Protean eGov Technologies Limited

Standard Operating Procedure on eNPS PRAN Generation through Digi-Locker Based

Version 1.1

REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	December 13, 2024	1.1		Screenshot Updated

Acronyms and Abbreviations

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

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
NPS	National Pension System
PRAN	Permanent Retirement Account Number
NPS Trust	National Pension System Trust
CG	Central Government
SG	State Government
PFM	Pension Fund Manager
ACK ID	Acknowledgement ID
PrAO	Principal Accounts office
PAO	Pay and Accounts office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
DDO	Drawing and Disbursement Office
CSRF	Common Subscriber Registration Form

Overview

❖ eNPS for Government sector is an online mode for PRAN generation in addition to the already existent Online PRAN Generation Module (OPGM). eNPS for Govt. sector was introduced with a view to reduce the time taken for PRAN generation for Govt. employees after Date of Joining.

❖ eNPS process also encourages healthy participation by the employee in the PRAN generation procedure as the capturing of data is done by the subscriber. Thus, this process also reduces the efforts required at level of Nodal office from point of view of Data entry to be done. This process also reduces any data entry level errors as the subscriber themselves capture the details.

❖ This document covers the process for PRAN generation on basis of document available in Digi-Locker (Driving License). Digi-Locker is an initiative by the Government of India under the Digital India program. It aims at providing citizens with a secure and convenient platform to store and access digital documents and certificates.

❖ Digi-Locker allows users to upload, store, and share various official documents and certificates digitally.

1. Steps to initiate PRAN Generation through eNPS by Subscriber

➕ In order to initiate PRAN generation through e-NPS, User needs to visit eNPS website https://enps.nsdl.com/eNPS/NationalPensionSystem.html select the option "**National Pension System"** as given below in **Figure 1**.

Figure 1

➕ Under National Pension System (NPS), user need to Select the option "**Register for NPS"** as given below in **Figure 2.**
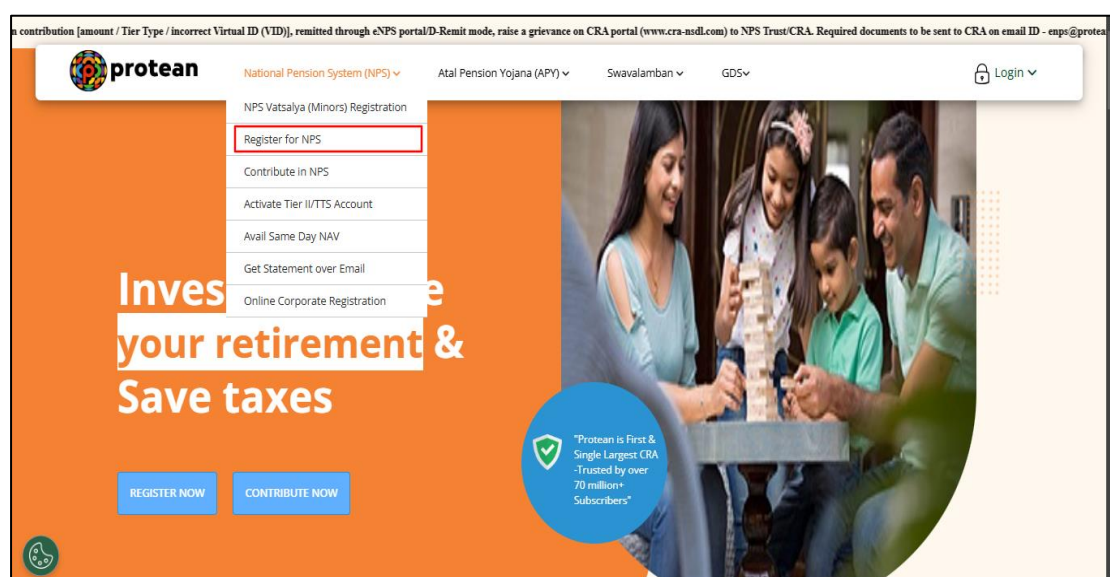
Figure 2

➕ User need to select the option of Government **Subscriber section**. click on "**Register Now"** button as show in **Figure 3.**

Figure 3

➕ User need to enter all the details as request on the screen as show below in **Figure 4.**
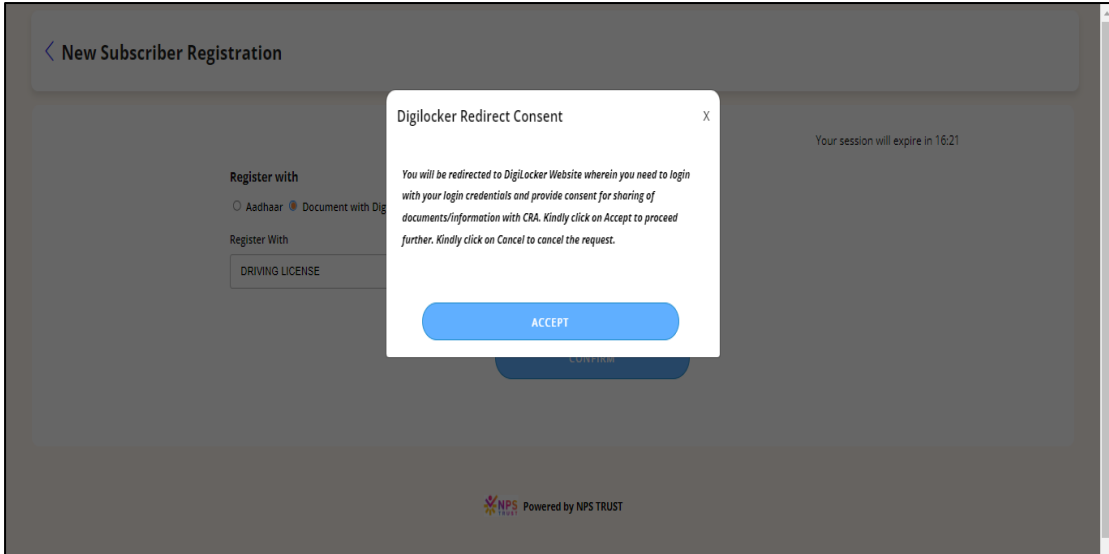
Figure 4

➕ The user needs to select the option **"Document with Digi-locker"** and confirm as show in **Figure 5.**

Figure 5

• User need to read the Digi-locker Redirect Consent as shown in **Figure 6.**
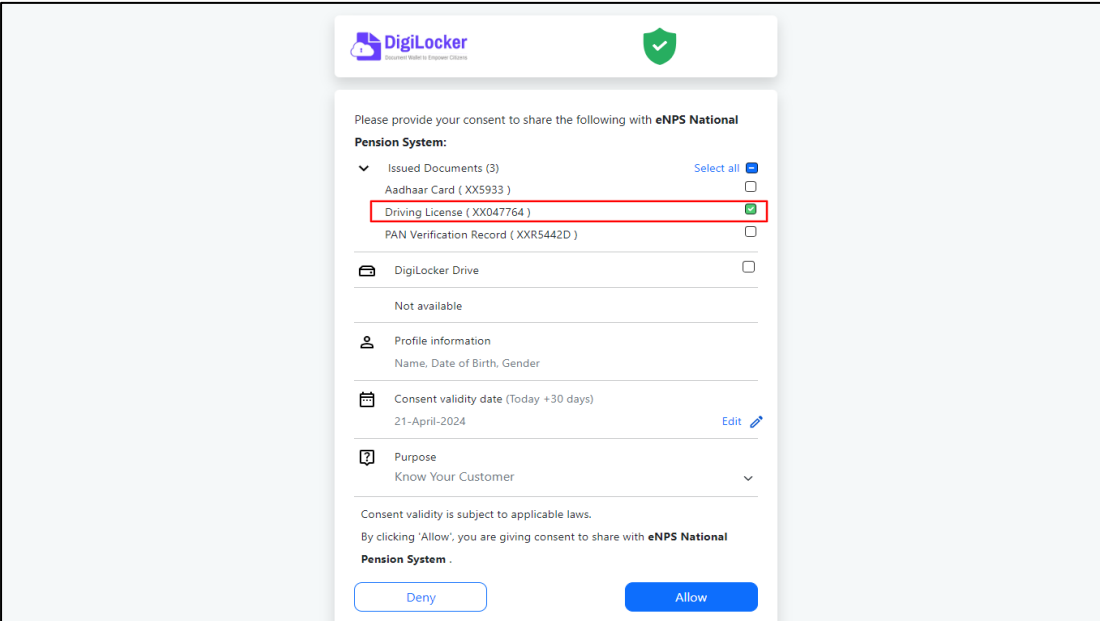
Figure 6

- The user will be redirect to Digi-Locker website. User need to login on Digi-Locker through their Mobile number/User ID/Aadhaar as shown below in **Figure 7.**

Figure 7

- The user needs to tick the option of Driving License in their Digi-Locker account & provide the consent to eNPS National Pension System. Further click on "**Allow**" button to process further as show below in **Figure 8**.

Figure 8

- Once the Digi-Locker consent is provided by user, system will be redirected to registration page, where user need to read the Digi-Locker Message. Click on **"Close"** Button as shown in **Figure 9**.
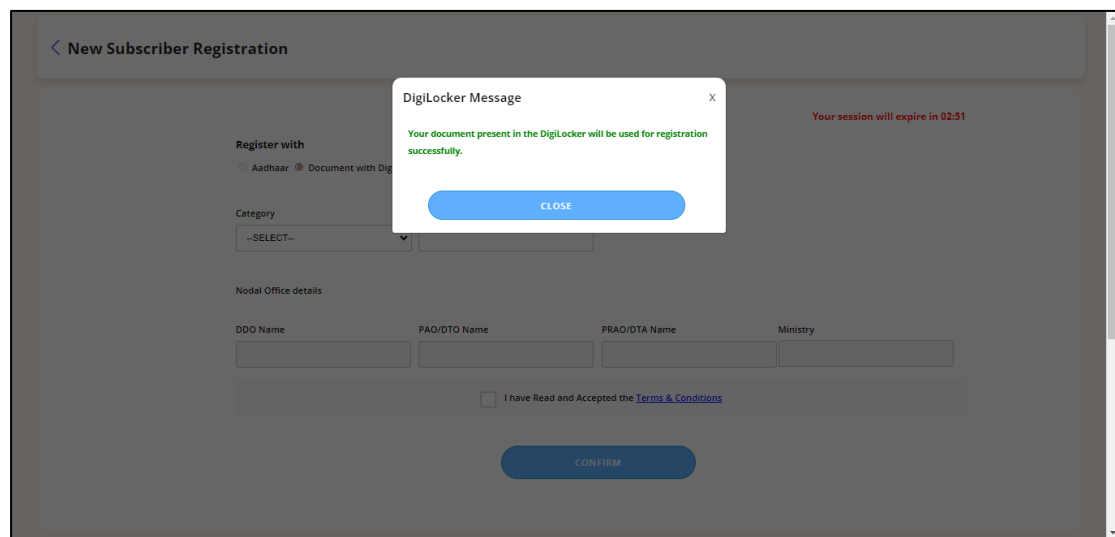

Figure 9

- The user need to **register with** select the option "**Document with Digi-Locker".** Under **Category** option a drop down will be provided, where user need to select the appropriate option under which user is employed. Please refer the **Figure 10.**
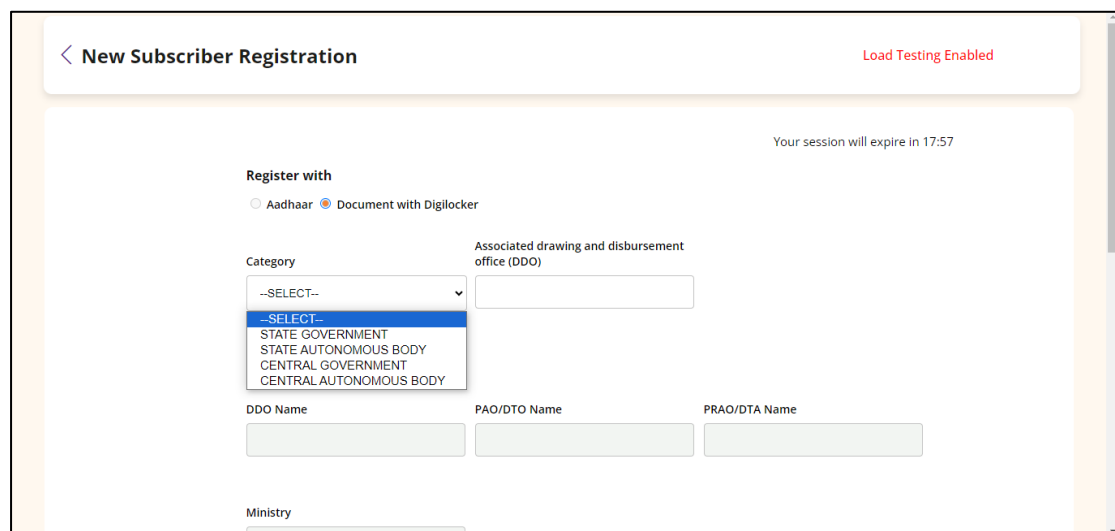

Figure 10

- Once the Category is selected, user need to enter the **Associated Drawing & Disbursement Office (DDO)** details under which user is employed as shown in **Figure 11**.

Figure 11

- Once the DDO Details are entered, the corresponding Nodal office details will appear. User need to check the details. If details are correct, for processing further User need to click on the hyperlink **"Term & Conditions"** as show in **Figure 12.**

Figure 12

- System will pop the Digi-Locker ID Consent. User need to read the consent & click on **Accept** Button for processing further as shown in **Figure 13.**

Figure 13

- Once the Digi-Locker ID Consent is provided, as OTP will be communicated to registered Mobile number & registered Email ID of the User. User need to enter Mobile OTP & Email OTP for processing further as shown below on **Figure 14.**

Figure 14

- After entering the Mobile OTP & Email ID OTP received on registered Mobile number & registered Email ID, an Acknowledgement number will be generated. User need to note down the Acknowledgement number. Refer **Figure 15.**
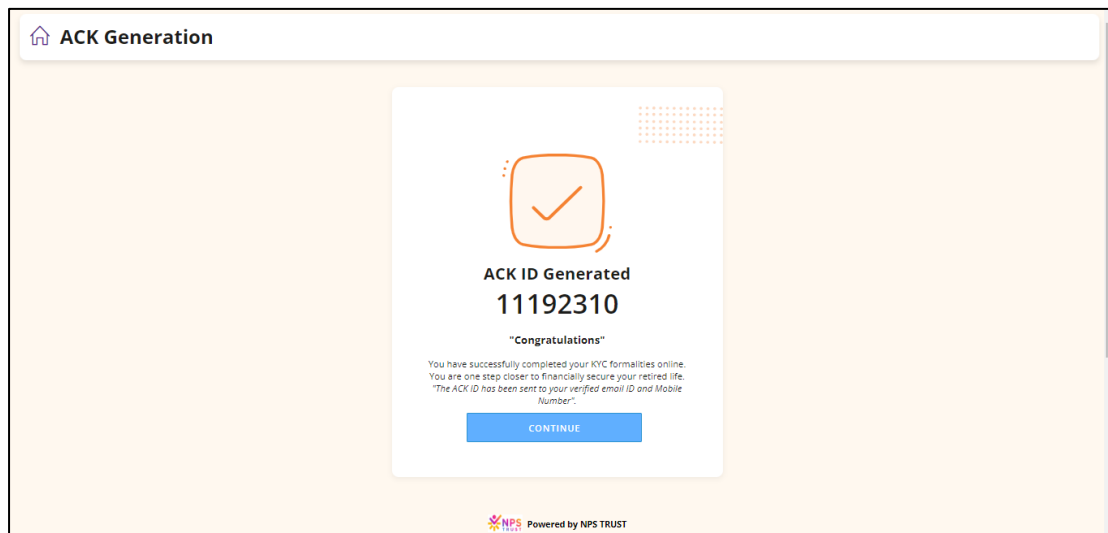

Figure 15

- On the landing page, the details will be automatically fetched from the driving license. User need to enter the necessary details. Further user needs to upload the scan signature, as shown below in **Figure 16**.

Figure 16

Once the signature is been uploaded, User can view the signature which is uploaded and then user need to click on "**Confirm"** button as show in **Figure 17.**

Figure 17

- After clicking on Confirm button, user need to set up Tier 1 account. User need to select Pattern of Investment Option (Default/Auto/Active) as shown below in **Figure 18**.

Figure 18

- The user needs to add the Bank Account Details as highlighted in red box in **Figure 19**.

Figure 19

- After entering all the correct bank details system will verify the Bank details and mark a green tick (✅). User will save the details as shown in **Figure 20**.

Figure 20

- The user will then have to add Nominee details as highlighted in red box shown in **Figure 21**.

Figure 21

- The user will have to enter the Nominee details as shown in **Figure 22**. In case more Nominee needs to added user can click on "Add Another Nominee" as shown in below Figure.

Note: A maximum of 3 Nominees can be added and total sum percentage (%) of all Nominee should be 100%.

Figure 22

- Once all the details are entered system will show a verified mark () against Bank & Nominee details and user will have to click on proceed option as shown in below **Figure 23**.

Figure 23

- After clicking on proceed, User will have to enter Personal details like DOB/DOJ/Address. User has to declare the Tax paying country under FATCA Details and tick (☑) on both the options as shown in **Figure 24** on next page. Once all the details are entered, kindly click on "**Proceed**" button.

Figure 24

- After successful updation of Personal details, User will have to click on drop down menu (⌄) to upload the documents as shown in **Figure 25** and click on Proceed. User can upload Appointment Letter or Offer Letter whichever document is available.
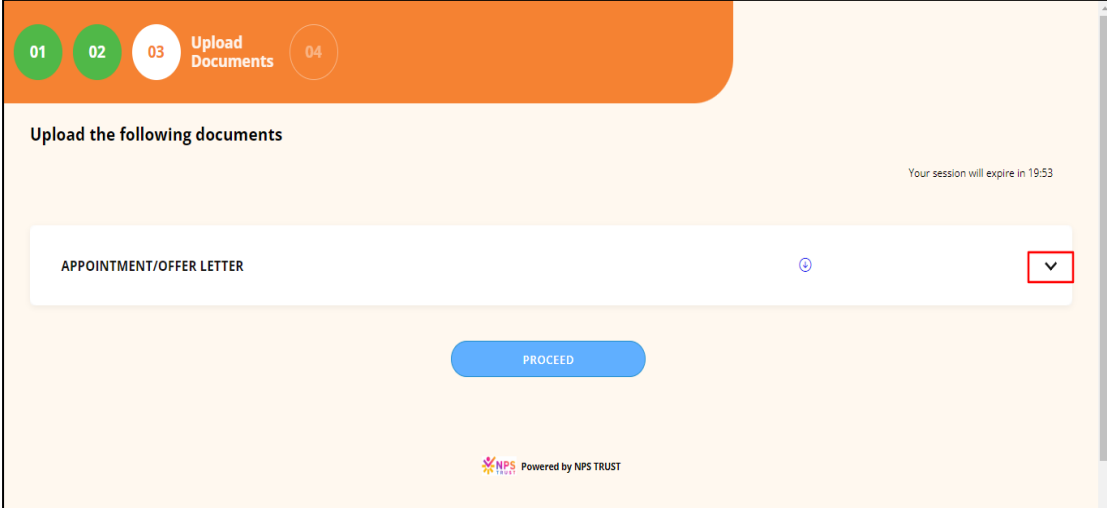

Figure 25

- Once User clicks on Proceed, a dialogue box appears for declaration of details captured by subscriber. User have to tick (☑) the box for declaring all the details including Personal, Bank and Nominee entered are correct and click on "Confirm" as shown in **Figure 26**.
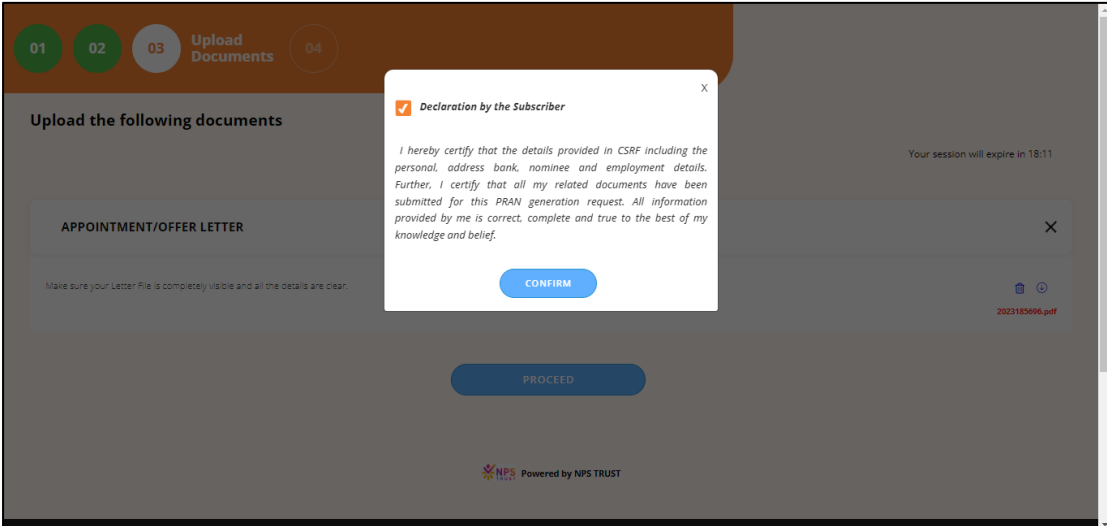

Figure 26

- User will have to select the sign in method as shown in **Figure 27** and click on Confirm.

➤ In case user select OTP authentication, an OTP in Mobile number and Email ID needs to be entered.

➤ In case of e-Sign option is selected, Only OTP in Aadhaar registered Mobile Number needs to be entered.
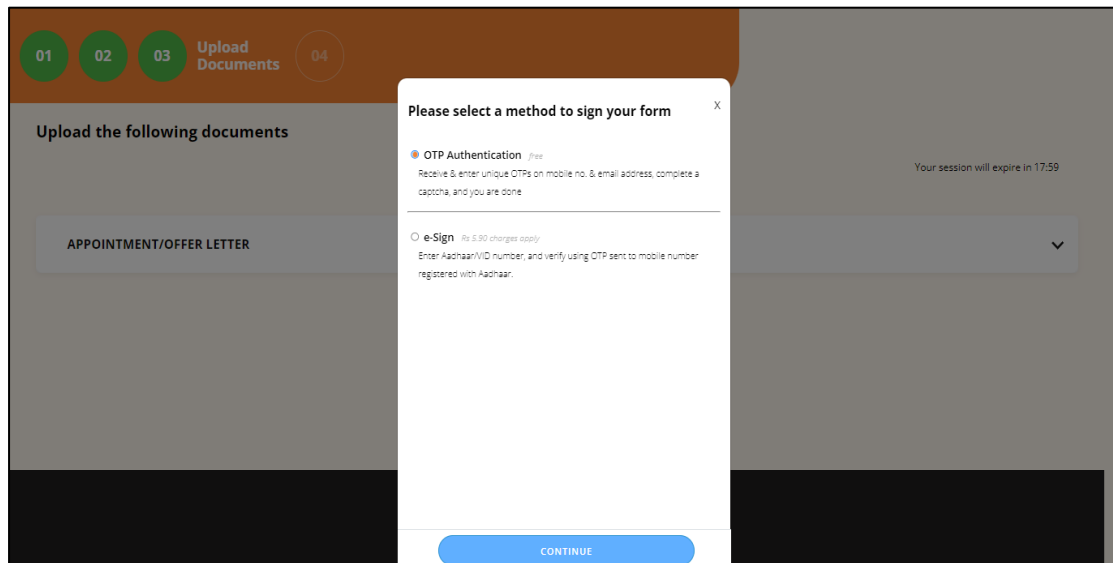

Figure 27

- Kindly enter the OTP triggered in Registered Mobile Number and Email ID as shown in **Figure 28**.
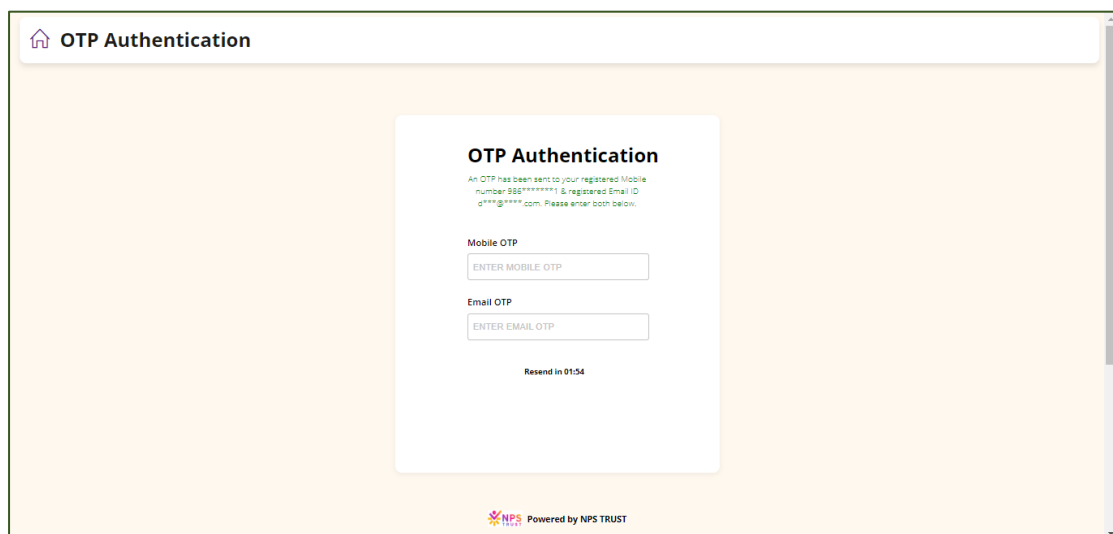

Figure 28

- Once OTP is entered, a message pops in showing Initial Investment is completed as shown in **Figure 29** along with ACK ID and ACK ID Date. User can also download the Registered Form.
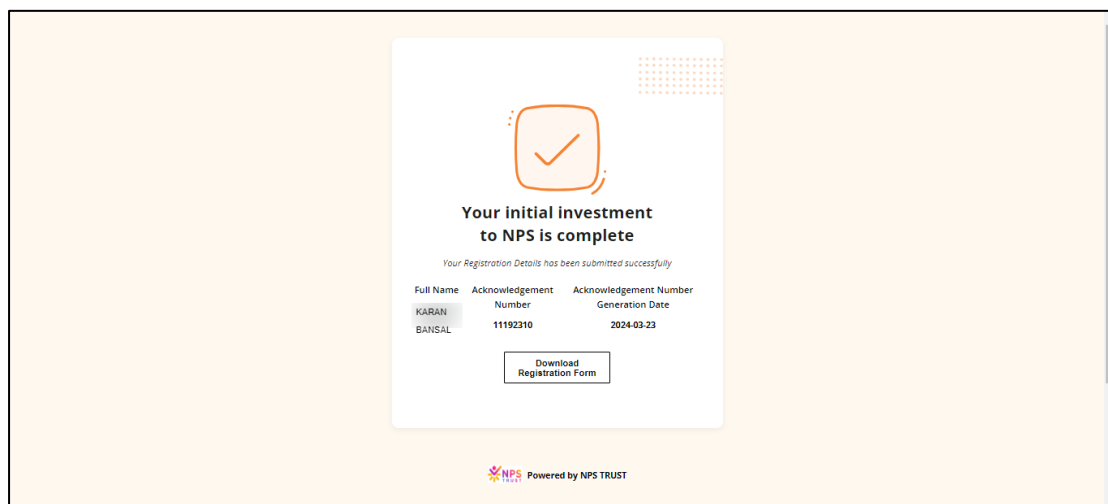

Figure 29

- After Subscriber Level process is completed the request is made available for Verification and Authorization at Nodal office level.

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2. Steps to Verify PRAN Generation through Nodal Office Maker Login

- Nodal office will login into CRA system by entering https://cra-nsdl.com/CRA/.

- User will click on "eNPS Registration" option from Authorize Request Menu as shown in **Figure 30**.
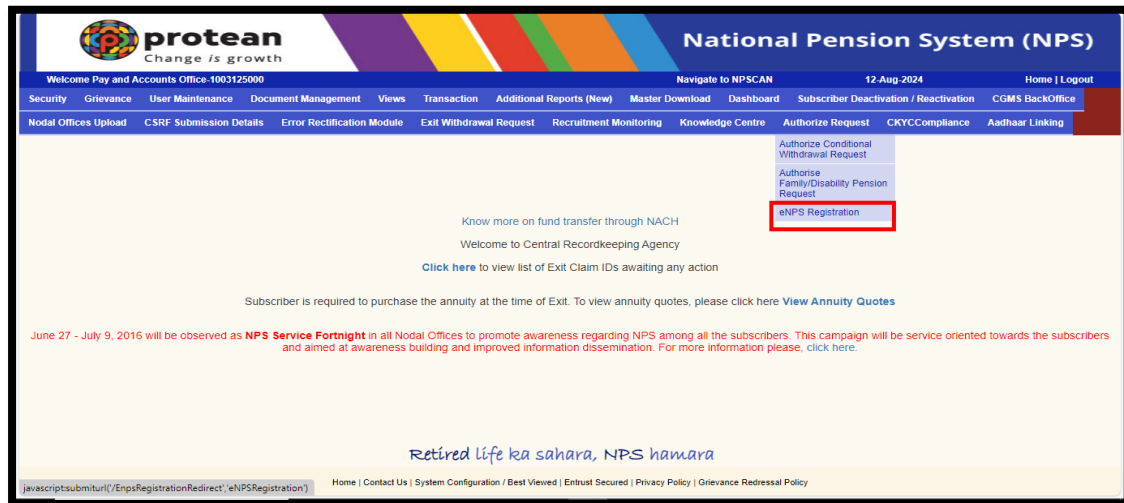

Figure 30

- User will be redirected to NPS Trust website for verifying the request. On the system, the user will have to select Verify/Authorize and enter the Acknowledgment ID for Verifying the request and click on Accept/Reject option as shown in **Figure 31.**

Figure 31

- The user will have to verify all the details by clicking in bottom right option "**>>**" as shown below in **Figure 32**.

Figure 32

- The office should verify the appointment letter/offer letter and any other documents uploaded by the subscriber. It is the responsibility of office to ensure veracity of documents as uploaded by the subscriber. The details mentioned therein should match with the service records as available with office.

- User will click on "**>>**" option to proceed as shown in below **Figure 33**.

Figure 33

- After verifying all the details, the office will have to select the Salary Bank declaration and further select approve / reject and submit the Request as shown in **Figure 34**

➢ In case all the details are found correct, User can click on "Approve" option and process the request.
➢ In case the request needs to be Rejected, User can click on "Reject" option with appropriate Remarks.

   Note: Remark is Mandatory for Rejection of Request.

Figure 34

- Once the request is approved, request is successfully Verified and is pending for Authorization at Checker Level as shown in **Figure 35**.
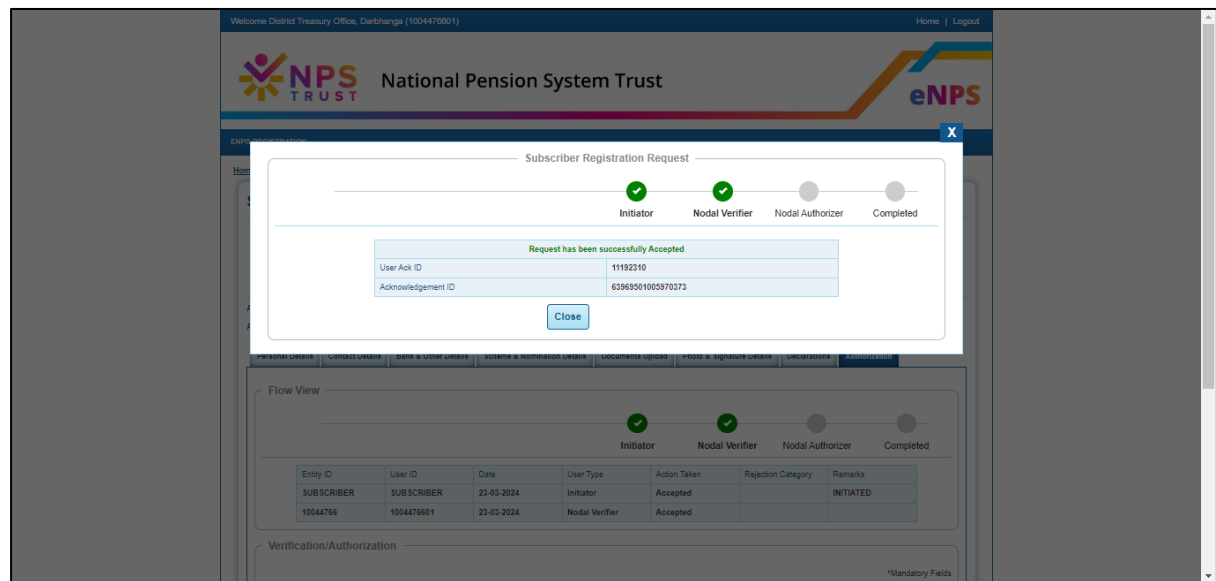
Figure 35

3. Steps to Authorise PRAN Generation through Nodal Office Checker Login

- The office will again have to select Verify/Authorize request option and enter the Acknowledgment ID and select the Accept/Reject option as shown in **Figure 36**

Figure 36

- After checking all the details, User will have to select Approve / Reject and submit the Request as shown in **Figure 37**.

➢ In case all the details are found correct, User can click on "Approve" option and process the request.
➢ In case the request needs to be Rejected, User can click on "Reject" option with appropriate Remarks.

Note: Remark is Mandatory for Rejection of Request.

It is the responsibility of office to ensure veracity of documents as uploaded by the subscriber. The details mentioned therein should match with the service records as available with office.

Figure 37

- Once request is successfully Authorized, PRAN is generated in CRA system as shown in **Figure 38**.

Figure 38