



# GOVERNMENT OF RAJASTHAN DEPARTMENT OF PERSONNEL (A-1)

No F. 3/1(1)Pers/A-1/2004

Jaipur, dated: E-signed date

## All AIS officers of Rajasthan Cadre

Subject:- Registration under Unified Pension System (UPS) for New Recruits and Migration from NPS to UPS- regarding.

Sir/Madam,

directed enclose herewith letter No. am to copy PFRDA/17/08/11/0029/2017-SUP-SG dated 23.06.2025, received from the Pension Fund Regulatory and Development Authority (PFRDA), regarding the implementation of the Unified Pension System (UPS).

As per the said communication, newly recruited officers may register under the UPS by submitting Form A1 (Copy enclosed), whereas existing officers wishing to migrate from the NPS to UPS may do so by submitting Form A2 (Copy enclosed).

In this connection, it is also pertinent to mention that the Standard Operating Procedure (SOP) for migration from NPS to UPS has been issued by Protean eGov Technologies Limited. A copy of the SOP is enclosed for ready reference.

All concerned officers are accordingly requested to take necessary action and submit the requisite physical forms, as applicable, in accordance with the guidelines issued by the PFRDA and the aforementioned SOP.

Encl: As above.

Yours faithfully,

(Dr. Dheeraj Kumar Singh) Joint Secretary to Government

RajKaj Ref No.: 16356285 eSign DSC

Document certified by DHEERAJ KUMAR SINGH <dk,singh2020@ia gov.in>.

Secretary To

Digitally Signed by DIEERAJ KUMAR SINGH Designation Government

Date :11-07-2025 02:05:26

UNIFIED PENSION Exercise of Option to						nt Sector
Protean eGov Techr						
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If no Pattern is chosen, the contributions will be invested as per default Pattern

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I am a tax resident of India and not res	sident of any other country	I am a tax resident of the country/ie	s mentioned below	
US Person Yes No				
Particulars		Country (1)	Country (2)	Country (3)
Country/countries of Tax Re	sidency			
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have read and understood the terms and conditrished by me are true and correct, to the best formed to CRA / NPS Trust. I understand that occuments. authorize the CRA, NPS Trust or any other elersonal information for the purpose of the said officient thereunder. Reclaration under the Prevention of Money I thereby declare that the contribution paid by might fincome. I understand that NPS Trust has lovernment authorities. I further agree that N provisions of any law relating to prevention of might provisions of any law relating to prevention of might provise the said of the said	st of my knowledge. Any chan it I shall be fully liable for sub nitly connected with UPS to c d scheme regulated under the Laundering Act, 2002 e/on my behalf has been deriv the right to peruse my financ PS Trust has the right to clo	iges in the information furnished by me sha mission of any false or incorrect information collect and share data/ details of my necest PFRDA Act. 2013 and the relevant regulative and from legally declared and assessed soutial profile or share the information, with	all be on or sarry tions sarry tions surces other g the Signature / Thui	mb Impression* of Applicant
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Name of DDO	Name of PAO
Signature of DDO	Signature of PAO
DDO Code No. (As per record in CRA System)	PAO Code No. (As per record in CRA System)
Seal of DDO	. Seal of PAO
Date	Date
Place .	Place

	ACKNOWLEDGEMENT
Name of the Subscriber	
Date of Receipt of Application:	

#### INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

#### General guidelines

- (a) Please fill in legible handwriting to avoid errors. Do not overwrite. Corrections should be countersigned by the applicant. Applications incomplete in any aspect (or) if mandatory fields are left blank (or) with unclear photograph (or) not accompanied by required documents (or) not authenticated by the Nodal Office are liable to be rejected.
- (b) Copies of documents submitted by the applicant should be self-attested.
- (c) Applicant is advised to retain the acknowledgement slip signed / stamped by the designated nodal officer where they submit the application.

SI	item No	Item Details	Instructions
The second second		Fathers Name, Mother's Name	(a) If the name has more than 30 digits, fill Annexure II for the same. (b) If the applicant is an Orphan, he/she may leave the fields blank. However, an official document to support the status to be submitted.
1	1	Politically Exposed Person	Politically Exposed Person's (PEPs) are individuals who are or have been entrusted with prominent public functions such as heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials.
2	2	Proof of Identity	If the applicant is submitting Aadhaar as proof of Identity, the first 8 digits of the Aadhaar number should be redacted / masked on the submitted copy.
3	5	Bank Details	For UPS account opening through physical form (FORM A1) bank details and documentary proof are mandatory. Please submit a cancelled cheque / copy of bank passbook / bank statement / bank certificate / letter from Bank containing applicant's Name, Bank Name, Bank Account Number and IFS Code.
4	6	Selection of Pension Fund (PF) & Investment Choice	Government employee/subscribers can exercise choice of Pension Funds and allocate their investments either in Asset Class 'G' under 'Active Choice' or in Life Cycle Funds - LC 50 or LC 25 under 'Auto Choice'.  If no choice is provided, the contributions will be distributed among the default Pension Funds and investment pattern selected by the Government.
Ambanderichtenberteinem den der der eine der der eine der der der der der der der der der de	7 & 8	FATCA & CRS Declaration / Signature by Applicant	Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India:  - Jurisdiction(s) of Tax Residence: Since US taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident for tax purpose in USA.  - Tax identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number and resident registration number).  - In case applicant is declaring US person status as 'No' but his/her Country of Birth is US, document evidencing Relinquishment of Citizenship should be provided or reasons for not having relinquishment certificate is to be provided.  - In case applicant is declaring US person status as 'Yes', provide PAN and 'father name' in addition to details required under section 9 of form.  - In case the applicant is unable to affix signature, Left Thumb Impression in case of male and Right Thumb Impression in case of female should be affixed and in case there is no hands, toe impression of the applicant to be provided. The thumb / toe impression should be attested by two persons, one of whom should be the designated nodal officer attesting the same under his/her official seal and stamp.

#### General Information for Subscribers

- a) The Subscriber can obtain the status of his/her application from CRA and respective Nodal Office.
- b) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated respective nodal office where they submit the application.
- c) For more information / clarifications, contact CRA:

Website: https://www.npscra.nsdl.co.in

Call: 020 6906 6906

Address: Central Recordkeeping Agency (CRA)

Protean eGov Technologies Limited

(formerly NSDL e-Governance Infrastructure Limited)

1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,

Lower Parel (W), Mumbai - 400013

Annexures - Subscriber Registration Form for Government Sector applicants (Tick and fill applicable annexures below)

'Annexure I - Print PRAN Card in Hindi (Fill the details in Devnagri script)

Applicant's First Name

Middle Name

Last Name

Father / Mother's First Name

Middle Name

Last Name

Annexure II - If Alphabets of name exceeded the space provided on page 1 of the application form

Applicant's First Name

Middle Name

Last Name

Father's First Name

Middle Name

Last Name

Mother's First Name

Middle Name

Last Name

Ver 1.0 Mar.2025 FORM A2

# UNIFIED PENSION SCHEME (UPS) - SUBSCRIBER MIGRATION FORM - Government Sector

[See Regulation 4]

Exercise of Option by an eligible Central Government employee presently subscribed to National Pension System (NPS) For being covered under Unified Pension Scheme (UPS)

Protean eGov Technologies L	imited	i (fo	rme	rly N	SDL	e- G	over	nand	e Infrastructure Ltd.)
							•		
I, Son/ E	augh	nter	of I	Mr/N	1rs.				being a
subscriber of NPS as on 01/04/2025 with permane	nt reti	irem	ent :	accou	int n	umb	er (P	RAN	V),
having read and fully understood the provisions	of Un	nifie	d Pe	ensio	n Sc	hem	e (U	PS).	as notified by Central Government vide
notification F.No. FX-1/3/2024-PR dated 24/01									·
National Pension System) Regulations, 2025 as						-			
Scheme, do hereby exercise the option to be cov	ered	unae	er U	nine	a Pe	nsic	n Sc	nem	e (UPS).
Further, I hereby acknowledge that this option ea	kercis	sed b	эу п	ne sh	all b	e fir	nal ai	nd ir	revocable.
I authorize the CRA, NPS Trust or any other ent	ity co	onne	ectec	l with	h UŦ	'S to	col	lect :	and share data / details of my necessary
personal information for the purpose of the said	schen	ne re	egul	ated	und	er th	e PF	'RD	A Act, 2013 and the relevant regulations
notified thereunder.			Ü			,			, , ,
									nature / Thumb Impression* of Applicant
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Date of commencement of qualifying service									1
(Qualifying Service as defined in Regulation 2(k) read with Regulation13)					l	<u> </u>	<u></u>	1	
Current Month Basic Pay									
Non-Practicing Allowance (NPA), if applicable									
Schedule date for next increment									
Signature & Name of DDO								S	ignature & Name of PAO
DDO Reg. No.				PA	O Reg	g. No			-0
Date: Place:				Da	te :				Place :

### Note/Instruction:

- The duly signed copy of this Form shall be kept DDO in employee's service record and a copy of the same shall be provided to the employee for his record.
- DDO shall input the Head of Office verified data in the Central Record Keeping System and in case of physical submission of form by the subscriber, the DDO shall upload a copy of this duly signed option form. PAO shall authorise and approve the option exercised by the subscriber in the CRA system through their login.

Protean eGov Technologies Limited



# Standard Operating Procedure on Shifting from NPS to UPS – Initiation by Subscriber (Online Procedure)

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# **REVISION HISTORY**

Sr. No.	Date	Version	Section Number	Description of Change
1	22/3/2025	1.0	-	Initial Version



# **Acronyms and Abbreviations**

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
UPS	Unified Pension Scheme
NPS	National Pension System
PRAN	Permanent Retirement Account Number
Pr.AO	Principal Accounts Office
PAO	Pay & Accounts Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office



# Index

Sr No	Topic
1	Background
2	Shifting from NPS to UPS - Initiation of request by Subscriber



#### **Background:**

The Unified Pension Scheme (UPS) has been introduced as an option under the National Pension System (NPS) by the Central Government for the Central Government employees covered under NPS so that they may receive an assured payout after their retirement. It is a 'fund-based' payout system which relies on the regular and timely accumulation and investment of applicable contributions (from both the employee and the employer (the Central Government)) for grant of monthly payout to the retiree.

The Unified Pension Scheme shall be made operational from April 1st, 2025.

An existing Central Government employee in service as on April 1<sup>st</sup>, 2025, who is covered under NPS, can opt for UPS by shifting their NPS account under UPS.

This document explains the Standard Operating Procedure (SoP) regarding the process to initiate request for shifting from NPS to UPS for eligible Subscribers.

#### The Subscriber can shift from NPS to UPS by the following two methods:

- Offline mode Eligible Subscriber submits A2 Form to the respective nodal office.
   The office would process the shifting through CRA transaction website.

   Form A2 can be downloaded by clicking on <a href="https://www.npscra.nsdl.co.in/ups.php">https://www.npscra.nsdl.co.in/ups.php</a>
- 2. Online mode The eligible Subscriber can initiate the shifting request on their own through the e-NPS portal. Detailed steps for the same are provided below.



# Online mode: Steps to initiate shifting from NPS to UPS

# A: Initiation of request by Subscriber

 The Subscriber needs to go to the link <u>https://enps.nsdl.com/eNPS/NationalPensionSystem.html</u> and click on NPS To UPS Migration under the **Unified Pension Scheme** menu.

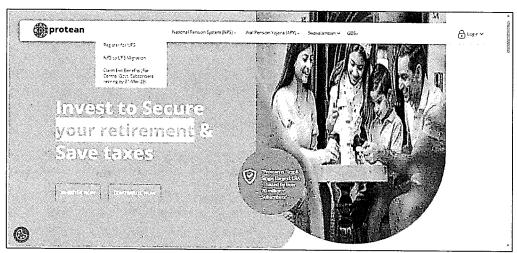


Figure 1

2. The Subscriber needs to provide his/her PRAN and DOB details and enter the captcha and click on verify PRAN.

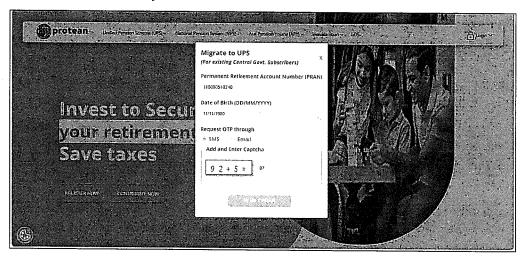


Figure 2

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3. A One-time password (OTP) will be sent on either mobile number or Email ID of the Subscriber, which has been registered in CRA. The Subscriber will be required to enter the OTP in the given box.

Figure3



Figure 3

4. On submission of OTP, a declaration window will pop-up. The Subscriber is required to read & submit declaration by opting selection of the declaration and then click on "Proceed to e-Sign" option. (Refer figure 4 and 5).

NPS to UPS Migration Declaration

I, Dileep Rajendra Mahato Son/Daughter of Mr./Mrs. ABCD being a subscriber of NPS as an 01/04/2025 with permanent retirement account number (PRAN) 110197055609, hoving read and fully understood the provisions of Unified Pension Scheme (UPS) as natified by Central Government vide natification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

Lauthorize the CRA, NPS Trust or any other entity cannected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.

Date: 24/03/2025 Name: Dileep Rajendra Mahato





Figure 4

Note: The above declaration mentions that the shifting option exercised by the Subscriber is final and irrevocable.

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NPS to UPS Migration Declaration

I, Dileep Rajendra Mahato Son/Daughter of Mr./Mrs. ABCD being a subscriber of NPS as on 01/04/2025 with permanent retirement account number (PRAN) 110197055609, having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. 17.13/202-14P, dated 24/01/25 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to apt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS).

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

Lauthorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.

Date: 24/03/2025 Name: Dileep Rajendra Mahato







Figure 5

5. Subscriber must complete e-Sign verification by submission of Virtual Identification (VID- 16 digit no) /Aadhaar details. On entering the VID/Aadhaar details, the Subscriber needs to select the tab "send OTP".

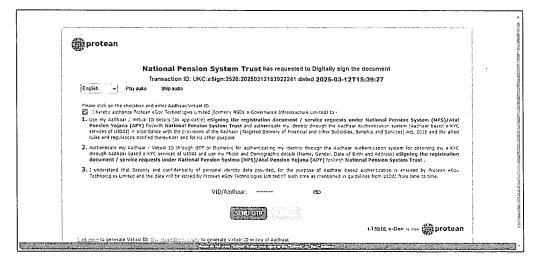


Figure 6



6. OTP will be sent to the Subscriber on his/her mobile number registered with Aadhaar. The Subscriber needs to enter OTP and click on **verify OTP**.

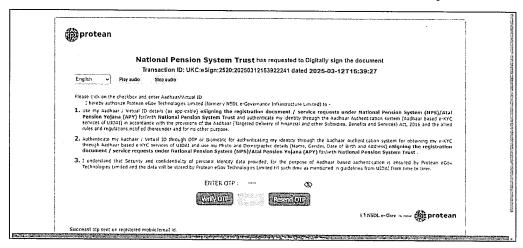


Figure 7

7. On successful verification, shifting request will get captured successfully and acknowledgement number will be generated (as shown in figure 8).

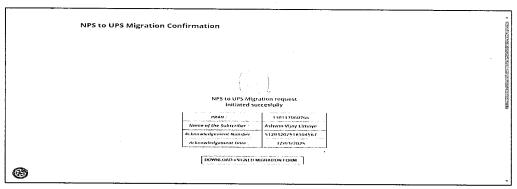


Figure 8

The Subscriber can download e-Signed Subscriber shifting form (Migration form) from NPS to UPS for future reference.

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