Protean eGov Technologies Limited

(Formerly known as NSDL e-Governance Infrastructure Limited)

STANDARD OPERATING PROCEDURE (SOP)

PRAN generation for Government Sector through Digi-locker (Driving License)

INDEX

Background:

eNPS for Government sector is an online mode for PRAN generation in addition to the already existent Online PRAN Generation Module (OPGM).

eNPS for Govt. sector was introduced with a view to reduce the time taken for PRAN generation for Govt. employees after Date of Joining. eNPS process also encourages healthy participation by the employee in the PRAN generation procedure as the capturing of data is done by the subscriber. Thus, this process also reduces the efforts required at level of Nodal office from point of view of Data entry to be done. This process also reduces any data entry level errors as the subscriber themselves capture the details.

This document covers the process for PRAN generation on basis of document available in DigiLocker (Driving License).

DigiLocker is an initiative by the Government of India under the Digital India program. It aims at providing citizens with a secure and convenient platform to store and access digital documents and certificates. DigiLocker allows users to upload, store, and share various official documents and certificates digitally.

1. 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 and select the option "**National Pension System"** as given below in **Figure 1**.
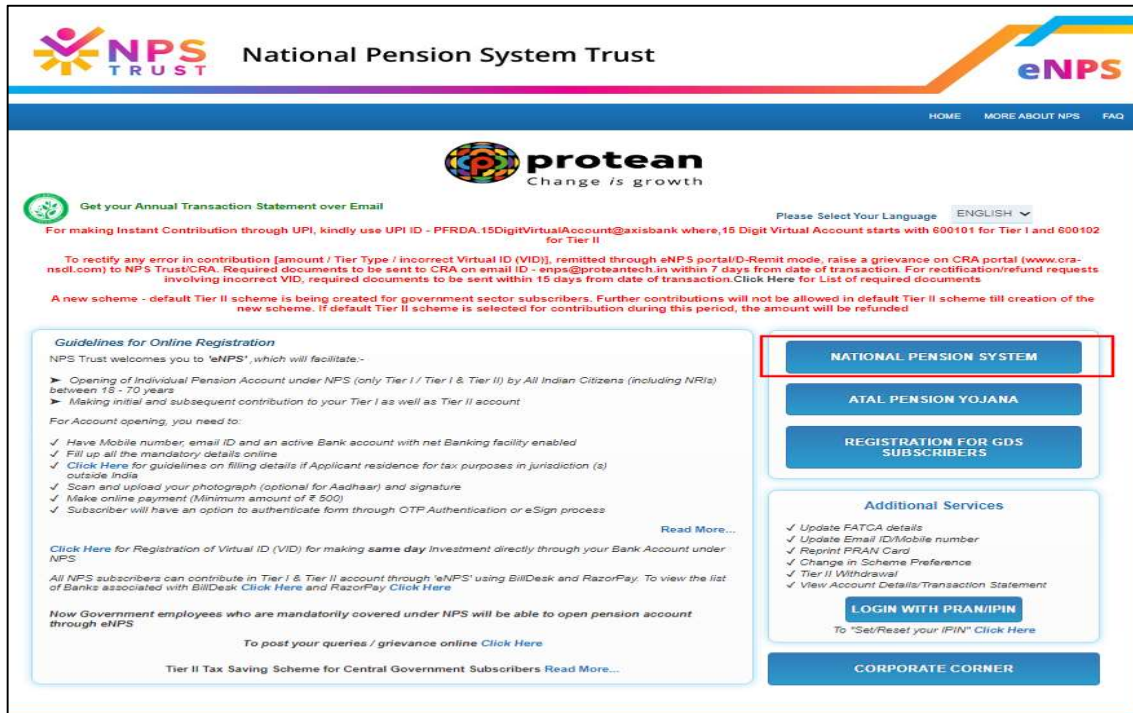

Figure 1

Read the instructions displayed on the screen & click on **"Registration"** tab as given below in **Figure 2.**
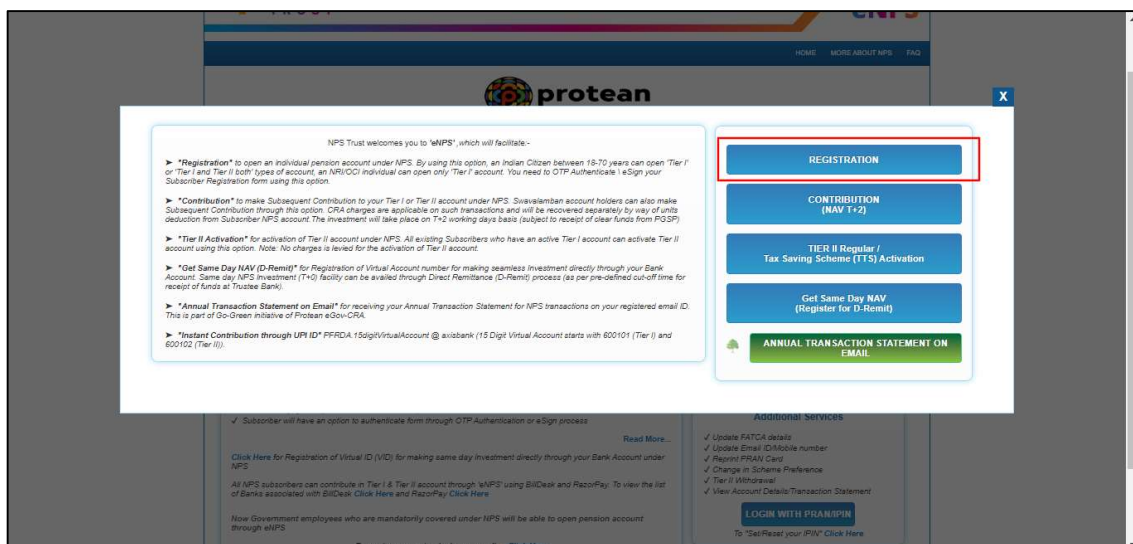

Figure 2

The screen will be redirected to a new page. Applicant needs to scroll down to **Government Subscribers** section. Under Government Subscribers, click on "**Register Now"** button as show in **Figure 3.**
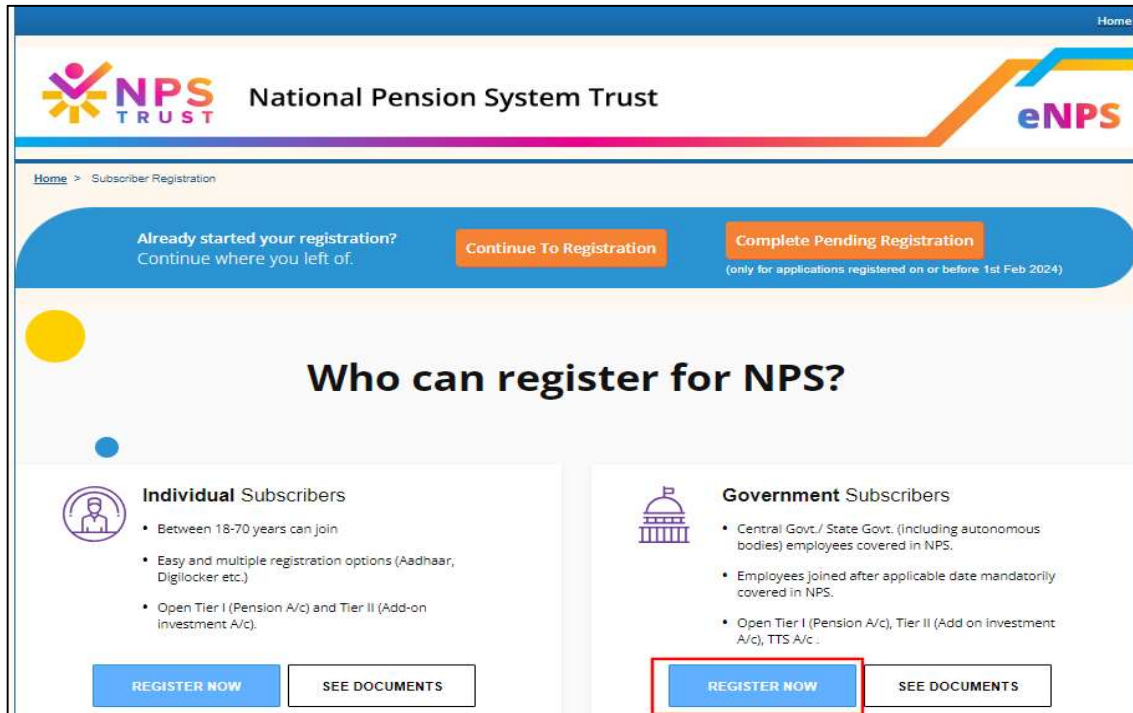
Figure 3

User needs to enter all the details as required on the screen. **Figure 4.**
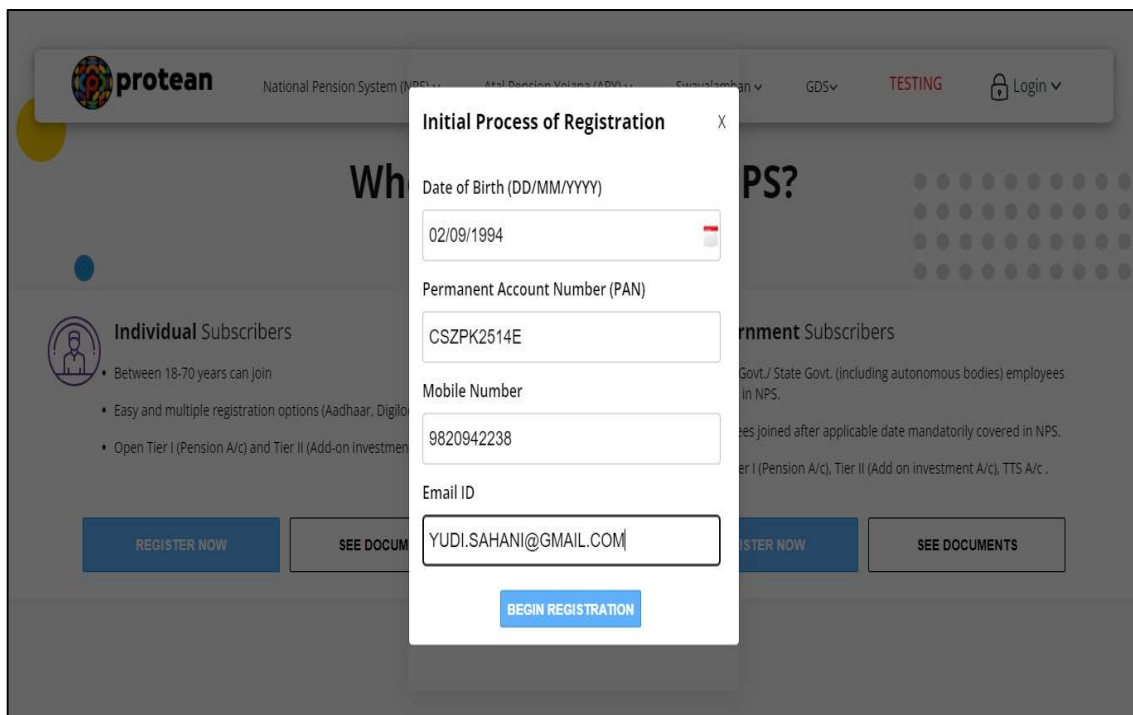
Figure 4

On entering details and clicking on "Begin Registration" system would display the postal location of the applicant (**Figure 5**). The individual needs to click on "NO" for use of Aadhaar or DigiLocker (instead of C-KYC database)
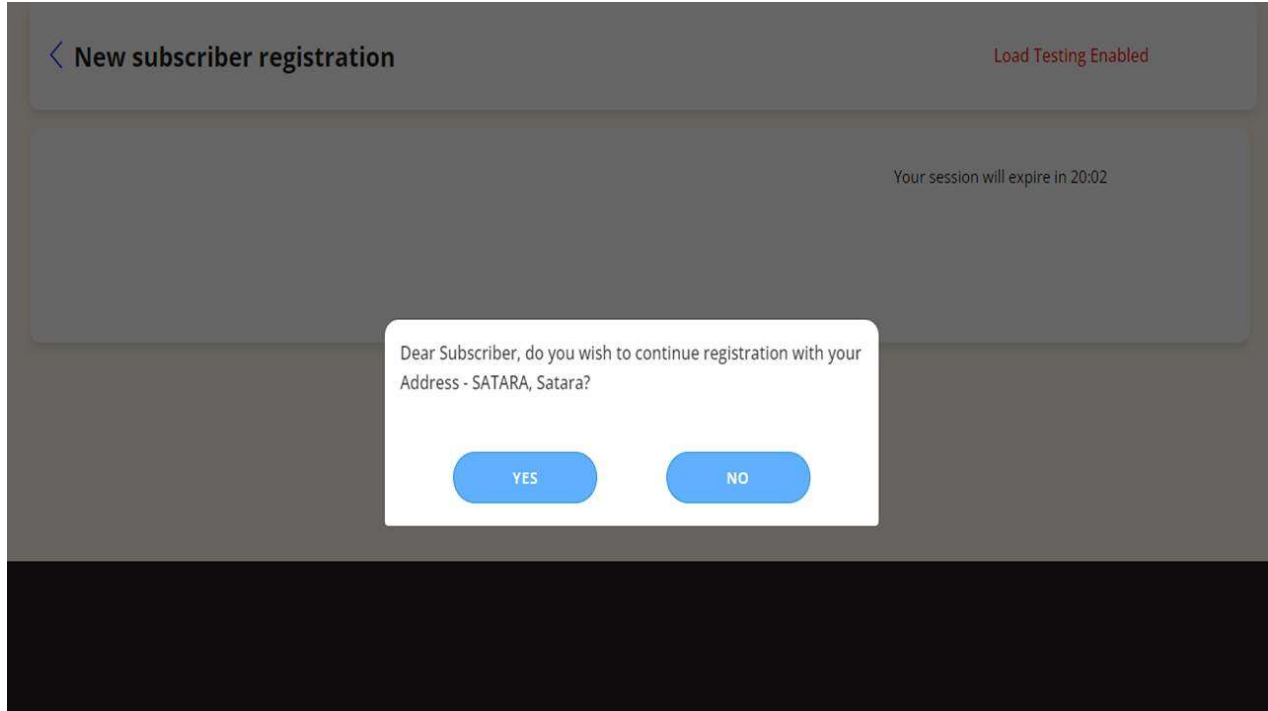
Figure 5

Applicant shall select the option **"Document with Digilocker"** as show in **Figure 6.**
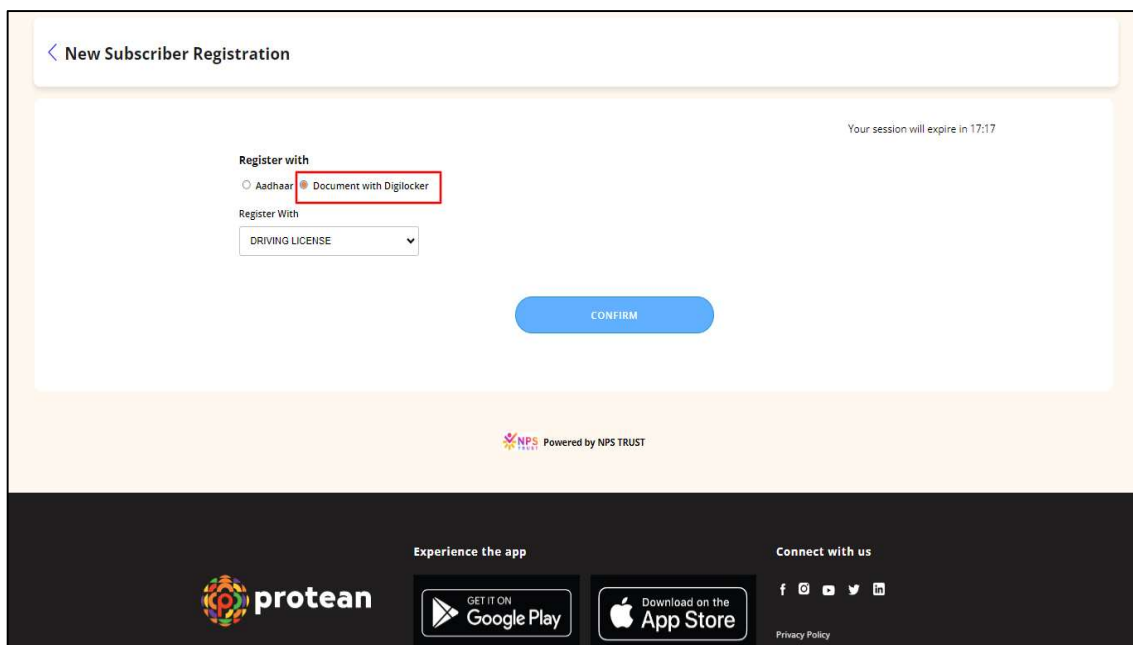
Figure 6

Applicant needs to Accept the DigiLocker Redirect Consent as shown in **Figure 7.**
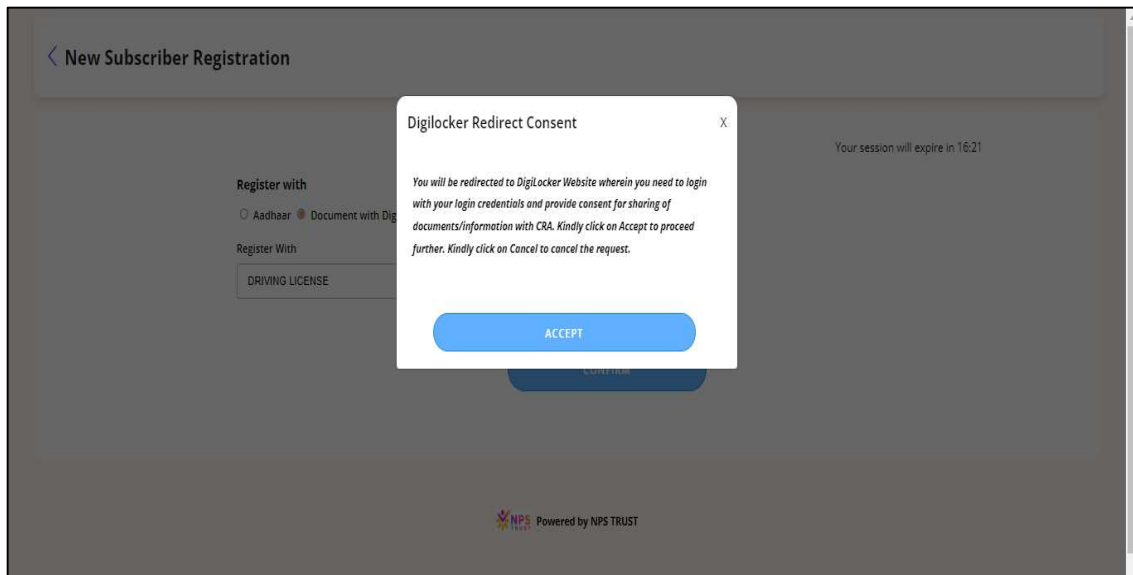
Figure 7

Applicant will be redirected to DigiLocker website. Individual needs to login on DigiLocker through their Mobile number/User ID/Aadhaar as shown below in **Figure 8.**
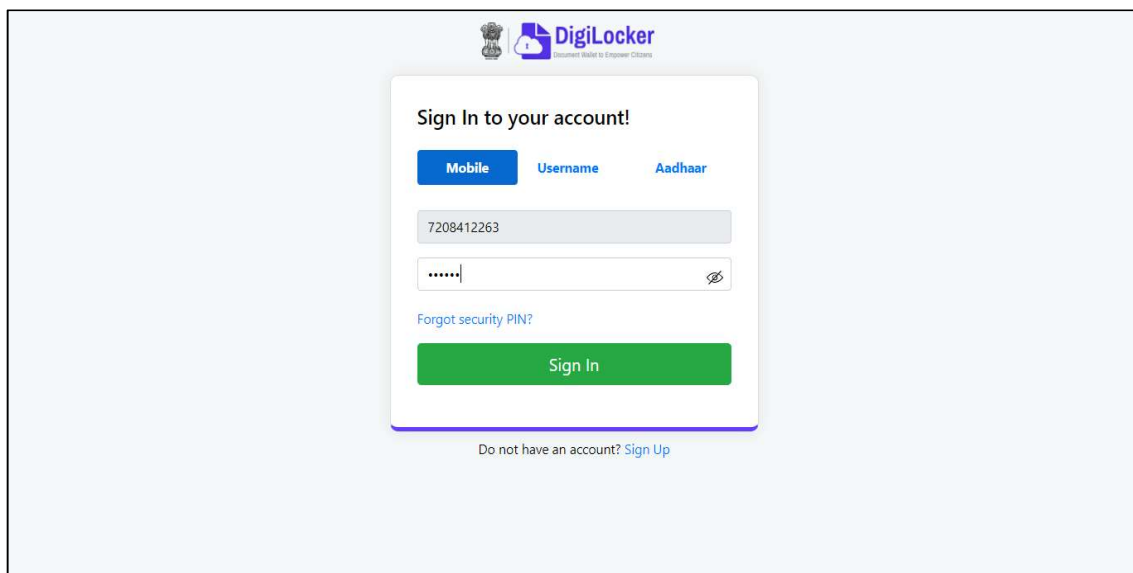
Figure 8

Applicant needs to tick the option of Driving License in their DigiLocker account & provide the consent to eNPS National Pension System. Further click on "**Allow**" button to process further as show below in **Figure 9**.
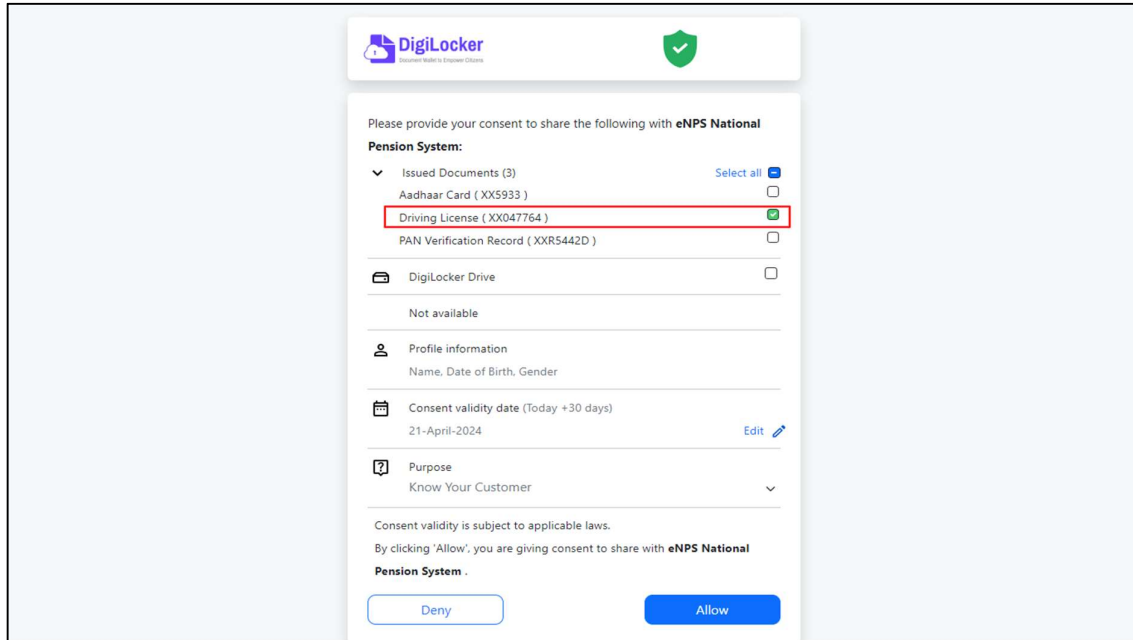
Figure 9

Once the DigiLocker consent is provided by applicant, system will be redirected to registration page, where applicant needs to read the DigiLocker Message. Click on **"Close"** as shown in **Figure 10**.
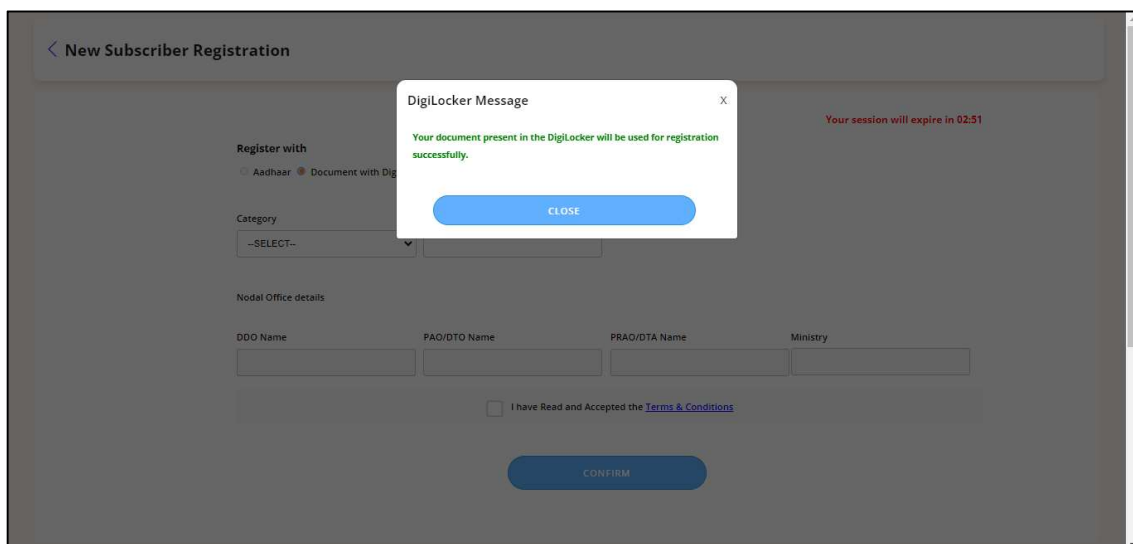
Figure 10

Applicant needs to select the appropriate **Category** from the drop down, under which he/she is employed. Please refer the **Figure 11.**
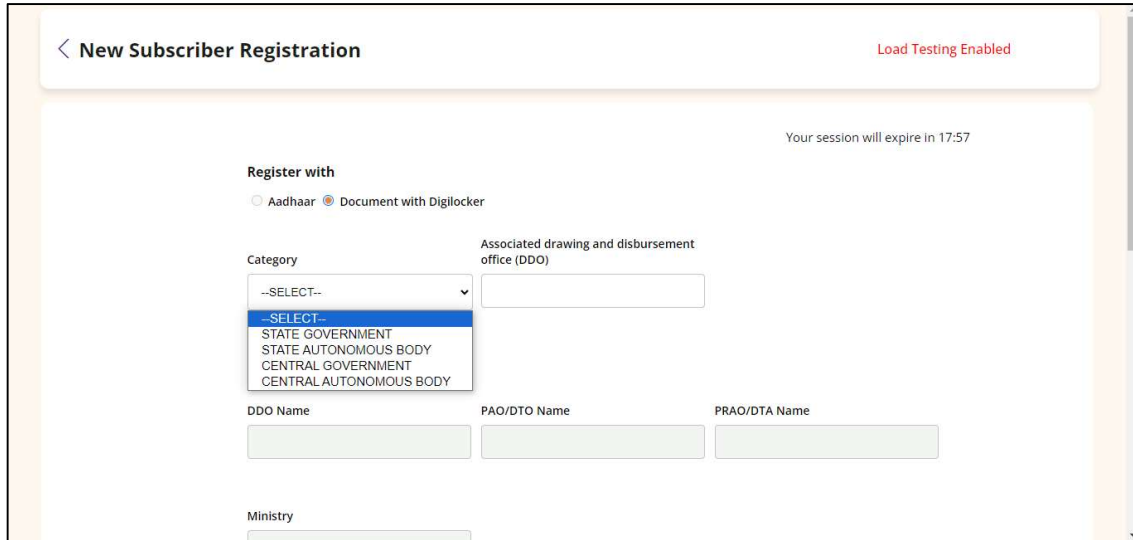
Figure 11

Once the Category is selected, applicant needs to enter the **Associated Drawing & Disbursement Office (DDO)** details as shown in **Figure 12**.
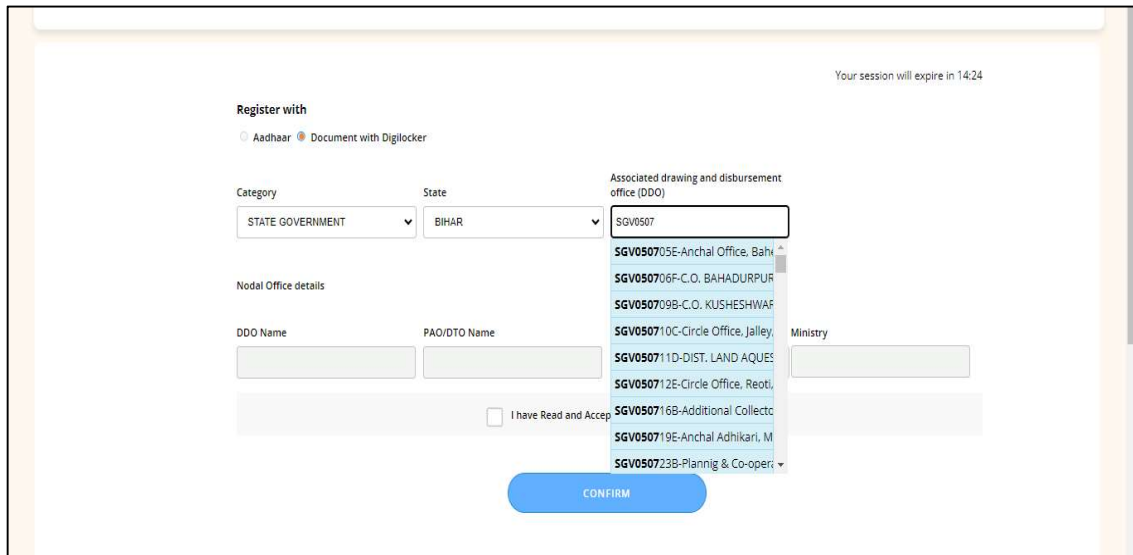
Figure 12

Once the DDO Details are entered, the corresponding Nodal office details will appear. Applicant needs to check the details and provide consent by clicking the box against "I have read and Accepted the **Term & Conditions"** (**Figure 13)** and click on Confirm.
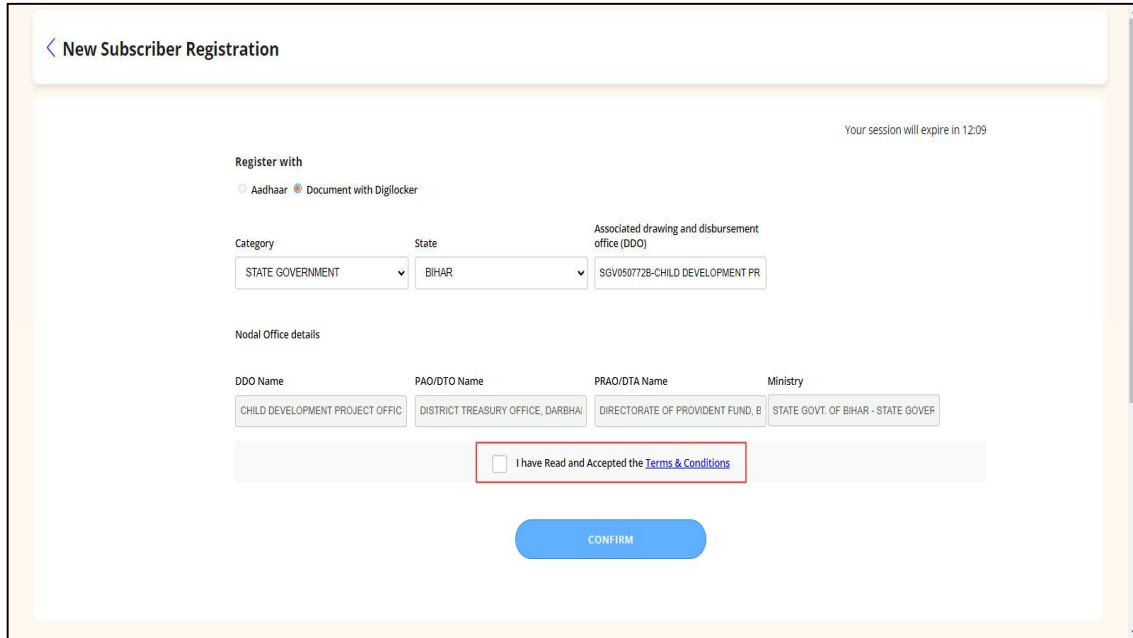
Figure 13

System will pop the DigiLocker ID Consent. Applicant needs to read the consent & click on **Accept** Button for processing further (**Figure 14).**
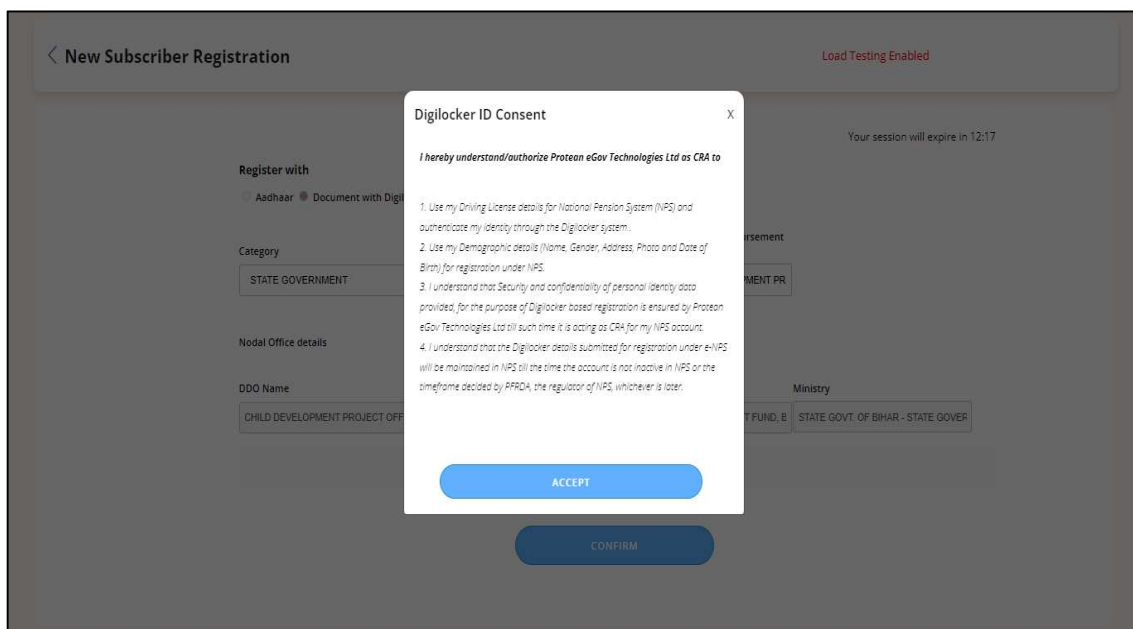
Figure 14

Once, the DigiLocker ID Consent is provided, an OTP will be communicated to registered Mobile number & registered Email ID of the applicant. Applicant needs to enter both Mobile & Email OTPs for processing further (**Figure 15).**
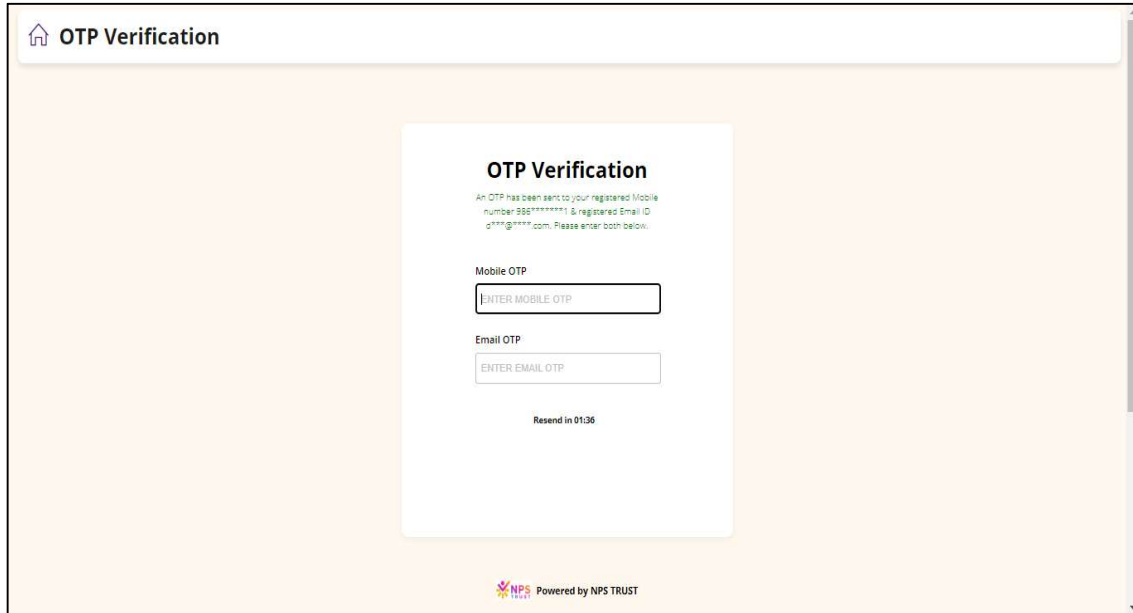
Figure 15

After entering the Mobile & Email ID OTP an Acknowledgement number will be generated. Applicant needs to note down the Acknowledgement number (**Figure 16)** and click on continue.
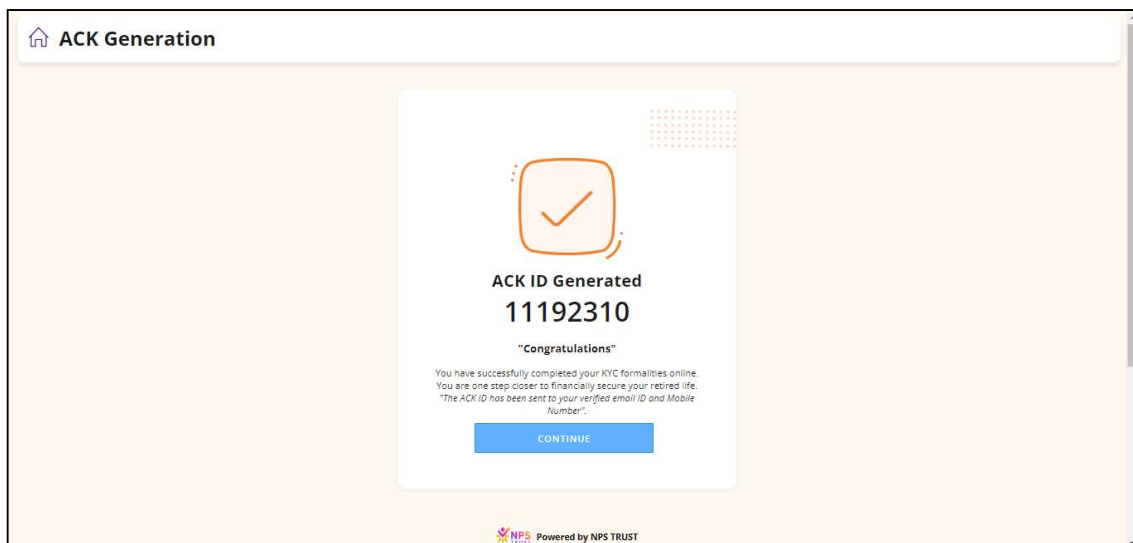
Figure 16

The details will be automatically fetched from the driving license. Applicant needs to enter the requisite details and upload a scanned image of signature (**Figure 17**).
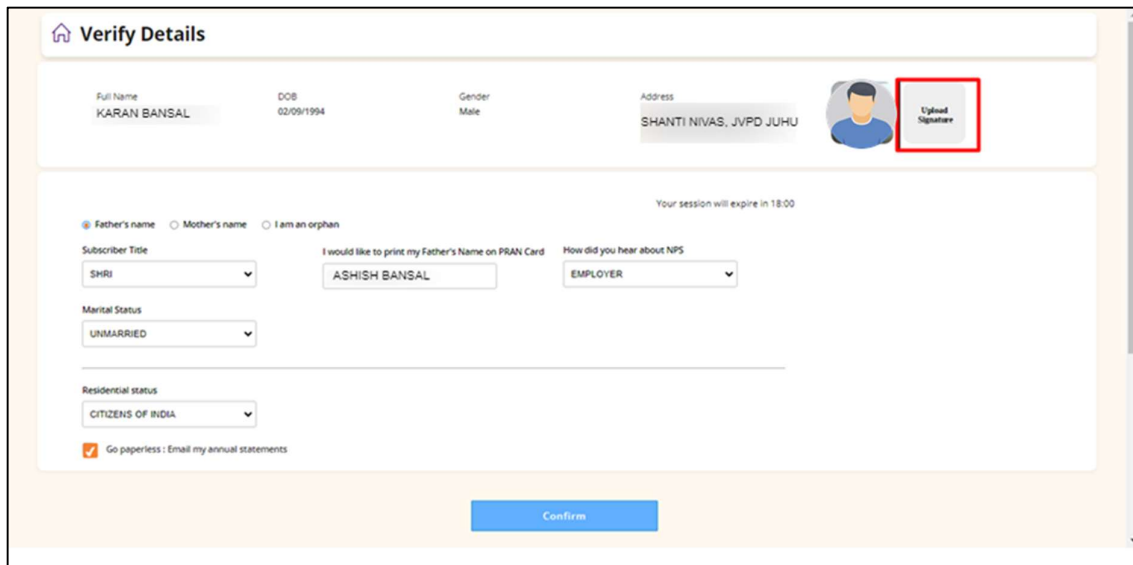
Figure 17

Once the signature is uploaded, applicant may see that proper signature is visible and click on "**Confirm**" (**Figure 18).**
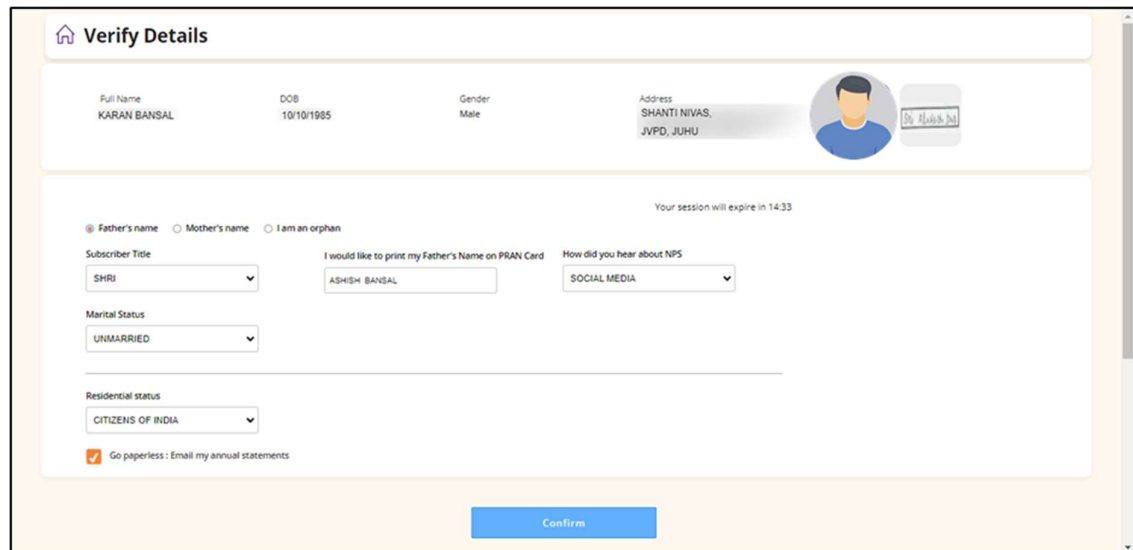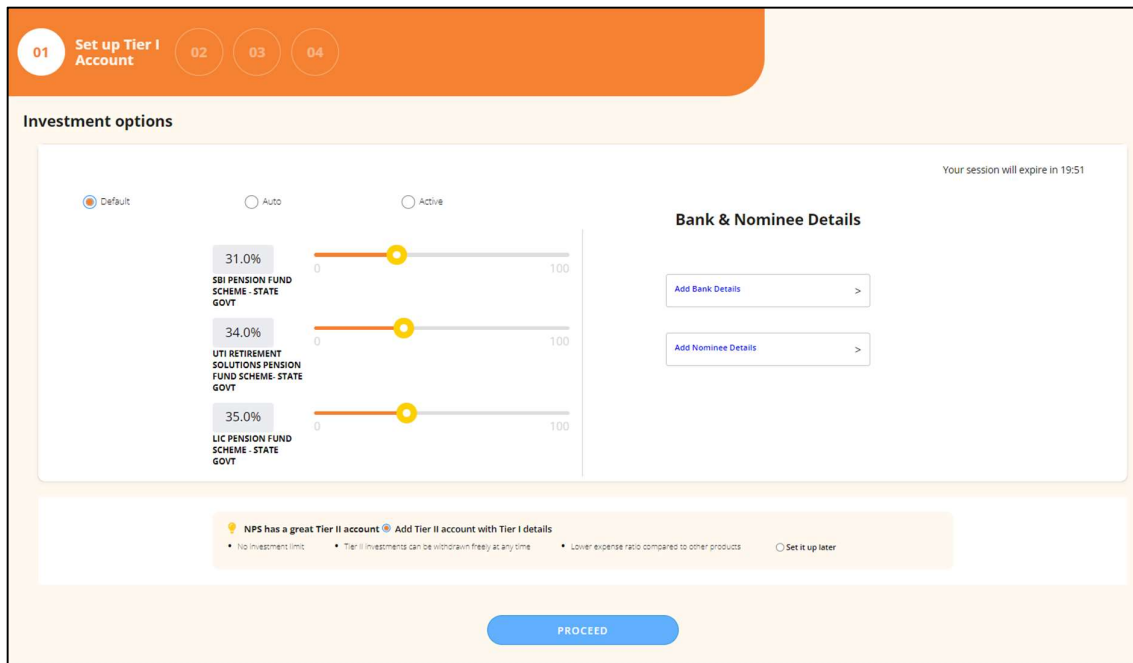
Figure 18

Applicant may select appropriate Investment option (**Figure 19)**.

Figure 19

Applicant needs to add the Bank Account Details as highlighted in **Figure 20**.

Figure 20

After entering all the correct bank details, system will verify the details and mark a green tick (✅) if details are matching with Bank records (**Figure 21)**. User has to click on Save.
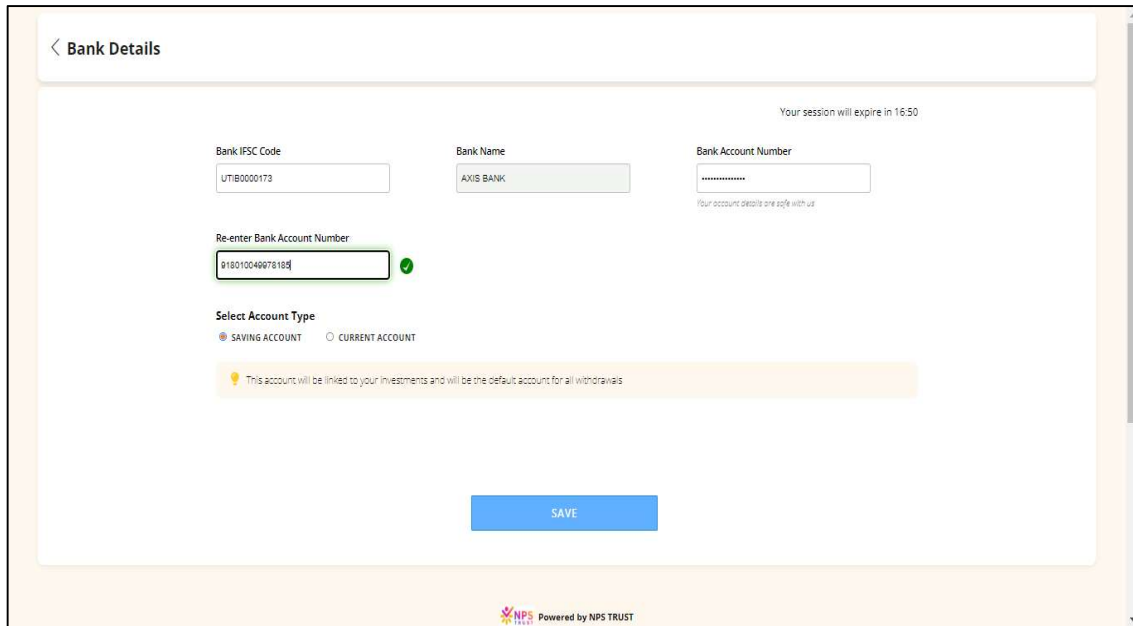

Figure 21

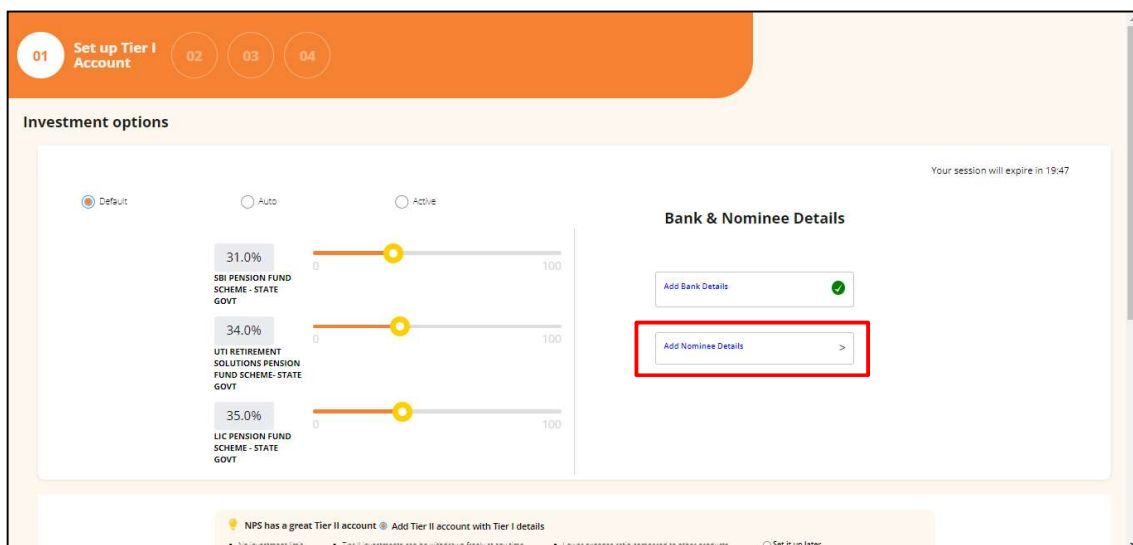Applicant will then add Nominee details as highlighted in **Figure 22**.

Figure 22

User will have to enter the Nominee details as shown in **Figure 23**. In case, more than one Nominee is to be added the applicant needs click on "Add Another Nominee"
Note: *Maximum 3 Nominees can be added and total percentage (%) of all Nominees should be 100%.*
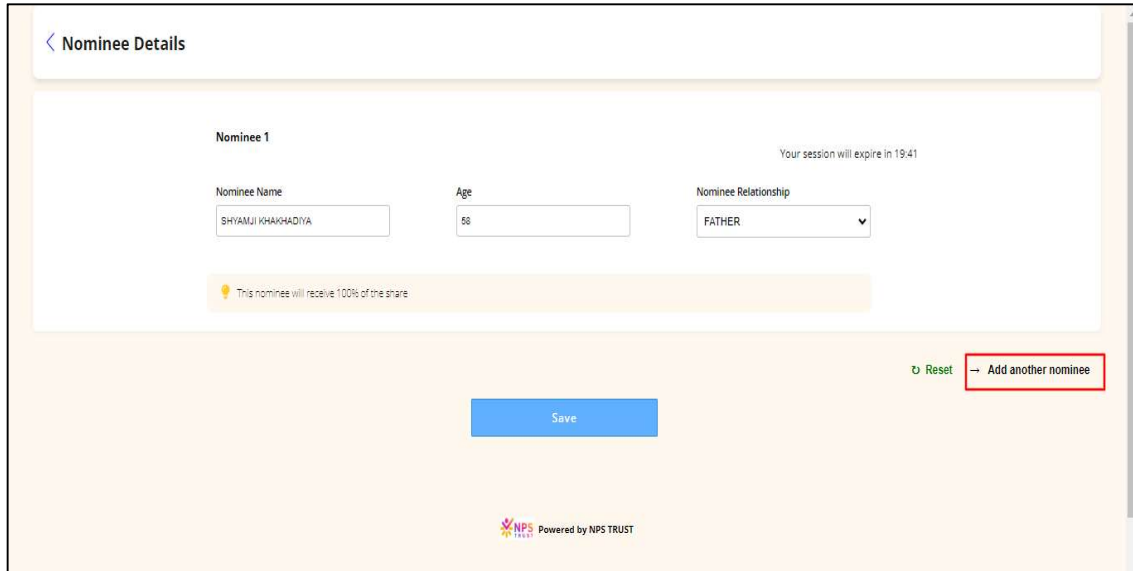
Figure 23

Once all the details are entered system will show a verified mark (✅) against Bank & Nominee details and applicant will have to click on proceed as shown in **Figure 24**.
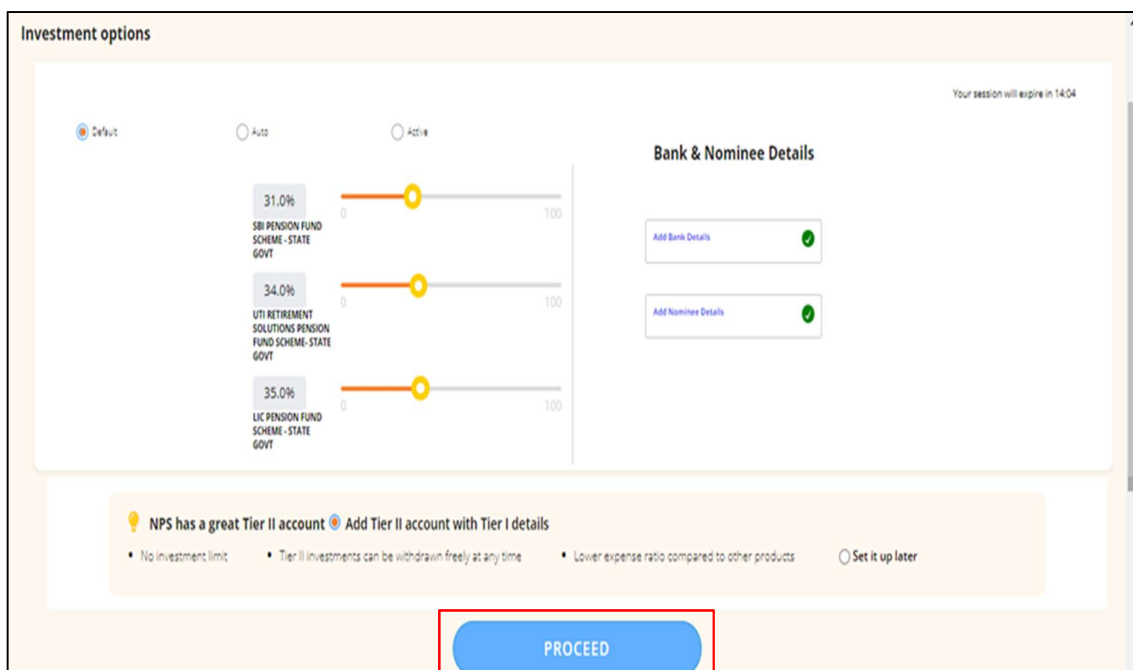
Figure 24

Applicant will have to enter Place of Birth, DOJ, Annual Income range and PPAN (if applicable). FATCA Details need to be entered and tick (☑) on both the options as shown in **Figure 25**. Click on Proceed.

Figure 25

Thereafter the applicant will have to click on drop down menu ($\vee$) to upload the documents (Appointment Letter or Offer Letter) (**Figure 26)** and click on Proceed.
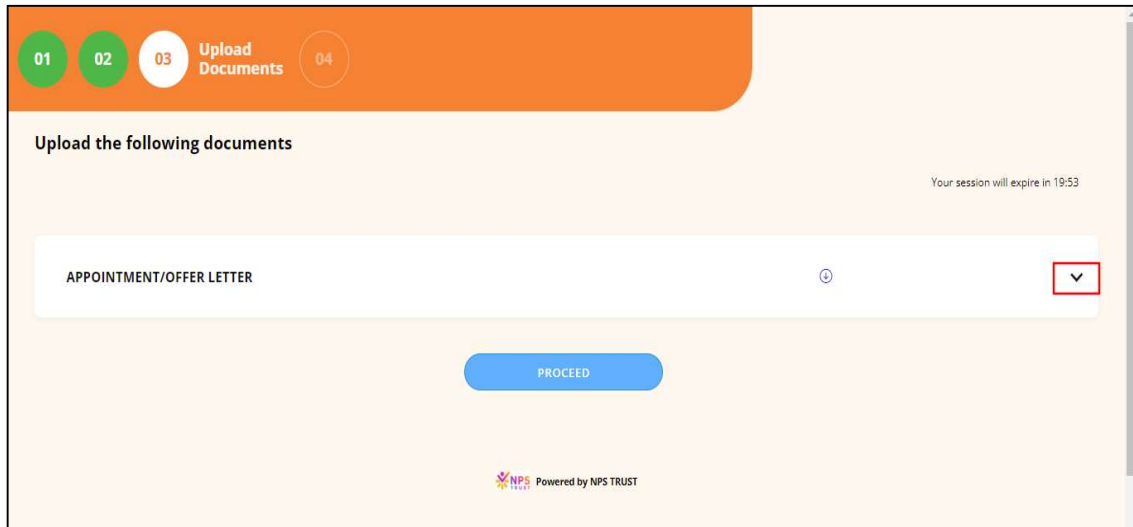

Figure 26

Once applicant clicks on Proceed, a dialogue box appears for confirming the details captured. Applicant has to tick ($\checkmark$) the box and click on "Confirm" as shown in **Figure 27**.
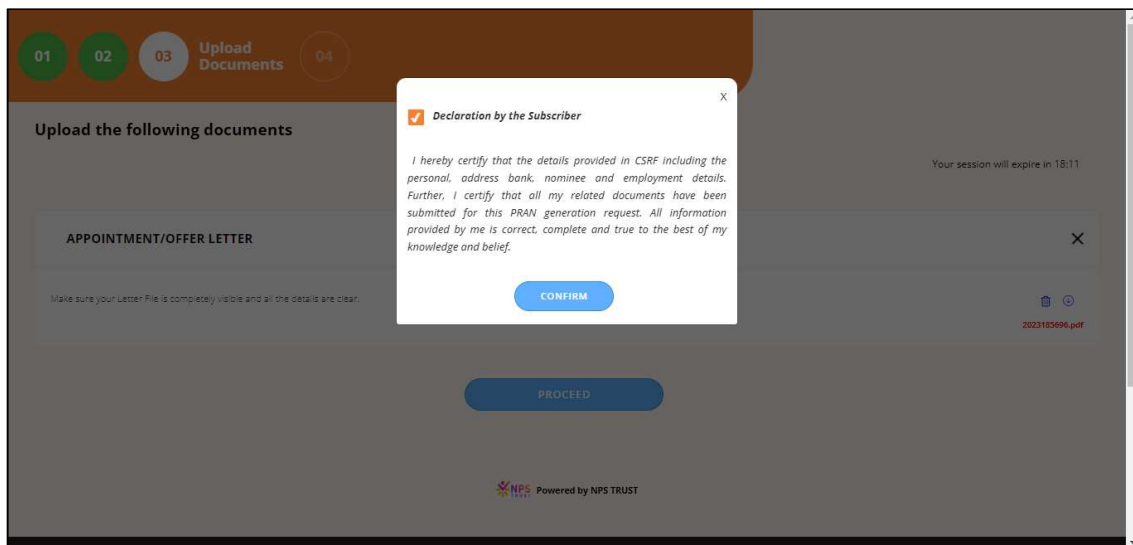

Figure 27

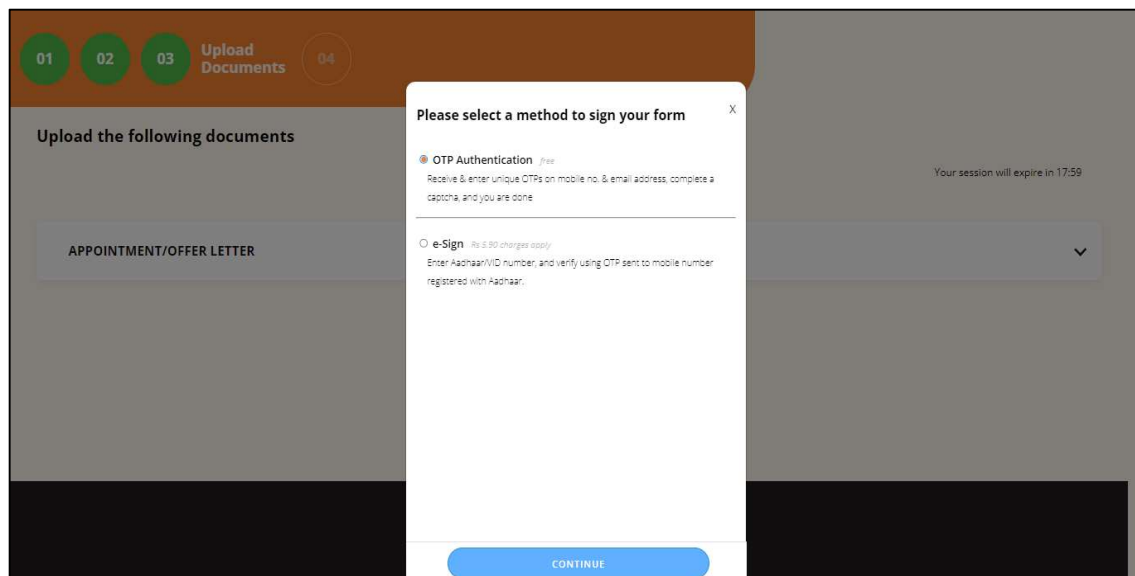Applicant can opt for OTP authentication or eSign for signing the document digitally (**Figure 28**)

Figure 28

In case user selects OTP authentication, unique OTPs received on Mobile number and Email need to be entered (**Figure 29**).
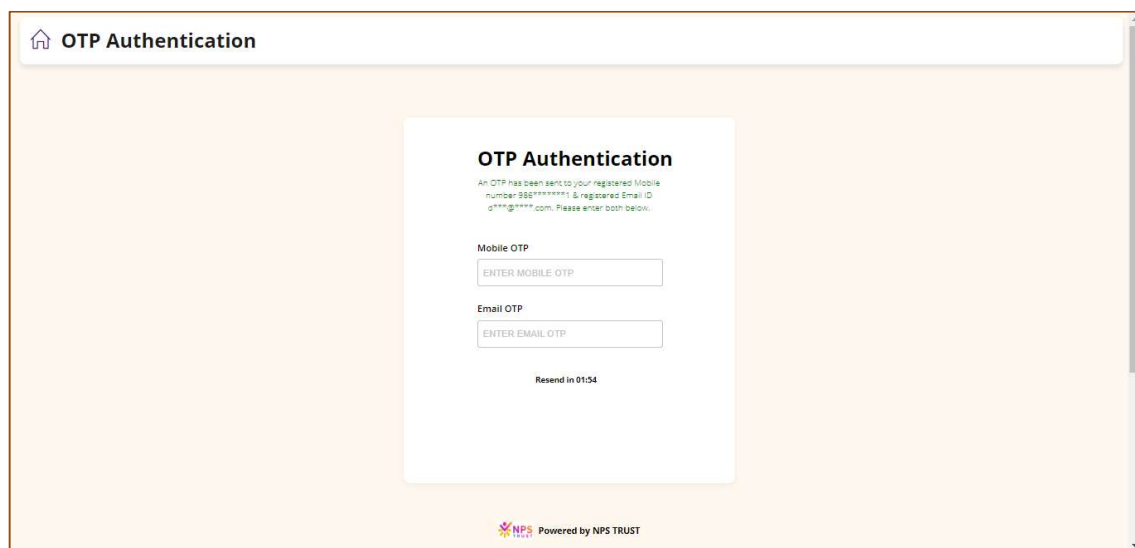

Figure 29

In case of eSign option, OTP received on Aadhaar linked Mobile Number needs to be entered.

Once OTP is entered, a confirmation screen along with Acknowledgement Number and Date would be displayed. Applicant can also download the Registered Form (**Figure 30**)
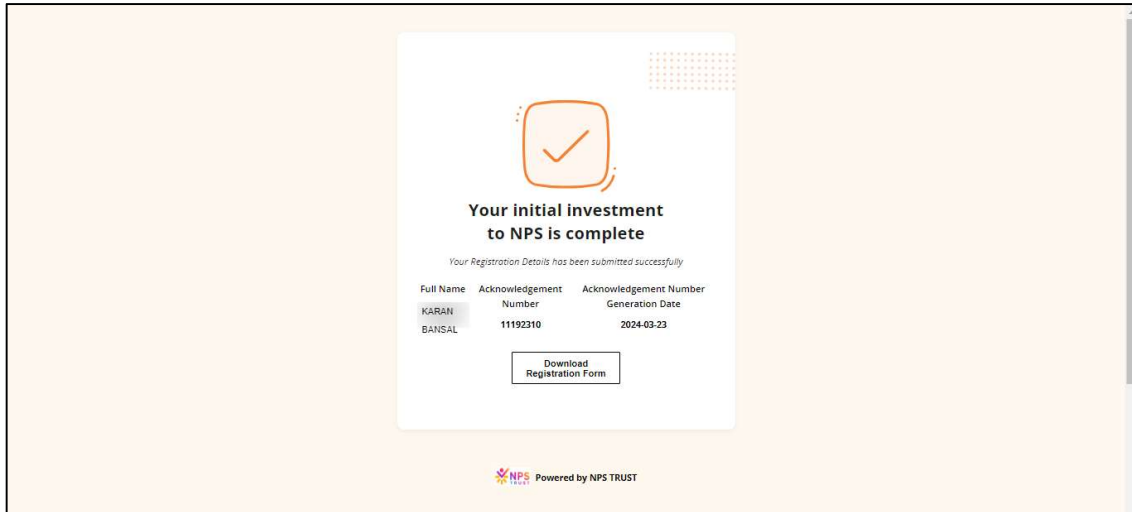

Figure 30

This marks the end of applicant journey for PRAN generation. The application then moves for verification by the nodal office.

2. Steps to Verify PRAN Generation through Nodal Office Maker Login

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

User will click on "eNPS Registration" option from 'Authorize Request' menu as shown in **Figure 31**.
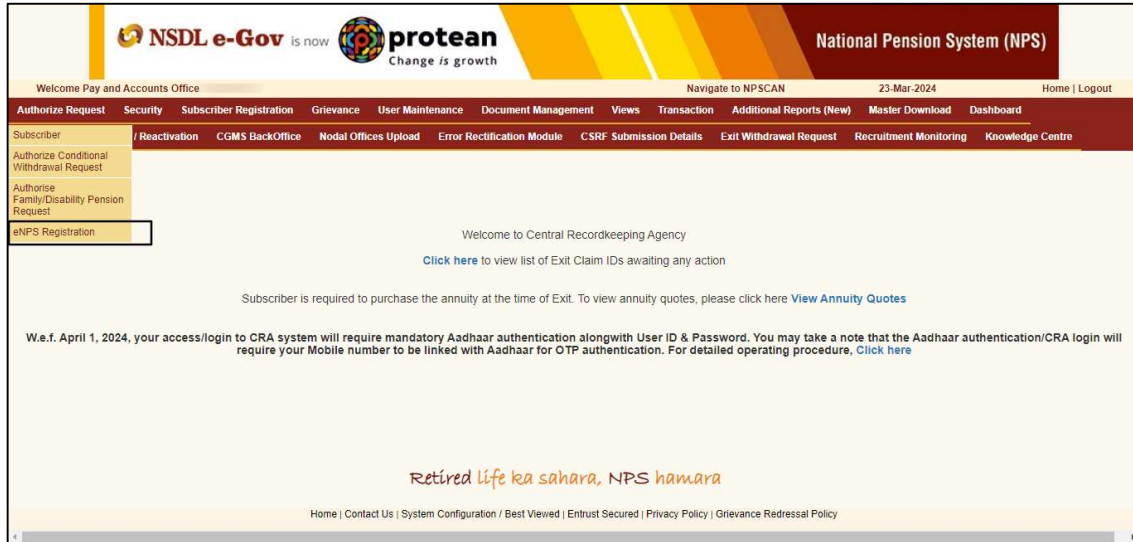

Figure 31

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

As shown in **Figure 32**, system shows two options i.e. "Verify/Authorize request" and "View Request Status".
User to select "Verify/Authorize request" and enter the Ack. Id or Date range to check applications awaiting verification.
User may act upon specific Acknowledgement ID by clicking on Accept/Reject link provided against the respective Ack. ID.
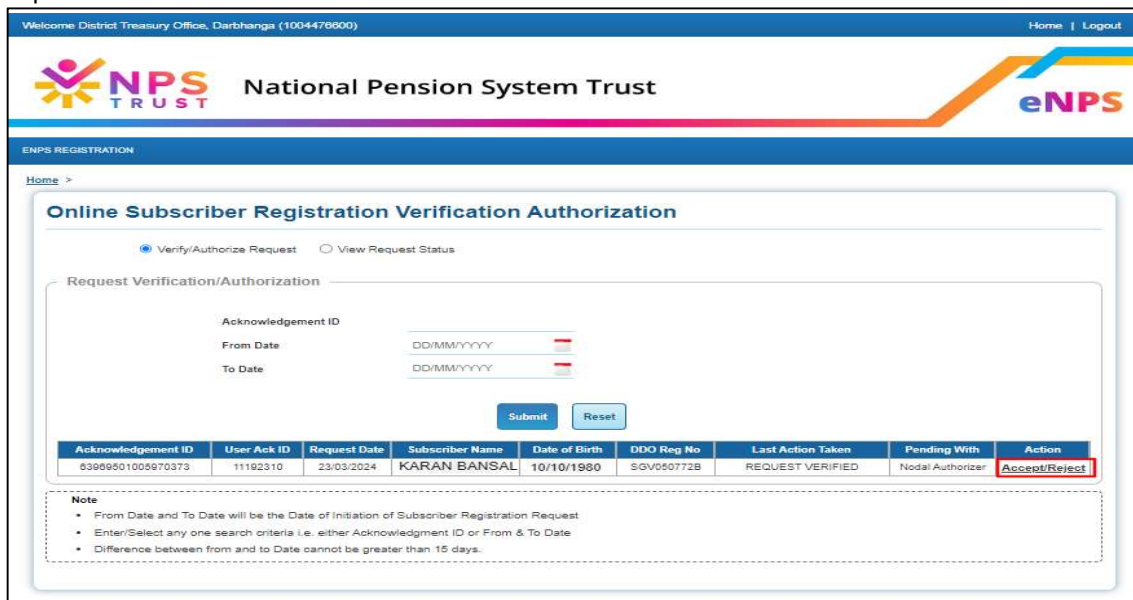

Figure 32

User will have to verify details provided in all the tabs by clicking in bottom right option "**>>**" as shown below in **Figure 33**.

Figure 33

User will ensure that Photo & Signature of the subscriber are visible and click on "**>>**" option to proceed further (**Figure 34)**.

Figure 34

After verifying all the details User will have to select Approve / Reject and submit the Request as shown in **Figure 35**.

➢ 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.

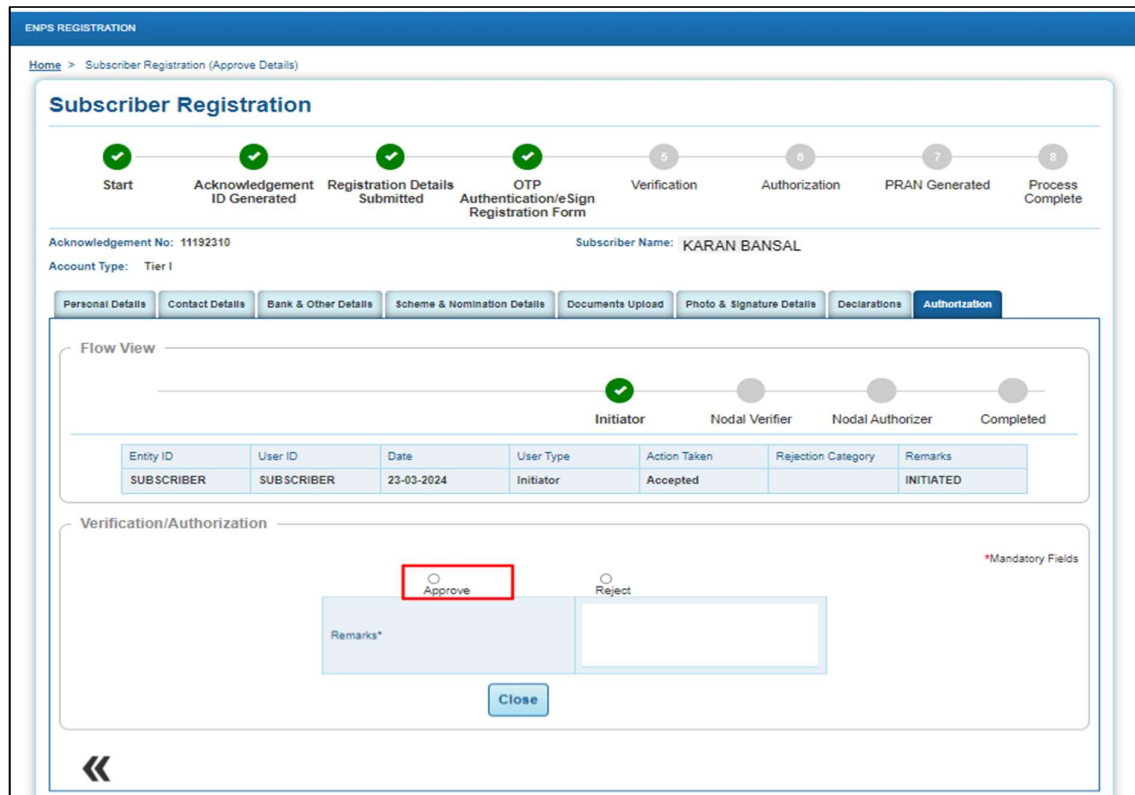**Note**: Remarks are Mandatory for Rejection of Request.

Figure 35

Once the request is successfully verified once it is approved and goes for next level of Authorization at Checker Level as shown in **Figure 36**.
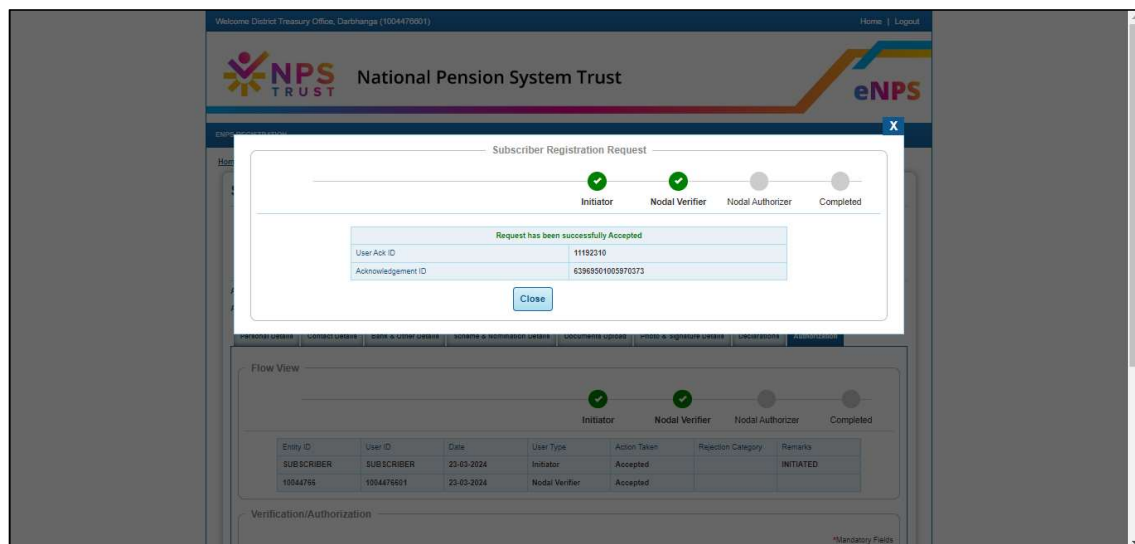

Figure 36

This completes the Maker level approval.

In case of rejection the applicant must re-initiate the registration process. Rejected request won't be available for authorization in Checker ID.

3. Steps to authorize PRAN Generation through Nodal Office Checker Login

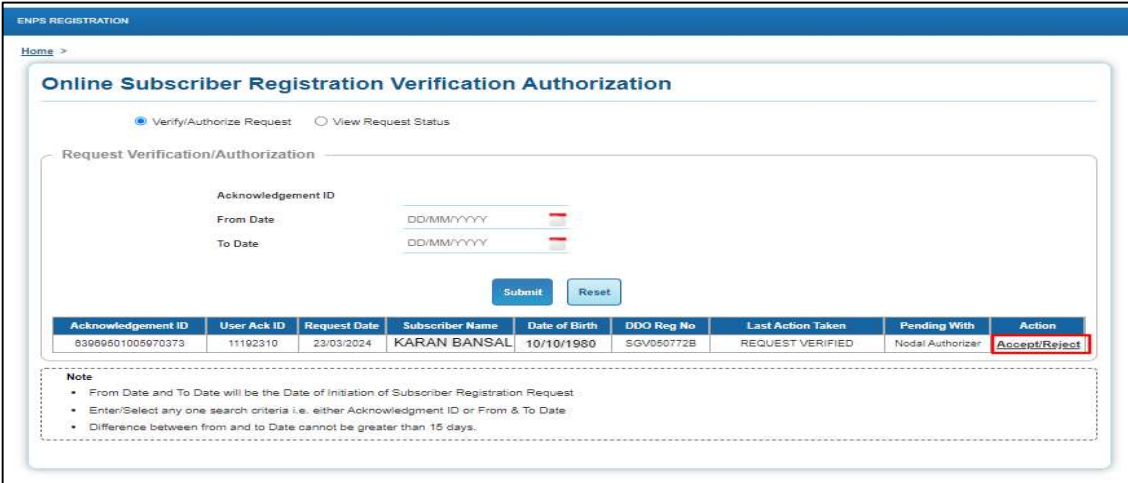Nodal office will login into CRA system by accessing https://cra-nsdl.com/CRA/.

User will click on "eNPS Registration" option from 'Authorize Request' menu.

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

As shown in **Figure 37**, system shows two options i.e. "Verify/Authorize request" and "View Request Status".

User to select "Verify/Authorize request" and enter the Ack. Id or Date range to check applications awaiting authorization.

User may act upon specific Acknowledgement ID by clicking on Accept/Reject link provided against the respective Ack. ID

Figure 37

After verifying all the details User will have to select Approve / Reject and submit the Request as shown in **Figure 38**.

- ➢ 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.

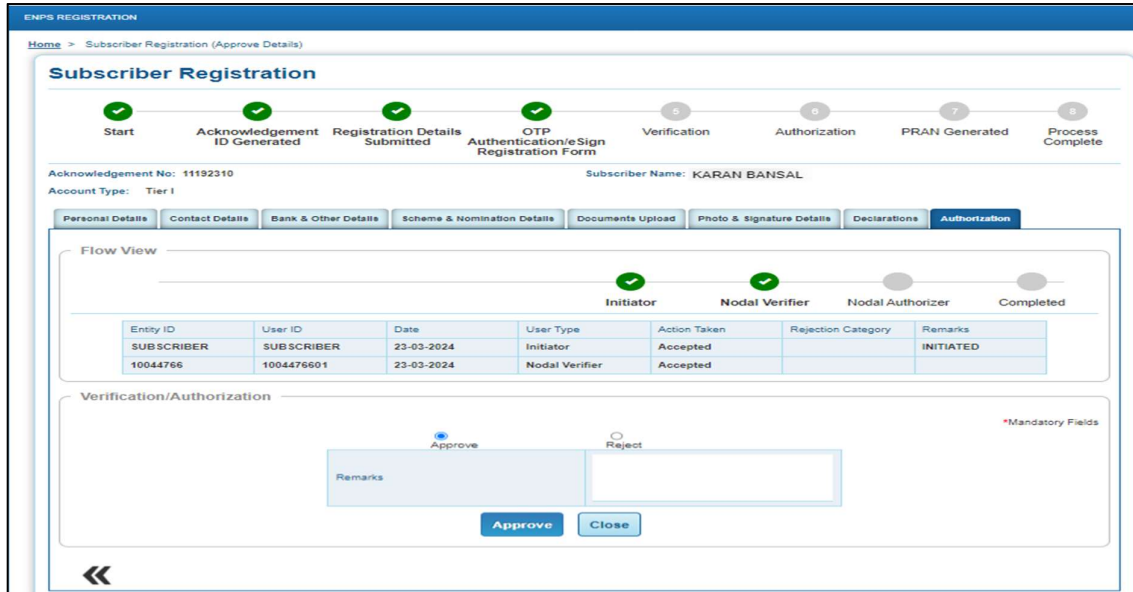**Note:** Remark is Mandatory for Rejection of Request.

Figure 38

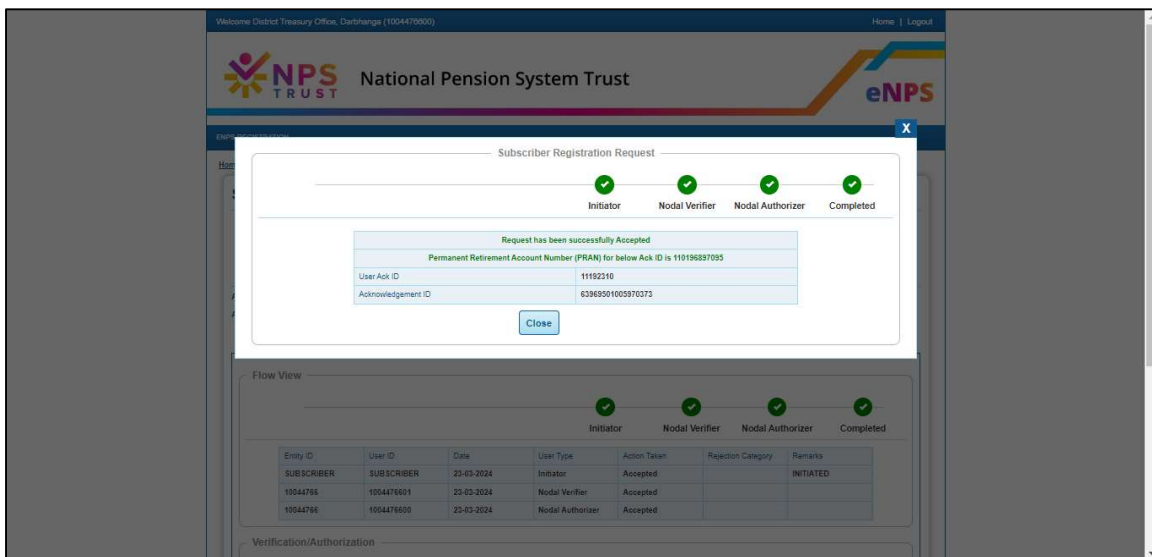Once request is successfully Authorized, PRAN is generated in CRA system as shown in **Figure 39**.

Figure 39

In case of rejection by the Checker User, the applicant must re-initiate the registration process.

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