



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PUBLIC SERVICES** – New Pension System – Exit Policy – Withdrawal procedures for Subscribers from New Pension System –Orders – Issued.

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**FINANCE (PENSION-I) DEPARTMENT**

**G.O.Ms.No. 62**

**Dated: 07.03.2014**

**Read the following:-**

- 1 G.O.Ms.No.653, Finance (Pen.I) Department, dt. 22.09.2004.
- 2 G.O.Ms.No.655, Finance (Pen-I) Department, dt. 22.09.2004.
- 3 F.No.8/97/2010-PFRDA, Dt.17.04.2012 of PFRDA, New Delhi.
- 4 Govt Circular Memo No.30857/422/Pen.I/A2/2010, Dt.08.03.2010.
- 5 Lr.No.D(II)1/3058/2013, Dt.04.02.2014 of the DTA, AP, Hyd.

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**ORDER:**

In the G.O. 1<sup>st</sup> read above, Government have introduced New Pension Scheme (CPS) to the AP Government employees who were appointed on or after 01.09.2004. In the G.O. 2<sup>nd</sup> read above, Government have issued operational guidelines. In the New Pension scheme each employee shall pay a monthly contribution of 10% basic Pay + DA from his salary and the Government will contribute an equal amount as its share.

2. In the reference 3<sup>rd</sup> read above the Provident Fund Regulatory Development Authority (PFRDA) has proposed an interim procedure and accordingly the Government in the reference 4<sup>th</sup> read above, have issued instructions of interim procedure pending finalization of the Guidelines.

3. In the reference 5<sup>th</sup> read above the Director of Treasuries and Accounts (DTA) has requested to consider the guidelines as proposed by the PFRDA and requested to issue orders on withdrawal procedures consequent to instructions issued vide reference 4<sup>th</sup> read above.

4. Government, after careful consideration of the matter, hereby prescribe the Exit guidelines and the procedures to be followed by the stake holders for submitting and forwarding exit / withdrawal proposals as per the guidelines contained in Annexure-I and II enclosed herewith. Accordingly Government hereby withdraw the instructions issued in the Circular Memo 4<sup>th</sup> read above. However, if any payments are made in the past, they have to be adjusted against the accumulated funds in CPS.

5. All the Drawing and Disbursing Officers and Treasury Officers are requested to take necessary action immediately.

6. The Government Order is available on internet and can be accessed at the address <http://goir.ap.gov.in>.

**[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDRHA PRADESH]**

**DR. P.V. RAMESH  
PRINCIPAL SECRETARY TO GOVERNMENT(R&E)**

To  
All the Departments of Secretariat.  
All Heads of Departments.  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Director of Works and Projects, A.P., Hyderabad.  
The Director of State Audit, A.P., Hyderabad.  
Copy to P.S. to PFS.  
Copy to the P.S. to PFS (FP).  
SF/SC.

**//FORWARDED : : BY ORDER//**



**SECTION OFFICER**

ANNEXURE – I

EXIT / WITHDRAWAL GUIDELINES UNDER THE NATIONAL PENSION SYSTEM

01.) The following modes are prescribed for exiting the New Pension System in case of Government Employee subscribers:-

a.) Upon Normal Superannuation: On attaining the age of superannuation, at least 40% of the accumulated pension wealth should be utilized for purchase of an annuity providing for monthly pension in the PFRDA empanelled Annuity Service Provider as per terms and conditions of the Annuity Scheme chosen by the Subscriber in his "With Drawal Form" prescribed (Form.101-GS). The balance is paid in lump sum or by deferred payment mode as chosen by the subscriber. For this the subscriber (retired employee) need to submit the following forms duly filled in through the Drawing and Disbursing Officer concerned and the Treasury Officer.

i.) Form 101-GS - Withdrawal Form for Claim of Accumulated Pension Wealth on Superannuation for Government Employees.

ii.) Annexure for Nomination Details:

Form 101-GS - in case of single nominee.

Form 101-GS-N1 - in case of multiple nominees.

b.) Upon Death: In case of death before superannuation the entire accumulated pension wealth (100%) is paid to the nominee / legal heir of the subscriber. The legal heir needs to submit the following withdrawal form duly filled in along with prescribed Certificates from the competent authority through the Drawing and Disbursing Officer and the Treasury Officer concerned:-

Form 103-GD - Withdrawal of Accumulated Pension Wealth by Claimant due to the death of the subscriber.

c.) Exit from NPS before the age of Normal superannuation (irrespective of cause): In this case, the subscriber should utilize at least 80% of the accumulated pension wealth for purchase of annuity from the PFRDA empanelled Annuity Service Provider as per terms and conditions of the Annuity Scheme chosen by the Subscriber in his "With Drawal Form" prescribed (Form.102-GP). The balance is

paid in lump sum or by deferred payment mode as chosen by the subscriber. For this the subscriber need to submit the following forms duly filled in through the Drawing and Disbursing Officer concerned and the Treasury Officer:-

i.) Form 102-GP - Withdrawal Form for Claim of Accumulated Pension Wealth on Exiting before the age of normal Superannuation for Government Employees.

ii.) Annexure for Nomination Details:-

Form 102-GP - in case of single nominee.

Form 401-AN - in case of multiple nominees.

02.) Mode of Deferred Payment: A subscriber on superannuation or premature exit has an option to defer withdrawal of lump-sum amount payable (40% in case of superannuation and 20% in case of premature exit) till he attains the age of 70 years. He has choice to withdraw the accumulated amount at any time before that by submitting a withdrawal request. The amount will be credited automatically to the bank account upon attaining age of 70 years. Till then the amount continues to be invested with the Pension Fund Managers.

03.) Option to withdraw accumulated Pension Wealth  $\leq$  ` .2,00,000/-: The NPS provides for withdrawal of the entire accumulate Pension Wealth, in case it is less than or equal to ` .2,00,000/- as on the date of superannuation. The subscriber has to submit the prescribed form viz., Form.101-GS duly filled in along with a specific request in a form prescribed.

04.) Purchase of Annuity: The NPS provides for purchase of annuity by a subscriber on his superannuation or premature exit by utilizing a proportion of the accumulated Pension Wealth from the empanelled Annuity Service providers. It is at least 40% on superannuation or 80% on pre-mature exit. However, it is exempted in case of accumulated Pension Wealth equal to or less than ` .2,00,000/- at the time of superannuation. The PFRDA has empanelled the following service providers as of now:-

- a.) Life Insurance Corporation of India,
- b.) SBI Life Insurance Co. Ltd.,
- c.) ICICI Prudential Life Insurance Co. Ltd.,
- d.) HDFC Standard Life Insurance Co. Ltd.,
- e.) Bajaj Allianz Life Insurance Co. Ltd.,
- f.) Reliance Life Insurance Co. Ltd., and
- g.) Star Union Dai-ichi Life Insurance Co. Ltd.

The subscriber can choose the scheme and the annuity provider according to his choice at the time his withdrawal request. The NPS also provides for the following default option in the interest of subscribers to avoid delay in claim processing:-

- a.) Default Annuity Service Provider: Life Insurance Corporation of India.
- b.) Default Annuity Scheme: Annuity for life with a provision of 100% of the annuity payable to spouse during his / her life on death of annuitant. Payment of monthly annuity ceases on the death of the annuitant and the spouse.
- c.) If the corpus is not adequate to buy default annuity variant, the subscriber has to compulsorily choose Annuity Service Provider which offers it at the available corpus.

05.) Procedure for withdrawal: The subscriber or the claimant, in case of death has to submit a withdrawal application in a proforma prescribed for the respective purpose to the CRA through the Drawing and Disbursing Officer and the Treasury Officer / PAO concerned. The CRA processes such requests as per the scheme procedures and authorizes the payment for crediting to bank account of the subscriber / claimant.

## ANNEXURE – II

GUIDELINES TO SUBMIT AND PROCESS WITHDRAWAL  
REQUESTS TO THE CRA

The withdrawal request should be in the form prescribed for the respective category of exit.

The Subscriber PRAN should be in active status in CRA system and the request for withdrawal should be processed through the DDO who deducts the last contribution of the subscriber and the corresponding Treasury Officer.

The application should be filled in all respects by the Claimant / Subscriber in black ink without any over write or corrections. All the mandatory fields should be filled in with correct postal address. It should be accompanied by the documents prescribed and detailed at the end of relevant application form, viz., Form.101-GS, 102-GP and 103-GD depending upon the type of withdrawal.

If the accumulated Pension Wealth on superannuation is equal to or less than ` .2,00,000/- and the subscriber prefers to withdraw the entire amount, Form.101-GS should be accompanied by a specific request in the following proforma:-

NEW PENSION SYSTEM	
Request for withdrawal of Total Pension Wealth upon Normal Superannuation (for Government employees) / Upon attaining the age of 58 / 60 Years and where the total Pension Wealth is equal to or less than ` .2,00,000/-	
I _____ holding a Permanent Retirement Account with number (PRAN) _____ do hereby apply for the payment of the accumulated pension wealth in my NPS Account being the full and final benefits receivable by me.	
Date:	
Place:	
Signature of the Subscriber	

The PFRDA prescribes the following checks / guidelines for submission of withdrawal request.

Superannuation & Premature exit:

- 01.) Photograph needs to be duly attested by the subscriber. Lump-sum amount for withdrawal and annuity needs to be mentioned in percentage.
- 02.) Cancelled Cheque / Bank Certificate on the bank letter head indicating the Bank name and address, Bank account number, IFS Code and MICR code.
- 03.) Nominee details need to be completely filled along with the witness signature.
- 04.) Withdrawal form needs to be duly stamped and signed by the mapped Nodal Office, i.e. the Drawing and Disbursing Officer concerned.
- 01.) Advanced stamped receipt need to be duly filled along with the subscriber signature on the Revenue stamp.
- 02.) Original PRAN card (or) affidavit in case of non submission of PRAN card.
- 03.) KYC documents (address and Photo ID proof) should write with "verified with original" and attested by mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.
- 04.) Copy of Bank Passbook should be self attested by the Subscriber and mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.

Death:-

Withdrawal request should be submitted by the Nominee provided in the CRA system. In case of Nominee not available on the CRA system, a legal heir certificate (or) a certified copy of family members certificate issued by Executive Magistrate is required indicating the relationship of the claimant as well with supporting documents to be provided.

Relinquishment deed from all the legal heirs on a Stamp paper of ` .100/- is to be furnished, if they are not claiming the pension funds. KYC documents (Photo ID proof and Address proof) of all the legal heirs duly attested by the mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned. The claimant need to furnish an Indemnity bond stating the responsibility for claiming on behalf of all the legal heirs.

The application should be filled in all respects by the claimant under proper witness whose details need to be filled in.

- 01.) Advanced stamped receipt need to be duly filled along with the claimant signature on the Revenue stamp.
- 02.) Original PRAN Card (or) affidavit in case of non submission of PRAN Card.

- 03.) KYC documents (Address and Photo ID proof) of the claimant should be attested by mapped Nodal Office, i.e., the Drawing and Disbursing Officer concerned.
- 04.) Original Death Certificate issued by the local authority.
- 05.) Copy of Bank Passbook should be self attested by the claimant and mapped Nodal Office, the Drawing and Disbursing Officer concerned.
- 06.) Cancelled Cheque / Bank Certificate on the bank letter head indicating the Bank Name and address, Bank Account Number, Name of the Claimant, IFS Code and the MICR Code.

The Drawing and Disbursing Officer on receiving the application should check it as per the instructions provided for in the relevant application form and attest it as provided for in the application duly affixing his / her stamp.

The application should be forwarded to the mapped treasury officer / PAO for further prescribed checks and attestation. The treasury officer / Pay and Accounts Officer shall verify the genuineness of the application by identifying the DDOs attestation and check the details with reference to Master data of the subscriber in the CRA website. The following other primary checks should be done before attesting and forwarding application.

- a.) Status of the PRAN in CRA system. It should be active.
- b.) The Subscriber details.
- c.) Full address of the Subscriber / Claimant.
- d.) Date of death of deceased subscriber / Date of exit (or) Date of Superannuation, as the case may be.
- e.) The percentage of allocation towards annuity and Pension Wealth noted in the application.
- f.) The bank details, i.e., Bank Account Number, Name of the Bank and Branch, MICR Code and IFS Code.

The Treasury officer / PAO shall place an online request by login into [www.cra-nsdl.com](http://www.cra-nsdl.com) and simultaneously forward the application with a covering letter in a secured mode of delivery to the CRA at the following address:-

Exception Handling Cell,  
Central Recordkeeping Agency,  
NSDL e-Governance Infrastructure Limited,  
10<sup>th</sup> Floor, Times Tower, Kamala Mills Compound,  
Senapati Bapat Marg, Lower Parel, MUMBAI – 400 013.