

**Step by step process for
State Autonomous Bodies (SABs)
to join National Pension System (NPS)**

Any SAB, desirous of joining NPS, is requested to undertake the following process made available by Protean CRA (ProCRA – former NSDL) :-

Sr. No.	Particular	
1	Government Order / Confirmation Letter from State Government	
2	Appointment of Designated Office for Coordination with ProCRA	
3	Letter of Consent by the SAB	May be submitted Simultaneously
4	Master Creation Form by SAB	
5	Registration of Administrative Nodal Offices	
6	Creation of Accounting Head for CRA Billing	
7	Subscriber Registration	
8	Contribution Upload Process	

The details of each process are as below :-

1. Government Order / Confirmation Letter from State Government :

The State Government under which the SAB is in existence, to provide a Government Order / Notification on Adoption of NPS for SABs. The Government Order / Notification to provide all details on policy and operational aspects of implementation of NPS in SABs.

No separate agreement with ProCRA need to be executed by the SABs if State Government has already executed agreement with ProCRA.

2. Appointment of Designated Office for Coordination with ProCRA :

SABs may appoint a Designated Office as a 'Single Point of Contact' to coordinate with ProCRA for all issues concerning operationalization of NPS.

The contact details including official email IDs and landline numbers may be shared with ProCRA through the Master Creation Form mentioned in the Master Creation Form point no 4 below.

3. Letter of Consent by the SAB :

SABs may share a duly authorized Letter of Consent to PFRDA under copy to :-

- a) NPS Trust
- b) ProCRA
- c) Head of Department & Nodal Officer Designated by State Government for NPS

The format of Letter of Consent is available at :-

npscra.nsdl.co.in/state-forms.php

4. Master Creation Form by SAB :

SAB may submit duly authorized Master Creation Form to CRA before joining.

Master Creation Form captures the following SAB information :-

- a) Registered Name of the SAB
- b) Address of the SAB
- c) All available Contact Details of the SAB
- d) Model* of Contribution Upload Adopted i.e. Centralised or Decentralised
- e) Details of Nodal Officer i.e. Single Point of Contact
- f) Authorized Signatories of the SAB and their Specimen Signatures

* Centralised model is generally adopted if a single office of SAB shall upload electronic Subscriber Contribution File to ProCRA and also remit Funds for the same.

De-centralised model is generally adopted if multiple offices of SAB exist and who shall upload separate electronic Subscriber Contribution Files to ProCRA and also remit the corresponding Funds for the same.

5. Registration of Administrative Nodal Offices :

SAB may identify the offices which shall be functioning as :-

- a. Oversight Office to function as Oversight Authority (Also termed as DTA office).
- b. District Treasury Office (DTO) i.e. the administrative office to perform the day to day activities on behalf of the subscribers.
- c. Drawing and Disbursing Offices (DDO) i.e. the administrative office to whom the subscriber is attached and who are responsible for collection and forwarding of Subscriber details like registration, maintenance, contribution etc to the DTOs.

On identification of the following offices by the SAB, the same shall be registered in CRA system by submitting the physical forms as follows :-

- a) Form N1 for Oversight Office

In most cases the Designated Office to coordinate with ProCRA (Pt. No. 3) is the same as Oversight Office. In this event, the same may be mentioned on the oversight office (DTA) registration form by way of a handwritten note. In case the Oversight Office itself shall operate as the DTA, DTO & DDO the same may also be mentioned on the oversight office (DTA) registration form by way of a handwritten note.

- b) Form N2 for DTOs
- c) Form N3 for DDOs (In case the DTO is registered as a DTO cum DDO, then this form may not be submitted.)

The forms are available at npscra.nsdl.co.in/state-forms.php

6. Creation of Accounting Head for CRA Service Charge Reimbursement :

ProCRA issues a quarterly service charge bill to all entities under NPS. We request that :-

- a) An Auto Bill payment mechanism is provided to ProCRA through the letter present at this link – [Unit Deduction for CRA Service Charges](#)
- b) An accounting head is created for reimbursing PRAN holders of CRA Service Charges

7. Subscriber Registration :

Employees of SAB registered for NPS with ProCRA may apply for Permanent Retirement Account Number (PRAN), through the SAB, as follows :-

a) Online PRAN Generation Module (OPGM)

Using OPGM, the SAB enters subscriber information in ProCRA system for PRAN generation. The salient features of OPGM are :-

- PRAN is generated in 3 days
- Lower Account Opening Charge
- OPGM access can be customized as per the SAB's choice

b) Submission of Physical Common Subscriber Registration Form (CSRF)

SABs may advise their NPS eligible employees to fill and submit the physical CSRF to them for attestation. Once attested, the CSRF are forwarded to ProCRA's nearest agent i.e. Facilitation Center (CRA - FC).

The CSRF is available at npscra.nsdl.co.in/state-forms.php

8. Contribution Upload Process

The contribution upload and subsequent reconciliation (Matching & Booking) in CRA system is a two step process as follows :-

a) Subscriber Contribution File (SCF) Upload Process :-

Once the SAB is made operational and Subscriber's Registered, the process of Contribution Upload is begun by the SAB whereby an electronic file is prepared containing information of subscribers .

b) Fund Remittance Process :-

Once the electronic file (SCF) is uploaded to CRA System, a Transaction ID is generated on the basis of which a Fund Remittance is to be initiated in a prescribed manner to the Trustee Bank. The details of this are auto generated alongwith the Transaction ID in the Contribution Submission Form.

ProCRA provides complete hand holding for the entire process once an SAB is registered. A brief presentation on the same is available at :-

npscra.nsd.co.in/state-standard-operating-procedures-for-nodal-offices.php

SABs do not need to give a separate confirmation of Fund Allocation Ratio for Pension Fund Manager Allocation as the Ratio selected by respective State Government shall be automatically applicable for the SABs.

For any queries in this regard please contact the below officials :-

Name of Official	Designation	Landline Number	Mobile Number	Email ID
Mr. Abhishek Dhuri	Senior Manager	022 - 2499 - 4266	9920 - 823 - 875	abhishek@nsdl.co.in
Mr. Akik Desai	Senior Manager	022 - 2499 - 4751	9096 - 081 - 242	akikd@nsdl.co.in
Mr. Ramesh Kumar	Manager	022 - 2499 - 4315	9867 - 270 - 908	rameshk@nsdl.co.in
Mr. Chetan Karkera	Manager	022 - 2499 - 4663	9702 - 578 - 741	chetank@nsdl.co.in
Mr. Deepak Marathe	Manager	022 - 2499 - 4693	7378 - 986 - 847	deepakm@nsdl.co.in
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Ms. Dhara Kapadia	Executive	022 - 2499 - 4389	9819 - 018 - 211	dharak@nsdl.co.in
