## **Protean eGov Technologies Limited**



# STANDARD OPERATING PROCEDURE (SOP)

## **APY Voluntary Exit by APY-SP**

Version 1.1

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## **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

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### 1. Abbreviations

Abbreviation	Expansion	
АРҮ	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	

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### 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 <u>https://npscra.nsdl.co.in/nsdl-forms.php</u>
- 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

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<ul> <li><b>3. Process for upload of online voluntary exit file</b></li> <li>Login : <u>www.npslite-nsdl.com</u></li> <li>Select Exit Withdrawal Request option</li> <li>Then Exit Withdrawal Upload</li> </ul>	
NSDL e-Gov is now      protean     Change /s growth     Atal Pension Yojana / NPS Lite	
Login to Your Account         LPIN         Disfrat.CERTIFICATE         User ID         Password         Enter         Capitona         G 7 + 3 =         Submit         Reset         Reset         Disconserver         Vindue for APY & Subscriber Reset         Disconserver         Check Subscriber Reset         Submit         Password         Check Subscriber Reset         Reset Password         Check Subscriber Reset         Part Lognate Reset         Part Lognate Reset         Part Lognate Reset         Addhaar Seeding for APY Subscriberg         Aadhaar Seeding for APY Subscriberg	

Figure 1

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	()
SOP on APY Voluntary Exit by APY-SP	
State Pension Yojana / NPS Lite	
Welcome NPS-Life Oversite Office-160519502 Home   Logout	
Contribution Details Subscriber Registration Views Grievance CGMS BackOffice Master Download Nodal Offices Upload Download	
Download Report Exit Withdrawal Request Settlement Dashboard Transaction	
Exit Withdrawal Upload ExitWDR file status	
Welcome to Central Record Keeping Agency	
Click here to view list of Exit Claim IDs awaiting any action	
"DEDDA has decided that from May 4 2042 remittances without information on funds transfer will be returned	
Further, SCFs pending will be deleted after 15 days. For details, <u>Click here</u> ."	
"To view the details of funds returned by the Trustee Bank, please click here."	

Figure 2

- A screen will be displayed to upload file, ٠
- Click on "Add file" •

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Welcome NPS-Lite Oversite Office	ice-160519502			Home   Logout
Contribution Details Subse	scriber Registration Views Grievance	CGMS BackOffice Master Down	load Nodal Offices Upload	Download
Download Report Exit With	ithdrawal Request Settlement Dashbo	ard Transaction		
File Upload		Upload Reset	Add files	

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"

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	SOP on APY Volunta	ry Exit by APY-SP	
🔗 NSDL e-Gov	is now operation is now Change is growth	Atal Pension Yojana / NPS Lite	
Welcome NPS-Lite Oversite Office-16	519502	Home   Logout	
Contribution Details Subscrib	er Registration Views Grievance CGMS BackOffic	e Master Download Nodal Offices Upload Download	
File Upload			
		Add files	
	Choose File No file chosen X		
	Upload Reset		
	L	<i>1</i> 2	

Figure 4

C Open ← → → ↑ ■ → This PC → Desktop → ↓ ♡ Search Desktop	× kOffice	Home   Logout Master Download Nodal Offices Upload Download
Organize  New folder  This PC  This PC  Desktop  Dop GDS, Rejetration an Size 1.10 KB		Add files
Documents     Documents	>	
Open	Cancel	

Figure 5

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#### Figure 6

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

Since is now Change i				Atal Pension Yoja	ina / NPS Lite
Welcome NPS-Life Oversite Office-160519502					Home   Logout
Contribution Details Subscriber Registration Views	Grievance	CGMS BackOffice	Master Download	Nodal Offices Upload	Download
Download Report Exit Withdrawal Request Settlemer	t Dashboar	d Transaction			
Exit Withdrawal Upload   Upload ExitWDR file status					
w	lelcome to Cen	tral Record Keeping	Agency		
Click her	r <u>e</u> to view list o	f Exit Claim IDs awai	ting any action		
"PERDA has decided that from N	lav 1. 2012. remi	ttances without informa	ition on funds transfer	will be returned.	
Further, SCFs	pending will be d	leleted after 15 days. Fo	or details, <u>Click here</u> ."		
"To view the def	ails of funds ret	urned by the Trustee Ba	ink, please <u>click here</u> ."		
	Fi	aure 7			
		guie /			
ication: Public		Version N	o ·11		
			0		

🐼 NSDL e-Gov is r	ow protean	Atal Pension Yojana / NPS Lit
Welcome NPS-Lile Oversile Office-160519 ontribution Details Subscriber R ownload Report Exit Withdrawal	502 egistration Views Grievance CGMS BackO Request Settlement Dashboard Transaction Upload File Status View	Home   Logo ffice Master Download Nodal Offices Upload Download in
File File	Reference Number Upload Date	01/06/2023 (ddmm/yyyy) Submit Reset

Figure 8

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

	[											
		File Reference	Number									
		File Upload Da	ite					31/ (dd/r	05/2023 nm/yyyy)	🔯		
								Su	bmit	Reset		
File ference No.	Original File Name	Upload Date	Uploaded By	File Status	Error File	Total Withdrawal Request	Total Withdrawal Request For Penny Drop	Penny Drop Completed	Penny Drop Pending	Download I	<sup>p</sup> enny Dro	p Status File
21319	FL01.xml	31-05-2023	160066701	Rejected	EXIT_WDR_UPLD121319_ERR.html							
21320	EL01 xml	31-05-2023	160066700	Accepted	_	1	1	1	0	31052023 P		121320 cr

#### 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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