Protean eGov Technologies Limited



## **STANDARD OPERATING PROCEDURE (SoP)**

# Subscriber Maintenance by Nodal Office for Govt. Subscriber Version 1.1

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### **REVISION HISTORY**

Sr. No.	Date of Revision	Version	Section Number	Description of Change
1	-	1.0	-	Initial Version
2	15-12-2024	1.1	-	New Screenshots provided



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#### **Background:**

Subscribers registered with CRA are allowed to update the existing details in the available CRA system. For the purpose of carrying out these changes, Subscriber has to submit a Subscriber Detail Change Request form (S2 form) to the concerned PAO/DTO. The said form is available at CRA website wherein the subscriber can download the S2 form.

Link for site is: <a href="https://npscra.nsdl.co.in/">https://npscra.nsdl.co.in/</a>

The subscriber is required to go through below mentioned option

Home -- → Central Government/State Government-- → Forms-- → NPS Account Maintenance-- → Form S2: Subscriber Details Change

#### NPS Account Maintenance

- Form S2 : Subscriber Details Change
- Form S7 : Subscriber's Photo and Signature Change
- Form S8: Covering Letter of DDO for Change in Photo and Signature of Subscriber
- PAN & Aadhaar Updation Form
- Form ISS Inter Sector Shifting

Nodal office can update below mentioned details of subscriber in the CRA system by through login its User IDs.

- Email ID and Mobile number
- Address details
- Nomination details
- Bank Details

Flow Matrix for Processing Change Request		
(Email ID/Mobile Number/ Address D	etails /Nomination and Bank Details)	
Request Initiation	Authorization	
PAO/DTO (User 1)	PAO/DTO (User 2)	

The subscribers can submit the documents for change request to concerned DDO office. Based on the availability of option, DDO office may initiate the subscriber details change request in CRA log in and forward to DTO/PAO office for further verification/authorization. If DDO has no access for processing any modification, the office needs to send the request the concern DTO/PAO.

(Please note the office can update name/DoB/ DoJ and DoR also of the subscriber mapped with it. For the said updation, a separate SOP is available namely "SOP for updating Subscriber details\_V\_1.1". The offices are requested to refer the same for updation of these details)



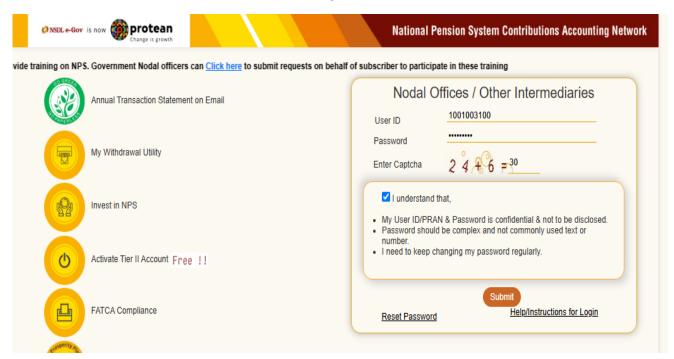
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#### A. Process to Update Subscriber i.e. Email ID/Mobile Number/Address Details

#### A.1 Request initiation by PAO/DTO office Nodal Office User 1 (Maker)

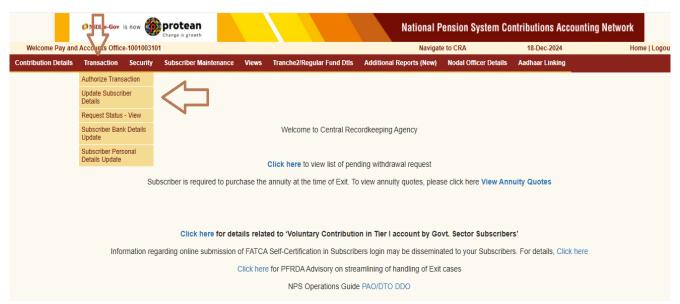
1. Log in to <a href="https://npscan-cra.com/CRA/">https://npscan-cra.com/CRA/</a>. Enter PAO/DTO office user Id and password. Click on "Submit" (Refer figure 1)

Figure 1



2. Click on menu "Transaction" → "Update Subscriber Details" (Refer figure 2)

Figure 2

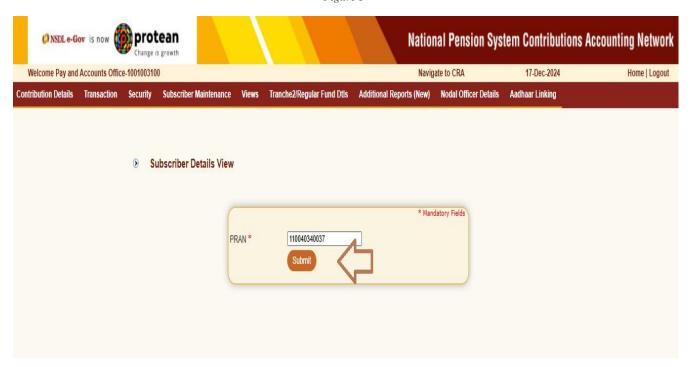




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3. Enter PRAN of subscriber under **"Subscriber Details View"** option. Click on **"Submit"** (*Refer figure 3*)

Figure 3



4. Click of "Edit" option to enter New details. (Refer figure 4)

Figure 4

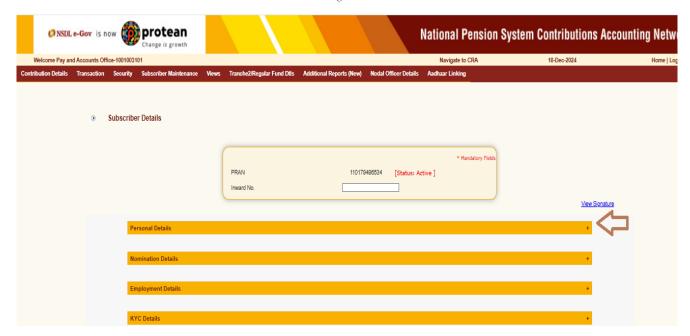




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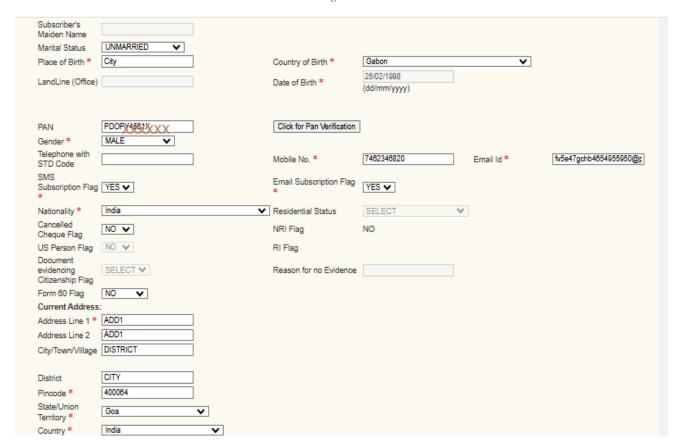
5. To check the existing personal details please click on **Personal Details** tab. (Refer figure 5)

Figure 5



6. Existing personal details can be viewed under **Personal Details** tab (Refer figure 6)

Figure 6

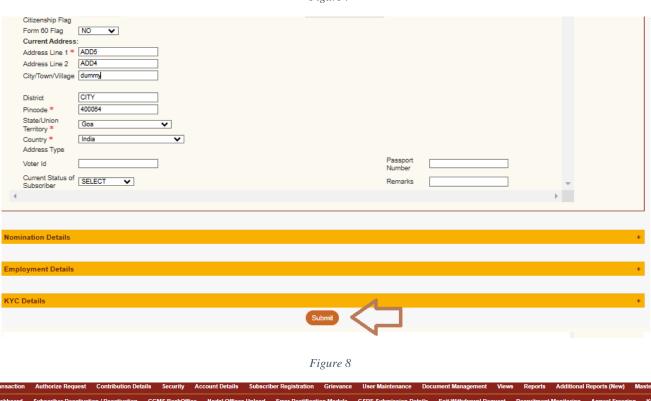




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7. Please enter new detail in respective field and click on **"Submit"**. In case mobile number/email ID details already exists in CRA records, system will prompt an error "Duplicate Mobile Number Already Exists in CRA system." The office needs to check with the subscriber for the said duplicity and request for another mobile number for updation if available. (*Refer figure 7 & 8*)

Figure 7





- 8. Nodal office is required to **Upload supporting Proof i.e.** S2 Form signed by subscriber along with supporting documents. (*Refer figure 9 & 10*)
  - Uploaded Attachment/Allowed file types: pdf/xls/png/doc/xlsx/jpeg/docx/zip/jpg.
  - Maximum File Size Limit: 5MB.
  - Only 1 document can be uploaded.
  - File Name should not have special characters or space.



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Figure 9

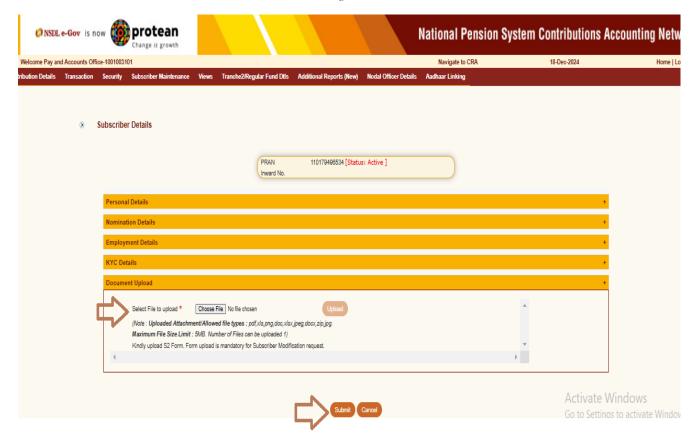
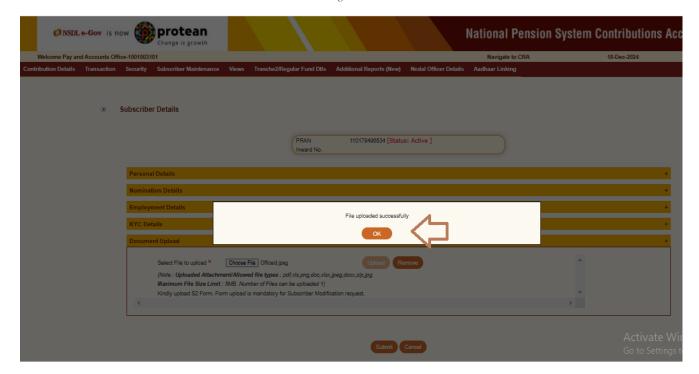


Figure 10





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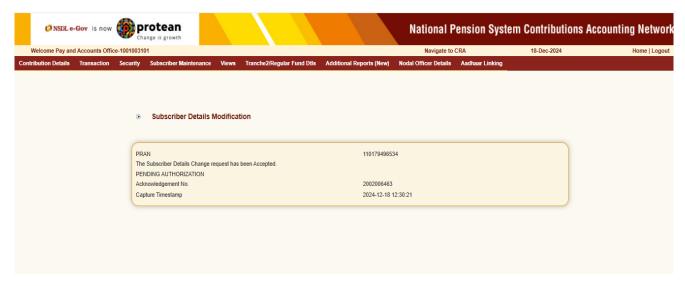
9. Updated details entered in CRA system will be highlighted in red color text. Office may verify the details and click on **"Submit"** option. (*Refer figure 11*)

Figure 11



10. Message will be displayed on screen once subscriber details change request are captured successfully. Acknowledgment number will be displayed on screen. (*Refer figure 12*)

Figure 12





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11. Status of request can be checked under option: View--→ Request Status -View→ Transaction Type→ Enter PRAN/ Acknowledgment number (*Refer figure 13 ,14 & 15*)

Figure 13



Figure 14



Figure 15



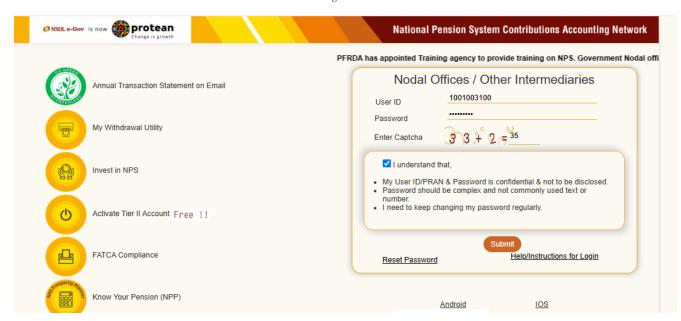


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#### A.2 Request Authorization by PAO office Nodal Office User 2 (Checker/Authorizer)

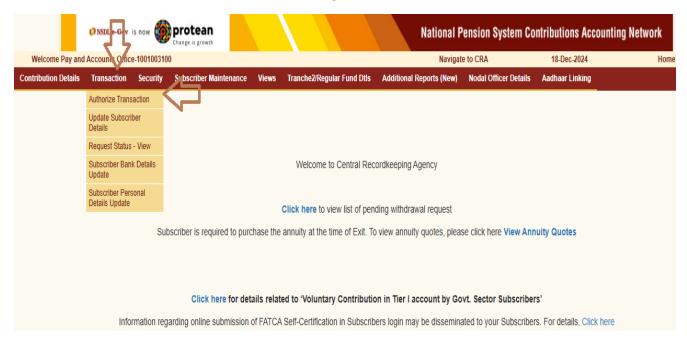
12. Log in to <a href="https://npscan-cra.com/CRA/">https://npscan-cra.com/CRA/</a> and enter PAO/DTO user Id and password. Click on "Submit" (Refer figure 16)

Figure 16



13. Click on menu "Transaction" → "Authorize Transaction" (Refer figure 17)

Figure 17





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14. Enter "Transaction Type" and PRAN. Click on "Search" (Refer figure 18)

Figure 18



15. Click on Hyperlink "View Details" to check the new details entered by maker user. (Refer figure 19)

Figure 19



16. Click on personal details tab to check new updated details. Updated details are highlighted in **Red Color** Text. (*Refer figure 20*)



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Figure 20





17. Office may **Authorize/Reject** the request after checking supporting documents are details updated by maker user. (*Refer figure 21*)

Figure 21





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18. Message will be displayed on screen once subscriber details change request is authorized successfully. (*Refer figure 22*)

Figure 22





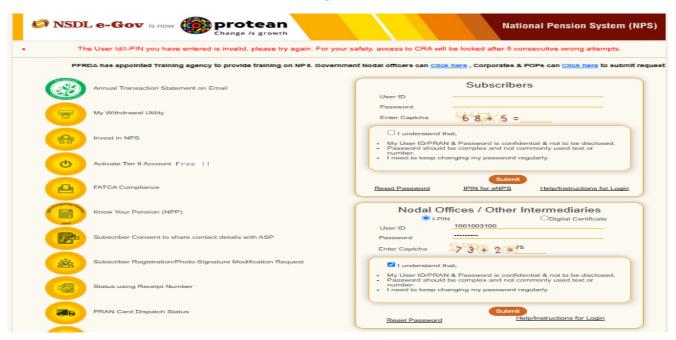
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**B. Process to Update Subscriber Bank Details-:** 

#### **B.1** Request initiation by PAO/DTO office Nodal Office User 1 (Maker)

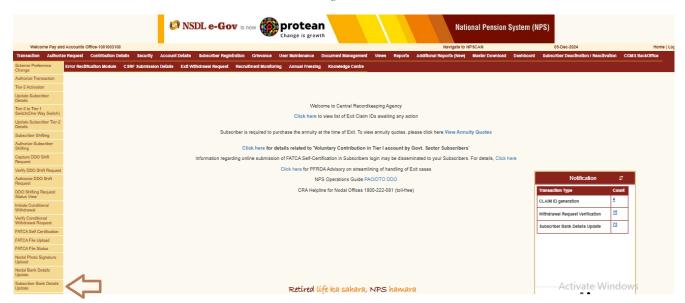
Log in to <a href="https://cra-nsdl.com">https://cra-nsdl.com</a> Enter PAO office user Id and password. Click on "Submit" (Refer figure 23)

Figure 23



2. Click on option "Transaction"-→ "Subscriber Bank Details Update" (Refer figure 24)

Figure 24

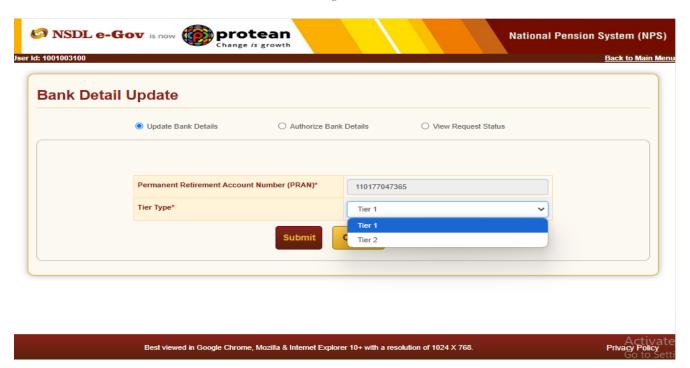




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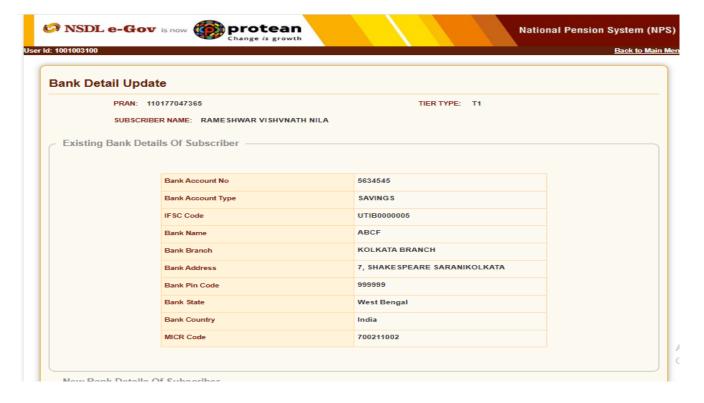
3. Click on option Transaction→"Update Bank Details"-→ "Submit" (Refer figure 25)

Figure 25



4. Existing bank details registered in CRA can be viewed. (Refer figure 26)

Figure 26





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5. Enter New bank details. Click on declaration and "Penny Drop" option. (Refer figure 27 & 28)

In case bank detail entered by nodal office already exists in CRA system will prompt an error "Duplicate Bank Account Number exists in CRA System. Please try Different combination of Bank Account number and Bank IFSC Code"

Figure 27

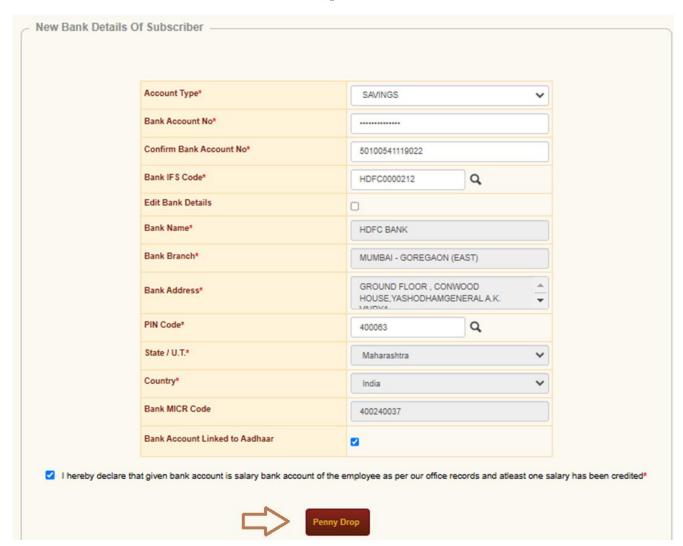
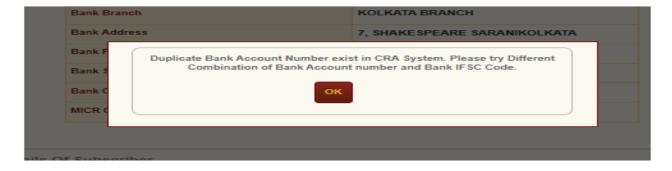


Figure 28

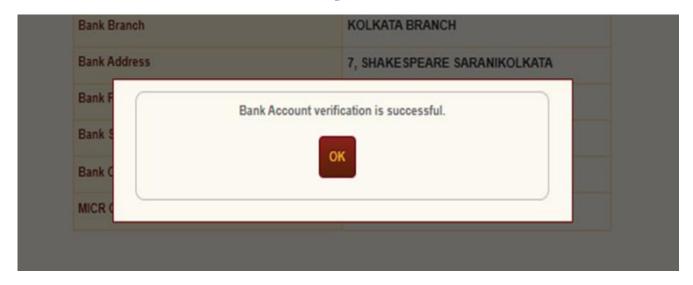




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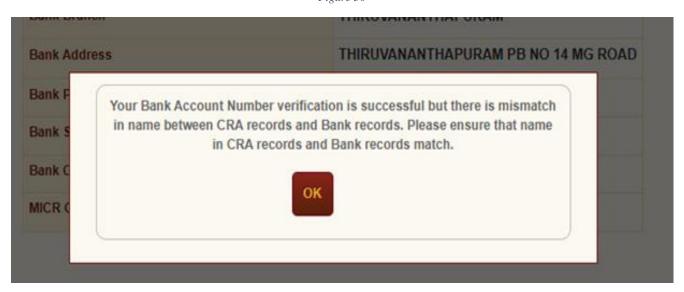
6. On successful "Penny Drop" verification through bank, below message will appear. (Refer figure 29)

Figure 29



In case of penny drop request failure below error message will appear. (Refer figure 30)

Figure 30



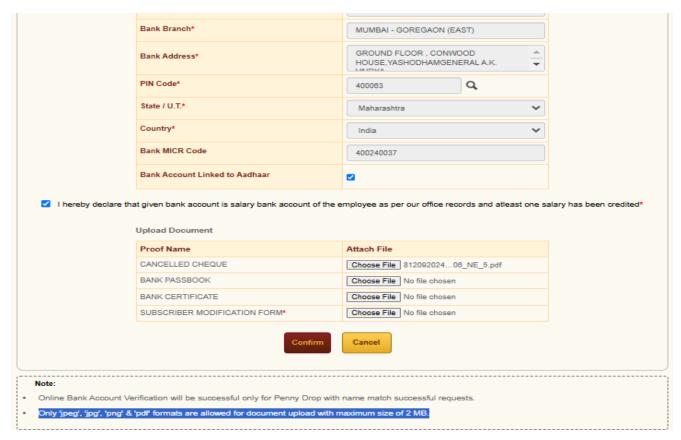
7. Please upload scan copy of S2 form duly filled and signed by subscriber and supporting bank detail proof in system. Click on Submit option. (*Refer figure 31*)

(Only 'jpeg', 'jpg', 'png' & 'pdf' formats are allowed for document upload with maximum size of 2 MB)



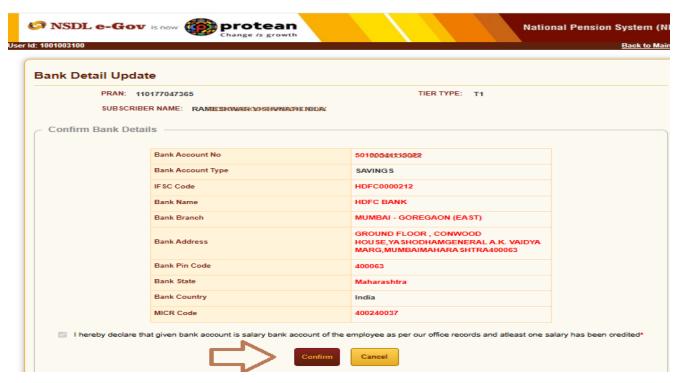
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Figure 31



8. Verify new updated details and click on "Confirm" (Refer figure 32)

Figure 32





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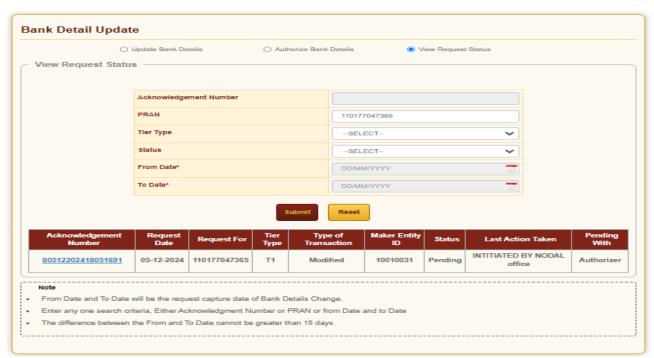
9. On successful initiation of request, the subscriber will be received SMS on registered mobile number and email ID. (*Refer figure 33*)

Figure 33



10. To check the status of request, click on option Transaction→"View Request Status"→ Submit. (*Refer figure 34*)

Figure 34



Please note the office is required to click on the declaration confirming that the given bank account is salary bank account of the employee as per office record.

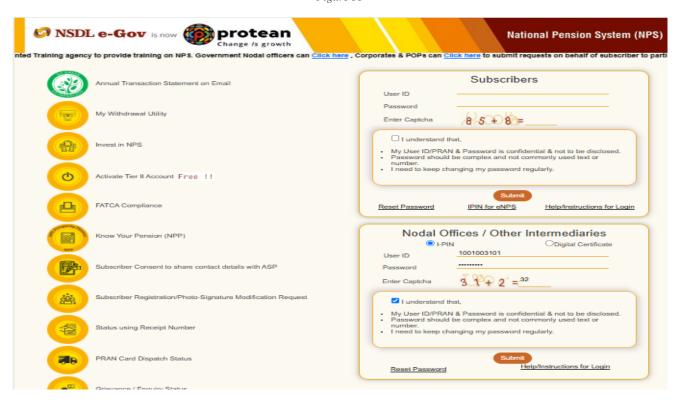


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#### **B.2** Request Authorization by PAO/DTO office Nodal Office User 2 (Checker/Authorizer)

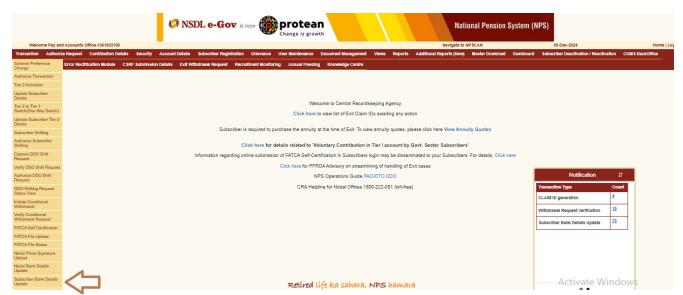
11. Nodal office will log in to CRA (<a href="https://cra-nsdl.com">https://cra-nsdl.com</a>) with user ID 2 (Checker/Authorizer) (Refer figure 35)

Figure 35



12. Click on option Transaction-→ "Subscriber Bank Details Update"→ Authorize Bank Details(Refer figure 36)

Figure 36

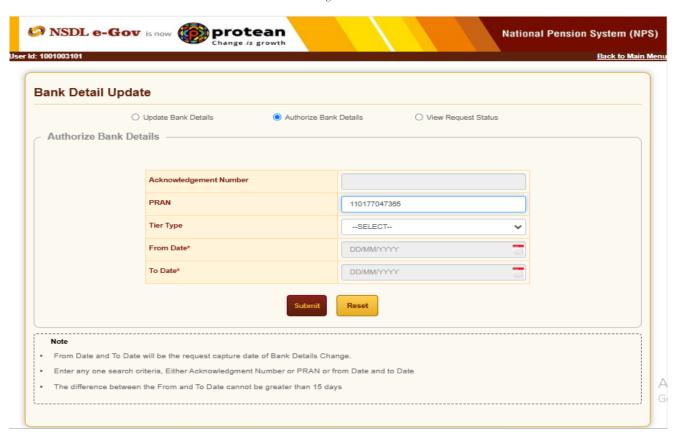




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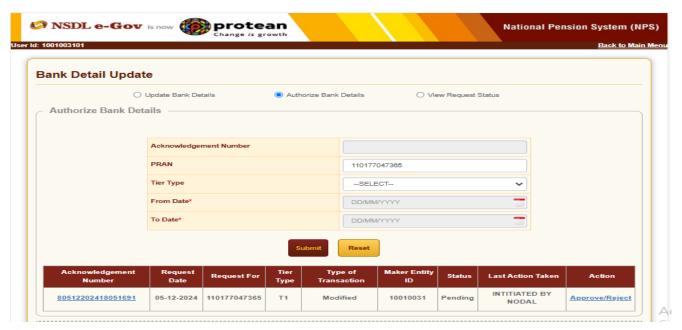
13. Enter PRAN/Acknowledgement details → **Submit** (Refer figure 37)

Figure 37



14. Click on Hyperlink "Acknowledgement Number" to check and verify the details. (Refer figure 38)

Figure 38





15. Details of pending request will be visible along with status. Click on Hyperlink "Click Here to Check Bank Details" (*Refer figure 39*)

Request Raised For -PRAN 110177047365 Tier Type RAMESHWAR Subscriber Name VISHVNATH NILA Maker Details Maker Entity ID 10010031 Maker User ID 1001003100 80512202418051691 Acknowledgement Number 05-12-2024 Ack Generated Date **Current Status** INTITIATED BY NODAL Penny Drop Success Penny Drop Status Request By Level 2 Entity Click Here to Check Bank Details Flow View

Nodal Authorizer

Date

05-12-2024

Close

**Action Taken** 

REQUEST

RAISED

Figure 39

16. Office can view and download the supporting documents uploaded while initiating maker request. To authorize/reject the request close existing preview. (*Refer figure 40*)

Nodal Initiator

User ID

1001003100

Entity ID

10010031



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Figure 40



17. To Approve /Reject the request, select click on hyperlink under tab "Action" (Refer figure 41)

Figure 41

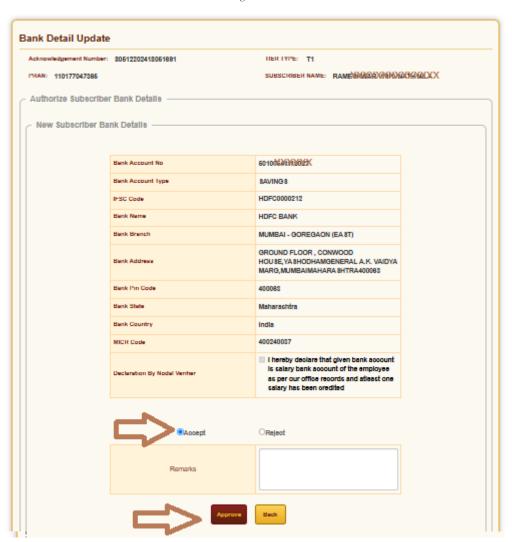




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18. Remarks can be entered while authorization of request if any. Click on "Approve" (Refer figure 42 & 43)

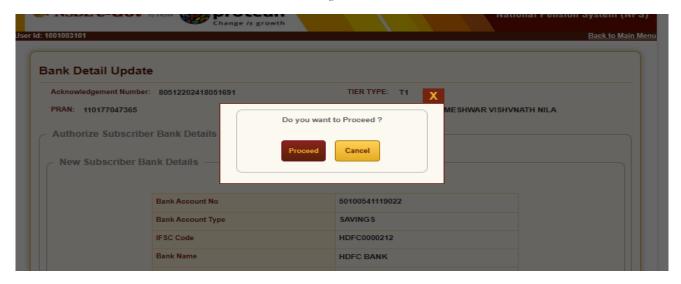
Figure 42





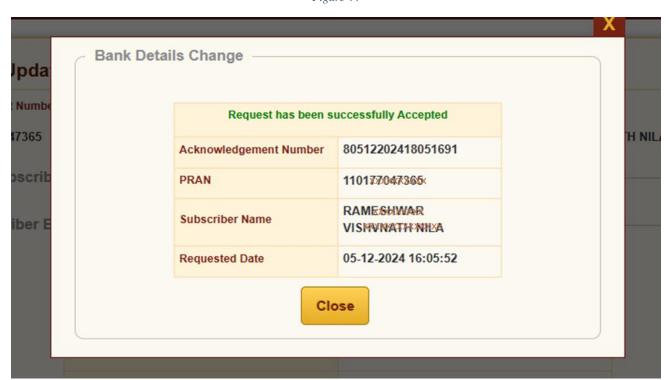
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Figure 43



19. On successful authorization below message will be displayed on screen. (Refer figure 44)

Figure 44

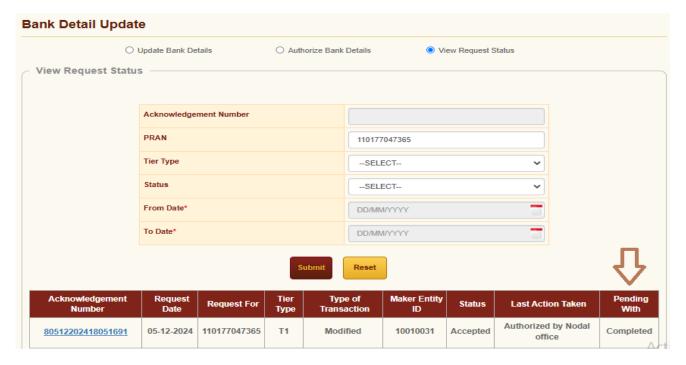


20. To check the status of request, click on option Transaction→"View Request Status"→ Submit. (*Refer figure 45*)



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Figure 45

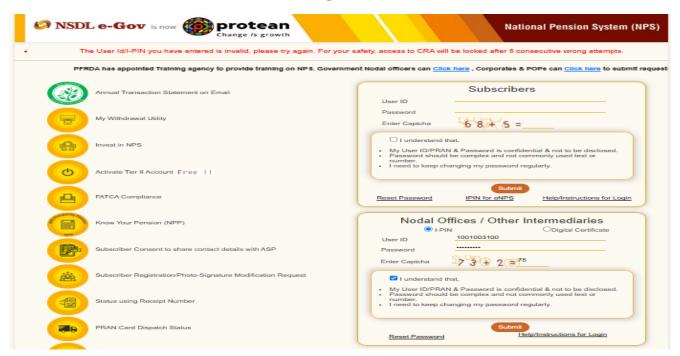


### **C. Process to Update Subscriber Nomination Details**

#### C.1 Request initiation by PAO office Nodal Office User 1

1. Log in to <a href="https://cra-nsdl.com">https://cra-nsdl.com</a> Enter PAO office user Id and password. Click on "Submit" (Refer figure 46)

Figure 46

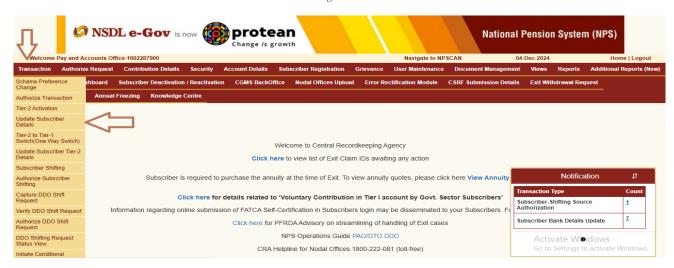




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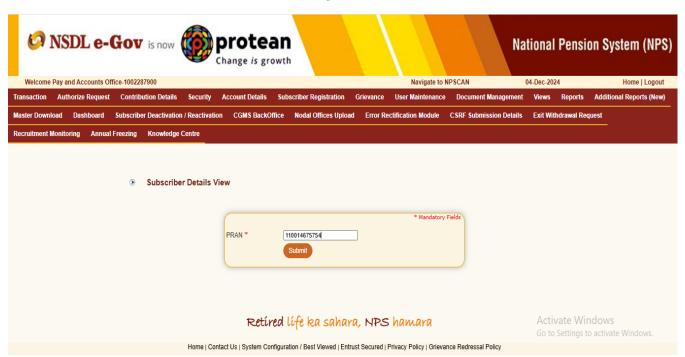
2. Click on option "Transaction"-→ "Update Subscriber Details" (Refer figure 47)

Figure 47



3. Enter PRAN of subscriber under "Subscriber Details View" option. Click on "Submit" (Refer figure 48)

Figure 48



4. Click of "Edit" option to enter New details. (Refer figure 49)



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Figure 49



5. To check the existing nomination details please click on **Nomination Details** tab. (Refer figure 50)

Figure 50



6. Under Section "Nomination Details", nodal office can Remove existing details and Add new nominee details. (Refer figure 51)

Maximum up to 3 nominees can be entered.

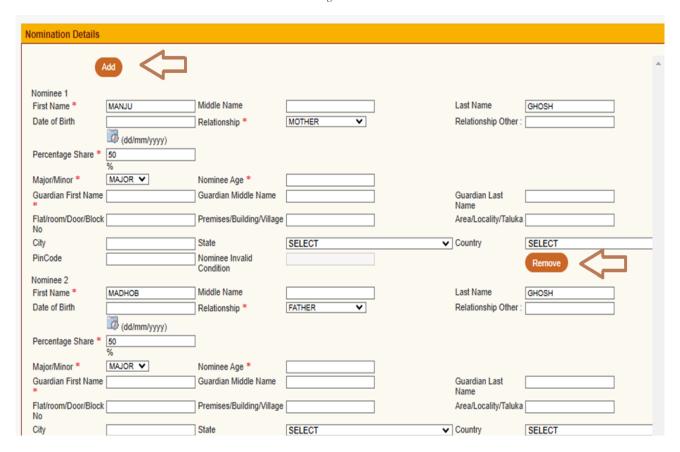
Percentage Share for all nominees should not exceed more that 100%

In case nominee is "Minor" Guardian details are mandatory.



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Figure 51



- 7. Nodal office is required to **Upload supporting Proof i.e.** S2 Form signed by subscriber along with supporting documents. (*Refer figure 52 & 53*)
  - Uploaded Attachment/Allowed file types: pdf/xls/png/doc/xlsx/jpeg/docx/zip/jpg.
  - Maximum File Size Limit: 5MB.
  - Only 1 document can be uploaded.
  - File Name should not have special characters or space.



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Figure 52

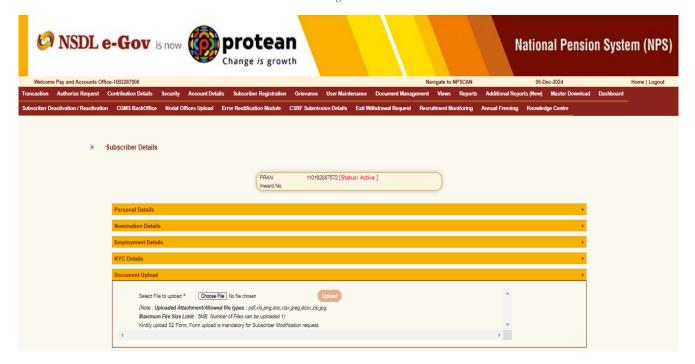


Figure 53

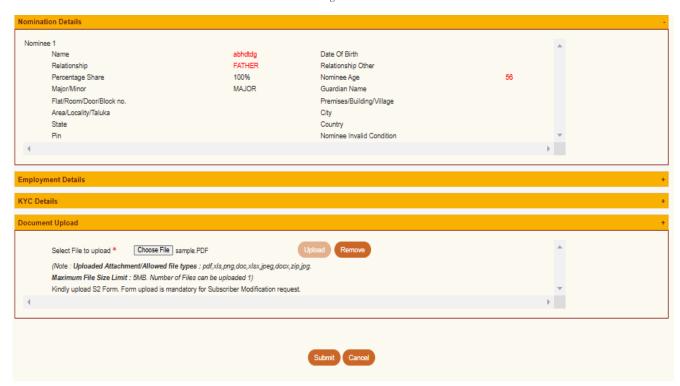


8. Updated details entered in CRA system will be highlighted in **Red Color** text. Office may verify the details and click on **"Submit"** option. (*Refer figure 54*)



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Figure 54



9. Message will be displayed on screen once subscriber details change request are captured successfully. Acknowledgment number will be displayed on screen. (*Refer figure 55*)

Figure 55



10. Status of request can be checked under option:

View--→ Request Status -View→ Transaction Type→ Enter PRAN/ Acknowledgment number (*Refer figure 56 to 59*)



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Figure 56

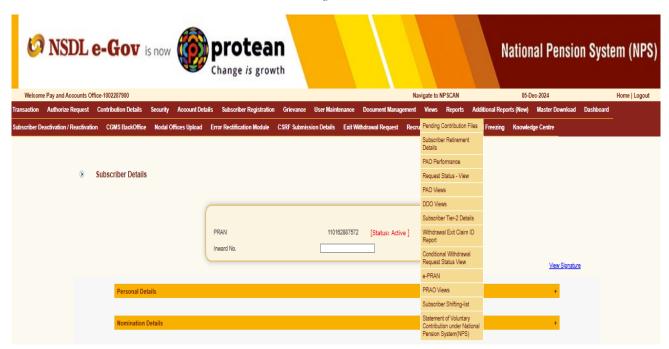
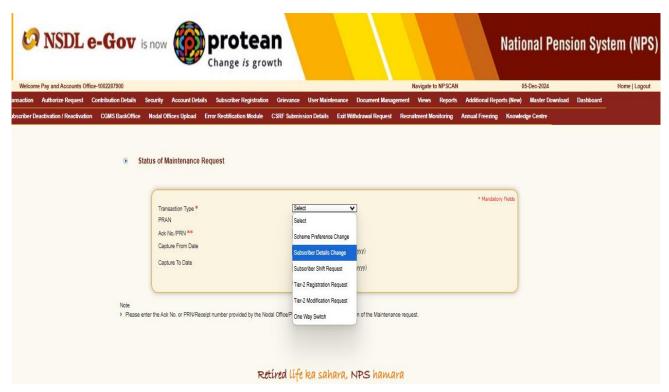


Figure 57





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Figure 58

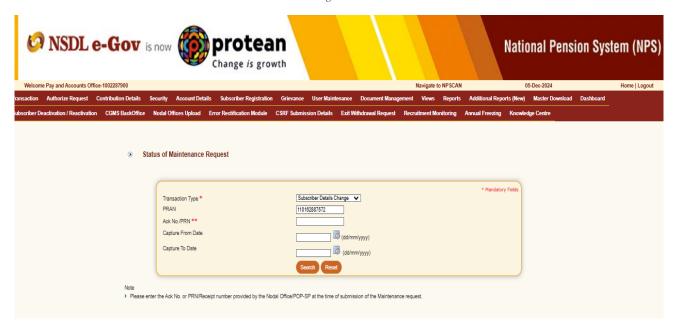


Figure 59



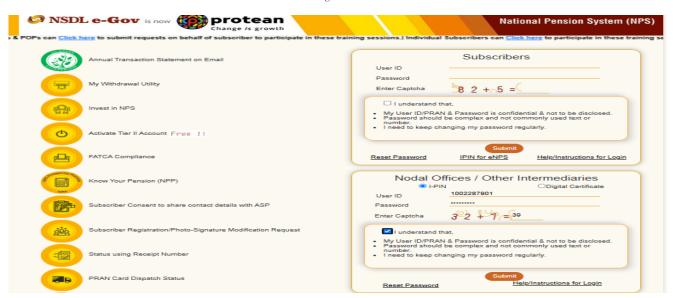


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#### C.2 Request Authorization by PAO/DTO office Nodal Office User 2 (Checker/Authorizer)

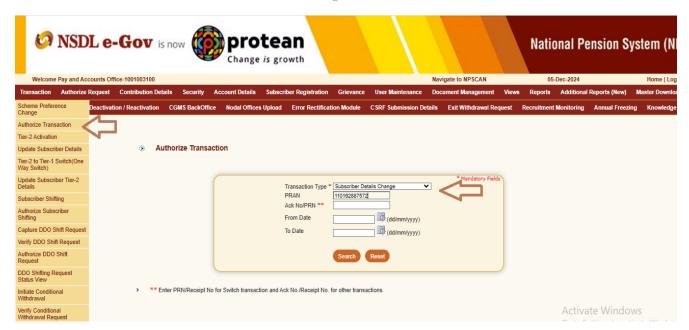
11. Nodal office will log in to CRA (<a href="https://cra-nsdl.com">https://cra-nsdl.com</a>) with user ID 2 (Checker/Authorizer) (Refer figure 60)

Figure 60



12. Click on menu "Transaction" → "Authorize Transaction". Enter Transaction Type and PRAN details. Click on "Search". (Refer figure 61)

Figure 61





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13. Click on hyperlink "View Details" to check the new details updated by maker user. New updated Details are highlighted in Red Color text. (Refer figure 62 & 63)

Figure 62

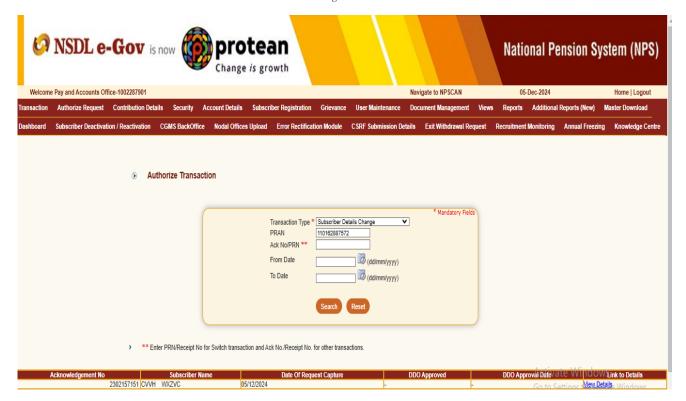


Figure 63

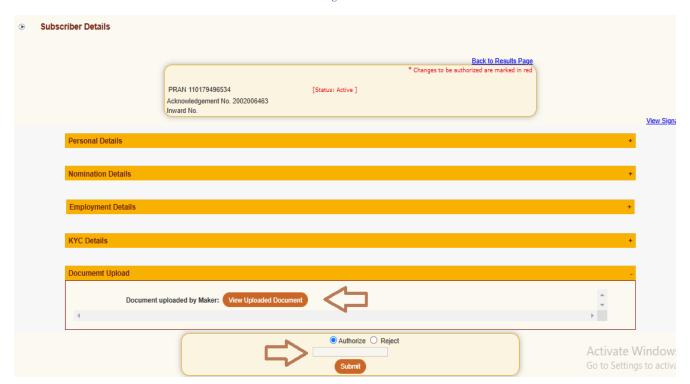




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14. Office may **Authorize/Reject** the request after checking supporting documents are details updated by maker user. (*Refer figure 64*)

Figure 64



15. Message will be displayed on screen once subscriber details change request are authorized/rejected. (*Refer figure 65*)

Figure 65





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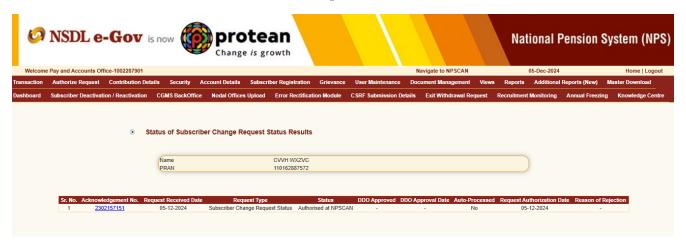
16. Status of request can be checked under option-:

View → Request Status -View → Transaction Type → Enter PRAN/ Acknowledgment number → Search (Refer figure 66 and 67)

Figure 66



Figure 67



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