



VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI,
DELHI-110007

Ref.: VPCI/Accts/NPS/Updation/1251

14-10-2026

Note

All the concerned officials under New Pension Scheme are hereby requested to submit the required Annexure-S2 form for updation of their mobile number & nomination details in the NPS records.


Assistant Registrar

To,

All Notice Board
All Department HOD's

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

I hereby request for the following details for the change. (Please tick)

- (A) Changes or Correction in Personal details (other than DOB) ☐ (D) Reissue of PRAN Card ☐

(B) Changes or Correction in Nomination details ☐ (E) Changes or Correction in Date of Birth ☐

(C) Reissue of I PIN and/or T PIN ☐

[illegible]

☐ **Section A: Change in Personal Details** (Please refer to Sr. No.1 to 5 of the instructions for supporting document)

Change or Correction in Name (* Indicates Mandatory Field)

1. Full Name (Full expanded name; Initials are not permitted)

Please Tick as applicable Shri ☐ Smt. ☐ Kumari ☐

Middle Name

Last Name

If the correction in the name to be made in Hindi, Yes ☐ (Please provide the details in the annexure on Page No. 7)

- ☐ 2. Gender : Male ☐ Female ☐

- ☐ 3. PAN

--	--	--	--	--	--	--	--	--	--

 (PAN should be supported by copy of PAN card)

4. Category (Please tick (✓) any one): Government ☐ Private Sector ☐ Self Employed ☐ NRI ☐ Others ☐

5. Father's Full Name:

First Name *

Middle Name

Last Name

In case of changes in details pertaining to the point 1 or 3 or 6, CRA shall reprint the PRAN card and shall send the same to the subscriber. This will be charged by CRA.

6. Present Address* (NRIs may please refer to Sr. No. 5 of the instructions):

Flat/Unit No, Block no

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City

State / Union Territory

Country

Pin Code

☐ Permanent Address*: If same as above, Please Tick ☐ else,

Flat/Unit No, Block no.

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City

State / Union Territory

Country

Pin Code

☐ 8. Phone No.

STD Code

Phone No.

☐ 9. Mobile No.

☐ 10. Email ID

☐ 11. Do you want to subscribe to SMS Alerts (To be made available later, on a chargeable basis):

Yes ☐

No ☐

☐ 12. Subscribers Bank Details: (please refer to Sr. No. 6 of instruction)

You want to change Bank details of:

Tier I

☐

Tier II

☐

(In case you want to change bank details in both Tier I & Tier II Account, tick both check box)

Tier I Account:

Savings A/c

☐

Current A/c

☐

Bank A/c Number

Bank Name

Bank Branch

Bank Address

Pin Code

Bank MICR Code

IFS code (Wherever applicable)

Tier II Account: If same as above for Tier I Yes ☐ OR,

Savings A/c

☐

Current A/c

☐

Bank A/c Number

Bank Name

Bank Branch

Bank Address

Pin Code

Bank MICR Code

IFS code (Wherever applicable)

☐ Section B – Change in Subscriber's Nomination Details (Please refer to Sr. No.6 and 7 of the instructions)

You want to change Nomination details of: Tier I ☐ Tier II ☐

(In case you want to change nomination details in both Tier I & Tier II Account, tick both check box)

Tier I Account:

1. Name of the Nominee:

1st Nominee										2nd Nominee										3rd Nominee									
First Name*										First Name *										First Name*									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

2. Date of Birth (In case of a minor):

1st Nominee										2nd Nominee										3rd Nominee									

3. Relationship with the Nominee:

1st Nominee*										2nd Nominee*										3rd Nominee *									

4. Percentage Share:

1st Nominee*										2nd Nominee *										3rd Nominee*									

5. Nominee's Guardian Details (in case of a minor):

1st Nominee's Guardian Details										2nd Nominee's Guardian Details										3rd Nominee's Guardian Details									
First Name										First Name										First Name									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

Tier II Account: If same as above for Tier I Yes ☐ else,

1. Name of the Nominee:

1st Nominee										2nd Nominee										3rd Nominee									
First Name*										First Name *										First Name*									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

2. Date of Birth (In case of a minor):

1st Nominee										2nd Nominee										3rd Nominee									

3. Relationship with the Nominee:

1st Nominee*										2nd Nominee*										3rd Nominee *									

4. Percentage Share:

1st Nominee*										2nd Nominee *										3rd Nominee*									

5. Nominee's Guardian Details (in case of a minor):

1st Nominee's Guardian Details																2nd Nominee's Guardian Details																3rd Nominee's Guardian Details															
First Name																First Name																First Name															
Middle Name																Middle Name																Middle Name															
Last Name																Last Name																Last Name															

☐ **Section C –Request for Reissue of I-PIN/T-PIN**

I hereby request you to reissue the following.

T-PIN ☐

I-PIN ☐

☐ **Section D– Request for Reissue of PRAN card.**

Reissue of T-Pin, I-Pin and reissue of PRAN card will be chargeable by the CRA.

☐ **Section E- Change or Correction in Date Of Birth**

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(* Employer certification is Mandatory & Please refer to Sr. No.8 of the instructions.)

I _____, the applicant, do hereby Declare that the information provided above is true to the best of my knowledge & belief. Date : <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> D D M M Y Y Y Y										Signature/Thumb Impression* of the Subscriber

* Certified that the above declaration regarding correction/change in Date of Birth has been signed before me by _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth details is as per employee records available with the Corporate.

--

Signature of the Authorised Person

--

Rubber Stamp of the Corporate

Designation of the Authorised Person : _____

Name of the corporate: _____

Date :

--	--	--	--	--	--	--	--

 D D M M Y Y Y Y

(* Note: Employer Certification is mandatory only if there is any correction change in Date of Birth.)

To be filled by POP-SP

Copy of PAN card submitted

: Yes

☐

No

☐

	Signature of Authorized Signatory
	Name : _____ Place : _____ Désignation : _____ Date :
POP-SP	

[To be filled by CRA/CRA-FC]

Received by: _____

CRA-FC Registration Number: _____

Received at : _____

Date: _____

Acknowledgement Number
(To be provided by CRA-FC)

INSTRUCTIONS FOR FILLING THE FORM

- This form is to be used for the purpose of change/correction in subscriber personal details, nominee details, reissue of I-Pin /T-Pin or reissue of PRAN card.
- The form is to be submitted at the POP-SP for carrying out the necessary changes.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be counter-signed by the applicant.
- Please tick the box on the left margin of appropriate row where change/correction is required' and provide the details in the corresponding row. Please strike off the remaining blank rows for which no change is requested. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Details Marked with (*) are the mandatory fields.**
- Mention 12 digits PRAN correctly.**
- All dates Should be in "DDMMYYYY" Format.
- Application incomplete in any respect and/or not accompanied by required documents is liable to be rejected. The application is liable to be rejected if mandatory fields are left blank.
- Reissue of T-Pin, I-Pin and reissue of PRAN card will be chargeable by the CRA.**
- Subscribers are advised to retain the acknowledgement slip signed/ stamped by the POP-SP where they submit the application**

Subscriber's Personal Details

No.	Item No.	Item Details	Guidelines for Filling the Form
Section A - Subscriber's Personal Details			
1.	1.	Full Name	In case of change in name please provide the requisite proof such as marriage certificate or Gazette copy of name change.
2.	2.	Gender	Please provide a copy of Gazette Notification supporting the change
3.	4.	Category	Fund transfers by NRIs would be subject to regulatory requirements as prescribed by RBI from time to time and FEMA requirements.
4.	6& 7.	Present Address& Permanent Address	An NRI subscriber would need to furnish an Indian address as present address for communication and bank details within India. All future communications will be sent to present address. List of documents accepted as proof of address is given below.
5.	12	Bank Details	The subscribers shall provide a cancelled cheque , the details of which should match the bank details provided.
Section B - Subscriber's Nomination Details			
6.	1 to 4	Nomination Details	1) Subscriber can nominate a maximum of three nominees. 2) Subscriber cannot fill the same nominee details more than once for same tier. 3) Percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). 4) Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
7.	5.	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details shall be mandatory.
Section E - Subscriber's Date of Birth Details			
8.	1.	Date of Birth	Please ensure that this matches with the Date of Birth as indicated in the document provided in support

Illustrative list of documents acceptable as proof of identity and address

Sr. No.	Proof of Identity (Copy of any one of the given below documents)	Proof of Address (Copy of any one of the given below documents)
a	Passport issued by Government of India	Passport issued by Government of India
b	Ration card with photograph	Ration card with photograph and residential address
c	Bank Pass book or certificate with Photograph	Bank Pass book or certificate with photograph and residential address
d	Voters Identity card with photograph and residential address	Voters Identity card with photograph and residential address
e	Valid Driving license with photograph	Valid Driving license with photograph and residential address
f	PAN Card issued by Income tax department	Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.
g	Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly	Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly
h	Aadhar Card / letter issued by Unique Identification Authority of India	Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address
i	Job cards issued by NREGA duly signed by an officer of the State Government	Job cards issued by NREGA duly signed by an officer of the State Government
j	Photo Identity Card issued by Government, Defence, Paramilitary and Police Department's	Latest Electricity/water bill in the name of the Subscriber / Claimant and showing the address (less than 6 months old)
k	Ex-Service Man Card issued by Ministry of Defence to their employees	Latest Telephone bill in the name of the Subscriber / Claimant and showing the address (less than 6 months old)
l	Photo Credit card	Latest Property/house Tax receipt (not more than one year old)
m		Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accommodation)
NOTE : You are required to bring original documents & two self-attested photocopies(originals will be returned over-the-counter)		

GENERAL INFORMATION FOR SUBSCRIBERS

- For any further clarification please refer to the PFRDA website www.pfrda.org.in or call on our toll free no. **1800110708**
- The Subscriber can obtain the status of his/her application from the CRA website or through the respective employer.
- For more information

Visit us at <http://www.npsra.nsdl.co.in>

Call us at 022-24994200 or e-mail us at info.cra@nsdl.co.in

Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Semapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

प्राण कार्ड हिंदी में मुद्रित कराने के लिए विवरण दें। (कृपया विवरण देवनागरी लिपि में ही दें):

कृपया नोट करें कि इस अनुलग्नक में दिए अनुसार ही आपका नाम प्राण कार्ड पर दर्शाया जाएगा।
तथापि, जन्मतिथि केवल अंग्रेजी में ही मुद्रित होगी।

अभिदाता का पूरा नाम :

प्रथम नाम* :
मध्य नाम :
अंतिम नाम :

पिता का नाम :

प्रथम नाम* :
मध्य नाम :
अंतिम नाम :

(* अनिवार्य स्थान दर्शाता है)

अभिदाता के हस्ताक्षर/अंगूठेकानिशान*

अभिदाताकानाम :