

**PROCEDURE FOR ONLINE
CHANGE OF SUBSCRIPTION OF DSOP/ AFPP FUND**

1. In line with the government's initiative of Digital India and Ease of Doing Business, Naval Pay Office has undertaken the task of digitising and improving processes that were heavily reliant on manual interventions, leading to significant delays in their final execution. Amendment in procedure towards change in rate of subscription is one such initiative.

2. **Existing Procedure.** Presently, personnel desirous of revising their rate of subscription towards DSOPF/ AFPPF are required to forward an application, in duplicate to Naval Pay Office as per prescribed format by 15th of the month preceding the month in which new rate of subscription is to take effect.

(a) **Action by Subscriber.** The application form is filled manually and **same is counter-signed** by the Commanding Officer/ Oi/C/ Head of the unit. The ink signed copy is then forwarded to NPO.

(b) **Action by NPO.** NPO after verification of the revised rates commences subscription at the increased or decreased rate.

3. **Revised Online Procedure.** A module has been developed in NPO website on NUD for personnel wanting to change the rate of subscription towards DSOPF/AFPPF. The module has an automatic inbuilt e-signature of the individual when submitted online for authentication and record keeping. The amended procedure is as follows:-

(a) **Action by Subscriber.** Personnel are to fill the application online for change of subscription provided in personal login in NPO website on NUD and submit the same on the site itself.

(b) **Action by NPO.** Consequent to online verification by IPADS as per extant policy, NPO would take necessary action along with updation of Fund Card of the individual and change of subscription would be effected from the following month.

4. **Advantages accruing.**

(a) Paperless procedure.

(b) Digital trail.

(c) Faster and reliable transactions.

5. Detailed letter published on NUD under Policy Letters->DPA->Coord.