Protean eGov Technologies Limited

**Standard Operating Procedure (SOP)
on
Inter Sector shifting for
Government Subscribers**

Version 1.2

REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1	-	1.0	-	Initial Version
2	20-07-2022	1.1	4	Authorisation by Source office
3	28-11-2024	1.2	5	Settlement Timeline

Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
ISS	Inter Sector Shifting
PFRDA	Pension Fund Regulatory and Development
NPS	National Pension System
PRAN	Permanent Retirement Account Number
CG	Central Government
SG	State Government
Pr.AO	Principal Accounts Office
PAO	Pay & Account Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
PFMs	Pension Fund Mangers
NPSCAN	NPS Contribution Accounting Network

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1. **Background:**

PRAN is unique and portable as even subscriber shift from one sector to another sector on account of change of employment, the PRAN remains the same. The said PRAN is to be shifted from one sector to another so that PRAN can get mapped with new office. For this purpose, inter sector shifting process (ISS) is required to be executed.

In the following scenarios, shifting of PRANs will be processed through ISS.

- Shifting from State Govt. to Central Govt. and vice-versa
- Shifting from Corporate to Central/ State Govt.
- Shifting from one SAB to another SAB.
- Shifting from State to SAB or from SAB to State (between 2 different states).
- Shifting from Unorganized Sector to State Govt/Central Govt and Vice-versa.

For processing ISS, the concern employee is required to submit Inter Sector Shifting Form (ISS Form) with Target office (wherein the employee is joining). On receipt of the form, Target office will carry out ISS process in CRA system. ISS form is available on CRA website in the form section under NPS account maintenance tab (both for Central Government as well as State Government tab)

Further, the subscriber also can initiate shifting request online by login into CRA website using I-PIN (password) under "Make Transaction Tab -> Initiate Shifting Request".

Scenarios wherein ISS process is not required (Contribution driven shifting)
- The subscriber is shifting within same State i.e. shifting from State to SAB or vice-versa in the same state
- The subscriber is shifting within central Govt (CG). sector. i.e. shifting from one ministry to another ministry in CG sector.i

In the above scenarios, the subscriber can get shifted based on contribution driven shifting. The target office can upload the contribution for the said PRAN (in spite of the said PRAN not mapped with the said office). The nodal office would get the warning informing that "subscriber not mapped with your office"; however, on successful matched and booked of SCF, the PRAN will get mapped with Target office.

Exceptions:

The request will not be accepted in the CRA system under the following circumstances:

• The PRAN is in deactivated status.

• There is a Complete Withdrawal Request (Withdrawal due to Death) in Authorized / in progress or complete status for that PRAN.

• There is existing Shifting Request in Authorized / in progress status for that PRAN.

2. **Capture of Inter Sector Shifting Request by Maker User Office ID (Target office)**

➢ PAO/DTO Maker user is required to login into the CRA system (https://cra-nsdl.com/CRA/) using the User ID and password and log into CRA system Please refer Figure 1.1 below.
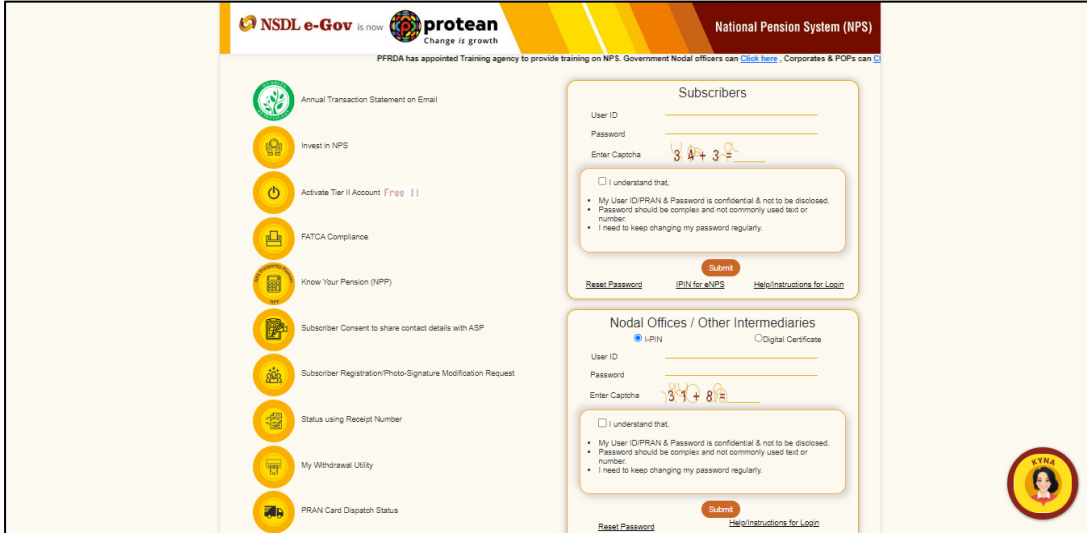
Figure 1.1

➢ From the main menu, PAO/DTO user will select **"Transaction>>Subscriber Shifting"** option as shown in Figure 1.2:
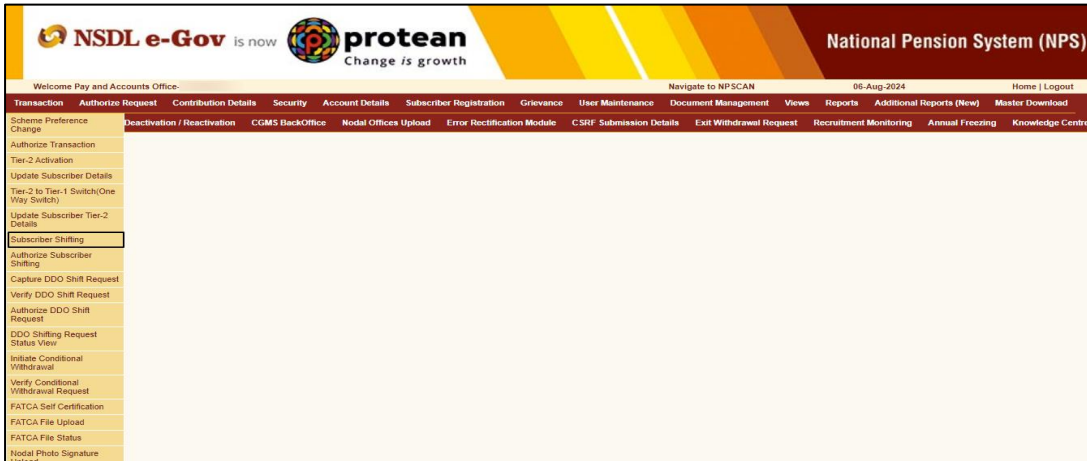
Figure 1.2

➢ The user will enter the PRAN and click on submit. The following screen (Figure 1.3) will show the existing PRAN association

Figure 1.3

➢ The office needs to enter the Target DDO Reg. No (as mentioned in the form) under which the PRAN is to be mapped. Click on submit to proceed.
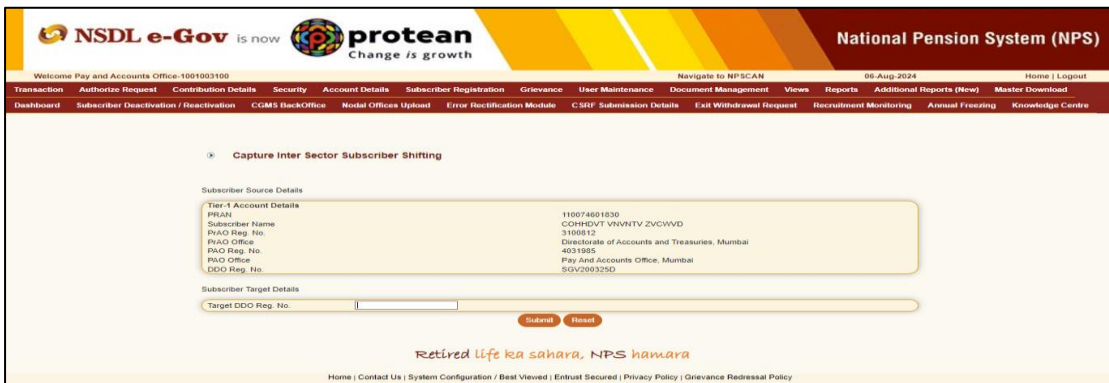
Figure 1.4

➢ The user needs to select the Date of joining & Date of Retirement using the calendar icon provided as shown below in Figure 1.5
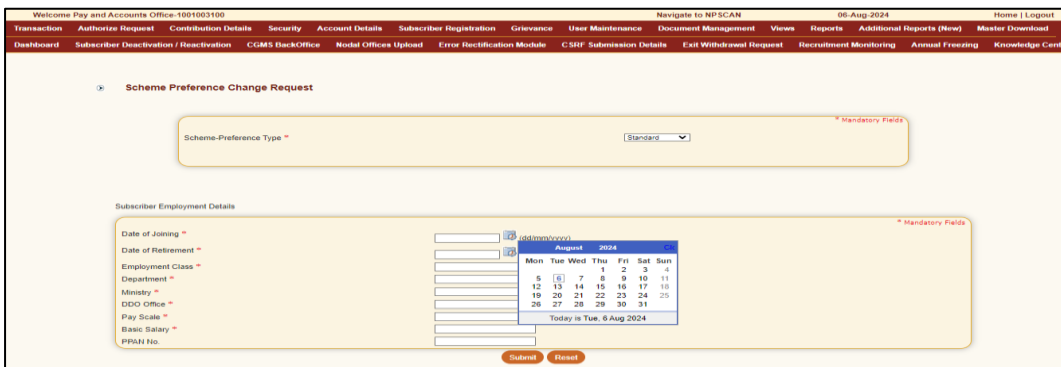
Figure 1.5
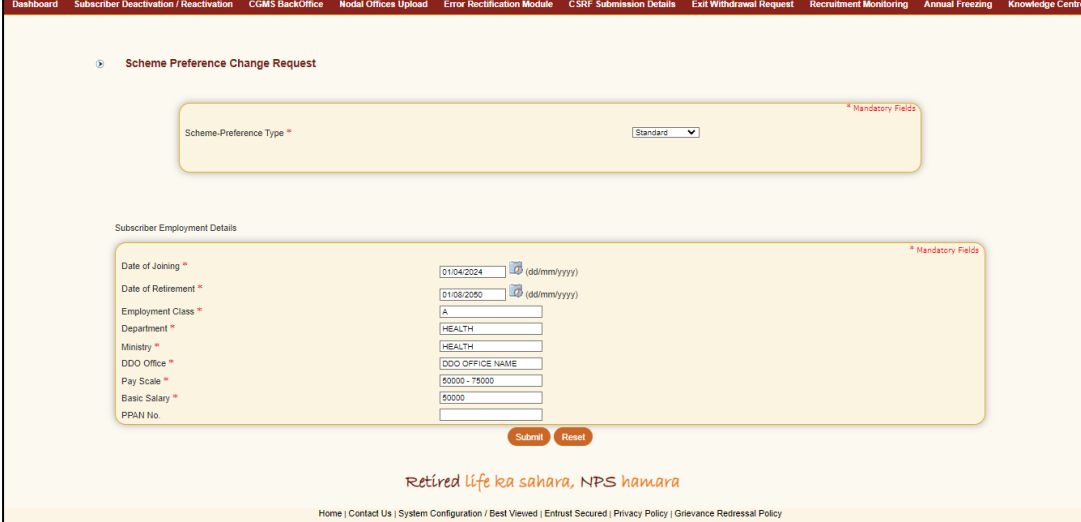
➢ The user must enter the employment details as per the records. All the fields except PPAN are mandatory. Filed mark with red Asterisk mark are mandatory filed. Please refer Figure 1.6 below.

Figure 1.6

➢ Once all the details are entered, the user needs to click on submit button.

This screen will show existing details along with the entered employment details along with the link to view the signature. The user needs to verify the subscriber signature and recheck the other details and click on "Confirm".

In case the user identifies some discrepancy and wants to rectify the same, then the user needs to click on "**Reject**". Please refer Figure 1.7 below

Figure 1.7

➢ Once the request is successfully captured, CRA system will generate an acknowledgement number, which needs to be written on the form. Please refer Figure 1.8 below

Figure 1.8

Subscriber's shifting details will be pending for verification by checker user within the same PAO/DTO.

3. **Verification of Inter Sector Shifting Request by Checker User Office ID (Target office)**

➤ PAO/DTO Checker user is required to login into the CRA system (https://cra-nsdl.com/CRA/) using the User ID and password and log into CRA system Please refer Figure 2.1 below.
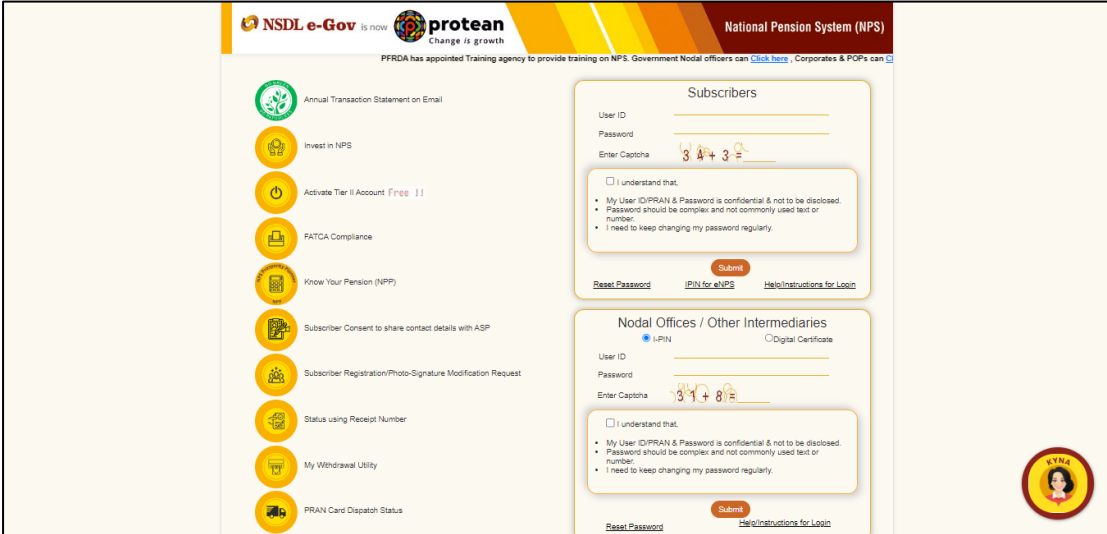

Figure 2.1

➤ On Successful login, User will select the option **"Transaction>>>Authorize Subscriber Shifting"** from the main menu. Please refer Figure 2.2 below
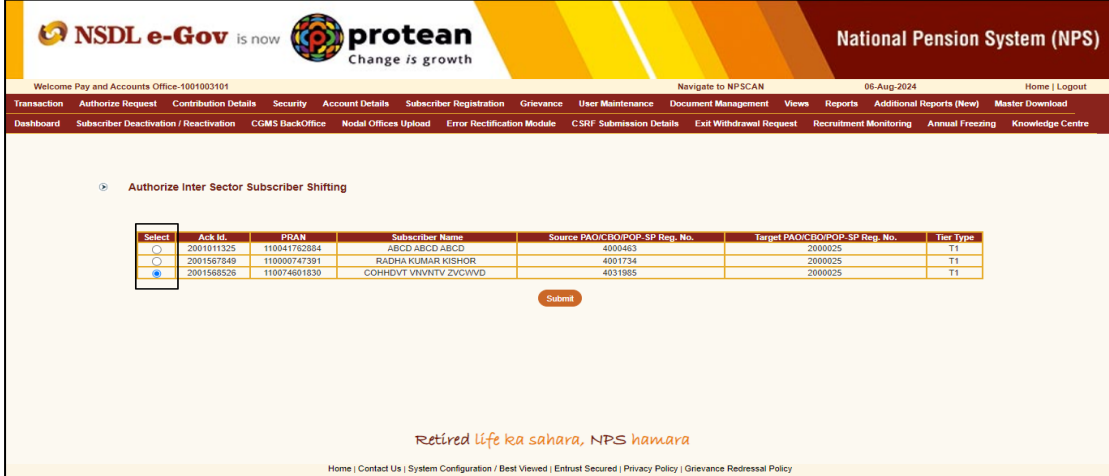

Figure 2.2

> PAO/DTO checker user will be provided with a list of all requests pending for authorization. The screen as shown below will be displayed to the user. The user has to select the required request and click on submit button. Please refer Figure below
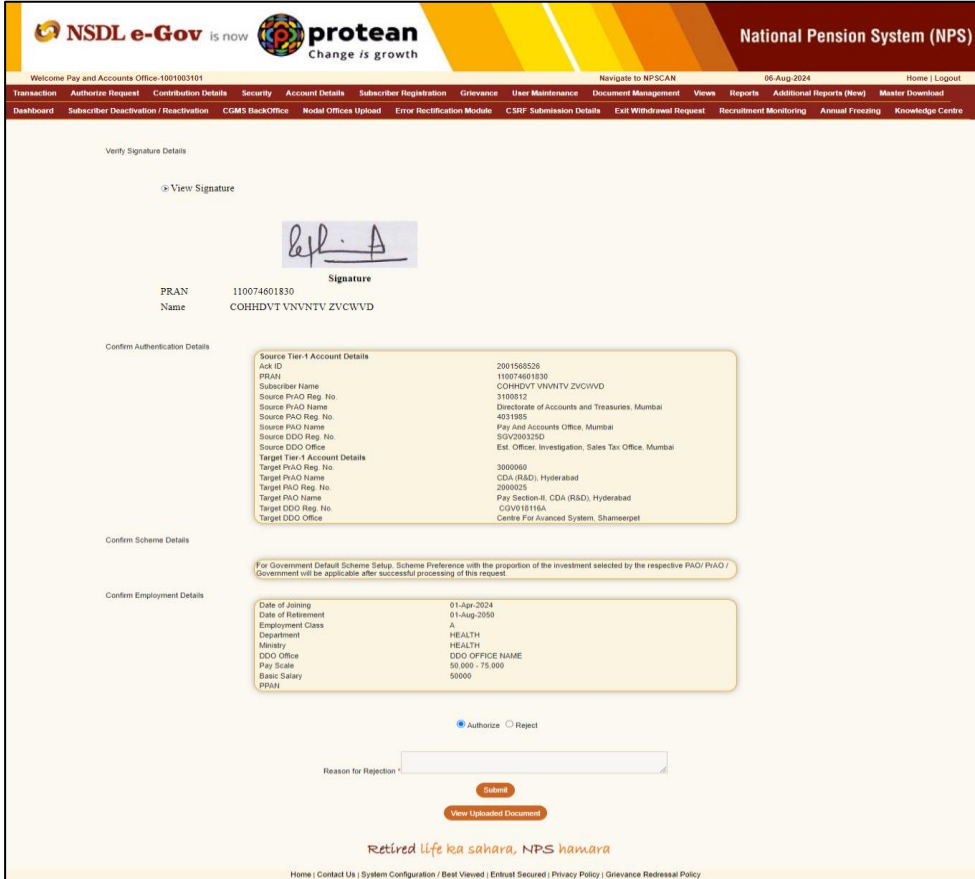

Figure 2.3

> On clicking the submit button, subscriber details will be displayed along with the subscriber's signature as shown in Figure 2.4 below

Figure 2.4

➢ PAO/DTO user needs to re-verify details against the form submitted by subscriber and authorize the Subscriber Shifting request. The user also needs to verify the employment details.

The verifier will verify the details and if found in order, will authorize the request by selecting the **"Authorize"** option and click on the **"Submit"** button. On clicking submit button, a message will be displayed on the screen as **"Subscriber Shift Request has been Authorized Successfully"** (Ref. figure 2.5 below)

In case the verifier intends to reject the request the user needs to select "Reject" and enter the reason for rejection in the box appearing at the bottom (Refer figure 2.4 above).
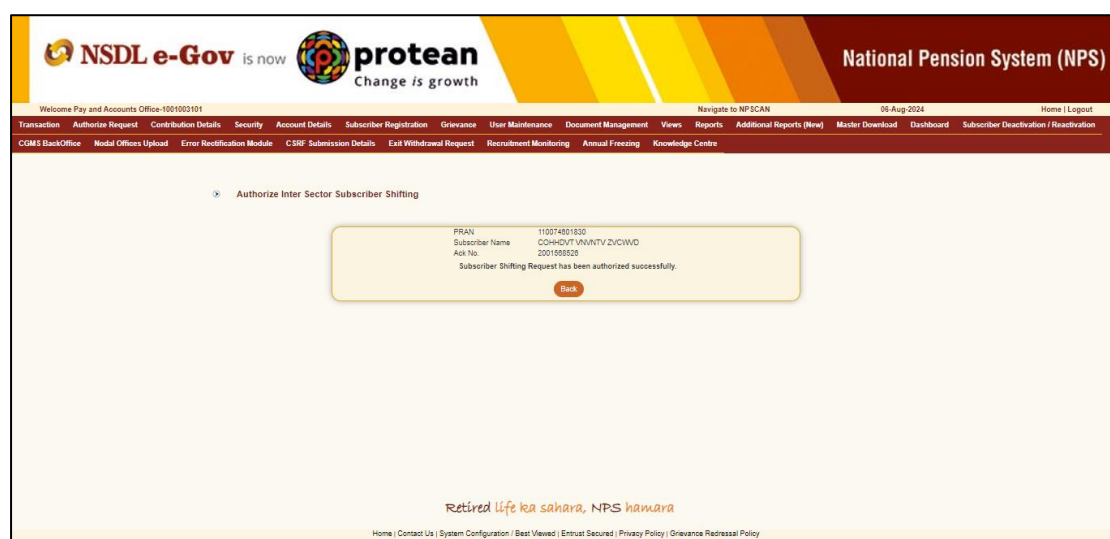
Figure 2.5

The Inter sector shifting acknowledgment number is now pending for authorization with the Source office (Subscriber Previous Employment office).

Unless the said Inter sector shifting acknowledgment number is authorized by the source office, PRAN will not get shifted

4. Authorization of the Inter Sector Shifting Request by Source Office ID (Maker or Checker)

The concern PAO/DTO Maker user is required to login into the CRA system (https://cra-nsdl.com/CRA/) using the User ID and password and log into CRA system Please refer Figure 3.1 below.
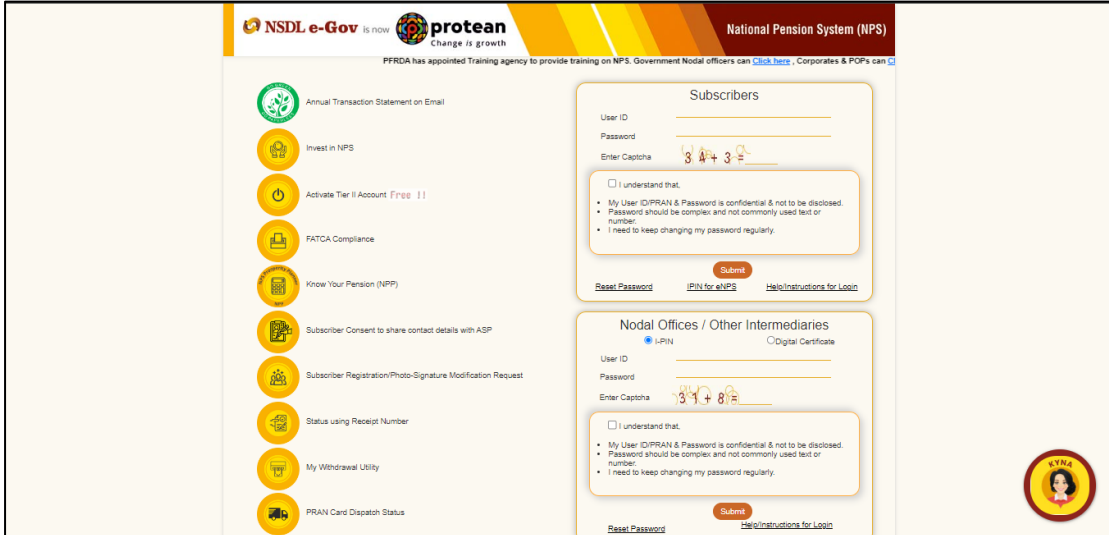

Figure 3.1

User will select the option **"Transaction>>>Authorize Subscriber Shifting by Source"** from the main menu. Please refer Figure 3.2 below
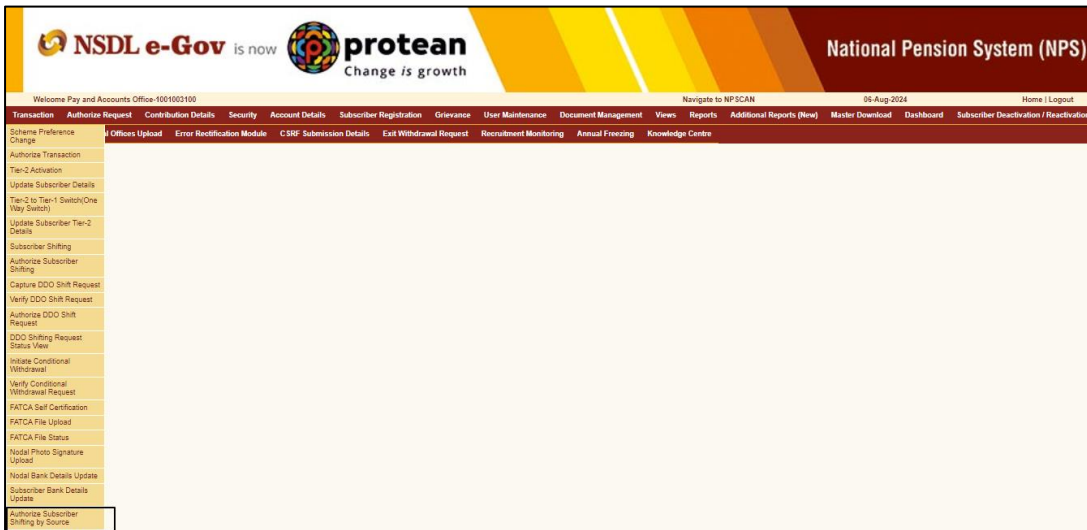

Figure 3.2
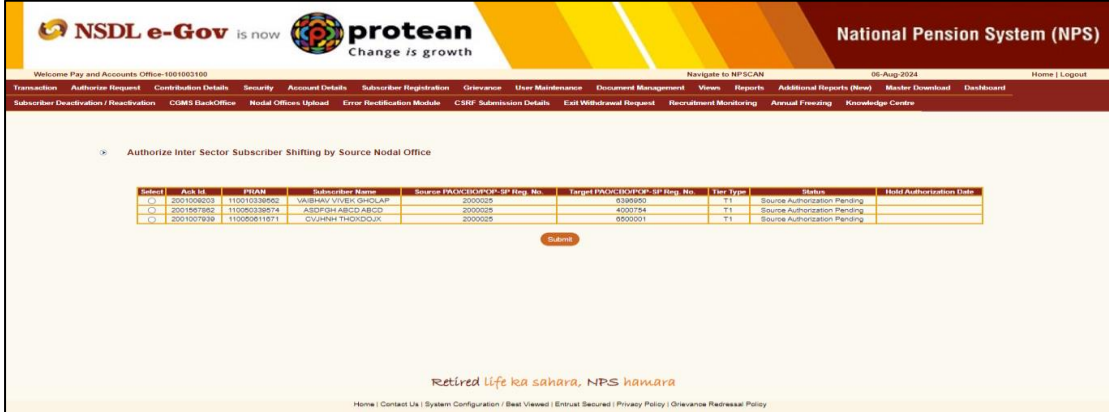
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The user will be provided with a list of all requests pending for authorization. The screen as shown below will be displayed to the user. The user has to select the required request and click on submit button. Please refer Figure 3.3 below

Figure 3.3

The user needs to authorize details of the subscriber and authorize the Subscriber Shifting request. The user also needs to verify the employment details.

• The authorizer user will verify the details and if found in order, will authorize the request by selecting the **"Authorize"** option and click on the **"Submit"** button.

• In case the authorizer user wishes to reject the request, a rejection reason is mandatory and needs to be provided by the user in the box appearing at the bottom of Figure 3.4.
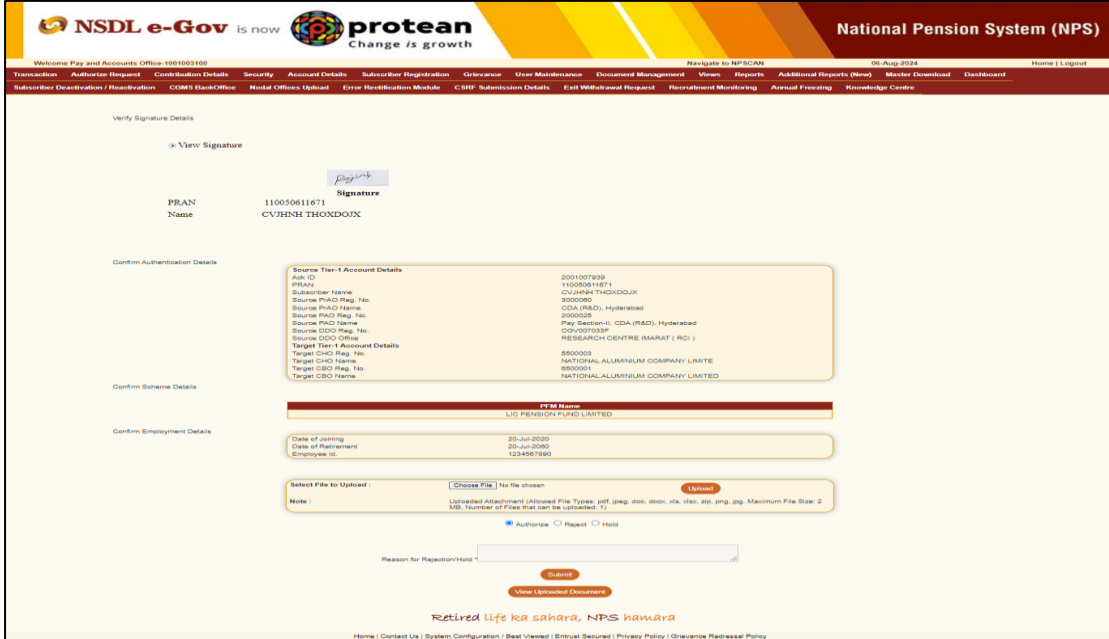
Figure 3.4

The User will click on **"Submit"** button. **"Subscriber Shift Request has been Authorized Successfully"** will display as shown in Figure 3.5 below

Figure 3.5

The Subscriber Shifting requests which are in "**Authorized status**" will be considered for processing in the same day EOD.

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Once the request is authorized, the PRAN will be "**Suspended**" i.e., no other request (such as contribution /details change etc.) can be captured for the said PRAN.

The subscriber mapping will be changed to the new PAO/DTO and the PRAN will be activated. After successful shifting of account of subscriber at EOD, email will be sent to the subscriber.

After authorization, for the requests rejected by CRA, an email will be sent by CRA to the concerned PAO/DTO giving the reason for rejection to enable them to carry out necessary rectifications and update the requests once again in CRA.

Please note that the nodal office are not required to send Inter sector shifting form to Protean CRA office.

5. **Timeline for Intersector shifting (ISS)**

- The Intersector shifting gets processed on the same day as and when the request is authorised by the Source office and PRAN get mapped with Target office on next working day.

  (PRAN remains in suspended status as on date of Source authorisation and once mapped with Target office, it is in activated)

- Target office can start uploading the contributions in regular manner from the next working day i.e. from January 2.

- In case if there are different PFM with 2 sectors, the contribution uploaded by Source office will be redeemed on next day of authorisation of request and NAV as of that date will be considered for redemption of units.

- The redeemed amount will be reinvested in the new scheme (as applicable for Target entity) within T+2 working days wherein T is date of redemption of units

For e.g. ISS request is authorised by Source office on January 1

- ➢ PRAN gets suspended immediately and it will be mapped to Target office on the next working day i.e. January 2.

- ➢ Target office can start uploading the contribution from January 2 in the said PRAN.

- ➢ Amount uploaded by Source office will be redeemed on January 2 with NAV applicable as of January 2.

- ➢ The said amount will be reinvested in PRAN on January 4 with NAV applicable of January 4 itself.

Please note in the above mentioned scenarios, all the dates mentioned are considered as working days.