



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18-संस्थागत एरिया, शहीद जीत सिंह मार्ग  
18-INSTITUTIONAL AREA,  
SHAHEED JEET SINGH MARG,  
नई दिल्ली / NEW DELHI -110016

F.No.110126125/2015/01/KVS/Cir/NPS

Dated: 06.07.16

The Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs

**Sub:- Guidelines for Processing Family Pension Cases.**

Madam/Sir,

With reference to the captioned subject, I am to enclose herewith the CRA circular No CRA/PO&RI/Master/2016/004 dated 7<sup>th</sup>, June 2016 uploaded by NSDL e-Governance Infrastructure Limited, Central Recordkeeping Agency for processing Family pension Cases of NPS Subscribers.

Encl: as above

Yours faithfully

(M.Arumugam)  
Jt.Commissioner (Fin)

Copy to: - The Deputy Commissioner, EDP Cell, KVS (HQ) for uploading on the website of KVS (HQ).

Jt.Commissioner (Fin)

**NSDL e-Governance Infrastructure Limited  
Central Recordkeeping Agency**



**Circular**

Circular No.: CRA/PO&RI/Master/2016/004

June 07, 2016

**Subject: Guidelines for processing Family Pension Cases**

All the Nodal Offices (PrAOs/PAOs/CDDOs/DDOs) are hereby informed that Pension Fund Regulatory & Development Authority (PFRDA) has finalized the policy with respect to transfer of accumulated pension wealth of NPS Subscribers to the Government where subscriber's family has availed additional relief of family pension.

Circular issued by PFRDA dated May 26, 2016 in this regard detailing the guidelines to be followed by Nodal Offices for processing such withdrawal requests is enclosed herewith as **Annexure**.

As per the guidelines issued vide aforesaid circular, Nodal Offices are required to capture such withdrawal requests in the Online Withdrawal Module. However, functionality to capture such withdrawal requests online is under development. Till such time the online functionality is made available, Nodal Offices may forward the duly filled attested copies of both the **Annexure (I and II)** to CRA for further processing family pension cases.

In case any further clarification is required in this regard, you may contact Mr. Dinesh Dalvi at 022 - 2499 4842 (E-mail ID - [dinesh.dalvi@nsdl.co.in](mailto:dinesh.dalvi@nsdl.co.in)) or Mr. Vishal Jain at 022-2499 4946 (E-mail ID - [vishal.jain@nsdl.co.in](mailto:vishal.jain@nsdl.co.in)).

For and on behalf of  
**NSDL e-Governance Infrastructure Limited**

**Mandar Karlekar  
Asst. Vice President**

Encl: a/a

वेंकटेश्वरलू पेरी  
महाप्रबन्धक  
Venkateswarlu Peri  
General Manager

पेंशन निधि विनियामक और  
विकास प्राधिकरण  
के-14/ए, छत्रपति शिवाजी भवन  
कुतुब इस्तिमूतुगल एरिया कटवारीया सराय,  
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ई-मेल : venkateswarlu.peri@pfrda.org.in  
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PENSION FUND REGULATORY  
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F. No. PFRDA/24/Exit/1

May 26, 2016

Shri Amit Sinha  
Executive Vice President,  
NSDL e-Governance Infrastructure Limited,  
1st Floor, Times Tower,  
Kamla Mills Compound,  
Senapati Bapat Marg, Lower Parel,  
Mumbai - 400013

**Subject: Guidelines for processing of Family Pension Cases.**

Dear Mr. Sinha,

This has with reference to regulation 6(e) of the PFRDA (Exit and Withdrawals under NPS) Regulation 2015 relating to family pension and transfer of corpus from subscribers NPS account to government nodal office, if the subscriber or the family members of the deceased subscriber avails the benefit of family pension.

The Authority after examining the issue has finalized the policy with respect to transfer of accumulated pension wealth of the subscribers to government and where the subscribers family has availed the additional relief given by the government in the family of family pension. Accordingly, the guidelines for processing of such claims are being enclosed herewith for your guidance and implementation of the same.

Therefore, you are advised to intimate to all the accounting formations under the central government, state governments (excluding the states which have clarified that they do not provide the benefit including Punjab & Sikkim) and autonomous bodies falling under their jurisdiction about the policy guidelines and also the process to be followed.

The same shall be made part of the online exit module. In case if you want any clarifications on the matter, you may write back to us.

  
Yours sincerely  
(Venkateswarlu Peri)  
General Manager

Enclosure: n/a

CC  
Shri Kamal Chaudary  
Chief Executive Officer  
National Pension System Trust,  
3<sup>rd</sup> Floor, Chhatrapati Shivaji Bhawan  
B-14/A, Qutab Institutional Area  
New Delhi - 110 016

### **Guidelines for processing of Family Pension cases**

**Online processing of Withdrawal request in case family pension is provided by the Nodal Office to the claimant(s)/subscriber(s)**

1. The family member(s)/subscriber(s) who is/are availing Family Pension from will submit the No objection certificate (Annexure-II) to the concerned Nodal Office.
2. Nodal Office will authenticate the Annexure II.
3. Nodal Office shall fill in the declaration form Annexure I & provide necessary authentications.
4. Nodal Office (first User) will login into CRA system to select the option that the family pension is being / has been granted to the family members of the deceased subscriber or to the subscriber.
5. Nodal office will enter the details of family member(s)/subscriber(s) into the CRA system to whom the family pension is being given (as mentioned under Annexure II).
6. A new field - Nodal Office bank detail will be enabled. Nodal Office will provide its bank details as per Nodal Office Declaration form (Annexure I).
7. Nodal Office (first User) will submit post entering the complete details.
8. Nodal Office (second User) will authenticate and authorise the said request. Claim ID will get generated on successful submission of Withdrawal request.
9. Nodal Office will print the online form dispatch the same along with duly filled & attested both the Annexures – I and II to CRA.
10. On receipt of documents, CRA will initiate the withdrawal request in the CRA system.
11. The accumulated pension wealth, of the particular deceased subscriber or the subscriber (in case of disability) for whom the withdrawal request is raised, will be transferred to the Nodal Office bank account as per the settlement cycle.

Declaration by Nodal Office

(To be declared by the nodal office where family pension is granted to the family member(s) of deceased subscriber or to the subscriber (in case of disability))

It is certified that the family pension is being paid by this office to the following family members of the late subscriber Sh./Smt/Ms. \_\_\_\_\_ bearing PRAN \_\_\_\_\_ or to the subscriber Sh./Smt/Ms. \_\_\_\_\_ (PRAN) \_\_\_\_\_ on disability as per Pension Payment Order No. \_\_\_\_\_ issued dated \_\_\_\_\_.

Name of the family member/subscriber \_\_\_\_\_

Relationship of family member with the subscriber \_\_\_\_\_

In this respect, a No Objection Certificate to transfer the accumulated pension wealth from the NPS account of the deceased subscriber to this office/Govt are submitted by the above family member(s) of the deceased subscriber/ Subscriber. Same is enclosed along with this declaration.

Therefore, now, in accordance with Regulation 6(e) of PFRDA (Exits & Withdrawals) Regulations, 2015, the amount of accumulated pension wealth lying in the PRAN of the deceased subscriber/ Subscriber Sh./Smt/Ms. \_\_\_\_\_ may be released to this nodal office bank account as per the details given as under:

Name of the Beneficiary : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_  
 Bank Name : \_\_\_\_\_  
 Branch Name : \_\_\_\_\_  
 IFS Code : \_\_\_\_\_

- I/We hereby declare that No Objection Certificate to transfer the accumulated pension wealth from the NPS account of the deceased subscriber/subscriber to this office have been collected from the family member(s) of the deceased subscriber/subscriber.
- I/We hereby declare that details furnished above are true and correct as per our office records. PFRDA/ NPS Trust/CRA shall not be responsible in case of any wrong information furnished in this regard. Further, I understand that funds will be transferred to PAO bank account on authorisation of withdrawal request by office and physical documents is required to be forwarded to CRA for record keeping within 60 days of authorization of withdrawal request.

|                          |                 |  |
|--------------------------|-----------------|--|
| Stamp & Signature of DDO |                 |  |
| Date                     | Name of the DDO |  |
| Place                    | Regn No:        |  |

**Countersigned by DTO/PAO/CDDO/DTA/PrAO**

Stamp & Signature of DTO/PAO/CDDO/DTA/PrAO

|       |                                      |  |
|-------|--------------------------------------|--|
| Date  | Name of the<br>DTO/PAO/CDDO/DTA/PrAO |  |
| Place | Regn No.                             |  |

**No objection for Settlement of Accumulated Pension Wealth in NPS**

{To be enclosed along with nodal office declaration where family pension is granted to the claimant(s) of deceased subscriber or to the subscriber (in case of disability)}

I / We, ..... (name of the claimant/s/subscriber) , hereby confirm that I/we have no objection for release of NPS accumulated pension wealth lying in PRAN of subscriber Late Sh./Smt/Ms \_\_\_\_\_ with PRAN \_\_\_\_\_ or, in my PRAN \_\_\_\_\_ to Nodal Office/Department where I/he/she was employed as I/we am/are receiving the family pension under Pension Payment Order no \_\_\_\_\_ dated \_\_\_\_\_

**Details of pension being paid (in case of Death):**

1. Name of the Family member: \_\_\_\_\_

Pension Payment Order (PPO) No: \_\_\_\_\_

Signature/Thumb impression of Claimant \_\_\_\_\_

Relationship with deceased: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Mobile Number/E-mail: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Details of pension being paid (in case of Disability):**

2. Name of the Subscriber \_\_\_\_\_

Pension Payment Order (PPO) No: \_\_\_\_\_

Signature/Thumb impression of Subscriber: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Mobile Number/E-mail: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Attestation by Nodal Office:**

It is certified that the above declaration and details have been entered and signed / thumb impressed by the family member(s) of deceased subscriber Sh./Smt/Ms \_\_\_\_\_ (PRAN) \_\_\_\_\_ or by the subscriber before me. Further the above details have been verified from the service record of the deceased subscriber/ subscriber and found in order. Further,

- I/We hereby declare that No Objection Certificate to transfer the accumulated pension wealth from the NPS account of the deceased subscriber/subscriber to this office have been collected from the family member(s) of the deceased subscriber/subscriber.
- I/We hereby declare that details furnished above are true and correct as per our office records. PFRDA/ NPS Trust/CRA shall not be responsible in case of any wrong information furnished in this regard. Further, I understand that funds will be transferred to PAO bank account on authorisation of withdrawal request by office and physical

documents is required to be forwarded to CRA for record keeping within 60 days of authorization of withdrawal request.

|                                  |             |  |
|----------------------------------|-------------|--|
| Stamp & Signature of DDO/DTO/PAO |             |  |
| Date                             | Name of the |  |
|                                  | DDO/DTO/PAO |  |
| Place                            | Regn No:    |  |