

GUIDELINES FOR IMPLEMENTATION OF
'THE NEW DEFINED CONTRIBUTION PENSION SCHEME'

1. The Scheme shall be called **“NEW DEFINED CONTRIBUTION PENSION SCHEME”** 2009.
2. The scheme shall come into force from 1st February, 2005.
3. The scheme shall be applicable to all new entrants joining State Government Service on regular basis against sanctioned vacant post filled up with the approval of either SLEC or Finance (SIU) Department on or after 1st February, 2005. It would also be applicable to all Government servants whose services were /would be regularized against regular posts on or after 01.02.2005 with the benefit of prospective date.
4. The teaching and non-teaching employees of provincialised Educational Institutions as well as that of Panchayat who join State Government service on or after 01.02.2005 on regular basis shall come under the purview of the above scheme.
5. It is mandatory for all such new employees mentioned above who are recruited on or after 1st February, 2005 to become members of the new scheme.
6. The Assam Services (Pension) Rules , 1969 and amendment made from time to time thereon will not be applicable to Government servants joined on or after 1st February, 2015.
7. Government servant who was in State Government services before 1st February, 2005 but joins in new government services on direct recruitment after resignation which is in nature of technical resignation is eligible for Pension governed under the provision of Assam Services (Pension) Rules, 1969.
8. The New Defined Contribution Pension Scheme will not be applicable to the employees on deputation from Central or any there State Government services.
9. The new scheme will work on Defined Contribution Basis and will have two tiers namely TIER-I and TIER-II. Contribution to TIER-I is mandatory for all such Government servants joining State Government service on or after 01.02.2005 while Tier-II will be optional and at the discretion of the Government servants.
10. In Tier-I, Government servants will have to make a contribution of 10% of his/her basic Pay, Dearness pay, if any ,Dearness allowances plus Non-practicing allowances which will be deducted from his/her salary bill every month by the Drawing & Disbursing Officer (DDO) concerned. While calculating 10% of Basic pay, Dearness pay, Dearness allowances plus Non-practicing allowances etc. the fraction of a rupee to an extent of ₹ 0.50 paise and above may be rounded off to the nearest rupee. Fraction below ₹ 0.50 paise may be ignored. The Government in turn will make equal matching contribution to the Tier-I through the Director of Accounts & Treasuries, Assam from Grant No 13 out of the provision made under “2071- Pension and Other Retirement Benefits 117-Govt. contribution for New Defined Contribution Pension Scheme” after issue of necessary sanctioned.
11. The contribution toward Tier-I cannot be withdrawn till the date of superannuation or to the date of leaving the scheme before attaining the age of superannuation.
12. The contribution towards New Defined Contribution Pension Scheme in respect of such employees shall be recovered from the salary through pay bills.
13. In the case of Government servants who are under suspension and drawing subsistence allowance the contribution may be recovered from such employees on the basis of subsistence allowances.
14. In case of Government servants who avail Extra-ordinary leave without pay there will be no contribution of the employees as well as that of Government of E.O.I. period.
15. In case of Government servants who avail Half-pay leave employees contribution and Government matching contribution shall be on the basis of leave salary.

16. The contribution of employees who are on the deputation to foreign services shall be recovered from the salary of the employees by the borrower and equal matching contribution shall be paid by the borrower. The amounts so recovered and equal matching contribution of the borrower shall be paid to the Director of Accounts & Treasuries, Assam by 10th of the following month positively which will be credited to the Public Accounts of the State through the Current Bank Account.
17. Immediately on joining Government servants will be required to provide particulars of their names, designation (s), scale of pay, Date of birth, nominee(s) for the fund ,relation of the nominees(s) etc, in the prescribed form in triplicate in Annexure I to the DDO concerned. The DDO concerned will be held responsible for obtaining these information from all such Government servants covered under the New Pension Scheme and forward a copy of the same to the Head of Department/ Head of Office, as the case may be who maintain the service records. The DDO concerned will retain a copy with him and another copy will be sent to the Director of Accounts & Treasuries, Assam along with Annexure-II(by the DDO concerned) directly allotment of Pension Payments Accounts Nos.
18. The Director of Accounts & Treasuries, Assam being the Nodal Office will maintain the accounts for the new Defined Contribution Pension Scheme, Permanent Pension Accounts Numbers will be allotted to the employees who join the New Defined Contribution Pension Scheme by the Director of Accounts & Treasuries, Assam on receipt of information from the DDO concerned in prescribed form annexed to this scheme (Annexure-II). Permanent Pension Account Number for (i) Government Employees & (II) Teaching and Non-teaching employees of provincialised Educational Institutions as well as that of Panchayat will be in separate types or series.
19. On receipt of particulars of the Government servants in Annexure-I as at para 13, the Head of Deptt/ Head of Office have to attach it in service records.
20. The Director of Accounts & Treasuries, Assam on receipt of information in format at Annexure-II from the respective DDOs shall input the particulars of the Government servants into the Computers System. The system will generate a Permanent Pension Account No. for each of the Government servant and keep a separate Ledger Account for each Member of the scheme as per format at Annexure-V. the system will also maintain a Consolidated Ledger in format in Annexure-II(A) in the Computer as well as in a Register separately.
21. The Director of Accounts & Treasuries, Assam shall forward two copies of system generated Permanent Pension Account Number allotted to each individual in format at Annexure-II(B) to the DDOs concerned. The DDOs in turn will handover one copy of the allotted Permanent Pension Account Number to the individual concerned and retain one copy with him and also note in the Pay Bill Register.
22. On receipt of Permanent Pension Account Number of the employees from the Director of Accounts & treasuries, Assam, the DDO concerned shall inform Head of Office/ Head of Department, as the case may be, to note Permanent Pension Account Number on the 1st page of the Service Book of the concerned employee under his seal and signature.
23. The recoveries towards Tier-I contribution will start from the salary of the month following the month in which Government servant has joined in service. There will be no recovery of contribution towards the scheme for the month of joining. In case of Government servant who have already joined on or after 01.02.2005 their contribution will start from a date to be intimated in due course.
24. Arrear contribution to the New Defined Contribution Pension Scheme of the employees who joined on or after 01.01.2005 will be deducted in installment for which a separate communication will be issued. Government will provide due matching arrear contribution of the employees along with interest in one installment.
25. The Pay Bill Register of Government Servants covered by the New Scheme shall be prepared separately.
26. The reasons for non-recovery from particular employee for any particular month should be furnished by the DDO concerned in the remarks column of the recovery schedule without fail.

27. The amount of employees contributions recovered for any particulars through Pay Bill shall be credited to the Current Bank Account of the Director of Accounts & Treasuries, Assam by the DDOs in respect of the following categories of employees(i) Government employees, (ii) Teaching & Non-teaching employees of provincialised Educational Institutions as well as that of Panchyat.
28. At Treasuries employees contribution shall be entered in the Computer System against each employees Personal Ledgers Accounts in the same format as at Annexure-V so as to enable the Director of Accounts & Treasuries, Assam to get a clear picture of deposit.
29. The Director of Accounts & Treasuries, Assam on receipt of credit of the employees contribution through CTMIS get the correctness of the amount confirmed and thereafter shall draw an equal amount of Government matching contribution from the Fund available to the Head of Account "2071-Pension and Other Retirement benefits -01-Civil-117-Government Contribution for New Defined Contribution Pension Scheme " under Grant No. 13 under Tier-I after issue of sanction, where necessary and credit to the Public Accounts of the State through his Current Bank Account.
30. As an interim arrangement ,however the amount of employees contribution and matching contribution of the Government so credited into the Current Bank Account of the Director of Accounts & treasuries, Assam shall be credited to the Public Account of the State under the following interest bearing head of Accounts:
- (1) Major Head -8342-Other Deposits.
- (2) Minor head : Misc. Deposits.
- (3) Sub-head -(01) Employees Contribution under New Defined Contribution Pension Scheme- Tier-I.
-(02) Government's contribution under New Defined Contribution Pension Scheme- Tier -I
- (2) Amounts of interest increasing from time to time shall be debited to the head of Accounts as under :
- Major head : 2049-Payment of interest.
Sub-major head : 60-Interest on other obligations.
Minor head : 101- Interest on deposits.
Sub-head : (3)- Interest on New Defined Contribution Pension Scheme Tier-I.
31. The Director of Accounts & Treasuries, Assam shall issue sanction for drawal of matching contribution of Government every month under the aforesaid head of accounts.
32. Schedule of Employees contribution to Tier-I (Coloured Paper) should be prepared separately by the DDOs in quadruplicate. Three copies of schedule are to attached to the Pay Bill showing the contribution to Pension Scheme in prescribed format Annexed to the Scheme (Annexure-III). One copy of the schedule will however be retained in the office of the Drawing & Disbursing Officers concerned. Likewise the Director of Accounts & Treasuries, Assam while drawing the Government contribution shall prepare three copies of the schedule in Annexure-IV and attach two copies thereon with the miscellaneous bill form, retaining one copy with him.
33. Out of the three recovery schedules attached with the pay bill by the DDOs vide Annexure-III as mentioned in paragraph 31, two copies shall be removed by the Treasury Officer, One copy of the schedule be forwarded to the Director of Accounts & Treasuries, Assam in separate cover and other copy of the schedule bearing seal and signature of the Treasury Officer will be collected by the Drawing & Disbursing Officer concerned and the remaining copy attached with the pay bill shall be forwarded to the Accountant General (A&E), Assam along with the schedule.

In case of the Director of Accounts & Treasuries, Assam, two copies of the deduction schedule of Government contribution as attached to the miscellaneous Bill Form vide Annexure-IV as mentioned at paragraph 31, one copy shall be removed by the Treasury Officer and returned to the Director of Accounts & Treasuries, Assam with the seal and signature of Treasury Officer and other copy will be forwarded to the Accountant General (A&E), Assam with monthly accounts.

34. On receipt of the monthly recovery schedule from the treasuries, the employees contribution under Tier-I and the Government contribution should be posted in the Register in different columns of the individual Ledger (to be maintained in the format in Annexure-V) in the office of the Director of Accounts & Treasuries, Assam and shall be reconciled with the Government Accounts from the Central Server House at Old Kar Bhawan, Dispur, Guwahti-6.
35. The DDOs will maintain the accounts of employees contribution for every employee under his control in each month in a Register as per format at Annexure-III for verification and reconciliation with the Director of Accounts & Treasuries, Assam as and when require.
36. At the end of financial year, the DDOs shall have to reconcile their Ledger Accounts with that of accounts maintained at the Director of Accounts & Treasuries, Assam.
37. Each year after the month of March, the Director of Accounts & Treasuries, Assam shall have to issue Annual Statement of deposits to the subscribers as is done now for GPF by the Accountant General, Assam.
38. A Government servant can exit on attaining the age of superannuation from the Tier-I of the scheme. At exit, it would be mandatory for his/her to invest 40% of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company) which will provide pension for Life time of the employees and his/her dependent parents/spouse. In case of Government servants who leave the scheme before attaining the age of superannuation, the mandatory annuitisation would be 80% of the pension wealth.
39. Withdrawal for terminal payment in the event of untimely death of an employees or in the event of his leaving the Government service separate modalities in these regards shall be notified in due course.
40. Nomination has to be field at the time of admission and to be revised upon marriage/ re-marriage of the subscriber and thereafter once in five years. Necessary entry to the effect of filling nomination along with name of nominee(s) with relationship should be noted on the first page of the Service Book under seal and signature copy thereof shall be sent to the Director of Accounts & Treasuries, Assam for record in the Ledger Accounts.
41. In the event of transfer to other Department ,Head of Office or Foreign Services, the Permanent Pension Account Number of the employee and the period up to which the contribution made should be recorded in the Last Pay Certificate correctly.
42. Arrear contribution towards the scheme on arrear pay, incremental benefit and arrear D.A. consequent on revision is also permissible.
43. Till to the date of joining the New Pension Scheme Architecture approved by PFRDA by the State, the pension will remain in the Public Account of the State and Government will pay interest at 8% per annum.
44. The interest amount will be paid from the Consolidated Fund of the State under the head of Accounts as indicated under para 30.
45. Detail procedures for transferring of fund from the State Public Accounts to NPS will be issued in due course.
46. There will be Central Record Keeping Agency and several Pension Fund Manager offering categories of schemes for Government servants for investment.