

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ
ਦਫ਼ਤਰ : (ਵਿੱਤ ਭਾਗ-2)

ਵਿੱਤ ਸਰਕੂਲਰ ਨੰ: 10/2007

ਵੱਲ

1. ਡੀ.ਜੀ.ਪੀ/ਵੀ ਤੇ ਐਸ,
2. ਸਾਰੇ ਇੰਜ-ਇੰਨ-ਚੀਫ/ਜਨਰਲ ਮੈਨੇਜਰ/ਮੁੱਖ ਇੰਜੀ:(ਸਮੇਤ ਹਾਈਡਲ)
3. ਸਲਾਹਕਾਰ/ਵਿੱਤ,
4. ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫ਼ਸਰਜ਼,
5. ਮੁੱਖ ਪਤਤਾਲਕਾਰ ,
6. ਮੁੱਖ ਕਾਸਟ ਕੰਟਰੋਲ ਅਤੇ ਰੀਡਕਸ਼ਨ ,
7. ਮੁੱਖ ਆਈ.ਆਰ ਅਤੇ ਡਬਲਯੂ।

ਪੰ:ਰਾ:ਬਿ:ਬੋ:

ਮੀਮੋ ਨੰ:124306/124350/ਫਿਨ-2/37 (98)

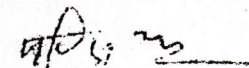
ਮਿਤੀ: 26/9/2007.

ਵਿਸ਼ਾ:- ਮਿਤੀ 1-1-2004 ਜਾਂ ਇਸ ਤੋਂ ਬਾਅਦ ਸਰਕਾਰੀ ਨੌਕਰੀ ਵਿੱਚ ਭਰਤੀ ਕੀਤੇ ਗਏ ਕਰਮਚਾਰੀਆਂ ਤੇ ਨਵੀਂ ਕੰਟਰਿਬਿਊਟਰੀ ਪੈਨਸ਼ਨ ਸਕੀਮ ਲਾਗੂ ਕਰਨ ਬਾਰੇ ।

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਨੇ ਉਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਅਤੇ ਤਾਲਮੇਲ ਸ਼ਾਖਾ) ਦੇ ਹੇਠ ਲਿਖੇ ਗਸ਼ਤੀ ਪਤਰਾਂ (ਜਿਨ੍ਹਾਂ ਦੀ ਇੱਕ-ਇੱਕ ਕਾਪੀ ਨੱਥੀ ਹੈ) ਨੂੰ ਇੰਨ - ਇੰਨ ਅਪਣਾ ਲਿਆ ਹੈ :-

1. 3/72/2003-3ਐਫਪੀਪੀਸੀ/7280 ਮਿਤੀ 12.12.2006.
2. 3/72/2003-3ਐਫਪੀਪੀਸੀ/889 ਮਿਤੀ 29.1.2007.

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ ।


ਉਪ ਸਕੱਤਰ/ਵਿੱਤ-1

ਪਿੱਠ ਅੰਕਣ ਨੰ: 124351/125141 /ਫਿਨ-2/37(98)

ਮਿਤੀ: 26/9/2007.

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਪ੍ਰਿੰਸੀਪਲ ਸਕੱਤਰ ਟੂ ਪੰਜਾਬ ਸਰਕਾਰ (ਵਿੱਤ ਵਿਭਾਗ) ਅਤੇ ਸੈਂਬਰਜ (ਪੀਐਸਈਬੀ) ਸਿਵਲ ਸਕੱਤਰੇਤ ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ।
2. ਪ੍ਰਿੰਸੀਪਲ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ ਸਿੰਚਾਈ ਤੇ ਬਿਜਲੀ ਵਿਭਾਗ (ਊਰਜਾ ਸ਼ਾਖਾ) ਮਿੰਨੀ ਸਕੱਤਰੇਤ, ਸੈਕਟਰ-9 ਚੰਡੀਗੜ੍ਹ।
3. ਸਕੱਤਰ/ਐਨ:ਆਰਈਬੀ, ਐਫ ਵਿੰਗ, ਨਿਰਮਾਣ ਭਵਨ, ਨਵੀਂ ਦਿੱਲੀ ।
4. ਸਕੱਤਰ/ਐਚ.ਪੀ.ਐਸ.ਈ.ਬੀ. ਸਿਮਲਾ-41
5. ਸਕੱਤਰ/ਵਿੱਤ, ਚੰਡੀਗੜ੍ਹ ਪ੍ਰਬੰਧ ਚੰਡੀਗੜ੍ਹ ।
6. ਸਕੱਤਰ/ਪ੍ਰਬੰਧ-1, ਸੈਟਰਲ ਇਲੈਕਟ੍ਰੀਸਿਟੀ ਅਥਾਰਟੀ, ਭਾਰਤ ਸਰਕਾਰ, ਸੇਵਾ ਭਵਨ, ਆਰ.ਕੇ. ਪੁਰਮ, ਨਵੀਂ ਦਿੱਲੀ ।

7. ਸਪੈਸ਼ਲ ਸਕੱਤਰ, ਬੀ.ਬੀ.ਐਸ.ਬੀ. ਸੈਕਟਰ-19, ਚੰਡੀਗੜ੍ਹ ।
8. ਜਨਰਲ ਮੈਨੇਜਰ, ਦਿੱਲੀ ਇਲੈਕਟ੍ਰੀਸਿਟੀ ਸਪਲਾਈ ਅੰਡਰਟੇਕਿੰਗ, ਨਵੀਂ ਦਿੱਲੀ ।
9. ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਜਨਰੇਸ਼ਨ, ਬੀਬੀਐਮਬੀ, ਨੰਗਲ ਟਾਊਨਸ਼ਿਪ ।
10. ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਟ੍ਰਾਂਸਮਿਸ਼ਨ, ਬੀਬੀਐਮਬੀ, ਚੰਡੀਗੜ੍ਹ ।
11. ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਇਲੈਕਟ੍ਰੀਸਿਟੀ, ਯੂ.ਟੀ., ਚੰਡੀਗੜ੍ਹ ।
12. ਓ.ਐਸ.ਡੀ. ਟੂ ਚੇਅਰਮੈਨ, ਪੰ.ਰਾ.ਬਿ.ਬੋ. ਪਟਿਆਲਾ ।
13. ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਚੈਵੀਨਿਯੂ, ਪੰ.ਰਾ.ਬਿ.ਬੋ. ਪਟਿਆਲਾ ।
14. ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਟੂ ਮੈਂਬਰ/ਵਿੱਤ ਤੇ ਲੇਖਾ, ਪੰ.ਰਾ.ਬਿ.ਬੋ. ਪਟਿਆਲਾ ।
15. ਲੇਖਾ ਅਤੇ ਵਿੱਤ ਮੈਨੇਜਰ, ਗਨਦਥਪ, ਬਠਿੰਡਾ/ਲਹਿਰਾ ਮੁਹੱਬਤ ।
16. ਵਿੱਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ, ਬੀਬੀਐਮਬੀ, ਚੰਡੀਗੜ੍ਹ/ਨੰਗਲ ਟਾਊਨਸ਼ਿਪ
17. ਵਿੱਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ, ਗਗਸਸਥਪ, ਰੋਪੜ ।
18. ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ(ਟੀ) ਟੂ ਮੈਂਬਰ/ਓਪਰੇਸ਼ਨ/ਮੈਂਬਰ ਜੀ/ਮੈਂਬਰ ਹਾਇਡਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਮੈਂਬਰ ।
19. ਸਾਰੇ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਡਾਇਰੈਕਟਰ (ਹਾਈਡਲ ਸਮੇਤ) ।
20. ਡਾਇਰੈਕਟਰ/ਟ੍ਰੇਨਿੰਗ, ਟੀ.ਟੀ.ਆਈ., ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
21. ਕਾਨੂੰਨੀ ਸਲਾਹਕਾਰ, ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
22. ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਕੋ-ਆਰਡੀਨੇਸ਼ਨ, ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਬੀ-533, ਨਿਊ ਫਰੈਂਡਜ਼ ਕਲੋਨੀ, ਨਵੀਂ ਦਿੱਲੀ ।
23. ਡੋ ਪ੍ਰਾਪਤੀ ਕੂਲੈਕਟਰ, ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
24. ਹੈਜੀਡੈਂਟ ਆਡਿਟ ਅਫਸਰ, ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
25. ਸਾਰੇ ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰਜ਼/ਉਪ ਡਾਇਰੈਕਟਰ (ਸਮੇਤ ਹਾਈਡਲ)
26. ਉਪ ਸਕੱਤਰ ਟੂ ਚੇਅਰਮੈਨ ਅਤੇ ਸੀਨੀਅਰ ਨਿੱਜੀ ਸਕੱਤਰ ਟੂ ਮੈਂਬਰਜ਼/ਸਕੱਤਰ (ਬੋਰਡ)
27. ਸਾਰੇ ਸੰਯੁਕਤ ਸਕੱਤਰ/ਉਪ ਸਕੱਤਰ/ਅਧੀਨ ਸਕੱਤਰ, ਪੰ.ਰਾ.ਬਿ.ਬੋ. ।
28. ਸਾਰੇ ਉਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਉਪ ਮੁੱਖ ਪਤੰਤਾਲਕਾਰ/ਉਪ ਵਿੱਤ ਸਲਾਹਕਾਰ ।
29. ਸਾਰੇ ਸੀਨੀਅਰ ਲੇਖਾ ਅਫਸਰ/ਲੇਖਾ ਅਫਸਰ/ਪ੍ਰੀ-ਆਡਿਟ, ਫੀਲਡ ਅਤੇ ਥਰਮਲ ।
30. ਲੇਖਾ ਅਫਸਰ/ਤਨਖਾਹ ਅਤੇ ਲੇਖਾ-1,2, ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
31. ਲੇਖਾ ਅਫਸਰ/ਈ.ਏ.ਡੀ., ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
31. ਸੁਪਰਡੈਂਟ/ਬਿਲਜ਼-1,2 ਅਤੇ 3, ਪੰ.ਰਾ.ਬਿ.ਬੋ., ਪਟਿਆਲਾ ।
32. ਮੁੱਖ ਦਫ਼ਤਰ, ਸਕੱਤਰੇਤ ਵਿੱਚ ਸਾਰੇ ਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਅਤੇ ਬ੍ਰਾਂਚ ਅਧਿਕਾਰੀ ।
33. ਸਾਰੇ ਮੁੱਖ ਭਲਾਈ ਅਫਸਰ/ਕਿਰਤ ਤੇ ਭਲਾਈ ਅਫਸਰ/ਸਹਾਇਕ ਕਿਰਤ ਤੇ ਭਲਾਈ ਅਫਸਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਸੁਪਰਡੈਂਟ/ਵਿੱਤ-2

26/11/07

No. 3/72/2003-3FPPC/7280
Government of Punjab
Department of Finance
(Finance Pension Policy & Coordination Branch)

Dated, Chandigarh, the 12 December, 2006.

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court,
District & Session Judges, and
All the Deputy Commissioners in the State.

Subject:- Introduction of a new restructured defined Contributory Pension Scheme for new entrants to Punjab Government Services.

Sir,

I am directed to refer to the State Government Notification No. 8/1/2004-3FPPII/2078 dated 2nd March, 2004 which was issued for amending the Rule 1.2 of Punjab Civil Services Rules Vol. I, Part-I to the effect that Government employees who are appointed to the posts of Categories (1) to (5) mentioned under the Rule, on or after the 1st. January, 2004 shall be governed by New Defined Contributory Pension Scheme. The salient features of this scheme are given as under:-

(1) The new Pension Scheme will work on defined contribution basis and will have two tiers - Tier-I and II. Contribution to Tier-I is mandatory for all Government employees joining Government Service on or after 1.1.2004, whereas Tier-II will be optional and at the discretion of Government employees.

(2) In Tier-I, all Government employees will have to make a contribution of 10% of his basic pay plus DA which will be deducted from their salary bill every month by the DDO/Head of Office concerned. The Government will make an equal matching contribution.

(3) Tier-I contribution (and the investment returns) will be kept in a non-withdraw-able Pension Tier-I Account. Tier-II will be kept in a separate account that will be withdraw-able at the option of the Government employee. Government will not make any contribution to Tier-II Account.

(4) The existing provisions of Defined Pensionary Benefits, Pension and GPF would not be available to new Government employees joining Government service on or after 1.1.2004.

(1) The new Pension Scheme will work on defined contribution basis and will have two tiers - Tier-I and II. Contribution to Tier-I is mandatory for all Government employees joining Government Service on or after 1.1.2004, whereas Tier-II will be optional and at the discretion of Government employees.

Government employee has joined service. Therefore, no recovery will be effected for the month of joining. For example, for employees joining service in the month of January, 2004, deductions towards Tier-I contribution will start from the salary bill of February, 2004. No deduction will be made for his salary earned in January, 2004. Similarly, deductions for those joining service in the month of February, 2004 will start from the salary bill of March, 2004 and so on.

- (e) No deductions will be made towards GPF contribution from the Government employees joining the service on or after 1.1.2004 as the GPF scheme is not applicable to them.
- (f) Pending formation of a regular Central Record Keeping Agency, Central Pension Accounting Office of Government of India, Ministry of Finance will function as the Central Record Keeping Agency for the above scheme.
- (g) Immediately on joining Government service, the Government employee will be required to provide particulars such as his name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee etc. in the prescribed form (Annexure-I). The DDO concerned will be responsible for obtaining this information from all Government employees covered under the new Pension Scheme. Consolidated information for all those who have joined service during the month shall be submitted by the DDO concerned in the prescribed format (Annexure-II) to his Head of Department by 7th of the following month. Annexure-I will be retained by the DDOs.
- (h) On receipt of Annexure-II from the DDO, HOD will allot a unique 16 digit Permanent Pension Account Number (PPAN). The first four digits of this number indicate the calendar year of joining Government service, the next digit indicates as to whether it is a Civil Service and the next six digits would represent the HOD code (which is used for the purpose of compiling monthly accounts), the last five digits will be the running serial number of the individual Government employee which will be allotted by the HOD concerned. HOD will allot the serial number pertaining to individual Government employee from '00001' running from January to December of a calendar year. The following illustration may be followed:-
- (i) The first Govt. employee joining service under Punjab Civil Sectt. under the accounting control of Chief Secretary (Punjab Civil Sectt.), Chandigarh in 2004, shall be allotted the following PPAN:

Calendar Year	Sectt.	H.O.D. Code	Serial Number
2004	1	040866	00001

- (j) The Head of Department will maintain an Index Register for the purpose of allotment of PPAN to new entrants to Government service. Format of the index register is given in Annexure-VII.
- (k) The HOD will return to the DDO concerned, a copy of the statement duly indicating therein the Account Number allotted to each individual by 10th instant. DDO in turn will intimate the account number to the individual concerned and also note in the Pay Bill Register.
- (l) The particulars of the Government employees received from the various DDOs will be consolidated by the HOD in the format (Annexure-II-A) and sent to the Additional Director, Internal Audit Organisation, Department of Finance, Punjab SCO No. 3029-30, Sector-22 D, Chandigarh by the 12th of every month.
- (m) The Additional Director Internal Audit Organisation, Department of Finance, SCO No. 3029-30, Sector-22 D, Chandigarh in turn will consolidate the particulars in format (Annexure-II-B) and forward the same to Central Pension Accounting Office, Government of India, Ministry of Finance by 15th instant. The CPAO will feed this information in their computer database.
- (n) The DDO/HODs will prepare separate Pay Bill Registers in respect of the Government employees joining Govt. Service on or after 1.1.2004. The DDO/HODs will prepare separate Pay bills in respect of Government employees and will send the same with all the schedules to the Treasury on or before 20th of month to which the bills relate.
- (o) The DDO/Head of Office will prepare a recovery schedule in duplicate in the prescribed form (Annexure-III) for the contributions under Tier-I and attach them with the pay bills. The amount of the Contribution under Tier-I should tally with the total amount of recoveries shown under the corresponding column in the pay bill.
- (i) These recoveries and interest payable on these are classifiable as credits under the following head in the books of HOD.

Major Head : 8342-Other Deposits.

Minor Head: 120-Misc. Deposits.

Sub Head : Defined Contribution Pension Scheme;

Detailed Head: Employee's Contributions under Tier-I.

Detailed Head: Govt.'s Contribution under Tier-I.

Detailed Head: Interest on Contributions under Tier-I.

(ii) The interest payable will be debited to:-

Major Head : 2049- Interest payments;

Sub Major Head: 60 Interest on other Obligations;

Minor Head: 101 Interest on Deposits.

Sub Head : Interest on Defined Contributory Pension Scheme.

Detailed Head: Interest on Contributions under Tier-I:

Object Head - Interest;

and credited to detailed Head : Interest on Contributions under Tier-I:

under Major Head : 8342 mentioned at Para (o) (i) above.

Sub Heads and Detailed Heads given in bold italic are to be opened.

(p) It may be noted that along with the salary bill for the Government Employees who joins service on or after 1.1.2004, the DDO/Head of Office shall also prepare a separate bill for drawl of matching contributions to be paid by the Government and creditable to pension Account.

(q) The expenditure on matching contribution by Government is debitable to the district object head "Matching Contributions of Punjab Govt. towards Defined Contributory Pension Scheme" (to be opened) under relevant service expenditure head to which the salary of the employees is debited. The amount of Govt.'s contributions will be transferred to the Pension Account by debiting to the above head by credit to the deposit head mentioned in (o) above. The net amount payable will be NIL.

- (r) The bill for drawl of matching contribution should also be supported by schedules of recoveries in form (Annexure-IV).
- (s) On receipt of the salary bills in respect of Govt. employees joining on or after 1.1.2004, Drawing and Disbursing Officer/Head of Office will exercise usual checks and pass the bills and get the same passed from the Treasury for payments. After the payment is made and posting done in the detailed Posting Register, one set of schedules relating to Pension contributions will be detached from the bills as done in the case of other schedules such as GPF, long term advances. The schedules will then be utilized for posting the credits of contributions in the Detailed Ledger Account of the individual to be maintained by the Head of Department.
- (t) The employee's contributions under Tier-I and Tier-II and Government's contribution should be posted in different columns of the individual ledger account (to be maintained by HOD in the format in Annexure-V) and Broad sheet and tallied with the accounts figures as being done in the case of GPF.
- (u) These accounts should not be mixed with GPF accounts and these records/ledger accounts should be independent of GPF accounts maintained in the case of pre 1.1.2004 entrants to Government service.
- (v) The Head of Department will consolidate the information available in the New Pension Scheme Schedules received from the various DDOs/Heads of Offices and forward the same in a floppy in the prescribed form (Annexure-VI) to the Additional Director, Internal Audit Organization, Department of Finance, Punjab, SCO No. 3029-30, Sector-22D, Chandigarh by 12th of the month following the month to which the credit pertains. The Additional Director, Internal Audit Organization/Finance Department, Punjab, Chandigarh in turn will consolidate the information and send the same in Electronic Form to the Central Pension Accounting Office by 15th.
- (w) The CPAO on receipt of this information from the Additional Director, Internal Audit Organization, Finance Department, Punjab, Chandigarh will update its database and generate exception reports for missing credits, mismatches etc. which will be sent back to Head of Department through the Additional Director, Internal Audit

- (x) Whenever any Govt. employee is transferred from one office to another, the Drawing and Disbursing Officer should clearly indicate in the LPC of the individual the unique account number, the month up to which the Government employee's contribution & Government's contribution have been transferred to the Pension Fund.
- (y) No withdrawal of any amount will be allowed during the interim arrangement, provisions regarding terminal payments in the event of untimely death of an employee or in the event of his leaving the Government service during the interim period shall be notified in due course.
- (z) Detailed instructions with regard to the method of calculation of interest payable on Tier-I balances shall be issued in due course.
- (aa) At the end of each financial year, the CPAO, Govt. of India) will prepare annual account statements for each employee showing the opening balance, details of monthly deductions and Government's matching contributions, interest earned, if any, and the closing balance, CPAO, Govt. of India will send these statements to the Additional Director, Internal Audit Organization, SCO No. 3029-30, Sector-22 D, Chandigarh for onward transmission to D.D.Os./Head of Offices through Head of Department.
- (bb) After the close of each financial year CPAO will have to report the details of the balances DDO wise to the Additional Director, Internal Audit Organization, SCO No. 3029-30, Sector-22 D, Chandigarh, who will forward the information to each DDO through the Head of Department for the purpose of reconciliation. The DDO/Head of Office will reconcile the figures of contributions posted in the ledge account of the individuals as per their ledger with figures as per the books of CPAO.
- (cc) After the appointment of CRA and Fund Managers, Ministry Finance, Department of Expenditure, Govt. of India will issue detailed instructions on transfer of balances to CRA.

This may be brought to the notice of all DDO's under your control for compliance.

Yours faithfully,
Sd/-

(C.S. Taiwar)
Additional Secretary, Finance(G)

Completed

7.6.1957

ANNEXURE-V

(Referred to in rule 10 (f))

NEW PENSION SCHEME LEDGER FOLIO

Name: Sh./Smt./Kin.
Designation

Department

Unique Pension Account No. allotted by YAO

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Date of joint Government Service.

Date of Superannuation.

Month	Basic Pay	DA	Employee's Contribution under Tier-I (Rs.)	Government's Contribution under Tier-I (Rs.)	Total Tier-I (Rs.)	Employee's Contribution under Tier-II (Rs.)	Remarks.	Tier-I	Tier-II
April									
May									
June									
July									
August									
September									
October									
November									
December									
January									
February									
March									
Total (Rs.)								Opening Balance as on.....	Tier-I
								Deposits	Tier-II
								Withdrawals.	
								Interest	
								Closing balance as on.....	
								Posted by	
								Checked by	
								Examined by	
								*No withdrawals allowed below Tier-I	

ANNEXURE-II

(Referred to in rule 10 (g))

Format in which information is required to be sent by DDO to HOD

Name of DDO/Code No.
Name of Office & Address.

Sr.No.	Name of the Government Employee	Designation	Basic Pay	Date of Birth	Unique Pension A/C No. in 16 digit (to be allotted by HOD	Date of Joining Service	Details of nominee (s) for the accumulations under Pension Account.			
							Name of Nominee	Age	Relationship with Government Employee	% age of share

Name of DDO
Office Seal

ANNEXURE-I

(Referred to in rule 10 (g))

(Details to be furnished by the Government Employee)

1. Name of the Govt. Employee.
(In Block letters.
2. Designation.
3. Name of Office/Department/Organisation.
4. Scale of Pay.
5. Date of Birth.
6. Date of joining Govt. Service.
7. Basic Pay.
8. Nominee for accumulation under the Pension Account.

1. Name of the Govt. Employee.
(In Block letters.
2. Designation.
3. Name of Office/Department/Organisation.
4. Scale of Pay.
5. Date of Birth.
6. Date of joining Govt. Service.
7. Basic Pay.

ANNEXURE-I

(Referred to in rule 10 (g))

(Details to be furnished by the Government Employee)

1. Name of the Govt. Employee.
(In Block letters.
2. Designation.
3. Name of Office/Department/Organisation.
4. Scale of Pay.
5. Date of Birth.
6. Date of joining Govt. Service.
7. Basic Pay.

Sr. No.	Name of nominee (s)	Age	Percentage of share payable.	Relationship with the Government employee.

Signature of the employee.

Signature of the employee.

DDO/Head of Office.

Signature of the employee.

ANNEXURE-IIA

(Referred to in rule 10 (L))

Format in which information is required to be sent by DDO/Head of Office to Head of Deptt. and Head of Department to the Additional Director, Internal Audit Organisation (R), Finance Department, Punjab, SCO No. 3029-30, Sector-22 D, Chandigarh.

Name of Head of Office.

Code No. Head of Department.

Sr.No.	Name of the Government Employee	Designation	Basic Pay	Date of Birth	Unique Pension A/C No. in 16 digit (to be allotted by HOD	Date of Joining Service	Details of nominee (s) for the accumulations under Pension Account.				Remarks
							Name of Nominee	Age	Relationship with Government Employee	% age of share	

Name of DDO
Office Seal

ANNEXURE-IV

(Referred to in rule 10 (r))

Format of schedule of Government employees contributions towards Tier-I of the New Pension Scheme.
(to be attached with the bill for drawl of Government's contribution)

Name of DDO/Code No.

Unique Pension Account No. in 16 digit allotted by HOD.	Name of the Government Employee.	Designation	Basic Pay	D.A.	Government's Contribution (Rs.)	Remarks

Date and signature of Drawing and Disbursing Officer.
Designation.

(Rupees.....)

ANNEXURE-III

Referred to in rule 10 (o)

Format of schedule of Government employees contributions towards Tier-I and Tier-II of the New Pension Scheme.
(to be attached with the Pay Bill)

Name of DDO/Code No.

Unique Pension Account No. in 16 digit allotted by HOD.	Name of the Government Employee.	Designation	Basic Pay	Contribution under Tier-I. (Rs.)	Contribution under Tier-II. (Rs.)	Total (Rs.)	Remarks

Date and signature of Drawing and Disbursing Officer.
Designation.

(Rupees.....)

This column is not to be used during the interim period.

ANNEXURE-III
(Referred to in rule 10 (m))

Format in which information is required to be sent to Additional Director, Internal Audit Organisation (R), Finance Department, Punjab, SCO No. 3029-30, Sector-22 D, Chandigarh to Central Pension Accounting Office, Govt. of India, Ministry of Finance.

Name of PAOS
Code No. of PAO

AD (IAO @)

Sr.No.	Name of the Government Employee	Designation	Basic Pay	Date of Birth	Unique Pension A/C No. in 16 digit (to be allotted by HOD	Date of Joining Service	Details of nominee (s) for the accumulations under Pension Account.				Remarks
							Name of Nominee	Age	Relationship with Government Employee	% age of share	

Additional Director,
Internal Audit Organisation (R)
Office Seal

ANNEXURE-VII
(Referred to in rule 10 (j))

INDEX REGISTER.

Unique Pension Account No.	Name of Government Employee.	Designation	Name of Office in which joined Service.	Date of Birth.	Date of joining Government Service.	Signature of DDO

ANNEXURE-VI
(Referred to in rule 10(v))

FORMAT IN WHICH INFORMATION ON OF CONTRIBUTIONS IS REQUIRED TO BE SENT BY HEAD OF DEPARTMENT TO CENTRAL PENSION ACCOUNTING OFFICE THROUGH ADDITIONAL DIRECTOR, INTERNAL AUDIT ORGANISATION (Rev.) FINANCE DEPARTMENT, PUNJAB, CHANDIGARH.
DEDUCTIONS FOR THE MONTHS OF

Sr.No.	DDO Code.	Name of the Government Employee.	Unique Account No. in 16 digits allotted by H.O.D.	Basic Pay. (Rs.)	Amount of Contribution under Tier-I (Rs.)	Government's Contribution under Tier-I (Rs.)	Government employees' Contribution under Tier-II* (Rs.)	Total (Rs.)	Remarks

Name of HOD
Office Seal.

* This column is not to be used during the initial period.

MOST - URGENT

No.3/72/2003-3FPPC/889

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated, Chandigarh the 29.1.2007.

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court,
District & Sessions Judges; and
All the Deputy Commissioners in the State.

Subject:- Introduction of a new restructured defined Contribution Pension Scheme for new entrants to Punjab Government Services.

Sir,

I am directed to refer to this Department letter No. 3/72/2003-3FPPC/7280 dated 12th December, 2006 vide which new Pension Scheme based on defined contribution governing Government employees joining Government service on or after 1.1.2004 was circulated for implementation. Procedure for credit/debit of recoveries and expenditure on this account under budgetary Head of account has been given in para 10(o)(i)(ii) and (j) an extract of which is reproduced as under:-

(o) (i) These recoveries and interest payable on these are classifiable as credits under the following head in the books of HOD:

Sub Sector K-'Deposits and Advances' Section (a) Deposits bearing interest.

Major Head: 8342-Other Deposits.

Minor Head: 120-Misc. Deposits.

Sub Head: *Defined Contribution Pension Scheme;*

Detailed Head: Employee's Contributions under Tier-I.

Detailed Head: Govt's Contribution under Tier-I.

Detailed Head: Interest on Contributions under Tier-I.

(ii) The interest payable will be debited to:-

Major Head : 2049- Interest payments:

Minor Head: 101 Interest on Deposits.

Sub Head : Interest on Defined Contributory Pension Scheme.

Detailed Head: Interest on Contributions under Tier-I:

Object Head – Interest;

and credited to detailed Head: Interest on Contributions under Tier-I.
under Major Head : 8342 mentioned at Para (o) (i) above.

Sub Heads and Detailed Heads given in bold italics are to be opened.

- (q) The expenditure on matching contribution by Government is debit-
able to a district object head "Matching Contributions of Punjab
Govt. towards Defined Contributory Pension Scheme" (to be opened)
under relevant service expenditure head to which the salary of the
employees is debited. The amount of Govt.'s contributions will be
transferred to the Pension Account by debiting to the above head by
credit to the deposit head mentioned in (o) above. The net amount
payable will be 'NIL'.

2. You are, therefore, requested to ensure further necessary action in
accordance with the new pension scheme regarding depositing amounts in
relevant head of account; individual account of employees etc. Relevant object
head under service expenditure head to which the salary of the employees is
debited maybe opened with the approval of the competent authority and necessary
provisions on account of Government contributions made in the Revised
Estimates, 2006-07 as well as in the Budget Estimates 2007-08 and onwards.

3. This may be treated as Most urgent.

Yours faithfully,

Sd/-

Deputy Secretary Finance (J)

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