Government of India
Ministry of Railways
(Railway Board)

RBA No.07/2009

No.2004/AC-II/21/1 (Vol.II) New Delhi, dated :27.1.09

FA&CAOs,
All Indian Railways and PUs etc.

Sub: Operationalisation of New Pension Scheme- transfer of second tranche of legacy data.

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Please connect Board's letter of even no. dated 31.10.08 read with 12.1.09 vide which procedural guidelines have been issued for concurrent upload of SCF in NPSCAN system of CRA and fund transfer to the trustee bank. Further to the above, Ministry of Finance has since finalized the detailed procedure for submission of second tranche of legacy data to NSDL by Government Departments.

The **second (final) tranche** legacy data will comprise the data pertaining to the period from April 1, 2008 to the preceding month from which regular monthly upload of SCF in NPSCAN system and fund transfer to Trustee bank has commenced. The registration of the nodal office (Pay and Accounts Office (PAO)) and the subscribers in CRA and generation of PRAN (Permanent Retirement Account Number) shall be the prerequisite for upload of second tranche legacy data. Further, PAO(s) should have commenced upload of monthly SCF in NPSCAN system of CRA. **The detailed procedure for submission of second tranche of legacy data is at Annexure-1.**

As advised vide letter dated 12.1.09, in cases where FA&CAOs (PrAOs) have been remitting the funds pertaining to the Subscriber contribution on behalf of PAOs even after March/2008, the second tranche of data shall also be forwarded by the Pr.AO to CRA in the manner similar to the first tranche. In cases where PrAO has remitted for some period and PAO thereafter, both PrAO and PAOs shall upload contribution files for the relevant months. For instance if a Pr.AO has remitted funds for the PAOs till month of September salary paid in October, the Pr.AO shall send the second tranche details for the PAOs for above period and the PAO(s) shall upload the funds details to CRA for the month of October salary paid in November and so on.

It is, therefore, requested to start direct upload of SCF forthwith, if not already done and transfer second tranche of legacy data within stipulated time period of three months thereafter.

Kindly acknowledge receipt and ensure compliance.

DA: As above

(S.N.Mathur)
Director Finance/ CCA
Railway Board

**Annexure -1**

**Procedural guidelines for upload of second (final) tranche of data to CRA by the PAO(s)**

**Background**

The various Railways have transferred funds pertaining to the contributions up to March 31, 2008 (salary up to February 2008) as first tranche to the Pension Fund Managers through the Trustee Bank. The procedure for providing the data pertaining to this first tranche fund is already in place. Subsequently, the authorized offices were required to transfer monthly contributions directly to the Trustee Bank without submission of data to CRA till the process of registration of the nodal offices and subscribers in CRA system were completed. The registration process was required to be completed by September 30, 2008 and upload of monthly subscriber contribution and fund transfer were expected to commence as per the procedure prescribed by PFRDA. The legacy data pertaining to the period from April 1, 2008 to the month when regular monthly upload of Subscriber Contribution File (SCF) and fund transfer has commenced is expected to be uploaded to CRA as second (final) tranche.

**Second (final) Tranche of legacy data**

Second (final) tranche legacy data means the data pertaining to the period from April 01, 2008, to the preceding month from which simultaneous data upload to NPSCAN (New Pension system Contribution Accounting Network) system and fund transfer to trustee bank have commenced.

**Pre – Requisite for submission of second (final) tranche legacy data to CRA:**

1. The nodal office i.e.,Pay and Accounts Office (PAO), before upload of the second (final) tranche, may ensure that they and their subscribers have been registered in CRA and have received PRAN (Permanent Retirement Account Number) for all subscribers and I-PIN (Internet Personal Identification Number) for upload of SCF to CRA as per the prescribed procedure.
2. PAO(s) should have commenced upload of monthly SCF in NPSCAN system of CRA, printed the transaction id from CRA system and transferred the funds to the NPS trust account in the trustee bank along with the transaction id.

*Example*

PAO-X, has commenced upload of regular SCF in November 2008 (pertaining to the salary of October). PAO-X can upload Contribution data from April 2008 to October 2008 (pertaining to the salary of September) as second tranche of legacy data to CRA.

**Proccdurc for submission of second (final) tranche legacy data to CRA:**

1) If the above pre-requisites are met, PAO(s) can upload the contribution file pertaining to second tranche in NPSCAN system as per the procedure prescribed in this document.
2) **This second tranche can be uploaded within 3 months after a regular SCF upload has commenced.**
3) Second (final) tranche data has to be uploaded by the PAOs for their subscribers. However in cases where FA&CAOs (PrAOs) have been remitting the funds pertaining to the Subscriber contribution on behalf of PAOs even after March/2008, the second tranche of data shall also be forwarded by the Pr.AO to CRA in the manner similar to the first tranche. In cases where PrAO has remitted for some period and PAO thereafter, both PrAO and PAOs shall upload contribution files for the relevant months. For instance if a Pr.AO has remitted funds for the PAOs till month of September salary paid in October, the Pr.AO shall send the second tranche details for the PAOs for above period and the PAO(s) shall upload the funds details to CRA for the month of October salary paid in November and so on.

4) Each PAO should first identify the period for which second (final) tranche data is required to be uploaded.
5) PAO(s) should prepare and upload the following:
   a. SCF containing monthly details of contribution pertaining to the period of second (final) tranche.
   b. the details of fund transferred to NPS Trust account for the period of second (final) tranche in a separate text file.
6) The detailed process flow for preparation and upload of SCF and fund transfer details with respect to the second (final) tranche is explained in detail in para 10 & 11 below.
7) The details provided in the SCF for second (final) tranche should not include contribution details for which SCF has been already uploaded successfully, eg. if the PAO-X has uploaded contribution files for the month of September & October 2008, while submission of second (final) tranche data, PAO-X should not include the contribution details pertaining to September & October 2008. In this case, PAO-X would identify the second (final) tranche period as April 2008 to August 2008 and prepare SCF for that period only. Further, Contributions from November 2008 onwards should be uploaded as regular monthly contribution files.
8) The fund transfer details have to be submitted separately in the text file. This text file can be prepared using a simple excel based utility viz, Fund transfer-file preparation utility (FT-FPU) provided by CRA. PAO(s) can download this utility from CRA website 'www.npscra.nsdl.co.in'.
9) FT-FPU is specially created to enable PAO(s) to create file with fund transfer details for second (final) tranche of data only.
10) **Preparation and upload of SCF for second (final) tranche of legacy data:**
   a. PAO(s) should follow the Standard Operating Procedures on 'Contribution Upload' available in the CRA website 'www.npscra.nsdl.co.in' to create SCF.
   b. Preparation of SCF using File Preparation Utility (FPU).
      i. In the SCF, subscriber contribution details may be entered month wise (details of each month one after another)
      ii. One consolidated file can be prepared for all the months for the period of second tranche or separate file can be prepared for each month.
      iii. The contribution type should be 'regular' in case of monthly contribution being deducted from the salary.
      iv. In the "Remarks" field, it should be mentioned as 'Second and final tranche'.
      v. If any arrears have been paid during the period of second (final) tranche, the contribution corresponding to this may be prepared as a separate file with contribution type as 'arrears'. In the 'Remarks' field, it should be mentioned as 'Arrears-reason for arrears', e.g., in case of Sixth pay commission arrears, the remarks should be 'Arrears-sixth pay commission'.
   c. SCF created using FPU should be validated using File Validation Utility (FVU). [*for more details about FPU and FVU (installation, operational procedure etc.), PAOs may refer to the Standard Operating Procedures on 'contribution Upload' available in the CRA website 'www.npscra.nsdl.co.in'*].
   d. PAO(s) should upload the above SCF to the NPSCAN System (www.npscan-cra.co.in) using I-PIN (user id and password) allotted to the PAO(s).
   e. On successful upload, system will generate a unique 13 digit Transaction id(s). This Transaction id(s) may be noted and mentioned in FT-FPU for creating file of fund transfer details.
11) **Procedure for submission of Fund Transfer details:**
   a. The Text file should be prepared using an excel based utility FT-FPU. Detailed installation and operating procedure for the FT-FPU would be provided along with the utility.
   b. Only one text file consisting of all the funds transfer details should be submitted irrespective of the number of contribution files uploaded. **(In case PAO(s) upload a second file for the fund transfer details the previously uploaded text file will be cancelled).**

c. All the Transaction ids against the second (final) tranche SCF upload (one id if there is only one file and multiple ids if there are multiple files) should be mentioned.
d. PAO(s) should ensure that total amount of contribution across all transaction ids should match the total amount of the funds transfers mentioned in the file.
e. The PAO(s) should log-in NPSCAN system and upload the created text file using the hyperlink provided with name "Fund transfer details for Second (final) tranche".

*Important note:*

*1. For the new Subscribers (who have joined after March 31, 2008), for whom PRAN has not been allotted and for the DDOs which have not been registered earlier, PAO(s) should submit zero contribution file as per the current practice for registration so as to enable registration of new DDOs and generation of additional PRANs.*

*2. If the text file consisting fund transfer details is not uploaded or if the fund transfer details provided in the text file do not match with the records of Trustee Bank, subscribers' retirement account will not be credited with the contribution amount pertaining to the period of second (final) tranche.*

12) **Summary of Activities with respect to submission of second (final) tranche of legacy data to CRA**

i) Pre-conditions of upload:

a. The PAO(s) and their subscribers should have been registered with CRA.
b. PAO(s) should have successfully uploaded monthly SCF in NPSCAN system.
c. PAO should clearly identify the period for which the second tranche of legacy data is being uploaded. This will be the period from 1st April 2008 to the month immediately preceding upload of SCF by PAO. For example, if the PAO has uploaded the SCF in January 2009 (salary of December 2008), the legacy data period shall be from 1st April 2008 (salary of March 2008) to December 2008 (salary of Nov 2008) i.e. a total period of nine months.
d. The underlying principle behind the upload is that the entity remitting funds is responsible also for uploading data in respect of its underlying subscribers. Thus, in case where the Pr.AOs have remitted funds to the Trustee Bank for the entire legacy data period they will be responsible for uploading the subscriber contribution details also.

ii) Procedure for upload of SCF:

a. Consolidation of DDO wise contribution details.
b. Preparation of file(s) using latest version of FPU (for latest version refer to CRA website 'www.npscra.nsdl.co.in'.
c. Validation of the file(s) through latest version of FVU (for latest version refer to CRA website 'www.npscra.nsdl.co.in'.
e. Uploading the validated file(s) to NPSCAN system.
f. Take note of the 13 digit Transaction id generated in the NPSCAN.

iii) Procedure for submission of fund transfer details:

a. Preparation of the Text file using excel based utility 'FT-FPU'.
    i. Only one text file consisting of all the funds transfer details should be submitted irrespective of the number of contribution files uploaded.
    ii. All the Transaction ids against the second (final) tranche SCF upload should be mentioned.
b. Uploading the text file using the hyperlink provided with name "Fund transfer details for Second (final) tranche".

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**PAO/CDDO Registration no. -**

**Details of SCF uploaded**

| Sr. No. | Transaction id | Amount | Pay month |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Total | | X | |

**Funds details**

| Sr. No. | Bank Name | Unique Instrument Number | Bank Branch | Transfer Type | Date of transfer | Amount | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | X | |

**Instructions to be followed:**

1 All the fields are mandatory except remarks

2 In 'Pay month' field - in case of multiple file upload, mention the relevant month eg. April, May etc. ; in case of consolidated file upload, mention as 'consolidated '.

3 In 'Bank Name' field, fill full name of the sender bank (in case of electronic transfer) or the drawee bank (in case of cheque or DD).

4 Unique number is to identify the instrument used for transfer. The instrument number can be a Cheque Number, b. DD number, c. UTR number (for RTGS) or d. Reference no. provided by Sender Bank (for NEFT). While providing the details of Unique Instrument Number, the PAO/CDDO should provide the details of cheque only if the funds are transferred by cheque. In case of e-transfers (RTGS/NEFT), no details of cheque to be provided. PAO/CDDO should only provide UTR/ISFC details, whichever applicable.

5 In the Bank branch field enter a. MICR in case of Cheque transfer, b. Bank Branch name in case of DD, c. IFSC code in case of NEFT or RTGS transfer.

6 In type of Transfer, enter 'C' for cheque transfer, 'D' for DD transfer, 'R' for RTGS and 'N' for NEFT.

7 In the 'Date of transfer' field, Date of cheque, DD or electronic transfer in dd/mm/yyyy format should be entered.

8 In case excess amount is paid during remittance of first tranche, details of excess funds transferred should also be provided along with funds transferred under sencod tranche. Each such entry should be identified by providing appropriate details in remarks column.

9 Total Amount in SCF should match Total amount of fund transfer details.

10 Transaction id can be obtained from 'File Status View' under 'Contribution' menu of the NPSCAN system. NPSCAN will issue transaction ids when SCF file is uploaded to NPSCAN system.

11 Transaction ids of only second tranche data should be included.

12 All details of second tranche legacy data should be included in a single file. Multiple files will not be accepted. In case multiple files are uploaded, only latest file will be considered as final.

13 Instructions for uploading file generated through FT-FPU will be provided on NPSCAN system as and when the upload facility is made available.