GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Pensions – Contributory Pension Scheme (CPS) – One-time option for coverage under the Old Pension Scheme (OPS) to eligible employees whose recruitment notification/ advertisement was issued prior to 01.09.2004 and were appointed on or after 01.09.2004 and are presently covered under the CPS – Implementation of G.O.Ms.No.53, Finance (HR.III–Pension & GPF) Department, dated 13.07.2026 – Detailed Guidelines – Issued.

FINANCE (HR.III-PENSION & GPF) DEPARTMENT

G.O.Ms.No.158 **Dated: 09.11.2026**

Read the following:-

1. G.O.Ms.No.653, Finance (Pension-I) Department, Dated:22.09.2004.
2. G.O.Ms.No.121,Finance (HR.V-Pension, GPF)Department, Dated:18.07.2017.
3. Office Memorandum No.57/04/2019-P&PW(B) Department of Pension & Pensioner's Welfare, Government of India, Dated:17.02.2020.
4. Office Memorandum No.57/05/2021-P&PW(B) Department of Pension & Pensioner's Welfare, Government of India, Dated:03.03.2023.
5. G.O.Ms.No.53, Finance(HR.III-PENSION&GPF)Department, Dated:13.07.2026.

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O R D E R:

Government introduced Contributory Pension Scheme (CPS) with effect from 01.09.2004 vide reference 1st read above, making the Scheme applicable to all State Government employees appointed on or after 01.09.2004, in line with the Government of India's "National Pension System'' which is applicable to all Central Government employees w.e.f. 01.01.2004.

2. Subsequently, the Government of India, Department of Pension and Pensioners' Welfare, issued Office Memoranda dated 17.02.2020 and 03.03.2023 vide references of 3rd and 4th read above, extending a one-time option to Central Government employees whose recruitment process had commenced prior to the introduction of the National Pension System, but appointments were made thereafter. Government vide reference 5th read above, have issued orders, adopting the policy of Government of India and extended a one-time option to eligible State Government employees duly stating that operational guidelines for implementation of the procedure will be issued later.

3. Accordingly, detailed operational guidelines in Annexure-I to this order are being issued to ensure uniform, transparent and time-bound implementation of one-time option, throughout the State. Eligible employees, serving or retired, and family pension beneficiaries, shall exercise their options as per these guidelines on or before 31.12.2026.

4. All proposals shall be processed expeditiously by the concerned appointing authorities and Heads of Offices duly maintaining the records scrupulously to ensure transparency, accountability and timely settlement of pensionary benefits.

5. The Secretariat Departments, the Heads of Departments, the Director of Treasuries and Accounts and all other authorities, whoever may be concerned in this matter, shall ensure strict compliance with these instructions.

6. The G.O. is available on Government website and can be accessed at http//goir.ap.gov.in

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PEEYUSH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
All the Department of Secretariat.
All the Heads of Departments.
The Director of Treasuries and Accounts.

Copy to:

The Principal Secretary to the Hon'ble Chief Minister.
The P.S to Hon'ble Minister for Finance.
The P.S to Chief Secretary to the Government.
The P.S to Principal Secretary to Government, Finance Department.
The P.S to Secretary to Government (HR), Finance Department.
SF/SCs (3128258)

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE-I
(Operational guidelines under G.O. Ms. No 53, Finance (HR.III-PENSION & GPF) Department, Dated 13.07.2026)

1. Eligibility and Exercise of Option

a. A one-time option shall be available to employees who satisfy all the conditions prescribed in G.O.Ms.No.53, Finance (HR.III–Pension & GPF) Department, dated 13.07.2026.

b. All applications for consideration of conversion from CPS to OPS shall be process only through the NIDHI portal. Accordingly, all applicants shall exercise their options through Nidhi Portal where a tile for "CPS-OPS Conversion" shall be provided.

c. The serving employees shall use their current NIDHI credentials to submit their applications. The non-serving applicants (retired, voluntarily retired, dependents of the deceased employees, technically resigned employees etc), shall create new credentials by registering on the NIDHI application and shall file their applications using such newly created credentials.

2. Certified Copies from the Initial Appointing Authority (IAA):

a) All applicants shall approach the appointing authority of the department in which he/she was initially appointed (herein referred to as the "IAA") to obtain certified copies of the following documents duly submitting the request in Annexures II-A & II-B:

(i) Recruitment Notification / Advertisement pertaining to his/her initial appointment, issued by the appropriate Recruiting Agency.

(ii) Selection list communicated by the recruiting agency.

(iii) Orders of appointment issued by the IAA.

(iv) Orders admitting the individual to duty, pursuant to the orders of appointment.

b) Upon receipt of such application, the IAA shall carefully verify the particulars with reference to the official records, and furnish the applicant with the certified copies of the four aforementioned documents, **within 15 working days,** in Annexures III-A and III-B.

c) On receipt of such certified copies, the applicant shall submit his application on NIDHI to the DDO of the office where he/she is currently working, duly uploading the certified documents furnished by the IAA.

i. In case of non-serving applicants, the certified copies shall be submitted to the DDO of the office in which the employee last worked while in service.

ii. In case of a person working on foreign service deputation, the employee after receiving certified copies shall directly apply to the authorities mentioned in para.4(b), who shall then process and forward to the DTA/PAO offices for verification.

d) In each case, the DDO shall verify whether the requisite documents are submitted by the individual and shall forward the applications to the IAA for confirming the authenticity of the certified copies.

e) The IAA shall confirm the authenticity of such documents on the NIDHI portal within 7 days from the date of receipt of the application from the DDO. After due verification, he shall communicate his remarks as "Confirmed as authentic" or "Not authentic" to the DDO.

3. Processing of Applications by DDO :

a. On receipt of such communication from the IAA, the DDO shall take one of the following actions

i. For all those applications received as "Confirmed as authentic", the DDO shall proceed with further action explained at Para 3(b).

ii. For all those applications received as "Not authentic", the DDO shall return the application to the applicant with remarks for rectification and resubmission within the deadline. Applications submitted within the deadline only shall be reconsidered.

b. The DDO shall proceed to process the applications "Confirmed as authentic" **within 10 working days** through the prescribed channel for consideration and final decision by the competent authority, as described hereunder

i. The DDO shall scrutinize the application submitted online by the employee, along with the supporting documents, with reference to the Service Register, certified copies (Para 2(a)) and other relevant official records and process the application online in accordance with the prescribed procedure.

ii. The DDO shall also provide the relevant SR extracts from the employee's SR and then forward to the Head of the Office.

iii. The Head of the Office after further verification and upon satisfaction regarding the application, shall forward the verified proposal to the following **with a specific recommendation** regarding the eligibility of the employee as per GOMs 53 for conversion.

a. Pay and Accounts Officer (PAO) - in case of the employees working in Secretariat Departments and the Heads of Departments.

b. Director of Treasuries and Accounts - in case of all other employees,

iv. In case of the applicant, not being eligible, the Head of Office may recommend rejection of the application with recorded reasons to the Competent Authority. Such an application can be resubmitted within the specified deadline by the applicant, after addressing the discrepancies observed.

v. The proposal forwarded by the HOO to DTA/PAO shall invariably contain the following documents:

a. Certified copies issued by the Initial Appointing Authority.

b. PRAN details of the employee.

c. SR Extracts of the appointment order details and joining of the employee.

4. Issue of Final Orders (DTA & Secretaries) :

a. The DTA/PAO shall scrutinize the proposals with reference to the prescribed eligibility conditions and the documents furnished by the DDO through the respective Head of Office.

b. Upon satisfaction as to the correctness and completeness of the proposal, DTA/PAO shall record its recommendation and forward the proposal to the following authorities (hereafter referred to as the "Competent Authority") for issue of final orders for conversion from CPS to OPS pension scheme

i. In case of all Secretariat employees, the Spl.CS/Principal Secretary/Secretary concerned.

ii. In case of non-gazetted officers, the current appointing authority of the employee.

iii. In case of gazetted officers, the Head of the Department concerned.

c. Where the eligibility of the employee is not established from the available records, or where any discrepancy is noticed in the Recruitment Notification, selection, appointment, joining date, Service Register or PRAN particulars, the DTA/PAO shall recommend the case for rejection to the Competent Authority duly recording the reasons thereon.

d. Invariably, the applicant can resubmit his application duly addressing the discrepancies indicated within the stipulated deadline for reconsideration.

5. Responsibilities of the stakeholders :

(a) Initial Appointing Authority:

- Issue certified copies to the applicants within prescribed timelines.
- Authenticate the documents submitted by the applicant upon being referred to by the DDO.

(b) DDO & Head of Office:

- Scrutiny of the application and documents with reference to the certified copies, Service Register, appointment/joining particulars and other official records.

- Verify the applicant's identity, service particulars, authenticity and correctness of documents, and consistency of the employee details.
- Upload relevant Service Register extracts against each application.
- Give clear recommendation on the application to the DTA/PAO.
- Clarification of discrepancies, if any, raised by PAO/DTA.
- Forward application for allotment of Provident Fund account to PAG/DTA/ZP, as applicable.

(c) DTA/PAO:

- Independently scrutinize each application with the provided records and information made available by HOO.
- Seek any clarifications from HOO in case of discrepancies.
- Verify completeness and consistency and record findings.
- Give specific recommendation on the proposal to the sanctioning authority.
- DTA to process the exit proposal of the employees whose applications are approved by sanctioning authorities.

6. Admission to GPF and Service Records:

a. Every employee, whose option for conversion to the OPS is accepted, shall be admitted to the General Provident Fund (GPF) / other Provident Fund in accordance with the Andhra Pradesh General Provident Fund Rules or other applicable Provident Fund Rules, as the case may be.

b. Immediately after issue of the orders accepting the option for conversion to OPS, the Head of Office shall forward the proposal for allotment of a Provident Fund (GPF, ZPPF etc.) Account Number to the Principal Accountant General (A&E) / Director of Treasuries and Accounts / Zilla Parishad, as applicable. The Provident Fund subscription shall commence from the salary for the month immediately succeeding the month in which the conversion takes effect. The Head of Office shall ensure that no further deductions towards the employee's contribution under the CPS are made once PF subscription is initiated.

c. Immediately after issuance of the conversion orders, the Service Register of the employee shall be updated, and the following entry shall be recorded:

"The employee is permitted to come under the Old Pension Scheme in terms of G.O.Ms.No.53, Finance (HR.III–Pension & GPF) Department, dated 13.07.2026, vide Proceedings No._____, dated.___. The employee shall henceforth be governed by the Andhra Pradesh Revised Pension Rules, 1980. Service rendered from the date of initial regular appointment shall qualify for pension subject to the provisions of the Pension Rules."

7. Regulation of Pensionary Benefits:

Employees whose option is accepted under these instructions shall be deemed to have come under the purview of the Andhra Pradesh Revised Pension Rules,1980, and their service shall thereafter be regulated in accordance with the said Rules.

8. Treatment of CPS Corpus

a. The accumulated CPS corpus comprising the employee's contribution, Government contribution and the appreciation/increased value of the subscriptions arising from investment returns thereon shall be dealt with, by the Director of Treasuries and Accounts, being the Nodal Officer for NPS, in accordance with the procedure prescribed.

b. Conversion to the Old Pension Scheme shall not confer any right upon a serving employee to receive any portion of the accumulated CPS corpus in cash. The CPS corpus shall be transferred/adjusted in favour of the Government and the GPF Account of the individual, respectively in the manner prescribed at Para 9.

9. Transfer of CPS Corpus – In-Service Employees

a. The employee shall submit an application to the Drawing and Disbursing Officer (DDO) for transfer of the employee's contribution from the PRAN account to the General Provident Fund (GPF) account.

b. After verification of the application and relevant records, the DDO shall forward the proposal to the Treasury Officer/Pay and Accounts Officer (TO/PAO) concerned. The TO/PAO shall scrutinize the proposal and, upon being satisfied with the correctness of the particulars, shall submit the same to the Director of Treasuries and Accounts (DTA) for further necessary action.

c. The Director of Treasuries and Accounts (DTA) shall initiate redemption of the CPS corpus through the functionality available in the Protean-CRA system.

d. Upon receipt of the redeemed amount from the NPS Trust, the Director of Treasuries and Accounts shall account for and adjust the amount as follows:

i. **Employee's Contribution:** The employee's contribution shall be credited to the GPF account of the employee. The GPF account shall be recast by allowing up-to-date interest in accordance with FR 16 and Rule 11 of the Andhra Pradesh General Provident Fund Rules, after excluding the amount, if any, already withdrawn by way of partial withdrawal from CPS corpus.

ii **Government Contribution:** The Government contribution shall be adjusted/ credited to the Head of Account 2071-01-911-00-96000-000VN, or to such other Head of Account as may be prescribed by the Government.

iii **Accrued Appreciation:** The appreciation accrued on the CPS corpus shall be adjusted/credited to the Head of Account 007100-800 – Other Receipts, or to such other Head of Account as may be prescribed by the Government.

10. Transfer of CPS Corpus – Retired Employees:

a. Where a retiree has already availed retirement benefits under the CPS in accordance with the PFRDA Exit Guidelines, the Government contribution and the returns accrued thereon shall be remitted to the Government account as a pre-condition for extending the pensionary benefits under the Andhra Pradesh Revised Pension Rules, 1980. The recovery and remittance of the amount shall be made in accordance with the procedure prescribed in respect of the government contribution and accrued appreciation on government contribution at para 9 above. Such employee shall migrate into the OPS scheme only after proper settlement of the retirement benefits is completed by the DTA.

b. Where the retiree has not availed retirement benefits under the CPS, the Government Contribution along with the appreciated corpus thereon shall be remitted to the Government and the employee contribution and appreciated value thereon shall be paid to the individual.

c. The Director of Treasuries and Accounts shall be responsible for ensuring the return and remittance of the Government contribution and the returns accrued thereon in accordance with the procedure prescribed.

11. Cases of Death or Invalidation:

a. Where an employee, who is eligible for conversion to the Old Pension Scheme under G.O.Ms.No.53, dies while in service or is retired on invalidation, and the entire CPS corpus has already been remitted to the Government account for sanction of Family Pension or Invalidation Pension, the employee's contribution forming part of the corpus so remitted shall be paid to the person entitled to receive the pensionary benefits, by drawing under the Head of Account 0071-01-101-00-06-000-000VN, by the Director of Treasuries and Accounts, as and when such cases arise.

b. Where the family of such a deceased employee has already availed the death withdrawal benefit under CPS in accordance with the PFRDA Exit Guidelines, the Government contribution and the returns accrued thereon shall be remitted to the Government account as a pre-condition for extending the benefits of the Old Pension Scheme under these instructions.

12. In cases where an employee or eligible family member, in the event of death of an employee, proposes to withdraw from an annuity already purchased under the CPS, the Director of Treasuries and Accounts shall facilitate withdrawal from the concerned Annuity Service Provider and arrange payment to the eligible claimant, in accordance with the guidelines issued by the PFRDA in this regard.

13. Online Application and Dashboard

a. The Director of Treasuries and Accounts (DTA) shall ensure that the Option Form, requisite fields, verification module and prescribed workflow are available in the NIDHI Payroll Application for enabling the following processes:

i. submission of the option by the employee;

ii. verification by the DDO/Head of Office (HoO), as applicable;

iii. confirmation by IAA.

iv. scrutiny and verification by the DTA/PAO;

v. processing and forwarding through the prescribed channel; and

vi. issuance of orders by the competent authority.

b. DTA/PAO shall form a special cell for the purpose of time-bound implementation of these orders.

c. The APCFSS shall make necessary arrangements in the NIDHI Application as advised by the DTA to facilitate online submission and processing of the Option Forms by eligible employees.

ANNEXURE. II-A

Application to the Initial Appointing Authority for Certified Copies of Documents – For serving and retired/resigned employees

To,
The Initial Appointing Authority (IAA),
Office: Address

Sub: SUB: PS- …… Services – Sri/Smt/Kum…….Appointed as ……..……G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dt:13.07.2026–Conversion from Contributory Pension Scheme (CPS) to Old Pension Scheme (OPS) –Certified Copies of initial recruitment and appointment records - Requested for - Reg.

Ref: 1. G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dated: 13.07.2026.

2. G.O.Ms.No……, Finance (HR.III-Pension, GPF) Department, Dated: ..10.2026.

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Respected Sir/Madam,

The Government of Andhra Pradesh, vide the reference first cited, have issued orders providing a one-time option for eligible employees whose recruitment notifications were published prior to 01.09.2004 and who were appointed to Government service after the introduction of the Contributory Pension Scheme (CPS), to migrate from CPS to the Old Pension Scheme (OPS), subject to fulfilment of the prescribed conditions. As part of the mandatory verification process to exercise this option, I am required to submit certified copies of my initial recruitment, selection, and appointment records to the competent authority.

I was initially appointed as……. (post) and joined duty on ……. (date) in……. (name of office/department). As your office was the Initial Appointing Authority in respect of my initial appointment, I request that certified copies of the following documents available in the records of your office may kindly be issued:

1. Recruitment Notification/Advertisement under which my selection was initiated.
2. Selection List/Allotment List issued by the Recruitment Agency (APPSC /DSC / APSLPRB etc.) allocating me to your Department/Office.
3. Appointment Orders issued by your office.
4. Orders admitting me to duty.

In view of the prescribed timeline for submission of the option for conversion from CPS to OPS, I request that the above certified copies may kindly be issued at the earliest to facilitate timely submission and processing of my application.

Thanking you, Sir/Madam.

Yours faithfully,

(Signature of Applicant)

Name of the applicant : …….

Present Designation : ……

CFMS ID / HRMS ID : ……

Office : ……

Mobile Number : ……

ANNEXURE. II-B

Application to the Initial Appointing Authority for Certified Copies of Documents – For family member of deceased employees.

To,

The Initial Appointing Authority (IAA),
Office: Address

Sub: PS…… Services – Sri/Smt./Kum.....Appointed as …… G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dt: 13.07.2026– Conversion from Contributory Pension Scheme (CPS) to Old Pension Scheme (OPS) – Certified Copies of initial recruitment and appointment records - Requested for-Reg.

Ref: 1. G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dated: 13.07.2026.
2. G.O.Ms.No……, Finance (HR.III-Pension, GPF) Department, Dated:..... 10.2026.

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Respected Sir/Madam,

The Government of Andhra Pradesh, vide the reference first cited, have issued orders providing a one-time option for eligible employees whose recruitment notifications were published prior to 01.09.2004 and who were appointed to Government service after the introduction of the Contributory Pension Scheme (CPS), to migrate from CPS to the Old Pension Scheme (OPS), subject to fulfilment of the prescribed conditions. As part of the mandatory verification process to exercise this option, I am required to submit certified copies of my initial recruitment, selection, and appointment records to the competent authority.

I, Sri/Smt./Kum……, am the spouse/entitled family member of Late Sri/Smt./Kum. ……, who was initially appointed as …… (post) on ……. (date) in …… (name of office/department).

As your office was the Initial Appointing Authority in respect of the said appointment, I request that certified copies of the following documents of Late Sri/Smt./Kum. ……..…… ……. available in the records of your office may kindly be issued to facilitate the processing of the case for conversion from CPS to OPS, subject to the applicable Government orders.

i. Recruitment Notification/Advertisement under which selection was initiated.

ii. Selection List/Allotment List issued by the Recruitment Agency (APPSC/DSC/ APSLPRB etc.) allocating Sri/Smt./Kum……to your Department/Office.

iii. Appointment Orders issued by your office.

iv. Orders admitting the Sri/Smt./Kum.……to duty.

In view of the prescribed timeline for submission of the option for conversion from CPS to OPS, I request that the above certified copies may kindly be issued at the earliest to facilitate timely submission and processing of my application.

Thanking you, Sir/Madam.

Yours faithfully,

(Signature of Applicant)

Name of the applicant : …….

S/o/W/o/D/o <Employee name and designation> ……

CFMS ID / HRMS ID : …….

Mobile Number : …….

Annexure-III-A

(Draft proceedings to provide certified copies to the applicants – for IAA)

GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT OF ……..

O/o The

Office Address.

Rc. No. ……..

Dated:…….

Sub: PS ……..…… Services – Sri/Smt./Kum…..…… Appointed as ……..……..G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dt: 13.07.2026 – Conversion from Contributory Pension Scheme (CPS) to Old Pension Scheme (OPS) – Certified Copies of initial recruitment and appointment records - Requested for-Reg.

Ref: 1. G.O.Rt./Proceedings No ……., dated…..…… of (Authority which issued initial appointment orders)

2. G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dated: 13.07.2026.

3. G.O.Ms No….Finance (HR.III-Pension, GPF) Department, . Dated: …….

4. Representation received from Sri/Smt. ……..(name), …….. (Designation), Dated: 13.10.2026.

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In pursuance of the Orders and guidelines issued by the Government of Andhra Pradesh in the reference 3rd and 4th cited, Sri/Smt./Kum…….…….. (Name of Applicant), ……. (Present Designation), …… Office, who was initially appointed as …… (Post of initial appointment), under ……. (Service rules) in this office/department has submitted a representation requesting this office, being the initial Appointing Authority, to furnish certified copies of their service entry documents required for the verification and processing of the CPS-to-OPS conversion option.

Accordingly, the personal file and service records of the individual available in this office have been verified and the requested verified documents are hereby certified and furnished herewith to the individual:

1. Recruitment Notification/Advertisement under which the initial selection was initiated.
2. Selection List/Allotment Letter issued by the competent Recruitment Agency (APPSC, DSC, APSLPRB etc.,).
3. Initial Appointment Order issued.
4. Orders admitting the individual to duty.

Signature:

Designation:

ANNEXURE-III-B

(Draft proceedings for furnishing certified copies of initial recruitment and appointment records in respect of a deceased employee – for IAA)

GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT OF ……..

O/o The
(Office Address)

Rc. No……..

Dated: ……

Sub: PS…… Services – Late Sri/Smt./ Kum. …… Conversion from Contributory Pension Scheme (CPS) to Old Pension Scheme (OPS) – G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, dated 13.07.2026 – Request for certified copies of initial recruitment and appointment records in respect of the deceased employee by the Spouse / Family Member – Orders issued – Reg.

Ref: 1. G.O.Rt./Proceedings No ……., dated. … of (Authority which issued initial appointment orders)

2. G.O.Ms.No.53, Finance (HR.III-Pension, GPF) Department, Dated: 13.07.2026.

3. G.O Ms No…., Finance (HR.III-Pension, GPF) Department, Dated: …….

4. Representation received from Sri/Smt./ Kum.……..….……..(name), …….…….. (Relationship with the Deceased Employee) of Late Sri/Smt/Kum.. …… (name of the deceased employee), Dated:……...

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In pursuance of the orders and guidelines issued by the Government of Andhra Pradesh in the references 3rd and 4th cited, Sri/Smt./Kum. …… (name of the applicant), …… (relationship with the deceased employee), of Late Sri/Smt./Kum.. …… (name of the deceased employee), has submitted a representation requesting this office, being the initial Appointing Authority of the deceased employee, to furnish certified copies of the initial recruitment and appointment records of Late Sri/Smt./Kum.. ……..… (name of the deceased employee), who was initially appointed as …… (post of initial appointment) under……..…… (service rules) in this office/department. The documents are required for verification and processing of the CPS-to-OPS conversion option in respect of the deceased employee, as applicable under the Government orders cited.

Accordingly, the personal file and service records of the individual available in this office have been verified and the requested verified documents are hereby certified and furnished herewith to the applicant:

1. Recruitment Notification/Advertisement under which the initial selection was initiated.
2. Selection List/Allotment Letter issued by the competent Recruitment Agency (APPSC, DSC, APSLPRB etc.,).
3. Initial Appointment Order issued.
4. Orders admitting the individual to duty.

Signature:

Designation:

Office & Address: