



GOVERNMENT OF KERALA
Finance (NPS Cell) Department

No. 70/2025/Fin

Dated, Thiruvananthapuram, 23.09.2025

CIRCULAR

Sub:- Request for collection of Physical forms with respect to choice of UPS under NPS exercised by AIS officials related Data for timely implementation of UPS for AIS officers - reg.

- Ref:-
1. G.O. (P)No. 303/2009/Fin dated 25.07.2009.
 2. Notification No. FX -1/3/2024-PR dated 24.01.2025 issued by The Department of Financial Services (DoFS), Ministry of Finance, Government of India.
 3. Letter No. FX-11/14/2025 -PR dated 03.04.2025 of Secretary, Ministry of Finance, Department of Financial Services, Government of India.
 4. G.O. (P)No.81/2025/Fin. Dated, Thiruvananthapuram, 28.06.2025.
 5. Press release issued by Ministry of Finance, Govt. of India dated 04/09/2025
 6. Circular No.2025/04/01 issued by PFRDA dated 26.06.2025

As per the Government Order read as 1st above, a new restructured defined contribution pension system, known as the National Pension System (NPS), was implemented for All India Service (AIS) Officers recruited to the Kerala Cadre on or after January 1, 2004. Based on the notification read as 2nd above, the Government of India has announced the implementation of the Unified Pension Scheme (UPS) as an option for Central Government employees covered under NPS. Furthermore, as per the Government Order read as 4th above, the Government of Kerala has also accorded sanction for implementing UPS for All India Service (AIS) Officers working under its jurisdiction. As per the press release issued by Ministry of Finance, Govt. of India the last date for eligible employees and past retirees under NPS to opt for UPS is September 30, 2025.

Procedure for Migration:-

As per reference (6)th cited above PFRDA has issued a circular regarding the cut - off date for exercising the option to migrate from NPS to UPS for the following three categories;

1. An AIS officers under NPS who are in service as of April 1, 2025, shall submit a duly filled

application in Form A2 to the State Nodal Officer (SNO), Finance (NPS Cell) Department, to migrate to the UPS option under NPS or the Officer can initiate the migration process by logging into the CRA portal using their login credentials as and when this facility is available in CRA portal under written intimation to SNO.

2. AIS Officers who was covered under NPS and who has superannuated or voluntarily retired or has retired under Fundamental Rules 56 (j) (which is not treated as penalty under Central Civil Services Classification, Control and Appeal) Rules, 1965), on or before 31st March 2025 are also eligible to submit application in Form A2 to migrate from NPS to UPS.
3. The legally wedded spouse in case of a subscriber who has superannuated or retired and has demised prior to exercising the option for UPS by submitting application in Form A2.
4. The process shall be completed on or before September 30, 2025.

Procedure for Registration

AIS Officers who are due for enrollment under NPS for the first time and willing to opt for UPS shall submit a duly filled application in **Form A1** to the **State Nodal Officer (SNO)**, Finance (NPS Cell) Department along with KYC and copy of Bank pass book / Bank statement on or before September 25, 2025. AIS Officers who join service on or after 01.10.2025 will be allowed to enroll either under NPS or UPS only and no migration will be entertained for those who choose NPS as their contributory pension scheme.

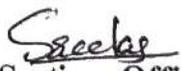
Under Secretary, Finance (NPS Cell) Department will acts as DTA of UPS. Deputy Director and Assistant Director of Directorate of Treasuries will act as PAO (DTO) and DDO respectively.

K R JYOTHILAL
ADDITIONAL CHIEF SECRETARY (FINANCE)

Copy To:

All Heads of Departments
All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/Additional Secretaries/Joint Secretaries/ Deputy Secretaries/Under Secretaries to Government.
All Departments in Secretariat
All Collectorate
The Police Chief Head Quarters
The Chief Conservator Forestry
The General Administration (Spl.A/C) Department
The Director of Information & Public Relations, Thiruvananthapuram
The Director of Treasuries, Thiruvananthapuram
Nodal Officer, www.finance.kerala.gov.in
Stock File/Office Copy (e.No.3109116)

Approved for Issue,


Section Officer.

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

Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Ltd.)

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,

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:

* Indicates mandatory fields. Please fill the form in English and BLOCK letters (Refer general guidelines at instructions page.)

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* [Grid]

Father's Name [Grid]

Mother's Name [Grid]

Orphan Status* Yes No

Either Father's or Mother's name is mandatory* Yes No Select the name to appear on PRAN Card* Father's Name Mother's Name

Date of Birth* [Grid]

Place of Birth* [Grid]

Country of Birth* [Grid]

PAN* [Grid] Nationality* [Grid]

Applicant Gender* Male Female Transgender Marital Status* Unmarried Married

Legally wedded Spouse Gender (if married)* Male Female Transgender Legally wedded Spouse DOB (if married)* [Grid]

Legally wedded Spouse Name (if married)* [Grid]

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 Politically exposed person Related to Politically exposed person (Refer instruction no. 1)

2. PROOF OF IDENTITY and ADDRESS (POI / POA)* (Any one of the following to be submitted)

Passport [Grid] Passport Expiry Date [Grid]

Driving License [Grid] Driving License Expiry Date [Grid]

Government ID Card [Grid] Voter ID Card [Grid]

CKYC Number [Grid]

National Population Register [Grid]

Proof of possession of Aadhaar [Grid] 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 [Grid]

Line 2 [Grid]

District [Grid] State/U.T. [Grid]

Country [Grid] PIN Code [Grid]

4. CONTACT DETAILS*

Mobile* [Grid] Telephone with STD code [Grid]

Email ID* [Grid]

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 [Grid]

Bank Name [Grid] IFS Code [Grid]

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)

Default Pattern (Pension Funds and Investment Pattern as determined by the Authority)

Please Tick (√) one

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 Management Limited	Active Choice (i.e. 100% in Govt Securities)	<input type="checkbox"/>
DSP Pension Fund Managers Private Ltd	HDFC Pension Fund Mgmt Ltd	Or	
ICICI Prudential Pension Funds Mgmt Co Ltd	Kotak Mahindra Pension Fund Ltd	Auto Choice	<input type="checkbox"/>
LIC Pension Fund Limited	TATA Pension Management Private Limited	Conservative (LC25)	<input type="checkbox"/>
SBI Pension Funds Private Limited	UTI Pension Fund Limited	Moderate (LC50)	<input type="checkbox"/>

If no Pattern is chosen, the contributions will be invested as per default Pattern

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.

Sl	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	Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India: <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.

General Information for Subscribers

- The Subscriber can obtain the status of his/her application from CRA and respective Nodal Office.
- Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated respective nodal office where they submit the application.
- For more information / clarifications, contact CRA:

Website: <https://www.npscra.nsdl.co.in>
Call: 020 6906 6906
Address: Central Recordkeeping Agency (CRA)
Protean eGov Technologies Limited
(formerly NSDL e-Governance Infrastructure Limited)
1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,
Lower Parel (W), Mumbai - 400013

UNIFIED PENSION SCHEME (UPS) - SUBSCRIBER MIGRATION FORM - Government Sector

[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)

Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Ltd.)

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.

Signature / Thumb Impression* of Applicant
(*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands)

Place : _____

Date

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(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 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.