

FREQUENTLY ASKED QUESTIONS (FAQ) ON THE NATIONAL PENSION SYSTEM (NPS)

- A. NPS Registration process for new joiners**
- B. Procedure for NPS Subscriber Shifting**
- C. Procedure for Change in Personal Details of Subscriber**
- D. Procedure for Change in Bank Account Details of Subscriber**
- E. Procedure for Withdrawal from NPS**
- F. Procedure for Exit from NPS**

A. NPS Registration process for new joiners:

If an individual joining the institute is not yet registered under the National Pension System (NPS), they must follow the steps below:

1. Online Registration:

The individual should apply online to subscribe to the NPS. The link is hereby given:

<https://enps.nsdl.com/eNPS/NationalPensionSystem.html#>

2. Submission of Printed Form:

After completing the online registration, the printed copy of the filled-in NPS Subscriber Registration Form along with supporting documents like Joining letter, PAN Card, Aadhar/ Voter I Card, first page of bank account passbook/ statement etc. must be forwarded to the Accounts Section through the concerned Establishment section:

- Establishment I – for faculty members
- Establishment II – for non-faculty staff

3. Supporting Documents:

The following documents must be submitted along with the online generated NPS registration form:

- i) A copy of the joining notification,
- ii) Valid KYC documents- Aadhar Card/ Voter I Card
- iii) first page of bank account passbook/ statement
- iv) PAN Card

B. Procedure for NPS Subscriber Shifting:

If an employee has already enrolled in the National Pension System (NPS) prior to joining the institute, the following steps should be followed:

1. Offline Submission:

The individual must complete the NPS Subscriber Shifting Form (ISS Form) offline to be downloaded from the following link:

[https://www.npscra.nsdl.co.in/download/government-sector/central-government/forms/Inter-Sector-Shifting\(ISS\)-Form.pdf](https://www.npscra.nsdl.co.in/download/government-sector/central-government/forms/Inter-Sector-Shifting(ISS)-Form.pdf)

a) **Details of DDO of the Institute:** During the filling of NPS Shifting form, the details of the DDO with which the PRAN will be associated after shifting is as follows:

DDO Registration No	CGV012679C
DDO Name	IIT (Institute Employees), Delhi

2. **Forwarding the Form:**

The completed form, along with the required documents, should be forwarded to the Accounts Section through the concerned establishment section:

- i) Establishment 1 – for faculty members
- ii) Establishment 2 – for non-faculty members

3. **Required Documents:**

The following supporting documents must be submitted:

- i) A copy of the joining notification,
- ii) Valid KYC documents- Aadhar Card/ Voter I Card
- iii) first page of bank account passbook/ statement
- iv) PAN Card

C. **Procedure for Change in Personal Details of Subscriber:**

If a subscriber wishes to change the nominee in their NPS account, the following steps must be followed:

1. **Form Submission:**

The subscriber is required to fill out the **Request for change/correction in Subscriber Master Data form (S2 Form)**. The form may be downloaded from the following link :

[https://npscra.nsdl.co.in/download/non-government-sector/all-citizens-of-india/forms/S2-Subscriber Details Change.pdf](https://npscra.nsdl.co.in/download/non-government-sector/all-citizens-of-india/forms/S2-Subscriber%20Details%20Change.pdf)

2. **Supporting Documents:**

The completed form, along with **KYC documents** of the new nominee, must be submitted.

3. **Forwarding the Documents:**

The form and supporting documents should be forwarded to the **Accounts Section** through the concerned Establishment Unit:

- 1. Establishment I – for faculty members
- 2. Establishment II – for non-faculty staff

D. Procedure for Change in Bank Account Details of Subscriber:

If a subscriber wishes to change the bank details mentioned in their NPS account, the following steps must be followed:

1. Form Submission:

The subscriber is required to fill out the **Request for change/correction in Subscriber Master Data form (S2 Form)**. The form may be downloaded from the following link :

[https://npscra.nsdl.co.in/download/non-government-sector/all-citizens-of-india/forms/S2-Subscriber Details Change.pdf](https://npscra.nsdl.co.in/download/non-government-sector/all-citizens-of-india/forms/S2-Subscriber%20Details%20Change.pdf)

2. Supporting Documents:

The duly signed completed form, along with **new bank details must** be submitted to Accounts Section. This should ensure that the only bank account should be registered in which salary is being credited. The request for other than salary bank account will not be considered.

E. Procedure for Withdrawal from NPS:

3. Eligibility for Partial Withdrawal:

A subscriber is eligible for making a partial withdrawal request only if he has been an NPS subscriber for at least 3 years (from date of joining the scheme).

1. Frequency and Limits of Partial Withdrawal:

- A subscriber can withdraw up to a maximum of 3 times during the entire tenure of NPS account.
- A subscriber can withdraw up to 25% of the contribution in NPS at any time, excluding those made by the employer.

2. Circumstances for Partial Withdrawal:

The partial withdrawal request can be made for the following purposes:

- Higher education for the children, including legally adopted child.
- Marriage of children, including legally adopted child.
- Purchase or construction of a residential house or flat in your name or joint name with your legally wedded spouse.
- Specified illness that involves hospitalization and treatment, either of yourself or your legally wedded spouse, your children (including those legally adopted), or dependent parents.
- Meeting expenses for skill development or re-skilling, or any other self-development activities as permitted by PFRDA.
- Meeting medical and incidental expenses arising out of a disability or incapacitation suffered.
- Establishment of venture or start-up, as permitted by PFRDA guidelines.

There are 14 specific diseases covered for partial withdrawal, including other critical illness of life-threatening nature as may be mentioned in circulars, notifications or guidelines issued by PFRDA at different points in time. These include:

- Cancer
- Primary pulmonary arterial hypertension
- Kidney failure (end stage renal failure)
- Multiple sclerosis
- Major organ transplant
- Coronary artery bypass graft
- Aorta graft surgery
- Heart valve surgery
- Stroke
- Myocardial infarction
- Coma
- Total blindness
- Paralysis
- Accident of a serious and life-threatening nature

3. How much subscriber can withdraw when making second or third partial withdrawal:

For subsequent partial withdrawals, a subscriber can withdraw an amount not exceeding 25% of his own incremental contribution made to PRAN since the date of previous partial withdrawal.

4. What documents are required for making a partial withdrawal request:

A subscriber is required to submit his/her Partial Withdrawal from NPS form along with a self-declaration stating the purpose of such withdrawal to the Accounts section through the appropriate establishment.

F. Procedure for Exit from NPS:

1. NPS Exit Referenced Table

The details of procedures for Exit from NPS are being elaborated in the following referenced table :

Premature Exit / Voluntary Retirement (Exit before 60 years/Superannuation)	Normal exit (60 years or beyond /Superannuation)	Unfortunate Death before normal exit / 60 years or Superannuation
a. Complete (100%) Lump sum withdrawal allowed if the corpus is equal to or below ₹ 2.5 Lakh.	a. Complete (100%) Lump sum withdrawal allowed if the corpus is equal to or below ₹ 5 Lakh.	a. Complete (100%) withdrawal for corpus to nominees/legal heirs if the corpus is less than or equal to ₹ 5 Lakh. However, the nominees can opt for annuity if desired.

Premature Exit / Voluntary Retirement (Exit before 60 years/Superannuation)	Normal exit (60 years or beyond /Superannuation)	Unfortunate Death before normal exit / 60 years or Superannuation
b. If the corpus higher than ₹ 2.5 Lakh, at least 80% of the accumulated pension wealth has to be utilized for purchase of an Annuity providing for monthly pension to the Subscriber and the balance 20% is paid as lump sum to the Subscriber. c. Subscribers can opt and encouraged to continue in NPS under All Citizens Model post carrying out Inter Sector Shifting (ISS).	b. If the corpus is more than ₹ 5 Lakh, at least 40% of the accumulated pension wealth of the Subscriber has to be utilized for purchase of an Annuity providing for monthly pension to the Subscriber and the balance 60% is paid as lump sum to the Subscriber. c. In case of death after 60 years / superannuation) 60% lump sum will be paid to the nominees and 40% for default annuity by dependents.	b. If the corpus is higher than ₹ 5 Lakh, at least 80% of the accumulated pension wealth of the Subscriber has to be utilized for purchase of default Annuity by dependents and the balance 20% is paid as lump sum to the nominee/legal heir. c. If none of the dependent family members (spouse, mother & father) are alive, the Corpus i.e. 80 % has to be returned to the surviving children of the Subscriber and in the absence of children, to the legal heirs.
Unfortunate death of NPS Subscriber post payment of the lump sum but annuity not issued.	a. Default annuity is to be bought by the dependents in the case of Govt sector. If none of the dependent family members (spouse, mother & father) are alive, the Corpus has to be returned to the surviving children of the Subscriber and in the absence of children, to the legal heirs. b. For Non-Govt sector, annuity as per the choice is to be availed by spouse/dependents. Complete (100%) lump sum withdrawal or annuity or lump sum withdrawal & annuity as per the choice is to be availed by spouse/dependents.	

2. Exit & withdrawal due to disability and in-capacitation

If the employer certifies that the Subscriber has been discharged from the services of the concerned office on account of invalidation or disability, in such case, exit shall be handled as superannuation.

3. Deferment/Continuation under NPS

Continuation of NPS account	Deferment of Withdrawal
a. Subscriber can opt to continue in NPS till 75 years of age and also deposit contributions to avail exclusive tax benefits. b. All the facilities and options of normal NPS account like access to CRA system, option to switch fund managers and assets class etc. provided. c. Subscribers can exit from NPS and start pension anytime during the period of continuation.	a. Subscriber can defer his withdrawal with multiple options ▪ Defer only Lump sum withdrawal ▪ Defer only Annuity ▪ Defer both b. Subscriber can opt to defer the lump sum up to the 10 years. c. Annuity can be deferred for 3 years.
Note : i. If the Subscriber has opted for deferment, Subscriber will not be able to contribute. However, if Subscriber has opted for continuation, he/she will be able to contribute in NPS. ii. CRA Account maintenance charges need to be borne by the Subscribers post deferment/continuation, if the charges were borne by the employer earlier.	