**Important Information for the use of Utility**

**We advise you to refer this document before using the new version of contribution preparation and validation utility**.

1. **Installation of FPU and FVU:** Download the utility (FPU and FVU) and save it on your computer. New version of FPU and FVU available for download are:

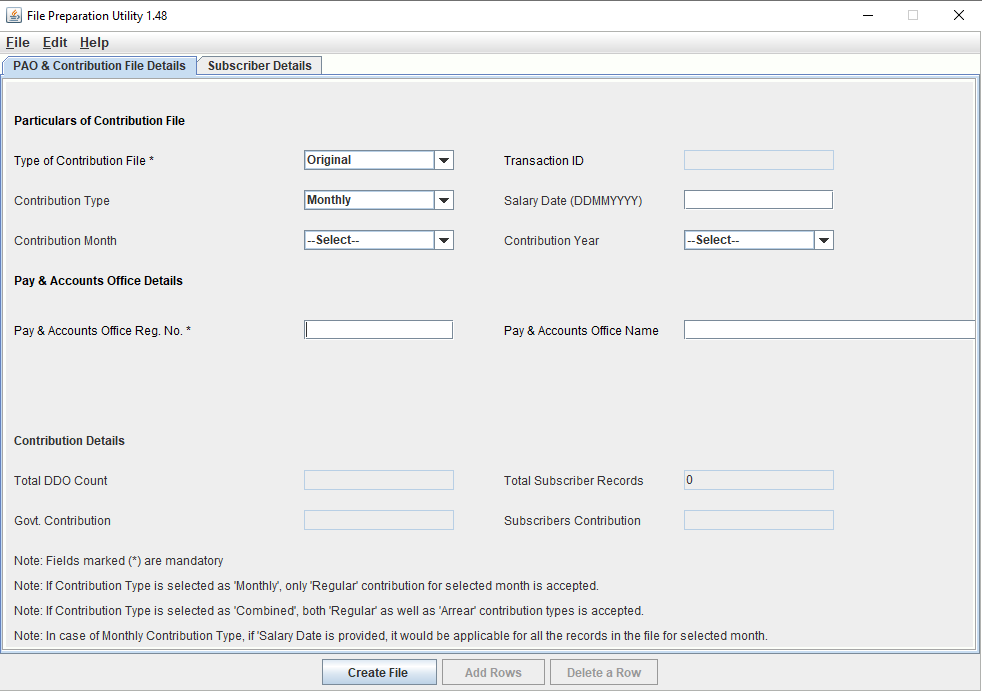
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| --- | --- | --- | --- |
| **Sr. No.** | **Contribution Type** | **FPU Version** | **FVU Version** |
| 1 | For only Equal Contribution | 1.47 | 1.76 |
| 2 | For Equal as well as Unequal Contribution (*where employer contribution is greater or equal to employee contribution*) | 1.48 | 1.76 |

***Note****: - File prepared using an earlier version of FPU 1.21 or 1.24 and FVU 1.43 or 1.44 can also be uploaded in CRA system***.** *However, this new version comes with an additional control described in this document.*

1. **Preparation of Subscriber Contribution File:** For detail understanding and know how, you may download the SOP from CRA website [**www.npscra.nsdl.co.in**](http://www.npscra.nsdl.co.in) **> Home > Central Government > Nodal Office Corner > Contribution Upload process.**

**This document briefly explains the uses of new fields available in the new version of File Preparation Utility (FPU)**.

The FPU consists of two panels – PAO & Contribution File Details and the Subscriber details. New fields have been added in the first panel i.e. PAO & Contribution File Details, *as shown in Figure 1*.



**Figure 1.**

**In Figure 1 new fields “Contribution Type”, “Contribution month”, “Contribution Year” & “Salary Date” have been highlighted for your ready reference.**

1. **Contribution Type** – The Contribution type has a drop down with two options “Monthly” & “Combined”.
2. **Monthly** – monthly as the name suggests, in case user wants to prepare a regular contribution file for a particular month and year, user needs to select as “Monthly”. Once user select the Monthly, other two fields; “Contribution month” & “Contribution Year” become mandatory. The user can provide subscriber contribution details for the selected month and year only in the Subscriber details panel.

E.g. On selection of Contribution type as “Monthly”, the User has to provide month and year of contribution and if the user provides month as “January” and Year as “2021”, the Subscriber contribution details should contain the contribution details of only Regular contribution of Jan 2021.

If in case, the user has to prepare contribution file for multiple months / year or multiple contribution type such as Regular and Arrear or only Arrears in one Subscriber Contribution File, the user should select the second drop down i.e. “Combined”.

1. **Combined** – as mentioned in the above section, in case user wants to prepare a contribution file which would contain contribution details of multiple months and year or multiple contribution type such as Regular contribution and Arrear contribution or only Arrear contribution, the User needs to select the option as “Combined”. On selection of Combined, the other two fields; Contribution month & Contribution Year are disabled and user can directly go to the second panel (Subscriber Details) of FPU.

E.g. On selection of Contribution type as “Combined”, the User can capture contribution details for different combination of contribution details. Such as;

i. Only Regular contribution for one month i.e. for current month and year

ii. Multiple Regular contribution i.e. for current month and year as well as for the previous months and year.

iii. Regular and Arrears contribution both or only Arrears contribution.

To simplify types of contribution details being handled under each Contribution Type, a matrix has been provided below. User may select the Contribution type (Monthly or Combined) as per the contribution details available with the User. E.g. if in case User wants to prepare contribution file for only one month of Regular contribution, he/she may select either “Monthly” or “Combined”. However, if the User wants to prepare a contribution file consisting multiple months of Regular contribution, he/she will be required to select the Contribution type as “Combined”.

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| --- | --- | --- |
| **Different Scenarios of contribution details under each Contribution Type** | | |
| **Contribution Scenario** | **Contribution type as “Monthly”** | **Contribution type as “Combined”** |
| One month Regular Contribution | Yes | Yes |
| Multiple months Regular Contribution | No | Yes |
| Arrear Contribution | No | Yes |
| Regular as well as Arrear Contribution | No | Yes |

1. **Contribution month & Contribution Year** – As mentioned above, the fields Contribution month & Contribution Year are not independent. These two fields are mandatory only in case contribution type has been selected as Monthly in the PAO & Contribution File Details panel, *as explained in point 2.1.a above*.
2. **Salary Date** – The Salary date is not mandatory.
3. **Validation and Controls** – some important validation and controls are given below:
4. Contribution for same month and year – a Regular contribution for same month & year and PAO-DDO combination cannot be uploaded twice.
5. Contribution type as “Monthly” – On selection of Contribution type as “Monthly” in the “PAO & Contribution File Details” panel, the User has to provide month and year of contribution for which Subscriber Contribution details will be captured. If in case, the month and year provided in the “PAO & Contribution File Details” is January 2021, and in the “Subscriber Details” panel, if the contribution month and year is other than January 2021, the FPU will not be creating the file.
6. Preparation using previous months file – if in case, user has previous month saved file, the user may import the same on the latest FPU and instead of changing the month and year in all the records, the user may select the contribution type as “Monthly” in the PAO & Contribution File Details” panel which will automatically update the month and year in all the records available in the “Subscriber Details” panel.

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