



BERHAMPUR UNIVERSITY

BHANJABIHAR: BERHAMPUR-760007(GANJAM)

No. 9266 /Admn-II (NT)

Date: 14.09.2023

NOTIFICATION

All concerned are hereby informed that in pursuance of Office Memorandum No. 21877/F dated 03.08.2022 of the Finance Department communicated vide Memo No. 36229/HE dated 23.08.2023 of the Higher Education Department Govt. of Odisha and in continuation of this office Notification No. 3461/Admn-II (NT) dated 04.05.2023, the Vice-Chancellor has been pleased to order that since the date for exercise of option has been extended by the government, all employees (i.e. existing as well as eligible family members of deceased employees who have died in-service) can exercise option afresh for availing the benefits of family pension upon in-service death under National Pension System (NPS). The filled in option form (in triplicate) should reach the undersigned by **10.05.2024**.

Exercise of option:

To avail the benefit of family pension option can be exercised by the following categories of employees / their eligible family members so as to reach the undersigned on or before **10.05.2024**.

1. The newly joined employees covered under NPS;
2. The existing eligible employees covered under NPS;
3. The eligible family members of deceased (who have died in-service) employees covered under NPS.

I. Procedure for submission of option by newly joined/ existing eligible employees:

- a) Every eligible employee, covered under NPS shall at the time of joining Government service, can exercise option in Form-1 (in triplicate) for availing the benefit under NPS or under Odisha Civil Services (Pension) Rules, 1992 as the case may be, in the event of in-service death.
- b) The existing employees, covered under NPS shall also exercise option in Form-1.
- c) The employees opting for availing the benefit of family pension under Odisha Civil Services (Pension) Rules, 1992 shall submit the option in Form-1 to the undersigned along with declaration about details of his/her family in Form-D under Odisha Civil Services (Pension) Rules, 1992.
- d) If the employee has no family at the time of submission of option, he/she shall furnish the family details in Form-D as soon as he/she acquires a family.
- e) The employee shall communicate to the undersigned any subsequent change in the size of his/her family, including the fact of marriage of his/her child.
- f) The option exercised earlier may be revised at any number of times by the employee before his/her retirement by making a fresh option intimating the revised option to the undersigned. **Provided that** in case of death of any employee during his/her service, the last option exercised by the deceased employee shall be treated as final and the family shall have no right to revise the option.

II. Procedure for submission of option by eligible family member of the employees who have died in-service, prior to 11.10.2021:


- a) The eligible family members of the employees who have died in-service prior to 11.10.2021 can also submit option (in Form-II) for availing the benefit of family pension under OCS (Pension) Rules, 1992. The benefit of family pension will be admissible w.e.f. 11.10.2021, even, if the death in-service has occurred prior to the said date.

D

III. Submission of option by eligible family member of the employees who have died in-service, on or after 11.10.2021:

- a) Where an employee who has not exercised an option and dies in-service within three(3) years from the date of issue of Finance Dept. Notification No. 28746/F dated 11.10.2021, his/her eligible family member can submit option for availing the benefit of family pension under OCS (Pension) Rules, 1992. In such cases, the eligible member of the family can exercise option in Form-II where the employee last served.

By orders of the Vice-Chancellor


13.09.2023
REGISTRAR

Date 14.09.2023

Memo. No. 9267 (25) / Admn-II (NT)
Copy to:

1. The Chairman, P.G Council // All Heads/Coordinators of P.G. Depts. // All Officers // All Directors // All Section Officers / Office Superintendents // Principal, L.R.Law College, Berhampur // Librarian, I/C, RPPL // Headmaster I/C, University High School // O.I.C, Vehicle // Programme Coordinator, NSS Unit // Secretary, Sports Council, Berhampur University for information and necessary action.
2. The O.I.C, Type & Issue Section, Berhampur University for information and necessary action. He is requested to circulate the notice in the University whatsapp group & website.
3. The Officer-in-Charge, Vice-Chancellor's Secretariat // Sr. Asst., Office of the Registrar, Berhampur University for information and necessary action.
4. Notice Board for information of all concerned.


13.09.2023
REGISTRAR

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ANNEXURE-A

Form - I

OPTION TO AVAIL BENEFITS IN CASE OF IN-SERVICE DEATH OF EMPLOYEE

**PART-A
(To be filled in by employee)**

1. I,....., hereby exercise option that in the event of my death during service, benefits under the OCS (Pension) Rules, 1992 may be paid to my family.

OR

2. I,....., hereby exercise option that in the event of my death during service, benefits may be paid to my family based on the accumulated pension corpus in the Individual Pension Account under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

This option supersedes any other option made by me earlier.

*If Option-1 is exercised, then details on family in Form-D shall be attached along with Form-I.

Signature of Employee

Name-----
Designation-----
Office in which employed-----
Mobile No. -----

Place and date: -----

PART-B

(To be filled in by the Head of Office)

Received the option dated.....made by Shri/Smt./Kumari,
Designation.....Office.....Entry of receipt of option has been made
in page.....Volume.....of Service Book. His/her HRMS ID isand PRAN
is.....

Signature,

Name and Designation of Head of Office

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the employee who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his death.

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ANNEXURE-B

O.C.S (PENSION) Form-D
[See Rule 56 (15)]
(Information on Details of Family)

1. Name of the Government Servant:-

2. Designation:-

3. Date of Birth as per Service Book:-

4. Date of Appointment:-

5. Details of the members of my family* as on _____ (dd/mm/yyyy)

Sl No.	Name of the members of family*	Date of Birth (dd/mm/yyyy)	Relationship with the Government Servant	Remarks if any
1.				
2.				
3.				
4.				
5.				

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of office any addition or alterations in the family.

Signature of the Government Servant

Place:-

Date:-

* Family for this purpose means family as defined in clause (b) of sub-rule (17) of Rule-56 of the Odisha Civil Services (Pension) Rules, 1992.

** Wife and Husband shall include respectively judicially separated wife and husband.

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ANNEXURE-C

Form - II

OPTION TO AVAIL BENEFITS OF FAMILY PENSION UNDER ODISHA CIVIL SERVICES (PENSION) RULES, 1992 BY THE ELIGIBLE FAMILY MEMBER OF THE EMPLOYEE WHO HAS DIED IN-SERVICE PRIOR TO 11.10.2021 OR WITHIN THREE YEARS FROM DT.11.10.2021

**PART-A
(To be filled in by applicant/claimant)**

i.	Name of the Applicant	:	
ii.	Relationship with the deceased employee	:	
iii.	PPAN/PRAN of the deceased employee	:	
iv.	Designation of the deceased employee	:	
v.	Name of the Office where the deceased employee served last	:	
vi.	Office Address	:	
vii.	Date of Death of the employee while in-service	:	
viii.	Contact Details of the applicant/claimant (Mobile No. & E-Mail Id)	:	
ix.	If applicant/claimant is Minor, then Name of the Legal Guardian	:	

I, Shri/Smt./Kumari hereby exercise my option to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt in F.D. O.M No 12581 /F, DT 19.05.2022

Further, I am enclosing herewith the legal heir certificate of the deceased employee with affidavit on consent of other legal heir(s) for sanction of family pension in my favour.

I also undertake to deposit the proportionate Government share calculated by the NPS Cell, Directorate of Treasuries & Inspection, Odisha to the Government Account. (Applicable if Exit/Withdrawal process has been completed as per PFRDA Regulation-2015)

Documents Attached:

1. Death Certificate of the Deceased Employee
2. Legal Heir Certificate
3. Cancelled Cheque/Photocopy of the Bank Passbook
4. Identity & Address Proof of the Applicant
5. Affidavit on Consent of all Legal Heirs/ Nominees for sanction of family pension under O.C.S. (Pension) Rule-1992 in favour of the Applicant

Place _____

Date _____

Full Signature of Applicant

Name-----

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PART-B
(To be filled in by the Head of Office)

Received the option datedmade by Shri/Smt./Kumari.....Wife/
Husband /Father/ Mother/Son/Daughter of Late (bearing PPAN/PRAN
.....) who was working as(Designation) in O/o the
.....and died on Dt. while in-service

Signature,
Name and Designation of Head of Office
Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Applicant/Claimant.

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ANNEXURE-D

Form – III

APPLICATION FOR CALCULATION OF PROPORTIONATE GOVERNMENT CONTRIBUTION AMOUNT AND RETURN THEREON TO BE DEPOSITED IN GOVERNMENT ACCOUNT TO AVAIL BENEFITS OF FAMILY PENSION IN ACCORDANCE WITH O.C.S. (PENSION) RULES, 1992

PART-A

(To be filled in by the applicant/claimant)

(To be submitted in duplicate)

Photograph
of the
Applicant

To

The NPS CELL
Directorate of Treasuries & Inspection, Odisha
Treasury and Accounts Bhawan, Kharavel Nagar
Bhubaneswar-751001

Sub: Request for calculation of amount to be deposited by the eligible member of the family of the employee died in-service and whose Exit/Withdrawal has been finalised.

I. APPLICANT DETAILS :			
i.	Name of the Applicant	:	
ii.	Relationship with the deceased employee	:	
iii.	Address(Permanent)	:	
iv.	Present Address	:	
v.	Contact Details (Mobile No. & Mail Id)	:	
vi.	If Claimant is Minor, then Name of the Legal Guardian	:	

II. DETAILS OF THE DECEASED EMPLOYEE:			
i.	Name	:	
ii.	PPAN / PRAN	:	
iii.	Name of the Office where the Deceased Government Servant served last	:	
iv.	Office address	:	
v.	Permanent Address of Deceased Government Servant	:	
vi.	Date of Death of the Government Servant	:	

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III. STATUS OF THE EXIT / WITHDRAWAL FROM NATIONAL PENSION SYSTEM (NPS) :			
i	Whether Final Exit/ Withdrawal from NPS has been finalised	:	Yes/No
ii	If finalised as per Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015,	:	
	(a) Lump sum Amount Received	:	
	(b) Total Amount Annuitized	:	
	(c) Name of the Annuitant	:	
	(c) Name of Annuity Service Provider	:	
iii.	If finalised by the Interim Fund Managers vide Government in Finance Department Notification No-19176/DI.09.07.2015	:	
	(a) Name of the Interim Fund Manager: Accountant General (A&E), Odisha / Controller of Accounts (Odisha)	:	
	(b) Permanent Pension Account Number (PPAN) issued by the Interim Fund Manager	:	
	(c) Amount Authorised by the Interim Fund Manager upon withdrawals from PPAN Account	:	
	(d) Name of the person against whom the amount was Authorised	:	

I am enclosing herewith Death Certificate, legal heir certificate, Form- II, affidavit containing consent of all the legal heirs, along with other requisite documents required for sanction of family pension in accordance to O.C.S. (Pension) Rules-1992 in my favour.

Documents Attached:

1. Death Certificate of the Deceased Employee
2. Legal Heir Certificate
3. Cancelled Cheque/Photocopy of the Bank Passbook
4. Identity & Address Proof of the Applicant
5. Affidavit on Consent of all Legal Heirs/ Nominees for sanction of family pension under O C.S. (Pension) Rule-1992 in favour of the Applicant

Place _____
Date: _____

Full Signature of Applicant
Name-----

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PART-B
(To be filled in by the Head of Office)

Received the application from Shri/Smt./Kumari, Wife/ Husband
/Father/Mother/Son/Daughter of Late bearing PRAN/PPAN
..... working as (Designation) in O/o the
....., having DDO Code and DDO Registration
Number and died on Dt. while in Service, to avail the benefits
under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No
..... 12587 /F, Dt. 19.05.2022

The information furnished by the claimant in his/her option are verified and found to be correct.
As a genuine case, extending the benefits of family pension under the OCS (Pension) Rules, 1992 in
accordance to Govt. in F.D. O.M. No 12587 /F, Dt. 19.05.2022 may be
considered in favour of the applicant Shri/Smt./Kumari,

Signature,
Name and Designation of Head of Office
Date of receipt.....

PART-C
(To be forwarded by the Pension Sanctioning Authority to NPS Cell, DTI (O))

Verified the application along with the attached documents of Shri/Smt./Kumar,
..... (Claimant), Wife/Husband/Father/Mother/Son/Daughter of Late
..... bearing PRAN/PPAN who was working as
..... (Designation) in the O/o the having DDO Code
and DDO Registration Number and died on Dt. while in Service,
to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No
..... 12587 /F, Dt. 19.05.2022

The information furnished by the claimant in his/her option are verified and found to be correct.

It is, therefore, requested to calculate and intimate the amount of proportionate Government
share to be deposited by the applicant into the Government account prior to sanction of family pension
in accordance to the OCS (Pension) Rules, 1992.

Signature of the Pension Sanctioning Authority

Seal & Date

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ANNEXURE-E

Form – IV

APPLICATION FOR WITHDRAWAL OF ACCRUED PENSION WEALTH UNDER NATIONAL PENSION SYSTEM (NPS) BY THE ELIGIBLE MEMBER OF THE FAMILY OF DECEASED GOVERNMENT EMPLOYEES WHOSE EXIT/WITHDRAWALS NOT FINALISED UNDER NPS

PART-A

(To be filled in by the applicant)

To

The NPS CELL
Directorate of Treasuries & Inspection, Odisha
Treasury and Accounts Bhawan, Kharavel Nagar
Bhubaneswar-751001

Sub: Request for closure of the NPS Account (PRAN) of the employee died in-service and deposit of the proportionate Government contribution along with return thereon in appropriate Government Account with refund of Employee's share to the Bank Account of the Nominee(s)/ Legal heir(s)

I. DETAILS OF THE DECEASED EMPLOYEE :			
i.	Name of the Deceased Government Servant	:	
ii.	Father's Name (and also Husband's Name in case of Female Government Servant)	:	
iii.	Date of Birth (by Christian Era)	:	
iv.	Date of Death (by Christian Era)	:	
v.	Name of the Office where the subscriber last served	:	
vi.	Permanent Address	:	
vii.	Option was exercised for Family Pension as per O.C.S. (Pension) Rule-1992 or not	:	Yes/No
viii.	Date on which the Last Option was exercised	:	
II. APPLICANT DETAILS :			
i.	Name of the Applicant	:	
ii.	Relationship with the deceased Govt. Employee	:	
iii.	Address (Permanent)	:	
iv.	Present Address	:	
v.	Contact details (Mobile No. & E-mail ID)	:	
vi.	If claimant is minor, then name of the legal guardian	:	
III. BANK DETAILS OF THE APPLICANT & OTHER NOMINEES IF ANY :			
i.	Bank Account No.	:	
ii.	Bank Name	:	
iii.	Bank Branch	:	
iv.	Bank IFSC Code	:	

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DECLARATION:

I, Sni/ Smt/ Kumari _____ hereby declare that information stated above is true and correct to the best of my knowledge & belief and that if any excess payment is made in my favour and detected at any point of time, shall be recovered from me.

I, Sni/ Smt/ Kumari _____ hereby authorize the NPS Cell, DTI (O) for closure of the NPS Account (PRAN) _____ of my Wife /Husband /Father /Mother/ Son/ Daughter Late _____ and for deposit of Government share into Government account.

Documents Attached:

1. Death Certificate of the Deceased Employee
2. Legal Heir Certificate
3. Cancelled Cheque/Photocopy of the Bank Passbook
4. Identity & Address Proof of the Applicant
5. Affidavit on Consent of all Legal Heirs/ Nominees for sanction of family pension under O.C.S. (Pension) Rule-1992 in favour of the Applicant

Signature of the Applicant with Date

PART-B
(To be filled in by the Head of Office)

I SERVICE DETAILS OF THE DECEASED EMPLOYEE:						
i	DDO Code/DDO Registration No. of the Office where the employee served last	:				
ii	Date of Birth of the employee (as recorded in the Service Book)	:				
iii	Date of entry in to Govt. Service recorded in the PRAN application.	:				
iv	Date of Death (Copy of the Death Certificate to be attached)	:				
vi	Permanent Retirement Account Number (PRAN) issued by CRA-NSDL.	:				
vii	Status of PRAN Account					
a)	Total Employee Contribution amount Credited	:				
b)	Total Government Matching Contribution Amount Credited	:				
c)	Total Accrued Pension Wealth as on date of submission of Application	:				
viii	Period of Contribution (From Date to Date)	:				
II. EMPLOYEE CONTRIBUTION DETAILS IN PRAN ACCOUNT						
i. Details of Contribution made towards NPS :						
Sl. No	Period of Contribution deducted (salary month)	Amount of contribution	Bill No	Date	TV No. with Date	Remarks
1	2	3	4	5	6	7
Contribution details attached. (Transaction Statement)						

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CERTIFICATE

Received the application from Shri/Smt/Kumar, Wife/
Husband / Father/Mother/Son/Daughter of Late bearing
PRAN/PPAN working as (Designation) in O/o the
....., having DDO Code and DDO
Registration Number and died on Dt. while in Service, to
avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M.
No 12587 /F, DT. 19.05.2022

The last option exercised by him was on Dt., where he/she had opted
to avail Family Pension as per O.C.S. (Pension) Rules, 1992 upon his/her in-service death /
the Government employee has not submitted his/her option previously during service period
and the option to avail benefits under O.C.S. (Pension) Rule-1992 has been submitted in
Form-II by the member of his/her family eligible for the grant of family pension.

I hereby certify that the information furnished above is found to be correct.

Signature of the Head of Office with Seal & Date

**PART-C
(To be filled by the Pension Sanctioning Authority)**

Verified the application along with the attached documents of Shri/Smt./Kumar,
..... (Claimant), W/H/F/M/S/D of Late bearing
PRAN/PPAN who was working as (Designation) in the
O/o the DDO Registration Number and died on
Dt. while in Service, to avail the benefits under the OCS (Pension) Rules, 1992 in
accordance to Govt. in F.D. O.M. No 12587 /F, DT. 19.05.2022

It is considered a fit case for refund of employee's proportionate share and deposit of
proportionate Government share to appropriate Government account prior to sanction of family pension
in accordance to OCS (Pension) Rules, 1992.

After deposit of the proportionate Government share into the appropriate Government Account,
the Challan details may be intimated to this Office for further action.

Signature of the Pension Sanctioning Authority

Seal & Date