

No. 1(7)/ 2003/TA/ Part file/ 238-251
Office of Controller General of Accounts
Department of Expenditure
7th floor, Lok Nayak Bhavan
Khan Market
New Delhi-110 003

Dated 24 -7-2008

Office Memorandum

Sub: - Introduction of New Pension Scheme –Changes in respect of functions of Cheque Drawing & Disbursing Officers (CDDOs) in civil ministries

A reference is invited to this Office Memorandum No. 1(7)/ 2003/ TA/ Part file/177 dated 23-6-2008 on the subject mentioned above, wherein instructions were issued with regard to registration of Cheque Drawing DDOs, registration of new employees, passing of bills by CDDOs, uploading of data to the website of NSDL etc.. The following guidelines/ clarifications are issued in order to enable the PAOs/CDDOs to understand their responsibilities with regard to the implementation of the Scheme:-

2. (a) As already stated in the above said O.M., the contributions towards New Pension Scheme (both the Government servants' and Government's contributions) are required to be passed on promptly to the Trustee Bank for investment.
- (b) CDDOs will have to remit the NPS funds in respect of subscribers under their direct payment control as well as in respect of NCDDOs preferring bills to them.
- (c) CDDOs will have to remit the NPS contributions deducted by them from July, 2008 onwards to Trustee Bank through RTGS/ NEFT even if the registration of CDDOs in respect of themselves and their NCDDOs with NSDL has not been completed.
- (d) In order to enable the NSDL to carry out proper reconciliation and post the amounts against the individuals' accounts, PAOs/CDDOs will have to ensure that their Registration numbers (or till such time registration is complete, the PAO code/CDDO code) and the month to which the contributions pertain are mentioned in the NEFT/ RTGS application form (in the 'Remarks' column) to be submitted to their banker. Where payments are made through cheques in favour of the Trustee Bank, these particulars will have to be furnished on the reverse of the cheque as well as in the forwarding letter.
- (e) Pay & Accounts Offices/CDDOs will have to maintain the particulars of remittances of contributions to the Trustee Bank in the proforma prescribed (vide Annexure I). They will have to maintain individual-wise account of credits passed on to Trustee Bank, in the proforma (vide Annexure II). The nodal agencies will be able to understand their responsibilities with the following example:

A P.A.O. has altogether five DDOs under his accounting jurisdiction -- (i) two NCDDOs submitting bills direct to him and his own office as one DDO and (ii) one CDDO and one

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NCDDO submitting bills to the CDDO. With effect from 1-7-2008, the PAO will be responsible for passing the NPS bills and making remittance of contributions to the Trustee Bank, only in respect of (i) above. He will also have to maintain the Control Sheet on the Monthly Remittances under NPS (Annexure I) and the Individual-wise Account of Remittances (Annexure II). The CDDO mentioned at (ii) above will similarly be responsible for discharging these functions in respect of his establishment and the NCDDO submitting bills to him.

3. Pr. CCAs/ CCAs/ CAs are requested to communicate the aforesaid instructions to all Pay & Accounts Officers/CDDOs for strict compliance.

sd/

(Sonali Singh)

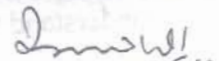
Jt. Controller General of Accounts

To

All Pr. CCAs/CCAs/CAs.

Copy forwarded for information and taking necessary action in their respective organizations:

1. Comptroller and Auditor General of India (5 copies) for issuing instructions to all Accountants General.
2. Controller General of Defence Accounts, West Block V, R.K. Puram, New Delhi.
3. Joint Secretary (Personnel), Department of Expenditure, Ministry of Finance, North Block, New Delhi.
4. Director, Ministry of Railways, Railway Board, Rail Bhawan, New Delhi.
5. Director of Accounts, Cabinet Sectt. East Block IV, R.K. Puram, New Delhi.
6. Secretary, (Pay & Accounts) UT of Administration of Lakshadweep, Kavaratti.
7. Director of Accounts, UT Administration of Daman & Diu, Moti Daman.
8. Director of Accounts & Budget, Andaman & Nicobar Islands, Administration, Port Blair - 744101.
9. Dy. Director General (PAF), Department of Post, Dak Bhawan, New Delhi.
10. Dy. Director of General, Department of Telecommunication, Sanchar Bhawan, New Delhi.
11. PAO, Lok Sabha/Rajya Sabha/President's Secretariat/Election Commission.
12. PAO, Govt. Link Cell, Office of the CGA, Ministry of Finance, (Expenditure), 1st Floor, New Sectt. Building, Opp. VCA grounds, Civil Lines, Nagpur.
13. ACGA, ITD Section, Office of the CGA with the request to upload this OM on Controller General of Accounts' website.



(Sonali Singh)

Joint Controller General of Accounts

