

No. 1(7)/2003/TA/Part file 177  
Office of the Controller General of Accounts  
Department of Expenditure  
Ministry of Finance  
7th Floor, Lok Nayak Bhawan  
Khan Market, New Delhi- 110003.

Dated: 23 .06.2008

**OFFICE MEMORANDUM**

**Sub: Introduction of New Pension Scheme – changes in respect of functions of Cheque Drawings & Disbursing Officers (CDDOs) in Civil Ministries.**

A reference is invited to this Office O.M. No.1 (7)(2)/2003/TA/11 dated 7-1-2004 on the subject mentioned above, wherein guidelines to be adopted by DDOs/PAOs for implementation of New Pension Scheme during the interim period were issued. According to the Para 10 and its sub paras of the above said OM monthly salary bills & bills for Government Contribution in respect of the government servants covered under the New Pension Scheme were required to be prepared by CDDOs and submitted to the PAOs for payment and further accounting of these contributions.

2. Consequent on appointment of National Security Depository Limited (NSDL) as the Central Record Keeping Agency and Pension Fund Managers, the contributions are required to be passed on to the Trustee Bank for investment. Any delay in passing of the same could lead to delay in investment thereof which will consequently result in drop in the returns thereon. With the view to ensure quicker remittance of funds it has been decided that the relevant Sub-Paras under Para 10 referred to above of the said OM stand amended in respect of CDDOs. The CDDOs in Civil Ministries will not, therefore, submit the monthly salary bills and bills for Government Contribution in respect of the Government servants covered under the New Pension Scheme referred in the above mentioned OM dated 7-1-2004, to the Pay & Accounts Offices w.e.f. 1-7-2008 in respect of subscribers under their payment control (either directly or for NCDDOs reporting to them).

3. Henceforth, CDDOs would be responsible for registering themselves and their NCDDOs on New Pension Scheme Contribution Accounting Network (NPSCAN) of NSDL and for the following functions:

- i. Registration of new employees with NSDL as well as notifying NSDL about changes.
- ii. Preparation and passing of monthly salary and bills for Government Contributions in respect of the government servants covered under the New Pension Scheme.
- iii. Remittances of Employees and Government contribution to the Trustee Bank preferably by RTGS/NEFT.
- iv. Intimation/uploading of subscriber wise remittance detail to NSDL online and
- v. Maintenance of detailed ledger account prescribed in Para 10(t) of this office OM No.1(7)(2)/2003/TA/11 dated 7-1-2004.

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4. Similarly, PAOs will also be responsible for the functions specified at Para 3 including (i) to (v) above in respect of themselves and NCDDOs directly reporting to them.
5. Detailed instructions on the procedure to be followed shall be issued in due course.
6. The particulars regarding the Account Number of the Trustee Bank have been furnished in CPAO's OM No.CPAO/NPS/Fund Transfer/2007-08/559 dated 29-3-2008.
7. All Pr.CCAs/CCAs/CAs are requested to bring the above instructions to the notice of PAOs/CDDOs under their jurisdiction.

*Sdl*

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

*Sonali Singh*  
**(Sonali Singh)**

**Joint Controller General of Accounts**