



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Inter

का. महालेखाकार (ले.व.ह.) पंजाब, सेक्टर -17E चंडीगढ़-160017  
O/o Pr. AG (A&E) Punjab & UT, Sector-17E, Chd-160017  
No. - PAO/NPS/Option/2022-23/124-132  
दिनांक/Date:- 24.06.2022

WM(A)/DA/NPS/22-23/440

Dated-12-07-22

सेवा में

1. उपमहालेखाकार (प्रशासन),  
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पांचवा तल ऑडिट भवन, चंडीगढ़
8. उपमहालेखाकार (वर्क्स प्रशासन),  
का. प्र. महालेखाकार (ले. व. ह.) पंजाब, चंडीगढ़
9. वरिष्ठ उपमहालेखाकार (WM),  
का. प्र. महालेखाकार (ले. व. ह.) हरियाणा, चंडीगढ़

Copy of this letter is

Forwarded to all concerned  
officials for compliance  
with in 2 Days.

उपमहालेखाकार (प्रशासन)  
D.A.G. (A&E) Punjab & UT  
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Dated: 24/6/22

Subject:- Online facility to Nodal Office to capture the details exercised by Subscriber under Form 1 & 2 (CCS rules March, 2021)

Sir,

This has reference to an e-mail dated 13.05.2022 received from Central recordkeeping Agency (CRA) with attached Gazette Notification regarding NPS rules 2021 for Central Civil Services (Implementation of National Pension System) issued by Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioners Welfare) on March 30, 2021 vide which it has been intimated that the Protean-CRA has enabled the online functionality to capture the option exercised by Subscriber under Form 1 & 2 in PAO/DDO office login.

The above mentioned Gazette Notification has already been sent to all the DDOs concerned vide this office's letter No PAO/NPS/CCS RULES 2021-22/95-107 dated 16.06.2021.

In view of the above, action may be taken at the earliest on the following two points:-

1. As per Rule No. 10 of CCS NPS Rules 2021 the Option to avail benefits on death or invalidation or disability of Subscriber during service is **mandatory**. So, the instructions may

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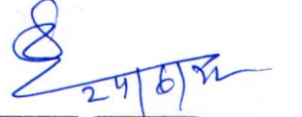
be issued with immediate effect to all the PSA/DDOs concerned to send the following documents to this PAO with the **given procedure as Annexure 'A'**:-

- The option Form 1 & 2, complete in all respects of the subscribers who are already covered under National Pension System.
- The supporting documents (Proof of birth) of the family members of the Subscriber.
- The copy of the generated PDF (**As per the step 7 of the given process in Annexure 'B'**).

2. It is also requested to issue relevant instructions to the PSAs and DDOs concerned to send the CSRF along with the option in Form 1 and Form 2 to this PAO on timely basis as per rule no 4 of the CCS (NPS) Rules 2021. The Procedure for sending the CSRF by PSA/DDO to this PAO is as specified in **Annexure 'C'**. The late submission of CSRF at the DDO level to this PAO, leads to a delay in PRAN generation and consequently, the NPS contribution of the Government servant has to be kept pending in the suspense account.

Encl: As above.

Yours faithfully,



उप-महालेखाकर (प्रशासन)

**PROCEDURE FOR OPTION FORMS**

Every Government servant covered under the National Pension System shall (at the time of joining Government service) exercise an option in **Form 1** for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules, 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation. Government servants, who are already in Government service and are covered by the National Pension System, shall also exercise such option as soon as possible after the notification of these rules.

Every Government servant shall, along with the option in Form 1, also submit details of family in Form 2 to the Head of Office. If the Government servant has no family, he shall furnish the details in Form 2 as soon as he acquires a family. The Government servant shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his child.

The option shall be exercised to the Head of Office who will accept the same after verifying all the facts submitted therein and place it in the service book. A copy of the option shall be forwarded by the Head of Office to the Drawing and Disbursing Officer (DDO) and subsequently, the DDO shall make suitable entry in the online system (**Steps to capture the details online by the DDO are given in Annexure 'B'**) indicating the details regarding the option exercised by the Government servant and generate the PDF for office record.

**Then, the DDO shall send the copy of the following documents to this PAO :-**

1. The option Form 1 & 2 complete in all respects.
2. The supporting documents (Proof of birth) of the family members of the Subscriber.
3. The copy of the aforesaid generated PDF (Downloaded by the DDO after successful submission of request).



**Pay & Accounts Officer**  
धुगतान और लेखा अधिकारी  
कार्यालय महालेखाकार (लेखा एवं हक)  
पंजाब एवं यू.टी., चण्डीगढ़  
PAY and Accounts Officer  
O/o The Accountant General (P&A)  
Punjab & U.T., Chandigarh