

Protean eGov Technologies Limited
Central Recordkeeping Agency



User Guide (Nodal Office Menu Realignment)
Protean NPSCAN Portal for PrAO/DTA Users

Version Control Table

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

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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 File	To upload and check the status of contribution files uploaded.
2	Super Transaction ID	To upload, verify and check the status of Super Transaction ID
3	Shifted Subscriber Contribution Upload	To create contribution file online for Shifted subscribers (Maker, Checker and Status)
4	Shifted Subscriber	Request Creation to capture contribution for Shifted Subscribers and Status.
5	Unequal Contribution	To Initiate Request for Unequal Contribution Upload and view Status
6	Fund Transfer Details	To capture the Fund Transfer Details for respective transaction ID
7	PAO Fund Transfer Details View	To see the Fund Transfer Details

Screen – SC1

Screen – SC2

Screen – SC3

Screen – SC4

Screen – SC5

Welcome Principal Accounts Office-111012100		26-Sep-2025	Home Logout
Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾ Nodal Office ▾			
Contribution File ▸			
Super Transaction Id Newest ▸			
Shifted Subscriber Contribution Upload ▸			
Shifted Subscriber Request ▸			
Unequal Contribution ▾			
Fund Transfer Details ▾			
PAO Fund Transfer Details View ▾			
Create	Authorize	Welcome to Central Recordkeeping Agency	
Status			

Screen – SC6

Welcome Principal Accounts Office-111012100		26-Sep-2025	Home Logout
Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾ Nodal Office ▾			
Contribution File ▸			
Super Transaction Id Newest ▸			
Shifted Subscriber Contribution Upload ▸			
Shifted Subscriber Request ▸			
Unequal Contribution ▾			
Fund Transfer Details ▾			
PAO Fund Transfer Details View ▾			
Welcome to Central Recordkeeping Agency			

Screen – SC7

Welcome Principal Accounts Office-111012100		26-Sep-2025	Home Logout
Subscriber Contribution ▾ Views ▾ User Maintenance ▾ Subscriber Registration ▾ Subscriber Maintenance ▾ Nodal Office ▾			
Contribution File ▸			
Super Transaction Id Newest ▸			
Shifted Subscriber Contribution Upload ▸			
Shifted Subscriber Request ▸			
Unequal Contribution ▾			
Fund Transfer Details ▾			
PAO Fund Transfer Details View ▾			
Welcome to Central Recordkeeping Agency			

Views

Sr. No.	Functionalities Under Views	Purpose
1	Trustee Bank Uploaded Records	To view Trustee Bank Uploaded Records
2	Subscriber	To see the list of subscribers registered, POA, DDO, Statement of Transaction

Screen – VW1

Welcome Principal Accounts Office-111507000		01-Oct-2025	Home Logout
Subscriber Contribution	Views	User Maintenance	Subscriber Registration
<div> Trustee Bank Uploaded Records Subscriber </div>			

Welcome Principal Accounts Office-111507000		01-Oct-2025	Home Logout
Subscriber Contribution	Views	User Maintenance	Subscriber Registration
<div> Trustee Bank Uploaded Records Subscriber </div> <div> Subscriber-PAO List List Reg Subscriber Statement of Transaction-New </div>			

Welcome to Central Recordkeeping Agency

Welcome Principal Accounts Office-111383601		01-Oct-2025	Home Logout
Subscriber Contribution	Views	User Maintenance	Subscriber Registration
<div> Trustee Bank Uploaded Records Subscriber </div> <div> Subscriber-PAO List List Reg Subscriber Statement of Contribution Statement of Transaction-New </div>			

Welcome to Central Recordkeeping Agency

Welcome Principal Accounts Office-111434700		01-Oct-2025	Home Logout
Subscriber Contribution	Views	User Maintenance	Subscriber Registration
<div> Trustee Bank Uploaded Records Subscriber </div> <div> Subscriber-DDO list Subscriber-PAO List Statement of Transaction-New </div>			

Welcome to Central Recordkeeping Agency

Welcome Principal Accounts Office-111007100		01-Oct-2025	Home Logout
Subscriber Contribution	Views	User Maintenance	Subscriber Maintenance
<div> Subscriber </div> <div> Subscriber-PAO List List Reg Subscriber Pre Utilization SOT - PrAO Statement of Transaction-New </div>			

Welcome to Central Recordkeeping Agency

User Management

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

Screen – UM1

Welcome Principal Accounts Office-111147500 01-Oct-2025 Home | Logout

Subscriber Contribution Views User Maintenance Subscriber Registration Subscriber Maintenance

Reset PIN Initiate

Change Password Authorize

Update Security Question

Screen – UM2

Welcome Principal Accounts Office-111434700 01-Oct-2025 Home | Logout

Subscriber Contribution Views User Maintenance Subscriber Registration Subscriber Maintenance

Reset PIN

Change Password

Update Security Question

Screen – UM3

Welcome Principal Accounts Office-111434700 01-Oct-2025 Home | Logout

Subscriber Contribution Views User Maintenance Subscriber Registration Subscriber Maintenance

Reset PIN

Change Password

Update Security Question

Welcome to Central Recordkeeping Agency

Subscriber Registration

Sr. No.	Functionalities Under Subscriber Registration	Purpose
1	Bulk Registration by Nodal Office (File Upload)	To Initiate request for Bulk Subscriber Registration via file upload and to check the status
2	Rejection Memo	To handle registration rejection-related documentation.

Screen – SR1



Screen – SR2



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	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

Welcome Principal Accounts Office-111147500 01-Oct-2025 Home | Logout

Subscriber Contribution Views User Maintenance Subscriber Registration **Subscriber Maintenance**

Reprint of PRAN Card Initiate
Update - Other Details Authorize
Bank Details Update **New!**

Welcome to Central Recordkeeping Agency

Screen – SM2

Welcome Principal Accounts Office-111507000 01-Oct-2025 Home | Logout

Subscriber Contribution Views User Maintenance Subscriber Registration **Subscriber Maintenance**

Reprint of PRAN Card
Update - Other Details **New!**
Bank Details Update **New!**

Update Subscriber Details
Verification Pending Requests
Request Status View
Authorize
Status

Welcome to Central Recordkeeping Agency

Screen – SM3

Welcome Principal Accounts Office-111226700 01-Oct-2025 Home | Logout

Subscriber Contribution Views User Maintenance Subscriber Registration **Subscriber Maintenance**

Reprint of PRAN Card
Update - Other Details
Bank Details Update **New!**

Initiate
Authorize
Status

Welcome to Central Recordkeeping Agency

Nodal Office Management

Sr. No.	Functionalities Nodal Office Management	Purpose
1	Nodal office Bank Details Change	To initiate, authorize and to check the status check of Nodal office Bank Details Change.

Screen – NO1

