

**National Seeds Corporation Limited  
(NSC DCS Pension Trust)**

No.1-12/NSC/NSCDCSPS-Cir/2017-18

December 14, 2017

**CIRCULAR**

Under the NSC Employees Defined Contribution Superannuation Pension Scheme, it has been decided to adopt and follow the under mentioned procedure for final settlement of Pension dues of the officials who resigned / retired / deceased. Some of the old formats (now revised) and some new formats would be as under:

S. No.	Particulars	Relevant Form No.
1	Pension Registration Form	Pension Trust Form No.1
	Unconditional Consent of the employees for joining NSC DCS Pension Scheme.	Pension Trust Form No.1A
2	Monthly contribution report to be submitted to H.O.	Pension Trust Form No.2
3	Confirmation of Service particulars of resigned/retiring / deceased Employee.	Pension Trust Form No.3
4	Application for commutation	Pension Trust Form No.4
	-Annuity Purchase Form	Pension Trust Form No.4 A
	-RTGS request Form	Pension Trust Form No.4 B
5	Ex-employees who have Retired/resigned during the period from 01.04.2015 to 31.07.2016 and could not exercise the option of pension.	Pension Trust Form No.5
6	Lump-sum contribution under rule 1(X)(g) of the Pension Scheme	Pension Trust Form No.6

The following steps are to be taken:

**Pension Trust Form No.1:-** As soon as the employee joins the Corporation in the regular scales of pay and Office Order is issued in this regard Pension Registration Form- Pension Trust Form No.1 and Pension Trust Form No.1A should be filled in by the employee and submitted to Pension Trust through ROs/Farms /other administrative offices. Employees who have already submitted the earlier form need not to submit it again.

**Pension Trust Form No.2** is to be submitted by ROs and Farms on monthly basis latest by 5th of succeeding month positively. No correction would be entertained in the data once submitted and if any correction is there, that may be incorporated in next month report with proper remarks. The amount mentioned in the columns should not be in fractions and it should be in whole numbers. Always mention correct employee EPF Code Number.





**Pension Trust Form No.3** Service record as per Form Pension Trust Form No.-03 shall be issued to Secretary Pension Trust by HR Division, HO in respect of employees whose service record is maintained at HO and in respect of remaining employees it would be issued by the concerned RMs/ Head of the Farms.

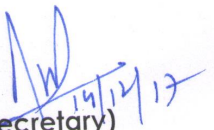
**Pension Trust Form No.4**- The retiring employee (member) shall require to submit the dully filled in Pension Trust Form No.4 , Form-4A and Form 4-B alongwith its attachment at the time of retirement to the Pension Trust, NSC, HO, New Delhi through concerned RMs/Head of the Farms / HODs.

**Pension Trust Form No.5**:- Pension to Ex-employees who retired during the period from 01.04.2015 to 31.07.2016 - Such ex-employees willing to join the scheme who were on the rolls of the Corporation as on 01.04.2015 may submit Form No. 5 also alongwith their (Employees) contributions towards Pension for the period from 01.04.2015 to 31.07.2016 or their date of retirement whichever is earlier through their respective Regional / Head Office / CSFs. The eligibility of the ex-employees shall be regulated by Circular No. 124(1)/13-HR/NSC dated 18.05.2016 on introduction of Contributory Pension Scheme in the Corporation. In case of resignation (excluding resignation covered under 'Technical formality clause) and Compulsory Retirement, removal, dismissal because of disciplinary proceedings etc., pension annuity would be based only on members contribution, if any, and interest accrued thereon. Therefore, the Corporation's contribution is not payable to such ex-employees.

**Pension Trust Form No.6**:- Lump-sum contribution under rule 1(X) (g) of the Pension Scheme- A retiring employee may be allowed to contribute a lump-sum amount to the fund at the time of their retirement. However such amount shall not exceed the amount of his/her retirement benefits (i.e. PF, gratuity and leave encashment) paid by the corporation to him at the time of retirement.

Keeping in view the above procedure, it is therefore requested that the above steps are to be taken with proper care immediately so that the retiring employees may get the benefit of pension scheme timely. All revised formats are enclosed herewith for reference and necessary action.

**Encl:- As-above.**

  
(Secretary)  
NSC DCSP Trust

**Distribution:-**

1. All the Regional Manager's/ Head of the Farms with the request to brought the content of the circular to the knowledge of all the employees working in their Region/ Farms.
2. The PS to CMD for information please.
3. The PS to Director (Fin.) for information please.
4. The PS/ PA to all the HOD's at NSC, New Delhi for information and with the request to brought the content of the circular to the knowledge of all the employees working in their Divisions.
5. Notice Board

**NSC EMPLOYEES DEFINED CONTRIBUTION SUPERANNUATION PENSION TRUST**

Beej Bhawan, Pusa Complex, New Delhi-110012.

**FORMAT FOR REGISTRATION OF EMPLOYEES IN PENSION SCHEME**

(All entries in capital letters only)

Name of the Employee					
Designation		EPF No.			
Name of the Region / Farm/ Centre					
Date of Birth		Date of Joining in NSC			
Address for communication					
Contact no. /Phone/Mob. No.					
E-Mail ID					
Bank A/C No.					
IFSC Code					
Name of the bank & Branch					
<b><u>NOMINATION</u></b>					
I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the NSC DCS Pension/Balance amount standing to my credit in the aforesaid Pension A/C, in the event of my death.					
S.No.	Name of the Nominee(s)	Nominee's relationship with the member	Date of birth in case of minor	Share of accumulations to be paid to each nominee	If the nominee is minor name and address of the guardian who may receive the amount during the minority of the nominee

**(Signature of the employee)**

**Witness:-** 1. \_\_\_\_\_

2. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**CERTIFICATE BY THE RM/HEAD-FARM/HOD**

Certified that the details given above / signature of the above employee has been verified by me.

Signature  
(Name & Desgn. of immediate superior with office seal)

**NSC EMPLOYEES DEFINED CONTRIBUTORY SUPERANNUATION PENSION  
TRUST  
BEEJ BHAWAN, PUSA COMPLEX, NEW DELHI-110012.**

**No. NSC/EPF-NSCDCSPS/2016-17**

**Date**

\_\_\_\_\_

**Unconditional Consent of the employees for joining National Seeds  
Corporation Defined Contribution Pension Scheme.**

I \_\_\_\_\_employee of the National Seeds Corporation working at \_\_\_\_\_having EPF no. \_\_\_\_\_ hereby give my unconditional consent for joining the NSC Employees Defined Contributory Superannuation Pension Scheme as amended from time to time. I further authorize the NSC to deduct employee share from my salary from the date of joining NSC at the rates decided from time to time.

I further declare that I hereby understand and undertake to comply with the rules of the NSC Employees Defined Contributory Superannuation Pension Scheme as amended from time to time and the applicable law in force administered by the Trust created by NSC for this purpose and decision of the Trustees shall be final and binding on the member of the scheme.

**Voluntary Contribution:-**

I further authorize the NSC to deduct and remit \_\_\_\_\_% of the BP + DA from my salary as Voluntary Contribution to the Scheme.

Signature\_\_\_\_\_

—

Name:-

Designation;-

EPF No.\_\_\_\_\_

Place of Posting;-

\_\_\_\_\_

Witness:-

1. \_\_\_\_\_

2. \_\_\_\_\_

**SERVICE PARTICULARS OF THE EMPLOYEE**  
**(To be provided by HR Section of RO/Farms/HO)**

- i) Name & Designation of the employee :
- ii) Date of birth :
- iii) Date of Joining in NSC :
- iv) Date of retirement/death, while in service /Resignation/VRS etc. :
- v) Vigilance status :
- vi) Confirmation of 15 years of service. :
- vii) In case of death, attested copy of death  
Certificate & succession certificate (if applicable):

In-charge HR Section  
(With seal)



**NSC Emp. Defined Contribution Superannuation Pension Trust**

Beej Bhawan, Pusa Complex, New Delhi – 110 012

**APPLICATION OF PENSION ON**

(Retirement/ Resignation/ Pre-matured retirement/ VRS/ Leaving service on account of Total Permanent Disablement or Sudden Disappearance/ Completion of tenure of Board Level Appointees)

\* Delete whichever is not required.

1. Name :
2. EPF code No. :
3. Address :
4. Date of Appointment :
5. Date of entry into the Scheme :
6. Date of exit:
7. Mode of exit (Specify) :  
\*(Retirement/ Resignation/ Pre-matured retirement/ VRS/ Leaving service on account of Total Permanent Disablement or Sudden Disappearance/ Completion of tenure of Board Level Appointees)
8. Date of Birth :
9. Details of Nominee :

Sl. No.	Name of Nominee	Address of Nominee	Relationship with Member	Date of Birth of Nominee \$	Proportion by which Pension will be shared

\$ (attach self-attested copy of date of birth of nominee)

10. Option to choose pension
  - i) Annuity for life
  - ii) Annuity for life with return of Capital (ROC)
  - iii) Annuity for 5 years certain & Life thereafter
  - iv) Annuity for 10 years certain & Life thereafter
  - v) Annuity for 15 years certain & Life thereafter
  - vi) Annuity for 20 years certain & Life thereafter
  - vii) Annuity for life increasing at a simplest rate of 3% p.a.
  - viii) Annuity for life with a provision for 50% of the annuity payable to the spouse on death of the annuitant
  - ix) Annuity for life with a provision for 100% of the annuity payable to the spouse on death of the annuitant

- x) Annuity for life with a provision for 100% of the annuity payable to the spouse on death of the annuitant with return of purchase price on death of last annuitant
11. Mode of payment of pension: \_\_\_\_\_ (Monthly/Quarterly/Half-Yearly/Yearly).
12. If you wish to transfer your annuity servicing to your nearest LIC Divisional Office please specify the area :  
\_\_\_\_\_
13. Mode of Annuity Payment: \* By Bank transfer or by Cheque.  
If by Bank transfer – attach ECS mandate form.

- Encls: 1. DOB Certificate of Nominee  
2. ECS Mandate form

(Signature of Member)

**To be completed by Head Office/Regional Office /Farms**

14. Remittance particulars after last schedule i.e. as on 31<sup>st</sup> March of the Preceding Year)

Month	Year	Employer Share of Contribution	Employee Share of Contribution
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

Asst Manager /AO/AAO (A/cs)

The particulars at Sl. No. 1 to 10 have been verified at our end and we certify that these are correct.

Regional Manager/ Director Incharge Farms/ DGM(HR)

Forwarded to:-

Secretary,  
NSC Emp. Defined Contribution Superannuation Pension Trust.



**Bank Authorization Letter**

I, ..... Son/Daughter/Wife of  
....., would like to receive the sums paid  
by LIC under Policy No. .... to me electronically in my Bank account,  
the details of which are as under:

Name	
Policy No.	
* Pan Card No.	
Permanent Address of the Member	
District	
Pin code	
State	
Telephone Number with STD Code	
Mobile No.	
Email Address	

**Bank Details**

Name of Bank	
Bank Branch (Full Address)	
\$Bank Account No.	
IFSC Code	

Encls: 1. \*Photo copy of Pan Card duly self attested.

2. \*\* Cancelled cheque.

*(If cheque facility is not available, kindly get the above authorization letter attested from concerned Bank).*

Signature \_\_\_\_\_  
Name of Member \_\_\_\_\_  
Emp. Code \_\_\_\_\_

**Details of Pension Contribution in respect of Ex-employees who retired during the period  
from 01.04.2015 to 31.07.2016**

Name of the Employee						
Designation				EPF No.		
Name of the Region / Farm/ Centre						
Date of Joining NSC				Date of Retirement/Resignation		
In case of Death, name of the Successor / Claimant with relation						
<b>Details of Pension Contribution and Corporation's share thereon</b>						
Month	Basic Pay	% of IDA	IDA Amt.	Total BP+DA	Ex-Employees Share of Pension Cont.@ 5% BP+DA	Remarks if any
April-2015						
May-2015						
June-2015						
July-2015						
Aug-2015						
Sep-2015						
Oct-2015						
Nov-2015						
Dec-2015						
Jan-2016						
Feb-2016						
Mar-2016						
April-2016						
May-2016						
June-2016						
July-2016						
<b>Total</b>						
<p>Please find enclosed herewith Ch./DD No._____ dated_____ amounting to Rs._____ drawn on _____towards my pension contribution from the period 01.04.2015 to 31.07.2016 / date of retirement as per details given above. I further declare that I hereby understand and undertake to comply with the rules of the NSC Employees Defined Contributory Superannuation Pension Scheme as amended from time to time and the applicable law in force administered by the Trust created by NSC for this purpose and decision of the Trustees shall be final and binding on the member of the scheme.</p> <p align="right">Signature of ex-employee_____</p> <p>Date _____</p> <p>Place_____</p>						
<b><u>CERTIFICATE</u></b>				<b><u>CERTIFICATE</u></b>		
<b>It is certified that above referred Pension Contribution particulars are correct and no recovery is due against the ex-employee.</b>				<b>It is certified that above referred service particulars are correct and no recovery is due against the ex-employee.</b>		
Signature Incharge (Accounts)_____				Signature Incharge (HR)_____		
Name:-				Name:-		
Designation:-				Designation:-		



**PENSION TRUST- FORM No.2**

Details of Pension Contributions of Employee and Employer for the Month of \_\_\_\_\_  
(Monthly Report to be submitted by Ros and Farms by 5th of succeeding month)

Name of RO/ Farm \_\_\_\_\_

S. N.	EPF No.	Name of Employee	Basic Pay+ DA	EMPLOYEES CONTRIBUTION				EMPLOYERS SHARE			Grand Total	Remarks
				Employee cont. 5% on BP+DA	Vol. Contr. If any	Arrears if any	Total Employee Cont.	Employers cont. 10% on BP+DA	Arrears of employees cont., if any	Total Employer cont.		
			(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	
1	2	3	4	5	6	7	8 (5+6+7)	9	10	11 (9+10)	12 (8+11)	13
1							0			0	0	
2							0			0	0	
3							0			0	0	
4							0			0	0	
5							0			0	0	
6							0			0	0	
7							0			0	0	
8							0			0	0	
9							0			0	0	
10							0			0	0	
11							0			0	0	
12							0			0	0	
13							0			0	0	
14							0			0	0	
15							0			0	0	
16							0			0	0	
17							0			0	0	
18							0			0	0	
		<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	