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Circular

No.- A/1/16/04-16/05/2023-24

Date:- 27/02/2024

To,

The Officer-In-Charge,

All Sub offices/sections

Sub:- Guideline for adjustment/clearance of amount booked under NPS Code Heads.

During the review of sectional compilation for the FY 2023-24, it is observed that sub offices/sections booked NPS amount under code head 016/04 & 016/05 but these code heads have not been cleared by remitting the amount to trustee bank on monthly basis.

2) In this regard the guideline/instructions are as follows -

- a) The amount recovered on account NPS is compiled as (+)RT and on payment to Trustee bank, the same as compiled as (-)RT under above Code Head.
- b) It is to be ensured that the amount compiled under above Code Heads are cleared by remitting the amount to trustee bank on monthly basis and **no amount remains outstanding under these Heads at the end of month. All the amount compiled under NPS heads 016/04 & 016/05 must be transferred to NSDL before closing of the FY 2023-24.**
- c) However, if any amount is left out for remitting to Trustee Bank at the end of financial year due to want of PRAN No. or any other reasons, this amount should be transferred to Miscellaneous Suspense Head 00/020/61 as (+) RT and on receipt of the required details the Miscellaneous Suspense Head is relieved in the following year by operating prefix category code "77" to 020/61 as (-) RT.

Ar. Anil Kumar

ACDA (Accounts)

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Sr. AO (Accounts)