

Protean eGov Technologies Limited
Central Recordkeeping Agency



User Guide (Nodal Office Manu Realignment)

Protean NPSCAN Portal for PAO/DTO Users

Version Control Table

Version	Date	Addition/Changes in Section	Description of elaborated fields
1.0	30 th September 2025	-	Initial Draft

Contents

Introduction 4

Objective of the Revamp 4

Subscriber Contribution..... 5

Views 7

User Management..... 8

Subscriber Registration 9

Subscriber Maintenance 10

Reports 11

Introduction

This guide has been created to help Nodal Offices to seamlessly navigate and use the revamped Nodal Office Login Menus. Along with the menu restructuring, we have also introduced a refreshed color theme for better readability and a cleaner look.

This manual provides references of revamped menus to help Users to adapt quickly to the updated system. Whether you are initiating transactions, generating reports, or managing user accounts, this guide will serve as your reference point.

Objective of the Revamp

The primary objective of the Nodal Office Login revamp is to enhance ease of use and make daily activities more efficient for Nodal Office Users.

Key goals include:

- Simplify Navigation – Logical, task-based grouping of menu items.
- Improve Efficiency – Faster access to commonly used functions.
- Enhance Visual Comfort – With a refreshed color scheme that improves readability and user experience while keeping the interface familiar.

These changes make the Nodal Office login simpler, cleaner, and more user-friendly, while retaining the same familiar functionality. The process flows remain unchanged, ensuring that stakeholders can continue their tasks without any disruption.

Role Access Control

The functionalities and features described in this User Guide are accessible to nodal offices based on their role access mapping within the CRA system. Since access varies by Role ID, some features detailed here may not be visible to your office.

Subscriber Contribution

Sr. No.	Functionalities Under Subscriber Contribution	Purpose
1	Contribution Details	To upload and check the status of contribution files uploaded.
2	Fund Transfer Details	To capture the Fund Transfer Details for respective transaction ID
3	FPU Template	To download the previously prepared contribution file
4	Online FPU	To prepare the contribution file online
5	PAO Fund Transfer Details View	To see the Fund Transfer Details.
6	Shifted Subscriber Contribution Upload	To create contribution file online for Shifted subscribers (Maker, Checker and Status)
7	Shifted Subscriber Request	Request Creation to capture contribution for Shifted Subscribers and Status.
8	Unequal Contribution	To Initiate Request for Unequal Contribution Upload and view Status
9	Tranche2/Regular Fund Dtls	To upload and view the status Tranche2/Regular Fund Dtls.

Screen – SC1

Welcome Pay and Accounts Office-1014738700
26-Sep-2025
Home | Logout

Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾

Contribution Details ▾ Fund Transfer Details ▾ FPU Template ▾ Online FPU ▾ PAO Fund Transfer Details View ▾ Shifted Subscriber Contribution Upload ▾ Shifted Subscriber Request ▾ Unequal Contribution ▾ Tranche2/Regular Fund Dtls ▾

Upload
Status

Welcome to Central Recordkeeping Agency

Click here to view list of pending withdrawal request

Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here [View Annuity Quotes](#)

Screen – SC2

Welcome Pay and Accounts Office-1014738700
26-Sep-2025
Home | Logout

Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾

Contribution Details ▾ Fund Transfer Details ▾ FPU Template ▾ Online FPU ▾ PAO Fund Transfer Details View ▾ Shifted Subscriber Contribution Upload ▾ Shifted Subscriber Request ▾ Unequal Contribution ▾ Tranche2/Regular Fund Dtls ▾

Welcome to Central Recordkeeping Agency

Click here to view list of pending withdrawal request

Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here [View Annuity Quotes](#)

Screen – SC3

Welcome Pay and Accounts Office-1014738700
26-Sep-2025
Home | Logout

Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾

Contribution Details ▾ Fund Transfer Details ▾ FPU Template ▾ Online FPU ▾ PAO Fund Transfer Details View ▾ Shifted Subscriber Contribution Upload ▾ Shifted Subscriber Request ▾ Unequal Contribution ▾ Tranche2/Regular Fund Dtls ▾

Welcome to Central Recordkeeping Agency

Click here to view list of pending withdrawal request

Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here [View Annuity Quotes](#)

Screen – SC4

Welcome Pay and Accounts Office-1014738700		26-Sep-2025	Home Logout
Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾			
Contribution Details ▸	<p>Welcome to Central Recordkeeping Agency</p> <p>Click here to view list of pending withdrawal request</p> <p>Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes</p>		
Fund Transfer Details			
FPU Template			
Online FPU			
PAO Fund Transfer Details View			
Shifted Subscriber Contribution Upload ▾			
Shifted Subscriber Request ▸			
Unequal Contribution ▸			
Tranche2/Regular Fund Dtls ▸			

Screen – SC5

Welcome Pay and Accounts Office-1014738700		26-Sep-2025	Home Logout
Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾			
Contribution Details ▸	<p>Welcome to Central Recordkeeping Agency</p> <p>Click here to view list of pending withdrawal request</p> <p>Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes</p>		
Fund Transfer Details			
FPU Template			
Online FPU			
PAO Fund Transfer Details View			
Shifted Subscriber Contribution Upload ▾			
Shifted Subscriber Request ▸			
Unequal Contribution ▸			
Tranche2/Regular Fund Dtls ▸			

Screen – SC6

Welcome Pay and Accounts Office-1014738700		26-Sep-2025	Home Logout
Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾			
Contribution Details ▸	<p>Welcome to Central Recordkeeping Agency</p> <p>Click here to view list of pending withdrawal request</p> <p>Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes</p>		
Fund Transfer Details			
FPU Template			
Online FPU			
PAO Fund Transfer Details View			
Shifted Subscriber Contribution Upload ▾			
Shifted Subscriber Request ▸			
Unequal Contribution ▸			
Tranche2/Regular Fund Dtls ▸			

Screen – SC7

Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾			
Contribution Details ▸	<p>Welcome to Central Recordkeeping Agency</p> <p>Click here to view list of pending withdrawal request</p> <p>Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes</p>		
Fund Transfer Details			
FPU Template			
Online FPU			
PAO Fund Transfer Details View			
Shifted Subscriber Contribution Upload ▾			
Shifted Subscriber Request ▸			
Unequal Contribution ▸			
Tranche2/Regular Fund Dtls ▸			

Screen – SC8

Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾			
Contribution Details ▸	<p>Welcome to Central Recordkeeping Agency</p> <p>Click here to view list of pending withdrawal request</p> <p>Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes</p>		
Fund Transfer Details			
FPU Template			
Online FPU			
PAO Fund Transfer Details View			
Shifted Subscriber Contribution Upload ▾			
Shifted Subscriber Request ▸			
Unequal Contribution ▸			
Tranche2/Regular Fund Dtls ▸			

Screen – SC9

Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾			
Contribution Details ▸	<p>Welcome to Central Recordkeeping Agency</p> <p>Click here to view list of pending withdrawal request</p> <p>Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes</p>		
Fund Transfer Details			
FPU Template			
Online FPU			
PAO Fund Transfer Details View			
Shifted Subscriber Contribution Upload ▾			
Shifted Subscriber Request ▸			
Unequal Contribution ▸			
Tranche2/Regular Fund Dtls ▸			

Views

Sr. No.	Functionalities under Views	Purpose
1	Trustee Bank Uploaded Records	To view Trustee Bank Uploaded Records
2	Subscriber	To view Subscriber details, holdings and transaction details

Screen – VW1

The screenshot shows the top navigation bar with the following tabs: Subscriber Contribution, Views, User Maintenance, Subscriber Registration, Subscriber Maintenance, and Report. The 'Views' tab is active, and a dropdown menu is open, showing 'Trustee Bank Uploaded Records' and 'Subscriber'.

Screen – VW2

The screenshot shows the 'Views' tab active, with the 'Subscriber' option selected in the dropdown menu. The dropdown menu is open, showing the following options: Pre Utilization SOT, Search Subscriber, Bank Dtls File Status View, and SOT CG-SG Transaction Details. A red asterisk and the text '* Mandatory Field' are visible on the right side of the screen.

The screenshot shows the 'Views' tab active, with the 'Subscriber' option selected in the dropdown menu. The dropdown menu is open, showing the following options: Search Subscriber, Statement of Holding, and SOT CG-SG Transaction Details. The text 'Contrib' and 'Submission' are visible at the bottom of the screen.

The screenshot shows the 'Views' tab active, with the 'Subscriber' option selected in the dropdown menu. The dropdown menu is open, showing the following options: Statement of Contribution PAO, Search Subscriber, Statement of Holding, and SOT CG-SG Transaction Details. The text 'Welcome to Central Recordkeeping Agency' is visible at the bottom of the screen.

User Management

Sr. No.	Functionalities under User Maintenance	Purpose
1	Change Password	To Change Password
2	Update Security Question	To Update Security Question
3	Reset PIN	To Initiate and Authorise Reset IPIN request

Screen – UM1

The screenshot shows the 'User Maintenance' menu with 'Change Password' highlighted. The breadcrumb trail is 'Subscriber Contribution > Views > User Maintenance > Subscriber Registration > Subscriber Maintenance'. The date is 26-Sep-2025 and there are links for Home and Logout. The footer says 'Welcome to Central Recordkeeping Agency'.

Screen – UM2

The screenshot shows the 'User Maintenance' menu with 'Update Security Question' highlighted. The breadcrumb trail is 'Subscriber Contribution > Views > User Maintenance > Subscriber Registration > Subscriber Maintenance'. The date is 26-Sep-2025 and there are links for Home and Logout. The footer says 'Welcome to Central Recordkeeping Agency'.

Screen – UM3

The screenshot shows the 'User Maintenance' menu with 'Reset PIN' highlighted. The breadcrumb trail is 'Subscriber Contribution > Views > User Maintenance > Subscriber Registration > Subscriber Maintenance'. The date is 26-Sep-2025 and there are links for Home and Logout. The footer says 'Welcome to Central Recordkeeping Agency'. The 'Reset PIN' option has two sub-options: 'Initiate' and 'Authorise'.

Subscriber Registration

Sr. No.	Functionalities under Subscriber Registration	Purpose
1	Bulk Registration by Nodal Office (File Upload)	To check the status of Bulk Registration via file upload
2	Rejection Memo	To see the rejection details of subscriber registration uploaded by CRA-FCs

Screen – SR1

Welcome Pay and Accounts Office-1006427700					01-Oct-2025		Home Logout	
Subscriber Contribution	Views	User Maintenance	Subscriber Registration	Subscriber Maintenance	Report			
Bulk Registration by Nodal Office (File Upload)				Status				
Rejection Memo								

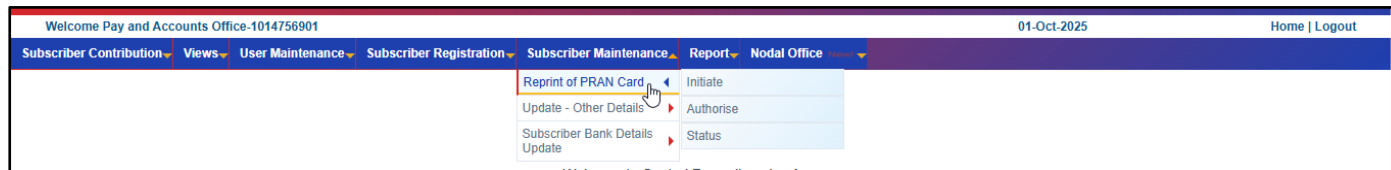
Screen – SR2

Welcome Pay and Accounts Office-1006427700				01-Oct-2025		Home Logout
Subscriber Contribution	Views	User Maintenance	Subscriber Registration	Subscriber Maintenance	Report	
Bulk Registration by Nodal Office (File Upload)						
Rejection Memo				Rejection Memo Details		

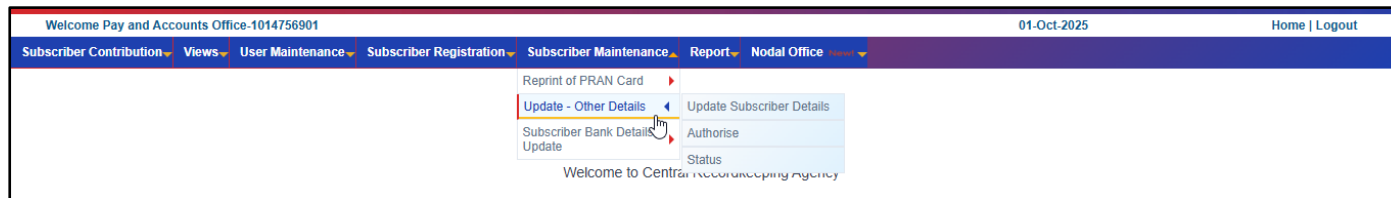
Subscriber Maintenance

Sr. No.	Functionalities under Subscriber Maintenance	Purpose
1	Reprint of PRAN Card	To Initiate, Authorise and to see the status of Reprint of PRAN Card request
2	Update - Other Details	To Initiate, Authorise and to see the status of request raised for Updation of Other Details in subscriber's NPS A/C
3	Subscriber Bank Details Update	To Initiate, Authorise and to see the status of request raised for Updation of Bank Details in subscriber's NPS A/C

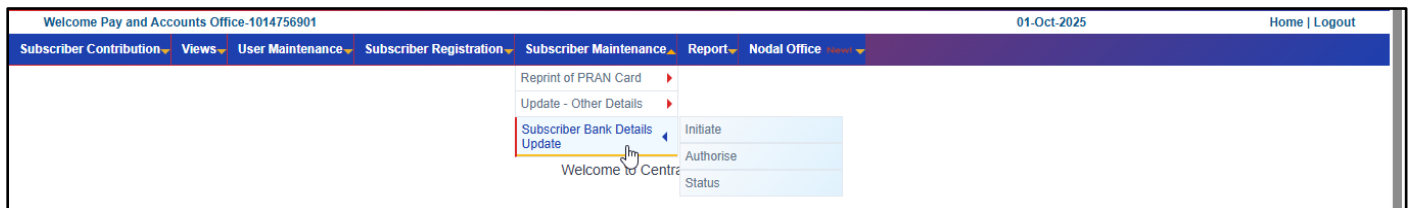
Screen – SM1



Screen – SM2



Screen – SM3



Reports

Sr. No.	Functionalities Under Reports	Purpose
1	Subscriber-DDO list	To see the DDO wise subscriber list
2	List-Registered Subscribers	To see the list of registered subscribers
3	Status	To check the status of requests raised for Token Based Reports

