

SOME IMPORTANT GUIDELINES FOR NPS SECTION CLERKS

To the attention of all NPS Section Clerks of Division, Sub-Division and Section Offices, some important guidelines are prescribed below for the smooth functioning of NPS works in KWA.:

1. **The Consolidated PA 30(NPS Schedule)** must be send from Divisional Offices to our e-mail id

(kwansoffice@gmail.com) on **or before the 4th of every month in the digital excel format**. Please don't send scanned copies of the hard copy.

2. **Please strictly follow up with the subscribers whose PRAN No: column cell is Blank** in the PA 30 and obtain their NPS applications(**CSRF Form (version 1.5)**) for generating PRAN No: , or Application for shifting PRAN Account from previous Departments(**ISS 1 Form**) as the case demands. The NPS applications of subscribers must be send to **The State Nodal Officer& Deputy Accounts manager, National Pension System Cell, Head Office, CCU Building, Vellayambalam, Tvpm** within one week of joining duty. The CSRF Form and ISS1 Form are attached with this mail. The supervising **Junior Supdts /Head Clerks** may ensure that the above are done properly.

3. TIPS FOR VERIFYING CSRF FORM:

a) **CSRF Form** should be submitted in **duplicate**(both forms should be in original and complete along with copies of necessary documents) to the NPS cell, H.O, Tvpm. There is no need to keep an office copy of the same at section offices. It may be downloaded **from KWA website**.

b) Self attested, clear copies of **Aadhar Card, PAN Card, SSLC, bank passbook** (front page with IFSC Code printed and relevant pages of **appointment order** should be attached with each copy of the application form. Please **do not submit copy of bank passbook of SBT bank** as it does not exist now and hence will be rejected.

c) Recent and **clear passport size photograph** should be **pasted firmly** in the space provided. The photo or any page of the application form **SHOULD NOT BE ATTESTED** by the Head of Office.

d) Name of subscriber may be entered in the space provided for entering first name just as recorded in the SSLC certificate with a space left between initials.

e) **PAN number** and **Aadhar number** must be recorded in the respective spaces provided on the first page.

f) In the spaces provided for entering Bank account details, make sure that the **IFSC code** and **Pincode** of the place is recorded.

e) On the **3rd & 4th pages** of the application form, the subscriber has to record his/her **signature in the boxes provided with declaration of subscriber in Para 11** and **FATCA Declaration in Para 12**.

f) On the **4th page** , at the top, record the **date of joining** of the subscriber , basic pay and pay scale must also be recorded and the following may be recorded as below:

OFFICE : KERALA WATER AUTHORITY
DEPARTMENT: WATER RESOURCE
MINISTRY: WATER RESOURCE

g) Additional Nomination Form(Annexure III) may be attached **only if the subscriber wants to include more than one person as nominee**. In such cases the space provided for entering details of single nominee on the 2nd page must be left blank.

4. Subscribers who join KWA with already allotted PRAN from other Departments must apply for shifting of their PRAN Account by means of the **ISS1 Form**. A copy of the **Subscriber Master Report** , which is obtained along with the PRAN Kit, must be attached with the ISS1 form.

Deduction of NPS subscription from such employees must begin from the month of joining duty as they already have PRAN while joining duty. **For the employees who have to apply for PRAN after joining KWA , their first NPS subscription must be deducted only from the salary of subsequent month(next month)of the month of joining duty.**

5. NPS Subscription Arrear details must be recorded in the respective columns in the monthly recovery schedule(PA 30) with the arrear month and year specifically recorded and the Instalment No: correctly recorded if any. If NPS subscriptions **arrears for more than a month** is recovered from salary, then these **arrears must be split up month wise and shown in the respective rows**. Additional rows may be included for a subscriber in the PA 30 for recording arrear details.

NPS subscription arrears recovered as a result of hike in salary due to salary increments, probation declaration, DA increase, sanction of higher grades, etc may also be shown in the Arrear column of PA 30 with the reason for the same shown in the month column.

6. Please note that only One Consolidated PA 30 should be submitted to NPS Cell before the 4th of each month from each Division/Circle offices. If any **Supplementary Salary Bills** are issued after that , any NPS recovery thus made **must be reported as arrear in the next month's PA 30** . Hence supplementary PA 30's that are send after the monthly PA 30's will not be accepted.

7. The subscribers who have already submitted their applications must be intimated to report their PRAN No: , as and when generated and received in their mobile phones, to their respective offices for including in the NPS Recovery Schedule(PA 30). **The PA 30 must be continuously updated.** **When an employee coming under NPS is transferred to a respective office , he must be included in the PA 30 of the current office and his PRAN No: must be recorded in the same.** His name must be removed from the PA 30 of the previous office.

All Clerks dealing with NPS works are requested to read the above guidelines and follow the same. A printout of the same may be pasted in the respective NPS file.

Regards,

NPS Cell,
Kerala Water Authority,
Thiruvananthapuram.

