

Protean eGov Technologies Limited
Central Recordkeeping Agency



User Guide (Nodal Office Menu Realignment)

NPSCAN Portal for DDO Users

Version Control Table

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

Contents

Introduction..... 5

Objective of the Revamp..... 5

Role Access Control..... 5

Subscriber Maintenance..... 6

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 Maintenance

SR No	Functionalities under Subscriber Maintenance	Purpose
1.	Subscriber Details	To update personal details of the Subscriber

Screen

Welcome Drawing and Disbursing Officer -SGV213688D00

26-Sep-2025

Home | Logout

Subscriber Maintenance

Subscriber DetailsUpdate - Other Details

No records found for this report.

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](#)

[Click here](#) to view performance of the Pension Fund Managers (PFMs) under NPS, across various periods. Now, Govt. Subscribers can also opt for PFM/Scheme of their choice. For State Govt. Subscribers, the PFM/Scheme choice is based on option selected by respective States.

Notification