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GOVERNMENT OF KARNATAKA

No: FD(Spl) 99 PEN 2013

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, Date: 6/1/2013.

CIRCULAR

Subject: New Pension System Employee details updation
in NPSCAN reg.

Reference: Govt. Circular No: FD (SPL)1/PEN 2010 Dt:10.01.2012.

The Govt Circular No:FD (SPL)1/PEN 2010 Dt:10.01.2012 details the procedure for submission of Annexure-S1 to get PRAN and PRAN Kit for employees coming under the purview of NPS. The procedure for effecting modifications/updation of subscriber details in NPSCAN after the issue of the PRAN Kit would be as follows:

- 1) A Subscriber who has already submitted Annexure S1, may want to make modifications to personal details, nomination details on request for reissue of T-PIN/I-PIN and reissue of PRAN card.
In case of a change in Signature, Name, Date of Birth and Photograph, the employee has to mandatorily request for reissue of PRAN card.
- 2) A Subscriber can request for correction of the following details by submitting Annexure S2 to the Treasury Officer through his DDO:
- a) Correction in Personal details
 - b) Correction in Nomination details
 - c) Reissue of T-PIN or I-PIN
 - d) Reissue of PRAN Card
- 3) Subscriber can request for correction/change in signature and/or change in photograph by submitting Annexure S7 to Treasury Officer through DDO.
- 4) The concerned DDO shall submit Annexure S8-covering letter for request for change in Subscriber Signature/Photograph i.e., Annexure S8 along with Annexure S7.

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ESG, ESG(S), HRMS
25/1/13

5) Annexure S2, S7 & S8 are available in HRMS and have to be downloaded by the DDO.

6) Annexure S2 & S7 shall be filled in the HRMS by the DDO, as per the request letter of the employee after making diligent verification with supporting documents (SSLC Marks statement, Service register, etc.). Filled in S2 & S7 have to be downloaded from HRMS & provided to the employee. The employee after having verified the details shall sign the forms and submit to his DDO with the necessary documents for updating subscriber details. Duly filled in Annexures signed by the employee & DDO along with supporting documents have to be submitted to Treasury by the DDO. Annexure S8 has to be enclosed to Annexure S7 by the DDO.

7) **Role of Treasury officer after receiving the change request from employees through their respective DDO. The Treasury Officer shall perform the following tasks.**

7.1: Verify change request Annexure S2 & S7 forms with supporting documents provided by DDO.

7.2: Log on to NPSCAN using Treasury Officer's User ID & Password and make changes in subscriber details such as Section A-Change in Personal Details, Section B-Subscriber's and Nomination Details except PRAN.

7.3: Forward the request online to CRA for reissue of T-PIN/I-PIN and PRAN card.

7.4: Forward Annexure S7 submitted by Subscriber through DDO along with covering letter Annexure S8 to CRA (hard copy) for change in subscriber signature/photograph change.

7.5: Maintain a register of the details of requests received for effecting change and details of requests routed to NPSCAN in the attached format in **Annexure III.**

8) The procedure for updating subscriber details by Treasury Officer is detailed in the enclosed **Annexure-I.** And subscriber request Formats S2 & S7 and DDO covering letter S8 are enclosed as **Annexure II (a), II(b) and II(c).**

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9) Communication of changes effected in Employee details:

9.1: Employee can view updated details in Section A- Change in Personal Details, Section B- Subscriber's and Nomination Details of Subscriber details by logging on to NPSCAN using his/her user ID & password, as and when Treasury Officer makes these changes.

9.2: CRA will print T/I-PIN and PRAN card based on Treasury Officer's request and issue the same to Treasury Officer through post.

9.3 On receipt of PRAN card and T-PIN/I-PIN, the treasury officer shall forward the same to the employee through DDO.

10. Charges for updation of subscriber details:

10.1: There will be no charges for any correction in S1, except for reissue of T-PIN/I-PIN and reissue of PRAN card.

10.2: CRA will charge Rs. 50/- each for reprint of T-PIN/I-PIN and reissue of PRAN card. The charges will be raised in CRA service bill to be paid by the Deputy Director, NPS Cell, Directorate of Treasuries, GOK.

10.3: On receipt of PRAN card or T-PIN/I-PIN, DDO shall hand over the same to the employee and shall deduct the charges from the employee's next month's gross salary. The concerned Treasury shall adjust the amount to Receipt Head of Account 0071-01-800-3-00 through TTR.

10.4: The Treasury Officer shall submit the details of receipt in Head of Account 0071-01-800-3-00 to NPS Cell on monthly basis.

10.5: NPS Cell shall reconcile the bill raised by CRA in this regard with the details of Receipt Head of Account 0071-01-800-3-00 being provided by the Treasury Officer on a monthly basis.


(PADMAVATHI)

Special Officer and Ex-officio,
Deputy Secretary to Government,
Finance Department. (Pension)

To;

1. The Chief Secretary/Additional Chief Secretaries to Government.
2. The Principal Secretaries/Secretaries to Government.
3. The Heads of Departments.

4. The Deputy Commissioner of Districts.
5. The Chief Executive Officers of Zilla Panchayats.
6. The Principal Accountant General (Civil & Commercial Audit), Karnataka, Bangalore.
7. The Accountant General (Revenue Receipts & Public Works & Forest Audit), Karnataka, Bangalore.
8. The Accountant General (Accounts & Entitlement), Karnataka, Bangalore.
9. The Registrar, High Court of Karnataka, Bangalore.
10. The Registrar, Karnataka Lokayukta, Bangalore.
11. The Registrar, Karnataka Administrative Tribunal, Bangalore.
12. The Secretary, Karnataka Public Service Commission, Bangalore.
13. The Secretary, Karnataka Legislative Assembly/Legislative Council, Bangalore.
14. The Treasury Officer, State Huzur Treasury/District Treasuries.
15. The Compiler, Karnataka Gazette for publication in the next issue of the gazette.
16. The President, Karnataka State Government Pensioners Association, Cubbon Park, Bangalore.
17. All sections of the Karnataka Government Secretariat.
18. Karnataka Government Secretariat Library/Legislature Library.
19. Weekly Gazette.
20. Section Guard File.

Annexure-I

DETAILS PROCESS FOR UPDATION OF SUBSCRIBER DETAILS IN NPSCAN

A. (i) CAPTURING THE SUBSCRIBER'S DETAILS IN NPSCAN BY TREASURY OFFICER.

1. Treasury officer shall log into NPSCAN with the User ID and the respective I-PIN.
2. From the menu select the option 'Transaction' and sub option 'Update Subscriber Details'.
3. Capture the PRAN as mentioned in the change request form the subscriber.
4. The Screen with sub menus such as Personal, Nomination, Bank, Scheme Preference and Employment details will be displayed.
5. For making required changes, Treasury Officer shall click on the 'Edit' button. After carrying out necessary changes, Treasury shall click on the 'submit' button.
6. Verify modified details against the subscriber request and if it is found in order, 'confirm' the request.
7. On successful confirmation of request, NPSCAN system would generate a 10 digit acknowledgement number. Treasury Officer shall mention the acknowledgement number to check the status of the change request.
8. Change in Core data (Name, Father's Name and Date of Birth), Nomination details & Employment details require Maker and Authoriser activity, i.e., these requests entered by using one User ID have to be verified and authorized by another User ID. On successful capturing of the request will be displayed as "Pending Authorization". Only after the request is authorized by another user ID of the Treasury the change request will be accepted.

(ii) AUTHORISATION OF THE REQUEST

Treasury officer shall log in to NPSCAN using another User ID, select the option **Transaction**, Sub menu **Authorize Transaction**. Select the '**Transaction Type**' and provide the PRAN or the acknowledgement number generated at the time of capturing of the request. In order to view the details of the change request, the DTO user shall click on the link "**View Details**". Using authorizing User ID Authorizer shall verify the details captured with the change request form and if found in order, authorize the request by clicking on the Authorize button.

B (i) REISSUE T-PIN/I-PIN

Treasury Officer shall login to NPSCAN using I-Pin to capture the request for reissue of T Pin/I-Pin.

Navigate to the Subscriber Maintenance menu and select the T+Reset I-Pin/T-Pin option.

Enter the PRAN of the Subscriber for whom the I-Pin/T-Pin is to be reissued. Select the checkbox provided in the screen for type of pin to be printed. After entering the required details click on the Submit button.

Using another User ID verify the details against the request form submitted by Subscriber and click on the 'Confirm'.

On successful submission, NPSCAN will generate a ten digit acknowledgement number. Treasury Officer has to mention the acknowledgement number on the request form for its record purposes.

(ii) Authorization of the request

Using authorizing User ID select authorize Reset I-Pin/T-Pin option under the "Subscriber Maintenance" menu.

Authorizer has to provide 'PRAN' or Acknowledgement Number or the Date Range. The details of the request pending for authorization will be displayed Authorizer shall click on the Authorize button for authorization of the request. CRA on receipt of request will process and print a new T-Pin/I-Pin

ANNEXURE-II (A)

Annexure S2-Request for change/Correction in Subscriber Master details and/ or Reissue of I-Pin/T-Pin/PRAN Card.

Annexure-II (B)

Annexure S7-Request for change in signature and/or change in Photograph.

Annexure-II(C)

Covering letter for request in for change in Subscriber Signature/Photograph (to be submitted by DDO in Duplicate on Official Stationery).

Annexure III

Register of the details received for effecting change & details of requests routed to NPSCAN.

SL NO	DDO CODE	EMPLOYEE NAME	PRAN	CHANGE REQUEST IN ANNEXURE S1				DATE OF CHANGE REQUEST RECEIVED BY DDO	DATE OF EFFECTING CHANGE IN NPSCAN	DATE OF COMMUNICATING EFFECTED CHANGE TO DDO
				PERSONAL DETAILS	NOMINATION DETAILS	REISSUE OF T-PIN/I-PIN	REISSUE OF PRAN CARD			

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ಸಂಖ್ಯೆ: ಡಿಟಿಇ 2 ಇಎಸ್‌ಟಿ(9) 2013

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ದಿನಾಂಕ: 10-12-2013

ಸರ್ಕಾರದ, ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಎಫ್‌ಡಿ(ಎಸ್‌ಪಿಎಲ್) 99 ಪಿಇಎನ್ 2013 ದಿನಾಂಕ: 06.11.2013ರ ಪ್ರತಿಯನ್ನು ಮಾಹಿತಿಗಾಗಿ ಈ ಕೆಳಕಂಡವರಿಗೆ ಕಳುಹಿಸಿಕೊಡಲಾಗಿದೆ.

1. ಈ ಇಲಾಖೆಯ ಅಧೀನಕ್ಕೊಳಪಡುವ ಎಲ್ಲಾ ಸರ್ಕಾರಿ ಇಂಜಿನಿಯರಿಂಗ್ ಕಾಲೇಜುಗಳು, ಸರ್ಕಾರಿ ಪಾಲಿಟೆಕ್ನಿಕ್, ಸರ್ಕಾರಿ ಕಿರಿಯ ತಾಂತ್ರಿಕ ಶಾಲೆಗಳು, ಸ್ಟೆರಿಕ್ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು, ಸರ್ಕಾರಿ ಗಣಿ ಶಿಕ್ಷಣ ಶಾಲೆ, ಕೆ.ಜಿ.ಎಫ್ ಸಂಸ್ಥೆಗಳ ಪ್ರಿನ್ಸಿಪಾಲರುಗಳಿಗೆ ಮಾಹಿತಿಗಾಗಿ [ಇಲಾಖಾ ವೆಬ್‌ಸೈಟ್ ಮುಖಾಂತರ]
2. ಈ ನಿರ್ದೇಶನಾಲಯದ ಸಹಾಯಕ ಆಡಳಿತಾಧಿಕಾರಿ (1), (2) ಹಾಗೂ (3) ಸಾರ್ವಜನಿಕ ಸಂಪರ್ಕಾಧಿಕಾರಿ ರಿಜಿಸ್ಟ್ರಾರ್ ಆಡಳಿತ ಮಾಹಿತಿಗಾಗಿ
3. ಈ ನಿರ್ದೇಶನಾಲಯದ ಇಎಸ್‌ಟಿ (7) ಹಾಗೂ ನಗದು ವಿಭಾಗಕ್ಕೆ ಮಾಹಿತಿಗಾಗಿ
4. ಈ ನಿರ್ದೇಶನಾಲಯದ ಇ-ಆಡಳಿತ ವಿಭಾಗಕ್ಕೆ ಮಾಹಿತಿ ಹಾಗೂ ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ.

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