

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES**

No.85404/DAT/NPS/2026-27/186

Puducherry, dt 10-07-2026

C I R C U L A R

Sub: DAT- NPS- Timely initiation and submission of applications for Exit from the National Pension System (NPS) in respect of retiring/resigning Government employees - Reg.

Attention is invited to the continuing pendency of Exit Withdrawal cases under the National Pension System (NPS) in various Departments/Offices under this Nodal Office.

As per the guidelines issued by the Pension Fund Regulatory and Development Authority (PFRDA), the Exit process for employees retiring on superannuation commences six months prior to the date of retirement through the automatic generation of a Claim ID by the CRA system. In cases of premature exit, the Claim ID shall be generated by the Nodal Office on receipt of a request from the concerned Drawing and Disbursing Officer (DDO).

It has been observed that, in several cases, the Exit/Withdrawal process is not being initiated by the concerned Drawing and Disbursing Officer (DDO)/Head of Office within the prescribed timelines, resulting in the belated submission of withdrawal applications. Such delays lead to the late settlement of National Pension System (NPS) benefits, deferment of annuity commencement, and undue hardship to retiring or resigning employees.

Further, during a meeting held with NSDL officials on 09.06.2026, the issue of "non-initiation of online withdrawal requests even after superannuation" was identified as a major concern. Such pendency is also adversely reflected in the monitoring reports and dashboards maintained by PFRDA/CRA, Protean. The highlighted delay of 142 pending cases in the category "Non-Initiation of Online Withdrawals even after superannuation" not only affect the timely settlement of retirement benefits but also warrant the fixing of responsibility in cases where administrative lapses result in non-compliance with the prescribed timelines.

All Heads of Departments/Offices and Drawing and Disbursing Officers (DDOs) are, therefore, requested to ensure strict adherence of the following instructions to facilitate the timely settlement of National Pension System (NPS) benefits to avoid pendency of exit cases and to submit a compliance report to this Directorate as per the annexure enclosed to this Circular:

1. Ensure that NPS Exit/Withdrawal cases are initiated well in advance and within the timelines prescribed by the Pension Fund Regulatory and Development Authority (PFRDA).
2. Forward requests for the generation of Claim IDs in cases of premature exit to the Nodal Office promptly upon receipt of the employee's request on or before their retirement.

3. Initiate the Online Exit Withdrawal Request immediately upon generation of the Claim ID.
4. Forward the duly completed physical withdrawal application, along with self-attested copies of the Aadhaar Card, PAN Card, PRAN Card, and bank account details, to the Nodal Office without delay for authorization on or before their retirement.
5. Furnish a certificate confirming that the employee has either not opted for the Unified Pension Scheme (UPS) or is not eligible to opt for the Unified Pension Scheme (UPS), as applicable.


(K. SASIREKHA)

DIRECTOR OF ACCOUNTS AND TREASURIES

Encl: Annexure.

✓ To

All Head of Departments/ Head of Offices/DDOs, Puducherry/ Karaikal/Mahe/Yanam

Copy to:

- 1) All Deputy Directors/ Junior Accounts Officers,
Directorate of Accounts and Treasuries, Puducherry/Karaikal/Mahe/Yanam.
- 2) The Programmer, DAT, Puducherry - for uploading the circular in the official website of DAT.

Copy submitted to:

The Development Commissioner-Cum-Secretary
to Government (Finance), Chief Secretariat,
Puducherry

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for kind information
please.

ANNEXURE

**Statement showing the details of pending cases of Non-Initiation of Exit
Withdrawal even after Superannuation / Pre-mature Retirement / Death, as on
30.06.2026**

Sl.No.	Name of the NPS Subscriber/Designation	PRAN	Date of Appointment	Date of Retirement/ Pre-mature Exit/Death	Exit Withdrawal Status/ Action Taken	Reason for Non- Initiation of online Exit Withdrawal, if any
1.						
2.						
3.						

Signature of the Head of Office/DDO