



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

No.F.260/Pen/NPS-DTU/2022/1022

Dated: 24/10/2024


NOTIFICATION

Guidelines and Procedures for NPS Subscribers of DTU

The Board of Management in its 52nd Meeting held on 26.09.2024 vide agenda item no. 52.12 has approved both the notifications i.e. CCS (Implementation of NPS Rules) 2021 dated 30.03.2021 and CCS (Payment of Gratuity under NPS) Rules 2021 dated 23.09.2021 to NPS subscribers of DTU. To disburse the family pension claims in r/o NPS Subscribers of DTU the following are the guidelines/procedures:-

- i. The eligible legal heir has to submit the Family Pension Case in Pension Cell, DTU in various prescribed forms as per the notification CCS (Implementation of NPS Rules) 2021 dated 30.03.2021 and CCS (Payment of Gratuity under NPS) Rules 2021 dated 23.09.2021. The relevant forms are available on DTU Website as mentioned in Annexure I & II.
- ii. The claim application and documents will be examined by the Pension Cell in accordance with the Provisions of NPS and Option Exercised by the Employee as per notifications dated 30.03.2021 and 23.09.2021.
- iii. A separate sub-head be created under the head of "**Retirement Benefits to DTU employees covered under National Pension Scheme**" and a sufficient fund be allocated after making assessment of requirement of fund for disbursement of family pension.
- iv. Thereafter, the claim will be forwarded to Accounts Branch for vetting.
- v. After vetting from Accounts Branch the Pension Case will be placed before the Competent Authority for its approval.
- vi. After approval of the Competent Authority Family Pension Payment Order will be issued by Pension Cell, DTU.
- vii. Accounts Branch will disburse the monthly family pension payment to eligible family pensioner.
- viii. The family pensioner has to submit the Life Certificate/Re-marriage certificate (if applicable) in the month of December every year.

This issue with the approval of the Competent Authority.


(Prof. Madhusudan Singh)
Registrar

Encls: Annexure I – II

No.F.260/Pen/NPS-DTU/2022/1022

Dated: 24/10/2024

Copy to for information and necessary action at their end:

1. PS to VC for kind information to Hon'ble Vice Chancellor.
2. PA to Registrar for kind information to Registrar.
3. Controller of Finance, DTU (for necessary action at their end.)
4. All HOD(s)/All Deans/ All Branch Incharges
- ✓ 5. Head Computer Center, with a request to upload the same on University Website.
6. D.R. (Establishment), DTU
7. DDO, DTU (For necessary action at their end.)
8. A.R. (Planning)
9. Guard File


(Dr. Ravinder Kaushik)
Dy. Registrar (Pension)

ANNEXURE-I

List of Documents (3 Sets each) required from the Family Pensioner/Pensioner for processing the Pension under CCS (Pension), Rules, 2021

A- On Death or Invalidation or Disability of NPS Subscriber :-

Sl. No.	Form No.	Description
1.	Form-6	Particulars to be obtained by the Head of Office from the family pensioner
2.	Enclosures of Form -6 as above	
(i)	Form 8	Form of Application if a family member is proposed to be co-authorised for family pension.
(ii)	Form 4 -	Details of Family. (Supporting Documents i.e. Aadhaar Card / proof of DOB etc.)
(iii)	Format- 9	Undertaking for refunding any excess payment made by the pension disbursing bank.
(iv)	Form 3.	Nomination for Gratuity, Central Government Employees' Group Insurance Scheme and General Provident Fund in Common Nomination Form
(v)	Form A	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in common nomination form
(vi)	Form-1-	Form of application for commutation of a percentage of Pension without medical examination payment through pension disbursing authority
(vii)	Form-1-A	Form of application for commutation of a percentage of Pension without medical examination payment through PPO
(viii)	Format-1	An Undertaking by Government servant regarding not to disclose or publish of information regarding organisation
(ix)	---	<u>Two specimen signatures</u> (to be furnished in a separate sheet).
(x)	---	<u>Six copies of Joint photograph with spouse</u>
(xi)	---	Three copies of photograph of the member or members of the family
(xii)	---	Form of option for availing Medical facilities (Under DGEHS to retired employees/ family pensioners)
(xiii)	---	<u>Photocopy of the first page of Pass Book of the Bank Account , Cancelled Cheque with BSR Code certified by the concerned bank</u> Note:- Joint Account Preferable, Primary Account- Pensioner)

(xiv)		Copy of PAN Card (Self & Spouse)
(xv)		<u>Declaration of non-receipt of any Pension or Gratuity under article No.911,CSR & article No.920(1) CSR</u>
(xvi)	---	Application for drawal of Pension through Public Sector Banks
(xvii)	---	Undertaking to handover PPO to Pension/Family Pensioner through DDO/HO in terms of OM of DP & PW, GoI dated 07/05/2014
(xviii)	---	Declaration regarding to refund of any Excess Payment authorized by PAO concerned

B- Family Pension in cases of Death/Missing of Govt.

Servant :-

Sl. No.	Form No.	Description	File Format
1.	Form-09	Form for Application for the Grant of Gratuity in respect of a deceased/missing Government Servant	
2.	Form-10	Form of Application to the Head of office on death of Govt. servant Or Pensioner or on death of ineligibility of family pension on death of family pensioner or family pensioner	
3.	Form-11	Form for Assessment & Authorization of payment of Family Pension & Death Gratuity	
4.	Form-12	Form of Application to be submitted to Pension Disbursing Authority By Spouse or co-authorised family member for commencement of Family pension	
5.	Form-13	Form of Application for the Grant of Residuary Gratuity on death of Pensioner	
6.	FORM- 18	Form for assessing and authorising the payment of family pension and death gratuity when a Government servant dies while in service	
7.	Format-11	Format of Letter to the Nominee or member of family for Grant of Death Gratuity	
8.	Format-12	Format of Letter to the Nominee or member of family for Grant of Family Pension	
9.	Fomat-13	Format of letter sanctioning of family pension	
10.	FORM-14	Form of application for family pension on death of a Government servant or pensioner or on death or ineligibility of a family pensioner	

ANNEXURE-II

List of Documents (3 Sets each) required from the Pensioner/ Family Pensioner for processing the Pension under in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015

S. No.	Mode of retirement or exit.	Form of covering letter.
1.	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
2.	Technical Resignation or Absorption in an autonomous body or Public Sector Undertaking.	Form 4-B.
3.	Resignation or Compulsory Retirement as a measure of penalty or Dismissal or Removal from service.	Form 4-C.
4.	Retirement on Invalidation or Disablement.	Form 4-D.
5.	Death during service.	Form 4-E.