

Operationalisation Manual for New Pension Scheme (HP-NPS)

(Software by NIC Himachal Pradesh State Centre)

Introduction

Pension Fund Regulatory and Development Authority (PFRDA) was established by Government of India on 23rd August, 2003. The PFRDA Bill, 2005 is awaiting approval of Parliament. Pending passage of the Bill, the Government has, through an executive order dated 10th October 2003, mandated PFRDA to act as a regulator for the pension sector. The mandate of PFRDA is development and regulation of pension sector in India.

The New Pension System reflects Government's effort to find sustainable solutions to the problem of providing adequate retirement income. As a first step towards instituting pensionary reforms, Government of India moved from a defined benefit pension to a defined contribution based pension system by making it mandatory for its new recruits (except armed forces) with effect from 1st January, 2004. Since 1st April, 2008, the pension contributions of Central Government employees covered by the New Pension System (NPS) are being invested by professional Pension Fund Managers in line with investment guidelines of Government applicable to non-Government Provident Funds.

Twenty two (22) State/UT Governments have also notified the New Pension System for their new employees. Of these, six states including Himachal Pradesh have already signed agreements with the intermediaries of the NPS architecture appointed by PFRDA for carrying forward the implementation of the New Pension System. The other States are in the process of finalisation of documentation.

National Securities Depositories Limited (NSDL) has been appointed as the Central Record Keeping Agency by PFRDA for implementing the NPS.

State Government has adopted the Centralised Model for uploading subscriber contribution where in the DTO will act as DDO for all the employees whose salary is being prepared by them and at the end of the month they will upload the data on a web-site developed especially for Himachal Pradesh and Director of Treasuries & Accounts acting as Principal Accounts Office cum Pay and Accounts Office will then upload the pensioner CPF deductions and also transfer the matching contribution to the NSDL for the whole state. District Treasury Officers act as DDOs in CRA system. Till date that is as on 22nd Dec 2010, the registration for 39633 employees has been ensured. The employees are have been issued PRAN(Permanent Account Number) which they can use for viewing their contribution and investment portfolio also.

This manual is an attempt to explain the process fitted in the New Pension Web-site for Himachal Pradesh (called NPS henceforth in the document) so that all associated may refer it whenever required.

Process in eSalary

Since the CPF related cuts are made in the eSalary, a provision is made in the eSalary software under option Employee→HP NPS (CPF). Under this option, various options are made available which are explained one by one in the following sections (See the screen below):



Update PRAN Detail

Option is provided to update PRAN number allotted to employee against his/her IPAO code. On entering employee code system will update the PRAN number, if allotted to employee. This needs to be done whenever a new employee is added under NPS.

Post Monthly Subscription

This option is used to post the monthly CPF Subscription. Posting of subscription will be done by treasury after verification of salary bills/disbursement of salary.

Post CPF Subscription	
There is no data for current treasury as on selected payment month year!!!	
Salary Month*	112010
Treasury Code*	CTO00 - CAPITAL TREASURY
<input type="button" value="Post CPF"/>	

Extract CPF Subscription

After posting of CPF (Previous step), generate NSDL file as shown. Click on the link to download the file. See the screen below:

Employees PRAN/CPF Monthly Subscription File Generation

Salary Month* 102010

Treasury Code* CTO00 - CAPITAL TREASURY DDO Code Select

[File Has Been Generated Click To Download NSDL File of Treasury..CTO00-102010-CPFSUBS.tis](#)

Treasury	DDO	Emp Code	PRAN	Name	Emp Cont
CTO00	004	IP01-19970	110011016946	VIDYA SAGAR SHARMA	917.0
CTO00	004	IP43-11882	110021028330	HITENDER SINGH	945.0
CTO00	004	IP02-10581	110030998529	NARINDER KUMAR	2506.0
CTO00	004	IP01-19968	110031016945	SHRIF MOHAMAD KURASHI	1154.0
CTO00	004	IP01-21934	110050998528	PURSHOTAM LAL	890.0
CTO00	004	IP01-14172	110051016944	HEMANT KUMAR WATS	2506.0
CTO00	004	IP01-14098	110070998527	MOHAN SINGH	945.0
CTO00	004	IP33-13499	110070998530	RAMESH CHAND	917.0
CTO00	004	IP01-14047	110071016943	JAYANT SHARMA	2506.0

Click here to Download

Extract CPF Detail

This option may be used for getting master information of subscriber as and when required.

Extract CPF Detail

Treasury Code* CTO00 - CAPITAL TREASURY

[Download File...](#) Total CPF Subscriber Under Treasury CTO00 are 991

Update eSalary with New PRAN

This option is provided to update PRAN Master file whenever there is new additions of PRANS. The file may be downloaded from eSalaryNPS site and after unzipping, upload in eSalary software as shown below. This will update the master file and once your master is updated only then PRAN of new employee can be updated. In the bottom of the screen shown below, 'Previous PRAN' will show already available PRAN in eSalary and 'New PRAN' will show newly added PRAN.

USER:: USR01106 [ANUPMA] [IPAO:: CAPITAL TREASURY]

› Masters › Employee › Salary › Process › Reports › Admin › Bill Detail › Utility

Upload Latest PRAN Subscription File
[Downloaded From http://164.100.150.195/eSalaryNPS]

Select File [HPNPSNEWPRAN.TIS]*

Previous PRAN	New PRAN	Total PRAN
39633		

Process in HP-NPS

The following is the main / home page of the web-site which is used for the work related to the NPS.

Department of Finance, Himachal Pradesh
Treasuries, Accounts & Lotteries
Rs.
HPNPS - UPLOADING & RECORDING SYSTEM

Visitor number :10720

Welcome to HPNPS - Central Upload & Recording System

LOGIN

Login As: DTO
User Id
Password
Log in

Current Status:

Download Forms
Download
Status of Uploaded File
Other Links
Employee CPF Detail
Know Your PRAN
Download Latest Pran list File and Upload in eSalary

File to be uploaded in eSalary for new PRAN

DTOs are required to Login to access the system. All the DTOs have been provided Login and Password which may be used to login. After successful login as DTO, following menu options will be available.

Department of Finance, Himachal Pradesh
Treasuries, Accounts & Lotteries
Rs.
HPNPS - UPLOADING & RECORDING SYSTEM

Logged User : SML00 Logout

Subscribers Master
Enter Subscribers Master Detail

Regular Subscription
A. Upload eSalary
CPF Subscription
B. Manual Salary Bill Entry

Arrear Entry (Manual Schedules)
Employee Wise Entry
DDO Wise Entry

Verification
Verify Uploaded Contribution

Others
Change Password

Regular Subscription
A. From eSalary (Upload file)
B. Entry Through Schedules

Arrear Entry
A. Individual Employee
B. DDO Wise Employee

Regular Subscription

This menu option has following two options:

Upload eSalary CPF Subscription

On clicking this option, CPF Subscriber Contribution Upload Screen will be displayed for the displayed month & year. Select treasury and upload the respective treasury Contribution file (as extracted from eSalary). Once the file is successfully uploaded, screen will show the data uploaded. Pls. refer the screen below:

Treasury/DDO	TotalEmployee	VeriNo	SCA	GCA	Total
SML00-001	2	SML00-112010-2	2194	2194	4388
SML00-002	2	SML00-112010-2	3070	3070	6140
SML00-003	2	SML00-112010-2	3849	3849	7698
SML00-004	5	SML00-112010-2	7392	7392	14784
SML00-006	6	SML00-112010-2	12696	12696	25392
SML00-007	8	SML00-112010-2	9442	9442	18884
SML00-009	1	SML00-112010-2	1121	1121	2242
SML00-010	2	SML00-112010-2	2557	2557	5114
SML00-012	11	SML00-112010-2	15829	15829	31658
SML00-017	3	SML00-112010-2	2967	2967	5934
SML00-019	1	SML00-112010-2	1254	1254	2508
SML00-020	2	SML00-112010-2	2098	2098	4196
SML00-021	2	SML00-112010-2	2404	2404	4808
SML00-022	3	SML00-112010-2	3191	3191	6382
SML00-025	2	SML00-112010-2	2081	2081	4162

B. Manual Salary CPF Subscription

This option may be used for manual deduction of CPF that is without using eSalary software.

On clicking this option, CPF Subscriber Contribution manual salary bill Screen will be displayed for the displayed month & year. Enter Employee Code and PRAN number of subscriber, System validate the subscriber and display the record. Fill the Treasury and DDO and subscription amount as per schedule and save.

Subscribers Monthly CPF Entry For Manual Salary Bill (Regular) Not Posted Through eSalary			
Payment Month	November	Payment Year	2010
Emp. Code*	<input type="text"/>	PRAN*	<input type="text"/>
<input type="button" value="Submit"/>			
* This Screen is only for subscribers whose salary is disbursed through manual bill and not generated through eSalary. The entry through this option is treated as Regular Monthly Contribution. In case of Arrear Entry, Use Arrear Entry Modules.			

Subscribers Monthly CPF Entry For Manual Salary Bill (Regular) Not Posted Through eSalary			
Regular Subscription is entered by UNA00-024			
Payment Month	November	Payment Year	2010
Emp. Code*	IP47-18107	PRAN*	110041011851
<input type="button" value="Submit"/>			
First Name	KULDEEP CHAND	Last Name	<input type="text"/>
Emp Code	IP47-18107	PRAN	110041011851
Contribution			
Subscriber*	Govt.	Type	
1121.00	1121.00	Regular	
* This Screen is only for subscribers whose salary is disbursed through manual bill and not generated through eSalary. The entry through this option is treated as Regular Monthly Contribution. In case of Arrear Entry, Use Arrear Entry Modules.			

Arrear Subscription Entry

This menu has two options. Arrear Entry is possible only for those employees whose monthly Regular subscription is uploaded or entered for the month and available in system.

Employee Wise Entry

Individual employee arrear may be entered through this option

DDO Wise Entry

This may be used for the entry related to bulk arrears like DA etc.

Verification-Process

Verify uploaded/entered contribution

This option is provided to DTOs for generation of verification number and locking of records. As the records verified, summary is generated for DTA for transferring the records/funds to NSDL

Functionality for DTA

DTA will be responsible for uploading of consolidated CPF Contribution file received from all DTOs. DTA will draw the matching Govt Contribution amount and send the consolidated amount to trustee bank. Login and Password is provided to DTA to access the system. After successful login following menu will be displayed.

View DTO Data

Selecting this option, the system will show the consolidated subscription detail of all verified records done by DTO. On pressing the 'Detail', the details can be seen by DTA.

Department of Finance, Himachal Pradesh
Treasuries, Accounts & Lotteries
Rs.
HPNPS - UPLOADING & RECORDING SYSTEM
Logged User : ADMSML Logout

CPF Subscribers Contribution File Batch Id Generation Screen

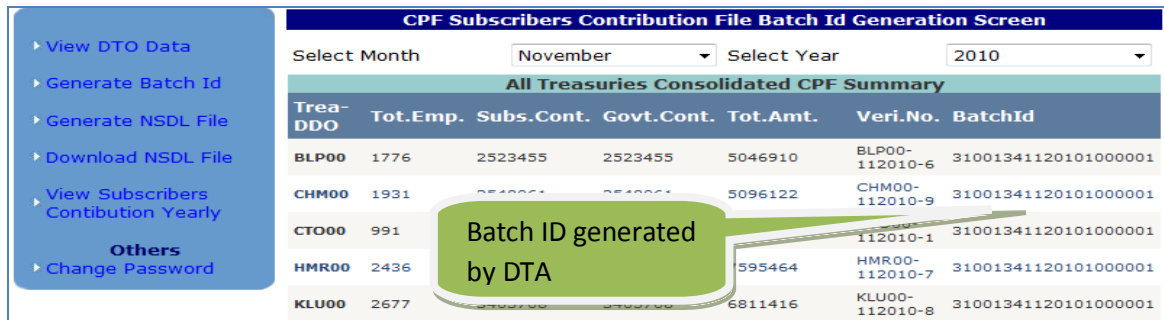
Select Month: November Select Year: 2010

Treasury/DDO	TotalEmp.	Subs.Cont.	Govt.Cont.	TotalAmount	Veri.No.	Detail
BLP00	1776	2523455	2523455	5046910	BLP00-112010-6	
CHM00				5096122	CHM00-112010-9	
CTO00			1460	3062920	CTO00-112010-1	
HMR00			797732	7595464	HMR00-112010-7	
KLU00	2677	3405708	3405708	6811416	KLU00-112010-8	

Verified records done by DTO

Generate Batch ID

The DTA can create will generate the Batch ID for each subscription, on clicking of Batch ID Button:



CPF Subscribers Contribution File Batch Id Generation Screen

Select Month: November | Select Year: 2010

All Treasuries Consolidated CPF Summary

Trea- DDO	Tot.Emp.	Subs.Cont.	Govt.Cont.	Tot.Amt.	Veri.No.	BatchId
BLP00	1776	2523455	2523455	5046910	BLP00-112010-6	31001341120101000001
CHM00	1931	5510001	5510001	5096122	CHM00-112010-9	31001341120101000001
CTO00	991				112010-1	31001341120101000001
HMR00	2436			595464	HMR00-112010-7	31001341120101000001
KLU00	2677			6811416	KLU00-112010-8	31001341120101000001

Batch ID generated by DTA

Generate NSDL File

After generating batch id, the DTA will generate the text file against the batch id.

Download NSDL File

After generating text file, next step is to download the file as shown below on clicking of download button. **This file is to pass through the file validation utility (FVU) provided by NSDL. Once the file is cleared by FVU, Utility will create new file with extension .fvu**



Department of Finance, Himachal Pradesh
Treasuries, Accounts & Lotteries
Rs.

HPNS - UPLOADING & RECORDING SYSTEM

Logged User : ADMSML | Logout

CPF Subscribers Contribution NSDL File Generation Screen

Select Month: November | Select Year: 2010

NSDL File Download

BatchId	Batch Date	Sub. Cont.	Govt. Cont.	DownloadFile
31001341120101000001	16/12/2010	50298195	50298195	DownloadFile

The file with extension (.fvu) will be final file to be uploaded on <https://npscan-cra.com/CRA/> as per login provided by NSDL. After successful uploading fvu file a transaction ID will be generated, take the printout of acknowledgement and draw the amount accordingly for further submission to trustee bank through RTGS.