### NATIONAL CAPITAL REGION PLANNING BOARD

Dated: 30<sup>th</sup> January 2025

Sub: Submission of following documents for entry in service book/personal file

The following documents are submitted for entry in service book/personal file of undersigned:

- 1. Form -I Statement of Immovable Property for the year 2024 (as on 01.01.2025)
- 2. APAR for the Year 2023-24 received from RITES Ltd.
- 3. Pension form CCS Rule 2021 Option as per Form I & II Under the Rule 10 of CCS (Implementation of NPS) Rules, 2021 reg

Please acknowledge the receipt and request that the entries be made in the service book/personal file of undersigned.

(Tarun Jain)

Joint Director (Tech)

Encl: as above (S.no 1,2 & 3)

### Copy to

1. PS to MS, NCRPB for kind information of MS

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| 2797558(1)/2025/Office of | JD Tech TJ-NCRPB |
|---------------------------|------------------|
|---------------------------|------------------|

|  |   | (Ministry o           | L REGION PLAN<br>f Housing & Urban A<br>operty for the year 202              | ffairs)  |          | S.no 1<br>Form-I   |
|--|---|-----------------------|--|--|----------|--|
| <ol> <li>Name of the Offic</li> <li>Present Post held</li> </ol>   | Joint   | JAin<br>Director (Tec | (For IAS c   | of the State on which borne<br>only)<br>e to which the officers belo   |          |  |
| 5. Present Pay   | - (205 88   | Level-12              | 4. 0614100   |  |          |  |
| Sub-Division Taluk   | Name and details<br>of property House,<br>Land and other<br>Buildings | Present Value*        | If not in own name,<br>state in whose<br>name held &<br>his/her relationship | How acquired? Whether<br>by purchase, lease** or<br>mortgage, inheritance, gift<br>or otherwise with date of<br>acquisition & name with<br>details of person/ persons<br>from whom acquired. | from the | Particulars of<br>sanction of<br>prescribed<br>authority |
| 1  | 2.  | 3.                    | 4.   | 5.   | 6.       | 7.   |
| 1.<br>Under lond pooling<br>policy of DOA in<br>Zore-L-Delui<br>Mensenship of<br>1400 Sq ft flat<br>Ocquired is Seption.<br>History 1002005<br>later modified<br>to 400 Sq.ft. | Mensbership in<br>Own home.<br>only loud acquired<br>by IOCLOWS       |                       |  | Membership purchand<br>in sept - 2013 modified<br>to 400 Sgft. from<br>India oil Corpusation<br>limited, owner welfore<br>Souchy (IDCLOWS).  | NiL      | Membership<br>vodere d<br>befere<br>joining<br>NCRPB-    |

Signature with Date

Contd. p/2

File No. Y-11017/17/2021-Office of Assistant Director-UD (Computer No. 9101705) Generated from eOffice by ARSHAD ALAM, IT Consultant, IT CONSULTANT, MoHUA on 07/03/2025 12:07 pm -2-

1. \* In case it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

- 2. \*\* Including short term lease also.
- 3. The declaration form is required to be filled and submitted by every member of Class I, II and III (Group A, B & C) service under Rule 15(3) of the Central Civil Service (Conduct) Rules 1955 (now rule 18 (1) of the CCS (Conduct) Rules, 1964 on the first appointment to the Service and thereafter at the interval of every twelve months, giving Particulars of all immovable property owned acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on

8 A B

1 V V 1

4. The wording 'No Change or No addition or As in the previous year' may be avoided and full details provided.

5. The columns should be filled up neatly in capital letters.

# S.no 2

### rediffmail

### Subject: Re: request to share the Copy of APAR Year Ending march 2024

Mailbox of er\_tarunjain

From: RAJENDER <rajender.26@rites.com> on Tue, 26 Nov 2024 17:04:01

To: "er tarunjain" <er\_tarunjain@rediffmail.com>

Cc: "SBU Head HR" <sbu.hr@rites.com>

1 attachment(s) - 10865.pdf (85.76KB)

Dear Sir,

Please find the attached.

Thanks & Regards Rajender I Section Officer-HR/PMS L: 0124-2818192, M:-+91-9971600227 RITES Limited Shikhar, Plot No 1, Sector 29 Gurugram, Haryana, India 122201







From: "er tarunjain" <er\_tarunjain@rediffmail.com> To: "RAJENDER" <rajender.26@rites.com> Cc: "SBU Head HR" <sbu.hr@rites.com> Sent: Tuesday, November 26, 2024 3:09:03 PM Subject: Re: request to share the Copy of APAR Year Ending march 2024

Dear Rajender ji

ref your trailing mail ..

i hope now the APARs of Year ending 2024 are complete.

Request to please share the accepted copy of APAR for year ending March 2024 of undersigned for reference and records

Thanks

Tarun Jain Ex Emp no. 10865

From: RAJENDER <rajender.26@rites.com> Sent: Thu, 26 Sep 2024 19:19:28 To: "er tarunjain" <er\_tarunjain@rediffmail.com> Cc: "SBU Head HR" <sbu.hr@rites.com> Subject: Re: request to share the Copy of APAR Year Ending march 2024

Dear Sir,

Your APAR has now been approved but as per competent authority decision the APARs E5 to E7 employees APAR is close. The all APARs shall be open after the completion of APARs.

Thanks & Regards Rajender I Section Officer-HR/PMS L: 0124-2818192, M:-+91-9971600227 RITES Limited Shikhar, Plot No 1, Sector 29 Gurugram, Haryana, India 122201 **# Future Ready** 





From: "er tarunjain" <er\_tarunjain@rediffmail.com> To: "RAJENDER" <rajender.26@rites.com>

4

Sent: Tuesday, September 24, 2024 12:42:55 PM Subject: request to share the Copy of APAR Year Ending march 2024

Dear Rajender ji

Please share the accepted copy of APAR for year ending March 2024 of undersigned for reference and records

Thanks

Tarun Jain Ex Emp no. 10865



# राइट्स लिमिटेड/RITES Limited

1, रोक्टर-29, गुड़गांव-122001(भारत) 1, Sector-29, Gurgaon-122 001 (INDIA)

# PERFORMANCE APPRAISAL REPORT OF THE EXECUTIVES AT THE LEVEL OF EXECUTIVE DIRECTORS (GRADE-E9) TO JOINT GENERAL MANAGERS(GRADE-E5) OF RITES LTD.

## Appraised For Year Ending :2024 For the year/period from :01/04/2023 to 31/03/2024

Each and every section of this form should be filled in by the concerned officer/authority after carefully reading the instructions attached to this form



### Section I - Basic Information

### Personal Data of the officer reported upon

| 1. Name of the Officer reported upon                      | :TARUN JAIN         |
|---|---------------------|
| 2. Employee No  | :10865              |
| 3. Date of Birth  | :28/01/1981         |
| 4. Brief Academic & Professional Qualifications           | :Post Graduate      |
| 5(a).Name of the Post held                                | :JGM                |
| (b).Grade of the Post held                                | :80000.00-220000.00 |
| (c).Date of Continuous Appointment in this Post           | :31/12/2019         |
| (d).Date of Continuous Appointment in the same enterprise | :16/03/2006         |
| 6(a).Date of First Public Enterprise Appointment :        | :16/03/2006         |
| (b).Scale of Pay of the Post on First Appointment :       | :80000.00-220000.00 |
|   |                     |

# 7.Reporting, Reviewing and Accepting Authorities during the year

|                 | Name & Designation             | Period Worked |            |
|-----------------|--------------------------------|---------------|------------|
|                 |                                | From          | То         |
| Appraiser       | 574 , VIRESH PRAKASH GOEL(GGM) | 01/04/2023    | 31/03/2024 |
| Counter Signing | 574, VIRESH PRAKASH GOEL(GGM)  | 01/04/2023    | 31/03/2024 |
| Reviewer        | 574, VIRESH PRAKASH GOEL(GGM)  | 01/04/2023    | 31/03/2024 |
| Acceptor        | 12024 , LALIT KUMAR(ED)        | 01/04/2023    | 31/03/2024 |

8.Period of absence on leave,etc.during the year

| Leave Type             | From       | То         | Remark |
|------------------------|------------|------------|--------|
| Commuted Leave         | 05/04/2023 | 05/04/2023 |        |
| Commuted Leave         | 12/04/2023 | 12/04/2023 |        |
| Commuted Leave         | 19/04/2023 | 19/04/2023 |        |
| Casual leave           | 26/04/2023 | 28/04/2023 |        |
| Casual leave           | 02/06/2023 | 02/06/2023 |        |
| Casual leave           | 04/08/2023 | 04/08/2023 |        |
| Biometric Casual leave | 25/08/2023 | 25/08/2023 |        |
| Restricted Holiday     | 30/08/2023 | 30/08/2023 |        |
| Casual leave           | 29/09/2023 | 29/09/2023 |        |
| Casual leave           | 13/11/2023 | 13/11/2023 |        |
| Commuted Leave         | 15/11/2023 | 15/11/2023 |        |
| Casual leave           | 04/12/2023 | 04/12/2023 |        |
| Commuted Leave         | 11/12/2023 | 11/12/2023 |        |
| Restricted Holiday     | 15/01/2024 | 15/01/2024 |        |
| Casual leave           | 22/02/2024 | 23/02/2024 |        |

9. Qualification acquired and Training programmes attended during the year

(a) Details of Qualification acquired during the year

| S.No | Details of Qualification |  | Details of subjects studied & the Marks obtained |  |  |
|------|--------------------------|--|--|--|--|
|      |                          |  |  |  |  |

(b) Details of Training programme attended during the year

| Date From  | Date To    | Subject | Detail                                      |
|------------|------------|---------|---|
| 20/11/2023 | 24/11/2023 |         | Pre-promotional Training-<br>20-24 Nov, 23  |
| 13/12/2023 | 14/12/2023 |         | 11th Annual Urban Rail in<br>India conferen |

10.Awards/Honours received during the year

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| 11. Number of officers for whom PAR was not written by the officer reported upon as Reporting/Reviewing Authority for the previous year | 0          |
|---|------------|
| 12. Date of filling the property return in the prescribed format  | 23/01/2024 |
| 13. Date of last prescribed medical examination.  | 11/03/2024 |

### Section II - Self Appraisal of the officer reported upon

### 1.Brief Description of Responsibilities:

As Team leader /Project Coordinator, managing multi-disciplinary activities of the assignments including Client / stakeholders consultations and ensuring that agreed timelines are met with team support. In addition to Technical Works responsible for MIS, BD, Personal & Training activities of Sub Unit. Old Outstanding of Rs 1.39 Crore from Maha Metro realised. All these activities are enriching my professional & managerial experience for overall growth.

### Brief Description of Contributation to Quality Improvement(ISO-9001 QMS):

All the project files are prepared and maintained as per RITES QMS procedures

Ensured all projects audit to be completed on time and with no NCs.

| Sr.No. | work plan and achievement:<br>Tasks to be performed                               | Weightage | Deliverables  | Achieve  |
|--------|---|-----------|---|--|
|        |   |           |   | ment   |
| 1      | Revenue Targets   | 10        | Contributed to<br>Achieve<br>Turnover Rs<br>1.80 Crore till<br>30th Sept 2023<br>and Additional<br>Rs 1.80 Crore<br>till Feb 2024 -<br>Total expected<br>for FY 2023-24<br>Rs 3.6 Crore | Contribute<br>d Rs 3.60<br>Crore<br>(CMP<br>Chandiga<br>h, MMI<br>Surat,<br>HOVL<br>Bahrain,<br>DPR<br>Chandigar<br>h)<br>towards<br>Sub Unit<br>Targets   |
| 2      | Business Targets  | 5         | Business<br>Development-<br>Contributed to<br>Achieve Rs<br>8.12 Crore new<br>business to<br>SBU<br>(Chandigarh,<br>Prayagraj and<br>Bareilly)  | Contribute<br>d Rs 8.12<br>crore<br>towards<br>sub unit<br>Targets -<br>5 Crore  |
| 3      | %age Growth in profit (PBT) YoY   | 1         | Aimed to<br>maximise the<br>%age Growth in<br>profit (PBT)<br>YoY   | All efforts<br>are made<br>to<br>optimise<br>the<br>expenditu<br>res and<br>increase<br>revenue  |
| 4      | No of Bills pending as on 31.03.2024 vis-a-vis 31.03.2023 (for more than 15 days) | 2         | Minimise the<br>No of Bills<br>pending - NIL<br>pending   | NIL<br>Pending   |
| 5      | Value of accounts receivables as on 31.03.2024<br>vis-a-vis 31.03.2023            | 4         | efforts to<br>maximise the<br>receivables.<br>NIL outstanding<br>for projects my<br>team dealing<br>directly.   | Outstandi<br>ngs of Rs<br>1.39<br>Crore<br>against<br>DPR for<br>Thane Ph<br>I and<br>PCMC<br>from<br>Maha<br>Metro<br>realised<br>during Q3<br>nd Q4 FY<br>2023-24.<br>HOVL<br>bahrain<br>Rs 10<br>Lakh in<br>Q2<br>(March<br>2023 vis<br>March |

| 6 | Number of Projects financially closed<br>(Consultancy) | 2  | Target of 2<br>projectsCMP<br>Chandigarh<br>closed.1 more<br>project by end<br>of FY 2023-24 | Target of<br>2 projects<br>(CMP<br>Chandigar<br>h and<br>DPR for<br>Thane Ph<br>I)   |
|---|--|----|--|--|
| 7 | New Initiatives/Achievements                           | 1  | with Client and<br>Stakeholdersc)<br>Extensive use   | Major<br>achievem<br>ents (a)<br>CMP<br>Chandigar<br>h Tri-City-<br>Planning,<br>included<br>use of<br>environm<br>ental<br>friendly<br>Technolo<br>gies for<br>sustainabl<br>e<br>transport<br>(b) HOVL<br>planning<br>Bahrain,<br>new area<br>of<br>expertise<br>developed |
|   | Total :  | 25 |  |  |

3.During the period under report, do you believe that you have made any exceptional contribution, e.g. Successful completion of an extraordinarily challenging task or major systemic improvement(resulting in significant benefits to the Company and /or reduction in time and costs)? If so, please give a verbal description(within 100 words):

a) New concept of High Occupancy Vehicle lane planning done in Bahrain Study. This has opened new area of expertise and associated business.

b) CMP Chandigarh Tri-City- Planning of Transport master plan at city and intercity level was carried. Study recommended Proposals to include use of environmental friendly Technologies for sustainable transport planning and development in various projects. The project was successfully completed with RITES branding in all leading newspapers. Got additional study for AAR and DPR for Chandigarh Tri- City at fee of Rs 5.96 Crore.

c) Published paper in RITES first Abhikalp magazine

### 4.What are the Constraints that hindered your performance:

Yes, there were constraints due to multiple projects progressing simultaneously. However, these were managed and sorted out with the help of management support as and when needed.

### 5.Please indicate specific areas of Training that will add value to you :

### For the Current Assignment:

ITS and IT Technologies for PT Operations

Financial Structuring of MRTS Projects

| For you | Future Career: |
|---------|----------------|
|---------|----------------|

Managerial Leadership and Team Building

Management Development Program

| 6.Declaration   |   |            |
|---|---|------------|
| Have you filed your immovable property return in the prescribed format as due   | Y | 23/01/2024 |
| Have you undergone the suggested medical check up   | Υ | 11/03/2024 |
| Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting Authority | Y |            |

| 1.Please state whether you   | Appraiser          |
|--|--------------------|
| agree with the responses<br>relating to the<br>accomplishment of the work          | Counter<br>Signing |
| plan as filled out in Section  | Reviewer           |
| II. If no, please furnish factual details.   | Acceptor           |
| 2.Please comment on the  | Appraiser          |
| claim(if any) made by the<br>officer reported upon about<br>his/her exceptional    | Counter<br>Signing |
| contribution.  | Reviewer           |
|  | Acceptor           |
| 3.Has the officer reported   | Appraiser          |
| upon met with any<br>significant shortfall in                                      | Counter<br>Signing |
| achieving the targets? If yes, please furnish factual                              | Reviewer           |
| details.   | Acceptor           |
| 4.Do you agree with the  | Appraiser          |
| constraints mentioned by<br>the officer reported upon<br>that had hindered his/her | Counter<br>Signing |
| performance and, if so, to   | Reviewer           |
| what extent ?  | Acceptor           |
| 5.Do you agree with the  | Appraiser          |
| competency up-gradation<br>needs as identified by the<br>officer ?                 | Counter<br>Signing |
|  | Reviewer           |
|  | Acceptor           |

# Section III - Appraisal of the Reporting Authorities

6.Assessment of the achievement made against the targets.( This assessment should rate the officer vis-a-vis his/her peers and not the general population. Grades should be assigned on a scale of 1-10, in maximum of 2 decimal numbers, with 10.00 referring to the best grade and 1.00 to the lowest grades. Weightage to this Section will be 25%)

|            | the lowest grades. Weightage to this bection will be 25%                                |               |                                  |   |      |      |                                     |  |  |
|------------|---|---------------|----------------------------------|---|------|------|-------------------------------------|--|--|
| Sr.<br>No. | Particulars   | Weighta<br>ge | Absolute<br>Grade(A<br>ppraiser) | Absolute<br>Grade(C<br>ounter<br>Signing) |      |      | Weighte<br>d<br>Grade(A<br>cceptor) |  |  |
| 1          | Revenue Targets   | 10            | 10                               | 0   | 10   | 10   | 10                                  |  |  |
| 2          | Business Targets  | 5             | 9.50                             | 0   | 9.50 | 9.50 | 4.75                                |  |  |
| 3          | %age Growth in profit (PBT) YoY   | 1             | 9.50                             | 0   | 9.50 | 9.50 | 0.95                                |  |  |
| 4          | No of Bills pending as on<br>31.03.2024 vis-a-vis 31.03.2023 (for<br>more than 15 days) | 2             | 10                               | 0   | 10   | 10   | 2                                   |  |  |
| 5          | Value of accounts receivables as on 31.03.2024 vis-a-vis 31.03.2023                     | 4             | 9.50                             | 0   | 9.50 | 9.50 | 3.80                                |  |  |
| 6          | Number of Projects financially closed (Consultancy)                                     | 2             | 9.50                             | 0   | 9.50 | 9.50 | 1.90                                |  |  |
| 7          | New Initiatives/Achievements  | 1             | 9                                | 0   | 9    | 9    | 0.90                                |  |  |
|            | Total :   | 25            |                                  |   |      |      | 24.3                                |  |  |
|            | Overall Grade=Grand Total/100 :   |               |                                  |   |      |      | 0.24                                |  |  |

7.Assessment of Personal Attributes and Functional Competencies( Grades should be assigned on a scale of 1-10, in maximum of 2 decimal numbers, with 10.00 referring to the best grade and 1.00 to the lowest grade. Weightage to this Section will be 25%)

|            | e lowest grade. Weightage to this Section will be 25 %                         |                      |                               |                     |                     |
|------------|--|----------------------|-------------------------------|---------------------|---------------------|
| Sr.<br>No. | Particulars of Personal Attributes and Functional<br>Competencies              | Grade(A<br>ppraiser) | Grade(C<br>ounterSi<br>gning) | Grade(R<br>eviewer) | Grade(A<br>cceptor) |
| 1          | Effective communication skills   | 9                    | 0                             | 9                   | 9                   |
| 2          | Strategic Orientation and Decision making ability                              | 10                   | 0                             | 10                  | 10                  |
| 3          | Problem solving and Analytical ability   | 9                    | 0                             | 9                   | 9                   |
| 4          | Ability to develop and motivate team members                                   | 10                   | 0                             | 10                  | 10                  |
| 5          | Ability to coordinate develop collaborative partnerships                       | 9                    | 0                             | 9                   | 9                   |
| 6          | Innovation and change orientation  | 9                    | 0                             | 9                   | 9                   |
| 7          | Planning and Organizing  | 9                    | 0                             | 9                   | 9                   |
| 8          | Result Orientation   | 10                   | 0                             | 10                  | 10                  |
| 9          | Business Acumen  | 10                   | 0                             | 10                  | 10                  |
| 10         | Role based functional competency   | 9                    | 0                             | 9                   | 9                   |
|            | Total :  | 94                   | 0                             | 94                  | 94                  |
|            | Overall Grading of Personal Attributes and Functional<br>Competencies(Total/4) |                      | 0                             | 23.5                | 23.5                |

| 8.Integrity   | Appraiser          | BEYOND DOUBT  |
|---|--------------------|---|
|   | CounterSigni<br>ng |   |
|   | Reviewer           | BEYOND DOUBT  |
|   | Acceptor           | BEYOND DOUBT  |
| 9.Pen Picture by Reporting<br>Officer, Please comment(in about<br>100 words) on the overall<br>qualities of the officer including | Appraiser          | The officer is intelligent and good relationship with clients.He delivered whenever required and responsible towards his duty.He has not to take the decision in hurry. |
| areas of strengths and those which need improvements.   | CounterSigni<br>ng |   |
|   | Reviewer           | The officer is intelligent and good relationship with clients.He delivered whenever required and responsible towards his duty.He has not to take the decision in hurry. |
|   | Acceptor           | Accepted with a score of 88.76  |

| Overall Grade.                                   |                                 |                                       |                                |                                |  |  |  |  |
|--|---------------------------------|---------------------------------------|--------------------------------|--------------------------------|--|--|--|--|
| ASSESSMENT<br>AREAS                              | MARKS<br>AWARDED(APPRA<br>ISER) | MARKS<br>AWARDED(COUNT<br>ER SIGNING) | MARKS<br>AWARDED(REVIE<br>WER) | MARKS<br>AWARDED(ACCEP<br>TOR) |  |  |  |  |
| MOU  | 40.96                           | 40.96                                 | 40.96                          | 40.96                          |  |  |  |  |
| KPA  | 24.3                            | 0                                     | 24.3                           | 24.3                           |  |  |  |  |
| Personal<br>Attributes                           | 23.5                            | 0                                     | 23.5                           | 23.5                           |  |  |  |  |
| Total  | 88.76                           | 40.96                                 | 88.76                          | 88.76                          |  |  |  |  |
| Acceptor Approval Date :- APPROVED on 01/09/2024 |                                 |                                       |                                |                                |  |  |  |  |

# S.no 3

### F.No. A-50013/98/2021-ADMINISTRATION Government of India Ministry of Jal Shakti Department of Water Resources, River Development & Ganga Rejuvenation (Administration Section)

Shram Shakti Bhavan, Rafi Marg, New Delhi, Dated 14<sup>th</sup> June, 2021

### OFFICE MEMORANDUM

Subject: Central Civil Services (Implementation of National Pension Scheme) Rules, 2021 – Seeking options in the prescribed Form I & II under the Rule 10 of CCS (Implementation of NPS) Rules, 2021 – reg.

The undersigned is directed to refer to the subject stated above and to state that Department of Pension and Pensioners' welfare has framed Central Civil Services (Implementation of National Pension Scheme) Rules, 2021 vide G.S.R. 227 dated 30.03.2021 regulating the service matters of Central Government employees covered under the National Pension scheme system.

2. As per Rule 10 of CCS (Implementation of NPS), Rules, 2021 (Copy enclosed), Government Servant covered under NPS, at the time of joining service, exercise an option in Form I for availing benefits under the NPS or under the CCS (Rules), 1972 or the CCS (Extraordinary Pension), Rules 1939 in case of death or discharge on invalidation or disability of government servant/subscriber during service. Who are already in Government service and are covered by the NPS, shall also exercise such option as soon as possible after the notification of these rules. They also need to furnish details of family in Form 2 to the Head of Office along with Form 1 for record and onward submission to Central Record Keeping Agency.

3. It is, therefore, requested that all officers/officials covered under NPS furnish their options through their respective Administration Section to the Head of Office, in the prescribed format from Form I & II (Copy Enclosed) latest by 25.06.2021, for record and onward submission to Central Record Keeping Agency.

Encl: As above

Under Secretary to the Govt. of India Tel. No. 23710333 E-Mail:- admn-mowr@nic.in

То

1. Heads of all organizations under the Department of Water Resources, RD & GR.

2 All Govt. Officers/Officials (Covered under NPS), Department of Water Resources RD & GR (Sectt).

2797558(1)/2025/Office of JD Tech TJ-NCRPB

#### Form 1

OPTION TO AVAIL BENEFITS IN CASE OF DEATH OR DISCHARGE ON INVALIDATION OR DISABILITY OF GOVERNMENT SERVANT / SUBSCRIBER DURING SERVICE

(See rule 10)

\* I, <u>ARON JAIN</u>, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or Death during service, benefits under CCS(Pension) Rules, 1972 or CCS(Extraordinary Pension) Rules, 1939 as the case may be, may be paid to me or my family.

### OR

\* I, ....., hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or Death during service, benefits may be paid to me or my family, as the case may be, based on the accumulated pension corpus in the Individual Pension Account under the National Pension System in accordance with the CCS(Implementation of National Pension System) Rules, 2021.

New Delhi 22/01/2022 Place and date:

Signature of Government servant / Subscriber Name TARUS TAIN Designation Tein T DIRECTOR Office in which employed MCR Planning Blow Telephone No. 98.7362737

This option supersedes any other option made by me earlier. \* Completely strike out the benefits for which option is not intended to be made.

(To be filled in by the Head of Office or authorised Gazetted Officer)

#### Signature,

Name and Designation of Head of Office or authorized Gazetted Officer with seal Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death/ invalidation.

### FORM 2

### **Details of Family**

### [See rule 10(3)]

### Important

1. The original Form submitted by the Government servant / Subscriber is to be retained. All additions or alterations are to be communicated by the Government servant/retired Government servant / Subscriber alongwith the supporting Documents and the changes shall be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Subscriber should submit the details of family afresh at the time of retirement.

2. The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

3. The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the Remarks' column.

4. Wife and husband shall include judicially separated wife and husband.

5. The retired Government servant shall attach the details of change in family structure after retirement in the proforma prescribed under Dept. of P.& P.W., O.M No. 1 (23)-P.&P. W/91-E, dated the 4th November, 1992.

6. Copies of birth certificates to be attached. Copies of any other relevant certificates, if available, should be attached,

| Name of the             |      | Designation |   | Nationality | TT.    |
|-------------------------|------|-------------|---|-------------|--------|
| Government<br>servent / | ARUN | JOINT       | - |             | +NDIAN |
| Subscriber              | JAIN | DIRECTOR    |   |             |        |

Details of family members:

| s.n.       | Name<br>(Please<br>see notes<br>below<br>hefore.<br>filling) | Date of birth<br>(DD/MM/YYYY) | Aadhaar<br>no."<br>(optional)<br>(copy<br>Enclored) | Relationship<br>with<br>Govt.<br>servant/<br>retired<br>Government<br>servant /<br>Subscriber | Marital<br>status | Remarks | Dated<br>signature<br>of<br>Head of<br>Office |
|------------|--|-------------------------------|---|---|-------------------|---------|---|
|            | (1).   | (2)                           | (3)   | - (4)   | (5)               | (6)     | (7)   |
| £.         | BRIJ RHUS  |                               |   | father.   | Married           |         |   |
| 2.         | HAN JAIN   |                               |   |   |                   |         | ·   |
| 2.2.       | PRAMOD   | 20103/1952                    |   | MOTHER  | Momed             |         | <u> </u>                                      |
| H.         | JAIN   |                               |   |   |                   |         |   |
| 2. 2.      | DARUL  | 20/12/1981                    |   | WIFE  | Mamied            |         |   |
| <b>%</b> . | JAIN   |                               |   | DAUGHTER  | 110               |         | t   |
| 7.4.       | NAISHA   | 03/6/2010                     | ·   | DADAHTER  | magned            |         |   |
| 8          | JAIN .   | b                             |   | 10  | the second second | £       |   |
| 5.         | PRABAL   | 04/08/2015                    | -1  | 12-<br>SON  | un-mur            | ned     |   |

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| I hereby under<br>of Office any ad |                                      |                             | e particu           | FFM ALL                 | to date b            | y notifying             | g to the Head                   |
| E-mail:(Optiona                    | al) ER_TI                            | ARONJAIN                    | Ve PI               |                         | TW DELF              | स                       | Toula                           |
| Mobile:(Optiona                    |                                      |                             |                     | <u> </u>                | 2012                 | 025                     | (Signature                      |
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| purpose only, is                   | s presumed                           | i,                          | Ĵ                   | 5                       |                      |                         |                                 |
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#### भाग II---खण्ड 3(i)]

#### भारत का राजपत्र : असाधारण

(2)(i) Every case of delay in registration of the Subscriber in the National Pension System or commencement of contributions under rule 4 or deduction and crediting of monthly contribution of the Subscriber under rule 6 or crediting of monthly contribution by the Government in the Individual Pension Account of the Subscriber under rule 7 shall be examined by the Head of Department or Chief Controller of Accounts for fixation of responsibility;

(ii) If the Head of Department or Chief Controller of Accounts is satisfied that the delay is caused on account of administrative lapse, the delinquent official or officials shall be liable to pay the amount of pecuniary loss to the Government on account of payment of interest;

(iii) The responsibility and the amount of liability on the part of the delinquent official or officials shall be determined in the same manner as in the case of delayed deduction or remittance of Tax Deduction at Source under Section 201(IA) of the Income-tax Act, 1961. This will be without prejudice to any disciplinary action which the disciplinary authority may propose to take against the official or officials responsible for the administrative lapse in this respect.

9. Investment of the Accumulated Pension Corpus. - The Accumulated Pension Corpus in respect of a Subscriber shall be invested by such pension fund or funds and in such manner as may be notified by the Authority.

10. Option to avail benefits on death or invalidation or disability of Subscriber during service. - (1) Every Government servant covered under the National Pension System shall, at the time of joining Government service, exercise an option in Form 1 for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules, 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation. Government servants, who are already in Government service and are covered by the National Pension System, shall also exercise such option as soon as possible after the notification of these rules.

(2) The option shall be exercised to the Head of Office who will accept the same after verifying all the facts submitted therein and place it in the service book. A copy of the option shall be forwarded by the Head of Office to the Central Recordkeeping Ageacy through the Drawing and Disbursing Officer and the Pay and Accounts Officer for their record. The Pay and Accounts Officer shall also make suitable entry in the online system indicating the details regarding the option exercised by the Government servant.

(3) (a)(i) Every Government servant shall, along with the option in Form 1, also submit details of family in Form 2 to the Head of Office;

(ii) If the Government servant has no family, he shall furnish the details in Form 2 as soon as he acquires a family.

(b) The Government servant shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his child.

(c) As and when a disability referred to in the proviso to sub-rule (6) of rule 54 of the Central Civil Service (Pension) Rules, 1972 manifests itself in a child which makes him unable to earn his living, the fact shall be brought to the notice of the Head of Office duly supported by a Medical Certificate from a Medical Officer, not helow the rank of a Civil Surgeon. This may he indicated in Form 2 by the Head of Office. As and when the claim for family pension arises, the legal guardian of the child may make an application supported by a fresh medical certificate from a Medical Officer, not below the rank of Civil Surgeon, that the child still suffers from the disability.

(d)(i) The Head of Office shall, on receipt of the Form 2, acknowledge receipt of the Form 2 and all further communications received from the Government servant in this behalf, countersign it indicating the date of receipt and get it pasted on the service book of the Government servant concerned;

(ii) The Head of Office on receipt of communication from the Government servant regarding any change in the size of family shall incorporate such a change in Form 2.

(4)(i) The option exercised under sub-rule (1), may be revised at any number of times by the Subscriber before his retirement by making a fresh option intimating his revised option to the Head of Office. On receipt of the revised option, the Head of Office and the Pay and Accounts Officer shall take further action as mentioned in sub-rule (2);

(ii) A Subscriber who is discharged on invalidation or disability shall be given an opportunity to submit a fresh option at the time of such discharge;

(iii) Where such Subscriber does not exercise a fresh option or is not in a position to exercise fresh option at the time of discharge, the option already exercised by the Subscriber shall become operative;

(iv) Where no option was exercised by the Subscriber and the Subscriber is not in a position to exercise an option at the time of discharge, his case will be regulated in accordance with sub-rule (6).

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#### THE GAZETTE OF INDIA : EXTRAORDINARY

[PART II-SEC. 3(i)]

(5) In the case of death of a Subscriber while in service, the last option exercised by the deceased Subscriber before his death shall be treated as final and the family shall have no right to revise the option.

(6)(i) Where a Subscriber who did not exercise an option under sub-rule (1) and dies before completion of service of fifteen years or within three years of the notification of these rules, his family will be granted family pension in accordance with the provisions of the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 as the case may be, as a default option;

(ii) Where a Subscriber is discharged from Government service on invalidation or disability before completion of service of fifteen years or within three years of the notification of these rules without exercising an option under subrule (1), and is also not in a position to exercise an option at the time of discharge, he will be granted invalid pension or disability pension in accordance with the provisions of the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 as the case may be, as default option;

(iii) In all other cases, where no option was exercised by the Subscriber, the claim of the Subscriber on discharge from the service and that of the family on death of the Subscriber, shall be regulated in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015, as default option.

(7) In cases where the option exercised by the deceased Subscriber in accordance with sub-rule (1) or the default option in accordance with sub-rule (6) for benefit under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 becomes infructuous on account of non-availability of an eligible member of the family for grant of family pension under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939, such option would be deemed to have become invalid and the benefits admissible under the National Pension System shall be granted to the legal heir(s) of the employee in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

11. Refirement on superannuation. - A Subscriber, who is retired on his attaining the age of superannuation or, if the service of the Subscriber has been extended beyond superannuation, on expiry of such period of extension of service beyond the age of superannuation, shall be entitled to benefits as admissible under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 to the Subscriber retiring on superannuation.

12. Retirement on completion of twenty years' regular service. - (1) At any time after a Subscriber has completed twenty years' regular service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from service :

Provided that this rule shall not apply to a Subscriber, including scientist or technical expert, who is, -

- (i) on assignments under the Indian Technical and Economic Cooperation (ITEC) Programme of the Ministry of External Affairs and other aid programmes;
- (ii) posted abroad in foreign based offices of the Ministries or Departments ;
- (iii) on a specific contract assignment to a foreign Government,

unless, after baving been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year.

### Explanation .- For the purposes of this rule,-

(a) "regular service" shall mean service commencing from the date of joining of a post in the Central Government on a regular basis, whether on direct recruitment or absorption or re-employment basis, and shall include past regular service, in the same or another Central Government Department, a State Government or an autonomous or statutory body, before joining the present service with proper permission, if such past service is allowed to be counted as qualifying service for the purpose of gratuity in accordance with the orders issued by the Government from time to time.

(b) periods spent on all kinds of leave (including study leave and extraordinary leave), deputation or foreign service, duly sanctioned by the competent authority, shall be treated as regular service for the purpose of this rule.

(c) service rendered on casual, ad-hnc or contract hasis, before appointment on regular basis, in the same or another Central Government Department, a State Government or an autonomous or statutory hody, shall not be treated as regular service for the purpose of this rule.

(2) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the appointing authority :





भारतीय विशिष्ट पहचान प्राधिकरण भारत सरकार Unique Identification-Authority of India Government of India

नामांकन क्रमांक/Enrolment No.: 1171/02512/00560

| To:              | BRIJ BHUSHAN JAIN<br>(ब्रिज भूषण जैन)                                    |    |
|------------------|--|----|
| Date: 29/07/2011 | S/O B S JAIN<br>A 73<br>BRIJ VIHAR P O CHANDER NAGAR<br>CHANDER NAGAR PO | 15 |
| 29/0             | Ghaziabad<br>Uttar Pradesh - 201011                                      | 2  |
| Date:            | Ref. No : 00023275-00016558-0001282                                      | O- |

आपका आधार क्रमांक / Your Aadhaar No.:

# 9387 5145 2441

आधार – आम आदमी का अधिकार

भारत-सरकार GOVERNMENT OF INDIA ब्रिज भषण जैन BRIJ BHUSHAN JAIN जन्म वर्ष / Year of Birth : 1952 पुरुष / Male 9387 5145 2441 आम आदमी का अधिकार आधार on a fer Aun silf







