

സമാഹി കരണം

# തിരുവിതാംകൂർ ദേവസ്വം ബോർഡ്

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ദേവസ്വം ബോർഡ് ആഫീസ്  
തിരുവനന്തപുരം

ROC No. 145/13/Est-1

13/02/2024

## സർക്കുലർ

വിഷയം :- ദേശീയ പെൻഷൻ പദ്ധതി - അംഗങ്ങളുടെ വ്യക്തിഗത വിവരങ്ങൾ അപ്ഡേറ്റ് ചെയ്യുന്നത് സംബന്ധിച്ച്.

- സൂചന :-
- 1) സംസ്ഥാന സർക്കാരിന്റെ 18-01-2024 ലെ 05/2024/ധന നമ്പർ പരിപത്രം.
  - 2) ദേവസ്വം അക്കൗണ്ട്സ് ആഫീസറുടെ 02-02-2024 ലെ 874/24/B2/NPS നമ്പർ റിപ്പോർട്ട്.

ദേശീയ പെൻഷൻ പദ്ധതിയിൽ ഉൾപ്പെട്ട അംഗങ്ങൾ, തങ്ങൾക്ക് ലഭിച്ചിട്ടുള്ള പ്രാൺ കാർഡിലെയും സബ്സ്ക്രൈബർ മാസ്റ്റർ റിപ്പോർട്ടിലെയും വ്യക്തിഗത വിവരങ്ങൾ, ജോലിയിൽ പ്രവേശിച്ച തീയതി, വിരമിക്കൽ തീയതി എന്നിവകളിലും മറ്റും വന്നിട്ടുള്ള പിഴവ് തിരുത്തുന്നതിനും നേരത്തെ നൽകിയിട്ടുള്ള വിവരങ്ങളിൽ മാറ്റം വരുത്തുന്നതിനും പുരിപ്പിച്ച S2 ഫാറം നിർബന്ധമായും തെളിവ് രേഖകൾ സഹിതം ബന്ധപ്പെട്ട ആഫീസ് മേലധികാരി മുഖാന്തിരം ദേവസ്വം കമ്മീഷണർ ആഫീസിൽ ഹാജരാക്കേണ്ടതാണ്. ടി S2 ഫാറങ്ങളും അനുബന്ധരേഖകളും നോഡൽ ആഫീസർ (P&SGRC ഡെപ്യൂട്ടി ദേവസ്വം കമ്മീഷണർ) പരിശോധിച്ച് സാക്ഷ്യപ്പെടുത്തിയ ശേഷം CRA യിൽ അപ്ഡേറ്റ് ചെയ്യുന്നതിനായി ദേവസ്വം അക്കൗണ്ട്സ് ആഫീസിലേക്ക് കൈമാറേണ്ടതാണ്.

  
സെക്രട്ടറി

പകർപ്പ് :-

1. എല്ലാ ഡിപ്പാർട്ട്മെന്റ്/ആഫീസ് മേധാവികൾക്കും
2. ഐ.റ്റി. ഡിവിഷൻ
3. സെക്ഷൻ ഫയൽ
4. ഫയൽ ബുക്ക്
5. ഫെയർ ആഫീസ് കോപ്പി

SK

**NATIONAL PENSION SYSTEM (NPS)**  
 Central Recordkeeping Agency (CRA) - Protean eGov Technologies Limited. (formerly NSDL e-Governance Infrastructure Ltd.)  
**Request For Change/Correction in Subscriber Master Details And/Or Reissue of I-PIN/T-PIN/PRAN Card**

(To avoid mistakes) please read the accompanying instructions carefully before filling up the form.

**For POP-SP/DDO/NL-CC use:**  
 Registration No. \_\_\_\_\_  
 Date of Receipt \_\_\_\_\_  
 Signature and Stamp of POP-SP/DDO/NL-CC

**For POP/POP-SP/PAO/DTO/DTA/PrAO/ NL-AO/NL-OO use:**  
 Registration No. \_\_\_\_\_  
 Date of Receipt \_\_\_\_\_ POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/  
 NL-OO Stamp  
 Entered By \_\_\_\_\_ Date \_\_\_\_\_  
 Verified By \_\_\_\_\_ Date \_\_\_\_\_

Receipt No.: (Mandatory for POP/POP-SP)  
 Acknowledgement No.  
(To be filled by Nodal Office as generated by NPS/CAN / CRA systems)

I hereby request for the following details for the change (Please tick (✓))

- A) Change or Correction in Subscriber Master Details       B) Reissue of I-PIN or T-PIN (Not Applicable for NPS Life Subscriber)   
 C) Reissue of PRAN Card

Permanent Retirement Account Number \* \_\_\_\_\_

I hereby submit the following details of change. (Please tick (✓) the box on left margin of appropriate row where change/correction is required and provide the details in the corresponding rows.)

**Section A – Change or Correction in Subscriber Master Details (\* Indicates Mandatory Field)**

**1. PERSONAL DETAILS:** (Please refer to Sr. No. 1 of the instructions)

Name of Applicant in full	Shn <input type="checkbox"/>	Smt <input type="checkbox"/>	Kumari <input type="checkbox"/>
First Name*			
Middle Name			
Last Name			
Subscriber's Maiden Name			
Father's Full Name			
First Name			
Middle Name			
Last Name			
Mother's Full Name			
First Name			
Middle Name			
Last Name			
Date of Birth			

(Date of Birth should be supported by relevant documentary proof. Nodal Office shall verify the same before updating details in the CRA system.)

Gender [please tick (✓)]    Male     Female     Others   
 Marital Status [please tick (✓)]    Married     Unmarried     Others

PAN CARD

Spouse Name (Refer Sr. No. 1 of instructions) \_\_\_\_\_  
Generated from Central KYC Registry. Submission of proof for the same is necessary

KYC Number \_\_\_\_\_  
 Retirement Adviser Code \_\_\_\_\_

KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Life Subscribers

**2. PROOF OF IDENTITY (PoI)** (Any one of the documents need to be provided along with the identification number) (Please refer Sr. No. 2 of the instructions)

Passport	Passport Expiry Date	____/____/____
Voter ID Card	PAN Card	_____
Driving License	Driving License Expiry Date	____/____/____
NREGA JOB Card		
Others	Name of the ID	_____

Please refer Sr. No. 2 of the instructions

UID (Aadhaar)     (UIDI [Aadhaar] number not required)

3. PROOF OF ADDRESS (PoA)

[ Please tick (✓) as applicable ]  
#Not more than 2 months old  
Please refer Sr. No. 2 of the instructions

Correspondence Address

Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others  
Registered Lease/Sale agreement of residence/Municipal Tax Receipt  
#Latest Piped Gas/Water/Electricity/Telephone(Landline or postpaid mobile) Bill

Permanent Address

Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others  
Registered Lease/Sale agreement of residence/Municipal Tax Receipt  
#Latest Piped Gas/Water/Electricity/Telephone(Landline or postpaid mobile) Bill

4.1 CORRESPONDENCE ADDRESS DETAILS (Please refer Sr. No. 2 of the instructions)

Address Type\* Residential/Business Residential Business Registered Office Unspecified  
Flat/Room/Door/Block no Landmark  
Premises/Building/Village  
Road/Street/Lane  
Area/Locality/Taluk  
City/Town/District PIN Code  
State/U T

4.2 PERMANENT ADDRESS DETAILS

[Tick (✓) in the box in case the address is same as above.] (Please refer Sr. No. 2 of the instructions)

Address Type\* Residential/Business Residential Business Registered Office Unspecified  
Flat/Room/Door/Block no Landmark  
Premises/Building/Village  
Road/Street/Lane  
Area/Locality/Taluk  
City/Town/District PIN Code  
State/U T

5. CONTACT DETAILS

Tel. (Off) (with STD code) +  
Mobile + 9 1  
Email ID  
Tel. (Res) (with STD code) +  
(Mobile Number is required for communication and to get SMS alerts)

6. OTHER DETAILS (Please refer to Sr no. 3 of the instructions)

Occupation Details [ please tick(✓) ]  
Private Sector Public Sector Government Sector Professional  
Self Employed Homemaker Student Others (Please Specify)  
Income Range (per annum) Upto 1 lac 1 lac to 5 lac 5 lac to 10 lac 10 lac to 25 lac 25 lac and above  
Educational Qualifications Below SSC SSC HSC Graduate Masters Professionals ( CA, CS, CMA, etc.)  
Please Tick If Applicable Politically exposed person Related to Politically exposed Person (Please refer instruction no.3)

7. SUBSCRIBER BANK DETAILS (All bank details are mandatory except MICR Code.) (Please refer to Sr no. 4 of the instructions)

You want to change Bank details of: Tier I Tier II  
(In case you want to change bank details in both Tier I & Tier II Account, tick both check box)

Tier I Account : Savings A/c Current A/c

Bank A/c Number  
Bank Name  
Branch Name  
Branch Address PIN Code  
Bank MICR Code IFS Code

Tier II Account: If same as Tier I, Please Tick (✓) else, provide the details below:

Savings A/c Current A/c  
Bank A/c Number  
Bank Name  
Branch Name  
Branch Address PIN Code  
Bank MICR Code IFS Code

**S. SUBSCRIBERS NOMINATION DETAILS** (Please refer to Sr. No. 5 of the instructions)

You want to change Nomination details of: **Tier I**  **Tier II**   
 (In case you want to change nomination details in both Tier I & Tier II Account, tick both check box)

**Tier I Account :**

Name of the Nominee (You can nominate up to a maximum of 3 nominees and if you desire so please fill in Additional Nomination Form provided on page no. 4 & 5 separately)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship with the Nominee \_\_\_\_\_ Date of Birth (In case of Minor) / /

Nominee's Guardian Details (in case of a minor)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Tier II Account : If same as Tier I, Please Tick (✓) else, provide the details below:**

Name of the Nominee (You can nominate up to a maximum of 3 nominees and if you desire so please fill Additional Nomination Form provided on pages 4 & 5 separately)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship with the Nominee \_\_\_\_\_ Date of Birth (In case of Minor) / /

Nominee's Guardian Details (in case of a minor)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Section B – Request for Reissue of I-PIN/T-PIN** (Not Applicable for NPS-Lite Subscriber)

I hereby request you to reissue the following

T-PIN  I-PIN

**Section C – Request for Reissue of PRAN card.**

Reissue of T-PIN, I-PIN and reissue of PRAN card will be chargeable to Subscriber/employer by CRA. PRAN Card will be re-printed as per the preference given at the time of registration under NPS.

I _____ the applicant, do hereby declare that the information provided above is true to the best of my knowledge & belief. Date: / /	Signature/Thumb Impression* of the Subscriber
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**To be filled by POP / POP-SP**

KYC Compliance : Yes   
 KYC document accepted for identify proof : \_\_\_\_\_  
 KYC document accepted for address proof : \_\_\_\_\_  
 Copy of PAN card submitted : Yes  No   
 PAN Compliance : Yes

POP / POP-SP Seal	<p style="text-align: center;"><b>Signature of Authorized Signatory</b></p> <p>Name : _____ Place : _____                  Designation : _____ Date : / /</p>
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### ADDITIONAL NOMINATION FORM INSTRUCTIONS FOR FILLING IN THE FORM

The details of nominees to whom the outstanding pension wealth of the Subscriber is payable in case of the demise of the Subscriber before entire proceeds are withdrawn is to be provided hereunder (Please refer instruction no. 5). Also, please note that in case of demise of the Subscriber after opting for deferred withdrawal, all the outstanding pension wealth present in the NPS account of the Subscriber shall be withdrawn upon receiving the request and paid to the nominees as mentioned in this form and the same would be treated as full and final discharge of the obligation.

I hereby submit the Nomination details for (Please Tick (-)) Tier I  Tier II  account under NPS  
(Please Tick on above both the option (i.e. Tier I and Tier II) in case you want to retain same nomination for both account and in case of different nomination kindly fill separate Nomination Form)

I, \_\_\_\_\_ hereby nominate the person(s) mentioned below who is/are member(s) of my family to receive the amount in my PRAN account under National Pension System in the event of my death

**1. Name of the Nominee:**

1st Nominee	2nd Nominee	3rd Nominee
First Name	First Name	First Name
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

**2. Present Communication address of the nominees:**

Address of 1st Nominee	Address of 2nd Nominee	Address of 3rd Nominee

**3. Date of Birth\* (Only in case of a minor):**

1st Nominee    /    /    /    /    /    /	2nd Nominee    /    /    /    /    /    /	3rd Nominee    /    /    /    /    /    /
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**4. Relationship with the Nominee:**

1st Nominee	2nd Nominee	3rd Nominee

**5. Percentage Share:**

1st Nominee                    %	2nd Nominee                    %	3rd Nominee                    %
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**6. Nominee's Guardian Details (Only in case of a minor):**

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name	First Name	First Name
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

Signature/ Thumb Impression\* of the Subscriber

\*Note: Left thumb Impression in case of illiterate male Subscriber and Right thumb Impression in case of illiterate female subscriber must be obtained.

TO BE FILLED/ATTESTED BY POP-SP/DDO/NL-CC

I/We certify that the above declaration and nomination details has been signed / thumb impressed before me by Sh/Sm/Ms \_\_\_\_\_ after he / she have read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber Stamp of the POP-SP/DDO/NL-CC

Signature of the Authorised Person

POP-SP/DDO/NL-CC Registration Number \_\_\_\_\_  
(Allotted by CRA)

Designation of the Authorised Person : \_\_\_\_\_

POP-SP/DDO/NL-CC Office Name : \_\_\_\_\_

Date 

d		d		m					
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TO BE FILLED/ATTESTED BY POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO

POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO Registration Number  
(Allotted by CRA): \_\_\_\_\_

Rubber Stamp of the POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO

Signature of the Authorised Person