F.No.110126125/2012/KVS-NPS/PF   Dated 02.04. 2014

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

Subject: Re-Organization of KVs consequent upon shifting of KVS, Regional Office Sirsa to Gurgaon-regarding.

Sir/Madam,

        With reference to this office letter No 11029-1/2009-KVSHQ(Admin-1)Vol.V dated 31.03.2014, you are requested to take action for shifting of DDOs from one PAO to another PAO as per this office letter No F. No. 110126125/2010/KVS-NPS/1418-49 dated 11.12.2012.

        This may please be treated as URGENT.

Yours faithfully,

(Govind Kumar)
Finance Officer

Copy to :-

1. The Assistant Commissioner (EDP Cell) KVS (HQ) New Delhi –with the request to display the letter   along with KVS (HQ) letter No F.No. 110126125/2010/KVS-NPS/1418-49 dated11.12.2012 in the web site of KVS(HQ) please.
2. Smt Kamalam Venkatesan, Assistant Vice President , NSDL, Ist Floor, Times Tower,Kamala Mills Compund, Senapati Bapat Marg, Lower Parel, Mumbai-400013 for information please.

(Govind Kumar)
Finance Officer   2/5/14

Cir. nps - 06-05-14. pdf

F.No.1101260125/2010/KVS/NPS/

Date: 11-12-2012

उपायुक्त/निदेशक,
केन्द्रीय विद्यालय संगठन,
All Regional Offices & ZIETs.

Sub: Uploading of Data under New Pension Scheme.

Madam/Sir,

In continuation to earlier letters and directions issued by NSDL vide letter no. CRA/PO&RI/PAO/2012/005 dated 31-10-12. It is stated that PAO No. has been allotted to all new ROs effective from 01-04-2012. The formalities of addition/deletion of Kendriya Vidyalayas have been completed by NSDL. Now further course of action for uploading of Data may be undertaken as under:-

1. The Regional Offices (PAO) effective from 01-04-12 should start up the process of registration of New DDOs immediately (if not done yet). Detailed Guidelines are available on website of nsdlcra.

2. Employee who has joined services on or after 1-1-2004 in KVS and now has been transferred to your region, the action for issue of PRAN to them should be taken up immediately along with employees joined in your Region afresh.

3. Action for change of Vidyalaya in respect of transferred-in employees in NSDL records is to be taken by current Region under which he/she is working now. (Detailed guidelines are at ANNEXXURE-I).

4. Further it has been noticed that Vidyalayas (DDOs) are transferred to other regions(PAOs), in such cases action for change in NSDL records is to be initiated by current Region(PAO) (Detailed guidelines are at ANNEXXURE-I).

5. Similarly the Region (PAO) from where the Employee (Subscriber) or Vidyalaya(DDO) has been transferred–out has to confirm the same . (Detailed guidelines are at ANNEXXURE-I). It is therefore requested to all PAOs to check the website and NSDL records regularly on daily basis.

6. During the process, the <u>details</u> of the amount not yet uploaded in respect of subscriber or DDO in his/her previous region pertaining to the period the employee/KV was under previous PAOs is to be demanded by the current Region (PAO). Such request received from other Regions (PAO) should be attended on priority basis and details of deductions of employee should be confirmed from Region (PAO) instantly. All Legacy and the regular contribution should be uploaded by current Region (DDO) accordingly, under intimation to this office and any unspent Legacy amount should be returned to KVS(HQ) along with details as under.

7. In order to obtain 100% uploading the work should be done on war footing and action should be taken so as to complete the exercise above within December 2012 itself and a consolidated information regarding uploading of data should be forwarded to this office in the following Performa by 15-01-2013 through email (in MS Excel) at npskvshqrs@gmail.com.

Name of Region:_____   Information regarding **Legacy** Data

Sl. No.	Particulars	Amount(in Rs.)
1)	(i)Amount Received from KVS(HQ) for Uploading of Legacy Data. (till date) (ii) Amount received against resigned/death cases.(till date)	
2)	Amount Received for Legacy data uploading from other Regions in respect of transferred in Subscribers/DDOs, if any.	
	Total(1 + 2) " A "	
3)	Amount Uploaded as legacy data.	
4)	Amount transferred to other Regions in respect of transferred employees, if any.	
5)	Amount of subscription in r/o resigned/death cases (to be refunded by Region on demand) as per circular no. F.No.1101260125/2010/KVS/NRDCPS/Allot/PPAN/PF/1159-1232 dated 21/29/12/2010 (to be retained by Region) (*)	
6)	Total (3 + 4 + 5) " B "	
7)	Balance amount to be transferred to KVS(HQ) (A-B) if not required.	

(*) (Note: The amount to be retained by RO is to be invested properly in order to fetch interest more than GPF interest in force or higher as per availability).

Name of Region: _____ Information regarding Regular Subscription**(2011-12)**

Sl. No.	Particulars	Amount (in Rs.)
1)	Amount Received for Regular Subscription uploading from KVS(HQ) for year for the 2011-12	
2)	Amount Received for Regular Subscription uploading from other Regions in respect of transferred in Subscribers/DDOs for, if any.	
3)	Amount Uploaded	

4)	Amount transferred to other Regions in respect of transferred employees, if any.	
5)	Balance (1+2) – (3+ 4) **	

Name of Region: _____   Information regarding Regular Subscription(2012-13)

SI. No.	Particulars	Amount(in Rs.)
1)	Amount Received for Regular Subscription uploading from KVS(HQ) for the year 2012-13(up to the period 31-12-12)	
2)	Amount Received for Regular Subscription uploading from other Regions in respect of transferred in Subscribers/DDOs, if any.	
3)	Amount Uploaded	
4)	Amount transferred to other Regions in respect of transferred out Subscriber/DDO, if any.	
5)	Balance (1+2) – (3+4) **	

**(The amount at col. No.5 above should come to 0 (ZERO), if it is not so, the accounts are to be rechecked and uploaded accordingly.

Yours Faithfully,

Encls: As Above.

(B.C.D.KUMAR)
Assistant Commissioner (Fin.)

Copy to:

1. Ms Reena Pokle, Central Recordkeeping Agency (CRA   Mumbai) National Securities Depository LTd,4th Floor,'A' Wing,Trade World, Kamala Mills Compound,Senapati Bapat Marg, Lower Parel,Mumbai-400013.
2. PS to Commissioner.
3. The Assistant Commissioner, EDP Cell, KVS(HQRS.) for uploading on the website of KVS(HQ.)
4. The Section Officer (Budget & Accounts).
5. P.A. to J.C.(F) for information please.

National Securities Depository Ltd.
Central Recordkeeping Agency
Circular

Circular No: CRA/PO&RI/PAO/2012/005

October 31, 2012

Subject: Release of new functionalities in the CRA system.

All PAOs are hereby informed that following new features/functionalities have been released in CRA system.

Shifting of Drawing and Disbursement Office (DDO):

As you are aware, NPS has a three-tier architecture with PrAO as an oversight office, PAO as an office which interacts directly with the CRA and DDO as a link between the PAO and the subscribers. It has been reported to CRA that there are instances wherein a DDO moves from jurisdiction of one PAO to another. The process followed to implement the same in CRA was based on a written communication received from the PrAOs.

CRA has now enabled a new functionality whereby this entire process of DDO shifting can be handled between PAO and PrAO itself without making a separate communication to CRA. The various steps that are required to be followed are given below for quick reference.

1) Target PAO (i.e. where DDO has/is getting shifted) will capture a request in the system by using one of the two log in IDs.
2) Target PAO will verify the request in the CRA system by using the second log in ID.
3) The PrAO will then authorize the DDO shifting request in CRA system.

The Standard Operating Procedure (SOP) for carrying out the DDO shifting is enclosed herewith for your perusal as **Annexure-1.**

The above functionality has been made operational. Therefore, henceforth, PAOs/PrAOs need not send a separate written communication to CRA for shifting DDOs from one PAO to another PAO.

In case of any further clarification, please contact Mr. Shahid Khan at 022-24994648 (E-mail ID - shahidk@nsdl.co.in) or Mr. Naresh Dave at 022-24994684 (E-mail ID– nareshd@nsdl.co.in).

For and on behalf of
National Securities Depository Limited

Prasenjit Mukherjee
Assistant Vice President

Encl: One

Standard Operating Procedure (SOP) for shifting of DDOs

Foreword:

This SOP describes the procedure for shifting of a DDO from one PAO/DTO to other PAO/DTO in CRA system. This functionality is built for the Government sector. Shifting of DDO is allowed within the Government, i.e. in Central Government, shifting of DDO will be allowed across ministries in Central Government (CG), whereas in case of State Government, shifting of DDO will be allowed within the same State Government (SG) only.

Procedure:

Shifting of DDO from one PAO/DTO to another requires confirmation at two levels. The first level is at the target PAO/DTO (office to which the DDO is being/has shifted to) which will raise the request. The second level is of the concerned PrAO/DTA which will approve the request. The maker-checker will continue to be at the uploading office level (PAO/DTO). However, the request would be authorized by the oversight office (PrAO/DTA) before it is accepted at CRA system for processing. A facility to view the status of DDO Shift Request has also been provided in the CRA system.

However, in addition to this, offline information for shifting of DDOs may well be provided by the target PAOs/DTOs to the monitoring offices like PrAO/DTA.

Validations at CRA

Certain validations have been provided in the CRA system to ensure that the activity of DDO shifting happens smoothly:

1. DDO must be in active status, else shifting request will not be allowed to captured and an error message will be displayed to user as – "DDO is not in active status". In case the DDO request is in 'captured' status and then DDO becomes inactive, system will not allow 'Verify/authorize' the request.
2. If shift request is already present for a DDO and is not processed, then another shifting request for the same DDO will not be allowed to be captured. An error message will be displayed to the user- 'Request is already present for this DDO'.
3. Mapped subscribers (irrespective of the status of the subscriber) will also get shifted along with their mapped DDO.
4. If Transactions (Requests) such as Withdrawal, Reset IPIN/TPIN, Reprint of PRAN, Subscriber shifting, Subscriber Details Modification, Scheme Preference Change are present in 'Captured' status for any subscriber within the DDO then all such transactions (requests) pending for authorization will get cancelled at the end of the day on which the DDO shift request is authorized. Cancellation reason will be shown in request status view screen with appropriate message "Request Cancelled due to DDO shifting".

A. Capturing of DDO Shift request in CRA System

Overview

- Target PAO/DTO maker user will capture DDO shifting request.

Process

1. Maker user (of the PAO/DTO) will login into CRA system (www.cra-nsdl.com) and will navigate the path – Transaction-> Capture DDO Shift Request (refer image A.1.0) to enter the DDO Registration Number and Submit (refer image A.1.1).
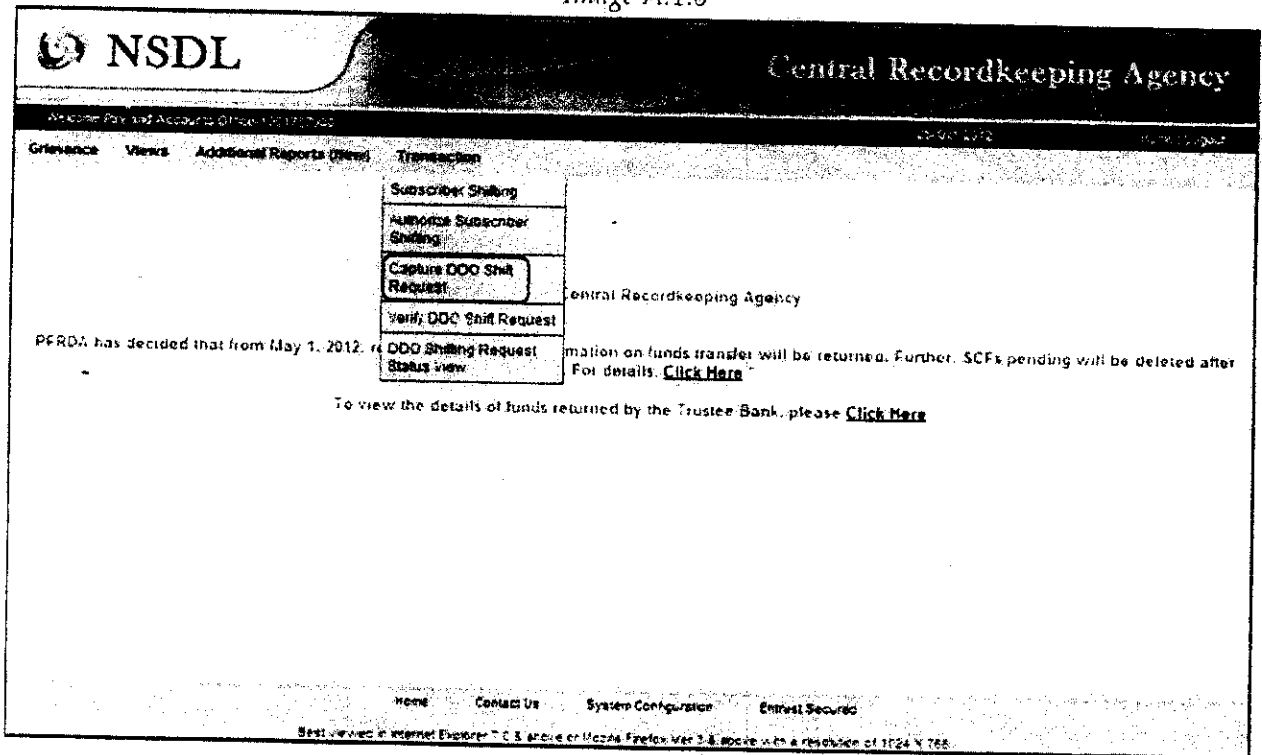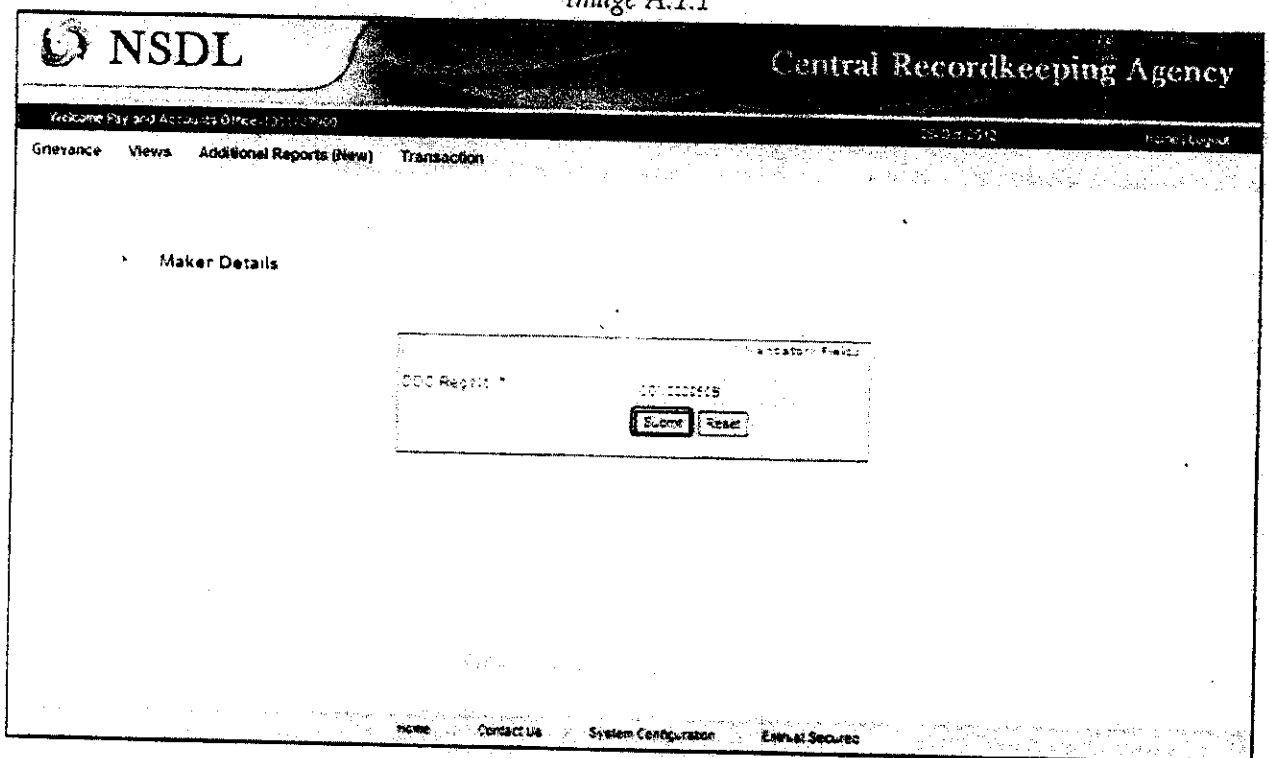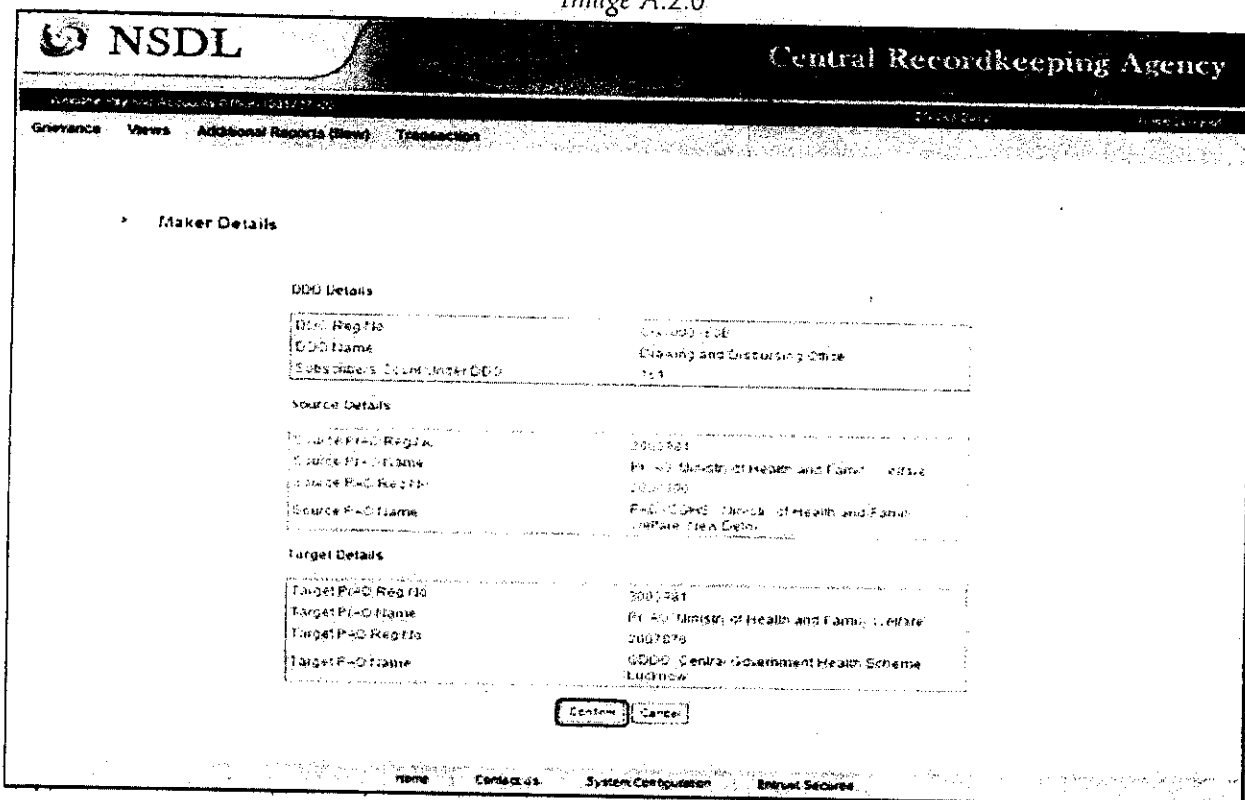
Image A.1.0

Image A.1.1

2. On providing DDO Registration Number, CRA system will display the DDO details, Source and Target (PrAO/DTA & PAO/DTO) details. User will view all the details on the screen and confirm/cancel the request (refer image A.2.0).

3. Once the user clicks on confirm button, system will display a 'pop-up' to the user with the following message - "Please Note that all pending transactions will be cancelled at EOD". All subscriber related requests (such as Withdrawal, Reset IPIN/TPIN, Reprint of PRAN, Subscriber Shifting, Subscriber Details Modification, Scheme Preference Change etc.) of the underlying subscribers of the DDO will be cancelled at the end of the day (refer Validation Point No. 4). User will click Ok to the pop-up message (refer image A.3.0).

Image A.3.0
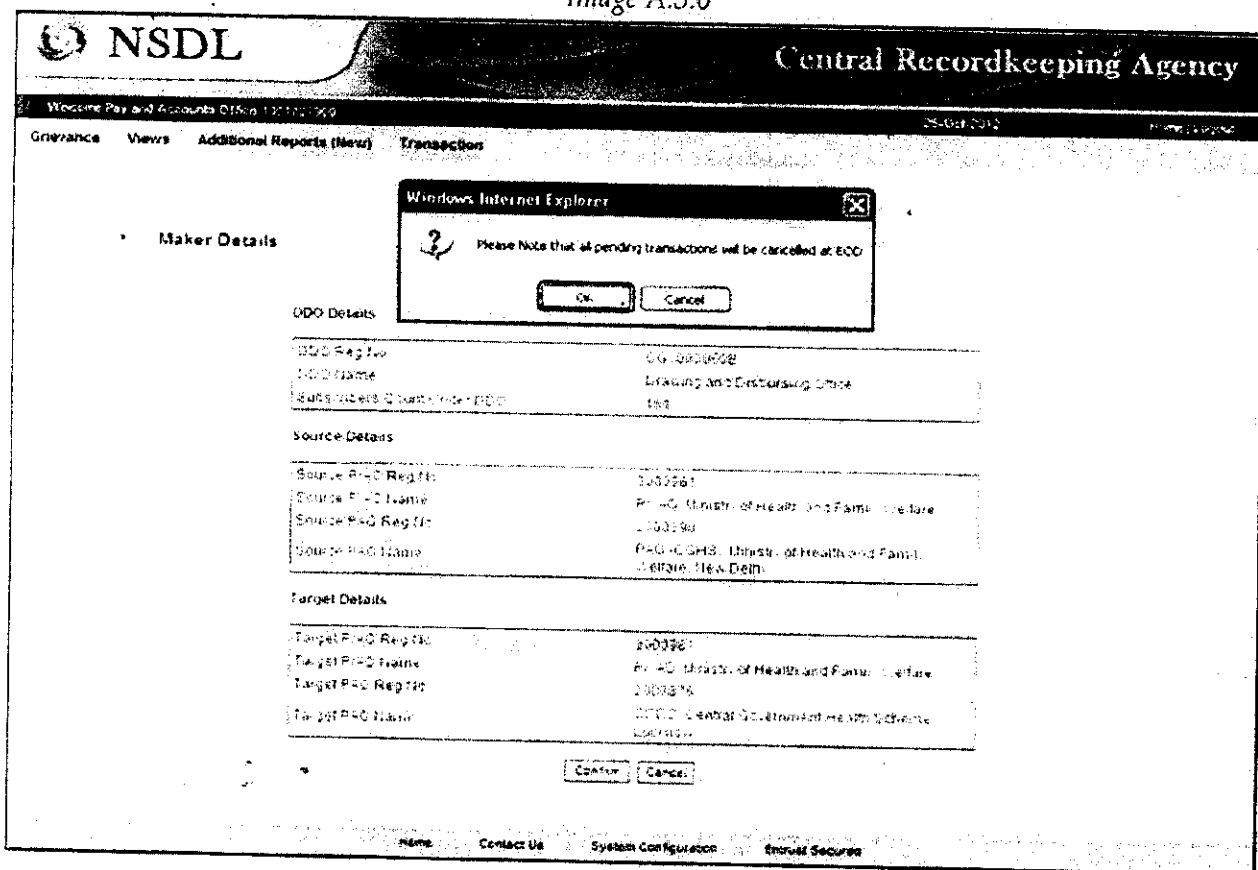
1. On successful capturing of request, CRA system will display a message - "Request is successfully captured" and will generate an Acknowledgement Number. System will also display the timestamp along with the DDO Registration Number/Name; source and target entity (PrAO/DTA & PAO/DTO) details (refer Image A.4.0).
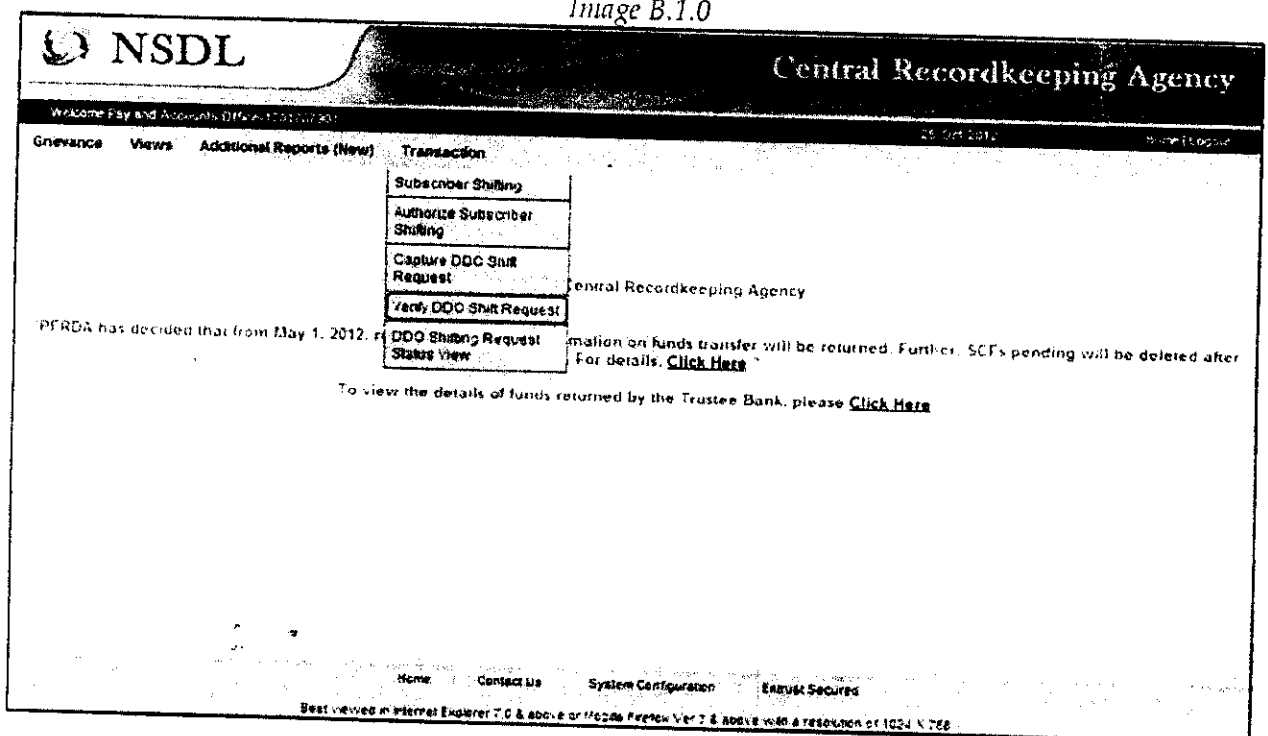
Image A.4.0
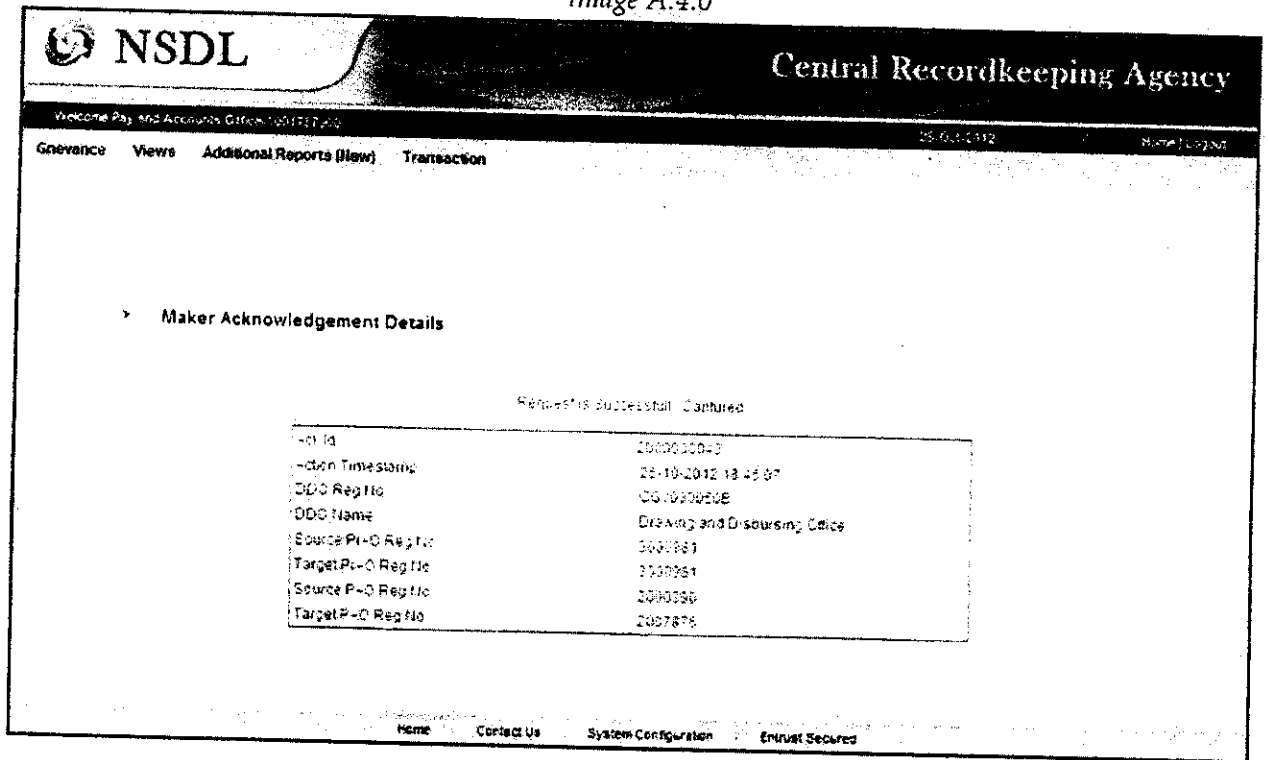
Request for DDO shifting has now been captured in CRA system and pending for verification..

B. Verification of DDO Shift request on CRA System

Process

1. The Checker user (the second user of the concerned PAO/DTO) will login into CRA system (www.cra-nsdl.com) and navigate the path -- Transaction-> Verify DDO Shift Request (refer Image B.1.0).

Image B.1.0

2. Checker user will be provided with a list of all DDO Shift requests pending for verification. Checker user will only be able to view the requests captured by other user of the same PAO/DTO entity. User will select the specific record (refer Image B.2.0) for verification and click on the 'submit' button. A confirmation page will be displayed showing complete DDO details. Source and Target (PrAO/DTA & PAO/DTO) details. PAO/DTO checker user should confirm the details and verify the request (refer image B.2.1).
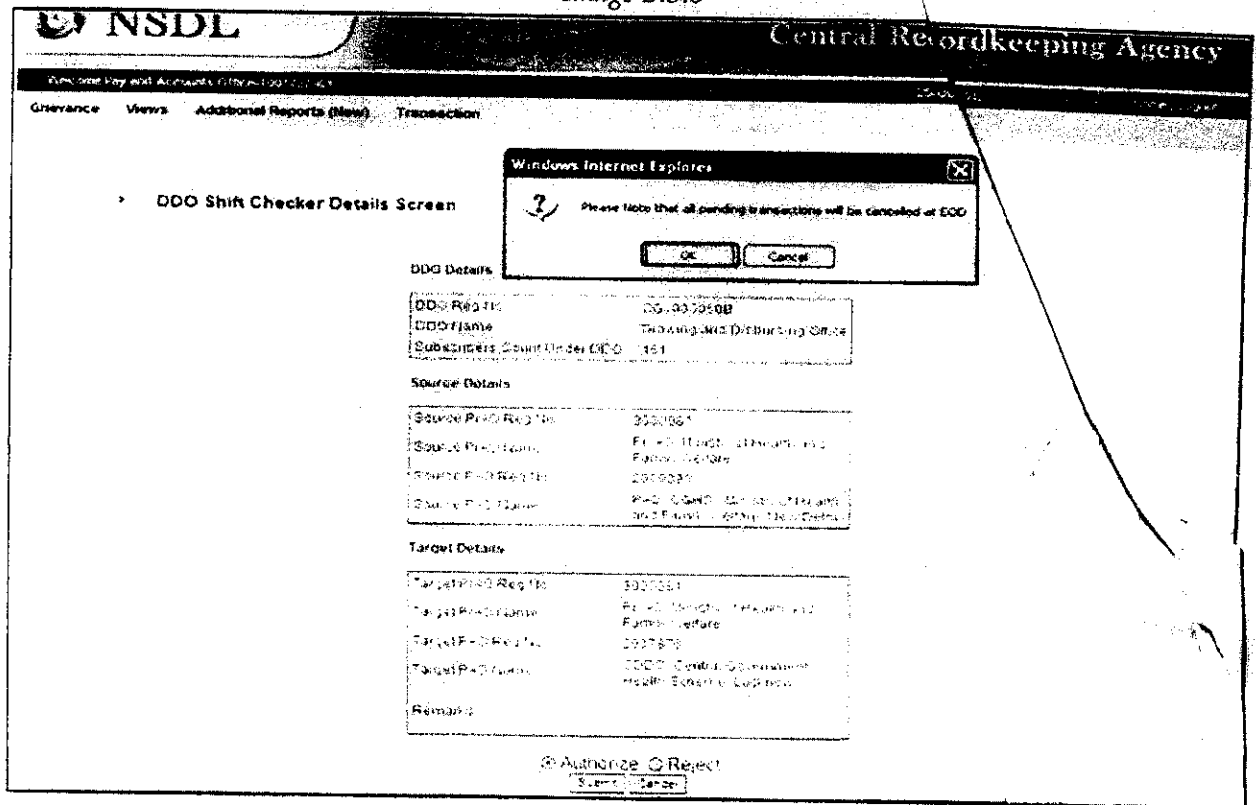
Image B.2.0
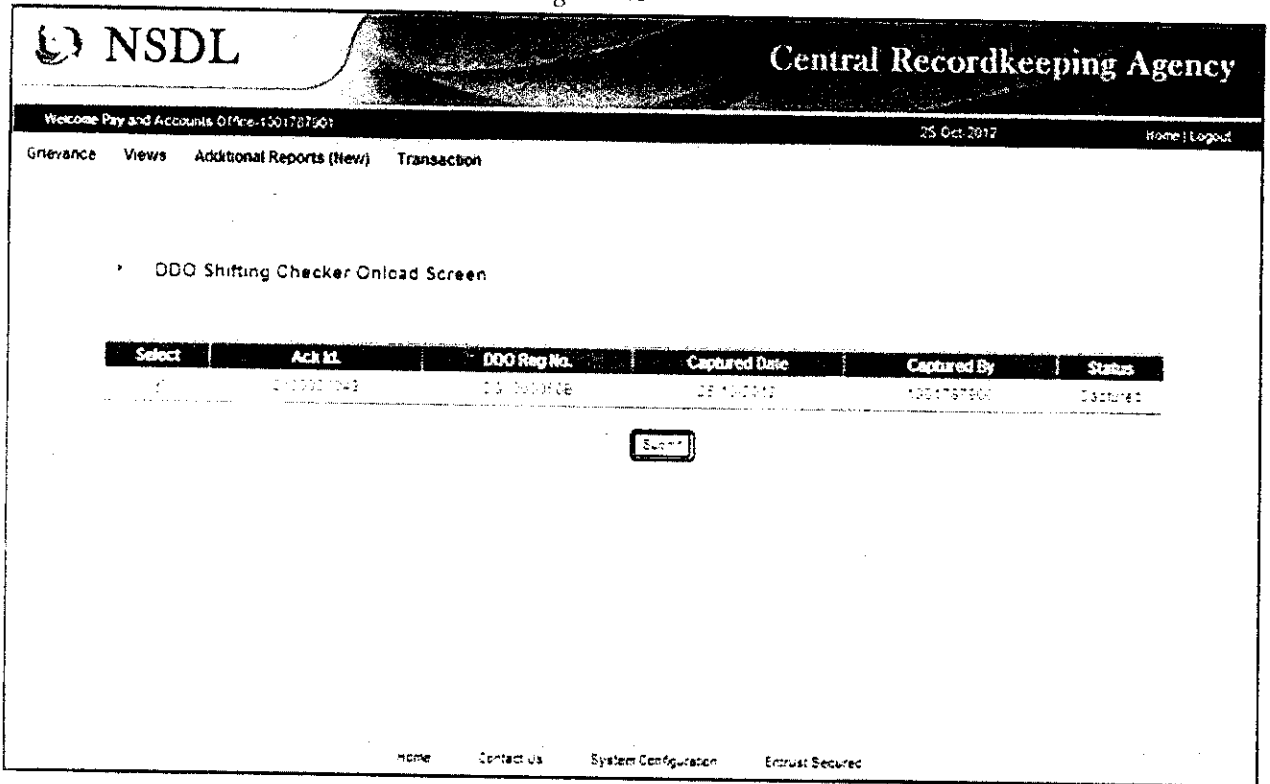
Image B.2.1
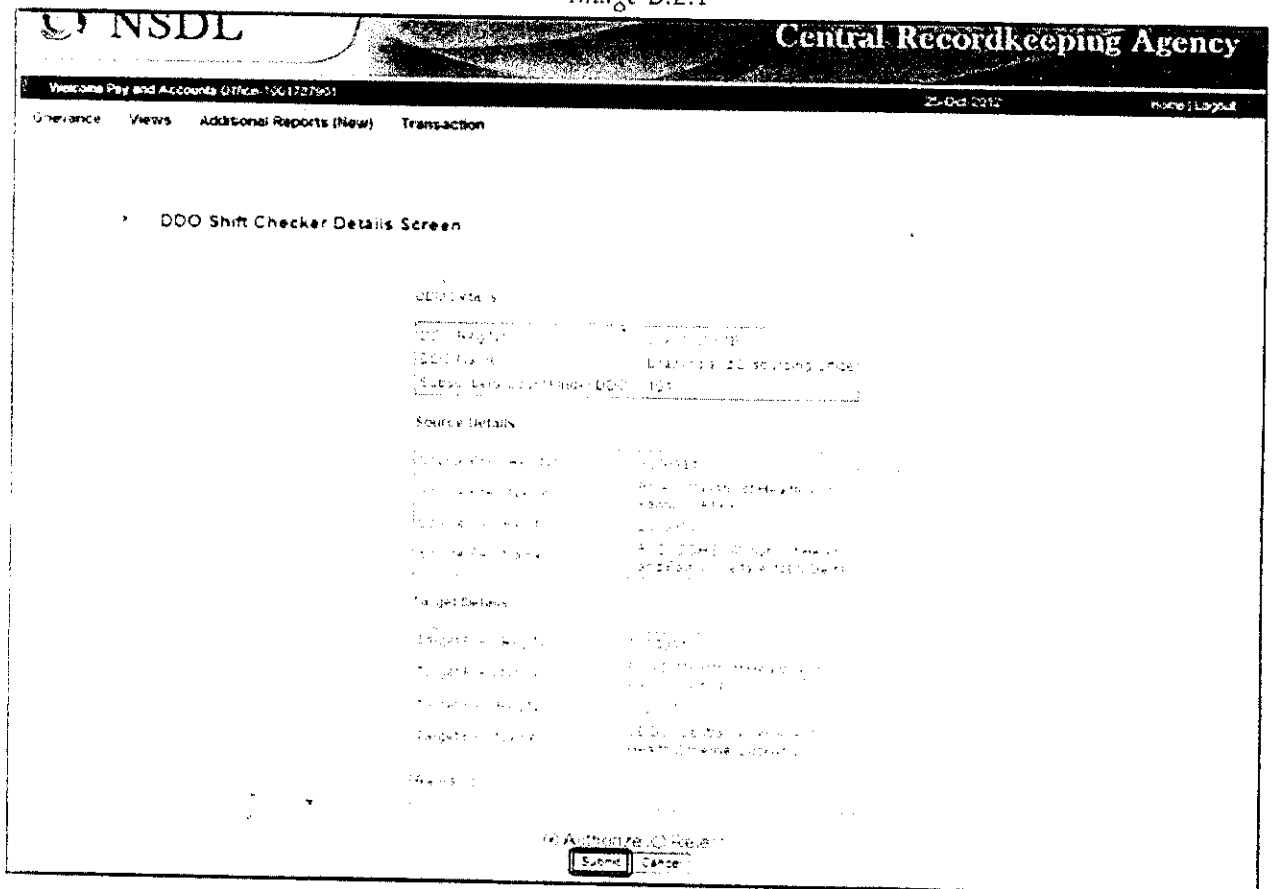
3. Once the user clicks on submit button, system will display a 'pop-up' to the user with the following message - "Please note that all pending transactions will be cancelled at EOD" (refer Validation Point No. 4). User will click Ok to the pop-up message (refer Image B.3.0).

Image B.3.0

4. If the checker user finds that the details captured by maker user are not correct then the checker user shall reject the shift request giving proper remarks (maximum 75 characters). System will display a message to the user that the request has been rejected. If checker rejects a request the process will end there and the request will not be pending for any authorization. However, for successful verification, CRA system will display a message as "Request is Successfully Verified" (Refer Image B.4.0).
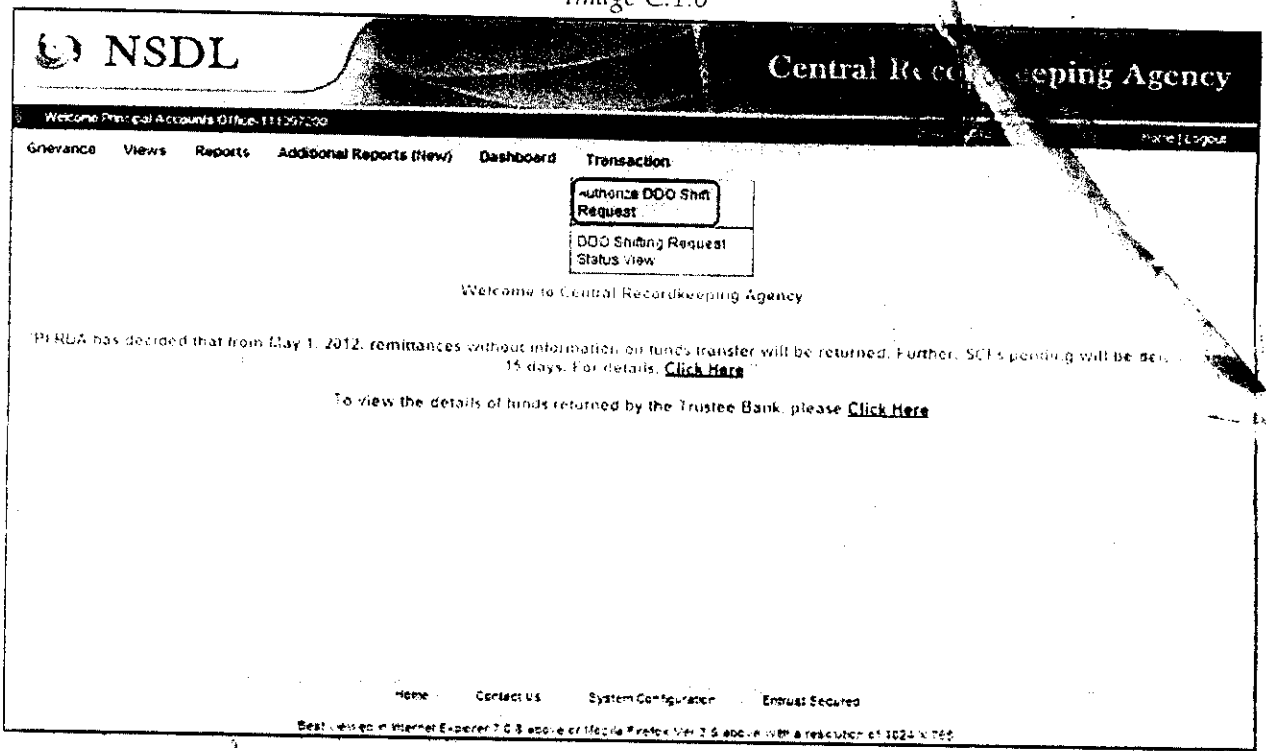
Image B.4.0
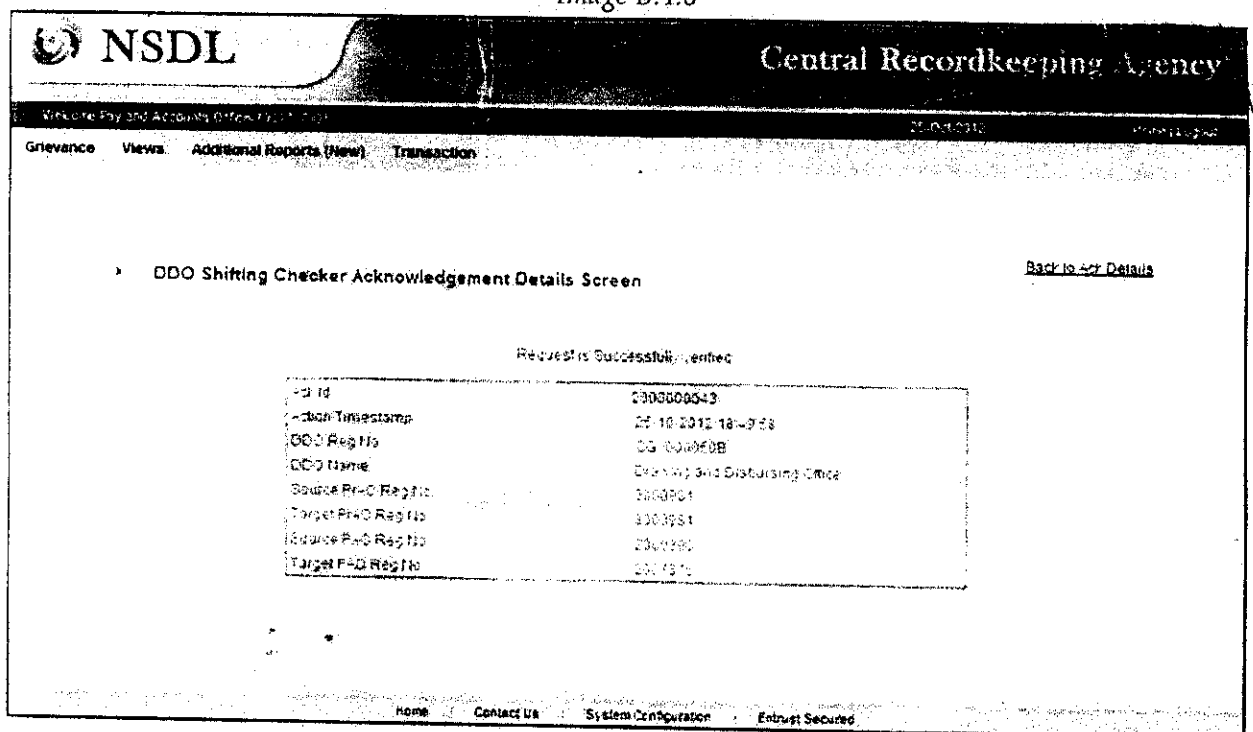
'DDO Shifting' request has now been verified in the CRA system and is pending for authorization.

C. Authorization of DDO Shift request by the PrAO/DTA

1. PrAO/DTA user will login into CRA system (www.cra-nsdl.com) and navigate the path -- Transaction-> Authorize DDO Shift Request (refer Image C.1.0).

Image C.1.0

2. The Authoriser will be provided with a list of all pending requests of DDO Shifting for authorization. Authorizer (of the PrAO/DTA) will be able to view only such requests which have been captured by the underlying PAO/DTO. User will select the specific record (refer Image C.2.0) for authorization and click on submit button. The User will then be shown a confirmation page showing complete DDO details, Source and Target (PrAO/DTA & PAO/DTO) details. PrAO/DTA authorizer user shall confirm details and authorize the request (Refer Image C.2.1).
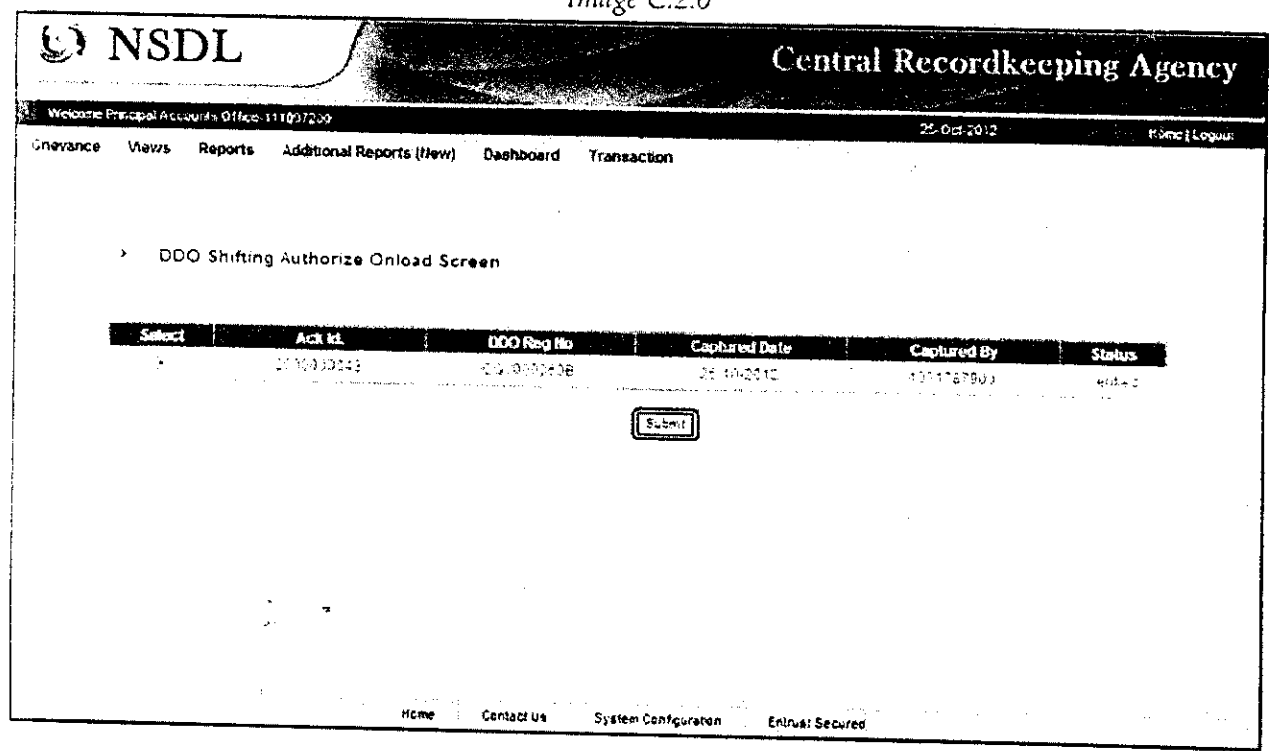
Image C.2.0

Image C.2.1

NSDL — Central Recordkeeping Agency

Grievance   Views   Reports   Additional Reports (New)   Dashboard   Transaction

▸ **DDO Shift Authorize Details Screen**

DDO Details

DDO Reg No	DS-0010508
DDO Name	Drawing and Disbursing Office
Subscriber's Count Under DDO	161

Source Details

Source PrAO Reg No	3030981
Source PrAO Name	Pr AO Ministry of Health and Family Welfare
Source PAO Reg No	2030990
Source PAO Name	PAO CGHS (Ministry of Health and Family Welfare New Delhi)

Target Details

Target PrAO Reg No	3030981
Target PrAO Name	Pr AO Ministry of Health and Family Welfare
Target PAO Reg No	2007275
Target PAO Name	CDDO Central Government Health Scheme Lucknow
Remarks	

⦿ Authorize ◯ Reject
[Submit] [Cancel]

3. Once the user clicks on submit button, system will display a pop-up to the user with the following message - "Please Note that all pending transactions will be cancelled at EOD" (refer Validation Point No. 4). User will click Ok to the pop-up message (refer Image C.3.0).

Image C.3.0

NSDL — Central Recordkeeping Agency

Grievance   Views   Reports   Additional Reports (New)   Dashboard   Transaction

▸ **DDO Shift Authorize Details Screen**

Windows Internet Explorer

? Please Note that all pending transactions will be cancelled at EOD

[OK]   [Cancel]

DDO Details

DDO Reg No	DS-0010508
DDO Name	Drawing and Disbursing Office
Subscriber's Count Under DDO	161

Source Details

Source PrAO Reg No	3030981
Source PrAO Name	Pr AO Ministry of Health and Family Welfare
Source PAO Reg No	2030990
Source PAO Name	PAO CGHS (Ministry of Health and Family Welfare New Delhi)

Target Details

Target PrAO Reg No	3030981
Target PrAO Name	Pr AO Ministry of Health and Family Welfare
Target PAO Reg No	2007275
Target PAO Name	CDDO Central Government Health Scheme Lucknow
Remarks	

⦿ Authorize ◯ Reject
[Submit] [Cancel]

4 On successful authorization system will display a message to the user as - "Request is Successfully Authorized" (refer Image C.4.0). If the authorizer user finds that the details captured are not correct then the authorizer user shall reject the DDO shifting request giving proper remarks (maximum 75 characters). System, in such cases, will display a message to the user that the request has been rejected

Image C.4.0

Once the authorizer has authorized a DDO Shifting request, the same will be processed in the CRA system and the respective DDO will be shifted to the target PAO/DTO at the end of the day. In case of any Subscriber Contribution File (SCF) pending for Matching & Booking, the DDO Shifting process would not affect the Matching & Booking of the pending SCF and its underlying records. The same would get Matched & Booked even after the completion of DDO shifting process. The underlying subscribers whose contribution records have been matched will move to the new PAO as part of the DDO shifting request.

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