

## **Circular**

Circular No: CRA/PO&RI/Master/2015/010

October 30, 2015

### **Sub: Upload of Unequal Employee and Government Contribution under NPS**

All Nodal Offices (Pr.AO/PAO/CDDO) are hereby informed that an additional facility to upload unequal Employee and Government Contribution is now made available to the Uploading Offices under NPS.

At present, the Uploading Office is required to upload the contribution file wherein the Employee and Employer Contribution should be equal for each subscriber. However, considering the possibility of certain scenarios wherein the Employee and Government contribution may not be equal, this new functionality is being provided to the Uploading Offices to facilitate upload of unequal contribution.

The steps to be followed to upload unequal contribution are explained in brief below:-

- 1) The Uploading Office needs to capture a request in the NPSCAN system for uploading contribution file pertaining to such cases of unequal contribution. This is a maker-checker process.
- 2) The request needs to be authorized / verified by another user in the NPSCAN system. On successful authorization of the request, the Uploading Office shall be provided with a window of seven days to upload the contribution file pertaining to cases of unequal contribution.

The Uploading Office shall upload the contribution file prepared using specific utilities (File Preparation Utility and File Validation Utility) made available for the purpose of handling unequal contributions. These utilities can be freely downloaded from CRA website ([www.npscra.nsd.co.in](http://www.npscra.nsd.co.in)). The minimum software & hardware requirement to install these new utilities as well installation procedure for new utilities will be similar to regular utilities being used for upload of contribution.

- 3) Subsequent to file upload, the exiting process of remittance of funds to the Trustee Bank and the credit of units to subscriber accounts remains the same.

The Standard Operating Procedure for upload of 'Unequal Contributions' for Government Subscribers under NPS is enclosed as **Annexure**.

In case of any further clarification in this regard, you may contact Mr. Sunny Gonsalves at 022-24994856 (E-mail ID - [sunnyg@nsdl.co.in](mailto:sunnyg@nsdl.co.in)) or Mr. Avdhoot Shetye at 022-24994949 (E-mail ID - [avdhoots@nsdl.co.in](mailto:avdhoots@nsdl.co.in)).

For and on behalf of

**NSDL e-Governance Infrastructure Limited**

  
**Kamalam Venkatesan**  
**Assistant Vice President**

**Encl: a/a**