

No.: FIN Div./2-145/NPS/2025/2739

Dated: 12.09.2025

CIRCULAR**Subject: Timely processing of NPS Subscription Registration/ Shifting under NPS.**

In order to timely processing the subscriber Registration/ Shifting form of NPS account with NSDL, Academic Services Division & H.R. Divisions are to ensure that the following procedure as per PFRDA regulation be followed at the time of joining of new employee in AUD.

1. The Registration/ shifting of PRAN of new employee may be ensured by Academic Services and H.R. Division for timely compliance.
2. The Assistant Registrar (Acad. Services Div.) & Assistant Registrar (H.R. Div.) have been designated as DDO for teaching and non-teaching employees by Competent Authority for NPS related matters.
3. Any deviation/ delay in statutory deduction of NPS contribution of employee shall be attributable on the part of DDO concerned.

The link of some circular/ DoPT/PFRDA/DPPW are referred hereunder for reference. It may be noted that these lists & circular are indicative and amended from time to time. The concerned DDO are requested to keep themselves updated on the subject:

1. <https://www.npsra.nsdl.co.in/download/MASTER%20CIRCULAR%20-%20eNPS%20Govt.pdf>
2. <https://www.npsra.nsdl.co.in/pfrda-circulars.php>
3. https://npsra.nsdl.co.in/download/government-sector/central-government/Standard-Operating-Procedures-for-Nodal-Offices/nodal-offices/NPS_Guidbook_PAO.pdf
4. https://www.mha.gov.in/sites/default/files/OMNPS_240816.PDF
5. https://npsra.nsdl.co.in/download/government-sector/central-government/Standard-Operating-Procedures-for-Nodal-Offices/nodal-offices/SOP_Nodal%20office%20registration.pdf
6. <https://npsra.nsdl.co.in/download/government-sector/central-government/Standard-Operating-Procedures-for-Nodal-Offices/nodal-offices/SOP%20on%20eNPS%20PRAN%20generation%20using%20DigiLocker.pdf>
7. <https://www.npsra.nsdl.co.in/>
8. https://pensionersportal.gov.in/Document/Important_initiatives_under_NPS.pdf
9. <https://cgda.nic.in/index.php?page=nps#:~:text=Recoveries/contributions%20payable%20by%20the,are%20also%20to%20be%20recovered>
10. https://pensionersportal.gov.in/Document/Important_initiatives_under_NPS.pdf

This issues for timely compliance for statutory deductions.

Dy. Registrar (Finance)

Dated: 12.09.2025

No.:

To:

1. D.R./ A.R. H.R. & Academic Services Division, AUD

Copy To:

1. Office of the Vice-Chancellor
2. Office of the Registrar Office
3. Office of the Controller of Finance.
4. Guard File

Dy. Registrar (Finance)