

**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 :-

Sr. No.	Particular	
1	Government Order / Confirmation Letter from State Government	
2	Appointment of Designated Office for Coordination with NSDL CRA	
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 issue 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 NSDL CRA need to be executed by the SABs if State Government has already executed agreement with NSDL CRA.

**2. Appointment of Designated Office for Coordination with NSDL CRA :**

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

The contact details including official email IDs and landline numbers may be shared with NSDL CRA 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) NSDL CRA
- 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/StateForms.php](http://npscra.nsdl.co.in/StateForms.php) **(Note !!! – S & F of StateForms are in capital)**

### 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 NSDL CRA 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 NSDL CRA 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 NSDL CRA (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/StateForms.php](http://npscra.nsdl.co.in/StateForms.php) **(Note !!! – S & F of StateForms are in capital)**

## 6. Creation of Accounting Head for CRA Billing :

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

- a) An account head is created for clearance of NSDL CRA Service Charges
- b) A process is put in place for approval and clearance of NSDL CRA Service Charges

## 7. Subscriber Registration :

Employees of SAB registered for NPS with NSDL CRA 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 NSDL CRA 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 NSDL CRA's nearest agent i.e. Facilitation Center (CRA - FC).

The CSRF is available at [npscra.nsdl.co.in/StateForms.php](http://npscra.nsdl.co.in/StateForms.php) **(Note !!! – S & F of StateForms are in capital)**

## 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.

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

[npscra.nsdل.co.in/state-standard-operating-procedures-for-nodal-offices.php](http://npscra.nsdل.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 Employee	Designation	Direct Landline Number	Email ID
Anirudha Nakashe	Executive	022 - 2499 - 4685	anirudhan@nsdl.co.in
Reena Kudtarkar	Executive	022 - 2499 - 4706	reenap@nsdl.co.in
Dileep Mahato	Executive	022 - 2499 - 4673	dileepm@nsdl.co.in
Swapnil Kochrekar	Assistant Manager	022 - 2499 - 4708	swapnilk@nsdl.co.in
Saumitra Rane	Assistant Manager	022 - 2499 - 3365	saumitrar@nsdl.co.in
Deepak Marathe	Assistant Manager	022 - 2499 - 4693	deepakm@nsdl.co.in
Manoj Bhatt	Assistant Manager	022 - 2499 - 4818	manojb@nsdl.co.in
Sonukumar Singh	Assistant Manager	022 - 2499 - 4296	sonukumars@nsdl.co.in
Rakesh Chauhan	Assistant Manager	022 - 2499 - 4863	rakeshc@nsdl.co.in
Chetan Karkera	Assistant Manager	022 - 2499 - 4663	chetank@nsdl.co.in
Ramesh Kumar	Manager	022 - 2499 - 4315	rameshk@nsdl.co.in
Akik Desai	Manager	022 - 2499 - 4751	akikd@nsdl.co.in
Abhishek Dhuri	Senior Manager	022 - 2499 - 4266	abhishekd@nsdl.co.in
Sunil Samuel	Assistant Vice President	022 - 2499 - 4279	sunils@nsdl.co.in
Chandrashekhar Tilak	Executive Vice President	022 - 2499 - 4307	tilakc@nsdl.co.in

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