



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.: RMS/6304/17

Date: 8th November, 2017

NOTICE

This is for information of all concerned that the Institute has taken decision to implement the New Pension Scheme (NPS) for the employees (who are entitled to join NPS as per the Statutes of the Institute) immediately. Accordingly, a 'Letter of Consent' as per the format has been submitted to the Pension Fund Regulatory and Development Authority (PFRDA) by the Institute indicating the formal commitment towards discharging its obligations under the NPS through the concerned Financial Advisor of MHRD, GOI vide Institute letter no. 0074/MM/17 dated 3rd August 2017. MHRD, GOI has forwarded 'the Letter of Consent' in respect of IEST, Shibpur to PFRDA vide their letter no. 19-15/2004-IFD. Vol-V dated October, 2017. Copies of the letters of the Institute and MHRD are annexed.

Old Pension Scheme of Government of India, referred as Defined Benefit Pension System (DBPS) is based on the last pay drawn of the employee whereas, NPS is referred as Defined Contribution Pension System (DCPS) in which the employer & employee contribute for building a pension wealth payable at the time of retirement by way of annuity/lumpsum withdraw as per norms. Government of India created Pension Fund Regulatory and Development Authority (PFRDA) to set up, regulate and develop NPS.

The New Pension Scheme (NPS) includes Central Recordkeeping Agency (CRA), Pension Fund Managers (PFM), Trustee Bank, Annuity Service Providers and nodal offices (who act as interacting points on behalf of subscribers). In NPS system employees are registered with the CRA and are allotted a unique Permanent Retirement Account Number (PRAN).

CRA acts as an operational interfacing entity in the NPS. The main functions of CRA are record keeping, accounting and administration and customer services for subscribers who have joined CRA. PFRDA has appointed National Security Depository Limited (NSDL) as the Central Recordkeeping Agency (CRA).

Following Steps will be taken by the Institute for operationalisation of (NPS) for the employees as per the guidelines of PFRDA:

1. **Appointment of Designated office to interface with CRA:** Institute will appoint a designated officer as a "Single point contact" to interface with CRA for all the issues relating to operationalisation of NPS architecture.
2. **Submission of Master Creation Form (MCF):** Institute will submit duly filled in MCF to CRA at the time of joining. Form can be downloaded from the PFRDA website.
3. **Registration of administrative offices:** Institute will identify the offices which shall be functioning as i) **Principal Accounts Office (Pr.AO)** i.e, the office to function as oversight mechanism ii) **Pay and Accounts Office (PAO)** i.e, the administrative office to perform the day to day activities on behalf of the subscribers and iii) **Drawing and Disbursing Office (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 Pr.AO, Form N2 for PAO and Form N3 for DDO (forms can be downloaded from the website www.npscra.nsdj.co.in/downloadables/Forms/Autonomous Bodies).

4. **Model of contribution upload:** Institute will intimate CRA about the model of data and fund flow to be adopted i.e. Decentralized or Centralized. **Centralized** model is suitable for the institute, since it is located in a single campus and a central autonomous body.
5. **Registration of Subscribers:** The employees of the Institute who will be covered under NPS shall be registered on the basis of submission of physical application forms (Form S1) to the CRA/CRA-Facilitation Centers (FC).
6. **Upload of monthly contributions:** Once the subscribers (employees) are registered, Institute will upload the monthly Subscriber Contribution (SC) in the CRA system as per the centralized model selected.
7. **Transfer of legacy data:** The reconciled legacy data (Subscriber Contribution pertaining to the period commencing from he/she is entitled till the commencement of regular upload) will be uploaded as "Arrears" in the CRA system as part of the first or subsequent upload of contribution files.
8. **Transfer of funds:** After successful uploading of the SC details (regular or legacy data) in the CRA system, Institute will remit the corresponding amount to the Trustee Bank (TB) in favour of the NPS Trust Account along with the details of the uploading office 'Registration number' allotted by CRA as well as the **Transaction id** of the SC details uploaded to CRA.
9. **Infrastructure requirement:** Institute will 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 need to be adequately trained.
10. **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 the Institute will be raised against the Chief Executive Officer (CEO) of the Institute.

Following offices are identified by the Institute as the Nodal Offices for the purpose of introduction of NPS:

1. Registrar as Principal Account Office (PrAO)
2. Deputy Registrar (Audit) as Pay and Accounts Office (PAO)
3. Accounts Officer as the Drawing and Disbursement Office (DDO)

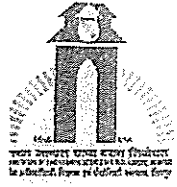
This is issued with the approval of the Director.

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar, IEST, Shibpur

Copy forwarded for information and necessary action to:

- (1) Director
- (2) All Deans /Heads of the Departments / Centres / Schools/ All Officers
- (3) Institute Website


Registrar, IEST, Shibpur



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No. 0017/2017

Dated: 03/08/2017

To
Pension Fund Regulatory
And Development Authority
B-14/A, Chhatrapati Shivaji Bhawan
Qutab Institutional Area
Katwaria Sarai,
New Delhi-110016.

Thro: - Smt. Darshana M.Dabral, Joint Secretary, Financial Adviser, Govt. of India, MHRD

Sub: Commitment to discharge all obligations under the New Pension Scheme(NPS)

Ref: Office Memorandum No.1(13)/EV/2008 dated 28th November, 2008 issued by the Dept. of Expenditure,
Ministry of Finance, Government of India.

Dear Sir,

With reference to the above, we hereby undertake to ensure that our employees recruited on or after 1.1.2004(who are entitled to join NPS as per the Statutes of the Institute) would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by the PFRDA under the NPS Architecture from time to time.

We shall be shifting to the NPS Architecture as operationalised by PFRDA and that the exercise of shifting over to the NPS Architecture shall be completed at the earliest.

We shall comply with and honour all the requirements in regard to the various arrangements made by PFRDA/NPS Trust with all the NPS intermediaries including the CRA. We agree for the direct billing by CRA, as already provided for in PFRDA's existing contract with CRA, as also by other NPS intermediaries under the NPS Architecture and to be bound by the entire framework of NPS Architecture from time to time.

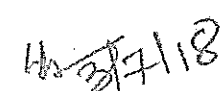
We understand that the process flow in respect of our organization would be identical to those presently followed for Central Government Ministries/Departments, and that NSDL would engage in dialogue with us for determining whether they would like to upload data centrally or through multiple points.

Thanking you,

Yours faithfully,

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar
Copy to :

1. National Security Depository Limited (NSDL), Central Record Keeping Agency, 4th Floor, A Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai-400013
2. Joint Secretary (CM), Dept. of Economic Affairs, C6, Tower 6, New Moti Bag, New Delhi 110 021
3. Joint Secretary(Pers.), Department of Expenditure, North Block, New Delhi-110001
4. National Pension System (NPS)Trust, 3rd Floor, Chatrapati Shivaji Bhawan, B-14/A, Qutab Institution Area, New Delhi-110016


(Dr. Biman Bandyopadhyay)
Registrar



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Annexure

No.: 0044/MH/17

Date: 3rd August, 2017

To
Smt. Darshana M Dabral, IAS
Joint Secretary & Financial Adviser to the Govt. of India,
Ministry of Human Resource Development,
Shastri Bhawan, New Delhi-110 001.

Sub: Submission of "Consent Letter" of the Institute to PFRDA for implementation of NPS through FA, MHRD

Madam,
Please find herewith an authorized "Letter of Consent" of the Institute to the Pension Fund Regulatory and Development Authority (PFRDA) for implementation of the New Pension Scheme for the employees who are entitled to join NPS as per the Statutes of the Institute. The enclosed authorized consent letter is the commitment to discharge all obligations under the NPS as per the prescribed format approved by the Government of India (Ministry of Finance, Department of Expenditure) issued vide office Memorandum (No. 1(13) EV/2008 dated 30.01.2009 with a copy to Central Recordkeeping Agency NSDL, NPS Trust and Department of Economic Affairs and Department of Expenditure.
You are requested to kindly forward this consent letter to the Pension Fund Regulatory and Development Authority for their necessary action.

With regards,

Yours sincerely,

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar, IEST, Shibpur

Copy forwarded for information and necessary action to:

- 1) Director
- 2) Dean Faculty Affairs
- 3) Dean Administrative Affairs
- 4) Finance Officer (Actg.)
- 5) Deputy Registrar(Audit)
- 6) Assistant Registrar (Dr. B. Das)
- 7) Assistant Registrar(Shri S.S. Basak)
- 8) Accounts Officer

2/8/17
Registrar, IEST, Shibpur

o/c

By SPEED POST

No.19-15/2004-IFD. Vol-V
Government of India
Ministry of Human Resource Development
Department of Higher Education
Integrated Finance Division

Shastri Bhawan, New Delhi
October, 2017

To

Shri Ashish Kumar
General Manager,
Pension Fund Regulatory and Development Authority (PFRDA),
B-14/A, Chhatrapati Shivaji Bhawan,
Qutab Institutional Area, Katwaria Sarai,
New Delhi – 110016

Subject: Applicability of New Pension Scheme to the employees of Autonomous Bodies under various Central Ministries / Department.

Sir,

In continuation of this Ministry's letter of even No. dated 20.04.09, 21.05.09, 19.6.09, 17.8.09, 23.9.09, 19.10.09, 18.11.09, 18.12.09, 15.1.2010, 4.5.2010, 19.10.2010, 15.1.2011, 14.03.2011, 18.7.2011, 08.11.2011, 16.12.2011, 6.2.2012, 2.5.2012, 07.5.2012, 24.5.2012, 30.5.2012, 15.6.2012, 17.9.2012, 4.12.2012, 17.12.2012, 26.2.2013, 28.2.2013, 22.4.2013, 01.5.2013, 30.5.2013, 29.8.2013, 4.9.2013, 11.9.2013, 26.11.2013, 3.2.2014, 10.03.2014, 20.10.2014, 23.01.2015, 31.03.2015, 06.05.2015, 22.03.2016, 21.07.2016, 08.12.2016, 24.06.2017, 06.07.2017 & 03.08.2017 on the above noted subject under which "Letters of Consent" received from 164 Central Autonomous Bodies of this Ministry were sent to you.

I am sending herewith "Letters of Consent" in respect of Indian Institute of Information Technology, Vadodara & Indian Institute of Engineering Science and Technology, Shibpur, West Bengal.

This issue with the approval of JS & FA (MHRD).

Encl; As above

Yours faithfully


(Kiran Arora) ₹

Under Secretary to the Government of India

Copy to :

1. The Director, Ministry of Finance, Deptt. Of Expenditure w.r.t. their O. M. No. 1(13)EV/2008 dated 30.1.2009
2. Col. Ravi Chugh, Registrar, Indian Institute of Information Technology, Vadodara, Gujarat.
- ✓ 3. Dr. Biman Bandyopadhyay, Registrar, IEST, Shibpur, Botanic Garden, Howrah-711103, West Bengal.

