

Protean eGov Technologies Limited



protean
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**Standard Operating Procedure (SOP)
For
DSC Based User ID creation for POP
(Version 1.1)**

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REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	13/09/2024	1.1	-	SOP are updated as per new functionality released, New Screenshots are incorporated.

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1. Introduction:

Under All citizens of India [Unorganized Sector (UOS)] and Corporate sector, Point of Presence (POP) act as an interface between the corporate/subscribers and the NPS architecture. POPs through their designated branches [registered as POP - Service Providers (POP-SPs) under NPS] provide various services under NPS such as registration of corporate and subscribers, receiving contributions and instructions from subscribers/corporate and transmission of the same to designated NPS intermediaries.

Once the POP is registered in the CRA system, two 'Admin user ids' will be created in the CRA system. POP is required to provide 'Digital Signature Certificate (DSC) details' for these two 'Admin user ids' (From N1).

2. Procedure for creating DSC Based User ID:

Creating DSC Based User ID is a two-step process.

A. Capturing the request by CRA User in CRA system

B. Authorization of the User IDs creation in CRA system

A. Capturing the request by CRA User in CRA system

For DSC based user IDs creation, User shall login to CRA system and select the Option 'User Maintenance' (refer Figure 1).

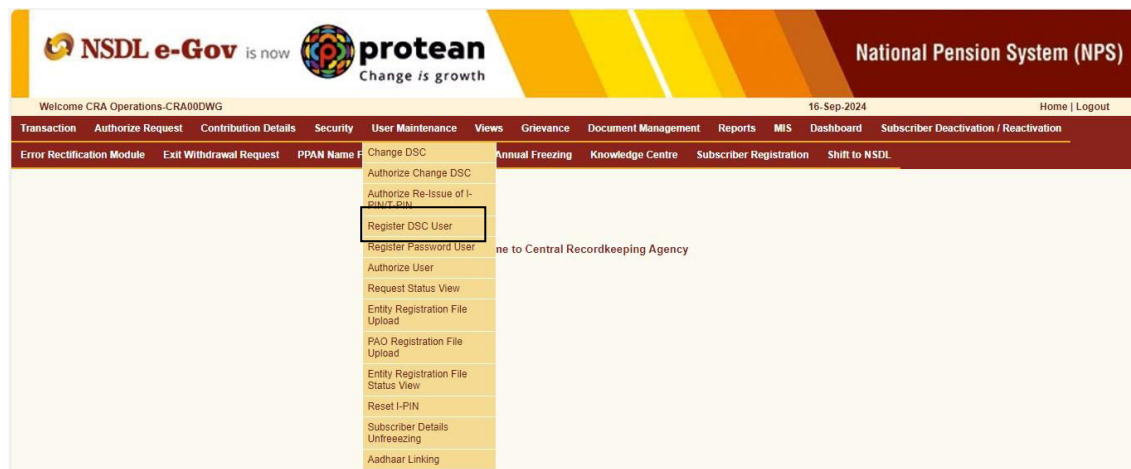
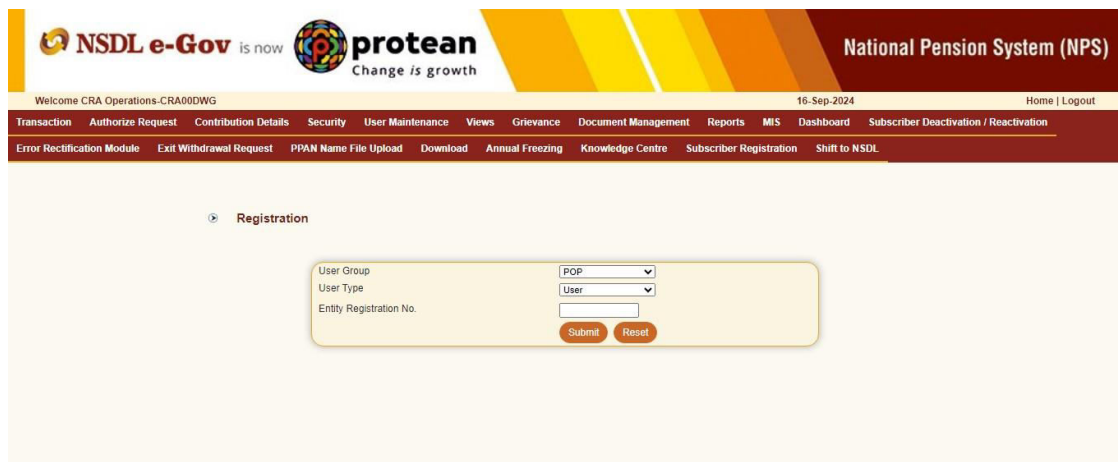


Figure 1

From the available Menus, POP user will have to click on 'Register DSC' User menu and further enter the details like User Group, User Type and Entity Registration No' (refer Figure 2).

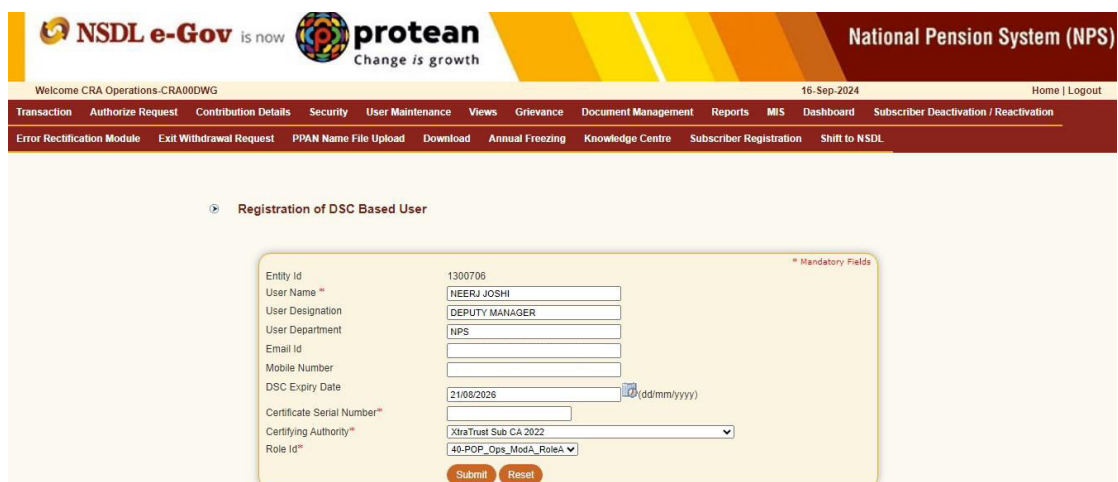
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The screenshot shows the NSDL e-Gov National Pension System (NPS) website. The header includes the NSDL e-Gov logo, the Protean logo with the tagline "Change is growth", and the text "National Pension System (NPS)". Below the header is a navigation menu with options like "Transaction", "Authorize Request", "Contribution Details", "Security", "User Maintenance", "Views", "Grievance", "Document Management", "Reports", "MIS", "Dashboard", and "Subscriber Deactivation / Reactivation". The main content area is titled "Registration" and contains a form with the following fields: "User Group" (dropdown menu set to "POP"), "User Type" (dropdown menu set to "User"), and "Entity Registration No." (text input field). There are "Submit" and "Reset" buttons at the bottom of the form.

Figure 2

The next screen will further display other options: User Name, User Designation, User Department, Email ID, Certificate Serial Number and Certifying Authority and Role id. For the purpose of creating DSC Based user id user will have to enter the details and click on submit button (refer Figure 3).



The screenshot shows the NSDL e-Gov National Pension System (NPS) website. The header includes the NSDL e-Gov logo, the Protean logo with the tagline "Change is growth", and the text "National Pension System (NPS)". Below the header is a navigation menu with options like "Transaction", "Authorize Request", "Contribution Details", "Security", "User Maintenance", "Views", "Grievance", "Document Management", "Reports", "MIS", "Dashboard", and "Subscriber Deactivation / Reactivation". The main content area is titled "Registration of DSC Based User" and contains a form with the following fields: "Entity Id" (text input field with value "1300706"), "User Name*" (text input field with value "NEERJ JOSHI"), "User Designation" (text input field with value "DEPUTY MANAGER"), "User Department" (text input field with value "NPS"), "Email Id" (text input field), "Mobile Number" (text input field), "DSC Expiry Date" (calendar icon and text input field with value "21/08/2026"), "Certificate Serial Number*" (text input field), "Certifying Authority*" (dropdown menu with value "XtraTrust Sub CA 2022"), and "Role Id*" (dropdown menu with value "40-POP_Ops_ModA_RoleA"). There are "Submit" and "Reset" buttons at the bottom of the form.

Figure 3

On the next screen, user will be able to view the created User id and the same needs to be authorise from second user id (refer Figure 4).

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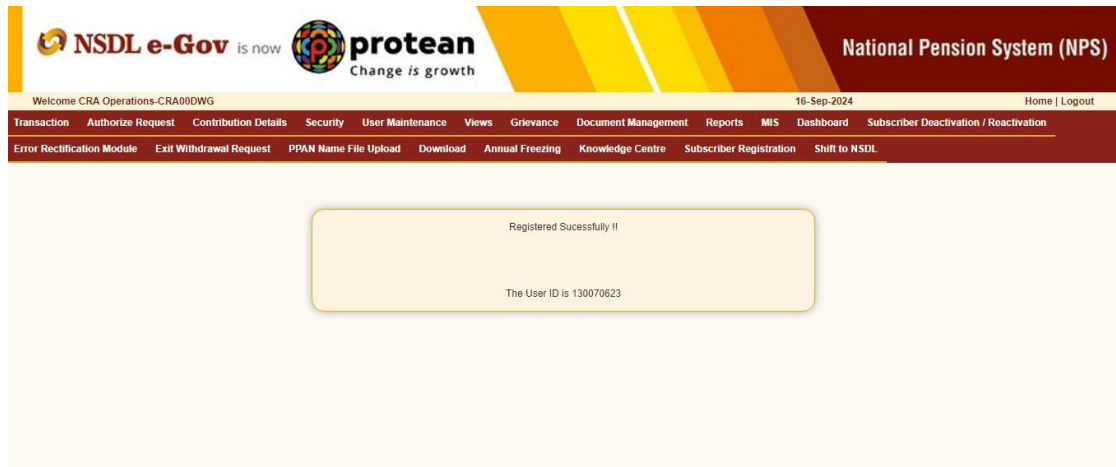


Figure 4

B. Authorization of the DSC Based User ID,

For authorization of the request, the checker will have to login into the CRA system with the second User ID, click on 'User Maintenance' menu and further click on 'Authorise User' (refer Figure 5).

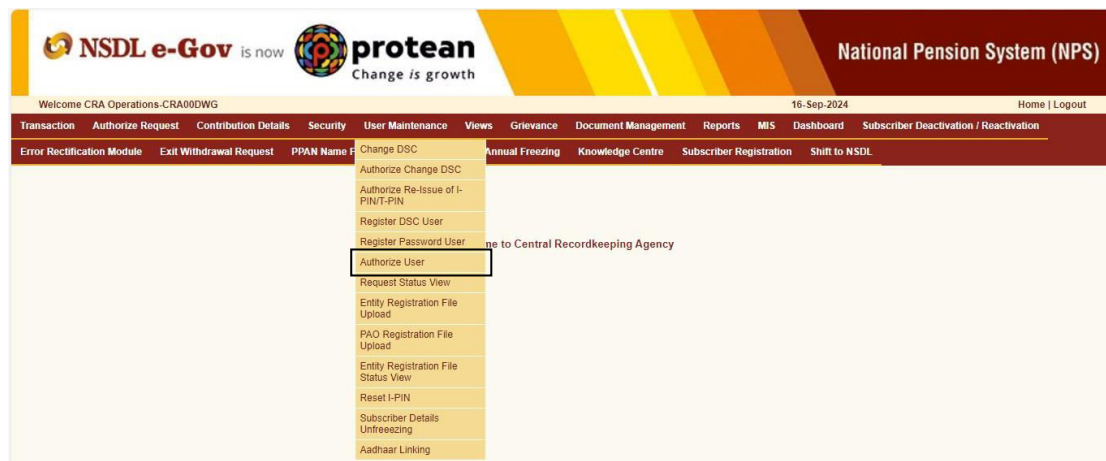


Figure 5

On the next screen, checker shall be able to view the details by clicking on the link of 'User Id' and verify the details and if found in order, shall authorize the request by selecting the 'Authorise' option and click on the Submit' button.(refer Figure 6).

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16291000	162910	DHO_Cent_Indirect	Passport	GRANDE	2019-09-20	Authorise Reject
16687000	166870	DHO_Cent_Indirect	Passport	GRANDE	2019-07-24	Authorise Reject
16687001	166870	DHO_Cent_Indirect	Passport	GRANDE	2019-09-13	Authorise Reject
16621000	166210	DHO_Cent_Indirect	Passport	GRANDE	2019-09-20	Authorise Reject
18807000	188070	DHO_Cent_Indirect	Passport	GRANDE	2021-07-08	Authorise Reject
13001000	130010	POP_Cent_MHA_Royal	DSC	GRANDE	2019-07-02	Authorise Reject
11652100	116521	POP_Cent_MHA_Royal	DSC	GRANDE	2023-04-27	Authorise Reject
16291000	162910	DHO_Cent_Indirect	Passport	GRANDE	2019-09-20	Authorise Reject
16687001	166870	DHO_Cent_Indirect	Passport	GRANDE	2019-07-24	Authorise Reject
16687000	166870	DHO_Cent_Indirect	Passport	GRANDE	2019-09-13	Authorise Reject
89800111	898001	Trustee Bank	DSC	GRANDE	2023-09-27	Authorise Reject



Retired life ka sahara, NPS forward

Figure 6

Note: If details are incorrect/mismatch user shall reject the same.

On successful authorisation, DSC user will be registered in the CRA system.
