

No.NPS/A-1/2021/ 250
Government of Punjab
Finance Department
Principal Accounts Office (New Pension Scheme)
Vit-te-Yojana Bhawan, Plot No.2-B, Sector 33-A, Chandigarh

Dated, Chandigarh, the Feb., 18th. 2021

To

The Special Chief Secretary / All Additional Chief Secretaries, Financial Commissioners and Principal Secretaries to Government of Punjab,
All Head of Departments,
All Commissioner of Divisions,
All Deputy Commissioners and District and Session Judges.
Registrar, Punjab and Haryana High Court, Chandigarh.
Secretary, Punjab Vidhan Sabha,

Subject: Online PRAN Generation for new subscribers covered under the New Pension Scheme (NPS) through Integrated Financial Management System (IFMS).

Sir/Madam,

These instructions are issued in supersession of instructions issued vide letter No.NPS/Pension Cell/Online PRAN Generation/2017/5934-38 dated 21.06.2017 titled "ਨਵੀਂ ਪੈਨਸ਼ਨ ਸਕੀਮ ਤਹਿਤ PRAN ਅਲਾਟਮੈਂਟ:- ਡੀ.ਡੀ.ਓਜ਼ ਵੱਲੋਂ ਆਨਲਾਈਨ ਪਰਾਨ ਅਪਲਾਈ ਕਰਨ ਸਬੰਧੀ" read with letter No. NPS/CMM/2018/4891 dated 03.10.2018 wherein the process of online PRAN generation for employees covered under NPS through National Securities Depository Ltd. (NSDL) and its verification through District Treasury Officers had been prescribed.

2. The Department of Finance has integrated its IFMS with NSDL software and the online PRAN can now be applied through IFMS only. The stepwise procedure shall be as follows: -

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- i) The subscriber-employee (hereinafter, subscriber) shall deposit CSRF form alongwith the prescribed documents (Copy of appointment letter and joining report; Bank proof-Cancel cheque/Bank Pass Book copy; Address proof-Aadhar Card/Pan Card; Date of birth proof-Date of birth certificate/Matric Certificate) to his/her DDO.
 - ii) The subscriber shall also submit his/her photograph and signatures to his/her DDO alongwith the prescribed documents.
 - iii) The DDO shall save the scanned copy of the photograph and signature of the subscriber on his / her official computer.
 - iv) DDO shall login at website <https://ifms1.punjab.gov.in/etresury/> login by entering his user ID and password.

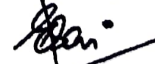
- v) The home page of the IFMS website, amongst Interlalia, displays "NPS".
- vi) DDO shall select "PRAN registration" displayed under "NPS".
- vii) DDO shall fill the subscriber details as per the CSRF form submitted by the subscriber-employee and upload the scanned photograph and signature of the subscriber.
- viii) DDO shall cross verify the filled details of the subscriber and shall submit details, if found correct. On submission an acknowledgement I.D. will be generated by the system.
- ix) The DDO shall obtain a printout of the acknowledgement I.D. and shall then forward the hard copy of CSRF form alongwith other prescribed documents and acknowledgement I.D. to District Treasury Officer for verification and authorization of the online form by District Treasury Officer.
- x) District Treasury Officer shall verify the details filled online by the DDO vis-a-vis the details filled in with CSRF alongwith prescribed documents and if found correct shall authorize the online form for PRAN generation.

3. The DTO, henceforth, will not verify and authorise those PRAN registration where the DDO has filled the details directly on NSDL.

4. The need for re-entry of the subscriber data in the IFMS after its entry in the NSDL website shall no longer remain in the new system since the details will be auto updated within different modules of the IFMS.

5. These instructions shall come into force with immediate effect.

Yours faithfully,



(Dr. Abhinav Trikha) IAS
Special Secretary Expenditure-cum-
Director (T&A), Govt. of Punjab.

Endst. No.NPS/A-1/2021/ 251

Dated Chandigarh, the 18th Feb 2021

A copy is forwarded to the Chief Secretary to Government of Punjab for information please.



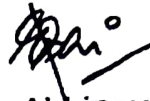
(Dr. Abhinav Trikha) IAS
Special Secretary Expenditure-cum-
Director (T&A), Govt. of Punjab.

Endst. No.NPS/A-1/2021/ 252-57

Dated Chandigarh, the 18th Feb 2021

A copy is forwarded to the followings for information and necessary action:-

1. The Principal Accountant General, (A&E), Punjab.
2. The Chairman, Pension Fund Regulatory Development Authority, New Delhi.
3. Vice President, National Securities Depository Ltd., 4th Floor A Wing, Trade World, Kamala Mills, Compound, Lower Parel, Mumbai.
4. The Under Secretary, Government of Punjab, Department of Finance (Finance Pension Policy and Coordination Branch) Punjab Civil Secretariat, Chandigarh.
5. Project Manager, IFMS, NIC, Punjab.
6. All the District Treasury Officers/Treasury Officer, in the Punjab State.



(Dr. Abhinav Trikha) IAS
Special Secretary Expenditure-cum-
Director (T&A), Govt. of Punjab.