

HIMACHAL PRADESH UNIVERSITY  
(NAAC Accredited 'A' Grade University)  
"General Provident Fund"

No.1-2/83-HPU(PF)Vol. X

Dated 24<sup>th</sup> July 2023

'CIRCULAR'

The Executive Council on the recommendation of Finance Committee vide item No.05 has approved the implementation of Old Pension Scheme also known as CCS (Pension) Rules 1972 for existing/retired employees who are/were covered under Contributory Pension Scheme on the analogy of employees covered under National Pension Scheme. All terms and condition mentioned in Notification No. Fin (Pen) A (3)-/2023 dated 04.05.2023 further adopted by H.P. University vide Notification No. 3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023 will remain same.

All existing/retired employees who are/were covered under the Contributory Pension Scheme(CPS) and those have already retired/died, between the period 15.05.2003 to 31.03.2023 and eligible family member of deceased employee who fulfil the eligibility criteria under CCS(Pension) Rules, 1972, shall exercise an option for the same on the prescribed format at **Annexure-II** and submission of an undertaking at **Annexure-III**, duly notarized, The employer share alongwith interest earned thereon shall be transferred to the HPU Pension Corpus Fund and employees share alongwith interest to GPF Account of concerned employees.

In view of the above, all concerned are hereby directed to submit their option within stipulated period and if option is not received within the stipulated period, in that case, the subscriber will deemed to be covered under NPS as per provision of H.P Govt. Notification No.Fin(Pen) A(3)-1/2009 dated 19.07.2019 vide which it has been ordered that the Contributory Pension Scheme made applicable to all Government employees appointed on or after 15<sup>th</sup> May, 2003 vide Notification No. Fin(Pen) A(3)-1/96 dated 15.05.2003 shall be deemed to be National Pension System from the 15<sup>th</sup> May,2003

Encl: As Above

  
Finance Officer

Endst.No. Even

Copy forwarded for information and necessary action to:

1. The Dean of Studies/DSW/Chief Warden, H.P.University Shimla-5.
2. All the Deans of Faculty, Dean-cum-Director, CDC/Dean, Planning & Teachers Matters, HPU, Shimla-5.
3. All the Chairmen/Chairpersons, Teaching Deptts, HPU Shimla-5.
4. The Director, ICDEOL/Phy. Ed./UIT/HRDC/PECC/PRC/DIS/AERC H.P.University, Shimla-5.
5. The Director, UCBS/UJLS. HPU Shimla.5.
6. The Director, HPU Regional Centre, Dharamshala, Distt. Kangra. HP.
7. The Registrar, HPU Shimla-5.
8. The Principal, Department of Evening Studies, Shimla-1
9. The Incharge, HPU Library/ HPU Health Centre/ Faculty House, HPU, Shimla-5.
10. The Controller of Examination/ ACOE/P & DO/Joint Controller, SAD/Chief Security Officer, Public Relation Officer, HPU Shimla.5.
11. All the Deputy/ Assistant Registrar, HPU Shimla-5.
12. All the Controlling/Branch/Section Officers HPU, Shimla-5.
13. The Web Administrator, HPU Shimla-5 with the direction to upload the same on University website.
14. The Secretary/ SPS to Vice-Chancellor/PA to Registrar, HPU Shimla.5
15. Notice board.

  
Finance Officer

## Standard Operating Procedures

**Standard Operating Procedures, to implement the Old Pension Scheme also known as Central Civil (Pension) Rules, 1972, for the exiting/retired employees who are/were covered under the Contributory Pension Scheme:-**

1. The Government employees who wishes to be covered under the Central Civil Service (Pension) Rules, 1972, also known as Old Pension Scheme, shall exercise an option, within sixty days form the date of issuance of these instructions, on the predcribed format at Annexure-II. An undertaking shall also be furnished by such employees on the prescribed format at Annexure-III. The 'Option' and 'Undertaking' as per the Annexure -II and Annexure-III, shall be duly notarized and same will be submitted to the Head Office.
2. Option once exercised by the Government employees, shall be final and irrevocable NPS.
3. The employees covered under the Contributory Pension Scheme and opting for the Central Civil Service (Pension) Rules, 1972, also known as the Old Pension Scheme, shall also be covered under the General Provident Fund (central Service) Rules, 1960.
4. The Government Servants, who have opted for the Central Civil Services (Pension) Rules, 1972, i.e Old Pension Scheme, shall be paid pensionary benefits under these Rules subject to fulfilment of eligibility Criteria and deposit of University contribution alongwith interest earned thereon.
5. Employees, who were covered under the Contributory Pension Scheme (CPS) and have already retired/died, between the period 15.05.2003 to 31.03.2023 and who fulfil the eligibility criteria under the Central Civil Services (Pension) Rules, 1972, such retired employee and eligible family member of deceased employee, shall be entitled to Pension from prospective date i.e with effect from 01.04.2023, on exercising an option for the same on the prescribed format at Annexure-II and submission of an undertaking at Annexure-III, subject to deposit of the University contribution return alongwith interest, till the date of withdrawal, to the University. The amount of University contribution return alongwith interest shall be deposited under the H.P. University Pension Account.
6. The employees covered under Contributory Pension Scheme and opting for the Central Civil Services (Pension) Rules, 1972 i.e Old Pension Scheme, shall also furnish and undertaking for adjustiment of the University contribution alongwith interest earned thereon, from the gratuity/leave encashment, if they fail to deposit such amount to the University Account.
7. If an employee, who has opted for the Central Civil Services (Pension) Rules, 1972 i.e Old Pension Scheme, fails to deoposit University contribution alongwith interest earned thereon, to the HPU Account, and said amount is also not possible to be adjusted completely against the payment of gratuity/ leave encashment, then such an employee shall not be entitled to any pension under the Central Civil Services (Pension) Rules, 1972.
8. The procedure to regulate the benefits under CCS (Pension) Rules, 1972, and the General Provident Fund (Central Service) Rules, 1960, shall be same as applicable to the employees appointed on or before 14.05.2003 and these rules will be followed mutatis-mutandis for the empoloyees appointed on or after 15.05.2003 and have opted for the CCS(Pension) Rules, 1972 i.e. Old Pension Scheme.

## Annexure-II

### Option to cover under the CCS (Pension) Rules, 1972 (OPS)

#### Affidavit

I \_\_\_\_\_ designation \_\_\_\_\_  
Office/Department \_\_\_\_\_ hereby solemnly affirm and exercise an option today on \_\_\_\_\_, in reference to Notification No. Fin (Pen) A(3)-1/2023 dated 4<sup>th</sup> May, 2023 adopted by H.P. University vide Notification No.3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023, HPU circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 and declared an oath as under:-

1. That I hereby tender affidavit to the effect that I have carefully gone through and understood the Government Notification No. Fin (Pen) A(3)-1/2023 dated 4<sup>th</sup> May, 2023 adopted by H.P. University vide Notification No.3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023, & the Standard Operating Procedure (SOP), HPU circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 and after due application of my mind, I hereby exercise an option to be covered under CCS (Pension) Rules, 1972 (OPS)
2. That I will be entitled for the benefit under CCS (Pension) Rules, 1972 (OPS) and circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 only after depositing the University Contribution alongwith interest earned till the date of withdrawal on such contribution, in the University Account. Any shortage in the amount of University contribution alongwith interest thereon, shall be adjusted/ recovered from my Leave encashment / Gratuity payments.
3. That I was appointed between the period 15.05.2003 to 31.03.2023 and retired from service on \_\_\_\_\_. I hereby tender affidavit to the effect that I have carefully gone through and understood the University Notification No.3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023, & the Standard Operating Procedure (SOP), HPU circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 and after due application of my mind, I hereby exercise an option to be covered the CCS (Pension) Rules, 1972 (OPS) subject to deposit of University contribution alongwith interest earned thereon, till the date of withdrawal to the University Account. In case, I fail to deposit University contribution alongwith interest earned thereon, to the University Account, I will not be entitled to any Pension under the Central Civil Service (Pension) Rules, 1972.
4. That late Shri \_\_\_\_\_ my \_\_\_\_\_ (relation) who was appointed between the period 15.05.2003 to 31.03.2023 and died during service/ after retirement, on \_\_\_\_\_. I/ We \_\_\_\_\_ (relation) of late Shri \_\_\_\_\_ (eligible family member (s) hereby tender affidavit to the effect that I /We have carefully gone through and understood the University Notification No.3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023, & the Standard Operating Procedure (SOP), HPU Circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 and after due application of mind, hereby exercise an option to be covered under the CCS (Pension) Rules, 1972 (OPS) subject to deposit of University contribution alongwith interest earned thereon, till the date of withdrawal to the University Account. In case, I/We fail to deposit University contribution alongwith interest thereon, to the University Account, I /We, will not be entitled to any Pension under the Central Civil Services (Pension) Rules, 1972.
5. This option exercised by me shall be final and irrevocable.
6. That my contribution towards CPS account @ 10% may be stopped w.e.f. \_\_\_\_\_  
And I may be covered under General Provident Fund (CS) Rules, 1960.
7. That in case of any ambiguity the interpretation made by the University will be final and acceptable to me.

Date of Option \_\_\_\_\_ Signature of Subscriber \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
CPS A/c No. \_\_\_\_\_  
Office in which employed \_\_\_\_\_  
Mob. No. \_\_\_\_\_

**Annexure-III**

**An undertaking (on affidavit) for the adjustment/deposit of University contribution return, on exercising an option for the CCS(Pension) Rules, 1972 (OPS)**

I \_\_\_\_\_ designation \_\_\_\_\_  
Office/Department \_\_\_\_\_ have carefully gone through the HPU Notification No.3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023, and understood that I will be eligible for pension under CCS (Pension) Rules, 1972 (OPS), Circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 only after depositing the University contribution deposited in HPU Pension account. I also agree for adjustment of the amount of Gratuity / Leave Encashment , payable to me.

**Or**

That late Shri \_\_\_\_\_ my \_\_\_\_\_ (relation) who was appointed between the period 15.05.2003 to 31.03.2023 and died during service / after retirement, on \_\_\_\_\_. I /We \_\_\_\_\_ (relation) of late Shri \_\_\_\_\_ (eligible family member(s) have carefully, gone through the HPU Notification No.3-24/76-HPU(Genl.) Vol-VIII dated 16.05.2023, & the Standard Operating Procedure (SOP),Circular No.1-2/83- HPU(PF) Vol. X dated 24<sup>th</sup> July 2023 and understood that I/We, will be eligible for pension under CCS (Pension) Rules, 1972 (OPS) subject to deposit of University Contribution alongwith interest earned under the CPS, till date of withdrawal, in the University Account.

Date of Option _____	Signature of Subscriber _____
	Name _____
	Designation _____
	CPS A/c No. _____
	Office in which employed _____
	Mob. No. _____

\*\*\*\*\*