Protean eGov Technologies Limited

STANDARD OPERATING PROCEDURE (SoP)

TRANSACTION STATEMENT AND E-PRAN DOWNLOAD BY NLCC ON NPS LITE

Version 1.1

© 2024 Protean eGov Technologies Limited , All rights reserved.
Property of Protean eGov Technologies Limited.
No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose, without the express written consent of Protean eGov Technologies Limited.

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	-	Screen shots modified

Index

Sr. no.	Process	Page number
1	Introduction	4
2	Steps to be followed by NLCC	4
3	Generate OTP	5
4	View options (Subscriber details, e-PRAN and Statement of Transaction)	7
5	Login using Existing OTP	11

Introduction

Currently, the NPS Lite Oversight Offices (NLOOs) and NPS Lite Account Offices (NLAOs) can view the Transaction Statement for their underlying subscribers through the user access provided to them by CRA. Now, the NPS Lite Collection Centres (NLCCs) can also download the Transaction Statement for their underlying subscribers by accessing the CRA corporate website at https://www.npscra.proteantech.in In addition, NL-CC can also view & print e-PRAN of underlying subscribers. To avail this facility for downloading Transaction Statements & e-PRAN, the respective NLCCs have to register their mobile numbers with CRA.

Once the NLCC User provides the relevant details after accessing the NLCC link at CRA corporate website, temporary One Time Password (OTP) will be generated. The password will be sent as a sms to the NLCC mobile number registered with CRA. NLCC can use this password for 30 minutes and can access online, save, print and deliver the Transaction Statement to the subscriber as well as to view & print e-PRAN.

This document provides the activities/steps to be carried out at NLCC level for accessing Transaction Statement and/or e-PRAN.

Steps to be followed by NLCC

1) The NLCC User need to click on the 'NLCC' link available on CRA corporate website in login tab (https://www.npscra.proteantech.in). *(Please refer Figure 1)*

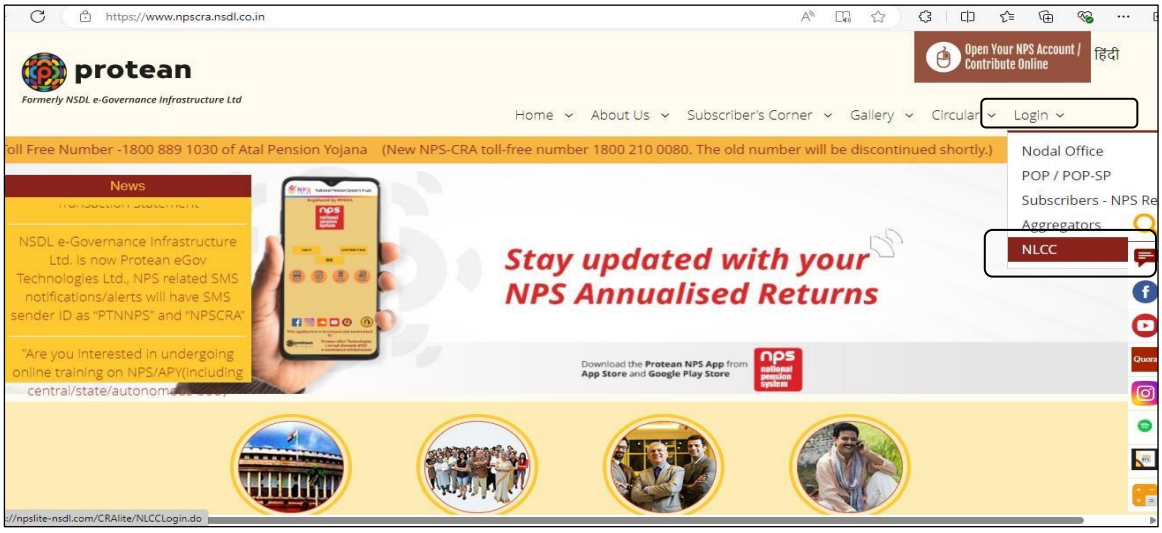

Figure 1

2) The hyperlink will take the NLCC to another page (https://apy.npsproteantech.in/CRAlite/NLCCLogin.do). There will be two options available under the 'TS download for Entity'. *(Please refer Figure 2)*

i. Generate New OTP ii. Use existing OTP

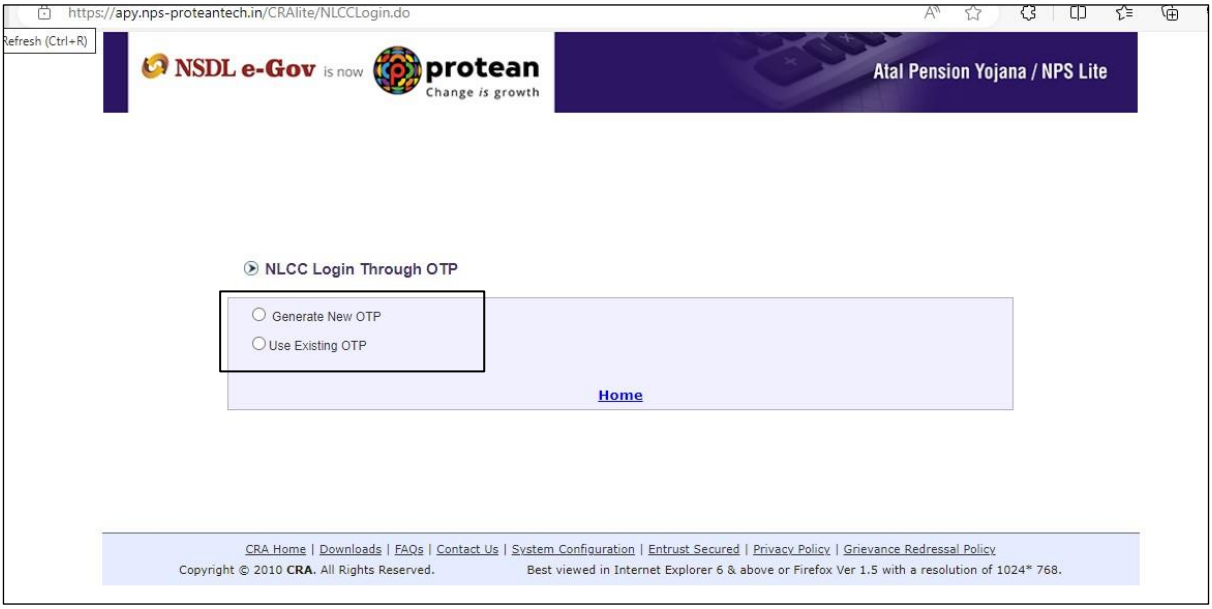

Figure 2

Generate New OTP

1) The NLCC User is required to select 'Generate New OTP' option for first time generation of the OTP i.e., 'One Time Password'. *(Please refer Figure 3)*

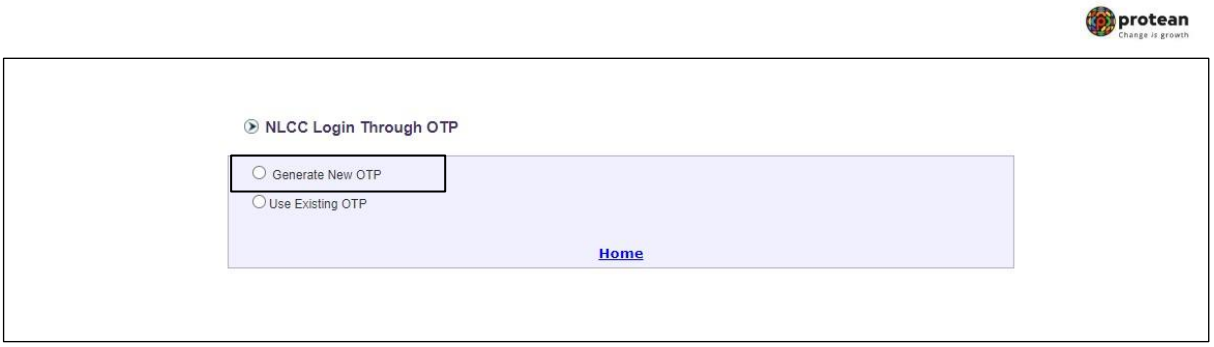

Figure 3

2) Once the User clicks on 'Generate New OTP', the following window will emerge wherein for the NLCC Users have to provide their respective NLCC Registration Number *(Please refer Figure 4)*.

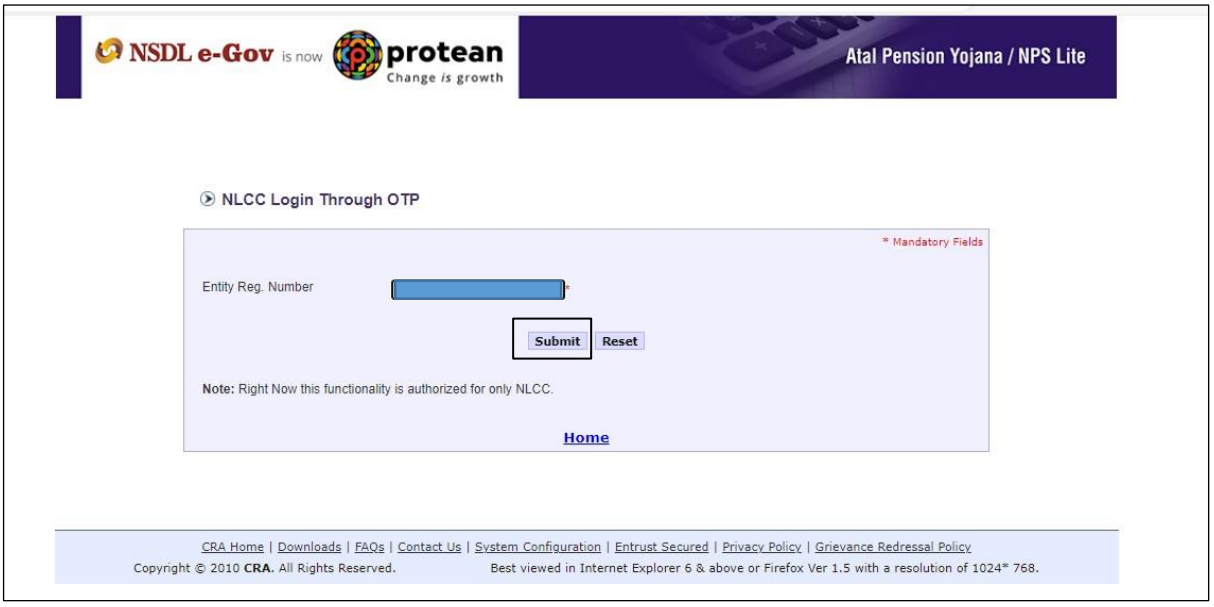

Figure 4

3) After entering the NLCC registration number and clicking on 'Submit' button, a confirmation page will appear. This page displays the last four digits of the registered mobile number of NLCC available in the NPS Lite system along with the NLCC Registration Number. If Mobile number of NLCC is not available in the NPS Lite system, system will display a message '*Mobile number is not present for this NLCC*'. If the registration number entered by NLCC does not match with the details registered with CRA, the system shows an error, '*This Entity ID is not present in the database'*. *(Please refer Figure 5)*

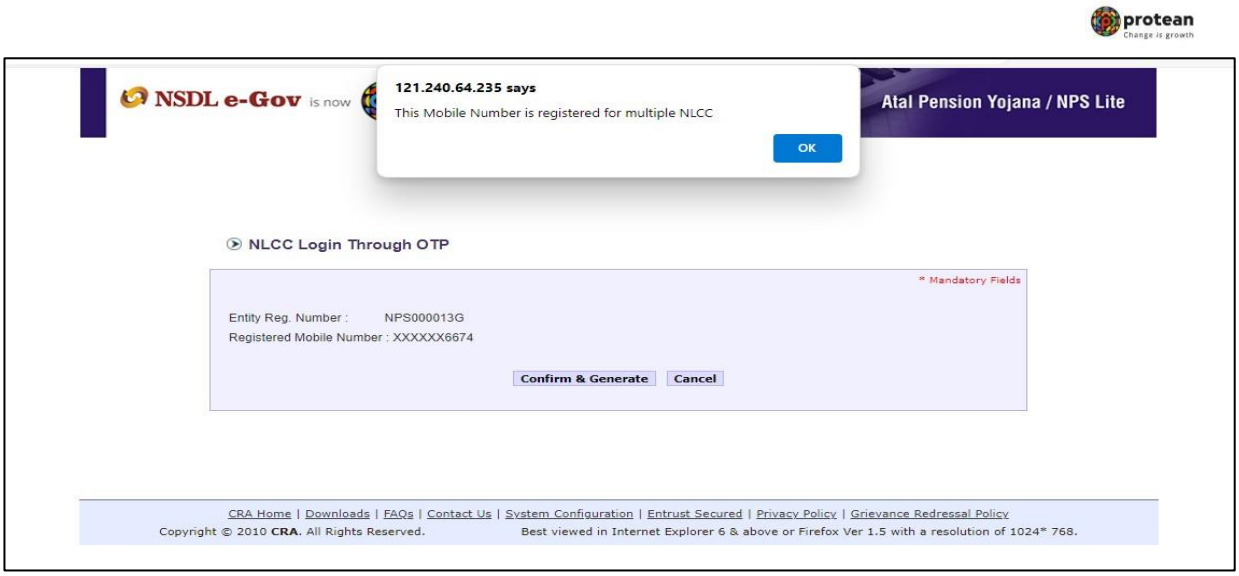

Figure 5

4) Once the User clicks on 'Confirm & Generate' button (in the above screen), a six digit OTP will be sent on registered mobile number of the NLCC. The NLCC needs to enter this OTP in the OTP text box field along with the Captcha Code in the text box field and then click on 'Submit' button. *(Please refer Figure 6). OTP will be valid for 30 minutes only.*

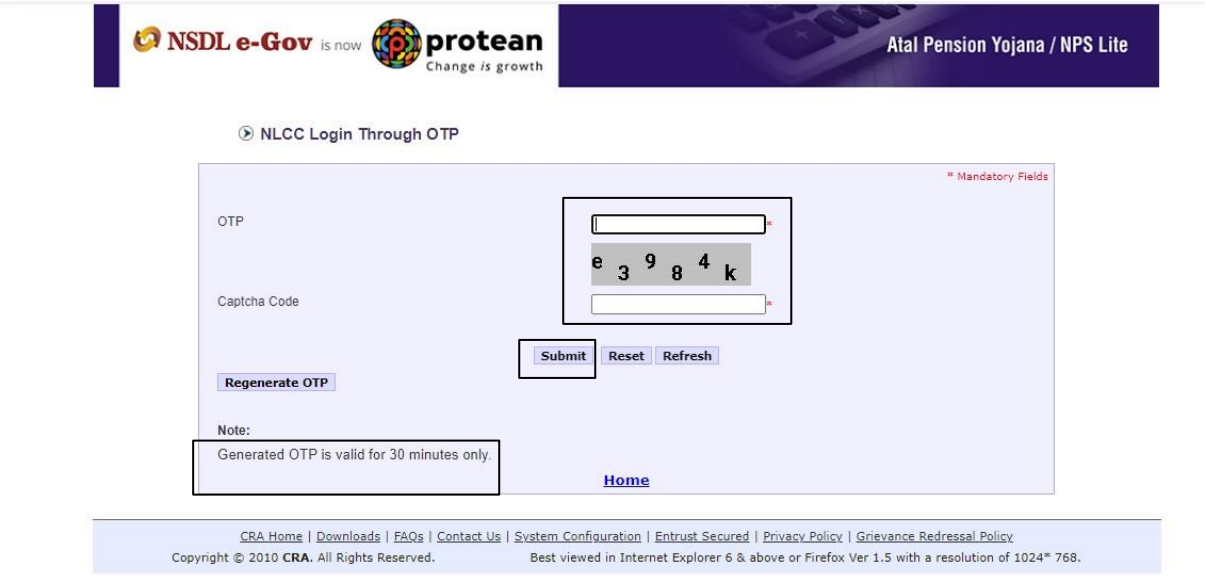

Figure 6

View options available on screen

If the OTP and Captcha Code entered by the NLCC match with the system generated OTP and Captcha Code, below home page will be displayed *(Please refer Figure 7) wherein Menu*

"View" need to be selected under which the NLCC can use available options i.e. Subscriber details, e-PRAN and Statement of Transaction

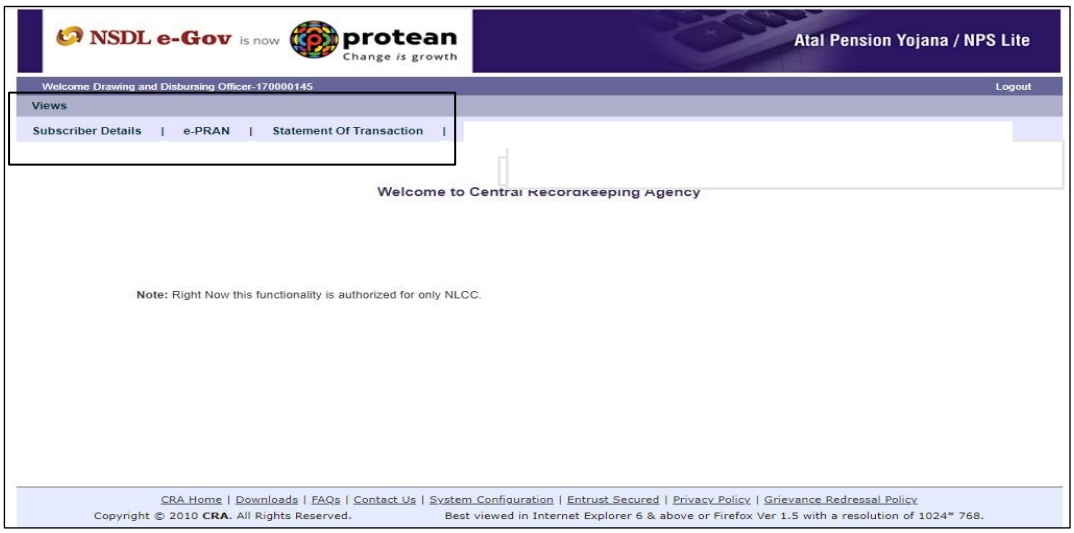

Figure 7

1) Subscriber Details

For subscriber details view, NLCC has to select "**Subscriber Details**" option from sub menu (as shown in above Figure 7). NLCC can enter PRAN number mapped with NLCC only, and click on Submit button (*please refer figure 8.1 and 8.2*). System will display Subscriber's Personal details, Nomination details, Bank details, Scheme Preference details, Employment details (NLAO, NLCC mapping). NLCC can click on plus sign against the specific details to view the details. If PRAN is not mapped with the particular NLCC, then system will not show error as "PRAN is not mapped to this entity".

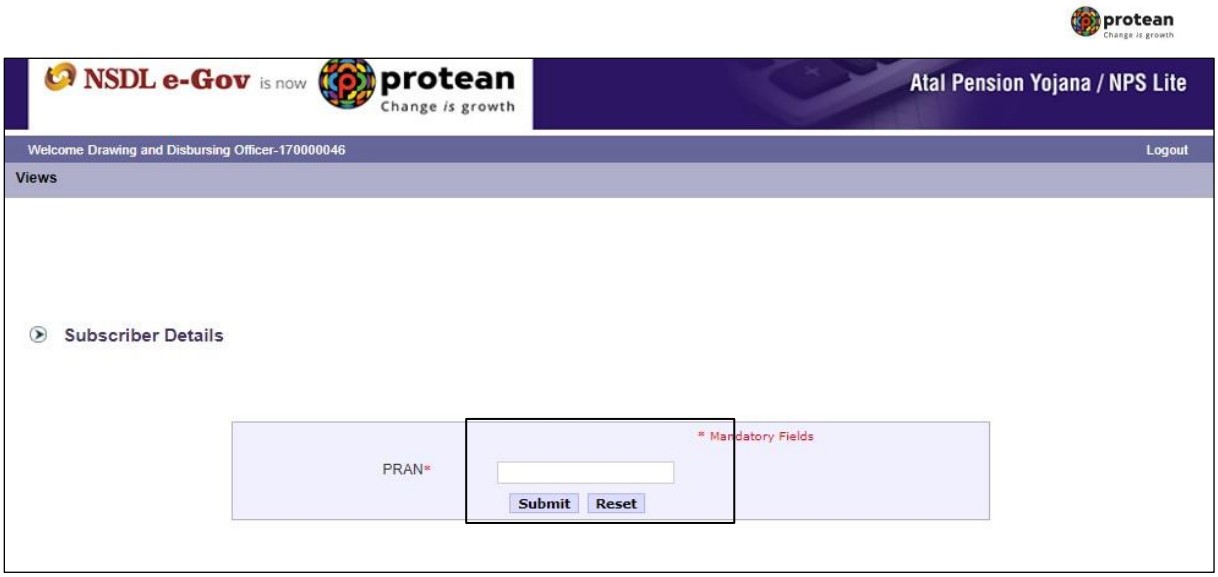

Figure 8.1

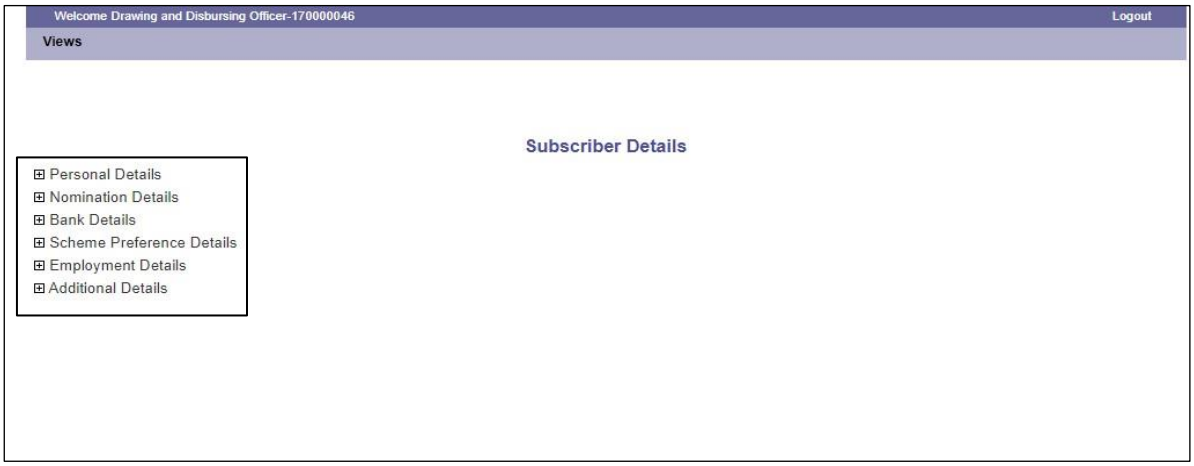

Figure 8.2

2) e-PRAN

For ePRAN card view, NLCC has to select "**e-PRAN**" option from sub menu (as shown in above Figure 7) and NLCC can enter PRAN number mapped with NLCC only, and click on Submit button (please *refer figure 9*).

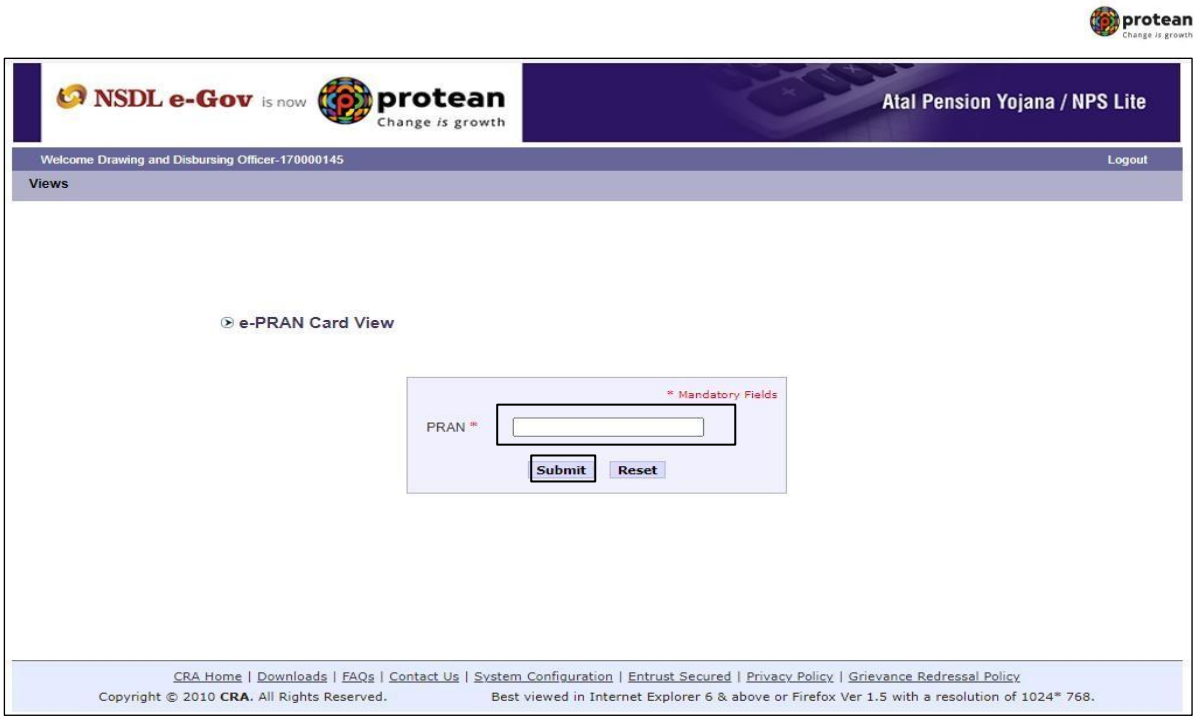

Figure 9

System will show ePRAN of particular PRAN on screen. NLCC can download the ePRAN by clicking on the option available screen (on top side of right). *Please refer figure 10.*

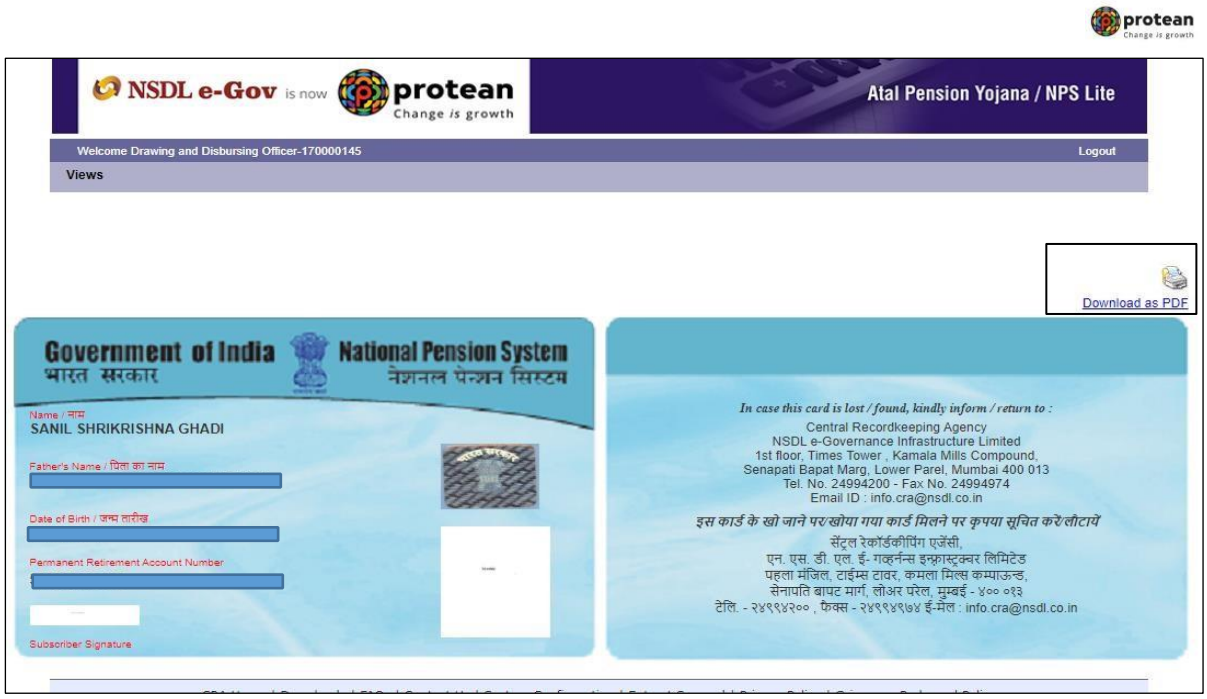

Figure 10

3) Statement of Transaction

For Statement of Transaction, NLCC has to select "Statement of Transaction" option from sub menu. The NLCC User is required to enter the PRAN for which Transaction Statement is required to be downloaded. The User also has to select Financial Year (FY) - for which the Transaction Statement is required to be downloaded - from the drop down menu and click on 'Submit' button. (*please refer figure 11*). If PRAN not mapped with particular NLCC, then system will not show result)

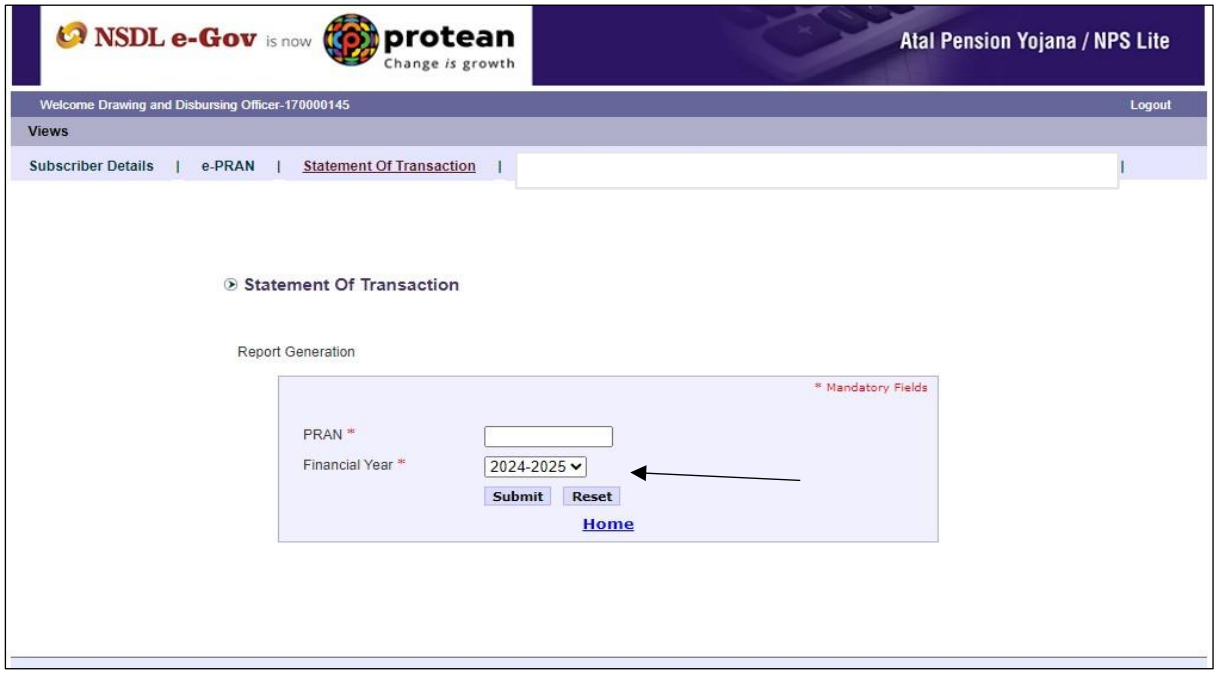

Figure 11

A Transaction Statement will be generated and an option to open or save the Transaction Statement (in .pdf format) will be available. *(Please refer Figure 12)*

Figure 12

Use Existing OTP

a) A User who has logged in using OTP can download the Transaction Statement of underlying NLCC subscribers for the next 30 minutes. Further, even if the user has exited from the system after downloading Transaction Statements, he / she can continue to use the same OTP for logging in for the 30 minutes to view/download the Transaction Statement. However, if the User remains inactive (i.e., not using the functionality) for a particular period after logging in, the page will expire as per standard practice. Then, the User must regenerate the OTP once again.

The steps for using existing OTP are as follows:

b) The NLCC User is required to select the 'Use Existing OTP' Option for the re-using OTP within a time frame of 30 minutes from OTP generation.

c) The NLCC User needs to enter respective NLCC Registration Number in Entity Reg. Number text box field, OTP in the OTP text box field, Captcha Code in Captcha Code text box field and click on 'Submit' button. *(Please refer Figure 11)*

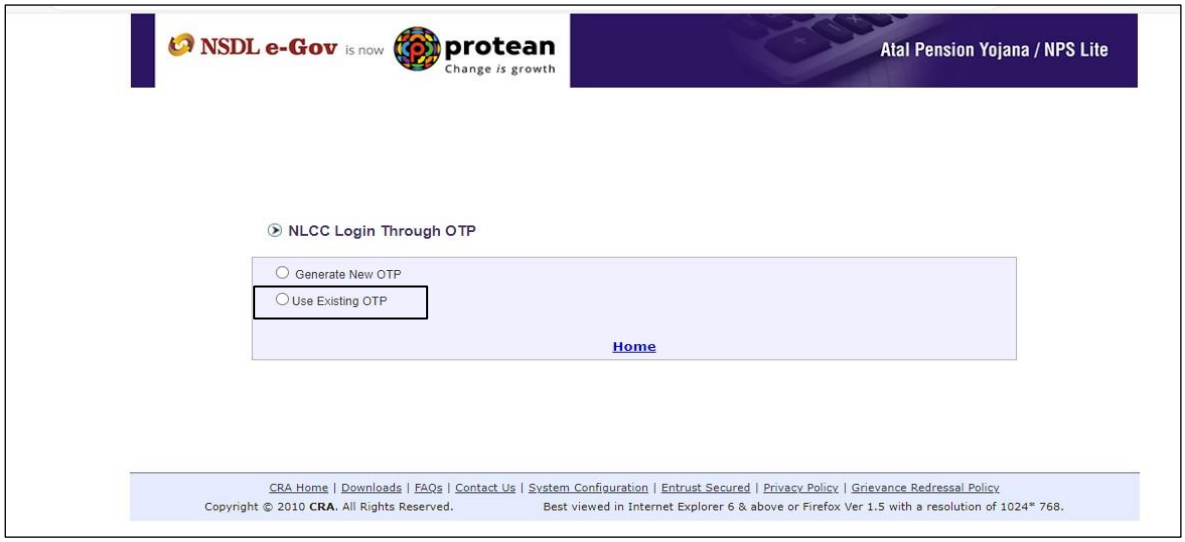

Figure 11

d) If the OTP and Captcha Code entered by the NLCC User matches with the system generated OTP and Captcha Code, then the option for Transaction Statement download will be available to NLCC *(Please refer Figure 12)*. Further process remains same as shown in fig 7 onwards.

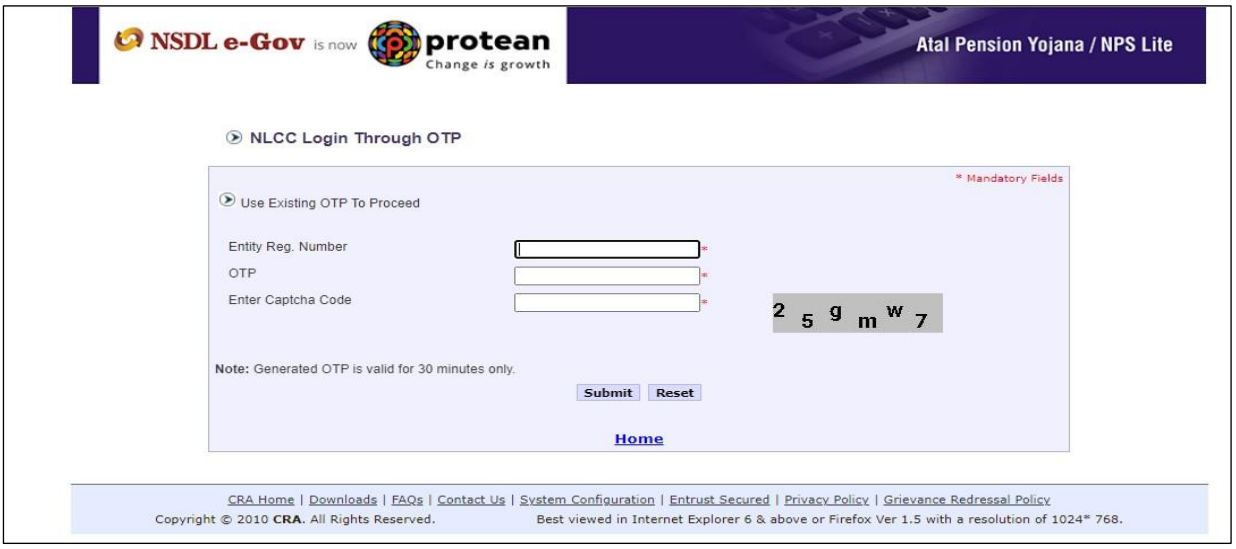

Figure 12

****