

No. Fin (TR) B (10) 1/2016 12558
Government of Himachal Pradesh
"Finance Department"
Treasuries, Accounts and Lotteries.

223
16/8/2017

From Additional Chief Secretary (Finance) to the,
Government of Himachal Pradesh.

To All Heads of Departments in
Himachal Pradesh.

Dated Shimla-171009 the 11th August 2017.

Subject: - Regarding Maintenance of NPS Form Record.

Sir,

This is in continuation to this department letter no Fin (TR) B (15)-8/2012-III Dated 22nd May 2015 vide which it had been decided that DDOs shall maintain record of CSRF, S2, all exit forms & other correspondence with CRA, NSDL in service book of the each employee subscribing to NPS. Each such entry in the service book will be countersigned by the concerned TO/DTO.

It is decided that in addition to these records, the changes made through S7 form, partial withdrawal claims and cases where individuals are shifting from NPS to GPF (EWC form) shall also be recorded in service book and invariably countersigned by concerned TO/DTO

It is requested that all DDOs under your jurisdiction may be directed to adhere to the above instruction regarding maintaining service book of NPS employees.

Yours' faithfully

(D.D Sharma) I.A.S

Special Secretary (Finance)-Cum-Director,
Treasuries, Accounts & Lotteries,
Shimla, H.P.

Endst. No. Fin (TR) B (10) 1/2016

Dated Shimla-9, the 11th August 2017

✓ Copy forwarded to All District Treasuries Officers/Treasuries Officer, Kaza/Pangi, with the direction that copies of forms viz. CSRF-I, S2, S7, Partial withdrawal, EWC (NPS to GPS) withdrawal requests etc. shall invariably got pasted & signed in service book of the employee by the DDO. These entries shall also be countersigned by TOs/DTOs before taking further action in such cases.

(D.D Sharma) I.A.S

Special Secretary (Finance)-Cum-Director,
Treasuries, Accounts & Lotteries,
Shimla, H.P.

Copy forwarded to _____
for information and necessary action at your end please.

DDO codes _____

District Treasury Officer
Capital Treasury Shimla-2

**Directorate of Higher Education
Himachal Pradesh**

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla – 171001 the
Copy for information and further necessary action is forwarded to :-

25/8/2017

1. The Addl. Chief Secretary (Finance) to the Govt. of Himachal Pradesh w.r.t. letter No.Fin (TR) B (10) 1/2016 /2558 Dated 11.08. 2017 for information please.
2. The Addl. Director of Hr. Education, (School), H.P.
3. The Joint Director of Hr. Education (Admn.), H.P.
4. The Joint Director of Hr. Education, C-I / C-II, H.P.
5. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
6. The OSD(C)/ OSD(Skt.) Directorate of Hr. Education, H.P.
7. The DDO, Directorate of Hr. Education, H.P.
8. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
9. All the Principals of Govt. Degree Colleges/GCTE Dharamshala & Skt. in the H.P.
10. All the Deputy Directors of Hr. Education, H.P. with the remarks that to take further necessary action in the matter accordingly.
11. The PS to the Director of Higher Education, H.P.
12. All the Branch Officer / Superintendent Establishmenrt Branch, Directorate of Higher Education H.P. with the remarks that to take further necessary action in the matter accordingly.
13. **The Superintendent Computer Cell, Dte. of Hr. Education, H.P with the direction to upload the said orders on the deptt. Website.**
14. The Group Commander, GP HQ, Shimla -4.
15. The Chief Librarian, Center State Library Solan.
16. All the District libraries in the H.P.
17. All the NCC units in the Pradesh.
18. All the Principals in the Govt. Sr. Secondary Schools in H.P.
19. All the Headmaster in the Govt. High Schools in HP.
20. Guard File.

26 AUG 2017



**Director Higher Education
Himachal Pradesh**