

Protean eGov Technologies Limited



protean
Change *is* growth

**Standard Operating Procedure
on
Inter Sector shifting for
Government Subscribers**

Version 1.1

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Inter Sector shifting for Government Subscribers

REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1	-	1.0	-	Initial Version
2	20-07-2022	1.1	4	Authorisation by Source office

Inter Sector shifting for Government Subscribers

Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development
NPS	National Pension System
PRAN	Permanent Retirement Account Number
CG	Central Government
SG	State Government
Pr.AO	Principal Accounts Office
PAO	Pay & Account Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
PFMs	Pension Fund Mangers
NPSCAN	NPS Contribution Accounting Network

Inter Sector shifting for Government Subscribers

Index

Sr No	Topic
1	Background
2	Capture of Inter Sector Shifting Request by Maker User Office ID (Target office)
3	Verification of Inter Sector Shifting Request by Checker User Office ID (Target office)
4	Authorization of the Inter Sector Shifting Request by Source Office ID (Source Office)

Inter Sector shifting for Government Subscribers

Background:

In case of change of employment from one sector to another, PRAN of the concern employee needs to be mapped with new office. For this purpose, inter sector shifting process is required to be executed.

In the following scenarios, shifting of PRANs will be processed through ISS.

- Shifting from State Govt. to Central Govt. and vice-versa
- Shifting from Corporate to Central/Ju State Govt.
- Shifting from one SAB to another SAB.
- Shifting from State to SAB or from SAB to State (between 2 different states).

For processing ISS, the concern employee is required to submit Inter Sector Shifting Form (ISS Form) with Target office (wherein the employee is joining). On receipt of the form, Target office will carry out ISS process in CRA system

Exceptions:

The request will not be accepted in the CRA system under the following circumstances:

- The PRAN is in deactivated status.
- There is a Complete Withdrawal Request (Withdrawal due to Death) in Authorized / in progress or complete status for that PRAN.
- There is existing Shifting Request in Authorized / in progress status for that PRAN.

Inter Sector shifting for Government Subscribers

1. Capture of Inter Sector Shifting Request by Maker User Office ID (Target office)

- A. PAO/DTO Maker user is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password and log into CRA system Please refer Figure 1.1 below.

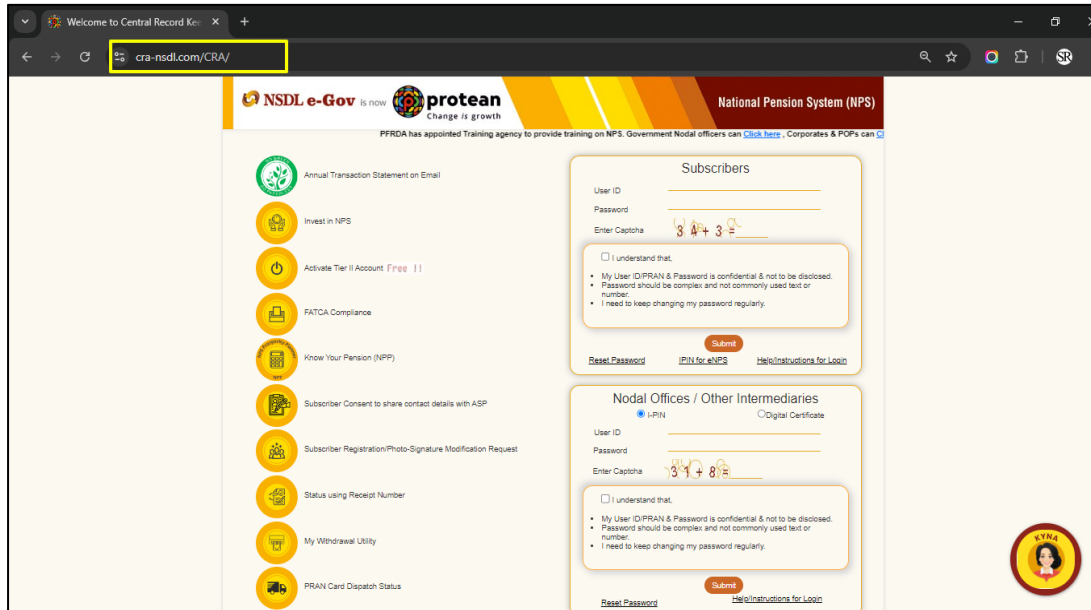


Figure 1.1

- B. From the main menu, PAO/DTO user will select **“Transaction>>Subscriber Shifting”** option as shown in Figure 1.2:

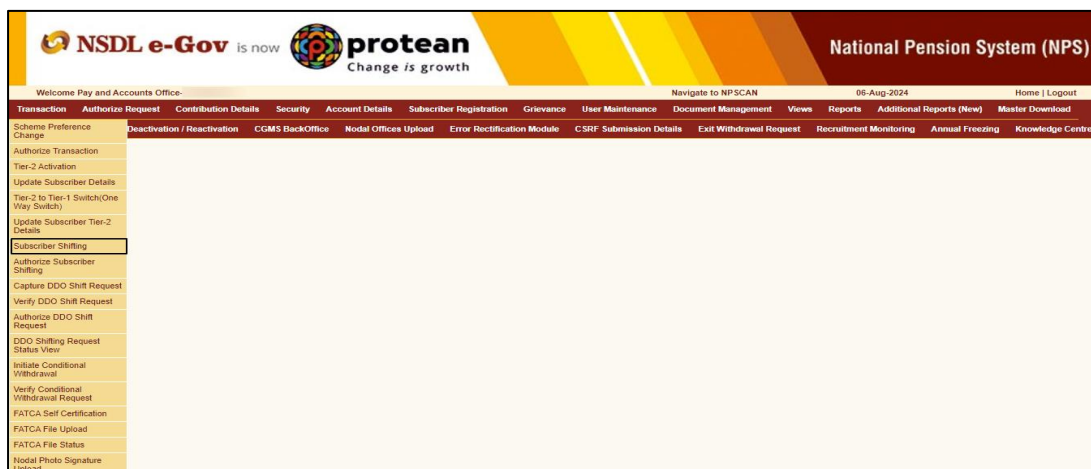
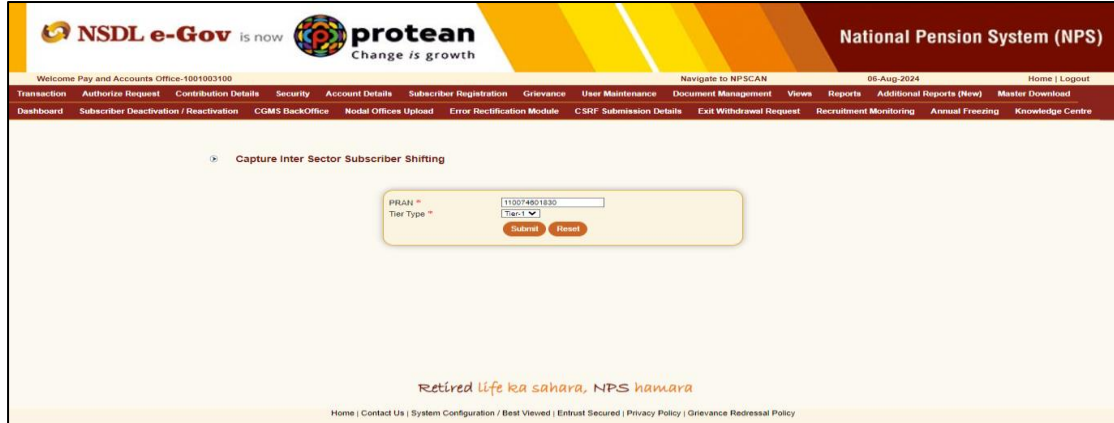


Figure 1.2

Inter Sector shifting for Government Subscribers

- C. The user will enter the PRAN and click on submit. The following screen (Figure 1.3) will show the existing PRAN association



NSDL e-Gov is now protean Change is growth National Pension System (NPS)

Welcome Pay and Accounts Office-1001003100 Navigate to NPSCAN 06-Aug-2024 Home | Logout

Transaction Authorize Request Contribution Details Security Account Details Subscriber Registration Grievance User Maintenance Document Management Views Reports Additional Reports (New) Master Download

Dashboard Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submission Details Exit Withdrawal Request Recruitment Monitoring Annual Freezing Knowledge Centre

Capture Inter Sector Subscriber Shifting

PRAN * 110074901830

Tier Type * Tier-1

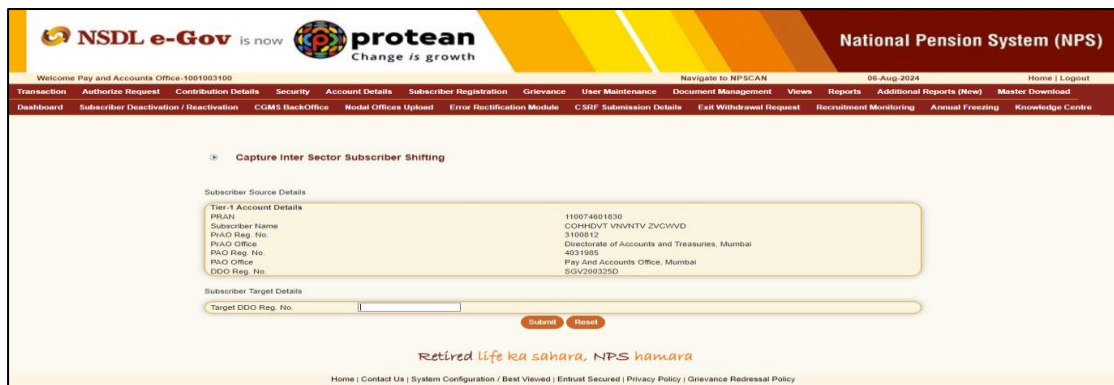
Submit Reset

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Figure 1.3

- D. The office needs to enter the Target DDO Reg. No (as mentioned in the form) under which the PRAN is to be mapped. Click on submit to proceed.



NSDL e-Gov is now protean Change is growth National Pension System (NPS)

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Transaction Authorize Request Contribution Details Security Account Details Subscriber Registration Grievance User Maintenance Document Management Views Reports Additional Reports (New) Master Download

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Capture Inter Sector Subscriber Shifting

Subscriber Source Details

Tier-1 Account Details

PRAN 110074901830

Subscriber Name COHDEV1 VNVNTV ZVCWVD

PRAO Reg. No. 3100812

PRAO Office Directorate of Accounts and Treasuries, Mumbai

PRAO Reg. No. 4031985

PRAO Office Pay And Accounts Office, Mumbai

DDO Reg. No. SGV200325D

Subscriber Target Details

Target DDO Reg. No.

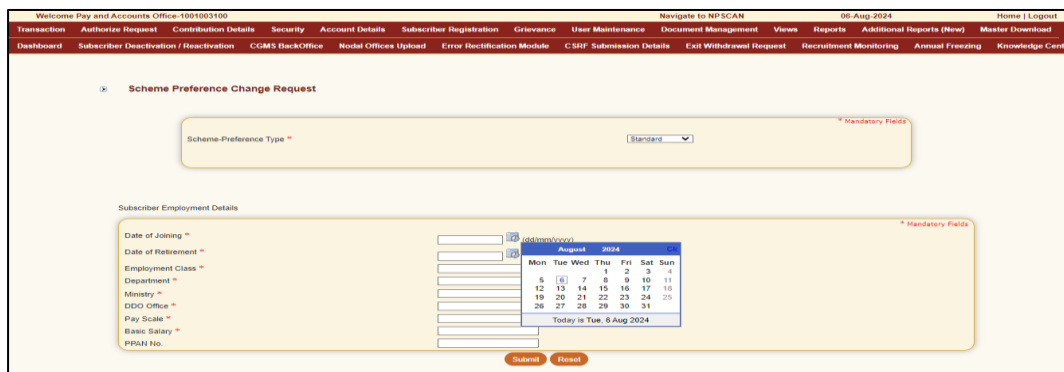
Submit Reset

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Figure 1.4

- E. The user needs to select the Date of joining & Date of Retirement using the calendar icon provided as shown below in Figure 1.5



NSDL e-Gov is now protean Change is growth National Pension System (NPS)

Welcome Pay and Accounts Office-1001003100 Navigate to NPSCAN 06-Aug-2024 Home | Logout

Transaction Authorize Request Contribution Details Security Account Details Subscriber Registration Grievance User Maintenance Document Management Views Reports Additional Reports (New) Master Download


Dashboard Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submission Details Exit Withdrawal Request Recruitment Monitoring Annual Freezing Knowledge Centre

Scheme Preference Change Request

Scheme-Preference Type * Standard

Subscriber Employment Details

Date of Joining *

Date of Retirement * 

Employment Class *

Department *

Monday *

DDO Office *

Pay Scale *

Basic Salary *

PFAN No.

Submit Reset

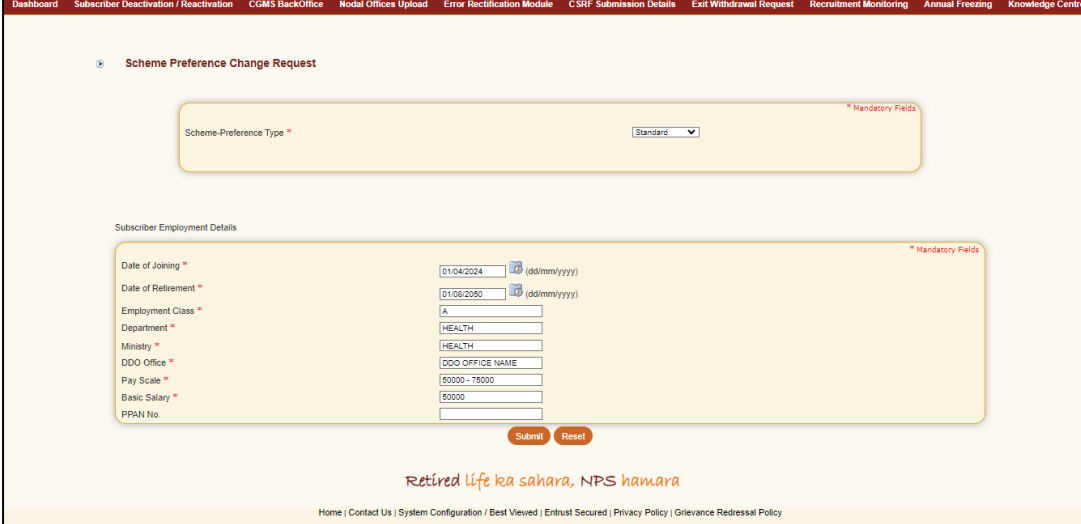
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Figure 1.5

Inter Sector shifting for Government Subscribers

- F. The user must enter the employment details as per the records. All the fields except PPAN are mandatory. Filed mark with red Asterisk mark are mandatory filed. Please refer Figure 1.6 below.



Scheme Preference Change Request

Scheme-Preference Type * * Mandatory Fields
 Standard

Subscriber Employment Details * Mandatory Fields

Date of Joining * (dd/mm/yyyy)
 Date of Retirement * (dd/mm/yyyy)
 Employment Class *
 Department *
 Ministry *
 DDO Office *
 Pay Scale *
 Basic Salary *
 PPAN No.

[Submit](#) [Reset](#)

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Figure 1.6

- G. Once all the details are entered, the user needs to click on submit button.

This screen will show existing details along with the entered employment details along with the link to view the signature. The user needs to verify the subscriber signature and recheck the other details and click on “Confirm”.

In case the user identifies some discrepancy and wants to rectify the same, then the user needs to click on “**Reject**”. Please refer Figure 1.7 below



Confirm Inter Sector Subscriber Shifting [View Signature](#)

Subscriber's Captured Details

Source Tier-1 Account Details	
PRAN	110074601830
Subscriber Name	COHHHDVT VNVNTV ZVCWVD
Source PRAO Reg. No.	3100812
Source PRAO Office	Directorate of Accounts and Treasuries, Mumbai
Source PAO Reg. No.	4031985
Source PAO Office	Pay And Accounts Office, Mumbai
Source DDO Reg. No.	SGV20032SD
Source DDO Office	Est. Officer, Investigation, Sales Tax Office, Mumbai
Target Tier-1 Account Details	
Target PRAO Reg. No.	3000060
Target PRAO Name	CDA (R&D), Hyderabad
Target PAO Reg. No.	2000025
Target PAO Name	Pay Section-II, CDA (R&D), Hyderabad
Target DDO Reg. No.	CGV1018116A
Target DDO Office	Centre For Advanced System, Shameerpet

Subscriber's Employment Details

Date of Joining	01/04/2024
Date of Retirement	01/08/2050
Employment Class	A
Department	HEALTH
Ministry	HEALTH
DDO Office	DDO OFFICE NAME
Pay Scale	50,000 - 75,000
Basic Salary	50000
PPAN	

Subscriber's Scheme Setup Details

For Government Default Scheme Setup, Scheme Preference with the proportion of the investment selected by the respective PAO/ PIAO / Government will be applicable after successful processing of this request.

[Confirm](#) [Reject](#)

Figure 1.7

Inter Sector shifting for Government Subscribers

H. Once the request is successfully captured, CRA system will generate an acknowledgement number, which needs to be written on the form. Please refer Figure 1.8 below



The screenshot shows the NSDL e-Gov National Pension System (NPS) portal. The header includes the NSDL e-Gov logo, the protean logo with the tagline 'Change is growth', and the text 'National Pension System (NPS)'. Below the header is a navigation menu with various options like 'Transaction', 'Authorize Request', 'Contribution Details', 'Security', 'Account Details', 'Subscriber Registration', 'Grievance', 'User Maintenance', 'Document Management', 'Views', 'Reports', 'Additional Reports (New)', and 'Master Download'. The main content area displays a confirmation message for 'Capture Inter Sector Subscriber Shifting' with the following details:

Source Tier-1 Account Details	
PSAN	110074601630
Subscriber Name	COHHIDVT VNNNTV.ZVCWVD
Ask No.	2001568526
Source PAO Reg. No.	4031985
Source PAO Name	Pay And Accounts Office, Mumbai
Target DDO Reg. No.	GOV018116A
Subscriber Shift Request has been Captured Successfully. Awaiting Verification.	

Below the message is a 'Back' button. At the bottom of the page, there is a slogan 'Retired life ka sahara, NPS hamara' and a footer with links for 'Home | Contact Us | System Configuration / Best Viewed | EnTrust Secured | Privacy Policy | Grievance Redressal Policy'.

Figure 1.8

Subscriber's shifting details will be pending for verification by checker user within the same PAO/DTO.

Inter Sector shifting for Government Subscribers

2. Verification of Inter Sector Shifting Request by Checker User Office ID (Target office)

- A. PAO/DTO Checker user is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password and log into CRA system Please refer Figure 2.1 below.

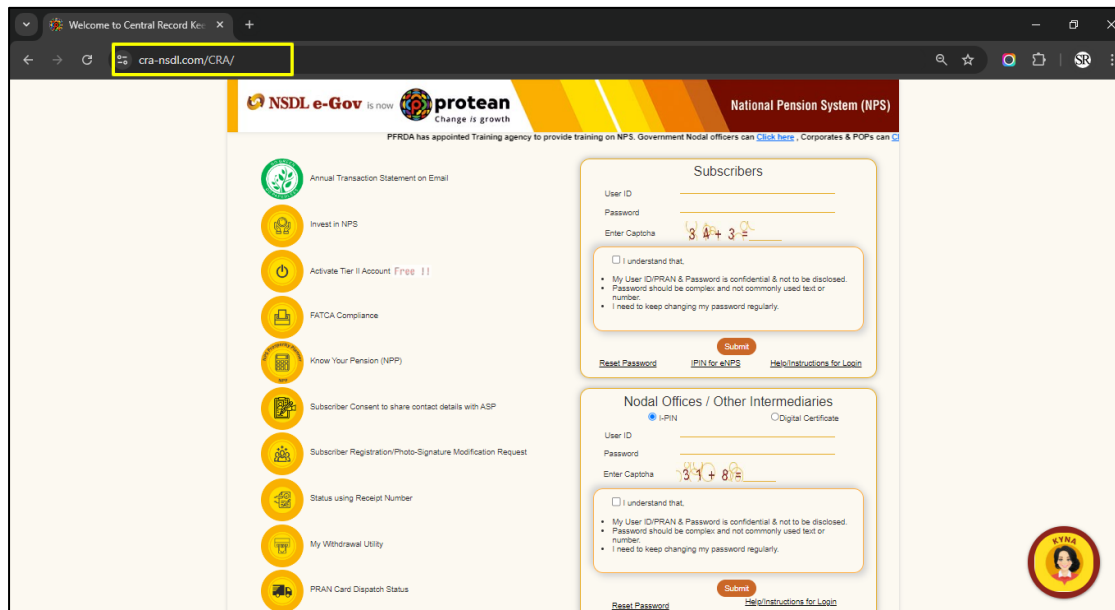


Figure 2.1

- B. On Successful login, User will select the option “**Transaction>>>Authorize Subscriber Shifting**” from the main menu. Please refer Figure 2.2 below

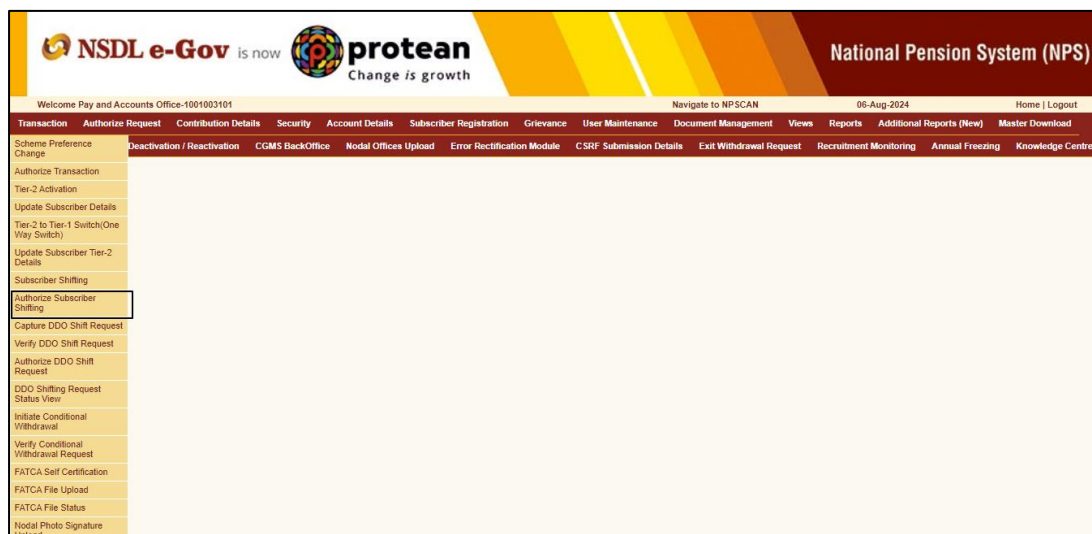


Figure 2.2

Inter Sector shifting for Government Subscribers

- C. PAO/DTO checker user will be provided with a list of all requests pending for authorization. The screen as shown below will be displayed to the user. The user has to select the required request and click on submit button. Please refer Figure below

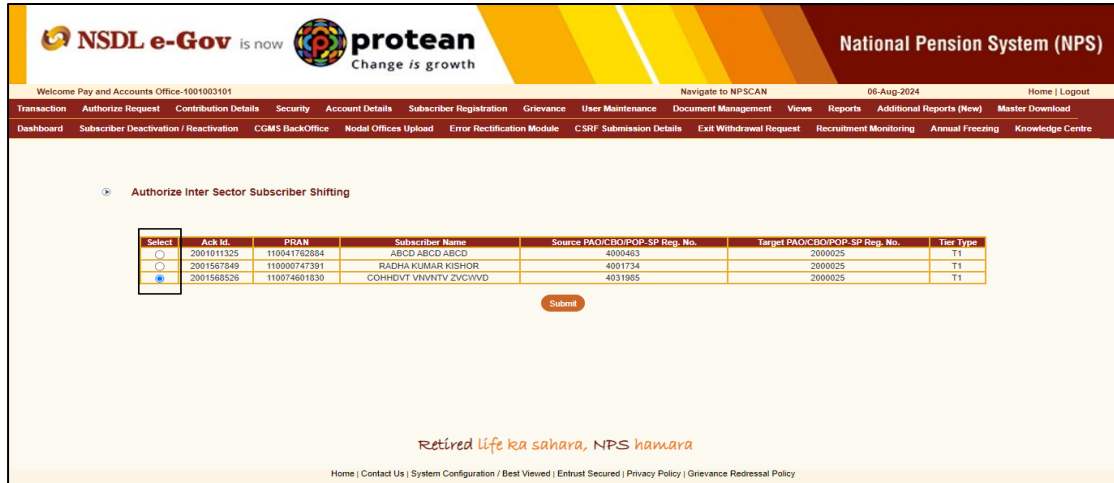


Figure 2.3

- D. On clicking the submit button, subscriber details will be displayed along with the subscriber's signature as shown in Figure 2.4 below

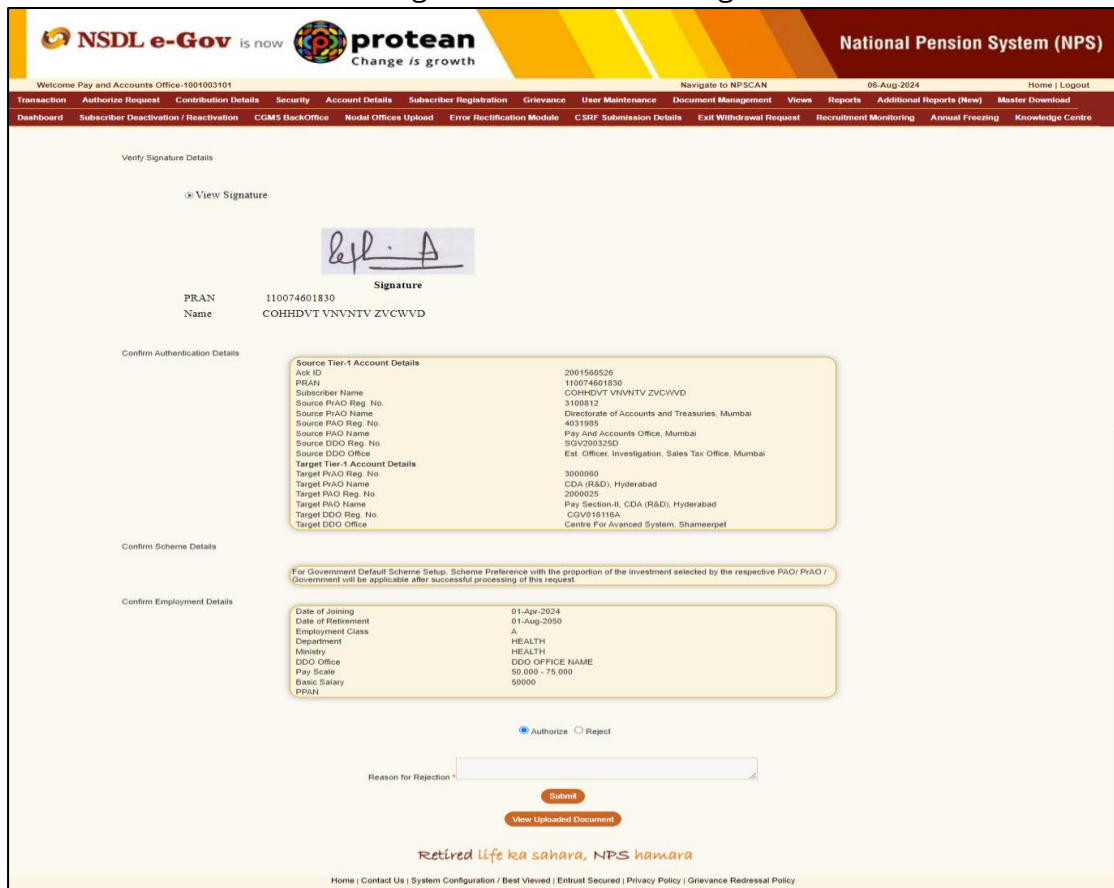


Figure 2.4

Inter Sector shifting for Government Subscribers

- E. PAO/DTO user needs to re-verify details against the form submitted by subscriber and authorize the Subscriber Shifting request. The user also needs to verify the employment details.

The verifier will verify the details and if found in order, will authorize the request by selecting the **“Authorize”** option and click on the **“Submit”** button. On clicking submit button, a message will be displayed on the screen as **“Subscriber Shift Request has been Authorized Successfully”** (Ref. figure 2.5 below)

In case the verifier intends to reject the request the user needs to select **“Reject”** and enter the reason for rejection in the box appearing at the bottom (Refer figure 2.4 above).

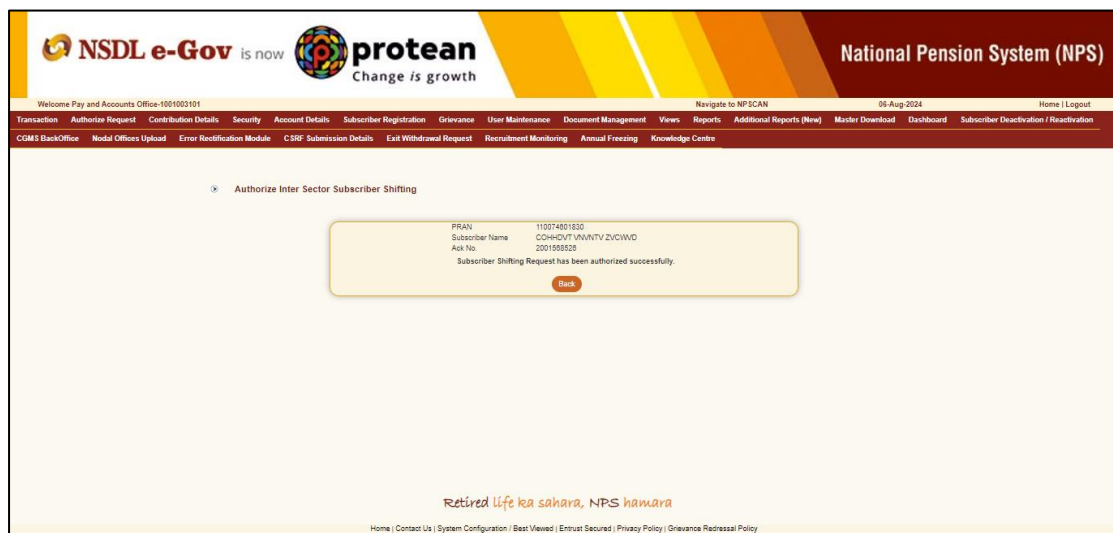


Figure 2.5

The Inter sector shifting acknowledgment number is now pending for authorization with the Source office (Subscriber Previous Employment office).

Unless the said Inter sector shifting acknowledgment number is authorized by the source office, PRAN will not get shifted

Inter Sector shifting for Government Subscribers

3. Authorization of the Inter Sector Shifting Request by Source Office ID (Maker or Checker)

The concern PAO/DTO Maker user is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password and log into CRA system Please refer Figure 3.1 below.

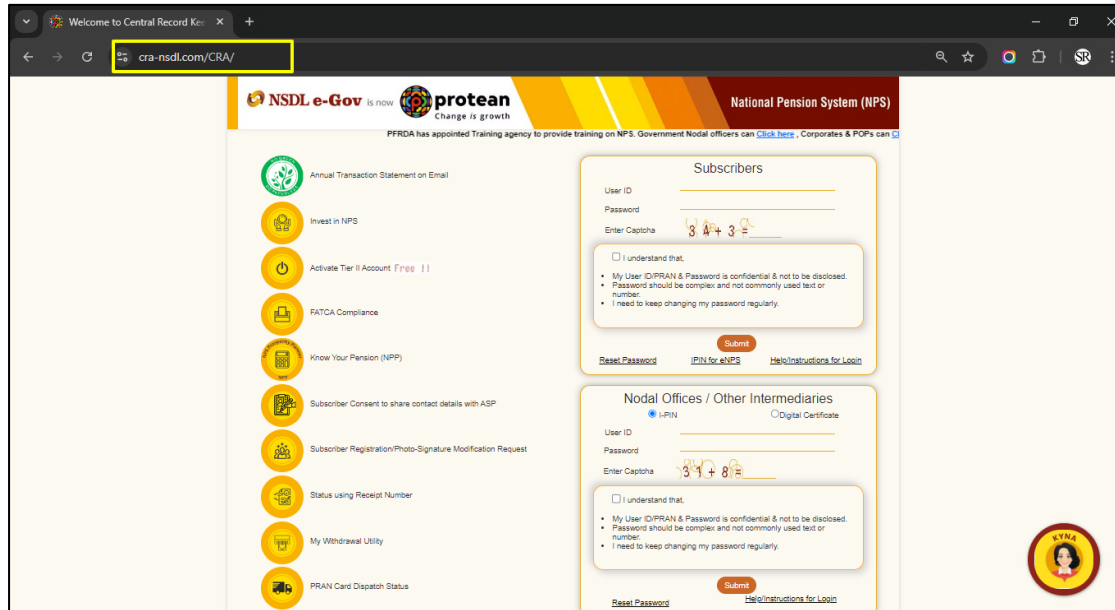


Figure 1.1

User will select the option “**Transaction>>>Authorize Subscriber Shifting by Source**” from the main menu. Please refer Figure 3.2 below

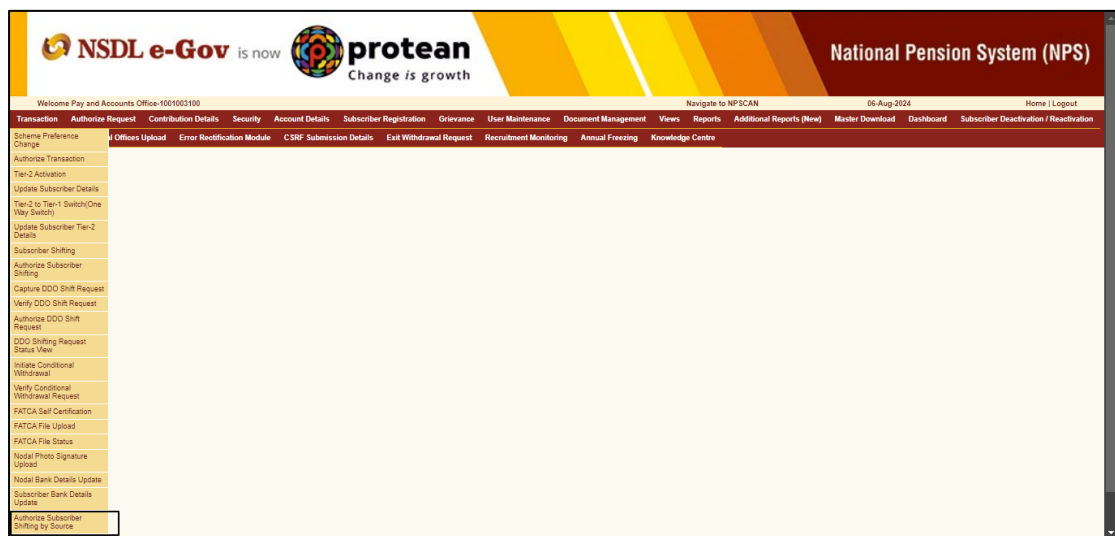
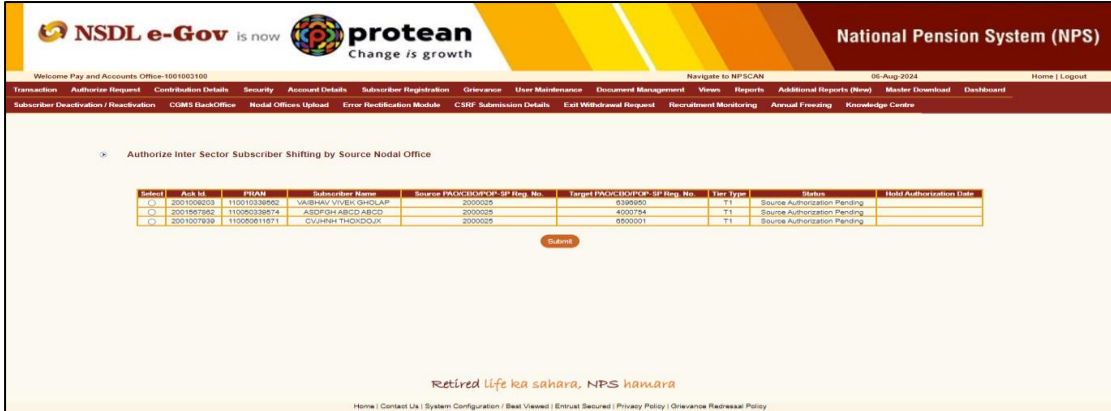


Figure 3.2

Inter Sector shifting for Government Subscribers

The user will be provided with a list of all requests pending for authorization. The screen as shown below will be displayed to the user. The user has to select the required request and click on submit button. Please refer Figure 3.3 below



Welcome Pay and Accounts Office-1001003100

Transaction: Authorize Request | Contribution Details | Security | Account Details | Subscriber Registration | Grievance | User Maintenance | Document Management | Views | Reports | Additional Reports (New) | Master Download | Dashboard

Subscriber Deactivation / Reactivation | CGMS BackOffice | Nodal Offices Upload | Error Rectification Module | CSR Submission Details | Exit Withdrawal Request | Recruitment Monitoring | Annual Freezing | Knowledge Centre

Authorize Inter Sector Subscriber Shifting by Source Nodal Office

Select	App ID	PRAN	Subscriber Name	Source PRAN/DO/SP Reg. No.	Target PRAN/DO/SP Reg. No.	Use Type	Status	Unit Authorization Date
<input type="checkbox"/>	2001006203	110010336902	VABHAY VIVEK GHOLAP	2000025	0395993	T1	Source Authorization Pending	
<input type="checkbox"/>	2001007892	110000138974	ASRIFAH ABIGD ABICD	2000025	4200754	T1	Source Authorization Pending	
<input type="checkbox"/>	2001007892	110000011971	CVJHSH THOXDOUX	2000025	8900001	T1	Source Authorization Pending	

Submit

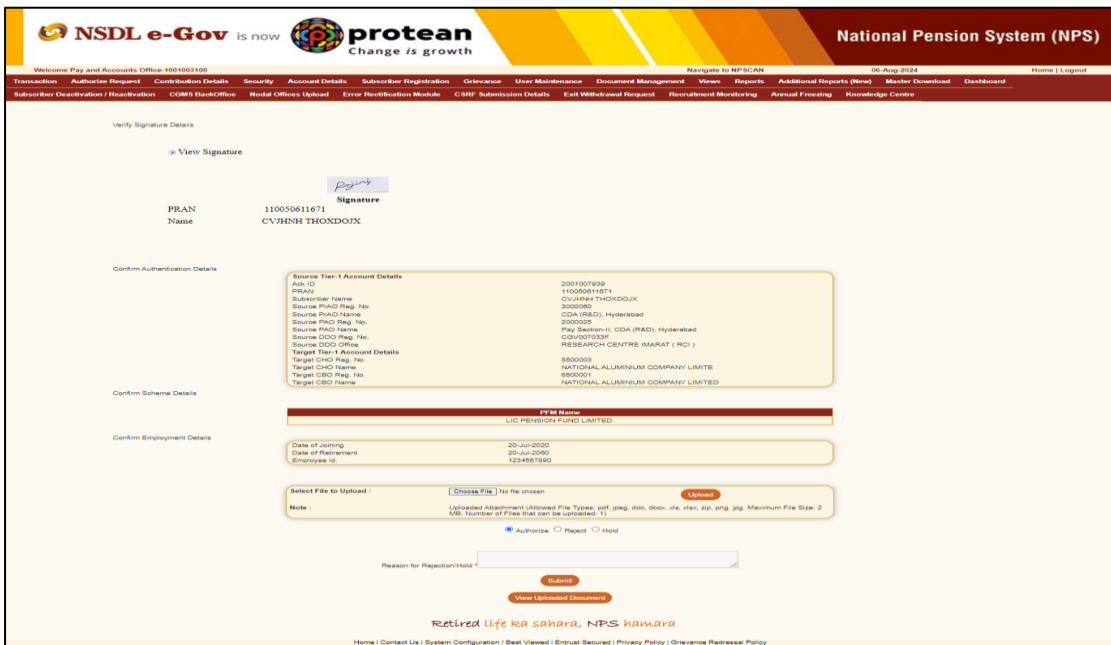
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Figure 3.3

The user needs to authorize details of the subscriber and authorize the Subscriber Shifting request. The user also needs to verify the employment details.

- The authorizer user will verify the details and if found in order, will authorize the request by selecting the **“Authorize”** option and click on the **“Submit”** button.
- In case the authorizer user wishes to reject the request, a rejection reason is mandatory and needs to be provided by the user in the box appearing at the bottom of Figure 3.4.



Welcome Pay and Accounts Office-1001003100

Transaction: Authorize Request | Contribution Details | Security | Account Details | Subscriber Registration | Grievance | User Maintenance | Document Management | Views | Reports | Additional Reports (New) | Master Download | Dashboard

Subscriber Deactivation / Reactivation | CGMS BackOffice | Nodal Offices Upload | Error Rectification Module | CSR Submission Details | Exit Withdrawal Request | Recruitment Monitoring | Annual Freezing | Knowledge Centre

Verify Signature Details

View Signature

Signature

PRAN: 110050611671
Name: CVJHSH THOXDOUX

Confirm Authentication Details

Source Tier 1 Account Details	2001007892
App ID	110050611671
Subscriber Name	CVJHSH THOXDOUX
Source PAID Reg. No.	3000080
Source PAID Name	CCA (R&D), Hyderabad
Source PAC Reg. No.	2000025
Source PAC Name	Pay Regional: CCA (R&D), Hyderabad
Source DDO Reg. No.	COV-007033P
Source DDO Office	RESEARCH CENTRE (MARKET - RC)
Target Tier 1 Account Details	8900003
Target CHO Name	NATIONAL ALUMINIUM COMPANY LIMITE
Target CBO Reg. No.	8900001
Target CBO Name	NATIONAL ALUMINIUM COMPANY LIMITED

Confirm Scheme Details

Scheme Name: LIC PENSION FUND LIMITED

Confirm Employment Details

Date of Joining: 20-Jul-2020
Date of Retirement: 20-Jul-2080
Employee ID: 1234567890

Select File to Upload: No file chosen

Note: Updated Attachment (Allowed File Types: pdf, jpeg, doc, docx, xls, xlsx, zip, png, jpg. Maximum File Size: 2 MB. Number of Files that can be uploaded: 1)

Authorize Reject Hold

Reason for Rejection/hold:

Submit

View Uploaded Document

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Figure 3.4

Inter Sector shifting for Government Subscribers

The User will click on **“Submit”** button. **“Subscriber Shift Request has been Authorized Successfully”** will display as shown in Figure 3.5 below



Figure 3.5

The Subscriber Shifting requests which are in **“Authorized status”** will be considered for processing in the same day EOD.

Once the request is authorized, the PRAN will be **“Suspended”** i.e., no other request (such as contribution /details change etc.) can be captured for the said PRAN.

The subscriber mapping will be changed to the new PAO/DTO and the PRAN will be activated. After successful shifting of account of subscriber at EOD, email will be sent to the subscriber.

After authorization, for the requests rejected by CRA, an email will be sent by CRA to the concerned PAO/DTO giving the reason for rejection to enable them to carry out necessary rectifications and update the requests once again in CRA.

Please note that the nodal office don't need to send Inter sector shifting form to Protean CRA office.