

Central Recordkeeping Agency

Protean eGov Technologies Limited



Standard Operating Procedure (SOP) For DSC Based User ID creation for POP

(Version 1.0)

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).



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).



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).



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).

114261004	1474974	CHO_Cent_Indirect	Password	CRA00008	2019-09-20	Authorize Read
1144887000	1848878	CHO_Cent_Indirect	Password	CRA00008	2018-07-24	Authorize Read
1186028801	1886238	CHO_Cent_Indirect	Password	CRA00008	2019-06-13	Authorize Read
1186219200	1862182	CHO_Cent_Indirect	Password	CRA00008	2019-09-20	Authorize Read
1188070008	1880788	CHO_Cent_Indirect	Password	CRA00003	2021-07-08	Authorize Read
1330219803	1300189	POP_Opt_MedA_Rolok	DSC	CRA00008	2018-07-02	Authorize Read
1330219804	1300201	POP_Opt_MedA_Rolok	DSC	CRA00008	2023-06-27	Authorize Read
164887000	1848878	CHO_Cent_Indirect	Password	CRA00008	2018-09-20	Authorize Read
1648872001	1848878	CHO_Cent_Indirect	Password	CRA00008	2018-07-24	Authorize Read
118602880	1886238	CHO_Cent_Indirect	Password	CRA00008	2019-06-13	Authorize Read
1186020157	8186001	Trustee Bank	DSC	CRA00008	2023-06-27	Authorize Read

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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.
