



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN

18-संस्थागत एरिया, शाहीद जीत सिंह मार्ग

18-INSTITUTIONAL AREA,

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F.No.110126125/2012/KVS-NPS/PF

Dated 06.11.2013

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices & ZIETs

Subject : Regarding withdrawal from the NPS on death of by the employees who have been allotted PRAN and their contribution uploaded to NSDL.

Sir/Madam,

The Pension Fund Regulatory and Development Authority (PFRDA) has now provided the interim procedure for withdrawal requests of employees arising out of the subscriber's death. The PFRDA approved Withdrawal Form 103GD with Form 401AN (Annexure) alongwith supporting documents are enclosed as annexure (Annexure-B). You are requested to follow the process as advised by PFRDA. The Withdrawal Form 103GD with Form 401AN (Annexure) alongwith the supporting documents are to be submitted through to the Exceptional Handling Cell – CRA.

Kindly Note - "PAO/DDO has to attest copy of ID and Address proof (KYC) documents after verifying it with the original document and should write "verified with original" with his/her signatures and stamp on the copy. Further, claimant has to self attest the proof of bank details".

Yours faithfully,

(M. Arumugam)
Joint Commissioner (Fin.)

Enclosure - As above.

Copy to The Assistant Commissioner (EDP Cell) KVS (HQ) New Delhi for information and to display the letter alongwith its enclosures in the web site of KVS(HQ), (Finance/NPS) please.

Joint Commissioner (Fin.)

Section B – Details of the Claimant (person entitled to receive claim proceeds under the policy):

1. Name of the Claimant

First Name*	Middle Name	Surname/last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Claimant's current communication Address:

Flat/Unit No, Block no* _____

Name of Premise/Building/Village _____

Area/Locality/Taluka _____

District/Town/City* _____

State / Union Territory* _____

Country* _____ Pin Code* _____ Email ID: _____ Mobile No. _____

3. Date of Birth of the Claimant (DDMMYYYY):

4. Relationship with the Subscriber*:
 (e.g. If claimant is son, claimant should fill the relationship as 'Son')

5. Claimant's Guardian Details*(only in case of a minor):

First Name*	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section C – Claimant's Bank Details(Please refer General Instruction no.6):

1. Bank Details of the Claimant:

1. For Electronic transfer or Direct Credit through ECS/NEFT/RTGS, Proof attached for Bank Details*:

Cancelled Cheque Bank Certificate

2. Type of Bank Account*: Savings A/c Current A/c

3. Bank A/c Number*

4. Bank Name*

5. Bank Branch*

6. Bank Address*

7. Pin Code * **8. Bank IFS Code***

9. Bank MICR Code (Wherever applicable)

Declaration:

I/We (as mentioned below), the nominee(s)/legal heir(s)/guardian of minor nominee(s) or minor heir(s) of NPS Subscriber Shri/Smt./Ms. _____ do hereby declare that the information provided above is true to the best of my/our knowledge and belief.

<p>Claimants Signature (Signature of guardian in case the claimant is a minor)</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p style="text-align: center;">Signature/Left Thumb Impression*</p>	<p>Name of the Claimant or of guardian</p> <hr/> <p>Date : <table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> D D M M Y Y Y Y </p>											<div style="border: 1px solid black; padding: 5px; text-align: center;"> Self attested photograph of the Claimant /guardian </div>

TO BE FILLED/ATTESTED BY DDO/POP-SP

Certified that the above declaration and details has been signed / thumb impressed before me by Sh./Smt./Ms. _____ after the nominee(s)/legal heir(s)/guardian of minor nominee(s) or minor heir(s) has read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber Stamp of the DDO/POP-SP

Signature of the Authorised Person

DDO/POP-SP Registration Number _____
(Allotted by CRA)

Designation of the Authorised Person : _____

Date :

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 D D M M Y Y Y Y

DDO/POP-SP Office Name : _____

TO BE FILLED/ATTESTED BY PAO/DTO/POP/POP-SP

PAO/DTO/POP/POP-SP Registration Number (Allotted by CRA):

Rubber Stamp of the PAO/DTO/POP/POP-SP

Signature of the Authorised Person

**CLAIM FOR THE WITHDRAWAL OF ACCUMULATED PENSION WEALTH BY CLAIMANTS –
DUE TO THE DEATH OF THE SUBSCRIBER UNDER NATIONAL PENSION SYSTEM**

Advanced Stamped Receipt

Claimant / Guardian of the Claimant (if the claimant is minor)

Received a sum of Rs. /- (Rupees.....Only) from National Pension System / National Pension System Trust by deposit in my Saving Bank / Current account towards the settlement of National Pension System account of late Shri/Smt.....with PRAN Number

Affix 1 Rupee Revenue Stamp and sign across

Signature or Left/ Right hand thumb impression of the Nominee/Guardian*

Requirements submitted along with this form	Yes / No
Original PRAN Card	
In the absence of PRAN card, notarized affidavit	
Death certificate in original issued by local authorities	
Photo ID	
Address proof of the Claimant	
Date of birth proof of claimant	
Legal heir certificate	
Certified copy of family member's certificate issued by Executive Magistrate	
Cancelled cheque (containing nominee Name, Bank Account Number and IFS Code) or Bank Certificate	
Discharge Certificate from the employer (in case claim is lodged through a POP/POP-SP)	
Note: PFRDA reserves the right to call for additional requirements, if needed for establishing a valid claim under National Pension System.	

DECLARATION & AUTHORIZATION

I hereby declare that the information given on this death claim application form is true and complete to the best of my knowledge and belief. I hereby declare and agree that any personal information collected or held by the National Pension System (NPS) (whether contained in this application or otherwise obtained) is provided and may be held, used, and disclosed by the Company to individuals/organisations associated with the NPS or any selected third party (within or outside of India) for the purposes of processing this application.

Witness Signature _____

Claimant Signature _____

Name of the Witness _____
(in block letters, family name first)

Name of Claimant _____

Address of Witness: _____ Date: ___ / ___ / _____
DD M M Y YYY

Date: ___ / ___ / _____
D D M M Y YYY

ACKNOWLEDGMENT RECEIPT

Acknowledgment slip to the Claimant on receipt of completed application form for Withdrawal due to death of the subscriber
(To be filled by PAO/DTO/POP/POP-SP)

Received from PRAN :

PAO/DTO/POP/POP-SP Registration Number: _____ PAO/DTO/POP/POP-SP Office Name : _____

Received at: _____ Date : _____ Time: _____

Acknowledgement Number :
(Generated by CRA)

INSTRUCTIONS FOR FILLING UP THE FORM

1. All the columns in the form should be filled with black ink pen without any overwriting
2. Fields marked with (*) are mandatory.
3. The day on which CRA receives the confirmation of funds transferred to Subscriber's accounts; the PRAN will be deactivated in the CRA System.
4. Correct postal address, including the pin code should be provided
5. The literate claimant should sign the application form. In case of the claimant being illiterate, Left hand thumb impression by illiterate male claimant and Right hand thumb impression by illiterate female should be affixed in the claim form.
6. If the Nominee/ legal heir is minor, Bank account number should be in the name of nominee/ legal heir. Bank account's guardian should be same as mentioned in the withdrawal form.

Documents to be enclosed with the application:-

1. Death certificate in original of the deceased subscriber.
2. PRAN card in original. In case PRAN card is not available, a duly notarized affidavit as to the reasons of non-submission of the PRAN card is needs to be submitted.
3. Certified copy of family member's certificate issued by Executive Magistrate for cases where no nomination was registered with us.
4. Legal heir certificate when the claim is being made by.
5. Cancelled cheque (containing nominee Name, Bank Account Number and IFS Code) or Bank Certificate containing Name, Bank Account Number and IFSC code, for direct or electronic transfer.
6. A pre-signed receipt acknowledging the receipt of the proceeds by nominee/nominees/legal heir (as applicable)
1. Identification and address proof of the nominee or nominees, in case of multiple nominees. The photocopies of documents (Sr. No. a to h) and original document (Sr. No. i) that can be provided as identification and address proof are as mentioned below:
 - a) Ration Card with photograph and residential address
 - b) Bank Passbook with photograph and residential address
 - c) Credit Card with photograph, any other address proof like latest telephone bill, electricity bill in the name of the nominee.
 - d) Passport
 - e) Aadhar Card issued by UIAD
 - f) Voter's Photo Identity Card with residential address
 - g) Driving license with photograph and residential address
 - h) PAN card and any other address proof like latest telephone bill, electricity bill in the name of the nominee.
 - i) Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer and any other address proof like latest telephone bill, electricity bill in the name of the nominee (to be provided original)

In case if the address is not present on any of the above documents or differs with address provided in this form, proof in respect of current residential address like latest telephone bill, electricity bill in the name of the nominee should be submitted.

For the purpose of this document Pension Wealth means: The total amount of contributions made by the subscriber in the scheme plus the investment income derived from the investment of the contributions made by the subscriber from the date of joining of National Pension System till the date of execution of withdrawal request in the CRA System.

Annexure for Nomination Details

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 (Please refer general instruction no: 6) is to be provided hereunder. Also, please note that in case of demise of the subscriber after opting for phased withdrawal, all the outstanding pension wealth out of the phased lump sum withdrawal in the account of the subscriber will be 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 nominate the person(s) mentioned below who is/are member(s)/non-member(s) of my family to receive the amount that may stand to my credit in the National Pension System as indicated below, in the event of my death before that eligible accumulated pension wealth amount has become payable or having become payable or having become payable has not been paid.

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

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

1st Nominee					2nd Nominee					3rd Nominee				

4. Relationship with the Nominee*:

1st Nominee										2nd Nominee										3rd Nominee									

5. Percentage Share*:

1st Nominee					2nd Nominee					3rd Nominee				

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 _____.

Particulars	1 st Witness	2 nd Witness
Name		
Address		
Signature		

Signature/Left 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 DDO/POP-SP

Certified that the above declaration and nomination details has been signed / thumb impressed before me by Sh/Smt/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 DDO/POP-SP

Signature of the Authorised Person

DDO/POP-SP Registration Number _____
(Allotted by CRA)

Designation of the Authorised Person _____

Date :

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D D M M Y Y Y Y

DDO/POP-SP Office Name _____

TO BE FILLED/ATTESTED BY PAO/DTO/POP/POP-SP

PAO/DTO/POP Registration Number (Allotted by CRA). _____

Rubber Stamp of the PAO/DTO/POP/POP-SP

Signature of the Authorised Person

Documents to be enclosed with the application

1. List of documents acceptable as Proof Identity and Address for exit under NPS (for all variants):-

Sl. No	Proof of Identity (Copy of any one of the given below documents)	Proof of Address (Copy of any one of the given below documents)
a	Passport issued by Government of India.	Passport issued by Government of India.
b	Ration Card with Photograph.	Ration card with photograph and residential address.
c	Bank pass book or Certificate with Photograph.	Bank Pass book or certificate with photograph and residential address.
d	Voters Identity card with photograph and residential address	Voters Identify card with photograph and residential address.
e	Valid Driving license with photograph.	Valid Driving license with photograph and residential address.
f	PAN Card issued by income tax department.	Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.
g	Certificate of identify with photograph signed by a Member of Parliament or Member of Legislative Assembly.	Certificate of address with photograph signed by a Member of Parliament or member of Legislative Assembly.
h	Aadhar Card/letter issued by Unique Identification Authority of India.	Adhar Card/Letter issued by unique identification Authority of India Clearly showing the address.
i	Job Cards issued by NREGA duly signed by an officer of the State Government.	Job cards issued by NREGA duly signed by an Officer of the State Government.
j	Photo Identity card issued by Government Defence, Paramilitary and Police Departments.	Latest Electricity/Water bill in the name of the subscriber / Claimant and showing the address (Less than 6 months old).
k	Ex-Service Man Card issued by Ministry of Defence to their employees.	Latest Telephone bill in the name of the subscriber/ Claimant and showing the address (less than 6 months old).
l	Photo credit Card.	Latest property/house Tax Receipt (not more than one year old).
m	-	Existing Valid registered lease agreement of the house on stamp paper (in case agreement of the house on stamp paper (in case of rented/leased accommodation).
n	Identity card issued by Central /State government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.	The identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Schedules Commercial Banks, Public Financial Institution for their Employees.

2. In addition to the above, Original PRAN card is required. In case PRAN card is not available, the subscriber needs to submit a duly notarized Affidavit as to the reasons of non-submission of the PRAN card.
3. Cancelled cheque (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate Containing Name, Bank Account Number and IFS Code, if opted for direct credit or electronic transfer.
4. A pre-signed receipt acknowledging the receipt of the proceeds under NPS by the subscriber/claimant/nominee.
5. In case of Withdrawal of Accumulated Pension Wealth by Claimant/Nominee due to the death of a subscriber, the Claimant/Nominee needs to submit Death certificate in original of the deceased subscriber.

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