

GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the Chief Financial Advisor
Greater Hyderabad Municipal Corporation

REMINDER – III

CIRCULAR

No:100/FA/NCPC/GHMC/2012 – 8

Dt:11-10-2012

Sub: GHMC-- New Contributory Pension -- (NPS)--
Operationalisation of (NPS) –Registration process- N3
Forms Called for – Reg

- Re: 1.Go.Ms. No.655 Fin (Pen-I) Dept Dt:22-09-12.
 2. UO Note No.14430/Pen.Cet/GHMC/12,Dt:07-07-12.
 3. Cir.No.100/FA/NCPC/GHMC/12,Dt:13-09-12.
 4. Cir.No.100/FA/NCPC/GHMC/12,Dt:26-09-12.

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In the circulars 2nd to 4th cited all the DDO's were requested to furnish Annexure N3 in full shape for allotment of DDO Code.

But out of 45 DDO's 25 DDO's have submitted N3 forms and the balance 20 DDO's particulars are to be received.

Therefore the DDO's noted in the address entry are once again requested to take necessary action for filling up of N3 forms and furnishing the same immediately.

[Handwritten Signature]
**CHIEF FINANCIAL ADVISOR
GHMC**

- To
- The A.C. (Admn), GHMC
 - The A.C. (H&S), GHMC
 - The A.C. (Sports & Parks),GHMC
 - The A.C. (UCD),GHMC
 - The Chief Examiner of Accounts.
 - The Addl. Chief City Planner,GHMC
 - The Zonal Examiner of Accounts (EZ,WZ,NZ,CZ)
 - The Financial Advisors (WZ,SZ),GHMC
 - Dy.Commissioner's of (7,8,9,10,12,13,14,15 & 17)

[Handwritten Date]
9/2/12
12/10

Copy submitted to the All Zonal Commissioners with a request to instruct DDO's who are not furnished the Annexure N3 forms immediately for allotment of DDO Code.

Copy to the A.C. (Fin),GHMC
Copy to the Commissioner's table.

Code*: [][][][][][] (Refer instruction no. 7)

Number*: [][][][][][][][] (Refer instruction no.8)
 Submitted by DTO)

9. Name of the State Govt. / Union Territory*: []

I/We hereby agree and declare that the information provided in the application, is complete and true.

DDO Stamp	Signature of Authorised Signatory of DDO	Date: Place:
Name of Authorised Signatory :		

DDO Stamp	Date: Place: Name of Authorised Signatory :		
Signature of Authorised Signatory			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">DDO Reg. No. (Allotted by CRA)</td> <td>[][][][][][][][]</td> </tr> </table> (Refer instruction no.9)		DDO Reg. No. (Allotted by CRA)	[][][][][][][][]
DDO Reg. No. (Allotted by CRA)	[][][][][][][][]		

CRA Stamp	Received on _____ Name of the officer: _____ Signature of the officer: _____
(To be filled at CRA)	

Instructions for filling the form:

- The form is to be submitted to the address - Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (*) are mandatory fields**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
 First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).
 It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

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Greater Hyderabad Municipal Corporation

REMINDER – II

CIRCULAR:

No:100/FA/NCPC/GHMC/2012 - 9

Dt:11-10-2012

Sub: GHMC – Contributory Pension Scheme – Formation of
CPC in Head Office – Submission of details of employees
– Reg

Ref: 1. Office Order No.100/E&A/Try/12 Dt:23-08-12 of
CFA, GHMC.

2. Cir No.14430/Pen.Cont/GHMC/12, Dt:27-08-12 of
A.C(Fin), GHMC

3. Cir. No.100/Pe1.Cont.GHMC/12, Dt:04-09-12, of
CFA, GHMC.

4. Cir.No.100/NCP/GHMC/12, Dt:13-09-12, of CFA, GHMC.

5. Cir No,100/NPC/GHMC/12, Dt:26-09-12, of CFA, GHMC.

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In the circular 3rd to 5th cited all the Drawing Officer's were requested to furnish the details of the employees who were appointed on or after 01-09-2004 in the proforma I & II mentioned therein for updation of accounts and allotment of A/c. No's to the employees, regarding details of employees, only CH & EA (HO), GHMC have submitted the information.

The DDO's are once again requested to furnish the details of employees in profrm –I for allotment of A/c. Nos and Proforma (II) for deduction details of Pension Contribution amount every month.

They are also requested to instruct the concerned accountants to watch the Web Site frequently and follow the instructions issued in the reference 5th cited.


Chief Financial Advisor,
GHMC

To
All the DDO's
All the ZC's
All the Zonal FA's

Copy of the A.C (Fin), GHMC
Copy to the Commissioner's table