Protean eGov Technologies Limited



Standard Operating Procedures For

Subscriber Contribution Upload

Government Sector

Version 1.0

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REVISION HISTORY

Sr. No.	Date of Revision	Version	Section Number	Description of Change
1		1.0	-	Initial Version

Classification: Public	Version No. : 1.0	Page: 2 of 30



Preface

The Government of India (GOI), vide notification dated 22nd December 2003 issued by Ministry of Finance, Department of Economic Affairs has introduced a new Defined Contribution Pension Scheme known as the New Pension System (NPS) replacing the existing system of Defined Benefit Pension System. The New Pension System came into operation with effect from 1st January 2004 and is applicable to all new employees to Central Government service, except to Armed Forces, joining Government service on or after 1st 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 10th October 2003 to develop and regulate the Pension Funds under the NPS. PFRDA has appointed Protean eGov Technologies Ltd (formerly NSDL eGovernance Infrastructure Limited, hereafter referred to as P-CRA in the document) as the Central Record Keeping Agency (CRA) to maintain the records of contribution and its deployment in various pension fund schemes for the employees.

For the purpose of accessing the CRA system, Nodal offices and Subscribers need to get registered afresh in the CRA system. Upon registration, the entities will be allotted unique Registration Numbers, User ids and passwords, which can be used by the nodal offices and subscribers for accessing the NPSCAN/CRA system. For more details on registration, Nodal offices may refer to the Standard Operating Procedures (SOPs) on 'Registration for Nodal Offices and Subscriber Registration' available at 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.

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The CRA architecture is summarised as shown below:

	Classification: Public	Version No. : 1.0	Page: 4 of 30
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About this Manual

This manual is intended for the personnel in the PrAO/DTA and PAO/DTOs (similar entities in different accounting formations) who shall be uploading the Subscriber contribution information to NPSCAN. In this manual, Standard Operating Procedures to be followed by offices 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 offices while preparing and uploading SCF to NPSCAN/CRA system and remittance of the contribution funds at the Trustee Bank. The list of tools, minimum software and hardware required to be procured/installed at offices and detailed procedure associated with installation tools like FPU/FVU has been explained in Chapter 2 of this document.

Classification: Public	Version No. : 1.0	Page: 5 of 30



Acronyms and Abbreviations

Acronym	Description
CRA	Central Recordkeeping Agency
CSF	Contribution Submission Form
DDO	Drawing and Disbursing Officer
PrAO	Principal Accounts Office
DTA	Directorate of Treasury and Accounts
PAO	Pay and Accounts Office
DTO	District Treasury Office
FPU	File Preparation Utility
FRC	Fund Receipt Confirmation File uploaded by TB
FVU	File Validation Utility
I-PIN	Internet Personal Identification Number
NEFT	National Electronic Funds Transfer (NEFT) system
NPS	New Pension Scheme
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
RTGS	Real Time Gross Settlement
SCF	Subscriber Contribution File uploaded by office
STO	Sub Treasury Office
тв	Trustee Bank

Classification: Public	Version No. : 1.0	Page: 6 of 30



Index

Sr. No	Contents	Page No.
	Important Terms used in this document	
I	Introduction	8
II	Systems requirements for nodal offices	10
А	Pre-Requisites for operating NPSCAN/CRA system by Nodal Offices	10
В	Procedure for Installing FPU & FVU on office desktop	10
III	Preparation of subscriber contribution file	11
А	Preparation of SCF using FPU	11
В	DTA/PAO/DTO & Contribution File Details	11
C	Subscriber Details	13
D	Creation of Subscriber Contribution File	15
IV	Validation of SCF using file validation utility	18
А	Input File Name with Path	19
В	Error/Upload & Control Sheet Report File Path	19
V	Uploading of Subscriber Contribution File to NPSCAN	22
А	Process of upload	22
В	Status View	26
VI	Transfer of funds to Trustee Bank	29
VII	Summary of Activities	30

Classification: Public	Version No. : 1.0	Page: 7 of 30



I. INTRODUCTION

Under New Pension System, the monthly pension contributions of the Subscribers will be invested in various schemes of different Fund Managers appointed by PFRDA as per the Subscriber's scheme preference. For this purpose, the monthly contribution details (including State Government's matching contribution) of the subscribers registered in the CRA system shall be uploaded to NPSCAN (www.npscan-cra.co.in.) and the amount of contribution deposited at the Trustee Bank. DTA/DTO will prepare Subscribers' Contribution File (SCF) and upload it to NPSCAN system using the user id and I-Pin allotted by CRA. 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).

SCF will contain details such as DDO Reg. No. to which the Subscriber is linked with, 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.

i. Model of contribution upload

In order to initiate the process of contribution upload, the pre-requisite for the State Governments is to select the model of monthly Subscriber contribution upload it intends to adopt. A State government can adopt any one of the following models regarding the above:

a. Centralised Model: In this model, the DTA shall upload DDO wise monthly Subscriber Contribution File (SCF) and make a consolidated fund transfer to the Trustee Bank.





0	Classification: Public	Version No. : 1.0	Page: 8 of 30
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b. Decentralised model: In this model, the function of uploading of monthly SCF and transfer of funds to TB will be performed by PAO/ DTO.



c. Quasi Centralised: In this model, each DTO would prepare Subscriber contribution file and upload into central NPSCAN system. However, the DTA would make one consolidated payment to the bank on behalf of all DTOs.



Steps in preparation and upload of Subscribers Contribution File (SCF) by DTA/PAO/DTO

- i. Preparation of SCF using File Preparation Utility (FPU).
- ii. Validation of the SCF using File Validation Utility (FVU).

Uploading SCF to the NPSCAN System using credentials allotted to the DTA/PAO/DTO.

Classification: Public	Version No. : 1.0	Page: 9 of 30
------------------------	-------------------	---------------



II. SYSTEMS REQUIREMENTS FOR NODAL OFFICES

A. Pre-Requisites for accessing the NPSCAN/CRA system by Nodal Offices;

- a) 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.nsdl.co.in. or www.npscra.nsdl.co.in).
- **b)** DTA/DTO should have earmarked two persons for initiating and authorizing activities associated with NPSCAN/CRA system
- **c)** Minimum IT Infrastructure requirements to be set-up at DTA/PAO/DTO.

B. Procedure for Installing FPU & FVU on DTA/DTO 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.

DTA/PAO/DTO can freely download the FPU from CRA website. www.npscra.nsdl.co.in. However, it is not mandatory for DTA/DTO to use the FPU provided by CRA. DTA/PAO/DTO can alternately use the file formats of FPU and build a utility in their own back office to create the file. In case DTA/DTO 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

Classification: Public	Version No. : 1.0	Page: 10 of 30



III. PREPARATION OF SUBSCRIBER CONTRIBUTION FILE

A. Preparation of SCF using FPU:

After downloading the utilities, DTA/PAO/DTO will undertake the following activities for preparation of Subscriber Contribution File.

The DTA/PAO/DTO 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. DTA/PAO/DTO shall consolidate subscriber-wise contribution records of employees linked to them. DTA/PAO/DTO should ensure that the latest version of FPU is being used. DTA/PAO/DTO can get the latest updates in FPU and FVU from the CRA website, i.e. <u>www.npscra.nsdl.co.in</u>.

The FPU consists of two panels -

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

🛃 File Preparation Utility 1.48				- 🗆	×
<u>Eile Edit H</u> elp					
PAO & Contribution File Details Subscriber Deta	ils				
Particulars of Contribution File					
Type of Contribution File *	Original 👻	Transaction ID			
Contribution Type	Monthly -	Salary Date (DDMMYYYY)			
Contribution Month	Select 🔻	Contribution Year	Select 💌		
Pay & Accounts Office Details					
Pay & Accounts Office Reg. No. *		Pay & Accounts Office Name			
Contribution Details					
Total DDO Count		Total Subscriber Records	0		
Govt. Contribution		Subscribers Contribution			
Note: Fields marked (*) are mandatory					
Note: If Contribution Type is selected as 'Monthly', on	ly 'Regular' contribution for selected	month is accepted.			
Note: If Contribution Type is selected as 'Combined'	both 'Regular' as well as 'Arrear' co	ntribution types is accepted.			
Note: In case of Monthly Contribution Type, if 'Salary	Date is provided, it would be applica	ble for all the records in the file fo	r selected month.		
	Create File Add I	Rows Delete a Row			

Figure: 4

Classification: Public Version No. : 1.0	Page: 11 of 30
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User will have to enter the following details in this panel:-

- a) Type of Contribution File (Original / Correction): Where DTA/PAO/DTO 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 DTA/PAO/DTO wants to make any correction in a SCF 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 DTA/DTO User will have to provide the transaction id of the original file.
- b) **Contribution Type**: Office has to select either monthly or combined depending on type of records in file. Monthly when all records are Regular.
- c) **Salary Date**: Salary date can be entered in case of Monthly contribution type.
- d) **Contribution Month/Year**: Has to be provided in case type is selected as Monthly.
- e) **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 SCF.
- f) **DTA/DTO Reg. No.**: User (DTA/PAO/DTO) should enter the DTA/PAO/DTO Reg. No. allotted by CRA on successful registration in CRA.
- g) **Name of DTA/DTO**: This is an optional field. User can enter the Name of DTA/DTO in this field.
- h) **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.

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A. Subscriber Details:

🔔 File	e Preparation Utility	1.48								- [\times
File	<u>E</u> dit <u>H</u> elp										
PAO	& Contribution File	Details Subscri	ber Details								
	Select DDO Reg.	No.	All-		-	Subscriber	Records in DDC)			
	Cost Contribution					Subscriber	e Contribution				
	Gove Contribution					Subscriber	SCONTIDUTION				
Sr. No	DDO Reg. No.*(1)	PRAN*(2)	Subscriber	Name(3)	Govt. Contrib	Subscribers .	. Pay Month*(6)	Pay Year*(7)	Cont. Type*(8)	Arrear Remar	 _
1							Select	Select	Select	Select	-
2							Select	Select	Select	Select	
3							Select	Select	Select	Select	
4							Select	Select	Select	Select	
5							Select	Select	Select	Select	
6							Select	Select	Select	Select	
7							Select	Select	Select	Select	
8							Select	Select	Select	Select	
9							Select	Select	Select	Select	
10							Select	Select	Select	Select	
11							Select	Select	Select	Select	
12							Select	Select	Select	Select	
13							Select	Select	Select	Select	
14							Select	Select	Select	Select	
15							Select	Select	Select	Select	
16							Select	Select	Select	Select	
17							Select	Select	Select	Select	
18							Select	Select	Select	Select	
19							Select	Select	Select	Select	
20							Select	Select	Select	Select	
21							Select	Select	Select	Select	
22							Select	Select	Select	Select	-
4											
				Create	File	dd Rows	Delete a Row				

a) The view of the subscriber details panel of the FPU is shown as below;

Figure: 5

User will have to enter the following details:

- i) **DDO Reg. No.**: User should enter the DDO Reg. No. allotted by CRA.
- ii) **PRAN**: User should enter PRAN of the Subscriber for which contribution details are being entered.
- iii) **Subscriber's Name**: User may enter Name of the subscriber. This is an optional field.
- iv) **Government Contribution**: User should enter Government Contribution Amount. If the uploading office enters the Subscriber Contribution amount, this field shall be automatically populated with the amount entered in the Subscriber Contribution cell.
- v) **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.

9



- vi) **Pay Month**: User can select the month of contribution from the drop down option available.
- vii) **Pay Year**: User can select the year of contribution from the drop down option available.
- viii)**Contribution Type**: User can select the Contribution Type i.e. Regular or Arrears from the drop down option available.
- ix) **Remark**: Remarks column is mandatory only if the type of file is an arrear file. DTA/DTO 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 DTA/PAO/DTO user. The detailed explanations of the validations done are given below. In case where data entered is not as per the file format of CRA, FPU will display an error message to the User.

DTA/PAO/DTO can enter the subscriber details manually or copy the data from an excel sheet. To paste data from an excel sheet, DTA/PAO/DTO 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 in the cell in which the data needs to be captured. The contents will be displayed as shown below;

ile PAO 8	Edit <u>H</u> e & Contribu	lp Ition File	Details S	ubscriber Detai	IS						
	Select D	DO Reg.	No.		AII	•	Subscribe	Records in DDO			
	Govt. Co	ntribution	1				Subscribe	s Contribution			
r. No	DDO Reg	. No.*(1)	PRAN*(2) Subsc	riber Name(3)	Govt. Contrib	Subscribers .	Pay Month*(6)	Pay Year*(7)	Cont. Type*(8)	Arrear Remar
1								Select	Select	Select	Select
2		Cut						Select	Select	Select	Select
3		Сору						Select	Select	Select	Select
L I		Paste						Select	Select	Select	Select
5		Delete						Select	Select	Select	Select
5		Paste fr	om Excel					Select	Select	Select	Select
7								Select	Select	Select	Select
3								Select	Select	Select	Select
)								Select	Select	Select	Select
0								Select	Select	Select	Select
1								Select	Select	Select	Select
2								Select	Select	Select	Select
3								Select	Select	Select	Select
4								Select	Select	Select	Select
5								Select	Select	Select	Select
6								Select	Select	Select	Select
7								Select	Select	Select	Select
8								Select	Select	Select	Select
9								Select	Select	Select	Select
0								Select	Select	Select	Select
1								Select	Select	Select	Select
2								Select	Select	Select	Select
					Create	File A	dd Rows	Delete a Row			

Figure: 6

Classification: Public

Version No. : 1.0

Page: 14 of 30



DTA/PAO/DTO 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 DTA/PAO/DTO user can view the total Government Contribution and Subscriber Contribution amounts for a particular DDO by using the DDO filter provided in this panel by selecting the desired DDO. This can be used to verify whether the DDO wise aggregate amounts are correct or not.

🍰 Fil	e Preparation Utility	/ 1.48								-		\times
ile	<u>E</u> dit <u>H</u> elp											
PAO	& Contribution File	e Details Subsc	riber Details									
	Select DDO Reg	I. No.	All	I	-	Subscriber	Records in DDC					
	Govt Contributio	n .				Subscriber	Contribution					
ir. No	DDO Reg. No.*(1)	PRAN*(2)	Subscriber	r Name(3)	Govt. Contrib.	. Subscribers	Pay Month*(6)	Pay Year*(7)	Cont. Type*(8)	Arrear Rema	r	
1	SGV069427B	110031034605	SHRUTI SING	SH	4200.0	3000.00	JUNE	2024	REGULAR	Select		٦.
2	SGV069427B	110031034605	SHRUTI SING	SH	4200.0	3000.00	JULY	2024	REGULAR	Select		
3							Select	-Select-	Select	Select		
4							Select	Select	Select	Select		
5							Select	Select	Select	Select		
6							Select	Select	Select	Select		
7							Select	Select	Select	Select		
8							Select	Select	Select	Select		
9							Select	Select	Select	Select		
10							Select	Select	Select	Select		_
11							Select	Select	Select	Select		
12							Select	Select	Select	Select		
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18							Select	Select	Select	Select		
19							Select	Select	Select	Select		
20							Select	Select	Select	Select		
21							Select	Select	Select	Select		
22							Select	Select	Select	Select		
					III							•
				Create Fi	le A	dd Rows	Delete a Row					
_			-									_

Figure: 7

b) Creation of Subscriber Contribution File:

After complete digitisation of necessary details, the user can create the SCF 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.

Select DDO Re Govt. Contributi	g. No. on	AII	-	Sub	scriber Records in DDO scribers Contribution				
r. No DDO Reg. No."(1 1 SGV069427B 3 SGV069427B 4 5 5 6 7 7 9 10 11 12 13 14 15 15 15 15 15 15 15 15 15 15)) PRAN*(2) 110031034605 110031034605	Subscriber Name(SHRUTI SINGH SHRUTI SINGH) Govt Creation Creat	Subseries ate n: Dc stom Official x akehuman y Data Sou yw folder iii ame: of Iype:	Day Month //ED	Bau Voort/7	Creat	Al Arroad Dannar	
18 19 20 21 22		Crea	te File	Add Rows	Select- Select- Select- Select- Select- Delete a Row	Select Select Select Select Select	Select Select Select Select	Select Select Select Select Select	

Classification: PublicVersion No. : 1.0Page: 15 of 30



c) 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 (This batch id can be used to view the status of the file after the same is uploaded in NPSCAN).

PAO	& Contribution File	e Details Subsc	riber Details							
	Select DDO Reg	1 No	All		Subscriber	Records in DD() 2			
	0000000000000				00000000					
	Govt. Contributio	n	8400.00		Subscribers	Contribution	6000.00			
r. No	DDO Reg. No.*(1)	PRAN*(2)	Subscriber Name(3)	Govt. Contril	b Subscribers	Pay Month*(6)	Pay Year*(7)	Cont. Type*(8)	Arrear Remar	
1	SGV069427B	110031034605	SHRUTI SINGH	4200.	00 3000.00	JUNE	2024	REGULAR	Select	
2	SGV069427B	110031034605	SHRUTI SINGH	4200.	00 3000.00	JULY	2024	REGULAR	Select	
3						Select	Select	Select	Select	
4						Select	Select	Select	Select	
5						Select	Select	Select	Select	
6						Colort	Colort	Calact	Colort	
7				M	essage				×	
8				(File created	successfully at	:C:\Users\akik	d\Desktop\07.08	.2024\July.txt	_
8 9 10 11					File created BATCH ID IS	successfully at S:40054331723	:C:\Users\akik 043205079 OK	d\Desktop\07.08	.2024\July.txt	
8 9 10 11 12					File created BATCH ID IS	SUCCESSFULLY at S:40054331723	C:\Users\akik 043205079 OK	d\Desktop\07.08	-Select-	
8 9 10 11 12 13					File created BATCH ID IS	successfully at S:40054331723 Select	C:\Users\akik 043205079 OK Select	d\Desktop\07.08 Select	-Select	
8 9 10 11 12 13 14					File created BATCH ID IS	successfully at 5:40054331723 Select- Select- Select-	:C:\Users\akik 043205079 OK Select Select Select	d\Desktop\07.08 Select Select Select	-Select -Select	
8 9 10 11 12 13 14 15					File created BATCH ID IS	successfully at 3:40054331723 Select- Select- Select- Select-	:C:\Users\akik 043205079 OK Select Select Select Select	diDesktop)07.08 Select- Select- Select- Select-	-Select- Select- Select- Select-	
8 9 10 11 12 13 14 15 16					File created BATCH ID IS	successfully at 5:40054331723 Select- Select- Select- Select- Select-	C:\Users\akik 043205079 OK Select- Select- Select- Select- Select-	diDesktop\07.08 Select- Select- Select- Select- Select-	-Select- -Select- -Select- -Select- -Select- -Select- -Select-	
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8 9 10 11 12 13 14 15 16 17 18 19 20 21					File created BATCH ID IS	successfully at S:40054331723 Select- Select- Select- Select- Select- Select- Select- Select- Select- Select-	C:USers\akik 043205079 OK -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select-	dDesktop107.08 -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select-	-Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select-	
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22					File created BATCH ID IS	successfully at S:40054331723 Select- Select- Select- Select- Select- Select- Select- Select- Select- Select-	C:USers\akik 043205079 OK -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select-	dDesktop107.08	-Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select- -Select-	



d) 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.

Classification: Public Version No. : 1.0 Page: 16



B. Checklist for preparing Subscriber Contribution File

- a) DTA/PAO/DTO User should digitize the contribution details of the Subscribers pertaining to the DDOs linked to that particular DTO. DTO should digitize the contribution details of employees linked to him.
- b) 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.
- c) 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.
- d) User should ensure that the DTA/PAO/DTO 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.
- e) It is mandatory to input a remark in 'Remark' column where contribution type is 'Arrears'.
- f) Negative values cannot be entered in the Subscriber contribution and Government contribution fields.
- g) 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.
- h) User will not be allowed to validate with FVU, the Intermediate files generated by FPU. Also, intermediate files cannot be uploaded in NPSCAN.
- i) User will be allowed to open the intermediate file only in the same version of FPU with which it was prepared.
- j) 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.
- k) 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.
- The user will have the option to enter the Subscriber name while preparing the file. This is provided only for operational convenience purpose of DTA/DTO.

Classification: Public	Version No. : 1.0	Page: 17 of 30
------------------------	-------------------	----------------



- m)DTA/DTO will not be allowed to upload a FPU generated file having .txt extension to NPSCAN before validating the same through FVU.
- n) DTA/PAO/DTO should not upload any Contribution File for a Subscriber PRAN whose withdrawal request is captured in CRA System.

IV. VALIDATION OF SCF USING FILE VALIDATION UTILITY (FVU)

After the completion of preparation of the Subscribers Contribution File, DTA/DTO shall 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. It is mandatory to validate the file using the FVU. Only that 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. The validations done by FVU are given in below in point # 5.

To validate the SCF through FVU, the User will double click on the FVU icon at the path where FVU is installed. Once the user clicks on the FVU, the FVU will open which is as displayed below;

Subscriber Contribution File Va	lidation Utility -	Version 1.76		-		×
Input File Name with Path					Brov	vse
Error/Upload & Control Sheet Re	port File Path				Brov	vse
н	elp		Validate]	Ex	it
- <u></u>	Figu	ure: 10				



A. Input File Name with Path

- a) DTA/DTO will specify the name (with the .txt extension) of the input file (including the path) i.e. the name of the SCF to be passed through FVU for validation.
- b) The Input file name should not contain any special characters e.g:, \ / etc and should not exceed 12 characters.
- c) The file to be passed through FVU should be in ,.txt' format only.
- d) DTA/DTO can enter the path or he can select the same by clicking the 'Browse' button on the extreme right of the option 'Input File Name with Path'.

B. Error/Upload & Control Sheet Report File Path

- a) 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.
- b) 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'.
- c) It is mandatory for the User to fill both 'Input File Name with Path' and Error/Upload File Path'. 'Validate' button will remain disabled till both fields are not entered/selected properly.
- d) 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;

🤣 Subscriber Contrib	ution File Messag	Validation Utility - Version 1.76 e ×		
Input File Name with Error/Upload & Contr	(File Validation Successful. Upload File,Control Sheet Report generated at C:\Users\akikd\Desktop\07.08.2024	<u>ly.txt</u>)24	Browse Browse Exit
.		Figure: 11		

Classification: PublicVersion No. : 1.0Page: 19 of 30



- e) While validating the SCF, FVU will perform format and structural level validations once again. FVU will also perform additional validations as mentioned below:
 - i. The contribution Month and Year mentioned is a valid year and month.
 - ii. FVU will check whether 'Government Control Total' is equal to the sum of government contributions for all the subscribers.
 - iii. FVU will check whether 'Subscribers Control Total' is equal to the sum of Subscribers contributions for all the subscribers.
- f) If the file validation is successful, then FVU will also generate an '.html' file showing control totals as shown below;

S	UBSCRIBER (CONTRIBUTIO	N FILE CONTROL SHE	ET*
Batch ID :	40054331	723043205079	Contribution File Type :	Original
PAO/DTO Reg. No. :	4005433		Transaction ID :	-
Number of DDO's :	1		Subscriber record count :	2
			Count of unique subscribers :	1
Contribution Types	Records	Total Amount		
Regular Contribution :	2	14400.00		
Arrears Contribution :	0	0		
	Contr	ibution Source	Aı	nount
Total Governm	ent Contribution		8400.00	
Total Subscrib	er Mandatory Contributi	on	6000.00	
Total Contrib	ution		14400.00	
Warning : PRAN 110031034	605 has appeared more	than once with same Cont	ribution type in the file	
Date of File Generation :	07-Aug-2024 C:\Lisers\skikd\Deskton\	07 08 2024\ Infv tyt	* CONTROL SHEET helps in	reconciling the subscriber data con
FVU Version :	1.76		the Contribution file. Please ch	eck the Control Totals to reconcile
Note: Transaction ID will be availe	able for correction file only.		contribution data to be uploade	d.

Figure: 12

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



Figure: 13

Classification: Public	Version No. : 1.0	Page: 20 of 30
------------------------	-------------------	----------------



h) 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;

					SUB	SCRIBER CONTR	IBUTION ERROR FILE	
Line No	Record Type	Field Name & No.*	DDO Serial No.	Subscriber Contribution Serial No.	PRAN	Error Code	Error Description	Error / Warning
4	Subscriber Detail Record	Total Contribution amount for the subscriber(10)	1	1	110031034605	204016	Government's Contribution amount and Subscriber's mandatory contribution amount is not equal to the Total Contribution amount for the subscriber	-
* Field Na	me & No. is as	per the file for	mat					
FVU Versio	n : 1.76							
Input File	Name : C:\Use	ers\akikd\Desk	top\07.08.20	24\July.txt				



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

Classification: Public	Version No. : 1.0	Page: 21 of 30



V. UPLOADING SUBSCRIBER CONTRIBUTION FILE TO NPSCAN

After validating the SCF through FVU, DTA/DTO will upload the output file having '.fvu' extension to NPSCAN. DTA/DTO will upload the file using the I-Pin allotted by the CRA to the DTA/DTO at the time of registration. All SCF uploaded by DTA/DTO till 17.30 hrs on day T will be considered for settlement process at CRA on T+1 subject to receipt of Fund Receipt Confirmation (FRC) from Trustee Bank. 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.

A. Process of upload

a) DTA/PAO/DTO user will have to log-in to NPSCAN using its I-Pin and password. For this, the DTA/PAO/DTO user will have to log in to www.npscancra.co.in Following page will be displayed to the user as shown below. On this page, the DTA/PAO/DTO User will have to enter his User id and password in the fields provided as shown in figure below. DTA/PAO/DTO may use any of the one User ids which has been provided to it by CRA on successful registration;

State-Gov is now Oppotean Change is growth	National Pension System Contributions Accounting Network
pate in these training	
Annual Transaction Statement on Email	Nodal Offices / Other Intermediaries
Invest in NPS	Password
Activate Tier II Account Free !!	I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
FATCA Compliance	number. I need to keep changing my password regularly.
Know Your Pension (NPP)	Submit Reset Password Help/Instructions for Login
Subscriber Consent to share contact details with ASP	
Subscriber Registration/Photo-Signature Modification Request	
Status using Receipt Number	

Figure: 15

Classification: Public	Version No. : 1.0	Page: 22 of 30



b) Dual authentication: Uploading office needs to complete dual authentication by providing Aadhaar and subsequent OTP for logging into the system.

Kindly sh	e below Aadhaar details	
User ID:100098	00	-
	Aadhaar Number	
I hereby unde	and/authorize Protean eGov Technologies Ltd as CRA to	
1. Use my Aadha Authentication sys (Targeted Deliver) notified thereunde	details for National Pension System (NPS) and authenticate my identity through the Aadhaar m (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar f Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulated the services of the Aadhaar f Financial and other Subsidies, Benefits and Services (Act, 2016) and the allied rules and regulated f Financial and other Subsidies (Renefits and Services) Act, 2016 and the allied rules and regulated f Financial and other Subsidies (Renefits and Services) Act, 2016 and the allied rules and regulated f Financial and other Subsidies (Renefits and Services)	tions
2. Use my Demog Aadhaar Authenti	phic details (Name, Gender and Date of Birth) and OTP for authenticating my identity through the tion system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI.	t i
3. I understand th NPS will be maint the regulator of N	the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services ned in NPS till the time the account/User ID is not inactive in NPS or the timeframe decided by Pf s, whichever is later.	under RDA,



User ID:1000393	3701			
	Aadhaar Number	00000002935		
	Enter OTP*		Resend OTP	
	Submit			

Figure: 17

Classification: Public	Version No. : 1.0	Page: 23 of 30



c) If the DTA/DTO user enters the Login credentials correctly, the user will be able to successfully login into the system. After successful login, the DTA/DTO user will have to select the option 'Contribution Details- Upload' from the menu as shown in next image;

Welcome Pay and	Accounts Office	e-100102210	0			Navigate to CRA	12-Aug-20)24 H	ome Logout
Contribution Details	Transaction	Security	Subscriber Maintenance	Views	Additional Reports (New)				
bload									
e Status View									
ntribution Fund Tranfer tails									
PU Template									
AO Fund Transfer					Know more on rund transfer thro	Jgn NACH			
etalls view					Welcome to Central Recordkeep	ng Agency			
onfirmation									
ile Upload-Online FPV- laker					Click here to view list of pending with	drawal request			
ile Upload-Online FPV- hecker		Sub	scriber is required to purc	hase the	annuity at the time of Exit. To view an	nuity quotes, please click here Vie	w Annuity Quotes		
tequest Status View- Inline FPV									
lequest Creation for hifted subscriber			Click here for deta	ails relat	ed to 'Voluntary Contribution in Tie	r I account by Govt. Sector Subs	cribers'		
lequest Status View for	Infor	mation reg	arding online submission of	of FATCA	Self-Certification in Subscribers login	may be disseminated to your Sub	scribers. Fe	Notification	ţ
hifted subscriber		Ŭ	°	lick here	for PERDA Advisory on streamlining	of handling of Evit cases	Transac	ction Type	Count
lequest Creation for Inequal Contribution			,	Shere nere	, for the top the data and the	or nandling of Exit cases	FATCA	Solf Declaration Donding	2809
lequest Status View for					NPS Operations Guide PAO/D	TO DDO	TAICA	sen sectaration rending	
Inequal Contribution				C	RA Helpline for Nodal Offices 1800-2	22-081 (toll-free)			
				Dat	ived life ba cabava NIT	C leave ava			

Figure: 18

d) In case of centralised model of contribution upload, the option shown above shall not be available to the DTO as the activity of contribution upload shall be performed by the DTA on behalf of the underlying DTOs in a consolidated manner. On selection of the option 'Upload', NPSCAN will display a screen as shown below to upload the files;



Figure: 19

5



e) In the previous screen, DTA/PAO/DTO User will have to select the 'Add Files' option to add the SCFs to be uploaded. Once user selects 'Add Files' button, a window will be displayed for the user to select the file to be uploaded;

Welcome Pay and Accounts Office-100102210)	Navigate to CRA	12-Aug-2024 Home Logout
Contribution Details Transaction Security	Subscriber Maintenance Views Additional Reports (New)		
File Upload	Chaose File No file chosen X	And the	
	Retired life ka sahara,	NPS hamara	
	Home Contact Us System Configuration / Best Viewed Entrust	Secured Privacy Policy Grievance Redressal Policy	

Figure: 20

f) The user will have to select the files to be uploaded (with '.fvu' extension) and click on the add files button;

Organize 💌	8= * 💷 🗿	National Pension Sys	tem Contribution Acc	ounting Network
> 🛓 Downloads	OPGM File Based upload & Subscriber Registration FVU Date modified: 24-08-2020 08:03	Navigate to CRA	12-Aug-2024	Home Logout
> Pictures	Utilities - Subscriber Registration FVUs Date modified: 23-08-2020 23:36			
> 🛂 Videos	Utilities - Subscriber Registration FVUs Date modified: 23-08-2020 23:34		Add files	
> 🛋 Local Disk (D:)	3100510.fvu E:\Software\MSSQL_2014_exp\MSSQL_20 Size: 15.5 KB			
> 🛁 New Volume (E	3100510. <mark>fvu</mark> El\Software\MSSQL_2014_exp\MSSQL_20 Size: 16.4 KB	Reset		
File nam	ne: 3100510.fvu ~ All files (*.*) ~			
	Upload from mobile Open Cancel			
	Retired life ka saha	ira, NPS hamara		
	Home Contact Us System Configuration / Best Viewed Er	trust Secured Privacy Policy Grievance Redressal Polic	sy .	

Figure: 21

g) 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 shown in figure below. User may note the FRN for record purpose. It merely indicates that file has been received by NPSCAN system. This does not indicate whether the file has been accepted or not. User should use this FRN for viewing the status of the file at a later stage;

Classification: Public Version No. : 1.0 Page: 25 of 30



Welcome Pay and Accounts Office-100102210)	Navigate to CRA	12-Aug-2024	Home Logout
Contribution Details Transaction Security	Subscriber Maintenance Views Additional Reports (New)			
File Upload	Choose FM 3100510 Au Please wait. Files are getting uploaded. File 3100510.fvu uploaded successfully. File Reference Num	Add aber :10536471		
	Retired life ka sahara, M Home Contact Us System Configuration / Best Verwed Entrust Sec	NPS hamara ured Privace Redressal Policy		

Figure: 22

B. Status View:

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:

- i. File Reference Number
- ii. Batch Id
- iii. Transaction Id
- iv. From Date & To date

Contribution Details	Security	Backend File	Upload Views		
	۲	Contributio	n File Status View		
				* Please enter any one search criteria	
			File Reference Number Batch Id Transaction Id PAO(PYAO/POP/POP-SP/CBO/CHO Reg. No. Status From Date To Date	Aa Image: Constraint of the second of the seco	
			Know more on fund Retired life ka sak	id transfer through NACH ahara, NPS hawara	

Figure: 23

Classification: Public Version No. : 1.0 Page: 26 01 30



a) Successful upload: 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;

Securi	y Ba	ackend File	e Upload	Views														
Status																		
I/D Eilo	Date	Unloaded	Type of		Cancellation		Matched		Doenoneo	Doenonec	Error	Error	Subscriber	Sum total of	Sum total of	No of	No of	Cancol
Name	Of Upload	By	File	Transaction Id	Date	Status	Booked Date	Batch Id	HTML	TXT	HTML	TXT	Submission Form	accepted amount	rejected	accepted records	rejected records	TID
15512 6	09-08-					Awaiting		10155100100000000555					Manu	106200026.00	0.00	0007		Cancel
	Securit Status VP File Name	Security Ba Status V/P File Date Name 09-08-	Security Backend Fit Status UP File Ort Uploaded Of By Upload By	Security Backend File Upload Status UP File Date Opload By File Opload By File Opload By File Opload	Security Backend File Upload Views Status UP File Of By By File Opload Upload By Transaction Id Upload Oploa	Security Backend File Upload Views Status UP File Uploaded Type of Transaction Id Cancellation Uploaded By Transaction Id Cancellation Date Uploaded Comparison Compa	Security Backend File Upload Views Status UP File Of By File Transaction Id Cancellation Status UP File Of By Arabina	Security Backend File Upload Views Status UP File Uploaded Type of Transaction Id Cancellation Status Booked Date Uploaded By Transaction Id Cancellation Status Booked Date Uploaded Date Date Date Date Date Date Date Date	Security Backend File Upload Views Status UP File Uploaded Type of Transaction Id Cancellation Status Backend Batch Id Date Uploaded Type of Transaction Id Cancellation Status Backend Date Uploaded Backend Cancellation Status Backend Date Date Date Date Date Date Date Date Date	Security Backend File Upload Views Status UP File Uploaded Type of File Transaction Id Cancellation Status Booked Batch Id Response Uploaded By Transaction Id Cancellation Status Academa Availance Availance Availance Interview	Security Backend File Upload Views Status UP File Dot By File Transaction Id Cancellation Status Booked Batch Id Response Response Transaction Id Date Batch Id Response Response Transaction Id Cancellation Status Booked Batch Id Response Response Transaction Id Cancellation Status Batch Id Response Response Response Transaction Id Cancellation Status Batch Id Response	Security Backend File Upload Views Status UP File Uploaded Type of Transaction Id Cancellation Status Booked Batch Id Response Response Error HTML TX HTML Upload By File Analyzing Availing Ava	Security Backend File Upload Views Status IP File Date Uploaded Transaction Id Cancellation Matched Batch Id Response Response Error Error	Security Backend File Upload Views Status UP File Uploaded Type of Transaction Id Cancellation Status Booked Batch Id Batch Id Batch Id IIIIIII TXT Subscriber HTML TXT Subscriber Form Op-06- recent provide a re	Security Backend File Upload Views Status UP File Uploaded Type of Transaction of Cancellation Date Date Batch Id Date Batch Id Date Batch Id Date Date Date Date Date Date Date Date	Security Backend File Upload Views Status UP File Uploaded Type of File Uploaded Type of File Transaction Id Cancellation Status Booked Batch Id Batch Id Batch Id Batch Id Booked Cancellation Contribution Sum total of Sum total of the second Contribution Sum total of the second Contribution Sum total of	Security Backend File Upload Views Status UP File Uploade By File Transaction Id Cancellation State Backend Batch Id Batch Id Batch Id Batch Id Batch Id Batch Id In TAX HIMI TXX Subscriber Sum total of Sum created anount recorded amount r	Security Backend File Upload Views Status UP File Uploaded Type of By File Transaction Id Cancellation Status UP File Of By File Transaction Id Cancellation Status UP File Of Date Dote Dote Dote Dote Dote Dote Dote Do

Figure: 24

Along with Transaction id, NPSCAN will also generate the Contribution Submission Form (CSF). DTA/PAO/DTO shall click on the **view hyperlink on Subscriber Contribution Submission Form** as shown below in order to view the details of the CSF. DTA/DTO shall download and print the Contribution Submission Form. The Contribution Submission Form will contain details of the contribution file uploaded. This form is to be submitted by the DTA/PAO/DTO to the Accredited Bank while transferring the contribution amount to the Trustee Bank.

In case DTA/DTO intends to transfer the funds through RTGS/NEFT instruction, DTA/DTO may print an additional copy for its record purpose. A prototype of this form is given below;

Classification: Public	Version No. : 1.0	Page: 27 of 30



То		Date
The Bran	ich Manager	
Subject	Covering letter for Fund Transfer to NPS Trust	
Dear Sir		
Vou are k	paraby authorized to transfer amount by way of electronic fund Transfer to NPS Trust Acco	unt as per below details
(A) Bank	Details of Applicant (Remitter's Information):	unt as per below details
(1) Accou	Int Name: (To be filled by PAO)	
(2) Accou	Int Number: (To be filled by PAO)	
(2) 10000		
(B) Detai	Is of Beneficiary (Receiver of the Funds)	
Sr. No	Beneficiary Details	
1	Beneficiary Account No	4015513
2	Amount (₹)	(₹) 106390836.00
3	Beneficiary Name	NPS Trust Account
4	Bank Name	Axis Bank
5	Branch	Axis Bank Ltd, CBB Branch, Mumbai
6	IFS Code	UTIB0NPS001
7	Type of Beneficiary Account	Current Account
8	Transaction ID information :Mandatory to provide in the field 7495 (Sender to Receiver message) of remittance by Bank	1006324600457
9	Date of Transaction ID	09/08/2024
10	Mode of Remittance	NEFT/RTGS (R-41 only)
11	Auto Cancellation Date (Not applicable to APY Transaction IDs)	28/08/2024
Importan Please re mentione	t Note: mit the amount as mentioned above before 28/08/2024 or else the SCF will get auto cance d in sr.no 8 will become invalid.	elled in CRA System and Transaction ID Yours Sincerely

Figure: 25

b) Rejection: If the file validation is not successful due to reasons such as invalid PRAN, invalid FPU version, invalid DTA/PAO/DTO 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 figure below. This error file can be viewed / downloaded from NPSCAN by providing the FRN. NPSCAN will not generate the transaction id for such rejected files;

File Reference I/P File Name Number	Date Of Upload By	led Type of File	Transaction Id	Cancellation Date	Status	Matched & Booked Date	Batch Id	Response HTML	Response TXT	Error HTML	Error TXT	Subscriber Contribution Submission Form	Sum total of accepted amount	Sum total of rejected amount	No acce reco
3359945 BBW080820242408090710202	.pao 09-08- 2024 100446	67 Original	-	-	Rejected in NPSCAN		4000474172317615384	4 -		3359945 ERR.html	3359945 ERR.bd	<u>.</u>	-		
						F	igure: 20	5							



VI. Transfer of funds to Trustee Bank:

Once the file has been successfully uploaded and the receipt generated from NPSCAN, the User (DTA/PAO/DTO) will take a print of the CSF. The DTA/DTO shall submit the CSF at its accredited Bank along with instruction for transfer of funds to the designated Bank account through NEFT/RTGS.

Points to remember:

- a) The amount deposited by the DTA/PAO/DTO should be exactly equal to the amount mentioned in the CSF. If DTA/PAO/DTO deposits an incorrect amount, then the status of SCF will not be matched and funds will get returned back to the accredited Bank in T+1 day.
- b) Each Transaction ID is valid for only 12 working days. Funds should be transferred immediately after successful generation of Transaction ID.
- c) Instructions must be provided to the accredited Bank to mention the Transaction ID in sender to receiver information during fund transfer process.
- d) Any funds transferred after Date of cancellation for the transaction ID will also get returned back to the accredited Bank on T+1 day.
- e) Once, transaction ID is cancelled in the system, the complete process for contribution upload and fund transfer has to be redone.

The DTA/PAO/DTO User can view the details by clicking at the hyperlink and downloading the CSF from NPSCAN. The DTA/PAO/DTO User can view the status of the uploaded file in NPSCAN by entering the file reference number. If the file has been matched and booked, the status of the file will be shown as illustrated below;

۲	F	ile Status																		
F Refe Nu	File erence imber	VP File Name	Date Of Upload	Uploaded By	Type of File	Transaction Id	Cancellation Date	Status	Matched & Booked Date	Batch Id	Response HTML	Response TXT	Error HTML	Error TXT	Subscriber Contribution Submission Form	Sum total of accepted amount	Sum total of rejected amount	No of accepted records	No of rejected records	Cancel TID
3357	7039	1722999898723.pao	07-08- 2024	10043701	Original	1004370113780	-	Matched and Booked	08-08- 2024	40084761722999898723	-	-		-	<u>View</u>	616130.00	0.00	63	0	

Figure: 27

Classification. Public Version No 1.0 Page. 29 01 30
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VII. SUMMARY OF ACTIVITIES

- 1. Consolidation of DDO wise Subscriber Wise contribution details by the DTA/PAO/DTO.
- 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. Transfer of contribution amount to the Trustee Bank.
- 6. Track the status of files uploaded in NPSCAN.

Classification: Public	Version No. : 1.0	Page: 30 of 30