



Protean eGov Technologies Limited
(Formerly known as NSDL e-Governance Infrastructure Limited)

STANDARD OPERATING PROCEDURE (SOP)

Contribution Fund Transfer Details

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Standard Operating Procedure for uploading Funds Transfer Details (FTD) in the CRA system

CRA has made available to the Central Government Nodal offices (PAOs/CDDOs) a new feature in the CRA system through which the PAOs can provide Funds Transfer Details (FTDs). This new interactive functionality will help Trustee Bank, PAO and CRA to match the pending files.

This particular facility (“Contribution fund transfer details”) is available in the “Contribution details” menu at www.npscan-cra.com. The nodal offices can use this facility once it has uploaded the SCF and remitted the corresponding funds to Trustee Bank. The fund transfer details entered by PAO/CDDO are available to the Trustee Bank on NPSCAN platform under the “Payment details Status view” function available in Menu of “Contribution details”.

The procedure to be followed by PAO is as follows:

- a) PAO uploads the SCF in the CRA system and downloads Contribution Submission Form (CSF) with Transaction id.
- b) PAO remits the funds to the Trustee Bank with the required information (PAO Registration number and Transaction id).
- c) PAO opens the submenu “Contribution fund transfer details” under „Contribution details“ menu at www.npscan-cra.com.
- d) The SCFs (Transaction ids) which are in match pending status are displayed to the PAO user.
- e) The PAO can enter the FTDs Transaction id wise.
- f) To enter the details the PAO can go to a specific Transaction id. The PAO has to enter the details in the following fields:
 - a. Bank Name
 - b. Whether transferred by Cheque/UTR
 - c. Bank Branch
 - d. Transfer Type
 - e. Date of Transfer
 - f. Paid Amount
 - g. Remarks

Once the details are entered the PAO will check once whether the details entered are correct. Once assured, it will click on the submit button.

Modification of FTD already provided

Subsequently if PAO finds that due to inadequate details Bank is not able to match the details for particular transaction id, PAO can modify and resubmit the fund transfer details as mentioned in the Step no. a). However, as PAO already entered the funds details, the Transaction id will not appear. To fetch the particular Transaction id, the PAO user has to enter the Transaction id or provide the date range for when the particular Transaction id(s) have been uploaded.

Trustee Bank response to the FTDs uploaded by PAO

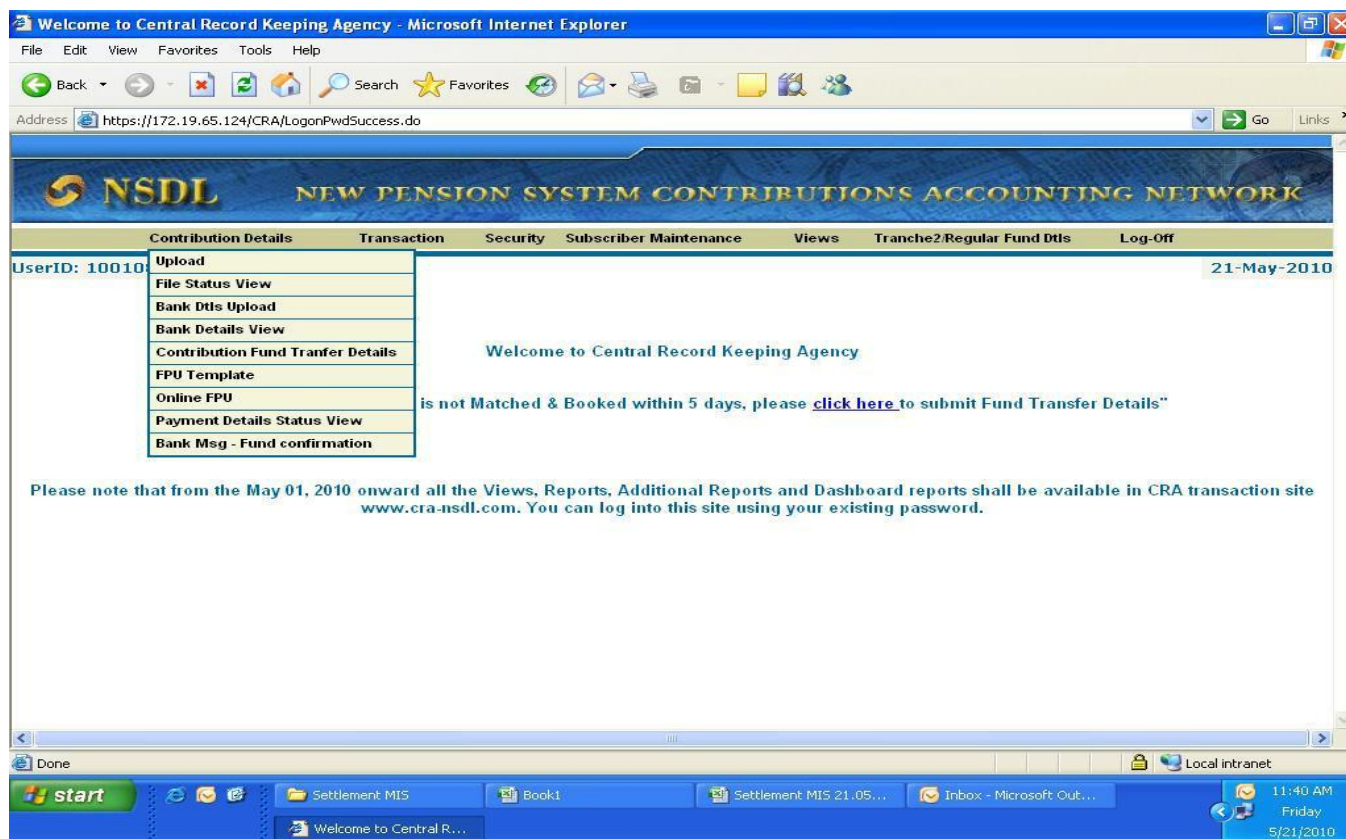
The fund transfer details entered by PAO/CDDO will be immediately visible to Trustee Bank under the “Payment details Status view” function available in Menu of “Contribution details”. After verifying

the fund details submitted by PAO Bank puts its relevant remark on the fund details in the column of the “Bank Remark status”. Once Bank submits, the remarks are visible to PAO next day. The PAO should check the Bank remark on NPSCAN under the “Payment details Status view” function available in Menu of “Contribution details”. Subsequently if PAO finds that due to inadequate details Bank is not able to match the details for particular transaction id, PAO can modify and resubmit the fund transfer details as mentioned in the Step no. a) and Trustee Bank can share the Fund remittance details on NPSCAN platform online.

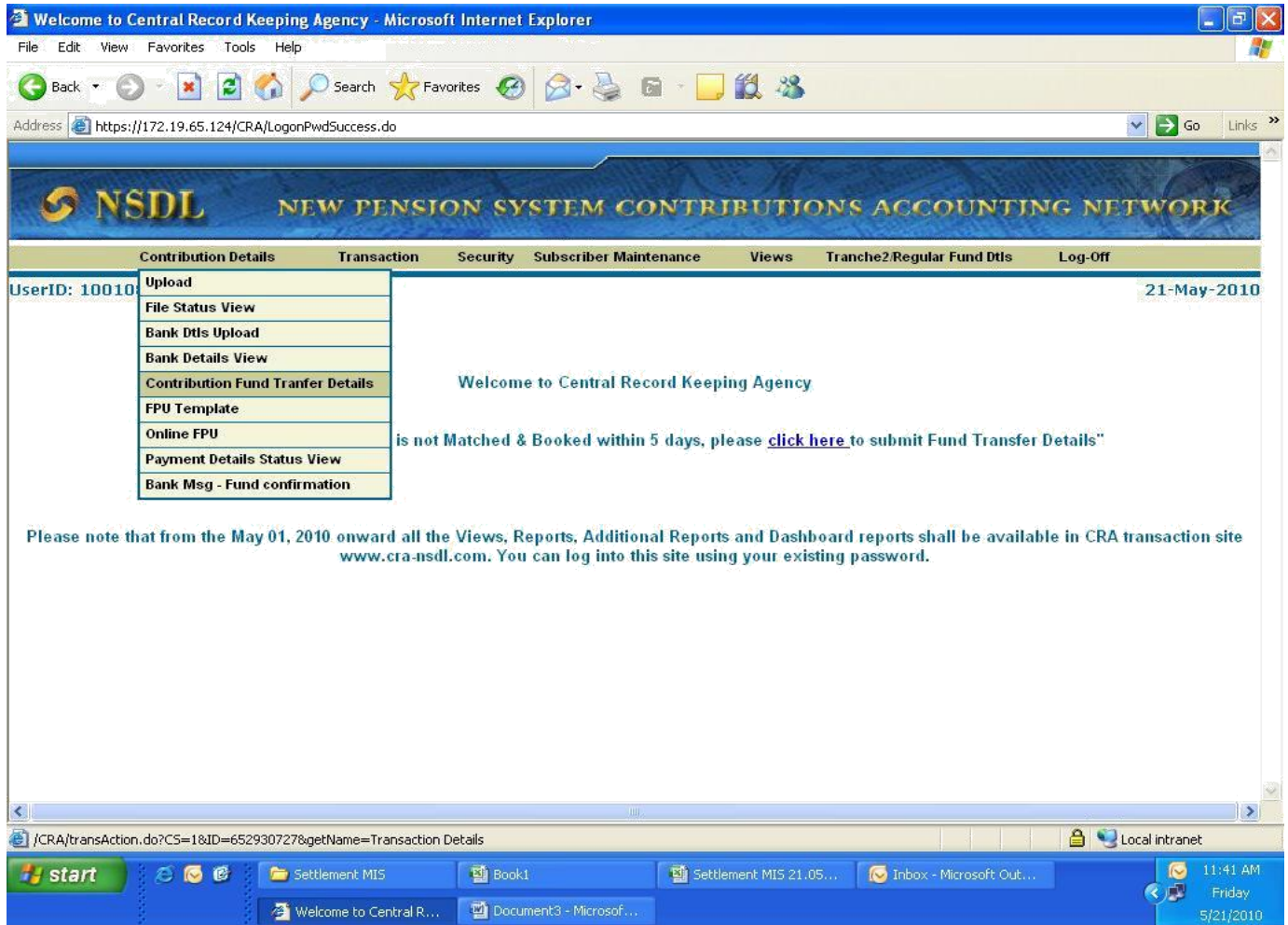
Entering the details in the FTD utility in the CRA system

The User can navigate various screens and enter relevant information in the FTD utility panels in the CRA system. The following screenshots provide the PAOs an idea how the same can be carried out.

Once PAO logs into the NPSCAN-CRA following screen will appear where you need to click on Contribution Details as shown below:

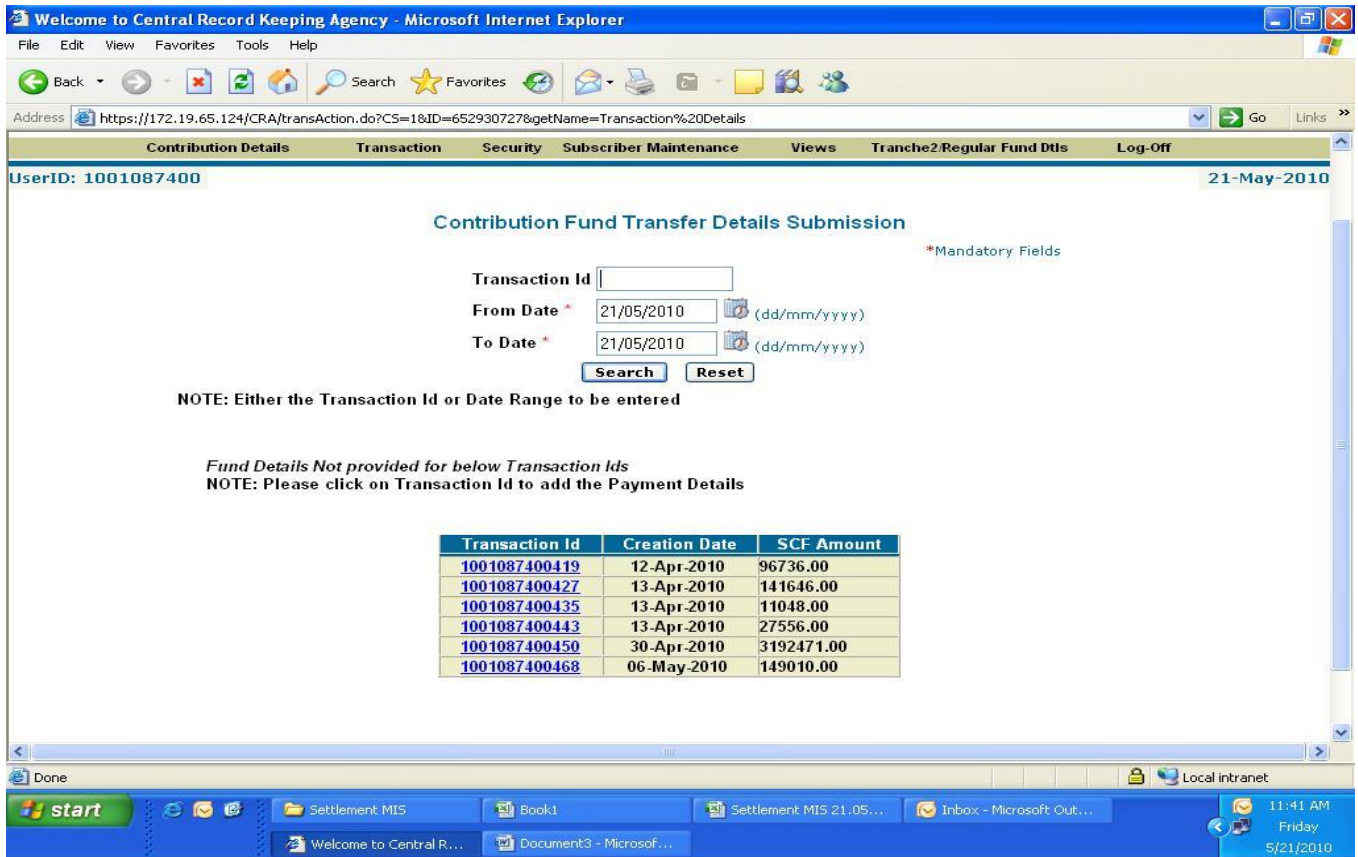


After which PAO needs to click on Contribution Fund Transfer Details option where it can provide Fund Transfer Details for Transaction Ids as shown below:



Welcome to Central Record Keeping Agency - Microsoft Internet Explorer
 File Edit View Favorites Tools Help
 Address: https://172.19.65.124/CRA/LogonPwdSuccess.do
NSDL NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK
 Contribution Details Transaction Security Subscriber Maintenance Views Tranche2 Regular Fund DtIs Log-Off
 UserID: 10010 Upload 21-May-2010
 File Status View
 Bank DtIs Upload
 Bank Details View
 Contribution Fund Transfer Details
 FPU Template
 Online FPU
 Payment Details Status View
 Bank Msg - Fund confirmation
 Welcome to Central Record Keeping Agency
 is not Matched & Booked within 5 days, please [click here](#) to submit Fund Transfer Details*
 Please note that from the May 01, 2010 onward all the Views, Reports, Additional Reports and Dashboard reports shall be available in CRA transaction site www.cra-nsdl.com. You can log into this site using your existing password.
 /CRA/transAction.do?CS=1&ID=652930727&getName=Transaction Details
 Local intranet
 start
 Settlement MIS Book1 Settlement MIS 21.05... Inbox - Microsoft Out...
 Welcome to Central R... Document3 - Microsof...
 11:41 AM Friday 5/21/2010

PAO to enter the transaction id for which Fund Transfer Details are to be provided as shown in the screenshot shown below:



Welcome to Central Record Keeping Agency - Microsoft Internet Explorer
 Address: https://172.19.65.124/CRA/transAction.do?CS=1&ID=652930727&getName=Transaction%20Details
 Contribution Details | Transaction | Security | Subscriber Maintenance | Views | Tranche2 Regular Fund Dtls | Log-Off
 UserID: 1001087400 | 21-May-2010

Contribution Fund Transfer Details Submission

*Mandatory Fields

Transaction Id
 From Date * (dd/mm/yyyy)
 To Date * (dd/mm/yyyy)

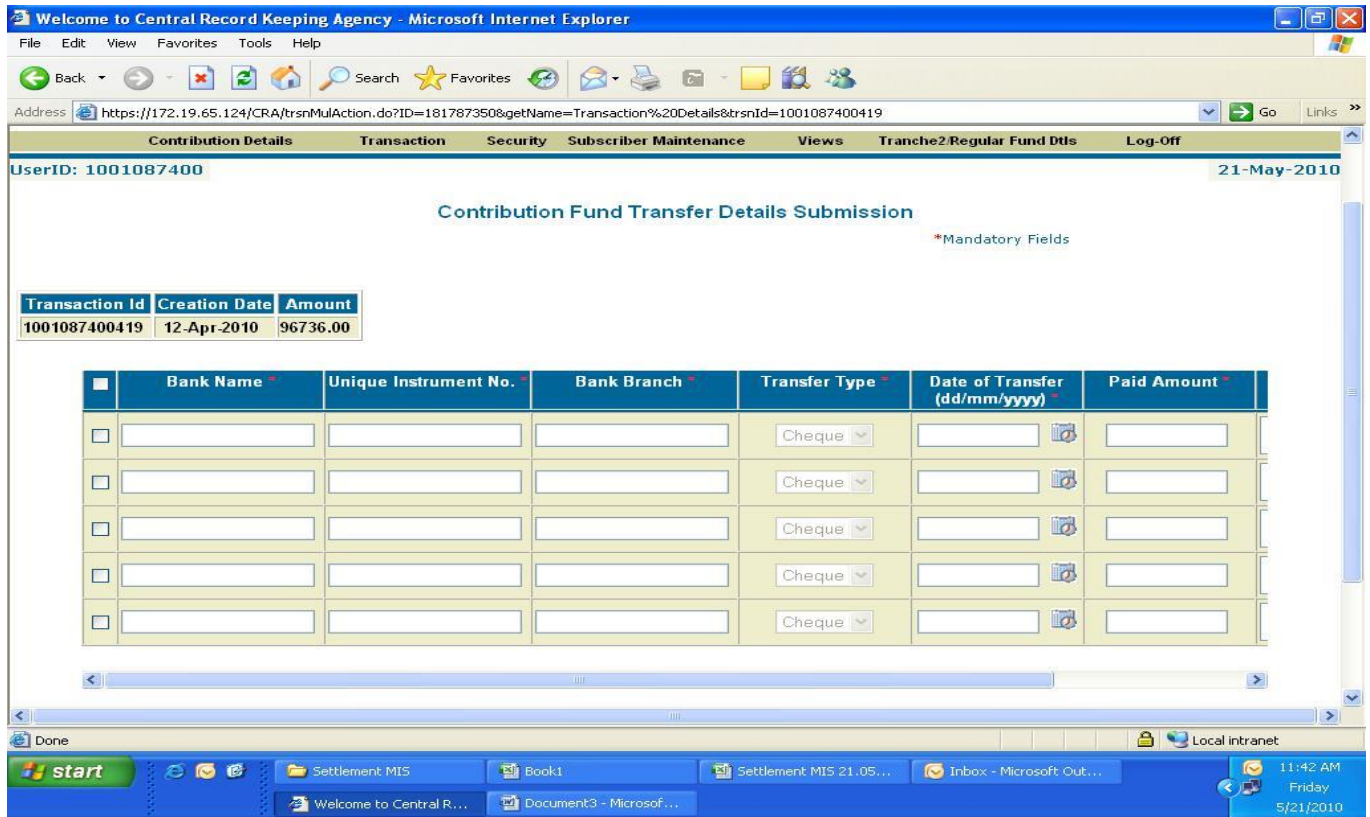
NOTE: Either the Transaction Id or Date Range to be entered

Fund Details Not provided for below Transaction Ids
NOTE: Please click on Transaction Id to add the Payment Details

Transaction Id	Creation Date	SCF Amount
1001087400419	12-Apr-2010	96736.00
1001087400427	13-Apr-2010	141646.00
1001087400435	13-Apr-2010	11048.00
1001087400443	13-Apr-2010	27556.00
1001087400450	30-Apr-2010	3192471.00
1001087400468	06-May-2010	149010.00

Done | Local intranet | 11:41 AM Friday 5/21/2010

Once PAO reaches the above screen the PAO clicks the transaction id for which Fund Transfer Details are to be provided. On clicking the required transaction id following screen will appear:



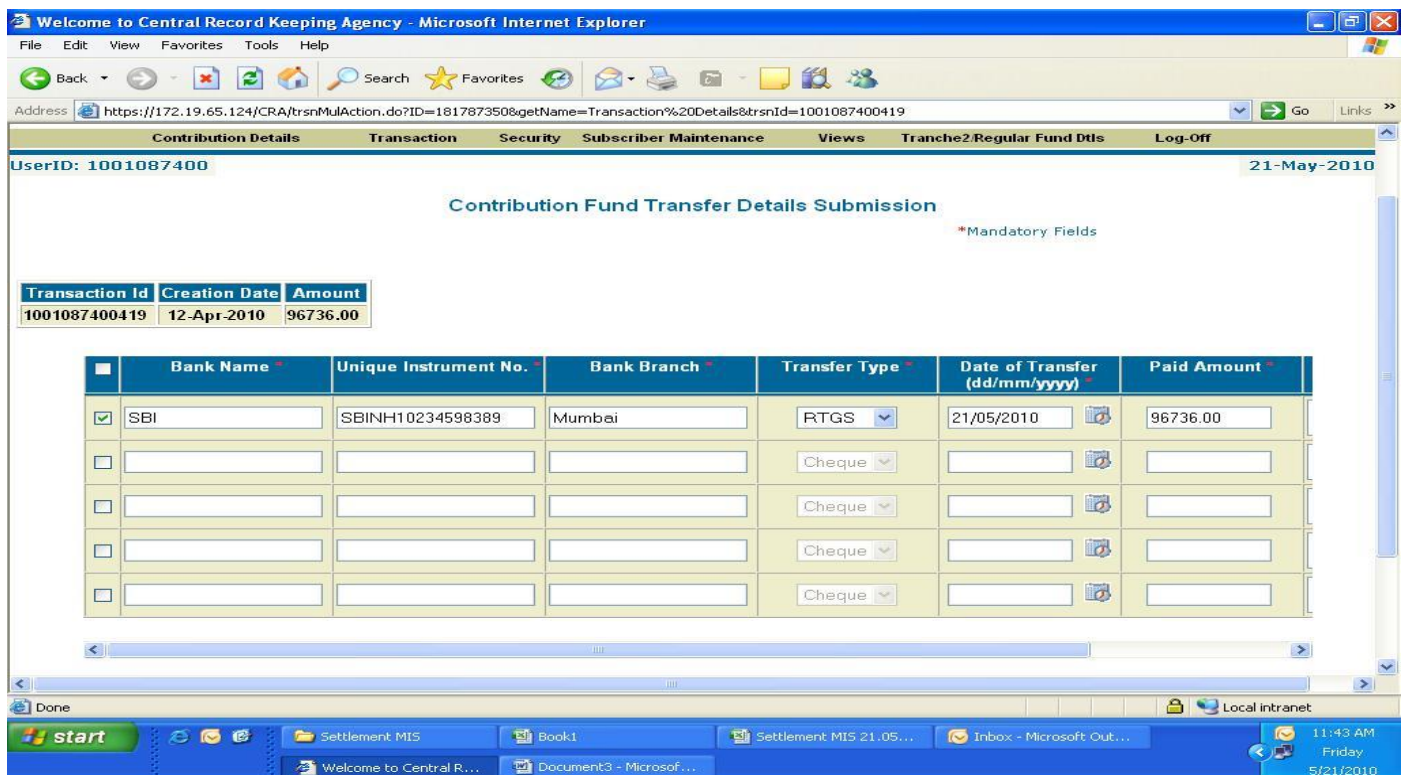
Contribution Fund Transfer Details Submission

*Mandatory Fields

Transaction Id	Creation Date	Amount
1001087400419	12-Apr-2010	96736.00

<input type="checkbox"/>	Bank Name *	Unique Instrument No. *	Bank Branch *	Transfer Type *	Date of Transfer (dd/mm/yyyy) *	Paid Amount *
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		

On the above screen PAO needs to click in the small box on the left hand side and provide Bank name, UTR no, Bank Branch, Type of Transfer, etc. as shown in the screenshot shown below:



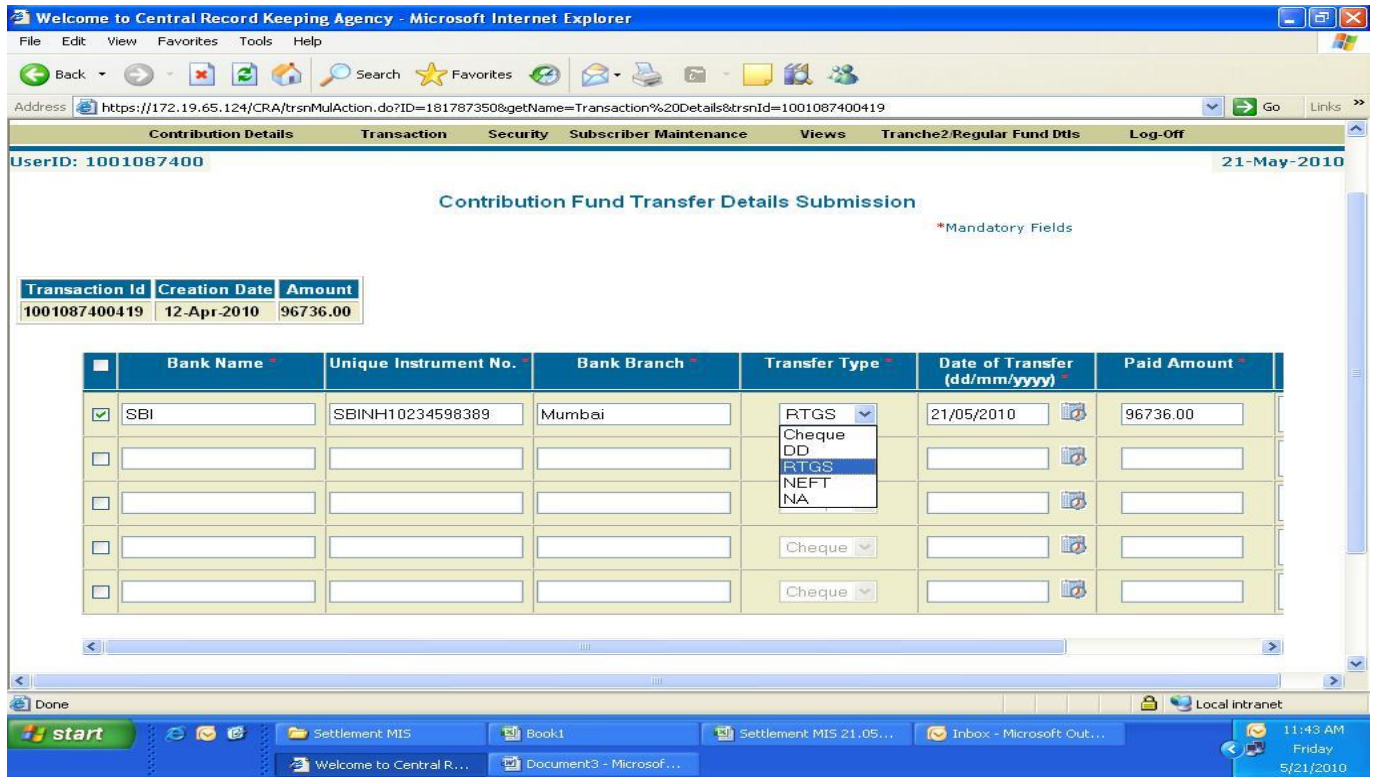
Contribution Fund Transfer Details Submission

*Mandatory Fields

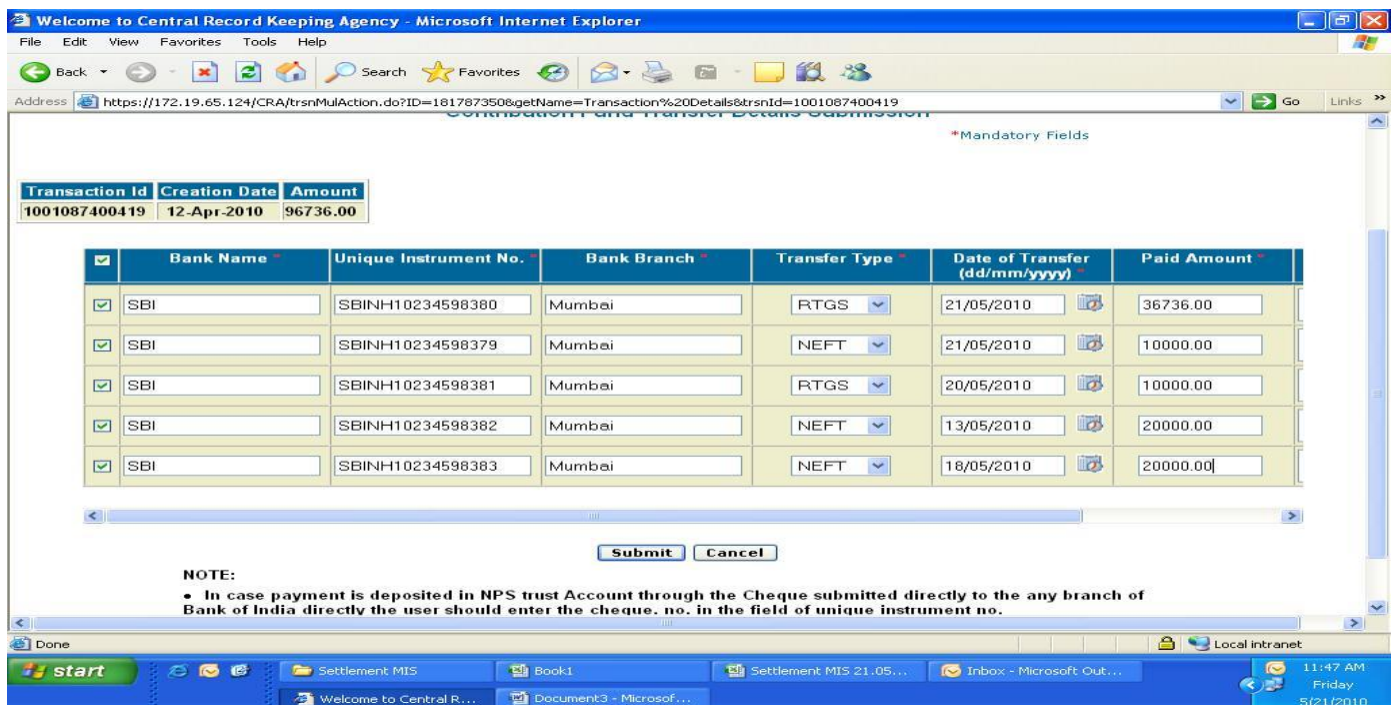
Transaction Id	Creation Date	Amount
1001087400419	12-Apr-2010	96736.00

<input type="checkbox"/>	Bank Name *	Unique Instrument No. *	Bank Branch *	Transfer Type *	Date of Transfer (dd/mm/yyyy) *	Paid Amount *
<input checked="" type="checkbox"/>	SBI	SBINH10234598389	Mumbai	RTGS	21/05/2010	96736.00
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		
<input type="checkbox"/>				Cheque		

Type of transfer would provide four types payment options such as Cheque, DD, RTGS, NEFT. PAO shall click the correct option for type of payment made (check the following screenshot):



For one transaction id PAO can provide maximum of five fund transfer details on the same screen as shown below:



PAO can click on the date range & enter the date of transfer as shown below:

Welcome to Central Record Keeping Agency - Microsoft Internet Explorer

Address: https://172.19.65.124/CRA/trsnMulAction.do?ID=181787350&getName=Transaction%20Details&trsnId=1001087400419

*Mandatory Fields

Transaction Id	Creation Date	Amount
1001087400419	12-Apr-2010	96736.00

<input checked="" type="checkbox"/>	Bank Name *	Unique Instrument No. *	Bank Branch *	Transfer Type	Date of Transfer (dd/mm/yyyy)	Paid Amount *
<input checked="" type="checkbox"/>	SBI	SBINH10234598380	Mumbai	RTGS	21/05/2010	36736.00
<input checked="" type="checkbox"/>	SBI	SBINH10234598379	Mumbai	NEFT	21/05/2010	
<input checked="" type="checkbox"/>	SBI	SBINH10234598381	Mumbai	RTGS	20/05/2010	
<input checked="" type="checkbox"/>	SBI	SBINH10234598382	Mumbai	NEFT	13/05/2010	
<input checked="" type="checkbox"/>	SBI	SBINH10234598383	Mumbai	NEFT	18/05/2010	

Click To View Calendar

Mon	Tue	Wed	Thu	Fri	Sat
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

Today is Fri, 21 May 2010.

NOTE:

- In case payment is deposited in NPS trust Account through the Cheque submitted directly to the any branch of Bank of India directly the user should enter the cheque. no. in the field of unique instrument no.

After PAO completes entering of details, it needs to click on the submit button. A confirmation screen will appear which will allow the PAO to check and verify the details entered are correct. Once confirmed, PAO can click on Confirm button (PAO can click on Reject in case it is not sure).

Welcome to Central Record Keeping Agency - Microsoft Internet Explorer

Address: https://172.19.65.124/CRA/trsnConfMulAction.do?ID=1888966088&getName=Transaction%20Details

NSDL NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK

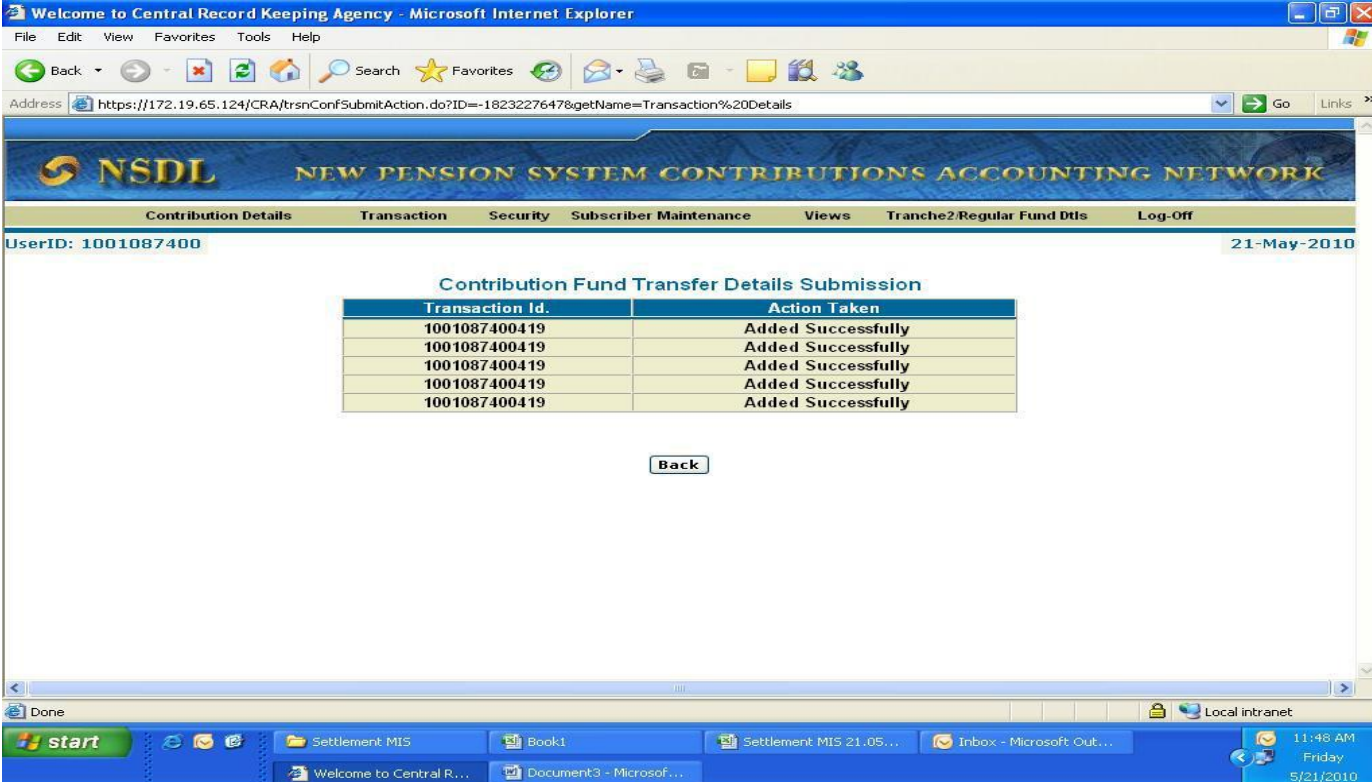
Contribution Details Transaction Security Subscriber Maintenance Views Tranche2:Regular Fund Dts Log-Off

UserID: 1001087400 21-May-2010

Confirmation For Transaction Id Details

Transaction Id.	Creation Date	Amount	Bank Name	Unique Instrument No.	Bank Branch	Transfer Type	Date of Transfer	Paid Amount
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598380	Mumbai	RTGS	21/05/2010	36736.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598379	Mumbai	NEFT	21/05/2010	10000.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598381	Mumbai	RTGS	20/05/2010	10000.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598382	Mumbai	NEFT	13/05/2010	20000.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598383	Mumbai	NEFT	18/05/2010	20000.00

Once clicking on the Confirm Button, PAO will be able to view „Added Successfully“ screen specifying that details entered are accepted in the system successfully as shown below:



Welcome to Central Record Keeping Agency - Microsoft Internet Explorer
 Address: https://172.19.65.124/CRA/trsnConfSubmitAction.do?ID=-1823227647&getName=Transaction%20Details

NSDL NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK
 Contribution Details Transaction Security Subscriber Maintenance Views Tranche2/Regular Fund Dtls Log-Off

UserID: 1001087400 21-May-2010

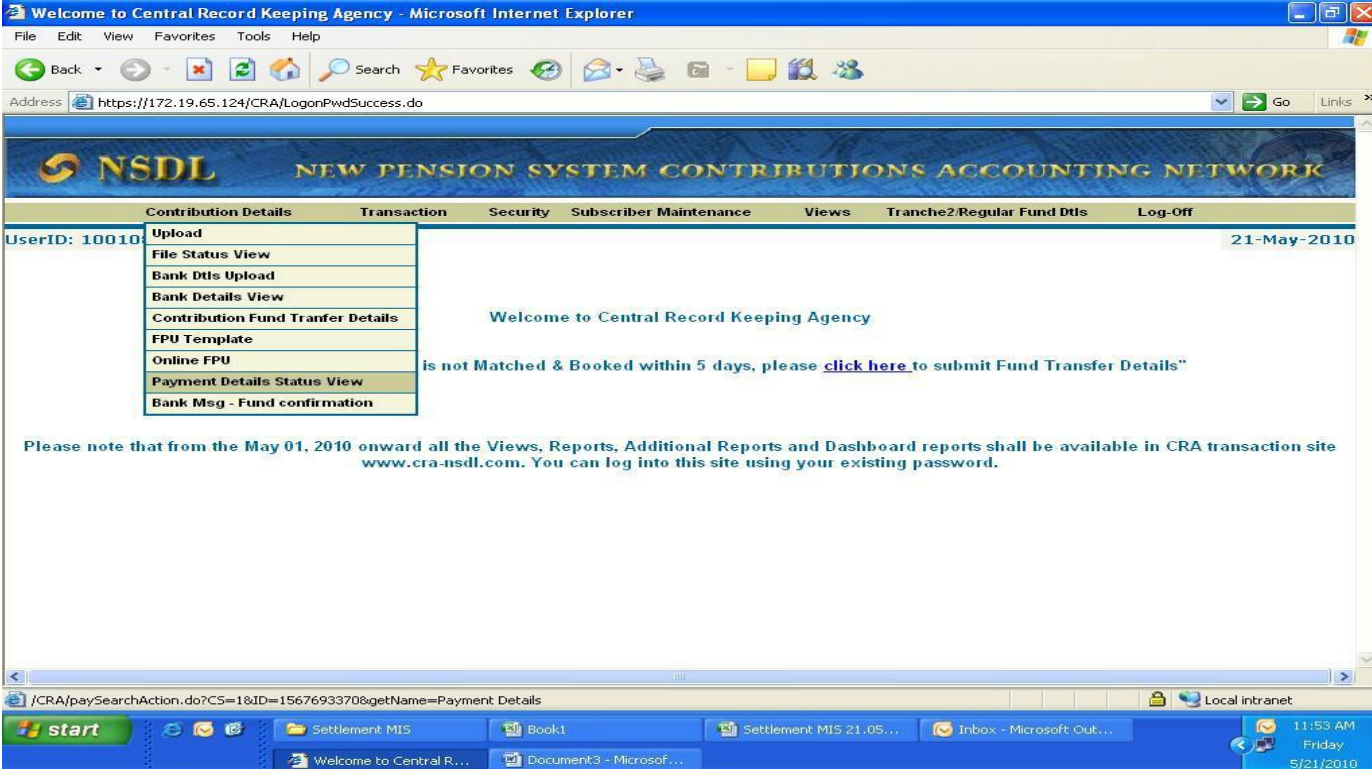
Contribution Fund Transfer Details Submission

Transaction Id.	Action Taken
1001087400419	Added Successfully
1001087400419	Added Successfully
1001087400419	Added Successfully
1001087400419	Added Successfully
1001087400419	Added Successfully

Back

CHECKING THE TRUSTEE BANK RESPONSE TO FTD ENTERED

To verify whether Trustee Bank has confirmed the data entered by the PAO is correct the PAO should check in the submenu “Payment Detail Status View” under the menu “Contribution Details”.



Welcome to Central Record Keeping Agency - Microsoft Internet Explorer
 Address: https://172.19.65.124/CRA/LogonPwdSuccess.do

NSDL NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK
 Contribution Details Transaction Security Subscriber Maintenance Views Tranche2/Regular Fund Dtls Log-Off

UserID: 10010 21-May-2010

- Upload
- File Status View
- Bank Dtls Upload
- Bank Details View
- Contribution Fund Tranfer Details
- FPU Template
- Online FPU
- Payment Details Status View
- Bank Msg - Fund confirmation

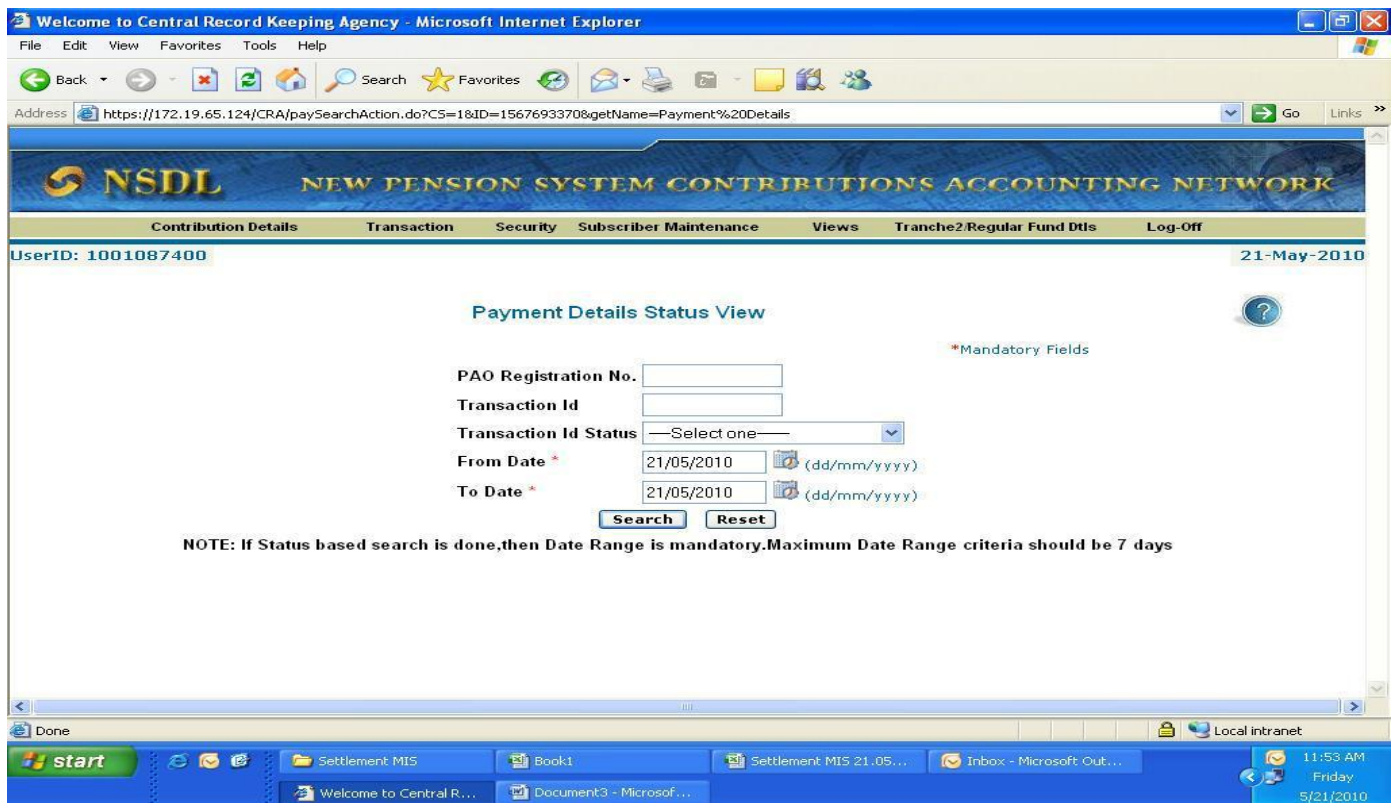
Welcome to Central Record Keeping Agency

is not Matched & Booked within 5 days, please [click here](#) to submit Fund Transfer Details”

Please note that from the May 01, 2010 onward all the Views, Reports, Additional Reports and Dashboard reports shall be available in CRA transaction site www.cra-nsdl.com. You can log into this site using your existing password.

/CRA/paySearchAction.do?CS=1&ID=1567693370&getName=Payment Details

In the “Payment Detail Status View”, the PAO can put the data according to the search criteria.



Payment Details Status View

*Mandatory Fields

PAO Registration No.

Transaction Id

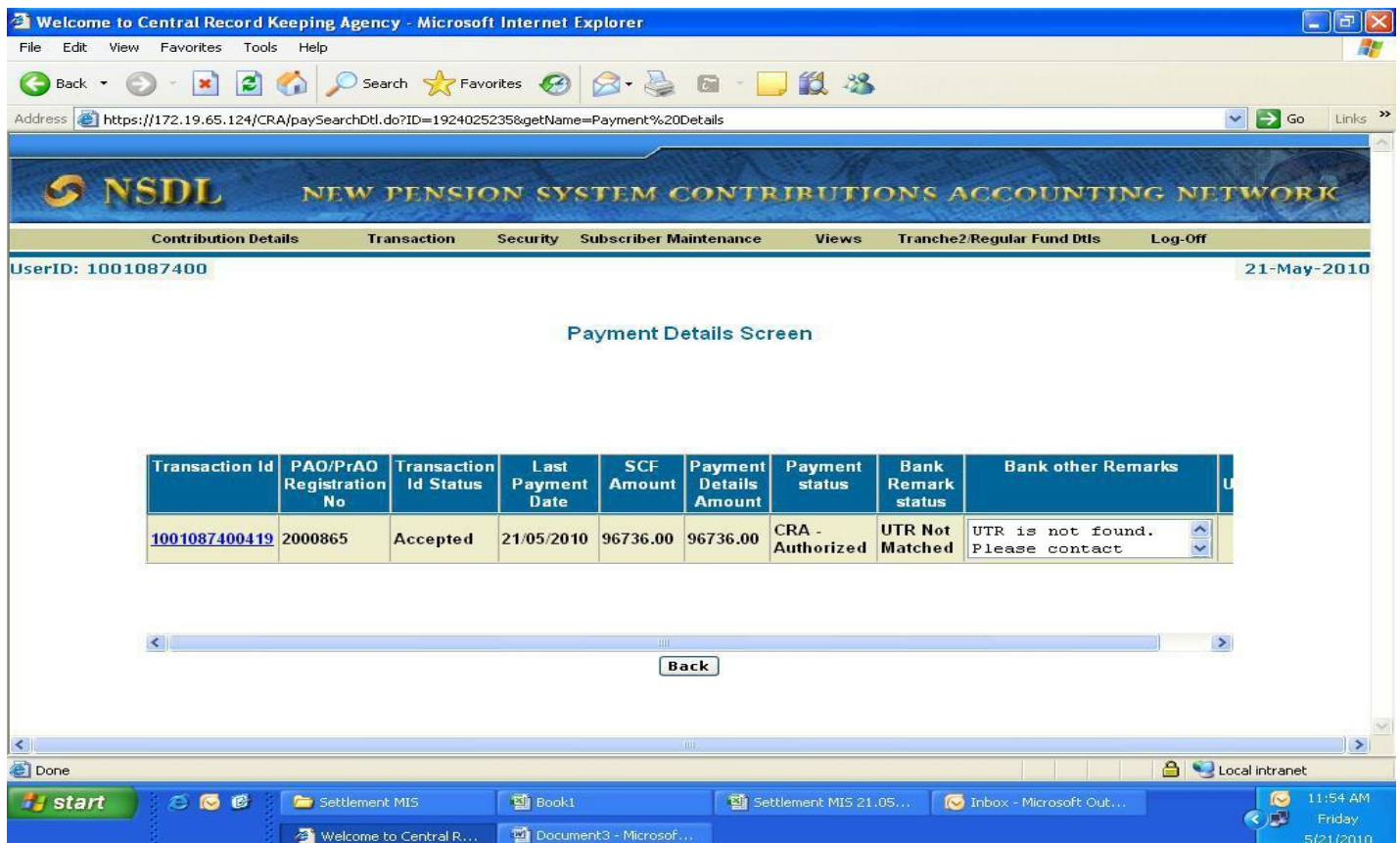
Transaction Id Status

From Date * (dd/mm/yyyy)

To Date * (dd/mm/yyyy)

NOTE: If Status based search is done, then Date Range is mandatory. Maximum Date Range criteria should be 7 days

Once the Transaction id is selected, PAO can view the remarks/comments entered by Trustee Bank (as shown below).

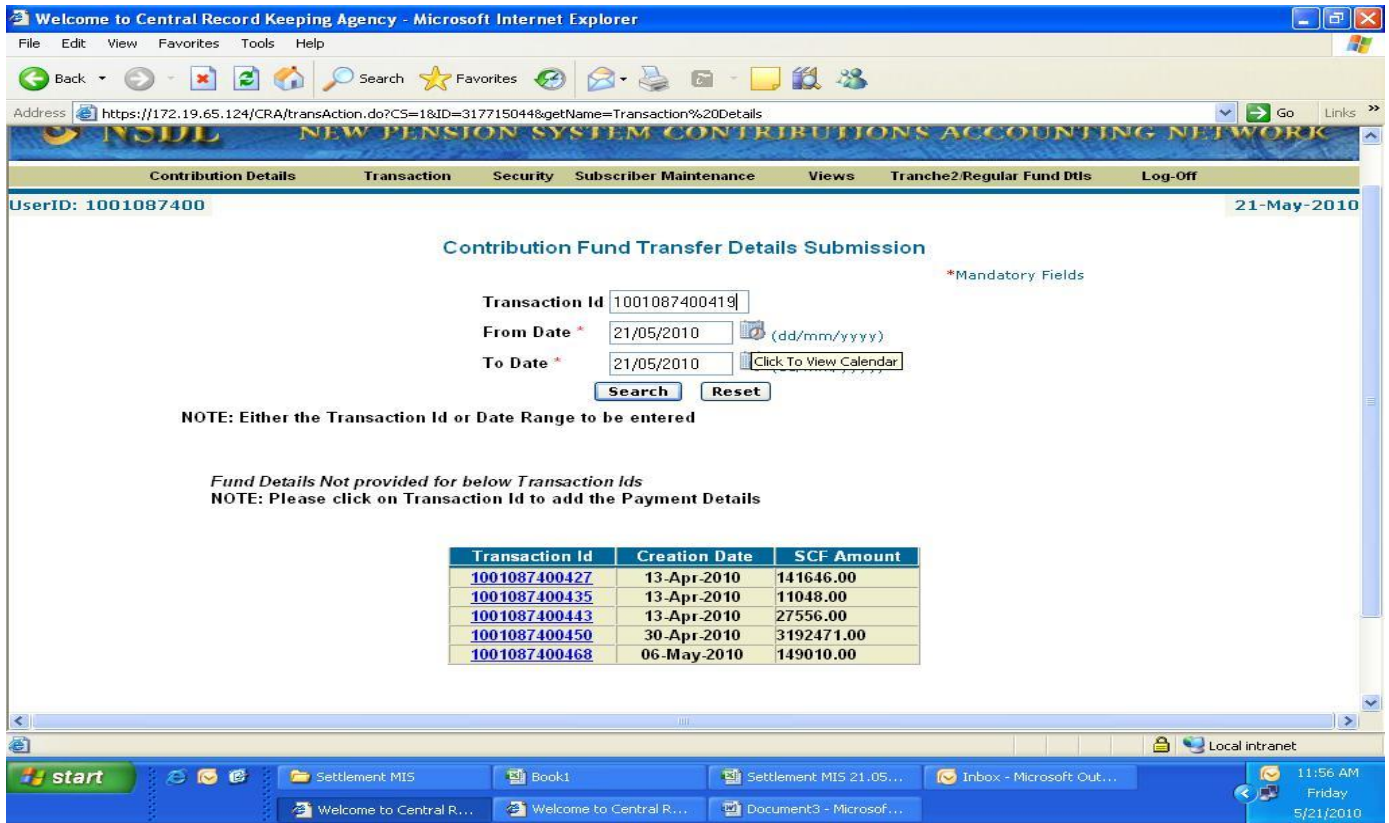


Payment Details Screen

Transaction Id	PAO/PrAO Registration No	Transaction Id Status	Last Payment Date	SCF Amount	Payment Details Amount	Payment status	Bank Remark status	Bank other Remarks
1001087400419	2000865	Accepted	21/05/2010	96736.00	96736.00	CRA - Authorized	UTR Not Matched	UTR is not found. Please contact

Correction/Modification of FTD already provided

Subsequently if PAO finds that due to inadequate details Bank is not able to match the details for particular transaction id, PAO can modify and resubmit the fund transfer details. Further, if the PAO finds that Bank has remarked that FTD provided is inadequate details or incomplete (No UTR or No Amount) for a particular Transaction id, PAO should modify and resubmit the fund transfer details. For change in Fund transfer details provided by PAO has to again go back to the submenu of “Contribution Fund Transfer Details Submission” (as shown below):



The screenshot displays the 'Contribution Fund Transfer Details Submission' page in a Microsoft Internet Explorer browser. The page header includes the URL: <https://172.19.65.124/CRA/transAction.do?CS=1&ID=317715044&getName=Transaction%20Details>. The user is logged in as 'UserID: 1001087400' on '21-May-2010'. The page title is 'Contribution Fund Transfer Details Submission'. The form contains the following fields:

- Transaction Id: 1001087400419
- From Date: 21/05/2010 (dd/mm/yyyy)
- To Date: 21/05/2010 (Click To View Calendar)

Buttons for 'Search' and 'Reset' are present. A note states: 'NOTE: Either the Transaction Id or Date Range to be entered'. Below this, another note says: 'Fund Details Not provided for below Transaction Ids. NOTE: Please click on Transaction Id to add the Payment Details'. A table lists existing transactions:

Transaction Id	Creation Date	SCF Amount
1001087400427	13-Apr-2010	141646.00
1001087400435	13-Apr-2010	11048.00
1001087400443	13-Apr-2010	27556.00
1001087400450	30-Apr-2010	3192471.00
1001087400468	06-May-2010	149010.00

Once the PAO selects the Transaction id from the above screen, the PAO will modify/delete/add the relevant information in any or all the relevant panels. Once data is entered, the PAO shall enter the submit button. Once assured that data entered is correct, the PAO shall enter the confirm button. The procedure to be followed will be similar to that of submission of regular FTD.

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