

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

No.85404/DAT/NPS/2026-27/122

Puducherry, dt 25-05-2026

C I R C U L A R

Sub: DAT- National Pension System [NPS] / Unified Pension Scheme [UPS] – Employees joining in the Govt. Depts. /Offices in the U.T. of Puducherry – Registration & Recovery of Employees contribution under NPS/UPS – Instructions - Issued.

Ref: 1. G.O.Ms.No.137/2004/F4, dated 12.11.2004 of the Finance Department, Puducherry.

2. Circulars of Even No. dated. 05.08.2019, 01.10.2020, 20.01.2021, 01.10.2021, 31.05.2023 , 19.05.2024 & 29.11.2024 of DAT, Puducherry.

3. Letter No.F.No.FX-11/9/ 2020-PR dt. 02.08.2023 and Letter No.FX-11/9/2020-PR dt.09.10.2024 from the Ministry of Finance, Department of Financial Services, New Delhi

4. Letter No. PFRDA/17/08/11/0021/2017-SUP-SG-Part(1) dt.18.05.2026 from the PFRDA, New Delhi.

Reference is invited to the Circulars second cited under reference, wherein, this Directorate has already issued several instructions from time to time for submission of duly filled-in CSRF forms for PRAN enrollment to the new entrants. However, it has been observed that CSRF forms in respect of newly recruited employees are being received by this Directorate belatedly, resulting in delay in the generation of PRANs and consequently delay in the deduction and remittance of NPS contributions to the National Pension System Trust through the Central Record Keeping Agency (CRA).

2. Further, it has also been observed that employees joining the posts in the Union Territory of Puducherry on technical resignation from the posts held in other States or under the Central Government are submitting Inter-Sector Shifting Forms belatedly for transfer of their PRAN accounts. This leads to delay in uploading NPS contributions and remittance of funds to the Trustee Bank, thereby resulting in sub-optimal returns in NPS corpus for the employees which ultimately affect the wealth fund receivable by the subscriber. Further, it is noticed that in some cases NPS contributions are being recovered from the salaries of employees even before the allotment of PRAN. In this regard, it is hereby instructed that NPS contributions shall be deducted strictly only after the allotment of PRAN.

3. In order to streamline the process and ensure timely enrollment under NPS/UPS, all Head of Departments, Head of Offices, and Drawing & Disbursing Officers are requested to:

- Ensure prompt submission of duly filled-in CSRF/A1 forms in respect of all newly recruited employees within one month of their joining in the Government service.
- Ensure that Inter-Sector Shifting Forms are submitted promptly without any delay in respect of employees joining this UT Administration on technical resignation.

-----2/-

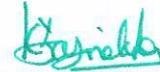
(from pre-page)

- Any delay in allotment of Permanent Retirement Account Number (PRAN) ultimately leads to sub-optimal returns in the NPS corpus, thereby affecting the accumulation of funds for the subscriber.
- Download the prescribed forms from the official website of the Directorate of Accounts and Treasuries, Puducherry.
- The DDOs shall ensure the deduction of NPS contribution from the salary of the employees only after allotment of PRAN authenticated by this Directorate.

4. The PFRDA while reviewing the implementation of NPS in the UT of Puducherry has pointed out that the late submission of CSRF forms for the allotment of PRAN and insisted to generate PRAN to the new entrants at the earliest. The same has also been insisted upon by the Ministry of Finance, Department of Financial Services, New Delhi vide reference third cited.

5. The PFRDA vide letter fourth cited, has emphasized streamlining and clearly defining the registration process to ensure 100% coverage of all eligible subscribers. All DDOs must promptly submit the CSRF-G form along with supporting documents as soon as an employee joins service. The PFRDA further informed that, DDOs concerned will be held accountable for delays in submitting the registration forms to the concerned DTOs for eligible employees under NPS.

6. In order to ensure confirmation of employees who have opted for the Unified Pension Scheme, all the Departments/Offices are requested to furnish the list of employees who have opted for NPS/UPS in the annexures (I and II) enclosed with this circular to this Directorate and to mail a soft copy (Excel/Word document) of the same to datnps@py.gov.in on or before 19.06.2026.



[K. SASIREKHA]

DIRECTOR OF ACCOUNTS AND TREASURIES

Encl: As above.

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.
- 3) The Superintendent, DAT Puducherry – All Pay Sections

---- To follow up with all concerned DDOs and obtain the details of UPS / NPS subscribers as sought for in Annexure I and II

Copy submitted to:

The Development Commissioner-cum-Secretary to
Government (Finance), Chief Secretariat, Puducherry } For kind information please.

Annexure - I

Particulars of eligible NPS Subscriber / Retired NPS Subscribers / Spouse of retired NPS Subscribers who expired and who opted for UPS

Name of the Department / Office : _____

DDO code : _____

Sl. No.	Name of the NPS Subscriber / Retired NPS Subscriber / Spouse of retired NPS Subscriber who expired before exercising the option for UPS and who opted for UPS thereafter	Designation	PRAN No.	Date of Birth	Date of appointment	Date of Retirement	Date of death in case of expired NPS subscriber	PPO No. (In case of retired NPS subscriber and spouse of expired NPS subscriber)	Mobile No.	Qualifying Years of Service	Details of UPS forms submitted (A1/A2/B1/B2/B3/B4/B5/B6)	Whether any requisition letter to move from UPS to NPS is submitted thereafter (Yes/No)

Declaration

Certified that the particulars furnished above have been verified as per the available office records. It is also certified that option forms from all eligible NPS subscribers/retired NPS subscribers/ spouse of expired NPS subscribers have been obtained and no eligible case has been omitted. List of NPS subscribers who have submitted willingness letter to continue in NPS or NPS subscribers who have not opted UPS and continue in NPS by default is enclosed in Annexure – II.

Signature of DDO

Designation: _____

Department: _____

Annexure - II

Particulars of NPS Subscribers who opted to continue in NPS or have not opted UPS and continue in NPS by default

Name of the Department / Office : _____

DDO code : _____

Sl. No.	Name of the NPS Subscriber	Designation	PRAN No.	Date of Birth	Date of appointment	Date of Retirement	Mobile No.	Whether willingness letter to continue in NPS is submitted (Yes / No)	Whether the subscriber continue in NPS by default (not exercised UPS option) (Yes / No)

Declaration

Certified that the particulars furnished above have been verified as per the available office records. It is also certified that all NPS subscribers who either submitted willingness letter to continue in NPS or continue in NPS by default (not submitted UPS forms) have been listed above and no one has been left out.

Signature of DDO

Designation: _____

Department: _____