Protean eGov Technologies Limited
(Formerly known as NSDL e-Governance Infrastructure Limited)

STANDARD OPERATING PROCEDURE (SOP)

Bulk Uploading of Salary bank account
for NPS subscribers in Nodal Officers Login

Background

As per direction of PFRDA, salary bank account is mandatory for Government NPS subscribers. The salary bank accounts of all the NPS subscribers needs to be shared by the respective Nodal Office to which the subscribers are mapped.

This document contains the steps and procedure to be followed by Govt. Nodal officer for bulk data sharing with CRA on Salary Bank accounts of the set of employee subscribers attached to the office. Any record received with 'Salary Account flag' and 'Salary A/C Declaration by Entity' with any value other than 'Y' would be rejected.

Features:

File containing list of PRANs with Nodal Office registration number and Bank details is to be prepared as per the prescribed format. The following fields are to be shared:
- PRAN
- Tier Type (T1)
- PrAO/DTA REG NO
- PAO/DTO REG NO
- DDO REG NO
- BANK ACCOUNT TYPE
- BANK ACCOUNT NUMBER
- BANK ACCOUNT IFSC
- SALARY A/C FLAG (Mandatorily "Y")
- SALARY A/C DECLARATION BY ENTITY (Mandatorily "Y")

Further, an Index File has to be created for upload of above said data to CRA system.

The File formats are shared separately with the Nodal office.

Please note that the Naming convention for both the above said files as provided in the File format is strictly adhered to.

Sample Index file and Sample Data file is shown at the end of the document.

Steps to be followed for upload of Index file and Data:

1. The Nodal Officer needs to login into CRA system (www.cra-nsdl.com).

2. Go to the Manual MIS Report under Dashboard tab.

3. A zipped folder containing the index file and data file needs to be uploaded.

4. CRA system will provide a unique File Ref. No. (FRN) for each uploaded zipped file.

5. Status of uploaded file (accepted/rejected) could be checked basis the FRN.

6. On successful upload, CRA shall have access to this data and will validate it, only successfully validated details would be updated.

This feature will remove the dependency of email communication and a single point tracking of all such bulk data is possible.

❖ **Procedure for Bulk Salary Bank account data upload & Views in CRA system**

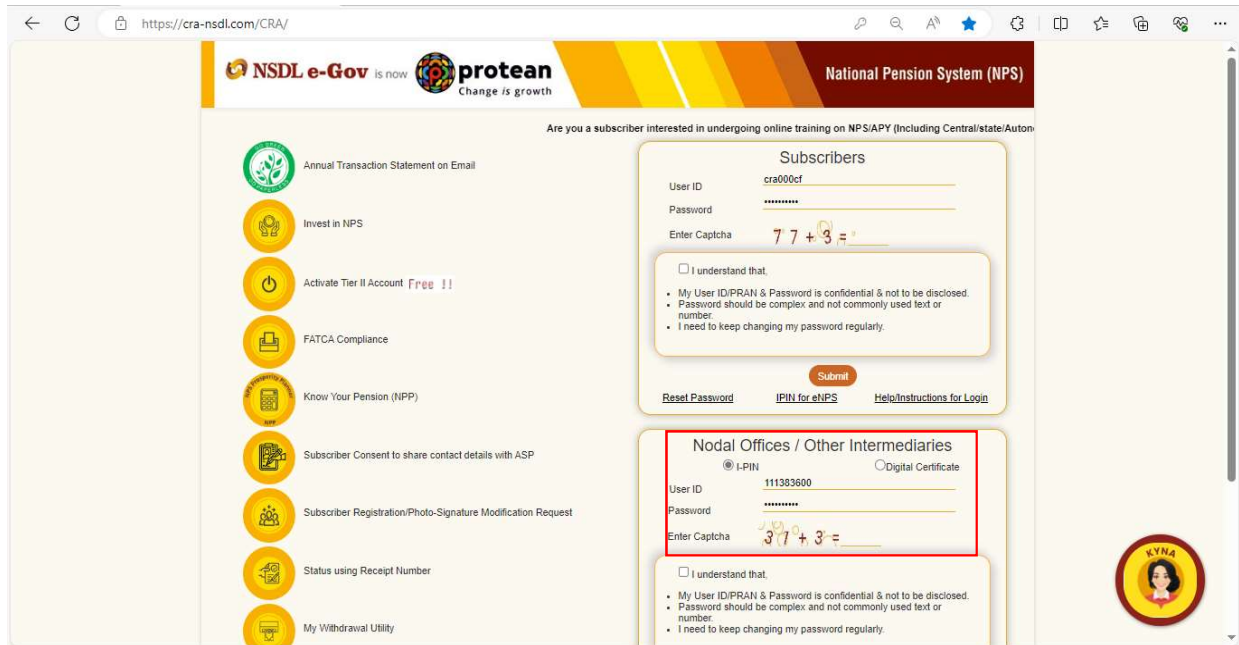1. User will first login into **www.cra-nsdl.com** by providing credentials provided by CRA as shown in **Figure 1**

Figure 1

2. User needs to go to Dashboard option and click Manual MIS Report as shown in **Figure 2**.

Figure 2

3. The following screen would be visible on selecting Manual MIS upload as shown in **Figure 3**
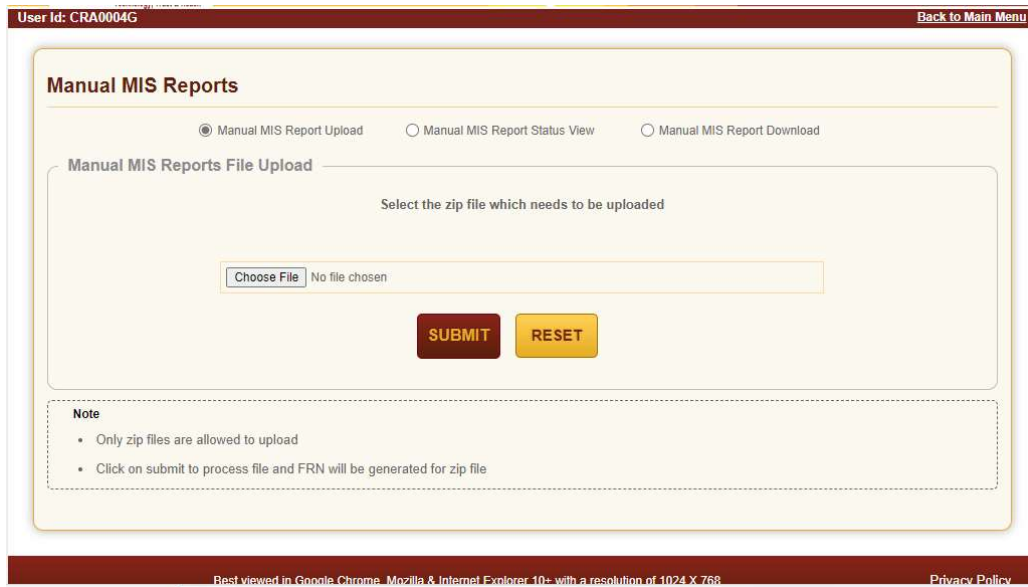

Figure 3

4. User will choose "Manual MIS Report Upload" for selecting the File which needs to be uploaded as shown in **Figure 4**.
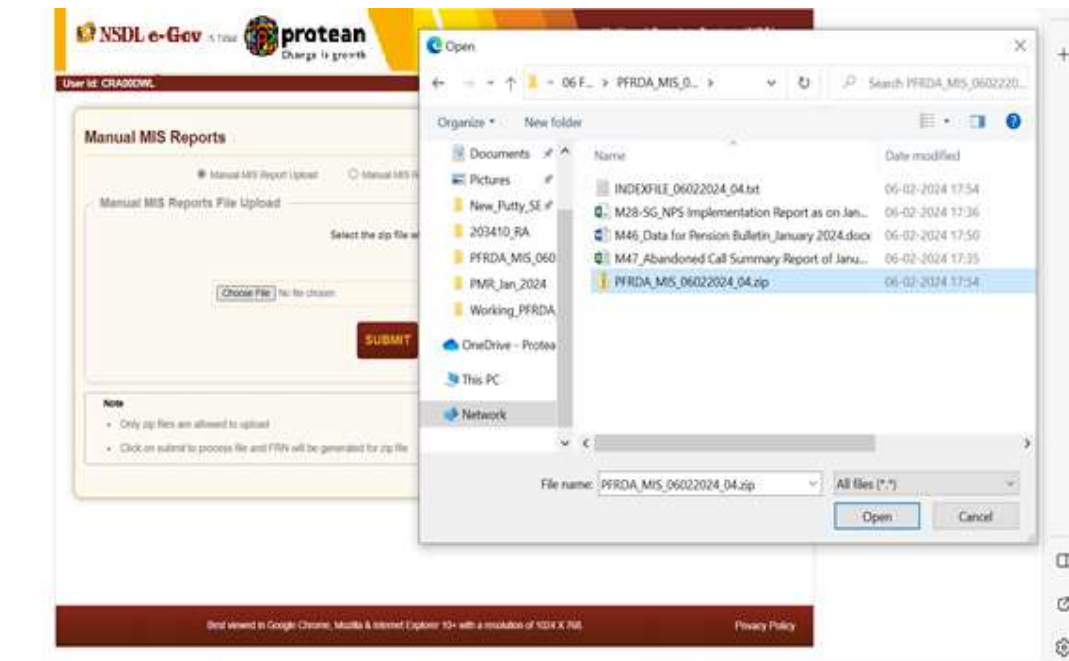

Figure 4

5. Once the File is selected, User will then click on Submit Button as shown in **Figure 5**.
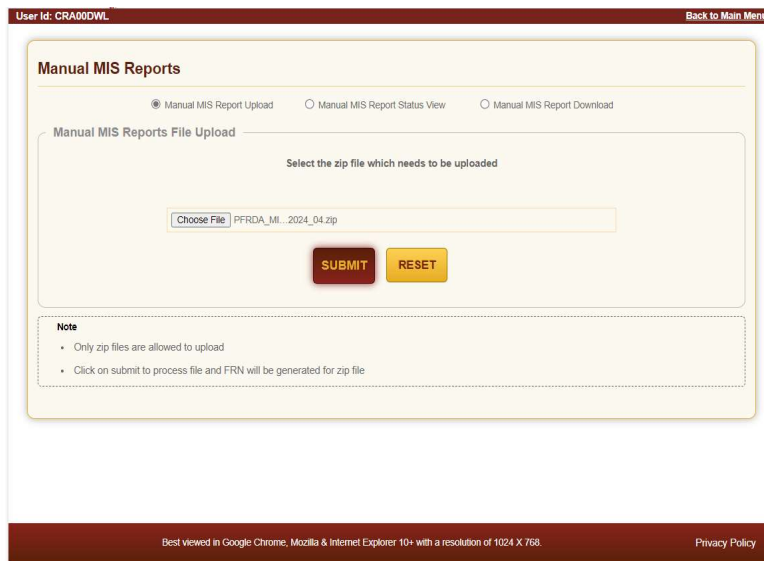
Figure 5

6. Post submitting, a message will be shown as "File has been successfully uploaded with FRN" as shown in **Figure 6**.
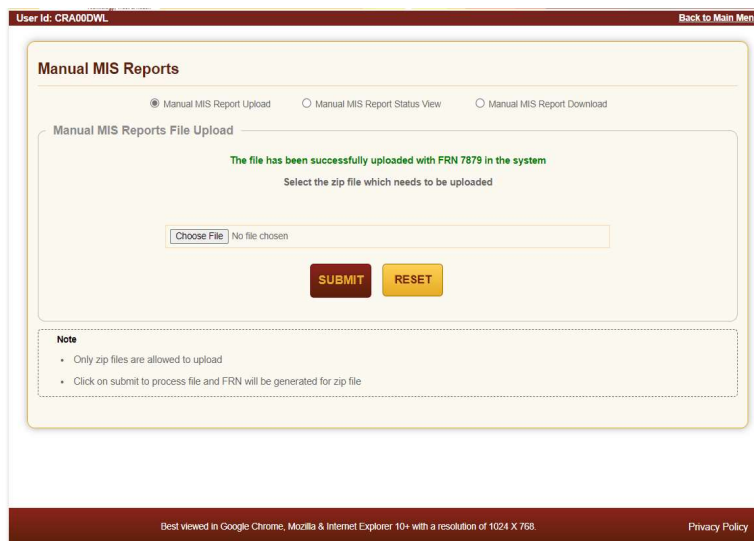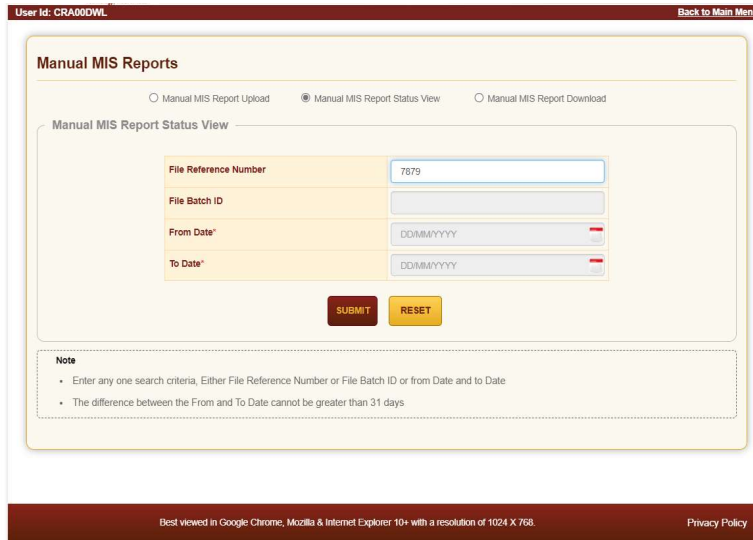
Figure 6

7. Once the File is uploaded, User can check the status by entering FRN or Date range in "Manual MIS Report Status View" as shown in **Figure 7**.
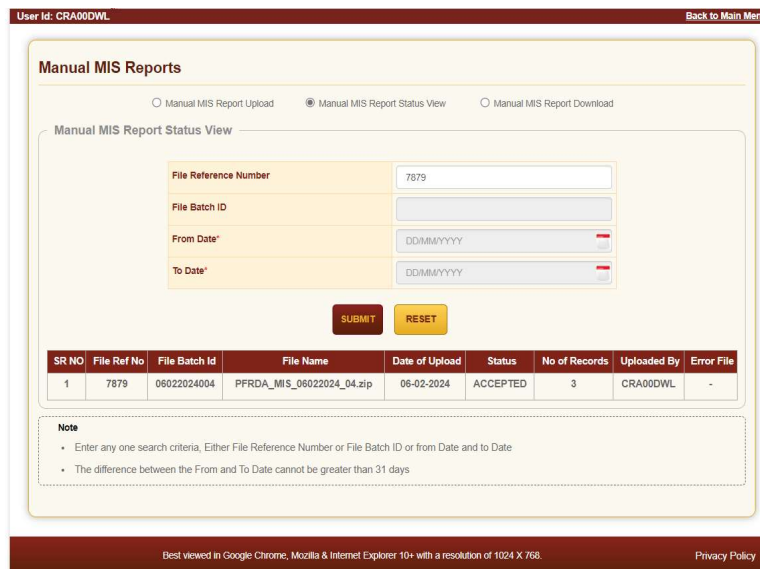
Figure 7

8. User can check the status as Accepted / Rejected as shown in the **Figure 8**.

Figure 8

Processing of Data at CRA end:

Once data is received at CRA end the following validations would be checked for;

a. Status of PRAN would be checked. Details to be updated only for mapped and Active PRANs.

b. Deduplication of records uploaded by nodal office for duplicate Bank Account against multiple PRANs.

c. Bank details for Tier 1 to be updated.

d. Any records received with Salary A/c flag and Salary A/c Declaration other than "Y" would not be considered for updation.

e. Field level validations for each field has to be adhered to with.

Guide for Preparing Data File & Index File

(During Bulk Uploading of Salary Bank Account for
NPS subscribers in Nodal Officers Login)

The document is an extension to the ***STANDARD OPERATING PROCEDURE (SOP) on Bulk Uploading of Salary bank account for NPS subscribers in Nodal Officers Login***. This document has five parts covering,

- o   Part-I   Bulk Salary Bank Data file Preparation
- o   Part-II   Tips and Steps to Create ASCII (*.txt) file using Excel
- o   Part-II   Bulk Salary Bank Data File Naming Convention
- o   Part-IV   Index file Preparation
- o   Part-V   Index File Naming Convention

Part-I Bulk Salary Bank Data file Preparation

The bulk salary bank account data file to be created with the below mentioned instructions;

1.   File should be generated in ASCII Format with ".txt" as filename extension.

2.   The input file will be a delimited file. Each field in the file will be caret ^ separated.

3.   Each Line (Sample text)

110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y

```
1234567_Data_01022024_01 - Notepad                    —    □    ×

File  Edit  Format  View  Help
110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
110001101234^T1^1234567^9876543^CGV0123987^S^1234560987^HDFC0123456^Y^Y
110009876543^T1^1234567^9876543^CGV0123987^S^1239876543^BARB0ABCDEF^Y^Y
```

Table -3 *(Explaining the contents of each Line of the sample text)*

a.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	The highlighted text are mandatory (Type the text as appearing)
b.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	110001100011 Valid and Mapped (12 digit) PRAN number
c.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	T1 is mandatory (Type the text as appearing) T1 stands for Tier I
d.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	1234567 PrAO / DTA registration number
e.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	9876543 PAO / DTO registration number
f.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	CGV0123987 is Mapped DDO Registration Number
g.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	S Bank Account Type, Valid Values : "S" , "C" S = Savings Account C = Current Account
h.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	1234567890 Salary Bank Account Number of PRAN holder Maximum 30 Alphanumeric
i.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	SBIN0000001 Bank Account IFSC Size of 11 Alphanumeric
j.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	Y is mandatory (Type the text as appearing) This is Salary Bank A/c Flag
k.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	Y is mandatory (Type the text as appearing) This is Salary Bank A/c Declaration by Entity

Part-II Tips and Steps to Create ASCII (*.txt) file using Excel

TIPS
- Remove blank rows from the excel spreadsheet
  o By using the filter to identify and delete blank rows OR
  o Manually scroll through the spreadsheet to visually identify and delete any blank row)
- Ensure that the data is properly organised and formatted for ASCII conversion
  o Check for any merged cell and unmerge them
  o Remove any special characters
- Clean up data
  o Remove any trailing space & Non-standard character
- Review
  o Before converting excel to ASCII format carefully review the data and ensure that all the information is accurate and complete

STEPs involved in creating an ASCII file format from excel

- Open excel file containing data you want to save
- Select data range that you want to save
- Click "File" on the top of the left corner of the excel window & chose "Save As" from drop down menu
- In the "Save as type" dropdown menu, choose "Text (Tab delimited) (*.txt)"
- Chose the location where you want to save the file, Give it name and then click "Save"
- Then close excel and open that .csv file in Notepad. You'll see what it looks like.
- Reopening the .txt file in excel is not a good way to inspect the file (excel will make some decisions that may change the format)

Part-III Bulk Salary Bank Data File Naming Convention

The bulk bank account data file needs to be saved with the name as recommended herewith.

    Sample file name
    EntityRegNo_FnName_DDMMYYYY_zz.txt
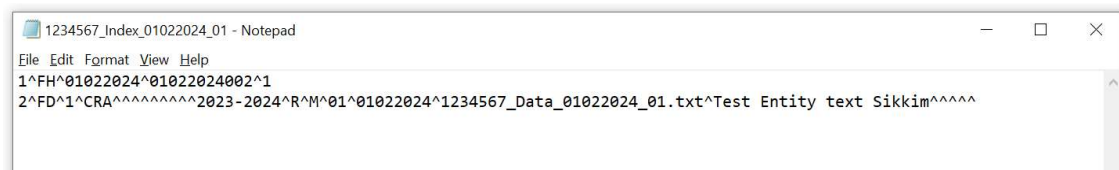   e.g.5000682_Data_02022024_01.txt

   Where in

a) **EntityRegNo**_FnName_DDMMYYYY_zz.txt
   EntityRegNo is Entity (PrAO/DTA) Registration Number who is uploading the file
b) EntityRegNo_**FnName**_DDMMYYYY_zz.txt
   FnName is "Data" for Data File with PRAN wise Salary Bank Details
c) EntityRegNo_FnName_**DDMMYYYY**_zz.txt
   DDMMYYYY - Date on which file is being uploaded in DDMMYYYY format
d) EntityRegNo_FnName_DDMMYYYY_**zz**.txt
   zz – File Sequence Number for the day
e) There shall be no space in the name of file
f) File name should have extension of .txt

Part-IV: Index File Preparation

The index fil is a two-liner text file to be uploaded along with the data file for bulk upload of salary bank account. This document is elaborates the contents of the text in the index file with sample text. The nodal office user preparing the index file can edit these text based on the information applicable to the respective bulk data file upload.

The content and format of the index file are as mentioned below;


```
1234567_Index_01022024_01 - Notepad                                        —    □    ×
File  Edit  Format  View  Help
1^FH^01022024^01022024002^1
2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
```

1. The index file needs to be in ASCII Format with ".txt" as filename extension
2. There shall be 2 lines in the index file
3. The first line in the file will be "File Header".
4. The second line in the file is the "File Detail record"
5. There shall be no use of space (Each filed shall be caret ^ separated)
6. Line - 1 (Sample text)

    1^FH^01022024^01022024002^1

Table -1 *(Explaining the contents of Line 1 sample text)*

a.	1^FH^01022024^01022024002^1
	1^FH^ is mandatory (Type the text as appearing) *Wherein 1 is the running sequence number of the line and* *FH indicates File Header*
b.	1^FH^01022024^01022024002^1
	01022024 is file creation date in "DDMMYYYY" format Where in 01 is Date, 02 is Month & 2024 is Year This date is file creation date.
c.	1^FH^01022024^01022024002^1
	^ is mandatory (Type the text as appearing)
d.	1^FH^01022024^01022024002^1
	01022024002 is Batch ID. This comprises, 01022024 the file creation date in "DDMMYYYY" format and 002 the last 3 digit running serial number This can be any number between 000 and 999
e.	1^FH^01022024^01022024002^1
	^ is mandatory (Type the text as appearing)
f.	1^FH^01022024^01022024002^1
	1 is total number of records This text should be less than 5 digit (Between number 1 and 99999)

7. Line - 2 (Sample text)

2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^

Table -2 *(Explaining the contents of Line 2 sample text)*

a.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	2^FD^ is mandatory (Type the text as appearing) *Wherein 2 is the running sequence number of the line and* *FD indicates File Details*
b.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	1 meant for Number of Records in data file • First record in the data file will be 1 • Record number cannot be greater than the 'Total Number of Records' mentioned in the header (Table-1, f) and will be a non-zero positive value. • The last record number should be equal to 'Total Number of Records' in File Header.
c.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	The highlighted text are mandatory (Type the text as appearing)

d.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	2023-2024 is the file uploading financial year. For shall be 2024-2025 from 1st April 2024 onward, for one year.
e.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	R M are mandatory (Type the text as appearing)
f.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	01 is month in financial year in which the report is uploaded Valid values for January(01), February(02), March(03), April(04), May(05), June(06), July(07), August(08), September(09), October(10), November(11), December(12).
g.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	01022024 is file creation date in "DDMMYYYY" format Where in 01 is Date, 02 is Month & 2024 is Year This date is file creation date.
h.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	1234567_Data_01022024_01.txt This should be same as Data File Name with extension. • This represents the name of the report (data file) which needs to be uploaded. • This name should be with file extension (i.e. txt) • Do not use space
i.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	Test Entity text Sikkim • This is Remarks for the Data file upload • It will be same as report name if not given explicitly. • It will be without file extension

Part-V Index File Naming Convention

The index file needs to be saved with the name as recommended herewith.

Sample of file name
EntityRegNo_FnName_DDMMYYYY_zz.txt
e.g.5000682_Index_02022024_01.txt

Where in
a) **EntityRegNo_**FnName_DDMMYYYY_zz.txt
   EntityRegNo is Entity (PrAO/DTO) Registration Number who is uploading the file

b) EntityRegNo_**FnName_**DDMMYYYY_zz.txt
   FnName is "Index" for Master Index File

c) EntityRegNo_FnName_**DDMMYYYY_**zz.txt
   DDMMYYYY - Date on which file is being uploaded in DDMMYYYY format

d) EntityRegNo_FnName_DDMMYYYY_**zz**.txt
   zz – File Sequence Number for the day

e) There shall be no space in the name of file
f) File name should have extension of .txt

****

Sample Index File:

```
Sample Index file.txt - Notepad                                         —  □  ×
File  Edit  Format  View  Help
1^FH^01022024^01022024002^1
2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^




                                        Ln 1, Col 1        150%   Windows (CRLF)   UTF-8
```

Sample Data File:

```
*Sample Data File.txt - Notepad                                         —  □  ×
File  Edit  Format  View  Help
110001100011^T1^3100001^4000001^CGV0123987^S^1234567890^SBIN0000001^Y^Y
110001101234^T1^3100001^4000001^CGV0123987^S^1234560987^HDFC0123456^Y^Y
110009876543^T1^3100001^4000001^CGV0123987^S^1239876543^BARB0ABCDEF^Y^Y




                                        Ln 4, Col 1        170%   Windows (CRLF)   UTF-8
```