O/o The Director of Treasuries and Accounts,

Andhra Pradesh, Hyderabad.

Cir. Memo No. D(II)2/5594/2012   **Dated 23rd May' 2014**

Sub:- **NATIONAL PENSION SYSTEM** – **Contributory Pension Scheme** – Excess amount(s) transferred erroneously to PRANs of the CPS Subscribers; and amount(s) transferred erroneously to a PRAN other than that of a Subscriber – Instructions to all Treasuries in the State – Issued.

Ref:- 01.) This Office Cir. Memo No. D(II)1/5594/2012, Dated 09/11/2013.

02.) This Office Memo No. D(II)1/5594/2012, Dated 13/11/2013.

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Attention of all the Deputy Directors of District Treasuries in the state is invited to this office memo 01st cited. They were informed of a facility called "**Error Rectification Module**' enabled by the Central Record keeping Agency (CRA) in **www.cra-nsdl.com** and, procedures to be followed for error rectification in respect of Non-NPS Subscriber was explained in detail. The Treasury Officers can make use of this facility to rectify the errors in the following Type of errors also:-

i.) *amount(s) in excess of actual deduction(s) are transferred erroneously and credited to the PRAN of a CPS subscriber (***Type-I***); and*

ii.) *amount(s) are transferred erroneously and credited to a PRAN other than that of a Subscriber (***Type-II***).*

In these instances, whenever brought / come to his / her notice, the Treasury Officer may take action to correct error by making use of this Standard Operating Procedure (SOP) facilitated in the above said URL. Before initiating

action to place a request online for rectification of an error, the Treasury Officer should keep the following guidelines in view;

» *He / She should keep the following information on hand:-*

- PAO / Treasury Officer Registration Number.

- Transaction ID of SCF in which erroneous transfer was made.

- PRAN Number(s) (both **Source** and **Target** in respect of **Type-II**).

- Details of transaction to be rectified viz., Month and Year of contribution, contribution type i.e., Regular / Arrear, amount of contribution, etc.

- Treasury Officer / PAO Bank account Number, Bank name, Bank Branch and address with PIN, MICR Code, IFS Code.

» *PRAN(s) should be active and in the same sector.*
» *Request should be by the same Treasury Officer who earlier uploaded the erroneous transaction. However, the subscriber need not be with same Treasury Officer at present.*

» *The CRA captures only one request per subscriber at a time. A second request in respect of the same subscriber will not be captured unless the earlier one is resolved.*

The following procedure should be followed in placing a request to the CRA. Relevant Screen-shots are enclosed herewith for guidance:-

Type-I: *(Transfer back of erroneously transferred amount to the Treasury Officer's account):-*

a.) The Treasury Officer should maintain a watch register for watching the transactions in the Proforma communicated herewith in **Annexure-III**.

b.)   Before placing the request online, the treasury officer should note down the details of transaction in Col. No. (01.) to (04.) in the watch register.

c.)   The Treasury Officer logs in to **www.cra-nsdl.com** by using the **Maker (User.1) ID and I-PIN**.

d.)   "**Error Rectification Module**" menu is displayed in the Horizontal menu at top. Choose sub-menu "**Rectification of Erroneous Transfer to Subscriber**". The menu displays relevant information in Welcome page, then click on **Continue** button.

e.)   Provide the details of Transaction ID of erroneous transfer and PRAN Number in the mandatory fields and then the additional information in the dropdown fields i.e., Contribution Type, Contribution Month and Year and the corresponding amount. Click the **Submit** button. "**Contributions Details**" against the Transaction ID concerned are displayed.

f.)   Choose "**Redemption of excess transfer to PRAN**" from the drop down box. Provide the amount of excess transfer to be adjusted back in the field thereunder. Leaveout the field "**Target PRAN details**" and proceed further to give bank details.

g.)   Provide Bank details of the treasury viz., Bank Account Number, Bank Name, Bank Branch, PIN Code, IFS Code, MICR Code and choose "**Electronic Transfer**" as '**Mode of transfer**'. Provide reason for the withdrawal in "**Remarks for SoT**" field for CRA's reference. Click on the **Submit** button.

h.)   A confirmation page is displayed. Check the details and click the **Confirm** button to generate Acknowledgement Number. A message "**Request Captured Successfully**" is displayed and an eleven (11) digit Acknowledgement ID XXXXX is generated. Note down this in Col. (05.) of watch register. This acknowledgement ID is used for tracking the status of the request.

i.) After successful logout of the user, the checker treasury officer logs in to **www.cra-nsdl.com** by using the **Checker (second) User ID and I-PIN**. He has to go to "**Error Rectification Module**" menu and the sub-menu "**Verify Rectification of Erroneous Transfer to Subscriber**". Then provide the details of Acknowledgement ID / PRAN Number and also select "**Redemption of excess transfer to PRAN** from the dropdown "**Request Type**". A hyperlink (Acknowledgement ID) is displayed. Once the treasury officer clicks the hyperlink, rectification details captured earlier are displayed. The checker treasury officer shall check the information captured and "Accept" or "Reject" the request. The treasury has to recommend the CRA to process the request in "**Remarks**" field. When the treasury officer confirms the request, a message "**Request Verified Successfully, Acknowledgement ID** XXXXX **is pending for authorization**" is shown.

j.) Simultaneously, the Treasury Officer has to place a request through FTP for its authorization by the DTA, duly furnishing the details of Col. (01.) to (05.) of Annexure-III with remarks specifying reasons for the transaction.

k.) On receiving the request, the CPS cell in the Directorate should check all the details entered by the Treasury Officers such as PRAN, amount to be adjusted as well as Bank details of the Treasury Officer and authorize the request to the CRA, and

l.) CRA processes the request, redeems all the units from the subscribers account and transfers;

- *amount equal to the initial investment would be credited back to bank account of the Treasury Officer as per details furnished in the request; and*

- *the amount excess realized, if any, would be credited to the Investors' Awareness Account maintained with the Trustee Bank.*

m.) On receiving the amount from the Trustee Bank, the treasury officer shall remit half of it to the HOA: **8342-00-117-00-04-001-000-NVN** (Employees' Contribution) and the remaining amount to the HOA: **8342-00-117-00-04-002-000-NVN** (Government Contribution) by way of challan and record those details in Col. (06.) and (07.) of the above said Watch Register.

Type-II: *(Transfer of amounts erroneously transferred to a wrong PRAN to correct PRAN):-*

a.) The Treasury Officer should maintain a watch register for watching the transactions in the Proforma communicated herewith in **Annexure-IV**.

b.) Before placing the request online, the treasury officer should note down the details of transaction in Col. No. (01.) to (03.) in the watch register.

c.) The Treasury Officer logs in to **www.cra-nsdl.com** by using the **Maker (User.1) ID and I-PIN**.

d.) "**Error Rectification Module**" menu is displayed in the Horizontal menu at top. Choose sub-menu "**Rectification of Erroneous Transfer to Subscriber**". The menu displays relevant information in Welcome page, then click on "**Continue**" button.

e.) Provide the details of Transaction ID of erroneous transfer and PRAN Number in the mandatory fields and then the additional information in the dropdown fields i.e., Contribution Type, Contribution Month and Year and the corresponding amount. Click the "**Submit**" button. "**Contributions Details**" against the Transaction ID concerned are displayed.

f.) Choose "**Adjustment of erroneous transfer to wrong PRAN**" from the drop down box. Provide the amount of excess transfer to be adjusted to correct PRAN, i.e., Target PRAN.

g.) Then the Treasury Officer has to provide the details of "**Target PRAN**(s)" and amount to be transferred to it in the relevant fields under "**Target PRAN Details**". The Treasury Officer is required to provide reason for the withdrawal in "**Remarks for SoT**" field for CRA's reference. Click the **Submit** button. A confirmation page is displayed. Check the details and click the **Confirm** button to generate Acknowledgement Number. A message "**Request Captured Successfully**" is displayed and an eleven (11) digit Acknowledgement ID XXXXX is generated. Note down it in Col. (04.) of the Watch Register. The acknowledgement ID is used for tracking the status of the request.

h.) After successful logout of the user, the checker Treasury Officer logs in to **www.cra-nsdl.com** by using the **Checker (second) User ID and I-PIN**. He has to go to "**Error Rectification Module**" menu and the sub-menu "**Verify Rectification of Erroneous Transfer to Subscriber**". Then provide the details of Acknowledgement ID / PRAN Number and also select "**Adjustment of erroneous transfer to wrong PRAN**" from the dropdown "**Request Type**". A hyperlink (Acknowledgement ID) is displayed. Once the Treasury Officer clicks the hyperlink, rectification details captured earlier are displayed. The checker Treasury Officer shall check the information captured and "Accept" or "Reject" the request. The Treasury Officer has to recommend the CRA to process the request in "**Remarks**" field. When the Treasury Officer confirms the request, a message "**Request Verified Successfully, Acknowledgement ID** XXXXX **is pending for authorization**" is shown.

i.) Simultaneously, the Treasury Officer has to place a request through FTP for its authorization by the DTA, duly furnishing the details of Col.(01.) to (04.) Annexure-IV with remarks specifying reasons for the transaction.

j.) On receiving the request, the CPS cell in the directorate should check all the details entered by the Treasury Officers such as "Source PRAN" and "Target PRAN(s)", amount to be adjusted and authorize the request to the CRA, and

k.) The CRA processes the request, transfers equivalent units from the Source PRAN to Target PRAN.

- *If the subscriber's scheme ratio is same, equivalent units will be debited from Source PRAN and credited to Target PRAN; and*

- *If scheme ratio is different, the units will be redeemed from the Source PRAN based on the NAV and the redeemed amount will be credited to Target PRAN.*

l.) The Treasury Officer concerned should verify the status of request in "**View Request Status**" and record the result of transaction in the Watch Register, i.e., Annexure-IV.

The Deputy Directors of District Treasuries in the State shall take action to communicate these instructions to all the Assistant Directors / Assistant Treasury Officers / Sub Treasury Officers / Accountants under their jurisdiction and see that all the concerned are well acquainted with these procedures.

Sd/- K. Kanakavalli,

Encls:- 01.) Annexure – III & IV; and   Director of Treasuries and Accounts.
02.) Relevant Screen-shots.

To
All the Deputy Directors of District Treasuries in the State.

Copy to
01.) the Pay and Accounts Officer, Andhra Pradesh, Hyderabad for information.
02.) the Director of Works Accounts, Andhra Pradesh, Hyderabad for information.
03.) Stock File / Spare (05.).

// FORWARDED :: BY ORDER //

Junior Accounts Officer.

Name of the Employee with Designation (Sri / Smt. / Kum.)	Details of transaction (04.)				Acknow-ledgement No. with Date	Details of amount received from CRA / NSDL (06.)		Details of rem	
	Trans. ID	Contribution Type	Month & Year of Contribution	Amount to be adjusted		Date	Amount	Challan No. with Date	Amount remitted to HOA 8342-117-04-001
03.	(a.)	(b.)	(c.)	(d.)	05.	(a.)	(b.)	(a.)	(b.)

ANNEXURE – IV

[Cir. Memo No. D(II)2/5594/2012, Dated 23rd May' 2014 of DTA, AP, Hyderabad]

Details of Source PRAN (02.)						Details of Target PRAN (03.)			Acknow-ledgement No. with Date
Name of the Employee with Designation (Sri / Smt. / Kum.)	Trans. ID	Contribution Type	Month & Year of Contribution	Amount to be adjusted	DDO Code	Emp. ID / PRAN No.	Name of the Employee with Designation (Sri / Smt. / Kum.)	DDO Code	
(b.)	(c.)	(d.)	(e.)	(f.)	(g.)	(a.)	(b.)	(c.)	04.

Director of Treasuries and Accounts.

for Type – I