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Protean eGov Technologies Limited



STANDARD OPERATING PROCEDURE (SoP)

Reset of I-PIN (PrAO/DTA)

Version 1.0

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REVISION HISTORY

Sr. No.	Date of Revision	Version	Section Number	Description of Change
1		1.0	-	Initial Version



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Abbreviation	Expansion		
CDDO	Cheque Drawing DDOs		
CRA	Central Recordkeeping Agency		
CRA-FC	Facilitation Centre		
CGA	Controller General of Accounts		
CSRF	Common Subscriber Registration Form		
DDO	Drawing and Disbursing Office		
DDO Reg. No.	Unique DDO Registration Number allotted by CRA		
DTA	Directorate of Treasuries and Accounts		
DTO	District Treasury Office		
I-PIN	Internet Personal Identification Number		
NPS	National Pension System		
NPSCAN	National Pension System Contribution Accounting Network		
Protean	Protean eGov Technologies Limited		
PAN	Permanent Account Number		
PAO	Pay and Accounts Office		
PAO/DTO Reg. No.	Unique PAO/DTO Registration Number allotted by CRA		
PFM	Pension Fund Manager		
PFRDA	Pension Fund Regulatory & Development Authority		
PRAN	Permanent Retirement Account Number		
Pr.AO	Principal Accounts Office		
PPAN	Permanent Pension Account Number		
PRN	Provisional Receipt Number		
T-PIN	Tele-query Personal Identification Number		



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Standard Operating Procedure for Reset IPIN by Nodal office (PrAO/DTA)

Background:

As per the existing process, Nodal Office (PrAOs/DTAs) submits a written request to CRA for generation of new IPIN. Upon receipt of the written request, CRA processes the request in the system. Once processed, the new IPIN is printed and the pin mailer is dispatched to the concerned Nodal Office.

CRA has now developed a new functionality wherein Nodal Office can reset IPIN instantly of its choice. This functionality allows Nodal Office to reset IPIN by entering the IPIN and getting it authorized by Central Recordkeeping Agency (CRA). This functionality will ensure efficient and faster issuance of IPIN. The IPIN is reset instantly and hence it saves the time required to reissue of physical IPIN in current process.

Process:

PrAO/DTA initiating (capturing) the request for 'Instant Reset IPIN'.

1. PrAO/DTA needs to click on the 'Reset Password?' link on the home page (www.cra- nsdl.com) (refer Image 1.1)

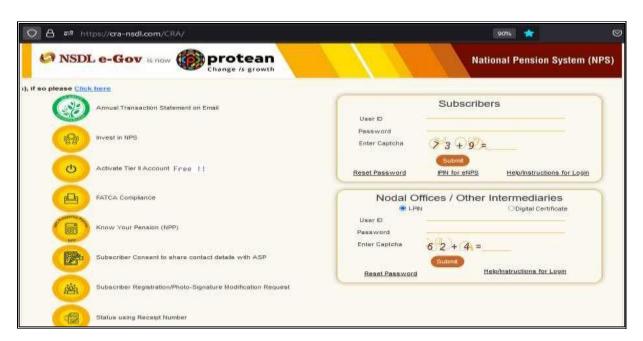


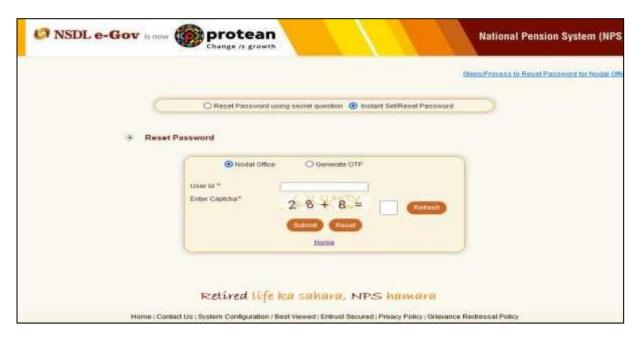
Image 1.1



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2. Select the 'Instant Set/Reset password" Option and select the "Nodal Office" option (*refer Image 2.1*). After selection, the PrAO/DTA should provide its User ID in the designated field & enter the captcha

Image 2.1



3. After providing the respective User ID, the user is required to provide certain mandatory details (marked in red asterisk) along with the new password (IPIN) as per the choice of Nodal Office (*refer Image 3.1*).



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Image 3.1





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4. Nodal Offices should ensure that the details entered should match with the details available in PCRA system. Click on "Submit Button" to process. (*refer Image 4.1*).

Image 4.1



5. Once the details are submitted, a confirmation screen will be displayed with the detail entered. The user needs to confirm the same (*refer Image 5.1*).

Image 5.1



6. After confirmation, an acknowledgment number will be generated. A print option has been provided to print the Acknowledgement details as appearing in the screen (refer Image 6.1).

The office needs to submit this acknowledgement details to PCRA for authorization through its registered email id only.

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Name of the password request free successfully enhanced by the password for several password for password for the password for password f

Image 6.1

Note:

On receiving the Acknowledgement from the respective PrAO/DTA, PCRA will authorize the request. Once the request is authorized, an email confirming the activation of the IPIN will be sent to the registered e-mail ID provided by PrAO/DTA.

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