Protean eGov Technologies Limited

STANDARD OPERATING PROCEDURE (SoP)

Subscriber Contribution Upload Government Sector

Version 1.1

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REVISION HISTORY

Sr. No.	Date of Revision	Version	Section Number	Description of Change
1		1.0	-	Initial Version
2	27-11-2024	1.1	VII	Settlement Timelines

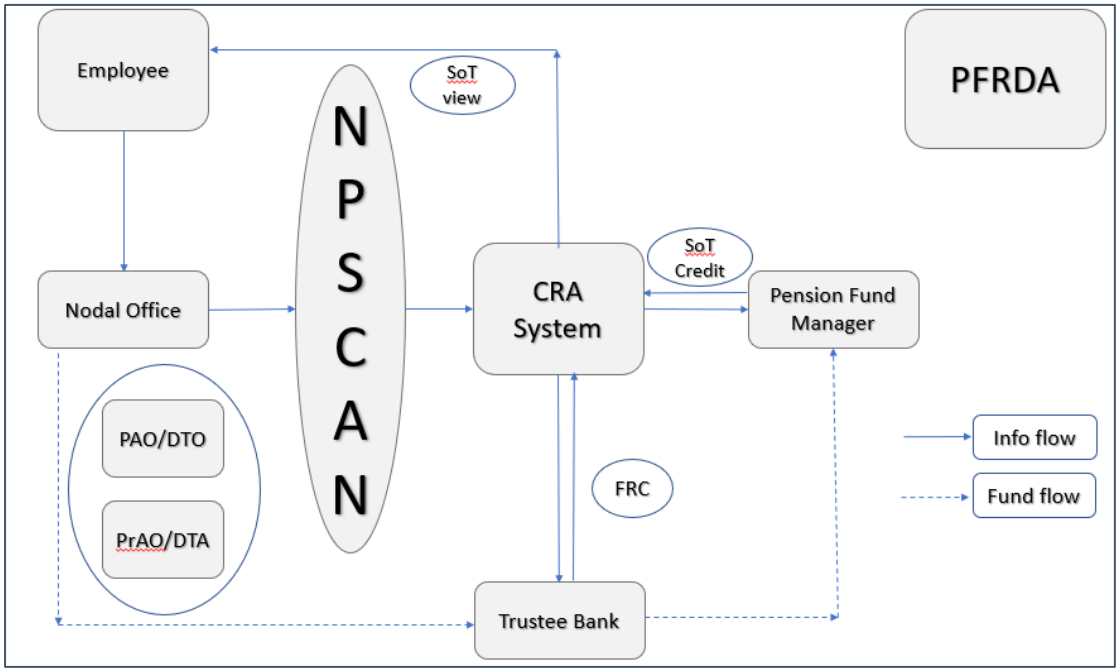
Preface

The Government of India (GOI), vide notification dated 22nd December 2003 issued by Ministry of Finance, Department of Economic Affairs has introduced a new Defined Contribution Pension Scheme known as the National Pension System (NPS) replacing the existing system of Defined Benefit Pension System. The National Pension System came into operation with effect from 1st January 2004 and is applicable to all new employees to Central Government service, except to Armed Forces, joining Government service on or after 1st January 2004. The employees of Central Autonomous organizations, State Governments/Union Territories (UTs) and the Autonomous organizations of the respective State Government/UT are also eligible to join the NPS. The employees who join the NPS will be known as 'Subscribers' in the NPS. In future, the GOI may decide to allow voluntary subscribers to participate in the NPS.

The GOI established Pension Fund Regulatory and Development Authority (PFRDA) on 10th October 2003 to develop and regulate the Pension Funds under the NPS. PFRDA has appointed Protean eGov Technologies Ltd (formerly NSDL eGovernance Infrastructure Limited, hereafter referred to as PCRA in the document) as the Central Record Keeping Agency (CRA) to maintain the records of contribution and its deployment in various pension fund schemes for the employees.

For the purpose of accessing the CRA system, Nodal offices and Subscribers need to get registered afresh in the CRA system. Upon registration, the entities will be allotted unique Registration Numbers, User ids and passwords, which can be used by the nodal offices and subscribers for accessing the NPSCAN/CRA system. For more details on registration, Nodal offices may refer to the Standard Operating Procedures (SOPs) on 'Registration for Nodal Offices and Subscriber Registration' available at www.npscra.nsdl.co.in. The Subscribers, upon registration, will be allotted a PRAN by CRA which shall be used by nodal offices while uploading subscriber contribution information to the CRA system.

The CRA architecture is summarised as shown below:


Employee
SoT view
PFRDA
N P S C A N
SoT Credit
Nodal Office
CRA System
Pension Fund Manager
PAO/DTO
PrAO/DTA
FRC
Info flow
Fund flow
Trustee Bank

About this Manual

This manual is intended for the personnel in the PrAO/DTA and PAO/DTOs (similar entities in different accounting formations) who shall be uploading the Subscriber contribution information to NPSCAN. In this manual, Standard Operating Procedures to be followed by offices in preparation and upload of Subscriber Contribution File (SCF) in the NPSCAN/CRA system are described. This document also details the usage of tools like File Preparation Utility (FPU), File Validation Utility (FVU) and the functionalities to be followed by the offices while preparing and uploading SCF to NPSCAN/CRA system and remittance of the contribution funds at the Trustee Bank. The list of tools, minimum software and hardware required to be procured/installed at offices and detailed procedure associated with installation tools like FPU/FVU has been explained in Chapter 2 of this document.

Acronyms and Abbreviations

Acronym	Description
CRA	Central Recordkeeping Agency
CSF	Contribution Submission Form
DDO	Drawing and Disbursing Officer
PrAO	Principal Accounts Office
DTA	Directorate of Treasury and Accounts
PAO	Pay and Accounts Office
DTO	District Treasury Office
FPU	File Preparation Utility
FRC	Fund Receipt Confirmation File uploaded by TB
FVU	File Validation Utility
I-PIN	Internet Personal Identification Number
NEFT	National Electronic Funds Transfer (NEFT) system
NPS	National Pension Scheme
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
RTGS	Real Time Gross Settlement
SCF	Subscriber Contribution File uploaded by office
STO	Sub Treasury Office
TB	Trustee Bank

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I. INTRODUCTION

Under National Pension System, the monthly pension contributions of the Subscribers will be invested in various schemes of different Fund Managers appointed by PFRDA as per the Subscriber's scheme preference. For this purpose, the monthly contribution details (including State Government's matching contribution) of the subscribers registered in the CRA system shall be uploaded to NPSCAN (www.npscan-cra.co.in.) and the amount of contribution deposited at the Trustee Bank. DTA/DTO will prepare Subscribers' Contribution File (SCF) and upload it to NPSCAN system using the user id and I-Pin allotted by CRA. The records of the contribution of each employee will be kept in an account known as the Permanent Retirement Account which will be identified by a Permanent Retirement Account Number (PRAN).

SCF will contain details such as DDO Reg. No. to which the Subscriber is linked with, PRAN of the Subscriber, month of contribution, amount of the Subscriber contribution, amount of Government contribution etc. On every settlement day, CRA shall run a settlement process at a predefined time. During the settlement process, CRA System will process the Contribution; Switch and Withdrawal requests received on behalf of all Subscribers and will generate Subscriber-wise, Scheme-wise units.

i. Model of contribution upload

In order to initiate the process of contribution upload, the pre-requisite for the State Governments is to select the model of monthly Subscriber contribution upload it intends to adopt. A State government can adopt any one of the following models regarding the above:

a. **Centralised Model**: In this model, the DTA shall upload DDO wise monthly Subscriber Contribution File (SCF) and make a consolidated fund transfer to the Trustee Bank.

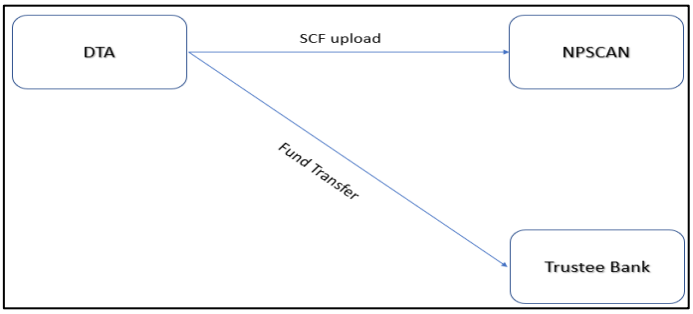


Figure:1

b. **Decentralised model:** In this model, the function of uploading of monthly SCF and transfer of funds to TB will be performed by PAO/ DTO.

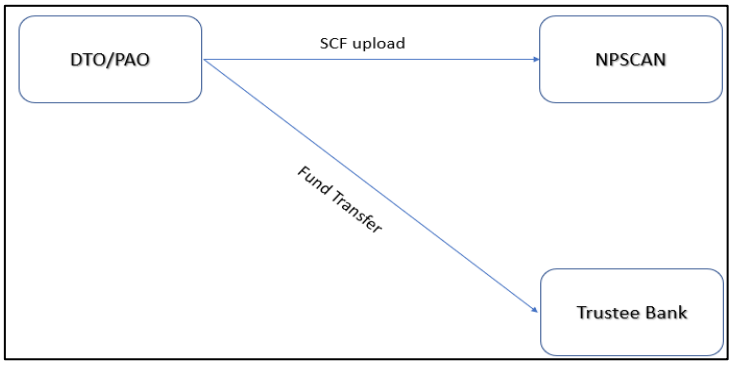


Figure:2

c. **Quasi Centralised**: In this model, each DTO would prepare Subscriber contribution file and upload into central NPSCAN system. However, the DTA would make one consolidated payment to the bank on behalf of all DTOs.

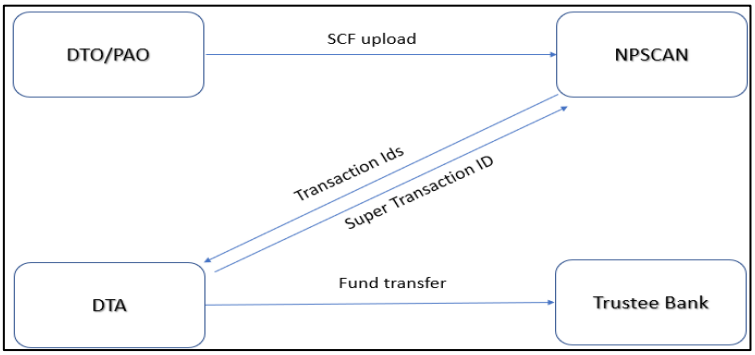


Figure:3

<u>Steps in preparation and upload of Subscribers Contribution File (SCF) by DTA/PAO/DTO</u>

i. Preparation of SCF using File Preparation Utility (FPU).
ii. Validation of the SCF using File Validation Utility (FVU).

Uploading SCF to the NPSCAN System using credentials allotted to the DTA/PAO/DTO.

II. SYSTEMS REQUIREMENTS FOR NODAL OFFICES

A. Pre-Requisites for accessing the NPSCAN/CRA system by Nodal Offices;

a) Registration of Nodal offices and the subscribers (for more details on registration of nodal offices and subscribers refer to SOP on Registration of Nodal office and Subscribers available at www.npscra.nsdl.co.in.

b) DTA/DTO should have earmarked two persons for initiating and authorizing activities associated with NPSCAN/CRA system

c) Minimum IT Infrastructure requirements to be set-up at DTA/PAO/DTO.

B. Procedure for Installing FPU & FVU on DTA/DTO desktop:

To facilitate the digitisation and consolidation of the pension contribution details of the Subscribers, CRA has developed a utility called File Preparation Utility (FPU). It is a JAVA based utility which can be easily installable on a desktop machine.

DTA/PAO/DTO can freely download the FPU from CRA website. www.npscra.nsdl.co.in. However, it is not mandatory for DTA/DTO to use the FPU provided by CRA. DTA/PAO/DTO can alternately use the file formats of FPU and build a utility in their own back office to create the file. In case DTA/DTO wants to use their own back office to prepare the file, they may refer to the file formats for FPU which are available at CRA website www.npscra.nsdl.co.in

III. PREPARATION OF SUBSCRIBER CONTRIBUTION FILE

A. Preparation of SCF using FPU:

After downloading the utilities, DTA/PAO/DTO will undertake the following activities for preparation of Subscriber Contribution File.

The DTA/PAO/DTO will consolidate the monthly details of the Subscribers Pension Contributions from various DDOs associated with it and digitise the records using the latest version of FPU. DTA/PAO/DTO shall consolidate subscriber-wise contribution records of employees linked to them. DTA/PAO/DTO should ensure that the latest version of FPU is being used. DTA/PAO/DTO can get the latest updates in FPU and FVU from the CRA website, i.e. www.npscra.nsdl.co.in.

The FPU consists of two panels –

i. PAO & Contribution File Details Panel: In this panel, the user will enter details such as Type of contribution file, DTA/PAO/DTO Reg. No., DTA/PAO/DTO name & Transaction id (in case of a correction file upload).

ii. Subscriber Details panel: In this panel, the user will enter the contribution details of the subscriber such as Subscriber PRAN, month of contribution, amount of contribution etc.

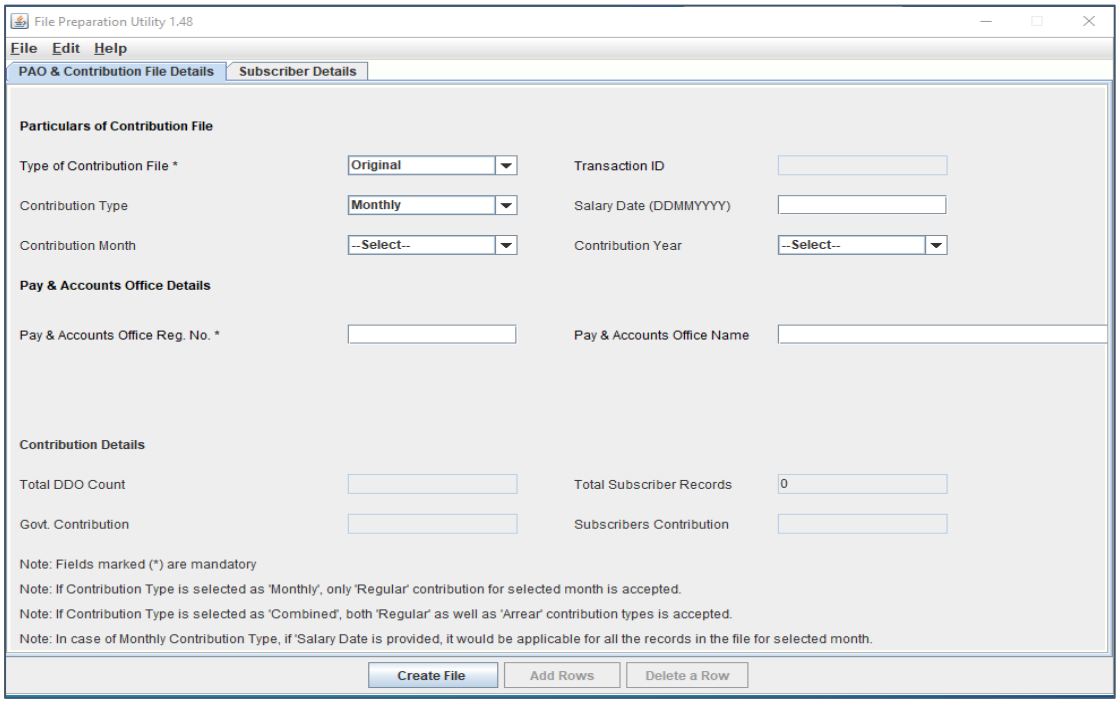


Figure: 4

User will have to enter the following details in this panel:-

a) **Type of Contribution File (Original / Correction)**: Where DTA/PAO/DTO is preparing a new Subscriber Contribution file for a particular month for uploading to NPSCAN; the file type to be selected should be 'Original'. If DTA/PAO/DTO wants to make any correction in a SCF which has already been uploaded successfully and for which Transaction id is generated by CRA, the file type should be selected as 'Correction'. Where file type is Correction the DTA/PAO/DTO User will have to provide the transaction id of the original file.

b) **Contribution Type**: Office has to select either monthly or combined depending on type of records in file. Monthly when all records are Regular.

c) **Salary Date**: Salary date can be entered in case of Monthly contribution type.

d) **Contribution Month/Year**: Has to be provided in case type is selected as Monthly.

e) **Transaction id**: As mentioned above, where file type is Correction, the User will have to provide the transaction id of the original file for a correction file. If transaction id is not provided, user will not be able to create the file. The Transaction id is the acknowledgement number provided by the NPSCAN after successful upload of the SCF.

f) **DTA/PAO/DTO Reg. No.**: User (DTA/PAO/DTO) should enter the DTA/PAO/DTO Reg. No. allotted by CRA on successful registration in CRA.

g) **Name of DTA/PAO/DTO**: This is an optional field. User can enter the Name of DTA/PAO/DTO in this field.

h) **The contribution details**: i.e., the DDO Count, Total subscriber records, Control total (Government), Control total (Self) will appear automatically based on what user has entered on the Subscriber details panel.

A. Subscriber Details:

a) The view of the subscriber details panel of the FPU is shown as below;

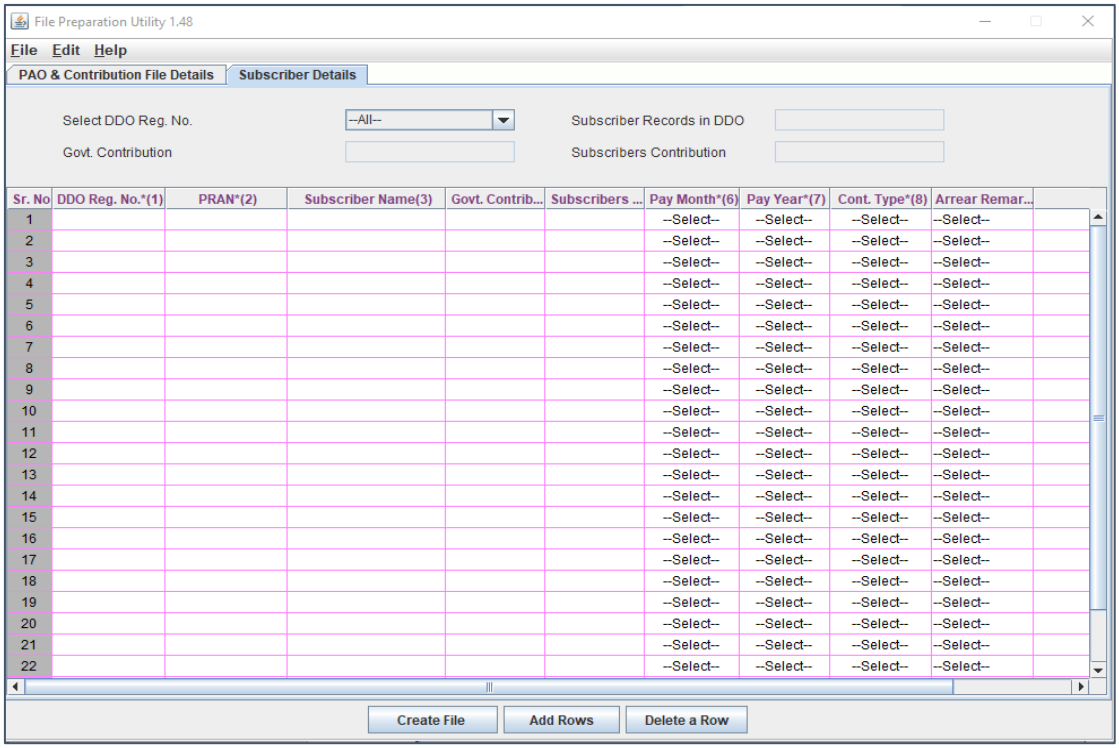


Figure: 5

User will have to enter the following details:

i) **DDO Reg. No**.: User should enter the DDO Reg. No. allotted by CRA.
ii) **PRAN**: User should enter PRAN of the Subscriber for which contribution details are being entered.
iii) **Subscriber's Name**: User may enter Name of the subscriber. This is an optional field.
iv) **Government Contribution**: User should enter Government Contribution Amount. If the uploading office enters the Subscriber Contribution amount, this field shall be automatically populated with the amount entered in the Subscriber Contribution cell.
v) **Subscriber Contribution**: This field is for entering Subscribers Contribution which is deducted from Subscribers salary. If Government Contribution amount is entered, this field will be automatically populated with the amount entered in the Government Contribution cell.
vi) **Pay Month**: User can select the month of contribution from the drop down option available.
vii) **Pay Year**: User can select the year of contribution from the drop down option available.

viii) **Contribution Type**: User can select the Contribution Type i.e. Regular or Arrears from the drop down option available.

ix) **Remark**: Remarks column is mandatory only if the type of file is an arrear file. DTA/PAO/DTO user shall enter the period for which the arrears are pertaining to.

At the time of entering the data, FPU will perform format and structure level validations of the data which is entered by the DTA/PAO/DTO user. The detailed explanations of the validations done are given below. In case where data entered is not as per the file format of CRA, FPU will display an error message to the User.

DTA/PAO/DTO can enter the subscriber details manually or copy the data from an excel sheet. To paste data from an excel sheet, DTA/PAO/DTO can use ‚Paste from Excel' option. This can be done either by going to the Edit Menu and using the ‚Paste from excel' option or by right clicking the mouse in the cell in which the data needs to be captured. The contents will be displayed as shown below;

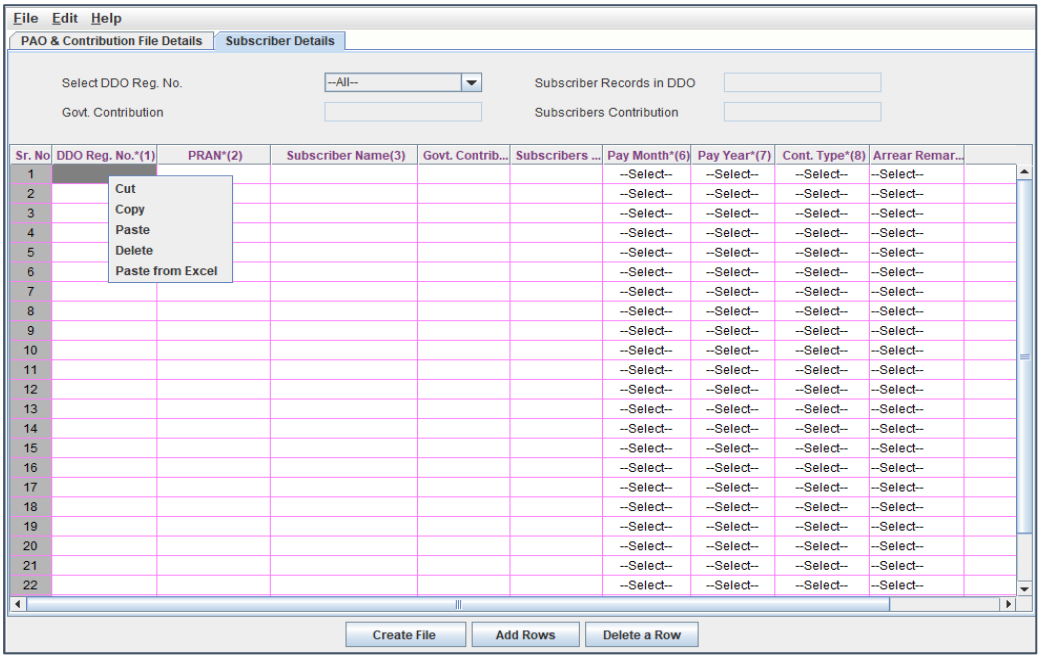


Figure: 6

DTA/PAO/DTO user can add or delete the required rows by selecting the Add Rows and Delete Row button provided at the bottom of the screen.

The DTA/PAO/DTO user can view the total Government Contribution and Subscriber Contribution amounts for a particular DDO by using the DDO

filter provided in this panel by selecting the desired DDO. This can be used to verify whether the DDO wise aggregate amounts are correct or not.

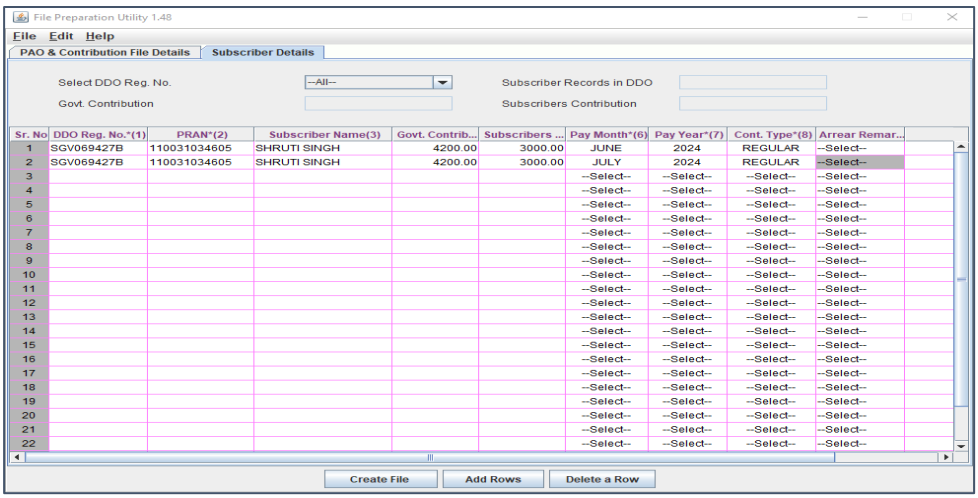


Figure: 7

b) Creation of Subscriber Contribution File:

After complete digitisation of necessary details, the user can create the SCF by selecting Create File button. Once the user selects the Create File option, FPU will prompt the user to save the file on the machine.

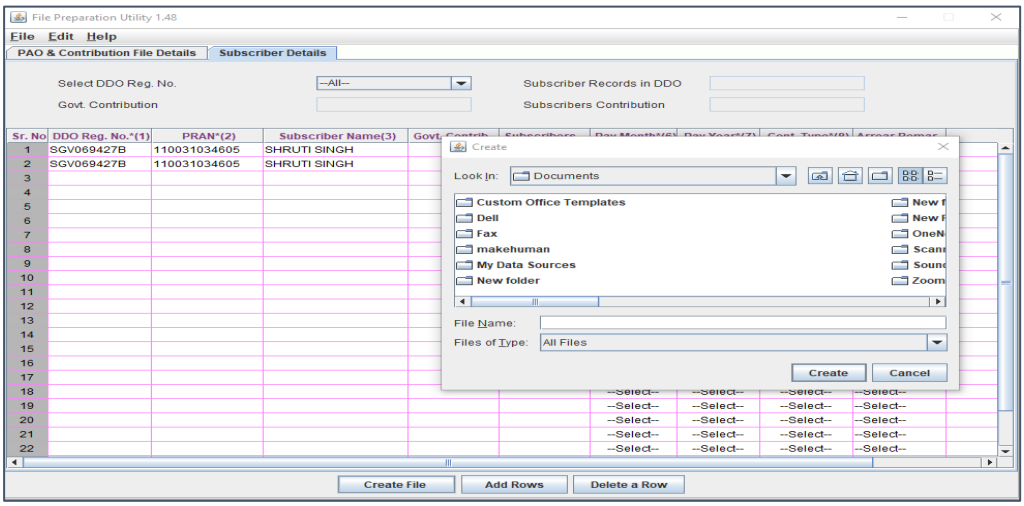


Figure: 8

c) FPU will create an output file having extension .txt. FPU will also create a unique Batch id to identify each file. This Batch id will be displayed to the user in the final confirmation message shown after successful generation

of the file (This batch id can be used to view the status of the file after the same is uploaded in NPSCAN).

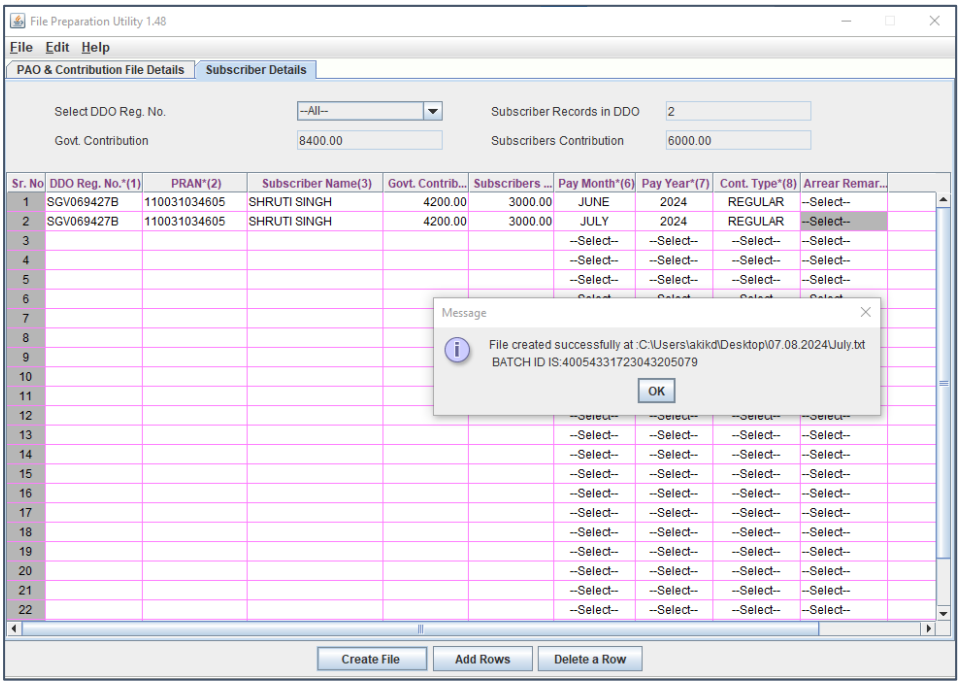


Figure: 9

d) If the FPU encounters any error in the data entered by the User, such as, remarks not provided (when the type of record is arrear), month of contribution entered twice for a particular subscriber etc., it will display an error message to the User. In all such cases, FPU will not generate any output file. The User will be required to rectify the errors and create a valid file again.

B. Checklist for preparing Subscriber Contribution File

a) DTA/PAO/DTO User should digitize the contribution details of the Subscribers pertaining to the DDOs linked to that particular PAO/DTO. PAO/DTO should digitize the contribution details of employees linked to him.

b) It is mandatory to select the type of Contribution File as 'Original' for regular file and 'Correction' for correction file. By default it will be 'Regular'. In case of 'Correction' file, Transaction id is a mandatory field.

c) User should provide all the mandatory details of the particular record in each line. FPU will display error message if any of the mandatory field is missing in any record entry.

d) User should ensure that the DTA/PAO/DTO Reg. No., DDO Reg. No. and PRAN provided in the Contribution File is valid and is active in CRA system. FPU will only check whether the format and structure of data entered in these fields is correct.

e) It is mandatory to input a remark in 'Remark' column where contribution type is 'Arrears'.

f) Negative values cannot be entered in the Subscriber contribution and Government contribution fields.

g) User should ensure that if contribution type is 'Regular', multiple records are not entered for a single PRAN (attached to a DDO) for a particular month. FPU will validate duplicate records i.e., more than one record of the same PRAN for same month and year and contribution type as regular.

h) User will not be allowed to validate with FVU, the Intermediate files generated by FPU. Also, intermediate files cannot be uploaded in NPSCAN.

i) User will be allowed to open the intermediate file only in the same version of FPU with which it was prepared.

j) User should not tamper the intermediate file as the tampered file cannot be opened using FPU. In such cases the FPU will display an appropriate error message to the user.

k) User cannot generate a blank Contribution File having no records. There must be at least one Subscriber record in a file and all mandatory fields should be entered.

l) The user will have the option to enter the Subscriber name while preparing the file. This is provided only for operational convenience purpose of DTA/PAO/DTO.

m) DTA/PAO/DTO will not be allowed to upload a FPU generated file having .txt extension to NPSCAN before validating the same through FVU.

n) DTA/PAO/DTO should not upload any Contribution File for a Subscriber PRAN whose withdrawal request is captured in CRA System.

IV. VALIDATION OF SCF USING FILE VALIDATION UTILITY (FVU)

After the completion of preparation of the Subscribers Contribution File, DTA/PAO/DTO shall validate the output file of FPU with a File Validation Utility (FVU). On successful validation of the file, FVU will generate an output file with extension '.fvu' along with a control total html file which will be saved in the specified path. It is mandatory to validate the file using the FVU. Only that SCF which is successfully passed through FVU can be uploaded to NPSCAN/CRA system. At the time of file validation, if any of the validations fail, then the file will be rejected and an error file will be generated. The validations done by FVU are given in below in point # 5.

To validate the SCF through FVU, the User will double click on the FVU icon at the path where FVU is installed. Once the user clicks on the FVU, the FVU will open which is as displayed below;

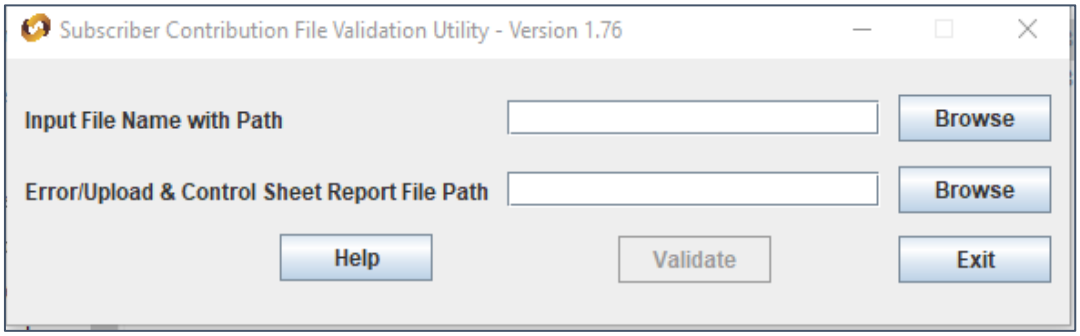


Figure: 10

A. Input File Name with Path

a) DTA/PAO/DTO will specify the name (with the .txt extension) of the input file (including the path) i.e. the name of the SCF to be passed through FVU for validation.

b) The Input file name should not contain any special characters e.g:, \ / etc and should not exceed 12 characters.

c) The file to be passed through FVU should be in ,.txt' format only.

d) DTA/PAO/DTO can enter the path or he can select the same by clicking the 'Browse' button on the extreme right of the option 'Input File Name with Path'.

B. Error/Upload & Control Sheet Report File Path

a) User will have to specify the path where either an 'error file' or 'upload file' along with the control total sheet is to be generated and saved by the FVU on successful completion of validation of the file. It is advisable to use the same path as the input file path. For error file or upload file, User shall only specify the path and should not specify any file name. FVU will provide the name for output file by default.

b) User can enter the path or can select the same by clicking the 'Browse' button on the extreme right of the 'Error/Upload File Path'. In case of validation failure, an Error file will be generated at location specified in the field 'Error/Upload & Control Sheet Report File Path'.

c) It is mandatory for the User to fill both 'Input File Name with Path' and Error/Upload File Path'. 'Validate' button will remain disabled till both fields are not entered/selected properly.

d) After selecting the input and output folder, User should click the 'Validate' button to validate the Subscribers Contribution File. If the file is successfully validated, FVU will create the upload file with extension '.fvu'. FVU will also create a control sheet (an HTML report) in the path specified in the 'Error/Upload File Path' as shown below;

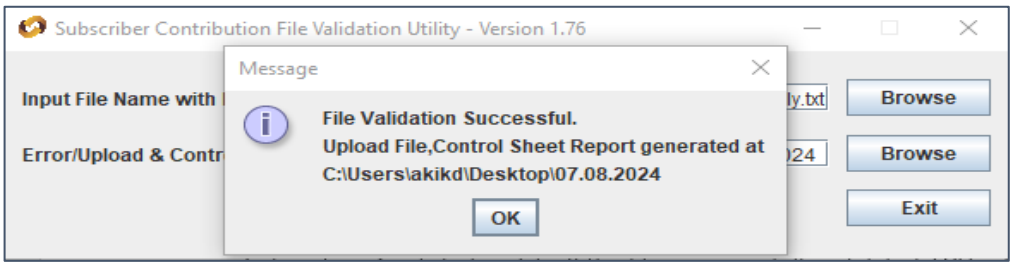


Figure: 11

e) While validating the SCF, FVU will perform format and structural level validations once again. FVU will also perform additional validations as mentioned below:

   i. The contribution Month and Year mentioned is a valid year and month.
   ii. FVU will check whether 'Government Control Total' is equal to the sum of government contributions for all the subscribers.
   iii. FVU will check whether 'Subscribers Control Total' is equal to the sum of Subscribers contributions for all the subscribers.

f) If the file validation is successful, then FVU will also generate an '.html' file showing control totals as shown below;

SUBSCRIBER CONTRIBUTION FILE CONTROL SHEET*

Batch ID :	4005433172304320507 9	Contribution File Type :	Original
PAO/DTO Reg. No. :	4005433	Transaction ID :	-
Number of DDO's :	1	Subscriber record count :	2
		Count of unique subscribers :	1

Contribution Types	Records	Total Amount
Regular Contribution :	2	14400.00
Arrears Contribution :	0	0

Contribution Source	Amount
Total Government Contribution	8400.00
Total Subscriber Mandatory Contribution	6000.00
Total Contribution	14400.00

Warning : PRAN 110031034605 has appeared more than once with same Contribution type in the file

Date of File Generation : 07-Aug-2024
Input File Path : C:\Users\akikd\Desktop\07.08.2024\July.txt
FVU Version : 1.76
Note: Transaction ID will be available for correction file only.

* CONTROL SHEET helps in reconciling the subscriber data contained in the Contribution file. Please check the Control Totals to reconcile the contribution data to be uploaded.

Figure: 12

g) If there are any format level errors in the file, FVU will display an error message as shown in figure below;

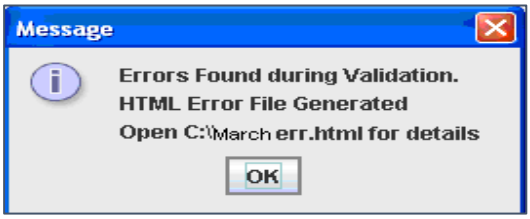


Figure: 13

h) If the FVU encounters/detects any errors during validation process, the utility will display an error message and generate an ‚.html' file showing a list of errors associated with that particular file as shown below;

SUBSCRIBER CONTRIBUTION ERROR FILE

Line No	Record Type	Field Name & No.*	DDO Serial No.	Subscriber Contribution Serial No.	PRAN	Error Code	Error Description	Error / Warning
4	Subscriber Detail Record	Total Contribution amount for the subscriber(10)	1	1	110031034605	204016	Government's Contribution amount and Subscriber's mandatory contribution amount is not equal to the Total Contribution amount for the subscriber	-

* Field Name & No. is as per the file format
FVU Version : 1.76
Input File Name : C:\Users\akikd\Desktop\07.08.2024\July.txt

Figure: 14

i) Subscriber contribution file (with '.FVU' extension) is ready for upload in NPSCAN after it has been successfully passed through FVU.

V. UPLOADING SUBSCRIBER CONTRIBUTION FILE TO NPSCAN

After validating the SCF through FVU, DTA/PAO/DTO will upload the output file having '.fvu' extension to NPSCAN. DTA/PAO/DTO will upload the file using the I-Pin allotted by the CRA to the DTA/PAO/DTO at the time of registration. All SCF uploaded by DTA/PAO/DTO will be considered for settlement process at CRA subject to receipt of FRC (Fund Receipt Confirmation) from Trustee Bank. During the settlement process, subscriber contribution amount will be invested as per the scheme preference applicable for the subscriber and the respective units will be credited to the subscribers account.

A. Process of upload

a) DTA/PAO/DTO user will have to log-in to NPSCAN using its I-Pin and password. For this, the DTA/PAO/DTO user will have to log in to www.npscan-cra.co.in Following page will be displayed to the user as shown below. On this page, the DTA/PAO/DTO User will have to enter his User id and password in the fields provided as shown in figure below. DTA/PAO/DTO may use any of the one User ids which has been provided to it by CRA on successful registration;

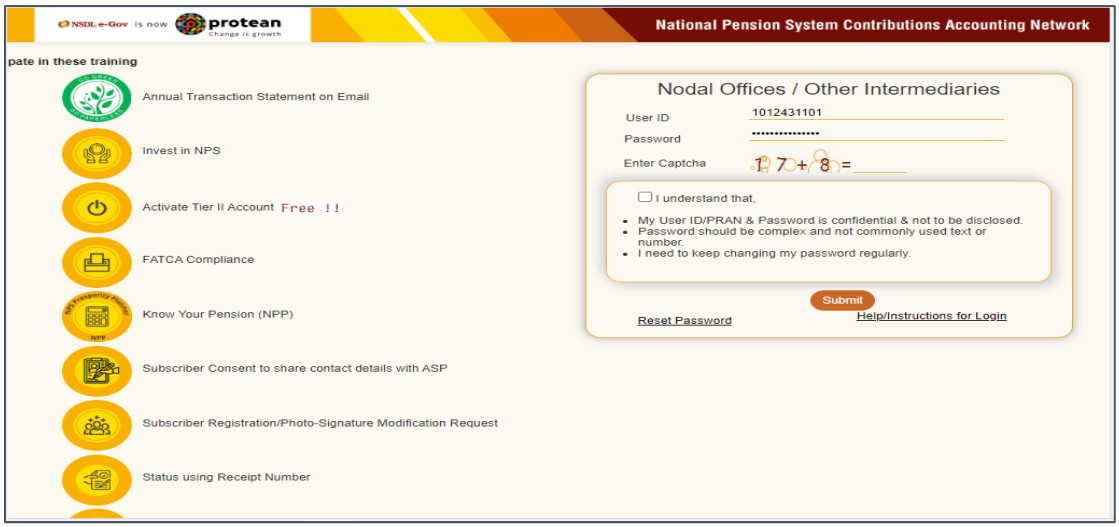


Figure: 15

b) Dual authentication: Uploading office needs to complete dual authentication by providing Aadhaar and subsequent OTP for logging into the system.

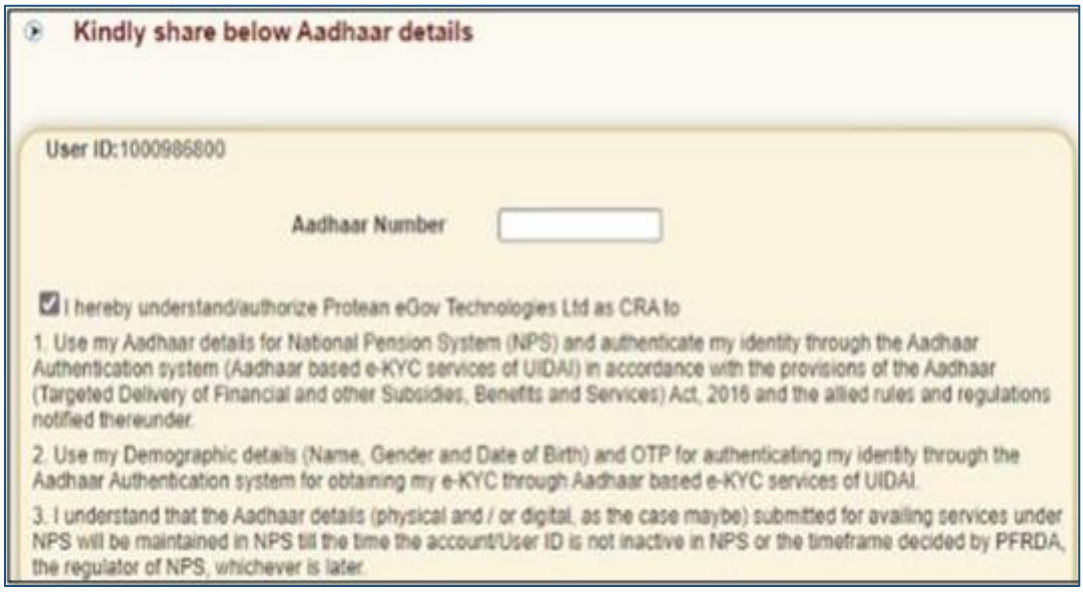


Figure: 16

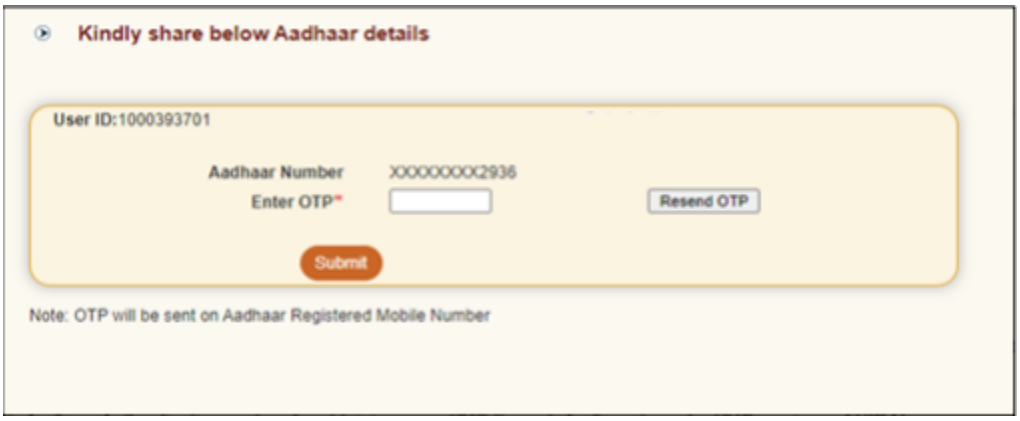


Figure: 17

c) If the DTA/PAO/DTO user enters the Login credentials correctly, the user will be able to successfully login into the system. After successful login, the DTA/PAO/DTO user will have to select the option 'Contribution Details-Upload' from the menu as shown in next image;

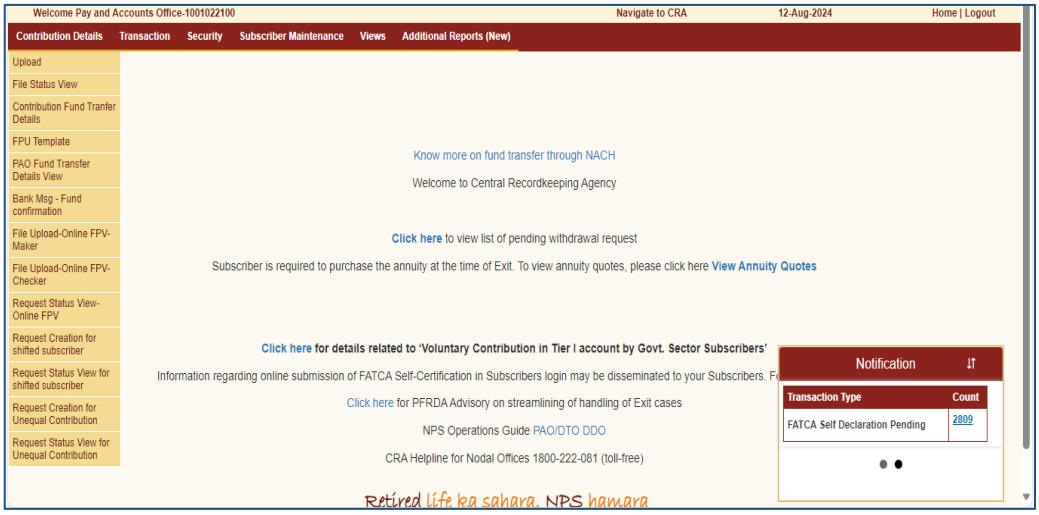


Figure: 18

d) In case of centralised model of contribution upload, the option shown above shall not be available to the DTO as the activity of contribution upload shall be performed by the DTA on behalf of the underlying DTOs in a consolidated manner. On selection of the option 'Upload', NPSCAN will display a screen as shown below to upload the files;

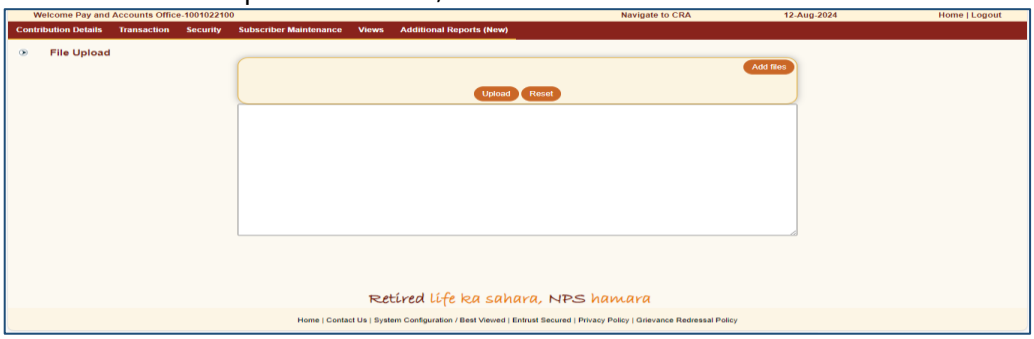


Figure: 19

e) In the previous screen, DTA/PAO/DTO User will have to select the 'Add Files' option to add the SCFs to be uploaded. Once user selects 'Add Files' button, a window will be displayed for the user to select the file to be uploaded;

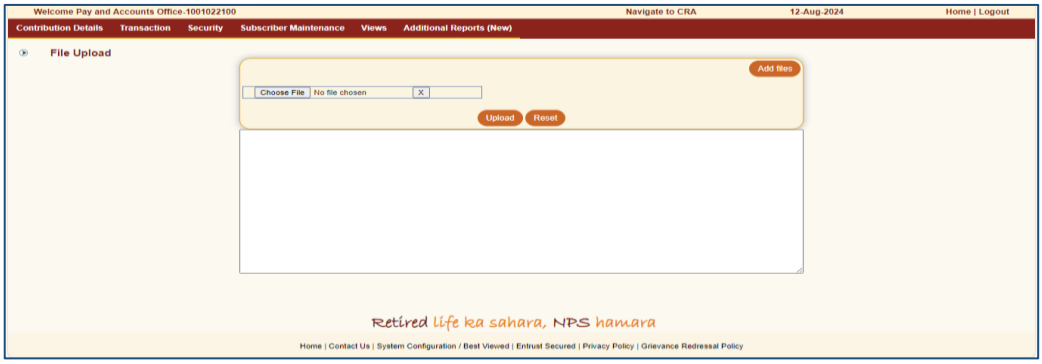


Figure: 20

f) The user will have to select the files to be uploaded (with '.fvu' extension) and click on the add files button;

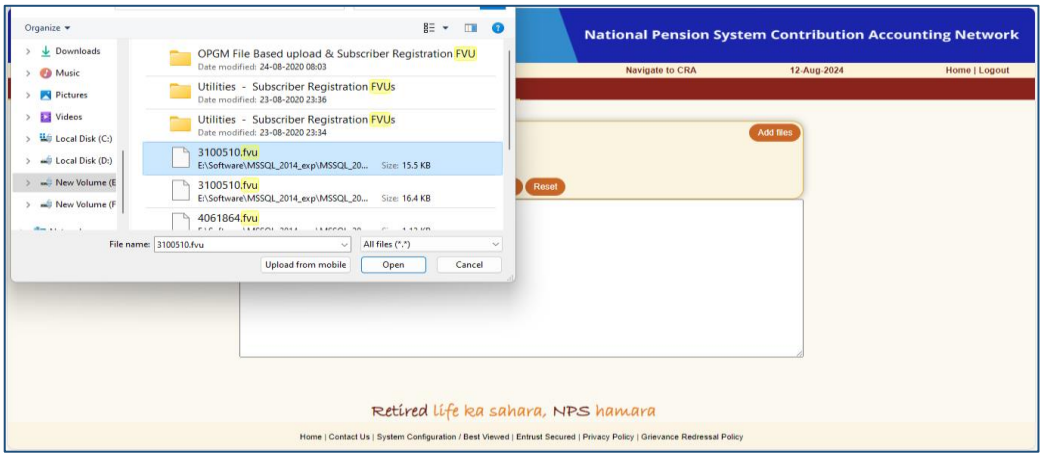


Figure: 21

g) If upload of file(s) is successful; NPSCAN will display the status of the file as 'Uploaded in NPSCAN' and will generate a unique File Reference Number (FRN) which will be displayed to the User as shown in figure below. User may note the FRN for record purpose. It merely indicates that file has been received by NPSCAN system. This does not indicate whether the file has been accepted or not. User should use this FRN for viewing the status of the file at a later stage;

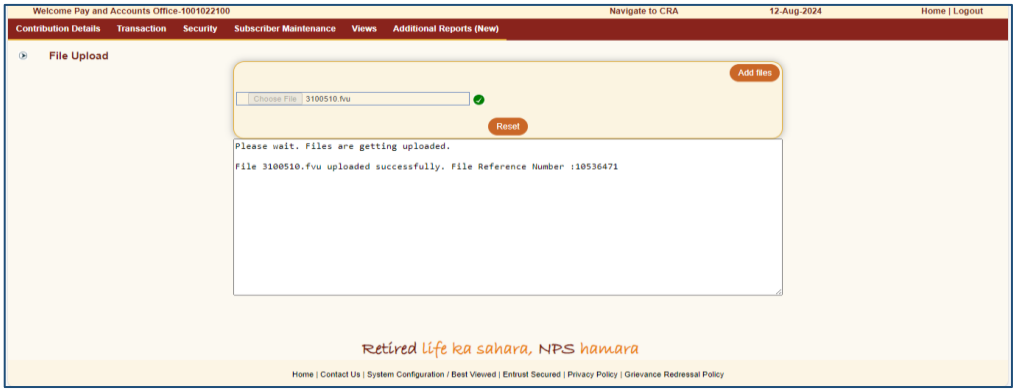


Figure: 22

B. Status View:

In order to view the status of the uploaded file, the User will have to navigate the 'Contribution Details' menu and select the ‚File Status View' option. After selecting the ‚File Status View' option, the User will have to enter any one of the following criteria's as mentioned below:

i. File Reference Number
ii. Batch Id
iii. Transaction Id
iv. From Date & To date

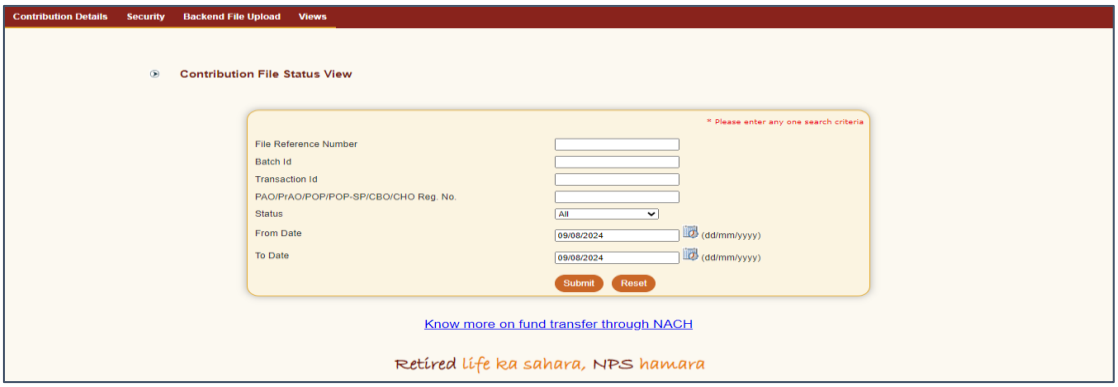
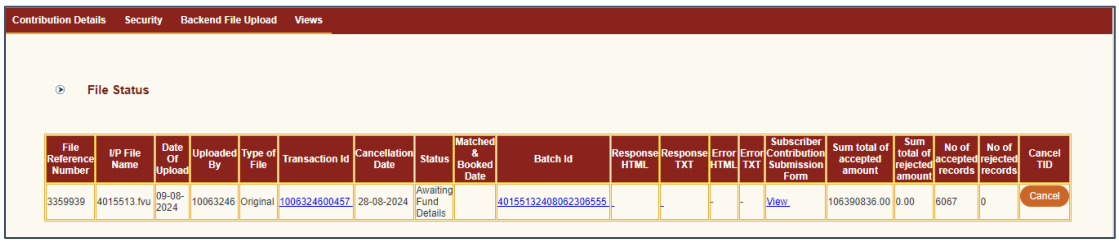


Figure: 23

a) **Successful upload**: If the all the validations are successful, NPSCAN will update the status of the file as 'Accepted' and will generate a unique 13 digit Transaction id (unique receipt number generated by NPSCAN). This is as shown below;



File Reference Number	I/P File Name	Date Of Upload	Uploaded By	Type of File	Transaction Id	Cancellation Date	Status	Matched & Booked Date	Batch Id	Response HTML	Response TXT	Error HTML	Error TXT	Subscriber Contribution Submission Form	Sum total of accepted amount	Sum total of rejected amount	No of accepted records	No of rejected records	Cancel TID
3359939	4015513.fvu	09-08-2024	10063246	Original	1006324600457	28-08-2024	Awaiting Fund Details		40155132408062306555		-	-	-	View	106390836.00	0.00	6067	0	Cancel

Figure: 24

Along with Transaction id, NPSCAN will also generate the Contribution Submission Form (CSF). DTA/PAO/DTO shall click on the **view hyperlink on Subscriber Contribution Submission Form** as shown below in order to view the details of the CSF. DTA/PAO/DTO shall download and print the Contribution Submission Form. The Contribution Submission Form will contain details of the contribution file uploaded. This form is to be submitted by the DTA/PAO/DTO to the Accredited Bank while transferring the contribution amount to the Trustee Bank.

In case DTA/PAO/DTO intends to transfer the funds through RTGS/NEFT instruction, DTA/PAO/DTO may print an additional copy for its record purpose. A prototype of this form is given below;

To
The Branch Manager
_____
_____
_____

Date - _____

Subject: Covering letter for Fund Transfer to NPS Trust

Dear Sir,

You are hereby authorized to transfer amount by way of electronic fund Transfer to NPS Trust Account as per below details

(A) Bank Details of Applicant (Remitter's Information):

(1) Account Name: _____ *(To be filled by PAO)* _____

(2) Account Number: _____ *(To be filled by PAO)* _____

(B) Details of Beneficiary (Receiver of the Funds)

Sr. No	Beneficiary Details	
1	Beneficiary Account No	**4015513**
2	Amount (₹)	**(₹) 106390836.00**
3	Beneficiary Name	NPS Trust Account
4	Bank Name	Axis Bank
5	Branch	Axis Bank Ltd, CBB Branch, Mumbai
6	IFS Code	UTIB0NPS001
7	Type of Beneficiary Account	Current Account
8	Transaction ID information :**Mandatory** to provide in the field 7495 (Sender to Receiver message) of remittance by Bank	**1006324600457**
9	Date of Transaction ID	09/08/2024
10	Mode of Remittance	NEFT/RTGS (R-41 only)
11	Auto Cancellation Date (Not applicable to APY Transaction IDs)	**28/08/2024**

Important Note:
Please remit the amount as mentioned above before 28/08/2024 or else the SCF will get auto cancelled in CRA System and Transaction ID mentioned in sr.no 8 will become invalid.

Yours Sincerely

Figure: 25

b) Rejection: If the file validation is not successful due to reasons such as invalid PRAN, invalid FPU version, invalid DTA/PAO/DTO mapping etc. NPSCAN will reject the file (status of the file will be updated to 'Rejected') and will generate an error file for the same as shown in figure below. This error file can be viewed / downloaded from NPSCAN by providing the FRN. NPSCAN will not generate the transaction id for such rejected files;

File Status

File Reference Number	I/P File Name	Date Of Upload	Uploaded By	Type of File	Transaction Id	Cancellation Date	Status	Matched & Booked Date	Batch Id	Response HTML	Response TXT	Error HTML	Error TXT	Subscriber Contribution Submission Form	Sum total of accepted amount	Sum total of rejected amount	No of accepted records
3359945	BBW08082024240809071 0202.pao	09-08-2024	10044667	Original	-	-	Rejected in NPSCAN		4000474172317615384 4	-	-	3359945_ERR.html	3359945_ERR.txt	-	-	-	-

Figure: 26

VI. Transfer of funds to Trustee Bank:

Once the file has been successfully uploaded and the receipt generated from NPSCAN, the User (DTA/PAO/DTO) will take a print of the CSF. The DTA/PAO/DTO shall submit the CSF at its accredited Bank along with instruction for transfer of funds to the designated Bank account through NEFT/RTGS.

Points to remember:

a) The amount deposited by the DTA/PAO/DTO should be exactly equal to the amount mentioned in the CSF. If DTA/PAO/DTO deposits an incorrect amount, then the status of SCF will not be matched and funds will get returned back to the accredited Bank in T+1 day.

b) Each Transaction ID is valid for only 12 working days. Funds should be transferred immediately after successful generation of Transaction ID.

c) Instructions must be provided to the accredited Bank to mention the Transaction ID in sender to receiver information during fund transfer process.

d) Any funds transferred after Date of cancellation for the transaction ID will also get returned back to the accredited Bank on T+1 day.

e) Once, transaction ID is cancelled in the system, the complete process for contribution upload and fund transfer has to be redone.

The DTA/PAO/DTO User can view the details by clicking at the hyperlink and downloading the CSF from NPSCAN. The DTA/PAO/DTO User can view the status of the uploaded file in NPSCAN by entering the file reference number. If the file has been matched and booked, the status of the file will be shown as illustrated below;

File Status

File Reference Number	I/P File Name	Date Of Upload	Uploaded By	Type of File	Transaction Id	Cancellation Date	Status	Matched & Booked Date	Batch Id	Response HTML	Response TXT	Error HTML	Error TXT	Subscriber Contribution Submission Form	Sum total of accepted amount	Sum total of rejected amount	No of accepted records	No of rejected records	Cancel TID
3357039	1722999898723.pao	07-08-2024	10043701	Original	1004370113780	-	Matched and Booked	08-08-2024	40084761722999898723	-	-	-	-	View	616130.00	0.00	63	0	

Figure: 27

VII: Time line for settlement for NPS contribution

Timeline for settlement of NPS Contribution depends upon the time by when the contribution amount (clear fund) received by Trustee Bank.

In case if the amount is received before 11:00 AM, the transaction date i.e. T is considered as the same date and amount is settled on same date. In case, if the

amount is received by Trustee Bank after 11:00 AM, the transaction date i.e. T is considered as next working day and amount is settled on next working day.

The same is explained with the various scenarios as mentioned below.

Scenario 1.

- SCF Uploaded on 01-Nov-2024 and funds are transferred on 01-Nov-2024 (**After 11:00 AM**)
- Fund Receipt Confirmation (FRC) by Trustee Bank on 02-Nov-2024
- Matching & Booking of SCF in CRA System on 02-Nov-2024
- Units are credited based on NAV as of November 2, 2024

Scenario 2.

- SCF Uploaded on 01-Nov-2024 and funds are Transferred on 01-Nov-2024 (**Before 11:00 AM**)
- Fund Receipt Confirmation (FRC) by Trustee Bank on 01-Nov-2024 (provided, clear fund received at TB before 11:00 AM)
- Matching & Booking of SCF in CRA System on same day i.e. 01-Nov-2024
- Units are credited based on NAV as of November 1, 2024

Scenario 3.

- SCF Uploaded on 01-Nov-2024 and funds are transferred on 02-Nov-2024 (**After 11:00 AM**)
- Fund Receipt Confirmation (FRC) by Trustee Bank on 03-Nov-2024
- Matching & Booking of SCF in CRA System on 03-Nov-2024
- Units are credited based on NAV as of November 3, 2024

Scenario 4.

- SCF Uploaded on 01-Nov-2024 and fund are transferred on 02-Nov-2024 (**Before 11:00 AM**)
- Fund Receipt Confirmation (FRC) by Trustee Bank on 02-Nov-2024 (provided, clear fund received at TB before 11:00 AM)
- Matching & Booking of SCF in CRA System on 02-Nov-2024.
- Units are credited based on NAV as of November 2, 2024.

VIII. SUMMARY OF ACTIVITIES

1. Consolidation of DDO wise Subscriber Wise contribution details by the DTA/PAO/DTO.

2. Preparation of file using latest version of FPU.
3. Validation of the file through latest version of FVU.
4. Upload of the validated file to NPSCAN system.
5. Transfer of contribution amount to the Trustee Bank.
6. Track the status of files uploaded in NPSCAN.

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