

# **Central Recordkeeping Agency**



**Standard Operating Procedure  
for  
Point of Presence (POP) and POP Service Providers (POP-SP)  
Contribution Upload Facility for Shifted Subscribers**

**Version 1.0**

**Background:**

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.

One of the important services provided by POP/POP-SPs under NPS is contribution processing. POP/POP-SP shall accept the NPS contributions from the subscribers/Corporates and shall upload the contribution details in the system. In case of Centralized Model, the upload of Subscriber Contribution File (SCF) to CRA system is done by POP where as in case of de-centralized model, the SCF is uploaded by POP-SP. However, POP/POP-SP can upload the SCF in the CRA system only if the subscribers are in UOS or are employees of the associated Corporate. However, there was no facility available to the POP/POP-SP to upload the pending contributions of the subscribers who have shifted from UOS or Corporate sector to different sector.

Now, CRA has enabled the functionality in CRA system through which POP/POP-SP would be allowed to upload the contributions pending for the subscribers who were once associated to them and shifted to different sector. Now, with this functionality being enabled in CRA system, the contributions for the shifted subscribers can be uploaded by POP/POP-SP without initiating the Inter Sector Shifting (ISS) in the CRA system. However, for using this functionality, subscriber should have been associated with the concerned POP at least once in the CRA system. For e.g. if a subscriber registered in the CRA system through POP shifted to Government sector on joining the government service, his/her pending contributions can be uploaded by the same POP using this functionality as earlier the subscriber was associated with the POP.

This document explains in detail the process to be followed by the POP/POP-SP to upload the contributions for the shifted subscribers.

**Procedure:**

The functionality of contribution upload for shifted subscribers will be a two-step process viz., request creation for the specific subscriber (already shifted to other sector) in the CRA system and contribution upload using online File Preparation and Validation (FPV) utility. Each process will be a maker - checker activity involving a Maker and a Verifier.

In case of Centralized Model, one User of POP will create the request for contribution upload in the CRA system and another User of the POP will verify the request. In case of De-centralized Model, the User of POP-SP will create the request for contribution upload in the CRA system and the same will be verified by the User at POP. Once the request for “Contribution upload for shifted subscribers” is verified, the POP/POP-SP can upload the pending contributions in the CRA system. For uploading the pending contributions, POP/POP-SP shall use the Online FPV utility available in CRA system. The upload of pending contributions using FPV will also be a maker - checker activity. The Maker at POP/POP-SP will capture the contributions details and Verifier at POP will verify the same.

**Sections - Upload of Contributions for Shifted Subscriber:****A. Request creation for the specific shifted subscriber:**

- A.1. Request Creation - Maker Activity
- A.2. Request Verification - Checker Activity
- A.3. Request Status View for Request Creation

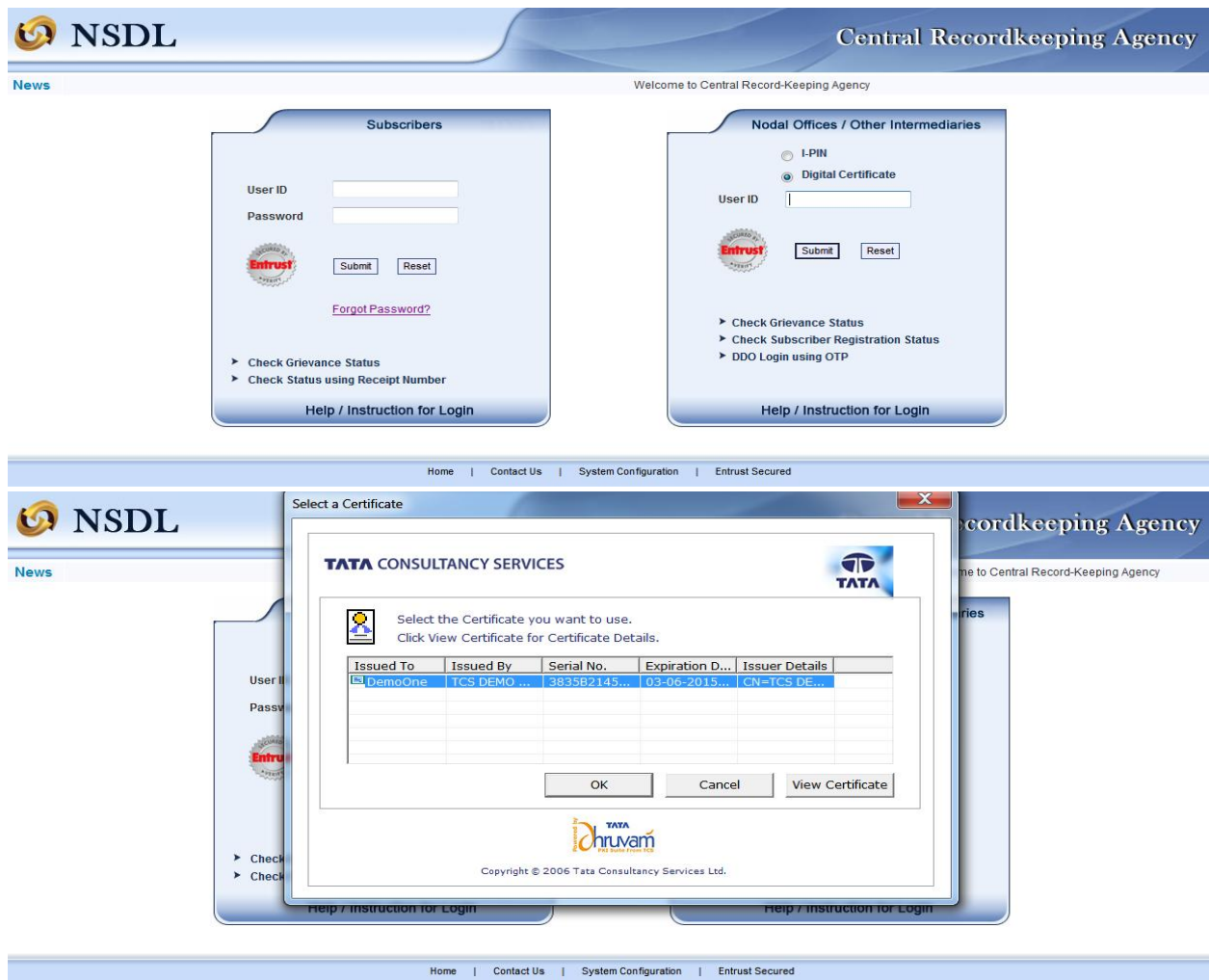
**B. Contribution upload for the subscriber through online FPV:**

- B.1. Online FPV - Maker Activity
- B.2. Online FPV - Checker Activity
- B.3. Request Status View for Online FPV

## A. Request creation for the specific shifted subscriber:

### A.1. Request Creation - Maker Activity

A POP/POP-SP Maker is required to login into the CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) with DSC based login as shown in *Figure 1.1* below:



**Figure 1.1**

After successful login, the Maker is required to navigate to '**Contribution Details**' and select the sub option '**Request Creation for Shifted Subscribers**' as shown in *Figure.1.2* below.



**Figure.1.2**

Once the required option is selected, the screen as shown in *Figure 1.3 & Figure 1.4* below will be displayed to the Maker. The Maker is then required to select the sector i.e. 'UOS' or 'Corporate' for which functionality is to be used and provide the specific PRAN (already shifted in another sector) along with suitable remarks in the designated field. In case of Corporate sector, the Maker is also required to provide the Corporate Registration Number as shown in *Figure 1.4* below. The POP/POP-SP User can collect the relevant documents, if any, from the subscriber/Corporate before initiating such requests in CRA system.

The screenshot shows the 'Request Creation for Shifted Subscribers' form. The form has a title 'Request Creation for Shifted Subscribers' and a 'Mandatory Fields' label. It includes radio buttons for 'UOS' (selected) and 'Corporate'. Below these are fields for 'PRAN' (containing '110013313896') and 'Requestor Remarks' (containing 'Testing'). At the bottom of the form are 'Submit' and 'Reset' buttons, which are highlighted with a red box. A 'Note' section at the bottom left contains three bullet points: 'Only the PRANs shifted can be entered.', 'The contribution should pertain to prior period.', and 'Current regular contribution cannot be uploaded.'

**Figure 1.3**

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Welcome Point of Presence-130020110 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports Dashboard Nodal Offices Upload

Error Rectification Module S1 Submission Details Inter Platform Transfer Request

Request Creation for Shifted Subscribers

CHO Reg. No. \* 5501344

PRAN \* 111002575358

Requestor Remarks \* Testing

☐ UOS ☒ Corporate

Submit Reset

Note

- > Only the PRANs shifted can be entered.
- > The contribution should pertain to prior period.
- > Current regular contribution cannot be uploaded.

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**Figure 1.4**

Once the relevant details are provided as shown in *Figure.1.3 & 1.4* above, the Maker shall submit the details by selecting '**Submit**' button. After successful submission of the details, the request for contribution upload is accepted and an Acknowledgement Number is generated for request created in the CRA system. A confirmation message 'Request accepted at CRA' as shown in *Figure 1.5* below will be displayed to the User.

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Welcome Point of Presence-130062303 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

Confirmation of Request Captured for Shifted Subscribers

Request accepted at CRA

Request Acknowledgement No.	1000000000
PRAN	110013313896
Requestor Remarks	Testing
Request Creation Date	10/01/2015

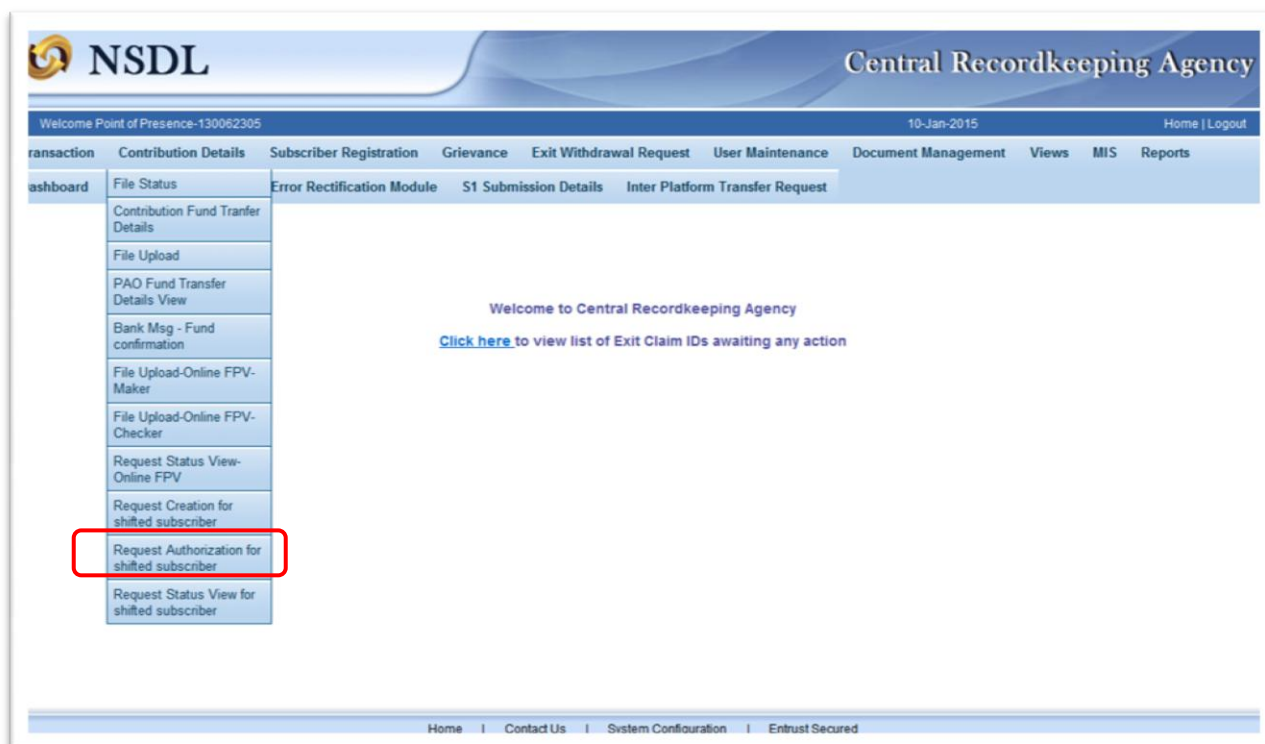
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**Figure 1.5**

## A.2. Request Verification - Checker Activity

The request captured by Maker is required to be verified in the CRA system. As mentioned above, in case of Centralized Model, another User of the POP (other than capturer) will verify the request and in case of De-centralized Model the request captured by POP-SP will be verified by the POP. The User at POP shall verify the request in CRA system within stipulated time as part of the Subscriber Servicing.

The Verifier at POP/POP-SP is required to log into the CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) with DSC based login. On successful login, the Verifier is required to navigate '**Contribution Details**' section and select the sub menu '**Request Authorization for shifted subscriber**' as shown in *Figure 1.6* below:



**Figure 1.6**

Once the required option is selected, a search screen will be available as shown in *Figure 1.7* below where the Verifier can search for pending request for authorization. The Verifier can choose multiple search options to find the requests pending for verification. The Verifier is required to provide the relevant details in the search criteria and click on 'Search' button.

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Welcome Point of Presence-130062305 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

**Request Authorization for Shifted Subscribers**

Please enter any one search criteria

☐ UOS ☐ Corporate

Request Acknowledgement No.

PRAN

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Note  
 Only the PRANs shifted can be entered.

**Figure 1.7**

On submission of the request, the details of the pending request as shown in *Figure 1.8 below* will be available to the Verifier. The Verifier is required to click on hyperlink available on Acknowledgement Number to confirm the request. The details of the request are available on accessing the 'Acknowledgement Number' hyperlink as shown in *Figure 1.9 below*:

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Welcome Point of Presence-130062305 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

**Request Authorization for Shifted Subscribers**

Please enter any one search criteria

☒ UOS ☐ Corporate

Request Acknowledgement No.

PRAN

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Sr. No.	Request Acknowledgement No.	PRAN	Request Raising Entity	Request Creation Date	Request Captured By	Status
1	<a href="#">1000000000</a>	110013313896	1300623	20/11/2014	130062303	Captured

**Figure 1.8**



**NSDL** Central Recordkeeping Agency

Welcome Point of Presence-130062305 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

➤ Request Authorization for Shifted Subscribers [Back](#)

Request Acknowledgement No.	1000000000
PRAN	110013313896
Request Creation Date	20/11/2014
Request Captured By	130062303
Status	Captured by Maker
Requestor Remarks	Testing
Authorizer Remarks	<input type="text"/>

Note

- Only the PRANs shifted can be entered.
- The contribution should pertain to prior period.
- Current regular contribution cannot be uploaded.
- Authorizer Remarks is mandatory in case of rejection.

**Figure 1.9**

The Verifier is required to enter the remarks in “Authorizer Remarks” field and verify the request. However, providing remarks is optional to the Verifier. Once the request is verified by the User, the screen as shown in *Figure 1.10* below will be displayed.

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Welcome Point of Presence-130062305 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

➤ Request Authorization for Shifted Subscribers [Back](#)

Request Authorized successfully. Please upload contribution for this request by 27/11/2014

Request Acknowledgement No.	1000000000
PRAN	110013313896
Request Creation Date	20/11/2014
Request Captured By	130062303
Status	Authorized by Checker
Requestor Remarks	Testing
Authorizer Remarks	Testing done

Note

- Only the PRANs shifted can be entered.
- The contribution should pertain to prior period.
- Current regular contribution cannot be uploaded.
- Authorizer Remarks is mandatory in case of rejection.

**Figure 1.10**

On authorization, the confirmation message '*Request Authorized successfully, please upload contribution for this request by dd/mm/yyyy*' will be displayed to the User. Thus, for any request authorised in CRA system, the timeline is available to the POPs/POP-SPs by which the contribution file is to be uploaded. The timeline for contribution upload is to be completed within pre-defined window period of seven days which is from the date of authorisation of the request. Once this window period is over, the User would not be able to upload the contributions for shifted subscriber and in such scenarios, fresh request will have to be captured.

The Verifier can also reject the request, if the same is found to be incorrect. If the request is rejected by the Verifier, the message - 'Request has been rejected' will be displayed. The User may check the status of the captured request under **Request Status View**, as shown in Figure 1.11 below

### A.3. Request Status View for Request Creation

The Maker User has an option to check the status of the request already captured in the CRA system. For checking the status of the request, User is required to select '**Request Status View for Shifted Subscriber**' under the main menu '**Contribution Details**' as shown in *Figure.1.11* below.



**Figure 1.11**

The User is then required to search the request by using all or any of the combinations of given search options as shown in *Figure 1.12* below.

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Welcome Point of Presence-130062305 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

Request Status View for Shifted Subscriber

Please enter any one search criteria

Request Acknowledgement No.

PRAN

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Search Reset

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**Figure 1.12**

On search, the following screen with hyperlink on 'Acknowledgement Number' is displayed the User. (Refer Figure 1.13).

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Welcome Point of Presence-130062305 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

Request Status View for Shifted Subscriber

Please enter any one search criteria

Request Acknowledgement No.

PRAN

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Search Reset

Sr. No.	Request Acknowledgement No.	PRAN	Request Raising Entity	Request Creation Date	Request Captured By	Request Authorization Date	Request Authorized By	Request Status	Request Valid till (for Contribution Upload)
1	1000000000	10013313896	5000542	20/11/2014	130062303	20/11/2014	130062305	Authorized by Checker	27/11/2014

**Figure 1.13**

The User can click on hyperlink available on 'Acknowledgement Number' to get complete details of the request captured. Once the hyperlink is accessed by the User, the details will be displayed as shown below.

The screenshot displays the NSDL Central Recordkeeping Agency website. The header includes the NSDL logo and the text 'Central Recordkeeping Agency'. Below the header, a navigation bar contains links such as 'Transaction', 'Contribution Details', 'Subscriber Registration', 'Grievance', 'Exit Withdrawal Request', 'User Maintenance', 'Document Management', 'Views', 'MIS', and 'Reports'. A secondary navigation bar includes 'Dashboard', 'Nodal Offices Upload', 'Error Rectification Module', 'S1 Submission Details', and 'Inter Platform Transfer Request'. The main content area features a link 'Request Status View for Shifted Subscriber'. Below this link is a table displaying request details.

Request Acknowledgement No.	1000000000
PRAN	110013313896
Request Raising Entity	5000542
Request Creation Date	20/11/2014
Request Captured By	130062303
Request Authorization Date	20/11/2014
Request Authorized By	130062305
Status	Authorized
Request Valid till(for Contribution upload)	27/11/2014
Contribution Upload Status	-
Contribution Acknowledgement No.	-
File Reference No for Contribution Upload	-
Requestor Remarks	Testing
Authorizer Remarks	Testing done

**Figure 1.14**

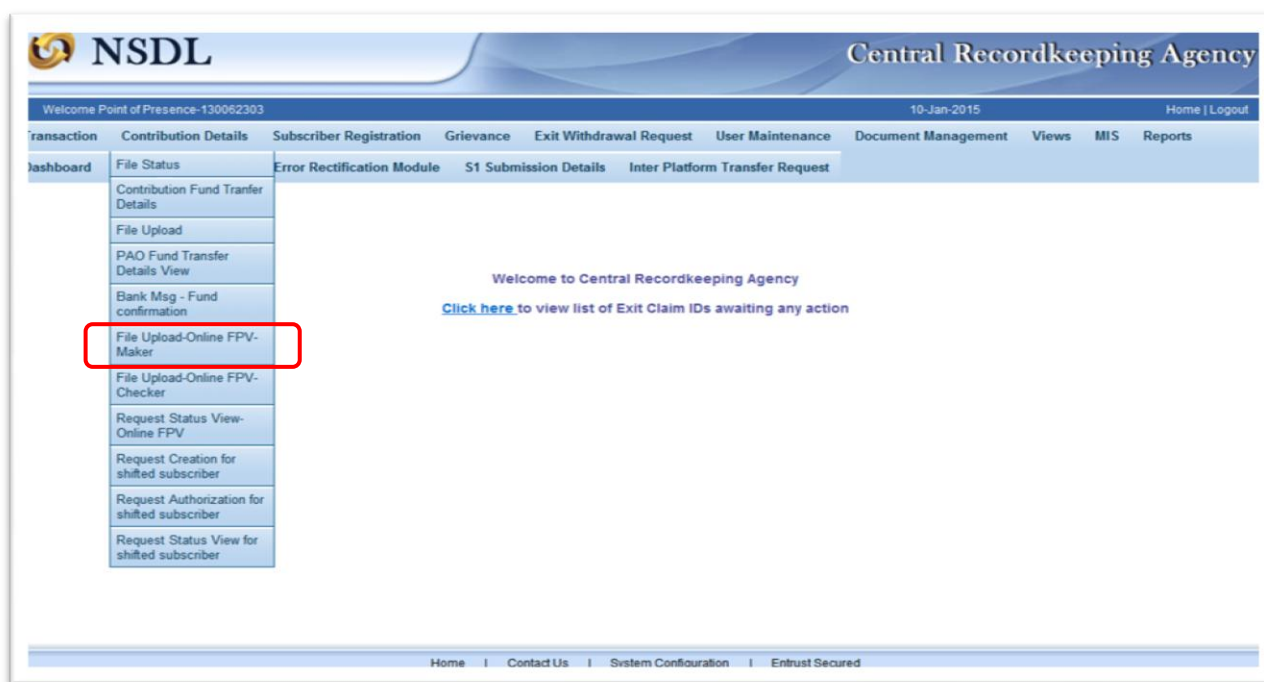
## B. Contribution uploads for the subscriber through online FPV:

Once the request for “Upload of Contributions for Shifted Subscriber” is authorized, the contributions are required to be uploaded in the CRA system using online **File Preparation and Validation (FPV) Utility**. Upload of contributions using FPV is a maker-checker process.

This activity should be completed within seven calendar days after initial request authorization was done in the CRA system. All such PRANs which satisfy the criteria will be available for the entity to upload contribution file.

### B.1. Online FPV - Maker Activity

To avail the FPV functionality, a POP/POP-SP Maker is required to log into the CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) with DSC based login. The Maker is required to click '**File Upload- online FPV Maker**' under the menu '**Contribution Details**' as shown in Figure 1.15 below:



**Figure 1.15**

Once the required option is selected, the Maker is required to select the sector as UOS/Corporate, File type, Contribution type and provide other details and '**Submit**' as shown in Figure 1.16 below. The only contribution type that is allowed through this option is 'Original' and the contribution file that will be accepted is 'Arrear' only.

NSDL Central Recordkeeping Agency

Welcome Point of Presence-130062303 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports

Dashboard Nodal Offices Upload Error Rectification Module S1 Submission Details Inter Platform Transfer Request

Online FPU for Contribution File Preparation

☒ UOS ☐ Corporate  
 File Type: Original  
 Contribution Type: Arrears  
 Previous Month and Year: December 2014  
 New Month and Year: January 2015  
 Transaction Id:   
 Request Id:   
 File Reference No.:   
 Submit Reset

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**Figure 1.16**

Once the details are submitted by the Maker, the list of PRANs as shown in *Figure 1.17* below will be displayed for which 'Request for upload of Contributions' have been captured in the CRA system. The Maker has an option to prepare SCF for single PRAN or multiple PRANs. The Maker is also required to select the required PRANs (by clicking on the check box) and enter the POP-SP Registration Number and contribution amount. The appropriate remarks in the remarks column are to be incorporated by the User.

Online FPU for Contribution File Preparation

File Details

File Type	Original	Contribution Type	Arrears	Request Id
-----------	----------	-------------------	---------	------------

Contribution Control Totals

Employer Contribution	0.00	Subscribers Contribution	0.00	Total	0.00
-----------------------	------	--------------------------	------	-------	------

Contribution Details

	Record No.	DDO/OTO Reg. No.	PRAN	Subscriber Name	Employer Contribution	Subscriber's Contribution	Receipt No.	Remarks
<input checked="" type="checkbox"/>	1	6255992	110013313896	ABHISHEK KUMAR PATRA	150.00	150.00		hasfhadjfh

Submit Add Rows Cancel

**Figure 1.17**

Once the required details are captured as shown in *Figure 1.17* above, the Maker is required to click on 'Submit'. On submission, a confirmation screen is displayed wherein the details of only PRANs which were chosen by the User is displayed (Please



refer *Figure 1.18*). The Maker is then required to click '**Confirm**' the contribution file preparation as shown in *Figure 1.18* below.

Request Id 1. Details saved successfully.

Confirmation for Contribution File Preparation

File Details

File Type	Original	Contribution Type	Arrears
Request Id	1		

Contribution Control Totals

Employer Contribution	150.00	Subscribers Contribution	150.00	Total	300.00
-----------------------	--------	--------------------------	--------	-------	--------

Contribution Details

Sr No.	Record No.	DDO/PAO Reg. No.	PRAN	Subscriber Name	Employer Contribution	Subscriber's Contribution	Receipt No.	Remarks
1	6255992	110013313896	ABHISHEK KUMAR PATRA	150.00	150.00		asdasd	

Confirm Cancel

**Figure 1.18**

On confirmation, an Acknowledgement number is generated for the contribution file prepared online as shown in *Figure 1.19* below.

Request generated confirmation for Contribution File Preparation

File Details

File Type	Original	Contribution Type	Arrears
Request Id	1		

Contribution Control Totals

Employer Contribution	150.00	Subscribers Contribution	150.00	Total	300.00
-----------------------	--------	--------------------------	--------	-------	--------

Request generated. Acknowledgment Id generated is 1000000000

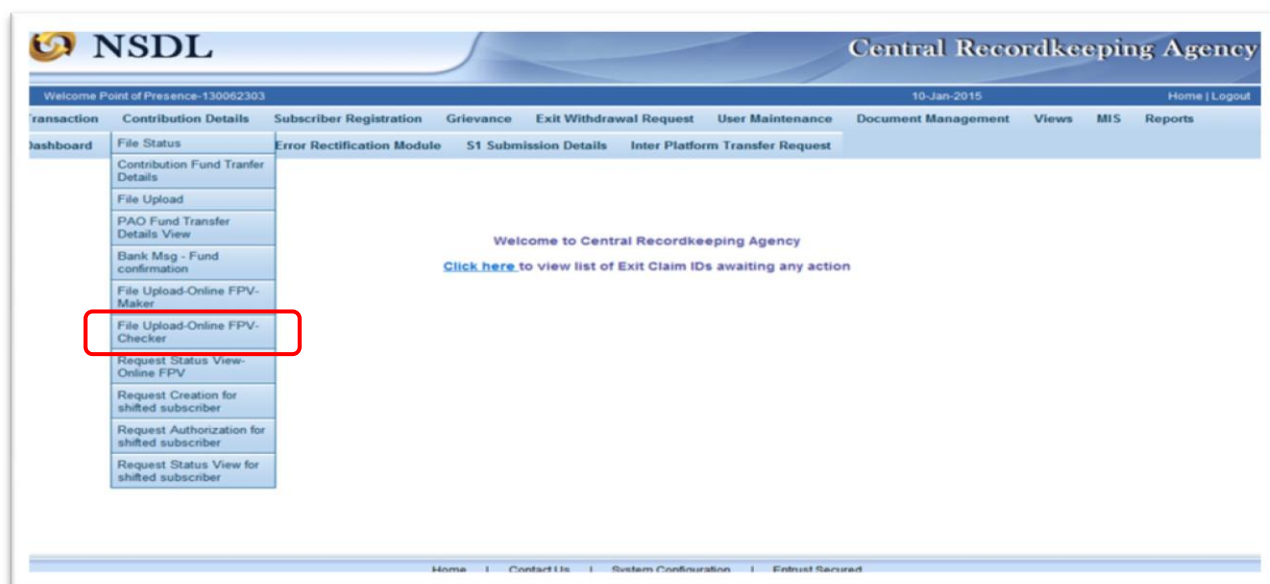
Home Contact Us System Configuration Privacy Secured

**Figure 1.19**

## B.2. Online FPV - Checker Activity

Once the contribution file is created in the CRA system by Maker, the Verifier is required to verify the same using the Online FPV functionality. Once the request is verified, the contribution file gets successfully uploaded in the CRA system. The remaining processes such as download of Contribution Submission Form (CSF), transfer of funds to the Trustee Bank, matching & booking of the contribution file in the CRA system will be similar to the regular Subscriber Contribution File (SCF) processing by POP/POP-SP.

A POP/POP-SP Verifier is required to login into the CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) with DSC based login. The Verifier is then required to select '**File Upload - Online FPV Checker**' under the menu '**Contribution Details**' as shown in *Figure 1.20* below.



**Figure 1.20**

A search screen wherein the Verifier can search the pending requests by using either 'Acknowledgment number' or 'date range' is displayed to the User as shown in *Figure 1.21* below.



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Welcome Point of Presence-130062303 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports Dashboard Nodal Office Upload

Error Rectification Module S1 Submission Details Inter Platform Transfer Request

④ Authorization for Contribution File Preparation

Please enter any one search criteria

☒ UOS ☐ Corporate

Contribution Acknowledgment No.

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Search Reset

Home | Contact Us | System Configuration | Entrust Secured

**Figure 1.21**

Once the relevant search criterias are entered, the system will display details of the pending request as shown in *Figure 1.22* below. The Verifier is required to click on the hyperlink available on 'Acknowledgement Number' to view the complete details.

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Welcome Point of Presence-130062303 10-Jan-2015 Home | Logout

Transaction Contribution Details Subscriber Registration Grievance Exit Withdrawal Request User Maintenance Document Management Views MIS Reports Dashboard Nodal Office Upload

Error Rectification Module S1 Submission Details Inter Platform Transfer Request

④ Authorization for Contribution File Preparation

Please enter any one search criteria

☒ UOS ☐ Corporate

Contribution Acknowledgment No.

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Search Reset

Sr. No.	Contribution Acknowledgment No.	Contribution Request Creation Date	Contribution Request Captured By	Status	Request Valid till (for contribution upload)
1	<a href="#">1000000000</a>	20/11/2014	130062303	Captured by Maker	27/11/2014

**Figure 1.22**

On accessing the hyperlink, the details of the captured request will be displayed as shown in *Figure 1.23* below. The Verifier is required to confirm the details by selecting '**Confirm**'. The Verifier can also '**Cancel**' the request if the same is found to be incorrect.

**Confirmation for Contribution File Preparation**

Contribution Upload Request Details

Contribution Acknowledgement No.	1000000000	Contribution Request Creation Date	20/11/2014	Request Valid till (for Contribution upload)	27/11/2014
----------------------------------	------------	------------------------------------	------------	--	------------

File Details

File Type	Original	Contribution Type	Arrears
Request Id	1		

Contribution Control Totals

Employer Contribution	150.00	Subscribers Contribution	150.00	Total	300.00
-----------------------	--------	--------------------------	--------	-------	--------

Contribution Details

Sr. No.	Record No.	DDO/DTO Reg. No.	PRAN	Subscriber Name	Employer Contribution	Subscriber's Contribution	Receipt No.	Remarks
1	1	6255992	110013313896	ABHISHEK KUMAR PATRA	150.00	150.00		asdasd

Remarks by Authorizer : asdasd

**Figure 1.23**

On confirmation, '*Request has been approved*' is the message that is displayed to the User and the contribution file is uploaded to the CRA system (Please refer *Figure 1.24* below).

Welcome Point of Presence-130062305
10-Jan-2015
Home | Logout

Transaction
Contribution Details
Subscriber Registration
Grievance
Exit Withdrawal Request
User Maintenance
Document Management
Views
MIS
Reports
Dashboard
Nodal Offices Upload

Error Rectification Module
S1 Submission Details
Inter Platform Transfer Request

Confirmation for Contribution File Preparation

Request has been approved.

Contribution Upload Request Details

Contribution Acknowledgement No.	1000000000	Contribution Request Creation Date	20/11/2014	Request Valid till (for Contribution upload)	27/11/2014
----------------------------------	------------	------------------------------------	------------	--	------------

File Details

File Type	Original	Contribution Type	Arrears
Request Id	1		

Contribution Control Totals

Employer Contribution	150.00	Subscribers Contribution	150.00	Total	300.00
-----------------------	--------	--------------------------	--------	-------	--------

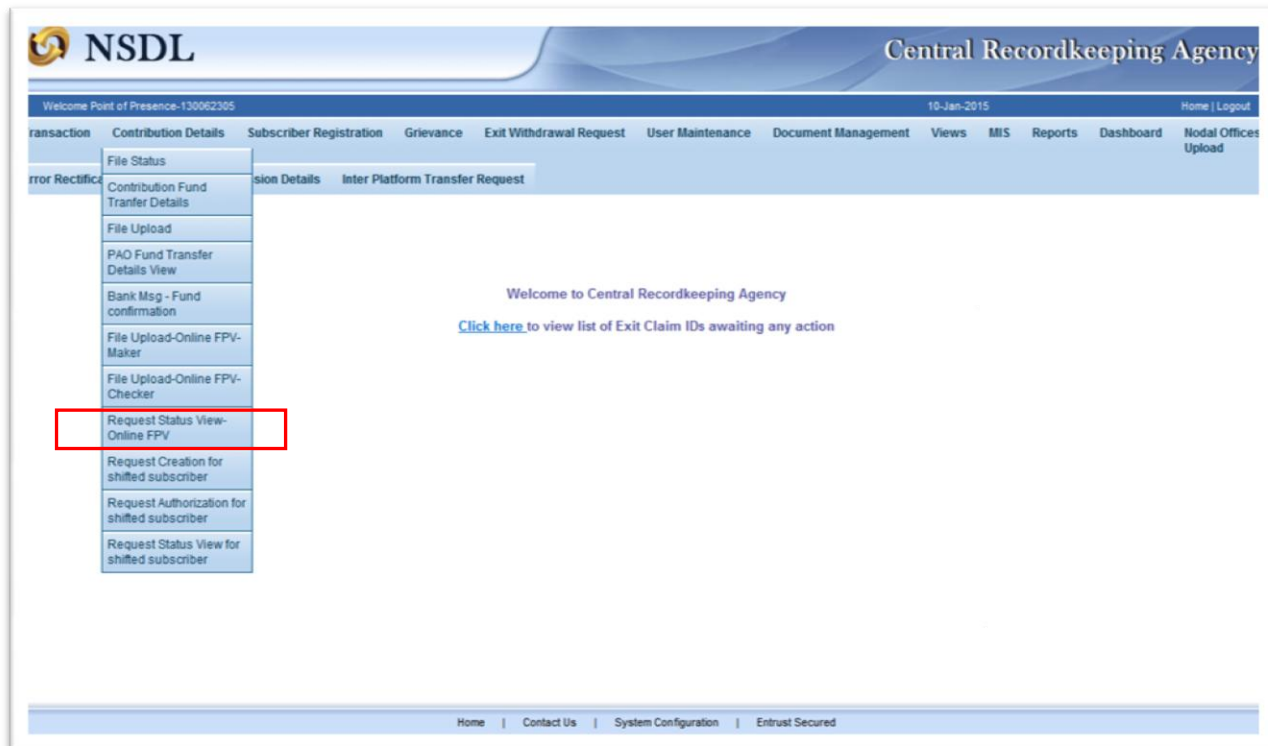
Contribution Details

Sr. No.	Record No.	DDO/DTO Reg. No.	PRAN	Subscriber Name	Employer Contribution	Subscriber's Contribution	Receipt No.	Remarks
1	1	6255992	110013313896	ABHISHEK KUMAR PATRA	150.00	150.00		asdasd

**Figure 1.24**

### B.3. Request Status View for Online FPV

The User has an option to view/check the status of the contribution file uploaded online. A POP/POP-SP User can login the CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) with DSC based login and select '**Request Status View for online FPV**' under the menu '**Contribution Details**' as shown in *Figure 1.25* below.



**Figure 1.25**

The User is required to provide the details such as 'Contribution Acknowledgement No'. or 'Date criteria' in search option. Based on the search criteria selected by the User, details of the contribution request will be displayed to the User as shown in *Figure 1.26* below.

**Request Status View for Contribution File Preparation**

Please enter any one search criteria

Contribution Acknowledgment No. 1000000000

From Date 10/01/2015 (dd/mm/yyyy)

To Date 10/01/2015 (dd/mm/yyyy)

Search Reset

Sr No.	Contribution Acknowledgement No.	Contribution request raising Entity	Contribution Request Creation Date	Contribution Request Captured By	Contribution Request Authorization Date	Contribution Request Authorized By	Status	Request Valid till (for Contribution upload)	File Reference Number
1	1000000000	1000542	20/11/2014	130062303	20/11/2014	130062305	Accepted in CRA	27/11/2014	10072019

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**Figure 1.26**

The User has an option to view the complete contribution records by navigating the hyperlink on 'Acknowledgement Number' as shown in *Figure.1.27* below.

**Request Status View for Contribution File Preparation**

Contribution Upload Request Details

Contribution Acknowledgement No.	1000000000	Contribution Request Creation Date	20/11/2014	Contribution Request Authorization Date	20/11/2014
Status	Accepted in CRA	Request Valid till (for Contribution upload)	27/11/2014	File Reference Number	10072019

File Details

File Type	Original	Contribution Type	Arrears
Request Id	1		

Contribution Control Totals

Employer Contribution	150.00	Subscribers Contribution	150.00	Total	300.00
-----------------------	--------	--------------------------	--------	-------	--------

Contribution Details

Sr. No.	Record No.	DDO/DTO Reg. No.	PRAN	Subscriber Name	Employer Contribution	Subscriber's Contribution	Remarks
1	1	6255992	110013313896	ABHISHEK KUMAR PATRA	150.00	150.00	asdasd

**Figure 1.27**

The complete details for the contribution uploaded such as PRAN, contribution amount, etc. will be displayed along with the unique File Reference Number (FRN) as shown in *Figure 1.26* & *Figure 1.27* above.

The FRN will be used by the POP/POP-SP User to check the status of file in CRA system i.e. whether file is accepted/matched & booked, etc., in CRA system. The status of the contribution file can be checked by selecting '**File Status**' under the main menu '**Contribution Details**' as shown in *Figure 1.28* below.

The screenshot shows the NSDL Central Recordkeeping Agency website. The main menu includes 'Transaction', 'Contribution Details', 'Subscriber Registration', 'Grievance', 'Exit Withdrawal Request', 'User Maintenance', 'Document Management', 'Views', 'MIS', 'Reports', 'Dashboard', and 'Home | Logout'. The 'Contribution Details' sub-menu is expanded, showing 'Error Rectification Module', 'S1 Submission Details', and 'Inter Platform Transfer Request'. The 'Contribution File Status View' form is displayed, featuring search criteria: File Reference Number (10072019), Batch Id, Transaction Id, Status (All), From Date, and To Date. A red message states: '\* Please enter any one search criteria'. The form has 'Submit' and 'Reset' buttons.

**Figure 1.28**

The User is required to provide FRN or any other search criteria to check the status of the Subscriber Contribution File as shown in *Figure 1.29* below:

The screenshot shows the NSDL Central Recordkeeping Agency website. The main menu is the same as in Figure 1.28. The 'File Status' section is displayed, showing a table with the following data:

File Reference Number	IP File Name	Date Of Upload	Uploaded By	Type of File	Transaction Id	Status	Batch Id	Error/Response HTML	Subscriber Contribution Submission Form
10072019	1.Nu	15-01-2015	1300623	Original	1300623009803	Awaiting Fund Details	50005421421303600755		<a href="#">View</a>

Below the table, there are three notes:

- Please note that the status of particular contribution file may remain in 'Awaiting Fund Details'/'Not Matched and Booked' status in system even though you have already deposited requisite fund in NPS Trust Account of Bank of India due to fund receipt confirmation awaited from the Trustee Bank. The status of SCF will change to Matched & Booked only after Trustee Bank has uploaded the fund receipt confirmation.
- In case the status of SCF is 'Not Matched and Booked', the corresponding details of fund remittance is not available with CRA and Trustee Bank.
- Please contact CRA at (022-24994359/4849) and Trustee Bank at (022-24253639/28) or e-mail id npstrust@axisbank.com.

**Figure 1.29**

The unique Transaction ID for the uploaded SCF as well as the hyperlink to view and download the Contribution Submission Form (CSF) is displayed. The User at POP/POP-SP is required to download the CSF and transfer the funds to the Trustee Bank as per the stipulated procedure.

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