



सत्यमेव जयते

भारत सरकार  
रेल मंत्रालय, (रेलवे बोर्ड)  
नई दिल्ली-११० ००९  
GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  
NEW DELHI-110001

RBA No. 32/2005

Dated 28.6.2005

No. 2004/ACII/21/1 Pt II

General Managers/CPOs,  
All Indian Railways/PUs etc.

Sub: Implementation of New Pension system.

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Instructions for implementation of the new pension system were issued vide Board's letter dated 19.2.04, which interalia envisage submission of information on the subscribers and contributions made, in the prescribed formats, to CPAO every month. The instructions in this regard have been reiterated time and again. However, despite issue of repeated reminders and lapse of over 17 months, the Railways have arrears in recoveries towards the new pension system and flow of information to CPAO has not yet stabilized.

In the recently convened review meeting chaired by Sh. D. Swaroop, Chairman, Pension Fund Regulatory Development Authority, the Chief Controller /Pension brought out that none of the Railway has yet submitted the complete information to Central Pension Accounts Office. A few railways have sent partial or incomplete information, which is of no use to that office. Chairman, Pension Fund Regulatory Development Authority has fixed a target of 31<sup>st</sup> Aug'05 to set the system right to ensure submission of requisite information in the prescribed formats to CPAO by all railways.

Kindly ensure strict compliance of the target ibid and confirm appropriate action being taken. In this regard a copy of general instructions issued by CPAO for submission of information is enclosed for guidance & necessary action.


Further guidance may be obtained from CPAO for full-fledged implementation of the system forthwith.

D.A.: As above.

  
(Shobhna Jain) 24.6.2005  
Additional Member Finance  
Railway Board

Copy to FA&CAOs, All Indian Railways /PUs etc for information, and necessary action. Further, the information regarding the number of employees, amount due and recovered from the employee, and amount of Government's contribution called for vide Board's letter no. 2004/ACII/21/1 Pt dated 10.5.05 is also awaited from most of the Railways. This may kindly be arranged to be sent on fax no. 23387726 immediately, if not already sent.

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(J. Srinivas)  
Director Finance (CCA)  
Railway Board

**Instructions for forwarding data on  
New Pension Scheme to the  
Interim-CRA**

**Version 1.0  
20 May 2005**

**Central Pension Accounting Office  
Trikoort-II, Bhikaiji Cama Place,  
New Delhi-110066**

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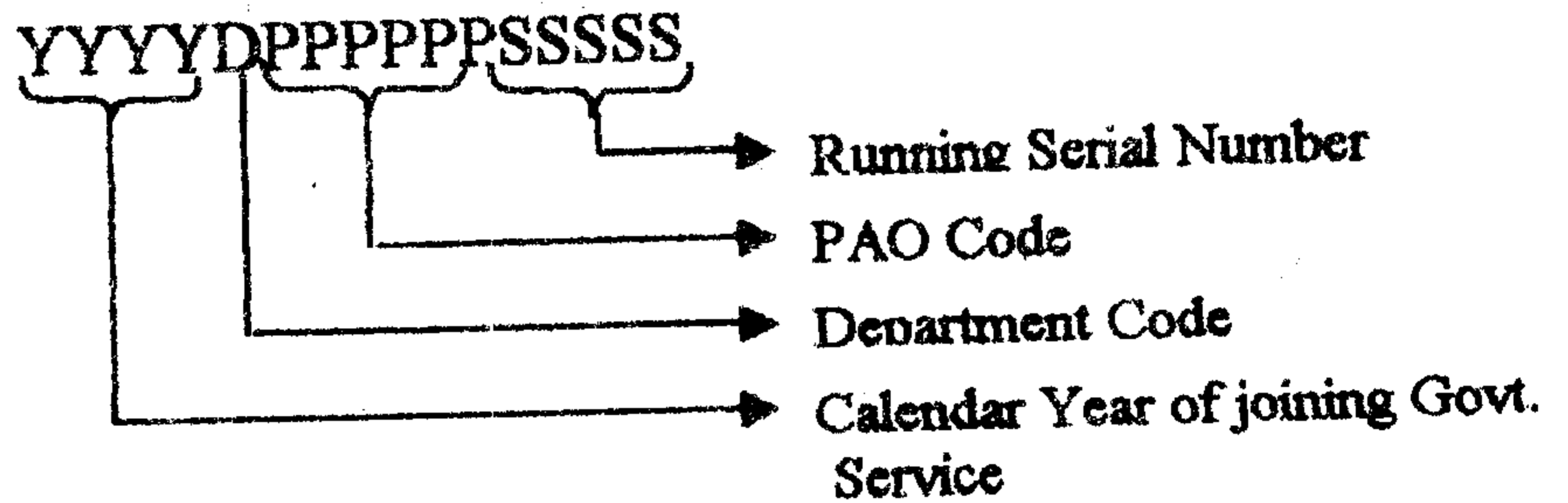
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# 1. GENERAL INSTRUCTIONS

1. All data to be sent to the I-CRA must be in text format (ASCII) files.
2. The data will be received only from the Pr. AO offices.
3. The data can either be e-mailed at [cccpa@nic.in](mailto:cccpa@nic.in) or sent by 3.5" floppy.
4. The following five formats for the electronic transmission of data have been decided as given below
  - I. General Information File
  - II. Schedule Information file
  - III. Amendment Information File
  - IV. Transfer Information File
  - V. Nil Information file
5. File name for each of the above data files as well the file structure is as given in Enclosure-1.
6. All the mandatory fields indicated by \* in the enclosure must not be empty.
7. Numeric fields must have numeric values.
8. All the date fields should be numeric and have a valid date in format YYYYMMDD
9. Department code, Controller Code (Pr.A.O. code), PAO Code in the text data file must exist in the CPAO Directory (Enclosure-2) otherwise records will be rejected.
10. Controller Code in file name should match with CPAO controller directory (Enclosure-2) otherwise text file will be rejected.
11. Department Code must be a 1 digit numeric value.
12. Controller Code must be a 3-digit numeric value.
13. PAO code must be a 6-digit numeric value.
14. DDO code must be a 6-digit numeric value. It is not a mandatory field.
15. Basic pay should be same as given in the directory (Enclosure-3).

16. Data in the files should not contain special characters like single quotes ('), ampersand (&), colon (:) and double slash (//) etc.
17. PPAN Number (NPS Account Number) must have 16-digit numeric value in the following format.



18. General Information file containing information of new entrants must precede or be sent along with the schedule information file.
19. All files should be incorporated in a single Zip file before sending it to CPAO.
20. Several detailed reports, described in section 3, would be available at CPAO's web site [www.i-cra.nic.in](http://www.i-cra.nic.in) for viewing and printing.
21. Since the reports are available for viewing on web it would be the responsibility of the user to verify all information available with CPAO and to report amendments where necessary.

## 2. VALIDATIONS ON DIFFERENT DATA FILES

Validations applied on different Data File are as given below.

### a. General Information File

#### Data Validation Checks:

1. Each line must have 907 characters.
2. Data structure should be same as given in Enclosure-1.
3. Basic pay should not be zero.
4. Each line should have information of subscriber from character 1 to 492 and Information of their nominee from character 493 to 907. For each additional nominee of the same subscriber there will be a separate line with same subscriber information from character 1 to 492 and nominee information from character 493 to 907.

#### Business Logic Checks:

1. Department Code, Controller Code, PAO Code, Employee name, PPAN, designation, date of birth, date of joining, date of retirement, basic pay, DA, DP should not be blank.
2. PPAN should be unique. (Primary key).
3. In case of nominee information PPAN and Nominee serial Number should be unique (Composite key).
4. In PPAN 5<sup>th</sup> character should be department flag (1,2,3,4,5) and 6-11 is PAO Code.
5. Duplicate PPAN will be rejected. Duplicacy will be checked with the records in the same file and in our database.
6. All date should be in "YYYYMMDD" format.

7. Date of birth and date of joining should not be greater than current date.
8. Date of joining should be greater than date of birth.
9. Date of joining should be greater than or equal to 01-Jan-2004.
10. There should be 18-year difference between date of birth and date of joining.
11. Date of retirement cannot be less than date of joining and date of birth.
12. Basic pay should be greater than or equal to 2550.
13. Pay scale should match with our pay scale database.
14. Basic pay should be between the pay scale.
15. Nomination letter date, if entered, must be greater or equal to date of joining.
16. If nomination letter no and nominee letter date are specified, there should be at least one record of nominee



## **b. Schedule Information File**

### **Data Validation Checks:**

1. Each line must have 372 characters.
2. Basic pay should not be zero for salary bills.
3. If DP, DA or NPA is zero or blank then corresponding DP rate, DA rate, NPA rate should be zero or blank.
4. Government contribution and tier1 contribution should be shown in separate records/line.
5. If there is more than one schedule month information for the same subscriber then there should be separate line/records for each month.

### **Business Logic Checks:**

1. Employee name, PPAN, schedule month, schedule year, bill financial year, bill no (DV Number), bill date (DV Date) should not be blank.
2. PPAN not found in CPAO's database will be rejected.
3. In PPAN 5<sup>th</sup> character should be Department Code (1,2,3,4,5) and 6-11 should be a valid PAO Code.
4. Bill No., Bill date, schedule year, schedule month, PPAN should be unique (Composite key).
5. Bill Financial year should be in "YYYY-YYYY" format.
6. Bill Financial year should be greater than or equal to "2003-2004" and less than or equal to current financial year.
7. Bill date should be greater than or equal to 01-Jan-2004 and less than or equal to current date and in "YYYYMMDD" format.



8. Schedule year should be in "YYYY" format and greater than or equal to 2004.
9. Basic pay should be greater than or equal to 2550 and between pay scale.
10. DP, DA, NPA value should be corresponding to DP rate, DA rate, NPA rate.
11. Basic pay, DP, DA, NPA, NPA Rate, DA Rate, DP Rate should be blank in case of DA arrears or other arrear.
12. Tier1 contribution and govt. contribution should be-
  - a. Equal to 10 % of (basic pay+ DP+DA+NPA) in case of salary.
  - b. Equal to 10 % of (DA arrear or other arrear) in case of arrear.
13. Tier2 Contribution should be 0.

## **c. Amendment Information File**

### **Data Validation Checks:**

1. Each line must have 1927 characters.
2. Amendment number should be a running sequential number for all amendments relating to a PPAN.
3. A PPAN, which is not in CPAO's database, will be rejected.
4. In case of amendment related to nominee if there is modification or deletion of existing nominee then Nominee serial number should match with our previous records.

### **Business Logic Checks:**

1. Department Code, Controller Code, PAO Code, PPAN, Amendment no, amendment date should not be blank.
2. Please refer to General Information File for details of data validation checks and business logic checks for its modified fields.
3. Amendment date should be greater than 01-Jan-2004 and less/equal to current date and in "YYYYMMDD" format.

## **d. Transfer Information File**

### **Data Validation Checks:**

1. Each line must have 164 characters.

### **Business Logic Checks:**

1. Old Department Code, old Controller Code, old PAO code, new Department Code, new Controller Code, new PAO Code, PPAN, employee name, transfer letter no, transfer letter date should not be blank. These fields will be validated from CPAO's database.
2. Transfer letter date should be greater than 01-Jan-2004 and in "YYYYMMDD" format.

## **e. Nil Information File**

### **Data Validation Checks:**

1. Each line must have 16 characters.
2. If there are no subscribers in a month for any PAO then Pr.AO will send Nil Information File for those PAO's.

### **Business Logic Checks:**

1. Department Code, PAO Code, month, year should be unique (Composite key).
2. Year should be in "YYYY" format.
3. Year should be greater than or equal to 2004 and less than/equal to current year.
4. Month should be in "MM" format and month should not be greater than current month.



### **3. NPS REPORTS**

Reports, which are described below, would be available at our web site [www.i-cra.nic.in](http://www.i-cra.nic.in) for viewing and printing. All reports are password protected.

- **CRA-REC-01**  
**Controller wise monthly status report**
- **CRA-REC-02**  
**PAO wise monthly status report**
- **CRA-REC-03**  
**List of PAO's required to send information for the NPS**
- **CRA-REC-04**  
**List of PAO's not sending information in CPFIM format**
- **CRA-REC-05**  
**List of subscribers with missing General Information**
- **CRA-REC-06**  
**List of subscribers with missing Accounting Information**
- **CRA-REC-07**  
**Employee Account Information**
- **CRA-DIR-02**  
**Directory of PAO's**
- **CRA-EXL-02**  
**PAO wise status report of receipt of Information at I-CRA**