Central Recordkeeping Agency, NSDL

Subscriber Contribution Upload

About this Manual

This manual is intended for the personnel in the PAOs/CDDOs (similar entities in other accounting formations) who shall be uploading the Subscriber contribution information to NPSCAN. This manual is an abridged version of the Standard Operating Procedures (SOP) on Contribution Upload. For detailed information, the PAOs/CDDOs may refer to the SOP.
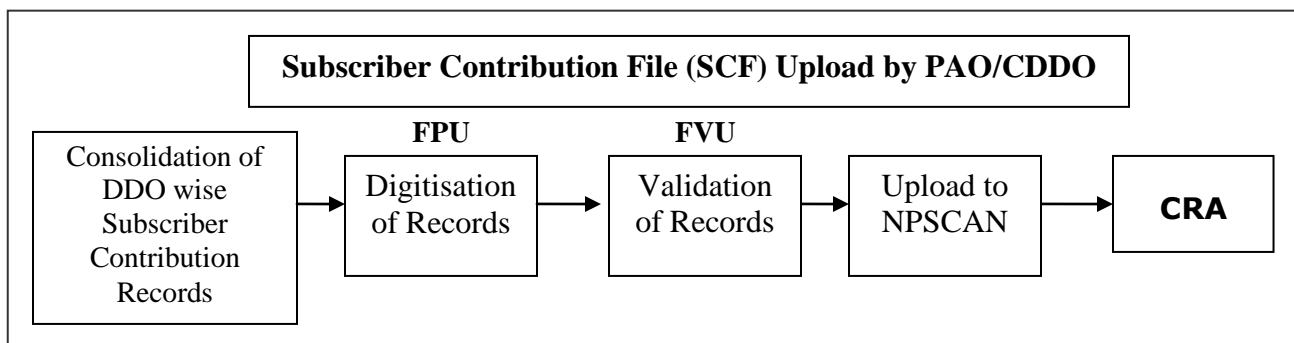
Introduction:

Under New Pension System, the monthly pension contributions of the Subscribers will be invested in various schemes of different Fund Mangers appointed by PFRDA as per the Subscriber's scheme preference. For this purpose, the monthly contribution details of the subscribers registered in the CRA system shall be uploaded to NPSCAN (www.npscan-cra.co.in.) by PAO/CDDO and the amount of contribution shall be deposited at the Trustee Bank. PAO/CDDO will prepare Subscribers' Contribution File (SCF) and upload it to NPSCAN system using the I-Pin allotted by CRA. The Subscriber Contribution File will contain details such as DDO Reg. No. of the Subscriber, PRAN of the Subscriber, month of contribution, amount of the Subscriber contribution, amount of Government contribution etc.

Steps in preparation and upload of Subscribers Contribution File (SCF) by PAO/ CDDO

- I. Preparation of SCF using File Preparation Utility (FPU).
- II. Validation of the SCF using File Validation Utility (FVU).
- III. Uploading SCF to the NPSCAN System using I-Pin allotted to the PAO/CDDO.

The steps are explained in the following diagram:

Subscriber Contribution File (SCF) Upload by PAO/CDDO				
Consolidation of DDO wise Subscriber Contribution Records	**FPU** Digitisation of Records	**FVU** Validation of Records	Upload to NPSCAN	**CRA**

FPU -**A utility provided by CRA that will assist in preparation of SCF as per the file formats of CRA.**

FVU- A Utility provided by CRA that will verify whether the SCF prepared is as per the file format of CRA.

Installation of FPU & FVU

- ☐ PAO/CDDO user shall access the CRA website **www.npscra.nsdl.co.in** or **www.nsdl.co.in** and download the FPU and FVU and save it on the local machine.

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☐ After downloading, on navigating to the folder where the FPU/FVU is saved, a ".JAR" file will be displayed to the PAO/CDDO user. User will have to double click on the "FPU.JAR" / "FVU.JAR" file to open it.

☐ Minimum hardware and software requirement for the utilities are given below:

Software	Minimum Requirement
Browser	Internet Explorer 6.0 and above
Java Run Time Environment	JRE 1.5
Operating Systems	Windows 2000 Professional / Windows XP

Hardware	Minimum Requirement
Processor	Intel Pentium PV / Celeron (333 MHz or Higher CPU).
Memory	Minimum 256 MB RAM.

I. Preparation of SCF using FPU

☐ The PAO/CDDO will consolidate the monthly details of the Subscriber's pension contributions from various DDOs associated with it and digitise the records using the latest version of FPU.

☐ PAO/CDDO should ensure that the latest version of FPU is being used. PAO/CDDO can get the latest updates in FPU and FVU from the CRA website, i.e., **www.nsdl.co.in** or **www.npscra.nsdl.co.in.**

The FPU consists of two panels –

A) PAO & Contribution File Details Panel

B) Subscriber Details panel:

A. PAO & Contribution File Details:

User will have to enter the following details in this panel:-

☐ The fields which are marked with '*' are mandatory fields.

☐ **Type of Contribution File (Original / Correction):** Where PAO/CDDO is preparing a new Subscriber Contribution file for a particular month for uploading to NPSCAN; the file type to be selected should be 'Original'. If PAO/CDDO wants to make any correction in a Subscriber Contribution file which has already been uploaded successfully and for which Transaction id has been generated by CRA, the file type should be selected as 'Correction'. Where file type is Correction, the PAO/CDDO User will have to provide the transaction id of the original file.

☐ **PAO Reg. No.:** Enter the PAO Reg. No. allotted by CRA

☐ **Name of PAO (Optional field):** User can enter the Name of PAO in this field.

B. Subscriber Details

User will have to enter the following details in this panel:

Subscriber Contribution File Upload

☐ **DDO Reg. No.:** User should enter the DDO Reg. No. allotted by CRA.

☐ **PRAN:** User should enter PRAN of the Subscriber for which contribution details are being entered.

☐ **Subscriber's Name:** User may enter Name of the subscriber. This is an optional field.

☐ **Government Contribution:** User should enter Government Contribution Amount.

☐ **Subscriber Contribution**: This field is for entering Subscriber's Contribution which is deducted from Subscribers salary. If Government Contribution amount is entered, this field will be automatically populated with the amount entered in the Government Contribution cell.

☐ **Pay Month**: User can select the month of contribution from the drop down option available.

☐ **Pay Year**: User can select the year of contribution from the drop down option available.

☐ **Contribution Type:** User can select the Contribution Type i.e. 'Regular' or 'Arrears' from the drop down option available.

☐ **Remark:** Remarks column is mandatory only if the type of file is an arrear file. PAO user shall enter the period for which the arrears are pertaining to.

For each month and for each type of contribution (regular contribution record and arrear contribution record), there will be one record for each subscriber.

PAO/CDDO user can enter the subscriber details manually or copy the data from an excel sheet. To paste data from an excel sheet, PAO/CDDO user can use **"Paste from Excel"** option. This can be done either by going to the **Edit Menu** and using the **"Paste from excel"** option or by right clicking the mouse.

PAO/CDDO user can add or delete the required rows by selecting the **Add Rows** and **Delete Row** button provided at the bottom of the screen.

Creation of SCF: After complete digitisation of necessary details, the user can create the Subscriber Contribution File by selecting Create File button.

☐ FPU will create an output file having extension '.txt'.

☐ A unique batch id will be generated on successful generation of a file

☐ The above-mentioned '.txt' file will be taken forward for further processing.

☐ If the FPU encounters any error in the data entered by the user, such as, mandatory fields not entered, PAO/CDDO reg. no., PRAN structurally invalid, remarks not provided (when the type of record is 'Arrear'), month of contribution entered twice for a particular subscriber etc., it will display an error message to the user. In all such cases, FPU will not generate any output file. The user will be required to rectify the errors and create a valid file again.

Preparation of Intermediate File

- ☐ PAO/CDDO user will have the option to save the data at any point in a file while digitising the details. This saved file will be an intermediate file. User can save the partially filled details by clicking the **Save** option in File menu.

- ☐ The user can reopen the intermediate file with the same version of FPU in order to modify the existing data. The User can use this file to prepare SCF for the future months as well, by modifying the respective fields such as month and year of contribution etc. To open the intermediate file, user has to select the "**Open"** option in the File menu.

II. Validation of SCF using FVU:

- ☐ After the completion of preparation of the Subscribers Contribution File using FPU, PAO/CDDO will validate the output file of FPU with a File Validation Utility (FVU).

- ☐ The User will double click on the FVU.JAR icon at the path where FVU is installed to open it.

- ☐ The user, while processing the file in FVU, will select the name (with the '.txt' extension as mentioned in 4.3 above) of the input file to be passed through FVU for validation.

- ☐ The Input **file name** should not contain any special characters e.g. :, \ / etc and should not exceed 12 characters.

- ☐ User will also specify the path where either an 'error file' or 'Control Sheet' is to be generated and saved by the FVU on successful completion of validation of the file.

- ☐ It is mandatory for the User to fill both 'Input File Name with Path' and Error/Upload File Path'. Validate button will remain disabled till both fields are not entered properly.

- ☐ The user will validate the file by selecting the "Validate" option in the FVU.

- ☐ If the file is successfully validated, FVU will create the upload file with extension '.fvu'. FVU will also create a control sheet (an HTML report) in the path specified in the 'Error/Upload File Path' (as mentioned above).

- ☐ If the FVU encounters/detects any errors during validation process, the utility will display an error message and generate an ".html" file showing a list of errors associated with that particular file.

- ☐ Subscriber contribution file (with '.FVU' extension) is ready for upload in NPSCAN after it has been successfully passed through FVU.

III. Upload of SCF to NPSCAN

- ☐ After validating the Subscribers Contribution File through FVU, PAO/CDDO will upload the output file having '.fvu' extension to NPSCAN (web based facility). PAO/CDDO will upload the file using the I-Pin allotted by the CRA to the PAO/CDDO at the time of registration.

Subscriber Contribution File Upload

☐ PAO/CDDO user will have to log-in to NPSCAN using its I-Pin and password. For this, the PAO/CDDO user will have to log in to www.npscan-cra.co.in .

☐ After PAO/CDDO user successfully logs in, user can click on 'Upload Contribution File' option. For this purpose, user will select the files with '.fvu' extension and clicks on add files button. Once the desired file/s is/are selected, user will click on 'Upload All' option. Only files with '.fvu' extension can be uploaded. User can select multiple files with help of "Ctrl" key.

☐ If upload of file(s) is successful; NPSCAN will display the status of the file as 'Uploaded in NPSCAN' and will generate a unique File Reference Number (FRN) which will be displayed to the User. User may note the FRN for record purpose. User can use this FRN for viewing the status of the file at a later stage.

☐ After successful upload, NPSCAN system will perform certain business level validations in addition to the validation performed by "FPU" and "FVU".

☐ If the all the validations are successful, NPSCAN will update the status of the file as "Accepted" and will generate a unique 13 digit Transaction id.

☐ The system will also generate a receipt 'Contribution Submission Form' (CSF).

Viewing the status of the files uploaded:

In order to view the status of the uploaded file, the user will have to navigate the "Contribution Details" menu and select the "File Status View" option. After selecting the "File Status View" option, the user will have to enter any one of the following search criteria's as mentioned below:

- File Reference Number
- Batch Id
- Transaction Id
- From Date & To date.

Along with Transaction id, NPSCAN will also generate the Contribution Submission Form (CSF). PAO/CDDO shall download and print the Contribution Submission Form. The Contribution Submission Form will contain PAO Reg. No., PAO address, contribution month, transaction id, amount to be deposited in the bank etc and a counterfoil for Trustee Bank to issue acknowledgement to PAO/CDDO. This form is to be submitted by the PAO/CDDO to the Trustee Bank while depositing the contribution amount.

If the file validation is not successful due to reasons such as invalid PRAN, invalid FPU version, invalid PAO-DDO mapping etc, NPSCAN will reject the file (status of the file will be updated to "Rejected") and will generate an error file which will be available for download.

Correction file:

☐ PAO/CDDO will have an option to upload the correction file by mentioning the transaction id of the original file in case the earlier file uploaded at NPSCAN is incorrect, contains any wrong data or is in match failed status. NPSCAN provides a PAO/CDDO a facility to upload a correction file for any previously uploaded file which has been accepted by NPSCAN and CRA system and for which Transaction id has been issued by NPSCAN.

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☐ For preparing the correction file, the User has to first select the type of contribution upload as "Correction" and mention the transaction id in the field provided. The User should note that the transaction id is mandatory in case type of upload is correction. The correction file is to be prepared and validated on the same lines as a regular file.

Transfer of funds to Trustee Bank : Nodal office can transfer the funds to the Trustee Bank through the following modes:

☐ **Cheque /DD transfer** – cheque/DD to be submitted to the branch of the Trustee Bank along with the Contribution Submission Form (CSF). The relevant blank fields to be filled by PAO/CDDO. Amount deposited should be exactly equal to the amount mentioned in the CSF. Counterfoil of the CSF given by the Trustee Bank as an acknowledgement should be maintained for record purpose. The details of the branches of Trustee Bank are available in our website –www.npscra.nsdl.co.in.

☐ **Electronic transfer (RTGS/NEFT)** – instructions to be given to the bank of the Nodal office to transfer the funds to the Trustee Bank. In the RTGS/NEFT application, the Nodal office has to mention the following details:

City, Bank, Branch, PAO name, account type , Account Name & Number. In case of electronic Fund Transfer PAO Regn number and Transaction id/ super Transaction id have to be mentioned as 'PAOFIN<Regn no.><Tran id>' in Field 7495 (Sender to receiver information, line No.4) of RTGS Message or in Field 7002 (Origination of remittance) of NEFT Message.

Trustee Bank will not be in a position to upload the fund receipt details to the CRA system and the funds will lie idle with the Trustee Bank. PAO/CDDO should track the status of SCF uploaded and follow up with the Trustee Bank if the payment details are not reflecting in the CRA system.

Tracking the status of Contribution amount transferred;

☐ **Matched & Booked** – The SCF uploaded by the PAO/CDDO and the fund receipt confirmation uploaded by the Trustee Bank matches and the Matching & Booking Process is successfully completed i.e., pension contribution fund has been allotted for investment.

☐ **Match Failed** – The SCF uploaded by the PAO/CDDO and fund receipt confirmation uploaded by the Trustee Bank do not match. PAO/CDDO has to find out the reasons and take necessary action. **.**

In case fund confirmation file is not uploaded by Trustee Bank within T+3 days (T being the day of upload to NPSCAN), an email alert will be sent to PAO/CDDO from the CRA system. On receipt of the alert, PAO/CDDO shall contact the Trustee Bank for upload of the fund confirmation file.

Preparation of file for the subsequent months :

1) While preparing SCF for the next month, PAO/CDDO User can use the earlier SCF and make the necessary changes such as pay month etc. PAO/CDDO should consider the following illustrative list for changes before preparing the SCF.

   i.   Promotion

   ii.   Increments to any of the Subscribers

   iii.   Arrears to any / all of the Subscribers

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     iv.   Leave without pay

     v.   New Subscriber joining

     vi.   Transfer in of an existing Subscriber from another PAO/CDDO

     vii.   Retirement /Transfer out of an existing subscriber to another PAO/CDDO

     viii.   Resignation of a Subscriber

2) In case there are no changes as mentioned above, the PAO/CDDO User shall re-open the SCF prepared for the earlier month and modify only the details of Month and year and save the intermediate file and the ".FPU" with a different name. In case of any of the above mentioned scenarios happening, the PAO/CDDO User will have to incorporate the effects / modifications in the SCF. The modifications that resulted from those scenarios are as follows:

     i.   In case of arrears, the PAO/CDDO User will have to mention the remarks in the "Remarks" column and select the type of file as Arrears.

     ii.   In case of promotions / increments/ leave without pay, the PAO/CDDO User will have to modify the amount in the Subscribers and Government Contribution columns.

     iii.   In case of transfer-in/transfer-out cases, the PAO/CDDO User should add/delete all the details of the concerned employee in the existing file and update the file.

     iv.   In case of retirements / resignations, the PAO/CDDO User has to ensure that all the details of the retired employees have been deleted.

SUMMARY OF ACTIVITIES

1) Consolidation of DDO wise contribution details in case of PAO and consolidation of subscriber-wise contribution details in case of CDDO.

2) Preparation of file using latest version of FPU.

3) Validation of the file through latest version of FVU.

4) Upload of the validated file to NPSCAN system.

5) Printing of contribution submission form.

6) Deposit of contribution amount with the Contribution submission form at the Trustee Bank.

7) Track the status of files uploaded in NPSCAN.

8) Upload correction files, in case the files are rejected at NPSCAN or the files are in Match Failed status.

9) Co-ordination with Trustee Bank in case the FRC is not uploaded with in three days of submission of CSF on receipt of alert from CRA system.

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