**Government of India**
**Ministry of Railways**
**(Railway Board)**

**RBA No.** 48**/2012**

No. 2011/AC-II/21/10 **New Delhi**, dated 28.12.2012

**FA&CAOs,**
**All Indian Railways and PUs.**

Sub: Changes in the subscriber registration form. - NPS

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PFRDA has made it mandatory to provide the bank details at the time of submitting the subscriber registration form to CRA-FCs after 31.03.2013. Accordingly, the subscriber registration form S1 has been modified. A copy of the same is enclosed herewith for further necessary action at your end.

Further, NSDL has also intimated that the Statement of Transactions (SOTs) for the period from 01.04.2011 to 30.09.2012 have been dispatched to the IRA compliant subscribers at their correspondence address and that of the non-IRA compliant subscribers to the associated PAOs for onward distribution to the subscribers. The following salient points about the information displayed in SOTs may be noted so that the NPS cells are equipped to handle queries, if any, raised by the subscribers pertaining to SOTs:

- SOT has been sent for all subscribers registered in CRA system till 31.03.2012 and active as on 30.09.2012.
- The contribution of a subscriber, if any, force matched during the said period (but pertaining to earlier period) have also been included in the SOT.
- SOT has been sent for all subscribers irrespective whether the subscriber has holdings in his/her account or not.
- For certain identified cases of duplicate/multiple PPANs, modification of contribution type and period, SOTs have not been dispatched. The online SOT is also not available for these subscribers. Once transactions are updated, based on the clarification received from the PrAO/PAO, SOTs will be made available online. It is thus necessary to finalise these cases at the earliest.
- The SOTs dispatched has four separated blocks:
  - Block A (Accumulated contribution upto 31.03.2011): This block shows contribution accumulated – match and booked for the subscriber till 31.03.2011.
  - Block B (Regular Monthly Contribution): This block contains regular monthly contribution matched and booked during the statement period. The 'Regular transactions (appearing in Block B of SOTs) have been sorted on the basis of 'Contribution month and year and then on NAV date'.
  - Block C (Arrear Contribution): This block contains arrear contribution matched & booked during the statement period. The transactions 'arrears' (appearing in Block C of the SOT) have been sorted on the basis of the NAV date i.e. date of investment for contributions.
  - Present Value of Total Contributions: This block summarized investment made and displays current valuation of investment.

Kindly have these instructions circulated to all concerned for information and necessary action.

DA: As above.

**(Sanjeev Sharma)**
**Joint Director Accounts**
**Railway Board**

Annexure S1

# Application for Allotment of Permanent Retirement Account Number (PRAN)

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

To affix recent Coloured photograph (3.5 cm × 2.5 cm)

Acknowledgement No.
(To be filled by FC)

Permanent Retirement Account Number :
(To be filled by FC after PRAN generation )

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

Signature/Left Thumb Impression of Subscriber in black ink

## Section A - Subscribers Personal Details ( * Indicates Mandatory Field)

1. Full Name (Full expanded name: initials are not permitted)
Please Tick as applicable, Shri ☐ Smt . ☐ Kumari ☐
First Name *
Middle Name
Last Name

2. Gender * Please Tick as applicable, Male ☐ Female ☐

3. Date of Birth *
D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

4. PAN

5. Father's Full Name:
First Name *
Middle Name
Last Name

6. Present Address:
Flat/Unit No, Block no. *
Name of Premise/Building/Village
Area/Locality/Taluka
District/Town/City *
State / Union Territory *
Country *
Pin Code *

7. Permanent Address: If same as above, Please Tick ☐ else,
Flat/Unit No, Block no. *
Name of Premise/Building/Village
Area/Locality/Taluka
District/Town/City *
State / Union Territory *
Country *
Pin Code *

8. Phone No.
STD Code Phone No.

9. Mobile No.

**Annexure S1**

10. Email ID

11. Subscribers Bank Details *: (Please refer instruction no. 4) Savings A/c ☐ Current A/c ☐

Bank A/c Number

Bank Name

Bank Branch

Bank Address

Pin Code

Bank IFS Code (If IFS code is not available, then provide MICR)

Bank MICR Code

In the absence of IFSC as well as MICR, I hereby confirm that:
"The IFSC/MICR is not available for the Bank-Branch mentioned above" ☐ [Please tick (√) in case, IFSC and MICR are not available]

☐ **Declaration by subscriber for Bank details:** At present, I do not have a Bank account. However, I confirm to provide the requisite Bank account details within six months or on opening of Bank account whichever is earlier to the associated nodal office for updating the same in CRA system. (Please tick (√) in case, Bank details are not available)

12. Value Added Services: i) SMS Alert Yes ☐ No ☐

ii) Email Alert: Yes ☐ No ☐

I _____ , the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date :

D D M M Y Y Y Y

Signature/Left Thumb Impression of Subscriber

## Section B - Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)

1. Date of Joining

D D M M Y Y Y Y

2. Date of Retirement

D D M M Y Y Y Y

3. PPAN (Please refer to instructions No.5.)

4. Group of the Employee (Please Tick) Group A ☐ Group B ☐ Group C ☐ Group D ☐

5. Office

6. Department

7. Ministry

8. DDO Registration Number 9. PAO/CDDO Registration Number (Please refer to instructions No.6.)

10. Basic Salary

11. Pay Scale

Certified that the above declaration has been signed / thumb impressed before me by _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the **Department.**

Signature of the Authorised Person

Designation of the Authorised Person : _____

Date :

D D M M Y Y Y Y

Rubber Stamp of the DDO

Name of the DDO _____

Department / Ministry _____

## Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|---|---|---|
| First Name * | First Name * | First Name * |
| Middle Name | Middle Name | Middle Name |
| Last Name | Last Name | Last Name |

2. Date of Birth (In case of a minor)*:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|---|---|---|
| | | |

3. Relationship with the Nominee*:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|---|---|---|
| | | |

4. Percentage Share *:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|---|---|---|
| % | % | % |

5. Nominee's Guardian Details (in case of a minor)*:

| 1st Nominee's Guardian Details | 2nd Nominee's Guardian Details | 3rd Nominee's Guardian Details |
|---|---|---|
| First Name * | First Name * | First Name * |
| Middle Name | Middle Name | Middle Name |
| Last Name | Last Name | Last Name |

6. Conditions rendering nomination invalid:

| 1st Nominee | 2nd Nominee | 3rd Nominee |
|---|---|---|
| | | |

## Section D - Subscriber Scheme Details

| 1st Scheme | 2nd Scheme | 3rd Scheme |
|---|---|---|
| Pension Fund Managers Name/Code | Pension Fund Managers Name/Code | Pension Fund Managers Name/Code |
| Scheme ID No./Name | Scheme ID No./Name | Scheme ID No./Name |
| Percentage Share % | Percentage Share % | Percentage Share % |

## Section E - Declaration

I understand that there would be PFRDA approved ***Terms and Conditions*** for Subscribers on the CRA website ***governing I-Pin (to access CRA / NPSCAN and view details) & T-pin***. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date : D D M M Y Y Y Y

Signature/Left Thumb Impression of Subscriber

## INSTRUCTIONS FOR FILLING PRAN FORM

a) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
b) **Details Marked with (*) are the mandatory fields.**
c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
d) 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
e) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
f) **Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.**

| Sr. No. | Item No | Item Details | Guidelines for Filling the Form |
|---|---|---|---|
| **Section A - Subscribers Personal Details** | | | |
| 1 | 3. | Date of Birth | All Dates Should be in "DDMMYYYY" Format |
| 2 | 6. | Present Address | All future communications will be sent to present address. |
| 3 | 8, 9, 10 | Phone No., Mobile No, & Email ID | It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy. |
| 4 | 11 | Subscriber's Bank Details | For subscribers, the Bank details are mandatory. In case, Bank details are not available at the time of filling the form, subscriber has to accept the declaration for providing the Bank details within six months or on opening of Bank account whichever is earlier. The subscriber has to provide IFS Code. If IFS code is not available, MICR code can be provided. If both, IFSC as well as MICR is not available, the subscriber has to accept the declaration - "**The IFS/MICR is not available for the Bank-Branch mentioned above**" by ticking in the adjacent box. Subscriber shall provide a **cancelled cheque**, the details of which should match with the details provided. |
| **Section B - Subscribers Employment Details** | | | |
| It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory.<br>DDO should ratify Overwriting / Striking off of any of the employment details. | | | |
| 5 | 3. | PPAN | Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned PAO. |
| 6 | 8 & 9 | PAO/CDDO Reg. No. & DDO Reg. No. | PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency.<br>CDDOs will register as both PAOs and DDOs.<br>NCDDOs will register only as DDOs and obtain the PAO Reg. No. from their respective PAOs. |
| **Section C - Subscriber's Nomination Details** | | | |
| 7 | 4. | Percentage Share | Subscriber can nominate maximum of three nominees.<br>Subscriber can not fill the same nominee details more than once.<br>Percentage share value for all the nominees must be integer. Fractional value will not be accepted.<br>Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected. |
| 8 | 5. | Nominee's Guardian Details | If a nominee is a minor, then nominee's guardian details will be mandatory. |
| **Section D - Subscriber scheme details** | | | |
| If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npscra.nsdl.co.in | | | |
| 9 | Scheme | | Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npscra.nsdl.co.in<br>Subscriber can not fill the same scheme details more than once.<br>If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme.<br>If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable |
| 10 | Percentage Share | | Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount.<br>Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted.<br>If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA. |

## GENERAL INFORMATION FOR PRAN SUBSCRIBERS

a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (**http://www.npscra.nsdl.co.in** ).
b) **The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.**
c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective PAO/CDDO.
d) For more information
Visit us at **http://www.npscra.nsdl.co.in**
Call us at 022-24994200
e-mail us at **info.cra@nsdl.co.in**
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.