

INTRODUCTION

As per specifications, PAO shall consolidate the details of the Subscribers' Pension Contributions of various DDO's which are mapped to PAO and are registered in the CRA system. PAO will prepare DDO wise Subscribers' Contribution File (SCF) and upload it to NPSCAN system. This Subscribers' Contribution File will contain various details such as PRAN of the Subscriber, month of contribution, amount of the Subscriber contribution, amount of Government contribution etc.

CRA has published file formats for SCF. In order to facilitate PAO, CRA has planned to provide a utility called File Preparation Utility (FPU). PAO has option to use this facility or generate SCF on its own.

File created vide FPU or otherwise has to be uploaded into the NPSCAN system after passing through another utility called File Validation Utility (FVU). This utility checks consistency of the file so as to minimize rejections at the NPSCAN system. NPSCAN system will not accept any SCF which is not passed through FVU.

Beta versions of FPU and FVU have been hosted at "<http://www.nsdل.co.in>". It is envisaged that since the utility has a user friendly interface, any user with reasonable knowledge of using computer system would be able to operate these utilities. However there are some specific functions which the user needs to understand for carrying out end to end operation. This document describes such considerations.

This beta version is being provided to PAO users so as to use the utility and provide feedback on the same.

Installation:

The above mentioned utilities will be supplied as an installable one which can be hosted on any Windows PC with the following minimum configurations:

Processor: Celeron Processor 333 MHZ of higher

Memory: Minimum 256 MB RAM

OS: Windows 2000, Windows 2000 Server or Windows XP Professional

JAVA: J2SE Run Time Environment version 1.5.

The downloadable file (available at NSDL website) will be in ".JAR" format. To install the utility on the system, the PAO user will have to double click on the ".JAR" file. The PAO user can download the FPU form the website (<http://www.nsdل.co.in>) and save it on the local machine. After downloading, on navigating to the folder where the FPU is saved, a ".JAR" file will be displayed to the PAO user. The PAO user will have to double click on this icon in order to

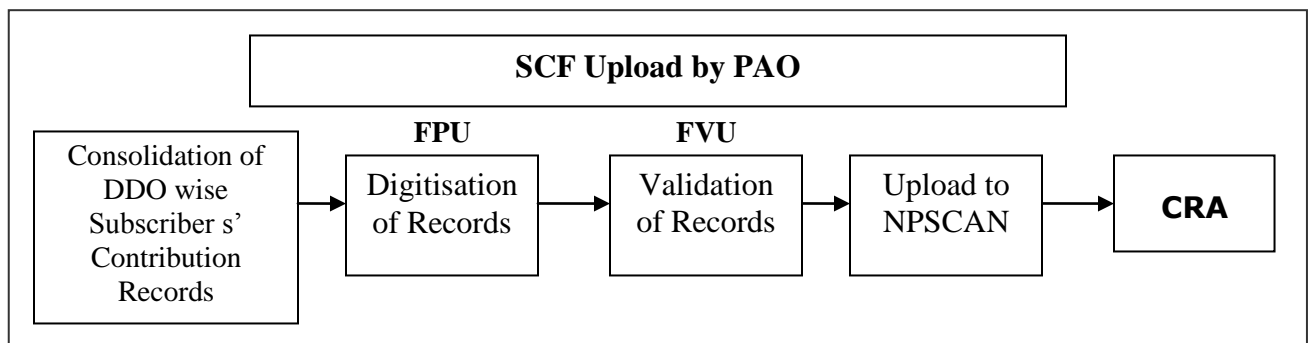
user the FPU functionalities. It is imperative that the PAO user will have to install JAVA 1.5 (J2SE 1.5) on his machine where the FPU will be installed. If this version of JAVA is not installed on this machine, then the FPU will be non operational. This same version of JAVA is required for the running for FVU as well. To install the utility on the system, the PAO user will have to double click on the “.JAR” file.

Detailed installation manual which provides step by step process of installing these utilities is given in “.....doc”.

STEPS IN THE PROCESS FOR UPLOAD OF SUBSCRIBERS CONTRIBUTION FILE (SCF):

1. Preparation of SCF using File Preparation Utility (FPU).
2. Uploading SCF to the NPSCAN System using I-Pin allotted to the PAO.

All these steps are explained in the following diagram:



1.1 PREPARATION OF SCF USING FILE PREPARATION UTILITY (FPU)

To facilitate the digitisation and consolidation of the pension contribution details of the Subscribers, CRA has developed software called File Preparation Utility (FPU). FPU is a standalone JAVA based utility which is easily installable on a desktop machine. The utility is design in such a way that a normal user who has basic level work experience in Microsoft excel, can easily understand and use it with out any Advance System knowledge. The FPU is freely available for download at NSDL website.

1.2 VALIDATION OF THE SCF USING FILE VALIDATION UTILITY (FVU)

After the completion of preparation of the Subscribers Contribution File, PAO will validate the same using the File Validation Utility (FVU). FVU is a Java based utility developed by the CRA in order to help the PAO to ensure that Subscribers Contribution File prepared by is correct. It is not mandatory for the PAO to use the FPU provided by CRA. PAOs can generate the file on their own as long as it in the file format specified by the CRA. However, though the file

may not be prepared using the FPU provided by CRA, using the FPU is mandatory for uploading the files.

3. FEATURES OF FPU

- Main fields in Subscribers Contribution File are PRAN, DDO Id, PAO Id, Contribution Details (Self & Employer) & Month and year of specific contribution record
- FPU will perform certain format validations in the file prepared by the PAO. The validations performed by the FPU will be as follows:
 - Field level structural validations will be done in FPU during the preparation for each field mentioned above.
 - For each pay Month, Year and Regular contribution type, there should be only one record for each DDO-Subscriber combination within a file. In case of such duplicate Subscriber records, FPU will not allow to create the file.
 - The PAO user will be allowed to upload any number of arrear records for the same PRAN for the same month.
 - FPU will check if the data types of the input fields are correct while data entry.
 - FPU will check if the mandatory fields are present while generating the .txt file.
 - FPU will perform structural validation of PAO id while generating the .txt file.
 - FPU will perform structural validation of DDO id as and when DDO id is entered.
 - Blank file generation at FPU will not be allowed. Record of at least one Subscriber record is mandatory in the file.
 - FPU will not allow the PAO user to enter negative values in the Subscriber contribution and government contribution fields.
 - The FPU has a feature where in the amount entered either in the government contribution or the Subscribers contribution will be automatically be populated in the other column.
 - The FPU will check whether the remark column has a remark in case the type of contribution is that of "Arrear". If the remark column is not filled, FPU will return an error message.
- The Preparation Utility will automatically convert the details entered by the PAO user in to a file which will be accepted by the File Validation Utility.
- FPU will provide the PAO user with an option to save the data at any point while digitising the details in a file using the "Save" option in FPU. This file that is saved at any stage of file preparation will be an intermediate file. PAO user can open only the intermediate file in FPU and can edit or delete the

records if required from it. The intermediate file will be created with the extension '.FPU'.

- For the Creating SCF file, which is to be passed through FVU and finally to be uploaded to NPSCAN system, "Creation of File" option is available. When the user will click on Creation of File button two file will be created one file will be with ".txt" extension which is to be passed through FVU and another will be intermediate file with extension ".FPU". PAO can use intermediate file in future for the preparation of the future month's contribution.
- The PAO user can open the intermediate file and modify the details of the Subscribers by using the "Replace" or "Replace All" option. The PAO can modify the month and year of contribution for the subsequent months uploads if all the other details of the Subscriber remain same.

4. FEATURES OF FVU

- File Validation Utility (FVU) is a stand alone application which will validate the input file against a set of rules defined below. After creating the file through FPU it will be passed through the FVU for format level validation.
- FVU will perform format level validations within the text file. (Name format, file type), total number of fields, order of fields, mandatory fields, data format of the fields will be validated
- FVU will validate that Contribution Month and Year is mentioned and it is a valid Year and Month value.
- FVU will validate the total number of rows of Subscriber information is equal to the total number of lines mentioned in the file for control checks.
- FVU will not allow more than one record for the same DDO-PRAN combination for the same contribution month-year of the regular type of contribution within file.
- For each pay month and type of contribution, there should be only one record for each DDO-Subscriber combination within a file. Duplicate Subscriber record for same pay month-year and type of contribution record with the same DDO will be rejected by FVU (File Verification Utility).
- FVU will attach a Hash value in the final file prepared for the security concern. This Hash value can be decoded by the NPSCAN system only during the upload. In case any data is modified after it has been passed through FVU, NPSCAN will reject the file due to failure of the hash validation.

In case of any further queries, please contact NSDL - CRA on the following address:

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