Circular Memo No.4218/CPS/2019

Sub: PJTSAU - Applications for allotment of PRAN to CPS employees (those who are appointed on or after 01.09.2004) - Regarding

Ref: Circular Memo No.4218/CPS/2016,dt.29-08-2016 of the Registrar, PJTSAU.

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It is to inform the employees who are appointed on or after 01.09.2004 are covered under Contributory Pension Scheme. It is mandatory for all such employees to have PRAN in their names. As such necessary instructions were issued under reference cited, regarding submission of the PRAN forms. It is observed that many staff members have not submitted their applications for allotment of PRANs. Though some of the employees have submitted the same but is not as per the latest form prescribed.

In view of the above, it is once again informed that those employees who do not have PRAN should forward their PRAN applications to the Comptroller, PJTSAU immediately through their Assistant Comptroller concerned as per the form prescribed, for obtaining PRAN. This shall be treated on top Priority, as it is decided to settle the CPS amount of every individual at an early date.

The individuals are requested to follow the following instructions while filling the form:

1. The PRAN application should be submitted in duplicate with complete information including contact number & email ID if available.
2. One Colour Passport Photo (Neat and clean)
3. Enclose Xerox copies of PAN Card, Aadhar Card and Front page of Bank Passbook
4. The individual is required to sign on Page-1,2 & 3 within the box given for signature.
5. Signature of Drawing and Disbursing Officer is not required.
6. Signature on Page-2 is meant for Administrative Office, Rajendranagar, Hyderabad PJTSAU only.

All the Associate Directors of Research, Associate Deans of Colleges are requested to take immediate action for those staff members under their control who do not have PRAN and arrange to forward their applications to obtain PRAN. The filled in PRAN application forms should reach the University positively by 28th February, 2019.

They can download the said Circular Memo and PRAN application from the University website or Visit at http://www.npscra.nsdl.co.in.nsdl.co.in.

This shall be treated as MOST IMMEDIATE.

S. SUDHEER KUMAR
REGISTRAR

To
All the Associate Directors of Research of PJTSAU
All the Associate Deans of PJTSAU
All the Assistant Comptrollers of PJTSAU
All the Heads of Research Stations and Schemes of PJTSAU
All the Programme Coordinators, of KVKs
Copy to SF/SC

//F.B .O//

SUPERINTENDENT
## Application for Allotment of Permanent Retirement Account Number (PRAN)

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

<table>
<thead>
<tr>
<th>Acknowledgement No.</th>
<th>To be filled by FC</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Permanent Retirement Account Number :</th>
<th>To be filled by FC after PRAN generation</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

To affix recent Coloured photograph (3.5 cm × 2.5 cm)

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Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars:

### Section A - Subscribers Personal Details (* Indicates Mandatory Field)

1. Full Name (Full expanded name: initials are not permitted)
   - Please Tick as applicable, Shri [ ] Smt. [ ] Kumari [ ]
   - First Name *
   - Middle Name
   - Last Name

2. Gender * Please Tick as applicable, Male [ ] Female [ ]

3. Date of Birth *
   - D   D   M   M   Y   Y   Y
   - (Date of Birth to be Certified by DDO)

4. PAN *

5. Father’s Full Name:
   - First Name *
   - Middle Name
   - Last Name

6. Present Address:
   - Flat/Unit No, Block no. *
   - Name of Premise/Building/Village
   - Area/Locality/Taluka
   - District/Town/City *
   - State / Union Territory *
   - Country *
   - Pin Code *

7. Permanent Address: If same as above, Please Tick [ ] else,
   - Flat/Unit No, Block no. *
   - Name of Premise/Building/Village
   - Area/Locality/Taluka
   - District/Town/City *
   - State / Union Territory *
   - Country *
   - Pin Code *

8. Phone No.
   - STD Code
   - Phone No.


---

Signature/Left Thumb Impression of Subscriber in black ink
Annexure S1

11. Subscribers Bank Details: (Please refer instruction no. 4)

Savings A/c  [ ] Current A/c  [ ]

Bank A/c Number*  
Bank Name*  
Bank Branch*  
Bank Address*  
Pin Code*  
Bank IFS Code  
Bank MICR Code  

Declaration by subscriber for Bank details: At present, I do not have a Bank account. However, I confirm to provide the requisite Bank account details within six months or on opening of Bank account whichever is earlier to the associated nodal office for updating the same in CRA system. (Please tick (\( √ \)) in case, Bank details are not available)

12. Value Added Services:
   i) SMS Alert: Yes  [ ] No  [ ]
   ii) Email Alert: Yes  [ ] No  [ ]

Section B - Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)

1. Date of Joining  
2. Date of Retirement  

3. PPAN  
(Please refer to instructions No.5.)

4. Group of the Employee (Please Tick)
   Group A  [ ] Group B  [ ] Group C  [ ] Group D  [ ]

5. Office  

6. Department  

7. Ministry  

8. DDO Registration Number  
9. PAO/CDDO Registration Number  
(Please refer to instructions No.6.)

Certified that the above declaration has been signed / thumb impressed before me by _____________________________, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date:  

Signature/Left Thumb Impression of Subscriber

Signature of the Authorised Person  

Designation of the Authorised Person: _____________________________

Date:  

Name of the DDO  

Rubber Stamp of the DDO  

Department / Ministry  _____________________________
**Section C - Subscriber’s Nomination Details** (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *:
<table>
<thead>
<tr>
<th>1st Nominee</th>
<th>2nd Nominee</th>
<th>3rd Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>First Name *</td>
<td>First Name *</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Middle Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name</td>
<td>Last Name</td>
</tr>
</tbody>
</table>

2. Date of Birth (In case of a minor)*:
<table>
<thead>
<tr>
<th>1st Nominee</th>
<th>2nd Nominee</th>
<th>3rd Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Relationship with the Nominee*:
<table>
<thead>
<tr>
<th>1st Nominee</th>
<th>2nd Nominee</th>
<th>3rd Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Percentage Share *:
<table>
<thead>
<tr>
<th>1st Nominee</th>
<th>%</th>
<th>2nd Nominee</th>
<th>%</th>
<th>3rd Nominee</th>
<th>%</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

5. Nominee’s Guardian Details (in case of a minor)*:
<table>
<thead>
<tr>
<th>1st Nominee’s Guardian Details</th>
<th>2nd Nominee’s Guardian Details</th>
<th>3rd Nominee’s Guardian Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>First Name *</td>
<td>First Name *</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Middle Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name</td>
<td>Last Name</td>
</tr>
</tbody>
</table>

6. Conditions rendering nomination invalid:
<table>
<thead>
<tr>
<th>1st Nominee</th>
<th>2nd Nominee</th>
<th>3rd Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section D - Subscriber Scheme Details**

<table>
<thead>
<tr>
<th>1st Scheme</th>
<th>2nd Scheme</th>
<th>3rd Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension Fund Managers Name/Code</td>
<td>Pension Fund Managers Name/Code</td>
<td>Pension Fund Managers Name/Code</td>
</tr>
<tr>
<td>Scheme ID No./Name</td>
<td>Scheme ID No./Name</td>
<td>Scheme ID No./Name</td>
</tr>
<tr>
<td>Percentage Share %</td>
<td>Percentage Share %</td>
<td>Percentage Share %</td>
</tr>
</tbody>
</table>

**Section E - Declaration**

I understand that there would be PFRDA approved *Terms and Conditions* for Subscribers on the CRA website *governing I-Pin (to access CRA / NPSCAN and view details) & T-pin*. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date: ______________________

Signature/Left Thumb Impression of Subscriber
INSTRUCTIONS FOR FILLING PRAN FORM

a) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.

b) Details Marked with (*) are the mandatory fields.

c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.

d) Individual Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)

e) Signature (Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.

f) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

### Annexure S1

#### Sr. No. | Item No | Item Details | Guidelines for Filling the Form
--- | --- | --- | ---
1 | 3. | Date of Birth | All Dates Should be in “DDMMYYYY” Format
2 | 6. | Present Address | All future communications will be sent to present address.
3 | 8, 9, 10 | Phone No., Mobile No, & Email ID | It is advisable to mention either “Telephone number” or “Mobile number” or “Email id” so that Subscriber can be contacted in future for any discrepancy.
4 | 11 | Subscriber’s Bank Details | For subscribers, the Bank details are mandatory. In case, Bank details are not available at the time of filling the form, subscriber has to accept the declaration for providing the Bank details within six months or on opening of Bank account whichever is earlier.

### Section B - Subscribers Employment Details

It is mandatory to fill the Subscriber’s Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should rightly Overwriting / Striking off of any of the employment details.

| Sr. No. | Item No | Item Details | Guidelines for Filling the Form |
--- | --- | --- | ---
5 | 3. | PPAN | Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned PAO.
6 | 8 & 9 | PAO/CDDO Reg. No. & DDO Reg. No. | PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency. CDDOs will register only as DDOs and obtain the PAO Reg. No. from their respective PAOs.

### Section C - Subscriber’s Nomination Details

Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.

| Sr. No. | Item No | Item Details | Guidelines for Filling the Form |
--- | --- | --- | ---
7 | 4. | Percentage Share | If a nominee is a minor, then nominee’s guardian details will be mandatory.
8 | 5. | Nominee’s Guardian Details | If a nominee is a minor, then nominee’s guardian details will be mandatory.

### Section D - Subscriber scheme details

If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on [http://www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in).

| Sr. No. | Item No | Item Details | Guidelines for Filling the Form |
--- | --- | --- | ---
9 | Scheme | Subscriber can select maximum three schemes. Details of the schemes are available on [http://www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) |
10 | Percentage Share | Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA. |

### GENERAL INFORMATION FOR PRAN SUBSCRIBERS

a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website ([http://www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in)).

b) The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up ‘Request for change/correction in subscriber master details and/or re-issue of 1-Pin/T-Pin/PRAN card’ or/and ‘Request For change in signature and/or change in photograph’. The form is available from the sources mentioned in (a) above.

c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective PAO/CDDO.

d) For more information Visit us at [http://www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in)

Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, NSDL e-Governance Infrastructure Limited, 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.