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**GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
(TREASURIES & ACCOUNTS BRANCH)**

FIN/TA/1-101/11

Dated, Kohima the 17 November 2016.

OFFICE MEMORANDUM

Sub: Timelines for National Pension System (NPS) related activities.

The Pension Fund Regulatory and Development Authority (PFRDA), a Statutory Authority established by the Government of India to regulate National Pension System (NPS) and to monitor the performance of NPS under Central Government, State Government and autonomous bodies, has advised the State Government to frame timelines for NPS related activities in order to address the grievances of the employee subscribers.

Therefore, the timelines related to NPS activities as specified by the PFRDA are enclosed herewith as **Annexure-A** and circulated to all concerned departments for information and strict compliance.

Encl: As stated above.

sd/-

TEMJEN TOY, IAS

Principal Secretary & Finance Commissioner.

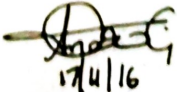
FIN/TA/1-101/11

Dated, Kohima the November 2016.

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Principal Secretary to the Chief Minister of Nagaland, Kohima.
3. The O.S.D. to the Chief Secretary to Nagaland, Kohima.
4. All Administrative Heads of Department.
5. The Accountant General (A&E) Nagaland, Kohima.
6. The Principal Director of Treasuries & Accounts, Nagaland, Kohima.
7. The Commissioner & Secretary, Nagaland Legislative Assembly.
8. The Secretary, Nagaland Information Commission/Nagaland Public Service Commission.
9. All Heads of Department.
10. Office copy/Guard file.

Dir (A) / Secy. Fin. (A)
for 17/11/16


17/11/16
(ANDREW C. IMTI)

Under Secretary to the Government of Nagaland.

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Annexure-A

Information on timelines related to various NPS related activities

A) Registration of Subscriber		Timelines
i) Submission of CSRF-1 (registration form by the subscriber to DDO)		15 days from date of joining
ii) Submission of form by the DDO to DTO		7 days after receipt of form
iii) Submission of form by the DTO to DTA (Centralized model)		7 days after receipt of form
iv) Submission of form by the DTA/DTO to CRA-FC		7 days after receipt of form
B) SCF preparation, Uploading and NPS Contribution remittance		
i) Centralized Model		
i) Preparation of first SCF by DTA		21 days from the salary date
ii) Uploading of first SCF & remittance of NPS contributions by DTA		21 days from the salary date
iii) Preparation of Second SCF by DTA		30 days from the salary date
iv) Uploading of second SCF & remittance of NPS contributions by DTA		30 days from the salary date
ii) De-centralized Model		
i) Preparation of first SCF by DTO		15 days from the salary date
ii) Uploading of first SCF & remittance of NPS contributions by DTO		15 days from the salary date
iii) Preparation of Second SCF by DTO		30 days from the salary date
iv) Uploading of second SCF & remittance of NPS contributions by DTO		30 days from the salary date
iii) Quasi Centralized model		
i) Preparation of first SCF by DTO		15 days from the salary date
ii) Generation of Super Tran ID & remittance of NPS contributions by DTA		20 days from the salary date
iii) Preparation of Second SCF by DTO		25 days from the salary date
iv) Generation of Super Tran ID & remittance of NPS contributions by DTA		30 days from the salary date

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C) Non Financial activities	
i) Sending S-2 /ISS-1 form by DDO to DTO	3 days after receipt of form
ii) Sending S-2/ISS-1 form by DTO to DTA (if applicable)	3 days after receipt of form
iii) Processing & online submission with authorization of S-2/ISS-1 form by DTO/DTA	DTO-7 days from submission of form to DTO, DTA-7 days from submission of form to DTA
D) Processing of Exit requests	
i) Sending the final payment case with all requisite documents by DDO to DTO in death cases	within 30 days after receipt of request/ papers
ii) Sending the final payment case with all requisite documents by DDO to DTO in retirement cases	30 days in advance from the date of retirement
iii) Sending the final payment case with all requisite documents by DDO to DTO in pre-mature cases	within 30 days after receipt of request/papers
iv) Sending the final payment case with all requisite documents by DTO to DTA in all cases	within 7 days after receipt of request/papers
v) Forwarding of cases with all requisite documents after entering online to CRA by DTO/DTA	7 days of entering in the software
E) Processing of Partial withdrawal requests	
i) Sending the withdrawal request by DDO to DTO	within 3 days from the date of receipt of the request
ii) Sending the withdrawal request by DTO to DTA	within 3 days after receipt of form
iii) Entering partial withdrawal request online by DTO/DTA	within 3 days of entering in the software
F) Handling of Grievances in NSDL site	
i) Resolution of grievances in NSDL - CGMS system	within 30 days from the date of lodgement of grievance