Protean eGov Technologies Limited



Standard Operating Procedure on eNPS PRAN Generation through Digi-Locker Based

Version 1.0

© 2024 Protean eGov Technologies Limited (Formerly known as NSDL e-Governance Infrastructure Limited), All rights reserved. Property of Protean eGov Technologies Limited.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose, without the express written consent of Protean eGov Technologies Limited.



eNPS PRAN Generation through Digi-Locker Based <u>**REVISION HISTORY**</u>

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

|--|



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	
PRAN	Permanent Retirement Account Number	
NPS Trust	National Pension System Trust	
SG	State Government	
PFM	Pension Fund Manager	
ACK ID	Acknowledgement ID	
DTA	Directorate of Treasuries and Accounts	
DTO	District Treasury Office	
DDO	Drawing and Disbursement Office	
CSRF	Common Subscriber Registration Form	

Overview

- eNPS for Government sector is an online mode for PRAN generation in addition to the already existent Online PRAN Generation Module (OPGM).
 eNPS for Govt. sector was introduced with a view to reduce the time taken for PRAN generation for Govt. employees after Date of Joining.
- eNPS process also encourages healthy participation by the employee in the PRAN generation procedure as the capturing of data is done by the subscriber. Thus, this process also reduces the efforts required at level of Nodal office from point of view of Data entry to be done. This process also reduces any data entry level errors as the subscriber themselves capture the details.
- This document covers the process for PRAN generation on basis of document available in Digi-Locker (Driving License). Digi-Locker is an initiative by the Government of India under the Digital India program. It aims at providing citizens with a secure and convenient platform to store and access digital documents and certificates.
- Digi-Locker allows users to upload, store, and share various official documents and certificates digitally.

Classification: Public	Version No. : 1.0	Page: 4 of 26



1. Steps to initiate PRAN Generation through eNPS by Subscriber

In order to initiate PRAN generation through e-NPS, User needs to visit eNPS website <u>https://enps.nsdl.com/eNPS/NationalPensionSystem.html</u> select the option "National Pension System" as given below in Figure 1.

National Pension System Trust	eNF
	HOME MORE ABOUT NPS
Get your Annual Transaction Statement over Email	
	Please Select Your Language ENGLISH V
or making Instant Contribution through UPI, kindly use UPI ID - PFRDA.15DigitVirtualAccount@axisbank where,15 Dig for Tier II	pt Virtual Account starts with 600101 for Tier I and 60010
A new scheme - default Tier II scheme is being created for government scheme to scheme for southaution during this period, the	Not used on definition of recursion of the second s
Guidelines for Online Registration	
NPS Trust welcomes you to 'eNPS', which will facilitate:-	NATIONAL PENSION SYSTEM
Opening of Individual Pension Account under NPS (only Tier I / Tier I & Tier II) by All Indian Citizens (including NRIs)	
between 16 - 70 years	
Detween 18 - 70 years ► Making initial and subsequent contribution to your Tier I as well as Tier II account	ATAL PENSION YOJANA
oerween var i vyears • Making initial and aubsequent contribution to your Tier I as well as Tier II account For Account opening, you need to:	ATAL PENSION YOJANA
oerween 13 - 7 years • Making initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: ✓ Have Mobile number, email ID and an active Bank account with net Banking facility enabled	ATAL PENSION YOJANA
Deriveen 's ≥ , Joyean's Making Initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: / Have Mobile number, email ID and an active Bank account with net Banking facility enabled / Fill up all the mandatory details online / Click Here for guidelines on filling details if Acolicant residence for tay ournoses in iurisdiction (s)	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS
Serveen 's - / years Making initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to:	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS
Serveen 's 's' Joyean's Making initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: / Yel up all the mandatory details of an active Bank account with net Banking facility enabled / Fill up all the mandatory details online / Click Here for guidelines on filling details if Applicant residence for tax purposes in jurisdiction (s) outside India / Make online payment (hinimum amount of \$ 500)	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS
verween 's - / years Making Initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: / Have Mobile number, email ID and an active Bank account with net Banking facility enabled / Fill up all the manceatury details online / Click Here for guidelines on filling details if Applicant residence for tax purposes in jurisdiction (s) outside India / Scan and upload your photograph (optional for Aadhaar) and signature / Subscriber will have an option to authenticate form through OTP Authentication or eSign process	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services
eawarn 15 / 0 years Making initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: 4 Year Mobile number, email ID and an active Bank account with net Banking facility enabled 4 Fill up all the mandatory details online 4 Click Hare for guidelines on filling details if Applicant residence for tax purposes in jurisdiction (s) 4 Click Hare for guidelines on filling details if Applicant residence for tax purposes in jurisdiction (s) 4 Scan and upload your photograph (optional for Aachaar) and signature 4 Make online payment (Mimium amount of € 500) 4 Subscriber will have an option to authenticate form through OTF Authentication or eSign process Read More	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services
Servern 15 - / years Making Initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: / Year Mobile number, email D and an active Bank account with net Banking facility enabled / Fill up all the mandatory details on an active Bank account with net Banking facility enabled / Fill up all the mandatory details on filling details if Applicant residence for tax purposes in jurisdiction (a) outside India / Scan and uplead your photograph (optional for Aschaer) and signature / Mala entities payment (Minimum amount of ₹ 500) / Subscriber will have an option to authenticate form through OTF Authentication or eSign process Read More Click Here for Registration of Virtual ID (VID) for making same day Investment directly through your Bank Account under	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services ✓ Update FATCA details ✓ Update Email (D/Mable number
Deriven 13 - J o years Making Initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: ✓ Have Mobile number, email ID and an active Bank account with net Banking facility enabled ✓ Fill up all the mandatory details online ✓ Sean and upload your photograph (optional for Aadhaar) and signature ✓ Make online payment (Minimum amount of ₹ 500) ✓ Subscriber will have an option to authenticate form through OTP Authentication or eSign process Read More Click Here for Registration of Virtual ID (VID) for making same day Investment directly through your Bank Account under VPS	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services Update FATCA details Update FATCA details Update FATCA details Update FATCA details Update insit Drawnor Reprint PRAN Card Change in Scheme Preference
Analyginitial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to: / For Account opening, you need to: / For Up all the mandatory details online / For Up all the mandatory details on for Adahaar) and signature / Make online payment (Minimum amount of 5 600) / Subscriber will have an option to authenticate form through OTP Authentication or eSign process Read More Click Here for Registration of Virtual ID (VID) for making same day Investment directly through your Bank Account under // Subscriber can contribute in Tier I & Tier II account through "WPS" using BillDesk and RazorPay. To view the list of Banka associated with Bill Desk Click Here and RazorPay Click Here	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services Update FATCA details Update FATCA details Update FATCA details Update FatTOA details Update insideme Perference Terril Withdravail Uman Science Services
Server 15 - J years Making initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to:	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services Update FATCA details Update Email (DMdobie number Change in Scheme Change in Scheme Telefence Update Information Statement LOGIN WITH PRANIPIN
Vaking initial and subsequent contribution to your Tier I as well as Tier II account EV Alking initial and subsequent contribution to your Tier I as well as Tier II account EV Alking initial and subsequent contribution to your Tier I as well as Tier II account EV Account opening, you need to:	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services Update Email (DMbable number Update Email (DMbable number Charge in Scheme Preference Charge in Scheme Preference Ver Withdrawal View Account Details/Transaction Statement LOGIN WITH PRANJPIN To "Set/Rest your (PIN/Cick Here
Kaking initial and subsequent contribution to your Tier I as well as Tier II account For Account opening, you need to:	ATAL PENSION YOJANA REGISTRATION FOR GDS SUBSCRIBERS Additional Services Voldate RATCA details Voldate Gmail DMAbbile number Voldate Gmail DMAbbile number Voldate Gmail DMAbbile number Voldate Gmail Services Additional Services Voldate Gmail Services Voldate Gmail Services Community Prank/IPIN To "Set/Reset your IPIN" Click Here

Figure 1

Read the instruction displayed on the screen & click on "Registration" button as given below in Figure 2.

		HOME MORE ABOUT NPS FAQ	
	🐻 protean		
	NPS Trust welcomes you to 'eNPS', which will facilitate:-		
 "Registration" to open an individual pr or 'Tier I and Tier II both' types of account, Subscriber Registration form using this op 	nsion account under NPS. By using this option, an Indian Citizen between 18-70 years can open 'Tier I' an NRI/OCI individual can open only 'Tier I' account. You need to OTP Authenticate \eSign your on.	REGISTRATION	
 "Contribution" to make Subsequent C Subsequent Contribution through this optio deduction from Subscriber NPS account. T 	- nifibution to your Tier I or Tier II account under NPS. Swavalamban account holders can also make n. CRA charges are applicable on such transactions and will be recovered separately by way of units e investment will take place on T+2 working days basis (subject to receipt of clear funds from PGSP)	CONTRIBUTION (NAV T+2)	
 "Tier II Activation" for activation of Tie account using this option. Note: No charge "Get Same Day NAV (D-Remit)" for R Account Same day NAPS Investment (TAR) 	r II account under NPS. All existing Subscribers who have an active Tier I account can activate Tier II is levied for the activation of Tier II account. sightstation of Vibual Account number for making seamless Invastment diversity through your Bank for this new to any unit behave for their diversity of the macrosco in access offend or und them for the matrixes of the matrixe	TIER II Regular / Tax Saving Scheme (TTS) Activation	
 * Annual Transaction Statement of Protes * Annual Transaction Statement on E This is part of Go-Green initiative of Protes 	naumy can be a naived in loogin bired, menualistic (Dimensiophologia) as per preventied carbon and for mail? for receiving your Annual Transaction Statement for NPS transactions on your registered email ID. n eGou-CPA.	Get Same Day NAV (Register for D-Remit)	
 "Instant Contribution through UPI ID 600102 (Tier II)). 	PFRDA.15digitVirtualAccount @ axisbank (15 Digit Virtual Account starts with 600101 (Tier I) and	ANNUAL TRANSACTION STATEMENT ON EMAIL	
√ Subscriber will have	in option to authenticate form through OTP Authentication or eSign process Read More	Additional Services	
Click Here for Registrat NPS	on of Virtual ID (VID) for making same day investment directly through your Bank Account under	✓ Update Email ID/Mobile number ✓ Reprint PRAN Card ✓ Change in Scheme Preference	
All NPS subscribers can of Banks associated wit	contribute in Tier I & Tier II account through 'eNPS' using BillDesk and RazorPay. To view the list BillDesk Click Here and RazorPay Click Here	✓ Tier II Withdrawal ✓ View Account Details/Transaction Statement	
Now Government emp through eNPS	oyees who are mandatorily covered under NPS will be able to open pension account	LOGIN WITH PRAN/IPIN	
		10 Set/Reset your IPNV Crick Here	

Figure 2

	Classification: Public	Version No. : 1.0	Page: 5 of 26
--	------------------------	-------------------	---------------

The screen will be redirected to a new page. User need to scroll down to Government Subscriber section. Under Government Subscriber, click on "Register Now" button as show in Figure 3.

			Home
National Pension	System Trust	e	NPS
Home > Subscriber Registration			
Already started your registration? Continue where you left of.	ntinue To Registration	Complete Pending Registration (only for applications registered on or before 1st Feb 2	024)
Who can	register fo	or NPS?	
Individual Subscribers Between 18-70 years can join Easy and multiple registration options (Aadhaar, Digilocker etc.) Open Tier I (Pension A/c) and Tier II (Add-on investment A/c).		Government Subscribers Central Govt./ State Govt. (including autonomous bodies) employees covered in NPS. Employees joined after applicable date mandator covered in NPS. Open Tier I (Pension A/c), Tier II (Add on investme A/c), TTS A/c.	; rily ent
REGISTER NOW SEE DOCUMENTS		REGISTER NOW SEE DOCUMENTS	

Figure 3

User need to enter all the details as request on the screen as show in **Figure**

4.

Initial Process of Registrat Date of Birth (DD/MM/YYYY) 02/09/1994 Permanent Account Number (PAN CSZPK2514E Setween 18-70 years can join Easy and multiple registration options (Aadhaar, Digio Open Tier I (Pension A/c) and Tier II (Add-on investmer REGISTER NOW SEE DOCUT	PS?	bscribers t. (including autonomous bodies) employees applicable date mandatorily covered in NPS. c), Tier II (Add on investment A/c), TTS A/c. SEE DOCUMENTS	
Figure 4	·10	Page: 6 of	26

6	protean
100	Change is growth

The user needs to select the option "Document with Digi-locker" and confirm as show in Figure 5.

< New Subscriber Registration		
Register with Aadhaar Document with Digi Register With DRIVING LICENSE 	• CONFIRM	Your session will expire in 17:17
	* NPS Powered by NPS TRUST	
ô protean	Experience the app Get IT ON Google Play	Connect with us f i u y iii Privacy Policy

Figure 5

User need to read the Digi-locker Redirect Consent as shown in **Figure 6**.

	Digilocker Redirect Consent	х	Your session will expire in 16:21
Register with Aadhaar Document with Dig Register With DRIVING LICENSE	You will be redirected to Digilocker Website wherein you need to login with your login credentials and provide consent for shoring of documents/information with CRA. Kindly click on Accept to proceed further. Kindly click on Concel to cancel the request.		

Figure 6

Classification: Public	Version No. : 1.0	Page: 7 of 26

	protean
-	Change is growth

The user will be redirect to Digi-Locker website. User need to login on Digi-Locker through their Mobile number/User ID/Aadhaar as shown below in Figure 7.

Sign In to your account! Mobile Username Aadhaar
7208412263
Do not have an account? Sign Up

Figure 7

The user needs to tick the option of Driving License in their Digi-Locker account & provide the consent to eNPS National Pension System. Further click on "Allow" button to process further as show below in Figure 8.

<u>.</u>	DigiLocker bouner Wale to Engover Citans	V
Please	e provide your consent to share the following	with eNPS National
~	Issued Documents (3) Aadhaar Card (XX5933)	Select all
	Driving License (XX047764) PAN Verification Record (XXR5442D)	
Ð	DigiLocker Drive	
	Not available	
8	Profile information Name, Date of Birth, Gender	
Ħ	Consent validity date (Today +30 days) 21-April-2024	Edit 🧨
?	Purpose Know Your Customer	~
Cons By cl Pens	sent validity is subject to applicable laws. icking 'Allow', you are giving consent to share v ion System .	vith eNPS National

Figure 8

Classification: Public Version No. : 1.0	Page: 8 of 26
--	---------------

(Real)		
	pro	τean
100	Change	is growth

Once the Digi-Locker consent is provided by user, system will be redirected to registration page, where user need to read the Digi-Locker Message. Click on "Close" Button as shown in Figure 9.

Register with Addhaar @ Document with	DigiLocker Message Your document present in the successfully.	X	Your session will expire in 02:51
Category SELECT Nodal Office details		CLOSE	
DDO Name	PAO/DTO Name	PRAO/DTA Name	Ministry
	l have f	Read and Accepted the <u>Terms & Conditions</u>	

Figure 9

The user need to register with select the option "Document with Digi-Locker". Under Category option a drop down will be provided, where user need to select the appropriate option under which user is employed. Please refer the Figure 10.

< New Subscriber Registration		Load Testin	g Enabled
Register with		Your session will expire in 17	:57
Category	r Associated drawing and disbursement office (DDO)		
SELECT SELECT STATE GOVERNMENT STATE AUTONOMOUS BODY CENTRAL GOVERNMENT CENTRAL AUTONOMOUS BODY			
DDO Name	PAO/DTO Name	PRAO/DTA Name	
Ministry			

Figure 10

Classification: Public	Version No. : 1.0	Page: 9 of 26
------------------------	-------------------	---------------



Once the Category is selected, user need to enter the Associated Drawing
 & Disbursement Office (DDO) details under which user is employed as shown in Figure 11.

					Your session will expire in 14
Register with					
🔍 Aadhaar 🖲 Document wit	h Digilocker				
Category	S	tate		Associated drawing and disbursement office (DDO)	
STATE GOVERNMENT	•	BIHAR	~	SGV0507]
				SGV050705E-Anchal Office, Bah	
Nodal Office details				SGV050706F-C.O. BAHADURPUR	
				SGV050709B-C.O. KUSHESHWAF	
DDO Name	P	AO/DTO Name		SGV050710C-Circle Office, Jalley,	Ministry
				SGV050711D-DIST. LAND AQUES	
				SGV050712E-Circle Office, Reoti,	
		I have Read	and Accep	SGV050716B-Additional Collecto	
				SGV050719E-Anchal Adhikari, M	
				SGV050723B-Plannig & Co-opera	

Figure 11

Once the DDO Details are entered, the corresponding Nodal office details will appear. User need to check the details. If details are correct, for processing further User need to click on the hyperlink **"Term & Conditions"** as show in **Figure 12.**

			Your session will expire in 12:09
Register with Aadhaar Counter with Digilock	ter		
Category	State	Associated drawing and disbursement office (DDO)	
STATE GOVERNMENT	BIHAR 🗸	SGV050772B-CHILD DEVELOPMENT PR	
Nodal Office details			
DDO Name	PAO/DTO Name	PRAO/DTA Name	Ministry
CHILD DEVELOPMENT PROJECT OFFIC	DISTRICT TREASURY OFFICE, DARBHAI	DIRECTORATE OF PROVIDENT FUND, B	STATE GOVT. OF BIHAR - STATE GOVER
	I have Read and	Accepted the Terms & Conditions	
		CONFIRM	

Classification: Public Version No. : 1.0 Page: 10 of 26



System will pop the Digi-Locker ID Consent. User need to read the consent
 & click on Accept Button for processing further as shown in Figure 13.

< New Subscriber Registration		Load Testing Enabled
	Digilocker ID Consent X	Your section will avaira in 1247
Register with	I hereby understand/authorize Protean eGov Technologies Ltd as CRA to	rour session win expire in 12.17
🔿 Aadhaar 🌒 Document with Digi	1. Use my Driving License details for National Pension System (NPS) and	
Category	2. Use my Demographic details (Nome, Gender, Address, Photo and Date of Black for analyzation under NDC	rsement
STATE GOVERNMENT	anoy you regarded in inter HP3. 3. I understand that Security and confidentiality of personal identity data provided for the auronse of Dialiacker based reaktration is ensured by Proteon	MENT PR
Nodal Office details	eGov Technologies Ltd till such time it is acting as CRA for my NPS account. 4. Lunderstand that the Dipliacker details submitted for resistration under e-NPS	
DDO Name	will be maintained in NPS till the time the account is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later.	Ministry
CHILD DEVELOPMENT PROJECT OFF		T FUND, B STATE GOVT. OF BIHAR - STATE GOVER
	ACCEPT	

Figure 13

Once the Digi-Locker ID Consent is provided, as OTP will be communicated to registered Mobile number & registered Email ID of the User. User need to enter Mobile OTP & Email OTP for processing further as shown below on Figure 14.

OTP Verification	
d*************************************	
Email OTP ENTER EMAIL OTP	
Resend in 9136	
KINS Powered by NPS TRUST	

Classification: Public Version No. : 1.0 Page: 11 of 26

	pro	tean
100	Change	is growth

After entering the Mobile OTP & Email ID OTP received on registered Mobile number & registered Email ID, an Acknowledgement number will be generated. User need to note down the Acknowledgement number. Refer Figure 15.

ि ACK Generation		ĺ
	:	
	ACK ID Generated	
	11192310 "Congratulations"	
	You have successfully completed your INC formalities online. You are one step obser to financially secure your retired life. "The ACK ID has been sent to your verified email ID and Mobile Number".	
	Powered by NPS TRUST	-

Figure 15

On the landing page, the details will be automatically fetched from the driving license. User need to enter the necessary details. Further user needs to upload the scan signature, as shown below in **Figure 16**.

Full Name KARAN BANSAL	DOB 02/09/1994	Gender Male	Address SHANTI NIVAS, JVPD J	UHU Uhud Signature	
🛞 Father's name 🔿 Mother's name) I am an orphan		Your session will expire in	18:00	
Subscriber Title	I would like to pri	nt my Father's Name on PRAN Card How	did you hear about NPS		
SHRI 🗸	ASHISH BA	NSAL EM	PLOYER ¥		
Marital Status					
UNMARRIED	·				
Residential status					
CITIZENS OF INDIA	•				
Go paperless : Email my annual sta	itements				

Figure 16

Classification: Public	Version No. : 1.0	Page: 12 of 26
------------------------	-------------------	----------------

	protean	
A. 10	Change is growth	

Once the signature is been uploaded, User can view the signature which is uploaded and then user need to click on "**Confirm**" button as show in **Figure 17.**

Full Name KARAN BANSAL	DOB 10/10/1985	Gender Male	Address SHANTI NIVAS JVPD, JUHU		De Hans pa
Father's name O Mother's	name 🛛 I am an orphan		Your session	will expire in 14:33	
Subscriber Title	I would like to pr ASHISH BANSA	int my Father's Name on PRAN Card	How did you hear about NPS	~	
Maxinal Gratue					
UNMARRIED	~				
Residential status					
CITIZENS OF INDIA	•				
Go paperless : Email my ann	ual statements				

Figure 17

After clicking on Confirm button, user need to set up Tier 1 account. User need to select Pattern of Investment Option (Default/Auto/Active) as shown below in Figure 18.

Set up Tier I Account	02 03 04				
Default	🔿 Auto	○ Active	Bank & Nomi	nee Details	Your session will expire in 19:51
	31.0% SBI PENSION FUND SCHEME - STATE GOVT	-0	Add Bank Details	>	
	34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME- STATE GOVT	-0	Add Nominee Details	>	
	35.0% LIC PENSION FUND SCHEME STATE GOVT	•	DO		
	 NPS has a great Tier II an No investment limit Ti 	ccount Add Tier II account with Tier I details Field account freely at any time.	Lower expense ratio compared to other products	◯ Set it up later	
			PROCEED		

Classification: Public	Version No. : 1.0	Page: 13 of 26

6	prot	ean
1	Change is	growth

The user needs to add the Bank Account Details as highlighted in red box in Figure 19.

01 Set up Tier I Account	02 03 04			
Investment options				
🖲 Default	Auto	() Active	Bank & Nominee Details	Your session will expire in 19:51
	31.0% SBI PENSION FUND SCHEME - STATE GOVT	0	Add Bank Details >	
	34.0% UTI RETIREMENT SOLUTIONS PENSION FUNDS SCHEME- STATE GOVT	100	Add Nominee Details >	
	35.0% LIC PENSION FUND SCHEME - STATE GOVT	0		
	 NPS has a great Tier II a No investment limit 	ccount Add Tier II account with Tier I details In insomens can be withdrawn freey at any time Lower exp	ense ratio compared to other products O Set it up later	
		PROCEED		

Figure 19

 After entering all the correct bank details system will verify the Bank details and mark a green tick (^o). User will save the details as shown in Figure 20.

		Your session will expire in 16:50	
Bank IFSC Code	Bank Name	Bank Account Number	
UTIB0000173	AXIS BANK		
		Your account details are safe with us	
Re-enter Bank Account Number			
e1801004e978185	•		
Solost Assount Tuno			
saving account Type Saving account Current acc	OUNT		
This account will be linked to your investigation	estments and will be the default account for all withdrawals		
	SA <u>VE</u>		

Classification: Public Version No. :	1.0 Page: 14 of 26
--------------------------------------	--------------------

1	protean
100	Change is acoust

The user will then have to add Nominee details as highlighted in red box shown in Figure 21.

01 Set up Tier I Account	02 03 04			
Investment options				
				Your session will expire in 19:47
Default	○ Auto	Active	Bank & Nominee Details	
	31.0% SBI PENSION FUND	0 100	Arti Rank Dataile	
	GOVT			
	UTI RETIREMENT SOLUTIONS PENSION	100	Add Nominee Details >	
	GOVT 35.0%			
	LIC PENSION FUND SCHEME - STATE GOVT			
	Provide the second s	ccount Add Tier II account with Tier I details	⊖ Set it un later	

Figure 21

The user will have to enter the Nominee details as shown in Figure 22. In case more Nominee needs to added user can click on "Add Another Nominee" as shown in below Figure.

Note: A maximum of 3 Nominees can be added and total sum percentage (%) of all Nominee should be 100%.

	Nominee 1		Your session will ex	cpire in 19:41
	Nominee Name	Age	Nominee Relationship	~
	SHYAMJI KHAKHADIYA	58	FATHER	,
	💡 This nominee will receive 100% of the share			
				v Reset → Add another nominee
		Save		
		*NPS Powered by NPS TRUST		
iguro 22				
igui e 22				

6	protean
100	Change is growth

Once all the details are entered system will show a verified mark ([•]) against Bank & Nominee details and user will have to click on proceed option as shown in below Figure 23.

				Your session will expire in 14:0
🖲 Defaut	⊖ Auta	() Adive	Bank & Nominee Details	
	31.0%	10		
	SBI PENSION FUNU SCHEME - STATE GOVT	2	Add Bank Details	
	34.0% UTI RETIREMENT SOLUTIONS PRENSION FUND SCHEME-STATE GOVT		Add Numines Details	
	35.0% LIC PENSION FUND SCHEME - STATE GOVT			
 No invest 	as a great Tier II account III Add Ti ment limit • Tier II investments can	er II account with Tier I details be withdrawn freely at any time	Lower expense ratio compared to other products	⊖ Set it up later

Figure 23

Classification: Public Version No. : 1.0 Page: 16 of 26	Classification: Public	Version No. : 1.0	Page: 16 of 26
---	------------------------	-------------------	----------------

	pro	tean
100	Change	is growth

♣ After clicking on proceed, User will have to enter Personal details like DOB/DOJ/Address. User has to declare the Tax paying country under FATCA Details and tick (^{III}) on both the options as shown in **Figure 24** on next page. Once all the details are entered, kindly click on "**Proceed**" button.

	Country of Birth	Nationality
MUMBAI		INDIAN
Membership Number(PPAN)	Date of Joining	Department
Date of Retirement	Annual Income Range	
FATCA Details		
🗸 I pay tax of india 🛛 🗸 I am noi	: US person	
FATCA 1		
Country of Tax residency	Address of Tax residency	TIN Number issuing Country
INDIA 🗸	PLEASE ENTER ADDRESS OF TAX RES	INDIA ~
Tax Identification Number	Validity	State
ABCPD1234A	DD/MM/YYYY	PLEASE ENTER FATCA STATE
City	Zip Code	
PLEASE ENTER FATCA CITY	PLEASE ENTER FATCA ZIP CODE	
Address Proof	Document Proof ID (if any)	Document Expiry Date (if any)
Address Proof Current Address Proof	Document Proof ID (if any) MH 1234567789	Document Expiry Date (If any)
Address Proof Current Address Proof DRIVING LICENCE ~	Document Proof ID (if any) MH 1234567789	Document Expiry Date (if any)
Address Proof Current Address Proof DRIVING LICENCE ~	Document Proof ID (if any) MH 1234567789	Document Expiry Date (if any)
Address Proof Current Address Proof DRIVING LICENCE	Document Proof ID (if any) MH 1234567789 ID Number	Document Expiry Date (If any) 12/07/2032
Address Proof Current Address Proof DRIVING LICENCE ~	Document Proof ID (if any) MH 1234567789 ID Number MH 1234567789	Document Expiry Date (If any) 12/07/2032
Address Proof Current Address Proof DRIVING LICENCE	Document Proof ID (if any) MH 1234567789 ID Number MH 1234567789 Document Proof ID (if any)	Document Expiry Date (If any) 12/07/2032 ID Expiry Date 12/07/2032 Document Expiry Date
Address Proof Current Address Proof DRIVING LICENCE	Document Proof ID (if any) MH 1234567789 ID Number MH 1234567789 Document Proof ID (if any) MH 1234567789	Document Expiry Date (If any) 12/07/2032 ID Expiry Date 12/07/2032 Document Expiry Date 12/07/2032
Address Proof Current Address Proof DRIVING LICENCE	Document Proof ID (if any) MH 1234567789 ID Number MH 1234567789 Document Proof ID (if any) MH 1234567789	Document Expiry Date (if any) 12/07/2032 DE Expiry Date 12/07/2032 Document Expiry Date 12/07/2032
Address Proof Current Address Proof DRIVING LICENCE Proof of Identity Identity Proof DRIVING LICENCE Date of Birth Proof DRIVING LICENSE	Document Proof ID (if any) MH 1234567789 ID Number MH 1234567789 Document Proof ID (if any) MH 1234567789	Document Expiry Date (If any) 12/07/2032 D Expiry Date 12/07/2032 Document Expiry Date 12/07/2032
Address Proof Current Address Proof DRIVING LICENCE Horof of Identity Mentity Proof DRIVING LICENCE Date of Birth Proof DRIVING LICENSE	Document Proof ID (if any) MH 1234567789 DD Number MH 1234567789 Document Proof ID (if any) MH 1234567789	Document Expiry Date (If any) 12/07/2032 D Expiry Date 12/07/2032 Document Expiry Date 12/07/2032
Address Proof Current Address Proof DRIVING LICENCE Proof of Identity Identity Proof DRIVING LICENCE Date of Birth Proof DRIVING LICENSE X	Document Proof ID (if any) MH 1234567789 ID Number MH 1234567789 Document Proof ID (if any) MH 1234567789	Document Expiry Date (if any) 12/07/2032 DE Expiry Date 12/07/2032 Document Expiry Date 12/07/2032

	pro	tean
100	Change	is growth

After successful updation of Personal details, User will have to click on drop down menu () to upload the documents as shown in Figure 25 and click on Proceed. User can upload Appointment Letter or Offer Letter whichever document is available.

01 02 03 Upload 04		
Upload the following documents		Your session will expire in 19:53
APPOINTMENT/OFFER LETTER	۹	×
PROCEED		
KIPS Powered by NPS TRUST		

Figure 25

Once User clicks on Proceed, a dialogue box appears for declaration of details captured by subscriber. User have to tick (^a) the box for declaring all the details including Personal, Bank and Nominee entered are correct and click on "Confirm" as shown in **Figure 26**.

01 02 03 Upload 04		
Upload the following documents	X Declaration by the Subscriber	
	I hereby certify that the details provided in CSRF including the personal, address bank, nominee and employment details. Further, I certify that all my related documents have been	Your session will expire in 18:11
APPOINTMENT/OFFER LETTER	submitted for this PRAN generation request. All information provided by me is correct, complete and true to the best of my knowledge and belief.	×
Make sure your Letter File is completely visible and all the details are clear.	CONFIRM	O 202315596.pdf
	MPS Powered by NPS TRUST	

Figure 26

Classification: Public	Version No. : 1.0	Page: 18 of 26



- 4 User will have to select the sign in method as shown in Figure 27 and click on Confirm.
- > In case user select OTP authentication, an OTP in Mobile number and Email ID needs to be entered.
- > In case of e-Sign option is selected, Only OTP in Aadhaar registered Mobile Number needs to be entered.

Upload the following documents	Please select a method to sign your form X • OTP Authentication /rer Receive & enter unique OTPs on mobile no. 8, email address, complete a captona, and you are done	Your session will expire in 17/59
APPOINTMENT/OFFER LETTER	● e-Sign in £ 500 charges apply Enter AscharWO number, and verify using OTP sent to mobile number registered with Aschar,	~
	CONTINUE	

Figure 27

Classification: Public

↓ Kindly enter the OTP triggered in Registered Mobile Number and Email ID as shown in Figure 28.

		A
☆ OTP Authentication		
	OTP Authentication	
	An OTP has been sent to your registered Mobile number 986******** & registrated small ID d************************************	
	Mobile OTP	
	ENTER MOBILE OTP	
	Email OTP	
	ENTER EMAIL OTP	
	Resend in 01:54	
	Powered by NPS TRUST	
Figure 28		
ligure 20		
ssification: Public	Version No. : 1.0	Page: 19 of 26

	Earge a grant
eNPS PRA	N Generation through Digi-Locker Based
Once OTP is entered completed as shown can also download th	d, a message pops in showing Initial Investment is in Figure 29 along with ACK ID and ACK ID Date. User he Registered Form.
	Your initial investment to NPS is complete Your Registration Details has been submitted successfully Full Name Acknowledgement Number Generation Date KABAN Number BANSAL 2024-03-23 Download Registration Form
	KINS Powered by NPS TRUST
Figure 29	al process is completed the request is made available

4	After Subscriber Level process is completed the request is made available
	for Verification and Authorization at Nodal office level.

Classification: Public Version No. : 1.0 Page: 20 of 26



2. Steps to Verify PRAN Generation through Nodal Office Maker Login

- Nodal office will login into CRA system by entering <u>https://cra-nsdl.com/CRA/</u>.
- User will click on "eNPS Registration" option from Authorize Request Menu as shown in **Figure 30**.

Change is growth Nation	al Pension System (NPS)						
Welcome Pay and Accounts Office-1003125000 Navigate to NPSCAN	12-Aug-2024 Home Logout						
Security Grievance User Maintenance Document Management Views Transaction Additional Reports (New) Master Download Dashboar	I Subscriber Deactivation / Reactivation CGMS BackOffice						
Nodal Offices Upload CSRF Submission Details Error Rectification Module Exit Withdrawal Request Recruitment Monitoring Knowledge Centre	Authorize Request CKYCCompliance Aadhaar Linking						
	Authorize Conditional Withdrawal Request						
	Authorise Family/Disability Pension Request						
Know more on fund transfer through NACH	eNPS Registration						
Welcome to Central Recordkeeping Agency							
Click here to view list of Exit Claim IDs awaiting any action							
Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here	View Annuity Quotes						
June 27 - July 9, 2016 will be observed as NPS Service Fortnight in all Nodal Offices to promote awareness regarding NPS among all the subscrib and aimed at awareness building and improved information dissemination. For more information	June 27 - July 9, 2016 will be observed as NPS service Fortnight in all Nodal Offices to promote awareness regarding NPS among all the subscribers. This campaign will be service oriented towards the subscribers and aimed at awareness building and improved information dissemination. For more information please, click here.						
Detived life ba caleara NDS learnara							
Rettred lite ra sanara, NPS namara							
javascriptsubmiturl(/EnpsRegistrationRedirect', eNPSRegistration) Home Contact Us System Configuration / Best Viewed Entrust Secured Privacy Policy Grievance Redress	al Policy						

Figure 30

User will be redirected to NPS Trust website for verifying the request. On the system, the user will have to select Verify/Authorize and enter the Acknowledgment ID for Verifying the request and click on Accept/Reject option as shown in **Figure 31**.

	Nati	onal D	ncion Suc	tom Tr	uct			
TRUST	Nati	onal Pe	ension sys	stem ir	ust			eNP
REGISTRATION								
<u>ne</u> >								
Online Subscr	iber Regi	istration	Verification	Authoriz	ation			
Verify/Au	thorize Request	O View Req	uest Status					
 Request Verificatio 	n/Authorizati	ion						
	Acknowledge	ment ID						
	From Date		DD/MM/YYYYY	100				
	To Date		DD/MM/YYYYY	100				
			Su	ibmit Reset				
Acknowledgement ID 83989501005970373	User Ack ID	Request Date	KARAN BANSAI	Date of Birth	SGV050772B	REQUEST VERIEIED	Pending With	Action
				10,10,1000				receptivejeer
Note								
 From Date and To D 	ate will be the D	ate of Initiation o	f Subscriber Registratio	n Request				
	e search criteria i	i.e. either Acknow	wledgment ID or From 8	to Date				
 Enter/Select any on 								

Figure 31

Classification: Public	Version No. : 1.0	Page: 21 of 26



The user will have to verify all the details by clicking in bottom right option
 ">>" as shown below in Figure 32.

ubscribe	er Registr	ation								
			0	0		5			-	
Start	Acknowle ID Gen	edgement Re erated	egistration Details Submitted	OTP Authentication Registration	/eSign Form	Verificat	tion	Authorization	PRAN Generated	Process Complete
knowledgement	No: 11192310				Sub	scriber Name:	KARAN BA	NSAL		
count lype: 1	erl									
Personal Details	Contact Details	Bank & Other I	Detalls Scheme & N	omination Details	Docur	nents Upload	Photo & Signa	ature Detalis Deck	irations	
Persona	I Details —					Family De	etails —			
Title		SH	IRI			Father's Title		SHR	I	
First Name *	•	к	ARAN BASNAL			Father's First	Name	ASH	ISH BANSAL	
Last Name						Father's Midd	le Name			
Middle Nam	e					Father's Last	Name			
Applicant is	Orphan	NO)			Mother's Title				
Gender *		MA	ALE			Mother's First Name				
Date of Birth	*	1	0/10/1985			Mother's Midd	dle Name			
Place of Birt	h*	MU	JMBAI			Mother's Last	Name			
Country of E	lirth *	INC	DIA							
Nationality	*	INC	DIAN							
Mantal Statu	15	UN	IMARKIED							
Mobile *			9820098200							
registered a Limited (CR	m that my WhatsA above. I also provid (A) for sending me	pp number is sa de my consent i ssages / notific	ame as the mobile nu to Protean eGov Tech ations on my Whats/	mber nologies .pp number						
Email ID *		H	(ARANBANSAL@GI	MAIL.COM 🥏						
Telephone w	vith STD Code									
Identity	Details ——					Proof of I	dentity —			
PAN		A	BCPD1234S			Identity Proof		Driv	ing Licence	
PAN Verifica	tion Flag *	NO)			Document ID		MH	1234567789	
Last 4 digit of	of Aadhaar	XX	XXXXXX			Document Ex	piry Date	12/0	7/2032	
Aadhaar Ve	ification Flag	YE	S			Date of Birth Proof		DRIV	ING LICENSE	
KYC Verifica	ation Flag	YE	S			Document Pro	oof ID (if any)	MH	1234567789	
Passport No)					Document Ex	piry Date (if an	y) 12/0	7/2032	
Voter ID										
CERSAI ID	Mariana ID									
Retirement	Advisory ID									
Retirement	Advisory Name									

Figure 32

Classification: Public	Version No. : 1.0	Page: 22 of 26
------------------------	-------------------	----------------

	Acknowledgen	nent Registration Det	ails OTP	Verific	ation	Authorization	PRAN Generated	Process
	ID Generate	d Submitted	Authentication Registration	/eSign Form				Complete
knowledgement No: 1	1192310			Subscriber Name	KARAN BAN	NSAL		
count type: Tier t								
Personal Details Con	itact Detalle Ban	k & Other Details Scheme	& Nomination Details	Documents Opioad	Photo & Signa	ture Details Decis	irations	
Preview Phot	to			Preview	Signature			
					C.	n1 ./		
					STU	ALake	M Dan.	

Figure 33

- After verifying all the details as per CSRF form, User will have to select Approve / Reject and submit the Request as shown in Figure 34 on next page.
- In case all the details are found correct, User can click on "Approve" option and process the request.
- In case the request needs to be Rejected, User can click on "Reject" option with appropriate Remarks.

Note: Remark is Mandatory for Rejection of Request.

Version No. : 1.0	Page: 23 of 26
	Version No. : 1.0

	DN						
> Subscri	ber Registration (App	prove Details)					
ubsci	riber Regi	stration					
		0	0	0	5	6	-78
Sta	rt Ackno ID	owledgement Regis Generated S	tration Details Submitted Authe Regi	OTP entication/e Sign istration Form	Verification	Authorization F	PRAN Generated Process Complete
knowledge	ment No: 11192310			Subscribe	er Name: KARAN BA	NSAL	
ount Type	: Tier I						
Flow	view	Bank & Other Detai	Is Scheme & Nominatio	on Details Documents	Upload Photo & Signat	ure Detalle Declaratio	Authorization
Flow 1	View	Bank & Other Detai	Ie Scheme & Nominatio	on Detalls Documents	Upload Photo & Signat	ure Details Declaratio	Authorization
Flow \	talle Contact Deta View Entity ID	Bank & Other Detail	Ie Scheme & Nomination	on Detalls Documents	Upload Photo & Signat tor Nodal Ve Action Taken	erifier Nodal Aut Rejection Category	Authorization
Flow 1	talle Contact Deta View Entity ID SUBSCRIBER	Bank & Other Detail	Ie Scheme & Nomination	on Detalle Documente Initia User Type Initiator	Upload Photo & Signat tor Nodal Ve Action Taken Accepted	ure Details Declaratio	Authorization Authorizer Completed Remarks INITIATED
- Flow \	talls Contact Det	User ID SUBSCRIBER ation	Is Scheme & Nomination	Initia User Type Initiator	tor Nodal Ve Action Taken Accepted	erffier Nodal Aut	Authorization horizer Completed Remarks INITIATED *Mandatory Fields
- Flow Y	talls Contact Det	User ID SUBSCRIBER ation	IB Scheme & Nomination Date 23-03-2024	Initia Rejec	tor Nodal Ve Action Taken Accepted	vifier Nodal Aut Rejection Category	Authorization horizer Completed Remarks INITIATED *Mandatory Fields

Figure 34

Once the request is approved, request is successfully Verified and is pending for Authorization at Checker Level as shown in Figure 35.

										^
*	NPS RUST	National	Pension S	ystem Tr	ust			NPS		l
ENPS DECISION AND	011		Subsc	criber Registrati	on Request					
				Ini	iiator Nodal V	Verifier Nodal Author	rizer Completed			
			Reque	st has been success	ully Accepted					
		User Ack ID		11192	310					
		Acknowledgement ID		6396	501005970373					
				Close						
Paraonal Lu	TAUR CONTROL UPI	RUS UL BARK & UTREF LIETAR	IR III SCHAMA & NOMINADO	on uetava u uocume	118 UDIORO 11 PODIO & SID		All Aumonzation			
Flow	View ———									
					>					
				Ini	tiator Nodal	Verifier Nodal Aut	norizer Completi	ed		
			Date	User Type						
	SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED			
	10044766	1004476601	23-03-2024	Nodal Verifier	Accepted					
Verifie	cation/Authoriz	ation								
							*Mandato	ry Fields		

Figure 35

Classification: Public	Version No. : 1.0	Page: 24 of 26
------------------------	-------------------	----------------



3. Steps to Verify PRAN Generation through Nodal Office Checker Login

User will again go to Verify/Authorize and enter the Acknowledgment ID and select the Accept/Reject option as shown in Figure 36.

Verif	y/Authorize Request	O View Red	quest Status					
Request Verifica	tion/Authorizat	ion						
	Acknowledge	ment ID						
	From Date		DD/MM/YYYYY	100				
	To Date		DD/MM/YYYYY	100				
			St	ubmit Rese	1			
Acknowledgement	D User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Last Action Taken	Pending With	Action
8308050100507037	3 11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV050772B	REQUEST VERIFIED	Nodal Authorizer	Accept/Reje

Figure 36

- After verifying all the details as per CSRF form, User will have to select Approve / Reject and submit the Request as shown in **Figure 37**.
- In case all the details are found correct, User can click on "Approve" option and process the request.
- In case the request needs to be Rejected, User can click on "Reject" option with appropriate Remarks.

Note: Remark is Mandatory for Rejection of Request.

Classification: Public	Version No. : 1.0	Page: 25 of 26



	ibel Keyls									
C		0	0	0	6		-0-		-7-	
Sta	rt Acknov ID G	vledgement Regist enerated So	ration Details Ibmitted Auther Regis	OTP ntication/eSig stration Form	Verifica gn n	ation /	Authorizatio	on PR	RAN Generat	ed Proces Comple
knowledge count Type	ement No: 11192310 e: Tier I			S	ubscriber Name	KARAN BAN	SAL			
Personal De	etalle Contact Detall	Bank & Other Details	Scheme & Nomination	n Detalls Do	cuments Upload	Photo & Signatu	ure Detalls	Declarations	Authorizat	Ion
	Entity ID	User ID	Date	User Type	Initiator	Nodal Ve	rifier Rejection	Nodal Autho	orizer Remarks	Completed
	Entity ID SUB SCRIBER 10044766	User ID SUB SCRIBER 1004476601	Date 23-03-2024 23-03-2024	User Type Initiator Nodal Verific	Initiator Action Accorder Accorder	Nodal Ve n Taken epted	rifier Rejection	Nodal Autho	Remarks	Completed
- Verific	Entity ID SUB SCRIBER 10044766 Cation/Authorizat	User ID SUBSCRIBER 1004476601	Date 23-03-2024 23-03-2024	User Type Initiator Nodal Verifi	Initiator Actic Acce er Acce Reject	Nodal Ve in Taken epted epted	Rejection	Nodal Autho	Remarks INITIATED	Completed Mandatory Field

Figure 37

Once request is successfully Authorized, PRAN is generated in CRA system as shown in Figure 38.

Welcome E	District Treasury Office, Di	arbhanga (1004478800)						Home Logout	
×	NPS TRUST	National	Pension	System Tr	ust			eNPS	
ENPS OF COM	TON		Sub	oscriber Registratio	on Request			X	
Hom				Init	ator Noda	Verifier Nodal Auth	orizer Completed	d I	
			Rec	quest has been successf	Illy Accepted				
		P	ermanent Retirement A	Account Number (PRAN)	for below Ack ID is 11	0196897095			
		User Ack ID		11192	10				
	Tow View			Close					
				Init	iator Noda	al Verifier Nodal Au	thorizer Complet)— ited	
	Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks		
	SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED		
	10044766	1004476601	23-03-2024	Nodal Verifier	Accepted				
	/erification/Authori	1004476600	23-03-2024	Nodal Authorizer	Accepted				
	ernication/Addition/								