

Protean eGov Technologies Limited



protean
Change *is* growth

STANDARD OPERATING PROCEDURE (SoP)

OPGM SOP for GDS Subscribers 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

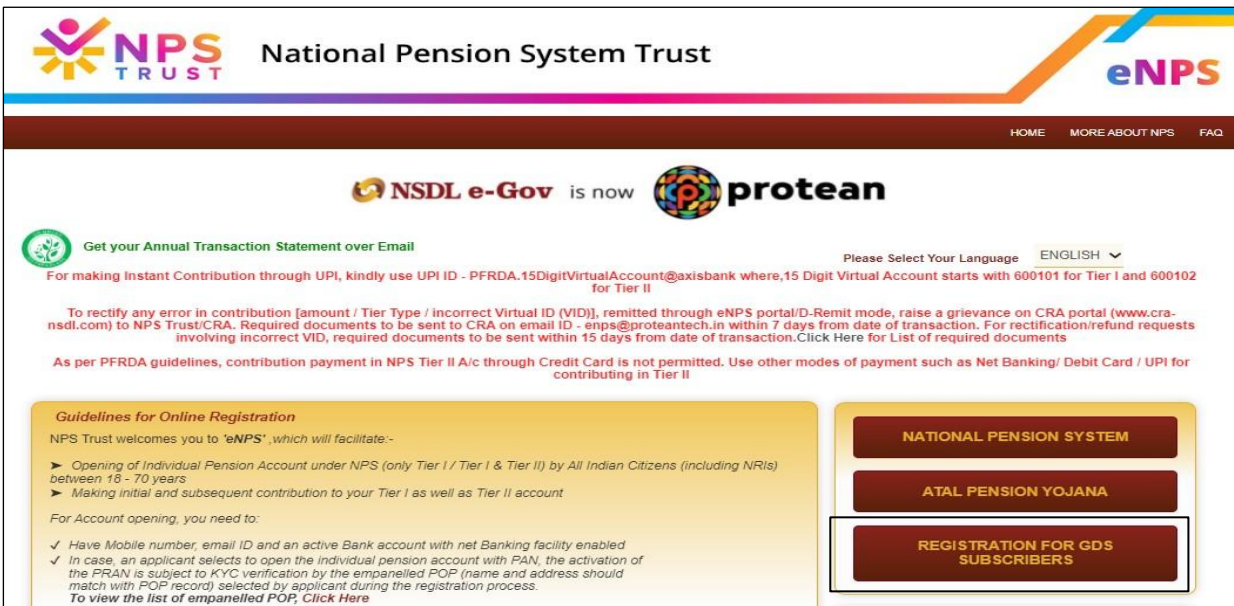
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3	Download GDS Subscriber Registration form	17

Subscriber Flow – Initiator Level

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

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

Select option – REGISTRATION FOR GDS SUBSCRIER



The screenshot displays the National Pension System Trust (NPS) website interface. At the top, the NPS Trust logo is on the left, and the eNPS logo is on the right. Below the logos, the text "National Pension System Trust" is visible. A navigation bar includes links for HOME, MORE ABOUT NPS, and FAQ. The main content area features the NSDL e-Gov logo and the Protean logo. A message states: "Get your Annual Transaction Statement over Email" and "For making Instant Contribution through UPI, kindly use UPI ID - PFRDA.15DigitVirtualAccount@axisbank where, 15 Digit Virtual Account starts with 600101 for Tier I and 600102 for Tier II". A language selection dropdown is set to ENGLISH. A notice mentions rectifying errors in contribution details through the eNPS portal. A guideline states that contribution payment in NPS Tier II A/c through Credit Card is not permitted. On the right, three buttons are visible: "NATIONAL PENSION SYSTEM", "ATAL PENSION YOJANA", and "REGISTRATION FOR GDS SUBSCRIBERS". The "REGISTRATION FOR GDS SUBSCRIBERS" button is highlighted with a red border. On the left, under "Guidelines for Online Registration", it states: "NPS Trust welcomes you to 'eNPS', which will facilitate:-" followed by two bullet points: "Opening of Individual Pension Account under NPS (only Tier I / Tier I & Tier II) by All Indian Citizens (including NRIs) between 18 - 70 years" and "Making initial and subsequent contribution to your Tier I as well as Tier II account". Below this, it says "For Account opening, you need to:" followed by two checkmarks: "Have Mobile number, email ID and an active Bank account with net Banking facility enabled" and "In case, an applicant selects to open the individual pension account with PAN, the activation of the PRAN is subject to KYC verification by the empanelled POP (name and address should match with POP record) selected by applicant during the registration process." A link "To view the list of empanelled POP, Click Here" is provided.

Figure 1

Nodal Office details section

- Subscriber has to select NLCC wherein he/she 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 *

The screenshot displays the 'Online GDS Subscriber Registration' page. The header includes the NPS logo and 'National Pension System Trust'. The main content area is titled 'Online GDS Subscriber Registration' and contains a sidebar with navigation options: 'New GDS Registration', 'Complete Pending GDS Registration', and 'Download GDS Subscriber Registration Form'. The main form is titled 'New Registration - GDS Employee' and includes a search for 'Associated NPS Lite Contact Centre (NLCC) *'. A dropdown menu shows a list of NLCCs, including '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 Divisi', 'NPS000164D-Supdt. Of Post Offices, Faridabad Divisi', 'NPS000165E-Supdt. Of Post Offices, Gurgaon Divisi', 'NPS000166F-Supdt. Of Post Offices, Hissar Divisi', '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', and 'NPS000411F-Supdt. Of Post Offices, Tehri division'. A red box highlights the 'New GDS Registration' button, and a yellow box highlights the 'Complete Pending GDS Registration' button. A tooltip提示 suggests searching 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 subscriber 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 *

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 TRUST National Pension System Trust **eNPS**

Home > Online GDS Subscriber Registration

GDS Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted Verification Authorization PRAN Generated 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 SHAH
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:- Subscriber should check all the forms and documents before initiation. 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.

Alert

NLCC Reg No.	NPS000457C
NLAO Reg No.	8000241
NLOO Reg No.	7000070

NLCC Name	Supdt. Of Post Offices Thane west Division
NLAO Name	DIRECTOR OF ACCOUNTS POSTAL MAHARASHTRA CIRCLE NAGPUR
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

Identity 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

Figure 5

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

Acknowledgement

NPS National Pension System Trust

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 * DHIREN

First Name * DHIREN

Last Name

Middle Name SHAH

Gender * MALE

Identity Details

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

Home > GDS Subscriber Contact Registration

GDS Subscriber Registration

1 Start ✓ 2 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

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



- Subscriber are requested to provide Bank Details though the bank details are not mandatory.
- 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

✓

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

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
- Maximum three nominees can be provided
- 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

Home > GDS Subscriber Registration (Photo & Signature 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: 11609843 Subscriber Name: KANHA

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

Upload Photo & Signature

Photo

Preview Photo

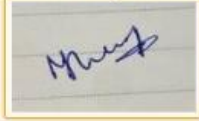


Choose File NO FILE CHOSEN

Photo uploaded

Signature

Preview Signature



Choose File NO FILE CHOSEN

Signature uploaded

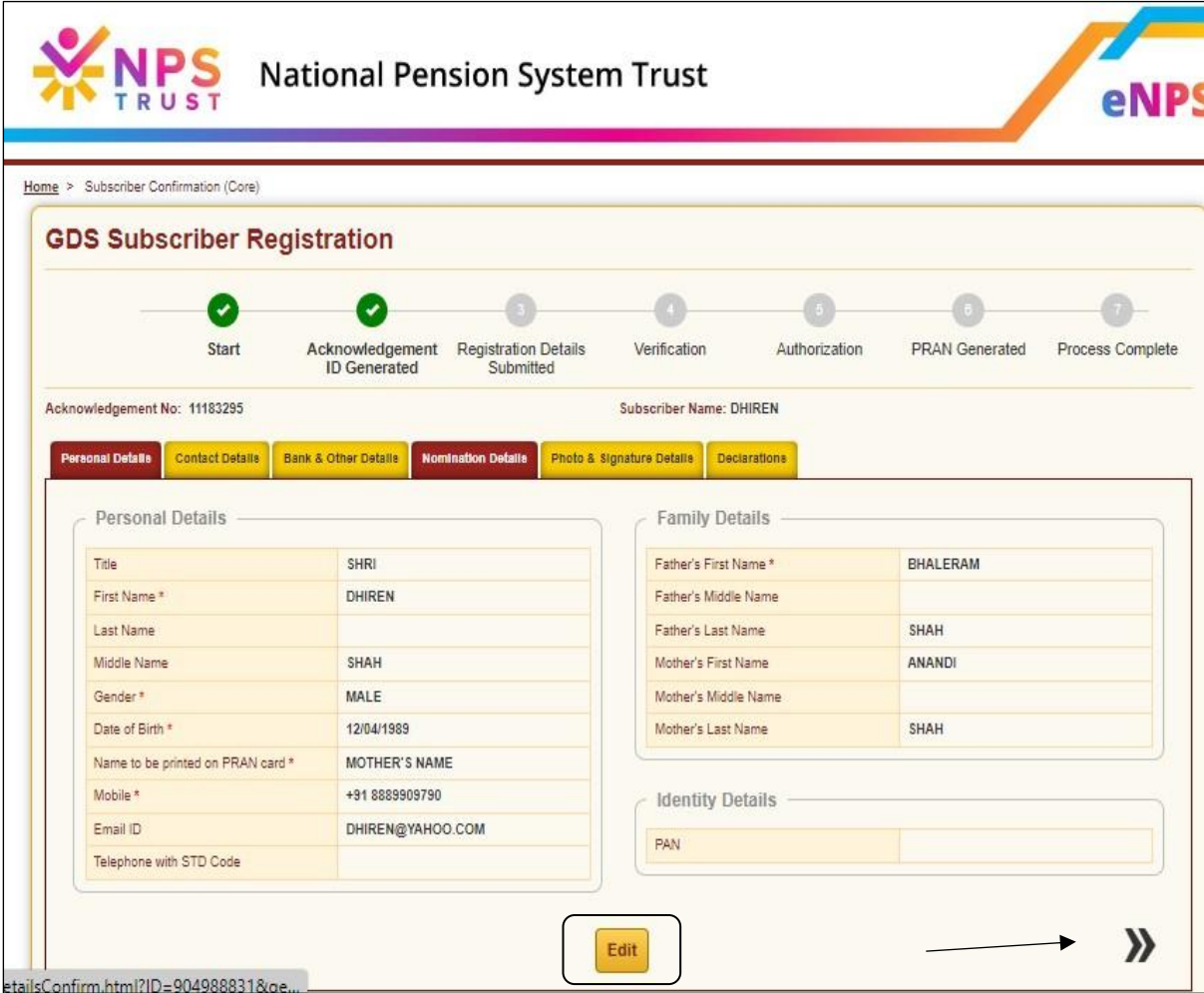
[Steps to Scan Signature](#)

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



NPS TRUST National Pension System Trust **eNPS**

Home > Subscriber Confirmation (Core)

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

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

[Edit](#) [Next](#)

etailsConfirm.html?ID=904988831&qe...

Figure 11

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

The screenshot shows the 'GDS Subscriber Registration' page for the National Pension System Trust (NPS). The page is titled 'Subscriber Registration (Photo & Signature Confirmation)'. It features a progress bar with seven steps: Start, Acknowledgement ID Generated, Registration Details Submitted, Verification, Authorization, PRAN Generated, and Process Complete. The 'Acknowledgement ID Generated' step is currently active. Below the progress bar, the Acknowledgement No. is 11605843 and the Subscriber Name is KANHA. The page has tabs for Personal Details, Contact Details, Bank & Other Details, Nomination Details, Photo & Signature Details (selected), and Declarations. The main content area shows a 'Preview Photo' and a 'Preview Signature' section, both with blue placeholder boxes. Below these is an 'Edit' button and a right-pointing arrow. A note at the bottom states: 'Click on "Edit" button to make changes in Form.'

Figure 12

Declaration Part:

- Please select "Declaration by Subscriber"
- Click on "Confirm" for final submission

The screenshot shows the 'GDS Subscriber Registration' page for the National Pension System Trust (NPS), specifically the 'Declarations' section. The progress bar shows the 'Registration Details Submitted' step as active. The Acknowledgement No. is 11183295 and the Subscriber Name is DHIREN. The 'Declarations' tab is selected. The form contains two sections: 'By Subscriber' and 'By Nodal Office'. The 'By Subscriber' section has a text area for a declaration. The 'By Nodal Office' section has a text area for a confirmation. A 'Confirm' button is located at the bottom. A blue callout bubble on the left says 'To be checked by Subscriber'.

Figure 13

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

Home >

GDS Subscriber Registration

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

Your Registration Details has been submitted successfully.

Name Of the Subscriber	DHIREN
Acknowledgement Number	11183285
Acknowledgement Number Generation Date	21/03/2023

[REGISTER ANOTHER EMPLOYEE](#)

Figure 14

- Subscriber will be able to download the registration form.
- The registration form downloaded by the subscriber shall be submitted to the NL-CC for onward submission to NL-AO.

NPS TRUST National Pension System Trust eNPS

Home >

GDS Subscriber Registration

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

Your Registration Details has been submitted successfully.

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

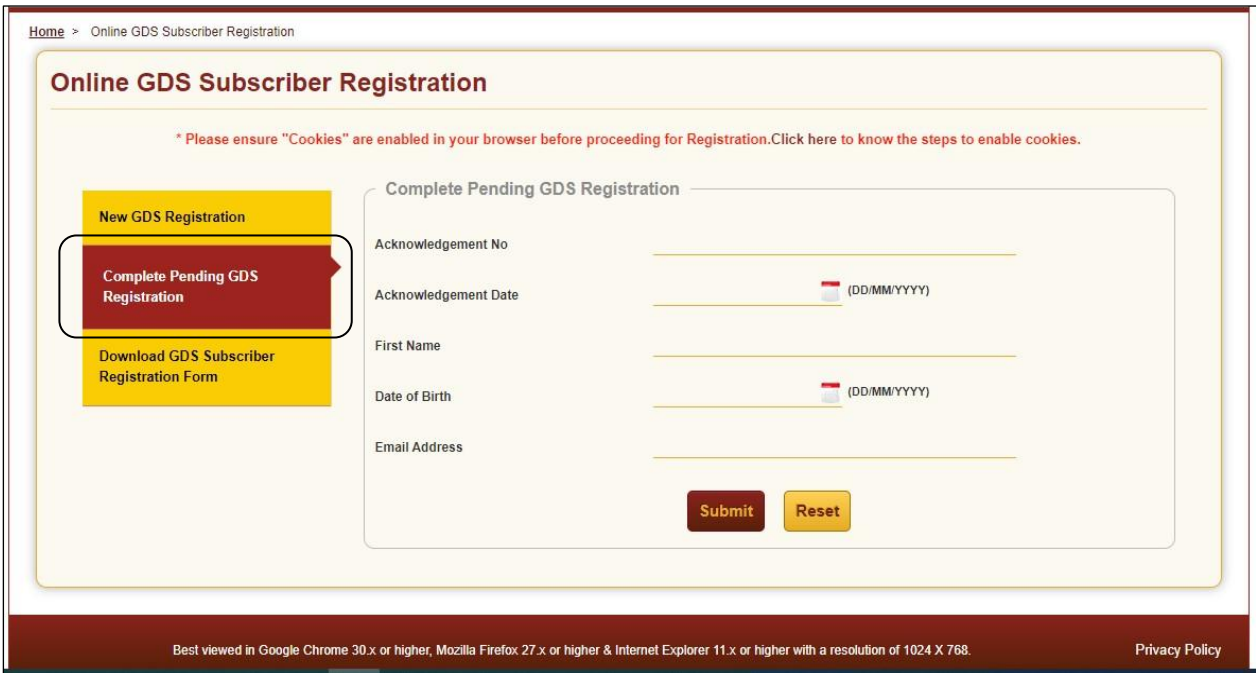
[DOWNLOAD REGISTRATION FORM](#)

Best viewed in Google Chrome 30.x or higher, Mozilla Firefox 27.x or higher & Internet Explorer 11.x or higher with a resolution of 1024 X 768. [Privacy Policy](#)

Figure 15

- **Complete Pending GDS Registration:**

For any reason, if the subscriber 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

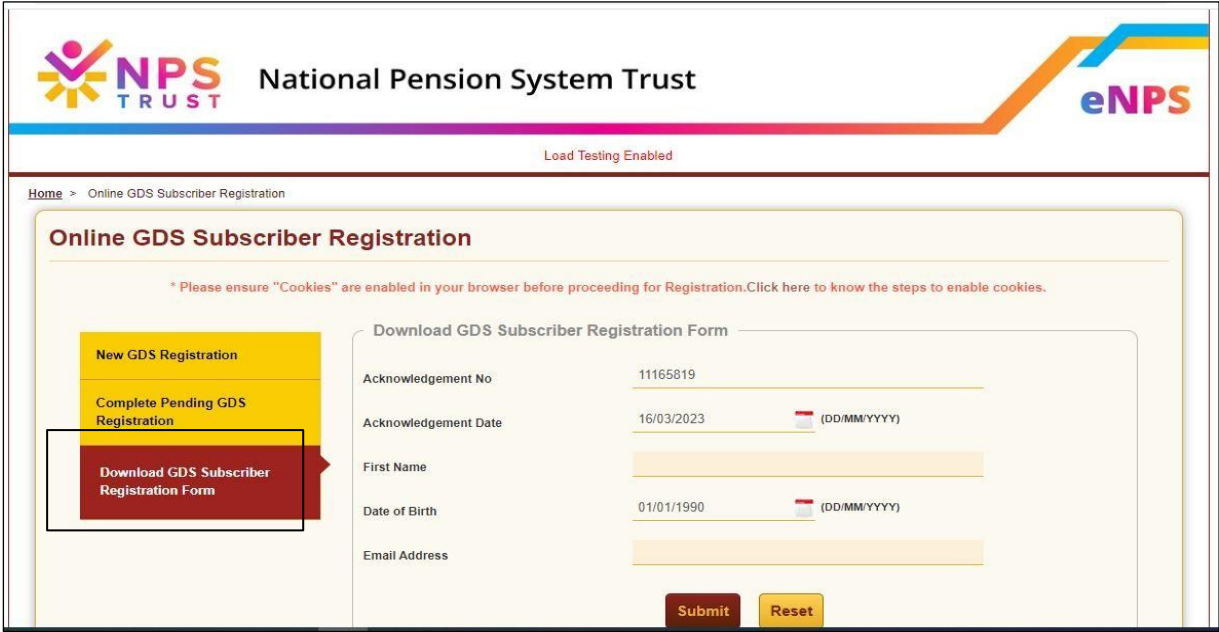


The screenshot shows a web application titled "Online GDS Subscriber Registration". On the left, there is a sidebar with three options: "New GDS Registration" (yellow), "Complete Pending GDS Registration" (red, highlighted with a black border and a white arrow), and "Download GDS Subscriber Registration Form" (yellow). The main content area is titled "Complete Pending GDS Registration" and contains a form with the following fields: "Acknowledgement No." (text input), "Acknowledgement Date" (calendar icon and text input with placeholder "(DD/MM/YYYY)"), "First Name" (text input), "Date of Birth" (calendar icon and text input with placeholder "(DD/MM/YYYY)"), and "Email Address" (text input). At the bottom of the form are two buttons: "Submit" (red) and "Reset" (yellow). Above the form, a red message states: "* Please ensure 'Cookies' are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies." The footer of the page includes the text "Best viewed in Google Chrome 30.x or higher, Mozilla Firefox 27.x or higher & Internet Explorer 11.x or higher with a resolution of 1024 X 768." and a "Privacy Policy" link.

Figure 16

- **Download GDS Subscriber Registration form:**

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



NPS TRUST National Pension System Trust **eNPS**

Load Testing Enabled

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

Download GDS Subscriber Registration Form

Acknowledgement No. 11165819

Acknowledgement Date 16/03/2023 (DD/MM/YYYY)

First Name

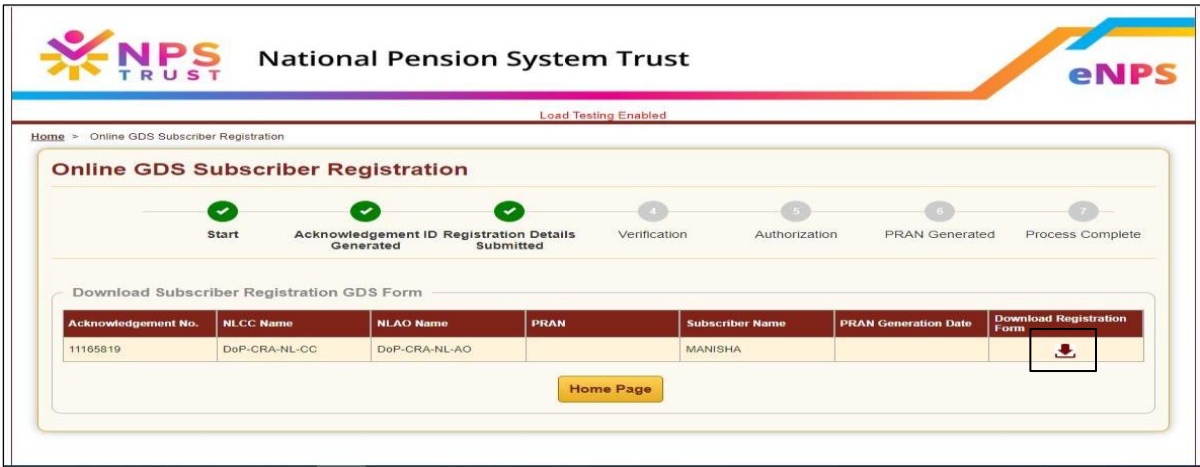
Date of Birth 01/01/1990 (DD/MM/YYYY)

Email Address

Submit **Reset**

Figure 17

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



NPS TRUST National Pension System Trust **eNPS**

Load Testing Enabled

Home > Online GDS Subscriber Registration

Online GDS Subscriber Registration

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

Download Subscriber Registration GDS Form

Acknowledgement No.	NLCC Name	NLAO Name	PRAN	Subscriber Name	PRAN Generation Date	Download Registration Form
11165819	DoP-CRA-NL-CC	DoP-CRA-NL-AO		MANISHA		

Home Page

Figure 18

Sample form which will be downloaded is as given below:

pdf 1 / 3 66%

NATIONAL PENSION SYSTEM - GDS REGISTRATION FORM			
Central Recordkeeping Agency (CRA) - Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure)			
Central Govt	☐	State Govt	☐
Central Autonomous Body	☐	State Autonomous Body	☐
All Citizen Model	☐	Corporate Sector	☐
NPS Lite (GDS)	☒		
To, National Pension System Trust. Dear Sir/Madam, I hereby request that an NPS account be opened in my name as per the particulars given below :			
KYC Number			
Retirement Advisor Code			
1. PERSONAL DETAILS:			
Name of Applicant in full	Shri ☐ Smt ☐ Kumari ☒		
First Name *	MANISHA		
Middle Name			
Last Name			
Select the name to appear on PRAN Card	☒ Father's Name	☐ Mother's Name	
Father's Name*	VIJAY		
Mother's Name			
Date of Birth *	2 0 / 0 7 / 1 9 9 9		
City of Birth			
Country of Birth			
Marital Status	☐ Married	☐ Unmarried	Others ☐
Gender *	Male ☒	Female ☐	Transgender ☐
Nationality	Indian ☒		
Spouse Name			
Residential Status	Indian		
2. PROOF OF IDENTITY (PoI)			
Passport		Passport expiry Date	
Voter ID Card		PAN Card	

Figure 19

Subscriber shall take a print out of the forms and submit the same to NLCC for further submission it to the NL-AO for verification and authorization of the request.
