



KERALA WATER AUTHORITY

JALA BHAVAN,
VELLAYAMBALAM,
THIRUVANANTHAPURAM – 695 033
Kerala, India

26th May, 2015

Circular No. 003/NPS/FIN/KWA

Sub: Deduction of monthly subscription for National Pension System from employee's salary – reg.

All salary disbursing officers of KWA offices are hereby directed to deduct 10 % of the sum of Basic Pay and Dearness Allowance { 10 % * (Basic + DA)} from gross salary of those employees who joined KWA on or after 01-04-2013 and comes under the purview of contributory pension scheme from the salary of June 2015 onwards ie, salary releasing on 01-07-2015. For calculating the subscription the decimals should be round off to nearest higher rupee.

Revision of Form PA 9

Pay bill in Form No. PA 9 is to be revised by inserting 3 columns in the recovery side .

Column 20 - PRAN (Permanent Retirement Account Number)

Column 21 - NPS Monthly subscription

Column 22 - NPS arrears

Revised Performa of Form PA 9 is attached here with for reference .

Incorporation of New Form PA 30

The recovery schedule for NPS subscription is to be submitted in Form PA30. Performa of Form PA30 is attached here with for reference.

The approved Form PA9 based on which salary is disbursing to employee's bank account on 1st working day of every month and Form PA 30 is to be forwarded to NPS Cell of Head Office on or before 4th day of every month. The soft copy of the approved Form PA 9 and Form PA 30 is to be

forwarded to kwanpsoffice@gmail.com and the signed hard copy of Form PA 30 is to be forwarded to NPS cell. Based on this Form PA 9 and Form PA30 , KWA will contribute equal amount of subscription and the total amount will be paid to NPS account and the said amount will be credited to employee's respective PRAN account.

Accounting treatment of NPS

The amount deducted from employee's salary is to be accounted in the newly formed head of account " **2828 - NPS Subscription** " by the salary disbursing offices.

The NPS subscription amount and arrear amount is to be shown separately in the recovery side of Form PA 9A and Form CB3 against the head of account " **2828 - NPS Subscription** " .

The employer's contribution is to be accounted in the newly formed head of account " **3386 - Contribution to NPS** " in the books of office where the payment is done. (Head office)

The establishment expenses related to NPS is to be booked under the head of account " **3692- NPS expenses** " in the books of office where the payment is done. (Head Office)

Fund request performa

The consolidated fund request for salary must be revised as follows.

Gross Salary	-	XXX
Less : GPF subscription	-	xx
GPF Advance	-	xx
NPS Subscription	-	xx
NPS Arrears	-	xx
HBA Advance	-	<u>xx</u>
Sub Total		<u>XXX</u>
Net Salary	-	XXX

The amount for NPS subscription & arrears will be held by Head office at the time of release of fund for salary .

Exemption

(a). Those employees who entered into Government services/Aided Institutions/PSUs /Boards /Corporation /Autonomous bodies etc which are governed by Part III KSR before 01.04.2013 and reappointed on or after 01.04.2013 in Kerala Water Authority and already submitted the Form of Option is exempted from National Pension system .

(b). National pension system is not applicable to Part time contingent employees as they are not covered under Part III of Kerala Service Rule.

It is also directed to collect two copies of PRAN card from employees and one copy should be forwarded to NPS Cell of Head office and other copy is to be kept with service records after making an entry in respective service book of employees.

The details regarding deduction of NPS arrear for the period 01-04-2013 to 30-06-2015 will inform you after channelizing the deduction and payment of monthly subscription .




Managing Director

- Copy to : 1. All ARU Heads
(Executive Engineer / Superintending Engineer /Chief Engineer)
2. CE (HRD & GL)/ FM &CAO

KERALA WATER AUTHORITY

PAY BILL

Office Name : _____
 Location Code : 2110
 Month & Year : May 2015

PERSONAL DETAILS		EARNINGS		RECOVERIES	
Sl.No.	Name of Employee	Designation of Employee	Basic Salary	Special Salary	Adhoc
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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25					
26					
27					
28					
29					
30					
31					
32					
33					

EARNINGS

RECOVERIES

NET PAYABLE

KERALA WATER AUTHORITY

Location code: 1000

National Pension System Subscription Schedule (Recoveries)
Division/Subdivision:

Month

Sl. No.	Permanent Retirement Account No. PPRAN	Name and Designation of the Subscriber	Salary Details			Rate of Subscription	Subscription			Arrear (Specify)		Amount Total	Ledger Folio No.	Initials	Remarks
			Basic Pay (Rs.)	Dearness Allowance (Rs.)	Basic Pay plus Dearness Allowance (Rs.)		Amount (Rs.)	Month to which it relates	No. of Instalments	Amount (Rs.)	Periods to which it relates				
1	2	3	4	5	6=(3+4)	7	8	9	10	11	12	13=(8+11+12)	14	15	16
						10%	-								

Place :
Date:

Signature :
Name of Drawing / Disbursing Officer