



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)**

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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.

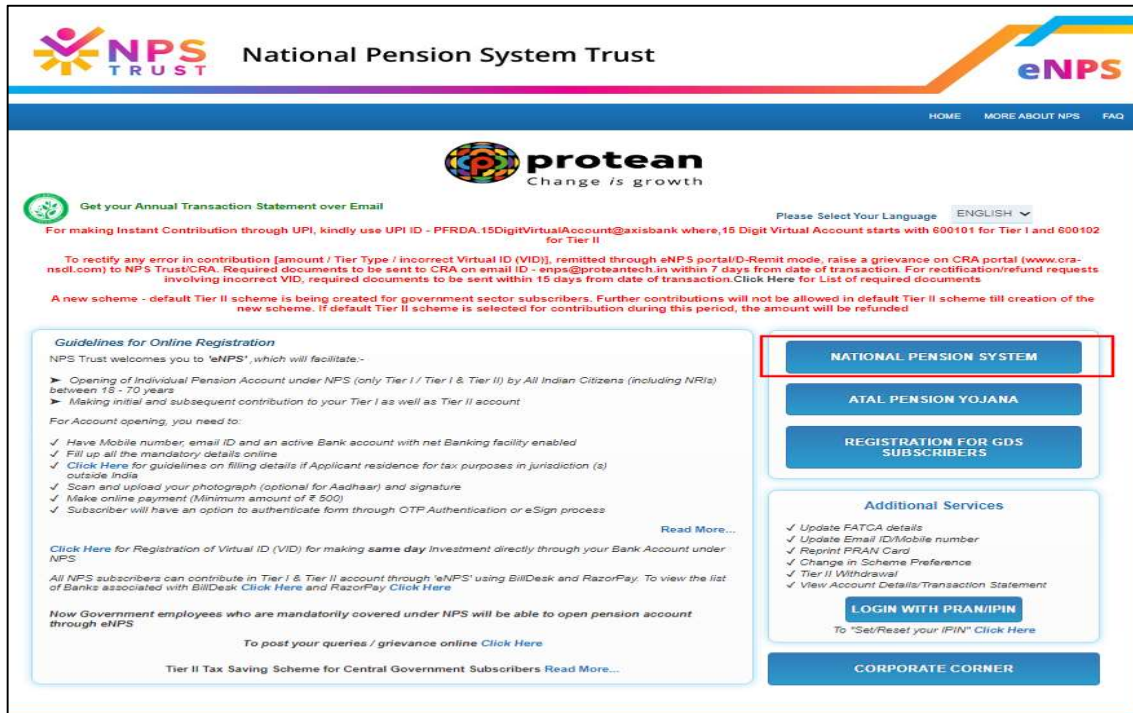


Figure 1

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

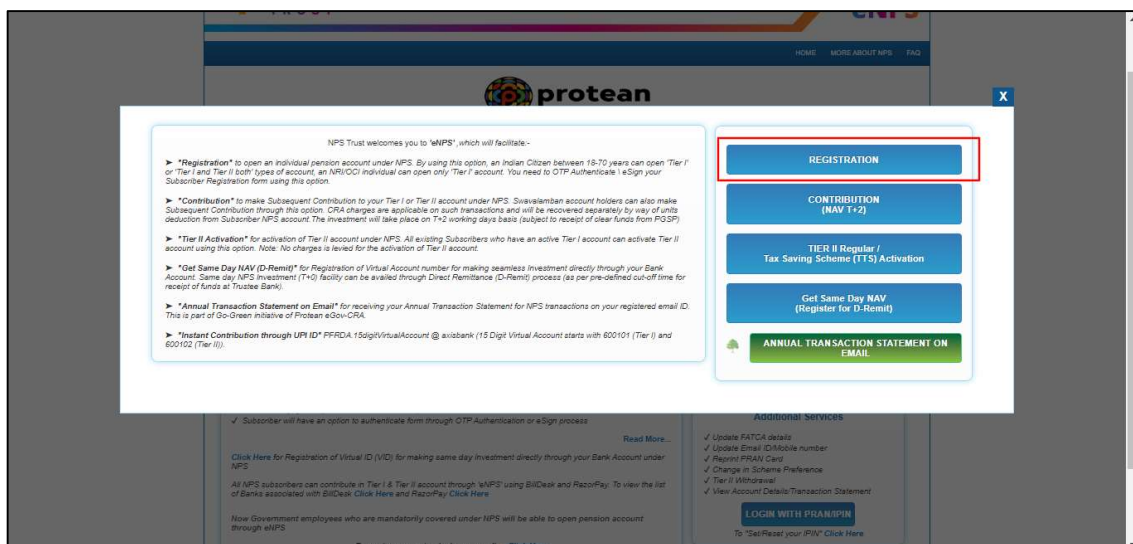


Figure 2

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**.

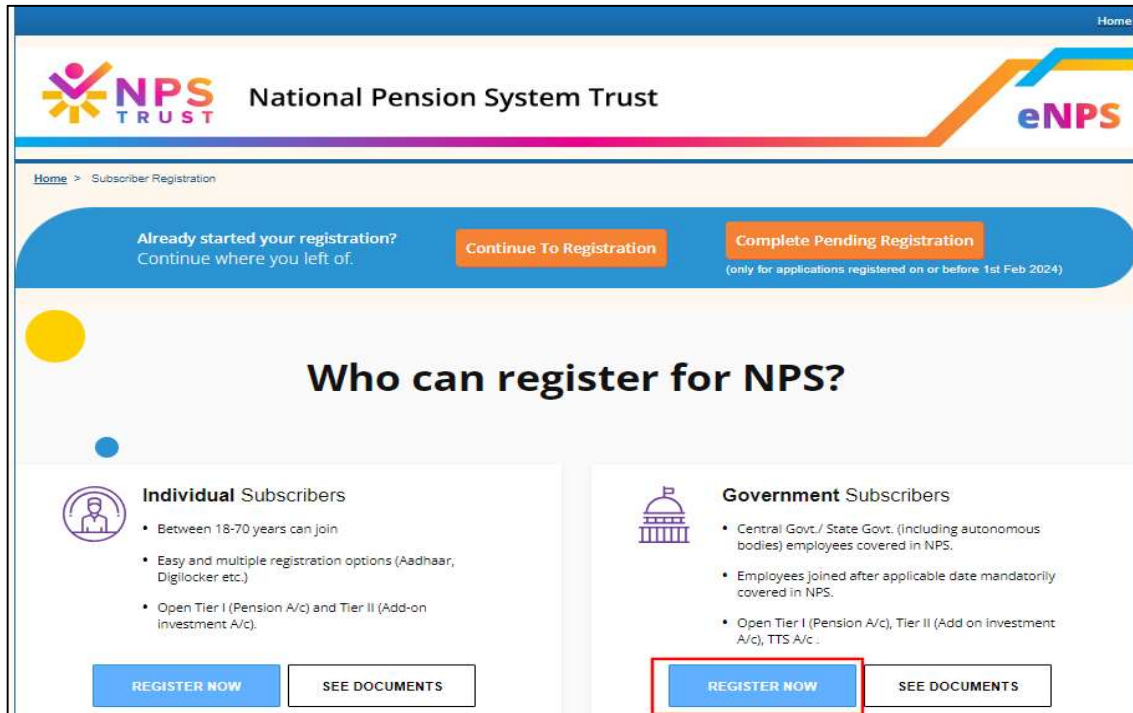


Figure 3

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

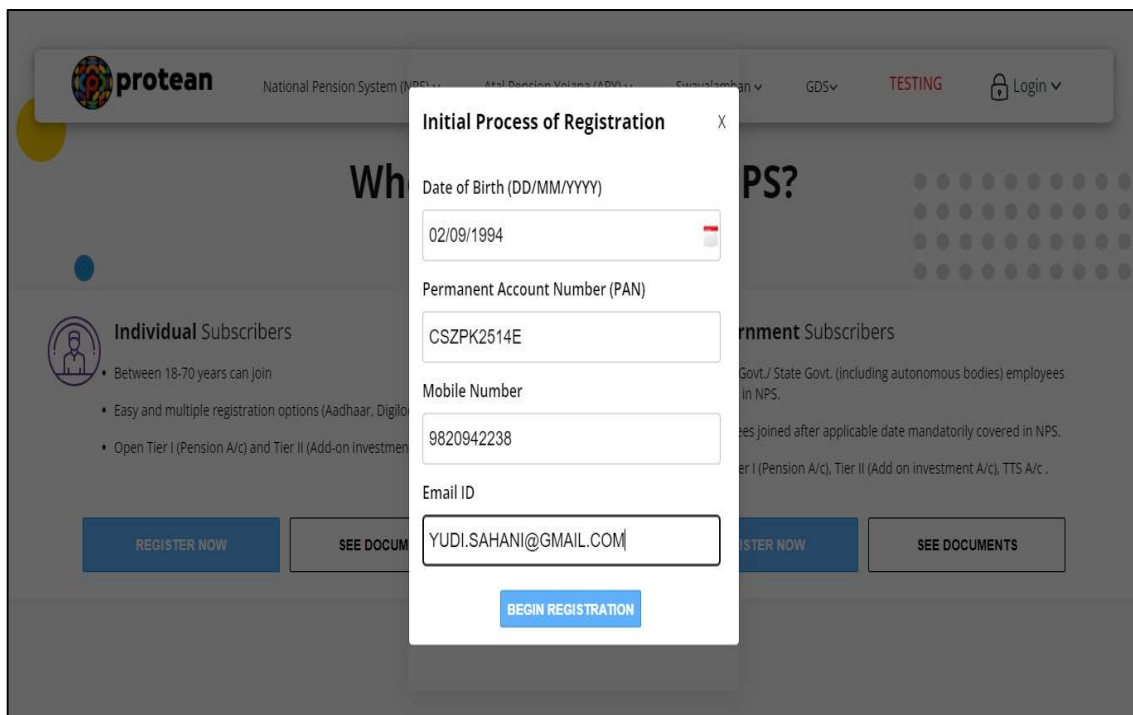


Figure 4

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)

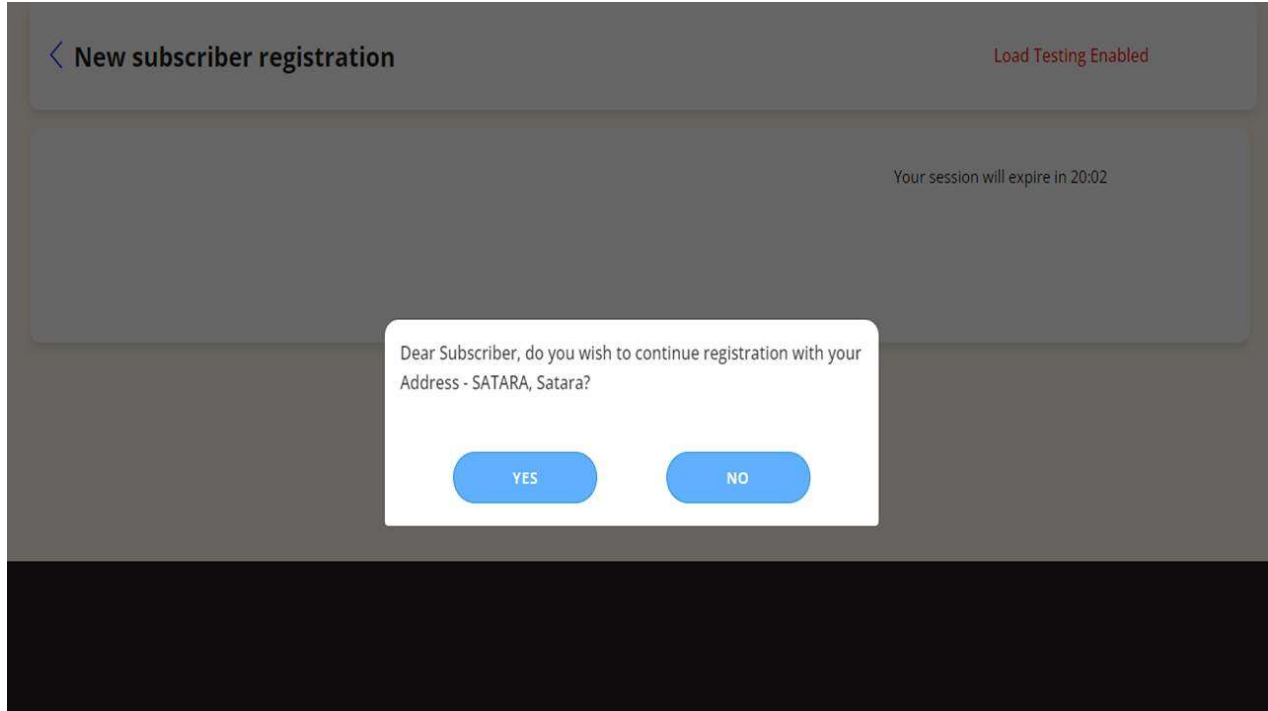


Figure 5

Applicant shall select the option “**Document with DigiLocker**” as show in **Figure 6**.

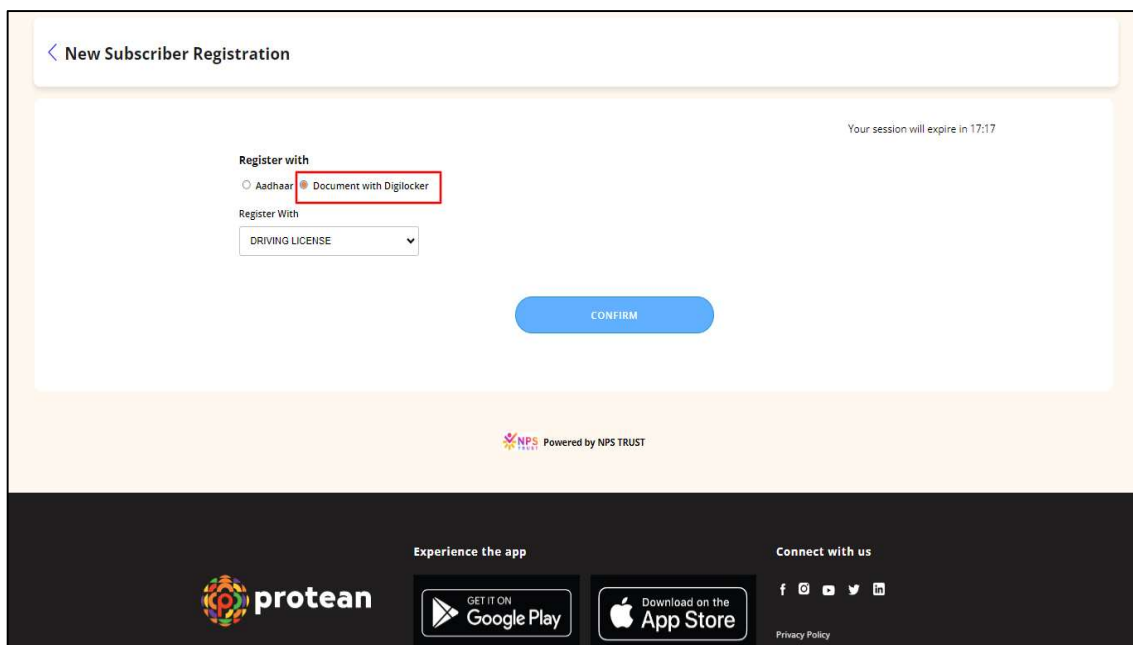


Figure 6

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

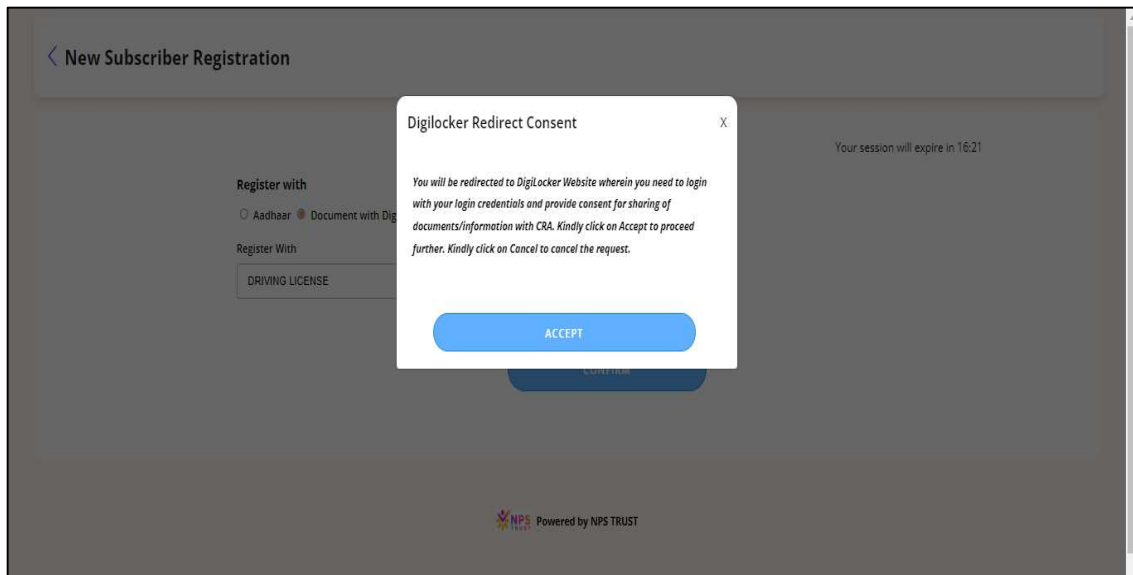


Figure 7

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**.

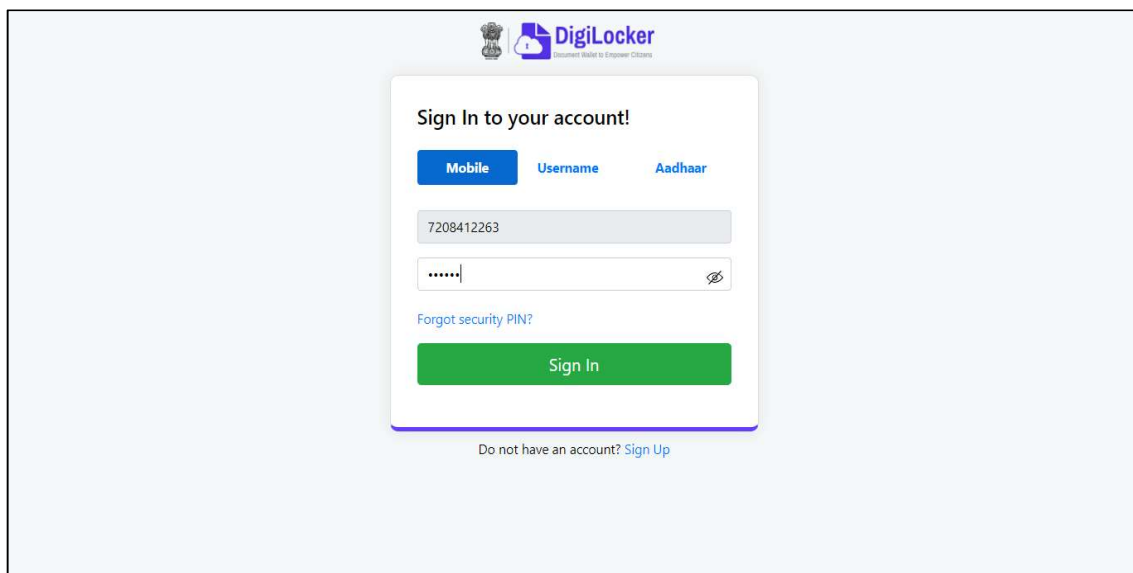


Figure 8

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**.

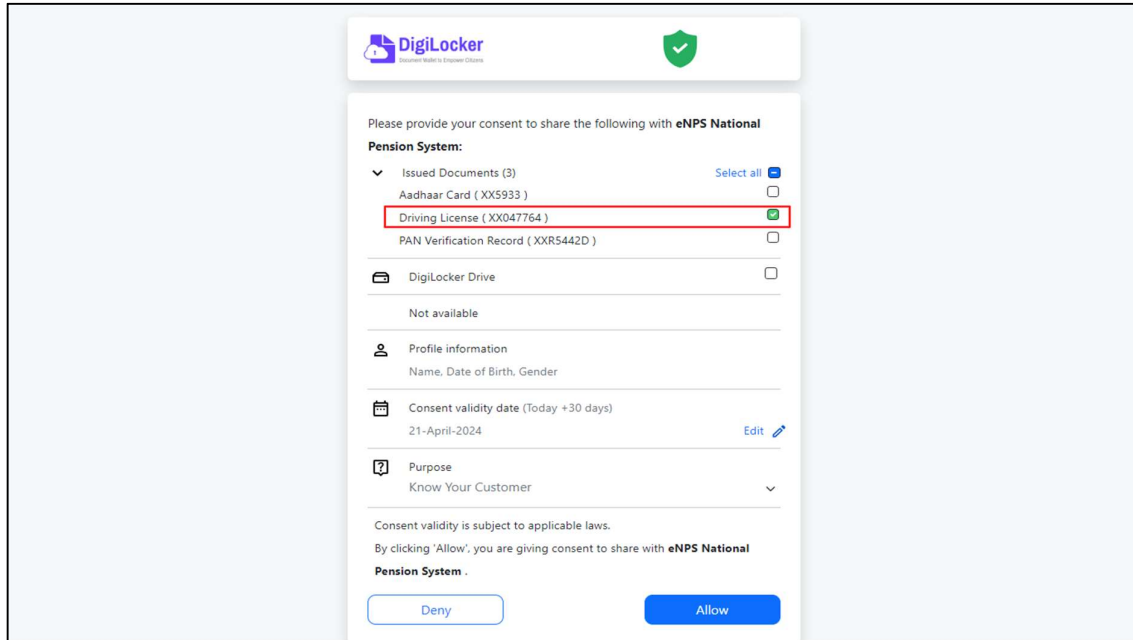


Figure 9

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**.

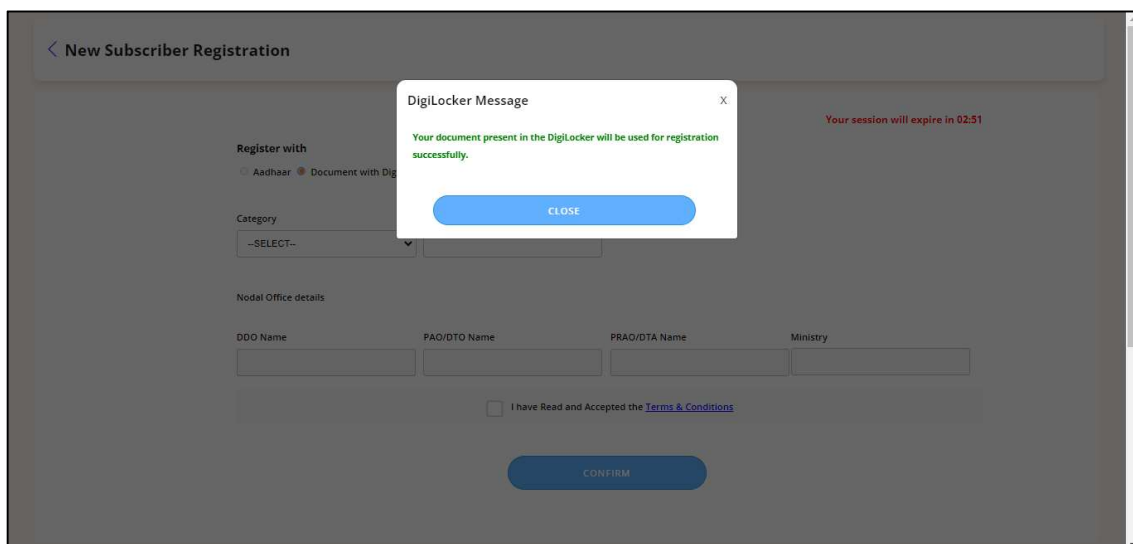


Figure 10

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

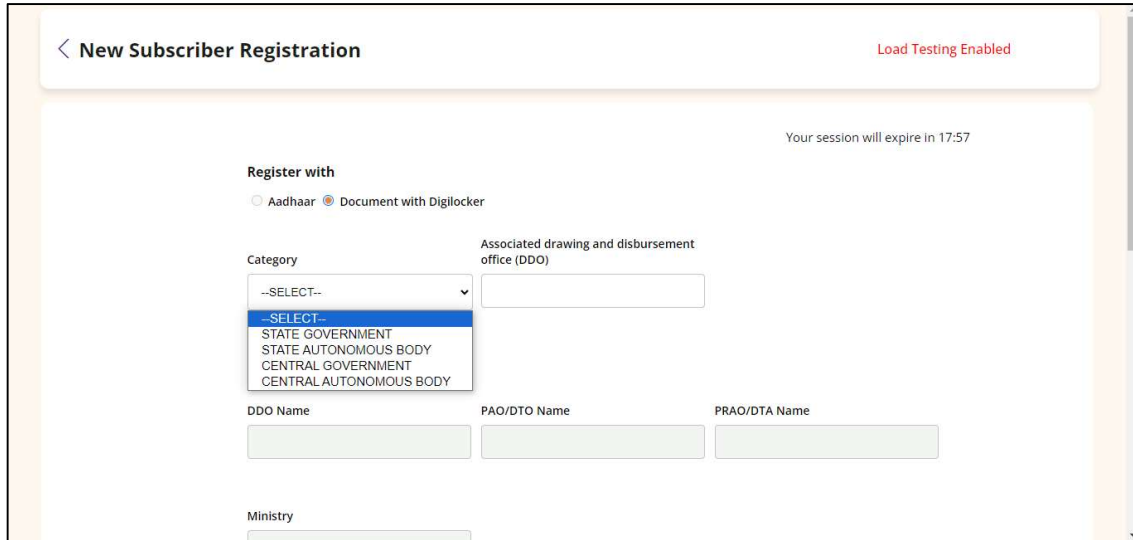


Figure 11

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

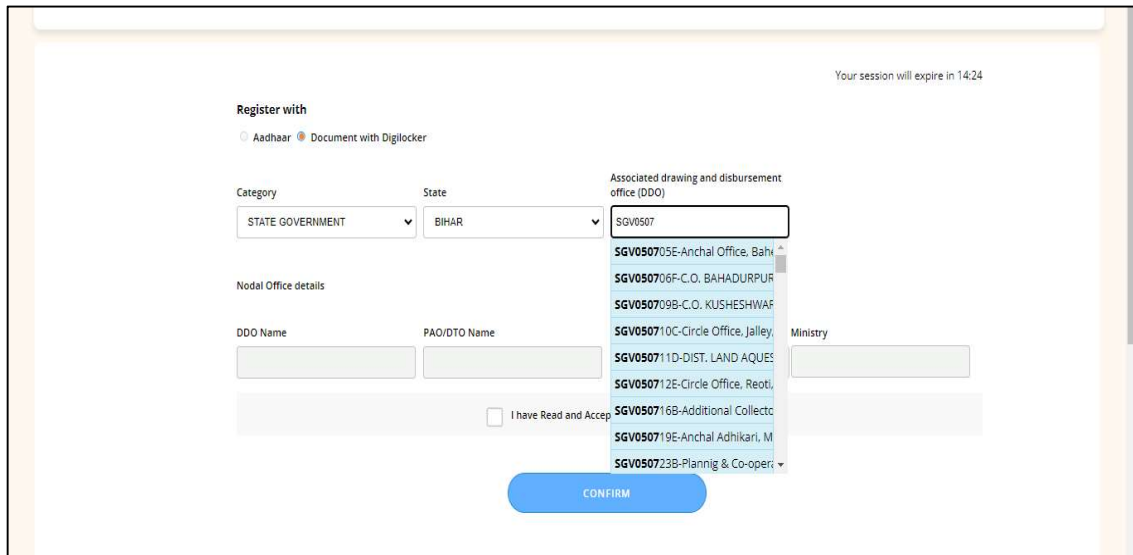


Figure 12

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.

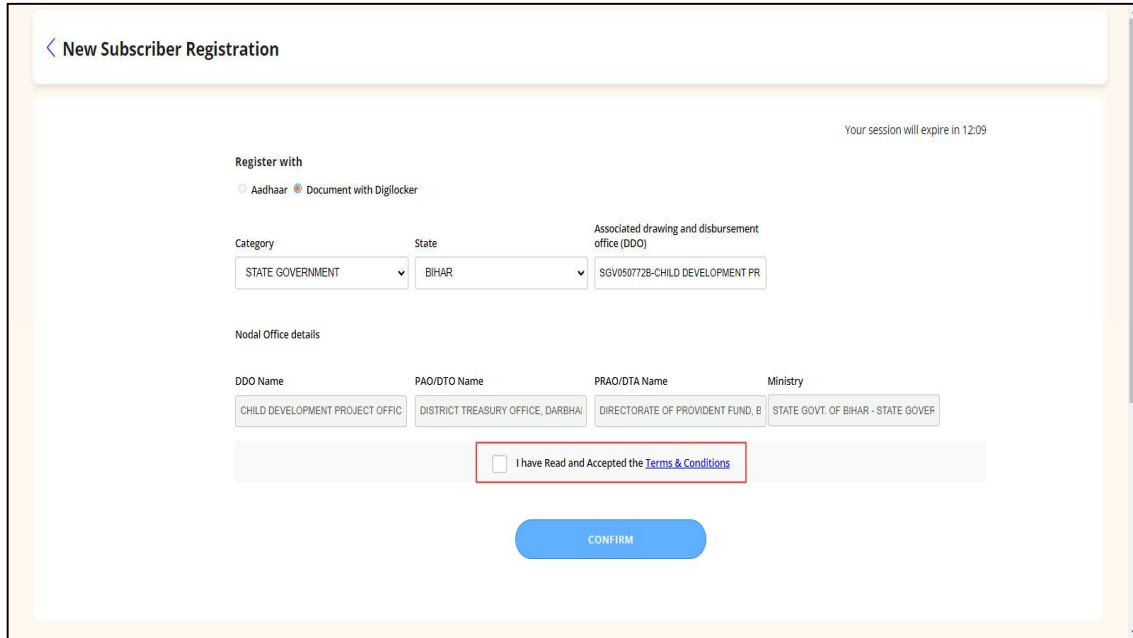


Figure 13

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

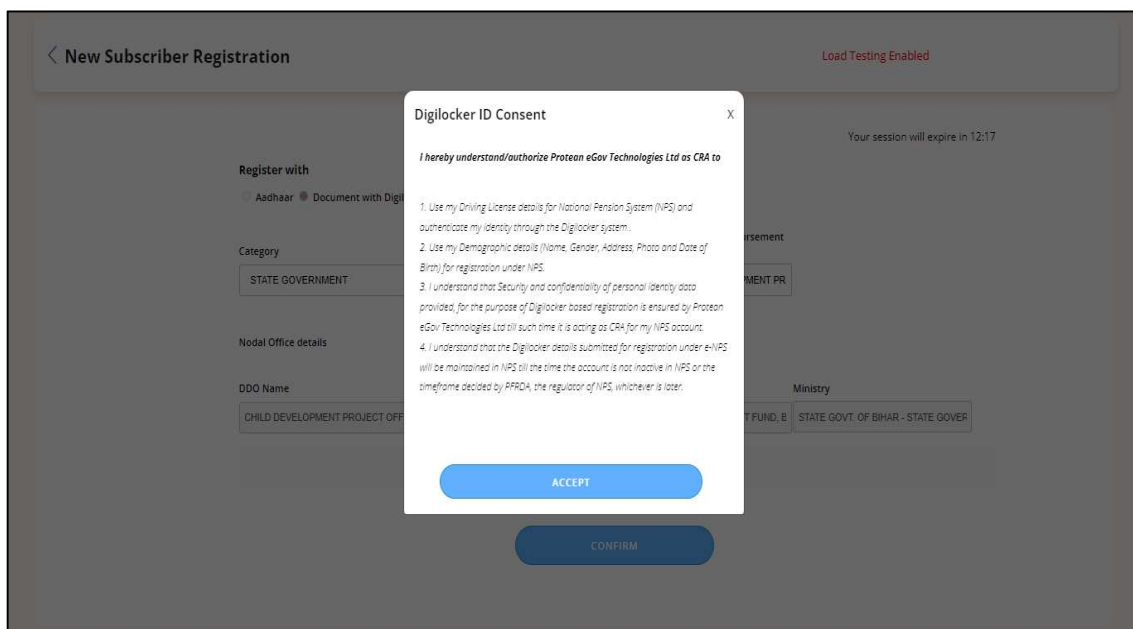


Figure 14

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**).

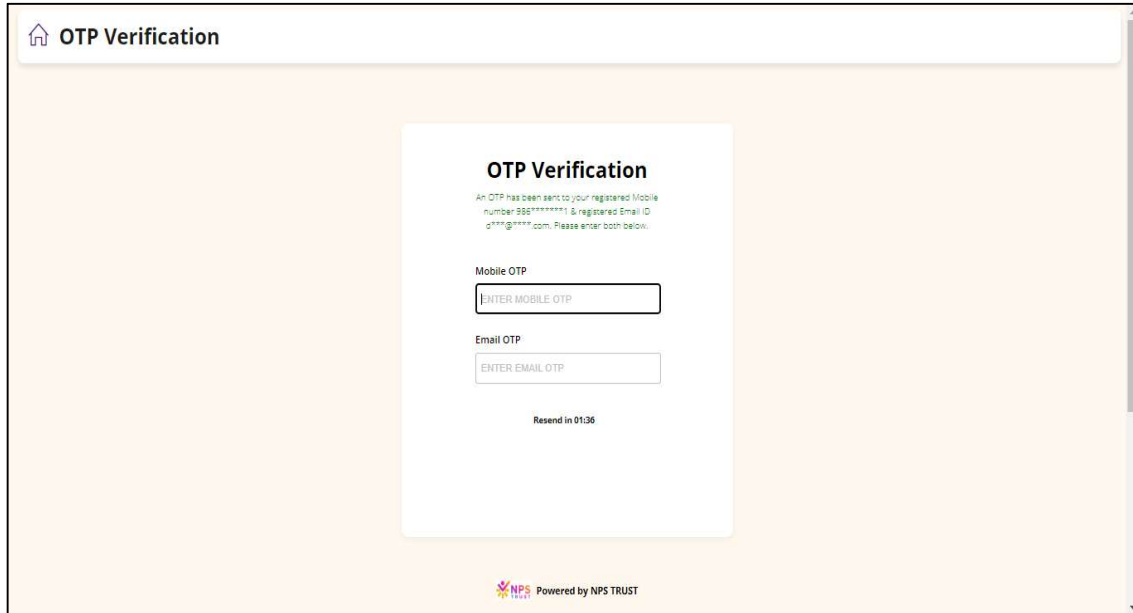


Figure 15

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.

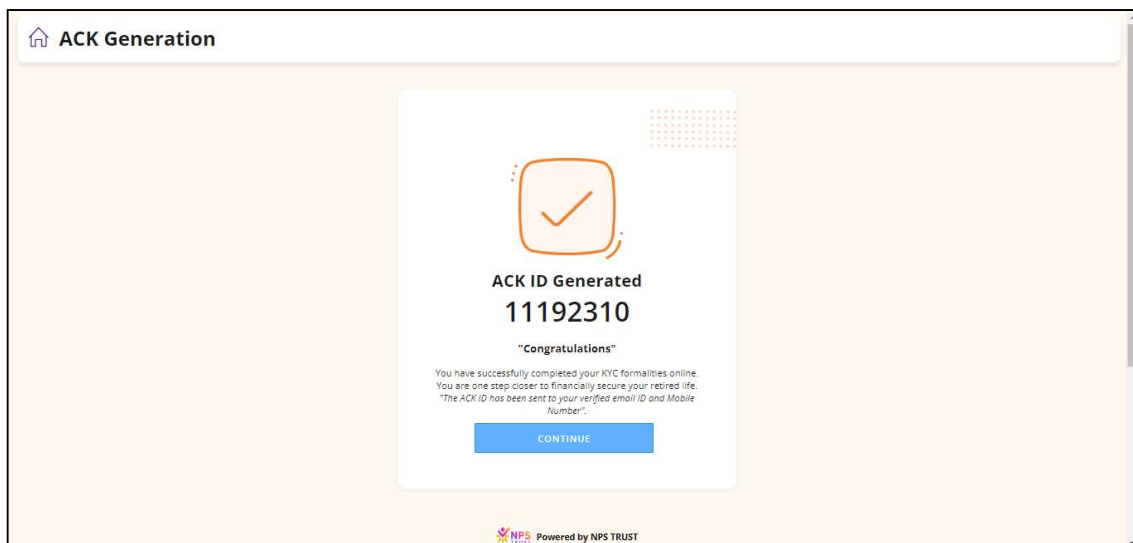


Figure 16

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**).

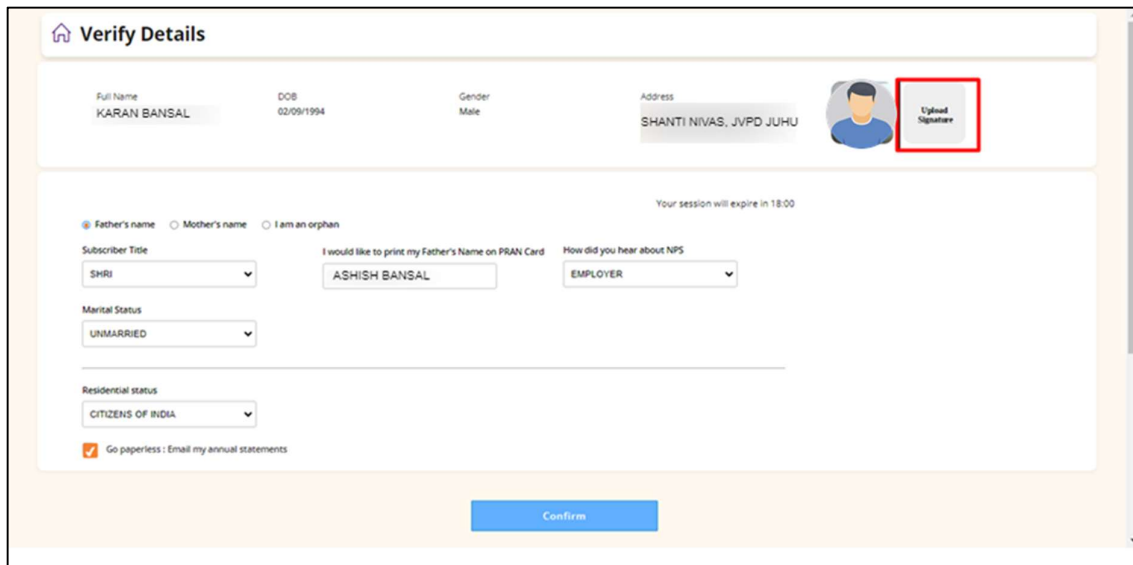


Figure 17

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

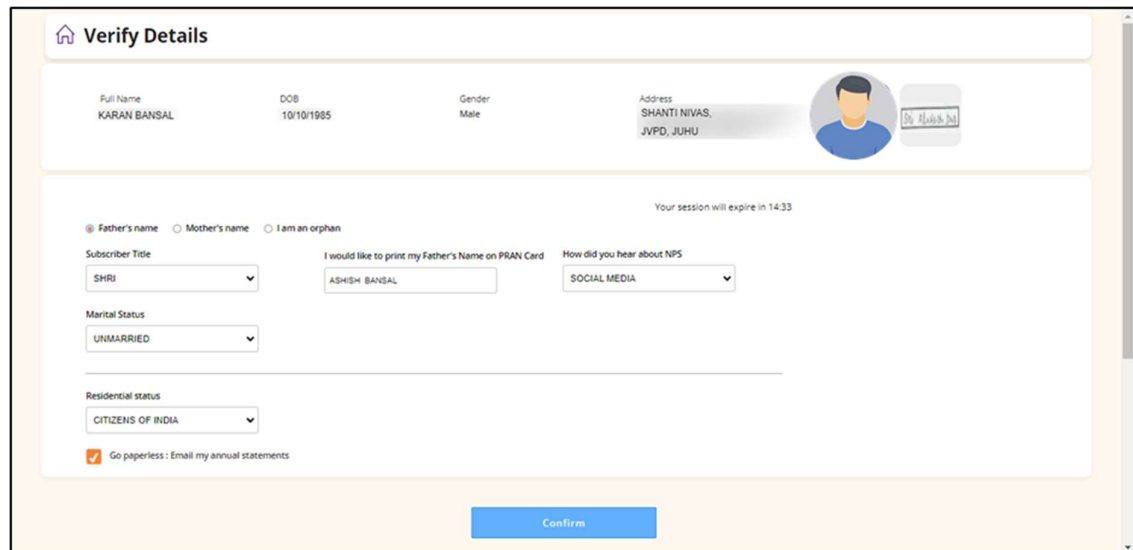
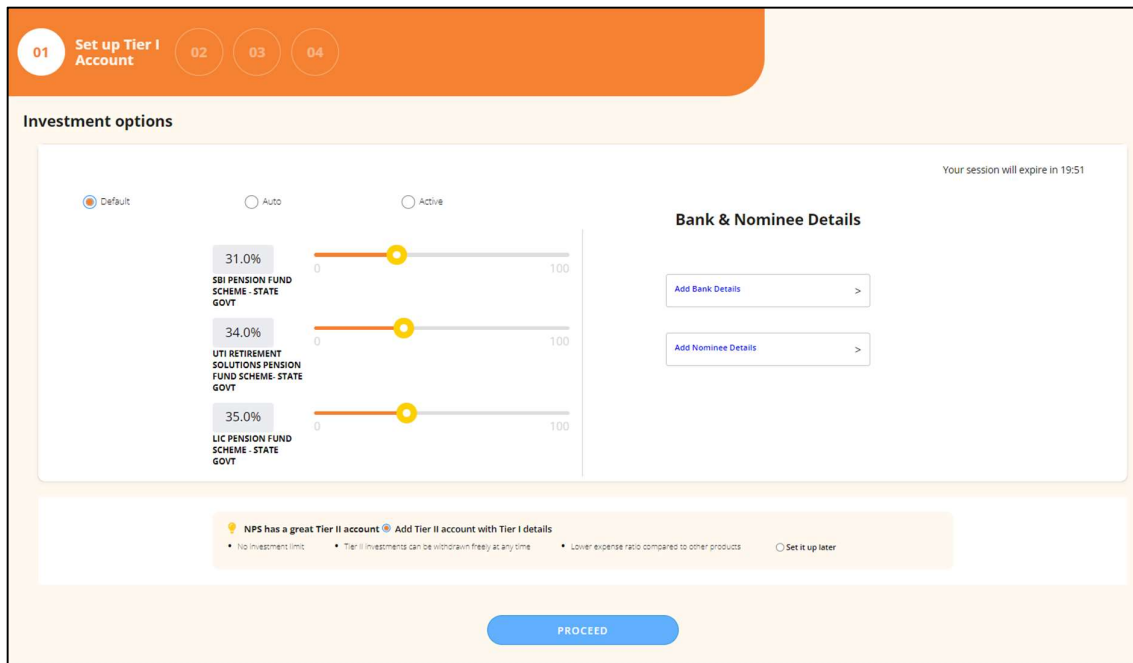


Figure 18

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



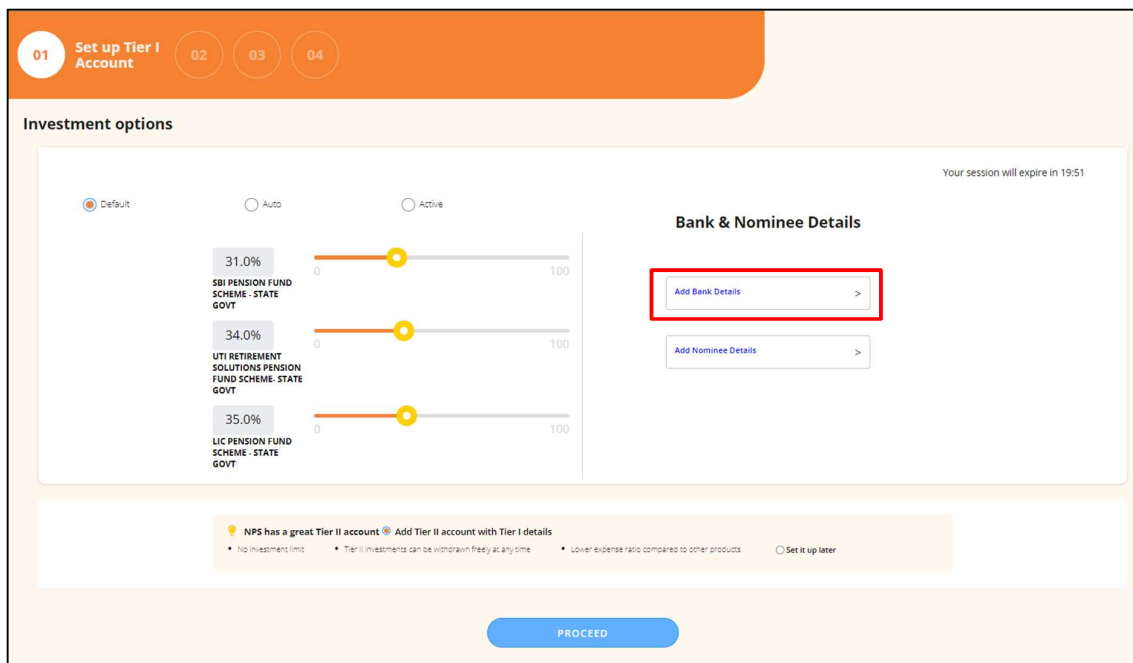
The screenshot shows the 'Set up Tier I Account' interface. At the top, there are four steps: 01 (selected), 02, 03, and 04. The main heading is 'Investment options'. Below this, there are three radio buttons: 'Default' (selected), 'Auto', and 'Active'. To the right, it says 'Your session will expire in 19:51'. Under 'Bank & Nominee Details', there are two buttons: 'Add Bank Details' and 'Add Nominee Details'. The investment options are listed as follows:

Investment Option	Percentage
SBI PENSION FUND SCHEME - STATE GOVT	31.0%
UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT	34.0%
LIC PENSION FUND SCHEME - STATE GOVT	35.0%

At the bottom, there is a 'PROCEED' button. A note at the bottom states: 'NPS has a great Tier II account. Add Tier II account with Tier I details'. Below this note are four bullet points: 'No investment limit', 'Tier II investments can be withdrawn freely at any time', 'Lower expense ratio compared to other products', and 'Set it up later'.

Figure 19

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



This screenshot is identical to Figure 19, but the 'Add Bank Details' button is highlighted with a red rectangular box. The rest of the interface, including the investment options, radio buttons, and 'PROCEED' button, remains the same.

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.

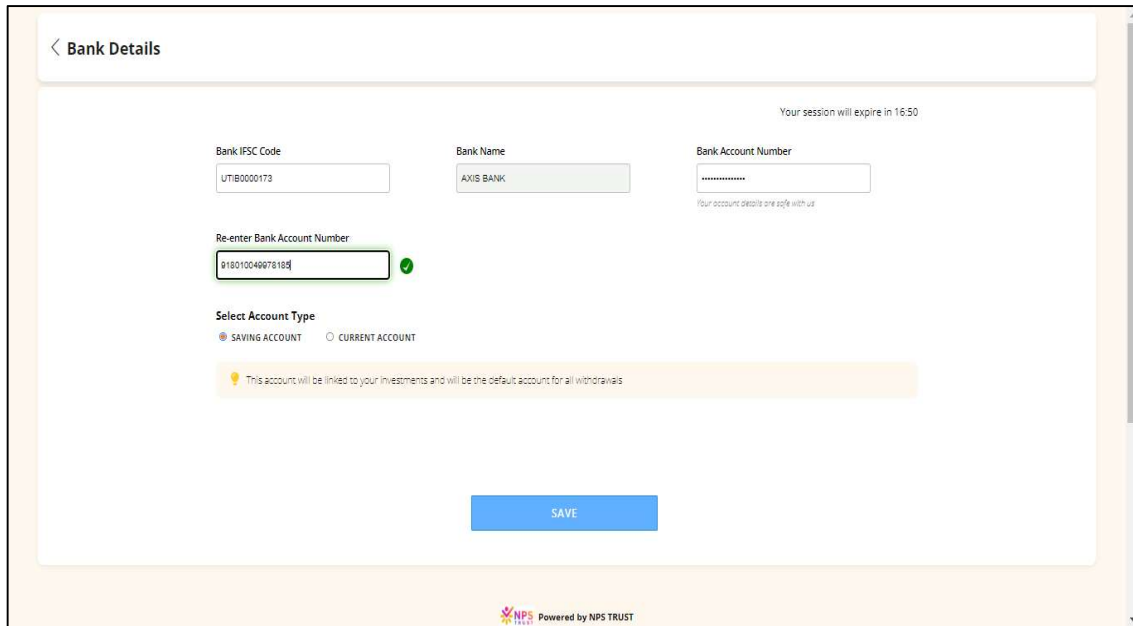


Figure 21

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

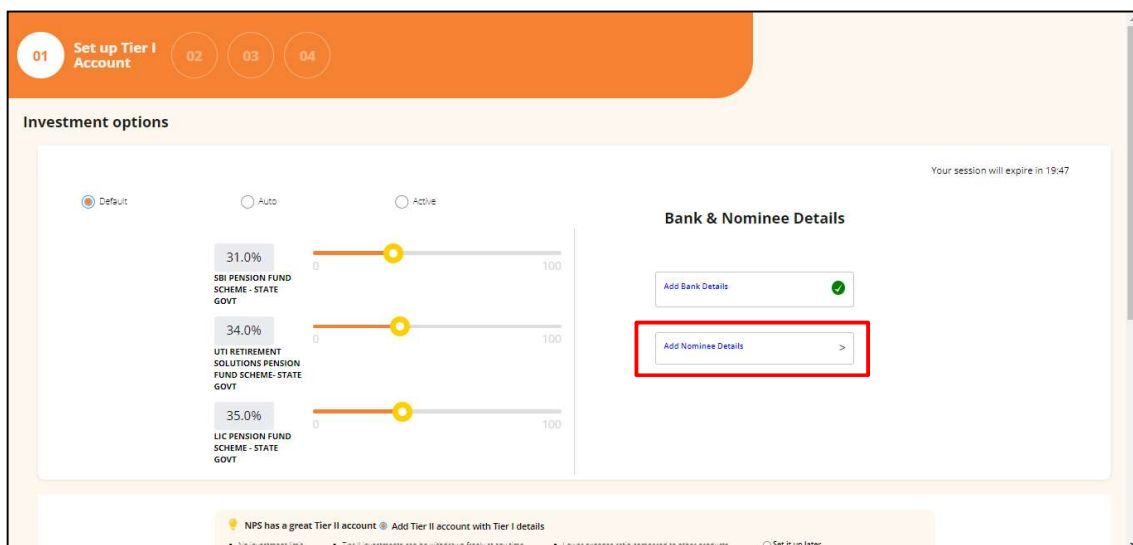


Figure 22

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%.

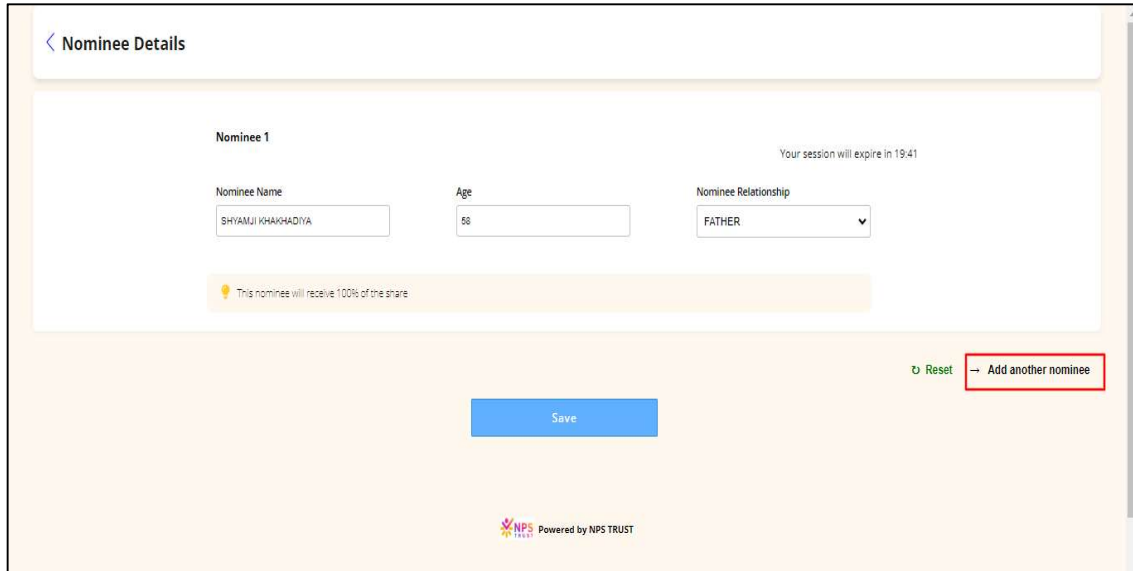


Figure 23

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**.

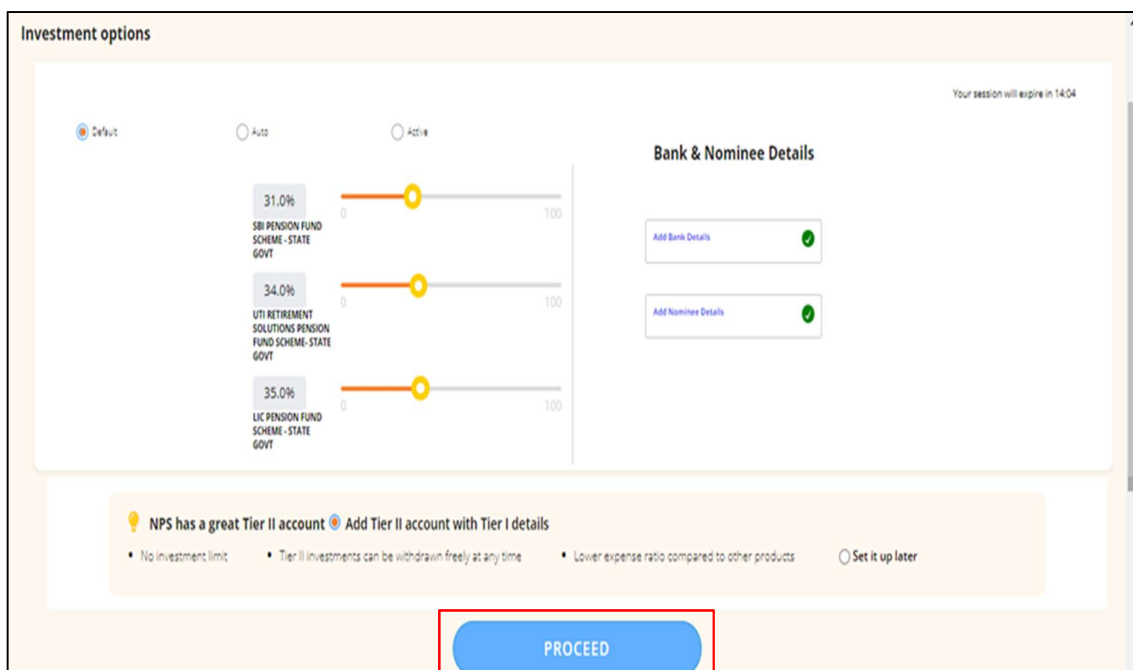


Figure 24

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.

01
02
Personal Details
Account
03
04

Your session will expire in 19:07

<p>Place of Birth</p> <input type="text" value="MUMBAI"/>	<p>Country of Birth</p> <input type="text" value="INDIA"/>	<p>Nationality</p> <input type="text" value="INDIAN"/>
<p>Membership Number(PPAN)</p> <input type="text" value="12345"/>	<p>Date of joining</p> <input type="text" value="01/03/2024"/>	<p>Department</p> <input type="text" value="WATER"/>
<p>Date of Retirement</p> <input type="text" value="31/03/2054"/>	<p>Annual Income Range</p> <input type="text" value="10 LAC TO 25 LAC"/>	

FATCA Details

I pay tax of india
 I am not US person

FATCA 1

Country of Tax residency	Address of Tax residency	TIN Number issuing Country
<input type="text" value="INDIA"/>	<input type="text" value="PLEASE ENTER ADDRESS OF TAX RES."/>	<input type="text" value="INDIA"/>
Tax Identification Number	Validity	State
<input type="text" value="ABCPD1234A"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="PLEASE ENTER FATCA STATE"/>
City	Zip Code	
<input type="text" value="PLEASE ENTER FATCA CITY"/>	<input type="text" value="PLEASE ENTER FATCA ZIP CODE"/>	

Address Proof

Current Address Proof	Document Proof ID (if any)	Document Expiry Date (if any)
<input type="text" value="DRIVING LICENCE"/>	<input type="text" value="MH 1234567789"/>	<input type="text" value="12/07/2032"/>

Proof of Identity

Identity Proof	ID Number	ID Expiry Date
<input type="text" value="DRIVING LICENCE"/>	<input type="text" value="MH 1234567789"/>	<input type="text" value="12/07/2032"/>
Date of Birth Proof	Document Proof ID (if any)	Document Expiry Date
<input type="text" value="DRIVING LICENSE"/>	<input type="text" value="MH 1234567789"/>	<input type="text" value="12/07/2032"/>

PROCEED

Figure 25

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

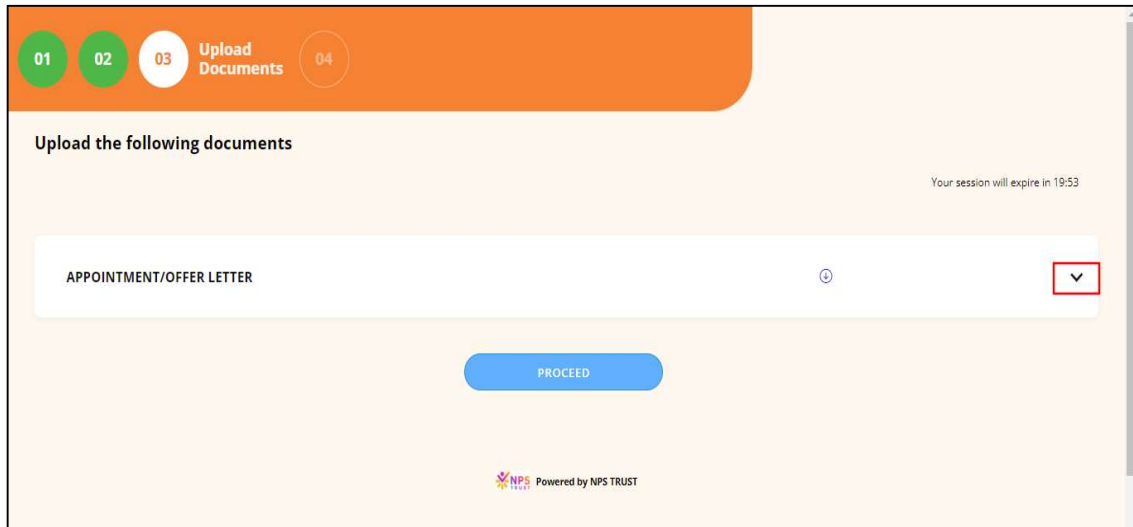


Figure 26

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

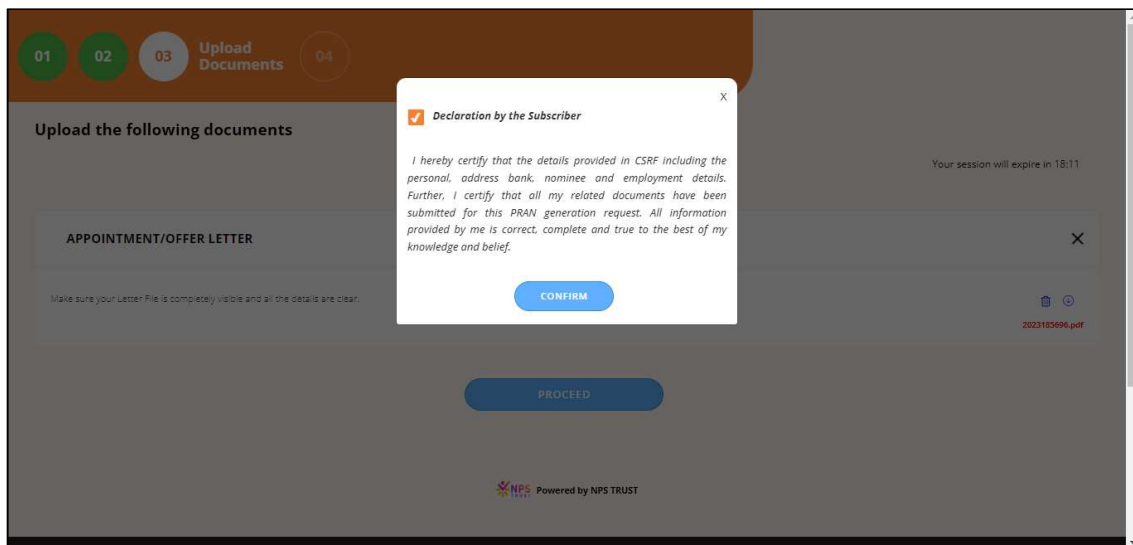


Figure 27

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

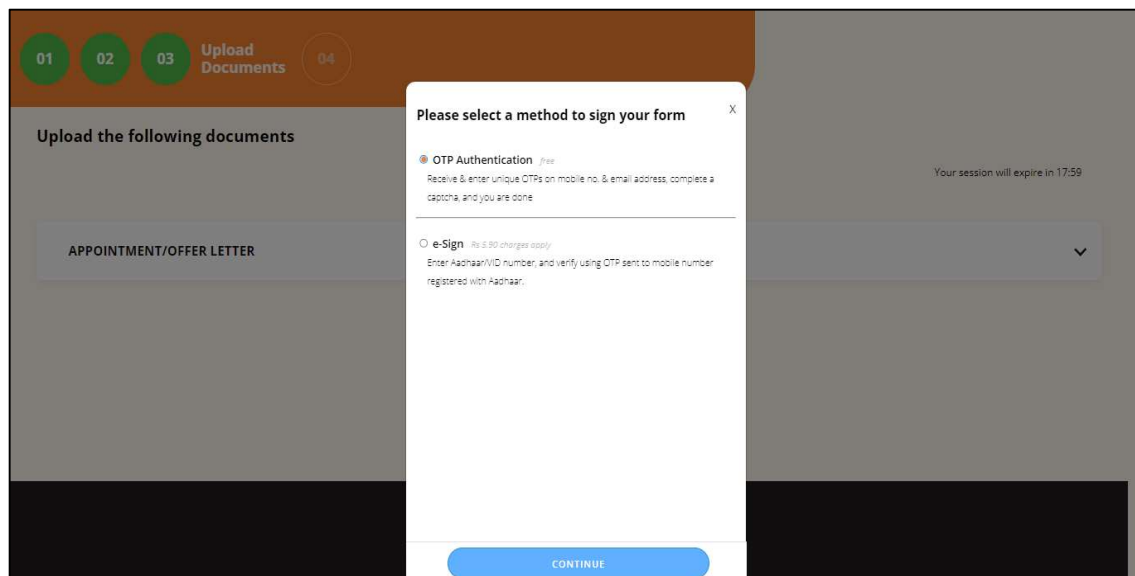


Figure 28

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

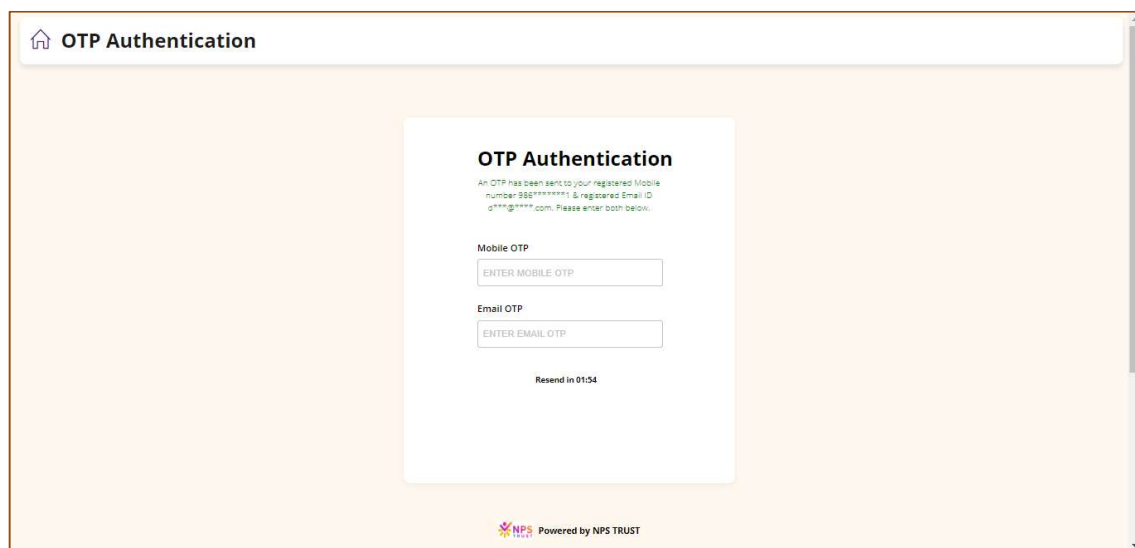


Figure 29

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**)

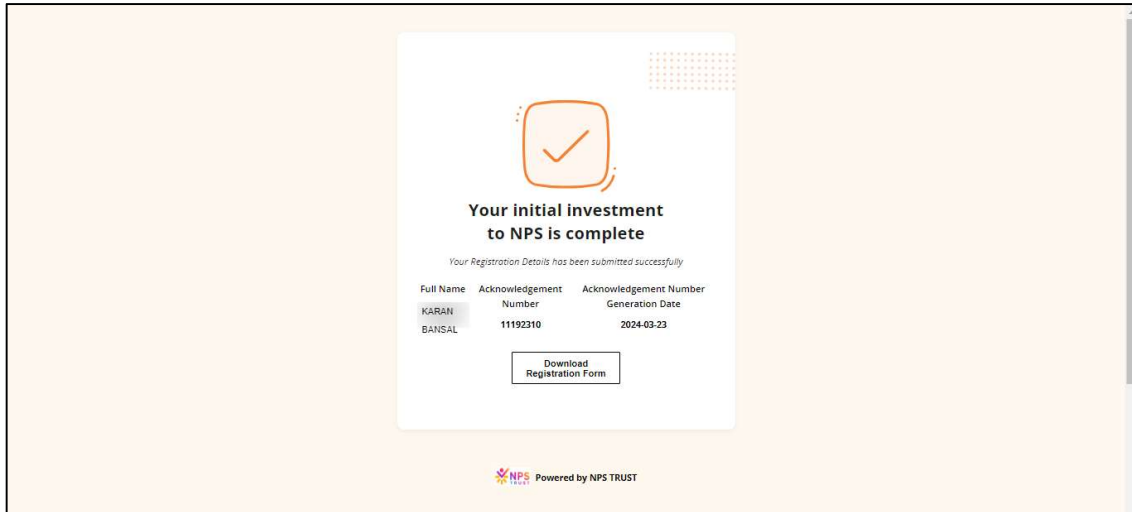


Figure 30

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**.

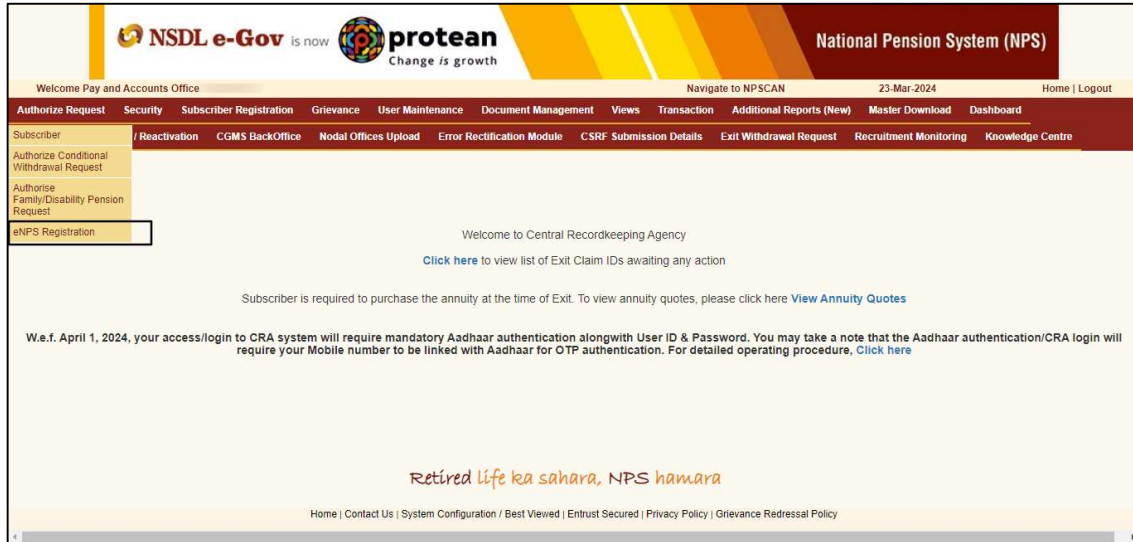


Figure 31

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.

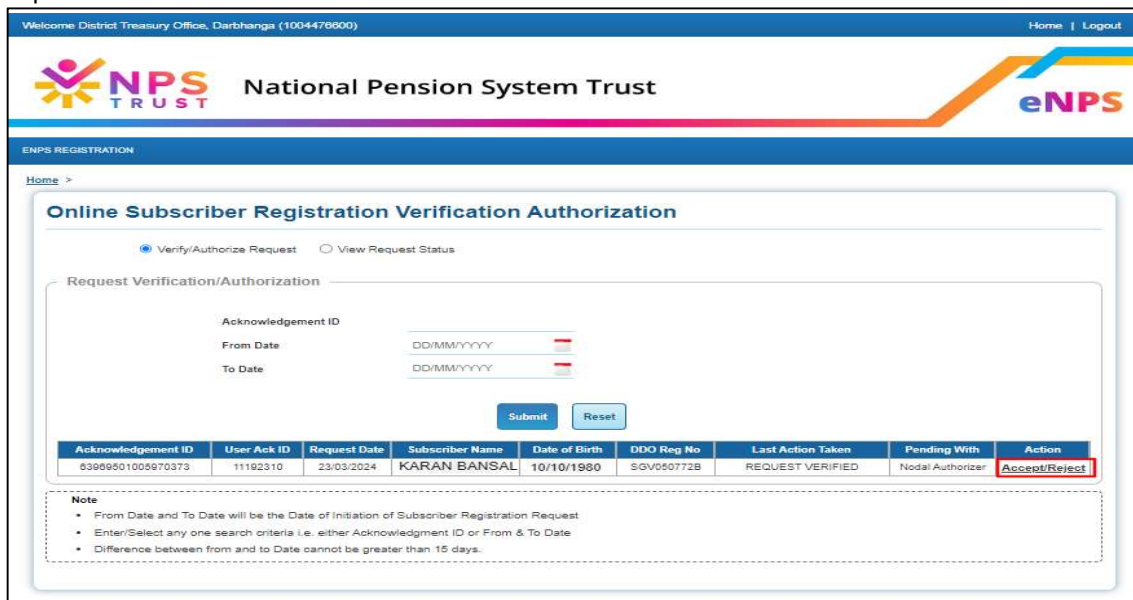


Figure 32

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

ENPS REGISTRATION

Home > Subscriber Confirmation (Core)

Subscriber Registration

1 Start
2 Acknowledgement ID Generated
3 Registration Details Submitted
4 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](#)

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 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 ✓
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	XXXXXXXX
Aadhaar Verification Flag	YES
KYC Verification Flag	YES
Passport No	
Voter ID	
CERSAI ID	
Retirement Advisory ID	
Retirement Advisory Name	

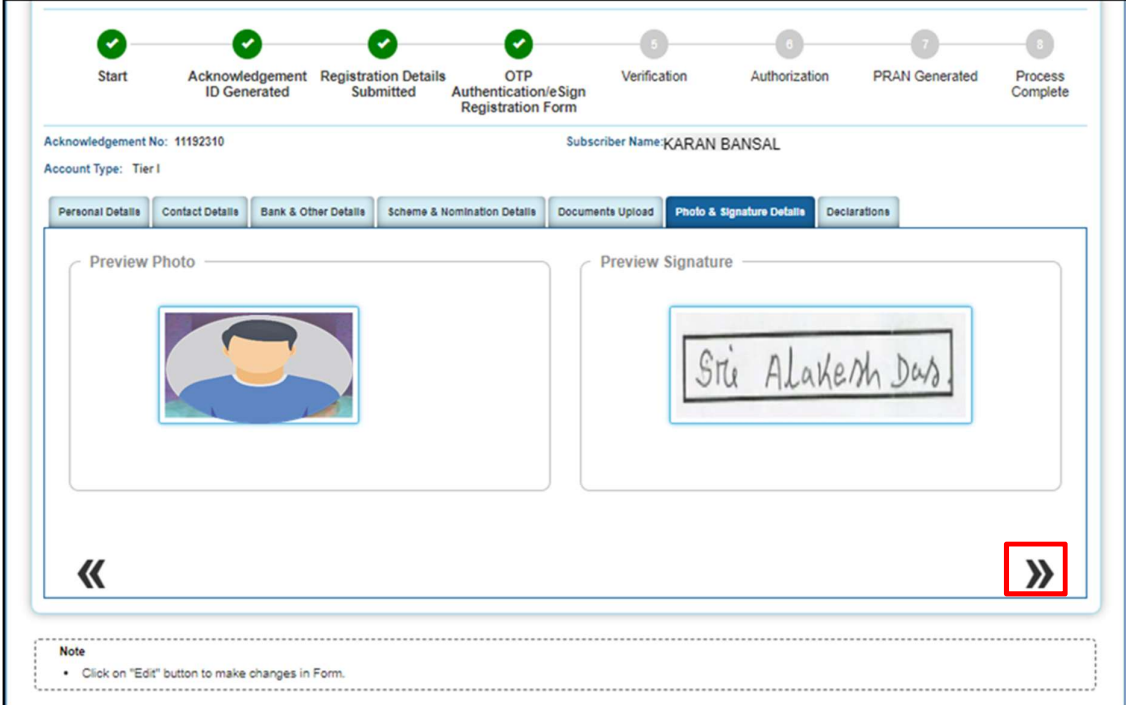
Proof of Identity

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 33

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



Start Acknowledgement ID Generated Registration Details Submitted OTP Authentication/eSign 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

Preview Photo

Preview Signature

« »

Note

- Click on "Edit" button to make changes in Form.

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.

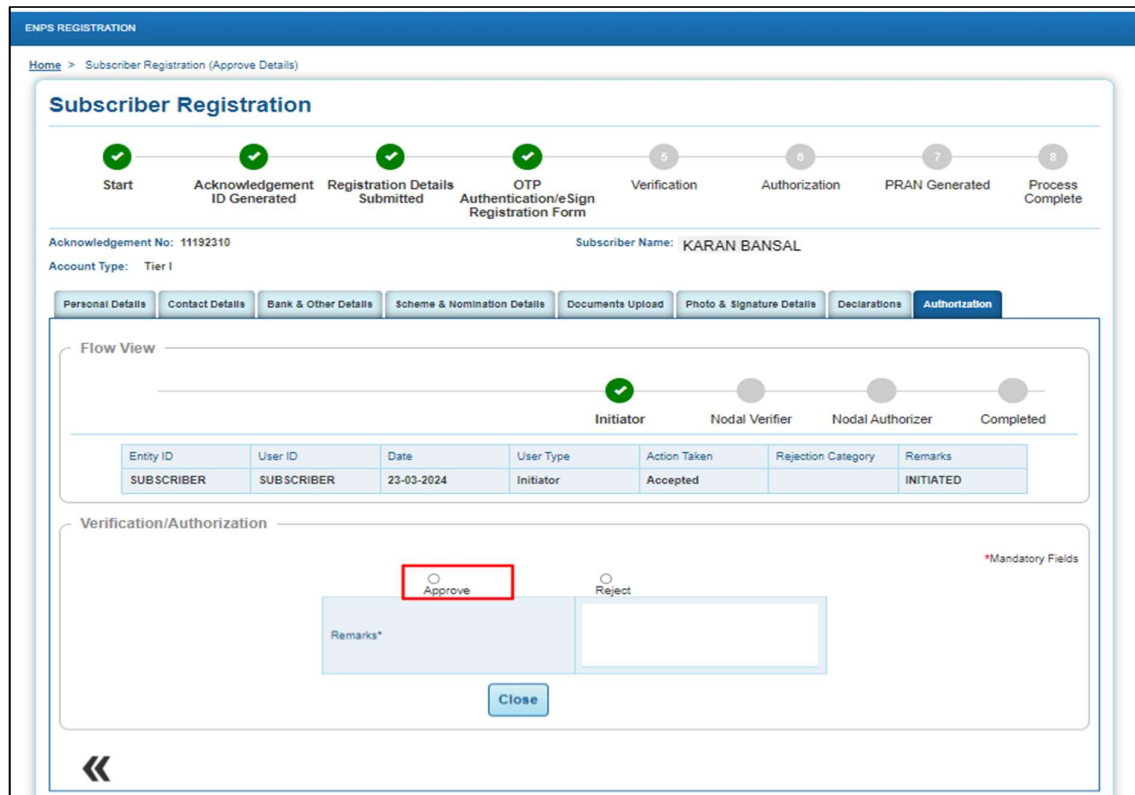


Figure 35

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**.

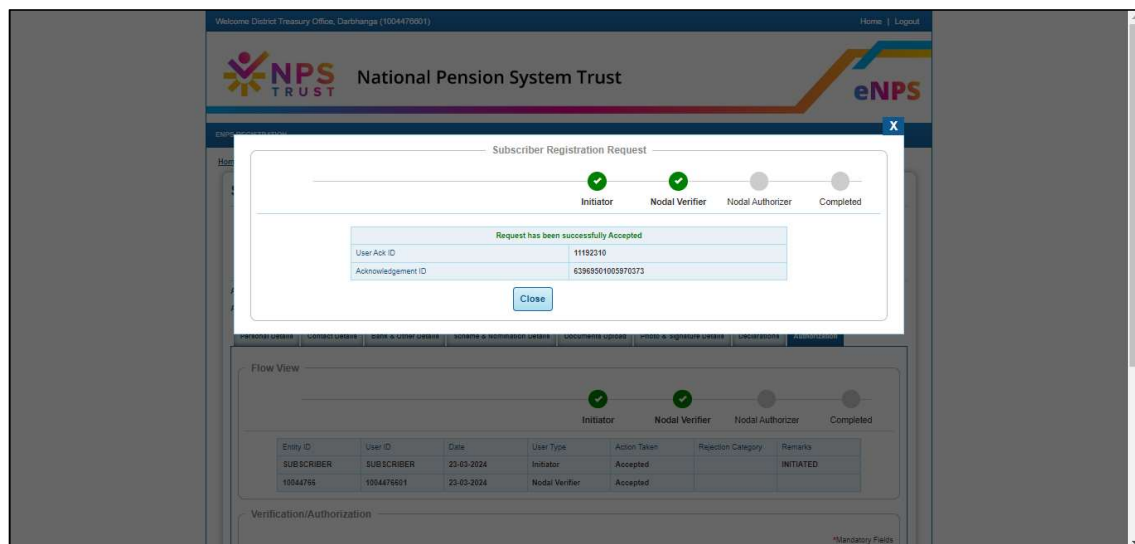


Figure 36

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/>.

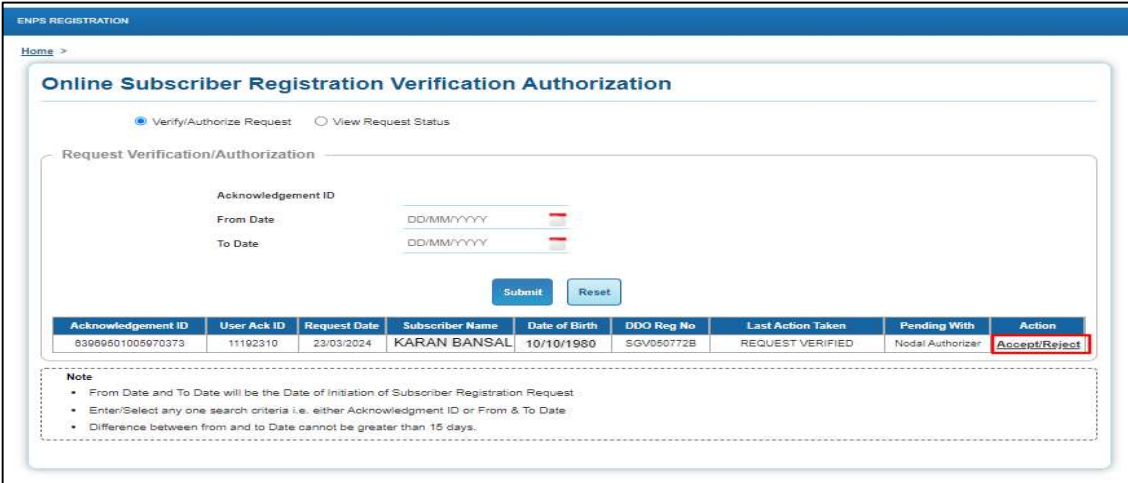
User will click on "eNPS Registration" option from 'Authorize Request' menu.

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



The screenshot shows the 'ENPS REGISTRATION' system interface. The main heading is 'Online Subscriber Registration Verification Authorization'. There are two radio buttons: 'Verify/Authorize Request' (selected) and 'View Request Status'. Below this is a 'Request Verification/Authorization' section with input fields for 'Acknowledgement ID', 'From Date' (DD/MM/YYYY), and 'To Date' (DD/MM/YYYY). There are 'Submit' and 'Reset' buttons. Below the form is a table with the following data:

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No.	Last Action Taken	Pending With	Action
83969501005970373	11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV050772B	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject

Below the table is a 'Note' section with the following text:

- 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 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.

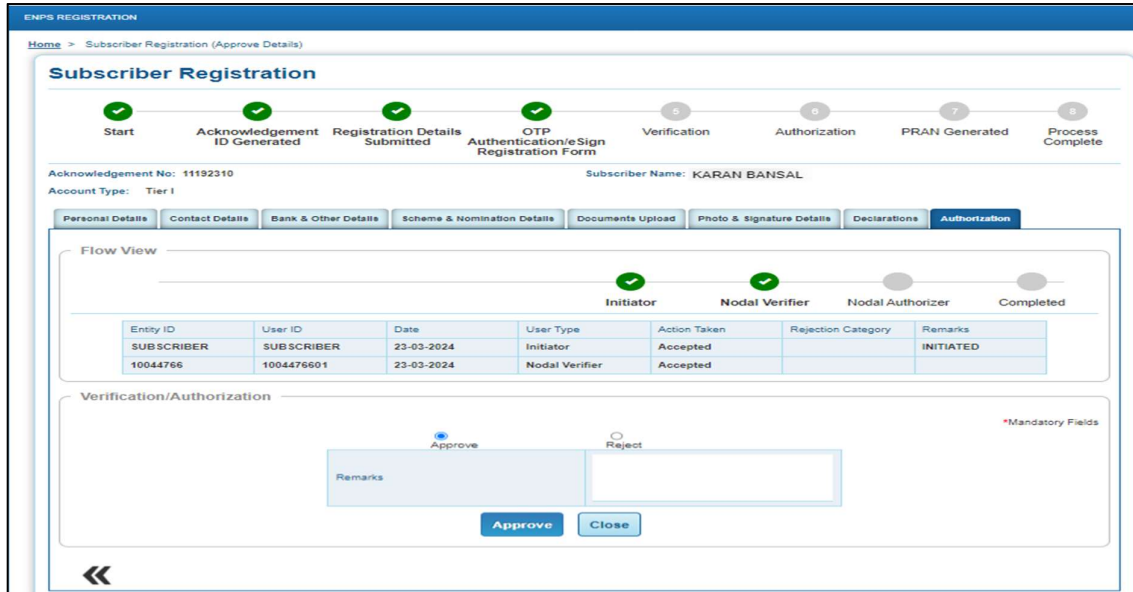


Figure 38

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

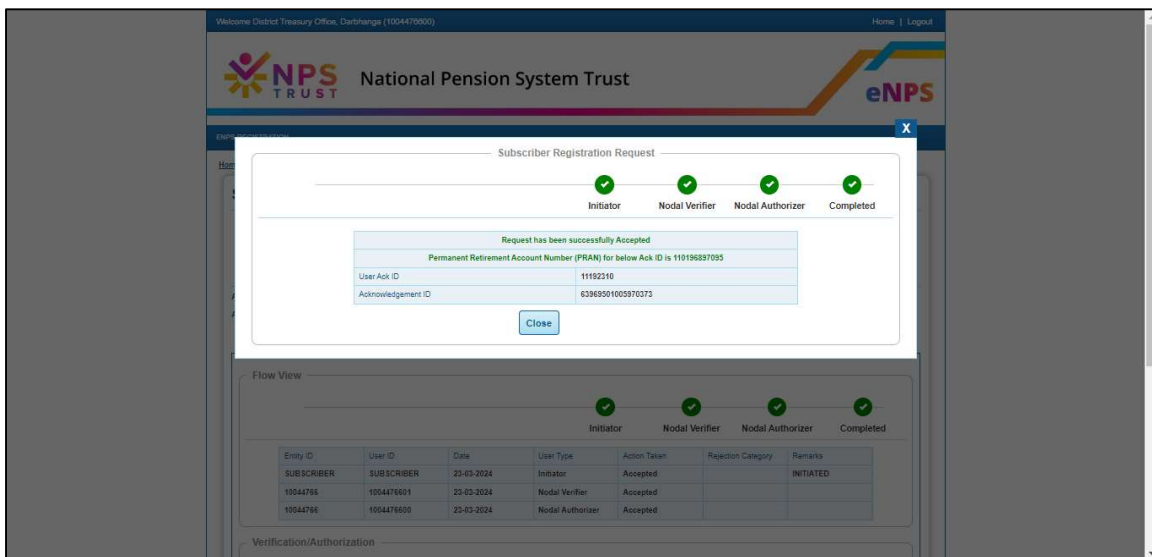


Figure 39

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

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