

Government of India
Ministry of Railways
(Railway Board)

RBA No. 3 /2009

No.2004/AC-II/21/1 (Vol.II)

New Delhi, dated : 12.1.09

FA&CAOs,
All Indian Railways and PUs etc.

Sub: Operationalisation of New Pension Scheme- concurrent upload of SCF and transfer of second tranche of legacy data.

Please connect Board's letter of even no. dated 31.10.08 vide which procedural guidelines have been issued for direct upload of SCF on to NSDL website and fund transfer to the trustee bank. In this regard a reference has been received from SWR expressing difficulty in uploading of SCF on to NSDL website due to non-availability of PRAN for subscribers joining the NPS after March/2008. References are also being received from railways regarding procedural guidelines for transfer of second tranche of legacy data to NSDL.

The matter was taken up with NSDL and the position is clarified as under:

- In case of subscribers who have already been registered based on the first tranche (upto March 31, 2008) of legacy data PRAN has since been allotted by NSDL and advised to respective railways.
- For subscribers, who have joined after March 31, 2008, for whom PRAN has not been allotted, PAO shall submit **zero contribution file** to NSDL as at present for registration so as to enable generation of additional PRANs for new employees.
- Once PRAN is generated the respective PAOs can start uploading the regular contribution files. It may be noted that the PAOs should upload the file first, get the transaction ID and then remit funds to the Trustee Bank along with the PAO Registration number and the Transaction ID. The submission of PAO Registration number and the Transaction ID are very important as without these, the Trustee Bank will not be able to identify the PAO from which the funds have been received.
- **The procedure for submission of zero contribution file is at Annexure-1.**
- The second (final) tranche legacy data will comprise the data pertaining to the period from April 1, 2008 to the preceding month when regular monthly upload of SCF and subsequent fund transfer has commenced.
- The second tranche would be uploaded only after the PAO(s) have commenced upload of monthly SCF in NPSCAN system of CRA. **The detailed procedure for submission of second tranche of legacy data is under consideration of Ministry of Finance and will be circulated after it is finalised.**
- In cases where FA&CAOs (PrAOs) have been remitting the funds pertaining to the Subscriber contribution on behalf of PAOs even after March/2008, the second tranche of

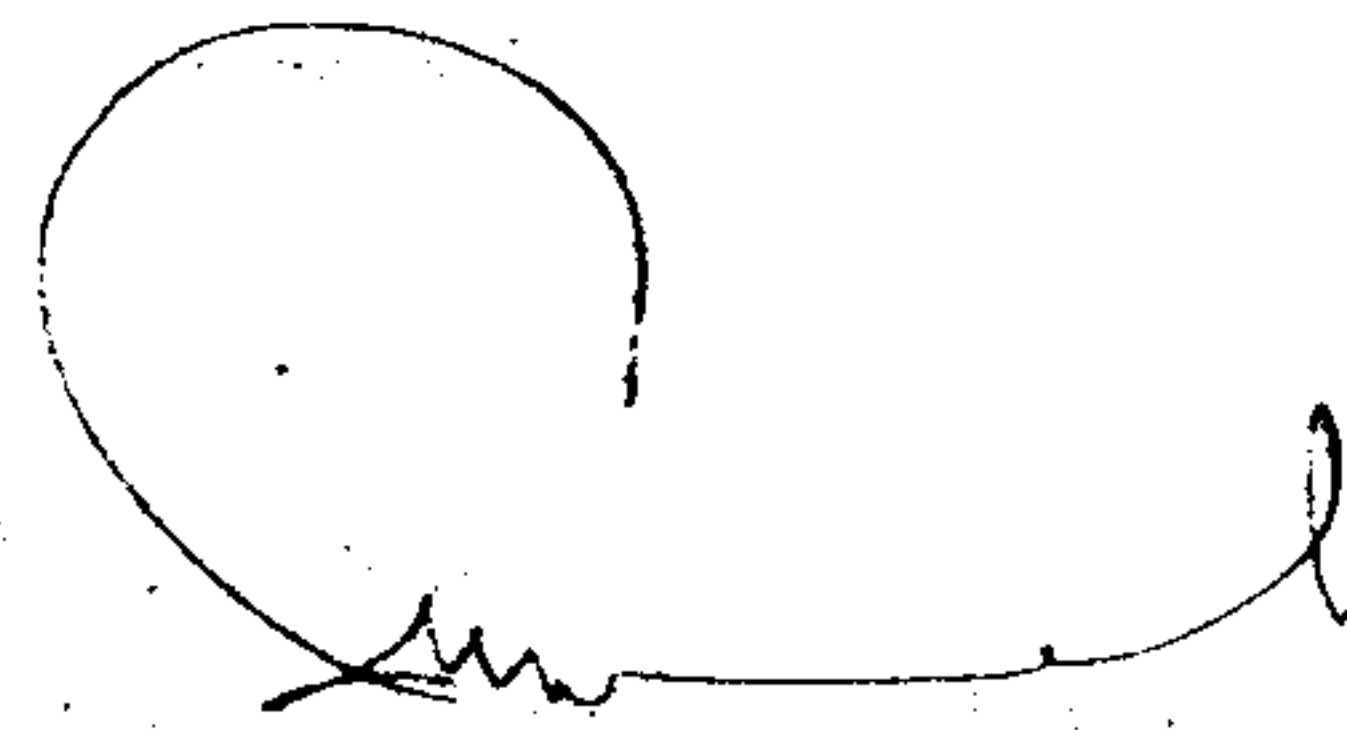
data shall also be forwarded by the Pr.AO to CRA in the manner similar to the first tranche.

- In cases where PrAO has remitted for some period and PAO thereafter, both PrAO and PAOs shall upload contribution files for the relevant months. For instance if a Pr.AO has remitted funds for the PAOs till month of September salary paid in October, the Pr.AO shall send the second tranche details for the PAOs for above period and the PAO(s) shall upload the funds details to CRA for the month of October salary paid in November and so on.

Necessary preparatory steps in the matter may be taken accordingly. The date from which direct upload of SCF and fund transfer has started on your railway may be advised for Board's information at the earliest.

Kindly acknowledge receipt and ensure compliance.

DA: As above



(S.N.Mathur)

Director Finance/ CCA
Railway Board

Copy for information to:

- Ms. Madhulika Sukul, Joint Secretary/ Personnel, Ministry of Finance, Department of Expenditure, North Block, New Delhi-110001
- Sh. Amit Sinha, Sr. Vice President, NSDL, Trade World, 4th Floor, A Wing, Kamla Mills Compound, Senapati Bapat Marg, Lower Parel West, Mumbai

13/11/09

Procedure for submission of Zero Contribution File

The process flow for registering the new Subscribers (Subscriber who have joined after March 31, 2008) without providing the legacy contribution details is as under:

- i) The Pr. Accounts Officer (PrAO) should forward the legacy data in the same format as in Table 1 excluding the contribution data (The corresponding value should be marked as '0').
- ii) The Control sheet along with the CD should indicate that this is Zero Contribution File.
- iii) The CRA system will process the files and generate PRANs against the PPANs mentioned in Table given below.
- iv) In case any more Subscribers need to be added in the subsequent file, it should be given as a separate file in the same format as CRA will have to allot PRAN separately for these subscribers.
- v) The data format for legacy data transfer with zero contribution data is as follows:

Table - File format for Subscriber file with zero contribution

Sr No.	Field Name	Data Type	Size	Mandatory / Optional	Remarks
1	PPAN	Char	16	M	Existing PPAN Id of Employee
2	Name	Char	90	M	Name of the Employee
3	Date of Birth	Date field	8	M	Date field in dd/mm/yyyy format
4	Government Contribution (A)	Decimal	(20,2)	M	Contribution amount must be zero
5	Subscriber Contribution (B)	Decimal	(20,2)	M	Contribution amount must be zero
6	Total Contribution (A+B)	Decimal	(20,2)	M	Total Contribution amount must be zero
7	DDO code	Numeric	6	M	Unique Code to identify the entity preparing the pay bill
