

Circular

**Sub: Implementation of National Pension System-Guidelines to be followed by the sections for new appointees who will be covered under National Pension System(NPS)-reg**

**Ref: G.O No. 149/2013/Fin dated 03/04/2013**

Government have implemented NPS in all State Autonomous Bodies (SAB's) including all Universities of Kerala and made mandatory to all new appointments with effect from 01-04-2013. Government, vide G.O referred above, have ordered the appointing authorities to make sure that the new appointees submit filled up application forms for allotment of PRAN (Permanent Retirement Account Number) for further processing at NSDL, at the time of reporting for duty.

In tune with the above G.O, the following guidelines are issued to all appointing sections and FCC to make sure that the duly filled up applications for allotment of PRAN are submitted by new appointees, to Ad.A.V section at the time of reporting for duty to avoid further delay for submission at Facilitation centres of NSDL

- (a) All appointing sections shall direct all the new appointees to obtain the PRAN application from Ad.A.V section (Nodal section for NPS) at the time of appointment. The section concerned shall mark a copy of the appointment order to Ad.A.V section for information.
- (b) The new appointees shall be directed to open PF account and acquire PF number/staff ID No: at the earliest, in order to incorporate the same in the PRAN application.
- (c) FCC section shall get a confirmation from Ad.A.V section as to whether PRAN application has been submitted by new appointees before disbursal of the first salary.


Sd/-

Nodal officer, NPS &  
Assistant Registrar-II (Admn)  
for Registrar

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Section officer