

Protean eGov Technologies Limited



protean
Change *is* growth

STANDARD OPERATING PROCEDURE (SoP)

OPGM SOP for GDS NLAO Request initiation

Version 1.1

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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
2	12-Dec-2024	1.1	-	Penny drop functionality while bank account modification

Index

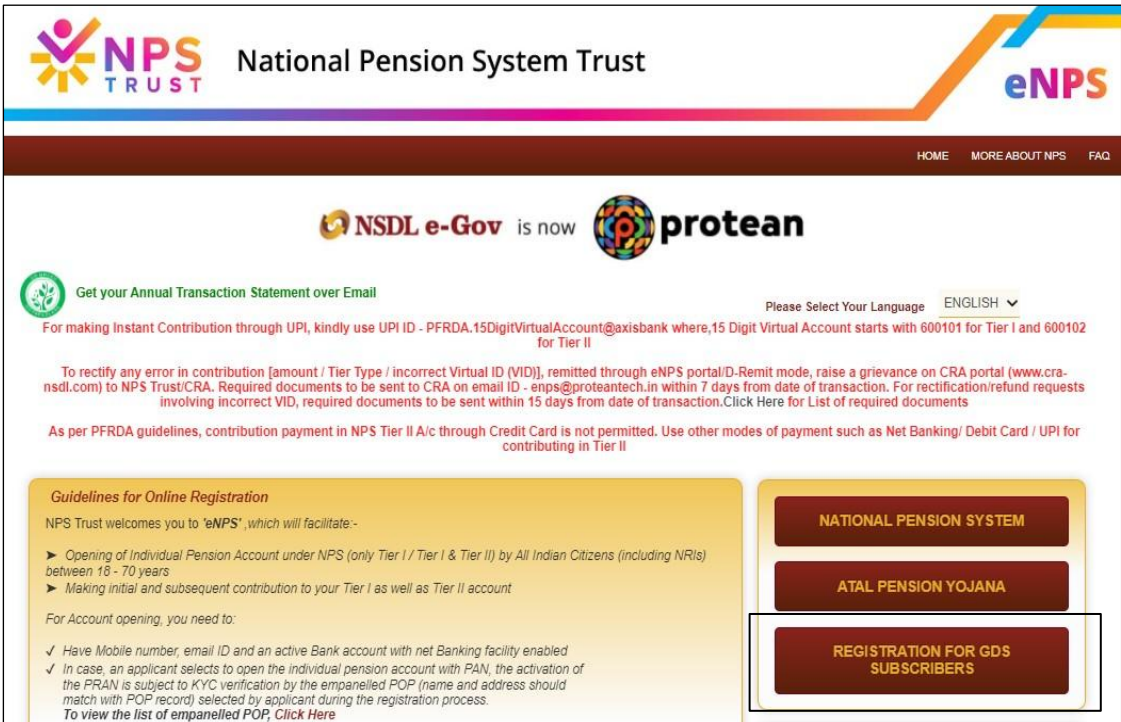
Sr. no.	Process	Page number
1	Registration process	4
2	Complete Pending GDS Registration	16
3	Download GDS Subscriber Registration form	17

NLAO Flow – Initiator Level

Please visit below mentioned Protean CRA web site for online GDS subscriber registration

<https://enps.nsdl.com/eNPS/NationalPensionSystem.html>

Select option – REGISTRATION FOR GDS SUBSCRIBER

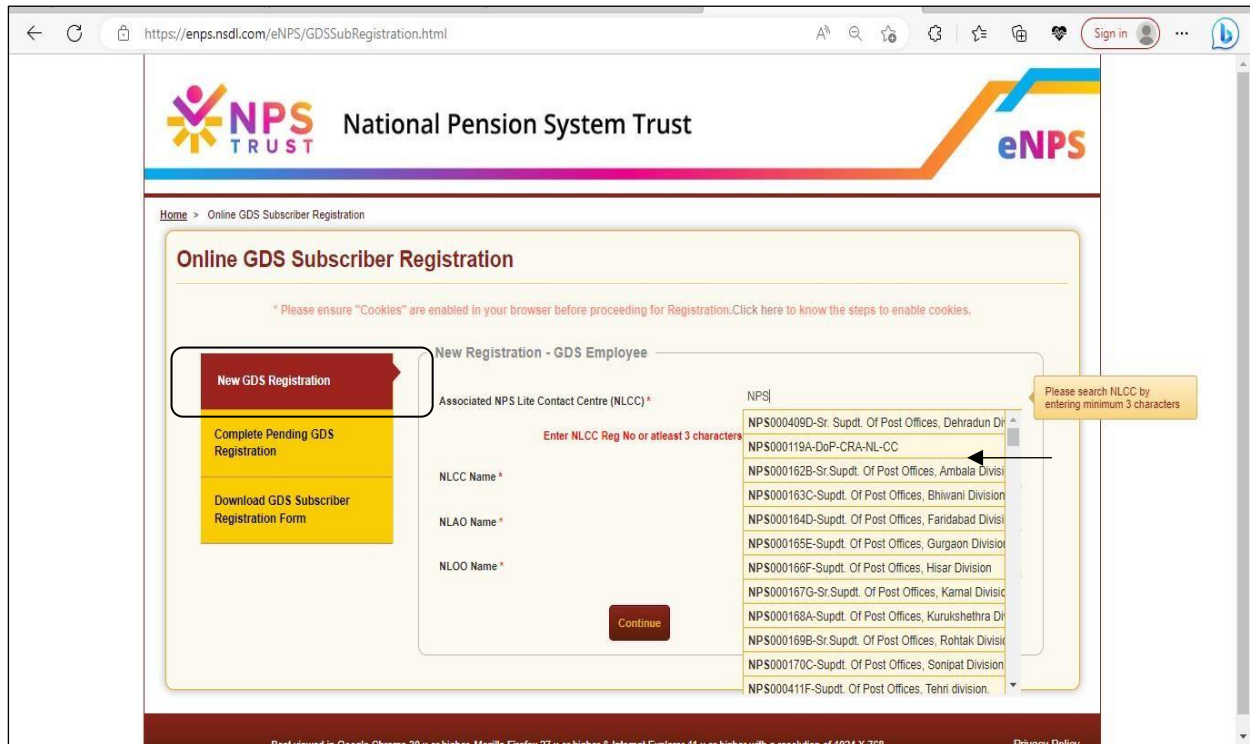


The screenshot displays the NPS Trust website interface. At the top, the NPS Trust logo and 'eNPS' branding are visible. Below the header, there is a navigation bar with links for HOME, MORE ABOUT NPS, and FAQ. The main content area features the NSDL e-Gov logo and the Protean logo. A section titled 'Get your Annual Transaction Statement over Email' is present, along with a language selection dropdown set to 'ENGLISH'. A notice regarding UPI contributions and a link to the list of required documents for rectification is shown. The 'Guidelines for Online Registration' section outlines the process for opening an NPS account, including KYC verification and the selection of an empanelled POP. On the right side, there are three buttons: 'NATIONAL PENSION SYSTEM', 'ATAL PENSION YOJANA', and 'REGISTRATION FOR GDS SUBSCRIBERS', with the latter being highlighted by a red box.

Figure 1

Nodal Office details section

- NL-AO shall select NL-CC wherein Subscriber is mapped/associated. The name can be searched by typing the division name also in the first field if the NL-CC reg. no. is not known. Enter NLCC Reg. No. or at least 3 characters of NLCC name to search NLCC office NLCC Name *



Home > Online GDS Subscriber Registration

Online GDS Subscriber Registration

* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.

New GDS Registration

Complete Pending GDS Registration

Download GDS Subscriber Registration Form

New Registration - GDS Employee

Associated NPS Lite Contact Centre (NLCC) *

Enter NLCC Reg No or atleast 3 characters

NLCC Name *

NLAO Name *

NLOO Name *

Continue

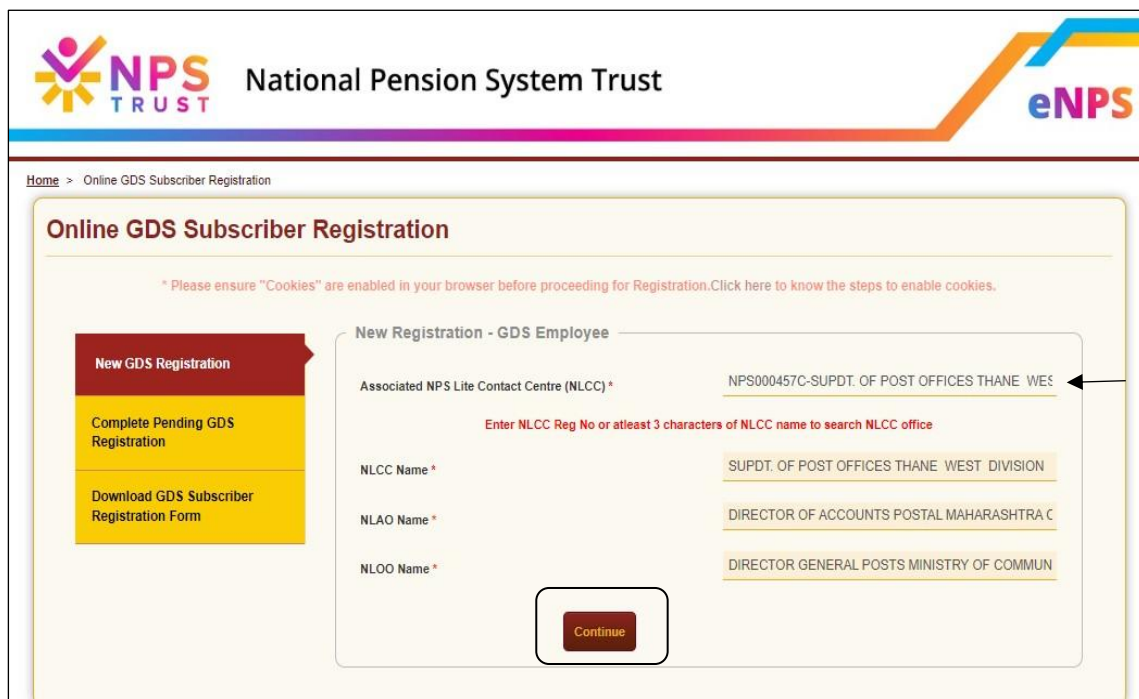
NPS

- NPS000409D-Sr. Supdt. Of Post Offices, Dehradun Di
- NPS000119A-DoP-CRA-NL-CC
- NPS000162B-Sr. Supdt. Of Post Offices, Ambala Divisi
- NPS000163C-Supdt. Of Post Offices, Bhiwani Division
- NPS000164D-Supdt. Of Post Offices, Faridabad Divisi
- NPS000165E-Supdt. Of Post Offices, Gurgaon Division
- NPS000166F-Supdt. Of Post Offices, Hisar Division
- NPS000167G-Sr. Supdt. Of Post Offices, Karnal Divisi
- NPS000168A-Supdt. Of Post Offices, Kurukshethra Di
- NPS000169B-Sr. Supdt. Of Post Offices, Rohtak Divisi
- NPS000170C-Supdt. Of Post Offices, Sonapat Division
- NPS000411F-Supdt. Of Post Offices, Tehri division.

Please search NLCC by entering minimum 3 characters

Figure 2

- Once the associated NL-CC is selected in the first field, other details will get auto populated which the NL-AO can verify and select continue.



Home > Online GDS Subscriber Registration

Online GDS Subscriber Registration

* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies.

New GDS Registration

Complete Pending GDS Registration

Download GDS Subscriber Registration Form

New Registration - GDS Employee

Associated NPS Lite Contact Centre (NLCC) *

Enter NLCC Reg No or atleast 3 characters of NLCC name to search NLCC office

NLCC Name *

NLAO Name *

NLOO Name *

Continue

NPS000457C-SUPDT. OF POST OFFICES THANE WEST

SUPDT. OF POST OFFICES THANE WEST DIVISION

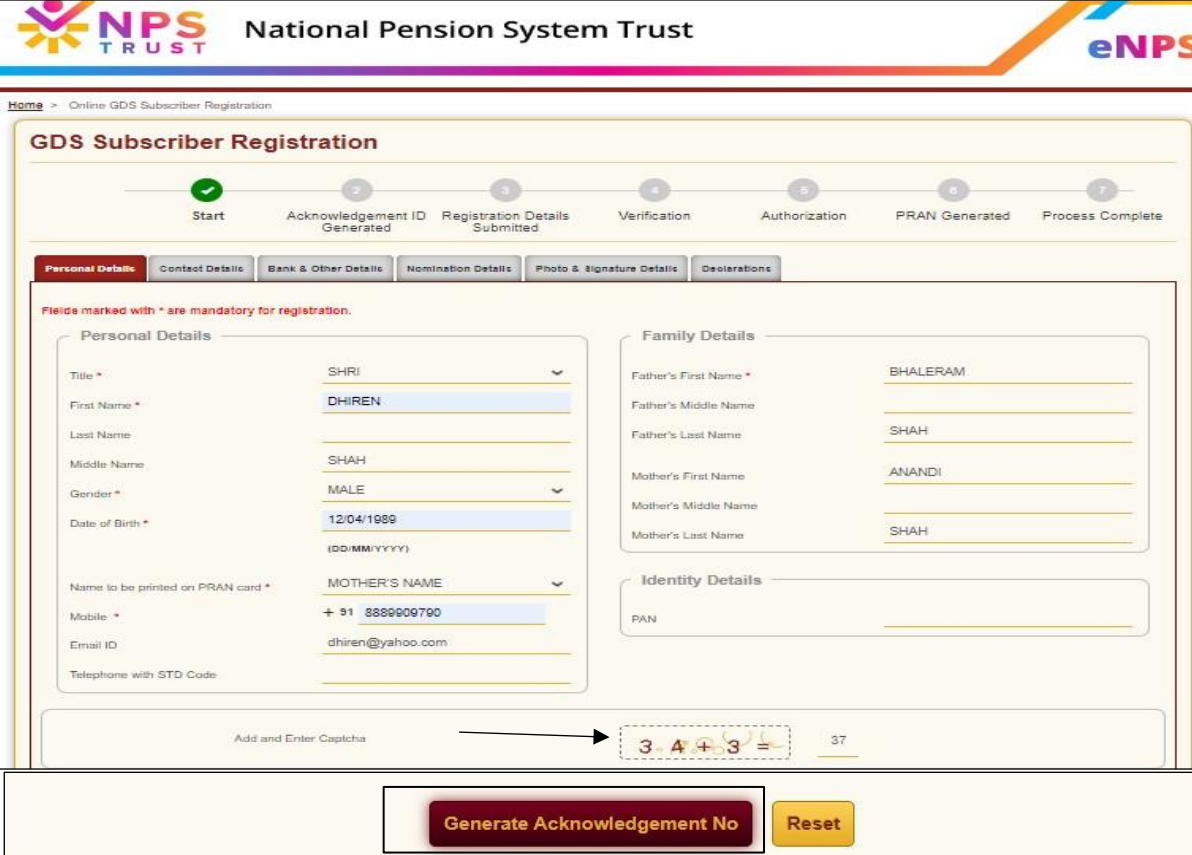
DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA C

DIRECTOR GENERAL POSTS MINISTRY OF COMMUN

Figure 3

Personal details:

- Fill the personal details.
- Field indicated as "*" (star mark) is mandatory to fill
- Enter captcha and click on "Generate Acknowledgment No"
- SMS will be sent on the mobile number provided in the below screen for the ack ID generated for initiating registration.
- In case the same mobile no., PAN is already available in any other existing PRAN in the system, it will not allow to proceed.



NPS National Pension System Trust

Home > Online GDS Subscriber Registration

GDS Subscriber Registration

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

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

Fields marked with * are mandatory for registration.

Personal Details

Title * SHRI
First Name * DHIREN
Last Name
Middle Name SHAH
Gender * MALE
Date of Birth * 12/04/1989 (DD/MM/YYYY)
Name to be printed on PRAN card * MOTHER'S NAME
Mobile * + 91 8889909790
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

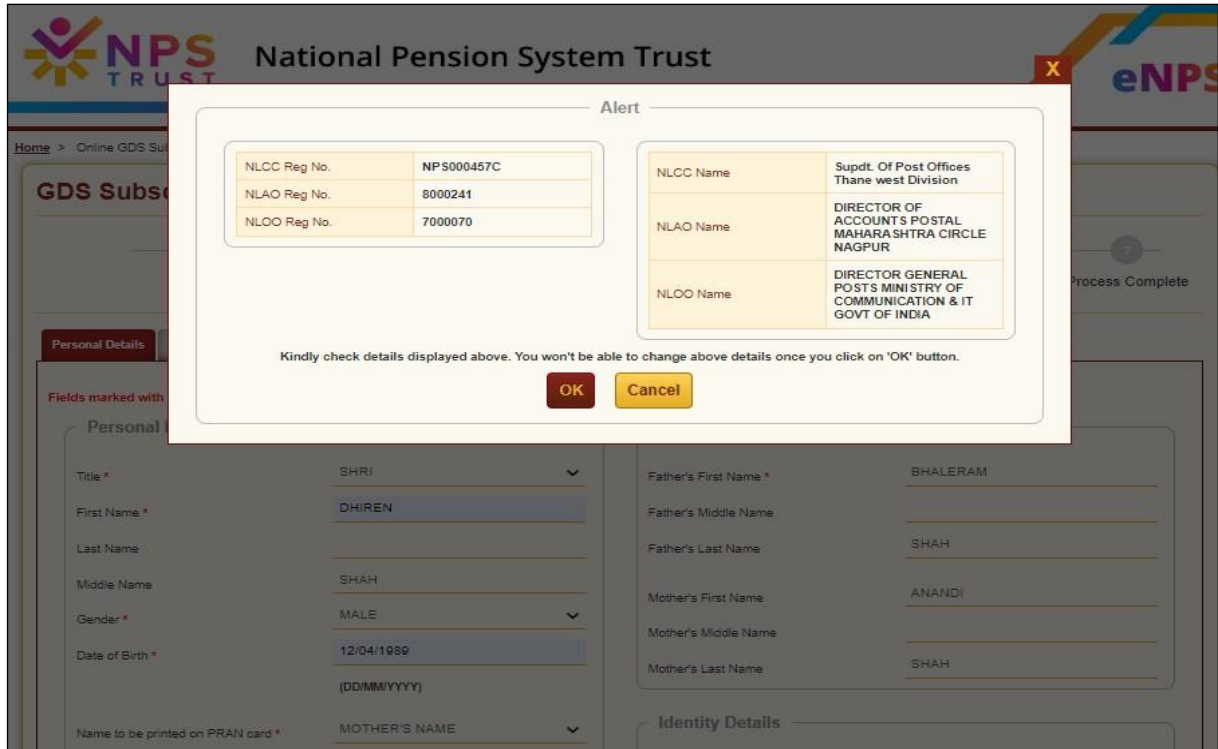
Add and Enter Captcha 3 4 + 3 = 37

Generate Acknowledgement No Reset

Figure 4

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. The details mentioned in Form along with documents should match with the service records as available with office.

- Confirm NLCC and NLAO mapping once again on screen.



NPS TRUST National Pension System Trust

Home > Online GDS Sub...

GDS Sub...

Alert

NLCC Reg No.	NPS000457C	NLCC Name	Supdt. Of Post Offices Thane west Division
NLAO Reg No.	8000241	NLAO Name	DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA CIRCLE NAGPUR
NLOO Reg No.	7000070	NLOO Name	DIRECTOR GENERAL POSTS MINISTRY OF COMMUNICATION & IT GOVT OF INDIA

Kindly check details displayed above. You won't be able to change above details once you click on 'OK' button.

OK **Cancel**

Personal Details

Fields marked with *

Personal

Title * SHRI

First Name * DHIREN

Last Name

Middle Name SHAH

Gender * MALE

Date of Birth * 12/04/1989
(DD/MM/YYYY)

Name to be printed on PRAN card * MOTHER'S NAME

Father's First Name * BHALERAM

Father's Middle Name

Father's Last Name SHAH

Mother's First Name ANANDI

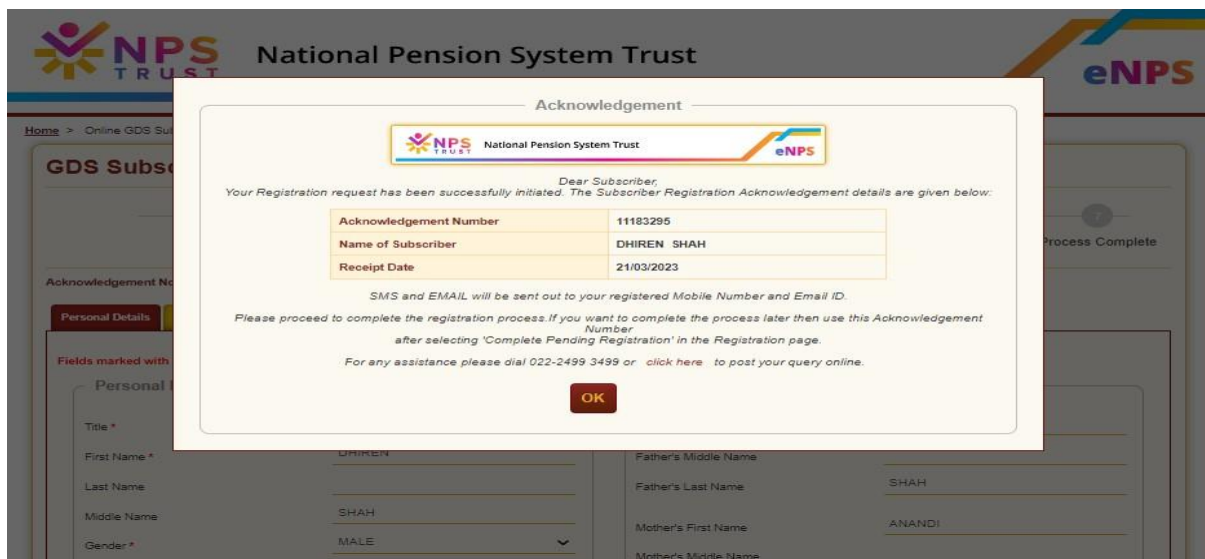
Mother's Middle Name

Mother's Last Name SHAH

Identity Details

Figure 5

- **Acknowledgement ID will be generated**
- **Please save Acknowledgement ID for tracking purpose**



NPS TRUST National Pension System Trust

Home > Online GDS Sub...

GDS Sub...

Acknowledgement

NPS TRUST **eNPS**

Dear Subscriber,
Your Registration request has been successfully initiated. The Subscriber Registration Acknowledgement details are given below:

Acknowledgement Number	11183295
Name of Subscriber	DHIREN SHAH
Receipt Date	21/03/2023

SMS and EMAIL will be sent out to your registered Mobile Number and Email ID.

Please proceed to complete the registration process. If you want to complete the process later then use this Acknowledgement Number after selecting 'Complete Pending Registration' in the Registration page.

For any assistance please dial 022-2499 3499 or [click here](#) to post your query online.

OK

Personal Details

Fields marked with *

Personal

Title *

First Name * DHIREN

Last Name

Middle Name SHAH

Gender * MALE

Father's Middle Name

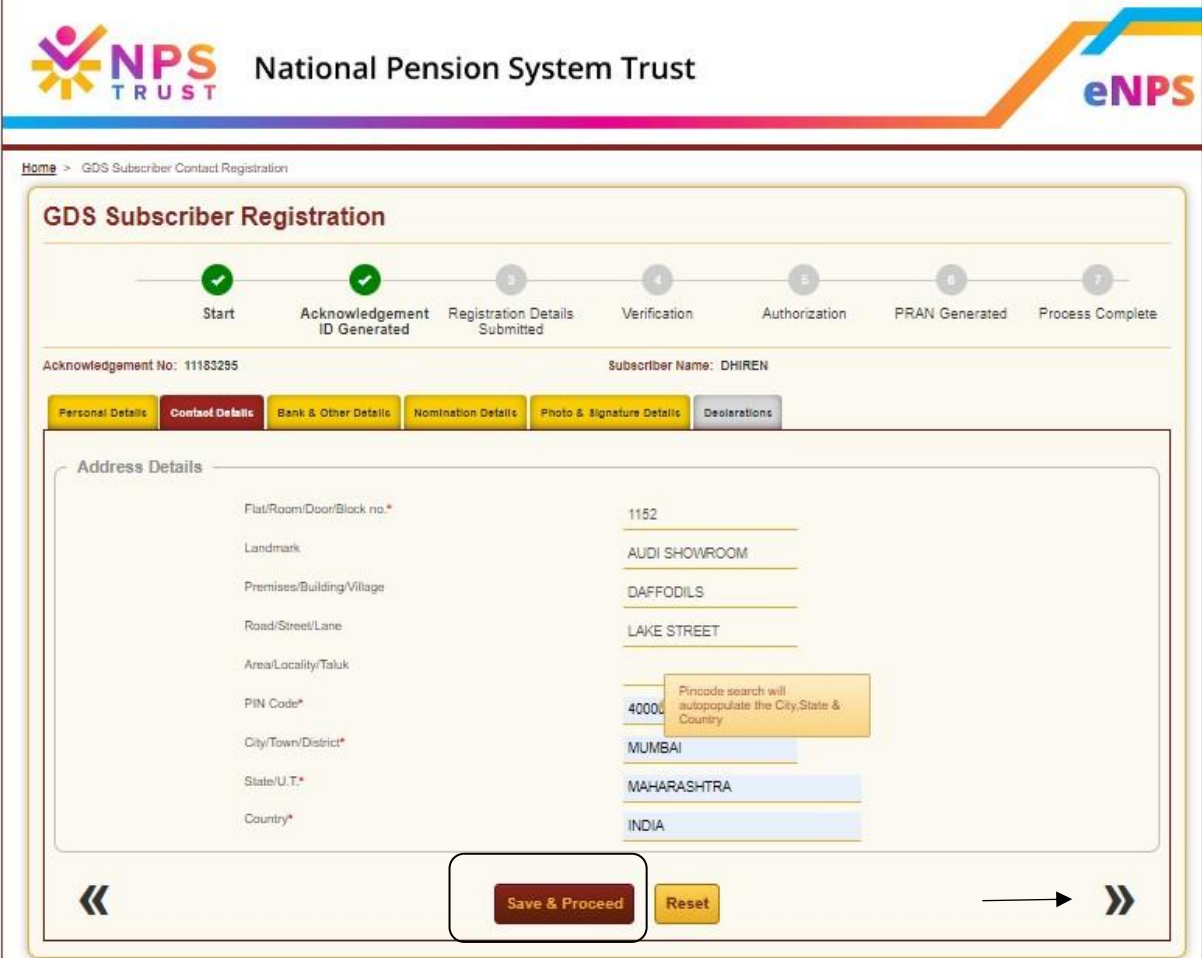
Father's Last Name SHAH

Mother's First Name ANANDI

Mother's Middle Name

Figure 6

- Provide complete address as the PRAN card will be dispatched to the registered address once PRAN is generated.
- Click on "Save & Proceed" option before to go on next page.



NPS TRUST National Pension System Trust **eNPS**

Home > GDS Subscriber Contact Registration

GDS Subscriber Registration

Progress: 1. Start (Completed) 2. Acknowledgement ID Generated (Completed) 3. Registration Details Submitted 4. Verification 5. Authorization 6. PRAN Generated 7. 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* 400000 Pincode search will autopopulate the City, State & Country.

City/Town/District* MUMBAI

State/U.T.* MAHARASHTRA

Country* INDIA

« Save & Proceed Reset »

Figure 7

- Provide Bank Details of the subscriber. Though the bank details are not mandatory, if provided, should be complete.
- Click on "Save & Proceed" option to proceed
- In case the same Bank account details is already available in any other existing PRAN in the system, it will not allow to proceed
- If bank details provided, Penny drop will be carried out by CRA for verifying bank account and subscriber's name.

GDS Subscriber Registration

1

2

3

4

5

6

7

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

Employment Details
 Membership Number(PPAN)

Bank Details
 Account Type
 SAVINGS ACCOUNT
 Bank A/C Number
 000012345678900000000000000000
 Bank IFS Code
 SBIN0000032
 Bank Name
 STATE BANK OF INDIA
 Branch Name
 BEGUSARAI
 Branch Address
 NR, PALIKA MARKET, BEGUSARAI-851101
 PIN Code
 851101
 State/U.T.
 BIHAR
 Country
 INDIA
 Bank MICR Code
 851002102

Save & Proceed
 Reset

Figure 8

- Provide Nomination Details of the subscriber
- Field indicated as “*” (star mark) is mandatory to fill
- Click on “Save & Proceed” option to proceed

✓

Start

✓

Acknowledgement ID Generated

3

Registration Details Submitted

4

Verification

5

Authorization

6

PRAN Generated

7

Process Complete

Acknowledgement No: 11183295
 Subscriber Name: DHIREN

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Photo & Signature Details

Declarations

Nominee Details

Nominee 1

First Name *

AYESHA

Middle Name

SHETTY

Last Name / Surname

SHETTY

Major/Minor*

MAJOR

Date of Birth

17/09/1990

(DD/MM/YYYY)

Relationship *

WIFE

Percentage Share*

100

%

Guardian First Name (in case of a minor)

Guardian Middle Name

Guardian Last Name

Add

«

Save & Proceed

Reset

»

Maximum three nominees

Figure 9

- Upload Photo & Signature of subscriber which is mandatory
- Please refer the instructions provided for file size and format of uploading photo & signature
- Click on save once photo & signature is uploaded successfully

NPS TRUST National Pension System Trust **eNPS**

Home > GDS Subscriber Registration (Photo & Signature Details)

GDS Subscriber Registration

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

Acknowledgement No: 11609843 Subscriber Name: KANHA

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

Upload Photo & Signature

Photo

Preview Photo

Choose File NO FILE CHOSEN

Photo Successfully Uploaded

Signature

Preview Signature

Choose File NO FILE CHOSEN

Signature Successfully Uploaded

[Steps to Scan Signature](#)

Note:
*Photo & Signature should be in *.jpg format. If your Photograph/Signature image is in other format, please save it as in .jpg format. Size of photo should be between 2KB and 5MB. Scan a signature and upload it.

« Save Confirm

Figure 10

- System will show entire details submitted once again to verify.
- For any modification, Edit option is available so that correct details can be filled before submission of application

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

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 8889909790
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	
-----	--

Edit

Figure 11

- Verify photo & Signature page, click on arrow available on right side for screen.

NPS TRUST National Pension System Trust **eNPS**

Home > Subscriber Confirmation (Core) > Subscriber Registration (Photo & Signature Confirmation)

GDS Subscriber Registration

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

Acknowledgement No: 11609843 Subscriber Name: KANHA

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

Preview Photo Preview Signature

« Edit »

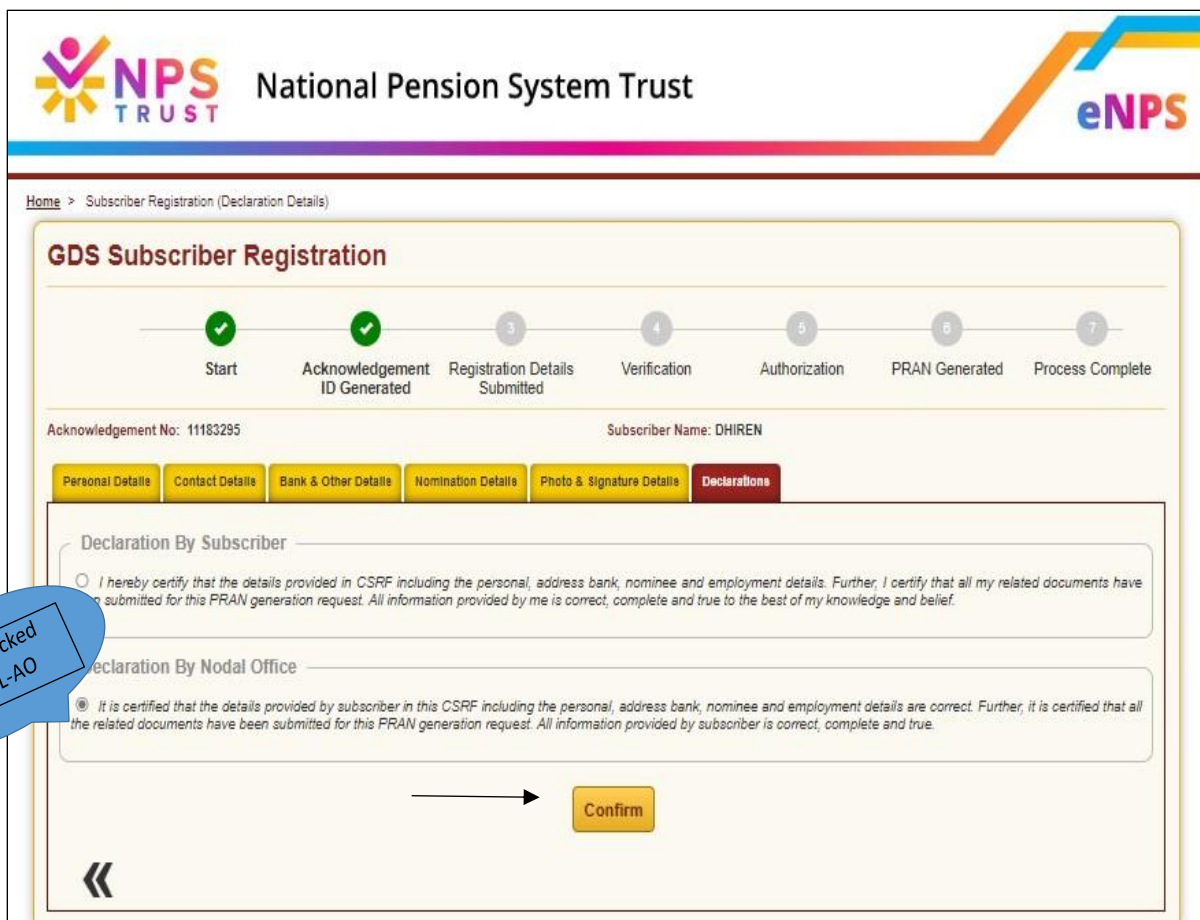
Note

- Click on "Edit" button to make changes in Form.

Figure 12

• **Declaration Part:**

- a) Please select “Declaration by Nodal office”
- b) Click on “Confirm” for final submission



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**

Declaration By Subscriber

☐ I hereby certify that the details provided in CSRF including the personal, address bank, nominee and employment details. Further, I certify that all my related documents have been submitted for this PRAN generation request. All information provided by me is correct, complete and true to the best of my knowledge and belief.

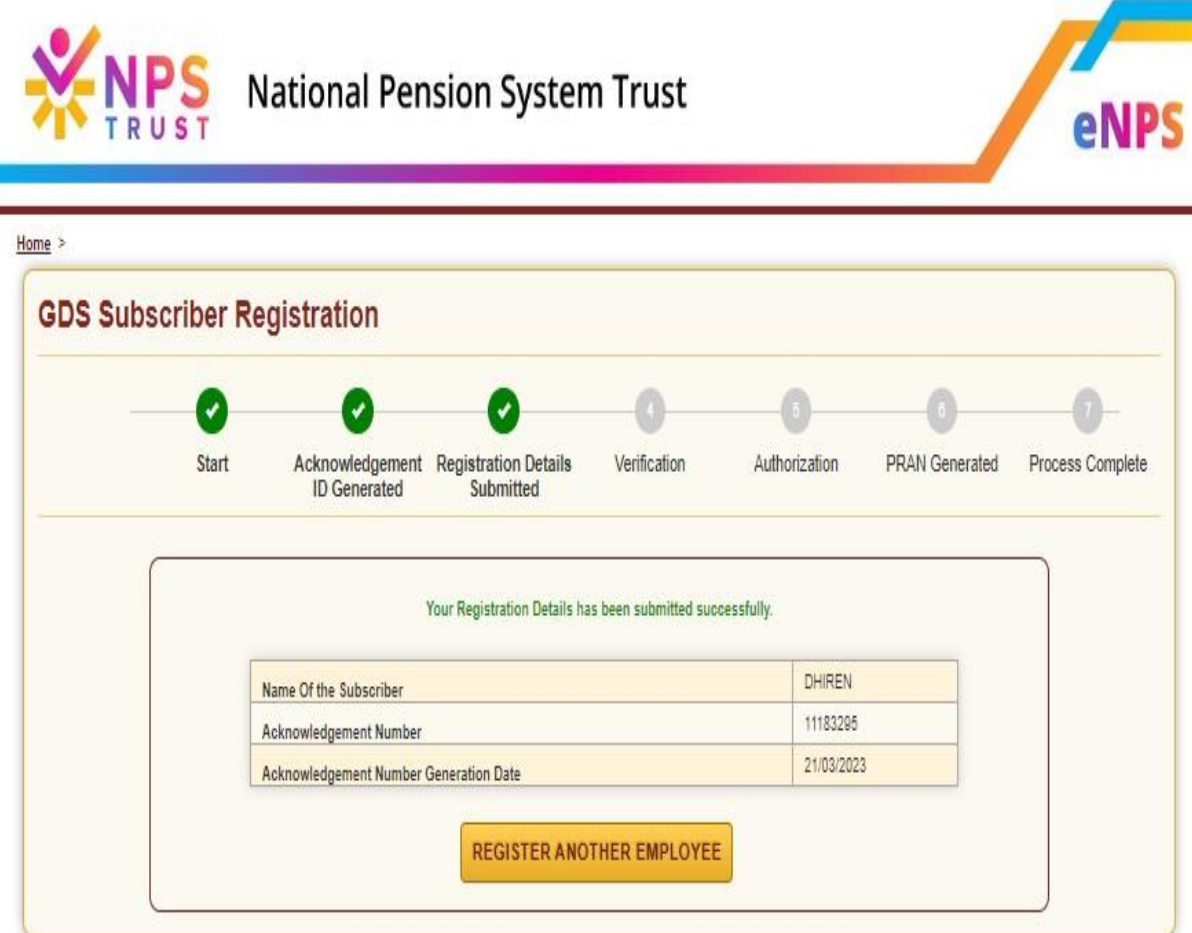
Declaration By Nodal Office

☒ 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.

Confirm

Figure 13

- System will generate Acknowledgement number
- For another registration, office may click on option "Register Another Employee"



GDS Subscriber Registration

Home >

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

Your Registration Details has been submitted successfully.

Name Of the Subscriber	DHIREN
Acknowledgement Number	11183295
Acknowledgement Number Generation Date	21/03/2023

REGISTER ANOTHER EMPLOYEE

Figure 14

- NL-AO will be able to download the registration form.

The screenshot shows the 'GDS Subscriber Registration' page on the NPS eNPS portal. The page features a progress bar with seven steps: Start, Acknowledgement ID Generated, Registration Details Submitted, Verification, Authorization, PRAN Generated, and Process Complete. The first three steps are marked with green checkmarks, indicating successful completion. Below the progress bar, a message states 'Your Registration Details has been submitted successfully.' A table displays the registration details:

Name Of the Subscriber	KANHA
Acknowledgement Number	11609843
Acknowledgement Number Generation Date	24/03/2023

Below the table is a button labeled 'DOWNLOAD REGISTRATION FORM'. At the bottom of the page, there is a footer with browser compatibility information and a link to the Privacy Policy.

Figure 15

- Complete Pending GDS Registration:**

For any reason, if NL-AO could not complete the registration process after generation of Acknowledgement No., the same can be completed by subscriber later. Subscriber can select the option Complete Pending GDS Registration and provide Ack. No., Ack. date and DOB of the subscriber and continue with the registration process. The Ack. No. is sent as SMS and email to subscriber on the phone no. and email ID provided

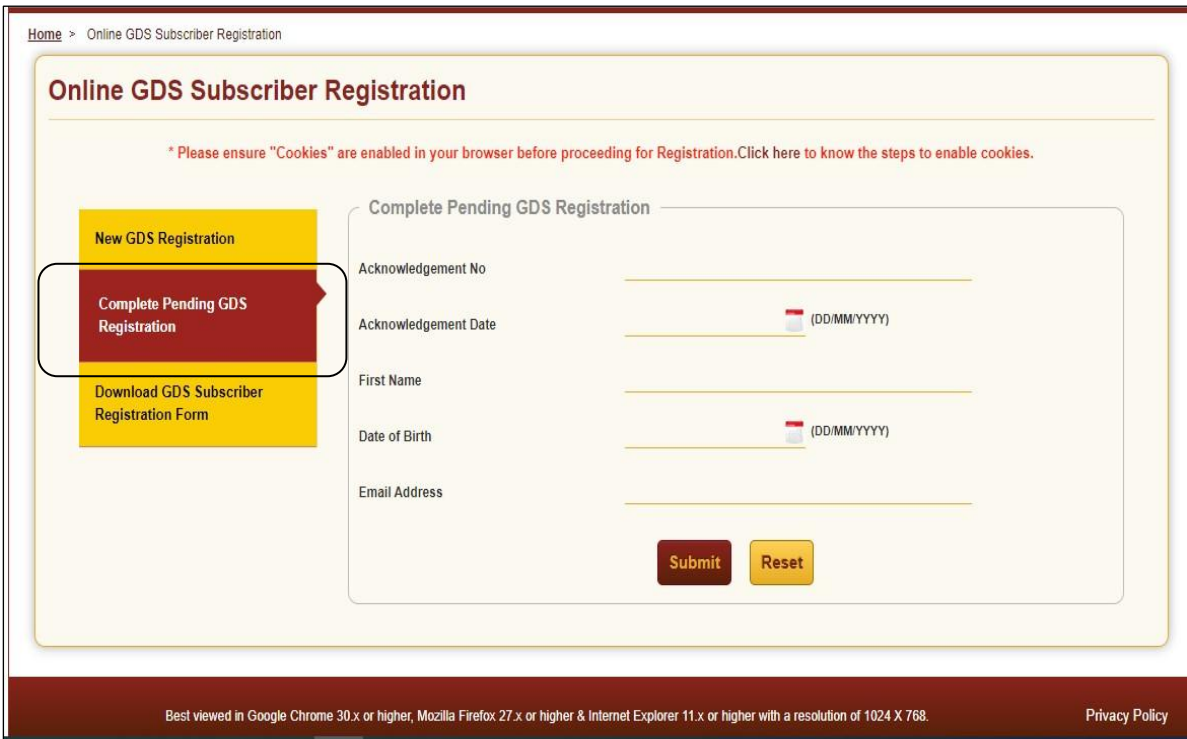


Figure 16

- **Download GDS Subscriber Registration form:**

If the NL-AO wishes to download the registration form submitted online for PRAN generation, NL-AO can click on the Download GDS subscriber Registration form and provide Ack No., Ack Date and Date of Birth and click submit.

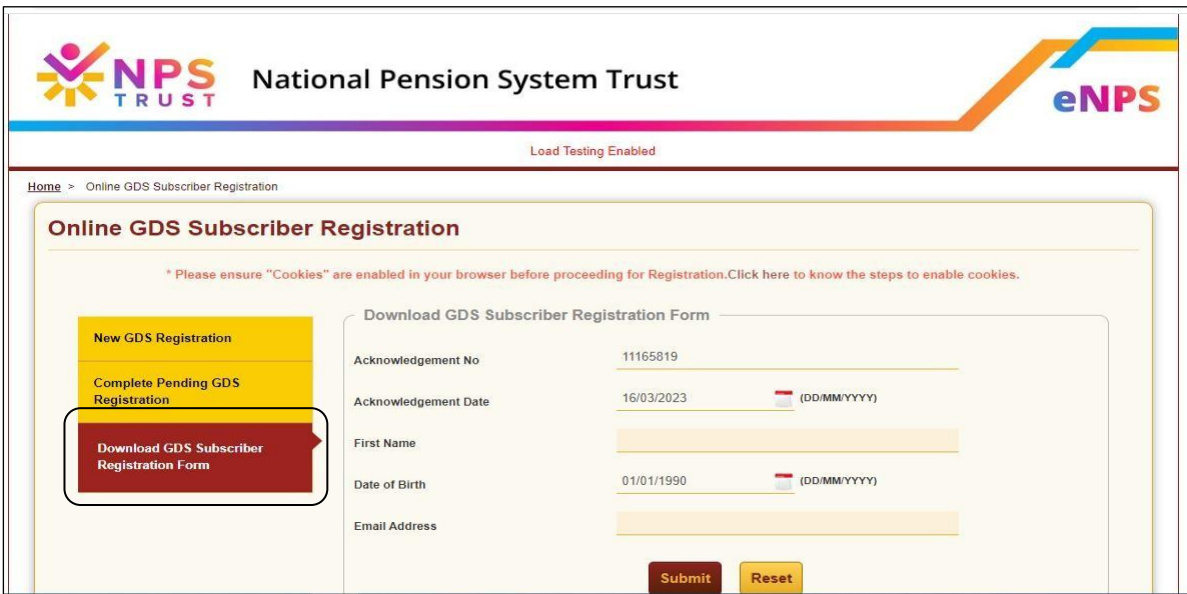


Figure 17

Below screen will appear. Click on the download registration form and the form will be downloaded.

Figure 18

Sample form which will be downloaded is as given below:

Figure 19

NL-AO shall take a print out of the forms for verification and authorization of the request.
