Protean eGov Technologies Limited



Standard Operating Procedure on Inter Sector shifting for Government Subscribers

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	20-07-2022	1.1	4	Authorisation by Source office

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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					



Index

Sr No	Торіс
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)

Classification: Public	Version No. : 1.1	Page: 4 of 15
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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.

F		1
Classification: Public	Version No. : 1.1	Page: 5 of 15



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

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

V 🎆 Welcome to Central Record Kee 🛛 🗙					×
← → C ^a == cra-nsdl.com/CRA	/ ९	\$ 0	Ď	SR	:
	NSDL e-Gov Is now Protean National Pension System (NPS)				
	PFRDA has appointed Training agency to provide training on NPS. Government Nodal officers can <u>Click here</u> , Corporates & POPs can <u>C</u>				
	Annual Transaction Statement on Email Subscribers				
	hvestin NPS Passend Brier Capitola 3 44 3 4				
	Activete Tier II Account [Free]] Activete Tier II Account [Free]]				
	FATCA Compliance				
	Know Your Person (NPP) Reset Pasaword IPIN for eVP3 Helkinstructors for Loon				
	Subscriber Consert to share contact details with ASP Nodal Offices / Other Intermediaries				
	Subscriber Registration Photo-Signature Modification Reguest				
	Status valing Receipt Number				
	My Werbrassel Utity My Werbrassel Utity My Werbrassel Utity		(NNA B	
	PRAN Card Depatch Status Break Status Esset Pasanord Helpinstructions for Login		C		

Figure 1.1

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

Ø NSD	Le-Gov is now	protean Change is growth			National Pen	sion System (NPS)
Welcome Pay and Ac	ccounts Office-		N	avigate to NPSCAN	06-Aug-2024	Home Logout
Transaction Authorize	Request Contribution Details Security	Account Details Subscriber Registration	Grievance User Maintenance D	ocument Management Viev	vs Reports Additional Re	ports (New) Master Download
Scheme Preference Change	Deactivation / Reactivation CGMS BackO	Office Nodal Offices Upload Error Rectification	Module CSRF Submission Detail	s Exit Withdrawal Request	Recruitment Monitoring	Annual Freezing Knowledge Centre
Authorize Transaction						
Tier-2 Activation						
Update Subscriber Details						
Tier-2 to Tier-1 Switch(One Way Switch)						
Update Subscriber Tier-2 Details						
Subscriber Shifting						
Authorize Subscriber Shifting						
Capture DDO Shift Request						
Verify DDO Shift Request						
Authorize DDO Shift Request						
DDO Shifting Request Status View						
Initiate Conditional Withdrawal						
Verify Conditional Withdrawal Request						
FATCA Self Certification						
FATCA File Upload						
FATCA File Status						
Nodal Photo Signature Upload						
Figure 1	.2					

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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
Image: Second
Transaction Authorize Request Contribution Defails Security Account Details Subscriber Reginitration Grievance User Maintenance Document Management Views Reports Additional Reports (New) Master Download Deshboard Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submission Details Exit Withdrawel Request Recruitment Monitoring Annual Freezing Knowledge Centre
© Capture Inter Sector Subscriber Shifting
PHAN * 1100/401100 Ther Type * Tax: V Saaruit (Reve)
Retired life ka sahara, NPS hamara

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.

act Us | System Configuration / Best Viewed | Entrust Secured | Privacy Policy | Grievance Redressal Po

6	NSDL e-	Gov	s now 🥳	prot	ean				N	ational	Pension S	system (NPS)
Welcom	e Pay and Accounts Office Authorize Request	e-1001003100 Contribution Det	tails Security	Account Details	growth	Grievance L	Jser Maintenance	Navigate to NPSCAN	Views Repo	06-Aug-202-	Reports (New)	Home Logout Master Download
Dashboard	Subscriber Deactivation	1 / Reactivation	CGMS BackOffice	Nodal Offices Up	oad Error Rectificat	ion Module CS	IRF Submission Detail	s Exit Withdrawal Rec	juest Recruit	nent Monitoring	Annual Freezing	g Knowledge Centre
		Subscribe Tier-1 Ai PRAN Subscribe PrAO Re PAO Re PAO Re DO Re Subscribe	apture Inter Sec r Source Details coount Details ter Name g. No. fice g. No. r Target Details	tor Subscriber Sh	ifting	1100 COH 3100 Direc 4031 Pay A SGV	74601830 HOVT VNVNTV ZVCWV 512 Itorate of Accounts and T ad Accounts Office, Mu 600325D	1D Treasuries, Mumbai mbai)	
		(Target D	DO Reg. No.	1		Subout	and				>	
				Home Contact Us S	Retired life k	za sahara, st Viewed Entrust	NPS hama	YQ / Grievance Redressal Pr	olicy			

Figure 1.4

Classification: Public

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

Scheme Press	eference Change Request				
(Scheme-Preference Type *		Standard V	* Mandatory Fields	
Subscriber Emplo	yment Details - nnt * SS *	600 dddmonor Man Tu 9 2 1 19 20 29 27 20 27 19 10 20 27 19 10 20 27	00 Wed Thu Fri Sat Sun 1 2 3 4 1 4 6 10 10 11 1 4 8 10 10 11 1 2 2 23 24 25 28 29 39 31 28 29 39 31	* Man	Intery Fields

Version No. : 1.1

Page: 7 of 15



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.

Dashboard	Subscribe	r Deactivation	Reactivation	CGMS BackOffice	Nodal Offices Upload	Error Rectification Module	CSRF Submission Details	Exit Withdrawal Request	Recruitment Monitoring	Annual Freezing	Knowledge Centre
	۲	Scheme P	reference Cl	nange Request							
	* Mandatory Fields										
			Scheme-Prefe	rence Type *			Standard	v			
		Subscriber Emp	loyment Details								
									•	Mandatory Fields	
		Date of Joining	*			01/04/2024 0d/mm/	(YYY)				
		Date of Retirer	ment *			01/08/2050 01/08/2050	(777)				
		Employment C	lass *			A					
		Department *				HEALTH					
		Ministry *				HEALTH					
		DDO Office *				DDO OFFICE NAME					
		Pay Scale *				50000 - 75000					
		Basic Salary *				50000					
		PPAN No.									
						Submit	Resel				
					Reti	ired lífe ka sahar	a, NPS hamara				
				Ho	me Contact Us System C	Configuration / Best Viewed Ent	ust Secured Privacy Policy G	rievance Redressal Policy			

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

	View Signature
Subscriber's Captured Details	
Source Tier-1 Account Details	
PRAN	110074601830
Subscriber Name	COHHDVT 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.	SGV200325D
Source DDO Office	Est. Oncer, investigation, sales Tax Office, Mumbai
Target Tier-1 Account Details	2000000
Target PRAO Reg. No.	S000000
Target PIAO Name	200005
Target PAO Reg. No.	Pay Section II CDA (B&D) Hydershad
Target PRO Hante	CQ/048146A
Target DDO Rog. No.	Centre For Avanced System Shameemet
Subscriber's Employment Details	Control to Manada System, chamoerper
(a	
Date of Joining	01/04/2024
Date of Retirement	01/06/2050
Employment class	A
Department	HEALTH HEALTH
DDO Office	DDO OFFICE NAME
Pay Scale	50.000 - 75.000
Basic Salary	5000
PPAN	
Subscriber's Scheme Setup Details For Government Default Scheme Setup, 3 Government will be applicable after succe	Scheme Preference with the proportion of the investment selected by the respective PAO/ PrAO /
Government win be applicable after succe	
	Confirm Reject

Classification: Public Version No.: 1.1 Page: 8 of 15

	Change is growth							
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								
🐼 NSDL e-Gov is now 🏟 protean National Pe	ension System (NPS)							
Change is growth Welcome Pay and Accounts Office-1001003100 Navigate to NPSCAN 06-Aup-2024	Home Logout							
Transaction Authorize Request Contribution Details Security Account Details Subscriber Registration Grievance User Maintenance Document Management Views Reports Additional Re- Deshboard Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submission Details Exit Withdrawal Request Recruitment Monitoring	ports (New) Master Download							
Capture Inter Sector Subscriber Shifting								
Source Tier-1 Account Details								
PRAN 111074601830 Subscriben Name CCHHOVY VIVOTVZVCWVD Ack No. 2001568526								
Source PAO Many INC. 403 1995 Source PAO Mane PayAnd Accounts Office, Mumbai Target DDO Reg, No. CGV/15115A Subscriber Shift Request has been Captured Successfully.								
Awailing Verification.								
Box								
Rétired Life RA SANARA, NPS NAMARA Home Contact Us System Configuration / Best Viewed Entruat 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.

Classification: Public	Version No. : 1.1	Page: 9 of 15
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2. <u>Verification of Inter Sector Shifting Request by Checker User Office ID</u> (Target office)

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

✓ Steel Velcome to Central Record Kee ×						
← → C ^I == cra-nsdl.com/CRA/	۹ ۲	☆	0	Ď	SR	:
	NSDL e-Gov is now protean Change is growth					
	PERUA has appointed iranning agency to provide training on NPS. Government Nodal officers can <u>Click here</u> , Corporates & PUPS can G					
	Annual Transaction Statement on Email Subscribers User ID					
	Passand Enter Capitha 'S' AP4 3-9					
	Actives Tier II Account Fires II Or understand buc, Work and the confidential & not be disclosed. Subject DRRAM & Password is confidential & not be disclosed. Subject DRRAM & Password is confidential & not be disclosed.					
	FATCA Compliance					
	Know Your Person (NPP) Rest Passence IPN for APR Helpinstructors for Loon					
	Subsorber Consert to share contact details with ASP Nodal Offices / Other Intermediaries Subsorber Consert to share contact details with ASP Nodal Offices / Other Intermediaries Colptal Certificate					
	Subsorber Registration Photo-Signature Modification Reguest Passance Enter Capitons 30 + 87					
	Status using Receipt Number					
	Wy Wendrawal Utilay W Wendrawal Utilay W Wendrawal Utilay W Wendrawal Utilay		1	6		
	PRAN Card Dispatch Status PRAN Card Dispatch Status PRAN Card Dispatch Status Reset Password Heliofinitutions for Login			C	2	

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

🕼 NSD	Le-Gov	is now	P Ch	rotea	an wth				National P	ension Sy	stem (NPS)
Welcome Pay and Act	counts Office-10010031	01	1490. AN 1111.	N 8 8 8 9 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Navigate to NPSCAN		06-Aug-2024		Home Logout
Transaction Authorize	Request Contributio	n Details Secu	urity Account	Details Subscri	ber Registration Grieva	nce User Maintenance	Document Management	Views	Reports Additiona	I Reports (New)	Master Download
Scheme Preference Change	Deactivation / Reactiva	tion CGMS Ba	ckOffice Noda	al Offices Upload	Error Rectification Modu	e CSRF Submission De	tails Exit Withdrawal R	equest Re	cruitment Monitoring	Annual Freezing	Knowledge Centre
Authorize Transaction											
Tier-2 Activation											
Update Subscriber Details											
Tier-2 to Tier-1 Switch(One Way Switch)											
Update Subscriber Tier-2 Details											
Subscriber Shifting											
Authorize Subscriber Shifting											
Capture DDO Shift Request											
Verify DDO Shift Request											
Authorize DDO Shift Request											
DDO Shifting Request Status View											
Initiate Conditional Withdrawal											
Verify Conditional Withdrawal Request											
FATCA Self Certification											
FATCA File Upload											
FATCA File Status											
Nodal Photo Signature Upload											

Figure 2.2

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Page: 11 of 15

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

0	NSDL	e-Gov	s now	prote Change is gr	an			Natio	onal Pension S	ystem (NPS)
Welcom	e Pay and Accounts	Office-1001003101					Navigate to NPSCAN	06	5-Aug-2024	Home Logout
Transaction	Authorize Reque	st Contribution De	ails Security A	ccount Details Subscri	ber Registration Grievand	e User Maintenance I	Document Management	Views Reports	Additional Reports (New)	Master Download
Dashboard	Subscriber Deact	ivation / Reactivation	CGMS BackOffice	Nodal Offices Upload	Error Rectification Module	CSRF Submission Detai	Is Exit Withdrawal Requ	est Recruitment M	Ionitoring Annual Freezing	Knowledge Centre
	Aut	elect Ack Id.	Subscriber Shift	ing Subscriber	Name S	surce PAO/CBO/POP-SP Rep	g.No. ∣ Target	PAO/CBO/POP-SP Reg	g. No. Tier Type	
		2001011325	110041762884	ABCD ABCE	ABCD	4000463		2000025	T1	
		2001567849	110000747391	RADHA KUMAR	R KISHOR	4001734		2000025	T1	
		2001568526	110074601830	COHHDVT VNVN	TV ZVCWVD	4031985		2000025	T1	
				R£	stíred lífe ka sah	ara, NPS hama	ira			
				Home Contact Us System	Configuration / Best Viewed	Entrust Secured Privacy Polic	cy Grievance Redressal Poli	icy		

Figure 2.3

Classification: Public

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

	Subscriber Name Source PrAO Reg. No. Source PrAO Reg. No. Source PAO Reg. No. Source PAO Name	COHIDVT VINITV ZVCWVD 3100912 Directorate of Accounts and Treasuries, Mumbai 4031995 Pay And Accounts Office, Munibai
	Source PAO Name Source DDO Reg. No. Source DDO Office Target Tier-1 Account Details Target PAO Reg. No. Target PAO Name	Pay And Accounts Office, Mumbail SOV2003250 Est. Office, Investigation, Sales Tax Office, Mumbail 3000060 CDA. (R&D), Hyderabad
Confirm Scheme Details	Target PAO Keg. No. Target PAO Name Target DDO Reg. No. Target DDO Office	2000/29 (Section-II, CDA (R&D), Hyderabad Pay Section-II, CDA (R&D), Hyderabad CGV101516A Centre For Avanced System, Shameerpet
	For Government Default Scheme Setup, Scheme Government will be applicable after successful p	e Preference with the proportion of the investment selected by the respective PAO/ PrAO / rocessing of this request.
Confirm Employment Details	Date of Joining Date of Retirement Department Department Hiniatry DDO Office Pay Scale Bobic, Salary	01.4pr-2024 01.4up-3500 HEATH HEATH DOO OFFICE HAME 50.000 - 75.000 50000
	PPAN	

Version No.: 1.1



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).

NSDL e-Gov is now	protean Change is growth			National Pen	sion System (NPS)
Welcome Pay and Accounts Office-1001003101			Navigate to NPSCAN	06-Aug-2024	Home Logout
Transaction Authorize Request Contribution Details Security Account Details	Subscriber Registration Grievance User Main	ntenance Document Management View	rs Reports Additional Reports (Ne	w) Master Download Dashboard	Subscriber Deactivation / Reactivation
CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submit	sion Details Exit Withdrawal Request Recruitme	ent Monitoring Annual Freezing Knowl	edge Centre		
 Authorize Inter Sector 	Subscriber Shifting Dabaro (Sana Action Subscriber Shiftin	11077401850 COHEQYT WANTY ZYCHVO 200100508 Request has been authorized successfully Rack			
	Retired life	<mark>RA SAHARA, NPS hamara</mark> est Newed Entrust Secured Privacy Policy G	nevance Redressal Policy		

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

Classification: Public	Version No. : 1.1	Page: 12 of 15



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 (<u>https://cra-nsdl.com/CRA/</u>) using the User ID and password and log into CRA system Please refer Figure 3.1 below.

✓ ♦ Welcome to Central Record Ke∈ × +					-	٥	×
← → C 😁 cra-nsdl.com/CRA/			☆	٥	ឋ	SR	:
Ø NS	DL e-Gov is now protean Change is growth PFRDA has appointed Training agency to provide t	National Pension System (NPS)					
	Annual Transaction Statement on Email	Subscribers					
	Invest in NPS	Password Enter Captoha 3 40+ 3 7					
0	Activate Tier II Account Free	I understand that, My User ID/PRAN & Password is confidential & not to be disclosed, Password should be complex, and not commonly used text or					
	FATCA Compliance	number. I need to keep changing my password regularly.					
	Know Your Pension (NPP)	Submt Reset Pasaword IPIN for eNPS HelpUnstructions for Login					
(B	Subscriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries					
	Subscriber Registration/Photo-Signature Modification Request	User ID Password Enter Capton a Vice P					
	Status using Receipt Number	I understand that,					
	My Withdrawal Utility	My User UPPCAY & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or number. I need to keep changing my password regularly.			a	NA	
	PRAN Card Dispatch Status	Submit Reset Password Help/Instructions for Login			C	J	

Figure 1.1

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

Websitem Pay and Accounts Presention Authorize Prevent Presention Authorize Prevent Order	Office-IC01003100 Contribution Details Security Account Details s Upload Error Rectification Module CSRF Submissi	Subscriber Registration Grievance L on Details Exit Withdrawal Request R	Jser Maintenance Document Management Vie ecruitment Monitoring Annual Freezing Know	Navigate to NPSCAN ws Reports Additional Reports (New) Aedge Centre	06-Aug-2024 Master Download Dashboard Su	Home Logout
Authorize Request Amage Amage Amage Amage Amage weicha Antage	: Contribution Details Security Account Details Is Upload Error Rectification Module CSRF Submissi	Subscriber Registration Grievance L on Details Exit Withdrawal Request R	Jser Maintenance Document Management Vie ecruitment Monitoring Annual Freezing Know	ws Reports Additional Reports (New) Nedge Centre	Master Download Dashboard Su	hseriber Deactivation / Reactivation
chame Preference harage Tamsaction unbraits Transaction grafte Subscript Cells grafte Subscript Cells and Cell Tam-1 David Subscript Tamica Subscript Subscript approx DOD Shith Request unbraits DOD Shith Request table OD Shith Request table Cells	Upload Error Rectification Module CSRF Submissi	on Details Exit Withdrawal Request R	ecruitment Monitoring Annual Freezing Know	rledge Centre		osonocio contronon riteacuratori
ultroite Transaction er:2 Advances der 2 der version der 2 des Subercher Derzis der 2 to Tan-2 Switch/One ger 2 to Tan-2 Switch/One ger 2 to Tan-2 Switch/One des Subercher Shifting ubercher Shifting ubercher Shifting derzise Shofting derzise Shifting derzise Sh						i i i i i i i i i i i i i i i i i i i
e-2 Actuation device Subscripter act to Tare 1 Stutter/One growtheth data Subscripter Tare 2 adapter Subscripter Tare 2 adapter Subscripter adapter Subscripter adapter adapter Subscripter adapter adapter Subscripter adapter Subs						
odate Subscriber Details odate Subscriber Tein-2 odate Subscriber date Subscriber date Subscriber date Subscriber dates Subscriber						
exi2 to Ten-1 Switch/One yoke Subscher Ten-2 lasorber Shihing ubscher Shihing sparse DODS hit Request infy DDD Shih Request parter DDD Shih Request quest Quest Do Shihing Request part Version Shihing Request tata Version						
pdate Subscriber Tier-2 etails ubscriber Shifting ubscriber Shifting apture DOO Shift Request ently DDO Shift Request ubscribe DOO Shift Request abs Vew table Vew table Vew						
ubsorber Shifting uthorite Subsoriber hifting aprive DDO Shift Request entry DDO Shift Request uthorize DDO Shift equest DO Shifting Request abs Vew table Conditional						
uthorize Subsoriber hifting apture DDO Shift Request arify DDO Shift Request uthorize DDO Shift equest DD Shifting Request abus View tiste Conditional						
apture DDO Shift Request erify DDO Shift Request uthorize DDO Shift (equest DO Shifting Request tabus View itilate Conditional						
arify DDO Shift Request uthorize DDO Shift equest DO Shifting Request atus View itiate Conditional						
uthorize DDO Shift equest DO Shifting Request latus View itiate Conditional						
DO Shifting Request tatus View itiate Conditional						
itiate Conditional						
ithdrawal						
erify Conditional Ithdrawal Request						
ATCA Self Certification						
TCA File Upload						
(TCA File Status						
odal Photo Signature pload						
odal Bank Details Update						
ubscriber Bank Details						
uthorize Subscriber						
hifting by Source						
igure 3.2	2					

Classification: Public Version No. : 1.1 Page: 13 of 15



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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

NSDL e-Gov is	now open change	tean is growth			Nati	onal Pension	System (NPS)
Welcome Pay and Accounts Office-1001003100			Na	wigate to NPSCA	NN	06-Aug-2024	Home Logout
Transaction Authorize Request Contribution Details Se	ecurity Account Details Subscribe	r Registration Grievance User Maintena	unce Document Management	Views Repo	ts Additional Reports (New) Master Download Das	hloard
Subscriber Deactivation / Reactivation CGMS BackOffice	Nodal Offices Upload Error Rectificat	ion Module CSRF Submission Details E	xit Withdrawal Request Recruits	ment Monitoring	Annual Freezing Know	edge Centre	
 Authorize Inter Sector Sub 	escriber Shifting by Source Noda	Office					
Select Ack Id. P	TCAN Subscriber Name	Source PAO/CEO/POP-SP Reg. No.	Target PAO/CBO/POP-SP Reg. No.	Tier Type	Status	Hold Authorization Date	
2001009203 11001	0339562 VAIBHAV VIVEK GHOLAP	2000025	6395950	T1	Source Authorization Pending		
0 2001567862 11005	0339574 ASDEGH ABCD ABCD	2000025	4000754	T1	Source Authorization Pending		
		Retired Life ka sahar	a, NPS hamara				
	Home Conta	ect Us System Configuration / Best Viewed Ent	rust Secured Privacy Policy Grievan	toe Redressal Po	icy		

Figure 3.3

Classification: Public

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.

Peactivation / Reactivation CGMS BackOffice	Nodal Offices Upload Error Rectification Mo	dule CSRF Submission Details Exit Withdrawal Request	Recruitment Monitoring Annual Freezing Knowled	ue Centre
Verify Signature Details				
Signatur	e			
	Point			
PRAN	Signature 110050611671			
Name	CVJHNH THOXDOJX			
Confirm Automization Dataila				
Comm Authentication Details	Source Tier-1 Account Details Ack ID	2001007039		
	PRAN Subscriber Name	110050611671 CVJHNH THOXDOJX		
	Source PrAO Name Source PAO Reg. No.	CDA (R&D). Hyderabad 2000025		
	Source PAO Name Source DDO Reg. No.	Pay Section-II, CDA (R&D), CGV007033F	Hyderabad	
	Source DDO Office Target Tier-1 Account Details	RESEARCH CENTRE IMA	RAT (RCI)	
	Target CHO Reg. No. Target CHO Name	5500003 NATIONAL ALUMINIUM CO	MPANY LIMITE	
	Target CBO Reg. No. Target CBO Name	8500001 NATIONAL ALUMINIUM CC	IMPANY LIMITED	
Confirm Scheme Details				
		LIC PENSION FUND LIMITED		
Confirm Employment Details	Date of Joining	20-Jul-2020		
	Employee Id.	1234567890		
	Select File to Upload :	Choose File No file chosen	Lycound	
	Note :	Uploaded Attachment (Allowed File Types: pdf, jpeg, doc, do MB, Number of Files that can be uploaded: 1)	ox, xia, xiax, zip, png, jpg. Maximum File Size: 2	
		Authorize O Reject O Hold		
	Reason for	Rejection/Hold *		
		Butomit		
		View Uploaded Document		
		Retired life ka sahara, NPS hami	ara	
	Home Contact Us	System Configuration / Best Viewed Entrust Secured Privacy Pol	oy Orievance Redressal Policy	
re 3.4				

	States a fe	an
Inter Sec	ctor shifting for Government Subscribers	
he User will click on "S	Submit" button "Subscriber Shift Request has be	er
uthorized Successfully	" will display as shown in Figure 3.5 below	CI
,		
NSDI a-Gov	Notices Descion System (W	
NSDL e-GOV is now	Change is growth	PS)
Welcome Pay and Accounts Office-1001003100 ransaction Authorize Request Contribution Details Security Acco	Navigate to NPSCAN 05-Jug-2024 Home Log: ount Details Subscriber Registration Grievance User Maintenance Decument Management Views Reports Additional Reports (New) Master Download	out
ashboard Subscriber Deactivation / Reactivation CGMS BackOffice N	Nodal Offices Upload Error Rectification Module CSRF Submission Details Exit Withdrawal Request Recruitment Monitoring Annual Freezing Knowledge Ce	ntre
Authorize Inter Sector	or Subscriber Shifting by Source Nodal Office	
_		
	PRAN 11005061671 Subscriber Name CVUHNH THOXDOJX Ack No. 22010107939	
	Subscriber Shifting Request has been authorized successfully.	
	Back	
	Back	
L		
	Retired life ka sahara. NPS hamara	

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.

Classification: Public	Version No. : 1.1	Page: 15 of 15
		-0