



HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

Subject: -

Implementation of Unified Pension Scheme
for All India Services (AIS) officers.

Enclosed please find herewith a photocopy
of letter No.Fin(Pen)A(3)-1/2025 dated 16-06-2025 alongwith its enclosures
received from Principal Secretary (Finance) to the Govt. of Himachal
Pradesh, Shimla on the subject cited above. He is requested to display above
letter on the official website of the department at the earliest please
Encl:As Above.


Registrar,
Himachal Pradesh, PWD,
Nigam Vihar, Shimla-2


The Executive Engineer (IT),
HP-PWD, Shimla-2

U.O.No. PWE-94-82(Misc)/28-ES-I- 4487

Dated:- 30-6-2025

No. Fin (Pen) A(3)-1/2025
Government of Himachal Pradesh
Finance (Pension) Department

Dated: the Shimla-171002, the 16th June, 2025.

OFFICE MEMORANDUM

Subject: Implementation of Unified Pension Scheme for All India Services(AIS) officers.

The undersigned is directed to say that the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, North Block, New Delhi has issued instructions for onboarding of the eligible AIS officers in the Unified Pension Scheme (UPS) under the National Pension System (NPS) w.e.f. 01.04.2025 vide letter No. 25014/01/2025-AIS-II (Pension) dated 30th April 2025. The Pension Fund Regulatory and Development Authority (PFRDA) has also issued instructions to regulate the Unified Pension Scheme vide Notification No. PFRDA-12/01/0001/2023-LEGAL dated 19th March, 2025.

Therefore, the following procedural guidelines are issued for the implementation of Unified Pension Scheme (UPS) for the AIS officers of the Himachal Pradesh Cadre, in continuation to this department O.M. No. Fin(Pen)A(3)-1/2009 dated 18th November 2009.

A. Procedure for opting the UPS by the existing NPS Subscribers (AIS officers)

1. Existing subscribers under the NPS, who are in service as on 01.04.2025, shall exercise Option for being covered under Unified Pension Scheme (UPS) by applying in Form-A2 and submit the same to the concerned Head of the Office (HOO) in triplicate.
2. The DDO of the concerned HOO shall verify the application, mention the DDO Registration No on the prescribed format, sign it and forward

it to the concerned District Treasury officer (DTO)/Treasury Officer (TO).

3. The concerned District Treasury Officer/Treasury Officer shall verify the DDO details, mention the DTO/TO Registration No. on the Form and return it back to the DDO.

4. The HOO shall then forward the duly filled and signed copy of the application to the following Authorities:

a) One copy to the Directorate of Treasuries, Accounts & Lotteries, HP being the State Nodal Office to process the application at the following address:

B-23, SDA Complex, Kasumpti, Shimla-171009 (email: dirtre-hp@nic.in)

b) One copy to the respective Cadre Controlling Authority (CCA) for making entries in the Service Book.

c) One copy is to be preserved in the respective office.

B. Procedure for opting the UPS by AIS Officers due for enrolment under NPS for the first time

1. AIS Officers, who are due for enrolment under NPS for the first time and willing to opt for the UPS, shall apply in Form-A1 along with KYC and Bank detail documents as prescribed therein and submit the same to the concerned Head of the Office (HOO).

2. The DDO of the concerned HOO shall verify the application, mention the DDO registration No. on the prescribed format, sign it and forward it to the concerned District Treasury Officer (DTO)/Treasury Officer (TO).

3. The concerned District Treasury Officer/Treasury Officer shall verify the DDO details, mention the DTO/TO registration No. on the Form and return it back to the DDO.

4. The HOO shall than forward the duly filled and signed copy of the application to the Directorate of Treasuries, Accounts & Lotteries, HP at the following address:

B-23, SDA Complex, Kasumpati, Shimla-171009 (email: dirtre-
hp@nic.in)

5. The HOO shall also intimate the respective Cadre Controlling Authority regarding the option exercised by the Officer for necessary entries in the Service Book.

6. One copy is to be preserved in the respective office.

C. Procedure for applying for NPS (Not Opting for UPS) by the newly joined AIS Officers

The existing procedure for application and enrolment under NPS by submission of the form CSRF-1 as detailed in O.M. No. Fin(Pen)A(3)-1/2009 dated 18.11.2009, will continue to be followed.

D. Guidelines for the DDOs & DTOs/TOs:

1. The employer contribution for the subscribers opting for UPS will be 10% of (Basic Pay + D.A.), i.e., equal to the employee contribution, 10% of (Basic Pay + D.A.).
2. The additional Govt. Contribution in the Pool Corpus under 'UPS' will be done by the Directorate of Treasuries, Accounts & Lotteries, HP, being Nodal agency for NPS/UPS.
3. In order to avoid shortfall in the accumulated "Individual Corpus (IC)", the DDOs shall strictly ensure to submit the salary & Govt. contribution bills related to the NPS/UPS Subscribers by the 20th day of the month to the concerned District Treasury Office/Treasury Office.
4. The District Treasury Office/Treasury Office will ensure to process the bills within 25th day of the month. This would ensure timely processing of the contributions by the Nodal Office so that the salary is disbursed

- on 1st working day of the succeeding month and funds can be transferred to the Trustee Bank Account on the next working day.
5. The last date of submitting the application for shifting from NPS to UPS by the existing subscribers under NPS will be 30th June 2025 (three months from 01.04.2025 as prescribed under PFRDA Regulations).
 6. The deduction of contributions & investments as per the modalities prescribed under UPS will be applicable from the month of July 2025.

By Order

Devesh Kumar, IAS
Principal Secretary (Finance) to the
Government of Himachal Pradesh

Endst. No.Fin(Pen)A(3)-1/2025

Dated: the


16th June, 2025

Copy forwarded for information and necessary action to:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. Additional Chief Secretary/Principal Secretary/Secretary (Home/Forest /Personnel), Cadre Controlling Authorities of the AIS Officers of the cadre of Himachal Pradesh.
3. The Divisional Commissioner, Shimla, Mandi and Kangra at Dharamshala Himachal Pradesh.
4. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi-110001.
5. All the Heads of Departments in Himachal Pradesh.
6. The Secretary to the Governor, Himachal Pradesh, Shimla-2
7. The Principal Accountant General (Audit) Himachal Pradesh, Shimla-171003.
8. The Principal Accountant General (A&E) Himachal Pradesh-171003.
9. The Principal Private Secretary-cum-Special Secretary to the Chief Minister, Himachal Pradesh, Shimla-2.
10. The Senior Private Secretary to the Chief Secretary, Himachal Pradesh, Shimla-2.
11. All the Deputy Commissioners in Himachal Pradesh.
12. The Secretary, Himachal Pradesh Public Service Commission Shimla-2.
13. The Registrar General, H.P. High Court, Shimla-171001.
14. All the District and Sessions Judges in the Himachal Pradesh.
15. The Sr. Private Secretary to the Chief Secretary to the Government of

Himachal Pradesh.

16. All the Universities/Corporation/Boards & Public Sector Undertakings- in Himachal Pradesh.
17. The Controller, Printing & Stationery Department, Himachal Pradesh, Shimla-171005, for publication in the Rajpatra.
18. The Controller (F&A), Personnel Department, H.P. Secretariat Shimla-2.
19. All the Controllers /Joint Controllers/Deputy Controllers/Asstt. Controllers/ Section Officers under control of Department of Treasuries, Accounts & Lotteries, H.P.
20. All the District Treasury Officers/Treasury Officers in Himachal Pradesh.
21. All Sections of the Finance Department, H.P. Secretariat Shimla-2.
22. The Incharge, NIC, H.P. Secretariat, Shimla-2 with the request to upload this notification on the State Finance Department's Website <https://himachal.nic.in/finance>.

 16th June 2025

(Saurabh Jassal, IAS)
Special Secretary (Finance) to the
Government of Himachal Pradesh.

Form A1

UNIFIED PENSION SCHEME (UPS) - SUBSCRIBER REGISTRATION FORM - Government Sector											
Exercise of Option to be covered under Unified Pension Scheme (UPS) and to avail its Benefits											
Name of CRA										Paste recent photograph of 3.5 cm x 2.5 cm size / passport size (Do not sign across / staple / clip)	
Print my PRAN in Hindi	Yes	No	If yes, please submit details as per Annexure I								
Select your category [Please tick (✓)]			Central Government								
To, National Pension System Trust Dear Sir/Madam,											
<p>I, _____ Son/Daughter of _____ Mr/Mrs. _____ having joined Central Government service on _____ and having read and fully understood the provisions of the Unified Pension Scheme (UPS) as notified by the Central Government vide notification F.No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025, as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS). Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable. I hereby request that an UPS account be opened in my name as per the particulars given below:</p> <p>* indicates mandatory fields. Please fill the form in English and BLOCK letters (Refer general guidelines at instructions page.)</p>											
1. PERSONAL DETAILS: (Refer Sr. No. 1 of the instructions) Use Annexure II if name exceeds the space provided below											
Salutation*	Shri		Smt		Kumari						
Applicant Name*											
Father's Name											
Mother's Name											
Orphan Status*	Yes		No								
Either Father's or Mother's name is mandatory* Select the name to appear											
<div style="display: flex; justify-content: space-between;"> on PRAN Card* Father's Name Mother's Name </div>											
Date of Birth*	d	d	m	m	v	v	v	v			
Place of Birth*											
Country of Birth*											
PAN*											
Applicant Gender*	Male	Female	Transgender	Marital		Unmarried		Married			
Legally wedded Spouse Gender (if married)*	Male	Female	Transgender	Legally wedded Spouse DOB (if married)*							
Legally wedded Spouse Name (if married)*											
Income Range (per annum)	Below 1 lac	1 lac to 5 lac	5 lac to 10 lac	10 lac to 25 lac	25 lac to 1 Cr	Above 1 Cr					
Please Tick if Applicable											
<div style="display: flex; justify-content: space-between;"> Politically exposed person Related to Politically exposed person (Refer instruction no. 1) </div>											
2. PROOF OF IDENTITY and ADDRESS (POI / POA)* (Any one of the following to be submitted)											
Passport	Passport Expiry Date										
Driving License	Driving License Expiry Date										
Government ID Card	Voter ID Card										
CKYC Number											
National Population Register											
Proof of possession of Aadhaar											
Provide last Four Digits. Redact or black-out first 8 digits of the Aadhaar number on submitted copy (Refer Sr. No. 2 of the instruction)											
3. ADDRESS DETAILS*											
Line 1											
Line 2											
V I L L A G E / C I T Y											

District		State/U.T.		PIN Code	
Country					
4. CONTACT DETAILS*					
Mobile*		Telephone with STD code			
Email ID*					
5. BANK DETAILS* (Proof to be submitted - Refer Sr. No. 3 of the instructions)					
Account Type		Saving A/c		Current A/c	
Bank A/c Number					
Bank Name		IFS Code			
I hereby declare that, the bank account detail provided are salary bank account.					
6. SELECTION OF PENSION FUND (PF) AND INVESTMENT CHOICE* (Refer Sr no. 4 of the instructions)					
Please Tick (✓) one		Default Pattern (pension funds and investment Pattern as determined by the Authority)			
		I would like to choose my Pension Fund and investment choice (Please select below)			
Pension Fund (Please Tick (✓) one)			Investment Choice (Please Tick (✓) one)		
Aditya Birla Sunlife Pension Mgmt Ltd		Axis Pension Fund Mgmt Limited		Active Choice (i.e. 100% in Govt Securities)	
DSP Pension Fund Managers Pvt Ltd		HDFC Pension Fund Mgmt Ltd		or	
ICICI Prudential Pension Funds Mgmt Co Ltd		Kotak Mahindra Pension Fund Ltd		Auto Choice	
LIC Pension Fund Limited		Max Life Pension Fund Mgmt Ltd		Conservative (LC25)	
SBI Pension Funds Private Limited		TATA Pension Management Private Ltd		Moderate (LC50)	
UTI Pension Fund Limited					
If no Pattern is chosen, the contributions will be invested as per default Pattern					
7. FATCA* (Foreign Account Tax Compliance Act) & CRS DECLARATION (Refer Sr no. 5 of the instruction):					
I am a tax resident of India and not resident of any other country		I am a tax resident of the country/ies mentioned below			
US Person		Yes		No	
Particulars		Country (1)		Country (2)	
Country/countries of Tax Residency				Country (3)	
Address in the jurisdiction for Tax Residence		Address Line 1			
		City/Town/Village			
		State			
		ZIP/Post Code			
Tax Identification Number (TIN)/Functional equivalent Number					
TIN/ Functional equivalent Number Issuing Country					
Validity of documentary evidence provided (Wherever applicable)		ddmm/yyyy		ddmm/yyyy	

I have understood the information requirement of the Form (read along with the FATCA / CRS Instructions and Terms & Conditions) and hereby confirm that the information provided by me/us on this Form is true, correct and complete and hereby accept the same.		Signature / Thumb Impression* of Applicant (refer instructions)	
8. DECLARATION BY APPLICANT* (Refer Sr no. 6 of the instructions)			
<p>I have read and understood the terms and conditions of the Unified Pension Scheme (UPS). The information and documents furnished by me are true and correct, to the best of my knowledge. Any changes in the information furnished by me shall be informed to CRA / NPS Trust. I understand that I shall be fully liable for submission of any false or incorrect information or documents.</p> <p>I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data/ details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.</p> <p>Declaration under the Prevention of Money Laundering Act, 2002</p> <p>I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering.</p>		<p>Signature / Thumb Impression* of Applicant</p> <p>(*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands)</p>	
Date		Place	
9. DECLARATION BY NODAL OFFICER (All *Mark fields are Mandatory)			
Employment Details (At the time of exercise of UPS option)			
Date of joining*		Date of Superannuation*	
Date of commencement of qualifying service*			
Employee Code/ID*			
Post (Optional)			
Group (Optional)	A	B (Gazetted)	B (non-Gazetted)
			C D E other
Service(Optional)	IAS	IPS	IFS
			Group A Group B other
Basic Pay*			
Pay Scale (Optional)			
Name of the office*			
Department*			
Ministry*			
DDO Registration Number*		PAO / CDDO / PrAO Registration Number*	

*Qualifying Service as defined in Regulation 2(k) read with Regulation 13 of PFMDA (Operationalisation of Unified Pension Scheme under NPS) Regulations, 2025.

It is certified that Shri./Smt./Kumari.....is employed in this office and the details provided in this subscriber registration form have been verified as per service record. The given address and officially valid documents (OVDs) of KYC are verified by this office. Also, it is further certified that he/she has read entries/entries have been read over him/her by us and got confirmed by him/her.

Name of DDO		Name of PAO	
Signature of DDO		Signature of PAO	
DDO Code No. (As per record in CRA System)		PAO Code No. (As per record in CRA System)	
Seal of DDO		Seal of PAO	
Date		Date	
Place		Place	

ACKNOWLEDGEMENT

Name of the Subscriber

Date of Receipt of

Application:

INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

General guidelines

- Please fill in legible handwriting to avoid errors. Do not overwrite. Corrections should be countersigned by the applicant. Applications incomplete in any aspect (or) if mandatory fields are left blank (or) with unclear photograph (or) not accompanied by required documents (or) not authenticated by the Nodal Office are liable to be rejected.
- Copies of documents submitted by the applicant should be self-attested.
- Applicant is advised to retain the acknowledgement slip signed / stamped by the designated nodal officer where they submit the application.

SI	Item No	Item Details	Instructions
1	1	Fathers Name, Mother's Name	(a) If the name has more than 30 digits, fill Annexure II for the same. (b) If the applicant is an Orphan, he/she may leave the fields blank. However, an official document to support the status to be submitted.
		Politically Exposed Person	Politically Exposed Person's (PEPs) are individuals who are or have been entrusted with prominent public functions such as heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials
2	2	Proof of Identity	If the applicant is submitting Aadhaar as proof of Identity, the first 8 digits of the Aadhaar number should be redacted / masked on the submitted copy.
3	5	Bank Details	For UPS account opening through physical form (FORM A1) bank details and documentary proof are mandatory. Please submit a cancelled cheque / copy of bank passbook / bank statement / bank certificate / letter from Bank containing applicant's Name, Bank Name, Bank Account Number and IFS Code.
4	6	Selection of Pension Fund (PF) & Investment Choice	Government employee/subscribers can exercise choice of Pension Funds and allocate their investments either in Asset Class 'G' under 'Active Choice' or in Life Cycle Funds - LC 50 or LC 25 under 'Auto Choice'. If no choice is provided, the contributions will be distributed among the default Pension Funds and investment pattern selected by the Government.

5	7&8	FATCA & CRS Declaration / Signature by Applicant	<p>Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India:</p> <ul style="list-style-type: none"> • Jurisdiction(s) of Tax Residence: Since US taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident for tax purpose in USA. • Tax identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number and resident registration number). • In case applicant is declaring US person status as 'No' but his/her Country of Birth is US, document evidencing Relinquishment of Citizenship should be provided or reasons for not having relinquishment certificate is to be provided. • In case applicant is declaring US person status as 'Yes', provide PAN and 'father name' in addition to details required under section 9 of form. • In case the applicant is unable to affix signature, Left Thumb Impression in case of male and Right Thumb Impression in case of female should be affixed and in case there is no hands, toe impression of the applicant to be provided. The thumb / toe impression should be attested by two persons, one of whom should be the designated nodal officer attesting the same under his/her official seal and stamp.
<p align="center">General Information for Subscribers</p> <p>a) The Subscriber can obtain the status of his/her application from CRA and respective Nodal Office.</p> <p>b) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated respective nodal office where they submit the application.</p> <p>c) For more information / clarifications, contact CRA: Website: Call: Address of CRA.</p>			

Annexures - Subscriber Registration Form for Government Sector applicants (Tick and fill applicable annexures below)	
Annexure I - Print PRAN Card in Hindi (Fill the details in Devanagari script)	
Applicant's First Name	
Middle Name	
Last Name	
Father / Mother's First Name	
Middle Name	
Last Name	
Annexure II - If Alphabets of name exceeded the space provided on page 1 of the application form	
Applicant's First Name	
Middle Name	
Last Name	
Father's First Name	
Middle Name	
Last Name	
Mother's First Name	
Middle Name	
Last Name	

Form A2

[See Regulation 4]

Exercise of Option by an eligible Central Government employee presently subscribed to National Pension System (NPS) for being covered under Unified Pension Scheme (UPS)

I, Son / Daughter of Mr. / Mrs. being a subscriber of NPS as on 01/04/2025 with permanent retirement account number (PRAN)....., having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS).

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder

Date: _____
Place: _____

Signature of Subscriber
Name _____

(To be filled and certified by the DDO based on Service records)

Employment Details (At the time of exercise of UPS option)	
Employee Code/ID	
Date of commencement of qualifying service (Qualifying Service as defined in Regulation 2(k) read with Regulation 13)	
Current month Basic Pay	
Non-Practicing Allowance (NPA), if applicable	
Schedule date for next increment	

Signature & Name of DDO		Signature & Name of PAO	
DDO Reg. No.		PAO Reg. No.	
Date:	Place:	Date:	Place:

Note/Instruction:

- The duly signed copy of this Form shall be kept by DDO in employee's service record and a copy of the same shall be provided to the employee for his record.
- DDO shall input the Head of Office verified data in the Central Record Keeping System and in case of physical submission of form by the subscriber, the DDO shall upload a copy of this duly signed option form. PAO shall authorise and approve the option exercised by the subscriber in the CRA system through their login.