



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN

18-संस्थागत एरिया, शहीद जीत सिंह मार्ग

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F.No.110126125/2012/KVS-NPS)/PF

Dated : 30.08. 2013

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices(Except RO Jaipur) & ZIETs

Subject : Regarding withdrawal from the NPS on resignation by the employees who have been allotted PRAN and their contribution uploaded to NSDL.

Sir/Madam,

The NSDL has now provided the interim procedure for withdrawal requests of employees arising out of the pre-mature exit of the subscriber. The PFRDA approved withdrawal Forms alongwith supporting documents are enclosed herewith.

The following procedure will be followed :

1. The withdrawal form alongwith the supporting documents is to be submitted in original to the Exceptional Handling Cell of CRA.
2. PRAN card will be collected from the subscriber and to be attached with the withdrawal form in original to CRA.
3. PAO/DDO has to attest copy of Identity and address proof (KYC) documents after verifying these with the original documents and should write "Verified with original" with his/her signature's and stamp on the copy/copies.
4. Subscriber also has to self attest the bank proof provided by him/her with the withdrawal forms.

As per directions, withdrawal requests of Government employees for technical resignation shall not be processed.

Yours faithfully,

(BCD Kumar)

Assistant Commissioner (Fin.)

Encloser - As above.

Copy to :

1. PA to Joint Commissioner(Finance), KVS(HQ) for information.
2. The Deputy Commissioner, KVS, R.O., Jaipur for information and further necessary action with reference to his letter No . 230225/07/2012-13/KVS (Jaipur)/PF/NPS/10295 dated 25.07.2013.
3. The Assistant Commissioner(EDP Cell) KVS (HQ) New Delhi for information and to display the letter alongwith its enclosures in the web site of KVS(HQ (Finance/NPS) please.

Assistant Commissioner (Fin.)

National Pension System (NPS)

Withdrawal Form for Claim of Accumulated Pension Wealth on exiting before the age of normal superannuation for Government Employees

(To be filled in by Subscriber - Please fill all the details in CAPITAL LETTERS & in BLACK INK only.)

(FOR OFFICE PURPOSE ONLY-NOT TO BE FILLED IN BY THE SUBSCRIBER)		Self attested photograph of the subscriber	
Date : <input style="width: 150px; height: 20px;" type="text"/>	Acknowledgement Number : <input style="width: 200px; height: 20px;" type="text"/>		
(DD/MM/YYYY)	(Generated by CRA)		
DDO Registration No.: _____	PAO/DTO/POP/POP-SP Registration No.: _____		
Receipt Number issued by receiving office: <input style="width: 300px; height: 20px;" type="text"/>			
Entered By: _____	Date: _____		Verified By: _____

Sir/Madam,

I hereby submit a request for withdrawal under NPS for both Tier-I and Tier-II fund accumulations in my Permanent Retirement Account and give below the necessary details:

Section A – Subscriber’s Personal Details:

1. PRAN *:

2. Full Name (As in PRAN Card) *:

First Name*

Middle Name

Last Name

3. Father’s/Spouse name*:

First Name*

Middle Name

Last Name

4. Address*:

Flat/Unit No, Block no.*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City*

State / Union Territory*

Country*

Pin Code*

5. Mobile No.

6. Date of Birth*(As in PRAN Card):

7. Email ID:

7. Date of resignation*:

Section B – Subscriber’s Withdrawal Details:

Tier – I Account:

1. The Lump-sum amount to be withdrawn and amount to purchase annuity in case of normal withdrawal*(Please refer General Instruction no.4)

Description	Lump-Sum amount (Maximum of 20%)	Amount to purchase life annuity (Minimum of 80%)	Total
% share			100%

Note: A separate form needs to be filled in for purchase of Annuity and for arranging the monthly pension/annuity. The subscriber is required to follow the procedure laid down by Annuity Service Provider (ASP)

Tier – II Account:

The entire accumulated pension wealth would be paid out in single lump sum along with the withdrawal/payment of the Tier-I account.

Section C – Subscriber’s Bank Details:

1. For Electronic transfer or Direct Credit through ECS/NEFT/RTGS, Proof attached for Bank Details*:

Cancelled Cheque Bank Certificate

(Please note that Mode of remittance of funds would be through ECS/NEFT/RTGS/Electronic Transfer only and bank charges, if any, for direct credit would be deducted from pension wealth)

2. Type of Bank Account*: Savings A/c Current A/c

3. Bank A/c Number*

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4. Bank Name*

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5. Bank Branch*

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6. Bank Address*

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7. Pin Code* 8. Bank IFS Code*

9. Bank MICR Code (Wherever applicable)

Section D – Subscriber’s Annuity Details:

1. Annuity Service Provider (ASP) Name*:

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2. ASP ID*:

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3. ASP Scheme Name*:

4. ASP Scheme ID*:

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Declaration:

I _____, NPS Subscriber, my PRAN is _____ do hereby declare that the information provided above is true to the best of my knowledge and belief.

Date :
D D M M Y YY

Signature/Left Thumb
Impression of the Subscriber

*Note: Left thumb impression in case of illiterate male claimants and Right thumb impression in case of illiterate female claimants must be obtained.

Annexure for Nomination Details

INSTRUCTIONS FOR FILLING IN THE FORM

The details of nominees to whom the outstanding pension wealth of the subscriber is payable in case of the demise of the subscriber before entire proceeds are withdrawn (Please refer general instruction no: 6) is to be provided hereunder. Also, please note that in case of demise of the subscriber after opting for phased withdrawal, all the outstanding pension wealth out of the phased lump sum withdrawal in the account of the subscriber will be paid to the nominee(s) as mentioned in this form and the same would be treated as full and final discharge of the obligation. **In case, if you wish to appoint multiple nominees, please fill in the form 401-AN.**

I, _____ hereby nominate the person(s) mentioned below who is/are member(s)/non-member(s) of my family to receive the amount that may stand to my credit in the National Pension System as indicated below, in the event of my death before that eligible accumulated pension wealth amount has become payable or having become payable or having become payable has not been paid.

1. Name of the Nominee:

First Name*	Middle Name	Surname/last name

2. Nominee's current communication Address*:

Flat/Unit No, Block no* _____

Name of Premise/Building/Village _____

Area/Locality/Taluka _____

District/Town/City* _____

State / Union Territory* _____

Country* _____ Pin Code* _____ Email ID: _____ Mobile No.: _____

3. Date of Birth of the Nominee* (Only in case of a minor):

4. Relationship of the nominee with the Subscriber*:
 (e.g. If nominee is son, subscriber should fill the relationship as 'Son')

5. Nominee's Guardian Details*(only in case of a minor):

First Name*	Middle Name	Last Name

Dated this _____ day of _____ 20____ at _____
 in the presence of the following witnesses:

Particulars	1 st Witness	2 nd Witness
Name		
Address		
Signature		

Signature/Left Thumb
 Impression of the Subscriber

***Note: Left thumb impression in case of illiterate male Subscriber and Right thumb impression in case of illiterate female subscriber must be obtained.**

TO BE FILLED/ATTESTED BY DDO/POP-SP

Certified that the above declaration and nomination details have been signed / thumb impressed before me by Sh/Smt/Ms _____ after he / she have read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certify that the date of relieving is as per employee records available with the Department. The date of relieving of the subscriber as per government/employer record is as given below:

D	D	M	M	Y	Y	Y	Y

Rubber Stamp of the DDO/POP-SP

Signature of the Authorised Person

DDO/POP-SP Registration Number _____
(Allotted by CRA)

Designation of the Authorised Person : _____

Date :

D	D	M	M	Y	Y	Y	Y

DDO/POP-SP Office Name : _____

TO BE FILLED/ATTESTED BY PAO/DTO/POP/POP-SP

PAO/DTO/POP/POP-SP Registration Number (Allotted by CRA):

Rubber Stamp of the PAO/DTO/POP/POP-SP

Signature of the Authorised Person

CLAIM FOR THE WITHDRAWAL OF ACCUMULATED PENSION WEALTH OF THE SUBSCRIBER UNDER NATIONAL PENSION SYSTEM

Advanced Stamped Receipt

_____ covered under the National Pension System with Permanent Retirement Account Number (PRAN) _____ has received a sum of Rs. _____/- (Rupees _____ only) from National Pension System / National Pension System Trust by deposit in my Saving Bank / Current Account towards the settlement of my National Pension System (NPS) account.

Affix 1 Rupee Revenue Stamp and sign across

Signature or Left/ Right hand thumb impression of the NPS Subscriber*

(*Note: Left thumb impression in case of illiterate male claimants and Right thumb impression in case of illiterate female claimants must be obtained.)

ACKNOWLEDGMENT RECEIPT

Acknowledgment slip to the NPS Subscriber on receipt of completed application form for Withdrawal on exiting before the age of normal superannuation
(To be filled by PAO/DTO/POP/POP-SP)

Received from PRAN :

DDO Registration Number : _____ PAO/DTO/POP/POP-SP Registration Number: _____

Received at: _____ Date : _____ Time: _____

Acknowledgement Number :
(Generated by CRA)

INSTRUCTIONS FOR FILLING UP THE FORM

This application should be filled by the Subscriber seeking to withdraw pension wealth benefits before attaining the age of normal superannuation from Government Service

Documents to be enclosed along with this application:-

1. PRAN card in original. In case PRAN card is not available, the subscriber needs to submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.
2. Cancelled cheque (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate Containing Name, Bank Account Number and IFSC code, for direct credit or electronic transfer.
3. A pre-signed receipt acknowledging the receipt of the proceed under NPS by the subscriber
4. In addition to the PRAN card any other Identification and address proof of the subscriber. The photocopies of documents (Sr. No. a to i) and original document (Sr. No. j) that can be provided as identification and address proof are as mentioned below:
 - a) Ration Card with photograph of the subscriber and residential address
 - b) Bank Passbook with photograph and residential address
 - c) Credit Card with photograph, any other address proof like latest telephone bill, electricity bill in the name of the subscriber.
 - d) Passport
 - e) Aadhar Card issued by UIAD
 - f) Voter's Photo Identity Card with residential address
 - g) Driving license with photograph and residential address
 - h) PAN card and any other address proof like latest telephone bill, electricity bill in the name of the subscriber.
 - i) Final relieving certificate from government service on superannuation, if the application for withdrawal is submitted through the Points of Presence (POP).
 - j) Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer and any other address proof like latest telephone bill, electricity bill in the name of the subscriber (to be provided original)

In case if the address is not present on any of the above documents or differs with address provided in this form, proof in respect of current residential address like latest telephone bill, electricity bill in the name of the subscriber should be submitted.

GENERAL INSTRUCTIONS:

1. All the columns in the form should be filled with black ink pen without any overwriting.
2. Fields marked with (*) are mandatory.
3. Correct postal address, including the pin code should be provided.
4. Percentage of allocation for amount to be withdrawn as Lump-sum and amount to purchase life annuity. Subscriber can withdraw maximum 20% of pension wealth and is required to transfer minimum 80% of pension wealth to annuity. For example, for a total corpus of Rs.1000/-, if subscriber wants Rs.100 as lump-sum and Rs.900 for annuitisation, subscriber to select 10% and 90%.
5. Instructions for nomination
 - Subscriber can nominate maximum of three nominees.
 - Subscriber cannot fill the same nominee details more than once.
 - Percentage share value for all the nominees must be integer. Fractional value will not be accepted.
 - Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
 - If a nominee is a minor, then nominee's guardian details will be mandatory

For the purpose of this document Pension Wealth means: The total amount of contributions made by the subscriber in the scheme plus the investment income derived from the investment of the contributions made by the subscriber from the date of joining of National Pension System till the date of execution of withdrawal request in the CRA System.

Annexure for Nomination Details

INSTRUCTIONS FOR FILLING IN THE FORM

The details of nominees to whom the outstanding pension wealth of the subscriber is payable in case of the demise of the subscriber before entire proceeds are withdrawn (Please refer general instruction no: 6) is to be provided hereunder. Also, please note that in case of demise of the subscriber after opting for phased withdrawal, all the outstanding pension wealth out of the phased lump sum withdrawal in the account of the subscriber will be paid to the nominees as mentioned in this form and the same would be treated as full and final discharge of the obligation.

I, _____ hereby nominate the person(s) mentioned below who is/are member(s)/non-member(s) of my family to receive the amount that may stand to my credit in the National Pension System as indicated below, in the event of my death before that eligible accumulated pension wealth amount has become payable or having become payable or having become payable has not been paid.

1. Name of the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

2. Present Communication address of the nominees:

Address of 1 st Nominee	Address of 2 nd Nominee	Address of 3 rd Nominee

3. Date of Birth* (Only in case of a minor):

1st Nominee	2nd Nominee	3rd Nominee

4. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee

5. Percentage Share*:

1st Nominee	2nd Nominee	3rd Nominee

6. Nominee's Guardian Details* (Only in case of a minor):

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

Dated this _____ day of _____ 20 ____ at _____.

Particulars	1 st Witness	2 nd Witness
Name		
Address		
Signature		

Signature/Left Thumb Impression of the Subscriber

***Note: Left thumb impression in case of illiterate male Subscriber and Right thumb impression in case of illiterate female subscriber must be obtained.**

TO BE FILLED/ATTESTED BY DDO/POP-SP

Certified that the above declaration and nomination details has been signed / thumb impressed before me by Sh/Smt/Ms. _____ after he / she have read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber Stamp of the DDO/POP-SP

Signature of the Authorised Person

DDO/POP-SP Registration Number _____
(Allotted by CRA)

Designation of the Authorised Person : _____

Date :

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D D M M Y Y Y Y

DDO/POP-SP Office Name : _____

TO BE FILLED/ATTESTED BY PAO/DTO/POP/POP-SP

PAO/DTO/POP Registration Number (Allotted by CRA): _____

Rubber Stamp of the PAO/DTO/POP/POP-SP

Signature of the Authorised Person

Documents to be enclosed with the application

1. List of documents acceptable as Proof Identity and Address for exit under NPS (for all variants):-

Sl. No	Proof of Identity (Copy of any one of the given below documents)	Proof of Address (Copy of any one of the given below documents)
a	Passport issued by Government of India	Passport issued by Government of India
b	Ration Card with Photograph	Ration card with photograph and residential address
c	Bank pass book or Certificate with Photograph	Bank Pass book or certificate with photograph and residential address
d	Voters Identity card with photograph and residential address	Voters Identify card with photograph and residential address
e	Valid Driving license with photograph	Valid Driving license with photograph and residential address
f	PAN Card issued by income tax department	Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.
g	Certificate of identify with photograph signed by a Member of Parliament or Member of Legislative Assembly	Certificate of address with photograph signed by a Member of Parliament or member of Legislative Assembly
h	Aadhar Card/letter issued by Unique Identification Authority of India	Adhar Card/Letter issued by unique identification Authority of India Clearly showing the address.
i	Job Cards issued by NREGA duly signed by an officer of the State Government	Job cards issued by NREGA duly signed by an Officer of the State Government
j	Photo Identity card issued by Government Defence, Paramilitary and Police Department's	Latest Electricity/Water bill in the name of the subscriber / Claimant and showing the address (Less than 6 months old)
k	Ex-Service Man Card issued by Ministry of Defence to their employees	Latest Telephone bill in the name of the subscriber/ Claimant and showing the address (less than 6 months old)
l	Photo credit Card	Latest property/house Tax Receipt (not more than one year old)
m	-	Existing Valid registered lease agreement of the house on stamp paper (in case agreement of the house on stamp paper (in case of rented/leased accommodation)

2. In addition to the above, Original PRAN card is required. In case PRAN card is not available, the subscriber needs to submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.
3. Cancelled cheque (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate Containing Name, Bank Account Number and IFS Code, if opted for direct credit or electronic transfer.
4. A pre-signed receipt acknowledging the receipt of the proceeds under NPS by the subscriber/claimant/nominee.
5. In case of Withdrawal of Accumulated Pension Wealth by Claimant/Nominee due to the death of a subscriber, the Claimant/Nominee needs to submit Death certificate in original of the deceased subscriber.

-----X-----X-----X-----