



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

STANDARD OPERATING PROCEDURE (SOP)

**Upload of Unequal – Employee & Government Contribution
for
Government Subscribers**

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Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
NPS	National Pension System
Protean	Protean e-Governance Technologies Ltd
PRAN	Permanent Retirement Account Number
CG	Central Government
SG	State Government
Pr.AO	Principal Accounts Office
PAO	Pay & Account Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
I-PIN	Internet - Personal Identification Number
PFMs	Pension Fund Mangers
NPSCAN	NPS Contribution Accounting Network
FPU	File Preparation Utility
FVU	File Validation Utility

Overview

The Government of India established Pension Fund Regulatory and Development Authority (PFRDA) on October 10, 2003 to develop and regulate the Pension Funds under the NPS. PFRDA has appointed Protean e-Governance Technologies Ltd (formerly known as NSDL e-Governance Infrastructure Ltd) as the Central Recordkeeping Agency (CRA) under NPS to maintain the records of contributions and its deployment in various pension fund schemes for the employees. PAO/DTO/DTA (hereafter referred as Uploading Office) provides the subscriber contribution details to CRA and remits the funds to Trustee Bank which in turn transfers the funds to Pension Fund Managers (PFMs) for investment. Units are allotted to the subscriber's PRAN based on their contribution amount.

For Government subscribers, the Uploading Office uploads a Contribution file wherein the employee and employer contribution must be equal for each subscriber. This new functionality will allow the Uploading Office to upload unequal Employee Contribution and Government Contribution for its underlying subscribers. This document describes the Standard Operating Procedure to be followed by the Uploading Offices for upload of 'Unequal Contributions' for Government Subscribers under NPS.

There may be exceptional scenarios wherein the Uploading Office may require uploading contribution for its subscribers with unequal Employee and Government contribution i.e., the Employee contribution amount and Government's contribution amount are not equal. In such cases, the Uploading Office may use this new functionality and upload the contribution file in the NPSCAN system. The functionality of uploading unequal contribution will be a two-step process (maker-checker) wherein an Uploading Office (e.g., PAO/DTO/DTA) is required to capture a request in the NPSCAN system and the Verifier is needed to authorise the same. In case of De-centralised & Quasi centralised model of contribution upload, the Oversight Office (i.e. PrAO/DTA) is required to authorise the request whereas in case of Centralised model of contribution upload, the request will be authorized by another User of the Uploading Office (i.e. another User of DTA). Once the request is authorised, the Uploading Office can create a Contribution file with unequal contribution amount (unequal employee and employer contribution) using the respective stand-alone utilities (FPU and FVU) and upload the file in the NPSCAN system.

Uploading Unequal Contribution – Process details

- A. Download of FPU & FVU
- B. Capturing of request for uploading unequal contribution in NPSCAN system
- C. Authorisation of request for uploading unequal contribution in NPSCAN system
- D. Request Status View for Unequal Contribution
- E. Preparation & Upload of SCF for unequal contribution in NPSCAN system

The detailed process for uploading Unequal Contribution for Govt. Subscribers is explained below:

A. Utilities for posting contributions: File Preparation Utility (FPU) & new File Validation Utility (FVU)

To facilitate the Uploading Offices of Government Sector for uploading unequal contributions of its underlying subscribers, new File Preparation Utility (FPU) & new File Validation Utility (FVU) have been developed by CRA. The utilities can be freely downloaded from CRA website (www.npscra.nsdل.co.in). The minimum software & hardware requirement to install these new utilities as well installation procedure for new utilities will be similar to regular utilities being used for upload of contribution. Uploading Office shall download these utilities from CRA website and shall prepare Subscriber Contribution File (SCF) for unequal contribution using these utilities only. The Uploading Office shall consider only the unequal contributions while preparing the SCF so that these cases can be identified uniquely in future apart from regular contributions.

B. Capturing of request for uploading unequal contribution in NPSCAN system (Maker Activity)

The Uploading Office of the Government sector (Maker) is required to login into the NPSCAN system (www.npscan-cra.com) using the User ID and password. *Please refer Figure 1 below.*

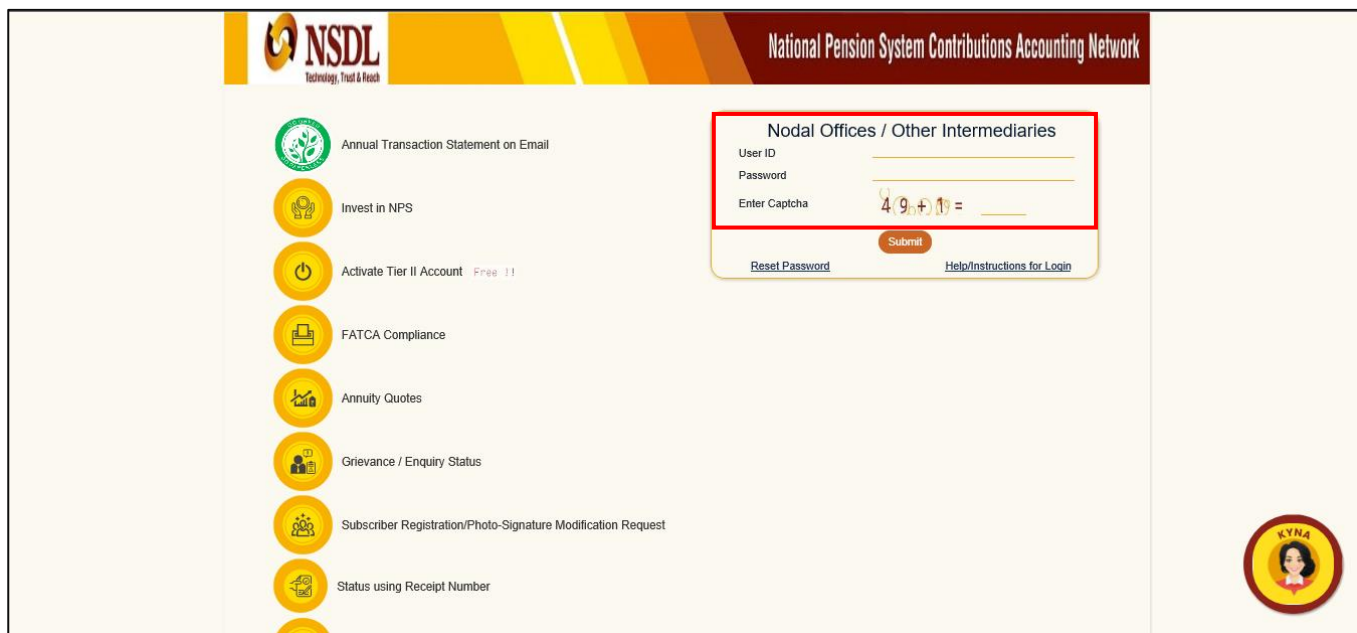
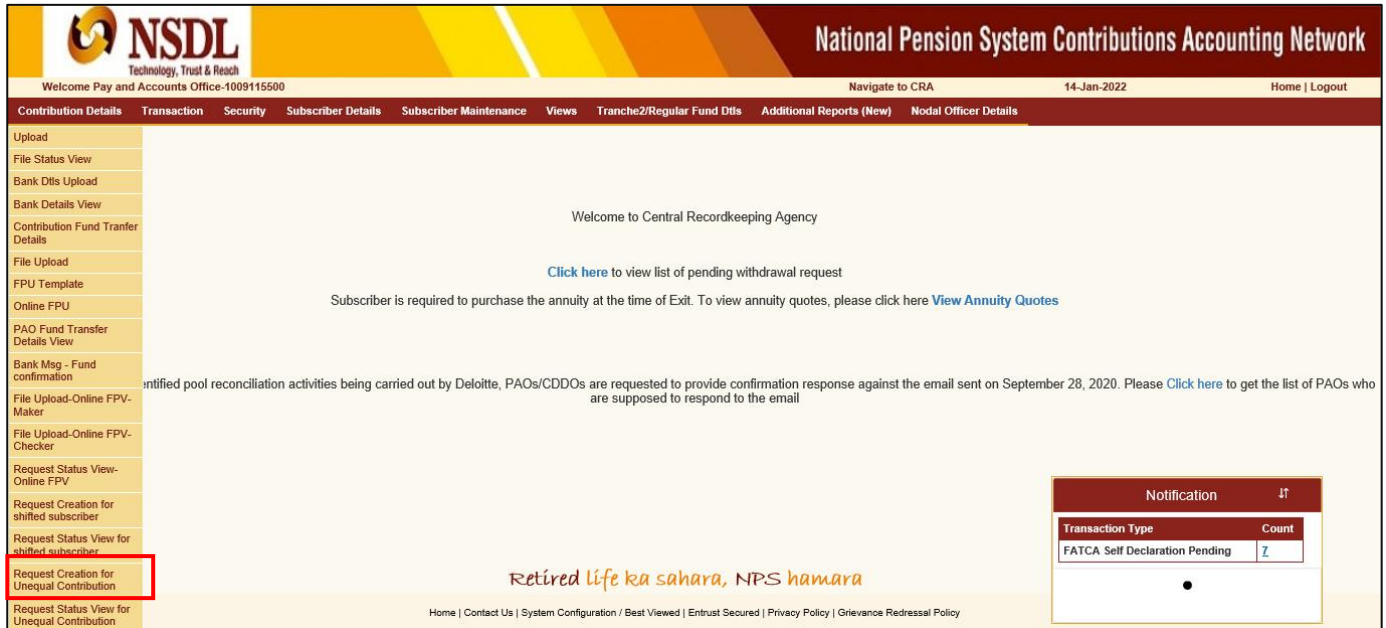


Figure 1

On successful login, the Maker is required to click the sub-menu ‘**Request Creation for Unequal Contribution**’ under the main menu ‘**Contribution Details**’ in order to capture request for uploading unequal contribution as shown in *Figure 2 below.*



The screenshot shows the NSDL dashboard with a navigation menu on the left and a main content area. A red box highlights the 'Request Creation for Unequal Contribution' option in the menu. The main content area displays a welcome message and a notification table.

Notification	
Transaction Type	Count
FATCA Self Declaration Pending	2

Figure 2

The Maker is required to enter 'Requestor Remarks' and click on submit. The User shall enter the proper reasons for the request so that these cases can be identified uniquely in future apart from regular contributions and the authorizer gathers an idea with the remarks mentioned by the Maker. *Please refer Figure 3 below.*



The screenshot shows the 'Initiate Request for Unequal Contribution Upload' form. A red box highlights the 'Requestor Remarks' field, which contains the text 'Request for Unequal C x'. Below the field are 'Submit' and 'Reset' buttons. A 'Mandatory Fields *' label is also visible.

Figure 3

After submission of the request for Unequal Contribution, the request is accepted at NPSCAN with a confirmation message, 'Request accepted at NPSCAN' as shown in *Figure 4 below.*

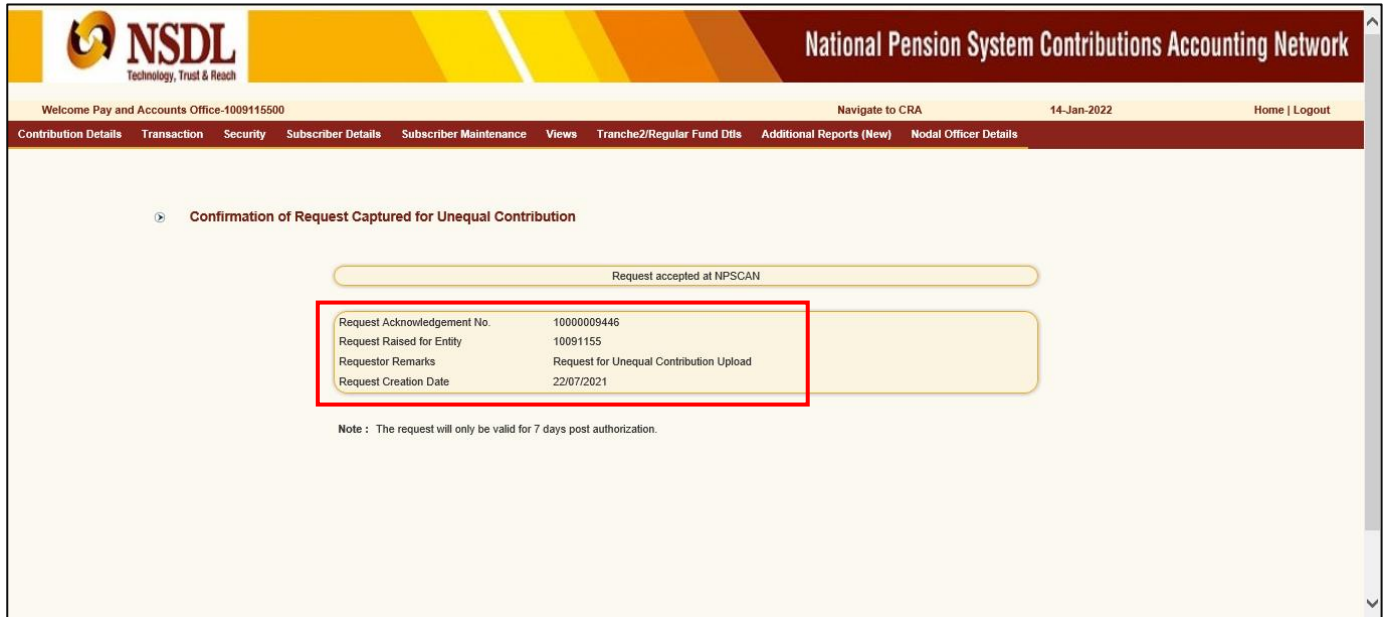


Figure 4

The system will also generate unique Acknowledgement Number for the request captured as shown in *Figure 4 above*. This Acknowledgement Number will enable the Uploading Office to check the status of the request.

C. Authorisation of request for uploading unequal contribution in NPSCAN system (Checker Activity)

Once the request for unequal contribution is captured in the NPSCAN system, same needs to be authorized by the Authoriser. In case of De-centralised & Quasi centralised model of contribution upload, the Oversight Office (i.e. PrAO/DTA) is required to authorise the request whereas in case of Centralised model of contribution upload, the request will be authorized by another User of the Uploading Office (i.e. another User of DTA) only.

The Authoriser is required to login to the NPSCAN system (www.npscan-cra.com) with User ID and I-PIN. On successful login, the Authoriser shall click the sub-menu '**Request Authorization for Unequal Contribution**' under the main menu 'Contribution Details' as shown in *Figure 5 below* to authorise the request.

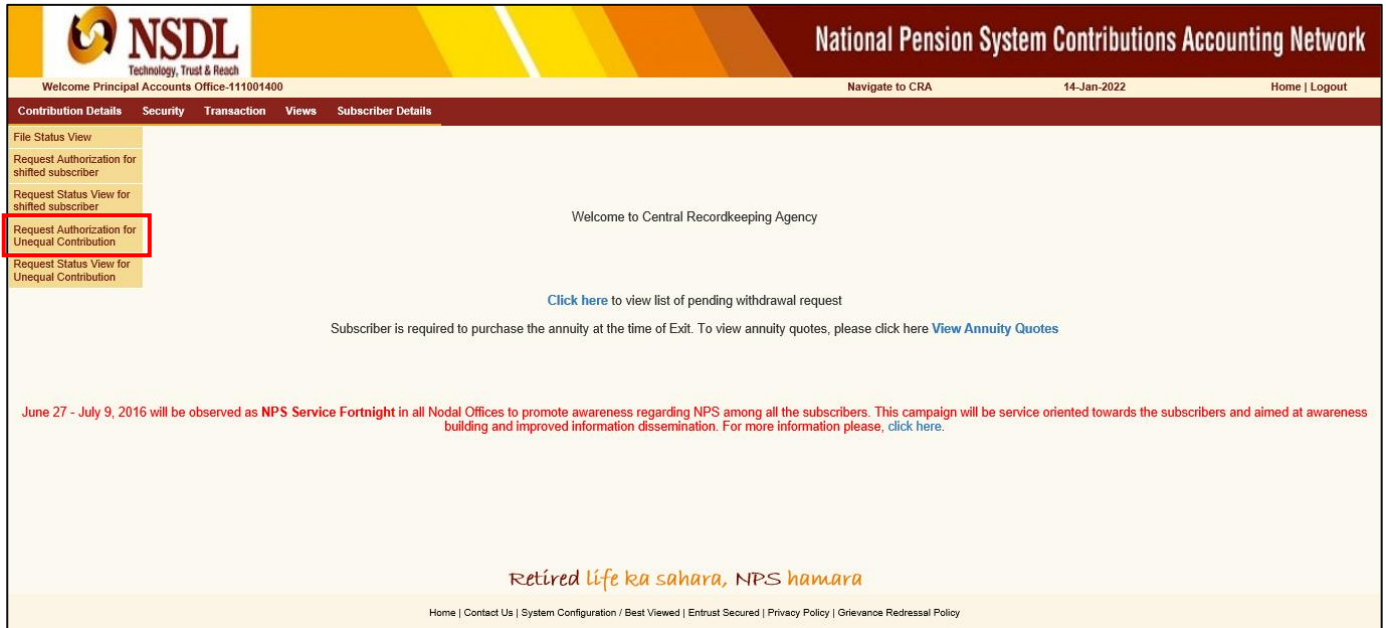


Figure 5

Once the Authoriser clicks the option ‘**Request Authorization for Unequal Contribution**’, the following screen will be displayed. *Please refer Figure 6 below.*

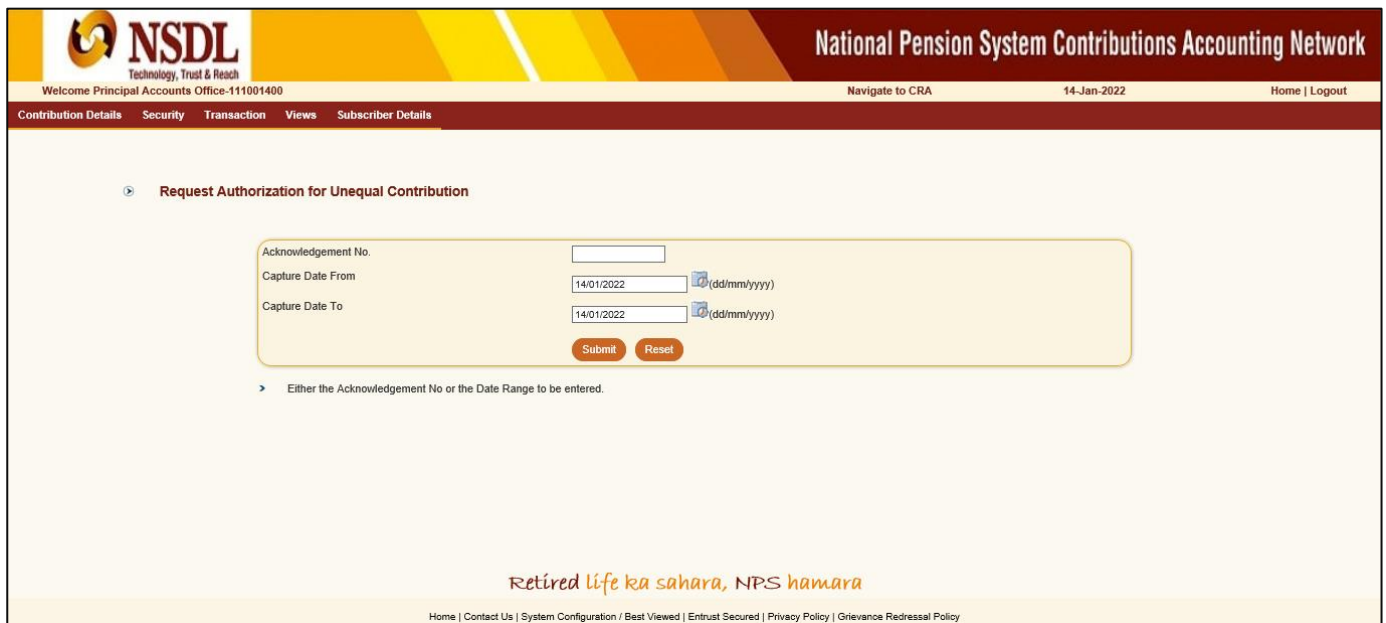
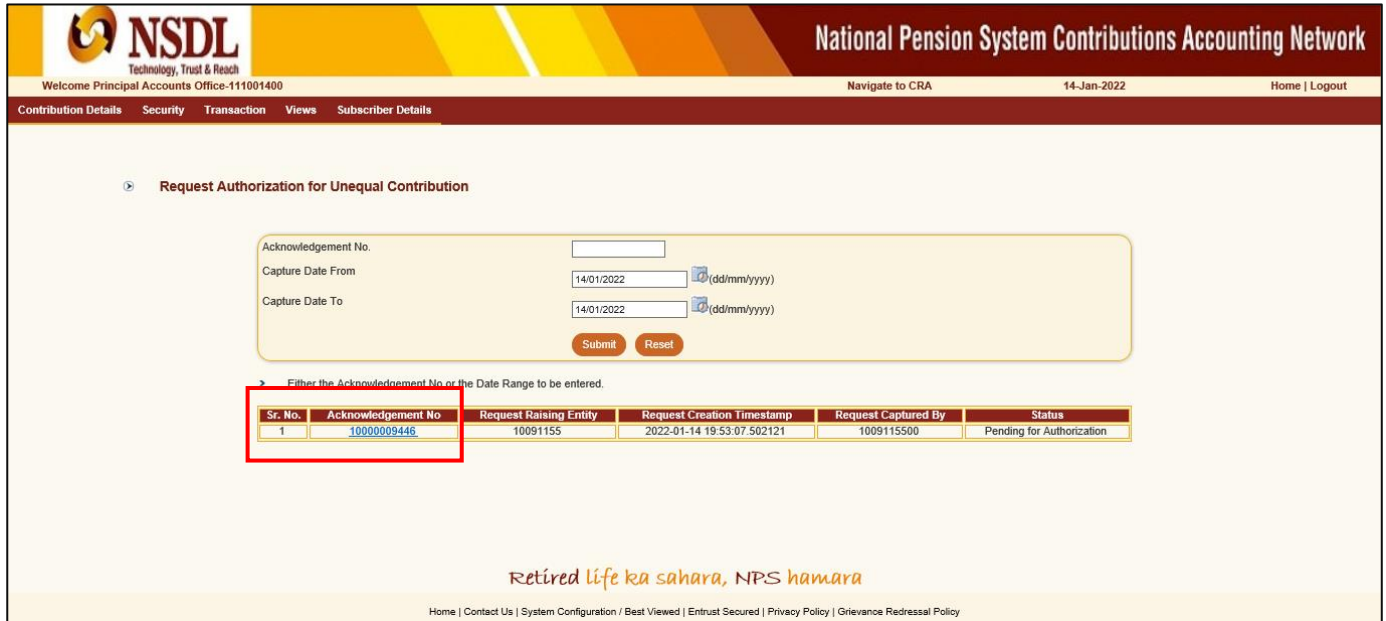


Figure 6

The Authoriser is required to provide either the ‘‘Acknowledgement No.’’ and / or ‘‘Request Capture date range (‘from’ and ‘to’ Date) and then click on ‘Submit’. The screen with details of the request/s captured by the underlying User in NPSCAN system will be displayed as shown in *Figure 7* below:



NSDL
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Welcome Principal Accounts Office-111001400

Navigate to CRA 14-Jan-2022 Home | Logout

Contribution Details Security Transaction Views Subscriber Details

Request Authorization for Unequal Contribution

Acknowledgement No.

Capture Date From (dd/mm/yyyy)

Capture Date To (dd/mm/yyyy)

Either the Acknowledgement No. or the Date Range to be entered.

Sr. No.	Acknowledgement No	Request Raising Entity	Request Creation Timestamp	Request Captured By	Status
1	1000009446	10091155	2022-01-14 19:53:07.502121	1009115500	Pending for Authorization

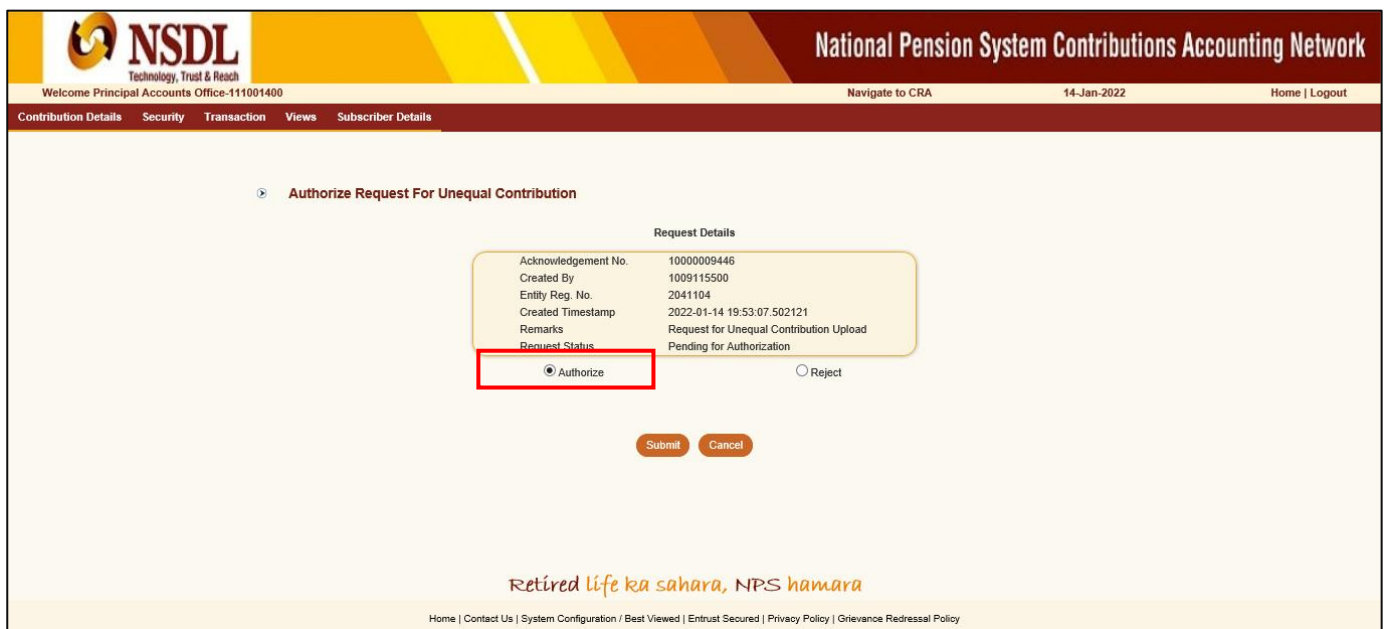
Retired life ka sahara, NPS hamara

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Figure 7

The Authoriser is then required to click on the hyperlink of the Acknowledgment No. to view the details of the captured request. Please refer **Figure 7** above.

Once the User clicks on the aforesaid hyperlink, the confirmation screen for the Authoriser appears with an option to Authorise / Reject the request. The request will also display the details such as ‘Acknowledgement No’, ‘Created by’, ‘Entity Reg. No’, ‘Created timestamp’, ‘Remarks, and ‘Request Status’ as shown in **Figure 8** below:



NSDL
Technology, Trust & Reach

Welcome Principal Accounts Office-111001400

Navigate to CRA 14-Jan-2022 Home | Logout

Contribution Details Security Transaction Views Subscriber Details

Authorize Request For Unequal Contribution

Request Details

Acknowledgement No. 1000009446

Created By 1009115500

Entity Reg. No. 2041104

Created Timestamp 2022-01-14 19:53:07.502121

Remarks Request for Unequal Contribution Upload

Request Status Pending for Authorization

Authorize Reject

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Figure 8

The Authoriser is required to select ‘Authorise’ and click on 'Submit' the request. On authorization of the request, a confirmation message *as shown in Figure 9 below* will be displayed to the Authoriser.

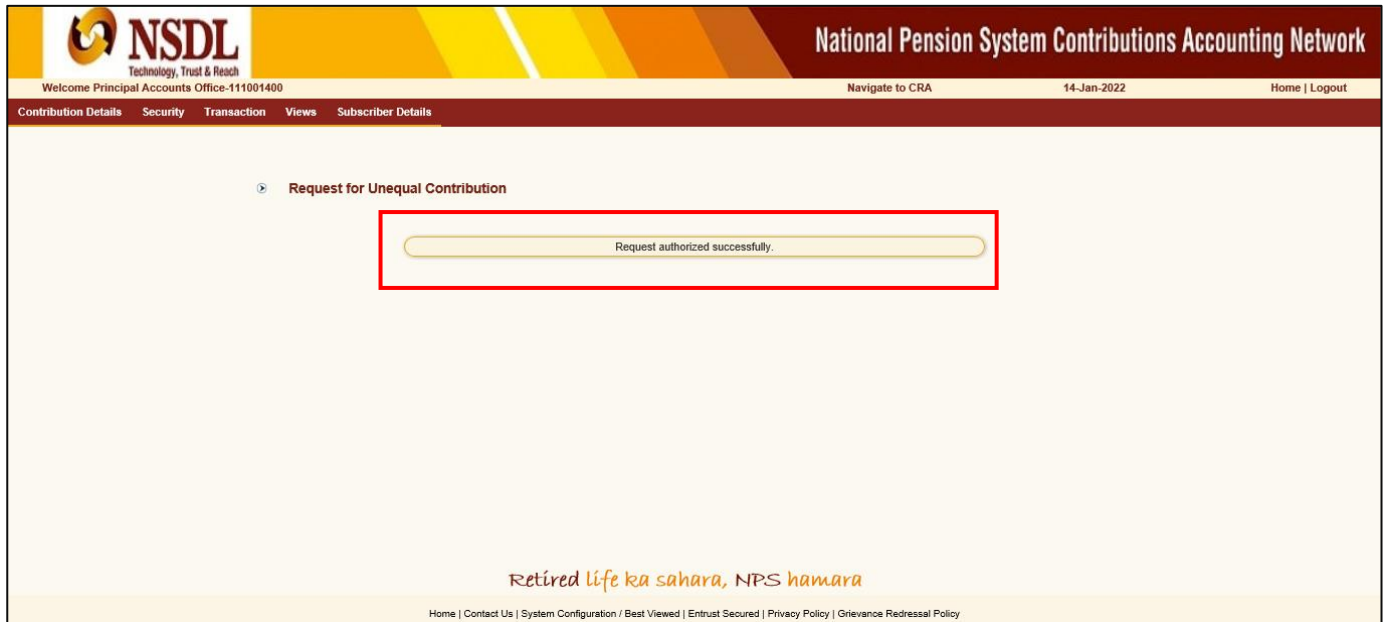


Figure 9

The Authoriser may however, reject the request (in case the request is incorrectly / incompletely captured) by selecting ‘Reject’ option, provide the ‘reason for rejection’ and ‘Submit’ *as shown in Figure 10 below*.

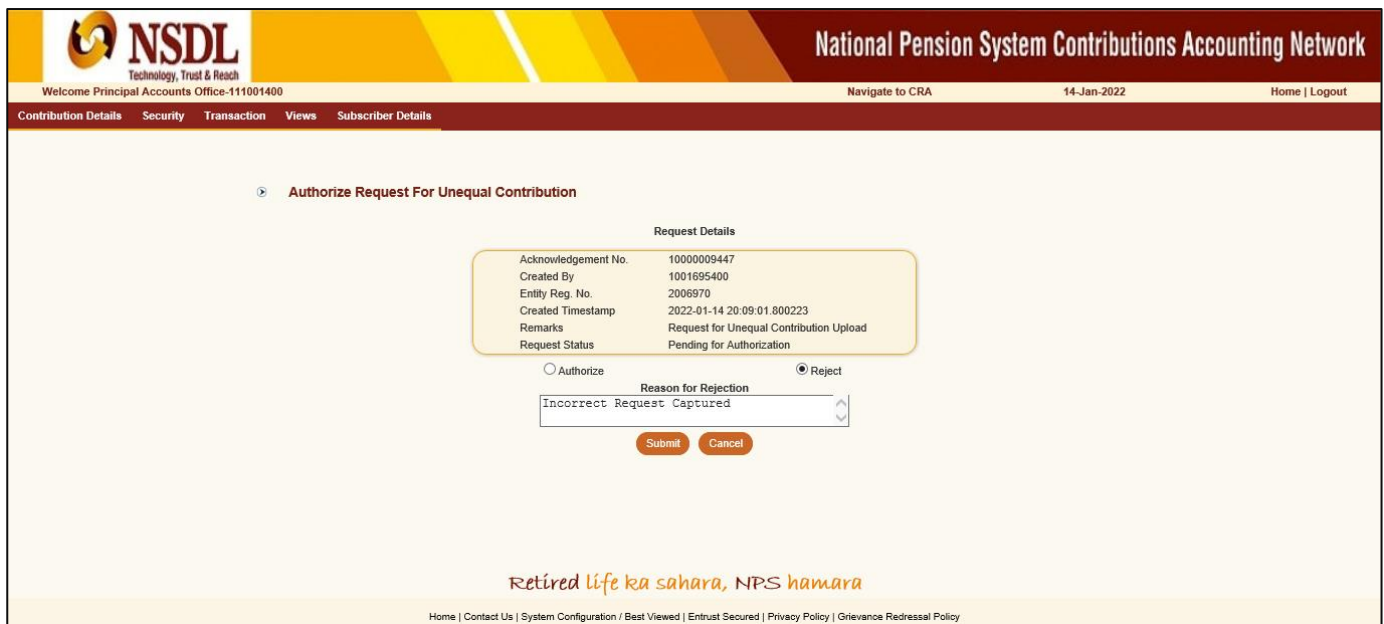


Figure 10

In case of rejection, the Maker (Uploading Office) is required to capture fresh request in NPSCAN system for upload of unequal contribution.

D. Request Status View for Unequal Contribution

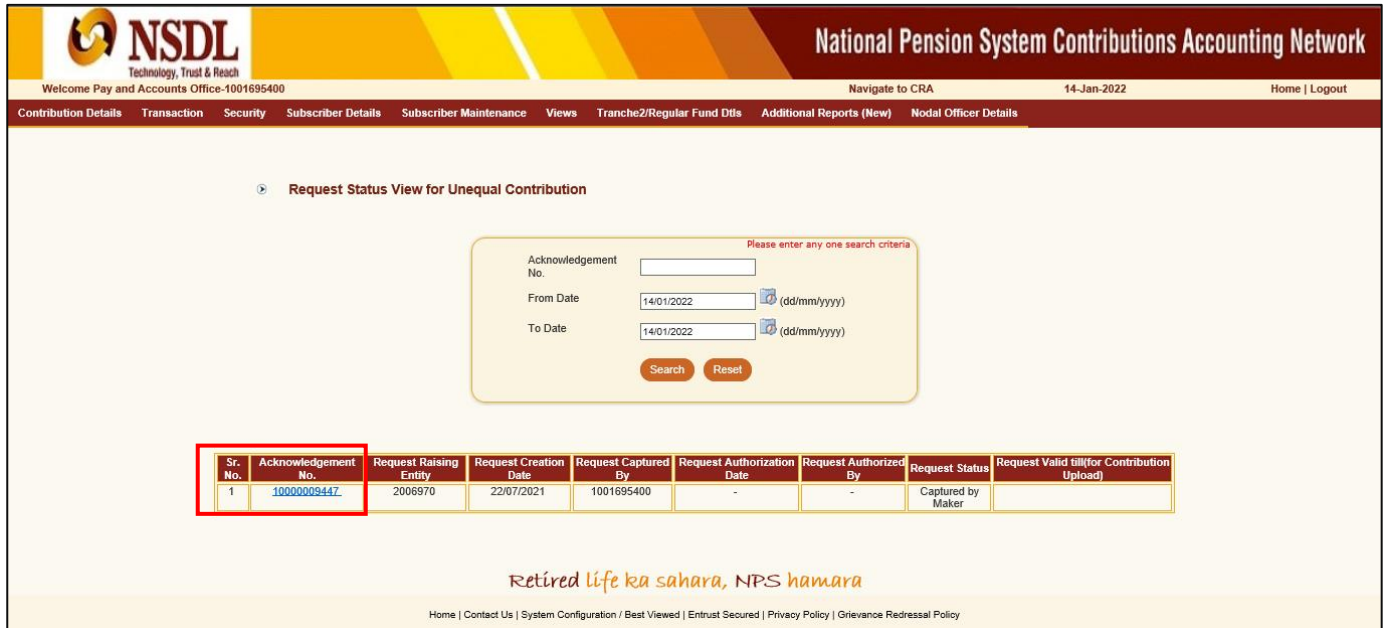
The Maker / Authoriser can check the status of any request captured in NPSCAN for unequal contribution. The User is required to select the option "**Request Status View for Unequal Contribution**" under the menu "Contribution Details". Please refer **Figure 11** below:



The screenshot displays the NSDL National Pension System Contributions Accounting Network interface. The header includes the NSDL logo and tagline 'Technology, Trust & Reach', along with contact information and navigation links. The main content area features a search form titled 'Request Status View for Unequal Contribution'. The form includes three input fields: 'Acknowledgement No.', 'From Date', and 'To Date'. The 'From Date' and 'To Date' fields are pre-filled with '14/01/2022'. A red prompt above the form reads 'Please enter any one search criteria'. Below the form are 'Search' and 'Reset' buttons. The footer contains the slogan 'Retired life ka sahara, NPS hamara' and a list of links including Home, Contact Us, System Configuration, Best Viewed, Entrust Secured, Privacy Policy, and Grievance Redressal Policy.

Figure 11

The User shall provide either the 'Acknowledgement Number' or 'date range' of the captured request. The system will display status of the captured request once User quests the request status through either of the aforesaid search criterias. Please refer **Figure 12** below:



NSDL
Technology, Trust & Reach
Welcome Pay and Accounts Office-1001695400

National Pension System Contributions Accounting Network

Navigate to CRA 14-Jan-2022 Home | Logout

Contribution Details Transaction Security Subscriber Details Subscriber Maintenance Views Tranche2/Regular Fund Dtls Additional Reports (New) Nodal Officer Details

Request Status View for Unequal Contribution

Please enter any one search criteria

Acknowledgement No.

From Date (dd/mm/yyyy)

To Date (dd/mm/yyyy)

Sr. No.	Acknowledgement No.	Request Raising Entity	Request Creation Date	Request Captured By	Request Authorization Date	Request Authorized By	Request Status	Request Valid till (for Contribution Upload)
1	10000009447	2006970	22/07/2021	1001695400	-	-	Captured by Maker	

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Figure 12

The present status of the file whether 'Captured', 'Accepted' or 'Rejected' in NPSCAN system would be available to the User.

E. Preparation & Upload of SCF for unequal contributions in NPSCAN system

Once the request for Unequal Contribution is authorised in the NPSCAN system, the Uploading Office can create a contribution file using the new File Preparation and Validation Utilities (FPU & FVU). The upload of contribution file in the NPSCAN system will be similar to the upload of regular contribution files. However, the upload of files for Unequal contributions is to be completed within a window period of seven days (after authorisation of the request). It may be noted that on expiry of the seven days, such files cannot be uploaded in the NPSCAN system and a new request is to be initiated by the Uploading Office for Upload of Unequal Contribution for Government subscribers.

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