

Protean eGov Technologies Limited



protean
Change *is* growth

OPGM SOP for GDS NLCC Request initiation
Version 1.0

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OPGM SOP for GDS NLCC Request initiation

REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version

OPGM SOP for GDS NLCC Request initiation

Online PRAN Generation Module (OPGM) For GDS subscribers

Subscriber Registration process flow by NL-CC

Sr. no.	Process	Page number
1	Registration process	4-18
2	Complete Pending GDS Registration	19
3	Download GDS Subscriber Registration form	20-21

OPGM SOP for GDS NLCC Request initiation

NLCC Flow – Initiator Level

Please visit below mentioned Protean CRA web site for online GDS subscriber registration

<https://enps.nsdli.com/eNPS/NationalPensionSystem.html>

Select option – REGISTRATION FOR GDS SUBSCRIBER



Get your Annual Transaction Statement over Email

Please Select Your Language ENGLISH ▾

For making Instant Contribution through UPI, kindly use UPI ID - PFRDA.15DigitVirtualAccount@axisbank where, 15 Digit Virtual Account starts with 600101 for Tier I and 600102 for Tier II

To rectify any error in contribution [amount / Tier Type / incorrect Virtual ID (VID)], remitted through eNPS portal/D-Remit mode, raise a grievance on CRA portal (www.cra-nsdl.com) to NPS Trust/CRA. Required documents to be sent to CRA on email ID - enps@proteantech.in within 7 days from date of transaction. For rectification/refund requests involving incorrect VID, required documents to be sent within 15 days from date of transaction. [Click Here](#) for List of required documents

As per PFRDA guidelines, contribution payment in NPS Tier II A/c through Credit Card is not permitted. Use other modes of payment such as Net Banking/ Debit Card / UPI for contributing in Tier II

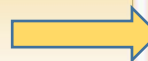
Guidelines for Online Registration

NPS Trust welcomes you to 'eNPS', which will facilitate:-

- ▶ Opening of Individual Pension Account under NPS (only Tier I / Tier I & Tier II) by All Indian Citizens (including NRIs) between 18 - 70 years
- ▶ Making initial and subsequent contribution to your Tier I as well as Tier II account

For Account opening, you need to:

- ✓ Have Mobile number, email ID and an active Bank account with net Banking facility enabled
 - ✓ In case, an applicant selects to open the individual pension account with PAN, the activation of the PRAN is subject to KYC verification by the empanelled POP (name and address should match with POP record) selected by applicant during the registration process.
- To view the list of empanelled POP, [Click Here](#)



NATIONAL PENSION SYSTEM

ATAL PENSION YOJANA

REGISTRATION FOR GDS SUBSCRIBERS

Nodal Office details section

- NL-CC shall select NL-CC wherein Subscriber is mapped/associated. The name can be searched by typing the division name also in the first field if the NL-CC reg. no. is not known. Enter NLCC Reg. No. or at least 3 characters of NLCC name to search NLCC office NLCC Name *

OPGM SOP for GDS NLCC Request initiation

Home > Online GDS Subscriber Registration

Online GDS Subscriber Registration

* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.

New GDS Registration

Complete Pending GDS Registration

Download GDS Subscriber Registration Form

New Registration - GDS Employee

Associated NPS Lite Contact Centre (NLCC) *

Enter NLCC Reg No or atleast 3 characters

NLCC Name *

NLAO Name *

NLOO Name *

Continue

NPS

- NPS000409D-Sr. Supdt. Of Post Offices, Dehradun Di
- NPS000119A-DoP-CRA-NL-CC
- NPS000162B-Sr.Suptd. Of Post Offices, Ambala Divisi
- NPS000163C-Suptd. Of Post Offices, Bhiwani Division
- NPS000164D-Suptd. Of Post Offices, Faridabad Divisi
- NPS000165E-Suptd. Of Post Offices, Gurgaon Divisi
- NPS000166F-Suptd. Of Post Offices, Hisar Division
- NPS000167G-Sr.Suptd. Of Post Offices, Karnal Divisi
- NPS000168A-Suptd. Of Post Offices, Kurukshetra Di
- NPS000169B-Sr.Suptd. Of Post Offices, Rohtak Divisi
- NPS000170C-Suptd. Of Post Offices, Sonapat Division
- NPS000411F-Suptd. Of Post Offices, Tehri division

Please search NLCC by entering minimum 3 characters

- Once the associated NL-CC is selected in the first field, other details will get auto populated which the NL-CC can verify and select continue.

OPGM SOP for GDS NLCC Request initiation



National Pension System Trust



Home > Online GDS Subscriber Registration

Online GDS Subscriber Registration

* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.

New GDS Registration

Complete Pending GDS Registration

Download GDS Subscriber Registration Form

New Registration - GDS Employee

Associated NPS Lite Contact Centre (NLCC) *

Enter NLCC Reg No or atleast 3 characters of NLCC name to search NLCC office

NLCC Name *

NLAO Name *

NLOO Name *

Personal details:

- Fill the personal details.
- Field indicated as "*" (star mark) is mandatory to fill
- Enter captcha and click on "Generate Acknowledgment No"
- SMS will be sent on the mobile number provided in the below screen for the ack ID generated for initiating registration.

OPGM SOP for GDS NLCC Request initiation



National Pension System Trust



Home > Online GDS Subscriber Registration


GDS Subscriber Registration


1 Start 2 Acknowledgement ID Generated 3 Registration Details Submitted 4 Verification 5 Authorization 6 PRAN Generated 7 Process Complete

Personal Details Contact Details Bank & Other Details Nomination Details Photo & Signature Details Declarations

Fields marked with * are mandatory for registration.

Personal Details		Family Details	
Title *	SHRI	Father's First Name *	BHALERAM
First Name *	DHIREN	Father's Middle Name	
Last Name		Father's Last Name	SHAH
Middle Name	SHAH	Mother's First Name	ANANDI
Gender *	MALE	Mother's Middle Name	
Date of Birth *	12/04/1989	Mother's Last Name	SHAH
	(DD/MM/YYYY)		
Name to be printed on PRAN card *	MOTHER'S NAME	Identity Details	
Mobile *	+ 91 8889009700	PAN	
Email ID	dhiren@yahoo.com		
Telephone with STD Code			

Add and Enter Captcha  3 + 4 = 3 37

 **Generate Acknowledgement No** **Reset**

Confirm NLCC and NLAO mapping once again on screen.

OPGM SOP for GDS NLCC Request initiation

National Pension System Trust

Alert

NLCC Reg No.	NP5000457C
NLAO Reg No.	8000241
NLOO Reg No.	7000070

NLCC Name	Supdt. Of Post Offices Thane west Division
NLAO Name	DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA CIRCLE NAGPUR
NLOO Name	DIRECTOR GENERAL POSTS MINISTRY OF COMMUNICATION & IT GOVT OF INDIA

Kindly check details displayed above. You won't be able to change above details once you click on 'OK' button.

OK **Cancel**

Personal Details

Fields marked with *

Personal

Title * SHRJ

First Name * DHIREN

Last Name

Middle Name SHAH

Gender * MALE

Date of Birth * 12/04/1989
(DDMM/YYYY)

Name to be printed on PRAN card * MOTHER'S NAME

Father's First Name * BHALERAM

Father's Middle Name

Father's Last Name SHAH

Mother's First Name ANANDI

Mother's Middle Name

Mother's Last Name SHAH

Identity Details

OPGM SOP for GDS NLCC Request initiation

- **Acknowledgement ID will be generated**
- **Please save Acknowledgement ID for tracking purpose**

Acknowledgement

National Pension System Trust

Dear Subscriber,
Your Registration request has been successfully initiated. The Subscriber Registration Acknowledgement details are given below:

Acknowledgement Number	11183295
Name of Subscriber	DHIREN SHAH
Receipt Date	21/03/2023

SMS and EMAIL will be sent out to your registered Mobile Number and Email ID.

Please proceed to complete the registration process. If you want to complete the process later then use this Acknowledgement Number after selecting 'Complete Pending Registration' in the Registration page.


For any assistance please dial 022-2499 3499 or [click here](#) to post your query online.

OK


Provide complete address as the PRAN card will be dispatched to the registered address once PRAN is generated.

- Click on "Save & Proceed" option before to go on next page

OPGM SOP for GDS NLCC Request initiation



National Pension System Trust



Home > GDS Subscriber Contact Registration

GDS Subscriber Registration

Progress bar with 7 steps: 1. Start (checked), 2. Acknowledgement ID Generated (checked), 3. Registration Details Submitted, 4. Verification, 5. Authorization, 6. PRAN Generated, 7. Process Complete

Acknowledgement No: 11183295

Subscriber Name: DHIREN


Personal Details | **Contact Details** | Bank & Other Details | Nomination Details | Photo & Signature Details | Declarations

Address Details

Flat/Room/Door/Block no.*	1152
Landmark	AUDI SHOWROOM
Premises/Building/Village	DAFFODILS
Road/Street/Lane	LAKE STREET
Area/Locality/Taluk	
PIN Code*	4000
City/Town/District*	MUMBAI
State/U.T.*	MAHARASHTRA
Country*	INDIA

Pincode search will autopopulate the City, State & Country

⏪



Save & Proceed

Reset

⏩

OPGM SOP for GDS NLCC Request initiation

- Provide Bank Details of the subscriber. Though the bank details are not mandatory, if provided, should be complete. □ Click on “Save & Proceed” option to proceed

GDS Subscriber Registration

✓
 Start

✓
 Acknowledgement
 ID Generated

3
 Registration Details
 Submitted

4
 Verification

5
 Authorization

6
 PRAN Generated

7
 Process Complete

Acknowledgement No: 11183295 Subscriber Name: DHIREN

Personal Details
Contact Details
Bank & Other Details
Nomination Details
Photo & Signature Details
Declarations

Employment Details

Membership Number(PPAN)

Bank Details

Account Type	SAVINGS ACCOUNT ▼
Bank A/C Number	000012345678900000000000000000
Bank IFS Code	SBIN0000032 🔍
Bank Name	STATE BANK OF INDIA
Branch Name	BEGUSARAI
Branch Address	NR, PALIKA MARKET, BEGUSARAI-851101
PIN Code	851101 🔍
State/U.T.	BIHAR ▼
Country	INDIA ▼
Bank MICR Code	851002102

⏪

Save & Proceed
Reset

⏩

- Provide Nomination Details of the subscriber
- Field indicated as “*” (star mark) is mandatory to fill

OPGM SOP for GDS NLCC Request initiation

- Click on “Save & Proceed” option to proceed

✓ Start
✓ Acknowledgement ID Generated
3 Registration Details Submitted
4 Verification
5 Authorization
8 PRAN Generated
7 Process Complete

Acknowledgement No: 11183295 Subscriber Name: DHIREN

Personal Details
Contact Details
Bank & Other Details
Nomination Details
Photo & Signature Details
Declarations

Nominee Details

Nominee 1

First Name *	AYESHA
Middle Name	SHETTY
Last Name / Surname	SHETTY
Major/Minor*	MAJOR ▼
Date of Birth	17/09/1990 (DD/MM/YYYY)
Relationship *	WIFE
Percentage Share*	100 %
Guardian First Name (in case of a minor)	<input type="text"/>
Guardian Middle Name	<input type="text"/>
Guardian Last Name	<input type="text"/>

Add

⏪

Save & Proceed
Reset

⏩

OPGM SOP for GDS NLCC Request initiation

- Upload Photo & Signature of subscriber which is mandatory
- Please refer the instructions provided for file size and format of uploading photo & signature
- Click on save once photo & signature is uploaded successfully

Home > GDS Subscriber Registration (Photo & Signature Details)

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11605843 Subscriber Name: KANHA

Personal Details Contact Details Bank & Other Details Nomination Details **Photo & Signature Details** Declarations

Upload Photo & Signature

Photo

Preview Photo

Choose File NO FILE CHOSEN

Photo Successfully Uploaded

Signature

Preview Signature

Choose File NO FILE CHOSEN

Signature Successfully Uploaded

[Steps to Scan Signature](#)

Note:
*Photo & Signature should be in *.jpg format. If your Photograph/Signature image is in other format, please save it as in .jpg format. Size of photo should be between 2KB and 5MB. Scan a signature and upload it.

Save Confirm

- System will show entire details submitted once again to verify.
- For any modification, Edit option is available so that correct details can be filled before submission of application

OPGM SOP for GDS NLCC Request initiation



National Pension System Trust



Home > Subscriber Confirmation (Core)

GDS Subscriber Registration



Acknowledgement No: 11183295

Subscriber Name: DHIREN

- Personal Details
- Contact Details
- Bank & Other Details
- Nomination Details
- Photo & Signature Details
- Declarations

Personal Details

Title	SHRI
First Name *	DHIREN
Last Name	
Middle Name	SHAH
Gender *	MALE
Date of Birth *	12/04/1989
Name to be printed on PRAN card *	MOTHER'S NAME
Mobile *	+91 8889909790
Email ID	DHIREN@YAHOO.COM
Telephone with STD Code	

Family Details

Father's First Name *	BHALERAM
Father's Middle Name	
Father's Last Name	SHAH
Mother's First Name	ANANDI
Mother's Middle Name	
Mother's Last Name	SHAH

In case, you wish to modify any details you can click on edit and modify



Edit



etailsConfirm.html?ID=904988831&oe...

- Verify photo & Signature page, click on arrow available on right side for screen.

OPGM SOP for GDS NLCC Request initiation

**National Pension System Trust**

[Home](#) > [Subscriber Confirmation \(Core\)](#) > [Subscriber Registration \(Photo & Signature Confirmation\)](#)


GDS Subscriber Registration

1 Start 2 Acknowledgement ID Generated 3 Registration Details Submitted 4 Verification 5 Authorization 6 PRAN Generated 7 Process Complete

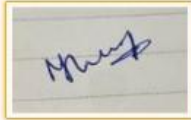
Acknowledgement No: 11609843 Subscriber Name: KANHA

[Personal Details](#) [Contact Details](#) [Bank & Other Details](#) [Nomination Details](#) **[Photo & Signature Details](#)** [Declarations](#)

Preview Photo



Preview Signature



« [Edit](#) »

Note

- Click on "Edit" button to make changes in Form.

a) Please select "Declaration by Nodal office"

OPGM SOP for GDS NLCC Request initiation

b) Click on “Confirm” for final submission

Home > Subscriber Registration (Declaration Details)

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11183295 Subscriber Name: DHIREN

Personal Details Contact Details Bank & Other Details Nomination Details Photo & Signature Details **Declarations**

Declaration By Subscriber

I hereby certify that the details provided in CSRF including the personal, address bank, nominee and employment details. Further, I certify that all my related documents have been submitted for this PRAN generation request. All information provided by me is correct, complete and true to the best of my knowledge and belief.

Declaration By Nodal Office

It is certified that the details provided by subscriber in this CSRF including the personal, address bank, nominee and employment details are correct. Further, it is certified that all the related documents have been submitted for this PRAN generation request. All information provided by subscriber is correct, complete and true.

Confirm

«

- System will generate Acknowledgement number
- For another registration, NL-CC may click on option “Register Another Employee”

OPGM SOP for GDS NLCC Request initiation



National Pension System Trust



[Home](#) >

GDS Subscriber Registration




Your Registration Details has been submitted successfully.

Name Of the Subscriber	DHIREN
Acknowledgement Number	11183295
Acknowledgement Number Generation Date	21/03/2023


[REGISTER ANOTHER EMPLOYEE](#)

- NL-CC will be able to download the registration form.
- The registration form downloaded has to be submitted by the NL-CC to NL-AO.

OPGM SOP for GDS NLCC Request initiation



National Pension System Trust



Home >

GDS Subscriber Registration

Progress bar with 7 steps: 1. Start (checked), 2. Acknowledgement ID Generated (checked), 3. Registration Details Submitted (checked), 4. Verification (grey), 5. Authorization (grey), 6. PRAN Generated (grey), 7. Process Complete (grey).

Your Registration Details has been submitted successfully.

Name Of the Subscriber	KANHA
Acknowledgement Number	11609943
Acknowledgement Number Generation Date	24/03/2023

[DOWNLOAD REGISTRATION FORM](#)

Best viewed in Google Chrome 30.x or higher, Mozilla Firefox 27.x or higher & Internet Explorer 11.x or higher with a resolution of 1024 X 768.

[Privacy Policy](#)

OPGM SOP for GDS NLCC Request initiation

- **Complete Pending GDS Registration:**

For any reason, if NL-CC could not complete the registration process after generation of Acknowledgement No., the same can be completed by subscriber later. Subscriber can select the option Complete Pending GDS Registration and provide Ack. No., Ack. date and DOB of the subscriber and continue with the registration process. The Ack. No. is sent as SMS and email to subscriber on the phone no. and email ID provided

Home > Online GDS Subscriber Registration

Online GDS Subscriber Registration

* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.

New GDS Registration

Complete Pending GDS Registration

Download GDS Subscriber Registration Form

Complete Pending GDS Registration

Acknowledgement No.

Acknowledgement Date (DD/MM/YYYY)

First Name

Date of Birth (DD/MM/YYYY)

Email Address

Best viewed in Google Chrome 30.x or higher, Mozilla Firefox 27.x or higher & Internet Explorer 11.x or higher with a resolution of 1024 X 768. [Privacy Policy](#)

OPGM SOP for GDS NLCC Request initiation

- **Download GDS Subscriber Registration form:**

If the NL-CC wishes to download the registration form submitted online for PRAN generation, NL-CC can click on the Download GDS subscriber Registration form and provide Ack No., Ack Date and Date of Birth and click submit.

The screenshot shows the NPS eNPS portal interface. At the top, there is the NPS TRUST logo and the text 'National Pension System Trust'. Below this, there is a navigation bar with 'Home > Online GDS Subscriber Registration'. The main content area is titled 'Online GDS Subscriber Registration' and contains a message: '* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.' Below the message, there are three buttons: 'New GDS Registration', 'Complete Pending GDS Registration', and 'Download GDS Subscriber Registration Form'. The 'Download GDS Subscriber Registration Form' button is highlighted with a red box and a white arrow. To the right of these buttons is a form titled 'Download GDS Subscriber Registration Form' with the following fields: Acknowledgement No. (11165819), Acknowledgement Date (16/03/2023), First Name, Date of Birth (01/01/1990), and Email Address. At the bottom of the form are 'Submit' and 'Reset' buttons.

Below screen will appear. Click on the download registration form and the form will be downloaded.

OPGM SOP for GDS NLCC Request initiation

The screenshot shows the NPS National Pension System Trust eNPS portal. At the top, there is a progress bar for 'Online GDS Subscriber Registration' with seven steps: Start, Acknowledgement ID Registration Details Generated, Registration Details Submitted, Verification, Authorization, PRAN Generated, and Process Complete. Below the progress bar, there is a table titled 'Download Subscriber Registration GDS Form'. The table has columns for Acknowledgement No., NLCC Name, NLAO Name, PRAN, Subscriber Name, PRAN Generation Date, and Download Registration Form. A yellow arrow points to a download icon in the 'Download Registration Form' column. Below the table is a 'Home Page' button.

Acknowledgement No.	NLCC Name	NLAO Name	PRAN	Subscriber Name	PRAN Generation Date	Download Registration Form
11165819	DoP-CRA-NL-CC	DoP-CRA-NL-AO		MANISHA		

Sample form which will be downloaded is as given below:

The screenshot shows a PDF document titled 'NATIONAL PENSION SYSTEM - GDS REGISTRATION FORM'. The form is divided into several sections. The first section is for 'Central Recordkeeping Agency (CRA) - Protean eGov Technologies Limited (Formerly NSDL e-Governance Infrastructure)'. It has checkboxes for 'Central Govt', 'Central Autonomous Body', 'All Citizen Model', and 'NPS Lite (GDS)'. The second section is for 'To, National Pension System Trust. Dear Sir/Madam, I hereby request that an NPS account be opened in my name as per the particulars given below:'. The third section is for 'KYC Number' and 'Retirement Advisor Code'. The fourth section is '1. PERSONAL DETAILS:' and includes fields for 'Name of Applicant in full', 'First Name *', 'Middle Name', 'Last Name', 'Select the name to appear on PRAN Card', 'Father's Name*', 'Mother's Name', 'Date of Birth *', 'City of Birth', 'Country of Birth', 'Marital Status', 'Gender *', 'Nationality', 'Spouse Name', and 'Residential Status'. The fifth section is '2. PROOF OF IDENTITY(PoI)' and includes fields for 'Passport', 'Passport expiry Date', 'Voter ID Card', and 'PAN Card'.

NL-CC shall take a print out of the forms and submit the same to the NL-AO for verification and authorization of the request.

-----XXXXXXXXXXXXX-----