Protean eGov Technologies Limited

STANDARD OPERATING PROCEDURE (SoP)

OPGM SOP for GDS NLAO Request Verification and authorization
Version 1.0

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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

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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 NLAO.

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

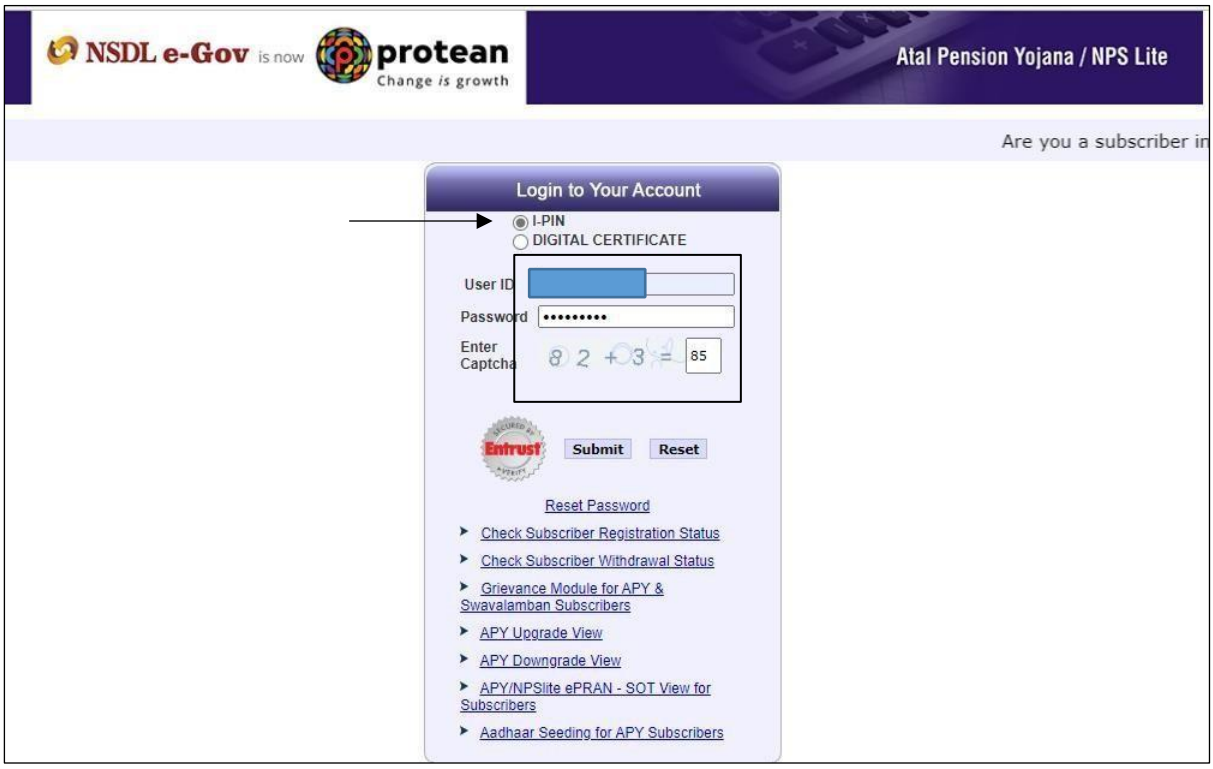

Figure 1

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

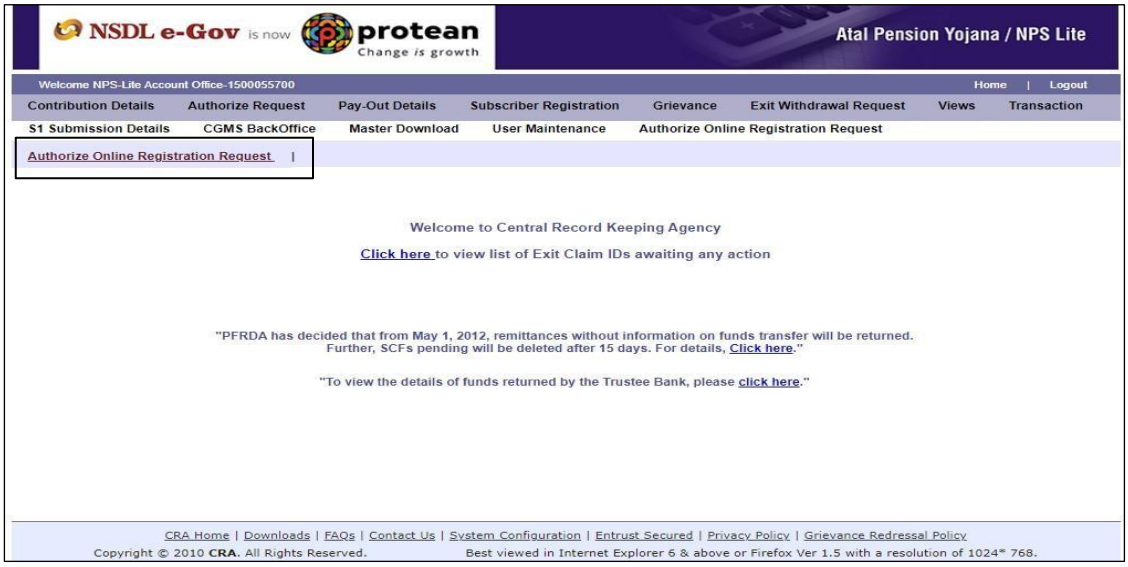

Figure 2

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

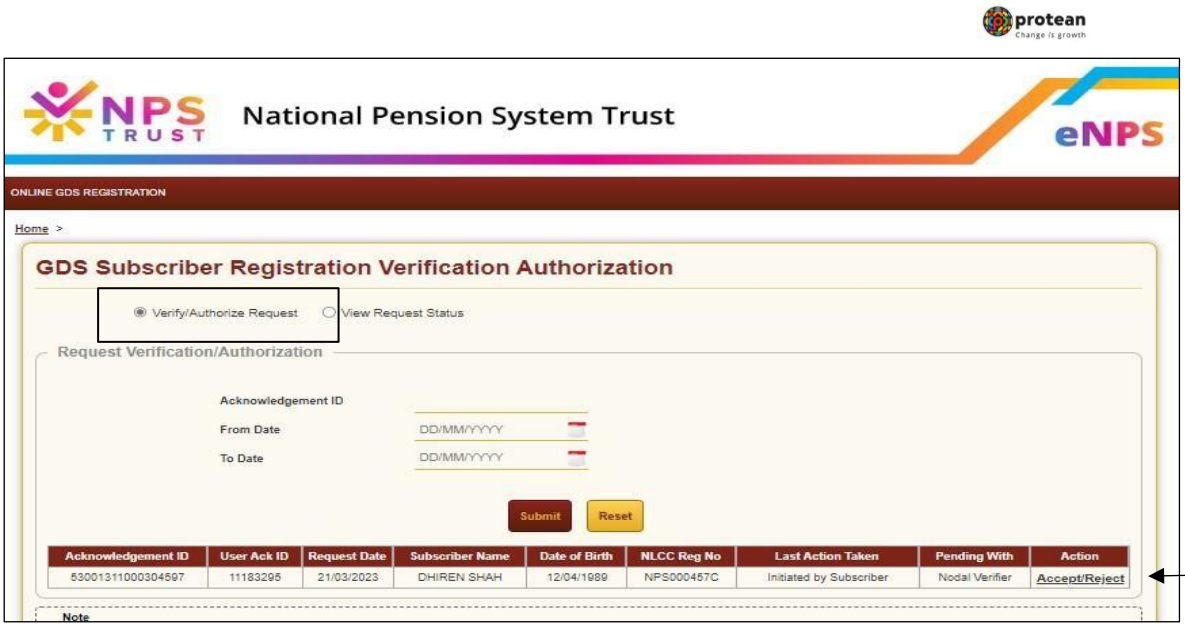

Figure 3

- 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.

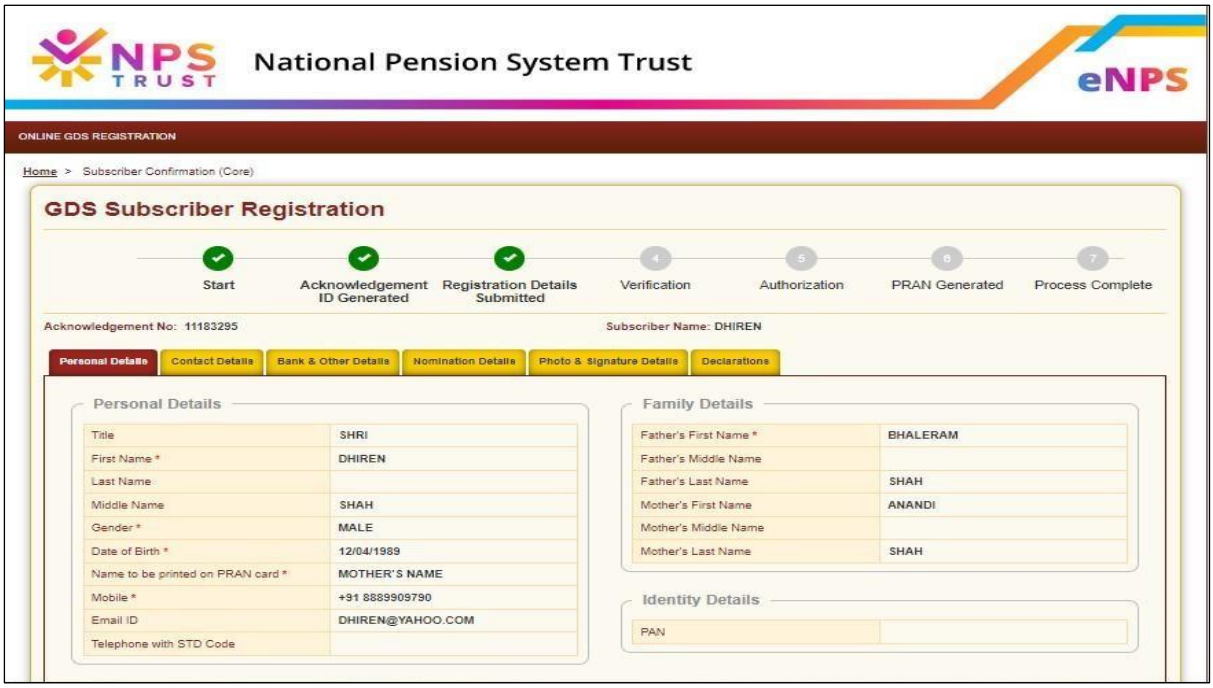

Figure 4

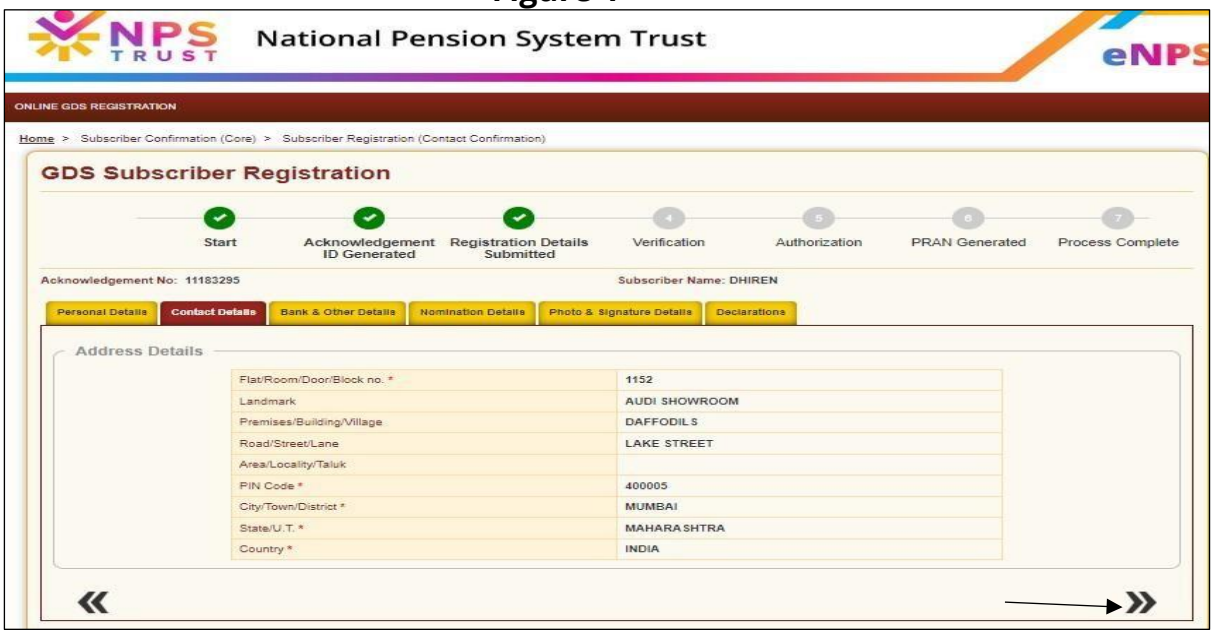

Figure 5

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

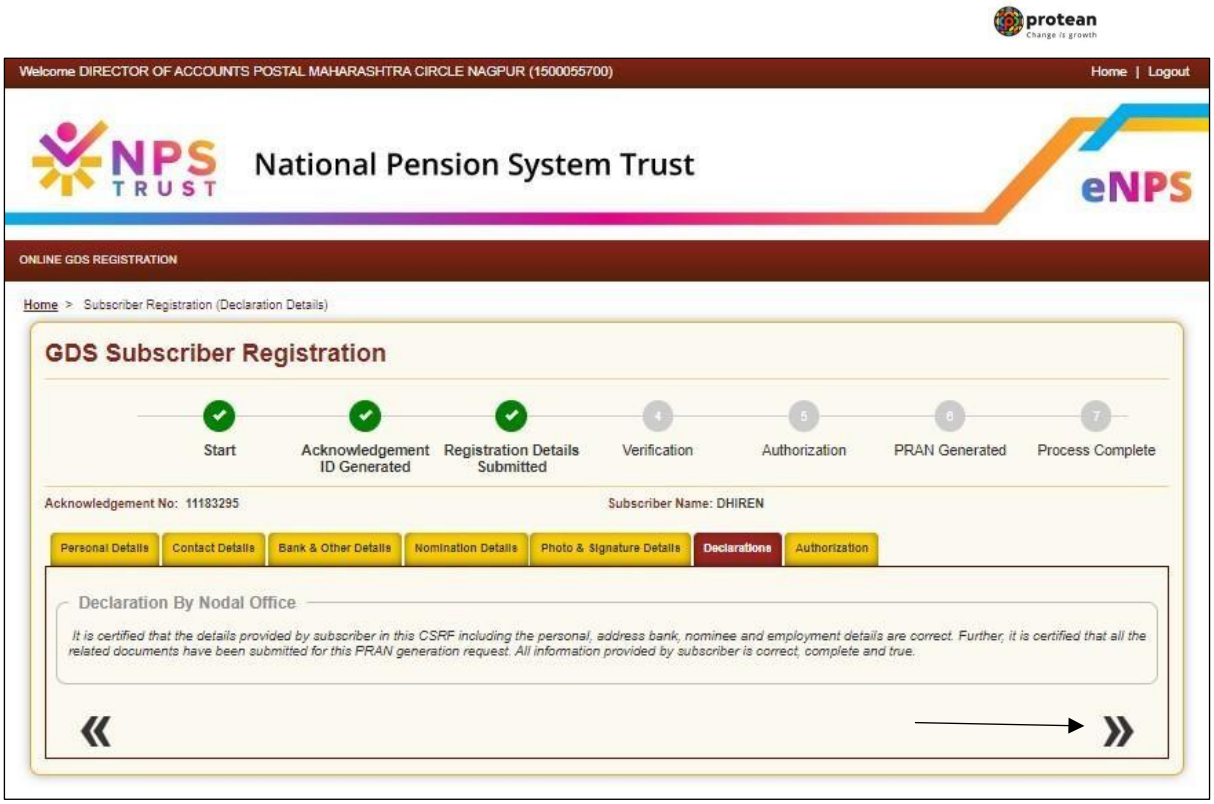

Figure 6

- 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.

Figure 7

System will show confirmation on acceptance or rejection of request.

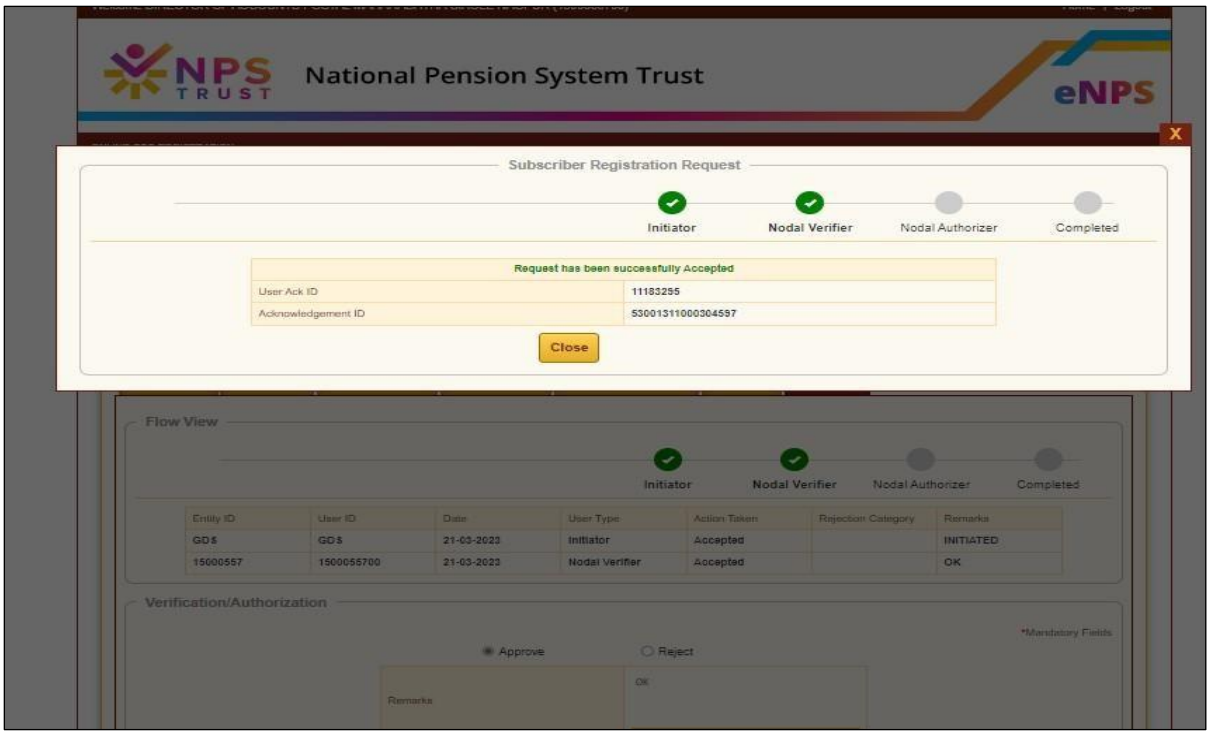

Figure 8

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

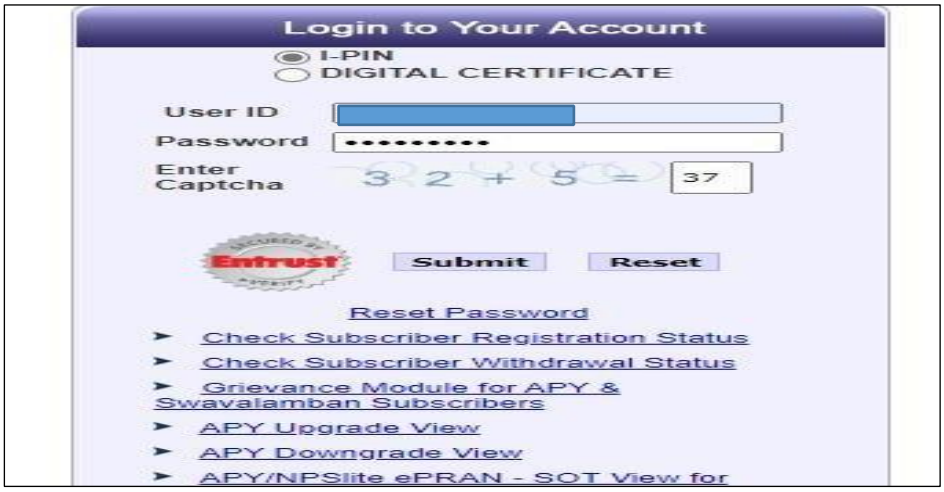

Figure 9

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

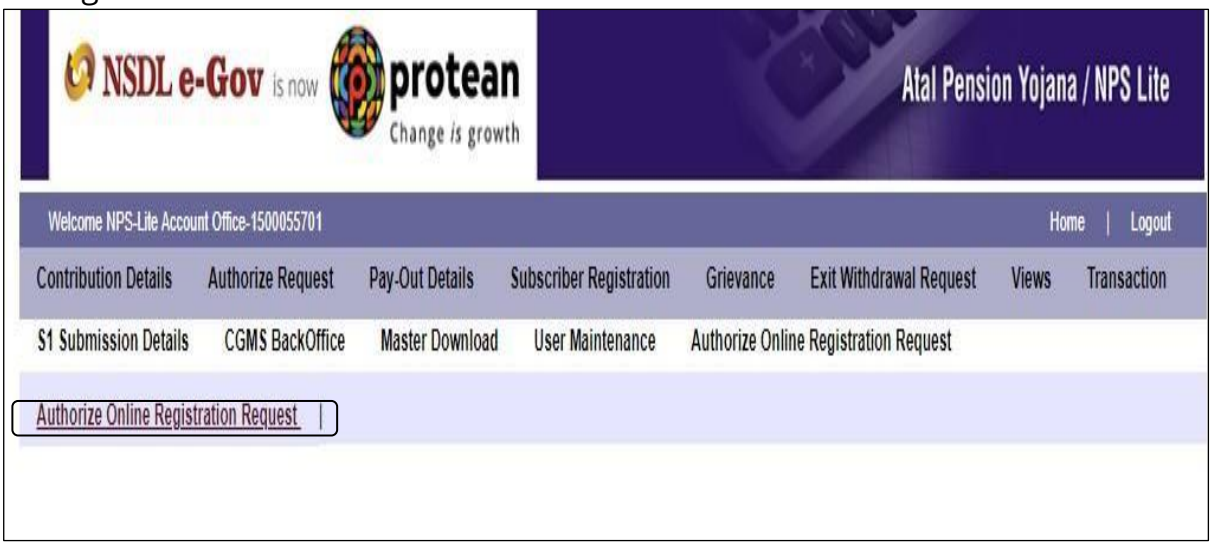

Figure 10

- 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

protean
Change is growth
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
530013110003045 97
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

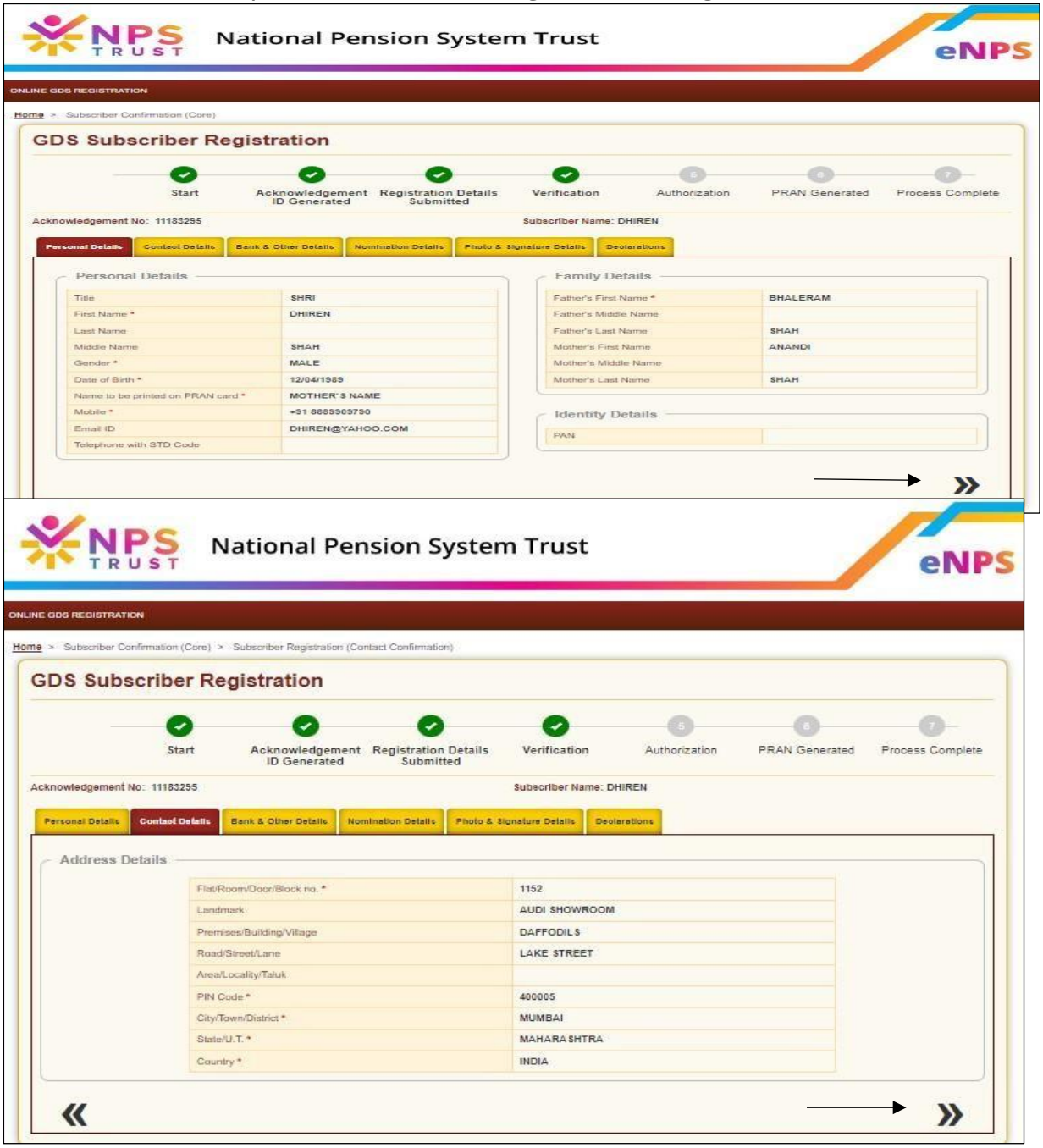

Figure 12 and 13

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

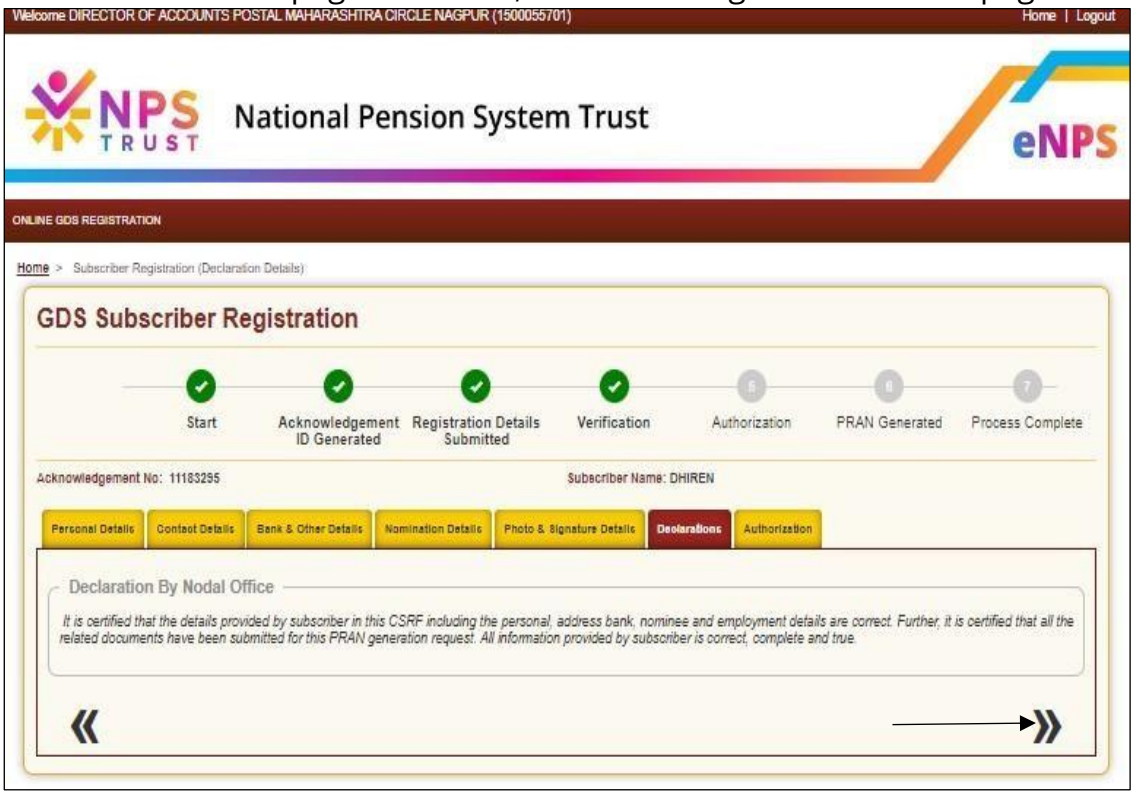

Figure 14

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.

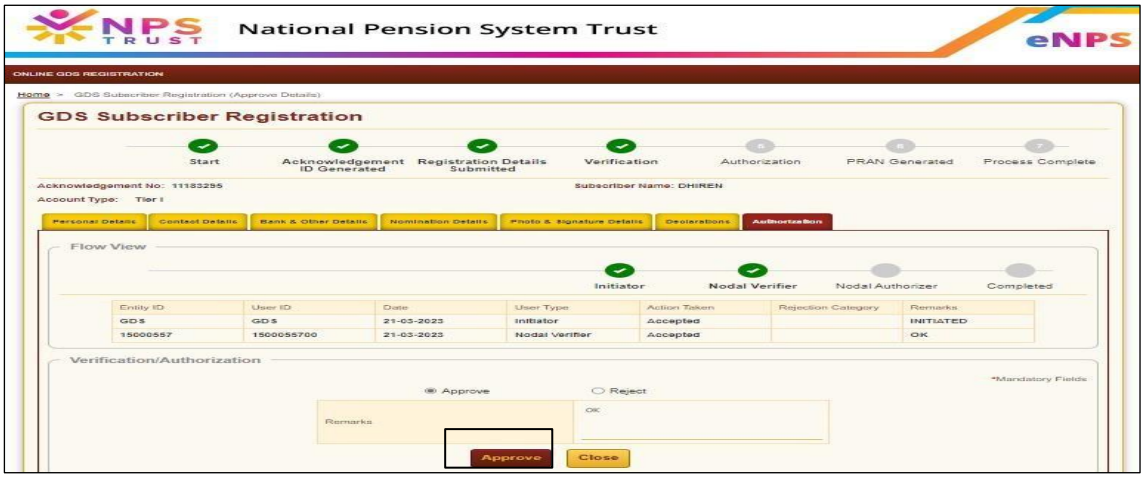

Figure 15

- 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.

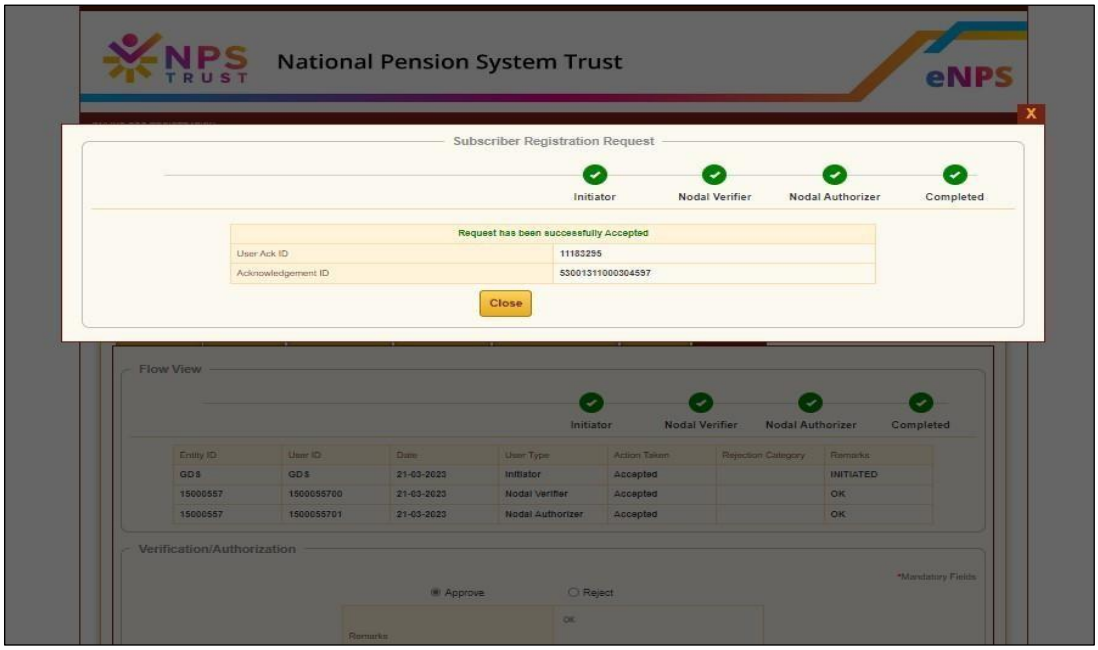

Figure 16

NLAO can check the PRAN generated for the subscriber by

1. Go to authorize online registration request
2. Click the View Request Status

3. Provide Ack ID and submit
4. PRAN gets displayed along with other details of the subscriber

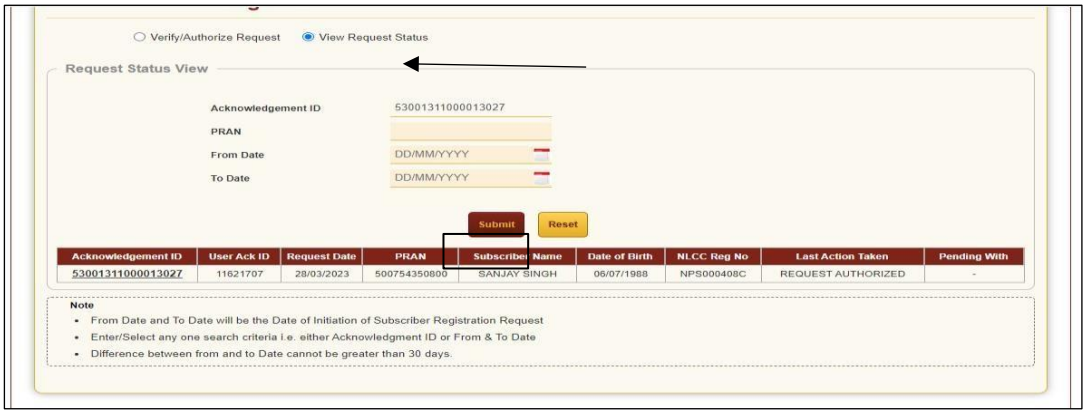

Figure 17

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