

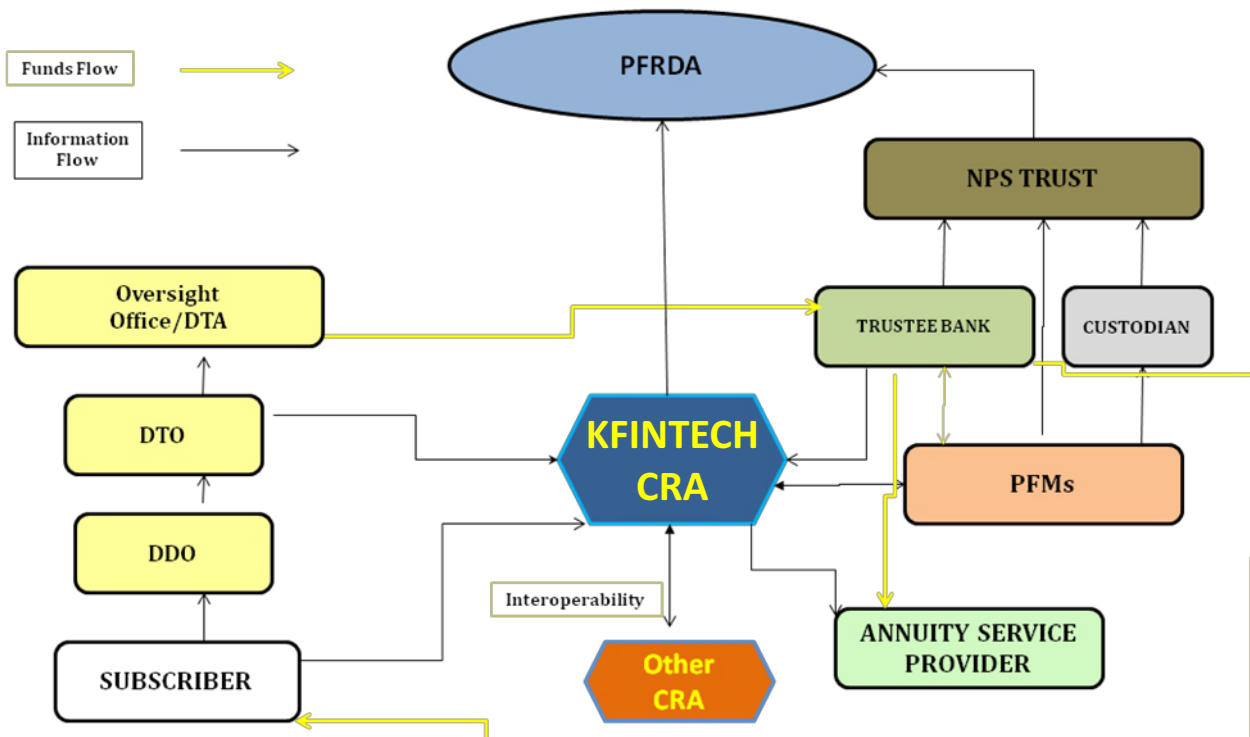
National Pension System

Steps to be followed by the State Autonomous Bodies (SAB) for operationalisation of

National Pension System (NPS)

Introduction: The Pension Fund Regulatory and Development Authority (PFRDA) has appointed KFin Technologies Pvt. Ltd. as the Central Recordkeeping Agency (CRA). The NPS architecture includes CRA, Pension Fund Managers, Trustee Bank, Annuity Service Providers and nodal offices (who act as interacting points on behalf of subscribers). CRA acts as an operational interfacing entity in the NPS architecture. The main functions of CRA are record keeping, accounting and administration and customer services for subscribers who have joined CRA. Following are the measures/steps to be taken by SAB for availing the services of CRA and to operationalise the National Pension System (NPS)

NPS Architecture



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1. **Submission of consent letter:** SAB is required to submit the duly authorised “Letter of Consent” to PFRDA with a copy to CRA, NPS Trust, Head of the concerned Department & the Nodal Officer designated by the State Government for NPS. Format of the consent letter can be downloaded from our website <https://nps.kfintech.com>.
2. **Appointment of Designated office to interface with CRA:** SAB shall appoint a designated office as a Single point contact” to interface with CRA for all the issues relating to operationalisation of NPS architecture.
3. **Submission of Master Creation Form (MCF):** SAB shall submit duly filled in MCF to CRA at the time of joining. Form can be downloaded from the aforesaid website.
4. **Registration of administrative offices:** SAB shall identify the offices which shall be functioning as
 - Directorate of Treasuries & Accounts (DTA) i.e, the office to function as oversight mechanism
 - District Treasuries Officers (DTO) i.e, the administrative office to perform the day to day activities on behalf of the subscribers
 - Drawing and Disbursing Offices (DDO) i.e the administrative office responsible for collection and forwarding of Subscriber details like registration, maintenance, contribution etc. .

All these offices shall be registered on the basis of submission of physical application forms to CRA i.e. Form N1 for DTA, Form N2 for DTO and Form N3 for DDO (forms can be downloaded from our website <https://nps.kfintech.com>).

5. **Model of contribution upload:** SAB shall intimate CRA about the model of data and fund flow to be adopted i.e. Decentralised or Centralised.
 - **Decentralised:** This mode of upload is generally adopted if there are multiple locations/cities in the SAB and Subscribers” Contribution (SCF) details will be uploaded from all the multiple locations and funds will be transferred from these multiple locations to the Trustee Bank.
 - **Centralised:** This model is generally adopted if there is a single designated location/city in a SAB and SCF details will be uploaded to CRA and funds will be transferred to Trustee Bank from a centralised point.

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SAB is required to decide on the model of data flow they intend to adopt and can develop the necessary procedures with the help of CRA. SAB shall intimate this at the time of joining CRA.

6. **Registration of Subscribers:** The employees of SAB covered under NPS shall be registered on the basis of submission of physical application forms (CSRF-1) to the KFinTech CRA Branch

For more details regarding the process of registration of the nodal offices and the functions these offices will be performing in the CRA system and registration of Subscribers, refer to the 'Standard Operating Procedures (SOP) for registration of nodal offices and subscribers' available on our aforesaid website under the menu Organised Sector – Central Government - Standard Operating Procedure for Nodal Offices.

7. **Upload of monthly contributions:** Once the subscribers are registered, SAB shall commence upload of the monthly SCF in the CRA system as per the model selected. For more details regarding the process of upload of SCF details, refer to the 'SOP for contribution upload' as well as the 'self running demo (contribution upload)' in our website.
8. **Transfer of legacy data:** The reconciled legacy data [SCF pertaining to the period commencing From January 01, 2004 till the commencement of regular upload (as mentioned in point no.7)] Shall be uploaded as "Arrears" in the CRA system as part of the first or subsequent upload of Contribution files.
9. **Transfer of funds:** After successful upload of the SCF details (regular or legacy data) in the CRA system, SAB shall remit the corresponding amount to the Trustee Bank (TB) in favour of the NPS Trust account along with the details of the uploading offices' **Registration number** allotted by CRA as well as the **Transaction ID** of the SCF details uploaded to CRA. For details refer the, **SOP for Contribution upload** and "**Frequently Asked Questions**" available in our website.
10. **Infrastructure requirement:** SAB shall ensure that the administrative offices have the required infrastructure and are technically equipped to handle the functions with respect to CRA system. The officials handling the functions with respect to the CRA system needs to be adequately trained. For more details with regard to software and hardware requirement refer to the 'SOP for Subscriber Contribution Upload' available in the downloadable section of this website.
11. **Billing for CRA charges:** As mentioned in the contract agreement executed between PFRDA and CRA, the bill for the CRA charges with regard to the services rendered for the employees of SAB shall be raised against the Chief Executive Officer (CEO) of the SAB.