

To

1. All Chief Engineers
2. All FAs & CAOs in UHBVNL, Panchkula
3. Company Secretary, UHBVNL, Panchkula
4. LR/HPUs, Panchkula
5. All SEs in UHBVNL
6. All XENs in UHBVNL
7. Sr. A.O.s/A.Os in UHBVNL
8. Admn. Officers/Under Secs.
9. All Officers of BBMB & All XENs in Chandigarh Electricity Department

Memo No.344 /CAO/GPF/UH

Dated: 31.01.2020

**Subject: National Pension System (NPS) Instruction regarding Documents Upload Facility in "Online Exit Module" of CRA System.**

You are aware that Online Exit Module has been implemented in the CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) to facilitate online processing of exit claims due to Superannuation, Premature Exit and Death of NPS Subscribers. Further, It is mandatory to process the withdrawal claims in the online platform of CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) from April 1,2016 as per PFRDA guidelines.


Now, the Central Recordkeeping Agency (CRA) has provided a facility to the Subscribers/Nodal Offices in CRA System to upload scanned documents (Withdrawal Form and supporting documents) at the time of initiation of online withdrawal request. The uploaded scanned documents will be made available to the concerned Annuity Service Providers (ASP) which will expedite the process of issuance of annuity (pension) under NPS. The requirements for upload of documents are as follows:

1. **Withdrawal Form and all supporting documents need to be scanned in one file.**
2. **Only 'pdf' file type is allowed for upload**
3. **Maximum file size allowed is 2 MB**
4. **Only one pdf file can be uploaded**

Accordingly, it is advisable that the Subscriber's upload related scanned documents in the CRA system as part of initiation of online withdrawal request. **Further it is also informed that as per existing PFRDA guidelines of submission of Physical Documents (Withdrawal Form and supporting documents) to CRA for storage purposed will remain unchanged.**

These instructions be brought in the knowledge of all concerned for strict compliance. A copy of these instructions is also available on official website of UHBVNL for convenience of the employees.


This has been issued with the approval of Chief Accounts Officer, UHBVNL, Panchkula.

  
Accounts Officer/GPF  
for CAO, UHBVN, Panchkula

Endst No 344/A /CAO/GPF/NPS-13

Dated 31.01.2020

A copy of the forwarded to Xen IT, UHBVN, Panchkula with the request to upload the instructions on official website of UHBVNL

  
Accounts Officer/GPF  
for CAO, UHBVN, Panchkula

CC:

1. Chief Financial Officer, UHBVNL, Panchkula for kind information please.
2. CGM/Admn., UHBVNL, Panchkula for kind information please.
3. PA to CAO, UHBVNL, Panchkula for information to CAO please.