GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

No.F. 58(03)-FIN(B)/2013/
Dated, the 31st 2013.

Memorandum

Subject: Guidelines for deduction of Government contribution and Employee contribution under National Pension Scheme (NPS) – Clarification thereof.

In reference to Finance Department Memo. No.F. 58(03)-FIN(B)/2013/36869-37068 dated 04-11-2013, some DDOs / Treasury Officers / Sub-Treasury Officers have sought clarification on the drawal and depositing the employees’ contribution and matching State Government contribution under NPS. Accordingly, following clarification is being issued with reference to the said memorandum:

1. In reference to Para 2 of the said Memo. it is clarified that while deducting the Employee’s Contribution under Tier-I from the salary bill, one Treasury Challan indicating the Head of Account 8342-00-117-02-11-04 is to be attached with the salary bill as per sample copy of Challan enclosed (Annexure –I).

2. In reference to Para 3 of the said Memo. it is clarified that while deducting the Employee’s Contribution under Tier-II from the salary bill, another Treasury Challan indicating the Head of Account 8342-00-117-02-12-04 is to be attached with the salary bill as per sample copy of Challan enclosed (Annexure –II).

3. In reference to Para 4 of the said Memo. it is clarified that the Bill Form enclosed at Annexure-III is to be used while preparing the Book Transfer (BT) Bill. It may also be noted that no further expenditure sanction Memo. will be required for this purpose. The Challan attached with the BT Bill will contain the Head of Account 8342-00-117-02-10-04 (Annexure-IV).

4. All the Challans mentioned above will contain the DDO Code of the concerned Treasury Officer and not the DDO Code of the DDO who is preparing bills.
5. In reference to Para 6 of the said Memo., the Treasury / Sub-Treasury Officers will use the Form T.R.61 (enclosed at Annexure-V) while preparing bill for drawal of the employees’ contribution and matching State Government contribution under NPS and transfer the amount to the State Nodal Officer (SNO) **Bank Account No.913020028376656 in Axis Bank, Agartala Branch, MICR Code: 799211002.** It may also be noted that no further expenditure sanction Memo. will be required for this purpose.

6. All the Treasury /Sub-Treasury Officers will take up the matter with the concerned Treasury Bank Branches for transfer of fund to the Bank Account of SNO through ECS. In case the TO/STO is not having the said facility, the same may be obtained from the concerned Treasury Bank.

7. For the purpose of accounting, necessary entry in the existing Cash Book, Challan Register, Deposit Register etc. is to be made for the above transactions similarly as it is done by the DDOs for other drawal and deposits.

8. Separate guidelines are being issued for drawal of arrears of contribution pending till date.

(B. Pandey)
Addl. Secretary, Finance Government of Tripura.

To
1. All Heads of Departments/ PSUs, Tripura.
2. All Treasury/ Sub-Treasury Officers.

Copy to:-
1. The Chief Secretary, Government of Tripura.
2. The Addl. Chief Secretary, Government of Tripura.
3. All Principal Secretaries/Commissioner/ Secretaries, Government of Tripura
4. The PCCF, Tripura.
5. DGP, Tripura.
6. The A.G (A&E), Tripura.
7. The A.G. (Audit), Tripura.
8. All D.M. & Collectors.
9. The AS / JS, Finance Department, General Branch/ Budget Branch.
10. Finance Department (Treasury Cell) for uploading to Govt. website.
**CHALLAN**  
*(To be filled in by the tenderer)*

<table>
<thead>
<tr>
<th>On whose behalf money is paid:</th>
<th>Treasury-Officer, ______________ Treasury (DDO for NPS), ______________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Particulars of the remittance:</th>
<th>Being the National Pension Scheme contribution (Government Servants Contribution under <strong>Tier-I</strong>) of Shri ______________________________ ______________ for the month of ____________________ 2013.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount:</th>
<th>Rs.: ______________ (In words): Rupees ______________ only.</th>
</tr>
</thead>
</table>

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Signature of the Tenderer.

---

**(To be filled in by the Departmental Officer)**

Challan No._________________________  
Date: ____________________________

<table>
<thead>
<tr>
<th>Treasury Code:</th>
<th>T</th>
<th>P</th>
<th>A</th>
<th>DDO Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Head</td>
<td>8</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Order to the Bank: Correct. Receive and grant Receipt.

Signature of the officer ordering the money to be paid in.

*(Seal with Name, Designation and DDO Code)*

---

**(For use in Bank)**

Received payment for Rs.: ______________ (In words): Rupees ______________ only.

Signature of:

(Cashier/Head Cashier)  
(Accountant)  
(Branch Manager)

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**(For use in Treasury)**

TV No._________________________  
TV Date: __________________________

(Accountant)  
(Treasury Officer)
**CHALLAN**
*(To be filled in by the tenderer)*

<table>
<thead>
<tr>
<th>On whose behalf money is paid:</th>
<th>Treasury-Officer, _____________ Treasury (DDO for NPS), __________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Particulars of the remittance:</td>
<td>Being the National Pension Scheme contribution (Government Servants Contribution under <strong>Tier-II</strong>) of Shri ______________________________ for the month of ____________________2013.</td>
</tr>
<tr>
<td>Amount:</td>
<td>Rs.: ____________ (In words): Rupees ______________________________________________________ only.</td>
</tr>
</tbody>
</table>

---

**Signature of the Tenderer.**

*(To be filled in by the Departmental Officer)*

Challan No. ___________________________ Date: __________________

Treasury Code: T P A DDO Code: ____________

<table>
<thead>
<tr>
<th>Major Head</th>
<th>Sub-Major Head</th>
<th>Minor Head:</th>
<th>Sub-Head</th>
<th>Detailed- Head</th>
<th>Object Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Order to the Bank: Correct. Receive and grant Receipt.

Signature of the officer ordering the money to be paid in.

*(Seal with Name, Designation and DDO Code)*

*(For use in Bank)*

Received payment for Rs.: ____________ (In words): Rupees __________________________________________________________ only.

Signature of:

(Cashier/Head Cashier) (Accountant) (Branch Manager)

*(For use in Treasury)*

TV No. ___________________________ TV Date: __________________

(Accountant) (Treasury Officer)
BILL FORM FOR DRAWAL OF MATCHING GOVERNMENT CONTRIBUTION OF AIS OFFICERS UNDER NATIONAL PENSION SYSTEM (NPS).

BOOK TRANSFER BILL

HEAD OF ACCOUNT : 2071 – Pensions and Other Retirement Benefits
                   01 – Civil
                   117 – Contribution for Defined Pension Scheme
                   02 – Pension
                   10 – Government Contribution for Defined Pension Scheme
                   04 – Pensionary Charges

Bill No.____________________ Dated ___________________      District : West Tripura

Received the amount of Matching Government Contribution under National Pension System in respect of the AIS Officers as indicated below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Designation of the Officers</th>
<th>Month &amp; Year of Contribution</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

TOTAL: Rs.__________

Less Deductions for Book Transfer under the Head of Account : (834–00–117–02–10–04) : Rs.__________

TOTAL DEDUCTION : Rs.__________

NET AMOUNT PAYABLE : Rs.__________

Net Amount Payable in words (Rupees ____________________________) only.

Signature of the D.D.O.

(FOR USE OF TREASURY)

(Accountant) (Treasury Officer)

TV No. ___________ Date ____________

(FOR USE OF A.G. OFFICE)

Admitted : Rs.__________

Objected : Rs.__________

Auditor                Section Officer
### CHALLAN

*(To be filled in by the tenderer)*

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<td>Being the National Pension Scheme contribution (Government Contribution for Defined Pension Scheme) for Shri ____________________ for the month of ____________________ 2013.</td>
</tr>
<tr>
<td>Amount:</td>
<td>Rs.: __________ (In words): Rupees ____________________________________________ only.</td>
</tr>
</tbody>
</table>

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**Signature of the Tenderer.**

*(To be filled in by the Departmental Officer)*

<table>
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<tr>
<th>Challan No.</th>
<th>Date:</th>
<th>Treasury Code:</th>
<th>DDO Code:</th>
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<td>1</td>
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<td>0</td>
<td>0</td>
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**Order to the Bank:** Correct. Receive and grant Receipt.

**Signature of the officer ordering the money to be paid in.**

*(Seal with Name, Designation and DDO Code)*

*(For use in Bank)*

Received payment for Rs.: __________ (In words): Rupees ____________________________________________ only.

**Signature of:**

(Cashier/Head Cashier) (Accountant) (Branch Manager)

*(For use in Treasury)*

**TV No.** ____________________________ **TV Date:** ____________________________

(Accountant) (Treasury Officer)
FORM T. R. 6x

[See Rule 629]

Deposit Repayment Order and Voucher

--- Treasury, month of 19 ---

Head of Account—Deposits. Voucher No.—of List of Payments.

<table>
<thead>
<tr>
<th>Original Number</th>
<th>Date of Deposit</th>
<th>Name of Depositor</th>
<th>Amount originally deposited Rupees</th>
</tr>
</thead>
</table>

In this space a translation of the receipt form into the current Indian language should be given.

Received this—day of—19 , the sum of Rupees ————,

being the amount payable——

Examined and entered.

Date ————

on account of the deposit described above.

Accountant,

Treasury.

Claimant's Signature.

Passed for payment to——

Pay (Rs. ) Rupees ———

Rs. ———— Rupees ———

Judge, Magistrate or other Officer.

Treasury Officer.

Date ———— Date ————