

# **Central Recordkeeping Agency, NSDL**



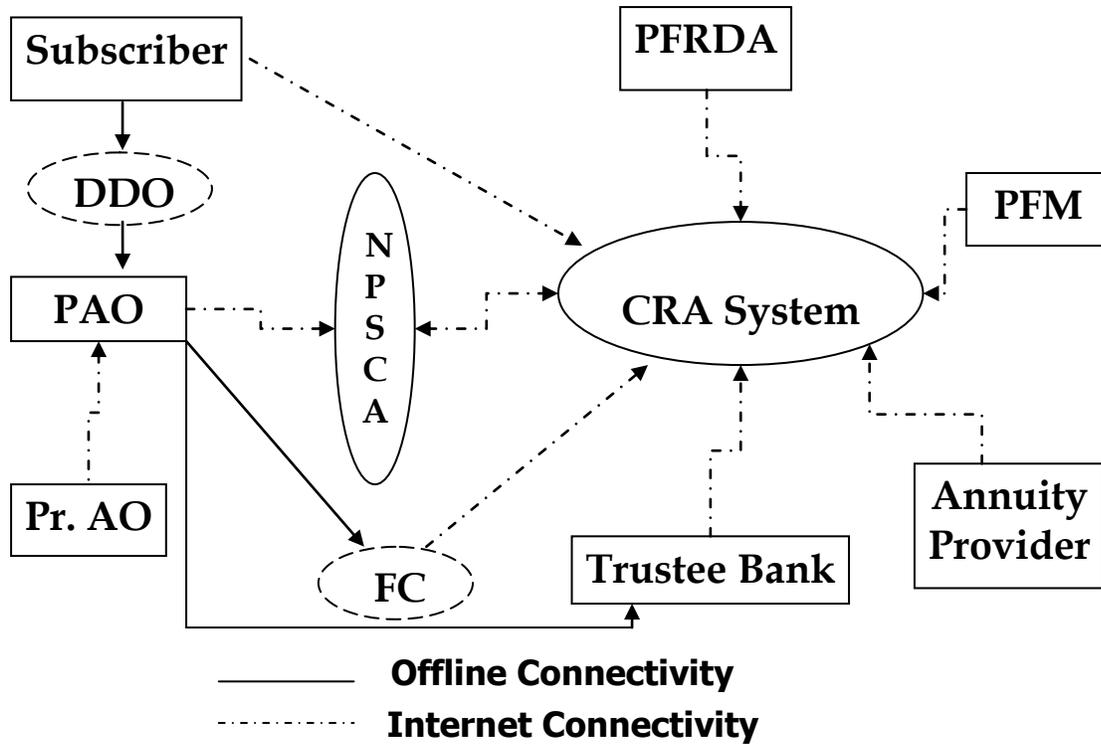
## **Nodal Office Standard Operating Procedures Subscriber Contribution Upload Version 1.0**

## Preface

The Government of India (GOI) has introduced a new Defined Contribution Pension Scheme known as the New Pension System (NPS) replacing the existing system of Defined Benefit Pension System vide Government of India, Ministry of Finance, Department of Economic Affairs Notification, dated 22<sup>nd</sup> December 2003. The New Pension Scheme came into operation with effect from 1<sup>st</sup> January 2004 and is applicable to all new employees to Central Government service, except to Armed Forces, joining Government service on or after 1<sup>st</sup> January 2004. The employees of Central Autonomous organizations, State Governments/Union Territories (UTs) and the Autonomous organizations of the respective State Government/UT are also eligible to join the NPS. The employees who join the NPS will be known as 'Subscribers' in the NPS. In future, the GOI may decide to allow voluntary subscribers to participate in the NPS.

The GOI established Pension Fund Regulatory and Development Authority (PFRDA) on 10<sup>th</sup> October 2003 to develop and regulate the Pension Funds under the NPS. PFRDA has appointed National Securities Depository Limited (NSDL) as the Central Record Keeping Agency (CRA) to maintain the records of contribution and its deployment in various pension fund schemes for the employees. NSDL shall, accordingly, takeover the roles and responsibilities of the Central Pension Accounting Office (CPAO) with regard to the NPS. Therefore, NSDL will be referred to as CRA throughout this document.

For the purpose of operating the CRA system, Nodal offices and Subscribers need to get registered afresh in the CRA system. Upon registration, the entities will be allotted with unique Registration Numbers, Usernames and passwords, which shall be used for accessing and operating the NPSCAN/CRA system. For more details on registration, Nodal offices may refer to the SOPs on Registration for Nodal Offices and Subscriber Registration available at [www.nsdl.co.in](http://www.nsdl.co.in) and [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in). The Subscribers, upon registration, will be allotted a PRAN by CRA which shall be used by nodal offices while uploading subscriber contribution information to the CRA system. The CRA architecture is summarised as shown below:



**CRA ARCHITECTURE**

## **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. In this manual, Standard Operating Procedure (SOP) to be followed by PAOs/CDDOs in preparation and upload of Subscriber Contribution File (SCF) in the NPSCAN/CRA system are described. This document also details the usage of tools like File Preparation Utility (FPU), File Validation Utility (FVU) and the functionalities to be followed by the PAOs/CDDOs while preparing and uploading the Subscriber Contribution File (SCF) to NPSCAN/CRA and submission of the contribution funds at the Trustee Bank. The list of tools, minimum software and hardware required to be procured/installed at PAO/CDDO offices and detailed procedure associated with installation tools like FPU/FVU has been explained in Chapter 2 of this document.

## Acronyms and Abbreviations

Acronym	Description
CRA	Central Recordkeeping Agency
CSF	Contribution Submission Form
DDO	Drawing and Disbursing Officer
CDDO	Cheque-drawing Drawing and Disbursing Officers
DDO Registration Number	Registration Number provided to DDO by CRA
FPU	File Preparation Utility
FRC	Fund Receipt Confirmation File uploaded by TB
FVU	File Validation Utility
I-PIN	Internet Personal Identification Number
NPS	New Pension Scheme
NPSCAN	New Pension Scheme Contribution Accounting Network
NSDL	National Securities Depository Limited
PAO	Pay and Accounts Office
PAO Registration Number	Registration Number provided to PAO by CRA
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
SCF	Subscriber Contribution File uploaded by PAO
TB	Trustee Bank
NEFT	National Electronic Funds Transfer (NEFT) system
RTGS	Real Time Gross Settlement

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**Important terms used in this document**

<b>Terms</b>	<b>Explanation</b>
Subscriber	Subscriber refers to an employee of Central Government (excluding Armed Forces), State Government, Union Territories and Autonomous bodies who has joined the service on or after 1st January 2004 and is part of New Pension Scheme and is registered in the CRA system.
PRAN	Permanent Retirement Account Number – A unique 12 digit identification number allotted by CRA to every subscriber registered in CRA system.
PAO	Pay and Accounts Office under Central and State Government or similar offices under Government of India/State Government/Union Territories/Autonomous bodies responsible for maintaining the contribution details for subscribers covered under New Pension Scheme.
DDO	Drawing and Disbursing officer of Central and State Governments or similar offices under Government of India/State Governments/Union Territories/Autonomous bodies responsible for collection and forwarding to PAO, the Subscriber details such as registration, maintenance, contribution etc.
CDDO	Cheque-drawing Drawing and Disbursing officer of Central and State Government or similar offices under Government of India/State Governments/Union Territories/ Autonomous bodies.
User	The term ‘User’ wherever referred to in the document indicates both a PAO and a CDDO.
I-PIN	Eight digits alphanumeric number used to authenticate the subscriber to login CRA/NPSCAN system through internet.
Subscriber Contribution File (SCF)	The details about monthly contributions of the Subscriber uploaded by the PAO(s) to the CRA system
FPU	File Preparation Utility - A utility provided by CRA that will assist the PAO/CDDO in preparation of SCF as per the file formats of CRA.
FVU	File Validation Utility – A utility provided by CRA that will verify whether the file prepared is as per the file format of CRA.
File Reference Number (FRN)	Reference number generated by NPSCAN on upload of SCF. This number can be quoted by the PAO for future reference to know the status of the file.
Transaction id	Unique ID generated by the CRA system on successful acceptance of SCF by CRA.
Matching & Booking	Matching is the process wherein the Subscriber Contribution File uploaded by PAO/CDDO will be matched with the PAO-wise fund receipt record in the confirmation file uploaded by Trustee Bank. Once records are matched, Subscriber contribution file-wise scheme-wise contribution amount will be calculated and booked.
T	The term T means the day on which transaction is executed.

T-1, T-2, etc.	Number of Days before the Transaction day T (as described above). E.g. If transaction takes place on 26.04.2007 then T=26.04.2007, T-1 = 25.04.2007 and T-2 = 24-04-2007).
Original File	Any new SCF for a month, prepared by the PAO for upload to NPSCAN.
Correction File	A revised file which is uploaded to replace the original file due to some corrections in the data. The original file should be accepted by CRA and a transaction id should be generated.
Settlement	It is process run by CRA during a predefined time wherein, the Contribution; Switch and Withdrawal requests received on behalf of all Subscribers will be processed and Subscriber-wise, Scheme-wise units will be generated/ redeemed as per the request type.

## 1. INTRODUCTION

PAO/CDDO shall remit the pension contributions, including Government's matching contribution, in respect of Government employees covered under the NPS to the CRA **i.e. NSDL**. The records of the contribution of each employee will be kept in an account known as the Permanent Retirement Account which will be identified by a Permanent Retirement Account Number (PRAN).

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](http://www.npscan-cra.co.in).) and the amount of contribution deposited at the Trustee Bank. PAO/CDDO will prepare Subscribers' Contribution File (SCF) and upload it to NPSCAN system using the user id and 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. On every settlement day, CRA shall run a settlement process at a predefined time. During the settlement process, CRA System will process the Contribution; Switch and Withdrawal requests received on behalf of all Subscribers and will generate Subscriber-wise, Scheme-wise units.

## 2. SYSTEMS REQUIREMENTS FOR NODAL OFFICES

### 2.1. Pre-Requisites for operating NPSCAN/CRA system by Nodal Offices

1. Registration of Nodal offices and the subscribers (for more details on registration of nodal offices and subscribers refer to SOP on Registration of Nodal office and Subscribers available at [www.nsd.co.in](http://www.nsd.co.in), or [www.npscra.nsd.co.in](http://www.npscra.nsd.co.in).)
2. PAO/CDDO should have earmarked two persons for initiating and authorizing activities associated with NPSCAN/CRA system
3. Minimum IT Infrastructure requirements to be set-up at PAO/CDDO.

**PAO/CDDO should have the following software/hardware as a minimum requirement to operate NPSCAN/CRA system.**

#### Software Environment (Pre-requisites for installation of FPU & FVU)

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

With the software environment as indicated in the table above, the PAO shall install FPU (File Preparation Utility) & FVU (File validation Utility) on their desktop, whose minimum hardware requirements are provided in the following table.

#### Hardware Environment (Pre-requisites)

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

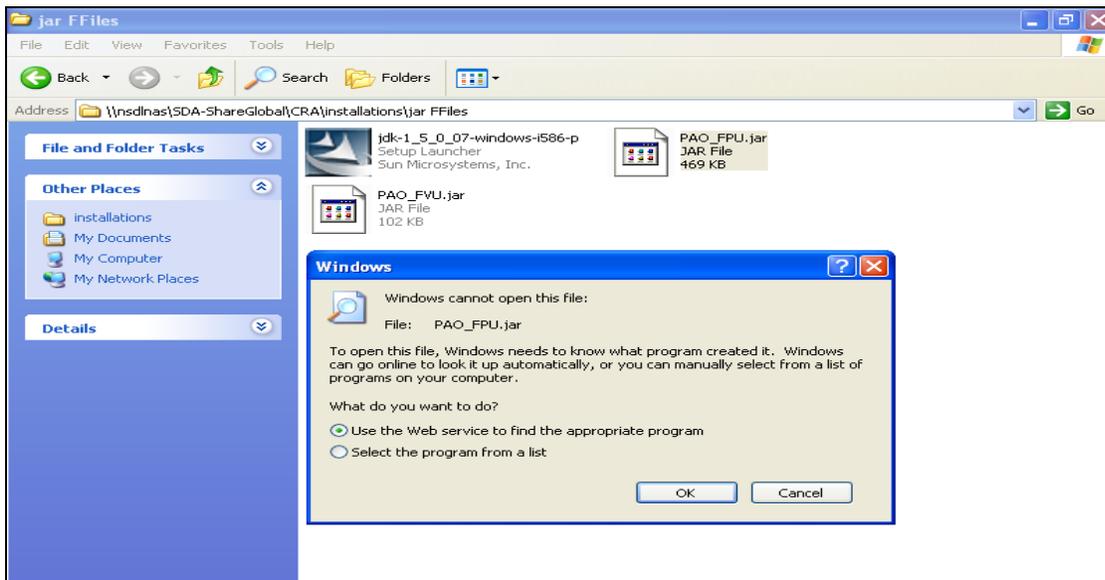
### 2.2. Procedure for Installing FPU & FVU on PAO desktop

To facilitate the digitisation and consolidation of the pension contribution details of the Subscribers, CRA has developed a utility called File Preparation Utility (FPU). It is a JAVA based utility which can be easily installable on a desktop machine. For ease of use, the utility is based on the MS Excel format. PAO/CDDO can freely download the FPU from CRA website [www.nsd.co.in](http://www.nsd.co.in), or [www.npscra.nsd.co.in](http://www.npscra.nsd.co.in). However, it is not mandatory for PAO/CDDO to use the FPU provided by CRA. PAO/CDDO can alternately use the file formats of FPU and build an utility in their own back office. In case PAO/CDDO wants to

use their own back office to prepare the file, they may refer to the file formats for FPU which are available at CRA website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) or [www.nsdl.co.in](http://www.nsdl.co.in).

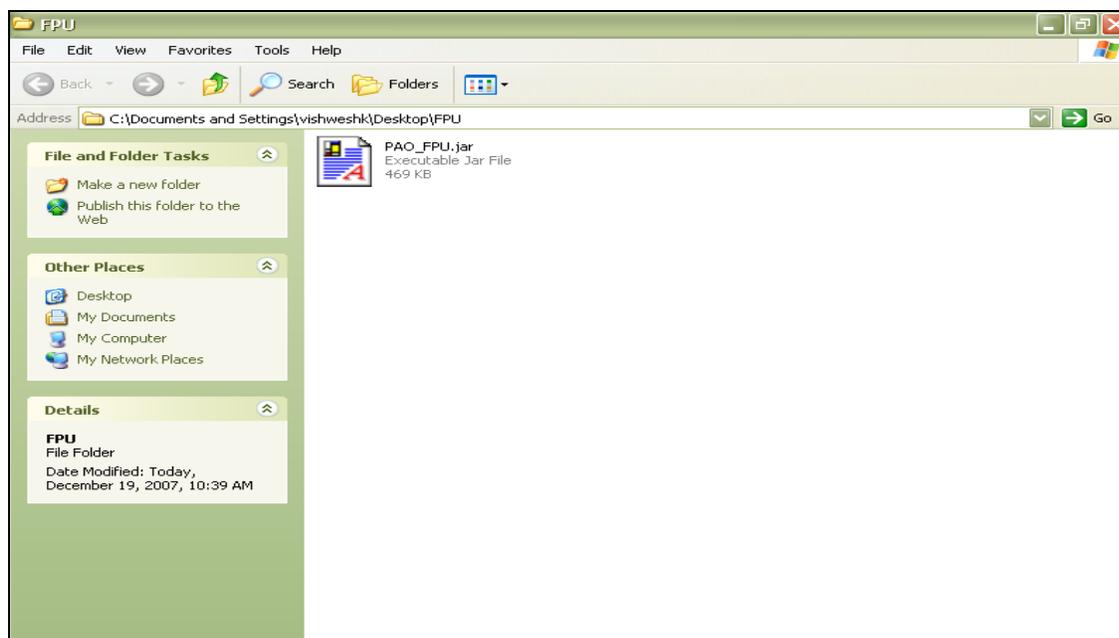
### 2.2.1. Installation of FPU:

- 1) PAO/CDDO user shall access the CRA website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) or [www.nsdl.co.in](http://www.nsdl.co.in) and download the FPU and save it on the local machine.
- 2) After downloading, on navigating to the folder where the FPU is saved, a “.JAR” file will be displayed to the PAO/CDDO user.
- 3) To open the FPU saved on the local machine, user will have to double click on the “FPU.JAR” file
- 4) It is imperative that the PAO/CDDO user will have to install JAVA 1.5 (J2SE 1.5) on the machine where the FPU is to be installed. If this particular version of JAVA is not installed on this machine, then the FPU will not be operational. This same version of JAVA is required for the running of FVU as well.
- 5) If J2SE version 1.5 is not installed, the system will prompt the user to open the file with the help of an application as displayed in Figure 1. If J2SE version 1.5 is not installed on the machine, the user will not be able to open the “FPU.JAR” file. This is as shown below.



**Figure 1**

- 6) If appropriate version of J2SE is installed then the ‘FPU’ will be displayed as shown below



**Figure 2**

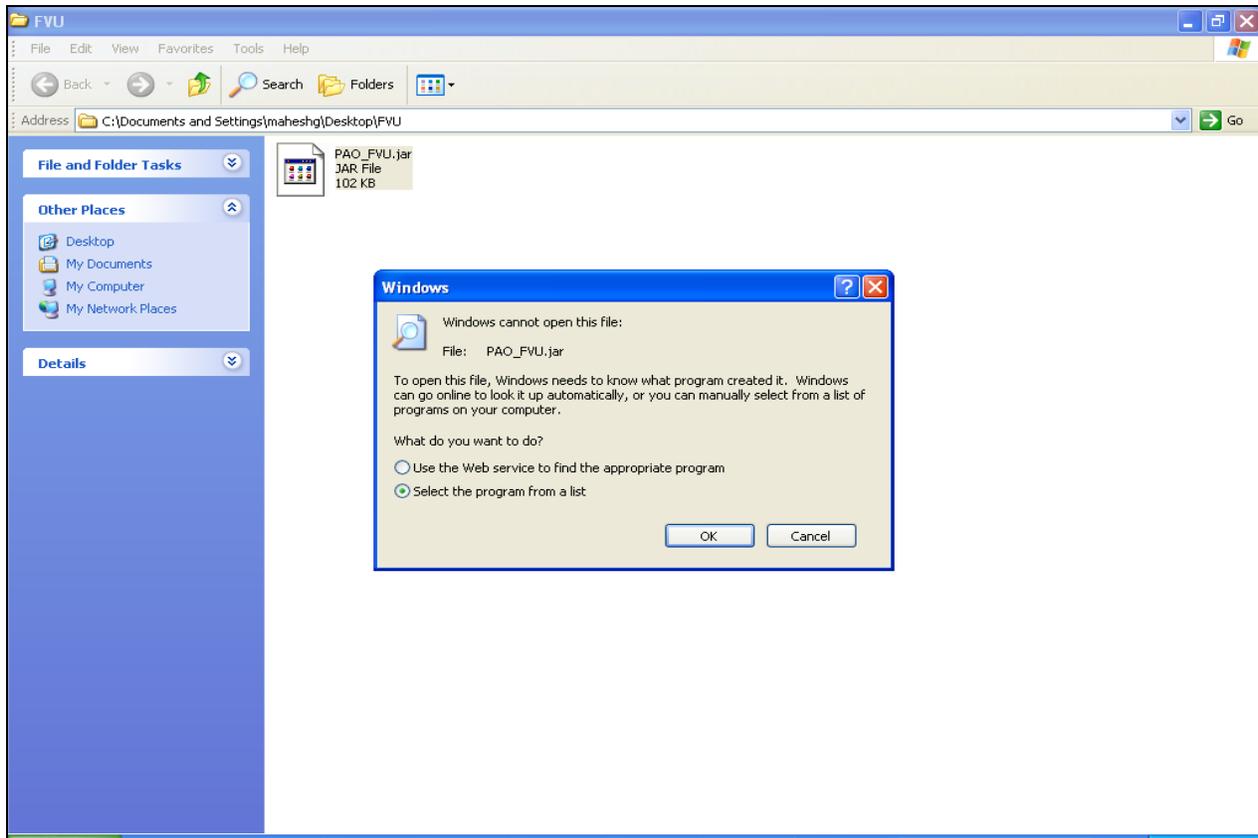
- 7) After successful download and installation of FPU, PAO/CDDO will be able to use the FPU for the purpose of creation of the Subscribers Contribution File. For assistance in using the File Preparation Utility, user can read the instructions provided in 'Help menu' of the File Preparation Utility.

### 2.2.2. Installation of FVU

FVU is a Java based utility developed by the CRA to ensure that Subscribers Contribution File prepared by PAO/CDDO is in conformity with the file formats of CRA. PAO/CDDO can freely download the FVU from CRA website [www.nsdl.co.in](http://www.nsdl.co.in) or [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in). PAO/CDDO should ensure that latest version of FVU is being used. PAO/CDDO can get the latest updates of FVU version from CRA website. FVU can be hosted on any Windows PC. The minimum configurations with respect to installation of FVU are identical to those needed for the FPU.

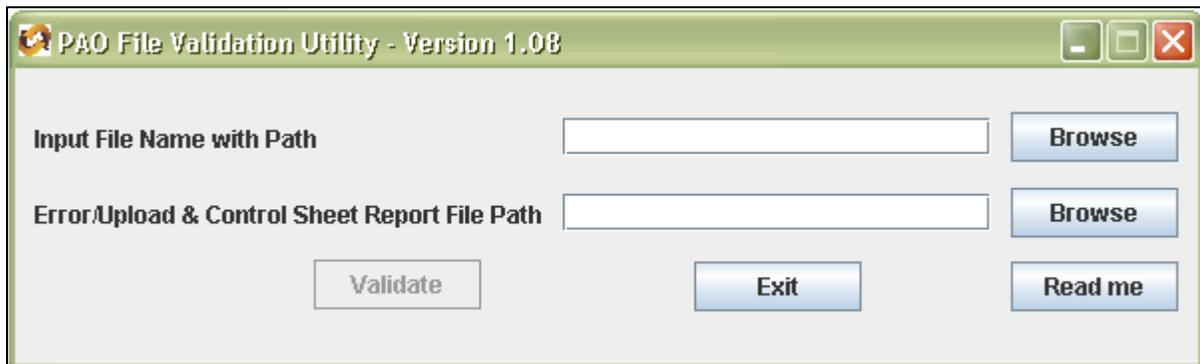
### 2.3. Using FVU

- 1) The FVU requires the installation of J2SE version 1.5. If the J2SE version 1.5 is not installed on the machine, the user will not be able to open the "FVU.JAR" file. The application will be displayed to the PAO/CDDO as shown below.



**Figure 3**

2) On clicking the “FVU.Jar” file, the FVU will be displayed as shown below:



**Figure 4**

## 2.4. Maintenance of User ID and I-Pin

On successful registration, CRA shall allot two set of User id and I-Pin (Password) for accessing CRA/NPSCAN system. PAO/CDDO should identify two officers, one as a Maker user and another as an authoriser user. The User ids and the passwords should be provided to them. The officials should be educated about the security features of the I-Pins. After logging for the first time, PAO/CDDO user will have to accept the terms and conditions which are available online for accessing NPSCAN/CRA system. On acceptance of the terms and

conditions, PAO/CDDO user will be prompted to change his password. PAO/CDDO should follow the below mentioned guidelines for password management.

- Password should be of minimum 8 characters.
- Password should be of maximum 14 characters.
- Password should be case sensitive.
- Password should not contain the user id.
- Password should not contain spaces.
- Password should have at least one character.
- Password should have at least one number or one special character.
- Password shall expire after 60 days.
- Password should not be same as any one of the last three passwords.

PAO/CDDO user should maintain the confidentiality of the password. Following are the good security practices in the selection and use of passwords.

- User passwords should remain confidential. Users are responsible for the confidentiality of their passwords. The passwords should not be divulged under any circumstances.
- User should not write password on the desk, near monitor, CPU, under keypad/ keyboard or on a paper and keep it in the drawer.
- Passwords should be changed whenever there is an indication of possible system or password compromise.
- User should not share his/her password with any person. If there is a need to share the password this shall be done after appropriate approvals only.
- User should not send the password to anybody through mail.

The password should be maintained by a senior official in a sealed envelope. Password shall be changed immediately if the senior official needs to break the envelope and hand over the user id and password to some other officer to carry out the work in the original user's absence or transfer of the original user.

### Summary

- **PAO/CDDO should be registered with CRA and have valid User IDs and I-Pins to access NPSCAN system.**
- **CDDOs shall be allotted 2 Registration Nos. one as PAO and one as DDO. For this, they would need to fill forms N2 and N3 and forward them to NSDL. These forms can be downloaded from the NSDL website.**
- **While uploading the SCF the PAO/CDDO should make use of the User-id and IPIN allotted to them by CRA for accessing NPSCAN system.**
- **PAO/CDDO should allocate two personnel, one for Maker activity with one User ID and another for Authoriser activity with another User ID.**
- **The File Preparation Utility (FPU) & The File Validation Utility (FVU) can be freely downloaded from CRA website [www.nsd.co.in](http://www.nsd.co.in) or [www.npskra.nsd.co.in](http://www.npskra.nsd.co.in).**

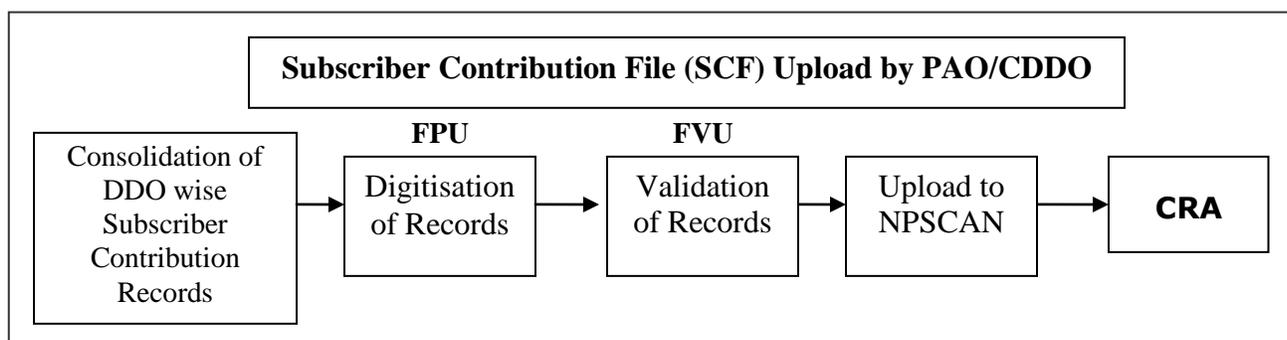
- **PAO/CDDO may use the FPU provided by CRA or its own back office as per CRA file formats for preparation of Subscriber Contribution File. In either case, the file generated should be run through the FVU.**
- **The machine on which the FPU and FVU is installed should have JAVA JDK & JRE version 1.5.**

### 3. PREPARATION OF SUBSCRIBER CONTRIBUTION FILE

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

1. Preparation of SCF using File Preparation Utility (FPU).
2. Validation of the SCF using File Validation Utility (FVU) as described in chapter 4 of this document.
3. Uploading SCF to the NPSCAN System using I-Pin allotted to the PAO/CDDO as described in chapter 5 of this document.

The steps are explained in the following diagram:



#### 3.1. Preparation of SCF using FPU

The procedure for installation of FPU and FVU has been provided in Chapter two of this manual. After the installation, PAO/CDDO will undertake the following activities for preparation of Subscriber Contribution File.

The PAO/CDDO will consolidate the monthly details of the Subscribers Pension Contributions from various DDOs associated with it and digitise the records using the latest version of FPU. CDDO shall consolidate subscriber-wise contribution records of employees linked to them. 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](http://www.nsdl.co.in) or [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in).

The FPU consists of two panels –

**A) PAO & Contribution File Details Panel:** In this panel, the user will enter details such as Type of contribution file, PAO Reg. No., PAO name & Transaction id (in case of a correction file upload).

**B) Subscriber Details panel:** In this panel, the user will enter the contribution details of the subscriber such as Subscriber PRAN, month of contribution, amount of contribution etc.

### 3.1.1 PAO & Contribution File Details:

This panel will open by default when the PAO/CDDO executes (or double clicks on the) FPU.JAR file. The details of this panel will be displayed as shown as below.

**Figure 5**

User will have to enter the following details:-

- 1. 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 is 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.
- 2. Transaction id:** As mentioned above, where file type is Correction, the User will have to provide the transaction id of the original file for a correction file. If transaction id is not provided, user will not be able to create the file. The Transaction id is the acknowledgement number provided by the NPSCAN after successful upload of the Subscriber Contribution file.

3. **PAO Reg. No.:** User (PAO/CDDO) should enter the PAO Reg. No. allotted by CRA on successful registration in CRA.
4. **Name of PAO:** This is an optional field. User can enter the Name of PAO in this field.
5. **The contribution details:** i.e., the DDO Count, Total subscriber records, Control total (Government), Control total (Self) will appear automatically based on what user has entered on the Subscriber details panel.
6. The fields which are marked with ‘\*’ are mandatory fields.

### 3.1.2 Subscriber Details

The view of the subscriber details of the FPU is shown as below

The screenshot shows the 'Subscriber Details' tab in the 'File Preparation Utility 1.06' application. The interface includes the following elements:

- PAO & Contribution File Details** and **Subscriber Details** tabs.
- Input fields for:
  - Select DDO Reg. No. (dropdown menu, currently set to "--All--")
  - Subscriber Records in DDO (text box, value: 0)
  - Govt. Contribution (text box, value: 0)
  - Subscribers Contribution (text box, value: 0)
- A table with the following columns:
 

Sr No	DDO Reg. No. (1)	PRAN (2)	Subscriber Name (3)	Govt. Contribu...	Subscribers ...	Pay Month (6)	Pay Year (7)	Cont. Type (8)	Remarks (9)
1						--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	
- Buttons at the bottom: **Create File**, **Add Rows**, and **Delete a Row**.

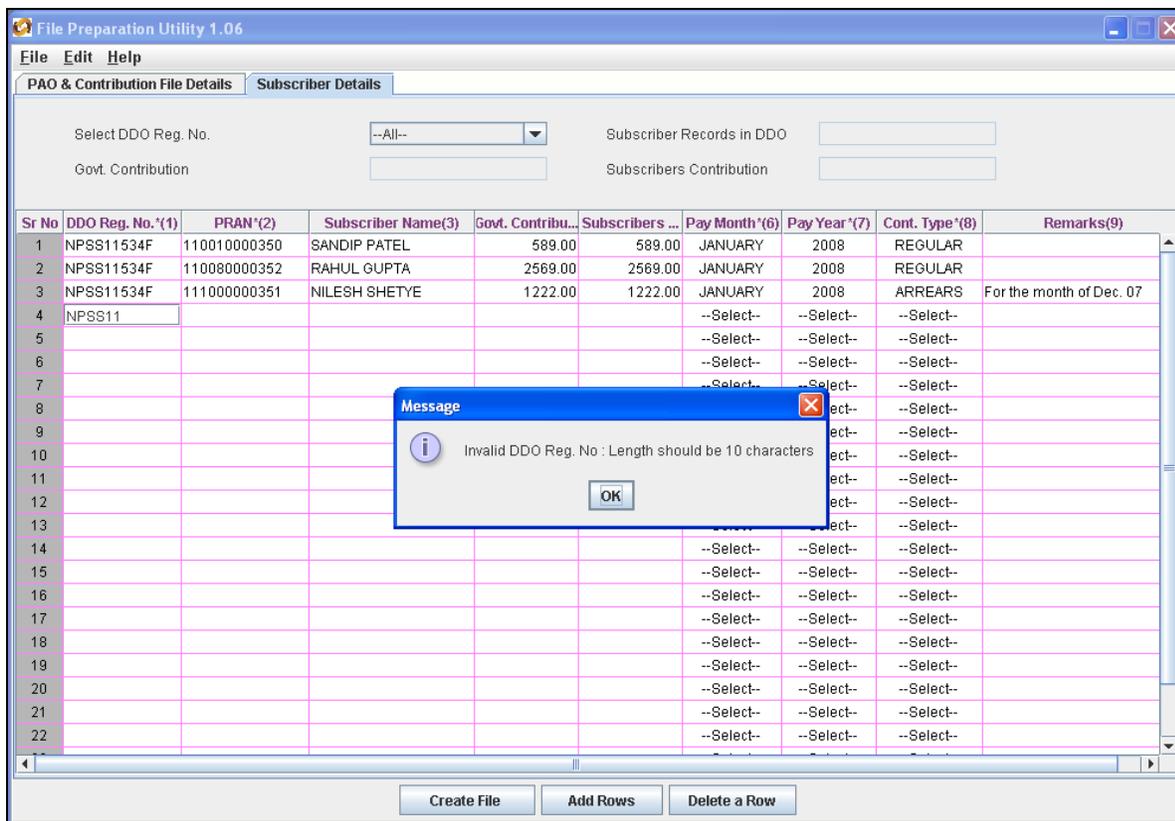
**Figure 6**

User will have to enter the following details:

- 1) **DDO Reg. No.:** User should enter the DDO Reg. No. allotted by CRA.
- 2) **PRAN:** User should enter PRAN of the Subscriber for which contribution details are being entered.
- 3) **Subscriber's Name:** User may enter Name of the subscriber. This is an optional field.
- 4) **Government Contribution:** User should enter Government Contribution Amount.

- 5) **Subscriber Contribution:** This field is for entering Subscribers 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.
- 6) **Pay Month:** User can select the month of contribution from the drop down option available.
- 7) **Pay Year:** User can select the year of contribution from the drop down option available.
- 8) **Contribution Type:** User can select the Contribution Type i.e. Regular or Arrears from the drop down option available.
- 9) **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.

At the time of entering the data, FPU will perform format and structure level validations of the data which is entered by the PAO/CDDO user. In case where data entered is not as per the file format of CRA, FPU will display an error message to the User. An example of such error message is shown as below:



**Figure 7**

PAO/CDDO can enter the subscriber details manually or copy the data from an excel sheet. To paste data from an excel sheet, PAO/CDDO 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. The contents will be displayed as shown below:

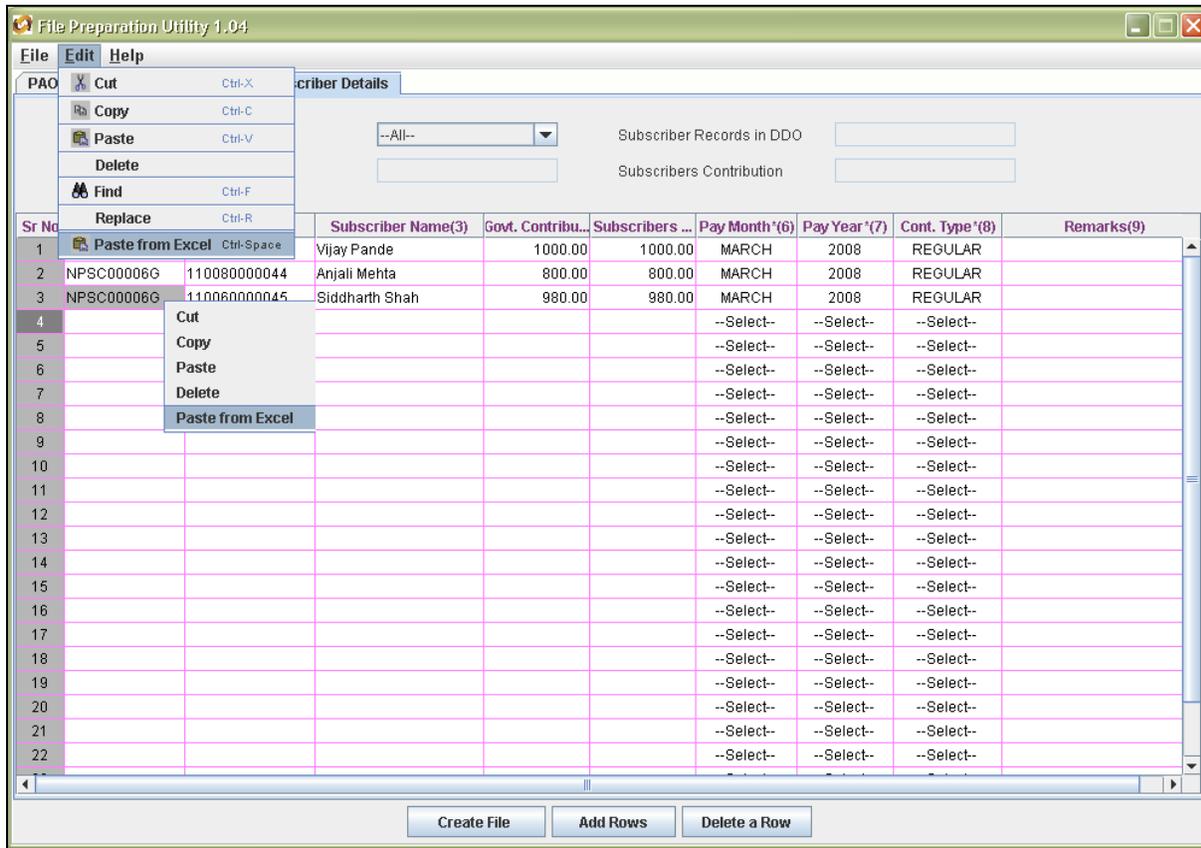


Figure 8

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.

The PAO/CDDO user can view Government Contribution and Subscriber Contribution amounts for a particular DDO by using the DDO filter provided in the FPU by selecting the desired DDO. This can be used to verify whether the DDO wise aggregate amounts are correct or not. The details will be as shown in the figure below. In the figure provided below for the DDO Reg. No. NPSS11534F the total of the government contribution and subscriber contribution for the three subscribers is shown in the header.

Sr No	DDO Reg. No. (1)	PRAN (2)	Subscriber Name (3)	Govt. Contribu...	Subscribers ...	Pay Month (6)	Pay Year (7)	Cont. Type (8)	Remarks (9)
1	NPSS11534F	110010000350	SANDIP PATEL	589.00	589.00	JANUARY	2008	REGULAR	
2	NPSS11534F	110080000352	RAHUL GUPTA	2569.00	2569.00	JANUARY	2008	REGULAR	
3	NPSS11534F	111000000351	NILESH SHETYE	1222.00	1222.00	JANUARY	2008	REGULAR	
4	NPSC00005F	110040000063	POOJA SHAH	890.00	890.00	JANUARY	2008	REGULAR	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

Figure 9

### 3.1.3. Checklist for preparing Subscriber Contribution File

- 1) PAO User should digitise the contribution details of the Subscribers pertaining to the DDOs linked to that particular PAO. CDDO should digitize the contribution details of employees linked to him.
- 2) It is mandatory to select the type of Contribution File as 'Original' for regular file and 'Correction' for correction file. By default it will be 'Regular'. In case of 'Correction' file, Transaction id is a mandatory field.
- 3) User should provide all the mandatory details of the particular record in each line. FPU will display error message if any of the mandatory field is missing in any record entry.
- 4) User should ensure that the PAO Reg. No., DDO Reg. No. and PRAN provided in the Contribution File is valid and is active in CRA system. FPU will only check whether the format and structure of data entered in these fields is correct.
- 5) It is mandatory to input a remark in 'Remark' column where contribution type is 'Arrears'.
- 6) Negative values cannot be entered in the Subscriber contribution and Government contribution fields.
- 7) User should ensure that if contribution type is 'Regular', multiple records are not entered for a single PRAN (attached to a DDO) for a particular month. FPU will validate duplicate records i.e., more than one record of the same PRAN for same month and year and contribution type as regular.

- 8) User should ensure for any arrears of contribution, the contribution type should be selected as 'Arrears' and the period of arrears should be entered in the Remarks field.
- 9) User will not be allowed to validate with FVU, the Intermediate files generated by FPU. Also intermediate files cannot be uploaded in NPSCAN.
- 10) User will be allowed to open the intermediate file only in the same version of FPU with which it was prepared.
- 11) User should not tamper the intermediate file as the tampered file cannot be opened using FPU. In such cases the FPU will display an appropriate error message to the user .
- 12) User cannot generate a blank Contribution File having no records. There must be at least one Subscriber record in a file and all mandatory fields should be entered.
- 13) The user will have the option to enter the Subscriber name while preparing the file. This is provided only for operational convenience purpose of PAO/CDDO.
- 14) PAO/CDDO will not be allowed to upload a FPU generated file having .txt extension to NPSCAN before validating the same through FVU.

PAO/CDDO should not upload any Contribution File for a Subscriber PRAN whose withdrawal request is scheduled to be processed within next fifteen days.

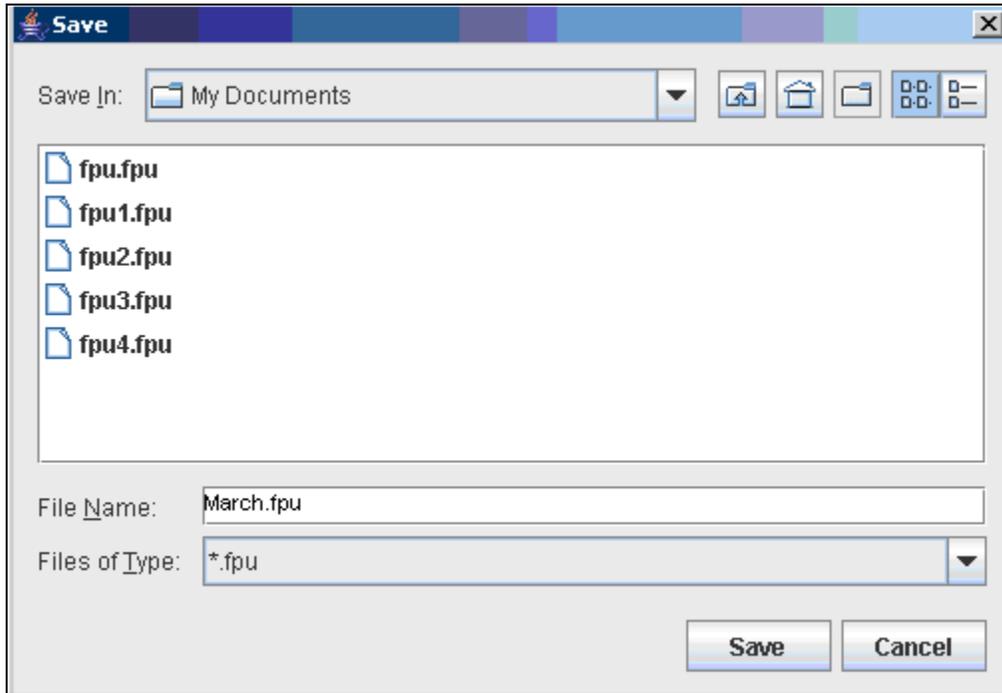
### 3.2. Preparation of Intermediate File

- 1) 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 as shown below.

Sr No	DDO Reg. No. (1)	PRAN (2)	Subscriber Name (3)	Govt. Contribu...	Subscribers ...	Pay Month (6)	Pay Year (7)	Cont. Type (8)	Remarks (9)
1	NPSS11534F	110010000350	SANDIP PATEL	589.00	589.00	JANUARY	2008	REGULAR	
2	NPSS11534F	110080000352	RAHUL GUPTA	2569.00	2569.00	JANUARY	2008	REGULAR	
3	NPSS11534F	111000000351	NILESH SHETYE	1222.00	1222.00	JANUARY	2008	REGULAR	
4	NPSC00005F	110040000063	POOJA SHAH	890.00	890.00	JANUARY	2008	REGULAR	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

Figure 10

- 2) After clicking on the **Save** option, the FPU will prompt the user to save the file on the machine. The details displayed will be as shown below.



**Figure 11**

- 3) Once user selects the **Save option** on the screen, a Confirmation message will be displayed, which will also mention the path where the file is saved. **An Intermediate file will always be saved with an '.fpu' extension.** PAO/CDDO cannot upload this intermediate file in FVU or CRA system.

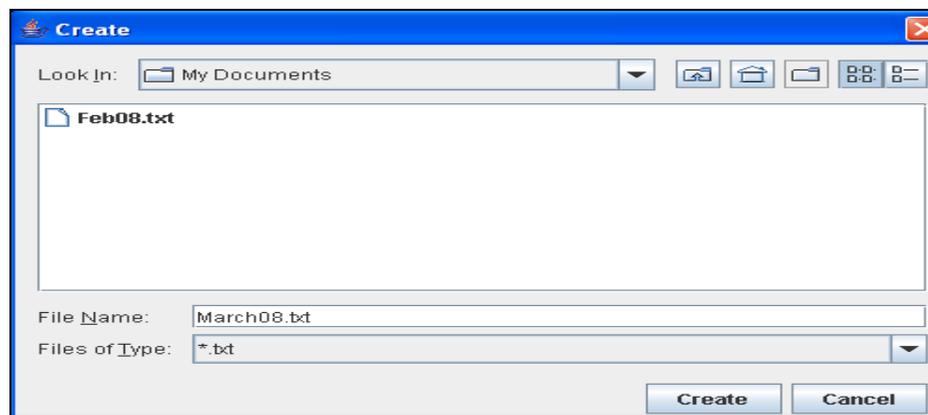


**Figure 12**

- 4) 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.
- 5) For the purpose of record, it is advisable for the User to create a working directory containing the year-wise, month-wise folder for Subscriber Contribution Files prepared by it.

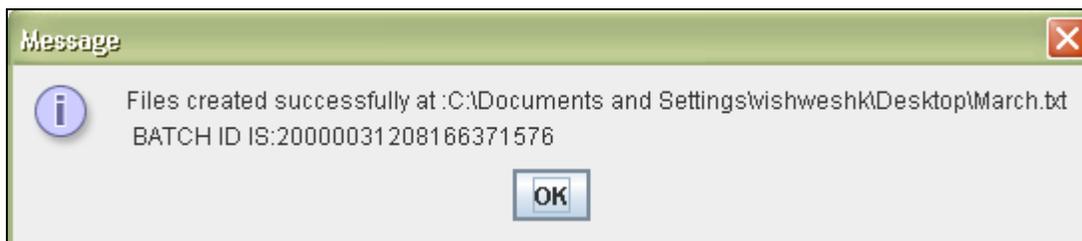
### 3.3. Creation of Subscriber Contribution File

- 1) After complete digitisation of necessary details, the user can create the Subscriber Contribution File by selecting **Create File** button. Once the user selects the Create File option, FPU will prompt the user to save the file on the machine as shown in **Figure 13**.



**Figure 13**

- 2) FPU will create an output file having extension .txt. FPU will also create a unique Batch id to identify each file. This Batch id will be displayed to the user in the final confirmation message shown after successful generation of the file as shown below.



**Figure 14**

- 3) While creating a file, FPU will validate the following:
- i. FPU will check whether user has provided all the mandatory details.
  - ii. FPU will check whether the PAO Reg. No., DDO Reg. No. and PRAN are structurally correct.
  - iii. FPU will check the month and year of contribution is not future dated.
  - iv. FPU will check whether any remark is entered when type of record upload is arrears.
  - v. FPU will validate whether contribution amount is greater than zero.
  - vi. FPU will check whether the Subscriber's Contribution and Government contribution is equal.
  - vii. FPU will check for each subscriber and for type of contribution regular, only one record is present for a particular month.
- 4) If the FPU encounters any error in the data entered by the User, such as, 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.

### **Summary**

- **PAO/CDDO shall prepare Subscriber Contribution File using CRA provided FPU or its own back office as per file formats of CRA. In either case, the file generated should be run through the FVU.**
- **PAO/CDDO should use the latest version of FPU.**
- **The PAO Reg. No., DDO Reg. No. and PRAN provided in the Contribution File should be active in CRA system.**
- **There should not be a duplicate record for a PRAN for regular contribution of the same month.**
- **PAO/CDDO can prepare an Intermediate file using FPU which can be used for preparation of contribution file for future months.**
- **The PAO/CDDO User can save data in the FPU and reopen it at later stage in order to carry out modifications.**

## 4. VALIDATION OF SCF USING FILE VALIDATION UTILITY

After the completion of preparation of the Subscribers Contribution File, PAO/CDDO will validate the output file of FPU with a File Validation Utility (FVU). On successful validation of the file, FVU will generate an output file with extension “.fvu” along with a control total html file which will be saved in the specified path. FVU is mandatory for a SCF. Only those SCF which is successfully passed through FVU can be uploaded to NPSCAN/CRA system. At the time of file validation, if any of the validations fail, then the file will be rejected and an error file will be generated.

To validate the Subscribers Contribution File through FVU, the User will double click on the PAO\_FVU icon at the path where File Validation Utility is installed. Once the user clicks on the FVU, the FVU will open which is as displayed below:

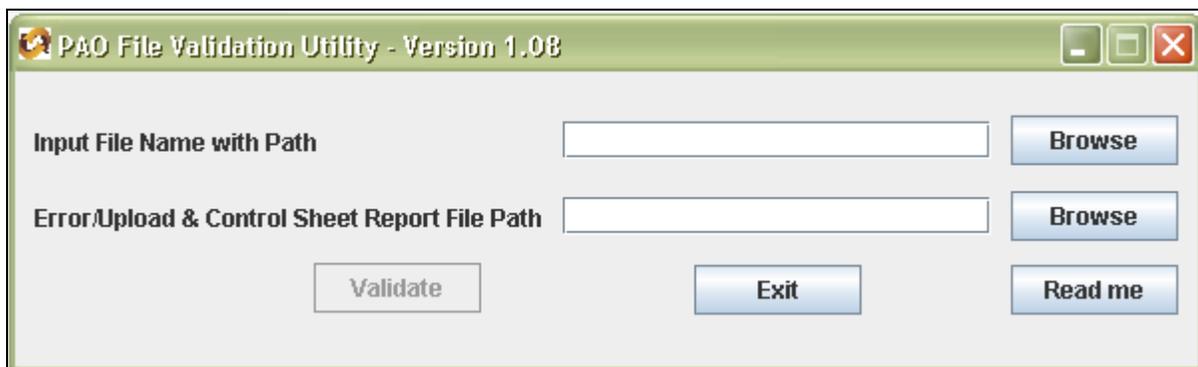


Figure 15

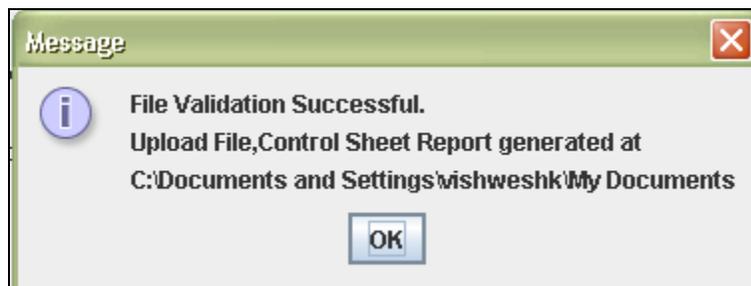
### 4.1. Input File Name with Path

- 1) PAO/CDDO will specify the name (with the .txt extension) of the input file (including the path) i.e. the name of the Subscribers Contribution File and to be passed through FVU for validation.
- 2) The Input **file name** should not contain any special characters e.g. :, \ / etc and should not exceed 12 characters.
- 3) The file to be passed through FVU should be in “.txt” format only.
- 4) PAO/CDDO can enter the path or he can select the same by clicking the ‘Browse’ button on the extreme right of the **Input File Name with Path**.

### 4.2. Error/Upload & Control Sheet Report File Path

- 1) User will have to specify the path where either an ‘error file’ or ‘upload file’ along with the control total sheet is to be generated and saved by the FVU on successful completion of validation of the file. It is advisable to use the same path as the input file path. For error file or upload file, User shall only specify the path and should not specify any file name. FVU will provide the name for output file by default.

- 2) User can enter the path or can select the same by clicking the 'Browse' button on the extreme right of the 'Error/Upload File Path'. In case of validation failure, an Error file will be generated at location specified in the field 'Error/Upload & Control Sheet Report File Path'.
- 3) It is mandatory for the User to fill both 'Input File Name with Path' and Error/Upload File Path'. Once the User specifies both the fields, Validate button will remain disabled till both fields are not entered properly.
- 4) While validating the Subscribers Contribution File, FVU will perform format and structural level validations. FVU will also perform additional validations as mentioned below:
  - The contribution Month and Year mentioned is a valid year and month.
  - FVU will check whether 'Government Control Total' is equal to the sum of government contributions for all the subscribers.
  - FVU will check whether 'Subscribers Control Total' is equal to the sum of Subscribers contributions for all the subscribers.
- 5) After selecting the input and output folder, User should click the 'Validate' button to validate the Subscribers Contribution File. 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 shown below.



**Figure 16**

- 6) If the file validation is successful, then FVU will also generate an ".html" file showing control totals as shown below.

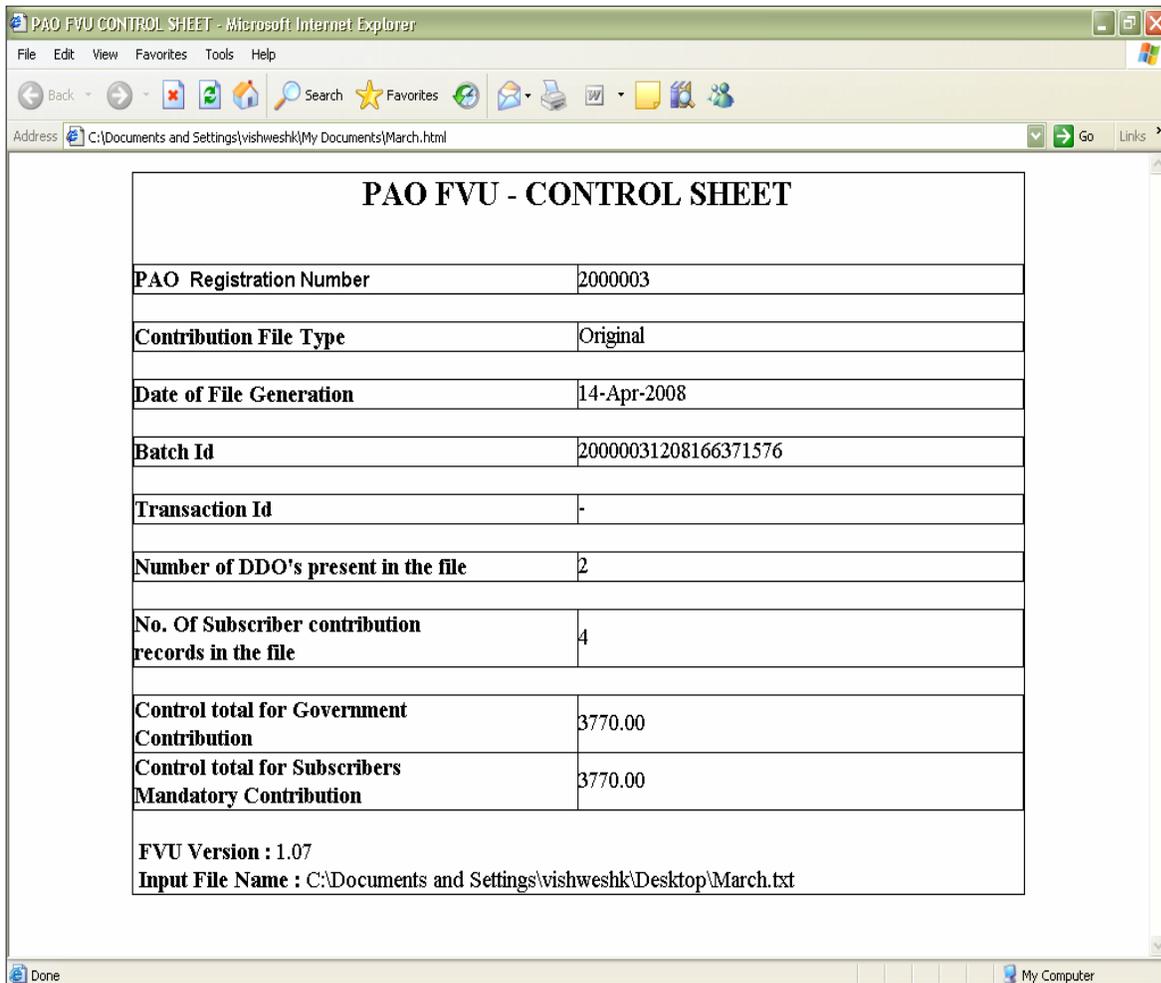


Figure 17

- 7) If there are any format level errors in the file, FVU will display an error message as shown in figure below

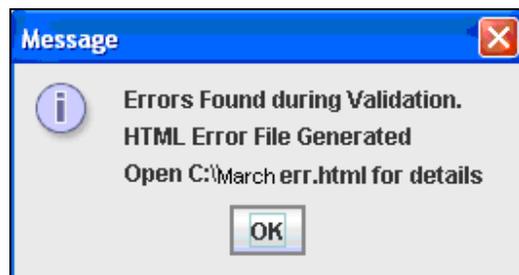


Figure 18

- 8) 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 as shown below.

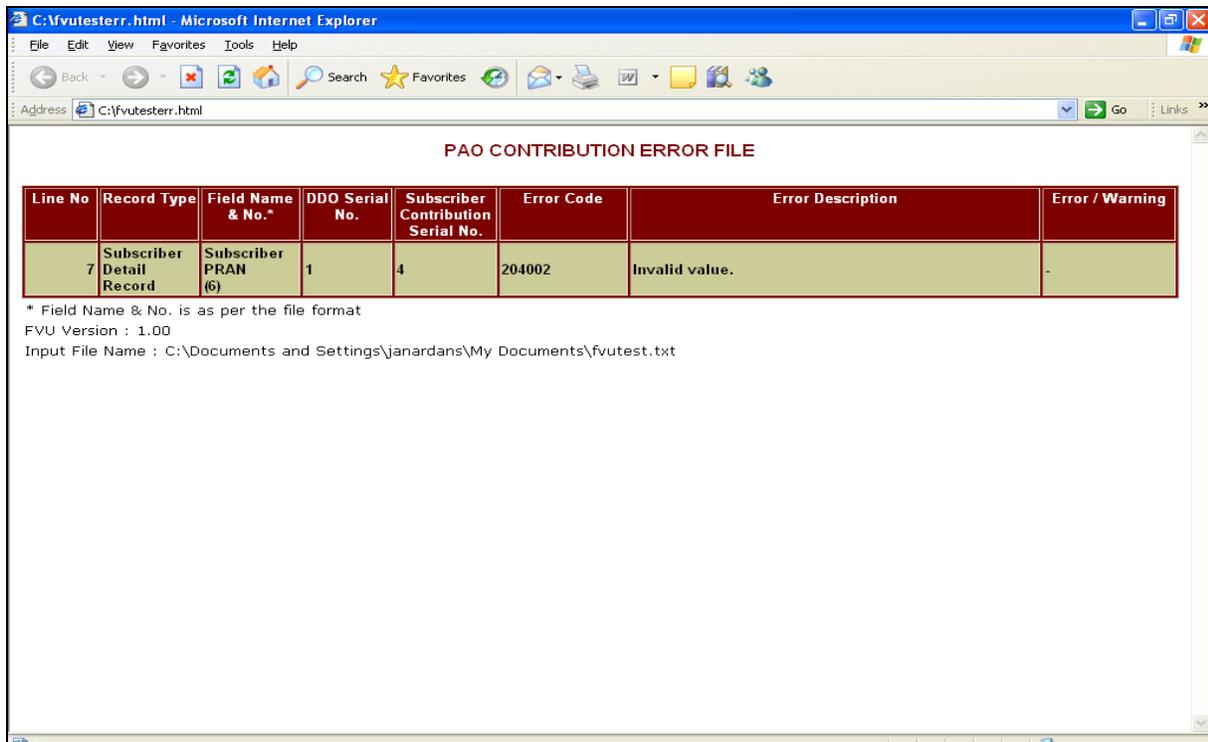


Figure 19

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

### Summary

- **PAO/CDDO should validate the file using FVU provided by CRA.**
- **While validating, PAO/CDDO should provide the input file name and path along with Error/Upload Control sheet report path.**
- **On successful validation of the file, FVU will generate an output file with extension “.fvu” along with a control total html file.**

## 5. UPLOADING SUBSCRIBER CONTRIBUTION FILE TO NPSCAN

After validating the Subscribers Contribution File through FVU, PAO/CDDO will upload the output file having '.fvu' extension to NPSCAN. PAO/CDDO will upload the file using the I-Pin allotted by the CRA to the PAO at the time of registration. All SCF uploaded by PAO/CDDO till 17.30 hrs on day T will be considered for settlement process at CRA on T+1. During the settlement process, subscriber contribution amount will be invested as per the scheme preference applicable for the subscriber and the respective units will be credited to the subscribers account.

### 5.1. Process of upload

- 1) 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](http://www.npscan-cra.co.in) Following page will be displayed to the user as shown below.

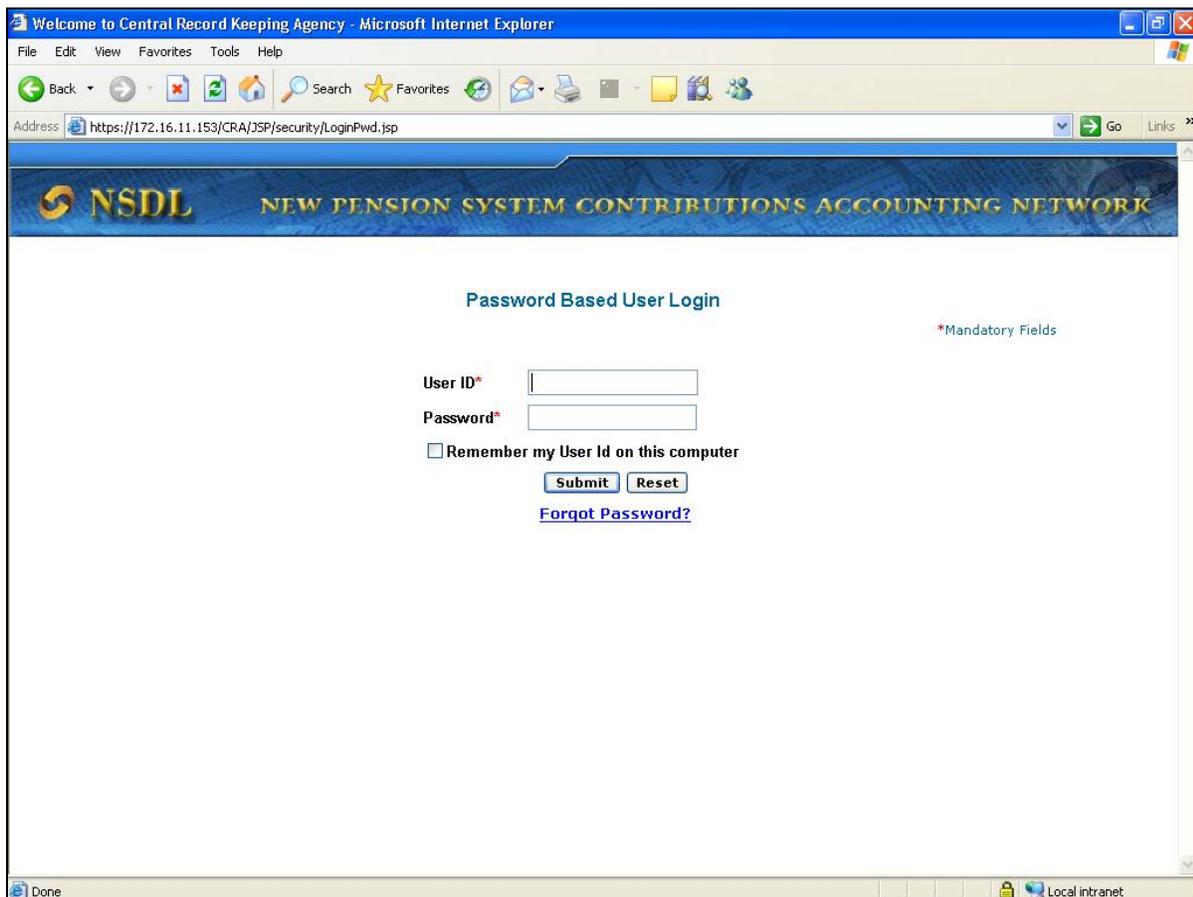


Figure 20

- 2) On this page, the PAO/CDDO User will have to enter his User id and password in the fields provided as shown in figure 21. PAO/CDDO may use any of the one User id which has been provided to it by CRA on successful registration.

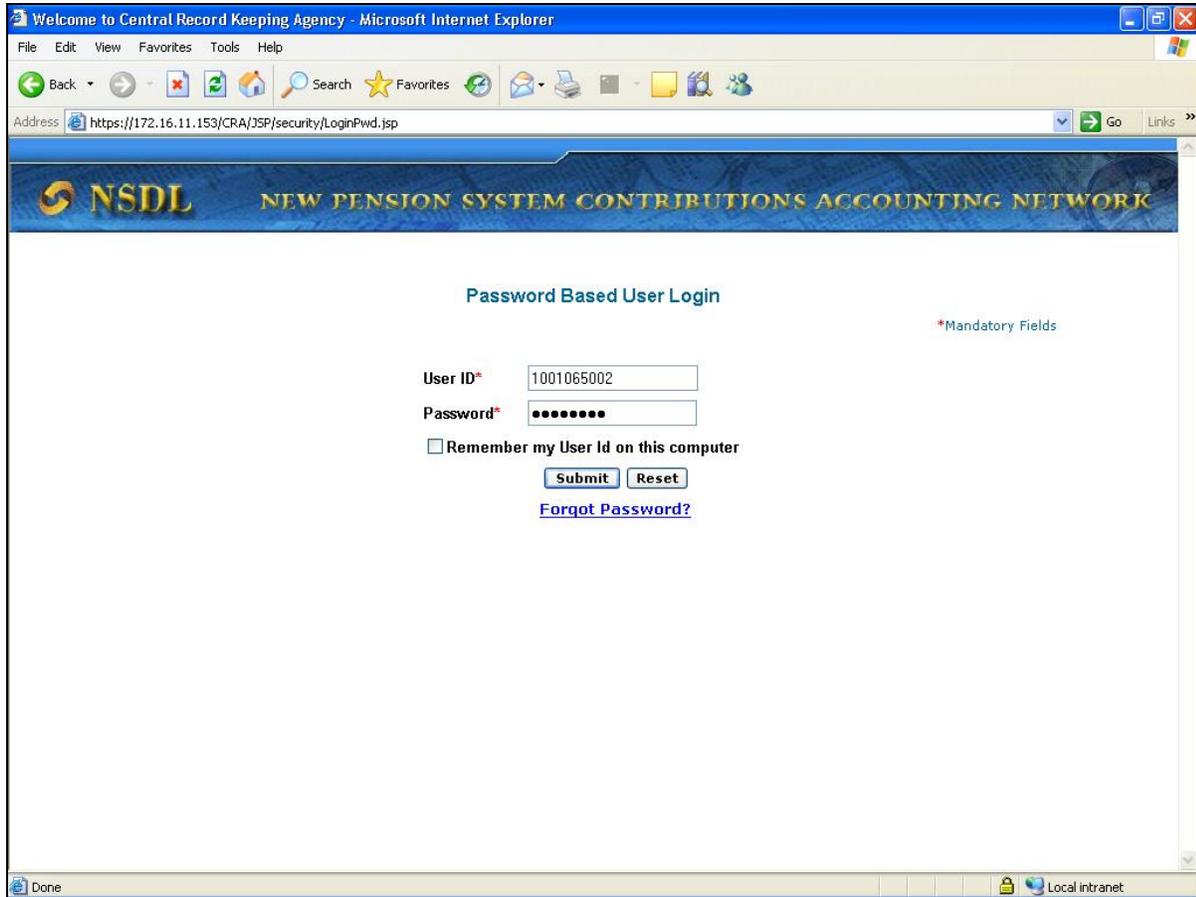
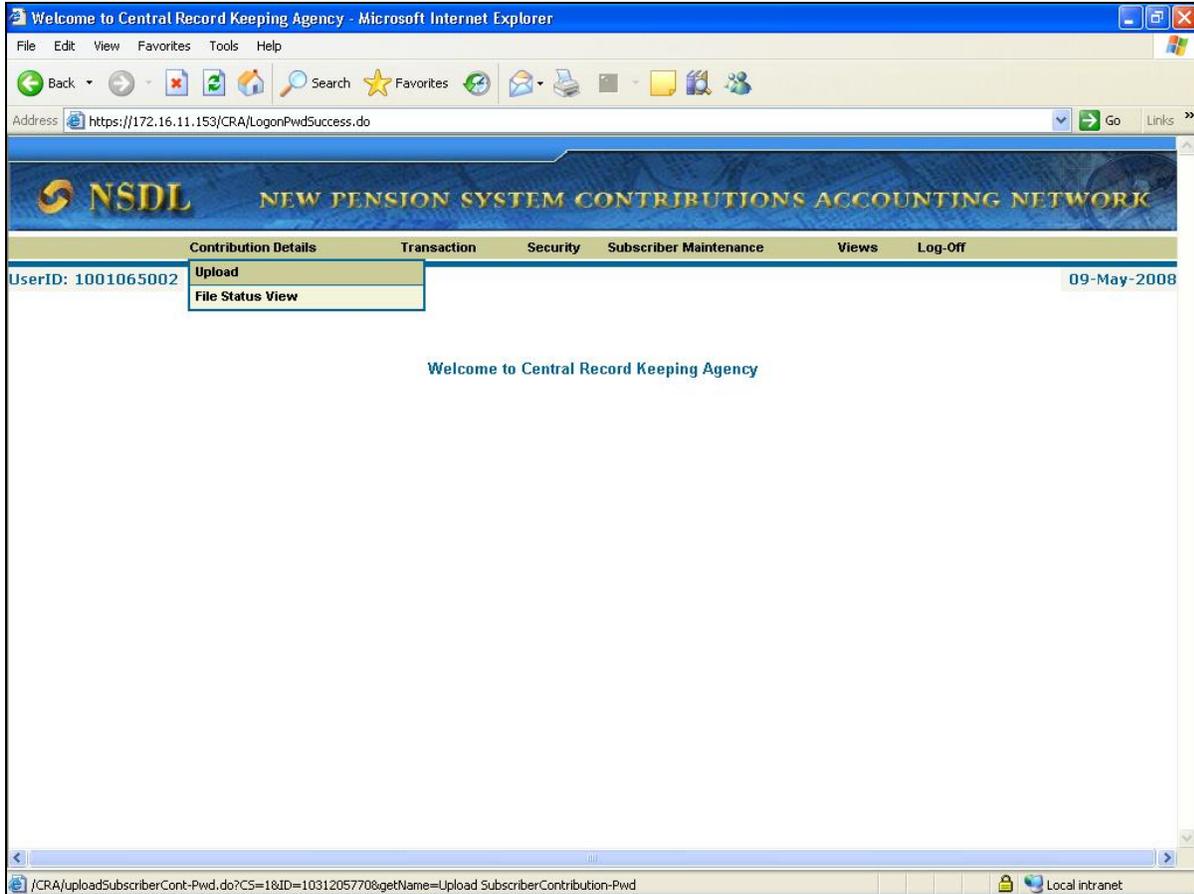


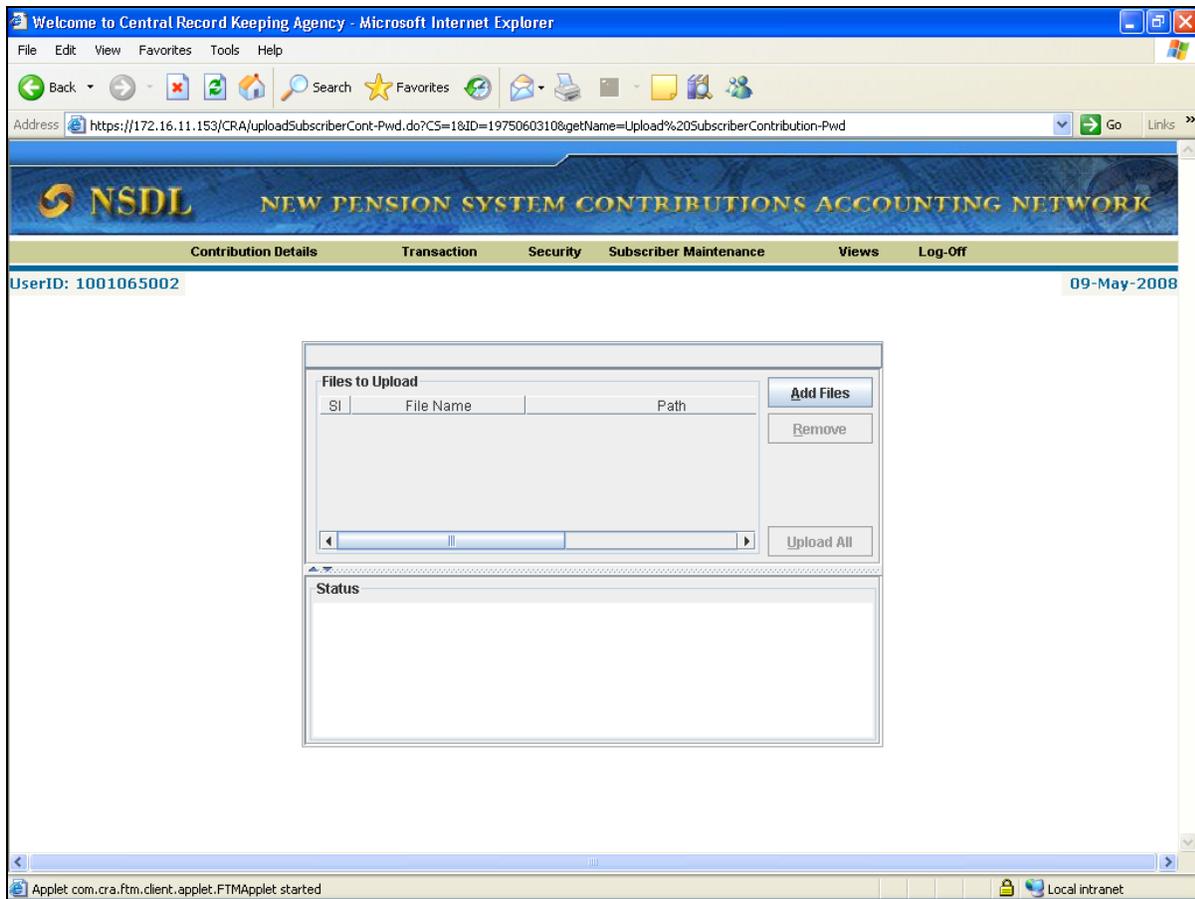
Figure 21

- 3) If the PAO/CDDO user enters the user id and password correctly, the user will be able to successfully login into the system. After successful login, the PAO/CDDO user will have to select the option **“Contribution Details- Upload”** from the menu as shown below.



**Figure 22**

- 4) On selection of the option “Upload”, NPSCAN will display a screen as shown below to upload the files:



**Figure 23**

*Note: If the appropriate combination of IE and J2SE is not installed on the machine, then in the event of selection of file subscriber contribution - upload option, no details will be displayed to the user on the screen.*

- 5) In the above screen, PAO/CDDO User will have to select the ‘**Add Files**’ option to add the Subscribers Contribution Files to be uploaded. Once user selects ‘**Add Files**’ button, a window will be displayed for the user to select the file to be uploaded.
- 6) The user will have to select the files to be uploaded (with ‘.fvu’ extension) and click on the **add files** button. User can select multiple files with help of “Ctrl” key as shown below.

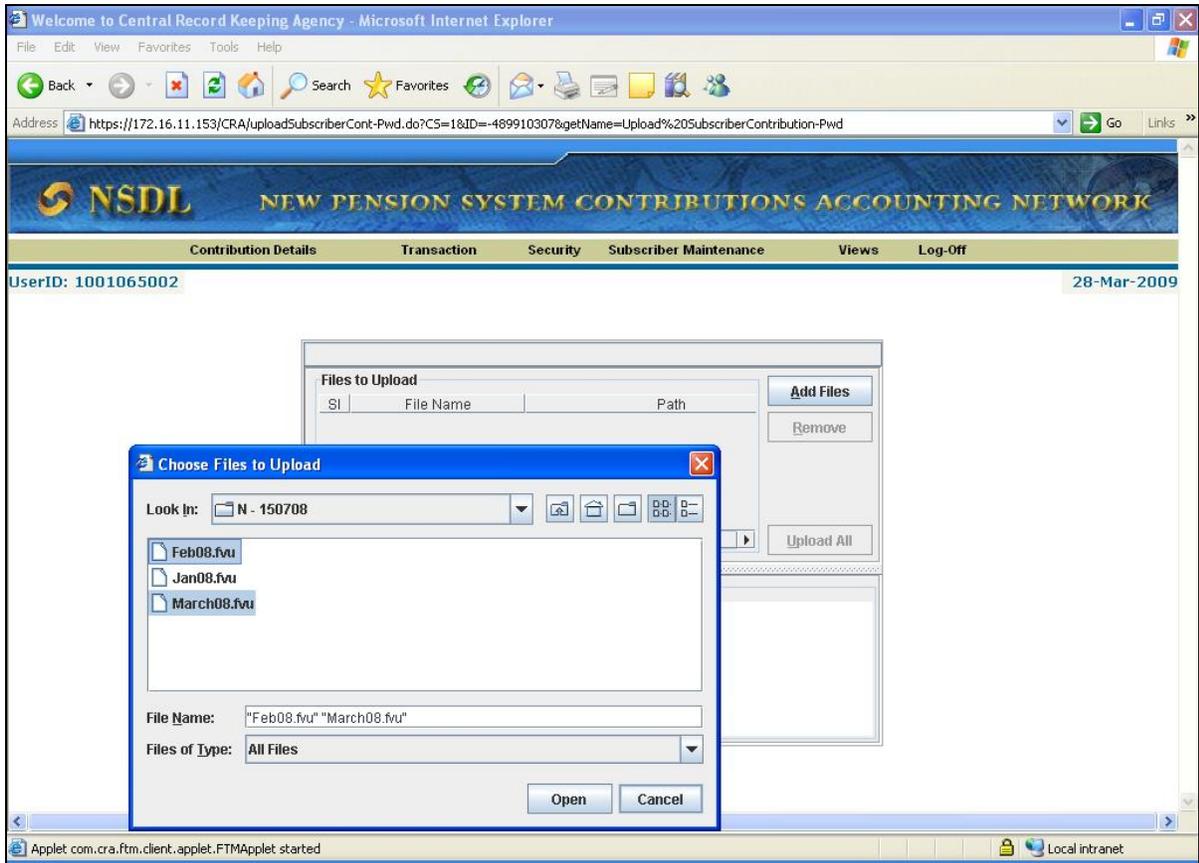
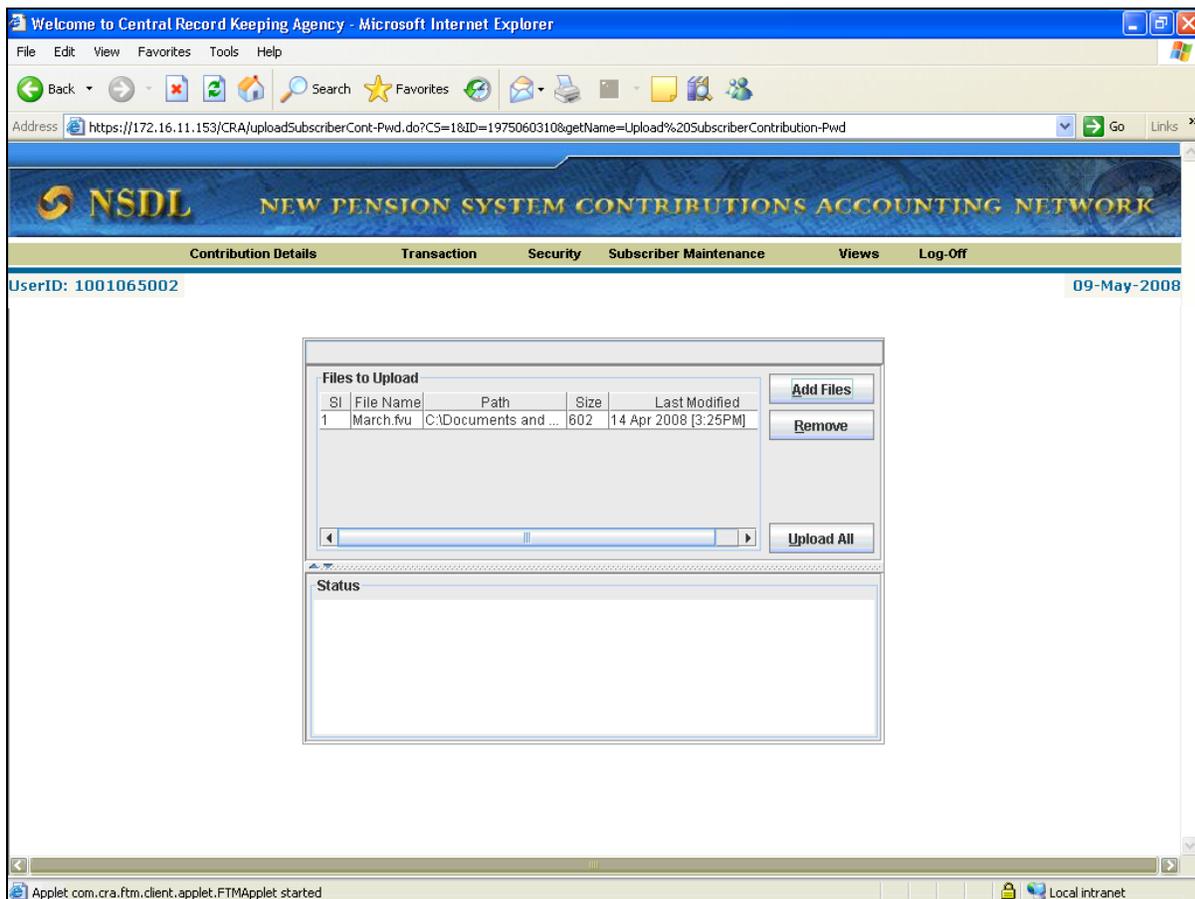


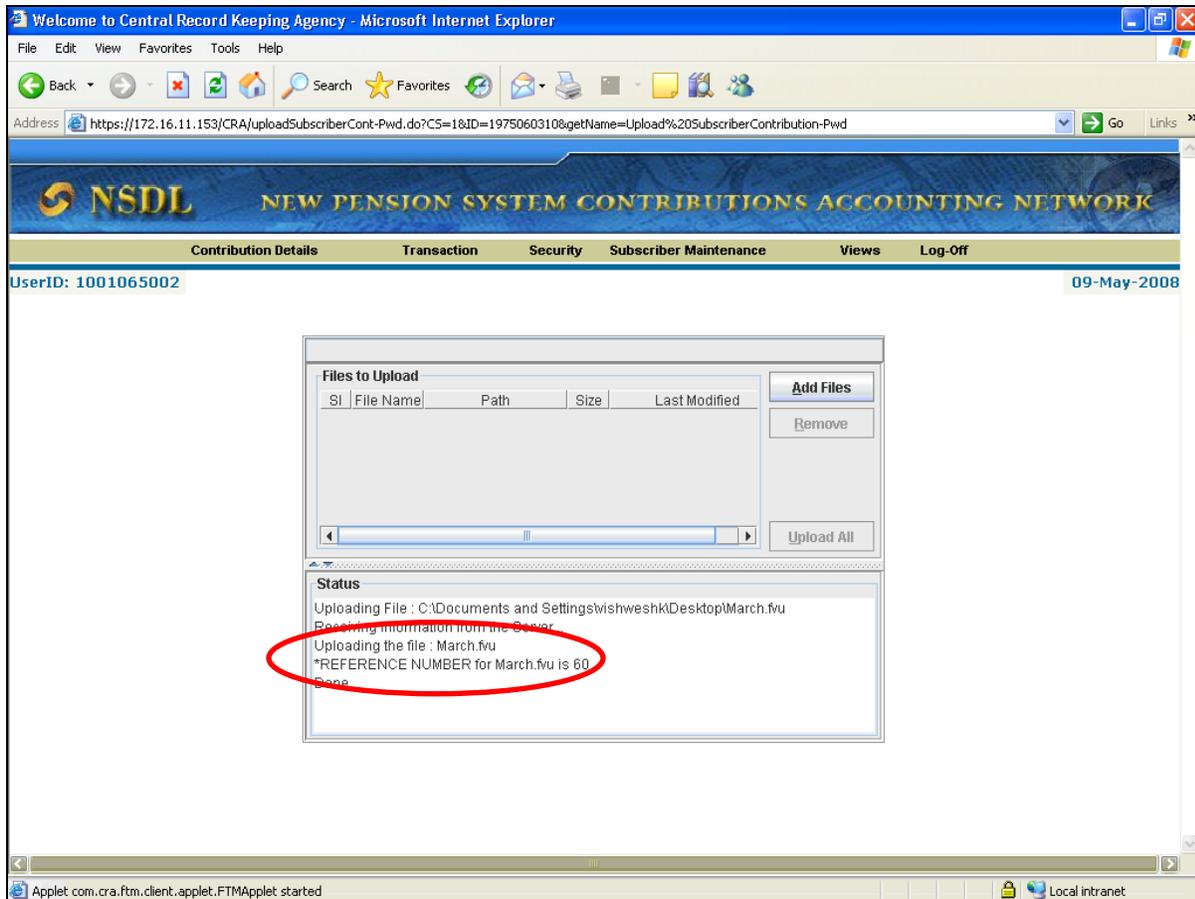
Figure 24

- 7) Once the required file(s) is/are selected, the user will have to click on the “**Open**” button to load the file. Once the file is loaded, the html will display certain information about the file as mentioned below and shown in figure 25.
- i. Serial Number
  - ii. File Name
  - iii. Path
  - iv. Size of the file and
  - v. The last modified date & time.



**Figure 25**

- 8) Once the file is successfully loaded, the user will have to upload the file by clicking on the “Upload All” option. 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 as per shown in **Figure 26**. User may note the FRN for record purpose. User can use this FRN for viewing the status of the file at a later stage.



**Figure 26**

- 9) After successful upload, NPSCAN system will perform certain business level validations in addition to the validation performed by “FPU” and “FVU”. NPSCAN will check whether
- PAO Reg. No., DDO Reg. No. and PRAN are valid and active in system
  - PAO-DDO mapping is valid.
  - If the Contribution type is ‘Regular’, no other record exists in the system for the same month & year for the same subscriber.
  - FPU & FVU version, FVU hash and batch id of the file are correct.
- 10) 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 criteria’s as mentioned below:
- File Reference Number
  - Batch Id
  - Transaction Id
  - From Date & To date.

11) The User can refer to figure 27 given below as an example for the above mentioned criteria's where the search criteria entered is "File Reference Number"

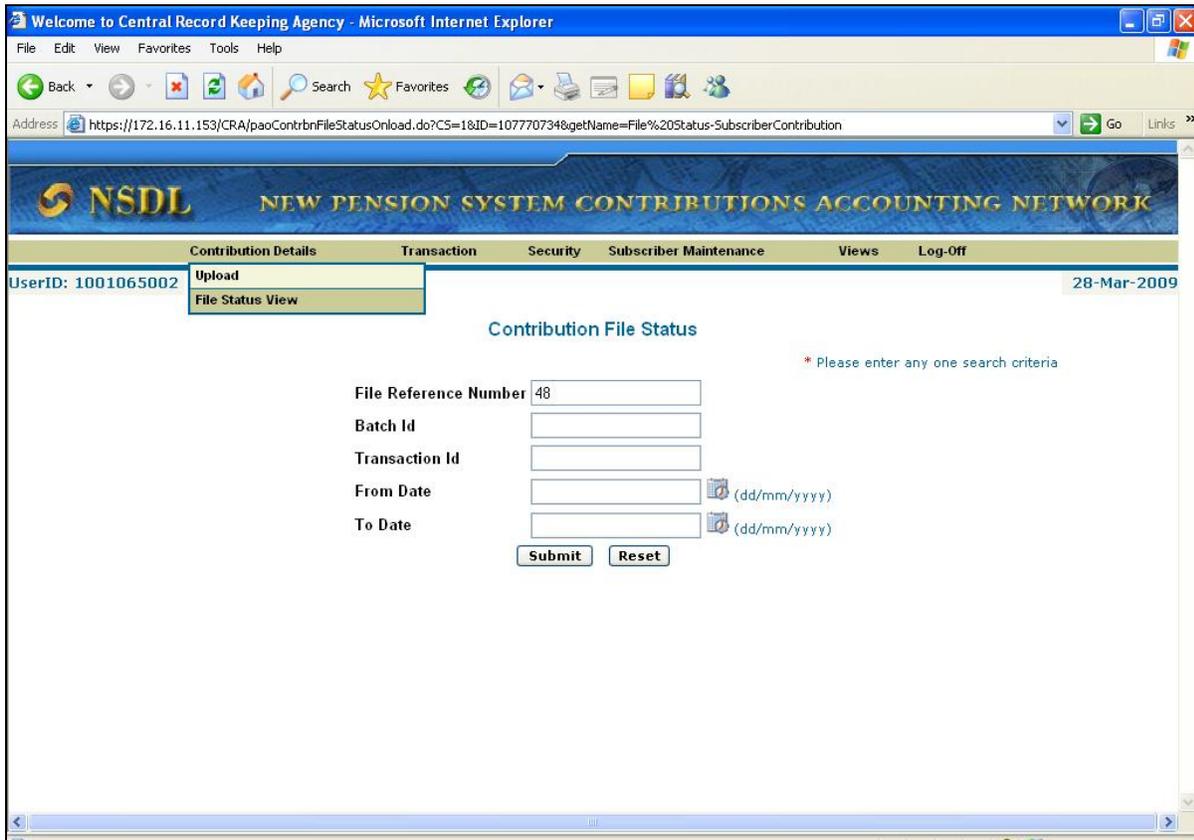


Figure 27

12) 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 (unique receipt number generated by NPSCAN). This is as shown below.

File Reference Number	I/P File Name	Date Of Upload	Type of File	Transaction Id	Status	Batch Id	Error/Response HTML	Subscriber Contribution Submission Form
21	apr08.fvu	05-May-2008	Original	100106500033	Accepted in CRA	20000031209978959989	-	<a href="#">View</a>
22	jan08.fvu	05-May-2008	Original	-	Rejected in NPSCAN	-	<a href="#">22_ERR.html</a>	-
23	march08.fvu	05-May-2008	Original	100106500041	Accepted in CRA	20000031209979448156	-	<a href="#">View</a>
27	may08.fvu	05-May-2008	Original	100106500058	Accepted in CRA	20000031209980201567	-	<a href="#">View</a>
34	april08.fvu	05-May-2008	Original	-	Rejected in NPSCAN	-	<a href="#">34_ERR.html</a>	-
35	NPSFEB.fvu	05-May-2008	Original	-	Rejected in NPSCAN	-	<a href="#">35_ERR.html</a>	-
37	May08.fvu	05-May-2008	Original	-	Rejected in NPSCAN	-	<a href="#">37_ERR.html</a>	-
38	NPSFEB07.fvu	05-May-2008	Original	100106500066	Accepted in CRA	20000031209981901501	-	<a href="#">View</a>
40	may07.fvu	05-May-2008	Original	100106500074	Accepted in CRA	20000031209981703781	-	<a href="#">View</a>
46	jan06.fvu	05-May-2008	Original	100106500082	Accepted in CRA	20000031209983267531	-	<a href="#">View</a>

Figure 28

13) The batch id shown on the above screen contains a link. By clicking on the batch Id hyperlink, complete uploaded details of the file will be displayed along with the transaction id generated by NPSCAN. This is as shown in the figure below.

**Batch Status - PAO Subscriber Contribution File**

PAO details	
PAO Reg. No.	2000003
PAO NAME AND ADDRESS	PAO Mumbai One Address line 1 Address line 2 Address line 3 Address line 4 Andaman & Nicobar Islands 400103

Date Of Upload	Transaction Id	Batch Id	File Reference Number	Type of File	Total Number of DDOs	Total Number of Subscribers	Control total of Subscribers Mandatory Contribution amount	Control total of Government Contribution amount	Grand Total	Amount Uploaded by Trustee Bank	Status
05-May-2008	100106500003	20000031209978959989	21	Original	2	5	3850.00	3850.00	7700.00		Accepted in CRA

**Figure 29**

Along with Transaction id, NPSCAN will also generate the Contribution Submission Form (CSF). PAO/CDDO shall click on the **view hyperlink on Subscriber Contribution Submission Form** as shown below in order to view the details of the 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. In case PAO/CDDO intends to transfer the funds through RTGS/NEFT instruction, he may refer to chapter seven of this manual. PAO/CDDO may print an additional copy for its record purpose. A prototype of this form is given below.

Central Record Keeping Agency - Microsoft Internet Explorer

In case of a RTGS/NEFT transfer, PAO should ensure that the Remitting Bank provides the PAO Reg. No. and Transaction id details to the Trustee Bank as part of the RTGS/NEFT message.

Annexure II5

CENTRAL RECORD KEEPING AGENCY

**CONTRIBUTION SUBMISSION FORM**  
[Under New Pension System (NPS) With Effect From 1st January 2004.]

Transaction ID Number (Given by IPSCAN) 1001065000017

<b>PAO Reg. No.</b> <u>2000003</u>	<b>Financial Year</b> [ ][ ][ ][ ] - [ ][ ][ ]																		
<b>PAO NAME (Department/Office)</b> PAO Mumbai One																			
<b>PAO Address</b> <b>Flat/Unit No. Block No.</b> Address line 1 <b>Name of Premise/Building/Village</b> Address line 2 <b>Area/Locality/Talukka</b> Address line 3 <b>District/Town/City</b> Address line 4 <b>State / Union Territory</b> Andaman & Nicobar Islands Country India Pin Code 400103 Phone Number 02224994732																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Total Contribution</th> <th style="width: 50%;">Amount (in Rs. only)</th> </tr> <tr> <td>Employee Contribution</td> <td>11500.00</td> </tr> <tr> <td>Government Contribution</td> <td>11500.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>23000.00</b></td> </tr> <tr> <td colspan="2"><b>Total in words</b> Twenty Three Thousand Rupees only</td> </tr> </table>		Total Contribution	Amount (in Rs. only)	Employee Contribution	11500.00	Government Contribution	11500.00	<b>Total</b>	<b>23000.00</b>	<b>Total in words</b> Twenty Three Thousand Rupees only									
Total Contribution	Amount (in Rs. only)																		
Employee Contribution	11500.00																		
Government Contribution	11500.00																		
<b>Total</b>	<b>23000.00</b>																		
<b>Total in words</b> Twenty Three Thousand Rupees only																			
<b>DETAILS OF PAYMENT (To be filled by PAO)</b>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>CRORES</th> <th>LACS</th> <th>THOUSANDS</th> <th>HUNDREDS</th> <th>TEHS</th> <th>UNITS</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		CRORES	LACS	THOUSANDS	HUNDREDS	TEHS	UNITS												
CRORES	LACS	THOUSANDS	HUNDREDS	TEHS	UNITS														
Paid in Cash/Debit to A/c/Cheque No. _____ Dated _____																			
Drawn On _____ (Name of the Bank & Branch)																			
Date: _____ (Signature of person making payment)																			
Rs. _____																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">PAOs Counterfoil</th> </tr> <tr> <td>PAO Reg. No.</td> <td>2000003</td> </tr> <tr> <td>On Account of Pension Fund Contribution Received from (PAO Name)</td> <td>PAO Mumbai One</td> </tr> <tr> <td>Cash Debit to A/c/Cheque No. (To be filled up by PAO)</td> <td>For Rs. 23000.00</td> </tr> <tr> <td>Rs. (in Words)</td> <td>Twenty Three Thousand Rupees only</td> </tr> <tr> <td>Drawn On _____ (Name of the Bank &amp; Branch)</td> <td></td> </tr> <tr> <td>Financial Year</td> <td>[ ][ ][ ][ ] - [ ][ ][ ]</td> </tr> <tr> <td>Month of Contribution</td> <td>[ ][ ] - [ ][ ][ ][ ]</td> </tr> <tr> <td></td> <td>M M - Y Y Y Y</td> </tr> </table>		PAOs Counterfoil		PAO Reg. No.	2000003	On Account of Pension Fund Contribution Received from (PAO Name)	PAO Mumbai One	Cash Debit to A/c/Cheque No. (To be filled up by PAO)	For Rs. 23000.00	Rs. (in Words)	Twenty Three Thousand Rupees only	Drawn On _____ (Name of the Bank & Branch)		Financial Year	[ ][ ][ ][ ] - [ ][ ][ ]	Month of Contribution	[ ][ ] - [ ][ ][ ][ ]		M M - Y Y Y Y
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Financial Year	[ ][ ][ ][ ] - [ ][ ][ ]																		
Month of Contribution	[ ][ ] - [ ][ ][ ][ ]																		
	M M - Y Y Y Y																		
Rs. _____																			
<b>Transaction ID Number (Given by IPSCAN)</b> <u>1001065000017</u>																			
SPACE FOR BANK SEAL																			

• This Transaction ID is ID given by Central Record Keeping Agency (CRA) after submission of Subscriber's Contributions file.  
 • Please use a Separate Form for each Transaction ID.  
 • Cheque/Draft submitted towards payment of Pension Fund Contribution should be as under Pay NPS Trust Fund A/c of Bank of India

Figure 30

### 5.2. Rejection of SCF

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 for the same as shown in below **Figure 31**. This error file can be viewed / downloaded from NPSCAN by providing the FRN. NPSCAN will not generate the transaction id for such rejected files. PAO/CDDO user can refer to the figure shown below as an example.

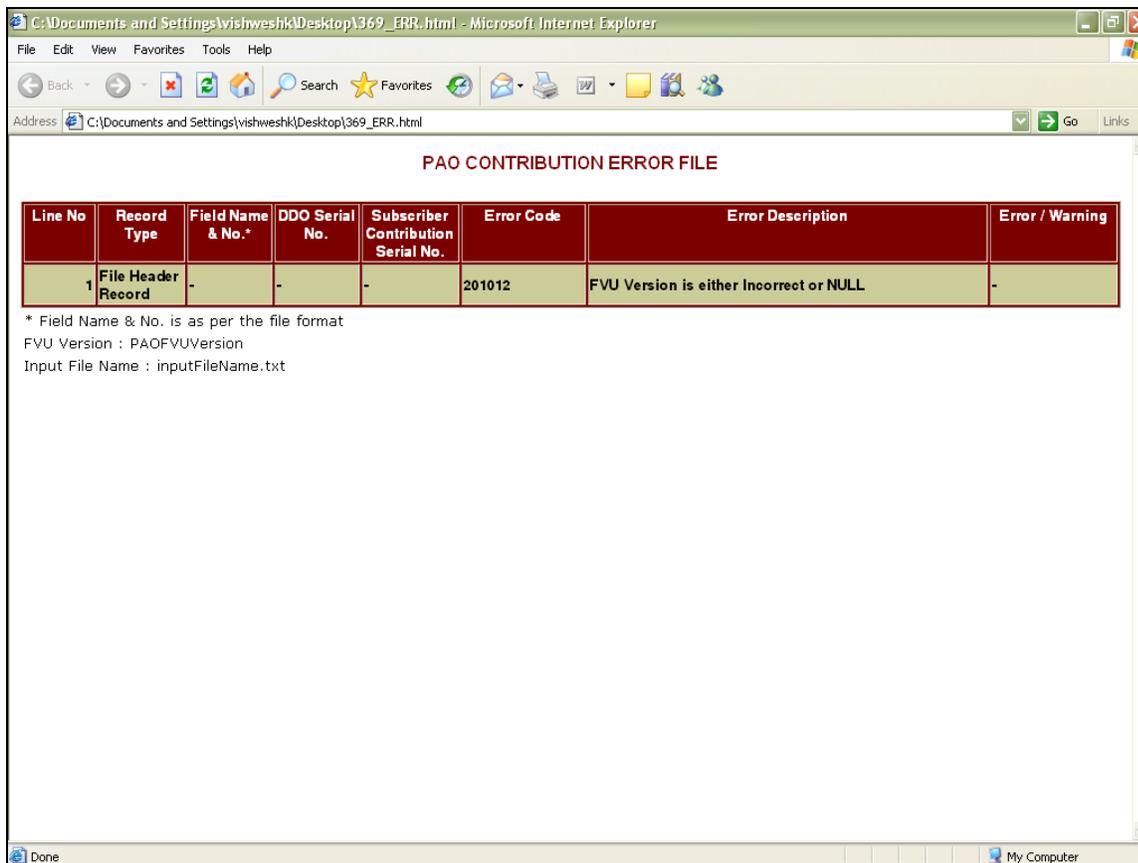


Figure 31

### 5.3. Validations at NPSCAN for SCF

NPSCAN will carry out the following validations. In case of validation failure NPSCAN will reject the entire file and PAO/CDDO will have to rectify the errors and upload a new file.

- 1) If a subscriber record already exists in NPSCAN, for a particular month and contribution type as 'Regular', the Subscribers Contribution File will be rejected.
- 2) Duplicate files (having same batch id) will be rejected at NPSCAN
- 3) NPSCAN will not accept the file if it is prepared and validated through any older version of FPU and FVU.
- 4) NPSCAN shall accept contribution for any valid PRAN (even if proper PRAN - DDO or PRAN – PAO mapping does not exist), provided a valid PAO-DDO mapping does exist for that PRAN.
- 5) NPSCAN will generate specific reports for those cases where PRAN-DDO or PRAN-PAO mapping does not exist.
- 6) Entire SCF will be rejected if a withdrawal request (death and resignation) is already in accepted status for a subscriber who is part of the SCF. In case of withdrawal due to retirement, NPSCAN will reject the upload of the SCF, if it is uploaded 15 days prior to the date of execution of the withdrawal request.

- 7) PAO(s) /CDDO(s) may take back-up of the Contribution File uploaded on NPSCAN for their future reference. Subscriber level details in the file can be viewed only in FPU by opening the intermediate file (.fpu file). Hence PAO/CDDO shall be required to take a backup of all the files (with an .fpu extension) uploaded in NPSCAN.

#### **5.4. Post Validation Scenario**

- 1) After the file is accepted and validated at NPSCAN system, the same would be sent to CRA system. CRA system will also perform format and business level validations and will verify the hash in the file before processing the file. If the validations are successful, the status of the file in CRA system will be 'Accepted in CRA'. If the validations fail, the status of the file in CRA system will be 'Rejected in CRA'. The status of the file at CRA system would be communicated back to NPSCAN system in both cases for the benefit of User.
- 2) In case the file is accepted at NPSCAN, but rejected at CRA, the status of the file will be updated to 'Rejected in CRA'. In this case, the transaction id generated for the file in NPSCAN will no longer be valid and PAO/CDDO need not upload a correction file for such Transaction ids.
- 3) If the format or business level validations fail, NPSCAN system will update the status of file as 'Rejected in NPSCAN' and generate error file, which will be available to the user for download. Also an email will be sent to PAO/CDDO for communicating the rejections.
- 4) For all files which are rejected at NPSCAN or CRA, PAO/CDDO will have to rectify the errors and upload a new file.
- 5) On successful upload, NPSCAN will also generate a Contribution Submission Form (CSF) which has to be printed and submitted to the Trustee Bank along with transfer of funds.
- 6) SCF which is uploaded till 17.30 hrs on day T will be considered for the settlement process at CRA on T+1 provided funds have been transferred to the Trustee Bank and Fund Confirmation Receipt has been uploaded by it to CRA.

#### **Summary**

- **SCF to be uploaded should be successfully validated using the FVU.**
- **PAO/CDDO shall upload SCF at NPSCAN using the User ID and I-Pin. There is no requirement of maker-checker in NPSCAN for this process.**
- **All SCF uploaded by a PAO/CDDO till 17.30 hrs on day T will be considered for settlement process at CRA on T+1.**
- **On successful upload, a File Reference Number will be generated and on acceptance of the file a Transaction Id will be generated by NPSCAN.**
- **On acceptance of the file a Contribution Submission Form (CSF) will be**

**generated which should be printed and provided to Trustee Bank on transfer of funds.**

- **PAO/CDDO is not required to forward any supporting documents to CRA with respect to Subscriber Contribution details. The Subscriber Contribution will be processed by CRA solely based on the electronic information uploaded by PAO/CDDO through NPSCAN.**

## 6. CORRECTION FILE

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. PAO/CDDO can upload a correction file when they want to make any changes in original file due to any incorrect data. The User should note that a correction file can be uploaded only for a file which is already uploaded and accepted by NPSCAN and CRA. If a file is rejected by NPSCAN and/or CRA, the User will have to upload a new file and not a correction file. Further the User cannot upload a correction file if the original file is in Matched and Booked Status at NPSCAN/CRA, i.e. Original file is either in 'Accepted' or 'Match Failed' status at CRA.

### 6.1. Procedure for preparation and validation of correction file

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. User will have to prepare and upload the entire file even if a single record contains any error. The entire file will be rejected if the transaction id of the original file for which the correction file is being uploaded is not mentioned. The view given to the User will be as shown in the figure 32 below:

Particulars of Contribution File	
Type of Contribution File *	Correction
Transaction id	1001061900301

Pay & Accounts Office Details	
Pay & Accounts Office Reg. No. *	2000014
Pay & Accounts Office Name	PAO General Reserve Engineering Force

Contribution Details	
Total DDO Count	2
Total Subscriber Records	6
Govt. Contribution	7379.00
Subscribers Contribution	7379.00

Note: fields marked in (\*) are Mandatory

Buttons: Create File, Add Rows, Delete a Row

Figure 32

## **6.2. Procedure for upload of correction file:**

For uploading the correction file in NPSCAN, the User has to follow the same procedure that was adopted to upload a regular file. In case of a correction file upload, NPSCAN will perform the following validations:

- 1) For correction file upload, NPSCAN will check for the existence of the Original Transaction id which is provided in the file. In case it doesn't exist in the system, the NPSCAN will reject the correction file.
- 2) NPSCAN will check the status of the original file. If the original file is in matched and booked status, NPSCAN will reject the correction file.
- 3) No Transaction id will be generated for successful upload of correction file.
- 4) In case the correction file is processed successfully, it will replace the previous file for which the correction file is uploaded. The status of the earlier file will be changed to "Cancelled".
- 5) On successful acceptance of correction file, NPSCAN will generate the contribution submission form. The User shall download and print this form and submit the same to Trustee Bank along with the Contribution amount.
- 6) The Transaction id of the original file will be used to track the file.
- 7) In case the correction file is processed successfully in NPSCAN system, NPSCAN will mark the status of this correction file as 'Accepted' in NPSCAN' as shown in figure 33 below and the same will be updated at the CRA system.

Welcome to Central Record Keeping Agency - Microsoft Internet Explorer

**NSDL** NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK

Batch Status - PAO Subscriber Contribution File

PAO details	
PAO Reg. No.	2000003
PAO NAME AND ADDRESS	PAO Mumbai One Address line 1 Address line 2 Address line 3 Address line 4 Andaman & Nicobar Islands 400103

Date Of Upload	Transaction Id	Batch Id	File Reference Number	Type of File	Total Number of DDOs	Total Number of Subscribers	Control total of Subscribers Mandatory Contribution amount	Control total of Government Contribution amount	Grand Total	Amount Uploaded by Trustee Bank	Status
06-May-2008	1001065000090	20000031210068727414	50	Correction	1	1	3500.00	3500.00	7000.00		Accepted in CRA

Figure 33

### Summary

- Correction file can be uploaded if any changes are to be made in the original uploaded file which was accepted by CRA.
- PAO/CDDO should mention the Transaction ID of the original file.
- PAO/CDDO should upload the correction file using the User ID and I-Pin.

## **7. Transfer of funds to Trustee Bank**

### **7.1. Deposit of Contribution amount in Trustee Bank**

Once the file has been successfully uploaded and the receipt generated (CSF shown in figure 30) from NPSCAN, the User (PAO/CDDO) will take a print of the CSF. The PAO/CDDO shall submit the CSF at the Trustee Bank along with the Contribution amount as appearing in the CSF. The PAO/CDDO user has to ensure that the following activities are performed before submitting the CSF to the Trustee Bank:

- 1) The CSF should be printed and the relevant blank fields to be filled by PAO/CDDO (User). The User may print an additional copy for its record and future reference.
- 2) The PAO/CDDO has to deposit the amount of contribution with the Trustee Bank in the form of a cheque, demand draft (DD) or cash. If the mode of payment is through cheque or DD, the PAO/CDDO has to mention the Cheque / DD number in the CSF, the date of the cheque/DD and the name of the bank branch from where the cheque/DD has been drawn.
- 3) The amount deposited by the PAO/CDDO should be exactly equal to the amount mentioned in the CSF. If PAO/CDDO deposits an incorrect amount, then the status of Subscriber Contribution File will not be matched.
- 4) The PAO/CDDO has to ensure that the counterfoil of the CSF given by the Trustee Bank as an acknowledgement should be maintained for its record purpose and future reference in case of any discrepancy.
- 5) 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.

### **7.2. Transfer of funds through Electronic Fund Transfer (NEFT/RTGS):**

PAO/CDDO can also transfer the funds to the Trustee Bank using electronic fund transfer facility such as NEFT/RTGS.

While transferring the funds, PAO/CDDO should provide the following details to the Remitting Bank (which initiates the NEFT/RTGS transfer instruction):

- NPS Trust Account number
- PAO Reg. No.
- Transaction id

The amount to be transferred should be equal to amount in Subscriber Contribution file for the Transaction id mentioned above. PAO/CDDO should ensure that the Remitting Bank

provides the details of PAO Reg. No. and Transaction id to the Trustee Bank along with the NEFT/RTGS instruction to the Trustee Bank. **This information should be provided in the field 7495 (Sender to receiver information, line no. 4) of RTGS message for RTGS transfers. For NEFT transfers, this information should be provided in the field 7002 (Origination of remittance) of the NEFT message.** In the absence of the above information, 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 the contribution and follow up with the Trustee Bank if the payment details are not reflecting in the CRA system.

### 7.3. Tracking the status of Contribution amount transferred

The PAO/CDDO User can view the details by clicking at the hyperlink and downloading the CSF from NPSCAN. The PAO/CDDO User can view the status of the uploaded file in NPSCAN by entering the file reference number. If Trustee Bank has uploaded the Fund Receipt Confirmation File and the file has been matched and booked, the status of the file will be shown as illustrated below.

The screenshot shows a web browser window titled "Welcome to Central Record Keeping Agency - Microsoft Internet Explorer". The page header includes the NSDL logo and the text "NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK". The main content area is titled "Batch Status - PAO Subscriber Contribution File".

Below the title is a table with the following data:

PAO details	
PAO Reg. No.	2000003
PAO NAME AND ADDRESS	Pay and Accounts Office Mahaveer Towers, 7th Floor, Main Road, Mumbai - 400013

Below this table is a larger table with the following columns and data:

Date Of Upload	Transaction Id	Batch Id	File Reference Number	Type of File	Total Number of DDOs	Total Number of Subscribers	Control total of Subscribers Mandatory Contribution amount	Control total of Government Contribution amount	Grand Total	Amount Uploaded by Trustee Bank	Status
05-May-2008	1001065000082	20000031209983267531	46	Correction	2	4	2408.00	2408.00	4816.00	4816.00	Matched & Booked

In the screenshot, the "Amount Uploaded by Trustee Bank" and "Status" columns for the first row are circled in red.

**Figure 34**

In case the file is in match failed status, view of which is available to PAO/CDDO in the "File upload status view" (as shown in Fig. 24), PAO/CDDO should check whether the amount transferred to Trustee Bank is matching with the amount mentioned in SCF. If

the amount transferred is same, PAO/CDDO should intimate the Trustee Bank for resolving the discrepancy. Trustee Bank then shall upload a file with corrected records.

### **Summary**

- **PAO/CDDO should deposit the total amount as per Contribution Submission Form at the Trustee Bank.**
- **If funds are transferred through electronic transfer such as NEFT/RTGS, PAO should ensure PAO Reg. No. and Transaction ID is provided by Initiating Bank (Accredited Bank of PAO/CDDO) in the electronic instruction.**
- **PAO/CDDO shall receive an email alert if fund confirmation receipt is not uploaded by Trustee Bank within three days of deposit.**
- **PAO/CDDO should follow up with the Trustee Bank where status of SCF is shown as Match failed in the NPSCAN.**

## 8. 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
  - 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

- PAO/CDDO can use the previous month’s file for preparing the current months SCF.
- PAO/CDDO should make the necessary changes in the previous months file such as month of contribution etc.

## 9. 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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