

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

STANDARD OPERATING PROCEDURE (SOP)

**PRAN generation for Government Sector through
Aadhaar**

Steps to initiate PRAN Generation through eNPS by Subscriber

In order to initiate PRAN generation through e-NPS, User needs to visit eNPS website

<https://enps.nsdl.com/eNPS/NationalPensionSystem.html> select the option “National Pension System” as given below in **Figure 1**.

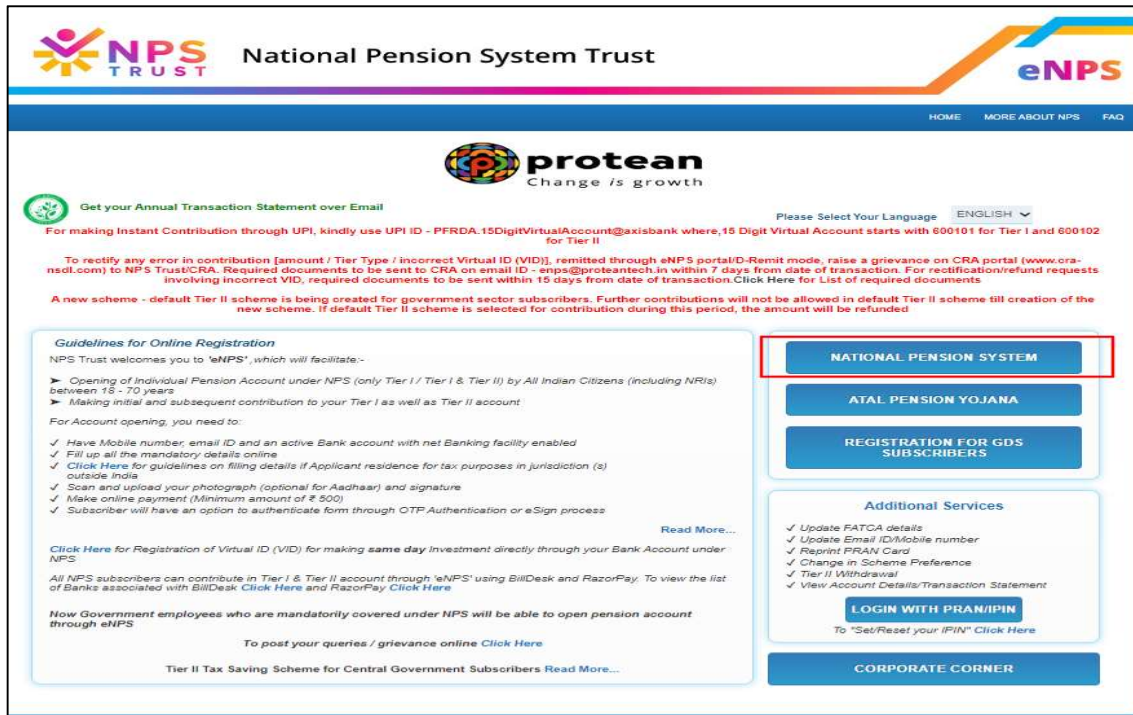


Figure 1

Read the instruction displayed on the screen & click on “Registration” button as given below in **Figure 2**.

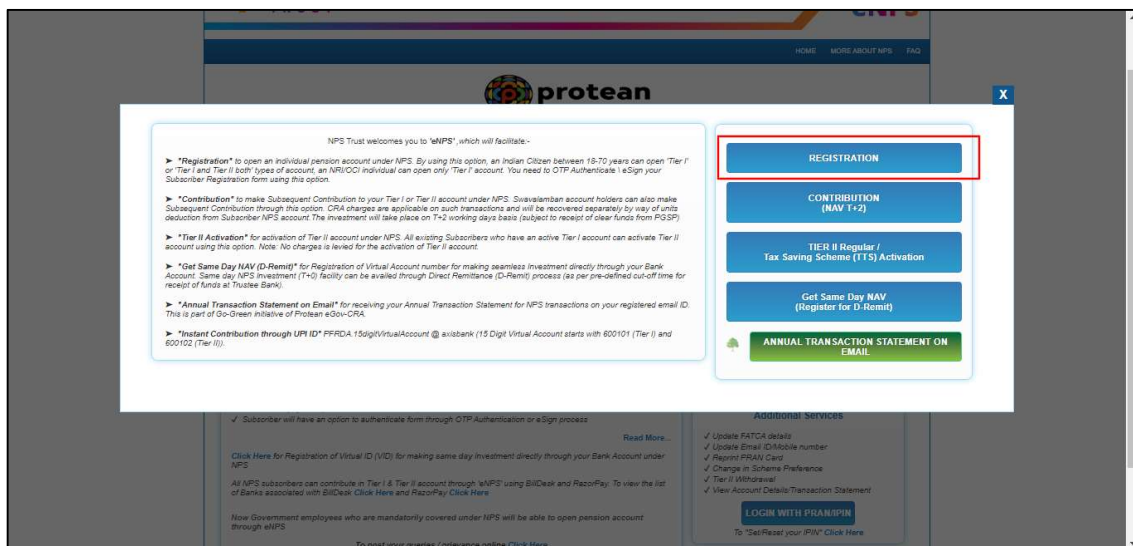


Figure 2

The screen will be redirected to a new page. User need to scroll down to **Government Subscriber section**. Under Government Subscriber, click on **“Register Now”** button as show in **Figure 3**.

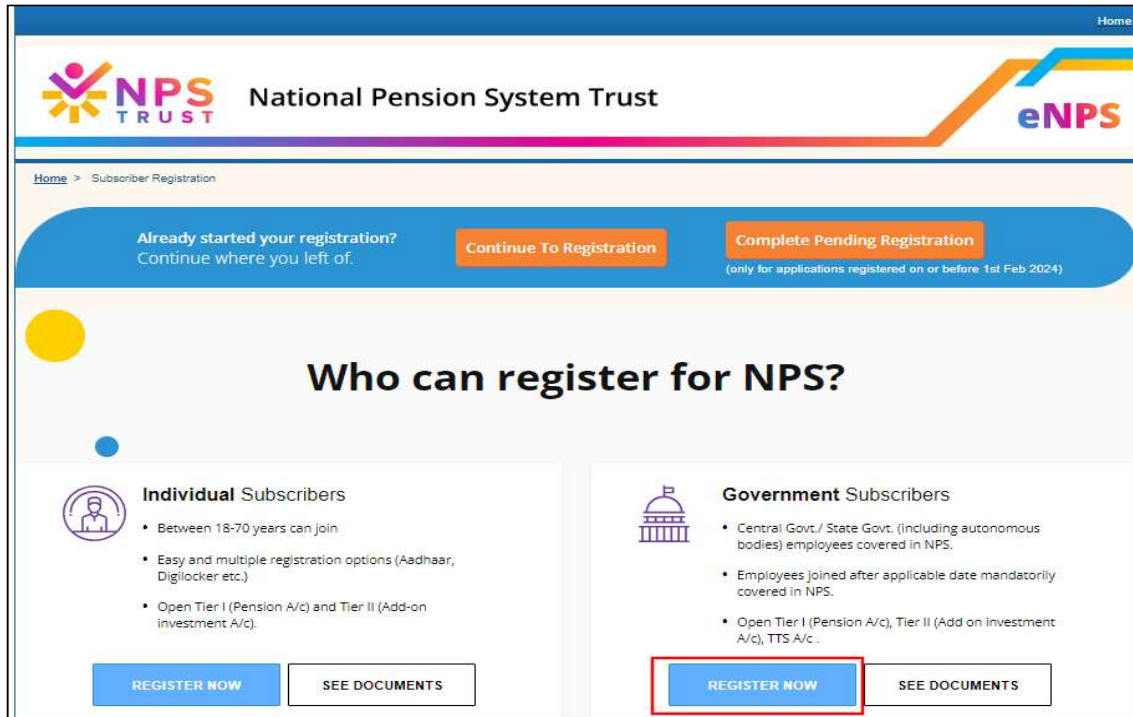


Figure 3

User need to enter all the details as request on the screen as show in **Figure 4**.

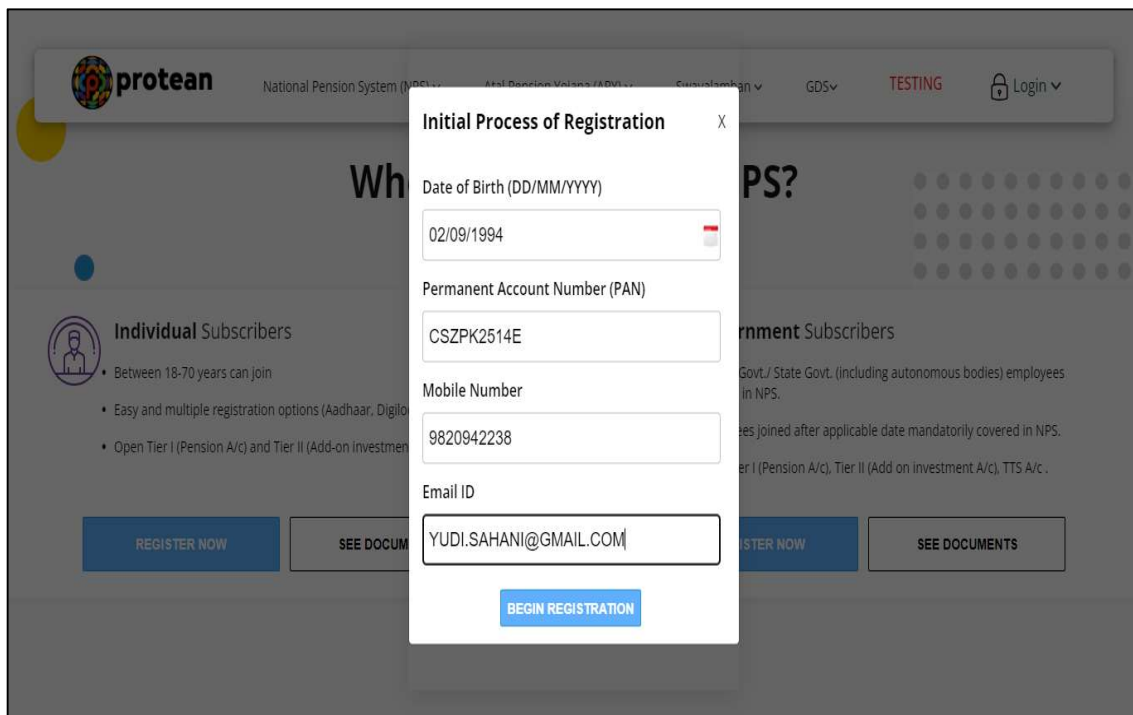


Figure 4

User need to select the option “**Aadhaar**” and option as “**Aadhaar Number**” as show in **Figure 5**. After reading all the terms & condition user can submit for Generate OTP.

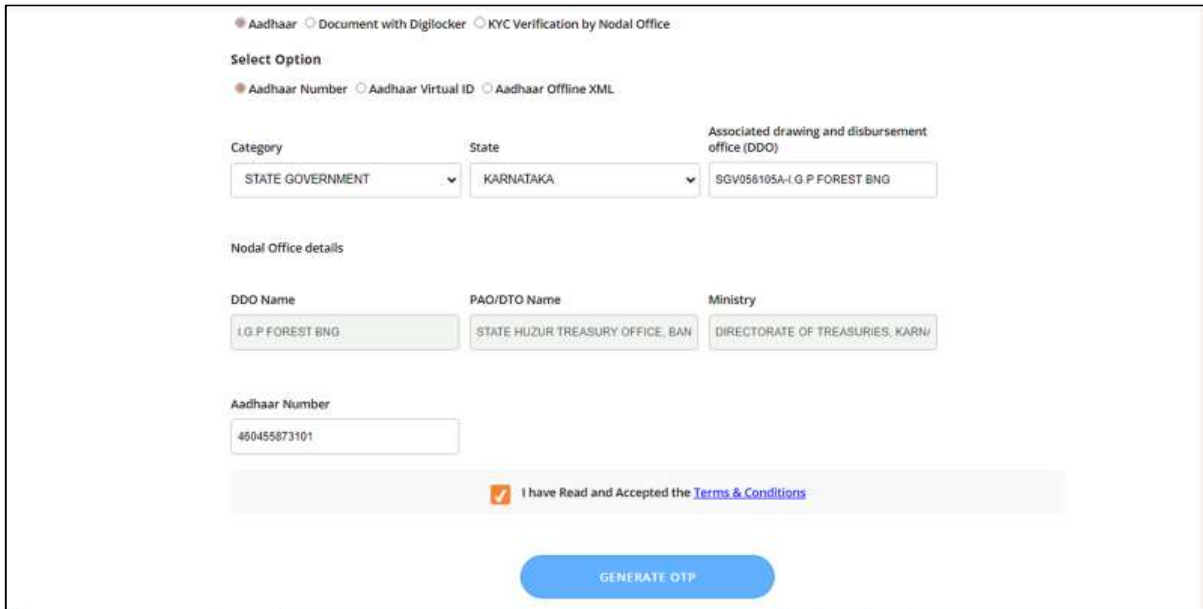


Figure 5

System will trigger OTP in Aadhaar registered Mobile Number. User will have to enter the OTP and confirm. In case OTP is not received, user can regenerate OTP as shown in **Figure 6**.

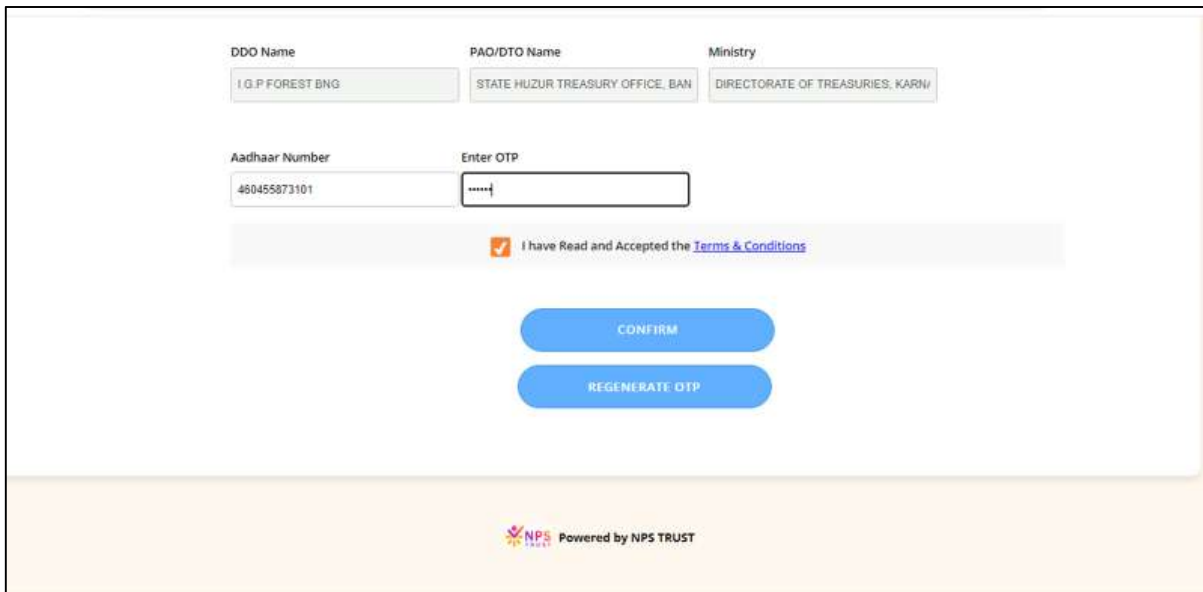


Figure 6

User can also select Aadhar Offline XML option for generating PRAN as shown in **Figure 7**.

Your session will expire in 20:12

Register with

Aadhaar Document with Digilocker KYC Verification by Nodal Office

Select Option

Aadhaar Number Aadhaar Virtual ID Aadhaar Offline XML

Category Associated drawing and disbursement office (DDO)

--SELECT--


STATE GOVERNMENT
STATE AUTONOMOUS BODY
CENTRAL GOVERNMENT
CENTRAL AUTONOMOUS BODY


DDO Name PAO/DTO Name PRAO/DTA Name

Ministry

Figure 7

Once correct OTP is entered system generates ACK ID as shown in **Figure 8**.

 **ACK Generation**



ACK ID Generated
11009972

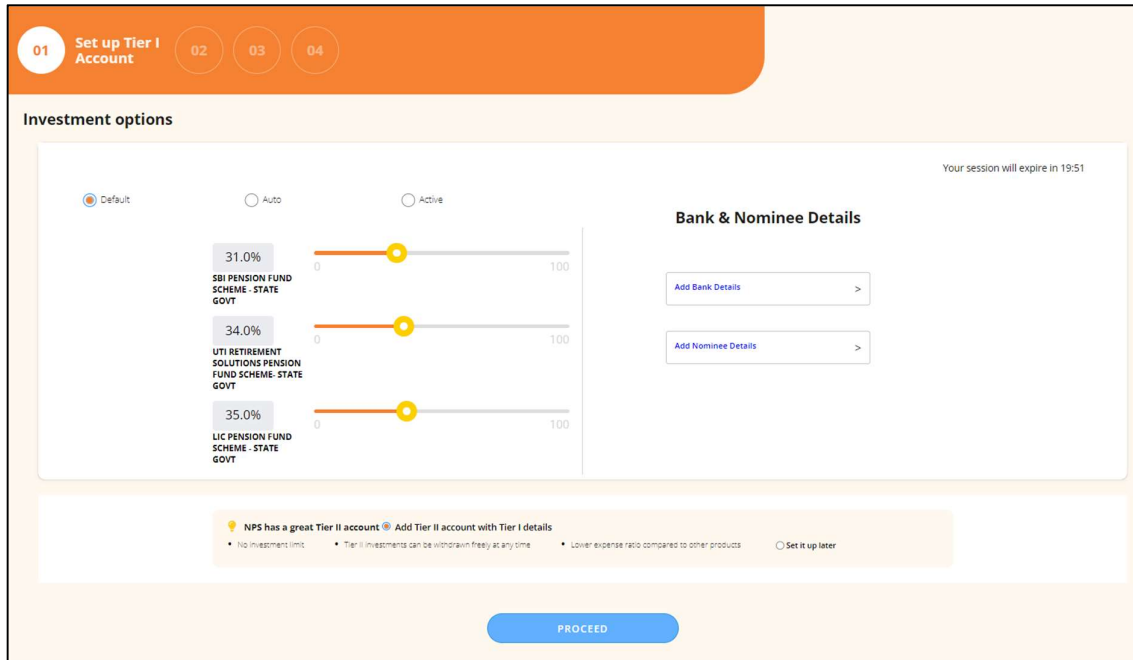
"Congratulations"

You have successfully completed your KYC formalities online.
You are one step closer to financially secure your retired life.
"The ACK ID has been sent to your verified email ID and Mobile Number".

[CONTINUE](#)

Figure 8

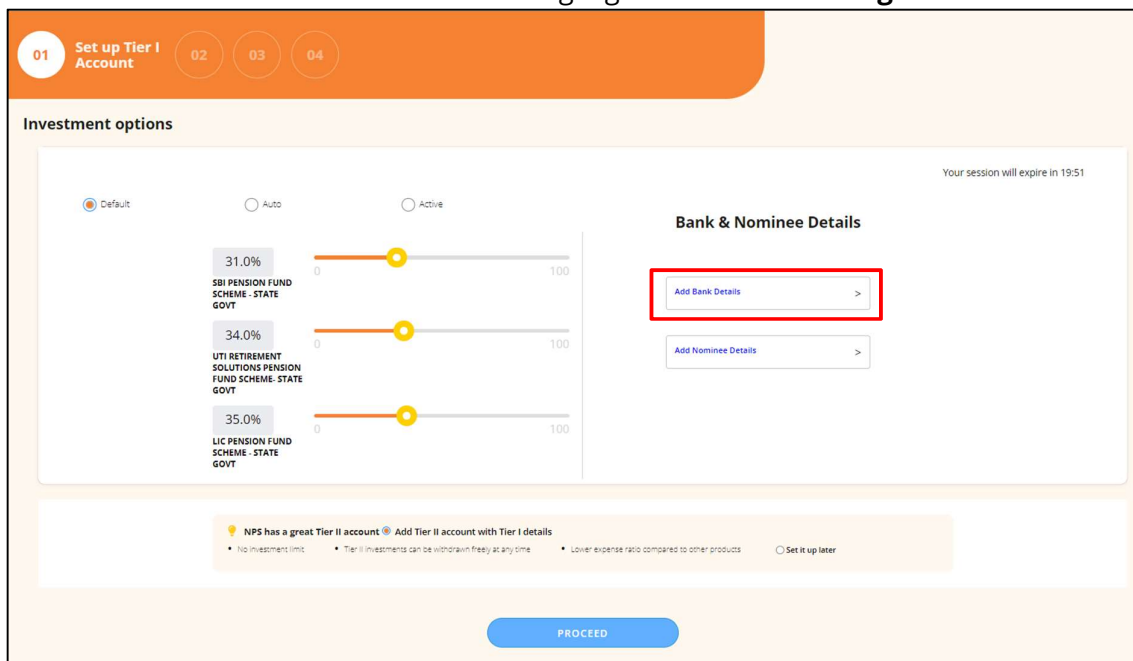
After generation of ACK ID, user need to set up Tier 1 account. User need to select Pattern of Investment Option (Default/Auto/Active) as shown below in **Figure 9**.



The screenshot shows the 'Set up Tier I Account' interface. At the top, there are four steps: 01 (selected), 02, 03, and 04. The main section is titled 'Investment options' and includes three radio buttons: 'Default' (selected), 'Auto', and 'Active'. Below these are three sliders for investment percentages: 31.0% for 'SBI PENSION FUND SCHEME - STATE GOVT', 34.0% for 'UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT', and 35.0% for 'LIC PENSION FUND SCHEME - STATE GOVT'. To the right, under 'Bank & Nominee Details', there are two buttons: 'Add Bank Details' and 'Add Nominee Details'. A session expiration notice 'Your session will expire in 19:51' is visible in the top right. At the bottom, there is a 'PROCEED' button and a section with a lightbulb icon and text: 'NPS has a great Tier II account' and 'Add Tier II account with Tier I details', followed by three bullet points and a 'Set it up later' option.

Figure 9

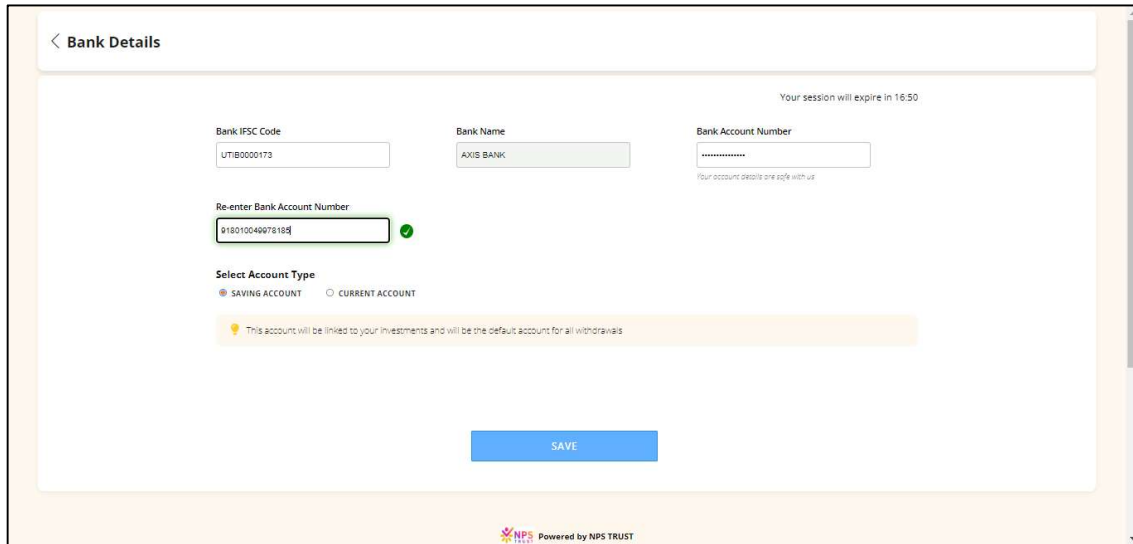
User need to add the Bank Account Details as highlighted in red box in **Figure 10**.



This screenshot is identical to Figure 9, but the 'Add Bank Details' button in the 'Bank & Nominee Details' section is highlighted with a red rectangular box to indicate where the user should click to add their bank account information.

Figure 10

After entering all the correct bank details system will verify the Bank details and mark a green tick (✔). User will save the details as shown in **Figure 11**.



Bank Details

Your session will expire in 16:50

Bank IFSC Code: UTIB0000173

Bank Name: AXIS BANK

Bank Account Number:

Re-enter Bank Account Number: 918010040978188 ✓

Select Account Type: SAVING ACCOUNT CURRENT ACCOUNT

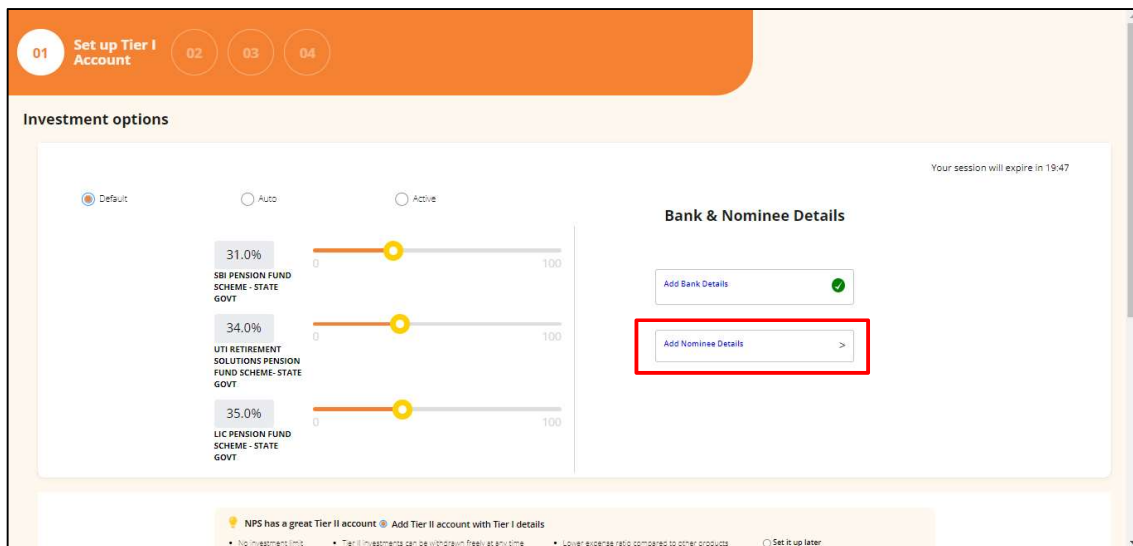
This account will be linked to your investments and will be the default account for all withdrawals

SAVE

NPS Powered by NPS TRUST

Figure 11

User will then add Nominee details as highlighted in red box shown in **Figure 12**.



01 Set up Tier I Account 02 03 04

Investment options

Default Auto Active

31.0% SBI PENSION FUND SCHEME - STATE GOVT

34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT

35.0% LIC PENSION FUND SCHEME - STATE GOVT

Bank & Nominee Details

Add Bank Details ✓

Add Nominee Details >

NPS has a great Tier II account. Add Tier II account with Tier I details

- No investment limit
- Tier II investments can be withdrawn freely at any time
- Lower expense ratio compared to other products
- Set it up later

Figure 12

User will have to enter the Nominee details as shown in **Figure 13**. In case more Nominee needs to added user can click on “Add Another Nominee” as shown in below Figure.

Note: A maximum of 3 Nominees can be added and total sum percentage (%) of all Nominee should be 100%.

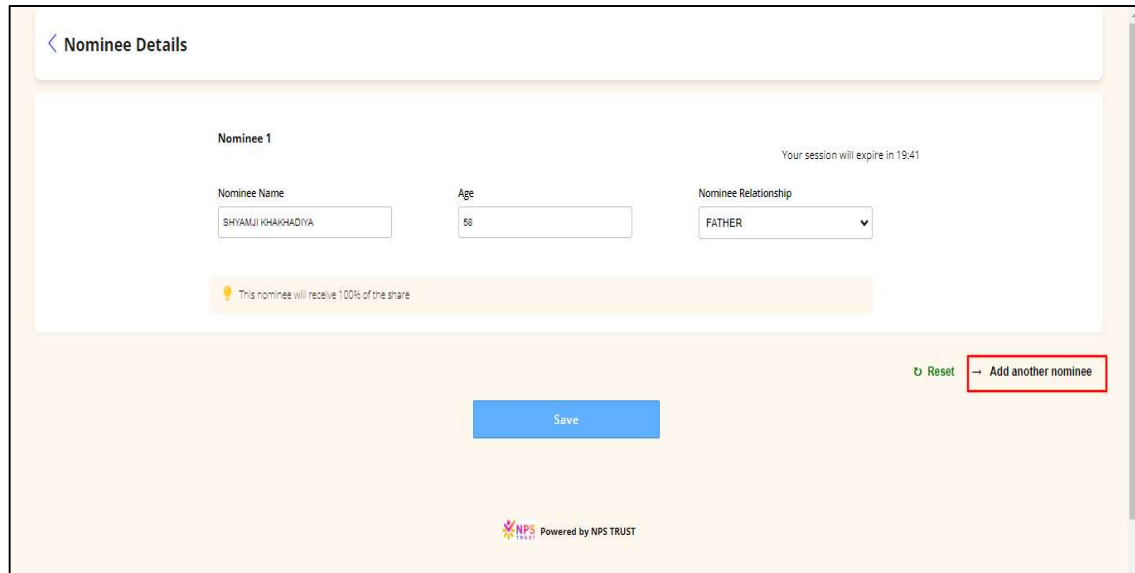


Figure 13

Once all the details are entered system will show a verified mark (✓) against Bank & Nominee details and user will have to click on proceed option as shown in below **Figure 14**.

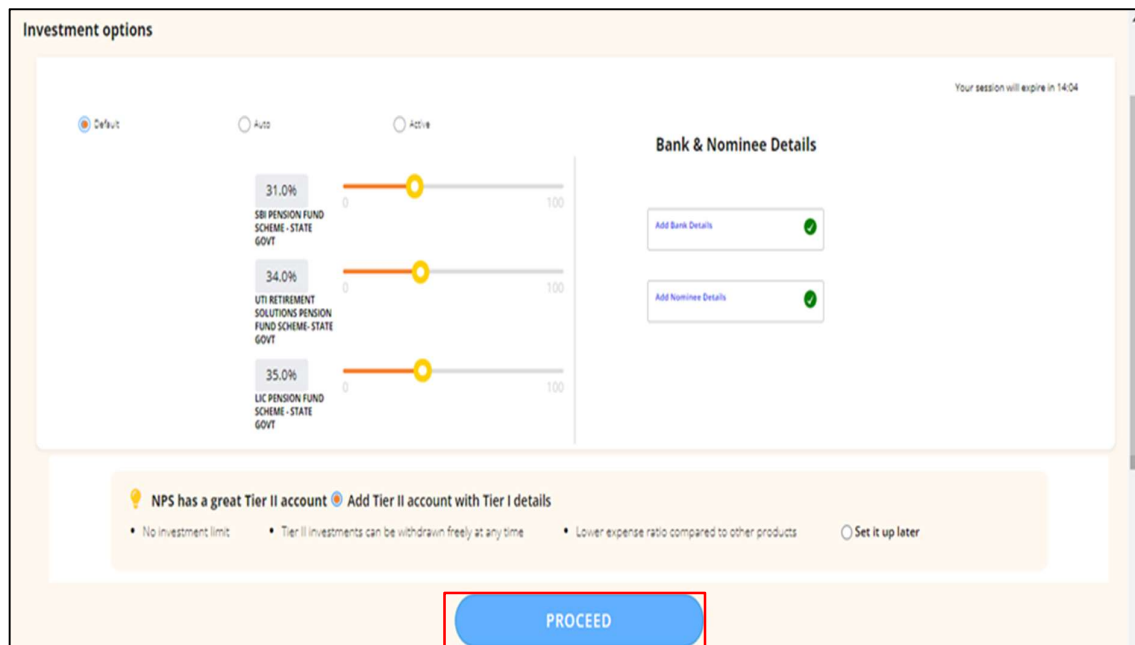


Figure 14

After clicking on proceed, User will have to enter Personal details like DOB/DOJ/Address. User have to declare the Tax paying country under FATCA Details and tick (✓) on both the options as shown in below **Figure 15**.

Once all the details are entered, kindly click on "Proceed".

01 02 **Personal Details Account** 03 04

Your session will expire in 19:07

Place of Birth MUMBAI	Country of Birth INDIA	Nationality INDIAN
Membership Number(PPAN) 12345	Date of joining 01/03/2024	Department WATER
Date of Retirement 31/03/2054	Annual Income Range 10 LAC TO 25 LAC	

FATCA Details

I pay tax of india I am not US person

FATCA 1

Country of Tax residency INDIA	Address of Tax residency PLEASE ENTER ADDRESS OF TAX RES	TIN Number issuing Country INDIA
Tax Identification Number ABCPD1234A	Validity DD/MM/YYYY	State PLEASE ENTER FATCA STATE
City PLEASE ENTER FATCA CITY	Zip Code PLEASE ENTER FATCA ZIP CODE	

Address Proof

Current Address Proof DRIVING LICENCE	Document Proof ID (if any) MH 1234567789	Document Expiry Date (if any) 12/07/2032
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Proof of Identity

Identity Proof DRIVING LICENCE	ID Number MH 1234567789	ID Expiry Date 12/07/2032
Date of Birth Proof DRIVING LICENSE	Document Proof ID (if any) MH 1234567789	Document Expiry Date 12/07/2032

PROCEED

Figure 15

After successful updation of Personal details, User will have to click on drop down menu (v) to upload the documents as shown in **Figure 16** and click on Proceed. User can upload Appointment Letter or Offer Letter whichever document is available.

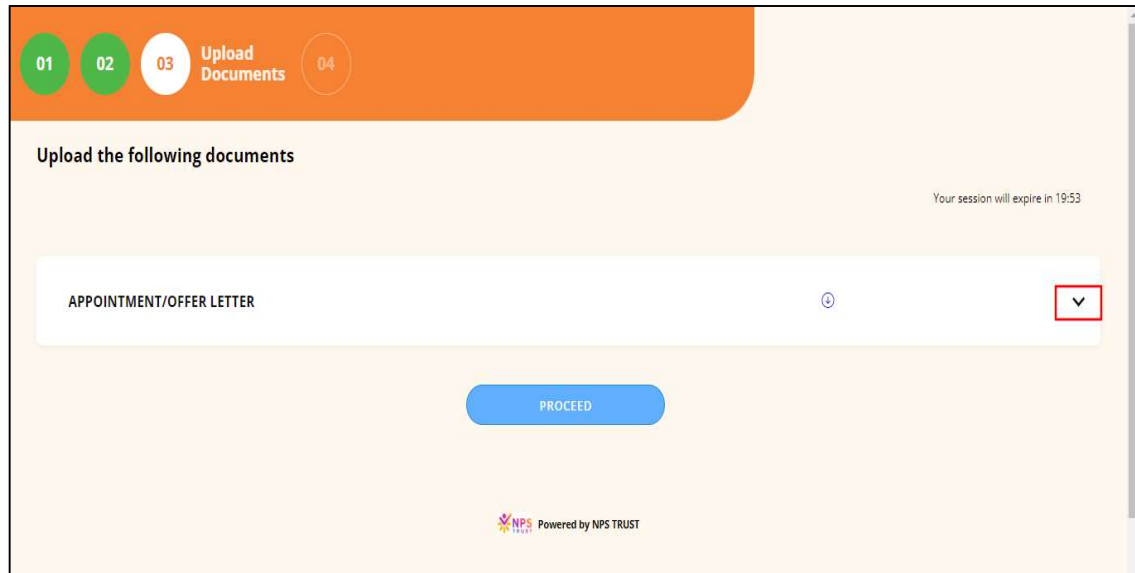


Figure 16

Once User clicks on Proceed, a dialogue box appears for declaration of details captured by subscriber. User have to tick () the box for declaring all the details including Personal, Bank and Nominee entered are correct and click on “Confirm” as shown in **Figure 17**.

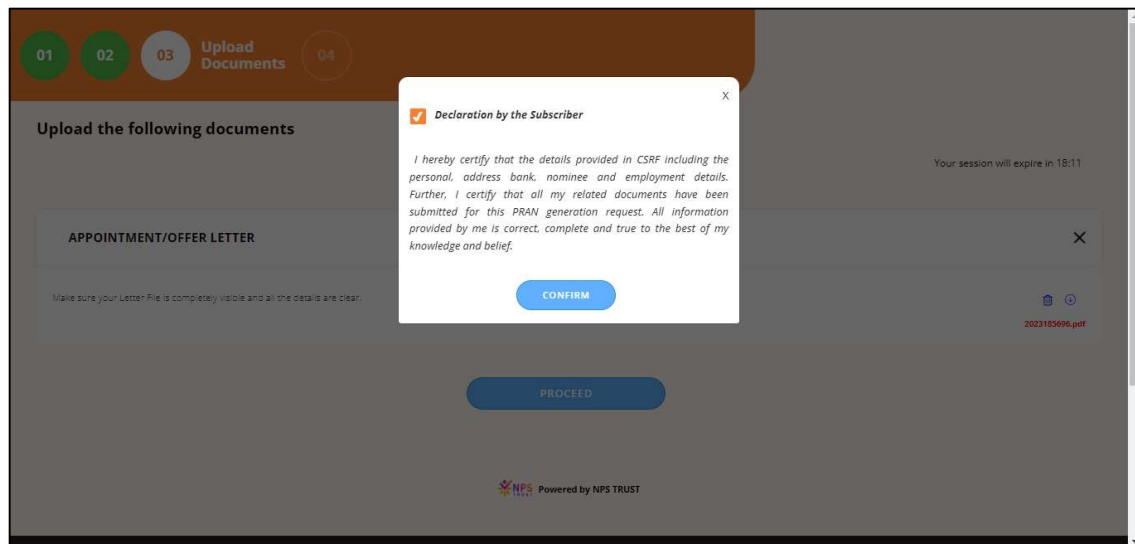


Figure 17

User will have to select the sign in method as shown in **Figure 18** and click on Confirm.

- In case user select OTP authentication, an OTP in Mobile number and Email ID needs to be entered.
- In case of eSign option is selected, Only OTP in Aadhaar registered Mobile Number needs to be entered.

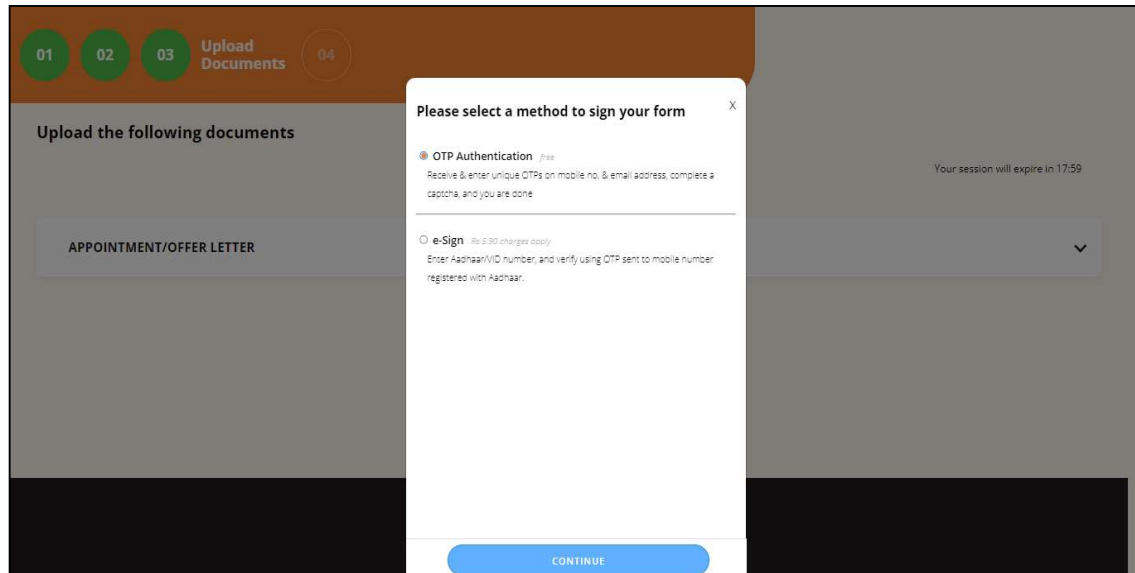


Figure 18

Kindly enter the OTP triggered in Registered Mobile Number and Email ID as shown in **Figure 19**.

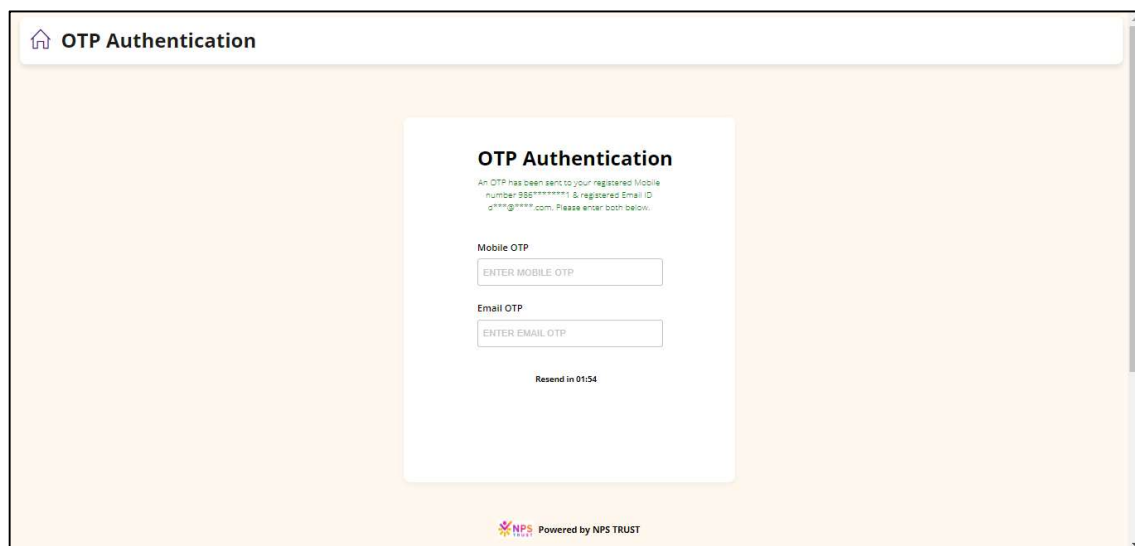


Figure 19

Once correct OTP is entered, a message pops in showing Initial Investment is completed as shown in **Figure 20** along with ACK ID and ACK ID Date. User can also download the Registered Form.

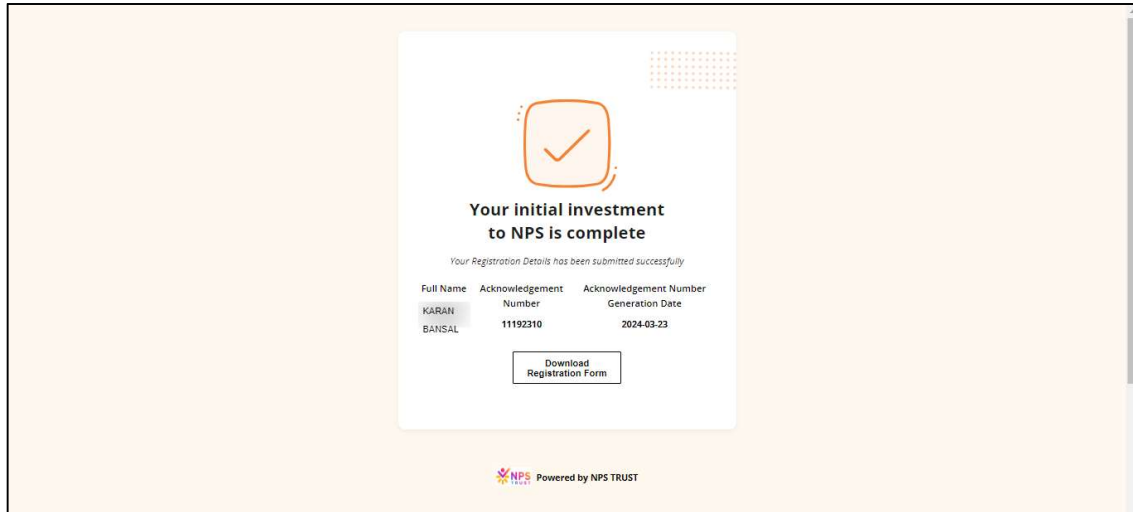


Figure 20

After Subscriber Level process is completed the request is made available for Verification and Authorization at Nodal office level.

Nodal office will login into CRA system by entering <https://cra-nsdl.com/CRA/>.

Verification of Request

User will click on "eNPS Registration" option from Authorize Request Menu as shown in **Figure 21**.

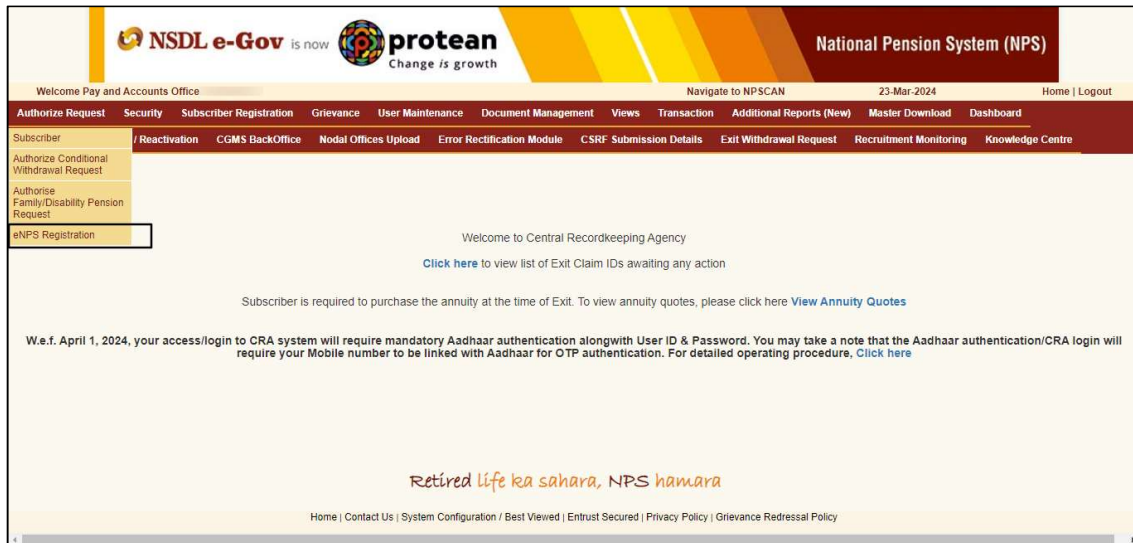



Figure 21


User will be redirected to NPS Trust website for verifying the request.

- As shown in Figure 31, system shows options for Verify and View Status. User will have to select Verify/Authorize and enter the Acknowledgment ID for Verifying the request and click on Accept/Reject option as shown in **Figure 22** to verify the request.

Welcome District Treasury Office, Darbhanga (1004478600) Home | Logout



National Pension System Trust



ENPS REGISTRATION

Home >

Online Subscriber Registration Verification Authorization

Verify/Authorize Request
 View Request Status

Request Verification/Authorization

Acknowledgement ID:

From Date:

To Date:

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Last Action Taken	Pending With	Action
63966501005970373	11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV050772B	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject


Note

- From Date and To Date will be the Date of Initiation of Subscriber Registration Request
- Enter/Select any one search criteria i.e. either Acknowledgment ID or From & To Date
- Difference between from and to Date cannot be greater than 15 days.


Figure 22

User will have to verify all the details by clicking in bottom right option ">>" as shown below in **Figure 23**.

Welcome District Treasury Office, Darbhanga (1004476601) Home | Logout



National Pension System Trust



ENPS REGISTRATION

Home > Subscriber Confirmation (Core)

Subscriber Registration

1
2
3
4
5
6
7
8

Acknowledgement No: 11192310
Subscriber Name: KARAN BANSAL

Account Type: Tier I

Personal Details
Contact Details
Bank & Other Details
Scheme & Nomination Details
Documents Upload
Photo & Signature Details
Declarations

Personal Details

Title	SHRI
First Name *	KARAN BANSAL
Last Name	
Middle Name	
Applicant is Orphan	NO
Gender *	MALE
Date of Birth *	10/10/1985
Place of Birth *	MUMBAI
Country of Birth *	INDIA
Nationality *	INDIAN
Marital Status	UNMARRIED
Mobile *	9820098200 <input checked="" type="checkbox"/>
<input type="checkbox"/> I confirm that my WhatsApp number is same as the mobile number registered above. I also provide my consent to Protean eGov Technologies Limited (CRA) for sending messages / notifications on my WhatsApp number	
Email ID *	KARANBANSAL@GMAIL.COM <input checked="" type="checkbox"/>
Telephone with STD Code	

Family Details

Father's Title	SHRI
Father's First Name	ASHISH BANSAL
Father's Middle Name	
Father's Last Name	
Mother's Title	
Mother's First Name	
Mother's Middle Name	
Mother's Last Name	

Identity Details

PAN	ABCPD1234S
PAN Verification Flag *	NO
Last 4 digit of Aadhaar	XXXXXXX
Aadhaar Verification Flag	YES
KYC Verification Flag	YES
Passport No	
Voter ID	
CERSAI ID	
Retirement Advisory ID	
Retirement Advisory Name	

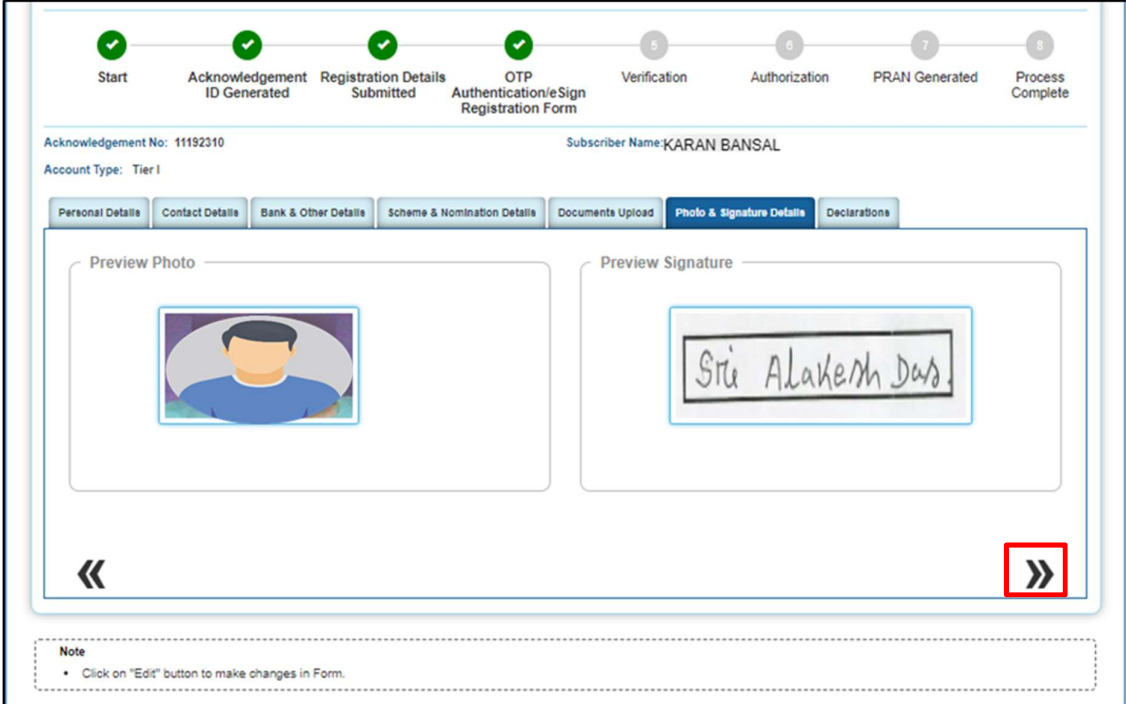
Proof of Identity

Identity Proof	Driving Licence
Document ID	MH 1234567789
Document Expiry Date	12/07/2032
Date of Birth Proof	DRIVING LICENCE
Document Proof ID (if any)	MH 1234567789
Document Expiry Date (if any)	12/07/2032

>>

Figure 23

User will verify Photo & Signature of the subscriber as per the CSRF form and click on ">>" option to proceed as shown in below **Figure 24**.



The screenshot displays a registration progress bar with 8 steps: Start, Acknowledgement ID Generated, Registration Details Submitted, OTP Authentication/eSign Registration Form, Verification, Authorization, PRAN Generated, and Process Complete. The first four steps are marked with green checkmarks. Below the progress bar, the Acknowledgement No. is 11192310 and the Subscriber Name is KARAN BANSAL. The Account Type is Tier I. A navigation menu includes Personal Details, Contact Details, Bank & Other Details, Scheme & Nomination Details, Documents Upload, Photo & Signature Details (highlighted), and Declarations. The main content area shows a Preview Photo of a man and a Preview Signature that reads 'Sri Alakhn Das'. A red box highlights a right-pointing arrow button at the bottom right. A note at the bottom states: 'Note: Click on "Edit" button to make changes in Form.'


Figure 24

After verifying all the details as per CSRF form, User will have to select Approve / Reject and submit the Request as shown in **Figure 25**.


- In case all the details are found correct, User can click on “Approve” option and process the request.
- In case the request needs to be Rejected, User can click on “Reject” option with appropriate Remarks.

Note: Remark is Mandatory for Rejection of Request.

Welcome District Treasury Office, Darbhanga (1004476001) Home | Logout



National Pension System Trust



ENPS REGISTRATION

Home > Subscriber Registration (Approve Details)

Subscriber Registration

✓ Start
✓ Acknowledgement ID Generated
✓ Registration Details Submitted
✓ OTP Authentication/eSign Registration Form
5 Verification
6 Authorization
7 PRAN Generated
8 Process Complete

Acknowledgement No: 11192310 Subscriber Name: KARAN BANSAL

Account Type: Tier I

Personal Details
Contact Details
Bank & Other Details
Scheme & Nomination Details
Documents Upload
Photo & Signature Details
Declarations
Authorization

Flow View

✓ Initiator
● Nodal Verifier
● Nodal Authorizer
● Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED

Verification/Authorization

Approve

Remarks*

Reject


*Mandatory Fields

Close


Figure 25

Once the request is Approved, request is successfully Verified and is pending for Authorization at Checker Level as shown in **Figure 26**.

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National Pension System Trust



ENPS REGISTRATION

Subscriber Registration Request

✓ Initiator
✓ Nodal Verifier
● Nodal Authorizer
● Completed

Request has been successfully Accepted

User Ask ID	11192310
Acknowledgement ID	63989501005370373

Close

Flow View

✓ Initiator
✓ Nodal Verifier
● Nodal Authorizer
● Completed

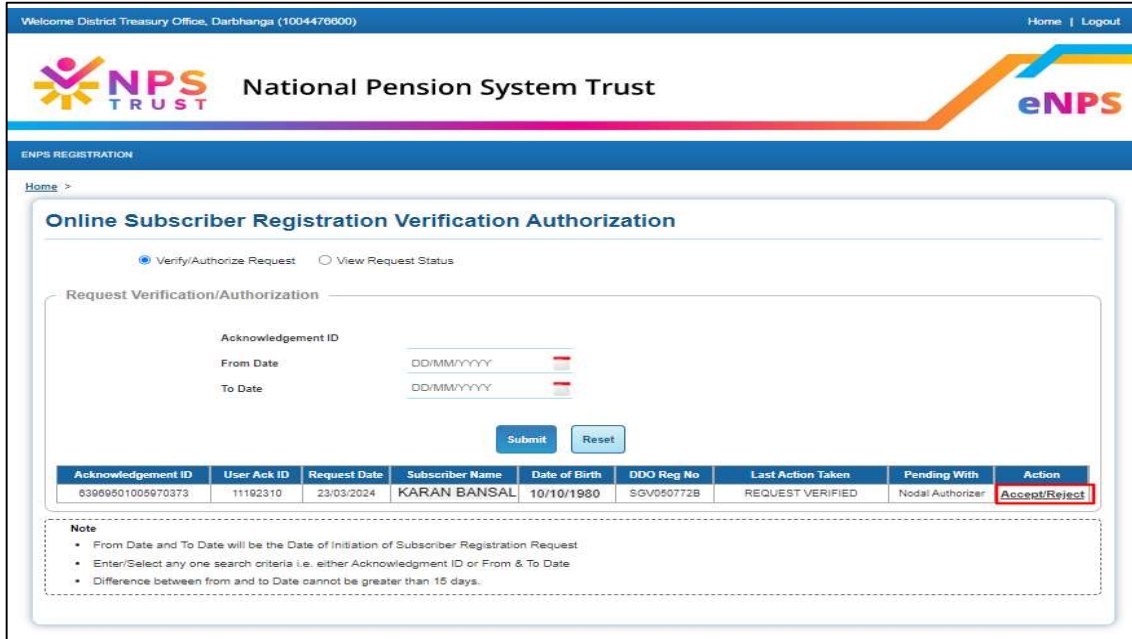
Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED
10044765	1004476501	23-03-2024	Nodal Verifier	Accepted		

Verification/Authorization

Figure 26

User will again go to Verify/Authorize and enter the Acknowledgment ID and select the Accept/Reject option as shown in **Figure 27**.

Authorization of Request



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NPS TRUST National Pension System Trust **eNPS**

ENPS REGISTRATION

Home >

Online Subscriber Registration Verification Authorization

Verify/Authorize Request View Request Status

Request Verification/Authorization

Acknowledgement ID

From Date DD/MM/YYYY

To Date DD/MM/YYYY

Submit Reset

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Last Action Taken	Pending With	Action
63969501005970373	11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV060772B	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject

Note

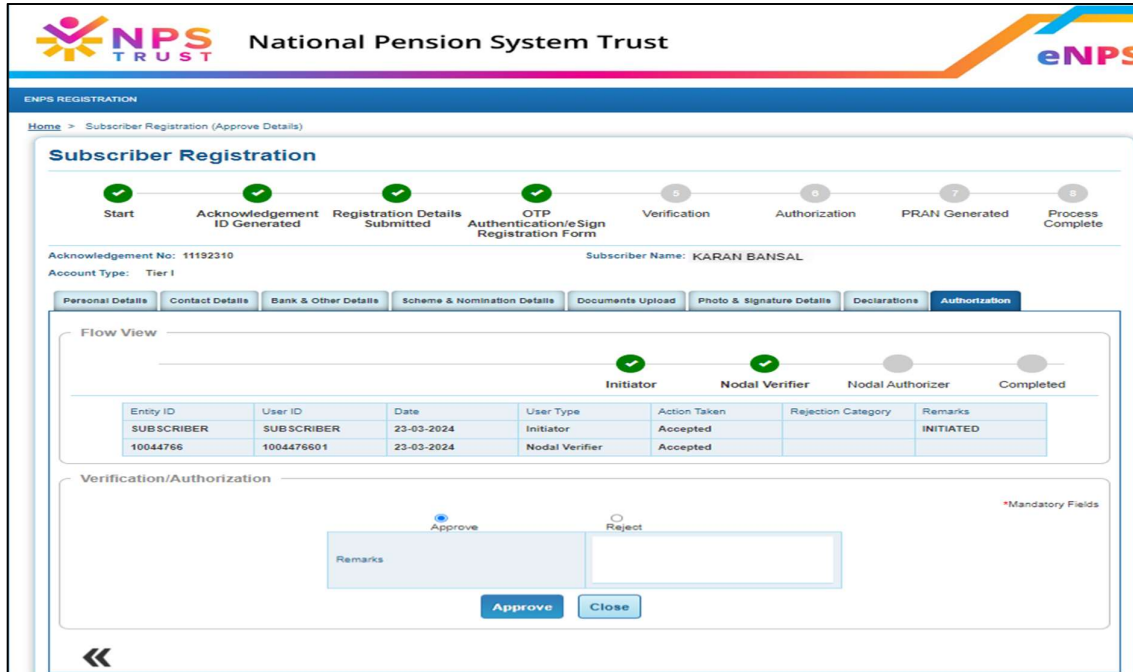
- From Date and To Date will be the Date of Initiation of Subscriber Registration Request
- Enter/Select any one search criteria i.e. either Acknowledgment ID or From & To Date
- Difference between from and to Date cannot be greater than 15 days.

Figure 27

After verifying all the details as per CSRF form, User will have to select Approve / Reject and submit the Request as shown in **Figure 28**.

- In case all the details are found correct, User can click on “Approve” option and process the request.
- In case the request needs to be Rejected, User can click on “Reject” option with appropriate Remarks.

Note: Remark is Mandatory for Rejection of Request.



NPS TRUST National Pension System Trust

ENPS REGISTRATION

Home > Subscriber Registration (Approve Details)

Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted OTP Authentication/Sign Registration Form Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11192310 Subscriber Name: KARAN BANSAL
Account Type: Tier I

Personal Details Contact Details Bank & Other Details Scheme & Nomination Details Documents Upload Photo & Signature Details Declarations **Authorization**

Flow View

Entry ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED
10044766	1004476601	23-03-2024	Nodal Verifier	Accepted		

Verification/Authorization

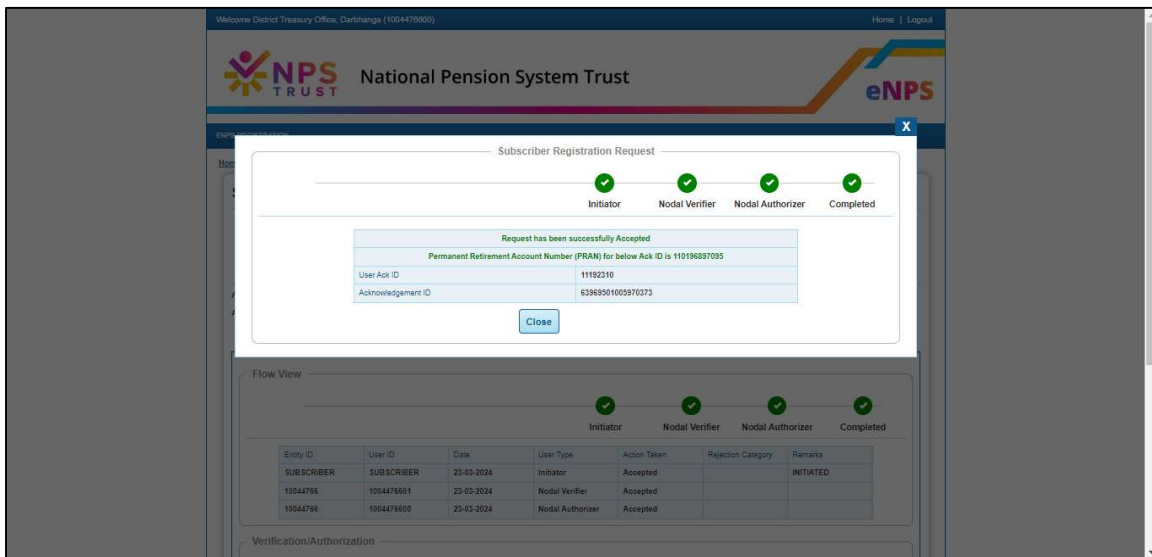
Approve Reject

Remarks

Approve Close

Figure 28

Once request is successfully Authorized, PRAN is generated in CRA system as shown in **Figure 38**.



Welcome District Treasury Office, Darbhanga (1004476600) Home | Logout

NPS TRUST National Pension System Trust

ENPS REGISTRATION

Subscriber Registration Request

Initiator Nodal Verifier Nodal Authorizer Completed

Request has been successfully Accepted

Permanent Retirement Account Number (PRAN) for below Ack ID is 110196897055

User Ack ID	11192310
Acknowledgement ID	63969501005970373

Close

Flow View

Entry ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED
10044766	1004476601	23-03-2024	Nodal Verifier	Accepted		
10044766	1004476600	23-03-2024	Nodal Authorizer	Accepted		

Verification/Authorization