

## **Standard Operating Procedure for uploading Funds Transfer Details (FTD) in the CRA system**

CRA has made available to the Central Government Nodal offices (PAOs/CDDOs) a new feature in the CRA system through which the PAOs can provide Funds Transfer Details (FTDs). This new interactive functionality will help Trustee Bank, PAO and CRA to match the pending files.

This particular facility ("Contribution fund transfer details") is available in the 'Contribution details' menu at [www.npscan-cra.com](http://www.npscan-cra.com). The nodal offices can use this facility once it has uploaded the SCF and remitted the corresponding funds to Trustee Bank. The fund transfer details entered by PAO/CDDO are available to the Trustee Bank on NPSCAN platform under the "Payment details Status view" function available in Menu of "Contribution details".

The procedure to be followed by PAO is as follows:

- a) PAO uploads the SCF in the CRA system and downloads Contribution Submission Form (CSF) with Transaction id.
- b) PAO remits the funds to the Trustee Bank with the required information (PAO Registration number and Transaction id).
- c) PAO opens the submenu "Contribution fund transfer details" under 'Contribution details' menu at [www.npscan-cra.com](http://www.npscan-cra.com).
- d) The SCFs (Transaction ids) which are in match pending status are displayed to the PAO user.
- e) The PAO can enter the FTDs Transaction id wise.
- f) To enter the details the PAO can go to a specific Transaction id. The PAO has to enter the details in the following fields:
  - a. Bank Name
  - b. Whether transferred by Cheque/UTR
  - c. Bank Branch
  - d. Transfer Type
  - e. Date of Transfer
  - f. Paid Amount
  - g. Remarks

Once the details are entered the PAO will check once whether the details entered are correct. Once assured, it will click on the submit button.

### **Modification of FTD already provided**

Subsequently if PAO finds that due to inadequate details Bank is not able to match the details for particular transaction id, PAO can modify and resubmit the fund transfer details as mentioned in the Step no. a). However, as PAO already entered the funds details, the Transaction id will not appear. To fetch the particular Transaction id, the PAO user has to enter the Transaction id or provide the date range for when the particular Transaction id(s) have been uploaded.

### **Trustee Bank response to the FTDs uploaded by PAO**

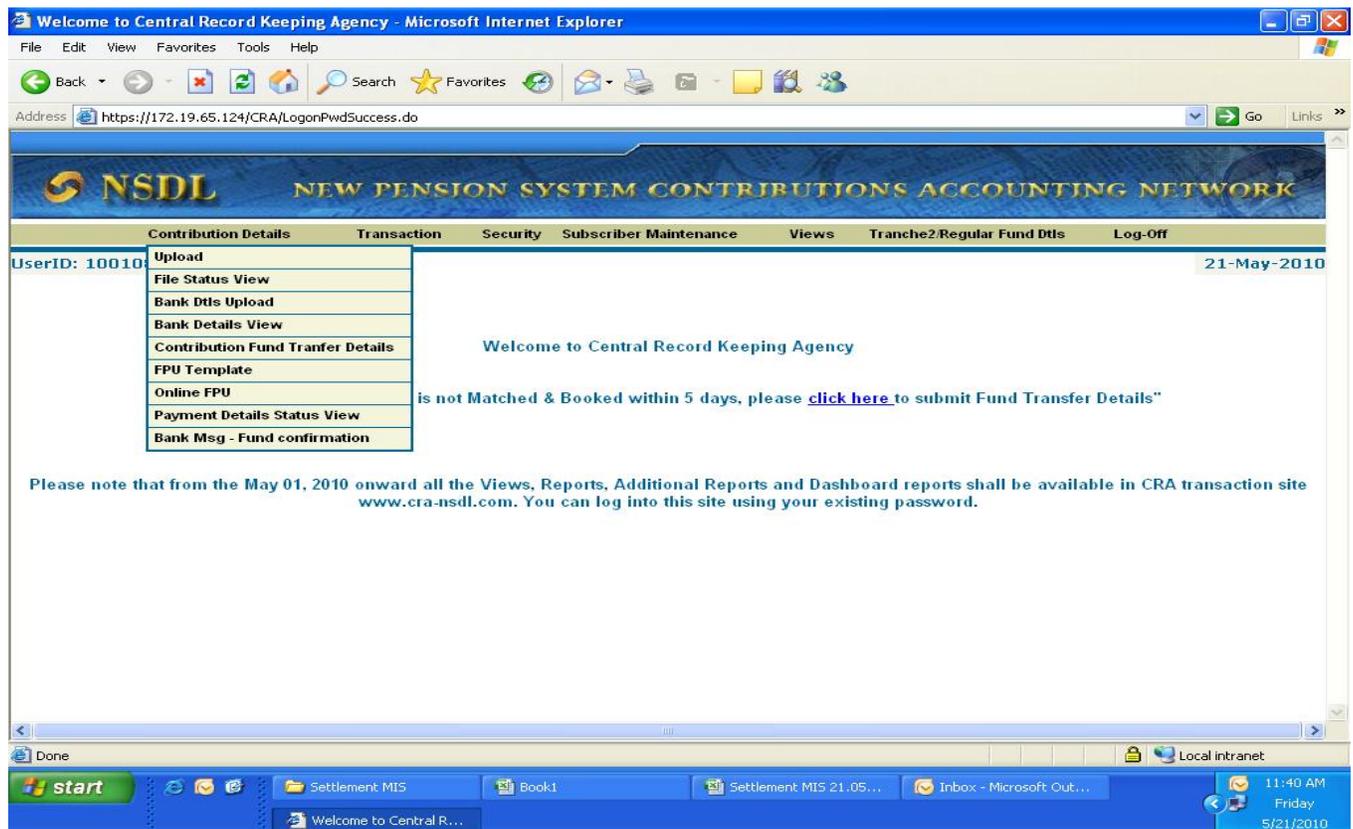
The fund transfer details entered by PAO/CDDO will be immediately visible to Trustee Bank under the "Payment details Status view" function available in Menu of "Contribution details". After verifying

the fund details submitted by PAO Bank puts its relevant remark on the fund details in the column of the “Bank Remark status”. Once Bank submits, the remarks are visible to PAO next day. The PAO should check the Bank remark on NPSCAN under the “Payment details Status view” function available in Menu of “Contribution details”. Subsequently if PAO finds that due to inadequate details Bank is not able to match the details for particular transaction id, PAO can modify and resubmit the fund transfer details as mentioned in the Step no. a) and Trustee Bank can share the Fund remittance details on NPSCAN platform online.

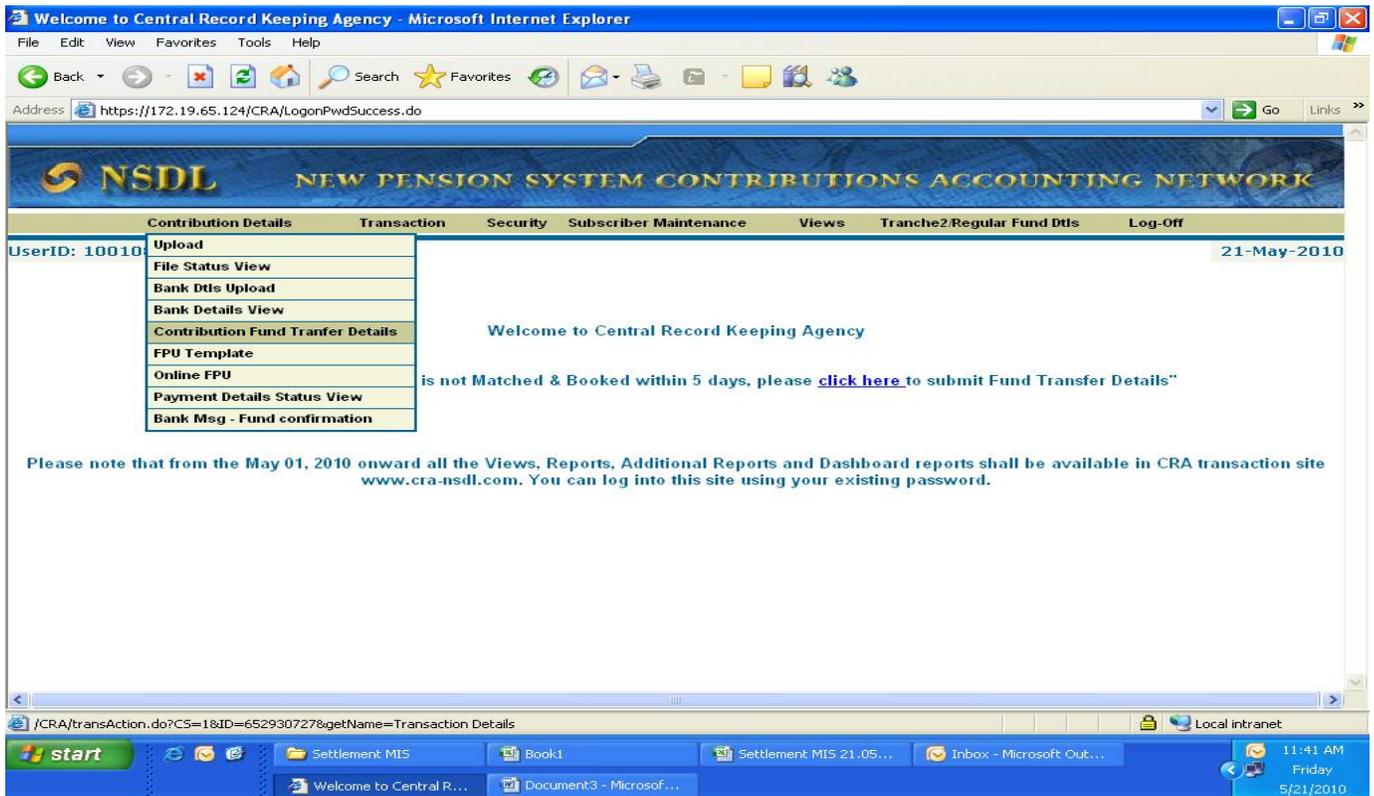
### Entering the details in the FTD utility in the CRA system

The User can navigate various screens and enter relevant information in the FTD utility panels in the CRA system. The following screenshots provide the PAOs an idea how the same can be carried out.

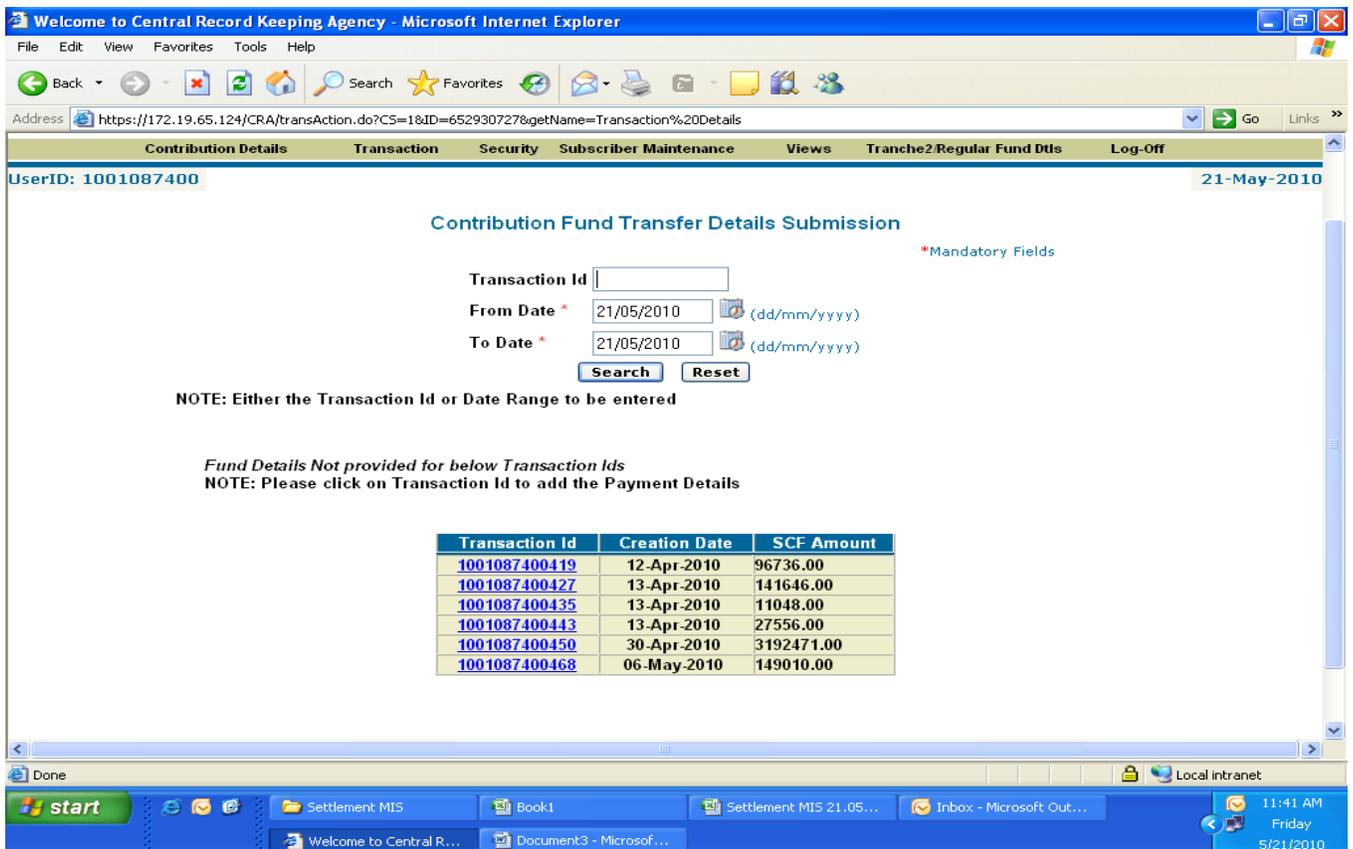
Once PAO logs into the NPSCAN-CRA following screen will appear where you need to click on Contribution Details as shown below:



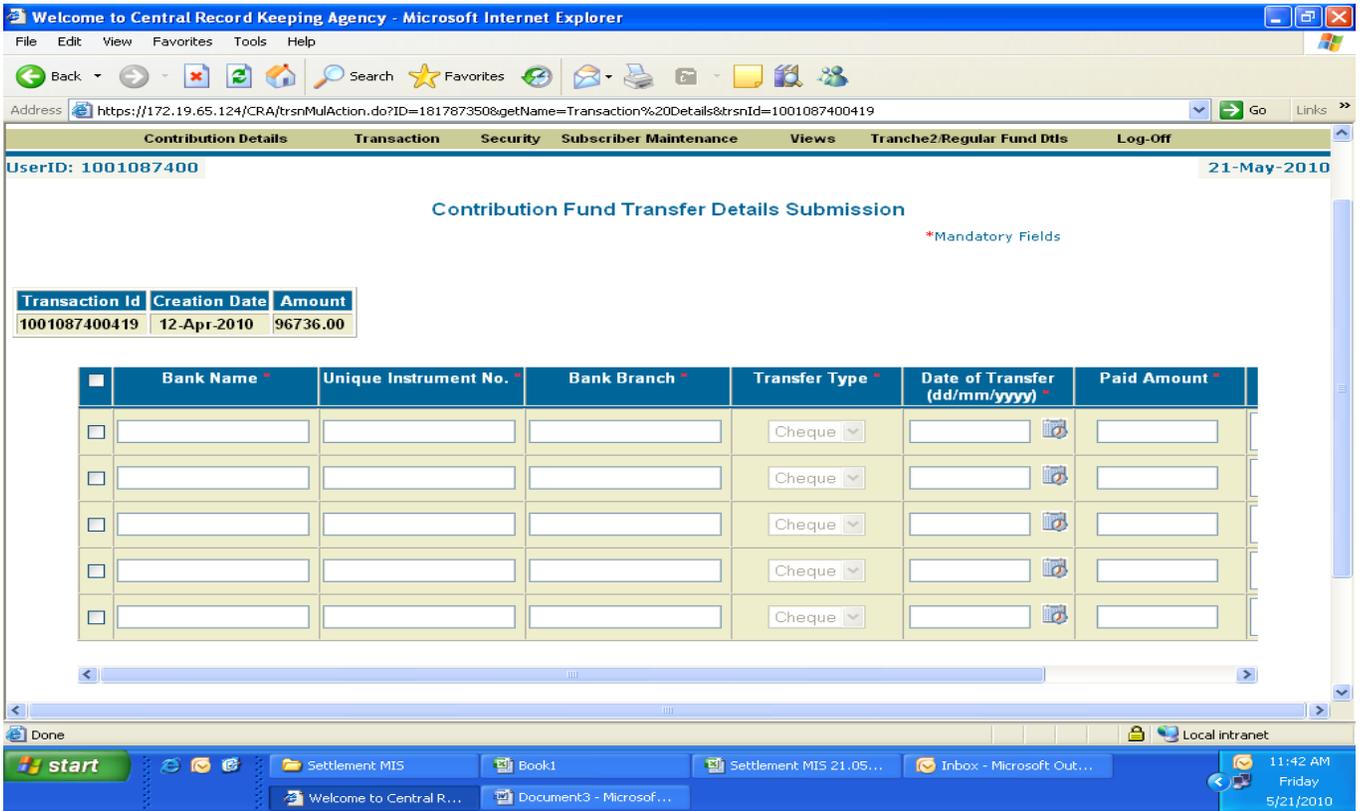
After which PAO needs to click on Contribution Fund Transfer Details option where it can provide Fund Transfer Details for Transaction Ids as shown below:



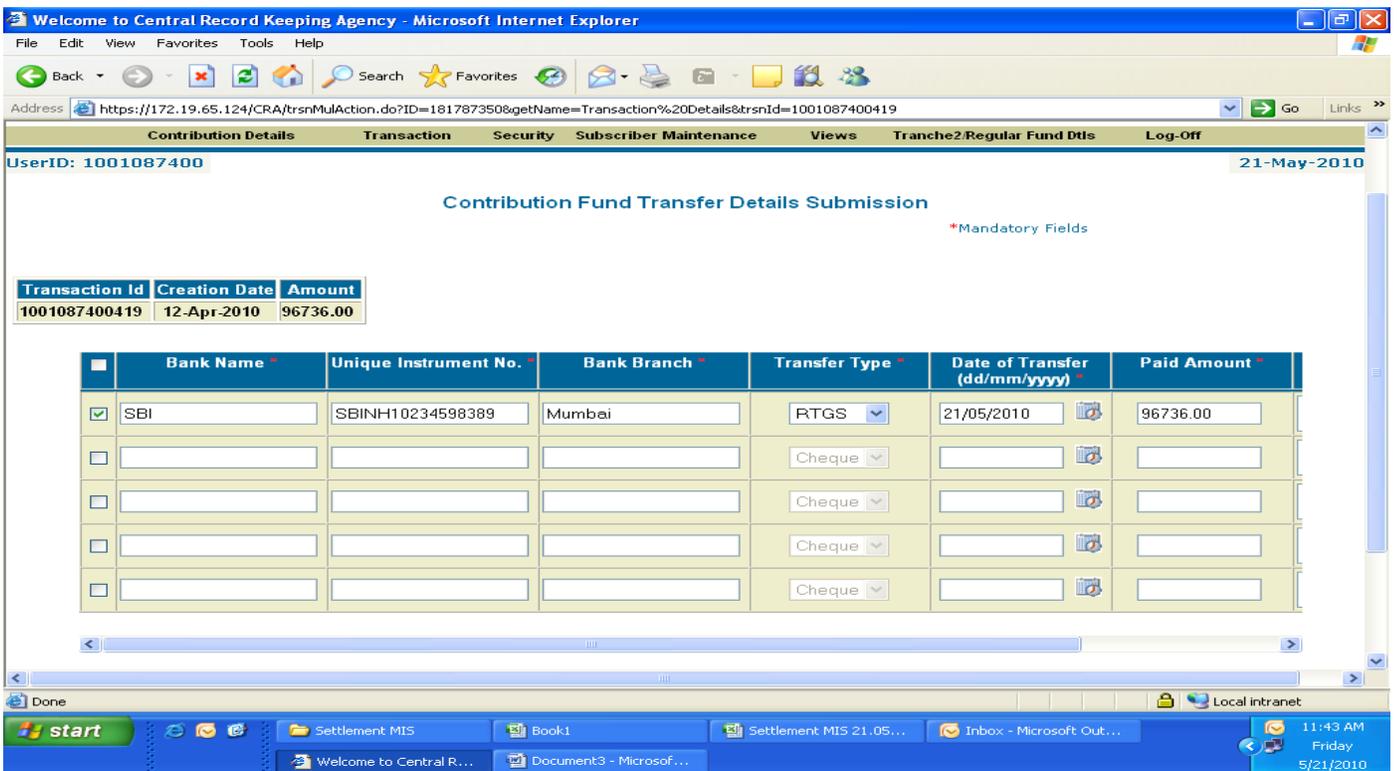
PAO to enter the transaction id for which Fund Transfer Details are to be provided as shown in the screenshot shown below:



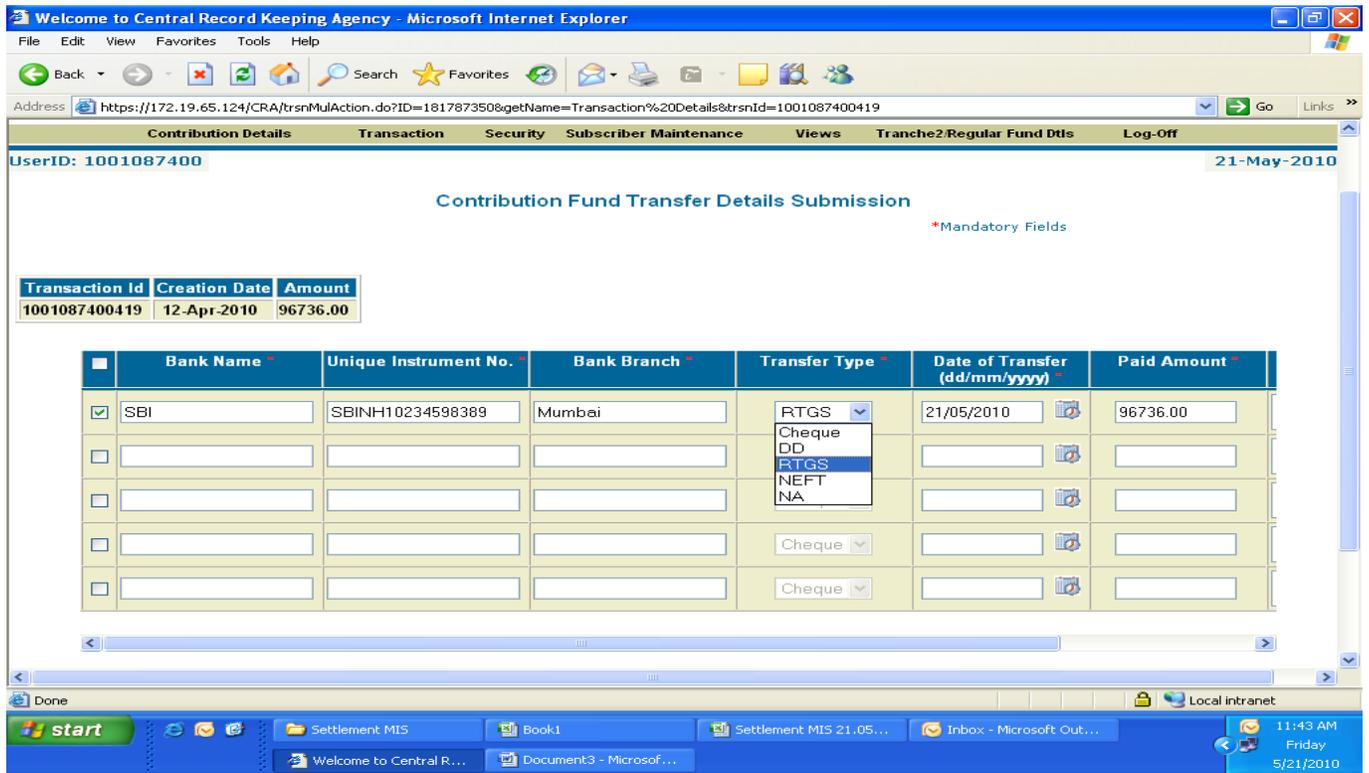
Once PAO reaches the above screen the PAO clicks the transaction id for which Fund Transfer Details are to be provided. On clicking the required transaction id following screen will appear:



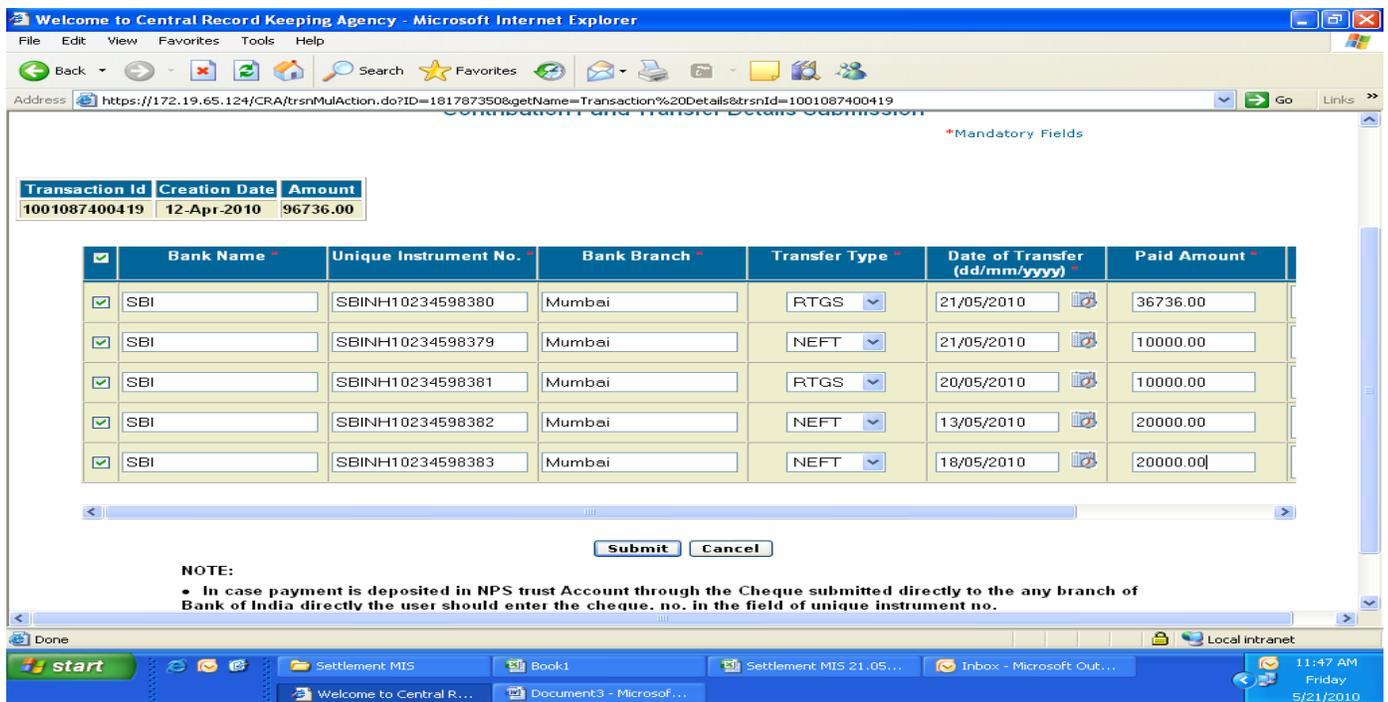
On the above screen PAO needs to click in the small box on the left hand side and provide Bank name, UTR no, Bank Branch, Type of Transfer, etc. as shown in the screenshot shown below:



Type of transfer would provide four types payment options such as Cheque, DD, RTGS, NEFT. PAO shall click the correct option for type of payment made (check the following screenshot):



For one transaction id PAO can provide maximum of five fund transfer details on the same screen as shown below:



PAO can click on the date range & enter the date of transfer as shown below:

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Address: https://172.19.65.124/CRA/trsnMulAction.do?ID=181787350&getName=Transaction%20Details&trsnId=1001087400419

\*Mandatory Fields

Transaction Id	Creation Date	Amount
1001087400419	12-Apr-2010	96736.00

<input checked="" type="checkbox"/>	Bank Name *	Unique Instrument No. *	Bank Branch *	Transfer Type *	Date of Transfer (dd/mm/yyyy) *	Paid Amount *
<input checked="" type="checkbox"/>	SBI	SBINH10234598380	Mumbai	RTGS	21/05/2010	36736.00
<input checked="" type="checkbox"/>	SBI	SBINH10234598379	Mumbai	NEFT	21/05/2010	
<input checked="" type="checkbox"/>	SBI	SBINH10234598381	Mumbai	RTGS	20/05/2010	
<input checked="" type="checkbox"/>	SBI	SBINH10234598382	Mumbai	NEFT	13/05/2010	
<input checked="" type="checkbox"/>	SBI	SBINH10234598383	Mumbai	NEFT	18/05/2010	

Click To View Calendar

Mon	Tue	Wed	Thu	Fri	Sat
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

Today is Fri, 21 May 2010

Submit Cancel

NOTE:

- In case payment is deposited in NPS trust Account through the Cheque submitted directly to the any branch of Bank of India directly the user should enter the cheque. no. in the field of unique instrument no.

After PAO completes entering of details, it needs to click on the submit button. A confirmation screen will appear which will allow the PAO to check and verify the details entered are correct. Once confirmed, PAO can click on Confirm button (PAO can click on Reject in case it is not sure).

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Address: https://172.19.65.124/CRA/trsnConfMulAction.do?ID=1888966088&getName=Transaction%20Details

**NSDL** NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK

Contribution Details Transaction Security Subscriber Maintenance Views Tranche2:Regular Fund Dtls Log-Off

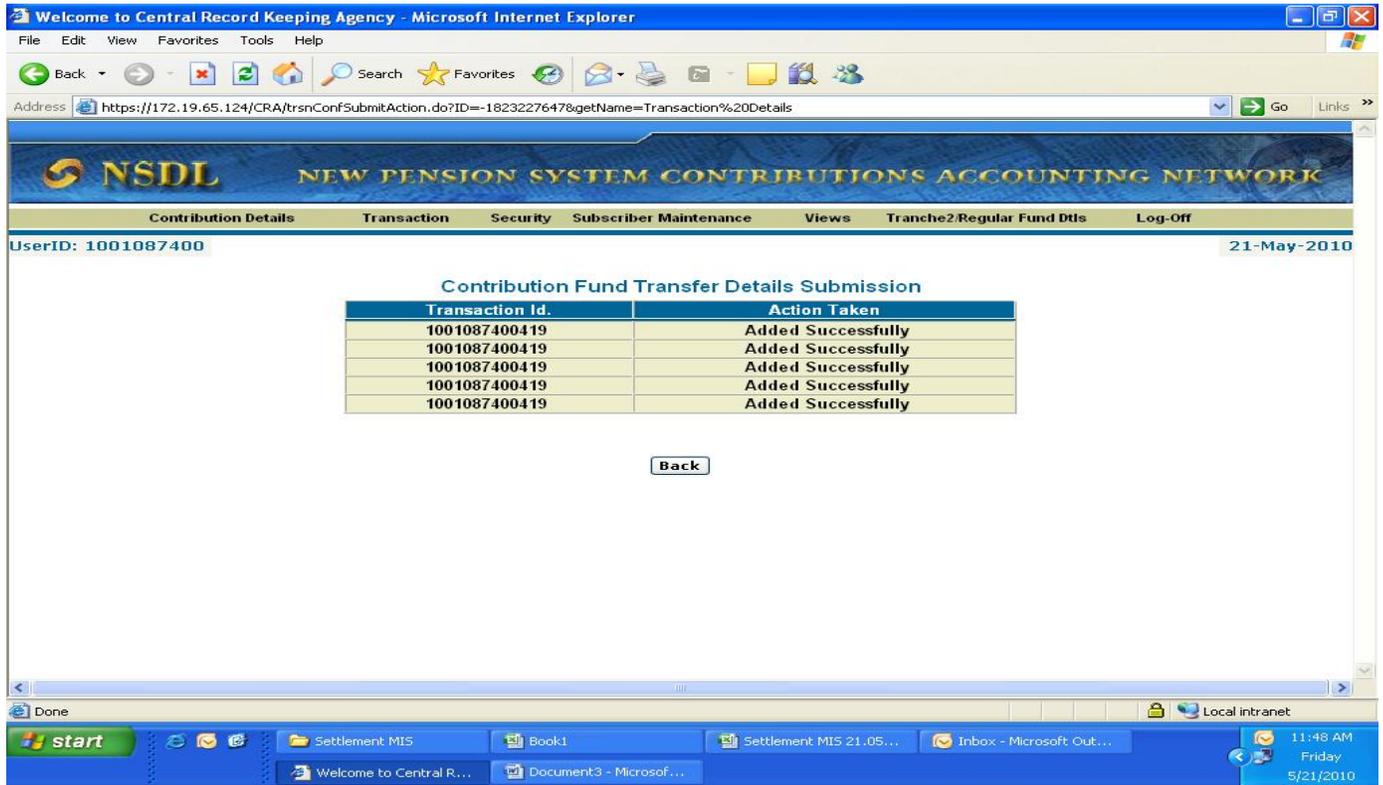
UserID: 1001087400 21-May-2010

Confirmation For Transaction Id Details

Transaction Id.	Creation Date	Amount	Bank Name	Unique Instrument No.	Bank Branch	Transfer Type	Date of Transfer	Paid Amount
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598380	Mumbai	RTGS	21/05/2010	36736.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598379	Mumbai	NEFT	21/05/2010	10000.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598381	Mumbai	RTGS	20/05/2010	10000.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598382	Mumbai	NEFT	13/05/2010	20000.00
1001087400419	12-Apr-2010	96736.00	SBI	SBINH10234598383	Mumbai	NEFT	18/05/2010	20000.00

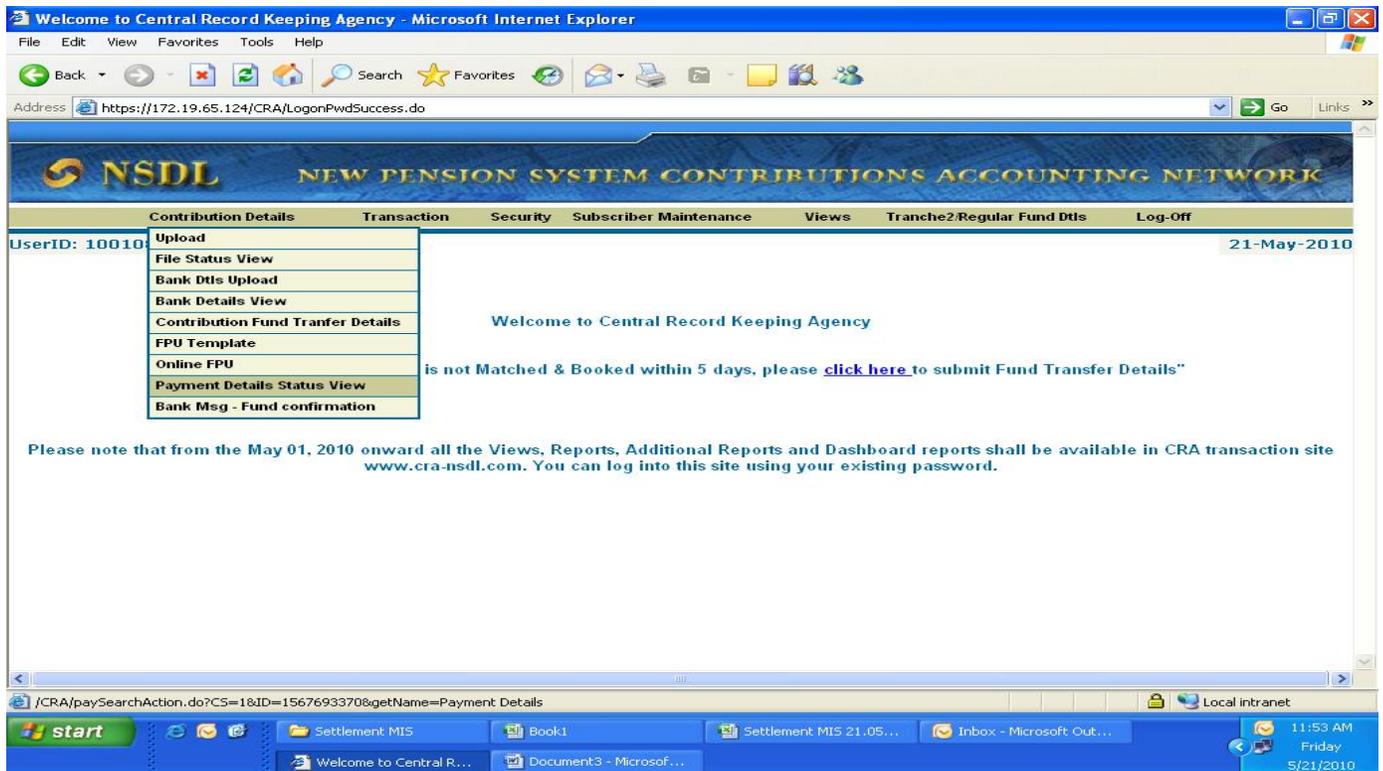
Confirm Reject

Once clicking on the Confirm Button, PAO will be able to view 'Added Successfully' screen specifying that details entered are accepted in the system successfully as shown below:

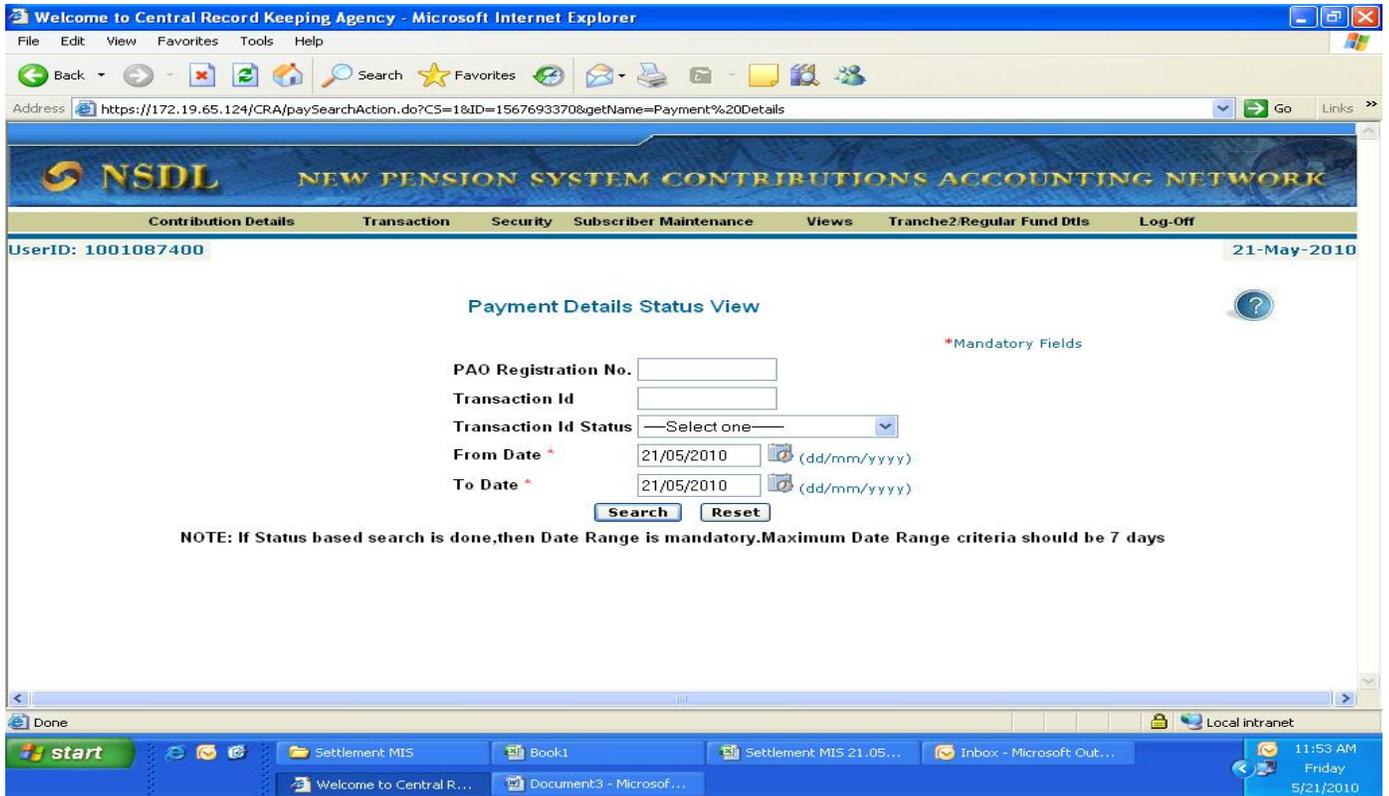


## CHECKING THE TRUSTEE BANK RESPONSE TO FTD ENTERED

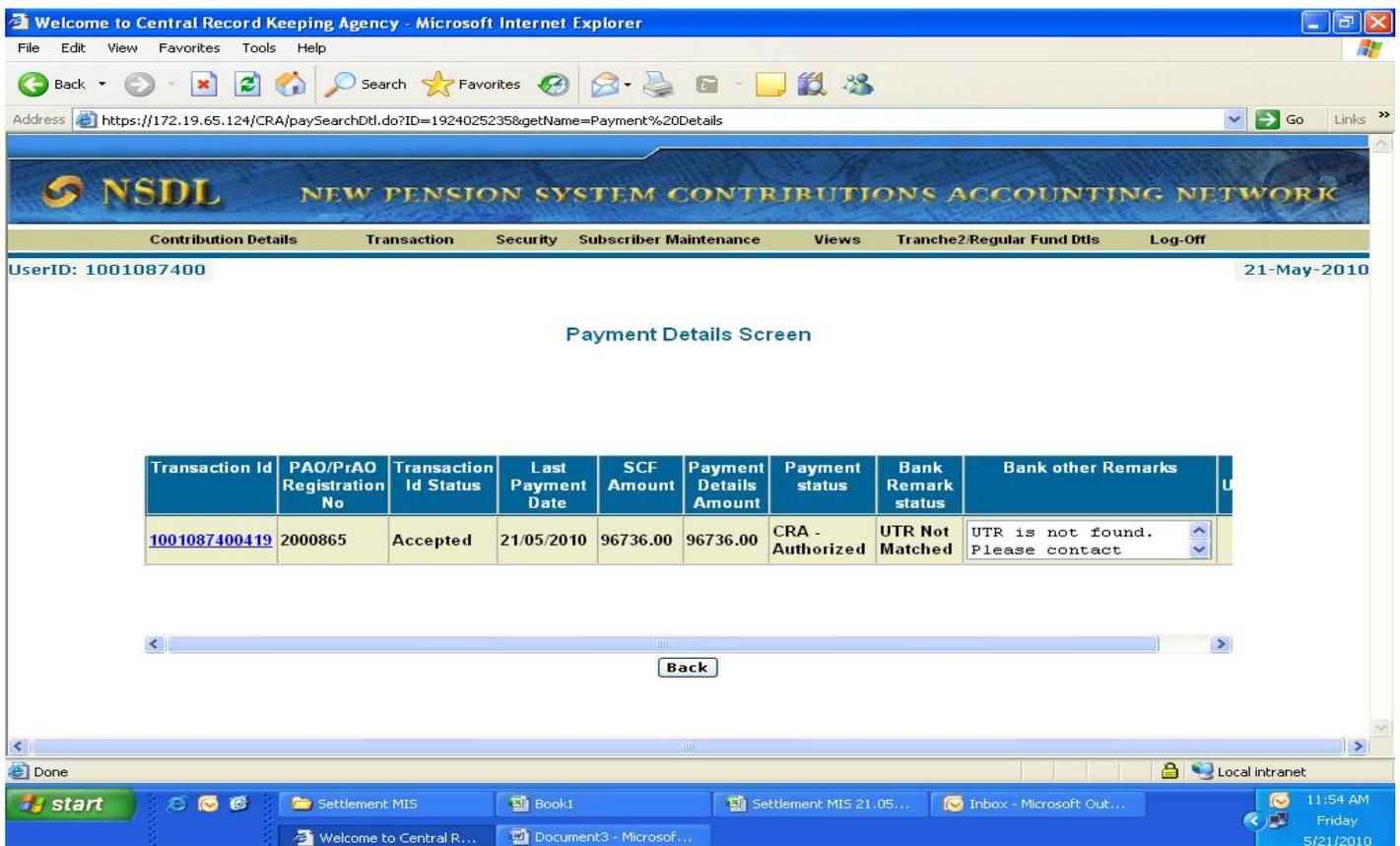
To verify whether Trustee Bank has confirmed the data entered by the PAO is correct the PAO should check in the submenu "Payment Detail Status View" under the menu "Contribution Details".



In the "Payment Detail Status View", the PAO can put the data according to the search criteria.

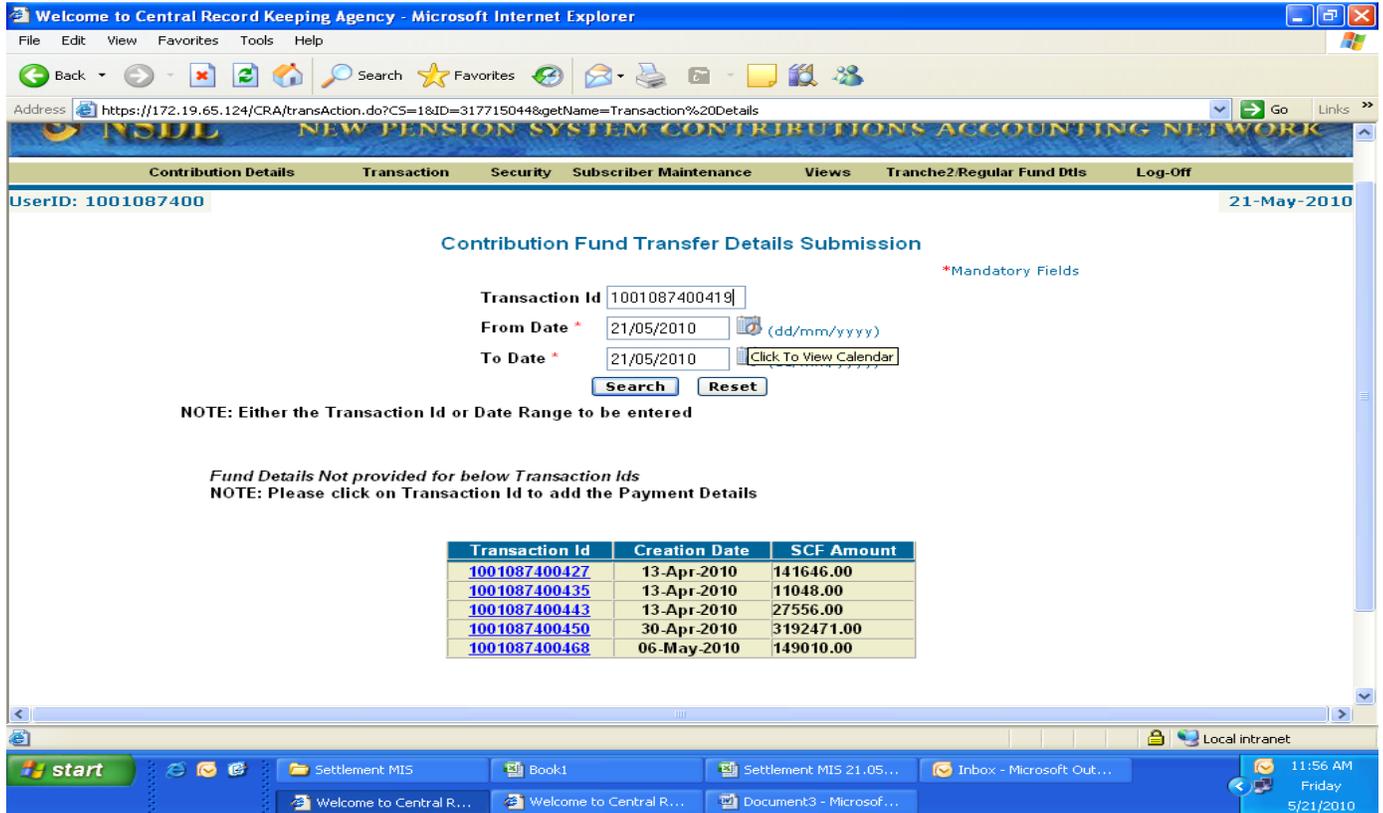


Once the Transaction id is selected, PAO can view the remarks/comments entered by Trustee Bank (as shown below).



## Correction/Modification of FTD already provided

Subsequently if PAO finds that due to inadequate details Bank is not able to match the details for particular transaction id, PAO can modify and resubmit the fund transfer details. Further, if the PAO finds that Bank has remarked that FTD provided is inadequate details or incomplete (No UTR or No Amount) for a particular Transaction id, PAO should modify and resubmit the fund transfer details. For change in Fund transfer details provided by PAO has to again go back to the submenu of "Contribution Fund Transfer Details Submission" (as shown below):



Contribution Fund Transfer Details Submission

\*Mandatory Fields

Transaction Id

From Date \*  (dd/mm/yyyy)

To Date \*

NOTE: Either the Transaction Id or Date Range to be entered

Fund Details Not provided for below Transaction Ids  
NOTE: Please click on Transaction Id to add the Payment Details

Transaction Id	Creation Date	SCF Amount
<a href="#">1001087400427</a>	13-Apr-2010	141646.00
<a href="#">1001087400435</a>	13-Apr-2010	11048.00
<a href="#">1001087400443</a>	13-Apr-2010	27556.00
<a href="#">1001087400450</a>	30-Apr-2010	3192471.00
<a href="#">1001087400468</a>	06-May-2010	149010.00

Once the PAO selects the Transaction id from the above screen, the PAO will modify/delete/add the relevant information in any or all the relevant panels. Once data is entered, the PAO shall enter the submit button. Once assured that data entered is correct, the PAO shall enter the confirm button. The procedure to be followed will be similar to that of submission of regular FTD.

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