

निदेशालय राज्य बीमा एवं प्रावधायी निधि विभाग

नेहरू सहकार भवन, चतुर्थ तल, भवानी सिंह रोड जयपुर

क्रमांक :- प.138/एनपीएस/AIS/NSDL/2011-12/347

दिनांक:- 22/07/2024

संयुक्त शासन सचिव

कार्मिक विभाग, शासन सचिवालय

राजस्थान जयपुर ।

विषय:- Extension of facility to the AIS NPS subscribers of the State of Rajasthan to change the PFM and the Investment scheme.

महोदय,

विषयान्तर्गत लेख है कि दिनांक 01.01.2004 एवं उसके पश्चात् नियुक्त अखिल भारतीय सेवा के अधिकारियों पर लागू NPS योजनान्तर्गत PFM and the Investment scheme को परिवर्तित करने के लिए nsdl द्वारा निर्धारित प्रक्रिया एवं प्रपत्र संलग्न प्रेषित है।

अखिल भारतीय सेवा के अधिकारी जो PFM एवं Investment Pattern परिवर्तित करना चाहते हैं निर्धारित प्रक्रिया का पालन करते हुए संलग्न प्रपत्र की पूर्ति कर nsdl में रजिस्टर्ड ईमेल आई.डी. द्वारा सहायक लेखाधिकारी NPS कार्यालय हाज़ा को ईमेल आई.डी. add.nps.sipf@rajasthan.gov.in पर उनके भिजवाया जाना सुनिश्चित करें ताकि सम्बंधित अधिकारी के आवेदन को अग्रेषित किया जा सके।

संलग्न :- 1. SOP (प्रक्रिया PFM and the Investment scheme)।
2. GoS-S3- Scheme Preference Change Form_2.0।

(डॉ. महेन्द्र खड़गावत)
निदेशक

RajKaj Ref
9052047



Signature valid

Digitally signed by Mahendra
Khadgawat
Designation : Director
Date: 2024.07.19 15:58:35 IST
Reason: Approved

Procedure for Scheme Preference Change

As per Ministry of Finance (MOF), Department of Financial Services (DFS) notification dated 31st January, 2019, the Government subscribers may be allowed to choose any one of the pension funds (PF) and investment pattern as per options for investment choices offered to Government employees (Copy of notification enclosed). The procedure to change pension fund / investment pattern is provided below:

- 1) Subscriber is required to submit the scan copy of duly filled-up and signed GOS-S3 form (Request for Scheme Preference Change) to Protean CRA on e-mail ID sgcra@proteantech.in from his/her registered e-mail ID. (GOS-S3 enclosed)
- 2) Subscriber has the following options to choose from:
 - a) Subscriber can opt for any one Pension Fund out of the 11 registered pension fund. (List of active Pension Funds available on PFRDA website (www.pfrda.org.in) ▶ Home ▶ Intermediaries ▶ Pension Funds)
 - b) Subscriber can select any one of the scheme choices given below:
 - (i) LC 50 (Moderate Life Cycle Fund)
 - (ii) LC 25 (Conservative Life Cycle Fund)
 - (iii) 100 % G Tier 1 Scheme

Subscriber can continue to remain in existing scheme (default scheme) or again opt for the default scheme once opted for any of the above scheme in the next financial year.

- 3) On verification of details at CRA's end i.e. verifying whether the scheme choice and PF choice made is in order and signature is matching with the signature available with CRA, Scheme Preference Change request will be processed in the CRA system. In case any discrepancy is found in the request, necessary intimation will be sent to the subscriber seeking clarification/details on his/her registered e-mail ID.
- 4) Once the request is executed in the CRA system, new scheme preference will get updated in PRAN. As applicable, existing units will be redeemed and reinvested in the new scheme and subsequent contributions will be invested in the new scheme.

In case of change of Pension Fund, entire units will be redeemed and the amount will be reinvested in the scheme of the new Pension Fund. However, in case of change only in scheme choice (no change in Pension Fund), incremental units will be redeemed and reinvested. In CRA system, redemption and investment of units happens only on working day (excluding Saturday, Sunday and holidays) which is called a Settlement Day.

- 5) Once the request for scheme change is successfully executed in CRA, intimation will be sent to the subscriber.
- 6) CRA Service charge of Rs. 3.75 per request (plus GST 18%) will be levied to the Subscriber and will be recovered by way of unit deduction from Subscriber's PRAN during quarterly billing.

- 7) At present, PFM change is allowed once in every financial year and scheme choice twice in a financial year.
- 8) In case of any clarification or assistance is required for exercising this option, the subscriber may contact the following officer of Protean CRA:

Name: Chetan L. Karkera / Amit Jaiswal
 Contact No. (Mobile): 9702578741 / 7002589250
 Email: ChetanK@proteantech.in / Amit.Jaiswal@proteantech.in

Process Timelines:

- a. Change request will be processed by CRA on the same day (by end of the day) of receipt of duly filled up request received through the email ID by 3.00 PM {as mentioned in point (1)}. Request received after 3.00 PM will be processed on the next day. ‘Day’ refers to working day.
- b. Timeline chart for the process:

Particulars	Timelines Day ‘T’ being the date of receipt of request by 3 PM	Timelines Day ‘T’ being the date of receipt of request after 3 PM
Scheme Preference Change request initiation by CRA	Day – T (EOD)*	Day – T +1 (EOD)*
Redemption of units & Applicable NAV	Day – T + 1	Day – T +2
Investment of amount in new schemes & Allocation of Units and applicable NAV for investment	Day – T + 3	Day – T+4

***New contribution will be invested as per New PFM & scheme choice from next day onwards**

Notes: Above mentioned timelines will remain the same irrespective of change in only Pension Fund or scheme choice or both.

For example, if change request received on 1st July 2024 (before cut-off time of 3 PM), the same will be processed by Protean CRA on July 1st by end of the day, in CRA system. The scheme preference is changed by end of the day. Contribution will be invested in new schemes / investment ratio from next day i.e. 2nd July 2024. Redemption of units will happen on 2nd July 2024 (as per NAV of 2nd July 2024) and re-investment will happen on July 4, 2024 (as per NAV of 4th July, 2024). ‘Day’ refers to working day.

Request for Scheme Preference Change under National Pension System (NPS)

Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited)

For Nodal Office# use: Nodal Office Registration No. : _____

Receipt No.:

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 Receipt Date: ___/___/___
(Mandatory for POP/POP-SP)

PRAN *:

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 Name of the Subscriber *: _____

Scheme Preference Change: Tier I (For Tier II, fill up details on **Page 2**)

I. Default Pension Funds (PFs):

Following Pension Funds (PFs) will act jointly as default PFs:

(a) LIC Pension Fund Limited (b) SBI Pension Funds Pvt. Limited (c) UTI Retirement Solutions Limited

II. Subscriber Scheme Choice

In case of Central Autonomous Bodies (CAB)/ State Government (SG)/State Autonomous Bodies (SAB) employees, selection made under this section is allowed only if choice to employees is notified by the respective State Govt/Ministry.

(i) PENSION FUND SELECTION:

PFM Name (* Selection of 01 Pension Fund is mandatory)	Please Tick (√) only one
Aditya Birla Sun Life Pension Management Limited	<input type="checkbox"/>
Axis Pension Fund Management Limited	<input type="checkbox"/>
HDFC Pension Management Company Limited	<input type="checkbox"/>
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Limited	<input type="checkbox"/>
Max Life Pension Fund Management Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
TATA Pension Management Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

(ii) INVESTMENT OPTION

[Please Tick (√) in the box given below showing your investment option. Please tick only one, either Active Choice or Auto Choice].

1. ACTIVE CHOICE

Asset Class G 100%	Please Tick (√) <input type="checkbox"/>	Note: 1. Asset Class G-100% of contribution will be invested in Government Bonds and related instruments 2. In case of Government employee/subscriber the Active choice of Asset Allocation is restricted to Asset Class 'G' only
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2. AUTO CHOICE

Life Cycle (LC) Funds	Please Tick (√) Only One	Note:
Moderate (LC50)	<input type="checkbox"/>	1. Govt. employee can exercise Auto Choice of Asset Allocation for LC 25 & LC 50 only 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset.
Conservative (LC25)	<input type="checkbox"/>	

CRA generated Acknowledgement Number (to be filled by Nodal Office):

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

Date :

D	D	M	M	Y	Y	Y	Y

Signature/ Thumb Impression of the Subscriber
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Scheme Preference Change: **Tier II**

Investment Option: Active Choice Auto Choice

*Selection of Pension Fund is mandatory both in Active and Auto Choice. In case you select Active Choice fill up **Section (I) below** and if you select Auto Choice fill up **Section (II) on page 3.***

I. Active Choice :

PFM Name <small>(*Name of the Pension Funds are given in an alphabetical order)</small>	Please Tick (√)	Asset Class (Specify %)		
		<i>Total allocation across E, C and G asset classes must be equal to 100%</i>		
		E <small>(Max upto 100%)</small>	C <small>(Max upto 100%)</small>	G <small>(Max upto 100%)</small>
Aditya Birla Sunlife Pension Management Limited	<input type="checkbox"/>			
Axis Pension Fund Management Limited	<input type="checkbox"/>			
HDFC Pension Management Company Limited	<input type="checkbox"/>			
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>			
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>			
LIC Pension Fund Limited	<input type="checkbox"/>			
Max Life Pension Fund Management Limited	<input type="checkbox"/>			
SBI Pension Funds Private Limited	<input type="checkbox"/>			
TATA Pension Management Limited	<input type="checkbox"/>			
UTI Retirement Solutions Limited	<input type="checkbox"/>			

Please note:

1. Asset Class E- Equity and related instruments; Asset Class C- Corporate debt and related instruments; Asset Class G- Government Bonds and related instruments.
2. Subscriber can select different PFM for different asset class. For example:
 - Subscriber can select PFM 'X' for asset class E, PFM 'Y' for asset class C and PFM 'Z' for asset class G. (Refer illustration (i) below)
 - Subscriber can select PFM 'X' for asset class E & C and PFM 'Y' for asset class G. (Refer illustration (ii) below)

Illustration (i)

PFM Name	Asset Class (%)		
	<u>E</u>	<u>C</u>	<u>G</u>
PFM 'X'	50		
PFM 'Y'		30	
PFM 'Z'			20

Illustration (ii)

PFM Name	Asset Class (%)		
	<u>E</u>	<u>C</u>	<u>G</u>
PFM 'X'	50	30	
PFM 'Y'			20
PFM 'Z'			

II. Auto Choice:

PFM Name (Please select only one) <i>(*Name of the Pension Funds are given in an alphabetical order)</i>	Please Tick (√) only one
Aditya Birla Sunlife Pension Management Limited	<input type="checkbox"/>
Axis Pension Fund Management Limited	<input type="checkbox"/>
HDFC Pension Management Company Limited	<input type="checkbox"/>
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Limited	<input type="checkbox"/>
Max Life Pension Fund Management Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
TATA Pension Management Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

Life Cycle (LC) Funds	Please Tick (√) Only One	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
Aggressive (LC 75)	<input type="checkbox"/>	
Moderate (LC 50)	<input type="checkbox"/>	
Conservative (LC 25)	<input type="checkbox"/>	

CRA generated Acknowledgement Number (to be filled by Nodal Office): _____

I _____, the applicant, do hereby declare that Information stated above is true to the best of my information & belief.		Signature/ Thumb Impression of the Subscriber															
Date :	<table border="1" style="width: 100px; height: 20px;"> <tr> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>										D	D	M	M	Y	Y	Y
D	D	M	M	Y	Y	Y	Y										

TO BE FILLED/ATTESTED BY DDO/ POP-SP (Mandatory if the request is processed by the associated Nodal Office)	
	Signature of the DDO/ POP-SP Name : _____ Designation: _____
Rubber Stamp of the DDO/ POP-SP	

TO BE FILLED/ATTESTED BY NODAL OFFICE	
	Signature of the Nodal Office (PAO/DTO/DTA/POP) Name : _____ Designation: _____
Rubber Stamp of the Nodal Office	

Acknowledgement to the Subscriber

(To be filled by Nodal Office)

Scheme Preference Change:

Tier I

Tier II

Nodal Office Registration Number:

PRAN:

Name of the Subscriber: _____

Date: ____/____/____

Time Stamp: _____

Receipt Number

(Mandatory for POP/POP-SP)

1. POP Transaction Charges:

Rs.

2. Tax as applicable:

Rs.

3. Total Charges:

Rs.

Signature/Stamp of Nodal Office/Place

Instructions for filling the Form

- The Government Subscribers shall use this form for Scheme Preference Change for Tier I and Tier II account.
- Nodal Office# refers to PAO/DTO/DTA or a POP/POP-SP.
- All fields mark with (*) are mandatory. All Dates should be in DDMMYYYY Format.
- For Tier I, the Subscribers shall submit the application to associated Nodal Office only.
- For Tier II, the Subscribers shall submit the application to associated Nodal Office or Point of Presence (PoP). List of PoPs is available on CRA website www.npscra.nsdl.co.in.
- For more information on scheme preference, Active Choice/ Auto Choice, please refer scheme information available on Protean CRA website www.npscra.nsdl.co.in or PFRDA website www.pfrda.org.in.