Protean eGov Technologies Limited

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STANDARD OPERATING PROCEDURE (SOP)

APY Voluntary Exit by APY-SP

Version 1.1

REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1	-	1.0	-	Initial Version
2	26.01.2024	1.1	-	Mandatory Name verification during Penny Drop

Index

Sr. No	Topic	Page No.
1	Abbreviations	4
2	Process	5
3	Procedure for upload of Voluntary Exit request at APY-SP	6

1. Abbreviations

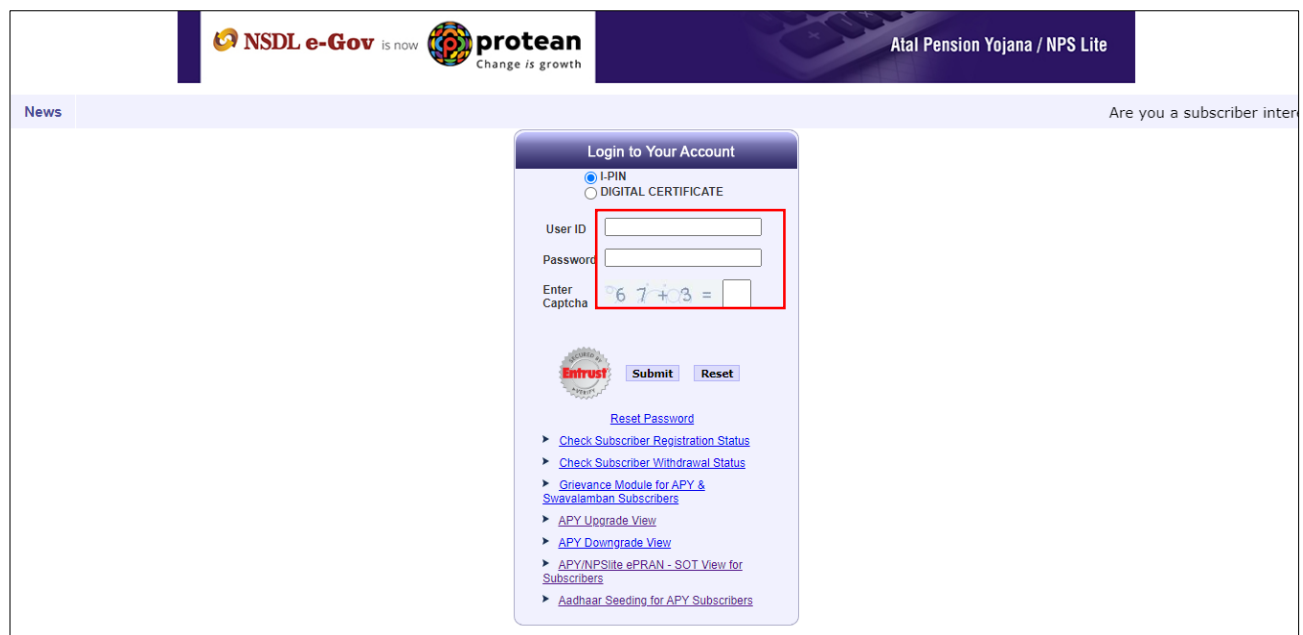| Abbreviation	Expansion
APY	Atal Pension Yojana
APY-SP	Atal Pension Yojana Service Provider
CRA	Central Record Keeping Agency
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
NPS	National Pension Scheme

2. Voluntary Exit Process

- Submission of "Voluntary Exit APY Withdrawal Form" by APY subscriber to the bank branch. The Voluntary closure APY form can be downloaded from Protean CRA website https://npscra.nsdl.co.in/nsdl-forms.php

- Request will be captured by APY-SP branch officials in APY module.

- XML file will be downloaded by APY SP from APY module at central level.

- Downloaded file (XML file) will be uploaded by APY-SP nodal office in CRA system through NPSLite login.

- Penny drop will be done in the bank details provided in the exit file. The bank details in exit file will be matched with the bank account and IFSC in CRA records. Also the subscriber name will be matched with same in CRA records. If penny drop is successful and either bank account and IFSC or subscriber name received as response to penny drop matches, the exit will be processed successfully.

- If the file fails in penny drop, the APY-SP will check the reason of rejection and take necessary action on same. File may get rejected due to invalid bank account, subscriber name or bank account and IFSC does not match with CRA records, bank account closed etc.

- After successful processing at CRA, funds will be transferred to subscriber in his savings bank account in T+2 working days (T being settlement day)

- Nil credit and NIL balance PRANs are allowed under voluntary exit through online module. NIL credit means PRAN is not having a single credit since PRAN generation and NIL balance means Units have become zero due deduction of charges.

- All contributions must be matched and booked before uploading the XML voluntary exit file in CRA system to avoid rejection due to such instances.

Possible rejection reasons:

- File is not as per format
- PRANs where contribution is pending for matching and booking.
- Rejected in Penny Drop

3. Process for upload of online voluntary exit file

- Login : www.npslite-nsdl.com
- Select Exit Withdrawal Request option
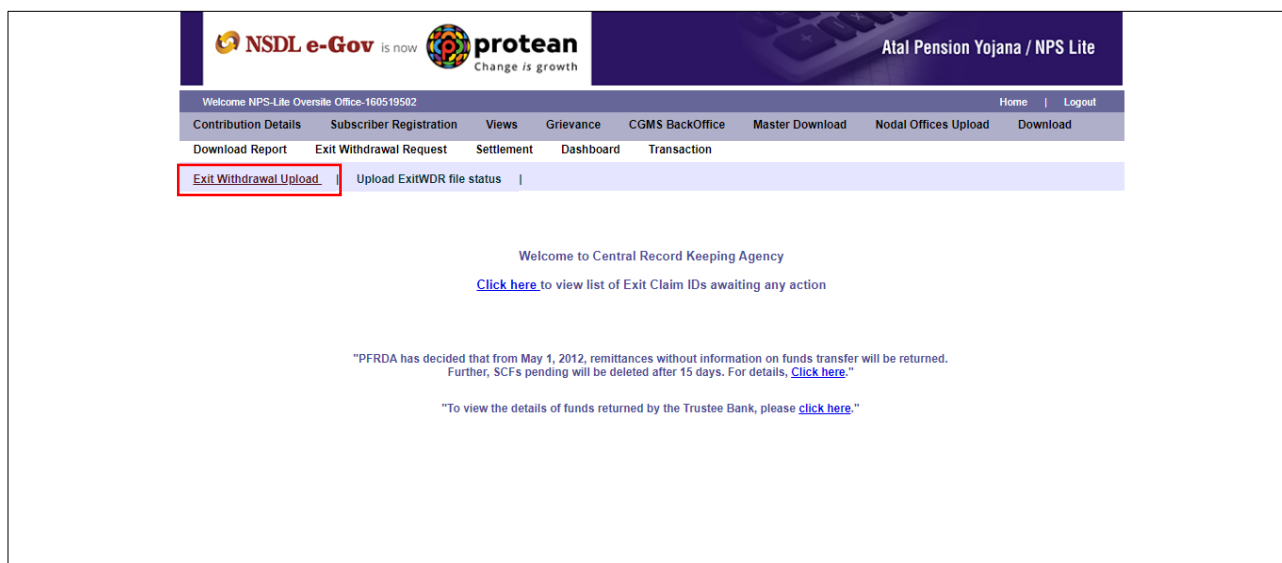- Then Exit Withdrawal Upload

Figure 1

Figure 2

- A screen will be displayed to upload file,
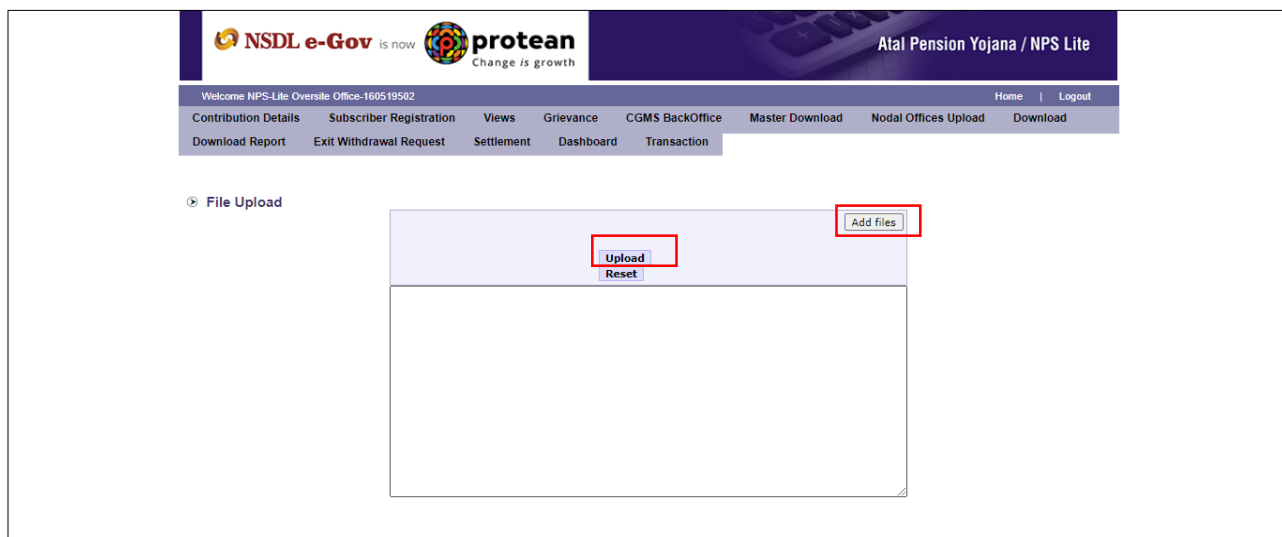- Click on "Add file"

Figure 3

- Select "Browse" and choose the file from location (where XML file is saved)
- Click on Upload
- Note down the File Reference Number (FRN) for reference
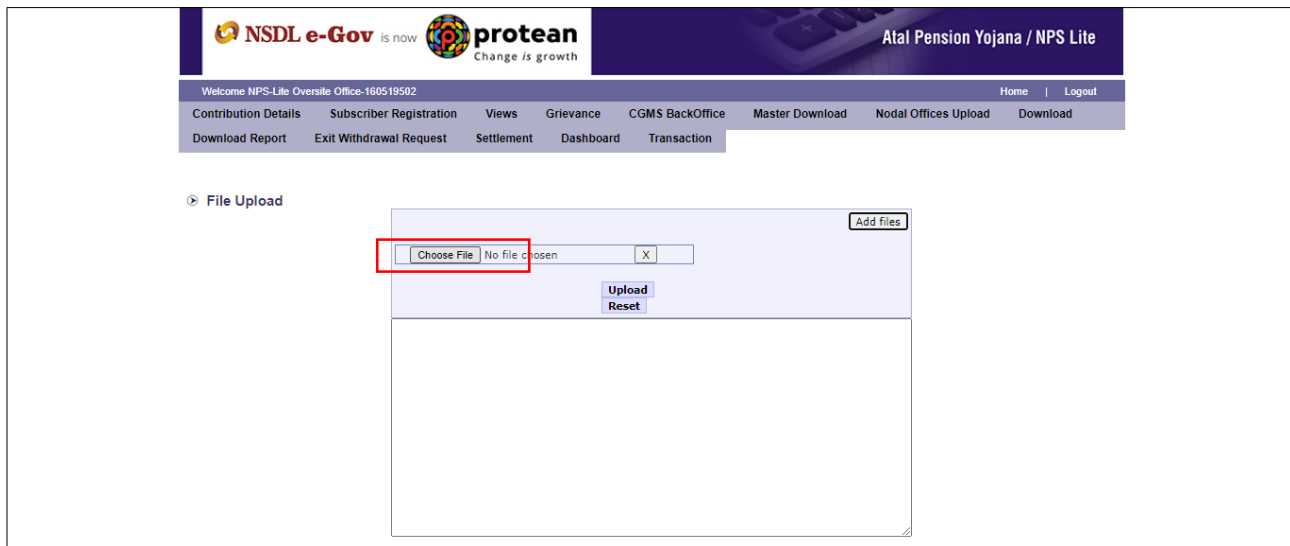- Check the status under" Upload Exit WDR file status"

Figure 4

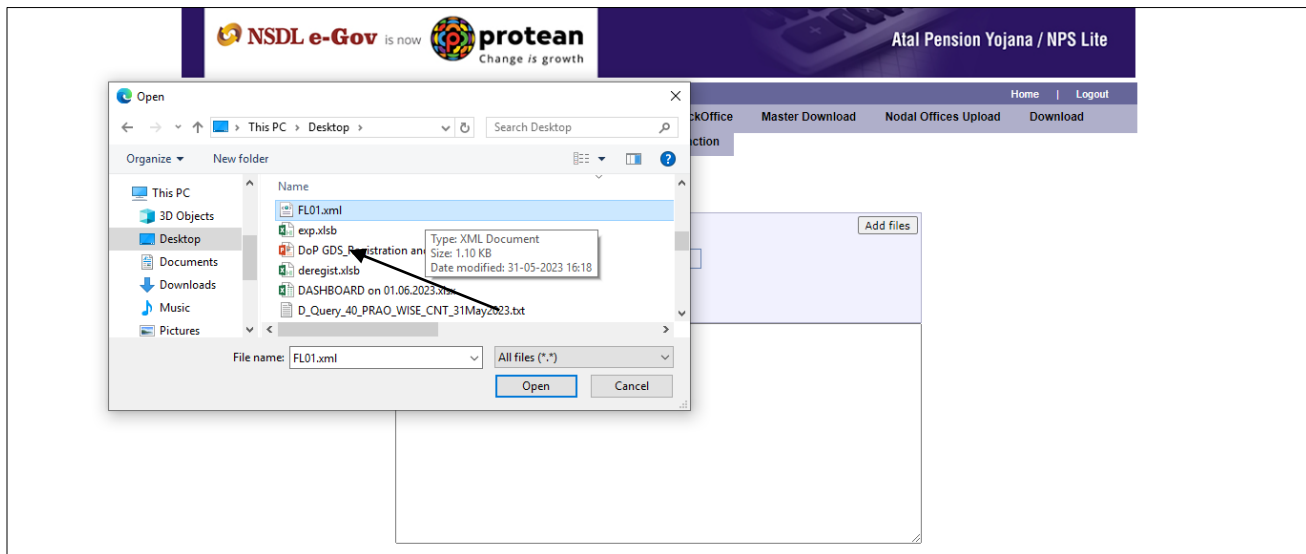**Figure 5**

- Click on Upload
- Note down the File Reference Number (FRN) for reference
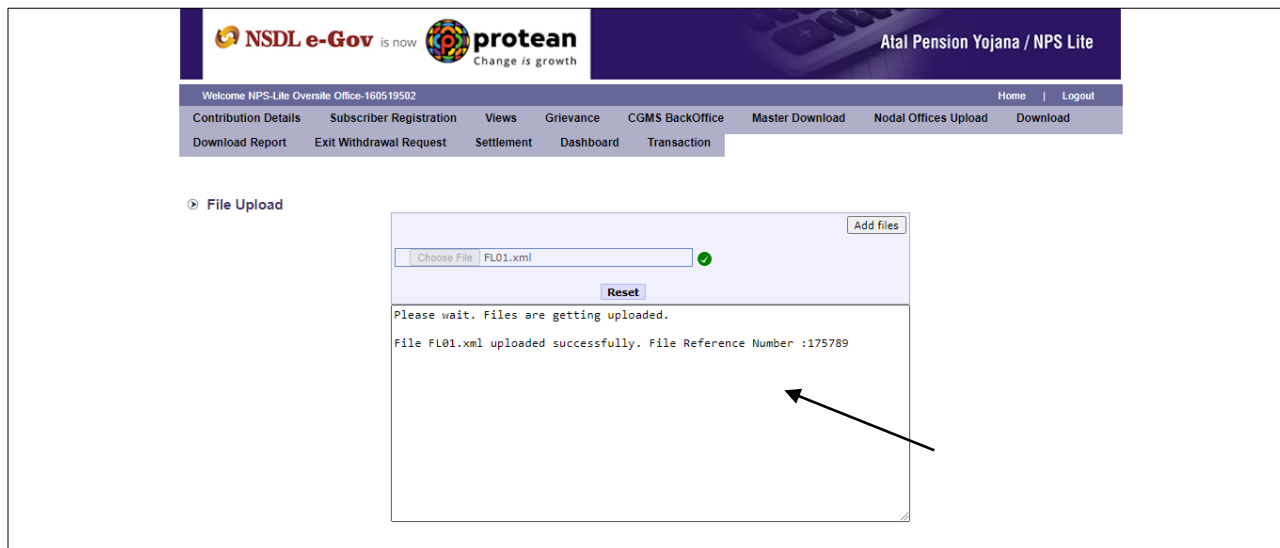- Check the status under" Upload Exit WDR file status"

Figure 6

- To check the status, Select Exit withdrawal Request option
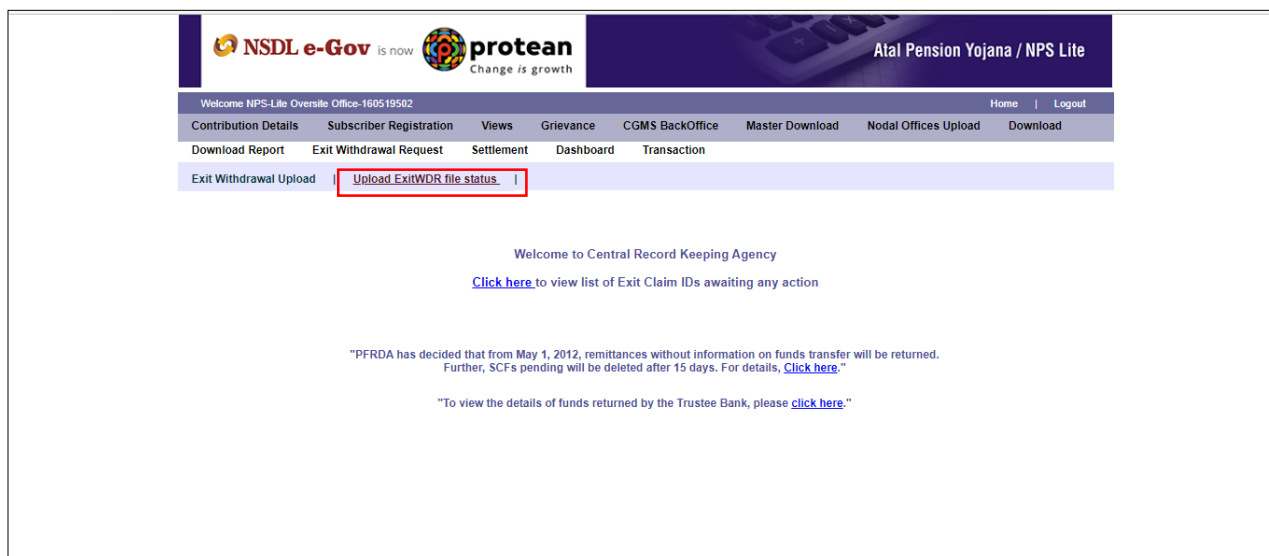- Then select Upload Exit WDR file status
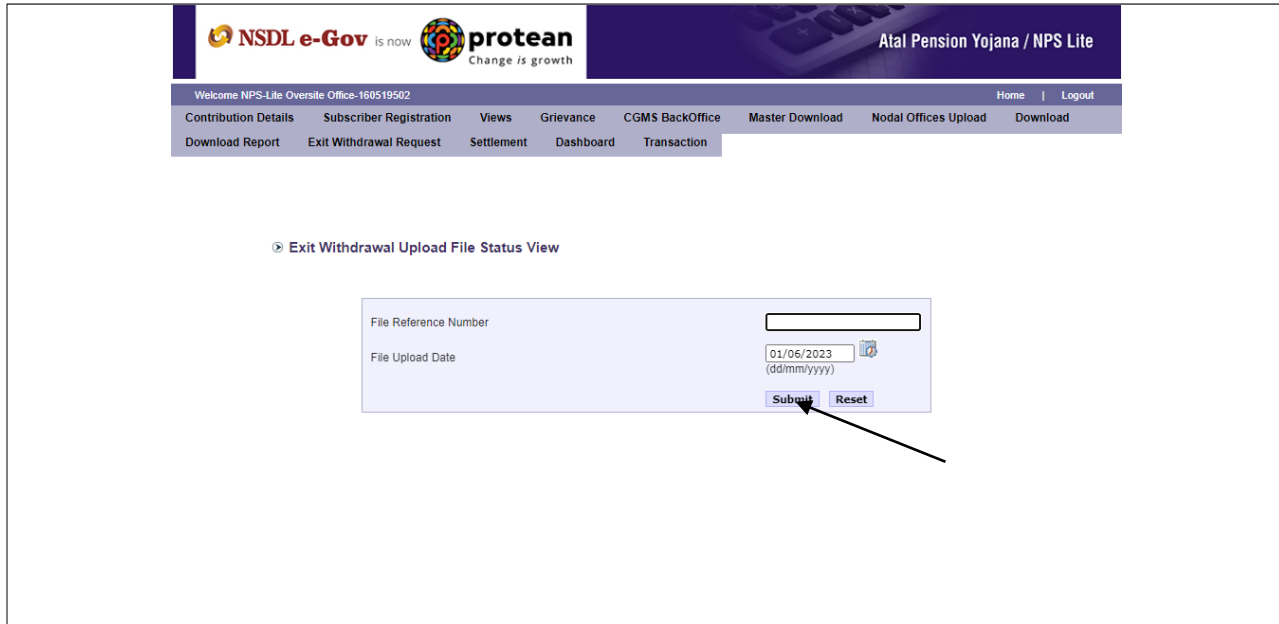

Figure 7

Figure 8

- On successful upload, the status will be shown as "Accepted"
- In case of any error, error HTML file will be provided.
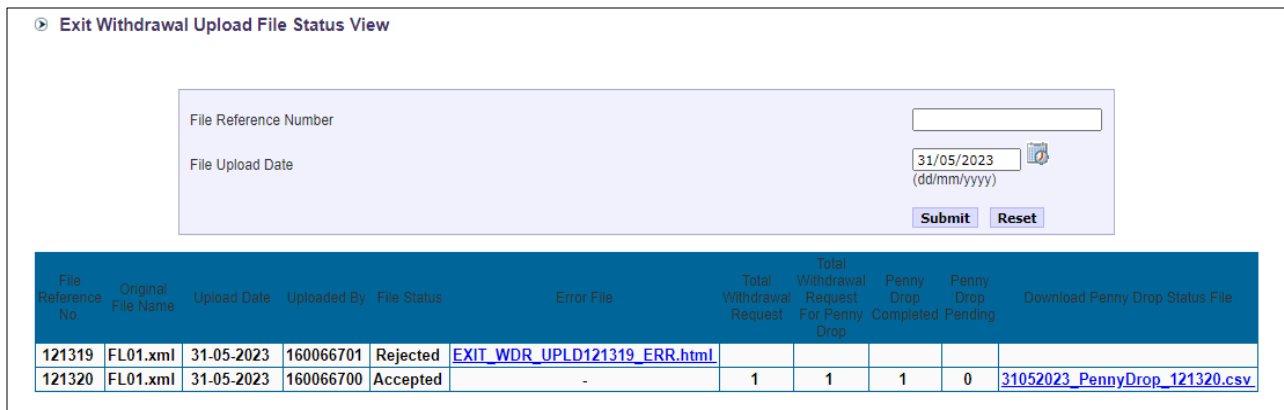

Figure 9

On successful authorization of APY Pre-Mature Withdrawal request, same will get executed in the CRA system and Funds will be transferred to beneficiary's Bank Account within stipulated timeline.

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