

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 implementation for bank account verification

Index

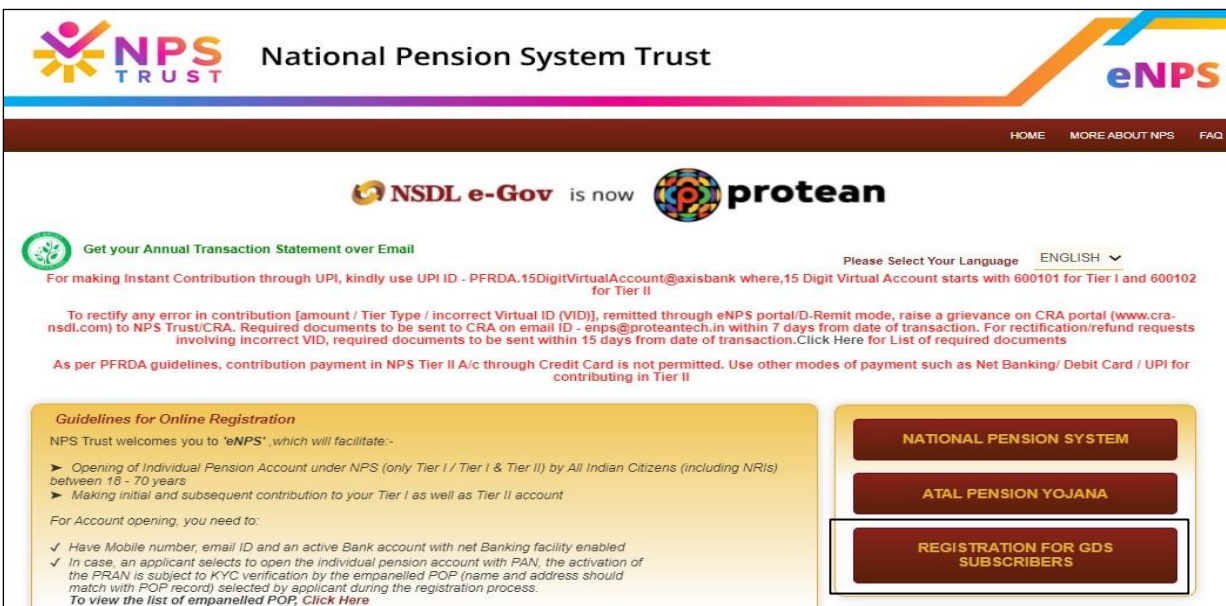
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Subscriber Flow – Initiator Level

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 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 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 message states: "Get your Annual Transaction Statement over Email". Below this, a notice mentions: "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 detailed notice regarding rectification of errors in contribution is provided. A section titled "Guidelines for Online Registration" lists requirements for account opening. On the right, three buttons are visible: "NATIONAL PENSION SYSTEM", "ATAL PENSION YOJANA", and "REGISTRATION FOR GDS SUBSCRIBERS", with the latter being highlighted.

NPS TRUST National Pension System Trust

HOME MORE ABOUT NPS FAQ

NSDL e-Gov is now protean

Get your Annual Transaction Statement over Email

Please Select Your Language ENGLISH

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

To rectify any error in contribution [amount / Tier Type / incorrect Virtual ID (VID)], remitted through eNPS portal/D-Remit mode, raise a grievance on CRA portal (www.cra-nsdl.com) to NPS Trust/CRA. Required documents to be sent to CRA on email ID - enps@proteantech.in within 7 days from date of transaction. For rectification/refund requests involving incorrect VID, required documents to be sent within 15 days from date of transaction. Click Here for List of required documents

As per PFRDA guidelines, contribution payment in NPS Tier II A/c through Credit Card is not permitted. Use other modes of payment such as Net Banking/ Debit Card / UPI for contributing in Tier II

Guidelines for Online Registration

NPS Trust welcomes you to 'eNPS', which will facilitate:-

- Opening of Individual Pension Account under NPS (only Tier I / Tier I & Tier II) by All Indian Citizens (including NRIs) between 18 - 70 years
- Making initial and subsequent contribution to your Tier I as well as Tier II account

For Account opening, you need to:

- Have Mobile number, email ID and an active Bank account with net Banking facility enabled
- In case, an applicant selects to open the individual pension account with PAN, the activation of the FRAN is subject to KYC verification by the empanelled POP (name and address should match with POP record) selected by applicant during the registration process.

To view the list of empanelled POP, Click Here

NATIONAL PENSION SYSTEM

ATAL PENSION YOJANA

REGISTRATION FOR GDS SUBSCRIBERS

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 *

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 Life 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 Division
- NPS000119A-DoP-CRA-NL-CC
- NPS000162B-Sr. Supdt. Of Post Offices, Ambala Division
- NPS000163C-Supdt. Of Post Offices, Bhiwani Division
- NPS000164D-Supdt. Of Post Offices, Faridabad Division
- NPS000165E-Supdt. Of Post Offices, Gurgaon Division
- NPS000166F-Supdt. Of Post Offices, Hissar Division
- NPS000167G-Sr. Supdt. Of Post Offices, Karnal Division
- NPS000168A-Supdt. Of Post Offices, Kurukshetra Division
- NPS000169B-Sr. Supdt. Of Post Offices, Rohtak Division
- 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 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 National Pension System Trust

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
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

Confirm NLCC and NLAO mapping once again on screen.

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 *

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

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

Acknowledgement

NPS National Pension System 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 *

Title * DHIREN

First Name * DHIREN

Last Name * SHAH

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

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 you to proceed
- If bank details are provided, Penny drop will be carried out by CRA to verify the bank account and subscriber 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
- 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

✓

Start

✓

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 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

The screenshot displays the 'GDS Subscriber Registration' page of the National Pension System Trust (NPS). The page features a progress bar at the top with seven steps: Start, Acknowledgement ID Generated, Registration Details Submitted, Verification, Authorization, PRAN Generated, and Process Complete. The first two steps are marked with green checkmarks. Below the progress bar, the Acknowledgement No. is 11183295 and the Subscriber Name is DHIREN. The page is divided into several sections: Personal Details, Family Details, and Identity Details. The Personal Details section includes fields for Title, First Name, Last Name, Middle Name, Gender, Date of Birth, Name to be printed on PRAN card, Mobile, Email ID, and Telephone with STD Code. The Family Details section includes fields for Father's First Name, Middle Name, Last Name, Mother's First Name, Middle Name, and Last Name. The Identity Details section includes a field for PAN. At the bottom, there is an 'Edit' button and a double arrow icon.

NPS TRUST National Pension System Trust **eNPS**

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](#) [»](#)

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

Figure 11

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

GDS Subscriber Registration

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

Acknowledgement No: 11605843 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:

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

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

Declaration By Nodal Office

Confirm

« »

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	KANHA
Acknowledgement Number	11609843
Acknowledgement Number Generation Date	24/03/2023

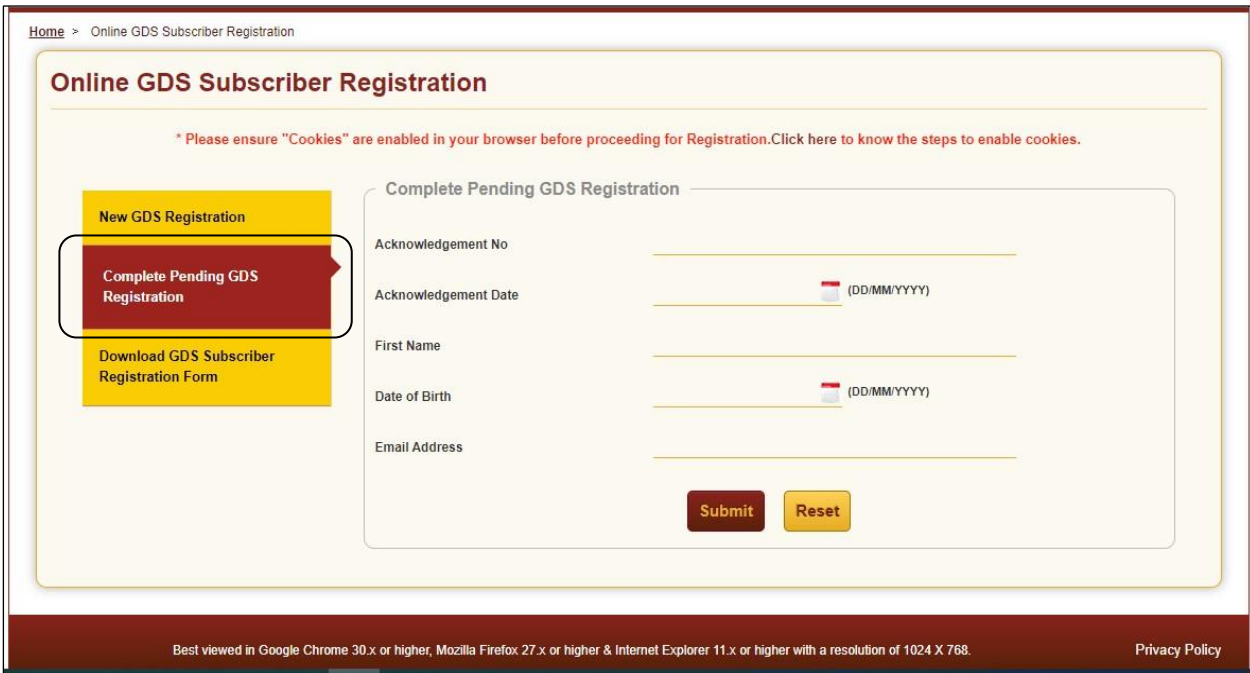
[DOWNLOAD REGISTRATION FORM](#)

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 earlier.



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

Complete Pending GDS Registration

Acknowledgement No.

Acknowledgement Date (DD/MM/YYYY)

First Name

Date of Birth (DD/MM/YYYY)

Email Address

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 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.

Figure 17

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

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		

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.
