



कार्यालय ,रक्षा लेखा नियंत्रक
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आज़ादी का
अमृत महोत्सव

No. NPS/GEN/CORR/2023-24

Date:12.06.2023

To

All PAOs under CDA Secunderabad

Subject: Inspection of the office of CDA Secunderabad by the CGDA Inspection Team from 10th July 2023 to 21st July 2023 - Reg

O&M Section of this office vide letter No. No.O&M/6867/CGDA Insp/Vol I dated 30.05.2023 has intimated that inspection of the Office of the CDA Secunderabad will be carried out from 10.07.2023 to 21.07.2023 by the CGDA Inspection Team, and forwarded the prescribed inspection drill in Questionnaire format. With a view to ensure optimal preparedness for the ensuing inspection and to furnish the compliance report as per Inspection Drill, all PAOs are enjoined upon to fill the blank columns of the enclosed Questionnaire (starting from S.No 22.New Pension Scheme) with relevant remarks/comments and forward the same to the email id cda-secd@nic.in positively by 15.06.2023.

Please accord 'Top Priority'.

Encls: As above

Sr. Accounts Officer (NPS)

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Sr. Accounts Officer (NPS)

22.	<u>New Pension Scheme</u>	
A.	<u>Registration of Subscribers</u>	Remarks/Comments
(i)	Furnish information in respect of all new entrants appointed under your organisation during the last three months (excluding the month of inspection) in the format at Annexure-A.	

(ii)	As per SOP prepared by NSDL, new entrants to Govt Service should fill the form of registration (CSR-1) within one week of date of their appointment. Are the subscribers filling the forms within one week of their appointment? Have the PAOs kept Pr.AO informed about frequent delays by DDOs in forwarding CSR-1 forms to PAO?	
(iii)	What is the average time taken by NSDL in allotment of PRAN after sending S1 form to CRA / CRA-FC by the PAOs?	
(iv)	Has the PAO informed Pr.AO about frequent delay in allotment of PRAN by NSDL? What action has Pr.AO taken to resolve such issues?	
(v)	Are S-1 forms submitted by PAO being rejected by CRA/CRA-FC?	
(vi)	Does NSDL or CRA-FC send rejection memo/ reasons of rejection to PAO while returning / rejecting S1 forms?	
(vii)	Are DDOs notifying PRAN in the Service Books of the subscribers and LPCs?	
(viii)	Are the DDOs indicating PRAN in Permanent transfer orders / Temporary duty movement orders?	
(ix)	What problems are the PAOs facing in uploading SCF of subscribers in transfer cases?	
B.	<u>SCF Upload and Remittance of Funds</u>	Remarks/Comments
(i)	When is regular SCF in respect of subscribers under (i) Pre-audit system (ii) Post audit being uploaded on NPSCAN by the PAOs? Please specify the date of uploading and transfer of funds in both the cases.	
(ii)	Have all uploaded SCF been recorded in the register for the FY 2008-09, 2009-10 and onwards as per Instruction No.2(d) of below letter dated 29-4-2010.	
(iii)	HQrs office has prescribed a uniform procedure for issue of cheque etc to Trustee Bank vide letter No. AT-I/NPS/CORR/II dated 29-4-2010. Are all the PAOs following the procedure?	
(iv)	Is the "NPS Remittance (Cheque/NEFT/CMP) to Trustee Bank Register" being maintained as per Instruction No.2 issued vide letter No.AT-I/NPS/CORR/II dated 29-4-2010?	
(v)	Are paid bills recorded in a single file or guard file as per instruction vide Para No.1 (g) of above letter dated 29-4-2010?	
(vi)	What mechanism is to be adopted for left/missing cases of NPS subscribers?	
C.	<u>Accounting Aspect</u>	Remarks/Comments
(i)	Has any cheque on account of remittance of NPS contribution to Trustee Bank issued by any of the PAOs under your jurisdiction been returned or dishonored by the Trustee Bank? Mention the cheque number, date and amount, PAO and Trustee Bank/Branch. Action taken by the PAO and its date may also be mentioned.	
(ii)	Furnish information in respect of all PAOs for the current FY as prescribed in the format at Annexure-B.	
D.	<u>Reports</u>	Remarks/Comments
(i)	Is Annexure-A of Recovery and Remittance Report, prescribed vide HQrs NPS circular No-3/2009 dated 5-2-2009, being furnished by the PAO to Pr.AO in time? Is the Pr.AOs furnishing Annexure-B of the report to HQrs office in time?	
(ii)	Are the figures in the above report correct and matching with the information recorded in the "NPS Remittances(Cheque/NEFT/CMP) to Trustee Bank" register and bills paid (vide Para 1 (g) of HQrs office letter No.AT-I/NPS/CORR/II dated 29-4-2010)?	
(iii)	Is (Part-A & B) of the "Report on Strength of NPS subscribers", prescribed vide HQrs office NPS Circular No-8/2009 dated 22-5-2009, being furnished by the PAO to Pr.AO and Pr.AO to HQrs office in time?	
(iv)	Are the numbers of subscribers shown in Part-A of "Subscribers Strength Report" correct as per pay bills? Is Part-B of the report showing progressive figure so far?	
(v)	Has the PAO been maintaining details of death, resignation and misc cases in Part-C of the "Subscribers Strength Report"?	
(vi)	Has the PAO maintained record of excess remittance in respect of subscribers who are deserter or have been on EOL / absence for a long time?	

(vii)	Has the PAO maintained record of excess remittance in respect of subscribers who have died or left Govt service?	
E.	<u>Other important issues</u>	Remarks/Comments
(i)	NSDL has a well laid mechanism for error reporting through e-mail. Are Pr.AOs and PAOs accessing their e-mails and responding to the communication from various agencies on a regular basis? Are error reports being received and replied promptly by PAO and Pr.AO?	
(ii)	Is the Pr.AO accessing the following CRA generated reports as oversight avoidance mechanism (i) Report showing missing credit (ii) Report showing contribution files in match pending status (iii) Report showing difference in two regular contributions?	NA
(iii)	Is the PAO and Pr.AO visiting NPS Cell Home page available on CGDA WAN (ftp://10:48.152.109/nps/index.htm) for latest feedback on NPS front?	
(iv)	Is Pr.AO and PAO is using HQrs e-mail id- for regular communication with HQrs office on NPS matters? If not state the reason for this?	

H.	To check that NO salary is released in respect of new appointees in absence of PAN and PRAN.	
J.	To check that:- (i) NPS data is uploaded latest by last working day of the month to which the data pertains. (ii) NPS recovered and NPS uploaded as also amount of cheque issued in favour of Trustee Bank is reconciled. (iii) Complete record of NPS to be uploading is kept and subsequent uploading is watched. (iv) Form 24 G is uploaded by 10 th of the following month to which the data pertains.	

Annexure-A

New Pension Scheme (Registration of new entrants i.e. Def Civ, DAD employee, GREF personnel etc)

Name of subscriber	Unit/Office	Date of Appointment	Date of Receipt of S1 in PAO office from DDO	Name & Rgn No. of the PAO	Date of allotment of PRAN	Date of First upload of SCF	Remarks and reason for delay if first upload not taking place by the end of the month following the month of appointment

Annexure-B

Name PAO----

PAO-Regd No-

Salary Month	NPS Pay Bill	Total subscribers	Basic Pay	Grade Pay	DA	NPA	Total (4+5+6+7)	10 % of the amount at Col-8	Amount Booked under employee contribution (Code head-)	Amount Booked under matching Govt contribution (Code head-)	Total amount of Col (10+11)	Date of SCF upload	Amount Remitted to Trustee Bank	Reasons for difference (i) between Col-9&10 (ii) between Col-12&14
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Regular													
	Arrear etc													

Note- Please indicate the code heads under which employee contribution and matching Govt contribution have been booked by the PAO under column 10 and 11 above