Government of India
Ministry of Railways
(Railway Board)

RBA No. 49/ 2005

No: 2004/AC-II/21/1Pt. II **New Delhi, 18/8/05**

FA&CAOs/CPOs
All Indian Railways /PUs.

Sub:- Instructions for providing data on New Pension Scheme.

*****

In continuation of this office letter of even no. dt. 28.06.2005, a copy of instructions , received from CPAO on data structure of NPS files is sent here with for information and necessary action.

DA: As above.

(J.Srinivas)
Director Finance (CCA)
Railway Board

-44-

NPS12

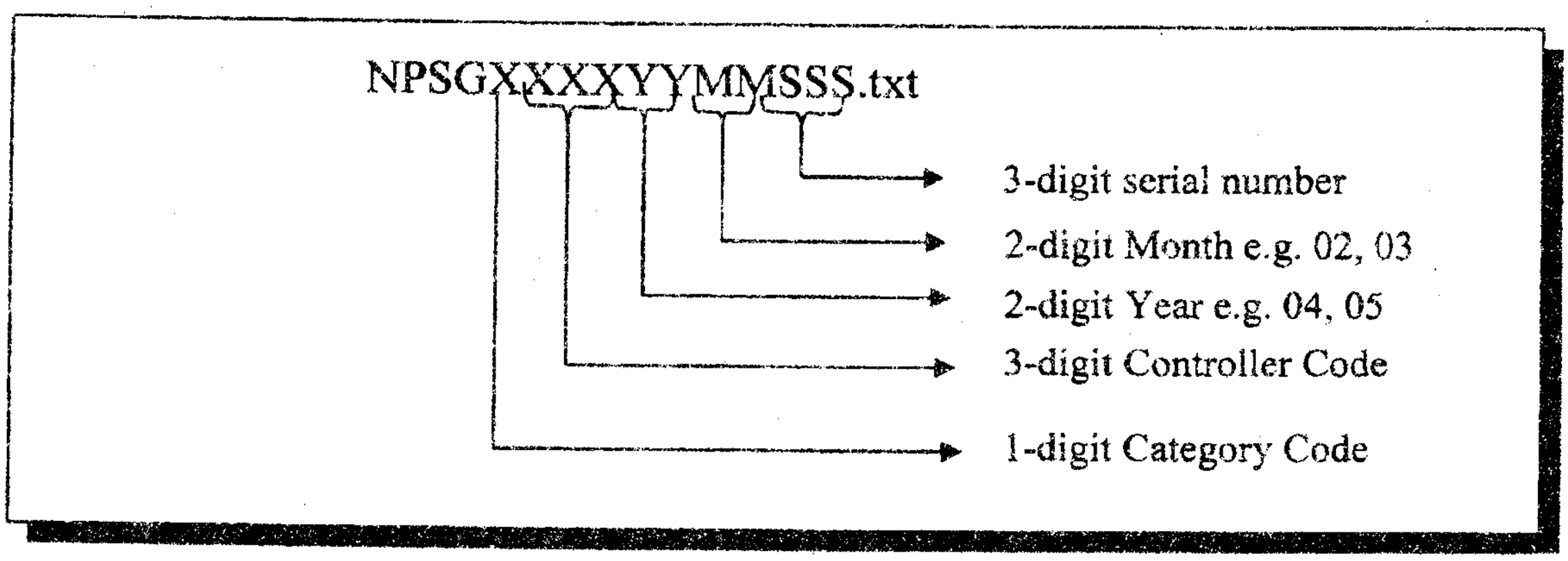
Data Structure of NPS Files to be sent to I-CRA

Version 1.1
13 July 2005

Central Pension Accounting Office
Trikoot-II, Bhikaiji Cama Place,
New Delhi-110066

Subscriber General Information:

Text file name will be of 19 Characters as given below.



Sr. No.	Field Name	Character Range	Width	Description
1.	Department Code*	1-1	1 Char	Category Code (1,2,3,4,5)
2.	PrAO Code*	2-4	3 Char	Principal Account Office Code
3.	PAO Code*	5-10	6 Char	Pay and Account Office Code
4.	DDO Code	11-16	6 Char	Drawing & Disbursing Officer Code
5.	NPS Account Number*	17-32	16 Char	Permanent Pension Account Number (PPAN)
6.	Account Name*	33-102	70 Char	Subscriber/Employee Name
7.	Sex	103-103	1 Char	Subscriber/Employee Sex (M/F)
8.	Designation*	104-153	50 Char	Designation of Subscriber/Employee
9.	Data of Birth*	154-161	8 Char	Date of Birth of Subscriber/Employee
10.	Date of Joining Govt. Service*	162-169	8 Char	Date of Joining of Subscriber/Employee
11.	Date of Superannuation*	170-177	8 Char	Date of Retirement
12.	Pay Scale*	178-227	50 Char	Pay scale of Subscriber/Employee
13.	Basic as on DOJ*	228-233	6 Char	Basic Pay of Subscriber/Employee
14.	DP as on DOJ*	234-239	6 Char	Dearness Pay
15.	NPA as on DOJ*	240-245	6 Char	Non Practitioner's Allowance
16.	DA as on DOJ*	246-251	6 Char	Dearness Allowance
17.	Add 1	252-311	60 Char	Address Line 1 of Subscriber/Employee

18.	Add 2	312-371	60 Char	Address Line 2 of Subscriber/Employee
19.	City	372-396	25 Char	City
20.	State	397-416	20 Char	State
21.	Pincode	417-422	6 Char	Pin code
22.	Phone	423-442	20 Char	Phone
23.	Email	443-472	30 Char	Email of Subscriber/Employee/Pr.AO
24.	Fax	473-492	20 Char	Fax
25.	Nomination Letter Number**	493-542	50 Char	Nomination Letter Number
26.	Nomination Date**	543-550	8 Char	Nomination Letter Date
27.	Nominee Serial No.**	551-552	2 Char	Unique Serial No for a Nominee of Subscriber/Employee
28.	Nominee Name**	553-622	70 Char	Nominee Name of Subscriber/Employee
29.	Nominee's Relation With Subscriber	623-672	50 Char	Nominee Relation with Subscriber/Employee
30.	Nominee Address	673-742	70 Char	Nominee Address
31.	Share Type	743-743	1 Char	Share type or Distribution among nominees. i.e. Percentage or equal
32.	Nominee Date of Birth	744-751	8 Char	Nominee Date of Birth of Subscriber/Employee
33.	Nominee Percent	752-757	6 Char	Percentage of Distribution among nominee's
34.	Guardian Name of Minor Nominee	758-807	50 Char	Guardian Name of Minor Nominee
35.	Nom Invalid Condition	808-857	50 Char	Condition when a nominee is not entitled to pension
36.	Remarks	858-907	50 Char	General remarks if any

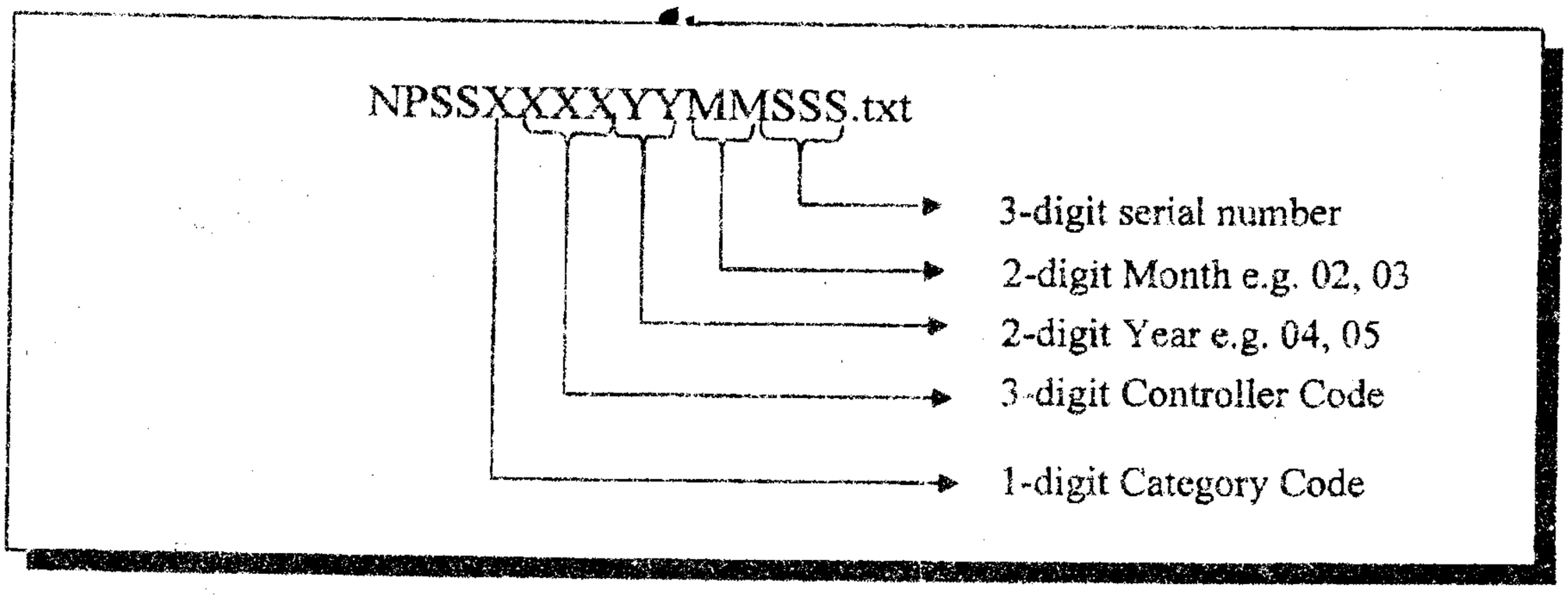
Total Record Size: **907** Char (Fixed Size)

Note:-

1. * Indicates mandatory fields.
2. ** Indicates mandatory only in case of nominee information.
3. Sex should be M/F.
4. Share type (1=%, 2=equal).
5. Nominee Percent (999.99 or Space (6 chars) in case of share type=2).
6. All the date fields should be in YYYYMMDD format.

Subscriber Schedule Information: -

Text file name will be of 19 Characters as given below.



Sr.No.	Field Name	Character Range	Width	Description
1	Department code*	1-1	1 Char	Category Code (1,2,3,4,5)
2	Pr.A.O. Code*	2-4	3 Char	Principal Account Office Code
3	PAO Code*	5-10	6 Char	Pay and Account Office Code
4	DDO Code	11-16	6 Char	Drawing & Disbursing Officer Code
5	DV Financial Year	17-25	9 Char	Bill (Daily Voucher) Financial Year at PAO level
6	DV Number*	26-35	10 Char	Bill (Daily Voucher) number at PAO level
7	DV Suffix	36-85	50 Char	Bill (Daily Voucher) remark if any at PAO level
8	DV Date*	86-93	8 Char	Bill (Daily Voucher) date at PAO level
9	Total Schedule Amount*	94-105	12 Char	Bill Amount
10	Schedule year*	106-109	4 Char	Year for which contribution is recovered
11	Schedule month*	110-111	2 Char	Month for which contribution is recovered
12	Account Number*	112-127	16 Char	Permanent Pension Account Number (PPAN)
13	Account Name*	128-197	70 Char	Subscriber/Employee Name
14	Basic	198-203	6 Char	Current Basic Pay of Subscriber/Employee
15	DP	204-209	6 Char	Current Dearness Pay of Subscriber/Employee
16	DP Rates	210-215	6 Char	Current Dearness Pay rates

17	NPA	216-221	6 Char	Current Non Practitioner's Allowance of Subscribers
18	NPA Rates	222-227	6 Char	Current Non Practitioner's Allowance rates
19	DA	228-233	6 Char	Current Dearness Allowance
20	DA Rates	234-239	6 Char	Current Dearness Allowance rates
21	DA Arrears	240-245	6 Char	Current Dearness Allowance Arrears
22	Other Arrears	246-251	6 Char	Any other Arrears contribution recovered from Subscriber/Employee
23	Tier 1 Contribution**	252-258	7 Char	Total Subscriber/Employee contribution
24	Tier 2 Contribution	259-265	7 Char	Should be zero
25	Government Contribution**	266-272	7 Char	Corresponding Government contribution
26	Remarks	273-372	100 Char	Remarks if any regarding contributions

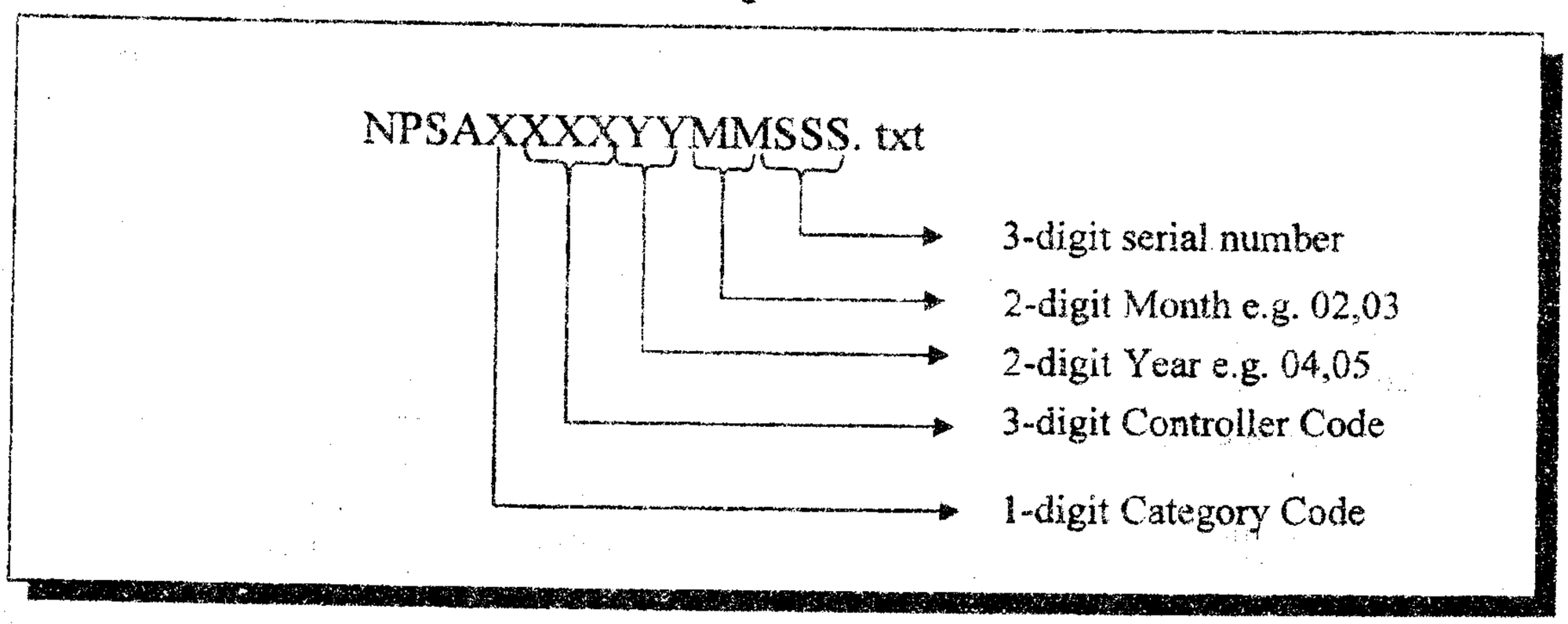
Total Record size: - **372** Char (fixed size)

Note:-

1. * Indicates mandatory fields.
2. ** Indicates each record will have either tier1 or Government contribution.
3. All the date fields should be in YYYYMMDD format.

Amendment of General Information of Subscriber:

Text file name will be of 19 Characters as given below.



Sr. No.	Field Name	Character Range	Width	Description
1	Department Code*	1-1	1 Char	Category Code (1,2,3,4,5)
2	PrAO Code*	2-4	3 Char	Principal Account Office Code
3	PAO Code*	5-10	6 Char	Pay and Account Office Code
4	NPS Account No*	11-26	16 Char	Permanent Pension Account Number (PPAN)
5	Amendment No*	27-32	6 Char	Running sequential number for a PPAN
6	Amendment Date*	33-40	8 Char	Date of amendment
7	DDO Code	41-46	6 Char	Drawing & Disbursing Officer Code
8	Employee Name*	47-116	70 Char	Subscriber/Employee Name
9	Sex	117-117	1 Char	sex of Subscriber/Employee
10	Designation*	118-167	50 Char	designation of Subscriber/Employee
11	Date of Birth*	168-175	8 Char	Date of birth of Subscriber/Employee
12	Date of Joining Govt. Service*	176-183	8 Char	Date of Joining of Subscriber/Employee
13	Date of Superannuation*	184-191	8 Char	Date of Retirement
14	Effective Date of Emoluments	192-199	8 Char	Effective Date of increments if any
15	Pay Scale*	200-249	50 Char	Pay scale of Subscriber/Employee
16	Basic Pay*	250-255	6 Char	Basic Pay of Subscriber/Employee
17	DP*	256-261	6 Char	Dearness Pay
18	DA*	262-267	6 Char	Dearness Allowance

19	NPA*	268-273	6 Char	Non Practitioner's Allowance
20	Activation Status	274-274	1 Char	Should be A/D as described below
21	Activation from Date	275-282	8 Char	Date of change of activation status
22	Activation Remarks	283-332	50 Char	Remarks if any regarding activation status
23	Address1	333-392	60 Char	New Address Line 1 of Subscriber/Employee
24	Address2	393-452	60 Char	New Address Line 2 of Subscriber/Employee
25	City	453-477	25 Char	City
26	State	478-497	20 Char	State
27	Pin code	498-503	6 Char	Pin code
28	Phone Number	504-523	20 Char	Phone Number
29	E-mail	524-553	30 Char	Email of Subscriber/Employee/Pr.AO
30	Fax Number	554-573	20 Char	Fax
31	Nominee Letter Number**	574-623	50 Char	Nomination Letter Number
32	Nominee Date**	624-631	8 Char	Nomination Letter Date
33	Nominee Serial Number**	632-633	2 Char	Unique Serial No for a Nominee of Subscriber/Employee
34	Amend Type Flag**	634-634	1 Char	Amendment type A/M/D as described in below
35	Nominee Name**	635-704	70 Char	Nominee Name of Subscriber/Employee
36	Nominee Relation	705-754	50 Char	Nominee Relation with Subscriber/Employee
37	Nominee Address	755-824	70 Char	Nominee Address
38	Share Type	825-825	1 Char	Share type or Distribution among nominees. i.e. Percentage or equal
39	Nominee Date of Birth	826-833	8 Char	Nominee Date of Birth of Subscriber/Employee
40	Nominee Percent	834-839	6 Char	Percentage of Distribution among nominee's
41	Guardian Name	840-889	7 Char	Guardian Name of Minor Nominee
42	Nominee Invalid Condition	890-939	50 Char	Condition when a nominee is not entitled to pension
43	Remarks	940-989	50 Char	General remarks if any

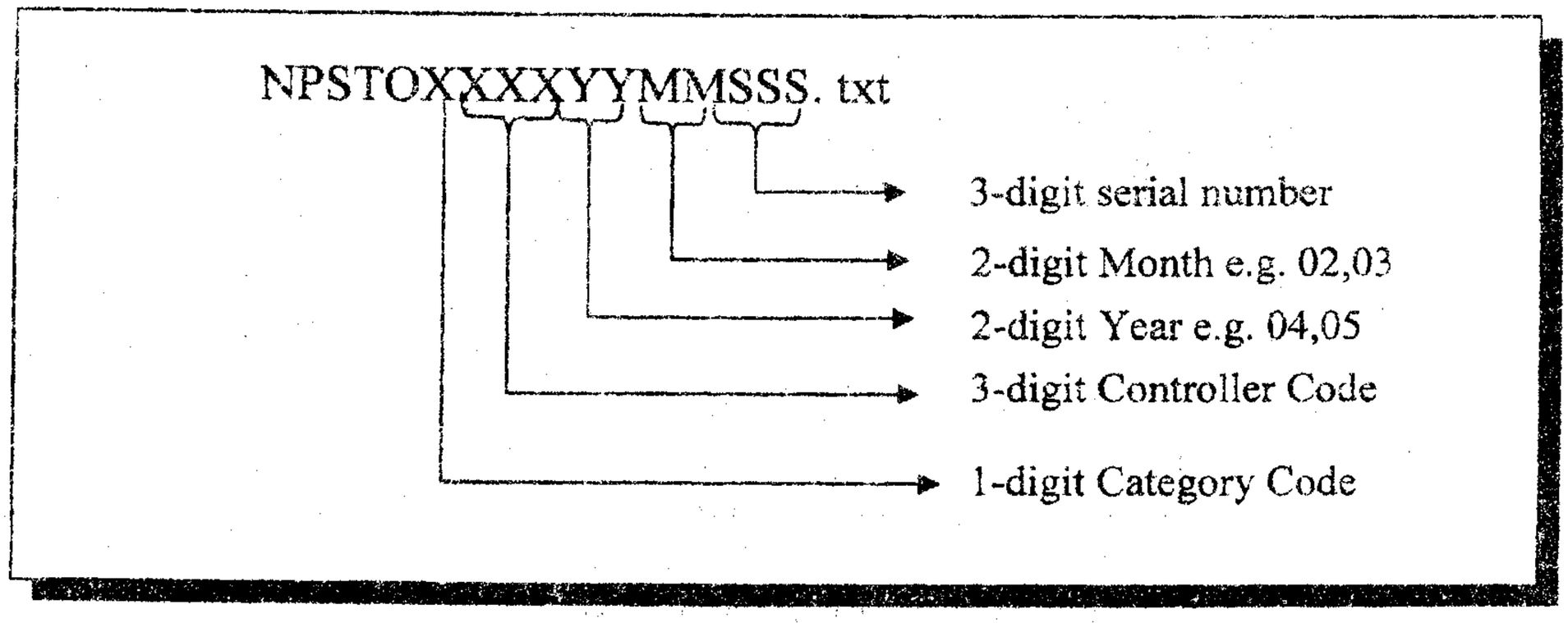
Total Record Size: **989** Char (Fixed Size)

Note:

1. * Indicates mandatory fields.
2. ** Indicates mandatory only in case of amendment in nominee information.
3. All the fields must have the latest (Updated) information of a subscriber.
4. For any subscriber the first record contains amendment in general information of subscriber as well as amendment in the first nominee of the subscriber. If there are amendments in more than one nominee. They will be stored in subsequent rows of the nominee. The Master Data is repeated from First Row i.e. data in columns 1 to 573 from first row gets repeated in all the rows of various nominees.
5. There are three types of amendments in the nominee data viz Addition of a new nominee, Modification of existing nominee and deletion of an existing nominee. In all the cases all the fields starting from column 574 will have data.
6. If case it is an addition of new nominee the "Amend Type Flag" will have value as "A".
7. If case it is a modification of existing nominee the "Amend Type Flag" will have value as "M".
8. If case it is a Deletion of existing nominee the "Amend Type Flag" will have value as "D".
9. All the fields in employee information must have values irrespective of changed fields.
10. If there is no amendment in nominee information then fields from 574 will be blank.
11. This file should only be sent to CPAO in case there is an amendment in subscriber's information.
12. Both Nominee Serial no and Amend Type flag are mandatory in case of nominee Amendments.
13. All the date fields should be in YYYYMMDD format.
14. Employee activation status will be A or D where A- indicates activated and D- indicates deactivated.

Subscriber's Transfer Out Information:

Text file name will be of 20 Characters as given below.



Sr. No.	Field Name	Character Range	Width	Description
1	Old Department Code*	1-1	1 Char	Category Code (1,2,3,4,5) where Subscriber/Employee previously employed
2	Old PrAO Code*	2-4	3 Char	Principal Account Office Code under which Subscriber/Employee previously employed
3	Old PAO Code*	5-10	6 Char	Pay and Account Office Code under which Subscriber/Employee previously employed
4	New Department Code*	11-11	1 Char	Category Code (1,2,3,4,5) where Subscriber/Employee is transferred
5	New PrAO Code*	12-14	3 Char	Principal Account Office Code under which Subscriber/Employee is transferred
6	New PAO Code*	15-20	6 Char	Pay and Account Office Code under which Subscriber/Employee is transferred
7	NPS Account No*	21-36	16 Char	Permanent Pension Account Number (PPAN)
8	Employee Name*	37-106	70 Char	Subscriber/Employee name
9	Transfer Letter Number*	107-156	50 Char	Transfer letter number
10	Transfer Date*	157-164	8 Char	Transfer letter date
11	Last Amend Number*	165-170	6 Char	Last amendment number relating to the Subscriber/Employee
12	Last Amendment Date	171-178	8 Char	Last amendment date relating to the Subscriber/Employee

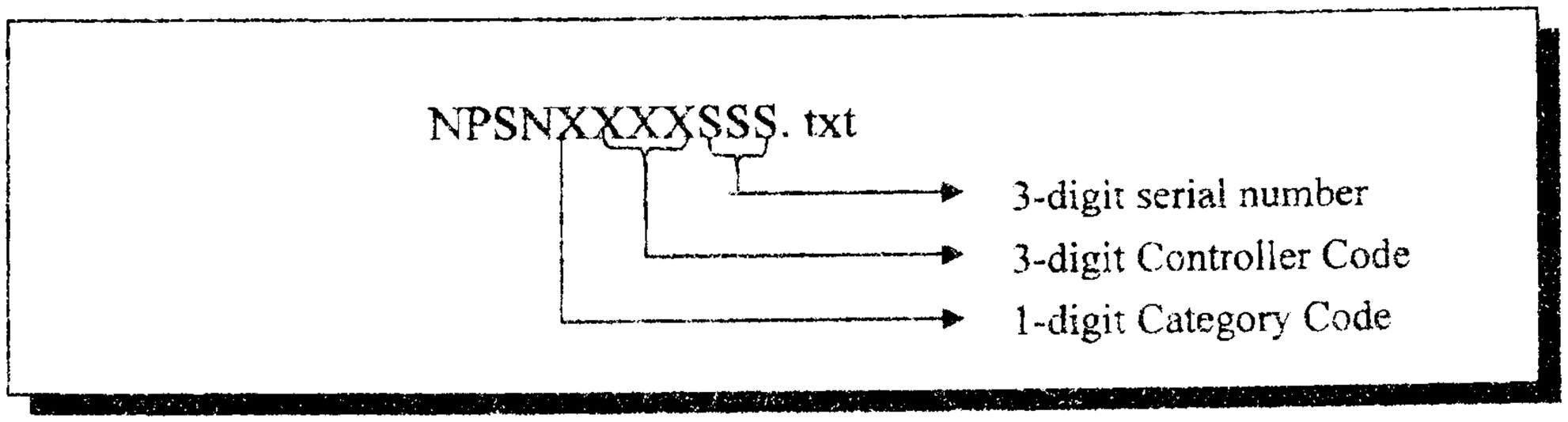
Total Record Size: **178** Char (Fixed Size)

Note: -

1. * Indicates mandatory fields.
2. In case there is no amendment then value of amendment number should be 6 times ZERO.
3. All the date fields should be in YYYYMMDD format.

Subscriber NIL Information:

Text file name will be of 15 Characters as given below.



Sr. No.	Field Name	Character Range	Width	Description
1.	Department Code*	1-1	1 Char	Category Code (1,2,3,4,5)
2.	PrAO Code*	2-4	3 Char	Principal Account Office Code
3.	PAO Code*	5-10	6 Char	Pay and Account Office Code
4.	Year*	11-14	4 Char	Year for which Nil information is send
5.	Month*	15-16	2 Char	Month for which Nil information is send

Total Record Size: **16** Char (Fixed Size)

Note:-

1. * Indicates mandatory fields.

Pay Scale Directory

Pay Commission: 5th

Sr. No.	Pay scale Code
1	2550-55-2660-60-3200
2	2610-60-3150-65-3540
3	2610-60-2910-65-3300-70-4000
4	2650-65-3300-70-4000
5	2750-70-3800-75-4400
6	3050-75-3950-80-4590
7	3200-85-4900
8	4000-100-6000
9	4500-125-7000
10	5000-150-8000
11	5500-175-9000
12	6500-200-6900
13	6500-200-10500
14	7450-225-11500
15	7500-250-12000
16	8000-275-13500
17	9000-FIXED
18	9000-275-9550
19	10325-325-10975
20	10000-325-15200
21	10650-325-15850
22	12000-375-16500
23	12750-375-16500
24	12000-375-18000
25	14300-400-18300
26	15100-400-18300
27	16400-450-20000
28	16400-450-20900
29	14300-450-22400
30	18400-500-22400
31	22400-525-24500
32	22400-600-26000
33	24050-650-26000
34	26000-FIXED
35	30000-FIXED

सत्यमेव जयते

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

RBA No. 32/2005

Dated 28.6.2005

No. 2004/ACII/21/1 Pt II

General Managers/CPOs,
All Indian Railways/PUs etc.

Sub: Implementation of New Pension system.

***

Instructions for implementation of the new pension system were issued vide Board's letter dated 19.2.04, which interalia envisage submission of information on the subscribers and contributions made, in the prescribed formats, to CPAO every month. The instructions in this regard have been reiterated time and again. However, despite issue of repeated reminders and lapse of over 17 months, the Railways have arrears in recoveries towards the new pension system and flow of information to CPAO has not yet stabilized.

In the recently convened review meeting chaired by Sh. D. Swaroop, Chairman, Pension Fund Regulatory Development Authority, the Chief Controller /Pension brought out that none of the Railway has yet submitted the complete information to Central Pension Accounts Office. A few railways have sent partial or incomplete information, which is of no use to that office. Chairman, Pension Fund Regulatory Development Authority has fixed a target of 31st Aug'05 to set the system right to ensure submission of requisite information in the prescribed formats to CPAO by all railways.

Kindly ensure strict compliance of the target ibid and confirm appropriate action being taken. In this regard a copy of general instructions issued by CPAO for submission of information is enclosed for guidance & necessary action.

Further guidance may be obtained from CPAO for full-fledged implementation of the system forthwith.

D.A.: As above.

(Shobhna Jain) 24.6.2005
Additional Member Finance
Railway Board

Copy to FA&CAOs, All Indian Railways /PUs etc for information, and necessary action. Further, the information regarding the number of employees, amount due and recovered from the employee, and amount of Government's contribution called for vide Board's letter no. 2004/ACII/21/1 Pt dated 10.5.05 is also awaited from most of the Railways. This may kindly be arranged to be sent on fax no. 23387726 immediately, if not already sent.

(J. Srinivas)
Director Finance (CCA)
Railway Board

Instructions for forwarding data on New Pension Scheme to the Interim-CRA

Version 1.0
20 May 2005

Central Pension Accounting Office
Trikoot-II, Bhikaiji Cama Place,
New Delhi-110066

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4. Enclosures

   a. Data Structure of Files

   b. Directory of PAO's

   c. Directory of Basic Pay

1. GENERAL INSTRUCTIONS

1. All data to be sent to the I-CRA must be in text format (ASCII) files.

2. The data will be received only from the Pr. AO offices.

3. The data can either be e-mailed at cccpao@nic.in or sent by 3.5" floppy.

4. The following five formats for the electronic transmission of data have been decided as given below

   I. General Information File
   II. Schedule Information file
   III. Amendment Information File
   IV. Transfer Information File
   V. Nil Information file

5. File name for each of the above data files as well the file structure is as given in Enclosure-1.

6. All the mandatory fields indicated by * in the enclosure must not be empty.

7. Numeric fields must have numeric values.

8. All the date fields should be numeric and have a valid date in format YYYYMMDD

9. Department code, Controller Code (Pr.A.O. code), PAO Code in the text data file must exist in the CPAO Directory (Enclosure-2) otherwise records will be rejected.

10. Controller Code in file name should match with CPAO controller directory (Enclosure-2) otherwise text file will be rejected.

11. Department Code must be a 1 digit numeric value.

12. Controller Code must be a 3-digit numeric value.

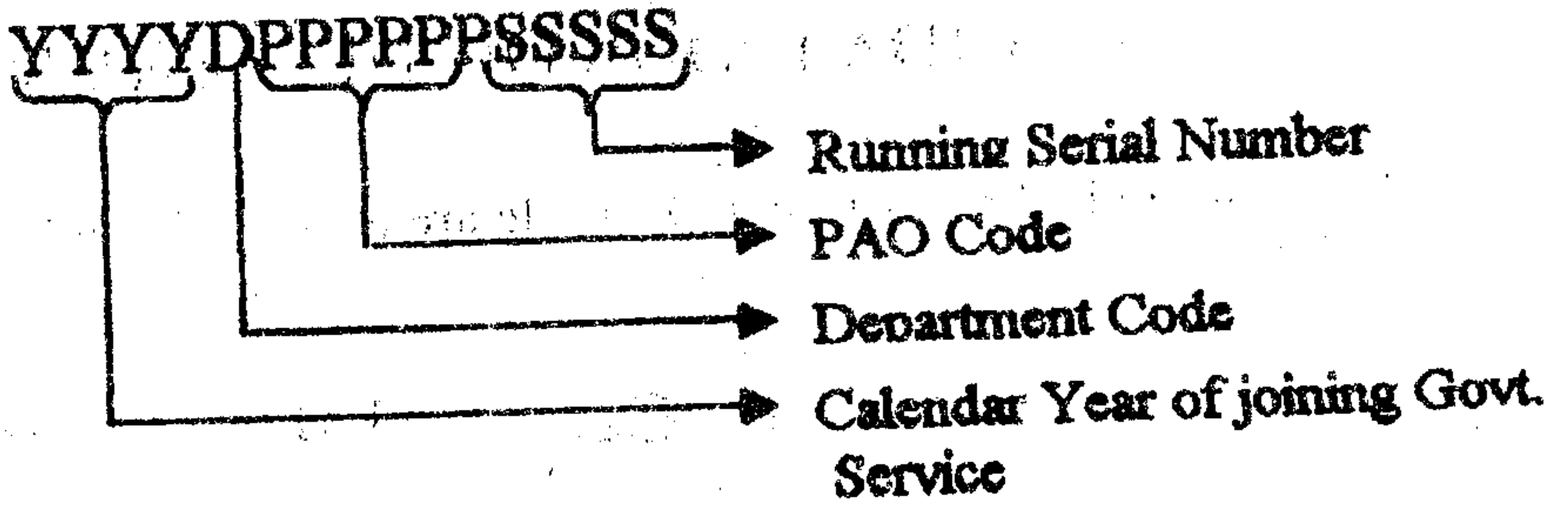
13. PAO code must be a 6-digit numeric value.

14. DDO code must be a 6-digit numeric value. It is not a mandatory field.

15. Basic pay should be same as given in the directory (Enclosure-3).

16. Data in the files should not contain special characters like single quotes (‘), ampersand (&), colon (:) and double slash (//) etc.

17. PPAN Number (NPS Account Number) must have 16-digit numeric value in the following format.



18. General Information file containing information of new entrants must precede or be sent along with the schedule information file.

19. All files should be incorporated in a single Zip file before sending it to CPAO.

20. Several detailed reports, described in section 3, would be available at CPAO's web site www.i-cra.nic.in for viewing and printing.

21. Since the reports are available for viewing on web it would be the responsibility of the user to verify all information available with CPAO and to report amendments where necessary.

2. VALIDATIONS ON DIFFERENT DATA FILES

Validations applied on different Data File are as given below.

a. General Information File

Data Validation Checks:

1. Each line must have 907 characters.

2. Data structure should be same as given in Enclosure-1.

3. Basic pay should not be zero.

4. Each line should have information of subscriber from character 1 to 492 and Information of their nominee from character 493 to 907. For each additional nominee of the same subscriber there will be a separate line with same subscriber information from character 1 to 492 and nominee information from character 493 to 907.

Business Logic Checks:

1. Department Code, Controller Code, PAO Code, Employee name, PPAN, designation, date of birth, date of joining, date of retirement, basic pay, DA, DP should not be blank.

2. PPAN should be unique. (Primary key).

3. In case of nominee information PPAN and Nominee serial Number should be unique (Composite key).

4. In PPAN 5th character should be department flag (1,2,3,4,5) and 6-11 is PAO Code.

5. Duplicate PPAN will be rejected. Duplicacy will be checked with the records in the same file and in our database.

6. All date should be in "YYYYMMDD" format.

7. Date of birth and date of joining should not be greater than current date.

8. Date of joining should be greater than date of birth.

9. Date of joining should be greater than or equal to 01-Jan-2004.

10. There should be 18-year difference between date of birth and date of joining.

11. Date of retirement cannot be less than date of joining and date of birth.

12. Basic pay should be greater than or equal to 2550.

13. Pay scale should match with our pay scale database.

14. Basic pay should be between the pay scale.

15. Nomination letter date, if entered, must be greater or equal to date of joining.

16. If nomination letter no and nominee letter date are specified, there should be at least one record of nominee

b. Schedule Information File

Data Validation Checks:

1. Each line must have 372 characters.
2. Basic pay should not be zero for salary bills.
3. If DP, DA or NPA is zero or blank then corresponding DP rate, DA rate, NPA rate should be zero or blank.
4. Government contribution and tier1 contribution should be shown in separate records/line.
5. If there is more than one schedule month information for the same subscriber then there should be separate line/records for each month.

Business Logic Checks:

1. Employee name, PPAN, schedule month, schedule year, bill financial year, bill *no (DV Number), bill date (DV Date) should not be blank.*
2. PPAN not found in CPAO's database will be rejected.
3. In PPAN 5th character should be Department Code (1,2,3,4,5) and 6-11 should be a valid PAO Code.
4. Bill No., Bill date, schedule year, schedule month, PPAN should be unique *(Composite key).*
5. Bill Financial year should be in "YYYY-YYYY" format.
6. Bill Financial year should be greater than or equal to "2003-2004" and less *than or equal to current financial year.*
7. Bill date should be greater than or equal to 01-Jan-2004 and less than or equal to current date and in "YYYYMMDD" format.

8. Schedule year should be in "YYYY" format and greater than or equal to 2004.

9. Basic pay should be greater than or equal to 2550 and between pay scale.

10. DP, DA, NPA value should be corresponding to DP rate, DA rate, NPA rate.

11. Basic pay, DP, DA, NPA, NPA Rate, DA Rate, DP Rate should be blank in case of DA arrears or other arrear.

12. Tier1 contribution and govt. contribution should be–
    a. Equal to 10 % of (basic pay+ DP+DA+NPA) in case of salary.
    b. Equal to 10 % of (DA arrear or other arrear) in case of arrear.

13. Tier2 Contribution should be 0.

c. Amendment Information File

Data Validation Checks:

1. Each line must have 1927 characters.

2. Amendment number should be a running sequential number for all amendments relating to a PPAN.

3. A PPAN, which is not in CPAO's database, will be rejected.

4. In case of amendment related to nominee if there is modification or deletion of existing nominee then Nominee serial number should match with our previous records.

Business Logic Checks:

1. Department Code, Controller Code, PAO Code, PPAN, Amendment no, amendment date should not be blank.

2. Please refer to General Information File for details of data validation checks and business logic checks for its modified fields.

3. Amendment date should be greater than 01-Jan-2004 and less/equal to current date and in "YYYYMMDD" format.

d. Transfer Information File

Data Validation Checks:

1. Each line must have 164 characters.

Business Logic Checks:

1. Old Department Code, old Controller Code, old PAO code, new Department Code, new Controller Code, new PAO Code, PPAN, employee name, transfer letter no, transfer letter date should not be blank. These fields will be validated from CPAO's database.

2. Transfer letter date should be greater than 01-Jan-2004 and in "YYYYMMDD" format.

e. Nil Information File

Data Validation Checks:

1. Each line must have 16 characters.

2. If there are no subscribers in a month for any PAO then Pr.AO will send Nil Information File for those PAO's.

Business Logic Checks:

1. Department Code, PAO Code, month, year should be unique (Composite key).

2. Year should be in "YYYY" format.

3. Year should be greater than or equal to 2004 and less than/equal to current year.

4. Month should be in "MM" format and month should not be greater than current month.

3. NPS REPORTS

Reports, which are described below, would be available at our web site www.i-cra.nic.in *for viewing and printing. All reports are password protected.*

- **CRA-REC-01**
  Controller wise monthly status report

- **CRA-REC-02**
  PAO wise monthly status report

- **CRA-REC-03**
  List of PAO's required to send information for the NPS

- **CRA-REC-04**
  List of PAO's not sending information in CPFM format

- **CRA-REC-05**
  List of subscribers with missing General Information

- **CRA-REC-06**
  List of subscribers with missing Accounting Information

- **CRA-REC-07**
  Employee Account Information

- **CRA-DIR-02**
  Directory of PAO's

- **CRA-EXL-02**
  PAO wise status report of receipt of Information at I-CRA