GOVERNMENT OF ODISHA FINANCE DEPARTMENT

No. 1/821 *** FIN-NPS-0006/2015

From

Shri P.K.Rout, Joint Secretary to Government.

To

The Additional Chief Secretaries/

Principal Secretaries/Commissioner-cum-Secretary/

Secretary / Special Secretaries to Govt. All Departments.

All Heads of Departments.

All Heads of Public Sector Undertakings

All Collectors.

Sub: -Revision of Subscriber Registration Form is National Pension system (NPS).

Sir/Madam,

I am directed to say that the existing Subscriber Registration Form- S1 has been revised and a new Subscriber Registration Form known as Common Subscriber Registration Form (CSRF 1) has been notified by Pension Fund Regulatory and Development Authority (PFRDA) New Delhi. The Nodal Offices are advised to use the new form from 1st April, 2015 for registration of subscribers in National Pension System (NPS).

Copy of the Circular No.CRA /SNPSL/SG/2015/50 dt.01.04.2015 of PFRDA, New Delhi along with the Common Subscriber Registration Form (CSRF 1) are enclosed for reference. The same is also available on CRA website (https://npscra.nsdl.co.in/state-forms.php) as well as the website of Finance Department and Director of Treasuries & Inspection, Odisha.

You are, therefore, requested to kindly issue suitable instructions to your sub-ordinate offices for use of Common Subscriber Registration Form (CSRF 1) w.e.f. 01.04.2015 in place of existing Form S1 for registration and allotment of Permanent Retirement Account Number (PRAN) in respect of eligible employees to be covered under NPS.

This may be treated as MOST URGENT.

Yours faithfully,

Joint Secretary to Government

	Memo No. 11822 /F., Dated 13.04.15
1	Copy along with copy of the enclosures forwarded to the Secretary to Governor, Odisha/ Secretary to Chief Minister, Odisha/ P.S. to Minister, Finance, Odisha / Secretary to Odisha Legislative Assembly, Bhubaneswar/ All Revenue Divisional Commissioners / Secretary to O.P.S.C., Cuttack / Accountant General (A&E), Odisha, Bhubaneswar / Accountant Genera (Audit), Odisha, Bhubaneswar for information and necessary action. Under Secretary to Government.
	Memo No. 11823 /F., Dated 13.04.15
	Copy along with copy of the enclosures forwarded to All District and Session judges / All F.As and A.F.As / All Sub-Collectors / All Treasury, Special Treasury and Sub-Treasury Officers/ Director General, Gopabandhu Academy of Administration, Chandrasekhrpur, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.
	Under Secretary to Government.
	Memo No. 11824 /F., Dated 13.04.15
	Copy along with copy of the enclosures forwarded to the Directorate of Treasuries & Inspection, Odisha for information and necessary action. He is requested to upload the Circular and Common Subscriber Registration Form (CSRF 1) in the website of the Directorate for information and necessary action of all concerned.
	Under Secretary to Government.
	Memo No. 11825 /F., Dated 13.04.15
	Copy along with copy of the enclosures forwarded to all officers and all Branches of Finance Department / Under Examiner, Local Fund Audit, Finance Department / Efficiency Audit Organization, Finance Department for information. Under Secretary to Government.
	Memo No
	Copy along with copy of the enclosures forwarded to Head, Portal Group Secretariat, Odisha for information. He is requested to kindly host this circular in the official website of Finance Department for general information. Under Secretary to Government.
6	
9	Memo No. 11827 /F., Dated 13.04.15
	100 (hundred) copies to Guard File.

Under Secretary to Government.

Water 398

NSDL e-Governance Infrastructure Limited Central Recordkeeping Agency Circular



Circular No.: CRA/SNPSL/SG/2015/50.

April 1, 2015

Subject: Revision of Subscriber Registration Forms

All Nodal Offices are hereby informed that the existing Subscriber Registration Form has been revised and a new Subscriber Registration Form, which is common across all sectors, has been notified by Pension Fund Regulatory and Development Authority (PFRDA). The Nodal Offices are advised to use the new **Common Subscriber Registration Form** from April 1, 2015 for registration of subscribers in National Pension System (NPS).

The Nodal Office are requested to note that the subscribers are required to submit the self-attested copies of supporting documents which needs to be verified with originals by the Nodal Office before submission to CRA-Facilitation Centre for processing. The Common Subscriber Registration Form, along with its annexures, is enclosed herewith. The same may also be downloaded from CRA website (https://npscra.nsdl.co.in/state-forms.php).

In case of any clarification please contact the undersigned at 022-2499-4279 (E-mail ID - sunils@nsdl.co.in) or Mr. Sunil Samuel at 022-2499-4279 (sunils@nsdl.co.in)

For and on behalf of

NSDL e-Governance Infrastructure Limited

Chandrashekhar Tilak

Executive Vice President

Enclosed: Common Subscriber Registration Form and 3 Annexures.

NATIONAL PENSION SYSTEM (NPS)

SUBSCRIBER REGISTRATION FORM

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INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

General Guidelines

- (a) Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be countersigned by the applicant. Each box, wherever provided, should contain only one character (alphabet / number / punctuation mark) leaving a blank box after each word.
- Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank or the application form is printed back to back
- The subscriber should not sign across the photograph. The photograph should not be stapled or clipped to the form. If there is any mark on the photograph such that it hinders the clear visibility of the face of the subscriber, the application shall not be accepted.
- (d) Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification by the nodal office.
- (e) Name and Address of the applicant mentioned on the form, should match with the documentary proof submitted.
- (f) The subscriber's thumb impression should be verified by the DDO/PAO/DTO/designated officer of POP-SP/Aggregator
- (g) Government employees (mandatorily covered under NPS) may submit their application for Tier II to any POP-SP of their choice. The list of POP-SPs rendering services under NPS is available on CRA website http://www.npscra.nsdl.co.in

S.No	Item No	. Item Details		Instru	uctio	ns
		Date of Birth	Plea	ase ensure that the date of birth matches as indicated in the		
1	1	Father's Name	i. ii.	If father's name has more than 30 digits, you may fill Annexu. Father's name is mandatory. However, if applicant does not mother's name on Annexure II and the mother's name will but the applicant wants mother's name to be printed instead of	ire II	for the same. nt to provide father's name, he/she has an option to provid
			S.No	Proof of Identity (Copy of any one)	S.N	
			1	Passport issued by Government of India.	1	Passport issued by Government of India
			2	Ration card with photograph.	2	Ration card with photograph and residential address
			3	Bank Pass book or certificate with Photograph.	3	Bank Pass book or certificate with photograph and residential address
			4	Certificate of the POP bank for an existing Bank customer.	4	Certificate of the POP bank for an existing Bank customer
			5	Voters Identity card with photograph and residential address.	5	Voters Identity card with photograph and residential address
			6	Valid Driving license with photograph	6	Valid Driving license with photograph and residentia address
			7	Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly	7	Letter from any recognized public authority at the leve of Gazetted officer like District Magistrate, Divisiona commissioner, BDO, Tehsildar, Mandal Revenue Officer Judicial Magistrate etc.
2	2 2 2 4	Identity, Correspondence &	8	PAN Card issued by Income tax department	8	Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly
	2,3&4	Permanent address details	9	Aadhar Card / letter issued by Unique Identification Authority of India	9	Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address
			10	Job cards issued by NREGA duly signed by an officer of the State Government	10	Job cards issued by NREGA duly signed by an officer of the State Government
			11	Identity card issued by Central/State government and its Departments, statuary/ Regulatory Authorities, Public Sector Undertakings, Scheduled commercial Banks, Public Financial Institutions, Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.	11	The identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions for their employees.
			12	Photo Identity Card issued by Defence, Paramilitary and Police departments.	12	Latest Electricity/water bill in the name of the Subscriber showing the address (less than 3 months old)
			13	Ex-Service Man Card issued by Ministry of Defence to their employees.	13	Latest Telephone bill in the name of the Subscriber showing the address (less than 3 months old)
			14	Photo Credit card.	14	Latest Property/house Tax receipt (not more than one year old)
			Note:		15	Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accommodation)
			(i) II ti (ii) If o a (iii) Ir	the address on the document submitted for identity proof by ne account opening form, the document may be accepted as the address indicated on the document submitted for identify pening form, a separate proof of address should be obtain ddress. If correspondence & Permanent address are differen a case of Government subscribers, the KYC documents may the	a vali y prod ned. , t, the be sui	Id proof of both identity and address. of differs from the current address mentioned in the account All future communications will be sent to correspondence n proof for both have to be submitted. bmitted within a period of 30 days after generation of PRAN.
2	•	Other Details (Occupation Details)	An NF would	RI subscriber would need to furnish an Indian address for com be subject to regulatory requirements as prescribed by RBI f	muni rom t	cation and bank details within India. Fund transfers by NRIs ime to time and FEMA requirements.
3	6	Politically Exposed Person	Politic	ally Exposed Persons' (PEPs) are individuals who are or higher than the government, senior processes of state-owned corporations, important political party off	ave b	een entrusted with prominent public functions in a foreign
4	7	Subscriber's Bank Details	For Tie Subsc for dire bank o	er I, bank details are optional. For activation of Tier II, bank detaiber Name, Bank Account Number and IFS Code) or Bank C ect credit or electronic transfer. In case if the cheque is not propertificate containing Name, Bank Account Number and IFS o	ails ar ertific eprint ode s	re mandatory. Please attach a Cancelled cheque (containing ate containing Name, Bank Account Number and IFS code, ted with name, additionally, a copy of the bank passbook or should be submitted.
5	8	Subscriber's Nomination Details	In cas	e of more than one nominee, percentage share value for all accepted in the nomination(s). Sum of percentage share acrequal to 100, entire nomination will be rejected.	the n	ominees must be integer Decimals/Exectional values about
6	12	Declaration by Subscriber	Signat	ure / Thumb impression should only be within the box provide nodal officer with the official seal and stamp. Left Thumb Imp	ded in	n the form. Thumb impression, if used, should be attested ion in case of male and Right Thumb Impression in case of

General Information for Subscribers

- The Subscriber can obtain the status of his/her application from CRA and their designated nodal officer.
- Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated nodal officer where they submit the application. For more information / clarifications, contact CRA:

Website: https://www.npscra.nsdl.co.in

Call: 022-2499-4200

e-mail: info.cra@nsdl.co.in

Address: Central Recordkeeping Agency, NSDL e-Governance Infrastructure Limited, 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Note:- (a) In case you do not indicate any investment option, your funds will be invested in Auto Choice (b) In case you do, he Asset Allocation (in) below relating to the Asset Allocation (in) below relating to Asset Allocation (in) below relating to the Asset Allocation (in) below relating to passet Allocation (in) the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation in the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation in the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation (in) the Asset Allocation asset (asset Asset Allocation in the Asset Allocation (in) the Asset (asset Allocation in the Asset (asset Allocation (in) the Asset (asset Allocation in the Asset (asset		Auto Choice	(For de	tails on Auto Choic	ce, please r	efer to the C	Offer Docu	nent)		
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Asset Class % Cannot exceed 50% 100% 100% 100% 100% 100% 100% 100% 1	(iii). Asset Alloca	tion (to be filled up	p only in ca	ase you have selecte	ed the 'Active	e Choice' inv	estment op	tion)		- III
Declaration & Authorization by subscriber I have read and understood the terms and conditions of the National Pension System and hereby agree to the same and declare that the informatic documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the National Pension S Trust, of any change in the above information furnished by me. I do not hold any pre-existing account under NPS. I understand that I shall be fully for submission of any false or incorrect information or documents. I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approx PFRDA, whether complete or partial without any new declaration being furnished by me. I shall be bound by the terms and conditions for the use I-pin (to access CRAINPSCAN and view details) & T-pin on the CRA website. Declaration under the Prevention of Money Laundering Act, 2002 Ihereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understan NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering. Date: Signature/Thumb Impression* of Subscriber in black ink (*LTI in case of male and RTI in case of female) To be filled by POP/POP(SP) OP-SP Registration Number Opy of PAN Card Submitted YES NO		(Cannot ex	ceed	C G	Total	In case, t	he allocation	on is left blank and/or	set classes must or does not equa	equal 100% of 100%, the
I have read and understood the terms and conditions of the National Pension System and hereby agree to the same and declare that the informatio documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the National Pension S Trust, of any change in the above information furnished by me. I do not hold any pre-existing account under NPS. I understand that I shall be fully for submission of any false or incorrect information or documents. I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approx PFRDA, whether complete or partial without any new declaration being furnished by me. I shall be bound by the terms and conditions for the use lepin (to access CRA/NPSCAN and view details) & T-pin on the CRA website. Declaration under the Prevention of Money Laundering Act, 2002 I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understan NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering. Date: Signature/Thumb Impression* of Subscriber in black ink (*LTI in case of male and RTI in case of female) To be filled by POP/POP(SP) OP-SP Registration Number Opy of PAN Card Submitted YES NO					100%					
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POP-SP Seal Signature of Authorised Signatory Date ddd / m m / m / m	Date: Place: OP-SP Registration	on Number	n found vio	To be fi	of any law r	with other g	Signate St LTI in case Name:	authorities. I further a money laundering. Ire/Thumb Impressio ibscriber in black ink of male and RTI in case	egree that NPS To	rust has the
	Date: Place:	on Number	n found vio	To be fi	of any law r	with other g	Signate St LTI in case SP) Name: Designa	authorities. I further a money laundering. Ire/Thumb Impressio ibscriber in black ink of male and RTI in case	egree that NPS To	rust has the

TIER II DETAILS

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1. PAN	card Number (Mandator	y): [I			-																							
2. Sub	scribers Bank Detail	ls: (Mandatory)																												
If sar	me as Tier I, Please Tick	else, p	rovi	de	the	deta	ails	belo	W:	Sav	ings	s A/c				Cu	irre	nt A/	c											
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	s Tier I, Please Tick (√)	else, provid	le th	ne d	leta	ils b	elo	w. In	ca	se yo	u de	esire	to r	nom	ninate	e mo	re t	han	on	e pe	ersor	n, p	lea	se i	fill /	Ann	ext	ure	III.	
3. Name	e of the Nominee:																													
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4. Date	of Birth (In case of Minor	r) a a / a	. 1	· 1	,					1											*************									
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5. Relat	ionship with the Nominee	e:	_																											
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6. Nomi	nee's Guardian Details (i	in case of a mino	r):																											
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Subscri	ber Scheme Preferer	nce (Please refe	r of	fer o	doci	ıme	nt f	or fi	ırth	er de	taile	١.					*********						*********		*******					/
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	ice of PF, please note that																													
	on Funds Private Limited																													,,
If same as	s Tier I, Please Tick (√)	else, provide	e th	e d	etai	ls b	elov	V																						
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ADDITIONAL REQUEST DETAILS

1.	Name of Father (requir	red if name exceeds 30 characters and not able to	be cove	ered o	n page	1 of th	ne ap	plica	ition	form)										
	First Name																				
	Middle Name																				
	Last Name																				
2.	Name of Mother (require	red only if the applicant wants mother's name to be	e printed	d inste	ad of F	ather'	s nar	ne o	n PR	AN (Card)									
	First Name										I										
	Middle Name																				
	Last Name									Ĺ		ĺ.					1				
3.	Please provide the follow	Permanent Retirement Account Num ring details in Devnagri script for printing the kure will be displayed on the PRAN card. Ho	e PRA	N ca	d in F	lindi	Als	o n	leas	e n	nte t	hat	the	ma	nno	r in	whi	ob 4	he		
		Subscriber's Full Name in Hin	di	***************************************				(As s	selec	ted i	othe n the	Sub	scri	ber l	Regi	strati	on f	orm)		***************************************	
	First Name													<i>71</i> 010	0 1110	ii doli	0113.				+
	Middle Name									-								-			1
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			Na	ame:			***************************************			***************************************				***********							
			PI	ace:																	-
	Signature/Thumb Im	pression* of Subscriber in black ink	Da	ite:	į (j	d	1	l m	Į n	1	/	У	У			8]					
LT	I (Left Thumb Impression) in ca	ase of male and RTI (Right Thumb Impression) in o	case of	female)				***************************************												4

ADDITIONAL NOMINATION FORM

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 is to be provided hereunder (Please refer instruction no: 5). Also, please note that in case of demise of the subscriber after opting for deferred withdrawal, all the outstanding pension wealth present in the NPS account of the subscriber shall be withdrawn upon receiving the request and paid to the nominees as mentioned in this form and the same would be treated as full and final discharge of the obligation.

Pirst Name Middle Name	3rd Nominee First Name
First Name	
	First Name
Middle Name	
	Middle Name
Last Name	Last Name
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	Address of stateoninge
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2nd Nominee	3rd Nominee
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a minor):	
	3rd Nominee's Guardian Details
	First Name
Middle Name	Middle Name
Last Name	Last Name
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Signa	ature/ Thumb Impression* of the Subscriber
	2nd Nominee 2nd Nominee 2nd Nominee 2nd Nominee 4 6 7 m m 1 y y y y 2nd Nominee 2nd Nominee's Guardian Details First Name Middle Name Last Name 20 at

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

O BE FILLED/ATTESTED BY DDO/POP-SP/NL-CC	
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 / entr	ies have been read over to him / her by me and got confirmed by him / he
	,
V-	
Rubber Stamp of the DDO/POP-SP/NL-CC	Signature of the Authorised Person
*	
DDO/POP-SP/NL-CC Registration Number	Designation of the Authorised Person :
(Allotted by CRA)	
	DDO/POP-SP/NL-CC Office Name :
Date d d / m m / y y y y	
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O BE FILLED/ATTESTED BY PAO/DTO/POP/POP-SP/NL-AO/DTA/PrAO	
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	(Allotted by CRA):
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Rubber Stamp of the PAO/DTO/POP/POP-SP/NL-AO/DTA/PrAO	Signature of the Authorised Person