

Protean eGov Technologies Limited



protean

Change is growth

STANDARD OPERATING PROCEDURE (SoP)

OPGM SOP for GDS NLAO Request Verification and authorization

Version 1.0

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Classification: Public	Version No. : 1.0	05-Sept-2024	Page: 2 of 12
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REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1	05-Sept-2024	1.0	-	Initial Version

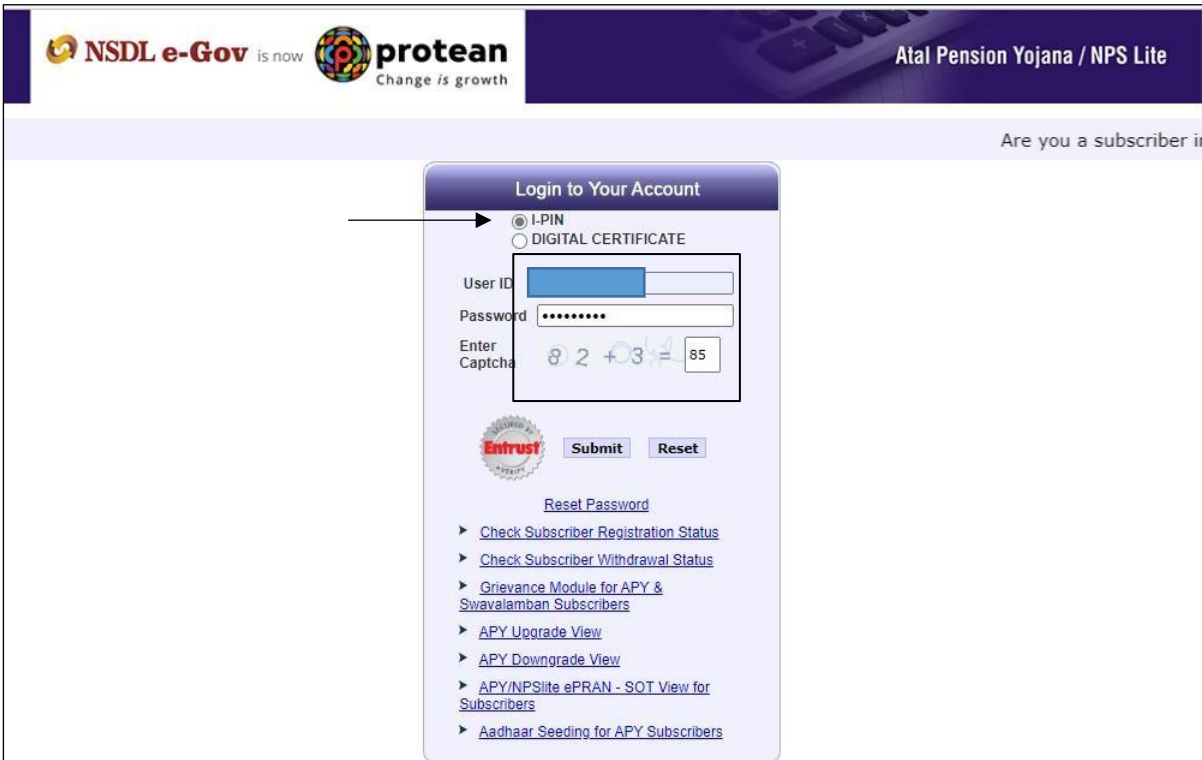
Index

Sr. no.	Process	Page number
1	Verification of Subscriber Registration	4
2	Authorization of Subscriber Registration	8

Verification of Subscriber Registration process flow by NL-AO(s)

Once the process of initiation of subscriber registration is completed by the subscriber/NL-CC/NL-AO, two level verification process will be done by NL-AO.

- NLAO visits web site <https://apy.nps-proteantech.in/CRAlite/> and login with user id and password.

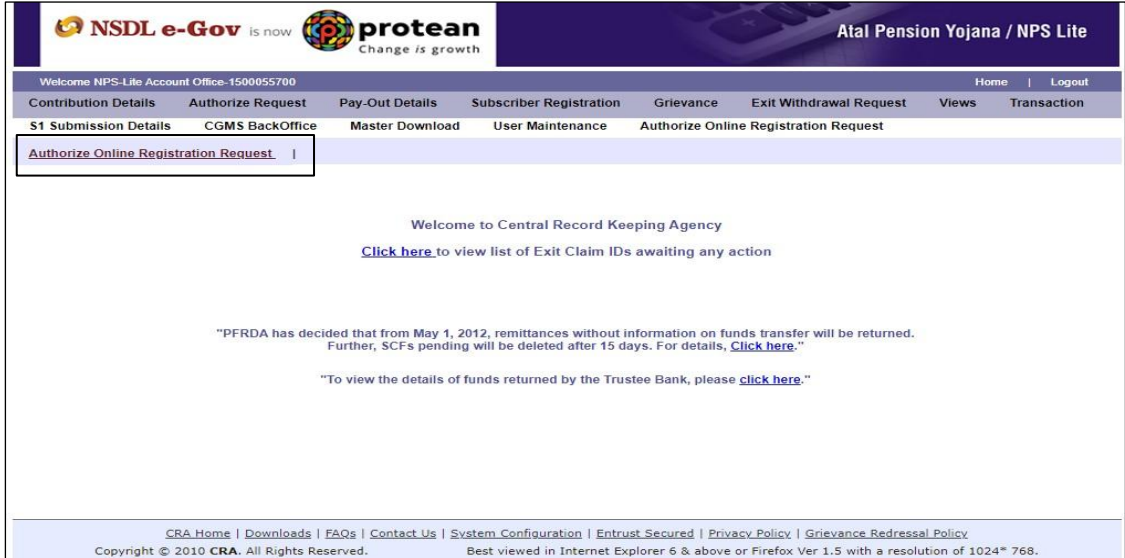


The screenshot displays the login interface for the NSDL e-Gov Protean portal. At the top, the header includes the NSDL e-Gov logo, the Protean logo with the tagline 'Change is growth', and the text 'Atal Pension Yojana / NPS Lite'. Below the header, a purple banner asks 'Are you a subscriber in'. The main content area features a 'Login to Your Account' form. The form has two radio buttons for login methods: 'I-PIN' (selected) and 'DIGITAL CERTIFICATE'. Below these are input fields for 'User ID', 'Password', and a 'Captcha' field with the text 'Enter Captcha' and a visual captcha '8 2 + 3 = 85'. There are 'Submit' and 'Reset' buttons, along with a 'Reset Password' link. A list of links is provided below the form, including 'Check Subscriber Registration Status', 'Check Subscriber Withdrawal Status', 'Grievance Module for APY & Swavalamban Subscribers', 'APY Upgrade View', 'APY Downgrade View', 'APY/NPSlite ePRAN - SOT View for Subscribers', and 'Aadhaar Seeding for APY Subscribers'.

Figure 1

Note:- The office should verify the all documents as submitted by the subscriber. It is the responsibility of office to ensure veracity of documents submitted by the subscriber/NLCC. The details mentioned in Form along with documents should match with the service records as available with office.

- Click option >> Authorize Online Registration Request>> available in login id for Verification of submitted form



NSDL e-Gov is now **protean** Change is growth

Atal Pension Yojana / NPS Lite

Welcome NPS-Lite Account Office-150055700

Contribution Details | **Authorize Request** | Pay-Out Details | Subscriber Registration | Grievance | Exit Withdrawal Request | Home | Logout

S1 Submission Details | CGMS BackOffice | Master Download | User Maintenance | **Authorize Online Registration Request**

Authorize Online Registration Request

Welcome to Central Record Keeping Agency

[Click here](#) to view list of Exit Claim IDs awaiting any action

"PFRA has decided that from May 1, 2012, remittances without information on funds transfer will be returned. Further, SCFs pending will be deleted after 15 days. For details, [Click here](#)."

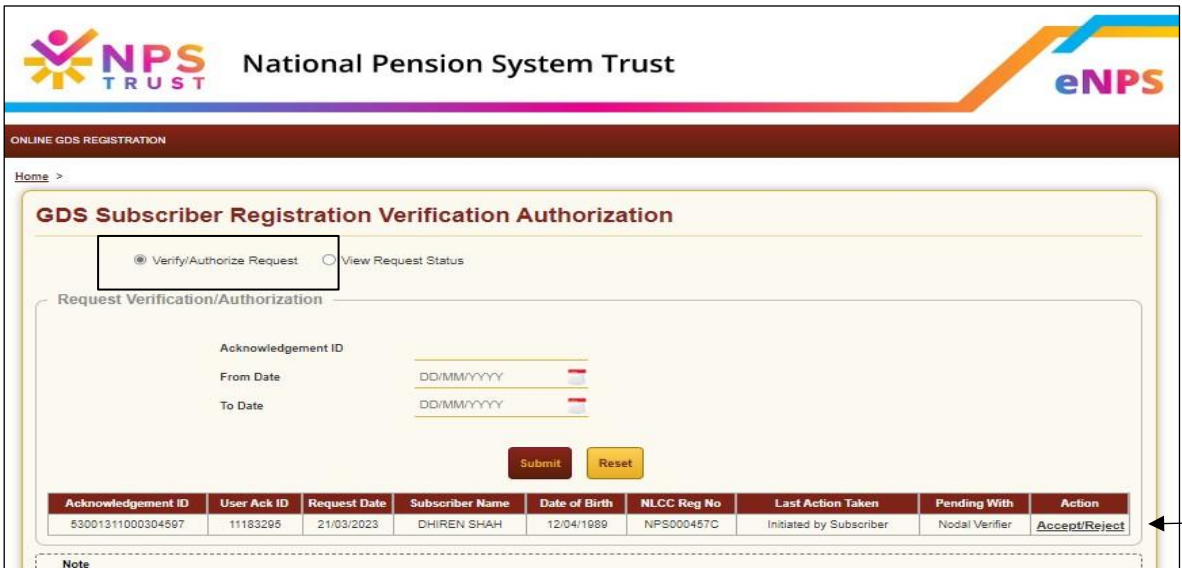
"To view the details of funds returned by the Trustee Bank, please [click here](#)."

CRA Home | Downloads | FAQs | Contact Us | System Configuration | Entrust Secured | Privacy Policy | Grievance Redressal Policy

Copyright © 2010 CRA. All Rights Reserved. Best viewed in Internet Explorer 6 & above or Firefox Ver 1.5 with a resolution of 1024* 768.

Figure 2

- Click on Verify/Authorize Request
- Acknowledgement id or date range can be provided or
- Select option "Accept/Reject" for record which will be verified



NPS TRUST National Pension System Trust

eNPS

ONLINE GDS REGISTRATION

Home >

GDS Subscriber Registration Verification Authorization

☒ Verify/Authorize Request ☐ View Request Status

Request Verification/Authorization

Acknowledgement ID:

From Date:

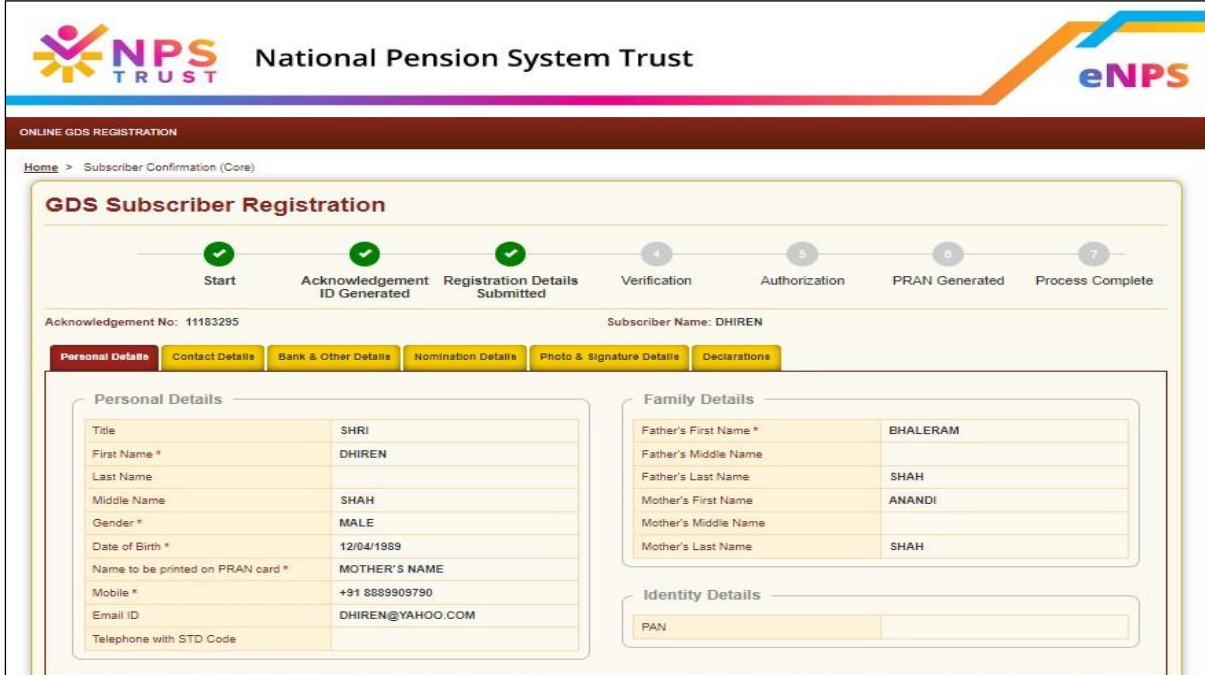
To Date:

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	NLCC Reg No	Last Action Taken	Pending With	Action
53001311000304567	11183295	21/03/2023	CHIREN SHAH	12/04/1989	NPS000457C	Initiated by Subscriber	Nodal Verifier	Accept/Reject

Note

Figure 3

- System will show details provided by the subscriber.
- Details in each tab like personal details, contact details, bank details, nominee details, photo & signature needs to be verified
- Use the right side arrow to move to the next screen.



NPS TRUST National Pension System Trust

ONLINE GDS REGISTRATION

Home > Subscriber Confirmation (Core)

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11183295 Subscriber Name: DHIREN

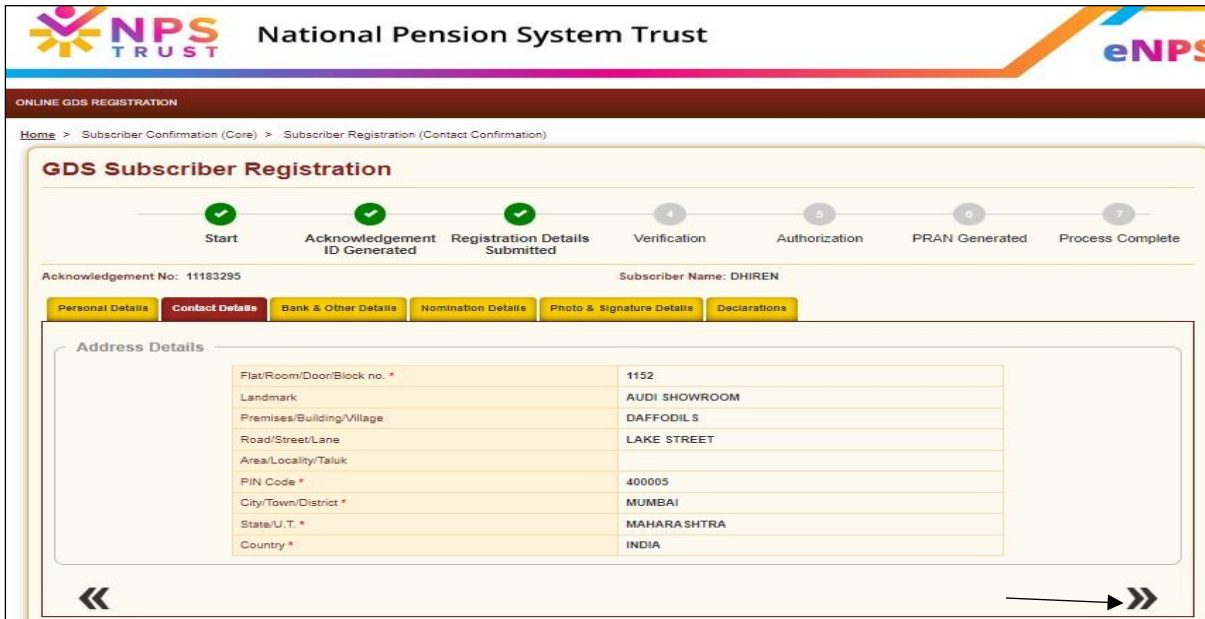
Personal Details Contact Details Bank & Other Details Nomination Details Photo & Signature Details Declarations

Personal Details		Family Details	
Title	SHRI	Father's First Name *	BHALERAM
First Name *	DHIREN	Father's Middle Name	
Last Name		Father's Last Name	SHAH
Middle Name	SHAH	Mother's First Name	ANANDI
Gender *	MALE	Mother's Middle Name	
Date of Birth *	12/04/1989	Mother's Last Name	SHAH
Name to be printed on PRAN card *	MOTHER'S NAME		
Mobile *	+91 8889909790		
Email ID	DHIREN@YAHOO.COM		
Telephone with STD Code			

Identity Details

PAN

Figure 4



NPS TRUST National Pension System Trust

ONLINE GDS REGISTRATION

Home > Subscriber Confirmation (Core) > Subscriber Registration (Contact Confirmation)

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11183295 Subscriber Name: DHIREN

Contact Details Personal Details Bank & Other Details Nomination Details Photo & Signature Details Declarations

Address Details

Flat/Room/Door/Block no. *	1152
Landmark	AUDI SHOWROOM
Premises/Building/Village	DAFFODILS
Road/Street/Lane	LAKE STREET
Area/Locality/Taluk	
PIN Code *	400005
City/Town/District *	MUMBAI
State/U.T. *	MAHARASHTRA
Country *	INDIA

« »

Figure 5

- Once declaration page is verified, click on down arrow available on right side for next page.

Welcome DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA CIRCLE NAGPUR (1500055700) Home | Logout

NPS TRUST National Pension System Trust **eNPS**

ONLINE GDS REGISTRATION

Home > Subscriber Registration (Declaration Details)

GDS Subscriber Registration

Progress Bar: Start (✓), Acknowledgement ID Generated (✓), Registration Details Submitted (✓), Verification (4), Authorization (5), PRAN Generated (6), Process Complete (7)

Acknowledgement No: 11183295 Subscriber Name: DHIREN

Personal Details | Contact Details | Bank & Other Details | Nomination Details | Photo & Signature Details | **Declarations** | Authorization

Declaration By Nodal Office

It is certified that the details provided by subscriber in this CSRF including the personal, address bank, nominee and employment details are correct. Further, it is certified that all the related documents have been submitted for this PRAN generation request. All information provided by subscriber is correct, complete and true.

« —————> »

Figure 6

- Accept and Reject option will be available at verification level.
- If the details provided in the application are found ok, NLAO can chose Accept option.
- In case NLAO is rejecting the application reason for same needs to be provided in remarks column.

Home > GDS Subscriber Registration (Approve Details)

GDS Subscriber Registration

Progress Bar: Start (✓), Acknowledgement ID Generated (✓), Registration Details Submitted (✓), Verification (4), Authorization (5), PRAN Generated (6), Process Complete (7)

Acknowledgement No: 11183295 Subscriber Name: DHIREN

Account Type: Tier I

Personal Details | Contact Details | Bank & Other Details | Nomination Details | Photo & Signature Details | Declarations | **Authorization**

Flow View

Initiator (✓) | Nodal Verifier | Nodal Authorizer | Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
GDS	GDS	21-03-2023	Initiator	Accepted		INITIATED

Verification/Authorization

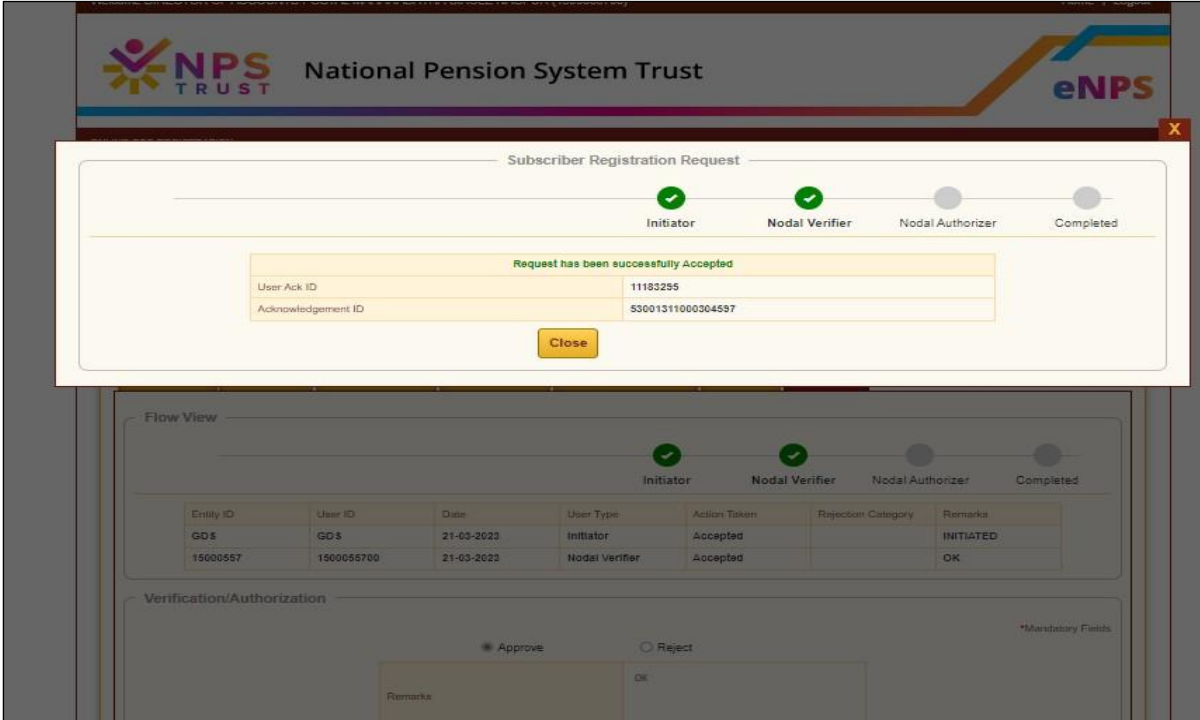
☒ Approve
 ☐ Reject

Remarks:

*Mandatory Fields

Figure 7

System will show confirmation on acceptance or rejection of request.



NPS TRUST National Pension System Trust **eNPS**

Subscriber Registration Request

Initiator Nodal Verifier Nodal Authorizer Completed

Request has been successfully Accepted

User Ack ID: 11183255

Acknowledgement ID: 53001311000304597

Close

Flow View

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
GD5	GD5	21-03-2023	Initiator	Accepted		INITIATED
15000557	1500055700	21-03-2023	Nodal Verifier	Accepted		OK

Verification/Authorization

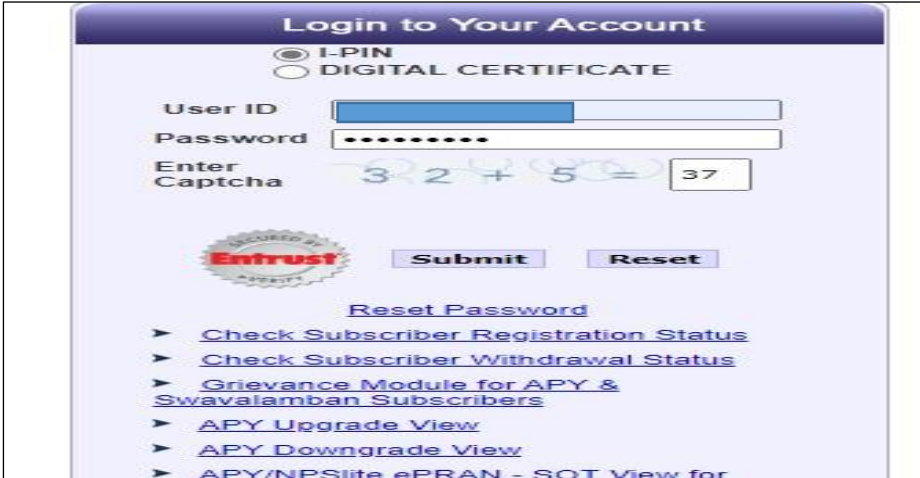
Approve Reject

Remarks OK

Figure 8

Authorization process using NLAO Login (2nd User ID)

NLAO has to visit CRA web site <https://apy.nps-proteantech.in/CRAlite/> and login with another user id, password, AADHAR and OTP



Login to Your Account

☒ I-PIN ☐ DIGITAL CERTIFICATE

User ID: []

Password: []

Enter Captcha: 3 2 + 5 = 37

Submit Reset

[Reset Password](#)

- [Check Subscriber Registration Status](#)
- [Check Subscriber Withdrawal Status](#)
- [Grievance Module for APY & Swavalamban Subscribers](#)
- [APY Upgrade View](#)
- [APY Downgrade View](#)
- [APY/NPSlite ePRAN - SOT View for](#)

Figure 9

Click on option >> Authorize Online Registration Request>> available in login id for Verification of submitted form

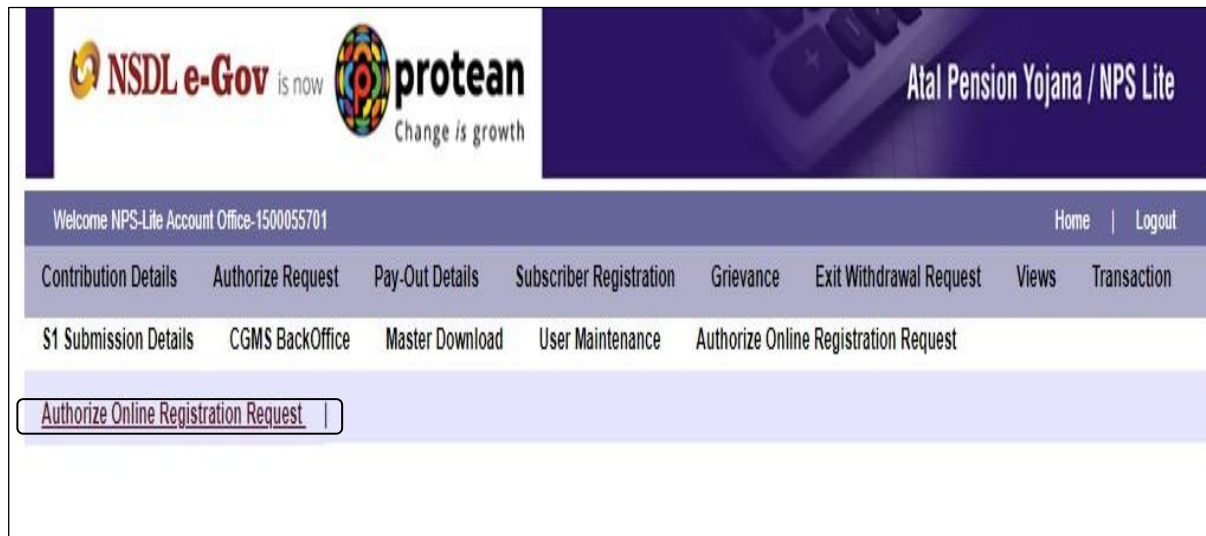
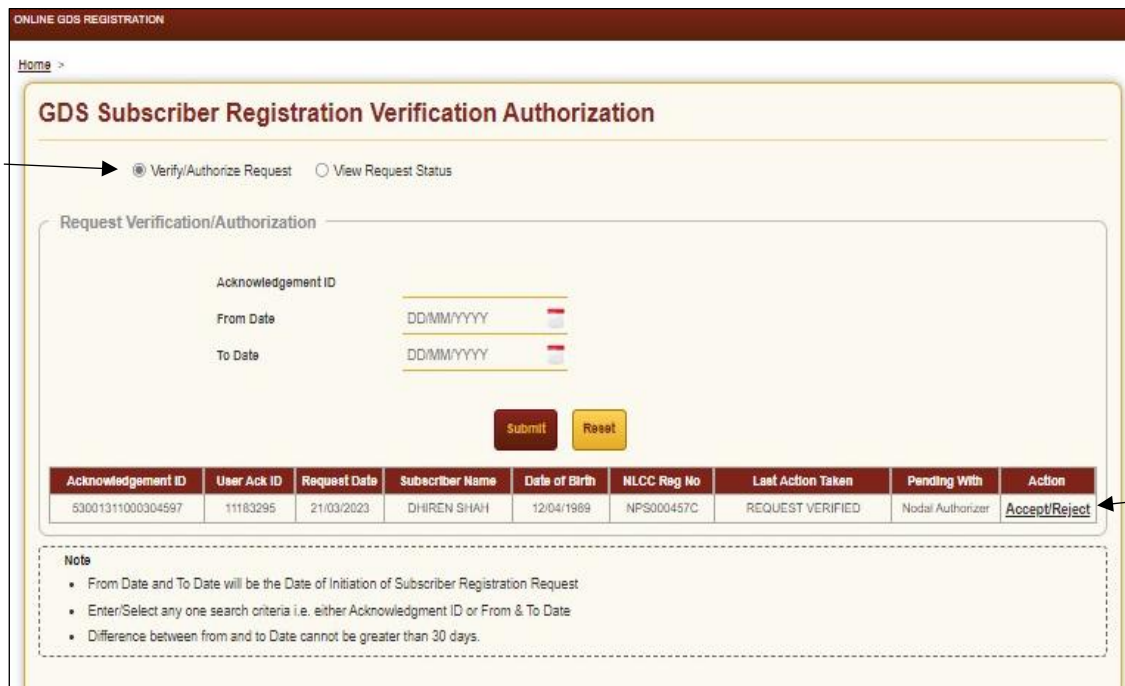


Figure 10

- Click on Verify/Authorize Request
- Acknowledgement id or date range can be provided for search request or
- Select option "Accept/Reject" for record that needs to be verified



The screenshot shows the 'GDS Subscriber Registration Verification Authorization' form. It includes a 'Request Verification/Authorization' section with fields for 'Acknowledgement ID', 'From Date', and 'To Date'. Below these fields are 'Submit' and 'Reset' buttons. A table displays a list of records with columns: Acknowledgement ID, User Ack ID, Request Date, Subscriber Name, Date of Birth, NLCC Reg No, Last Action Taken, Pending With, and Action. The 'Action' column has a dropdown menu with 'Accept/Reject' selected. A 'Note' section at the bottom provides instructions on how to use the search criteria.

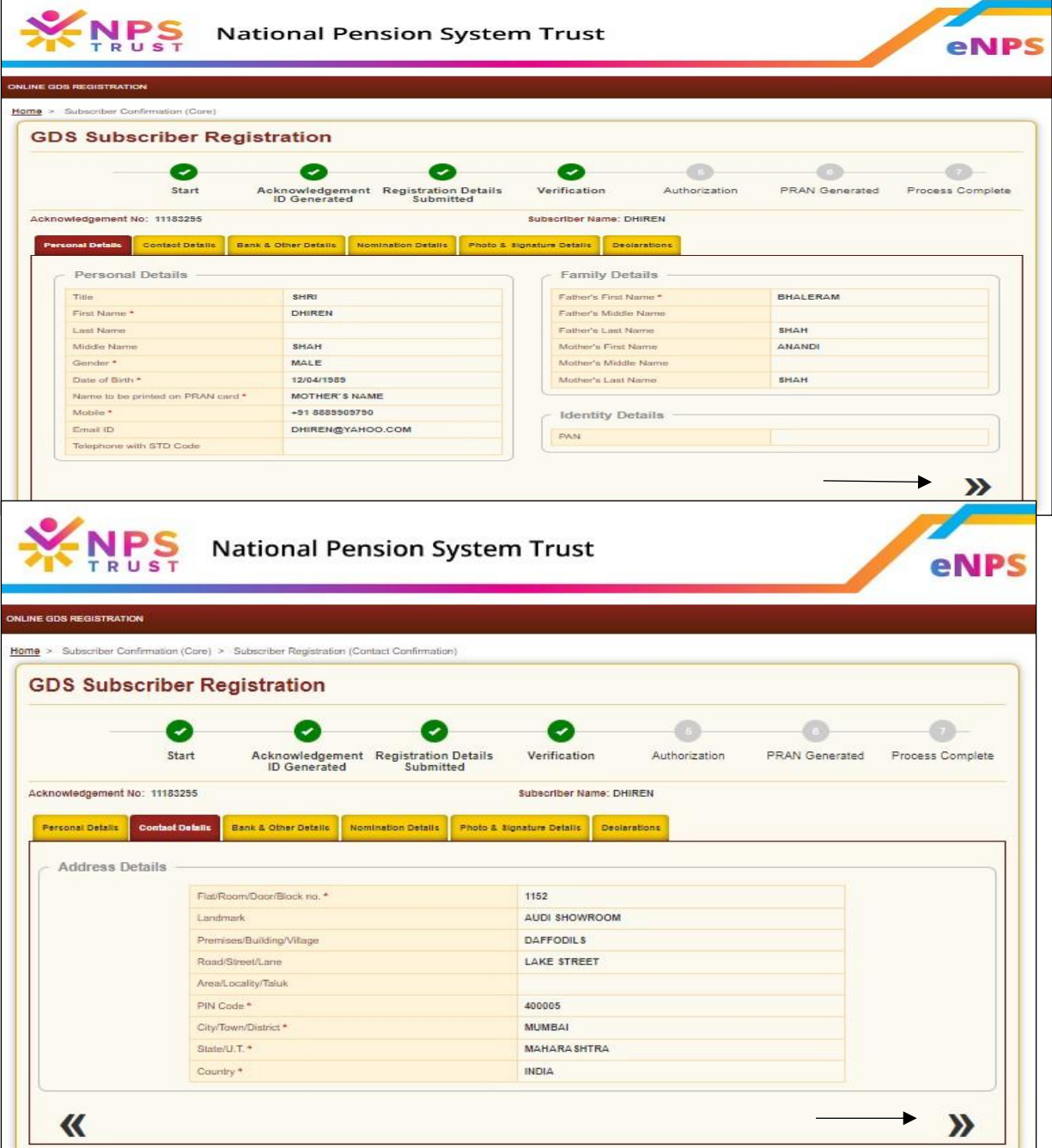
Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	NLCC Reg No	Last Action Taken	Pending With	Action
5300131100304597	11183295	21/03/2023	DHIREN SHAH	12/04/1989	NPS000457C	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject

Note

- From Date and To Date will be the Date of Initiation of Subscriber Registration Request
- Enter/Select any one search criteria i.e. either Acknowledgment ID or From & To Date
- Difference between from and to Date cannot be greater than 30 days.

Figure 11

- System will show all details provided by subscriber.
- Each detail provided by subscriber/NL-CC needs to be verified
- For next screen, please click on heading or use the right side arrow



NPS TRUST National Pension System Trust

ONLINE GDS REGISTRATION

Home > Subscriber Confirmation (Core)

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11183255 Subscriber Name: DHIREN

Personal Details

Title	SHRI
First Name *	DHIREN
Last Name	
Middle Name	SHAH
Gender *	MALE
Date of Birth *	12/04/1989
Name to be printed on PRAN card *	MOTHER'S NAME
Mobile *	+91 9899905790
Email ID	DHIREN@YAHOO.COM
Telephone with STD Code	

Family Details

Father's First Name *	BHALERAM
Father's Middle Name	
Father's Last Name	SHAH
Mother's First Name	ANANDI
Mother's Middle Name	
Mother's Last Name	SHAH

Identity Details

PAN

»

NPS TRUST National Pension System Trust

ONLINE GDS REGISTRATION

Home > Subscriber Confirmation (Core) > Subscriber Registration (Contact Confirmation)

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11183255 Subscriber Name: DHIREN

Address Details

Flat/Room/Door/Block no. *	1152
Landmark	AUDI SHOWROOM
Premises/Building/Village	DAFFODILS
Road/Street/Lane	LAKE STREET
Area/Locality/Taluk	
PIN Code *	400005
City/Town/District *	MUMBAI
State/U.T. *	MAHARASHTRA
Country *	INDIA

« »

Figure 12 and 13

Once the declaration page is verified, click on the right side for next page.

Welcome DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA CIRCLE NAGPUR (1500055701) Home | Logout

NPS TRUST National Pension System Trust **eNPS**

ONLINE GDS REGISTRATION

Home > Subscriber Registration (Declaration Details)

GDS Subscriber Registration

Progress: 1. Start (✓) 2. Acknowledgement ID Generated (✓) 3. Registration Details Submitted (✓) 4. Verification (✓) 5. Authorization (●) 6. PRAN Generated (●) 7. Process Complete (●)

Acknowledgement No: 11103295 Subscriber Name: DHIREN

Personal Details | Contact Details | Bank & Other Details | Nomination Details | Photo & Signature Details | **Declarations** | Authorization

Declaration By Nodal Office

It is certified that the details provided by subscriber in this CSRF including the personal, address bank, nominee and employment details are correct. Further, it is certified that all the related documents have been submitted for this PRAN generation request. All information provided by subscriber is correct, complete and true.

« —————>>

Figure 14

Accept and Reject option will be available at Authorization level.

- If details provided are found ok, NLAO can chose Accept option.
- In case of rejection, NLAO has to select reject button and mention the rejection reason.

NPS TRUST National Pension System Trust **eNPS**

ONLINE GDS REGISTRATION

Home > GDS Subscriber Registration (Approve Details)

GDS Subscriber Registration

Progress: 1. Start (✓) 2. Acknowledgement ID Generated (✓) 3. Registration Details Submitted (✓) 4. Verification (✓) 5. **Authorization** (●) 6. PRAN Generated (●) 7. Process Complete (●)

Acknowledgement No: 11103295 Subscriber Name: DHIREN

Account Type: Tier I

Personal Details | Contact Details | Bank & Other Details | Nomination Details | Photo & Signature Details | **Declarations** | **Authorization**

Flow View

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
GDS 15000557	GDS 1500055700	21-03-2023	Initiator	Accepted		INITIATED
		21-03-2023	Nodal Verifier	Accepted		OK

Verification/Authorization

☒ Approve ☐ Reject

Remarks:

*Mandatory Fields

Figure 15

- System will show confirmation on acceptance or rejection of request. Once the request is authorized successfully by the NLAO, subscriber will get a message on his registered Mobile no. and email on his registered Email ID for the PRAN allotted to the subscriber.

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
GD8	GD8	21-03-2023	Initiator	Accepted		INITIATED
15000557	1500055700	21-03-2023	Nodal Verifier	Accepted		OK
15000557	1500055701	21-03-2023	Nodal Authorizer	Accepted		OK

Figure 16

NLAO can check the PRAN generated for the subscriber by

- Go to authorize online registration request
- Click the View Request Status
- Provide Ack ID and submit
- PRAN gets displayed along with other details of the subscriber

Acknowledgement ID	User Ack ID	Request Date	PRAN	Subscriber Name	Date of Birth	NLCC Reg No	Last Action Taken	Pending With
53001311000013027	11621707	28/03/2023	500754350800	SANJAY SINGH	06/07/1988	NPS000408C	REQUEST AUTHORIZED	-

Note

- From Date and To Date will be the Date of Initiation of Subscriber Registration Request
- Enter/Select any one search criteria i.e. either Acknowledgment ID or From & To Date
- Difference between from and to Date cannot be greater than 30 days.

Figure 17
