

Protean eGov Technologies Limited



protean
Change *is* growth

STANDARD OPERATING PROCEDURE (SoP)

Tier II Tax Saving Account Registration and Contribution

Version 1.0

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Classification: Public	Version No : 1.0	30-10-2025	Page: 2 of 12
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REVISION HISTORY

Sr. No.	Date of Revision	Version	Section Number	Description of Change
1	-	1.0	-	Initial Version

Index

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1. Background:

Central Govt Subscriber are allowed to open Tier II Tax Saver Scheme account (herein after termed as TTS account). For opening the said account, Tier- I account is mandatory and hence, the Subscriber should have PRAN in Tier -I account and the same should be mapped with Central Govt. sector.

The below document explains the process for opening of Tier II Tax Saver Scheme account through e- NPS website and also process for making subsequent contribution in the same.

2. Subscriber based Journey:

- The Subscriber needs to visit e- NPS website (<https://enps.nps-proteantech.in/eNPS/NationalPensionSystem.html>) and click on NPS



Figure 1

- There will be option for activating TIER II account. Click on the same.

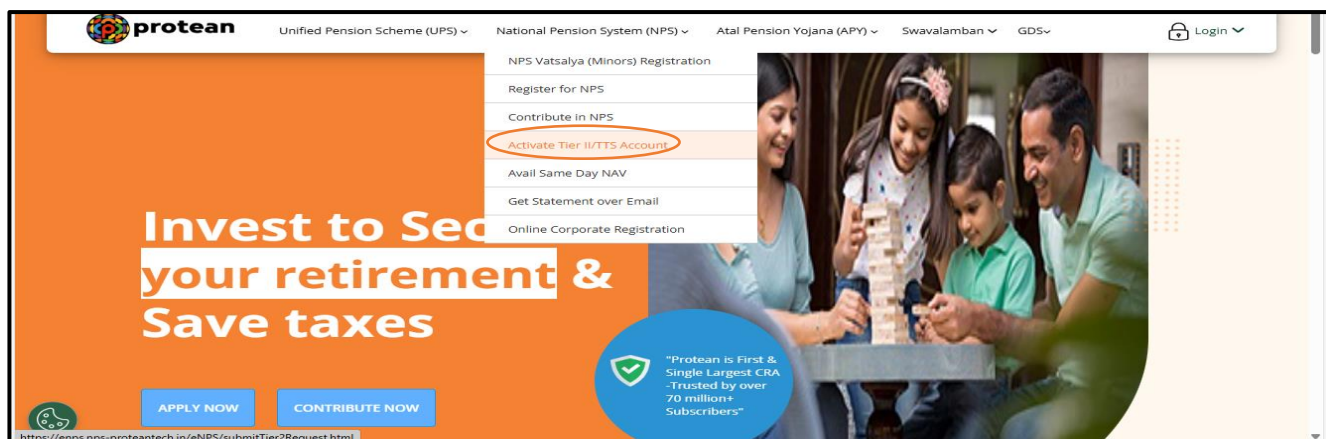
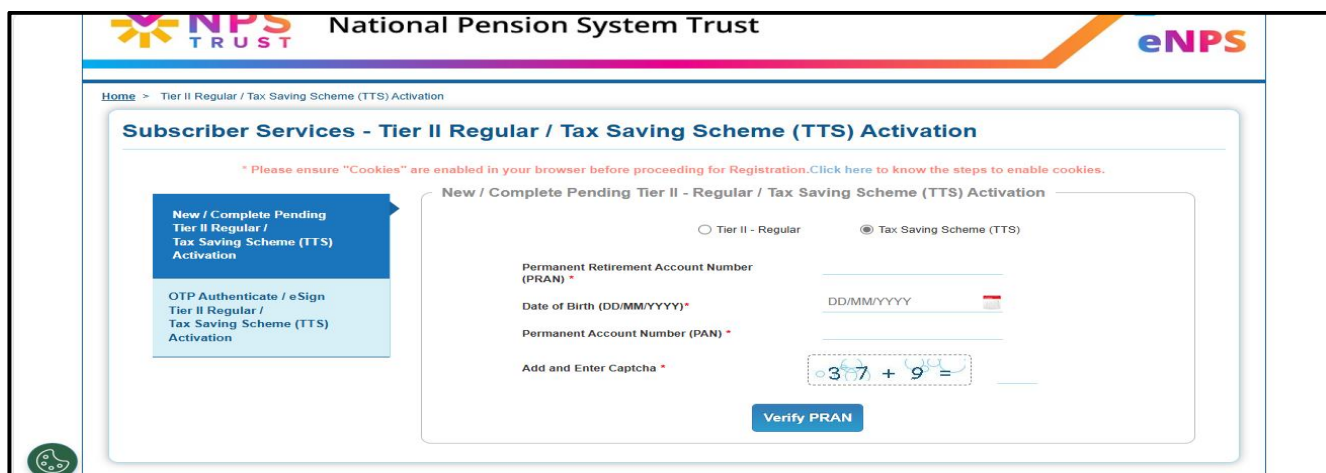


Figure 2

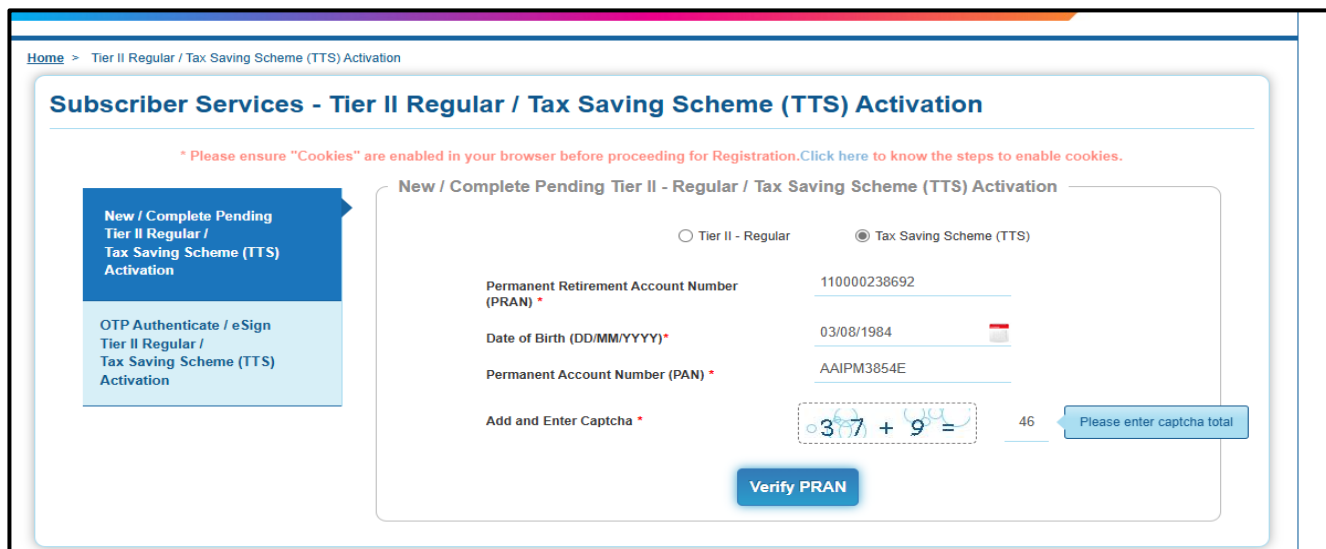
- There will be 2 options- Registration for Tier II Regular or Tax Saving Scheme (TTS)



The screenshot shows the "National Pension System Trust" website's "Subscriber Services - Tier II Regular / Tax Saving Scheme (TTS) Activation" page. A message at the top states: "* Please ensure 'Cookies' are enabled in your browser before proceeding for Registration. Click here to know the steps to enable cookies." The page has two tabs: "New / Complete Pending Tier II - Regular / Tax Saving Scheme (TTS) Activation". Under the "Tax Saving Scheme (TTS)" tab, the form includes fields for "Permanent Retirement Account Number (PRAN) *", "Date of Birth (DD/MM/YYYY) *", "Permanent Account Number (PAN) *", and a captcha "37 + 9 =". A "Verify PRAN" button is at the bottom.

Figure 3

- Select the option TTS and enter PRAN /DOB/PAN details and enter the captcha and click on verify PRAN



Home > Tier II Regular / Tax Saving Scheme (TTS) Activation

Subscriber Services - Tier II Regular / Tax Saving Scheme (TTS) Activation

* Please ensure "Cookies" are enabled in your browser before proceeding for Registration. [Click here to know the steps to enable cookies.](#)

New / Complete Pending Tier II - Regular / Tax Saving Scheme (TTS) Activation

☐ Tier II - Regular
 ☒ Tax Saving Scheme (TTS)

Permanent Retirement Account Number (PRAN) * 110000238692

Date of Birth (DD/MM/YYYY) * 03/08/1984

Permanent Account Number (PAN) * AAIPM3854E

Add and Enter Captcha * 37 + 9 = 46 Please enter captcha total

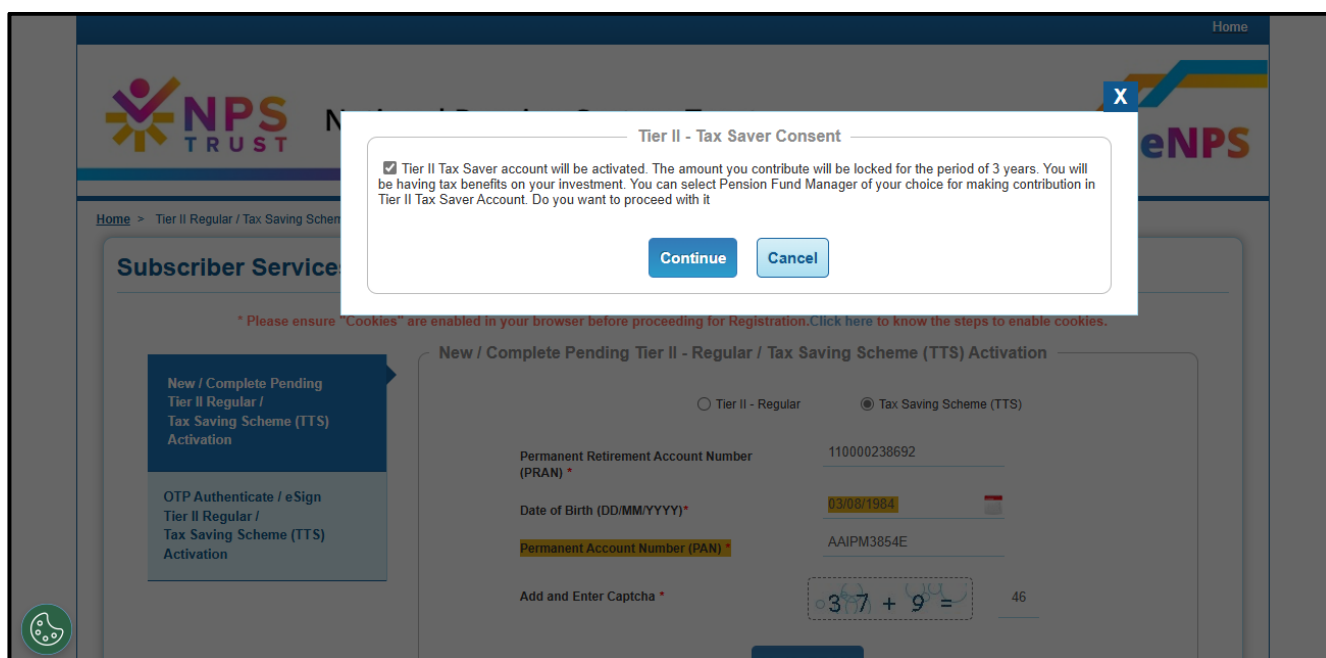
Verify PRAN

Figure 4

- On clicking verify PRAN, a declaration will be shown to the Subscriber

Tier II Tax Saver account will be activated. The amount you contribute will be locked for the period of 3 years. You will be having tax benefits on your investment. You can select Pension Fund Manager of your choice for making contribution in Tier II Tax Saver Account. Do you want to proceed with it

The Subscriber needs to tick on the confirmation box and click on the continue



Home

Tier II - Tax Saver Consent

☒ Tier II Tax Saver account will be activated. The amount you contribute will be locked for the period of 3 years. You will be having tax benefits on your investment. You can select Pension Fund Manager of your choice for making contribution in Tier II Tax Saver Account. Do you want to proceed with it

Continue **Cancel**

Figure 5

- The Subscriber needs to enter OTP duly sent on registered mobile number and email id along with captcha and click on submit button.

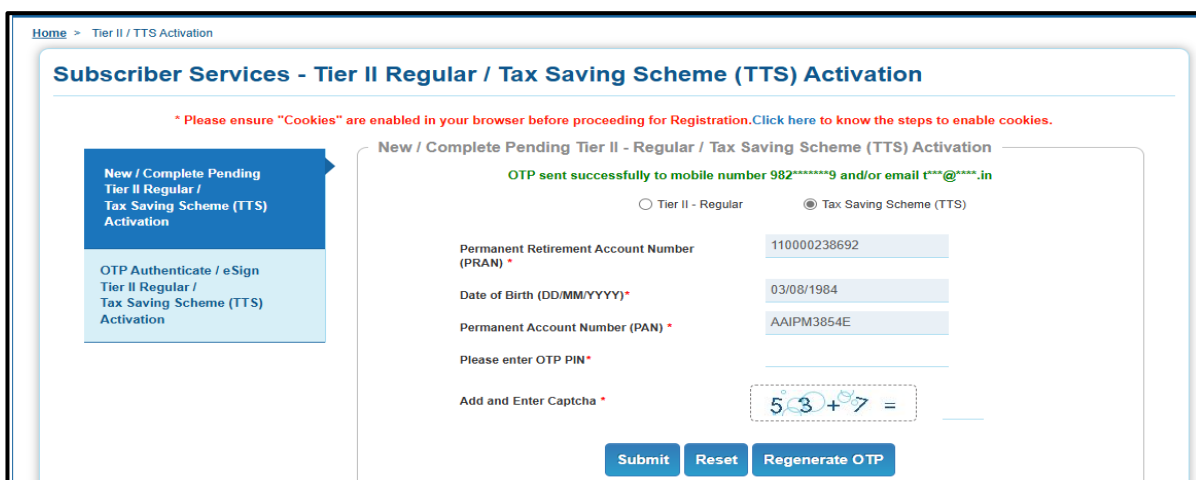


Figure 6

- The Subscriber needs to enter bank details

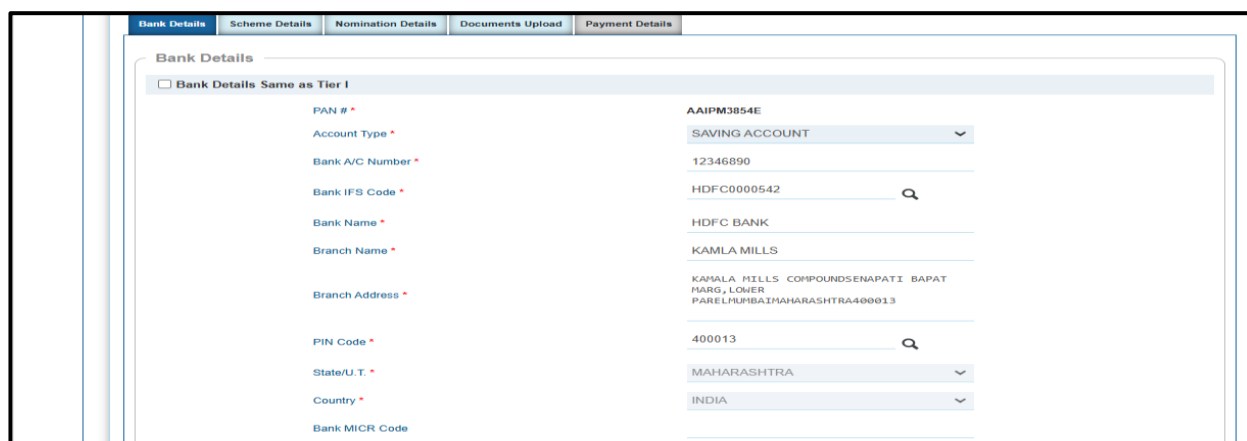


Figure 7

On submission of details, system will request for PAN verification and after proceeding the same, Acknowledgement no will be generated

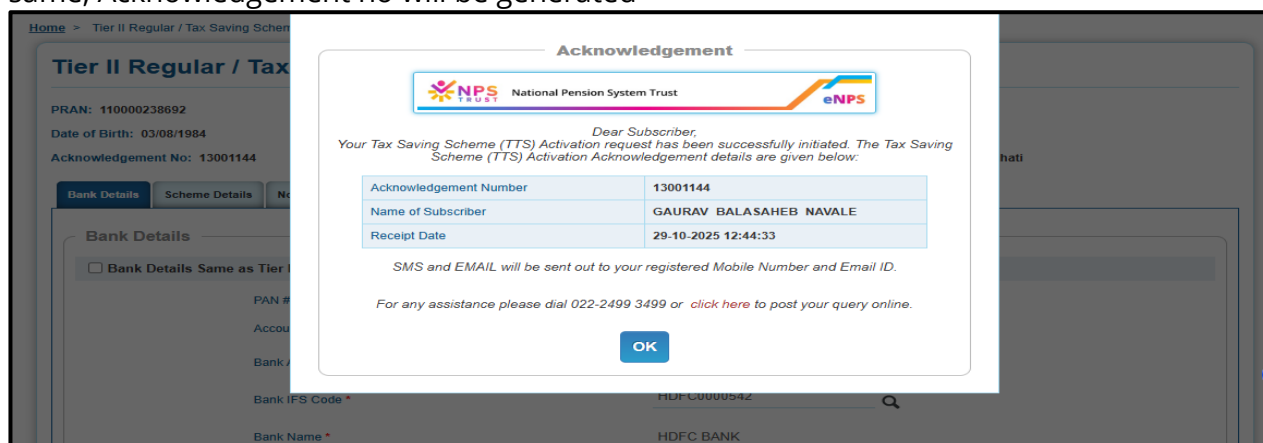


Figure 8

- The Subscriber needs to enter the preferred scheme details and click on save & proceeds button.

The screenshot shows the 'Tier II Regular / Tax Saving Scheme (TTS) Activation' page. The 'Scheme Preference Details' section is active, showing three dropdown menus for 'Choose Pension Fund Manager (PFM 1)', 'PFM 2', and 'PFM 3'. PFM 1 is set to 'HDFC PENSION FUND MANAGEMENT LIMITED'. Below the dropdowns are 'Save & Proceed' and 'Reset' buttons. The page also displays subscriber information: PRAN: 110000238692, Date of Birth: 03/08/1984, Acknowledgement No: 13001144, Subscriber Name: GAURAV BALASAHEB NAVALE, Fathers name: COHHTETWVC DVT, and Nodal Office-Branch: District Treasury Office, New Guwahati.

Figure 9

- The Subscriber needs to enter nominee details and click on save & confirm

The screenshot shows the 'Tier II Regular / Tax Saving Scheme (TTS) Activation' page with the 'Nominee Details' section active. It displays a form for adding a nominee, including fields for First Name, Middle Name, Last Name, Date of Birth, Gender, and Address. There are also checkboxes for 'Nominee is a blood relative' and 'Nominee is a spouse'. The 'Save & Confirm' button is visible at the bottom.

Figure 10

- The Subscriber needs to upload the required documents

The screenshot shows the 'Tier II Regular / Tax Saving Scheme (TTS) Activation' page with the 'Documents Upload' section active. It displays a table with columns for 'Proof Name', 'Document Name', and 'Attach File'. A row is shown for 'SCANNED PAN CARD *'. Below the table is an 'Upload' button. A note at the bottom states: 'Allowed File Types: jpeg,jpg,pdf Maximum File Size allowed: 2 MB. Fields marked with * are mandatory for registration. Click on "Choose File" button to select Photo Or Signature Or Document. Click on "Upload" button to upload selected document.'

Figure 11

Validation for documents to be uploaded as follows: (In the given scenario, PAN card copy is uploaded)

- Please upload a scanned copy of the PAN card.
- Please upload PAN card copy in jpeg,jpg or pdf format.
- Please upload pan card copy with file size minimum of 4KB and upto 2MB.

- On uploading the documents, all details as entered by the Subscriber will be shown to the Subscriber and there is an option to edit the details (if any).

Tier II Regular / Tax Saving Scheme (TTS) Activation

PRAN: 110000238692
Date of Birth: 03/08/1984
Acknowledgement No: 13001144

Subscriber Name: GAURAV BALASAHEB NAVALE
Fathers name: COHHTETWVC DVT
Nodal Office/Branch: District Treasury Office, New Guwahati

Bank Details

☐ Bank Details Same as Tier I

PAN # *	AAIPM354E
Account Type *	SAVINGS
Bank A/C Number *	12346890
Bank IFSC Code	HDFC0000542
Bank Name *	HDFC BANK
Branch Name *	KAMLA MILLS
Branch Address *	KAMALA MILLS COMPOUND SENAPATI BAPAT MAROLLOVER PAREL,MUMBAI,MAHARASHTRA400013
PIN Code *	400013
State/U.T. *	MAHARASHTRA
Country *	INDIA
Bank MICR Code	
Bank A/c Linked to Aadhaar	☒

Edit

»

Home > Tier II Regular / Tax Saving Scheme (TTS) Activation > Tier II Scheme Confirmation

Tier II Regular / Tax Saving Scheme Activation

PRAN: 110000238692
Date of Birth: 03/08/1984
Acknowledgement No: 13001144

Subscriber Name: GAURAV BALASAHEB NAVALE
Fathers name: COHHTETWVC DVT
Nodal Office/Branch: District Treasury Office, New Guwahati

Bank Details

Scheme Details

Choose Pension Fund Manager (PFM 1) *

HDFC PENSION FUND MANAGEMENT LIMITED

«

Edit

»

Note

Click on "Edit" button to make changes in Form.

Best viewed in Google Chrome 30.x or higher, Mozilla Firefox 27.x or higher & Internet Explorer 11.x or higher with a resolution of 1024 X 768.

Privacy Policy

Tier II Regular / Tax Saving Scheme (TTS) Activation

PRAN: 110000238692
Date of Birth: 03/08/1984
Acknowledgement No: 13001144

Subscriber Name: GAURAV BALASAHEB NAVALE
Fathers name: COHHTETWVC DVT
Nodal Office/Branch: District Treasury Office, New Guwahati

Bank Details

Scheme Details

Nomination Details

Documents Upload

Payment Details

Nominee Details

☐ Nominee Same as Tier I

Nominee 1

First Name *	PRATIBHA
Middle Name	
Last Name / Surname	DAS
Major/Minor *	Major
Date of Birth	05/03/1987
Nominee Age (Years)	
Relationship *	WIFE
Percentage Share *	100%
Guardian First Name (in case of a minor) *	
Guardian Middle Name	
Guardian Last Name	
Flat/Room/Door/Block no.	
Premises/Building/Village	
Area/Locality/Tehsil	
Pin Code/ZIP Code	
District	
State/U.T.	
Country	

Edit

»

Home > Tier II Regular / Tax Saving Scheme (TTS) Activation > Tier II Document Upload Confirmation

Tier II Regular / Tax Saving Scheme (TTS) Activation

PRAN: 110000238692
Date of Birth: 03/08/1984
Acknowledgement No: 13001144

Subscriber Name: GAURAV BALASAHEB NAVALE
Fathers name: COHHTETWVC DVT
Nodal Office/Branch: District Treasury Office, New Guwahati

Bank Details

Scheme Details

Nomination Details

Documents Upload

Payment Details

Documents Upload

Proof Name	Document Name	
SCANNED PAN CARD	SCANNED PAN CARD	
CANCELLED CHEQUE	CANCELLED CHEQUE	

«

Edit

»

Figure 12

The Subscriber needs to go through all details and click on go ahead arrow on document upload screen.

- New screen will appear for OTP authentication/ e-sign
- The Subscriber needs to enter the captcha and click on generate OTP.

Figure 13

- The Subscriber needs to enter OTP duly sent on registered email id and mobile number. On submission of OTP, a message will appear as follows:

Figure 14

- On clicking next button, the Subscriber needs to make payment through payment gateway

Figure 15

- The Subscriber needs to select the declaration as specified on payment gateway and click on make payment button.

Summary

Total contribution amount (Transaction and Service charges additional to this) ₹ 1000.00

Choose Payment Gateway Option

☒ Razorpay ☐ BillDesk

Declaration & Authorization

☒ Declaration & Authorization by all subscribers

I hereby declare and agree that:

- (a) I have read and understood the Offer Document, terms & conditions or the same was interpreted to me, and the answers entered in the application are mine.
- (b) I am a Citizen of India
- (c) I have not been found or declared to be of an unsound mind under any law for the time being in force.
- (d) I am not an undischarged insolvent.
- (e) I hold a valid Tier I account under NPS.

Income Tax Act, 1961: Tax benefits are available as per the Income Tax Act, 1961, as amended from time to time.

☒ I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account (applicable in case of Bank POP).

☒ Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that:

- (1) I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account.
- (2) The contribution paid has been derived from legally declared and assessed sources of income.
- (3) I understand that the PFRDA/NPS Trust has the right to peruse my financial profile and also agree that the PFRDA/NPS Trust has the right to close the NPS account in case I am found guilty of violating the provisions of any Law, directly or indirectly, by any Competent Court of Law, having relation to the laws governing prevention of money laundering in the country.

NOTE : Please mention 'NPS Contribution' as remark in the payment remark at your banking site.

[Make Payment](#) [Cancel](#)

Figure 16

- On successful payment, Tier II Tax Saver will be activated for the PRAN and details of the same will be shown to the Subscriber .

Receipt of Payment Confirmation - Tier II - Tax Saver Activation

NPS TRUST National Pension System Trust

Electronic Fund Transfer

Permanent Retirement Account Number (PRAN)	110000238692
Name of the Subscriber	GAURAV NAVEALE
Contribution Amount*	INR 1000.00
Payment Gateway Charge + Goods & Services Tax (GST)*	INR 0.00
Acknowledgement Number	13001144
Merchant Order Number	eNPS11829219
Contribution Receipt Number	12639695099878954
Transaction Reference Number	U1230003816737
Transaction Date	29-10-2025 20:09:47
Transaction Status	Successful

* Click on 'OTP Authenticate eSign Registration' for completing the process of e-Sign (digital signing) by submitting the OTP sent by UIDAI to the mobile number registered with UIDAI. Once the process of digitally signing is successfully completed, you need not send the physical copy of the form to CRA.

* eSign service charges plus taxes applicable is ₹. 5.90

[Download Registration Form](#) [SAVE/PRINT PAYMENT RECEIPT](#)

Figure 17

The Subscriber may download registration form and also save payment receipt.

3. Contribution under TTS Account:

The Subscriber can make subsequent contribution in Tier II Tax Saver account through e-NPS website.

Process for making contribution:

- Visit e- NPS website : [Open NPS Account Online Instantly | Protean](#)
- Go to NPS option and click on contribute in NPS
- Enter PRAN/ DoB/Subscriber Type and captcha details
- Select mode for OTP to be received either SMS or email id and click on verify PRAN.
- Enter OTP as received on mobile/ email id as per option selected.
- Subscriber will be requested to make payment – click on Subsequent contribution- Regular Investment.
- Select Tier Type and enter contribution amount.
- Select Payment Gateway and tick on the declaration and click on proceed
- The Subscriber will be requested to confirm the payment details.
- Select mode of payment and make the payment.
- On successful payment, a payment receipt confirmation will be given to the Subscriber .
- The Subscriber can save / print payment receipt and also check the request status view.

Lock-in period for contribution

In accordance with National Pension Scheme Tier II-Tax Saver Scheme, 2020 notified by the Central Government, Withdrawal from Tier II- Tax Saver scheme (TTS) will not be allowed during 3 years of lock in period excluding death cases. Every unique contribution will be considered for lock-in period of 3 years from the date of investment.