

Protean eGov Technologies Limited



**protean**  
Change *is* growth

## **STANDARD OPERATING PROCEDURE (SoP)**

### **Nodal Office Registration**

### **Version 1.1**

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**REVISION HISTORY**

| <b>Sr. No.</b> | <b>Date of Revision</b> | <b>Version No.</b> | <b>Section Number</b> | <b>Description of Change</b>                                                                                                       |
|----------------|-------------------------|--------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1              | 22-12-2024              | 1.0                | -                     | Initial Version                                                                                                                    |
| 2              | 11-05-2026              | 1.1                |                       | Change in the Company name to Protean e-Gov Technologies and change in the domain name wherever company website/ URL is mentioned. |

**Abbreviations Used**

- **PrAO.:** Principal Account Office
- **DTA:** District Treasury Accounts
- **PAO:** Pay and Accounts Office
- **DTO:** District Treasury Office
- **DDO:** Drawing and Disbursing Office

**Background**

In 2003, Government of India (GOI) mandated Pension Fund Regulatory and Development Authority (PFRDA) to develop and regulate the National Pension System (NPS). PFRDA had the mandate of formalizing the architectural framework and the guiding principles of NPS. Though NPS was implemented in 2004, NPS was operationalized from June 2008 after the appointment of intermediaries like Central Recordkeeping Agency (CRA), Pension Fund Managers (PFMs), Trustee Bank (TB), Custodian, etc. under a unique and unified architecture i.e., the unbundled structure wherein every entity was entrusted with a specific responsibility in accordance with their core competencies. This has been done to ensure NPS provides financial security with low cost of administration as well as fund management of pension account.

NPS is applicable to all employees of Central Government service, except the Armed Forces, joining Government service on or after January 1, 2004. Subsequently, majority of the State Governments have also adopted NPS from different dates. NPS is also applicable to Central Autonomous Bodies (CABs), State Autonomous Bodies (SAB) who have adopted NPS. Apart from Government sector, NPS is extended to Corporate and All Citizens of India.

Protean eGov Technologies Ltd. has been appointed as CRA for NPS. CRA is the fulcrum of the system – a platform for the stakeholders to interface and interact with each other. Protean has developed the business and operational features of the CRA system after consultation with PFRDA and other stakeholders. These include the complete functioning of the system and the processes to be followed by various stakeholders for operationalization of NPS. Protean CRA has also put in place necessary IT and organizational infrastructure for delivering various CRA services.

Protean CRA has continuously focused on providing user friendly system as well as better and efficient services to the stakeholders of NPS. As the Nodal Offices (PrAO /DTA, PAO/DTO and DDO) of Government Sector are primarily responsible for operationalization of NPS, Protean CRA has been striving to continuously provide handholding to them in each stage of NPS implementation viz. from registration of Nodal Office, registration of subscribers, contribution processing, account maintenance service to exit from NPS.

**Registration of Nodal Office on the basis of physical applications:****Central Government**

The Central government office needs to download the Registration Form available on PROTEAN - CRA website <https://www.npscra.proteantech.in/central-forms.php>

Forms for Nodal office Registration

1. PrAOs/DTA - Annexure N1
2. PAOs - Annexure N2
3. DDOs - Annexure N3

The application form N1,N2,N3 should be duly filled up with all the details and same should be submitted along with LOC Letter of Consent from PFRDA to PROTEAN -CRA address: Times Tower, 1st Floor, Kamala Mills Compound, Lower Parel, Mumbai - 400 013

- The Registration Form should be filled in accordance with the instruction given in the Form itself. In case of incomplete details the Registration Form will be rejected. CRA shall send necessary intimation for rejected application.
- Further, if the details is valid the Reg no is generated and an auto welcome e-mail is generated intimating the entity.
- Registration letter along with the IPIN and TPIN is sent to the Nodal Office.

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## State Government

The State/SAB government nodal office needs to download the Registration Form available on PROTEAN -CRA website <https://www.npscra.proteantech.in/central-forms.php>

Forms for Nodal office Registration

- 1 PrAOs - Annexure N1
- 2 PAOs - Annexure N2
- 3 DDOs - Annexure N3

- The application form N1 ,N2,N3 should be duly filled up with all the details and same should be submitted along with Letter of Consent to PROTEAN -CRA address: Times Tower, 1st Floor, Kamala Mills Compound, Lower Parel, Mumbai - 400 013
- The Registration Form should be filled in accordance with the instruction given in the Form itself. In case of incomplete details the Registration Form will be rejected. CRA shall send necessary intimation for rejected application.
- Further, if the details is valid the Reg no is generated and an auto welcome e-mail is generated intimating the entity.
- Registration letter along with the IPIN and TPIN is sent to the Nodal Office.

DDOs are registered through physical/soft copy mode in State Governments. (Only Bihar and West Bengal DDOs can be registered through physical forms). The format of details required for registration through soft copy is available in CRA.

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