwarded for information and necessary action to:-

1. The Chairman HP Regulatory Commission, Keonthal Commercial Complex, Khalini, Shimla-2.
2. The Managing Director, HPPCL, Himfed Building BCS New Shimla-9
3. The Managing Director BVPCL Jogindernagar.
4. The Managing Director, HPPTCL, Panjri, Tutikandi, Shimla-5,
5. The Directorate of Energy, Govt. of H.P. Thakur Vatika. Khalini, Shimla-2.
6. All the Chief Engineers in HPSEB Ltd..
7. The Chief Electrical Inspector to the Govt. of H.P. Kasumpti Shimla-9
8. The Secretary, BBMB, 19, B Madhya Marg Chandigarh.
9. The Director (Personnel), SJVNL, Shakti Sadan, Corporate Office Complex, Shanan Shimla-6.
10. The Chief Accounts Officer/Chief Auditor, F&A Wing HPSEB Ltd., Shimla-4.
11. The Secretary, H.P. Regulatory Commission, Khalini Shimla.
12. The S.E (IT) HPSEBL Shimla for uploading the HPSEBL web site.
13. All the Superintending Engineers in HPSEB Ltd.
14. The Land Acquisition Officer, HPSEBL Mandi/Shimla.
15. The Special Private Secretary/Sr.PS/PS to Managing Director/Directors/Executive Director (Pers.) in Board Secretariat HPSEBL.
16. All the Dy./Under Secretaries in Board Secretariat HPSEB Ltd
17. The Secretary, Consumer Grievances Redressal Forum (CGRF) HPSEBL Kasumpti Shimla-9.
18. All the Sr. Executive Engineers/Resident Engineers in HPSEB Ltd.
19. The Dy. Director (Pers.) IR/ Joint Director (PR/Trg.) in HPSEBL in Board Secretariat.
20. All the Section Officers in Board Secretariat HPSEB Ltd. Shimla-4.
21. The Company Secretary (Meeting cell) in Board Secretariat HPSEBL Shimla .
22. Guard file.

DA:-As above.

Nayana
Under Secretary (R&E.),
HPSEBL Vidyut Bhawan,
Shimla-4