

Procedure for Upload of Second (final) Tranche of data to CRA by the PAO(s)/CDDO(s)

Second (final) Tranche Legacy data means the data pertaining to the period from April 01, 2008, to the preceding month from which the PAO has started uploading the regular monthly Subscriber Contribution File (SCF) on the CRA system.

Pre-requisite for submission of Second (final) Tranche of Legacy Data by the PAOs/CDDOs (henceforth mentioned as PAO):

1. The underlying subscribers have been registered in CRA and have received PRANs (Permanent Retirement Account Number).
2. PAO(s) have obtained the "Transaction id" from CRA system after uploading the SCF and transferred the funds to the Trustee Bank.

Procedure for submission of Second (final) Tranche of Legacy Data to CRA:

1. This Second Tranche of Legacy data can be uploaded anytime after a regular SCF upload has commenced
2. Second (final) Tranche of Legacy data has to be uploaded by the PAO/CDDO only for their underlying Subscribers. However, in case a PAO has remitted the funds to the 'NPS Trust Account' for the Subscribers who subsequently got linked to a CDDOs, then the PAO will be required to include contribution details of such Subscribers.
3. PAOs/CDDOs to prepare SCF for all months falling under the period of Second Tranche Legacy data and upload into NPSCAN and obtain Transaction IDs for the same.
4. PAOs/CDDOs should separately prepare and upload at NPSCAN the details of fund transferred to 'NPS Trust Account' for the period of second (final) tranche in a separate file.
5. The fund transfer details have to be submitted using a simple excel based utility viz, Fund transfer-File Preparation Utility (FT-FPU) provided by CRA. PAO(s) can download this utility from CRA websites 'www.npscra.nsdcl.co.in' and 'www.npscan-cra.com'
6. **Procedure for submission of Fund Transfer details:**
 - a. The PAO/CDDO should submit only one file consisting of all the funds transfer details irrespective of the number of contribution files uploaded e.g. in case the PAO has uploaded five SCFs, the Funds transfer file should not be submitted five times, but one file with details of all the five fund transfers related to the five SCFs.
 - b. PAO/CDDO should mention all the Transaction Ids against the second (final) tranche SCF upload (one id if there is only one file and multiple ids

if there are multiple files). All the transaction IDs should be mentioned in the Fund Transfer Details file.

- c. PAOs/CDDOs should ensure that total amount of contribution (uploaded) across all transaction ids should match the total amount of the funds transfers to NPS Trust Account as mentioned in the Fund Transfer Details file.
- d. The PAO(s) should upload the created file using the link provided with name "Second Tranche Fund details" at NPSCAN.

Important note:

- (1) For the new Subscribers who have joined after first tranche of legacy data transferred, for whom PRAN has not been allotted and for the DDOs which have not been registered earlier, PAO(s)/CDDO(s) should submit zero contribution file as per the current practice for registration so as to enable registration of new DDOs and generation of additional PRANs.*
- (2) If the above file consisting fund transfer details is not uploaded or if the fund transfer details provided in the file do not match with the records of Trustee Bank, subscribers' retirement account will not be credited with the contribution amount pertaining to the period of second (final) tranche.*
