

Protean eGov Technologies Limited



protean
Change *is* growth

STANDARD OPERATING PROCEDURE (SoP)

OPGM SOP for GDS request verification and authorization by NL-AO

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

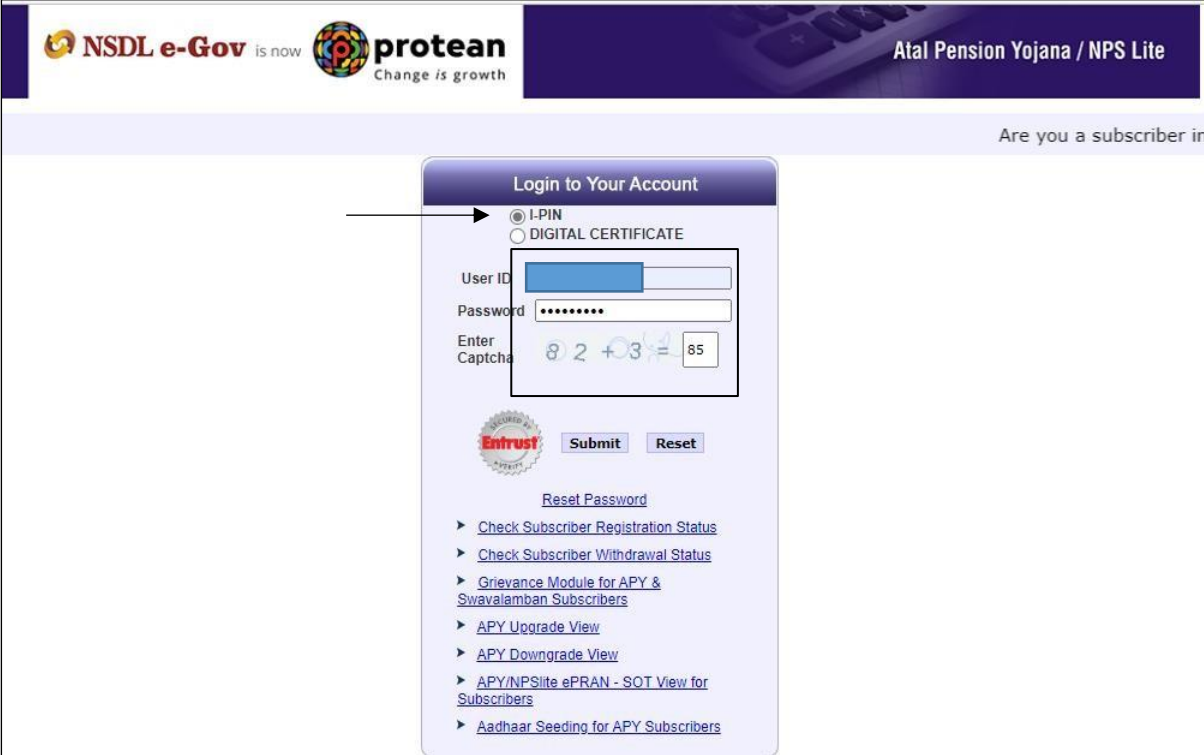
Index

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.



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Atal Pension Yojana / NPS Lite

Are you a subscriber in

Login to Your Account

☒ I-PIN
☐ DIGITAL CERTIFICATE

User ID

Password

Enter Captcha

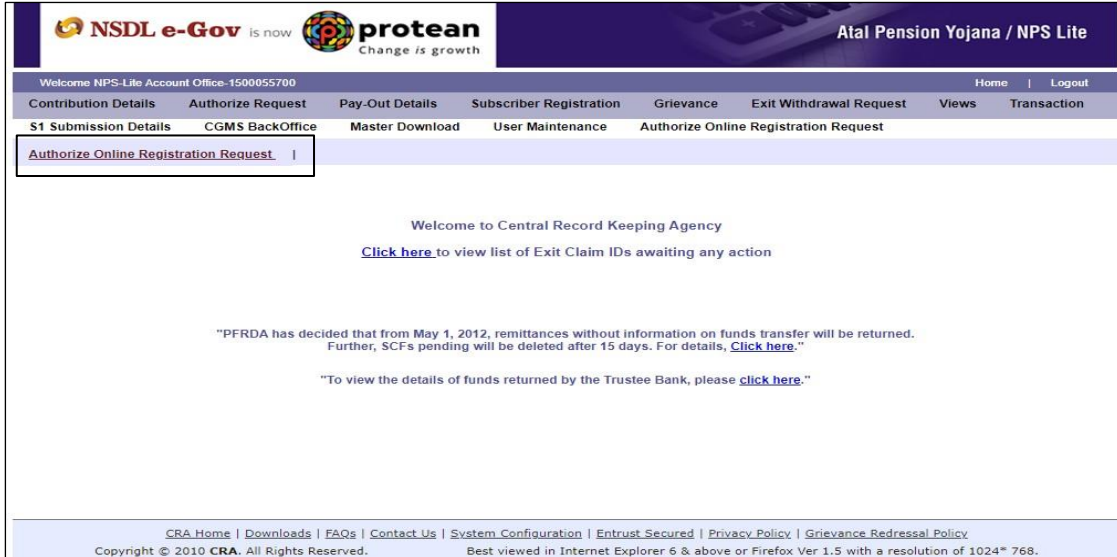


[Reset Password](#)

- ▶ [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 Subscribers](#)
- ▶ [Aadhaar Seeding for APY Subscribers](#)

Figure 1

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



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Atal Pension Yojana / NPS Lite

Welcome NPS-Lite Account Office-1500055700

Home | Logout

Contribution Details | Authorize Request | Pay-Out Details | Subscriber Registration | Grievance | Exit Withdrawal Request | Views | Transaction

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

"PFRDA 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](#)."

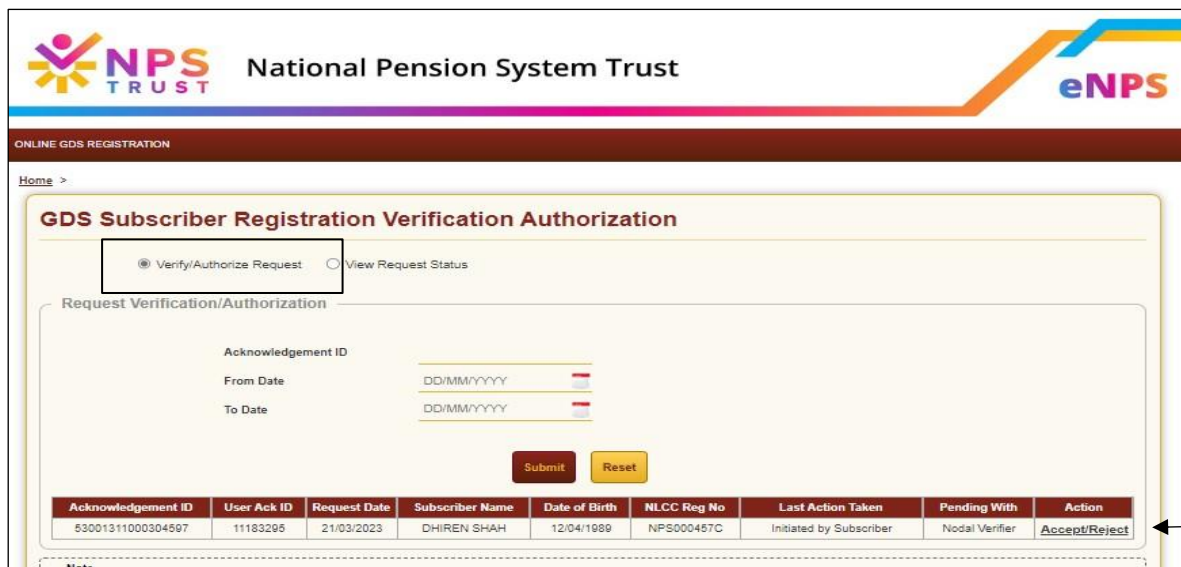
"To view the details of funds returned by the Trustee Bank, please [click here](#)."

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 DD/MM/YYYY

To Date DD/MM/YYYY

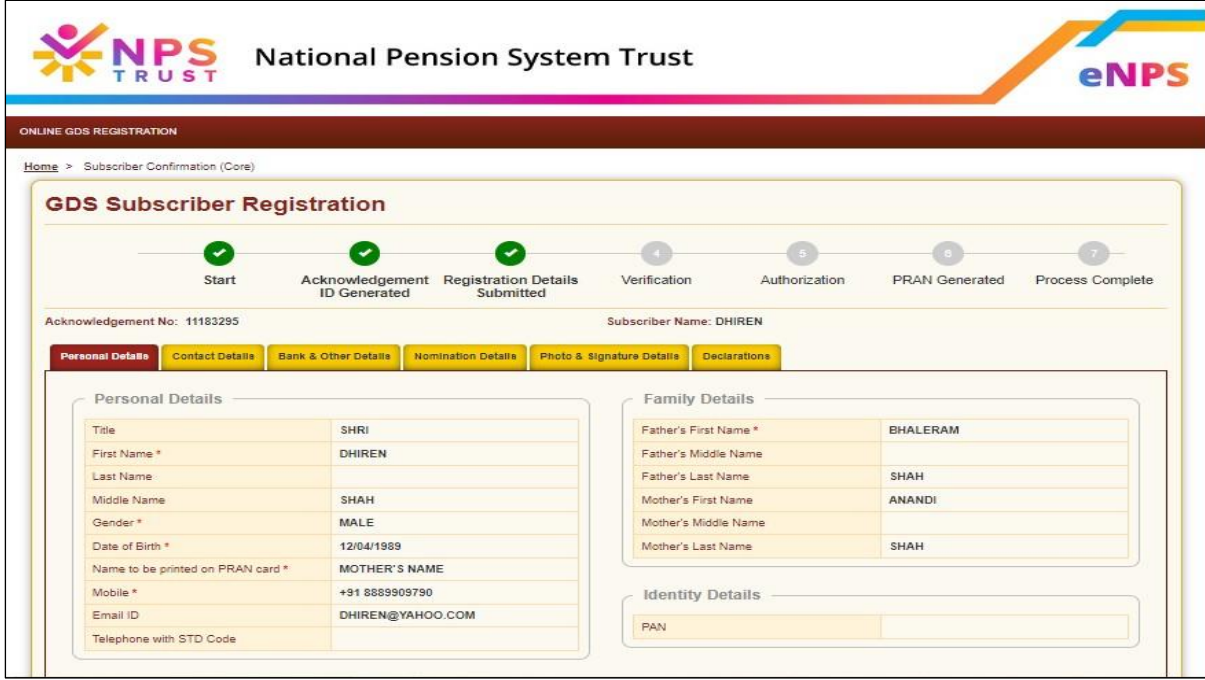
Submit Reset

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	NLCC Reg No	Last Action Taken	Pending With	Action
63001311000304597	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

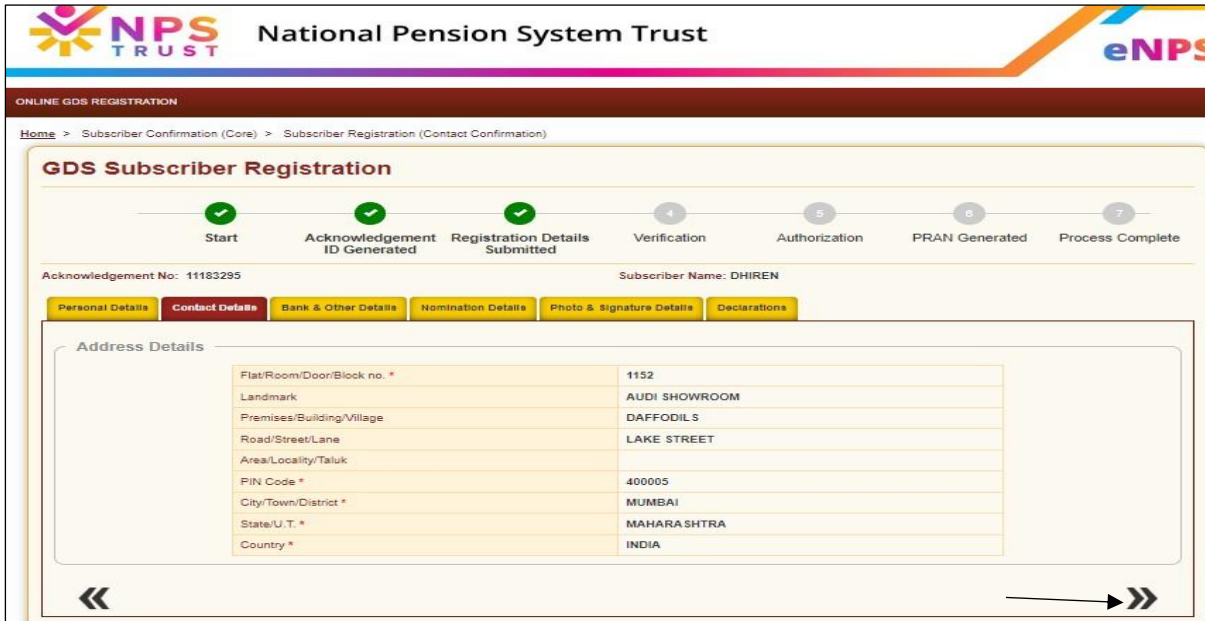
Personal Details Contact Details Bank & Other Details Nomination Details Photo & Signature Details Declarations

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

Personal Details **Contact 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

Navigation arrows: << >>

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

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** 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

- Approve and Reject option will be available at verification level.
- If the details provided in the application are found ok, NLAO can choose Approve 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

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

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

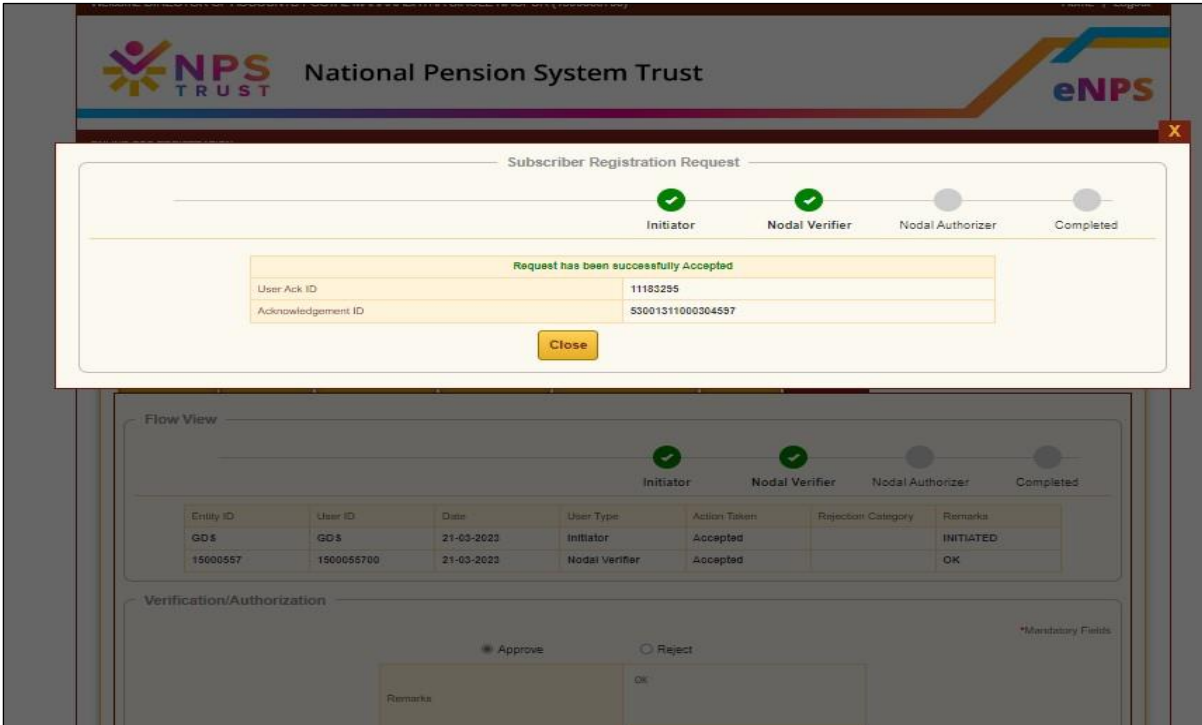
Remarks

Approve Close

*Mandatory Fields

Figure 7

System will show confirmation on acceptance or rejection of request.



Subscriber Registration Request

Initiator Nodal Verifier Nodal Authorizer Completed

Request has been successfully Accepted

User Ack ID 11183295

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

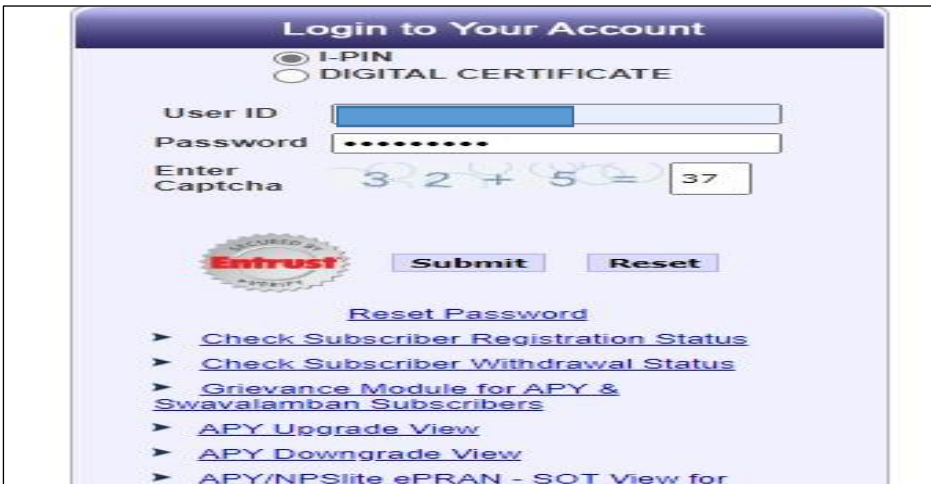
Remarks OK

*Mandatory Fields

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

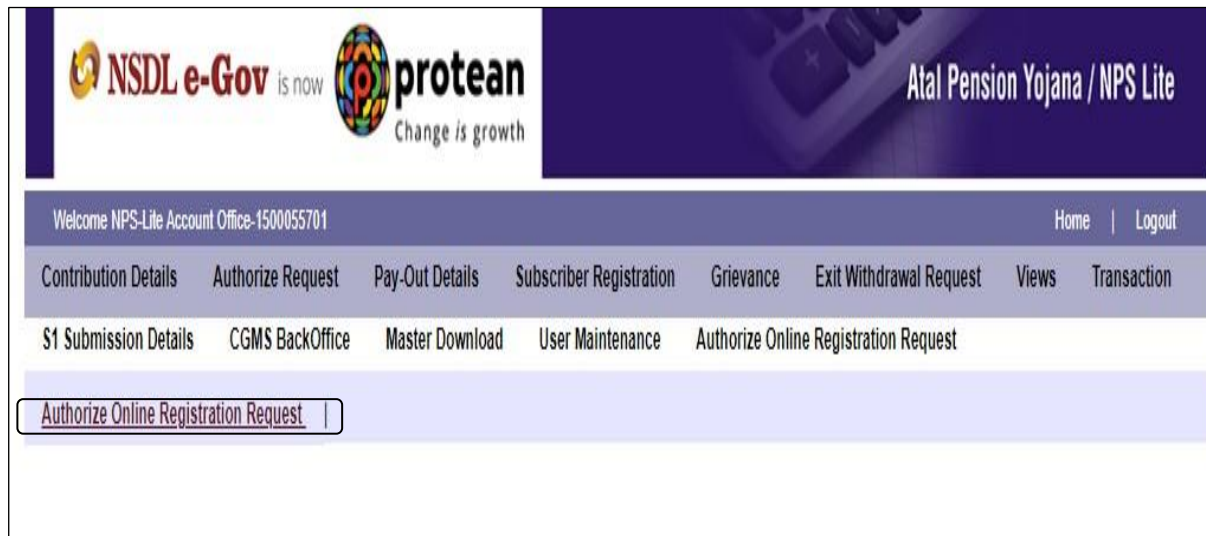


Figure 10

- 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

ONLINE GDS REGISTRATION

Home >

GDS Subscriber Registration Verification Authorization

☒ Verify/Authorize Request
 ☐ View Request Status

Request Verification/Authorization

Acknowledgement ID:
 From Date: DD/MM/YYYY
 To Date: DD/MM/YYYY

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	NLCC Reg No	Last Action Taken	Pending With	Action
53001311000304597	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

Figure 12: GDS Subscriber Registration - Personal and Family Details

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

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	
-----	--

Navigation: Personal Details | Contact Details | Bank & Other Details | Nomination Details | Photo & Signature Details | Declarations

Navigation: << | >>

Figure 13: GDS Subscriber Registration - Address Details

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

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

Navigation: Personal Details | Contact Details | Bank & Other Details | Nomination Details | Photo & Signature Details | Declarations

Navigation: << | >>

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

Approve and Reject option will be available at Authorization level.

- If details provided are found ok, NLAO can chose Approve 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:

OK

Approve Close

*Mandatory Fields

Figure 15

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

NPS TRUST National Pension System Trust eNPS

Subscriber Registration Request

Initiator Nodal Verifier Nodal Authorizer Completed

Request has been successfully Accepted

User Ack ID: 11183295

Acknowledgement ID: 53001311000304597

Close

Flow View

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

Verification/Authorization

☒ Approve ☐ Reject

Remarks: OK

*Mandatory Fields

Figure 16

NLAO can check the PRAN generated for the subscriber by

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

Verify/Authorize Request View Request Status

Request Status View

Acknowledgement ID: 53001311000013027

PRAN:

From Date: DD/MM/YYYY

To Date: DD/MM/YYYY

Submit Reset

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
