

**भारतीय मानक ब्यूरो**  
(वित्त विभाग)

हमारा संदर्भ :वित्त/10:1:4/(राष्ट्रीय पेंशन योजना)

12.04.2022

विषय : सरकार के लिए eNPS- सरकारी क्षेत्र के सब्सक्राइबर द्वारा पंजीकरण की प्रक्रिया को आसान बनाने के लिए एक नई ऑन-बोर्डिंग सुविधा

परिपत्र संख्या बी.आई.एस/वित्त/मुख्यालय/परिपत्र (06) दिनांक 12.04.2022 आवश्यक कार्यवाही हेतु सलंगन है।

हस्ता  
(विनोद कुमार)  
निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय/ शाखा कार्यालय/ प्रशिक्षण संस्थान/ केन्द्रीय प्रयोगशाला के प्रमुख
- मुख्यालय के सभी विभाग के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

प्रतिलिपि : सूचनार्थ

- निजी सचिव ( महानिदेशक) - महानिदेशक की जानकारी के लिए
- अपर महानिदेशक/ मुख्य सतर्कता अधिकारी / सभी उप महानिदेशक

सूचना और प्रौद्योगिकी विभाग - भारतीय मानक ब्यूरो के इंटरनेटपर डालने के लिए

**BUREAU OF INDIAN STANDARDS**  
**(FINANCE DEPARTMENT)**

**Our Ref: FIN/10:1:4 (NPS))**

**12.04.2022**

**Subject: eNPS for Government-a New On-boarding feature to ease the process of Registration by Government Sector Subscriber**

The Circular No. BIS/FIN/HQ/Circular(06)/2022 dated 12.04.2022 on the captioned subject is enclosed for information and necessary action.

**Sd/-**  
**(Vinod Kumar)**  
**Director (Finance)**

**Circulated through Intranet to:**

- Head of ROs/BOs/CL/NITS
- Head of all Departments at HQ
- All officials of BIS

**Copy for Information:**

- PS to DG – For DG's Information
- ADG/CVO/All DDG's

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**BUREAU OF INDIAN STANDARDS**  
**(FINANCE DEPARTMENT)**

**Sub: eNPS for Government-a New On-boarding feature to ease the process of Registration by Government Sector Subscriber**

PFRDA has issued Circular No. PFRDA/2021/34/SUP-CRA/1 dated 23.08.2021 on the above cited subject. In terms of the Circular, the employees of the Government Sector (including Autonomous bodies) have been provided with the option to digitally register themselves under the respective Government Sector through (i) Aadhar Online/Offline e-KYC (ii) Permanent Account Number (PAN).

2. In this regard, reference is invited to Finance Department's Circular No.Fin/10:1:4/NPS dated 27.10.2021 vide which implementation of the Central Civil Services (Implementation of National Pension Scheme Rules 2021) was conveyed to all concerned in BIS. As the aforementioned Circular of PFRDA has necessitated modification in the procedure laid down in the Circular dated 27.10.2021, the modified procedure is as follows:

Rule No.	Provision in brief	Action	Action as per column (iii) to be taken by
(i)	(ii)	(iii)	(iv)
4	<p>(1)A Government servant to whom these rules apply, shall, immediately on joining service submit an application in Common Subscriber Registration Form (CSRF) or in any other form specified by the Authority along with an option form referred to in rule 10, to the Head of Office for registration to the National Pension System.</p> <p>(2)The Head of Office shall on receipt of the application under sub-rule (1), ensure that the application is complete in all respects, countersign it indicating the date of receipt and send it to the Drawing and Disbursing Officer within three working days of joining of the Government servant.</p> <p>(3)The Drawing and Disbursing Officer shall forward the application of individual subscriber to the Pay and Accounts Officer or Cheque Drawing and Disbursing Officer, as the case may be, within three working days from the date of receipt of the application from the Head of Office.</p> <p>(4) The Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer, as the case may be, shall process the application received from the Drawing and Disbursing Officer and forward it to the Central Record keeping Agency through the online system within three working days from the date of receipt of the application from the Drawing and Disbursing Officer.</p>	<p>Every newly joined employee of BIS is required to digitally register himself under NPS through the new on-boarding feature circulated by PFRDA vide Circular No. PFRDA/2021/34/SU P-CRA/1 dated 23.08.2021 immediately on joining BIS. The application/form so received would be forwarded to Establishment Department/ HRD within three working days for verification of the details for which they are the custodian Departments. Estt. Department/ HRD will verify such details and provide</p>	<p>(1) All newly joined BIS employee</p> <p>(2) Finance Department</p> <p>(3) Establishment Department/HRD</p> <p>(4) Finance Department</p>

		confirmation thereof to Finance Department within three working days. Finance Department, thereafter, will authorise the registration details within three working days.	
4 (9)	The first contribution of the Government servant shall be credited in his Individual Pension Account within twenty days of the date of submission of the application under sub-rule (1) or by the last date of the month in which the Government servant joined, whichever is later	At the time of authorising the registration details, The NPS Section should send intimation to the Salary Section simultaneously for effecting deduction towards employee contribution. NPS Section may further provide a list of such newly joined employees to Salary Section on the 1 <sup>st</sup> day of the month following the month of joining whose contribution could not be credited by the last date of the month of joining. Salary Section shall provide NPS details of such employees for the month of joining based on the pay details/fixation provided by Estt. Department/HRD so as to ensure that the first contribution is credited within 20 days.	Finance Department
8 (1)	In case of delay, due to factors not attributable to the Subscriber, in commencement of monthly contributions on account of delay in registration of the Subscriber in the National Pension System beyond the time limits prescribed in rule 4.  the amount of contribution may be credited to the Individual Pension Account of the Subscriber along with interest for the delayed period		Establishment Department/ HRD
8 (2) (i)	Every case of delay in registration of the Subscriber in the National Pension System or commencement of contributions under rule 4 shall be examined by the Head of Department or Chief Controller of Accounts for fixation of responsibility	Estt. Dept/HRD may further incorporate in the offer of appointment itself that the employee has to digitally register themselves	

		<p>under NPS through the new on-boarding feature circulated by PFRDA vide Circular No.</p> <p>PFRDA/2021/34/SU P-CRA/1 dated 23.08.2021 within 7 days of joining, failing which no interest shall be paid for the delayed payment of contribution.</p> <p>Timely action as per rule 4 (1) to (4) above is to be ensured so as to avoid credit of interest from BIS fund</p>	
10	<p>(1)Every Government servant covered under the National Pension System shall, at the time of joining Government service, exercise an option in Form 1 for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules, 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation. Government servants, who are already in Government service and are covered by the National Pension System, shall also exercise such option <b><u>as soon as possible after the notification of these rules.</u></b></p> <p>(2)The option shall be exercised to the Head of Office who will accept the same after verifying all the facts submitted therein and <b><u>place it in the service book.</u></b> A copy of the option shall be forwarded by the Head of Office to the Central Recordkeeping Agency through the Drawing and Disbursing Officer and the Pay and Accounts Officer for their record. The Pay and Accounts Officer shall also make suitable entry in the online system indicating the details regarding the option exercised by the Government servant.</p> <p>3 (a) (i) Every Government servant shall, along with the option in Form 1, also submit details of family in Form 2 to the Head of Office;</p> <p>3 (d) (i) The Head of Office shall, on receipt of the Form 2, acknowledge receipt of the Form 2 and all further communications received from the Government servant in this behalf, countersign it indicating the date of receipt <b><u>and get it paste don the service book</u></b> of the Government servant concerned</p>	<p>*The role of Head of Office and DDO may be carried out by Estt/HRD as service book is kept with them.*</p> <p>The role of Pay&amp;Accounts Officer may be carried out by Finance Department.</p>	<p>Establishment Department/HRD</p> <p>Finance Department</p>

- In addition to the above, several other actions have been prescribed for Head of Office/DDO in the rules which may be carried out by Establishment Department/HRD.

3. **All employees covered under NPS who have so far not provided options in accordance with Rule 10 are once again advised to send their options in Form 1 and Form 2 enclosed to HRD (in case of scientific cadre officers) and to Establishment Department (in case of A&F and other cadre officers/staff) at the earliest.**

**(Vinod Kumar)**  
**Director (Finance)**

Our Ref: Fin/10.1.4/NPS

Date : 12.04.2022

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