



ASSAM POWER DISTRIBUTION COMPANY LIMITED
(Registered Office: Bijuloo Bhawan, Paltanbazar, Guwahati-781001)

No.APDCL/ACT/MISC/15-16/1/20

Dated, 16-08-2017.

To

All DDOs,
APDCL .

Sub : - Timelines for submission of monthly NPS Contribution details.

NPS Section APDCL acting as Point of Presence(POP) NSDL mainly rely on NPS contribution schedules submitted by Drawing and Disbursement Offices(DDO). NPS contribution schedules are prepared based on salary payment details. Therefore, a timeline has been fixed for submission of properly filled NPS contribution schedules at this end within 10th of every month so that POP can prepare Subscriber Contribution file,upload the file into the system and transfer the required fund within the same month of NPS deduction.

NPS contribution schedules may be presented to POP through online or offline mode. For easing the process we are providing one e-mail id as updatenps@gmail.com for submission of details. The details submitted through online mode is required in the following two formats:

- 1) Details in Excel sheet as per Annexure-IV format, soft copy. (Format enclosed)
- 2) A duly signed copy of the above mentioned Annexure-IV format & a forwarding copy in pdf/jpg etc format, addressed to the AGM(F&A)NPS regarding submission of NPS schedule for the month.

Physical form of the monthly NPS contribution schedules is also required to be submitted at this end.

Yours Faithfully

Authorised Signatory(NPS)&AGM (F&A), NPS
O/O the Chief General Manager (F&A)
APDCL, Bijuloo Bhawan
Paltanbazar, Guwahati-01.

Memo No. APDCL/ACT/MISC/15-16/1/20

Dated, 16-08-2017

Copy to:-

- 1) The P.S. to the Managing Director, APDCL, Bijuloo Bhawan, Guwahati-01, for favour of kind information of MD.

Authorised Signatory(NPS)&AGM (F&A), NPS
O/O the Chief General Manager (F&A)
APDCL, Bijuloo Bhawan
Paltanbazar, Guwahati-01.

FORMAT OF SCHEDULE OF COMPANY SERVANT'S CONTRIBUTION TOWARDS TIER-I & TIER-II OF THE NEW PENSION SCHEME

NAME OF THE OFFICE .

NPS SCHEDULE FOR THE MONTH OF

S.L.N O	PRAN	NAME OF COMPANY'S EMPLOYEE	DESIGNATI ON	Date of Joining	Date of Retirement	PAY	GRADE PAY	TOTAL BASIC	Dearness Allowance	TOTAL	TIER-I		TIER-II TOTAL	VOUCHER NO. & DATE	BANK A/C NUMBER	REMARKS	
											CURRENT CONTRIBUT ION	ARREAR CONTRIBUT ION					

** Name of employees to be presented in Block letters & Alphabetical order irrespective of designation.
Avoid Shri/Smt/Md,etc if it is not the part of actual name.

SIGNATURE & SEAL

Assistant Manager(F&A)/ACCOUNTS OFFICER etc

Chief Executive Office/Assistant General Manager etc