

Protean eGov Technologies Limited



**protean**  
Change *is* growth

**OPGM SOP for GDS Subscribers Request initiation**

**Version 1.0**

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## OPGM SOP for GDS Subscriber Request initiation

### REVISION HISTORY

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

## OPGM SOP for GDS Subscriber Request initiation

### Online PRAN Generation Module (OPGM) For GDS subscribers

Subscriber Registration process flow by Subscribers

<b>Sr. no.</b>	<b>Process</b>	<b>Page number</b>
1	Registration process	4-17
2	Complete Pending GDS Registration	18
3	Download GDS Subscriber Registration form	19

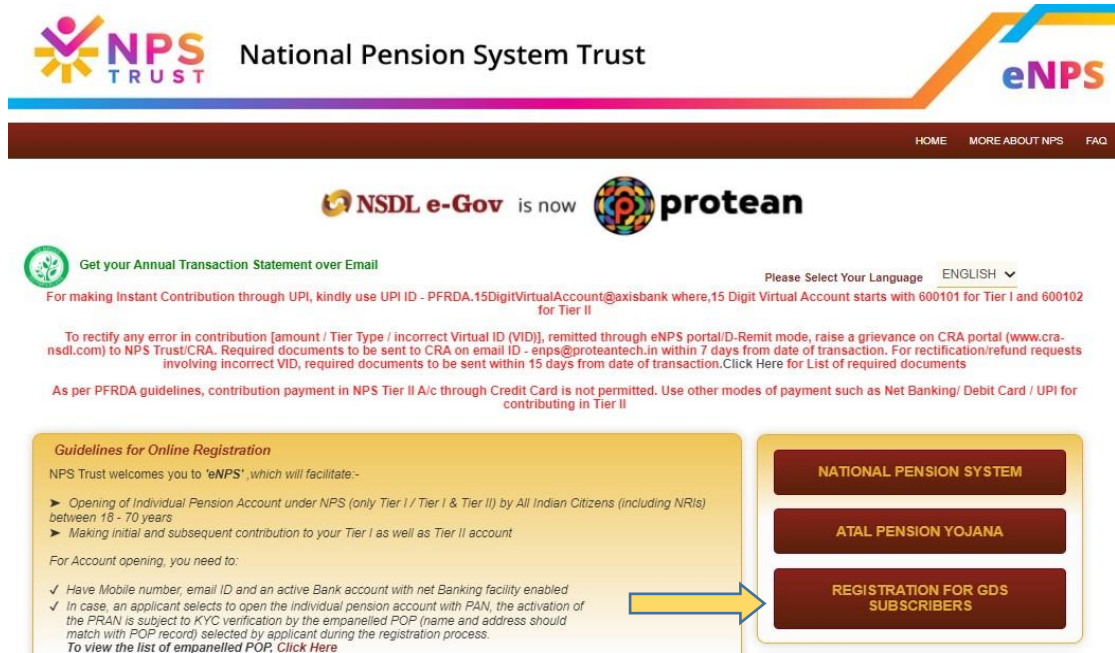
## OPGM SOP for GDS Subscriber Request initiation

### Subscriber Flow – Initiator Level

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

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

### Select option – REGISTRATION FOR GDS SUBSCRIBER



**NPS TRUST** National Pension System Trust **eNPS**

HOME MORE ABOUT NPS FAQ

NSDL e-Gov is now **protean**

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**

- Subscriber has to select NLCC wherein he/she 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 Subscriber Request initiation

The screenshot shows the 'Online GDS Subscriber Registration' page on the NPS eNPS website. The page header includes the NPS Trust logo and the eNPS logo. The main content area is titled 'Online GDS Subscriber Registration' and contains a sidebar with three options: 'New GDS Registration' (highlighted in red), 'Complete Pending GDS Registration', and 'Download GDS Subscriber Registration Form'. The 'New GDS Registration' option is selected, leading to a form titled 'New Registration - GDS Employee'. The form includes a search dropdown for 'Associated NPS Lite Contact Centre (NLCC)\*' with a search input field containing 'NPS'. A list of NLCC options is displayed, including 'NPS000409D-Sr. Supdt. Of Post Offices, Dehradun Di', 'NPS000119A-DoP-CRA-NL-CC', 'NPS000162B-Sr.Supdt. Of Post Offices, Ambala Divisi', 'NPS000183C-Supdt. Of Post Offices, Bhivani Division', 'NPS000164D-Supdt. Of Post Offices, Faridabad Divisi', 'NPS000165E-Supdt. Of Post Offices, Gurgaon Divisi', 'NPS000166F-Supdt. Of Post Offices, Hisar Division', 'NPS000167G-Sr.Supdt. Of Post Offices, Karnal Divisi', 'NPS000168A-Supdt. Of Post Offices, Kurukshethra Di', 'NPS000169E-Sr.Supdt. Of Post Offices, Rohtak Divisi', 'NPS000170C-Supdt. Of Post Offices, Sonapat Division', and 'NPS000411F-Supdt. Of Post Offices, Tehri division'. A tooltip on the right side of the dropdown says 'Please search NLCC by entering minimum 3 characters'. Below the search dropdown are fields for 'NLCC Name \*', 'NLAO Name \*', and 'NLOO Name \*'. A 'Continue' button is located at the bottom of the form. A note at the top of the form states: '\* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.'

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

## OPGM SOP for GDS Subscriber 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) \* NPS000457C-SUPDT. OF POST OFFICES THANE WEST

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

NLCC Name \* SUPDT. OF POST OFFICES THANE WEST DIVISION

NLAO Name \* DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA C

NLOO Name \* DIRECTOR GENERAL POSTS MINISTRY OF COMMUN

Continue

### 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 Subscriber 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.

<b>Personal Details</b>		<b>Family Details</b>	
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	<b>Identity Details</b>	
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 Subscriber Request initiation

**Alert**

NLCC Reg No.	NPS000457C	NLCC Name	Supdt. Of Post Offices Thane west Division
NLAO Reg No.	8000241	NLAO Name	DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA CIRCLE NAGPUR
NLOO Reg No.	7000070	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 \* SHRI

First Name \* DHIREN

Last Name

Middle Name SHAH

Gender \* MALE

Date of Birth \* 12/04/1989  
(DD/MM/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**

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

**Acknowledgement**

**NPS TRUST** National Pension System Trust **eNPS**

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**

**Personal Details**

Fields marked with \*

**Personal**

Title \*

First Name \* DHIREN

Last Name

Middle Name SHAH

Gender \* MALE

Father's Middle Name

Father's Last Name SHAH

Mother's First Name ANANDI

Mother's Middle Name

- 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 Subscriber Request initiation



National Pension System Trust



[Home](#) > GDS Subscriber Contact Registration

### GDS Subscriber Registration



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 autpopulate the City,State & Country



Save & Proceed

Reset



### OPGM SOP for GDS Subscriber Request initiation

- Subscriber are requested to provide Bank Details though the bank details are not mandatory.
- 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 <span style="float: right;">▼</span>
Bank A/C Number	000012345678900000000000000000
Bank IFS Code	SBIN0000032 <span style="float: right;">🔍</span>
Bank Name	STATE BANK OF INDIA
Branch Name	BEGUSARAI
Branch Address	NR. PALIKA MARKET, BEGUSARAI-851101
PIN Code	851101 <span style="float: right;">🔍</span>
State/U.T.	BIHAR <span style="float: right;">▼</span>
Country	INDIA <span style="float: right;">▼</span>
Bank MICR Code	851002102

⏪

Save & Proceed
Reset

⏩

- Provide Nomination Details of the subscriber
- Field indicated as “\*” (star mark) is mandatory to fill
- Click on “Save & Proceed” option to proceed

## OPGM SOP for GDS Subscriber Request initiation

1 
2 
3
4
5
6
7

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

**Nominee Details**

**Nominee 1**

First Name *	<input type="text" value="AYESHA"/>
Middle Name	<input type="text" value="SHETTY"/>
Last Name / Surname	<input type="text" value="SHETTY"/>
Major/Minor*	<input type="text" value="MAJOR"/> ▼
Date of Birth	<input type="text" value="17/09/1990"/> (DDMMYYYY)
Relationship *	<input type="text" value="WIFE"/>
Percentage Share*	<input type="text" value="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


⏩

- 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

## OPGM SOP for GDS Subscriber Request initiation




### National Pension System Trust



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Home > GDS Subscriber Registration (Photo & Signature Details)

#### GDS Subscriber Registration

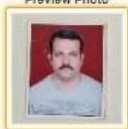


Acknowledgement No: 11609843      Subscriber Name: KANHA

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

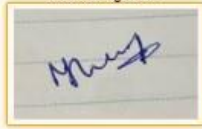
#### Upload Photo & Signature

Photo



Choose File NO FILE CHOSEN  
Photo Successfully Uploaded

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 Subscriber 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

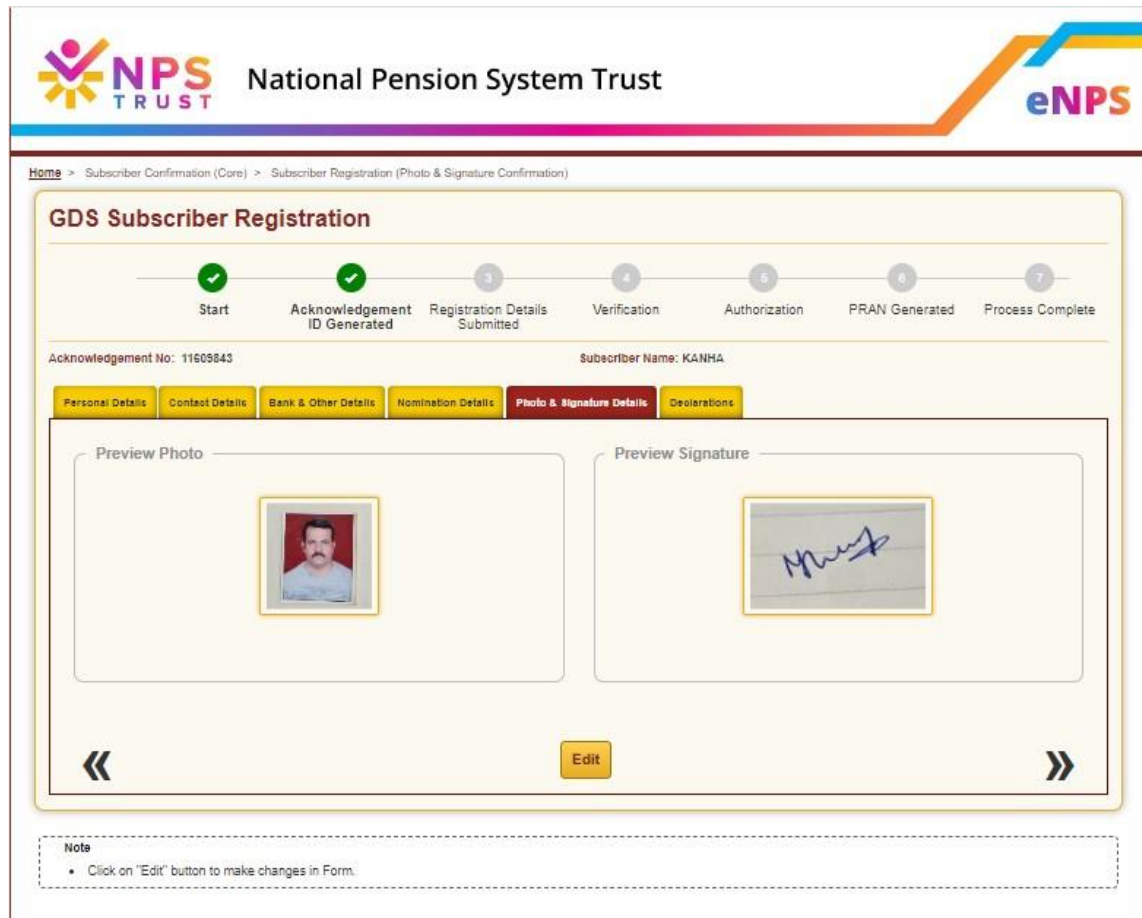
In case, you wish to modify any details you can click on edit and modify

[Edit](#) »»

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

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

## OPGM SOP for GDS Subscriber Request initiation



Home > Subscriber Confirmation (Core) > Subscriber Registration (Photo & Signature Confirmation)

### GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated 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.

- **Declaration Part:**
  - a) Please select "Declaration by Subscriber"
  - b) Click on "Confirm" for final submission

## OPGM SOP for GDS Subscriber Request initiation



National Pension System Trust



Home > Subscriber Registration (Declaration Details)

### GDS Subscriber Registration



Registration No: 11183295

Subscriber Name: DHIREN

To be ticked by subscriber

- Registration 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

## OPGM SOP for GDS Subscriber 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](#)

- Subscriber will be able to download the registration form.
- The registration form downloaded by the subscriber shall be submitted to the NL-CC for onward submission to NL-AO.



## OPGM SOP for GDS Subscriber 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, 5. Authorization, 6. PRAN Generated, 7. Process Complete.

Your Registration Details has been submitted successfully.

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

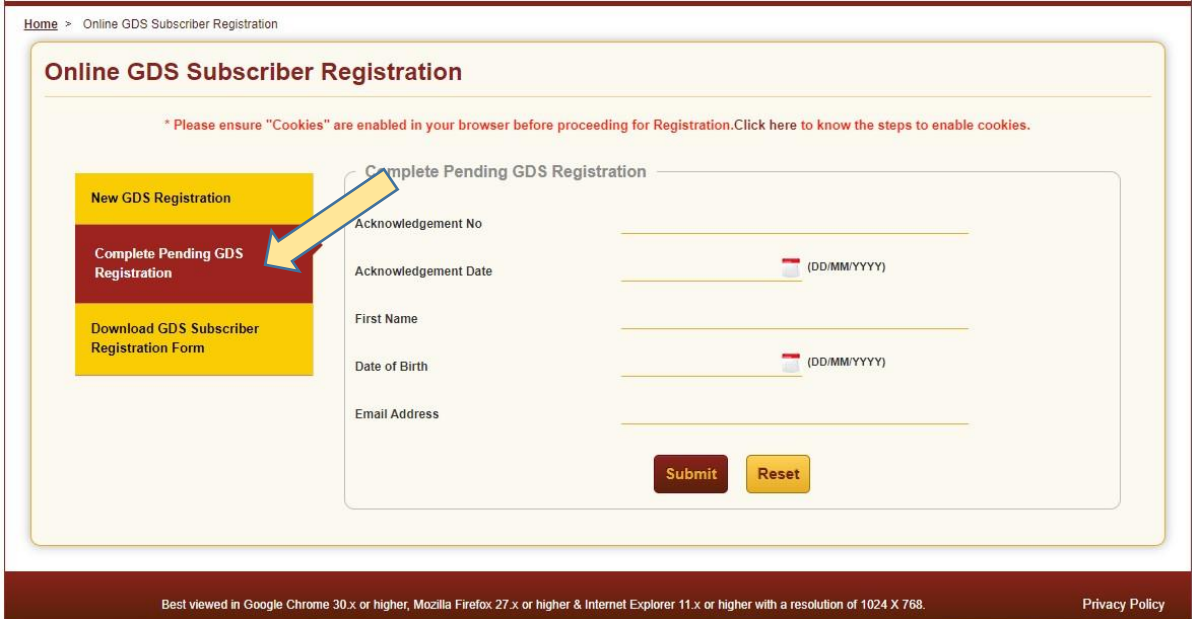
[DOWNLOAD REGISTRATION FORM](#)

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 Subscriber Request initiation

- **Complete Pending GDS Registration:**

For any reason, if the subscriber 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 Subscriber Request initiation

- **Download GDS Subscriber Registration form:**

If the subscriber wishes to download the registration form submitted online for PRAN generation, he 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 'Online GDS Subscriber Registration' page. On the left, there is a sidebar with three buttons: 'New GDS Registration', 'Complete Pending GDS Registration', and 'Download GDS Subscriber Registration Form'. A yellow arrow points to the third button. The main content area has a heading 'Download GDS Subscriber Registration Form' and a form with the following fields:

- Acknowledgement No: 11165819
- Acknowledgement Date: 16/03/2023 (DD/MM/YYYY)
- First Name: [Empty field]
- Date of Birth: 01/01/1990 (DD/MM/YYYY)
- Email Address: [Empty field]

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.

The screenshot shows the 'Online GDS Subscriber Registration' page with a progress bar at the top. The progress bar has seven steps: 1. Start (checked), 2. Acknowledgement ID Generated (checked), 3. Registration Details Submitted (checked), 4. Verification (not checked), 5. Authorization (not checked), 6. PRAN Generated (not checked), 7. Process Complete (not checked). Below the progress bar is a table titled 'Download Subscriber Registration GDS Form'.


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		

A yellow arrow points to the 'Download Registration Form' button in the table. Below the table is a 'Home Page' button.

## OPGM SOP for GDS Subscriber Request initiation

Sample form which will be downloaded is as given below:

pdf 1 / 3 | 66% +

NATIONAL PENSION SYSTEM – GDS REGISTRATION FORM			
Central Recordkeeping Agency (CRA) - Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure)			
Central Govt <input type="checkbox"/> Central Autonomous Body <input type="checkbox"/> All Citizen Model <input type="checkbox"/> NPS Lite (GDS) <input checked="" type="checkbox"/>		State Govt <input type="checkbox"/> State Autonomous Body <input type="checkbox"/> Corporate Sector <input type="checkbox"/>	
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 :			
KYC Number			
Retirement Advisor Code			
<b>1. PERSONAL DETAILS:</b>			
Name of Applicant in full	Shri <input type="checkbox"/>	Smt <input type="checkbox"/>	Kumari <input checked="" type="checkbox"/>
First Name *	MANISHA		
Middle Name			
Last Name			
Select the name to appear on PRAN Card	<input checked="" type="checkbox"/> Father's Name <input type="checkbox"/> Mother's Name		
Father's Name*	VIJAY		
Mother's Name			
Date of Birth *	2 0 / 0 7 / 1 9 9 9		
City of Birth			
Country of Birth			
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Others
Nationality	Indian <input checked="" type="checkbox"/>		
Spouse Name			
Residential Status	Indian		
<b>2. PROOF OF IDENTITY(PoI)</b>			
Passport			Passport expiry Date
Voter ID Card			PAN Card

Subscriber shall take a print out of the forms and submit the same to NLCC for further submission it to the NL-AO for verification and authorization of the request.

-----XXXXXXXXXXXX-----