

STANDARD OPERATING PROCEDURE (SOP)

Online Bank details update for Nodal office

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Acronyms and Abbreviations:-

Abbreviation/Acronym	Description
ERM	Error Rectification Module
CG	Central Government
NPS	National Pension System
CRA	Central Record Keeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
CDDO	Cheque Drawing and Disbursement Officer
PAO	Pay and Accounts Office
PrAO	Principal Accounts Office

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1. Overview:

Error Rectification Module (ERM) functionality has been implemented in the CRA system to facilitate the Nodal Offices to rectify the errors related to NPS contributions as provided below:

- A. Excess Transfer to Trustee Bank
- B. Excess Transfer to a PRAN
- C. Amount wrongly credited in PRAN 1 instead of PRAN 2
- D. Non-NPS withdrawal

The aforementioned rectification requests are carried out by the Nodal offices using the ERM functionality. A detailed flow of processing ERM requests is provided in the Standard Operating Procedure (SOP) on ERM available on the CRA website.

However, as directed by the Pension Fund Regulatory and Development Authority (PFRDA) the option of providing Nodal Office Bank details (*where the error rectification funds is to be credited in case of errors like 'Excess Transfer to a PRAN' and Non-NPS Withdrawal'*) at the time of executing ERM request has been discontinued and the Nodal Office Bank details needs to be pre-registered with CRA before execution of an ERM request. ERM request can be executed only after the gestation period of 30 days (calendar days) of registration of Bank details in the CRA system.

This document provides in detail the procedure to update Bank details of the Nodal Offices in the CRA System.

2. Facility to Nodal Offices (PAOs/ CDDOs) to update/ modify Bank account details:

The Nodal Offices (PAO/ CDDO) registered under NPS need to update their Bank details afresh in the CRA system either through online mode or physical mode.

A facility has been provided in the CRA system for Nodal Offices to update their Bank account details online along with upload of supporting documents. The activity will be a maker-checker activity followed by authorisation at the Principal Accounts Office (PrAO) level and at the CRA level.

2.1 Capturing of Nodal Office Bank details in the CRA System:

PAO user shall login into the CRA system (www.cra-nsdl.com) with the User ID and the Internet Password (I-PIN) provided by NSDL-CRA (*refer Figure 1*).

NSDL Technicy, Trait & Freen	Nati	ional Pension System Contributions Accounting N	letwork
	We have a new look !! Hope you li	ke ít	
Invest in NPS	Not User ID	dal Offices / Other Intermediaries	
Activate Tier II Account	Password Enter Capite		
Check FATCA Compliance	enne capit		
Check Annuity Quotes	Forgot Pa	Issword? Help/Instructions for Login)
Check Grievance / Enquiry S	/ Status		
Check Subscriber Registration	tion Status		
Check Status using Receipt N	t Number		
Check Subscriber Withdrawa	wal Status		

<u>Figure 1</u>

From the available Menus, PAO user will have to click on 'Transaction' menu and further click on <u>'Nodal office Bank Details Update'</u> (*refer Figure 2*).

6	NSDL Technology, Trust & Reach						N	ational Pen	sion Sys	stem (NPS)
Welcome Pay and A	Accounts Office-1001004900					Nav	igate to NPSCAN	25-Jul-201	9	Home Logout
Transaction Authoria	te Request Subscriber Re	egistration Grievance	Exit Withdrawal Request	User Maintenance	Document Managen	nent Views	Additional Reports (New) Master Download	Dashboard	CGMS BackOffice
Change Scheme Preference	Error Rectification Module	MIS Recruitment M	Ionitoring Entity Scheme	Preference Change	Knowledge Centre	Shift to Karvy	Update Details			-75
Authorize Transaction										
Tier-2 Activation										
Tier-2 to Tier-1 Switch										
Update Subscriber Tier-2 Details				Welcome to Centr	al Recordkeeping Ag	ency				
Subscriber Shifting			Click	here to view list of E	Exit Claim IDs awaitin	g any action				
Authorize Subscriber Shifting		Subscriber is re	equired to purchase the an	nuity at the time of F	- xit. To view annuity o	uotes please	click here View Annuity	Quotes		
Capture DDO Shift Request										
Verify DDO Shift Request			CRA	Helpline for Nodal C	Offices - 1800-222-08	1 (toll-free)				
DDO Shifting Request Status View										
Initiate Conditional Withdrawal										
Verify Conditional Withdrawal Request										
FATCA Self Certification										
Nodal Photo Signature Upload			Retire	ed life ka sa	hara. NPS	namara				
Nodal Bank Details Update			Home Contact Us System C	onfiguration / Best Viewe	d Entrust Secured Privat	cy Policy Grievan	ce Redressal Policy			

Figure 2

On the next screen, PAO user needs to select radio button namely 'Update Bank Details' and further click on Update button (*refer Figure 3*).

	k to Main Menu
Update Nodal Bank Details O Authorize Bank Details O View Request Status	
- Update Bank Details	
opente built bening	
Bank Detail Update for Function ERM V	
Update Reset	
Note	
This Bank Account will be used for transfer of funds on account of ERM or Withdrawal under NPS.	
Gestation period of 30 days will be applicable after updation of Bank details.	
 Any modification in Bank details section may result in cancellation of pending ERM request. 	

<u>Figure 3</u>

On the next screen, PAO user needs to provide the Nodal office Bank details (*refer Figure 4*).

Bank Detail Update for Function*	ERM
Bank Account No*	Please enter Account number
Confirm Bank Account No*	
Bank Account Type*	SAVINGS 🗸
Beneficiary Account name*	
IFSC Code*	Q
Bank Name*	
Bank Branch*	
Bank Address*	
Bank Pin Code*	
MICR Code	
Upload Document*	

Figure 4

Once the details are filled, the next step is to upload a document supporting Bank details of the Nodal office that has been entered by the PAO user (*Cancelled cheque or Bank Passbook or Bank Certificate*) (*refer Figure 5 & 6*).

	Bank Branch*)
	Bank Address*		
	Bank Pin Code*		
	MICR Code		
	Upload Document*		
ſ	Droof Name	Attach File	
	CANCELLED CHEQUE	Browse	
	BANK PASSBOOK	Browse	
	BANK CERTIFCATE	Browse	
Note This Bank Account v	Confirm vill be used for transfer of funds on account of ERM or	Cancel	
Gestation period of 3	30 days will be applicable after updation of Bank detail		
Any modification in F	Bank details section may result in cancellation of pend	ina ERM request	
 Only 'jpeg', 'jpg', 'png 	g', 'pdf & 'tif' formats are allowed for document upload	with maximum size of 2 MB.	

<u>Figure 5</u>

		Charge File to University		- 0 ×
Attps://172.18.75.51/CRAOnline/noda	alBankDetailsUpdateMaker.html?ID=499771	Choose the to opload	- to Search Photoian	۶ + ↑ ★ \$
Welcome to Central Record ×		Organize Vew folder		
	Bank Pin Code* MCR Code Upload Document Proof Name CANCELLED CHEG BANK PASSBOOK BANK CERTIFCATE This Bank Account will be used for transfe Gestation period of 30 days will be applic Any modification in Bank details section ma Only 'jpeg', 'jpg', 'png', 'pdf' & 'tif formats an	* Favorites Downloads Desktop Recent Places Desktop Discomments Wisic Pictures Videos Sagar Salunkhe Computer Network Control Panel File name: atyresult in cancellation of pending ERM request. e allowed for document upload with maximum size of 2 MB.	Photo.JPG Size: 6.12 KB f Size: 91.4 KB Size: 700 KB Size: 7.18 KB Custom Files (*,pdf,*,jpg,*,jpeg • Open Cancel	
	Best viewed in Google C	throme, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768.	Privacy Policy	

<u>Figure 6</u>

After uploading the document, PAO user has to click on the confirm button (*refer Figure* 7).

Bank Details for Function E Bank Account No 1.24390 ray Bank Account Type SAVINGS Bank Account Type PAO Beneficiary Account name PAO IFSC Code SBIN000001 Bank Name STATE BANK OF INDIA Bank Address SAWRIDDHI BHAWAN, 1 STRAND ROAD, Bank Address SAWRIDDHI BHAWAN, 1 STRAND ROAD, Bank Code 700002021 Uploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE BANK CERTIFCATE Intention			
Bank Account No 1∠x3or za Bank Account Type SAVINGS Beneficiary Account name PAO IFSC Code SBIN000001 Bank Name STATE BANK OF INDIA Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, Bank Pin Code 123654 MICR Code 70002021 Uploaded Documents* Important of the second seco	Bank Details for Function	E	
Bank Account Type SAVINGS Beneficiary Account name PAO IFSC Code SBIN000001 Bank Name STATE BANK OF INDIA Bank Address KOLKATA MAIN Bank Address KOLKATA MAIN Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, MICR Code 123654 MICR Code 700002021 Uploaded Documents* Vuploaded Documents Proof Name Download Attached File CANCELLED CHEQUE BANK CERTIFCATE Internet	Bank Account No	123430789	
Beneficiary Account name PAO IFSC Code SBIN000001 Bank Name STATE BANK OF INDIA Bank Branch KOLKATA MAIN Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA TO0 001 Bank Pin Code 128654 MICR Code 700002021 Uploaded Documents* CANCELLED CHEQUE BANK NAR PASSBOOK BANK CERTIFCATE	Bank Account Type	SAVINGS	
IFSC Code SBIN000001 Bank Name STATE BANK OF INDIA Bank Branch KOLKATA MAIN Bank Adress SAMRIDAHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 123654 MCR Code 70002021 Uploaded Documents* Uploaded Attached File CANCELLED CHEQUE ▲ BANK PASSBOOK ■ BANK CERTIFCATE ■	Beneficiary Account name	PAO	
Bank Name STATE BANK OF INDIA Bank Branch KOLKATA MAIN Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 123654 MICR Code 70002021 Uploaded Documents* Voltatached File CANCELLED CHEQUE € BANK PASSBOOK BANK PASSBOOK BANK CERTIFCATE Cancelled Cheque	IFSC Code	SBIN0000001	
Bank Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, SOLKATA 700 001 Bank Pin Code 123654 MICR Code 700002021 Uploaded Documents* Vuploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE ▲ BANK PASSBOOK BANK CERTIFCATE BANK CERTIFCATE Cancel	Bank Name	STATE BANK OF INDIA	
Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 123654 MICR Code 700002021 Uploaded Documents* Uploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE ▲ BANK PASSBOOK BANK CERTIFCATE BANK CERTIFCATE Cancel	Bank Branch	KOLKATA MAIN	
Bank Pin Code 123654 MICR Code 700002021 Uploaded Documents* Download Attached File CANCELLED CHEQUE € BANK PASSBOOK BANK CERTIFCATE	Bank Address	SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001	
MICR Code 70002021 Uploaded Documents* Proof Name CANCELLED CHEQUE	Bank Pin Code	123654	
Uploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE	MICR Code	70002021	
Proof Name Download Attached File CANCELLED CHEQUE Image: Cancel BANK PASSBOOK Image: Cancel	Uploaded Documents*		
Proof Name Download Attached File CANCELLED CHEQUE			
GANCELLED CHEQUE	Proof Name	Download Attached File	
BANK PASSBOOK BANK CERTIFCATE	CANCELLED CHEQUE	.	
BANK CERTIFCATE	BANK PASSBOOK		
Confirm Edit Cancel	BANK CERTIFCATE		
Confirm Edit Cancel			
Confirm Edit Cancel			
Confirm Edit Cancel			
	Confirm	Cancel	

<u>Figure 7</u>

After Confirmation of the details, an Acknowledgement number will be generated for the request (*refer Figure 8*).

6 NSDL			National Pension System (NPS)
r ld: 1001004900			Back to Main Mer
Undate Nodal Bar	k Details		
•	Update Bank Details O Aut	thorize Bank Details O View Request St	atus
Update Bank Detail	s Initiation - Complete		
	Acknowledgement No	82507201918000297	
	Captured Date	25-07-2019	
		Back	
	Best viewed in Google Chrome, Mozilla & Inte	ernet Explorer 10+ with a resolution of 1024 X 768.	Privacy Policy

<u>Figure 8</u>

Note: - Nodal Office Bank Details update request cannot be edited once it is initiated by the Nodal office user. The request can either be authorized or rejected at the next level i.e. at the Verification/Authorization level.

2.2 Verification of Nodal office Bank details in the CRA system:

The next step is verification of the request by the PAO checker in the CRA system using the second User ID allotted by NSDL-CRA (*refer Figure 9*).

Resulting Test Freeh	National Pension System Contributions Accounting N	etwork
	We have a new look !! Hope you like it	
Invest in NPS	Nodal Offices / Other Intermediaries	
Activate Tier II Account	Password	
Check FATCA Compliance		
Check Annuity Quotes	Forgot Password? Help/Instructions for Login	
Check Grievance / Enquiry Statu	us	
Check Subscriber Registration S	Status	
Check Status using Receipt Numb	nber	
Check Subscriber Withdrawal Sta	tatus	

Figure 9

On the Home page, the PAO checker needs to go to the Transaction menu and further to 'Nodal Bank Details Update' option (*refer Figure 10*).

U 7	INSUL Technology Trust & Reach							Na	tional Pension 3	system (NPS)
Welcome Pay and A	Accounts Office-100100490	1					Nav	igate to NPSCAN	25-Jul-2019	Home Logout
Transaction Authoriz	ze Request Subscriber F	tegistration	Grievance Exit	Withdrawal Request	User Maintenance	Document Manage	ment Views	Additional Reports (New)	Master Download Dashb	oard CGMS BackOffice
Change Scheme Preference	Error Rectification Module) MIS R	Recruitment Monitori	ng Entity Scheme	Preference Change	Knowledge Centre	Shift to Karvy	Update Details		
Authorize Transaction										
Tier-2 Activation										
Tier-2 to Tier-1 Switch										
Update Subscriber Tier-2 Details					Welcome to Centr	al Recordkeeping A	gency			
Subscriber Shifting				Click	here to view list of I	Exit Claim IDs await	ng any action			
Authorize Subscriber Shifting		Sul	bscriber is required	to purchase the an	nuity at the time of I	- - xit To view annuity	quotes please	click here View Annuity C	Duotes	
Capture DDO Shift Request					,	,	, p	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Verify DDO Shift Request				CRA	Helpline for Nodal	Offices – 1800-222-0	181 (toll-free)			
DDO Shifting Request Status View										
Initiate Conditional Withdrawal										
Verify Conditional Withdrawal Request										
FATCA Self Certification										
Nodal Photo Signature Upload				Retire	ed lífe ka so	ihara, NPS	hamara			
Nodal Bank Details Update			Home	e Contact Us System C	onfiguration / Best View	ed Entrust Secured Priv	acy Policy Grievar	nce Redressal Policy		
Subscriber Bank Details Update										

Figure 10

On the next screen, the PAO checker is required to click on 'Authorize Bank Details' option (*refer Figure 11*).

Jser Id: 1001004001	ık Details	National Pension System (NPS) Back to Main Me	<u>11</u>
O Authorize Bank Det	Update Bank Details Authorize Bank ails	O View Request Status	
	Acknowledgement Number		
	From Date*		
	Submit	Reset	
Note From Date and To D Enter any one search The difference between	ate will be the request capture date of Bank Details C criteria, Either Acknowledgment Number or from Da en the From and To Date cannot be greater than 15	hange. Ie and to Date days	

Figure 11

PAO checker may search for the request either by providing the Acknowledgment number or by providing the Date range of the request initiated and click on the hyperlink provided on the Acknowledgement number (*refer Figure 12*).

	uthorize Bank Det	ails				
		Acknowledgement Numb	ber	82507201918000297		
		From Date*		DD/MM/YYYY		
		To Date*		DD/MM/YYYY		
			Submit	Reset		
	Acknowledgement Number	Request Date	Request For Entity	Maker Entity ID	Status	Action
	2507201918000297	25-07-2019	10010049	40040040	DENDING	Approve/Boject
8	LOOT LOTO TO		10010045	10010049	PENDING	Approve/Reject

Figure 12

Upon clicking on the Acknowledgment Number, CRA system will display the current status of the request just for the information of the PAO checker (*refer Figure 13*).

S NSDL	Nation 🗙 Insion System (NPS)
User Id: 1001004901	Request Raised For Back to Main Memo Entity ID 10010049 Entity Regd No 2000040
	Maker Details Maker Entity ID 10010049 Maker User ID 1001004900
- Authorize Bank Det	Acknowledgement Number 82507201918000297 Ack Gen Date 2019-07-25 Current Status PENDING Request By Self Click Here to Check Bank Details Self
	Flow View
	Starts Level 2 Entity Level 2 Entity Level 1 Entity CRA Entity CRA Entity Completed
Acknowledgement Number	Entry to User to User to Status Remains 10010049 1001004900 25-07-2019 - REQUEST RAISED Action
82507201918000297	Close Approve/Reject
Note From Date and To Date	will be the request capture date of Bank Details Change.

Figure 13

For verification of the request, PAO checker is required to click on 'Approval/ Rejection' hyperlink (*refer Figure 14*).

- Authorize Bank De	tails	-			
	Acknowledgement Numb	ber	82507201918000297		
	From Date*		DD/MM/YYYY		
	To Date*		DD/MM/YYYY		
		Submit	Reset		
Acknowledgement Number	Request Date	Request For Entity	Maker Entity ID	Status	Action
<u>82507201918000297</u>	25-07-2019	10010049	10010049	PENDING	Approve/Reject

Figure 14

PAO checker needs to click on the 'Approve'' button in order to authorise the request. Nodal office checker has also been given an option to "reject" the request in case of any discrepancy found in the request by providing proper rejection remarks (*refer Figure 15*).

Update for Function ERM Bank Account No 122456785 Bank Account No 122456785 Bank Account Type SAVINOS Beneficiary Account name PAO #FC Core SBIN000001 Bank Name STATE BANK OF INDIA Bank Addrese KOLKATA MAIN Bank Addrese SAMRIDDNE BHAWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 12854 MCR Code 700002021 Uploaded Documents* E Proof Name Download Attached File CANCELLED OHEOUE E BANK PASBOOK Hous Cettric-ATE		
Bark Account No 12345789 Bark Account Type SAVINGS Bendfickry Account name PAO If SC Code SEIN000001 Bark Name STATE BARK OF INDIA Bark Sranch KCLKATA MAIN Bark Addrese SAMIRIDEN HAWANN, 1 STRAND ROAD, KCLKATA 700 001 Bark Pin Code 122554 MCR Code 70002021 Uploaded Documents* Download Attached File CAMELERD FREQUE MARK PABBOOK BARK PABBOOK BANK PABBOOK	Update for Function	RM
Bank Account Type SAVING S Benattciary Account name PAO If 4C Cose SEIN000001 Bank Kane STATE BANK OF INDIA Bank Kane STATE BANK OF INDIA Bank Advess KOLKATA MAIN Bank Advess SAMPIODINE BANWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Cose 12854 MICR Cose 70002021 Uploaded Documents* Download Attached File CANCELLED CHEQUE SANK CASTRONC BANK CASTRONC SANK CASTRONC	Bank Account No 12	23456789
Beneficiary Account eame PAO #SC Code SBIN000001 Bank Name STATE BANK OF INDIA Bank Kame KOLKATA MAIN Bank Address SAMEDDVIE EHAWAN, 1 STRAND RGAD, KOLKATA 700 000 2121 Uploaded Documents* T00002021 Proof Name Download Attached File CANCELLED CHEQUE	Bank Account Type Si	AVINGS
IFSC Cose SBIN000001 Bank Name STATE BANK OF INDIA Bank Dranch KOLKATA MAIN Bank Address SAMEIDDIH BANWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 123554 MCIR Code 700002211 Uploaded Documents* Download Attached File CANCELEED CHEQUE	Beneficiary Account name P	AO
Bank Name STATE BANK OF INDIA Bank Name KOLKATA MAIN Bank Address SAMRIDDHI EHAWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 123554 MICR Code 700002021 Uploaded Documents* Download Attached File CANCELLED CHEQUE	IF SC Code SI	BIN0000001
Address Cock Atta Main Bank Branch Bank Address Bank Address SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001 Bank Pin Code 12554 MICR Code 700002021 Uploaded Documents* Proof Name Download Attached File CAUCLEDD CHEQUE BANK FASSBOOK BANK CHASSBOOK Download Attached File CAUCLEDD CHEQUE SAUK FASSBOOK DAWK CHENDCHEQUE DAWK CHENDCHEQUE SAUK FASSBOOK DAWK CHENDCHEQUE DAWK CHENDCHEQUE DAWK CHENDCHEQUE DAWK CHENDCHEQUE SAUK FASSBOOK DAWK CHENDCHEQUE DAWK	Bank Name S	TATE BANK OF INDIA
SAMRIDONE BEAWAWA, 1 STRAND ROAD, KOLKAFA 700 001 Bank Pin Cole MICR Cole Proof Name CANCELLED CHEQUE SAMR CRASSOCK BANK PASSOCK SAMRIDONE CANCELLED CHEQUE SAMR CRASSOCK SAMRIDONE SAMR CRASSOCK	Pank Remote	
san Address SAMDUH BHAWAN, I SI NAND HOAD, KOLIATA 70 001 San Pin Code 12354 MICK Code 70002021 Uploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE BANK PASSOOK BANK CRUTECATE	Dank Dranon N	
Eant Pin Code 123554 MICR Code 700002021 Uploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE	Bank Address K	OLKATA 700 001
NICR Code 70002921 Uploaded Documents* Proof Name Download Attached File CANCELLED CHEQUE BANK PASSBOOK BANK CRUTECATE	Bank Pin Code 11	23654
Uploaded Documents* Proof Name CANCELLED OLFGUE BANK PASBBOOK BANK CRISEONK BANK CRITECATE	MICR Code 70	00002021
Proof Name Download Attached File CANCELLED CHEQUE BANK PASSBOOK BANK CORTIFICATE	Uploaded Documents*	
CANCELLED CHEQUE .	Proof Name D	ownload Attached File
BANK PASSBOOK BANK CERTIFCATE	CANCELLED CHEQUE	
BANK CERTIFCATE	BANK PASSBOOK	_
	BANK CERTIFCATE	
	Accept	OReject
CAccept OReject		
ØAccept OReject	Remarks	
Chocept OReject Remarks		
CRocept OReject Remarks	Approve	3CK

Figure 15

To complete the process of verification, PAO checker will have to click on "Proceed" button popped up by the CRA system (*refer Figure 16*).

Uter for 100 100 100 100		National	Pension System (NPS) Back to Main Merce
Update Nodal Ba	ank Details		
- Authorize Bank D	etails	X	
Acknowledgement Numb	er: 82507 Do you want to Proceed ? Proceed Cancel	200040	
	Bank Account No	123456789	
	Bank Account Type	SAVINGS	
	Beneficiary Account name	PAO	
	IFSC Code	SBIN0000001	
	Bank Name	STATE BANK OF INDIA	
	Bank Branch	KOLKATA MAIN	
	Bank Address	SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001	
	Bank Pin Code	123654	
	MICR Code	700002021	
	Uploaded Documents*		
	Proof Name	Download Attached File	
	CANCELLED CHEQUE	<u>.</u>	

Figure 16

Upon clicking on 'Proceed', a confirmation message will appear on screen which signifies successful verification of the request in the CRA system (*refer Figure 17*).

		National Pe	nsion System (NPS) Back to Main Many
Update Nodal Bar – Authorize Bank Der Acknowledgement Humber	Bank Details Change	Uccestility Accepted 82507201918000297 2000040	
rew bank Detains	Close Bank Account No	123456789	
	Bank Account Type Beneficiary Account name IESC Code	SAVINGS PAO	
	Bank Name Bank Branch	STATE BANK OF INDIA KOLKATA MAIN	
	Bank Address	SAMRIDDHI BHAWAN, 1 STRAND ROAD, KOLKATA 700 001	
	Bank Pin Code	700002021	
	Uploaded Documents*		
	CANCELLED CHEQUE	Download Attached File	

<u>Figure 17</u>

3. Authorisation of Nodal office Bank details in the CRA system by PrAO:

Once the Bank details are verified by the PAO/ CDDO, the request needs to be authorised by the PRAO User by logging into the CRA system (*refer Figure 18*).

Retardings, True & Feed	National Pension System Contributions Accounting Network
we have a ne	w look!! Норе уои like it
	Nodal Offices / Other Intermediaries
Activate Tier II Account	Password
Check FATCA Compliance	Submit
Check Annuity Quotes	Forgot Password? Help/Instructions for Login
Check Grievance / Enquiry Status	
Check Subscriber Registration Status	
Check Status using Receipt Number	
Check Subscriber Withdrawal Status	

<u>Figure 18</u>

On the Home Page, PrAO User needs to click on Transaction menu and further click on 'Nodal Bank Details update' option (*refer Figure 19*).

	NSDL Natio	onal Pension System (NPS)
Welcome Principal A	ccounts Office-111006300 Navigate to NPSCAN	25-Jul-2019 Home Logout
Transaction MIS S	ubscriber Registration Grievance User Maintenance Views Reports Additional Reports (New) Master Download Dashboard CGM	S BackOffice Error Rectification Module
Change Scheme Preference	Exit Withdrawal Request Authorize Request Knowledge Centre Download Update Details	Notification
Authorize Transaction		
Tier-2 to Tier-1 Switch		Transaction Type Count
Authorize DDO Shift Request		
DDO Shifting Request Status View	Welcome to Central Recordkeeping Agency	•
FATCA Self Certification		
Nodal Photo Signature Upload	Click here to view list of Exit Claim IDs awaiting any action	
Nodal Bank Details Update	Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity	Quotes
Subscriber Bank Details Update	will be observed as NPS Service Fortnight in all Nodal Offices to promote awareness regarding NPS among all the subscribers. This campai and aimed at awareness building and improved information dissemination. For more information please, click here	ign will be service oriented towards the subscribers
	Retired life ka sahara, NPS hamara	
	Home Contact Us System Configuration / Best Viewed Entrust Secured Privacy Policy Grievance Redressal Policy	

<u>Figure 19</u>

PrAO User needs to click on 'Authorize Bank details' option and provide the Acknowledgment Number or the Date range of the request and click on submit button (*refer figure 20*).

Authorize Ban	O Update Bank Details Authorize Bank Details Authorize Bank Details	O View Request Status				
	Acknowledgement Number					
	From Date*	DD/MM/YYYY				
	To Date"	DD/MM/YYYY				
	Submit					
Note						
From Date and	d To Date will be the request capture date of Bank Detail	s Change.				
Enter any one	search criteria, Either Acknowledgment Number or from	Date and to Date				
The difference	between the From and To Date cannot be greater than	15 days				

Figure 20

PrAO User needs to click on 'Approve /Reject' hyperlink for authorising the request (*refer figure 21*).

0	Update Bank Details	Authorize Bank	Details O Vie	w Request Status	
Authorize Bank De	tails				
	Acknowledgement Numb	er	82507201918000297		
	From Date*		DD/MM/YYYY		
	To Date*		DD/MM/YYYY		
		_			
		Submit	Reset		
Acknowledgement	Dequest Date	Dogwoot For Fatity	Maker Estitu ID	Ftatus	Action
Number	Request Date	Request For Entity	Maker Entity ID	Status	Action
2507201918000297	25-07-2019	10010049	10010049	PENDING	Approve/Reject

Figure 21

PrAO User needs to click on the 'Approve' button in order to authorise the request. PrAO User has also been given an option to "reject" the request in case of any discrepancy found in the request by providing proper rejection remarks (*Refer Figure* 22).

	Dulik Adultea	KOLKATA 700 001
	Bank Pin Code	123654
	MICR Code	700002021
	Uploaded Documents*	
	Proof Name	Download Attached File
	CANCELLED CHEQUE	
	BANK PASSBOOK	
	BANK CERTIFCATE	
	GAccept	OReject
	Remarks	
	Арргоче	Back
Note		

Figure 22

To complete the process of authorisation, PrAO maker needs to click on "Proceed" button popped up by the CRA system (Refer Figure 23)

User kf: 111005300		National Pension System (NPS) Back to Main Menu
Update Nodal Banl	k Details	×
Acknowledgement Number:	82507 Do you want to Proceed ? Proceed Cancel	2000040
	UpdaBank Account No	123456789 5AVING S
	Beneficiary Account name IFSC Code	PAC SBIN000001
	Bank Name Bank Branch	STATE BANK OF INDIA KOLKATA MAIN
	Bank Address	SAMRIDDHI BHAWAN, 1 STRAND ROAD,

Figure 23

Upon clicking on 'Proceed', a confirmation message will appear on screen which signifies successful authorisation of the request in the CRA System (Refer Figure 24)

Constant State		National	Pension System (NPS)
User Id: 111006300			Back to Main Menu
Update Nodal Bar	Bank Details Change		
	Request has been s	uccessfully Accepted	
Authorize Bank De	Acknowledgement Number	82507201918000297	
	Entity Regd No	2000040	
- New Bank Details			
	Close		
	Bank Account No	123456789	
	Bank Account Type	SAVINGS	
	Beneficiary Account name	PAO	
	IFSC Code	SBIN0000001	
	Bank Name	STATE BANK OF INDIA	
	Bank Branch	KOLKATA MAIN	
	Rank Address	SAMRIDDHI BHAWAN, 1 STRAND ROAD,	

Figure 24

We would like to re-iterate, ERM request can be executed only after the gestation period of 30 days (calendar days) of registration of Bank details in the CRA system. This gestation period of 30 days will be applicable from the date of authorisation of request by the PrAO.
