



NATIONAL PENSION SYSTEM

CCS (Implementation of NPS) Rules, 2021

CCS (Implementation of National Pension System) Rules, 2021 are notified by Department of Pension and Pensioners' Welfare, Ministry of Personnel, Public Grievances and Pensions in Gazette of India on dated 30/03/2021.

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SAMPLE FORMS

Rule 10: Option to avail benefits on DEATH or INVALIDATION or DISABILITY during service

Sub Rule (1)

At the time of joining, every Government servant covered under the NPS shall exercise an option in **Form 1** for availing benefits under the:

National Pension System; or

CCS (Pension) Rules, 1972; or

CCS (Extraordinary Pension) Rules, 1939

in the event of his **death, 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 as soon as possible after the notification of these rules.**

Sub Rule (2)

The option shall be exercised to the **Head of Office** who will accept the same after verifying all the facts and **place it in the service book.**

A copy of the option shall be forwarded by the Head of Office to the Central Recordkeeping Agency through the DDO and the PAO for their record.

The PAO shall also make suitable entry in the online system.

Sub Rule (3)

- (a) (i) Every Government servant shall also submit **details of family** in **Form 2** to the Head of Office.
- (ii) If the Government servant has no family, he shall furnish the details in Form 2 as soon as he acquires a family.
- (b) The Government servant shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his child.
- (c) As and when a disability in a child which makes him unable to earn his living, it shall be brought to the notice of the Head of Office duly supported by a Medical Certificate from a Medical Officer, not below the rank of a Civil Surgeon.

This may be indicated in Form 2 by the Head of Office.

- (d) (i) The Head of Office shall, on receipt of the **Form 2**, acknowledge receipt from the Government servant, countersign it indicating the date of receipt and get it **pasted in the service book**.
- (ii) The Head of Office on receipt of communication from the Government servant regarding any change in the size of family shall make such a change in Form 2.

Sub Rule (4)

- (i)** The option may be revised at any number of times by the Subscriber before his retirement by making a fresh option. On receipt of the revised option, the Head of Office and the Pay and Accounts Officer shall take further action as mentioned in sub-rule (2);
- (ii)** A Subscriber who is discharged on **invalidation** or **disability** shall be given an opportunity to **submit a fresh option** at the time of such discharge;
- (iii)** Where such Subscriber does not exercise a fresh option or is not in a position to exercise fresh option at the time of discharge, the option already exercised by the Subscriber shall become operative;
- (iv)** Where no option was exercised by the Subscriber and the Subscriber is not in a position to exercise an option at the time of discharge, his case will be regulated in accordance with sub-rule (6).

Sub Rule (5)

In the case of **death** of a Subscriber while in service, the **last option** exercised by the deceased Subscriber before his death shall be treated as **final** and the **family shall have no right to revise the option.**

Sub Rule (6)

- (i)** Where a Subscriber who **did not exercise any option and dies** before completion of service of **15 years** or within **3 years** of the notification of these rules, his family will be granted family pension in accordance with the provisions of the CCS (Pension) Rules, 1972 or the CCS (Extraordinary Pension) Rules, 1939 as the case may be, as a default option;
- (ii)** Where a Subscriber is discharged from Government service on **invalidation or disability** before completion of service of **15 years** or within **3 years** of the notification of these rules **without exercising any option**, and is also not in a position to exercise an option at the time of discharge, he will be granted **invalid pension** or **disability pension** in accordance with the provisions of the CCS (Pension) Rules, 1972 or the CCS (Extraordinary Pension) Rules, 1939 as the case may be, as default option;
- (iii)** In all other cases, where **no option** was exercised, the claim of the Subscriber on discharge from the service and that of the family on death of the Subscriber, shall be regulated in accordance with the PFRDA (Exits and Withdrawals under NPS) Regulations, 2015, as default option.

Sub Rule (7)

In cases where the option exercised by the deceased Subscriber becomes infructuous on account of **non-availability of an eligible member of the family for grant of family pension**, such option would be deemed to have become invalid and the benefits admissible under the NPS shall be granted to the legal heir(s) of the employee in accordance with the PFRDA (Exits and Withdrawals) Regulations, 2015.

Rule 11: Retirement on Superannuation

A Subscriber, who is retired on his attaining the age of superannuation, shall be entitled to benefits as admissible under the PFRDA (Exits and Withdrawals) Regulations, 2015 to the Subscriber.

Rule 21: Preparation of list of Subscriber due for retirement

Sub Rule (1)

Every Head of Department shall have a list prepared every **3 months**, that is, on the **1st January, 1st April, 1st July and 1st October** each year of all Subscribers who are **due to retire** within the **next 12 to 15 months** from that date.

Sub Rule (2)

A copy of every such list shall be supplied to the PAO concerned not later than the **31st January, 30th April, 31st July or the 31st October**, as the case may be, of that year.

Sub Rule (3)

In the case of a Subscriber retiring for reasons other than by way of superannuation, the Head of Office shall promptly inform the DDO and the PAO concerned, as soon as the fact of such retirement becomes known to him.

Sub Rule (4)

A copy of intimation sent by the Head of Office to the PAO shall also be endorsed to the Directorate of Estates, if the Subscriber concerned is an allottee of Government accommodation.

Rule 22: Intimation to the Directorate of Estates regarding issue of "No Demand Certificate"

Sub Rule (1)

The Head of Office shall write to the Directorate of Estates **at least one year before the anticipated date of retirement** of the Subscriber who was or is in occupation of a Government accommodation for issuing a **"No demand certificate"** in respect of the period preceding eight months of the retirement of the allottee.

Sub Rule (2)

On receipt of the intimation, the Directorate of Estates shall take further action as required.

Rule 23: Submission of claim for benefits under the NPS on Superannuation

Sub Rule (1)

A Subscriber shall have the option for submission of claim for benefit under the National Pension System through a mode, as specified by the Authority from time to time.

Sub Rule (2)

Every Subscriber shall, **6 months** before the date on which he is due to retire on superannuation, submit duly filled withdrawal Form to the Head of Office along with the documents mentioned in the withdrawal form.

In other cases of retirement or exit from the National Pension System, the Subscriber shall submit duly filled withdrawal Form to the Head of Office along with the documents mentioned in the withdrawal Form immediately after issue of orders of the competent authority for such retirement or exit.

Where the Subscriber has submitted the claim through online mode, he shall submit a **signed copy** of the print-out of the said withdrawal Form along with the documents mentioned in the withdrawal Form.

Sub Rule (3)

The National Pension System shall generate claim IDs and inform nodal officers, i.e. the PAO, etc. **six months** before the date of retirement for those Subscribers who shall retire on superannuation in the next six months.

Rule 24: Completion and forwarding of papers for benefits under National Pension System

Sub Rule (1)

The Head of office shall complete the papers on his part and forward the same to the PAO through the DDO with a covering letter in the Form mentioned below:

Mode of Retirement or Exit	Form
Superannuation or Voluntary Retirement or Premature retirement under rule 56(j) of Fundamental Rules or Special Voluntary Retirement Scheme of Department of Personnel and Training.	Form 4-A
Technical Resignation <i>or</i> Absorption in an autonomous body or Public Sector Undertaking.	Form 4-B
Resignation or Compulsory Retirement as a measure of penalty or Dismissal or Removal from service.	Form 4-C
Retirement on Invalidation or Disablement.	Form 4-D
Death during service.	Form 4-E

Sub Rule (2)

In the case of a Subscriber retiring on superannuation, the Head of Office shall forward the complete papers to the PAO through the DDO not later than **four months before the date of retirement** and in other cases, not later than **one month after the date of retirement or exit** of the Subscriber.

The Head of Office shall retain a copy of each of the forms and documents for his record.

Sub Rule (3)

After processing the withdrawal request in the online system of Central Recordkeeping Agency in accordance with the PFRDA (Exits and Withdrawals) Regulations, 2015, the PAO shall forward the documents to the Central Recordkeeping Agency not later than **one month before the date of retirement** of Subscriber.

Sub Rule (4)

In case the Subscriber **intends to continue his Individual Pension Account** or to defer payment of benefits under the National Pension System beyond the date of superannuation or exit, he shall exercise an option in this regard and send it to the PAO through the DDO not later than **15 days before the date of superannuation.**