

The Pension Fund Regulatory and Development Authority (Form of Annual Statement of Accounts and Records) Rules, 2015

UNION OF INDIA

India

The Pension Fund Regulatory and Development Authority (Form of Annual Statement of Accounts and Records) Rules, 2015

Rule

THE-PENSION-FUND-REGULATORY-AND-DEVELOPMENT-AUTHORITY of 2015

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The Pension Fund Regulatory and Development Authority (Form of Annual Statement of Accounts and Records) Rules, 2015 Published vide Notification No. G.S.R. 519(E), dated 26th June, 2015 Ministry of Finance (Department of Financial Services) G.S.R. 519(E). - In exercise of the powers conferred by clause (h) of sub-section (2) of Section 51, read with sub-section (1) of Section 42 of the Pension Fund Regulatory and Development Authority Act, 2013 (23 of 2013), the Central Government, in consultation with the Comptroller and Auditor-General of India, hereby makes the following rules, namely:-

1. Short title and commencement.

(1) These rules may be called the Pension Fund Regulatory and Development Authority (Form of Annual Statement of Accounts and Records) Rules, 2015. (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

- In these rules, unless the context otherwise requires, (a) "Act" means the Pension Fund Regulatory and Development Authority Act, 2013 (23 of 2013); (b) "Form" means a form appended to these rules; (c) "Schedule" means a Schedule appended to the Form; (d) words and expressions used in these rules and not defined, but defined in the Act shall have the meanings respectively assigned to

them in the Act.

3. Annual statement of accounts and other relevant records.

- At the expiration of a period of twelve months ending with the 31st March of every year, the Authority shall prepare with reference to that period, a balance-sheet, an income and expenditure account and receipt and payment account in the Forms as specified below, namely:-(a)the Balance-Sheet in Form "A";(b)the Income and Expenditure Account in Form "B";(c)the Receipt and Payment Account in Form "C".

4. Maintenance of accounts, etc.

- The Authority shall preserve the Balance-Sheet, the Income and Expenditure Account and the Receipt and Payment Account referred to in rule 3, for a minimum period of five years following the financial year to which they relate.

5. Authorised Signatory.

- The Balance-Sheet, Income and Expenditure Account and Receipt and Payment Account and the Schedules appended thereto shall be signed by the Chief Account Officer of the Authority, Chairperson and two members of the Authority. Form A[See rule 3 (a)] Pension fund Regulatory and Development Authority Balance Sheet as at 31.03.201_____ (Unit-Indian Rupee)

Liabilities	Schedule	Current year	Previous year	Assets	Schedule	Current year	Previous year
1. Corpus /Capital fund	1			1. Fixed assets	8		
				Gross BlockLess: Depreciation Net Block			
2. Reserves and surplus	2			2. Investments from Earmarked/ Endowment Fund	9		
3. Earmarked/ Endowment funds	3			3. Investments-Others	10		
4. Secured loans and borrowings	4			4. Current assets, Loans, Advances etc.	11		
5. Unsecured loans and borrowings	5			5. Miscellaneous expenditure (to the extent not written off oradjusted)			

6. Deferred
credit liabilities 6

7. Current
liabilities and 7
provisions

Total Total

Significant
Accounting 24
Policy

Contingent
Liabilities and 25
Notes on
Accounts

Note :- All Schedules to Balance Sheet shall form part of Account.

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Form B[See rule 3(b)]Pension Fund Regulatory and Development AuthorityThe Income and
Expenditure Account for the Year Ended at 31st March, 201_____(Unit Indian Rupee)

Expenditure	Schedule	Current year	Previous year	Income	Schedule	Current year	Previous year
1. Establishment Expenses	20			1. Income from Sales/Services	12		
2. Other Administrative expenses etc.	21			2. Grants/Subsidies	13		
3. Expenditure on Grants, Subsidies etc.	22			3. Fee/Subscription	14		
4. Interest5. Depreciation (Net Total at the year end 23 - corresponding toSchedule 8)				4. Income from Investments (Income on investment from earmarked/ endowment Funds transferred to Funds)	15		
				5. Income from Royalty, Publications etc.	16		
				6. Interest Earned	17		

	7. Other Income	18	
	8. Increase/(decrease) in stock of Finished goods	19	
	and Work-in-progress		
Total			Total
Balance being excess of Income over Expenditure			
Transfer to Special Reserve (specify each)			
Transfer to/from General Reserve			
Balance Being Surplus/ (Deficit) Carried to Corpus/capital Fund			
Significant Accounting Policy	24		
Contingent Liabilities and Notes on Accounts	25		
Notes :- All Schedules to Income and Expenditure Account shall form part of account.			
Place:			
Date :	Chief Accounts Officer		
Member Member Chairperson			
Form C[See rule 3(c)] Pension Fund Regulatory and Development Authority Receipt and Payment Account for the Year Ended 31st March, 201_____(Unit - Indian Rupee)			
Receipts	Current year	Previous year	Payment
1. Opening Balances(a) Cash in hand(b) Bank Balances(i) In Current accounts(ii) In Time Deposit accounts(iii) In Saving Bank deposit accounts2. Grants Received(i) From Government of India(a) Grant-in-aid Salaries(b) Grant-in-aid-General(c) Grant-in-aid-Swavalamban Contribution(d) Grant-in-aid-Swavalamban Promotional and Development			1. Expenses(a) Establishment Expenses(Schedule)(b) Administrative2. Grants Utilised(a) Swavalamban Contribution(b) Swavalamban Promotion(c) Grant to National Pensions system Trust(d) Others3. Investments and deposits made(a) Out of Earmarked/Endowment funds(b)

activities(e) Others(ii) From State Government(a) Grant-in-aid Salaries(b) Grant-in-aid-General(c) Grant-in-aid-Swavalamban Contribution(d) Grant-in-aid-Swavalamban Promotional and Development activities(e) Others(iii) From Other Sources (details)(Grants for Capital and revenue expenditure to be shownseparately)3. Income on Investments(a) Earmarked/Endowment Funds(b) Own Funds (other investment)4. Interest Received(a) On Bank deposits(b) Loan/ Advance to employees(c) Others5. Other Income (Specify)(a) Fees for Miscellaneous services(b) Miscellaneous Income6. Amount Borrowed7. Any Other receipts(a) Security/Earnest Money Deposit(b) Refund of Advance(c) Others	Out of Own Funds(Investments-Others)4. Expenditure on FixedAssets and Capital Work-in-progress(a) Purchase of Fixed Assets(b) Expenditure on CapitalWork-in-progress5. Refund of surplusmoney/Loans(a) Recoverable from Nationalpension system trust(b) To the State Government(c) To other providers of funds6. Finance Charges (Interest)(a) Bank charges(b) Others(a) Prepaid(b) Loans,Advances etc.(c) SecurityDeposits8. Closing Balances(a) Cash in hand(b) Bank Balances(i) In Currentaccounts(ii) In TimeDeposit accounts(iii) In Saving Bank Deposit
Total	Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 1

Attached to and Forming Part of Balance Sheet as at 31st March, 201_____Corpus/capital Fund(Unit - Indian Rupee)

Particulars	Current year	Previous year
Balance as at the beginning of the year		
Add : Opening Balance of unutilized corpus fund		
Less : Closing Balance of unutilised corpus fund		

Add/Deduct : Balance of net income/expenditure transferred from the
Income and Expenditure Account

Add : Government Grant to be received from
Government/transferred from the Income and
Expenditure Account Balance as at the year end

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 2

Attached to and Forming Part of Balance Sheet as at 31st March, 201_____ Reserves and
Surplus (Unit - Indian Rupee)

Particulars	Current year	Previous year
1. Capital Reserve (a) At the beginning of the year (b) Addition during the year (c) Less : Deductions during the year 2. Revaluation Reserve (a) At the beginning of the year (b) Addition during the year (c) Less : Deductions during the year 3. Special Reserve (a) At the beginning of the year (b) Addition during the year (c) Less : Deductions during the year 4. General Reserve (a) At the beginning of the year (b) Addition during the year (c) Less : Deductions during the year		

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 3

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____ Earmarked/Endowment
Funds (Unit - Indian Rupee)

Particulars	Fund wise break up	Current year	Previous year
Fund XX	Fund YY		
1. Opening balance of the funds 2. Additions to the funds (a) Donations/grants (b) Income on Investments made on account of funds (c) Other Additions (specify nature)			
Total (1+2)			
3. Utilisation/Expenditure towards objectives of funds (a)			

CapitalExpenditure(i) Fixedassets(ii) Others

Total

(b) RevenueExpenditure(i) Salaries,Wages and allowances, etc.(ii)

Rent(iii) Other Administrativeexpenses

Total

Total (3)

Net balance at the year end (1+2-3)

Notes:- (1) Disclosures shall be made under relevant heads based on conditions attaching to the grants.(2)Plan Funds received from the Central/State Governments are to be shown as separate Funds and not to be mixed up with any other Funds.

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 4

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____Secured Loans and Borrowings(Unit - Indian Rupee)

Particulars	Current year	Previous year
1. Central Government2. State Government3. Financial Institutions(a) Term Loans(b) Interestaccrued and due4. Banks(a) Term Loans-Interestaccrued and due(b) OtherLoans (specify)-Interestaccrued and due5. Other Institutions6. Debentures and Bonds7. Others		
Total		

Note : Amount due within one year

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 5

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____Unsecured Loans and Borrowings(Unit - Indian Rupee)

Particulars	Current year	Previous year
1. Central Government2. State Government3. Financial Institutions4. Banks(a) Term Loans(b) OtherLoans (specify)5. Other Institutions6. Debentures and		

Bonds7. Fixed deposits8. Others (specify)

Total

Note : Amount due within one year

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 6

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____Deferred Credit Liabilities(Unit - Indian Rupee)

Particulars	Current year	Previous year
-------------	--------------	---------------

1. Acceptances secured byhypothecation of Capital Equipment and Other

Assets2. Others

Total

Note : Amount due within one year

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 7

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____Current Liabilities and Provisions(Unit - Indian Rupee)

Particulars	Current year	Previous year
-------------	--------------	---------------

Current Liabilities1. Acceptances2. Sundry Creditors3. Advances Received4.

Interest Accrued but not Due on:(a) SecuredLoans / Borrowings(b)

UnsecuredLoans / Borrowings5. Statutory Liabilities :(a) Overdue(b) Others6.

Other Current Liabilities(a) Unutilisedgrant as at 31st March payable to GOI(c)

Others

Total

Provisions1. For Taxation2. Gratuity3. Trade Warranties/Claims4. Accumulated

Leave encashment5. Pension Contribution Payable7. Leave salary payable8.

Others (specify)

Total

Grand Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 8

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____Fixed Assets(Unit - Indian Rupee)

Description	Gross Block	Depreciation	Net Block							
Cost/ Valuation as at beginning of the year	Additions during the year	Deductions during the year	Cost/ Valuation as at the year end	As at beginning of the year	For the year	On Deductions during the year	Total upto the year end	As at the Current year	As at the previous year	
Fixed Assets1.										
Land :(a)										
Freehold(b)										
Leasehold2.										
Buildings :(a)										
OnFreehold										
Land(b)										
OnLeasehold										
Land(c)										
OwnershipFlats/										
Premises(d)Superstructures										
on Land not										
belonging to the										
entity3. Plant										
Machinery and										
Equipment4.										
Vehicle5.										
Furniture and										
Fixtures6. Office										
equipments7.										
Computer/										
Peripherals8.										
Electrical										
Installations9.										
Library Books10.										
Other Fixed										
Assets										

Total of Current

Year

Previous Year

Capital

Work-in-progress

Total

Note to be given as to cost of assets on hire purchase basis included above.

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 9

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____Investments From
Earmarked / Endowment Funds(Unit - Indian Rupee)

Particulars	Current year	Previous year
-------------	-----------------	------------------

1. Government securities2. Other approved securities3. Shares4. Debentures
and Bonds5. Subsidiaries and Joint ventures6. Others (to be specified)

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 10

Attached to and Forming Part of Balance-Sheet as at
31.03.201_____Investments-Others(Unit - Indian Rupee)

Particulars	Current year	Previous year
-------------	-----------------	------------------

1. Government securities2. Other approved securities3. Shares4. Debentures
and Bonds5. Subsidiaries and Joint ventures6. Others (to be specified)

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 11

Attached to and Forming Part of Balance-Sheet as at 31.03.201_____ Current Assets, Loans and Advances (Unit - Indian Rupee)

Particulars	Current year	Previous year
(A). Current Assets: 1. Inventories: (a) Stores and Spares (b) Loose Tools (c) Stock-in-Trade Finished Goods Work-in-Progress Raw Materials 2. Sundry Debtors : (a) Debts Outstanding for a period exceeding six months (b) Others 3. Cash in hand 4. Bank Balances : (a) with Scheduled Banks : (iv) On Current Accounts (v) On Time Deposit Accounts (vi) On Savings Bank Deposit Accounts (b) with Non-Scheduled Banks : (iv) On Current Accounts (v) On Time Deposit Accounts (vi) On Savings Bank Deposit Accounts 5. Post Office-Savings Accounts 6. Others		
Total (A)		
(B). Loans, Advances and Other Assets: 1. Loans: (a) Staff (b) Other Entities engaged in activities/ objectives similar to that of the Entity (c) Others (specify) 2. Advances and Other Amounts Recoverable in cash or in kind or for value to be received: (a) On Capital Account (b) Prepayments (c) Security Deposits (d) Others 3. Income Accrued : (a) On Investments from Earmarked/Endowment Funds (b) On Investments - Others (c) On Loans and Advances (d) Others (includes income due unrealized _____) 4. Claims Receivable		
Total (B)		
Grand Total (A) + (B)		

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 12

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at 31.03.201_____ Income From Sales/services (Unit - Indian Rupee)

Particulars	Current year	Previous year
(1) Income from Sales (a) Sale of Finished goods (b) Sale of Raw Material (c) Sale of Scraps (2) Income from Services (a) Labour and Processing Charges (b) Professional/Consultancy Services (c) Agency Commission and Brokerage (d) Maintenance Services (Equipment/Property) (e) Others (Specify)		
Total		

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 13

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____Grant/Subsidies(Unit - Indian Rupee)

Particulars	Current year	Previous year
Irrevocable Grants and Subsidies Received1. Central Government2. State Government3. Government agencies4. Institution/ Welfare bodies5. International Organisations6. Others (specify)		

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 14

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____Fees / Subscriptions(Unit - Indian Rupee)

Particulars	Current year	Previous year
6. Entrance Fees7. Annual Fees /Subscriptions8. Seminar /Program Fee9. Consultancy Fees10. Licence fees7. Others (specify)		

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 15

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____Income from Investments(Income on Investments from
Earmarked/endowment Funds Transferred to Funds)(Unit - Indian Rupee)

Particulars

		Investment from Investment - Earmarked Fund Others	
Current year	Previous year	Current year	Previous year
1. Interest(a) On Government securities(b) Other Bonds/Debt securities(c) Others			
2. Dividend(a) On Shares(b) On Mutual Funds(c) Others			
3. Rents			
4. Others (specify)			
Total			
Transferred to Earmarked/Endowment Funds			
Place:			
Date :	Chief Accounts Officer		
Member Member Chairperson			
Pension Fund Regulatory and Development Authority			

Schedule 16

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at 31.03.201_____Income From Royalty, Publication etc.(Unit - Indian Rupee)

Particulars	Current year	Previous year
1 Income from Royalty		
2 Income from Publications		
3. Others (specify)		
Total		
Place:		
Date :	Chief Accounts Officer	
Member Member Chairperson		
Pension Fund Regulatory and Development Authority		

Schedule 17

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at 31.03.201_____Interest Earned(Unit - Indian Rupee)

Particulars	Current year	Previous year
1. On Term Deposits Accounts(a) with Scheduled Bank(b) with Non Scheduled Bank(c) with Institutions(d) Others		
2. On Savings Bank Deposit Accounts:(a) with Scheduled Bank(b) with Non Scheduled Bank(c) Post Office Savings Accounts(d) Others		
3. On Loans:(a) Employees/ Staff(b) Others		
4. Interest on Debtors and Other Receivables		
Total		
Tax deducted at source to be indicated		

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 18

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____ Other Income(Unit - Indian Rupee)

Particulars	Current year	Previous year
1. Profit on Sale/Disposal of Assets(a) Owned Assets(b) Assets acquired out of grants or received free of cost2. Export Incentives Realized3. Fees for Miscellaneous Services4. Miscellaneous Income		
Total		

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 19

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____ Increase/(Decrease) in Stock of Finished Goods and Work in Progress(Unit - Indian Rupee)

Particulars	Current year	Previous year
(a) Closing Stock- Finished Goods-Work-in-progress(b) Less : Opening Stock- Finished Goods- Work-in-progress		
Net Increase/(Decrease) [(a)-(b)]		

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 20

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____ Establishment Expenses(Unit - Indian Rupee)

Particulars

Current Previous
year year

1. Salaries and Wages2. Allowances and Bonus3. Contribution to Provident Fund4. Contribution to Other Fund(specify)5. Staff Welfare expenses6. Expenses on Employee'sRetirement and Terminal Benefits7. Leave Salary8. Tuition fees reimbursement9. Medical Reimbursement10. Gratuity Contribution11. Others (Specify)

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 21

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at 31.03.201_____Other Administrative Expenses(Unit - Indian Rupee)

Particulars

Current Previous
year year

1. Purchases2. Labour and processing expenses3. Cartage and Carriage inwards4. Electricity and Power5. Water charges6. Insurance7. Repair and Maintenance8. Excise Duty9. Rent, Rates and Taxes10. Vehicles Running andMaintenance11. Postage, Telephone andCommunication Charges12. Printing and Stationary13. Travelling and Conveyanceexpenses14. Expenses onSeminar/Workshops/Meetings and conferences15. Subscription expenses16. Expenses on Fees17. Auditors Remuneration18. Hospitality expenses19. Professional Charges20. Books and Periodicals21. Recruitment expenses22. Provision for Bad and DoubtfulDebts/Advances23. Incentive to Aggregator24. Swavalamban GovernmentContribution25. Swavalamban promotion26. Incentive to Point of presence27. Irrecoverable balances Writtenoff28. Packing charges29. Freight and Forwarding expenses30. Distribution expenses31. Advertisement and Publicityexpenses32. Others (Specify)

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 22

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at 31.03.201_____Expenditure on Grant Subsidies Etc.(Unit - Indian Rupee)

Particulars	Current year	Previous year
-------------	-----------------	------------------

1. Grants given to Institutions /Organisations / National Pension System
Trust2. Subsidies given to Institutions/ Organisations3. Others (Specify)

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 23

Attached to and Forming Part of Income and Expenditure Account for the Year Ending at
31.03.201_____Interest(Unit - Indian Rupee)

Particulars	Current year	Previous year
-------------	--------------	---------------

1. On Fixed Loans2. On Other Loans3. Bank charges4. Others (Specify)

Total

Place:

Date : Chief Accounts Officer

Member Member Chairperson

Pension Fund Regulatory and Development Authority

Schedule 24

Attached to and Forming Part of the Accounts for the Year Ending at
31.03.201_____Significant Accounting Policies

1.

2.

3.

4.

5.

Pension Fund Regulatory and Development Authority

Schedule 25

Attached to and Forming Part of the Accounts for the Year Ending at
31.03.201_____Contingent Liabilities and Notes to Accounts

1.

2.

3.

4.

5.