

Central Recordkeeping Agency, NSDL



Standard Operating Procedures For MIS Upload by POP/POP-SP

Version 1.0

Index

Serial No.	Contents	Page No.
1.	Introduction	3
1.1	Purpose of MIS (Management Information System) Preparation	3
2.	Type of MIS to be Prepared by POP/POP-SP	3
2.1.	Preparation of MIS using FPU	4
2.1.1.	MIS POP-SP Details Panel	5
2.1.2.	MIS File Details	6
2.1.2.1.	MIS File Details – Subscriber Registration	7
2.1.2.2	MIS File Details – Contribution	8
2.1.2.3.	MIS File Details – Withdrawal	9
2.1.2.4.	MIS File Details – Scheme Preference Change	11
2.1.2.5.	MIS File Details – Subscriber Tier-II Activation	12
3.	Upload of MIS File to CRA System	13

1. Introduction:

Government of India has now rolled out 'Tier II' investment account under NPS. This is a facility for the existing PRA holders (also to the prospective subscribers who intend to subscribe for NPS) to undertake investments over and above the investment in the normal pension account i.e. Tier I. Tier-II account has been introduced mainly to have a flexibility to withdraw savings in case of requirement. The subscribers are free to withdraw the savings from this account whenever he/she wishes. This facility is available to any Indian Citizen including all the Central/State Government subscribers (mandatorily covered under NPS). PoP will act as subscriber interface for activation of Tier-II accounts for all citizens of India including all Government employees.

1.1. Purpose of MIS (Management Information System) Preparation:

The different functions under NPS such as acceptance of Subscriber registration applications for allotment of PRAN, contribution acceptance and upload, subscriber maintenance, etc will be carried through POP and their POP-SPs. POP-SPs will generate 17 digit 'Receipt Number' as acknowledgement for accepting any requests viz. Upload of Subscriber Contribution, Subscriber Registration, Scheme Preference Change, Switch, Subscriber Details Modification, Reset/ Re-issue of I-PIN and T-PIN for Subscriber, Reprint of PRAN Card, Shifting of subscriber etc. from subscribers. These details of receipt number need to be uploaded into the CRA system for the purpose of tracking the services of POP-SPs. Additionally POP-SPs would also need to upload details of the cheques accepted for the purpose of contribution but which, at a later stage got dishonored. The MIS to be uploaded shall contain the details such as type of request, 17 digits Receipt Number issued by POP-SP to the subscriber, PRAN, etc. **MIS to be uploaded by the POP/POP-SPs based on the model of operation adopted by the POP i.e, centralized /decentralized/quasi centralized.**

2. Type of MIS to be prepared by POP/POP-SP:

POP/POP-SP shall prepare various types of MIS as mentioned below and upload the same to the CRA system. For each type of request mentioned below, the POP/POP-SP shall prepare and upload separate MIS file (In case MIS uploading entity is POP-SP).

- Subscriber Registration
- Subscriber Tier - II Activation

- Contribution
- Withdrawal
- Scheme Preference Change
- Subscriber Details Modification
- I-PIN/T-PIN Request
- Shifting of Subscriber from one POP-SP to another
- PRAN Card Reprinting
- Dishonored Cheques

Out of the above, the processes & procedures for the below mentioned request will remain the same as provided in earlier SOP of Tier I account.

- Subscriber Details Modification
- I-PIN, T-PIN Request
- Shifting of Subscriber from one POP-SP to another
- PRAN Card Reprinting
- Dishonored cheques

The operating procedure for other requests are given below:

2.1. Preparation of MIS using FPU:

The FPU provided by CRA can be used only by the POPs who have opted for MIS file upload by POP-SPs. However, for uploading MIS file by POPs in a centralized manner POPs may refer to the file format for MIS file available on our website www.npscra.nsdl.co.in .

After the successful installation of the FPU, POP-SP shall undertake the activity of preparing the MIS File. POP-SP should ensure that the latest version of FPU is being used.

FPU shall display the following two panels to the POP-SP user:

- **MIS POP-SP Details:** In this panel, the user shall enter details such as POP-SP Registration Number (allotted by CRA), POP-SP name, Request File Type (Original/Correction), Request Type (MIS for Contribution, Subscriber Registration, Reset of I-Pin/T-Pin etc.)
- **MIS File Details:** In this panel, the user shall enter the details pertaining to particular request type as mentioned above. The details to be entered in this panel shall vary according to the request type selected by the POP-SP.

2.1.1. MIS POP-SP Details Panel:

This panel will open by default when the POP-SP executes/double clicks on FPU icon. The FPU will have an extension “.JAR”. This panel will be a common one irrespective of the request type (Subscriber Registration, Contribution etc). The details of this panel will be displayed as shown in **Figure 1** below.

The screenshot shows the 'File Preparation Utility for MIS Request File 1.05' window. The 'MIS POP SP Details' tab is active. The 'Point of Presence - Service Provider (POP-SP) Details' section contains two text boxes: 'POP-SP Reg. No. *' with the value '6000002' and 'POP-SP Name' with the value 'Cams - Mumbai'. The 'Particulars of MIS File' section has a 'Request File Type *' dropdown menu set to 'Original' and an 'Original Batch ID' text box. The 'Request Type *' dropdown menu is open, showing a list of options: 'Subscriber Registration', 'Contribution', 'Switch', 'Withdrawal', 'Scheme Preference Change', 'Subscriber Modification', and 'IPIN-TPIN request'. The 'MIS Details' section has a 'Total Subscriber Records' text box. At the bottom of the window are three buttons: 'Create File', 'Add Rows', and 'Delete a Row'.

Figure 1

POP/POP-SP user shall enter the following details in this panel:-

- 1) **POP-SP Reg. No.:** User should enter the POP-SP Reg. No. allotted by CRA on successful registration in CRA system.
- 2) **POP-SP Name:** This is an optional field. User may enter the name of POP/POP-SP in this field.
- 3) **Request File Type (Original / Correction):** If the user is preparing a new file for upload to CRA system; user shall select the request type as 'Original'. If user wants to upload a correction file for a file which has already been uploaded to CRA, the user shall upload the correction file by selecting the request type as "correction" and mention the batch ID of the original file in the correction file.

- 4) **Original Batch ID:** In case the request type is original, the “Original Batch ID” field shall remain disabled. If the request type is “Correction”, the user shall have to provide the batch ID of the original file in the correction file which is being prepared. If batch id is not provided, user will not be able to create the correction file. (The batch ID is a 20 digit number which is generated by FPU after successful creation of MIS File.)
- 5) **Request File Type:** User should select the type of request such as Subscriber Registration, Subscriber Tier-II Activation, Scheme Preference Change/Switch Withdrawal, I-PIN/T-PIN request, etc. for which MIS to be prepared from drop down list provided.
- 6) **MIS Details:** This field shall display the total number of Subscriber records. This field shall be automatically populated based on the data entered by the user in the ‘MIS file details’ panel.
- 7) The fields which are marked with the sign (*) in the “MIS POP-SP details” panel are mandatory fields.

2.1.2. MIS File Details:

The fields displayed in the ‘**MIS file Details**’ panel of the FPU will vary depending upon the request type selected by the user under ‘**MIS POP-SP Details**’ panel. Under this panel the user shall enter the details pertaining to different requests for validation through FVU. The details that are required to be entered in the ‘**MIS File details**’ panel for different requests are explained below.

2.1.2.1. MIS File Details – Subscriber Registration:

The user shall upload the MIS for the number of Subscriber registration forms accepted by the POP-SP. The MIS pertaining to Subscriber registration is uploaded in order to enable the Subscriber to view the status of the application on the basis of the receipt number generated by the POP-SP. Once the user selects the request file type as 'Subscriber Registration', the following screen for MIS file Details will appear as shown **Figure 2** below:

Sr No	Receipt No. (10-17 digits)*	Receipt No. Date(dd/MM/yyyy)*	Subscriber Name*	FC Registration No.*	Tier Type
1	10000001	12/11/2009	Priya Shah	51030	Tier I
2	10000002	12/11/2009	Akshay Shah	51030	Both
3					--Select--
4					--Select--
5					--Select--
6					--Select--
7					--Select--
8					--Select--
9					--Select--
10					--Select--
11					--Select--
12					--Select--
13					--Select--
14					--Select--
15					--Select--
16					--Select--
17					--Select--
18					--Select--
19					--Select--
20					--Select--
21					--Select--
22					--Select--
23					--Select--

Figure 2

User shall enter the following details:

- 1) **Receipt Number:** User needs to enter only last 8 digits (i.e. running serial number) of receipt number which is given to the Subscriber as acknowledgment. The previous 9 digits shall be automatically populated based on the request file type selected by the POP-SP user. In case the request file type is "Subscriber Registration" the receipt number shall start with "11"
- 2) **Receipt date:** User should enter the date of generation of the receipt number as it will allow the system to validate whether the POP-SP has actually accepted the forms and forwarded it to the CRA-FC for digitisation.

- 3) **Subscriber's Name:** User should entered the name of the Subscriber for whom registration application is accepted by POP-SP.
- 4) **FC Registration Number:** POP-SP has to mention the CRA-FC registration number in the MIS i.e, the registration number of the CRA-FC to whom the forms will be submitted for processing.
- 5) **Tier Type:** User shall select the account type either Tier-I or Tier-II as mentioned in the subscriber form.

2.1.2.2. MIS File Details - Contribution:

The POP-SP shall upload the MIS for the accepted contributions made by the Subscribers. This has to be done in order to track the number of contributions received and the ones which are actually uploaded. Once the POP-SP user selects the request type as 'Contribution', the screen for **MIS File Details** will appear as shown **Figure 3** below:

Sr No	Receipt No. (10-17 digits)*	Receipt No. Date(dd/MM/yyyy)*	PRAN*	Mode of Payment	Contribution Am...	Net Contribution ...	Tier Type*
1	00000001	12/11/2009	110000661885	CHEQUE	1000.00	977.94	Tier I
2	00000002	12/11/2009	110000661885	CHEQUE	1000.00	977.94	Tier II
3				--Select--			--Select--
4				--Select--			--Select--
5				--Select--			--Select--
6				--Select--			--Select--
7				--Select--			--Select--
8				--Select--			--Select--
9				--Select--			--Select--
10				--Select--			--Select--
11				--Select--			--Select--
12				--Select--			--Select--
13				--Select--			--Select--
14				--Select--			--Select--
15				--Select--			--Select--
16				--Select--			--Select--
17				--Select--			--Select--
18				--Select--			--Select--
19				--Select--			--Select--
20				--Select--			--Select--
21				--Select--			--Select--
22				--Select--			--Select--
23				--Select--			--Select--

Figure 3

User shall enter the following details:

- 1) **Receipt Number:** POP-SP shall enter only last 8 digits (i.e. running serial number) of receipt number which is given to the Subscriber as

acknowledgment. The previous 9 digits shall be automatically populated based on the request file type selected by the POP-SP user. In case the request file type is "Contribution" the receipt number shall start with "12".

- 2) **Receipt date:** User should enter the date of generation of the receipt number.
- 3) **PRAN number:** User shall enter the PRAN number for which contributions are accepted and receipt number is generated.
- 4) **Mode of Payment:** POP-SP User shall specify the mode of payment i.e. whether Subscriber has remitted the contributions by way of Cash or by Cheque.
- 5) **Contribution Amount:** User shall specify the contribution amount as remitted by the Subscriber.
- 6) **Net Contribution:** PoP-SP shall deduct their charges from contribution amount and specify only net amount.
- 7) **Tier Type:** User shall select the account type either Tier-I or Tier-II as specify by the subscriber in the NCIS form.

2.1.2.3. MIS File Details - Withdrawal:

The POP-SP shall upload the MIS for the withdrawal made by the subscribers. This has to be done in order to track the amount which has withdrawn from Tier-II account. PoP/PoP-SP shall receive withdrawal request from subscriber to withdraw from his/her Tier-II account, in that case user has to select the request type as "Withdrawal", the following screen for **MIS file Details** will appear as shown **Figure 4** below:

File Preparation Utility for MIS Request File 1.05

File Edit Help

MIS POP SP Details MIS File Details

Request Type: Withdrawal Total Subscriber Records: 0

POP-SP Reg. No.: 6000002 Receipt No. (1-9 digits): 146000002

Sr No	Receipt No. (10-17 digits)*	Receipt No. Date(dd/MM/yyyy)*	PRAN*	Tier Type*
1	00000001	12/11/2009	110020661884	Tier II
2	00000002	12/11/2009	110000661885	--Select--
3				--Select--
4				Tier I
5				Tier II
6				--Select--
7				--Select--
8				--Select--
9				--Select--
10				--Select--
11				--Select--
12				--Select--
13				--Select--
14				--Select--
15				--Select--
16				--Select--
17				--Select--
18				--Select--
19				--Select--
20				--Select--
21				--Select--
22				--Select--
23				--Select--

Create File Add Rows Delete a Row

Figure 4

User shall enter the following details:

- 1) **Receipt Number:** POP-SP shall enter only last 8 digits (i.e. running serial number) of receipt number which is given to the Subscriber as acknowledgment. The previous 9 digits shall be automatically populated based on the request file type selected by the POP-SP user. In case the request file type is "Withdrawal" the receipt number shall start with "14".
- 2) **Receipt date:** User should enter the date of generation of the receipt number.
- 3) **PRAN Number:** User shall enter the PRAN number of subscriber for which withdrawal has to be done from his/her account
- 4) **Tier Type:** User shall select the account type as Tier-II.

2.1.2.4. MIS File Details – Scheme Preference Change:

The POP-SP shall upload the MIS for the scheme preference change request made by the subscribers. PoP/PoP-SP shall receive “Scheme Preference Change” request from subscriber to change the scheme details. In that case user has to select the request type as “Scheme Preference Change”, the following screen for **MIS file Details** will appear as shown **Figure 5** below:

Sr No	Receipt No. (10-17 digits)*	Receipt No. Date(dd/MM/yyyy)*	PRAN*	Tier Type*
1	00000001	12/11/2009	110020661884	Tier II
2	00000002	12/11/2009	110000661885	--Select--
3				--Select--
4				Tier I
5				Tier II
6				--Select--
7				--Select--
8				--Select--
9				--Select--
10				--Select--
11				--Select--
12				--Select--
13				--Select--
14				--Select--
15				--Select--
16				--Select--
17				--Select--
18				--Select--
19				--Select--
20				--Select--
21				--Select--
22				--Select--
23				--Select--

Figure 5

User shall enter the following details:

- 1) **Receipt Number:** POP-SP shall enter only last 8 digits (i.e. running serial number) of receipt number which is given to the Subscriber as acknowledgment. The previous 9 digits shall be automatically populated based on the request file type selected by the POP-SP user. In case the request file type is “Scheme Preference Change” the receipt number shall start with “15”.
- 2) **Receipt date:** User should enter the date of generation of the receipt number.
- 3) **PRAN Number:** User shall enter the PRAN number of subscriber for which scheme has to be change from his/her account
- 4) **Tier Type:** User shall select the account type as Tier – I & II.

2.1.2.5. MIS File Details - Subscriber Tier-II Activation:

The POP-SP shall upload the MIS for the Tier-II activation of IRA/Non IRA compliant subscribers. POP/POP-SP shall select the request type as “Subscriber Tier-II Activation”, the following screen for MIS file Details will appear as **shown Figure 6** below:

Sr No	Receipt No. (10-17 digits)*	Receipt No. Date(dd/MM/yyyy)*	PRAN*	FC Registration No.*
1	00000001	12/11/2009	110020661884	53020
2	00000002	12/11/2009	110000661885	53020
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Figure 6

In case of acceptance of CAF (application of Tier I and Tier II together), MIS to be uploaded as part of ‘Subscriber registration’ with the appropriate selection of Tier Type. MIS for Tier II activation need not be prepared.

User shall enter the following details:

- 1) **Receipt Number:** POP-SP shall enter only last 8 digits (i.e. running serial number) of receipt number which is given to the Subscriber as acknowledgment. The previous 9 digits shall be automatically populated based on the request file type selected by the POP-SP user. In case the request file type is "Subscriber Tier-II Activation" the receipt number shall start with "21".
- 2) **Receipt date:** User should enter the date of generation of the receipt number.
- 3) **PRAN Number:** User shall enter the PRAN for which Tier -II activation request has been received and accepted.
- 4) **FC Registration Number:** POP/POP-SP has to send physical form after activation of Tier-II account to the nearest CRA -FC within 15 days and shall mention the CRA-FC registration number in the MIS. i.e., the CRA-FC to whom the physical forms will be submitted for storage.

3. Upload of MIS file to CRA system

The process and procedure pertaining to upload of MIS file in the CRA system as well the preparation and upload of correction file in the CRA system remains the same as mentioned in the SOP for Tier I.
