

Protean eGov Technologies Limited



protean
Change is growth

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

Version 1.2

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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
3	March 31,2026	1.2	-	Proteantech domain is 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

- For PRAN generation through e-NPS, User needs to visit <https://enps.nps-proteantech.in/eNPS/NationalPensionSystem.html> select the option **"National Pension System"** as given below in **Figure 1**.



Figure 1

- Under National Pension System (NPS), the user needs to select the option **"Register for NPS"** as given below in **Figure 2**.

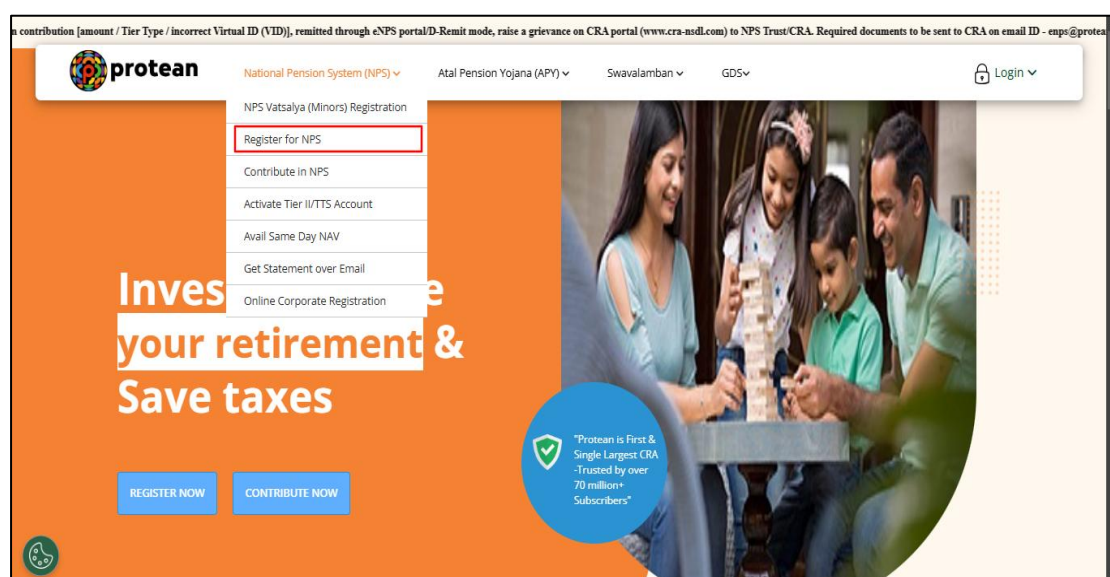


Figure 2

The user needs to select the option of Government **Subscriber section**.
click on **"Register Now"** button as show in **Figure 3**.

The screenshot shows the Protean National Pension System (NPS) website. The header includes the Protean logo and navigation links for National Pension System (NPS), Atal Pension Yojana (APY), Swavalamban, and GDS. A 'Login' button is in the top right. The main heading is 'Who can register for NPS?'. Below this, there are four sections: Individual Subscribers, Government Subscribers, Corporate Subscribers, and NRI and OCI Subscribers. Each section has a list of eligibility criteria and a 'REGISTER NOW' button. The 'Government Subscribers' section is highlighted with a red box, and its 'REGISTER NOW' button is also highlighted with a red box.

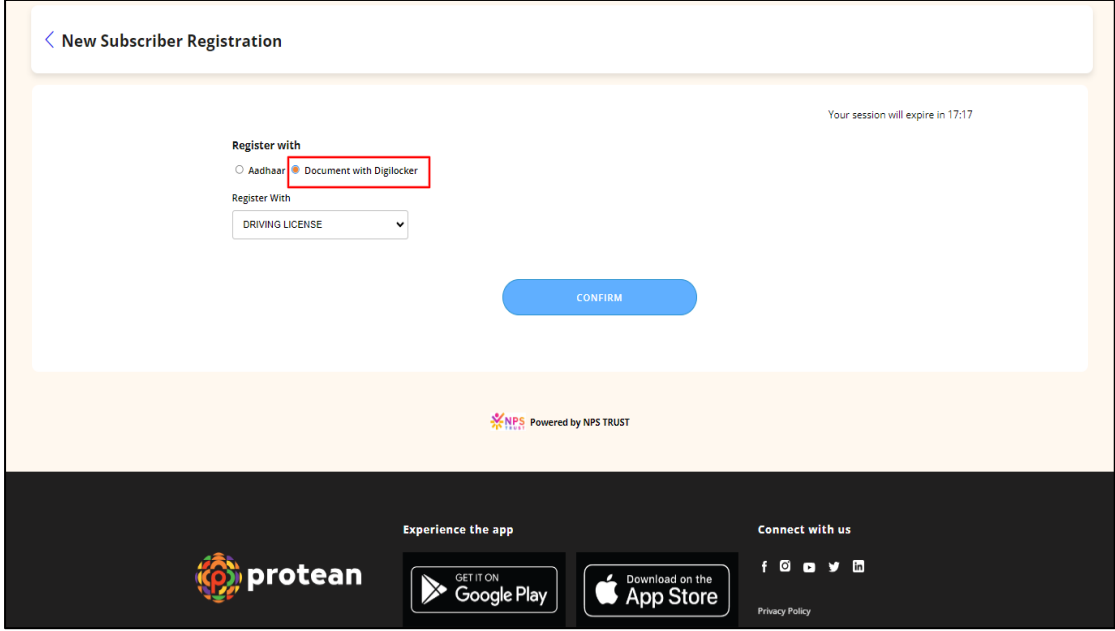
Figure 3

The user needs to enter all the details as request on the screen as show below in **Figure 4**.

The screenshot shows the Protean National Pension System (NPS) website with a modal form titled 'Initial Process of Registration'. The form has the following fields: Date of Birth (DD/MM/YYYY) with the value 02/09/1994, Permanent Account Number (PAN) with the value CSZPK2514E, Mobile Number with the value 9820942238, and Email ID with the value YUDI.SAHANI@GMAIL.COM. A 'BEGIN REGISTRATION' button is at the bottom of the form. The background shows the same 'Who can register for NPS?' page as in Figure 3.

Figure 4

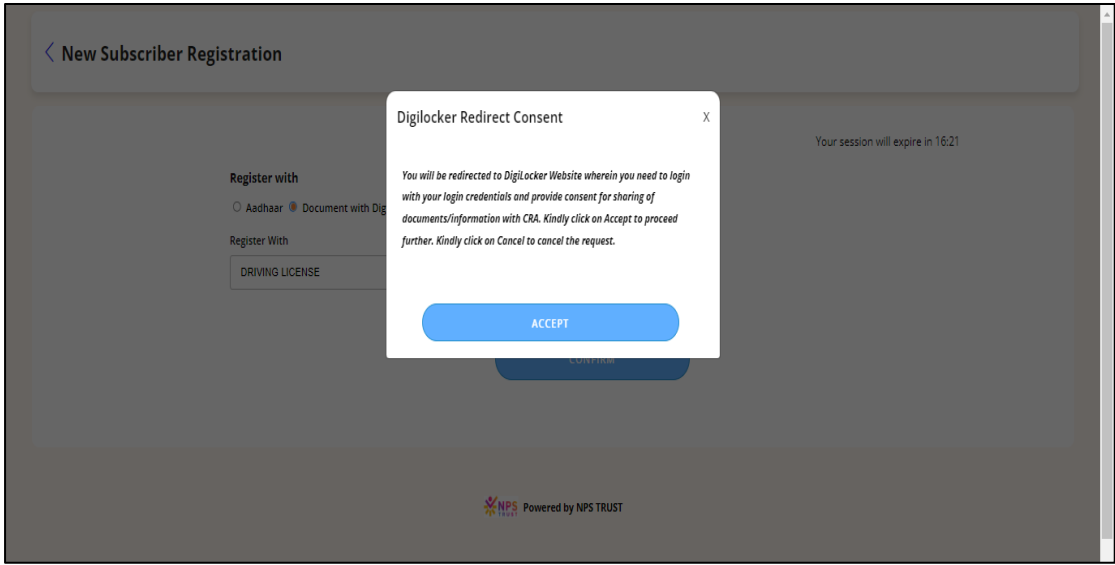
- 🌈 The user needs to select the option **“Document with Digi-locker”** and confirm as show in **Figure 5**.



The screenshot displays the 'New Subscriber Registration' page. At the top, there is a back arrow and the title 'New Subscriber Registration'. Below this, a session timer indicates 'Your session will expire in 17:17'. The 'Register with' section has two radio buttons: 'Aadhaar' and 'Document with DigiLocker', with the latter being selected and highlighted by a red rectangle. Below this, the 'Register With' dropdown menu is set to 'DRIVING LICENSE'. A blue 'CONFIRM' button is positioned at the bottom of the registration form. The footer includes the Protean logo, the text 'Experience the app', links to Google Play and the App Store, and social media icons for Facebook, Instagram, YouTube, Twitter, and LinkedIn. A 'Privacy Policy' link is also present.

Figure 5

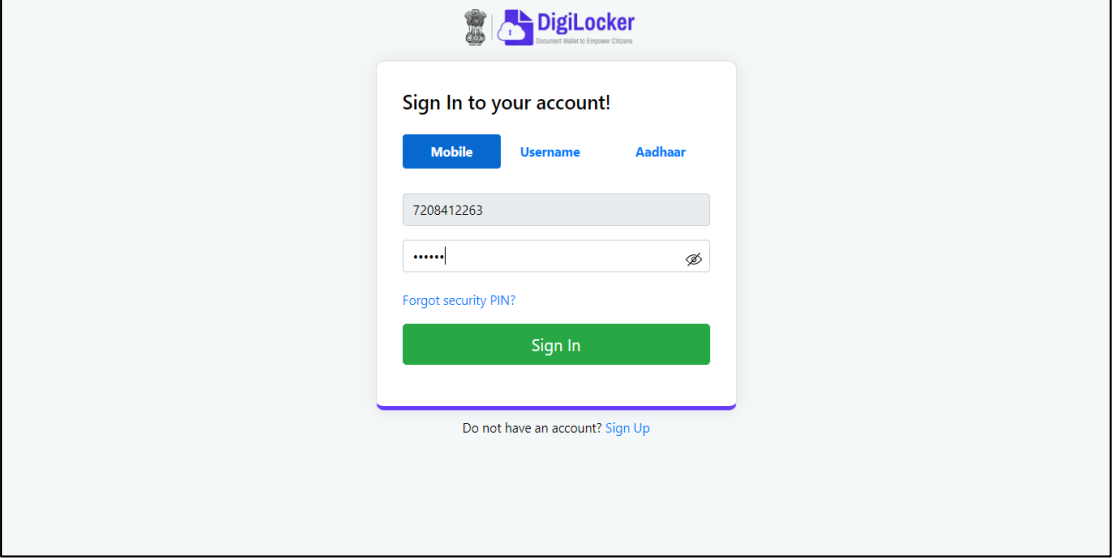
- The user needs to read the Digi-locker Redirect Consent as shown in **Figure 6**.



The screenshot shows the same 'New Subscriber Registration' page as Figure 5, but with a 'DigiLocker Redirect Consent' dialog box overlaid in the center. The dialog box has a title bar with 'DigiLocker Redirect Consent' and a close button (X). The text inside the dialog box reads: 'You will be redirected to DigiLocker Website wherein you need to login with your login credentials and provide consent for sharing of documents/information with CRA. Kindly click on Accept to proceed further. Kindly click on Cancel to cancel the request.' Below the text is a blue 'ACCEPT' button. The background of the registration page is dimmed.

Figure 6

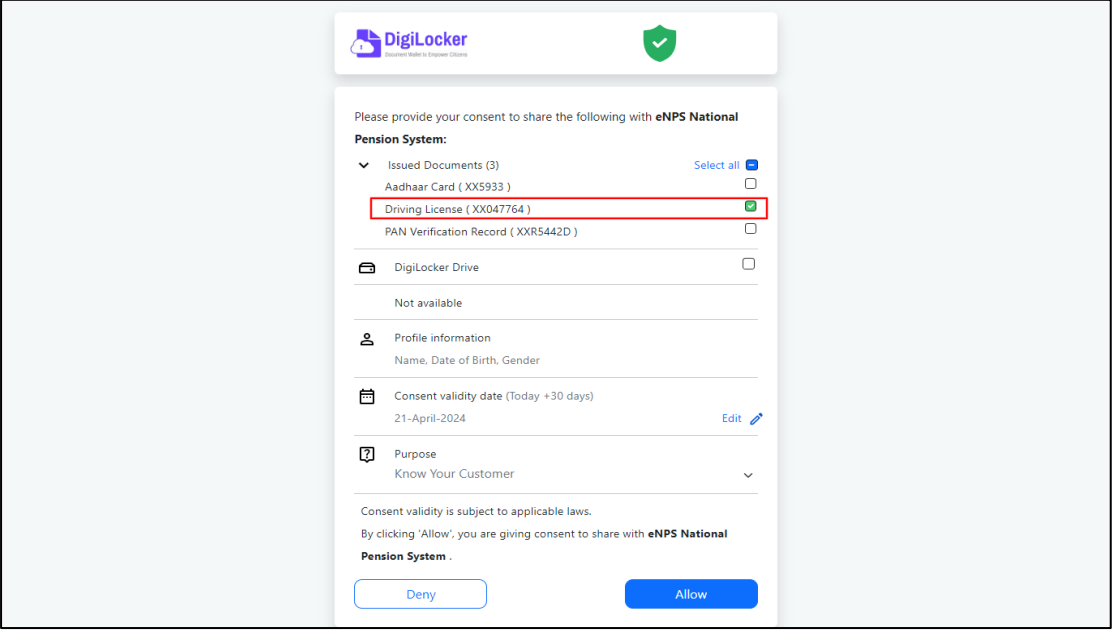
- The user will be redirect to Digi-Locker website. The user needs to login on Digi-Locker through their Mobile number/User ID/Aadhaar as shown below in **Figure 7**.



The image shows the DigiLocker 'Sign In to your account!' screen. At the top, there are logos for the Government of India and DigiLocker. Below the title, there are three tabs: 'Mobile', 'Username', and 'Aadhaar'. The 'Mobile' tab is selected. A text input field contains the number '7208412263'. Below it is a password field with masked characters '.....' and an eye icon to toggle visibility. A link 'Forgot security PIN?' is located below the password field. A large green 'Sign In' button is at the bottom of the form. Below the button, there is a link 'Do not have an account? Sign Up'.

Figure 7

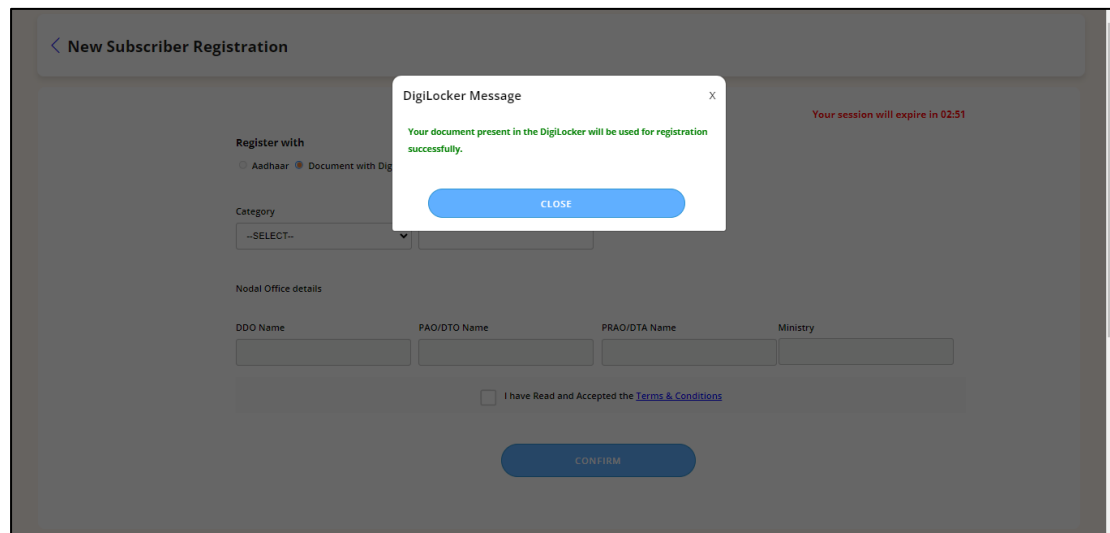
- The user needs to tick the option of Driving License in their Digi-Locker account & provide the consent to eNPS National Pension System. Further click on **"Allow"** button to process further as show below in **Figure 8**.



The image shows the DigiLocker consent screen for the eNPS National Pension System. At the top, there is a DigiLocker logo and a green checkmark icon. The main heading is 'Please provide your consent to share the following with eNPS National Pension System:'. Below this, there is a list of items to be shared, each with a checkbox and a 'Select all' link. The items are: 'Issued Documents (3)' (checked), 'Aadhaar Card (XX5933)' (unchecked), 'Driving License (XX047764)' (checked, highlighted with a red box), and 'PAN Verification Record (XXR5442D)' (unchecked). Below this list, there is a section for 'DigiLocker Drive' which is 'Not available'. Further down, there is a 'Profile information' section with fields for 'Name, Date of Birth, Gender'. Below that is a 'Consent validity date (Today +30 days)' section showing '21-April-2024' and an 'Edit' link. At the bottom, there is a 'Purpose' section with a dropdown menu showing 'Know Your Customer'. A disclaimer states 'Consent validity is subject to applicable laws. By clicking 'Allow', you are giving consent to share with eNPS National Pension System.' At the very bottom, there are two buttons: 'Deny' and 'Allow'.

Figure 8

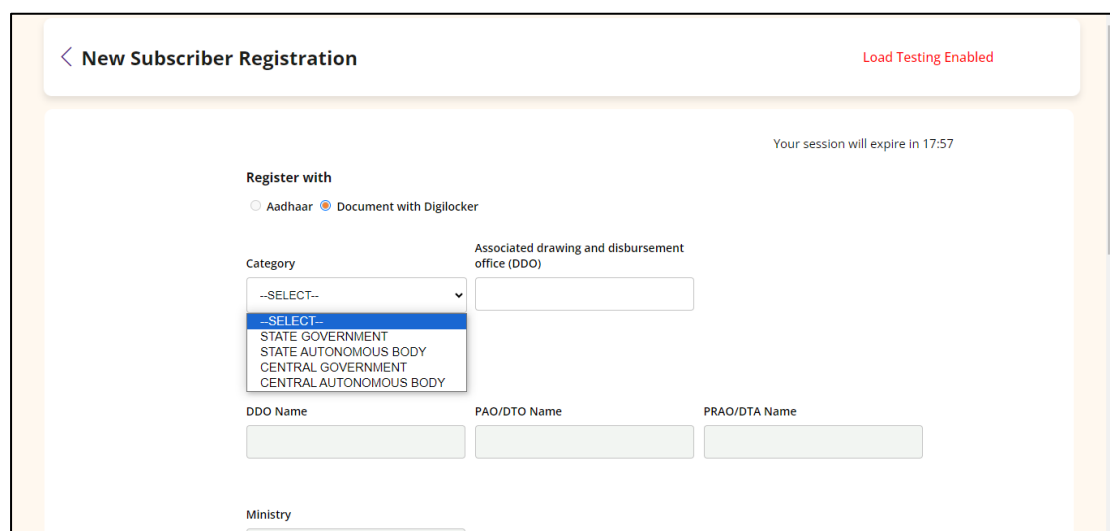
- Once the Digi-Locker consent is provided by user, system will be redirected to registration page, where user needs to read the Digi-Locker Message. Click on **“Close”** Button as shown in **Figure 9**.



The screenshot shows the 'New Subscriber Registration' page. A modal titled 'DigiLocker Message' is displayed in the center, containing the text: 'Your document present in the DigiLocker will be used for registration successfully.' and a blue 'CLOSE' button. The background page is dimmed and shows the registration form with fields for 'Register with' (radio buttons for Aadhaar and Document with DigiLocker), 'Category' (dropdown menu), 'Nodal Office details' (DDO Name, PAO/DTO Name, PRAO/DTA Name, Ministry), and a 'CONFIRM' button at the bottom. A session expiration timer 'Your session will expire in 02:51' is visible in the top right corner.

Figure 9

- The user needs to select the option under **register with as “Document with Digi-Locker”**. Under **Category** option, a drop down will be provided, where user need to select the appropriate sector as per employment. Please refer the **Figure 10**.



The screenshot shows the 'New Subscriber Registration' page with the 'Category' dropdown menu open. The dropdown list contains the following options: '--SELECT--', 'STATE GOVERNMENT', 'STATE AUTONOMOUS BODY', 'CENTRAL GOVERNMENT', and 'CENTRAL AUTONOMOUS BODY'. The background page shows the 'Register with' section with 'Document with DigiLocker' selected, and the 'Associated drawing and disbursement office (DDO)' field. The session expiration timer 'Your session will expire in 17:57' is visible in the top right corner.

Figure 10

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

The screenshot shows a registration form with the following fields and options:

- Register with:** Radio buttons for Aadhaar and Document with Digilocker.
- Category:** Dropdown menu with "STATE GOVERNMENT" selected.
- State:** Dropdown menu with "BIHAR" selected.
- Associated drawing and disbursement office (DDO):** A dropdown menu showing a list of offices, including "SGV0507", "SGV050705E-Anchal Office, Bah", "SGV050706F-C.O. BAHADURPUR", "SGV050709B-C.O. KUSHESHWAF", "SGV050710C-Circle Office, Jalley", "SGV050711D-DIST. LAND AQUES", "SGV050712E-Circle Office, Reoti", "SGV050716B-Additional Collecto", "SGV050719E-Anchal Adhikari, M", and "SGV050723B-Plannig & Co-oper".
- Nodal Office details:** Fields for DDO Name, PAO/DTO Name, and Ministry.
- Ministry:** A dropdown menu.
- Checkboxes:** "I have Read and Accepted" and "I have Read and Accepted the Terms & Conditions".
- Buttons:** "CONFIRM" and "CONFIRM".

Figure 11

- Once the DDO Details are entered, the corresponding Nodal office details will appear. The user needs 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**.

The screenshot shows the registration form with the following fields and options:

- Register with:** Radio buttons for Aadhaar and Document with Digilocker.
- Category:** Dropdown menu with "STATE GOVERNMENT" selected.
- State:** Dropdown menu with "BIHAR" selected.
- Associated drawing and disbursement office (DDO):** A dropdown menu with "SGV050728-CHILD DEVELOPMENT PR" selected.
- Nodal Office details:** Fields for DDO Name, PAO/DTO Name, PRAO/DTA Name, and Ministry.
- DDO Name:** "CHILD DEVELOPMENT PROJECT OFFIC".
- PAO/DTO Name:** "DISTRICT TREASURY OFFICE, DARBHA".
- PRAO/DTA Name:** "DIRECTORATE OF PROVIDENT FUND, B".
- Ministry:** "STATE GOVT. OF BIHAR - STATE GOVER".
- Checkboxes:** "I have Read and Accepted the Terms & Conditions".
- Buttons:** "CONFIRM" and "CONFIRM".

Figure 12

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

The screenshot shows the 'New Subscriber Registration' page. A modal titled 'DigiLocker ID Consent' is displayed in the center. The modal contains the following text: 'I hereby understand/authorize Protean eGov Technologies Ltd as CRA to'. Below this, there are four numbered points: 1. Use my Driving License details for National Pension System (NPS) and authenticate my identity through the DigiLocker system. 2. Use my Demographic details (Name, Gender, Address, Photo and Date of Birth) for registration under NPS. 3. I understand that Security and confidentiality of personal identity data provided, for the purpose of DigiLocker based registration is ensured by Protean eGov Technologies Ltd at all such time it is acting as CRA for my NPS account. 4. I understand that the DigiLocker details submitted for registration under e-NPS will be maintained in NPS till the time the account is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later. At the bottom of the modal is a blue 'ACCEPT' button. In the background, the registration form is visible with fields for 'Register with' (Aadhaar, Document with DigiLocker), 'Category' (STATE GOVERNMENT), 'Nodal Office details' (DDO Name: CHILD DEVELOPMENT PROJECT OFFICER), and 'Ministry' (STATE GOVT. OF BIHAR - STATE GOVERNMENT). A 'CONFIRM' button is at the bottom of the form. A session timer at the top right indicates 'Your session will expire in 12:17'.

Figure 13

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

The screenshot shows the 'OTP Verification' page. The page has a header with a home icon and the text 'OTP Verification'. The main content area is a light orange color. In the center, there is a white box with the title 'OTP Verification'. Below the title, it says 'An OTP has been sent to your registered Mobile number 886*****1 & registered Email ID *****@****.com. Please enter both below.' There are two input fields: 'Mobile OTP' with a placeholder 'ENTER MOBILE OTP' and 'Email OTP' with a placeholder 'ENTER EMAIL OTP'. Below these fields is a 'Resend in 01:36' link. At the bottom of the page, there is a logo for 'NPS TRUST' and the text 'Powered by NPS TRUST'.

Figure 14

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

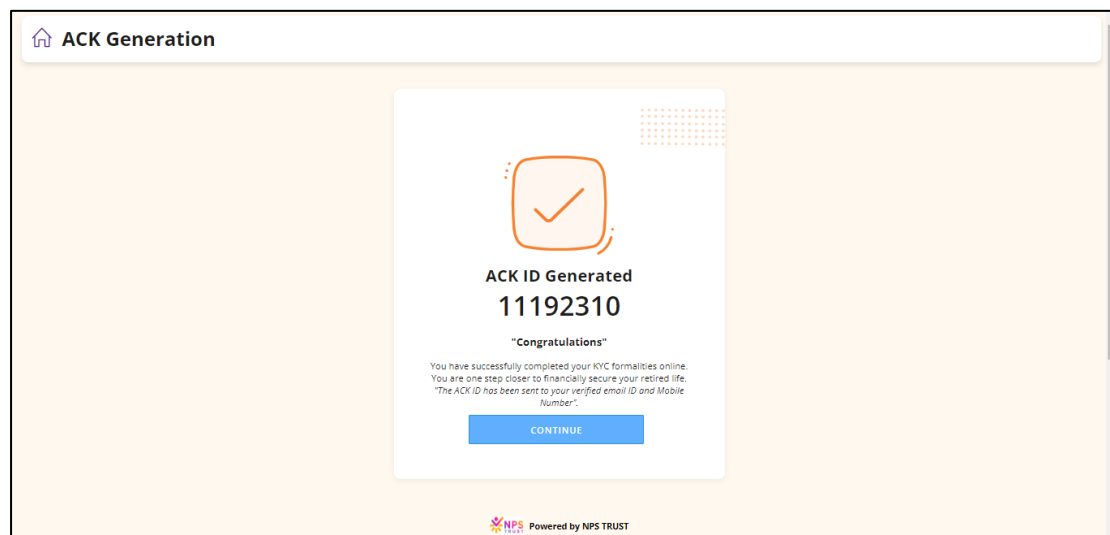


Figure 15

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

The screenshot displays the "Verify Details" form. At the top, it shows pre-filled information: Full Name (KARAN BANSAL), DOB (02/09/1994), Gender (Male), and Address (SHANTI NIVAS, JVPD JUHU). To the right of the address is a user profile icon and a red-bordered box labeled "Upload Signature". Below this, there are radio buttons for "Father's name" (selected), "Mother's name", and "I am an orphan". The form includes several input fields and dropdowns: "Subscriber Title" (SHRI), "I would like to print my Father's Name on PRAN Card" (ASHISH BANSAL), "How did you hear about NPS" (EMPLOYER), "Marital Status" (UNMARRIED), and "Residential status" (CITIZENS OF INDIA). A checkbox for "Go paperless: Email my annual statements" is checked. A blue "Confirm" button is at the bottom. A session timer at the top right indicates "Your session will expire in 18:00".

Figure 16

Once the signature has been uploaded, the user can view the signature which is uploaded. The user needs to click on **"Confirm"** button as show in **Figure 17**.

Verify Details

Full Name: KARAN BANSAL DOB: 10/10/1985 Gender: Male Address: SHANTI NIVAS, JVPD, JUHU

Your session will expire in 14:33

☒ Father's name ☐ Mother's name ☐ I am an orphan

Subscriber Title: SHRI I would like to print my Father's Name on PRAN Card: ASHISH BANSAL How did you hear about NPS: SOCIAL MEDIA

Marital Status: UNMARRIED

Residential status: CITIZENS OF INDIA

☒ Go paperless: Email my annual statements

Confirm

Figure 17

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

01 Set up Tier I Account 02 03 04

Investment options

Your session will expire in 19:51

☒ Default ☐ Auto ☐ Active

31.0% SBI PENSION FUND SCHEME - STATE GOVT

34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT

35.0% LIC PENSION FUND SCHEME - STATE GOVT

Bank & Nominee Details

Add Bank Details >

Add Nominee Details >

PROCEED

Figure 18

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

01 Set up Tier I Account 02 03 04

Investment options

Default Auto Active

31.0% SBI PENSION FUND SCHEME - STATE GOVT

34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT

35.0% LIC PENSION FUND SCHEME - STATE GOVT

Bank & Nominee Details

Add Bank Details >

Add Nominee Details >

Your session will expire in 19:51

NPS has a great Tier II account Add Tier II account with Tier I details

- No investment limit
- Tier II investments can be withdrawn freely at any time
- Lower expense ratio compared to other products

Set it up later

PROCEED

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**.

< Bank Details

Your session will expire in 16:50

Bank IFSC Code UTI0000173

Bank Name AXIS BANK

Bank Account Number *****

Your account details are safe with us

Re-enter Bank Account Number 918010049978189 ✓

Select Account Type

SAVING ACCOUNT CURRENT ACCOUNT

This account will be linked to your investments and will be the default account for all withdrawals

SAVE

NPS Powered by NPS TRUST

Figure 20

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

01 Set up Tier I Account 02 03 04

Investment options

Default Auto Active

31.0% SBI PENSION FUND SCHEME - STATE GOVT

34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT

35.0% LIC PENSION FUND SCHEME - STATE GOVT

Bank & Nominee Details

Add Bank Details ✓

Add Nominee Details ➤

Your session will expire in 19:47

NPS has a great Tier II account Add Tier II account with Tier I details

No investment limit Tier II investments can be withdrawn freely at any time Lower expense ratio compared to other products Set it up later

Figure 21

- The user will have to enter the Nominee details as shown in **Figure 22**. In case more Nominee needs to be 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%.

< Nominee Details

Nominee 1

Your session will expire in 19:41

Nominee Name SHYAMUJI KHAJHADIYA

Age 58

Nominee Relationship FATHER

This nominee will receive 100% of the share

Reset ➔ Add another nominee

Save

NPS Powered by NPS TRUST

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**.

Investment options

Default ☐ Auto ☐ Active ☐

31.0% SBI PENSION FUND SCHEME - STATE GOVT

34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT

35.0% LIC PENSION FUND SCHEME - STATE GOVT

Bank & Nominee Details

Add Bank Details ✓

Add Nominee Details ✓

NPS has a great Tier II account ☒ Add Tier II account with Tier I details

No investment limit Tier II investments can be withdrawn freely at any time Lower expense ratio compared to other products Set it up later

PROCEED

Figure 23

- After clicking on proceed button, the user will have to enter Personal details like DOB/DOJ/Address. The 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.

01 02 Personal Details Account 03 04

Place of Birth: MUMBAI

Country of Birth: INDIA

Nationality: INDIAN

Membership Number (PPAN): 12345

Date of joining: 01/03/2024

Department: WATER

Date of Retirement: 31/03/2054

Annual Income Range: 10 LAG TO 25 LAG

FATCA Details

☒ I pay tax of India ☒ I am not US person

FATCA 1

Country of Tax residency: INDIA

Address of Tax residency: PLEASE ENTER ADDRESS OF TAX RES

TIN Number issuing Country: INDIA

Tax Identification Number: ABCPD1234A

Validity: DDMMYYYY

State: PLEASE ENTER FATCA STATE

City: PLEASE ENTER FATCA CITY

Zip Code: PLEASE ENTER FATCA ZIP CODE

Address Proof

Current Address Proof: DRIVING LICENCE

Document Proof ID (if any): MH 1234567789

Document Expiry Date (if any): 12/07/2032

Proof of Identity

Identity Proof: DRIVING LICENCE

ID Number: MH 1234567789

ID Expiry Date: 12/07/2032

Date of Birth Proof: DRIVING LICENSE

Document Proof ID (if any): MH 1234567789

Document Expiry Date: 12/07/2032

PROCEED

Figure 24

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

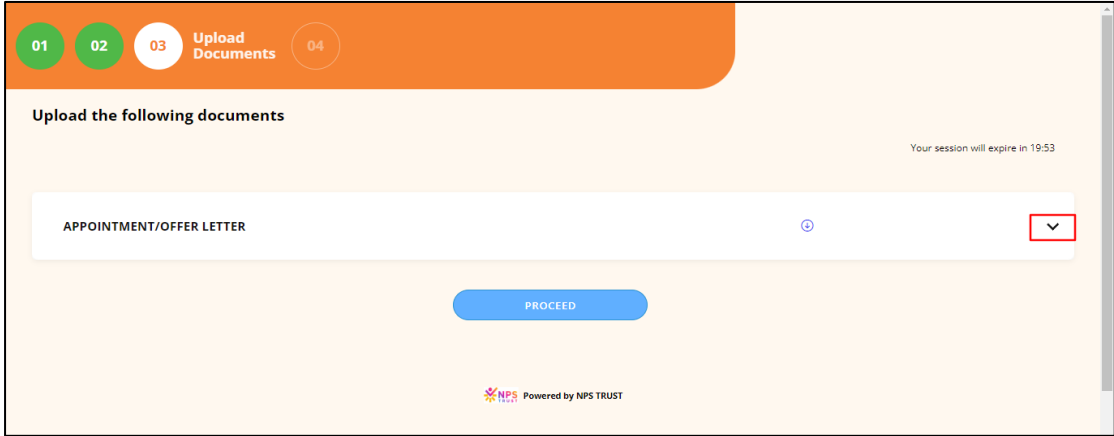


Figure 25

- Once the user clicks on Proceed, a dialogue box appears for declaration of details captured by subscriber. The user must 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**.

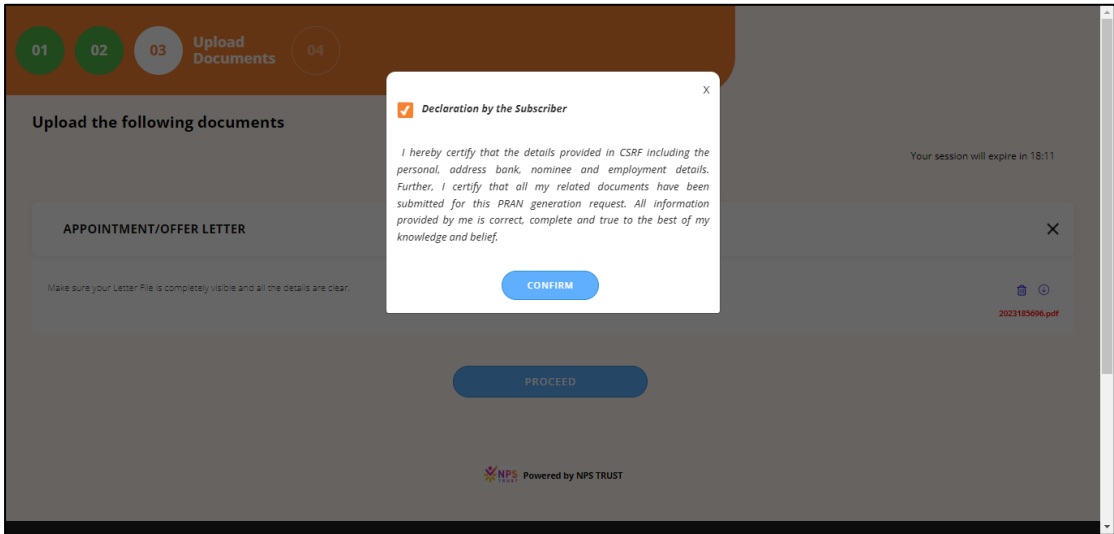


Figure 26

- The user will have to select the sign in method as shown in **Figure 27** and click on Confirm.
- In case the user selects 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.

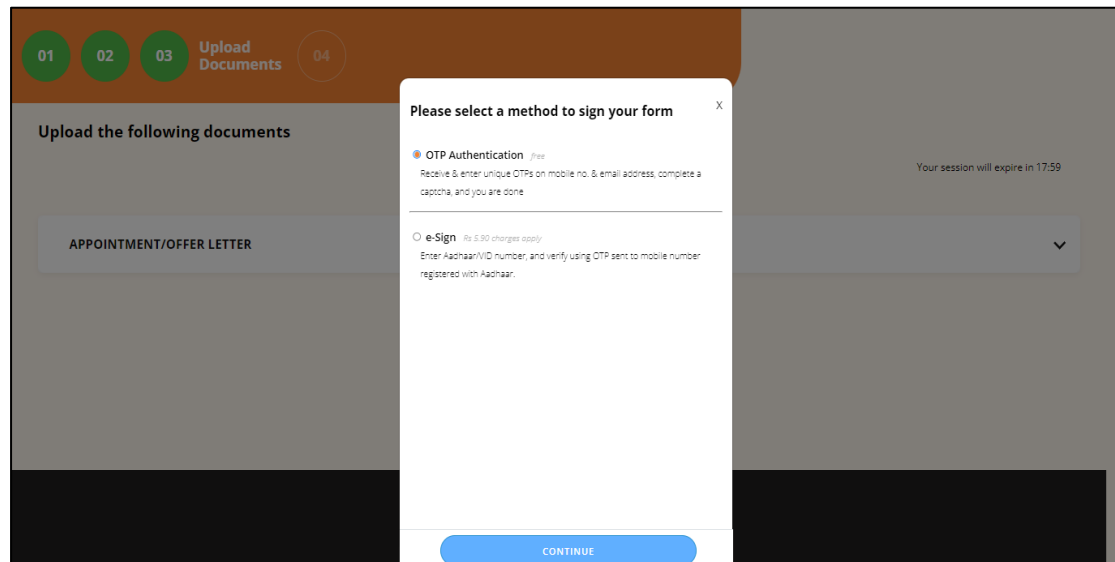


Figure 27

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

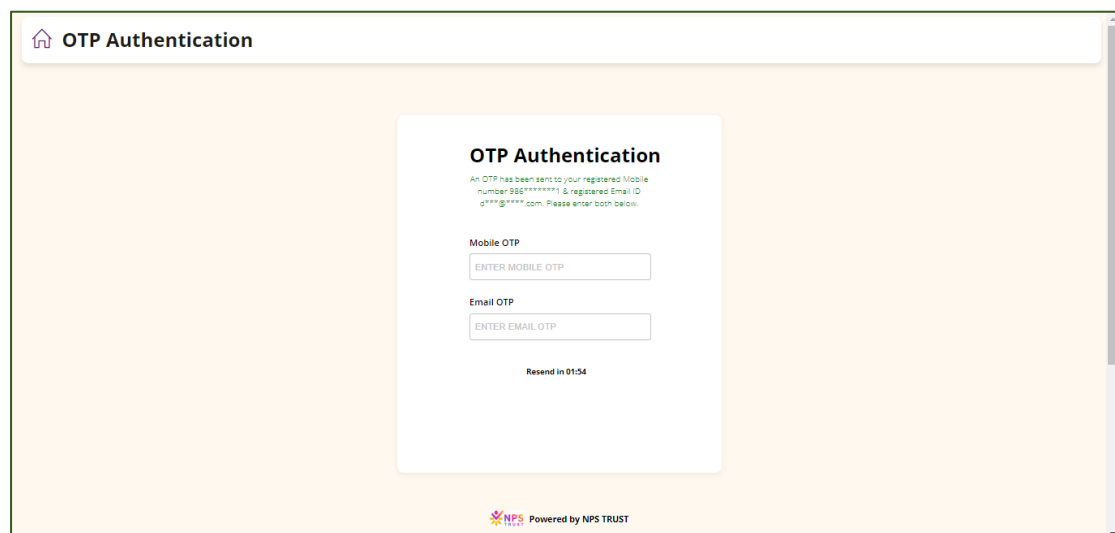


Figure 28

- 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.

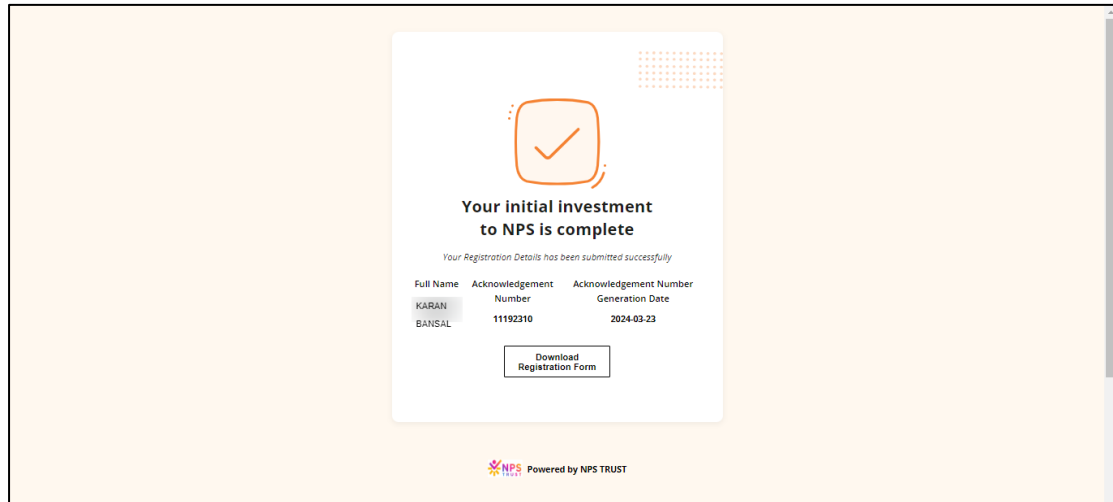


Figure 29

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

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

- Nodal office will login into CRA system by entering <https://cra.nps-proteantech.in/CRA/>.
- The User (hereafter termed as "maker") will click on "eNPS Registration" option from Authorize Request Menu as shown in **Figure 30**.

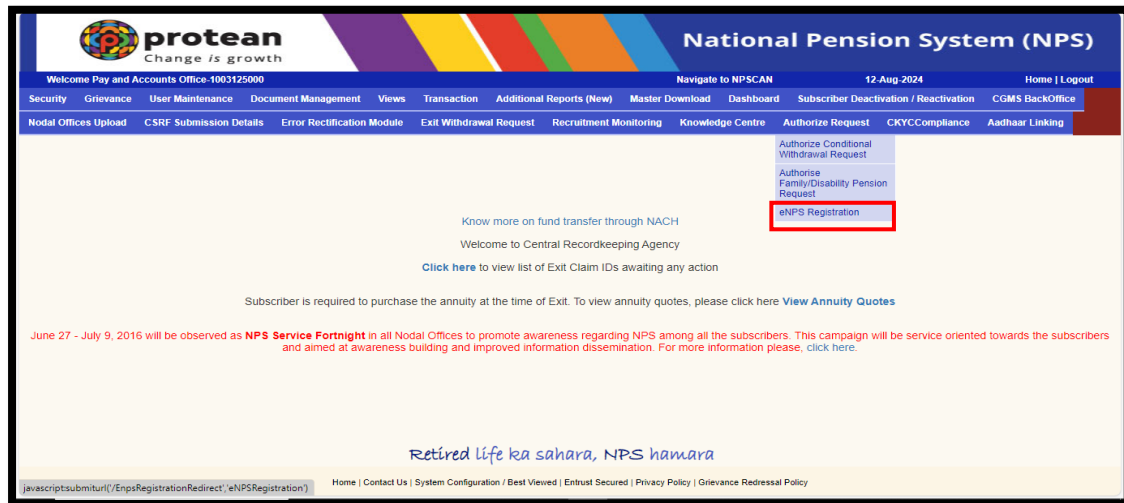


Figure 30

- The maker will be redirected to NPS Trust website for verifying the request. On the system, the maker 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**.

The screenshot shows the NPS Trust website interface. The 'eNPS' logo is visible in the top right. The main heading is 'Online Subscriber Registration Verification Authorization'. Below this, there are two radio buttons: 'Verify/Authorize Request' (selected) and 'View Request Status'. The 'Request Verification/Authorization' section contains fields for 'Acknowledgement ID', 'From Date', and 'To Date'. Below these fields are 'Submit' and 'Reset' buttons. A table displays the request details, and the 'Action' column has a red box around the 'Accept/Reject' link.

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Last Action Taken	Pending With	Action
63069501005970373	11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV5507728	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject

Note

- From Date and To Date will be the Date of Initiation of Subscriber Registration Request
- Enter/Select any one search criteria i.e. either Acknowledgment ID or From & To Date
- Difference between from and to Date cannot be greater than 15 days.

Figure 31

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

ENPS REGISTRATION

Home > Subscriber Confirmation (Core)

Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted OTP Authentication/eSign Registration Form Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11192310 Subscriber Name: KARAN BANSAL

Account Type: Tier I

Personal Details Contact Details Bank & Other Details Scheme & Nomination Details Documents Upload Photo & Signature Details Declarations

Personal Details

Title	SHRI
First Name *	KARAN BASNAL
Last Name	
Middle Name	
Applicant is Orphan	NO
Gender *	MALE
Date of Birth *	10/10/1985
Place of Birth *	MUMBAI
Country of Birth *	INDIA
Nationality *	INDIAN
Marital Status	UNMARRIED
Mobile *	9820098200 ✓
☐ I confirm that my WhatsApp number is same as the mobile number registered above. I also provide my consent to Protean eGov Technologies Limited (CRA) for sending messages / notifications on my WhatsApp number	
Email ID *	KARANBANSAL@GMAIL.COM ✓
Telephone with STD Code	

Family Details

Father's Title	SHRI
Father's First Name	ASHISH BANSAL
Father's Middle Name	
Father's Last Name	
Mother's Title	
Mother's First Name	
Mother's Middle Name	
Mother's Last Name	

Identity Details

PAN	ABCPD1234S
PAN Verification Flag *	NO
Last 4 digit of Aadhaar	XXXXXXX
Aadhaar Verification Flag	YES
KYC Verification Flag	YES
Passport No	
Voter ID	
CERSAI ID	
Retirement Advisory ID	
Retirement Advisory Name	

Proof of Identity

Identity Proof	Driving Licence
Document ID	MH 1234567789
Document Expiry Date	12/07/2032
Date of Birth Proof	DRIVING LICENSE
Document Proof ID (if any)	MH 1234567789
Document Expiry Date (if any)	12/07/2032

>>

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.

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

The screenshot displays a registration process flow at the top with steps: Start, Acknowledgement ID Generated, Registration Details Submitted, OTP Authentication/eSign Registration Form, Verification, Authorization, PRAN Generated, and Process Complete. The first four steps are marked with green checkmarks. Below the flow, the Acknowledgement No. is 11192310 and the Subscriber Name is KARAN BANSAL. The Account Type is Tier I. A series of tabs are shown: Personal Details, Contact Details, Bank & Other Details, Scheme & Nomination Details, Documents Upload, Photo & Signature Details (which is active), and Declarations. The main content area is divided into two sections: 'Preview Photo' showing a placeholder image of a person, and 'Preview Signature' showing a handwritten signature 'Sri Alaksh Das'. At the bottom of the form, there are navigation arrows: a double left arrow (←) and a double right arrow (→). The right arrow is highlighted with a red rectangle. A 'Note' box at the bottom states: 'Click on "Edit" button to make changes in Form.'

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, the maker can click on "Approve" option and process the request.
- In case the request needs to be Rejected, the maker can click on "Reject" option with appropriate Remarks.

Note: Remark is Mandatory for Rejection of Request.

Start Acknowledgement ID Generated Registration Details Submitted OTP Authentication/eSign Registration Form Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11202224 Subscriber Name: SAUMTRA SADASHIV RANE

Account Type: Tier I

Personal Details Contact Details Bank & Other Details Scheme & Nomination Details Documents Upload Photo & Signature Details Declarations Authorization

Flow View

Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	18-12-2024	Initiator	Accepted		INITIATED

Verification/Authorization

☒ hereby declare that given bank account is salary bank account of the employee as per our office records and atleast one salary has been credited*

Approve Reject

Remarks

Approve Close

Figure 34

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

Welcome District Treasury Office, Darbhanga (1004476601) Home | Logout

NPS TRUST National Pension System Trust eNPS

Subscriber Registration Request

Initiator Nodal Verifier Nodal Authorizer Completed

Request has been successfully Accepted

User Ack ID 11192310

Acknowledgement ID 61969501003970373

Close

Flow View

Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED
10044766	1004476601	23-03-2024	Nodal Verifier	Accepted		

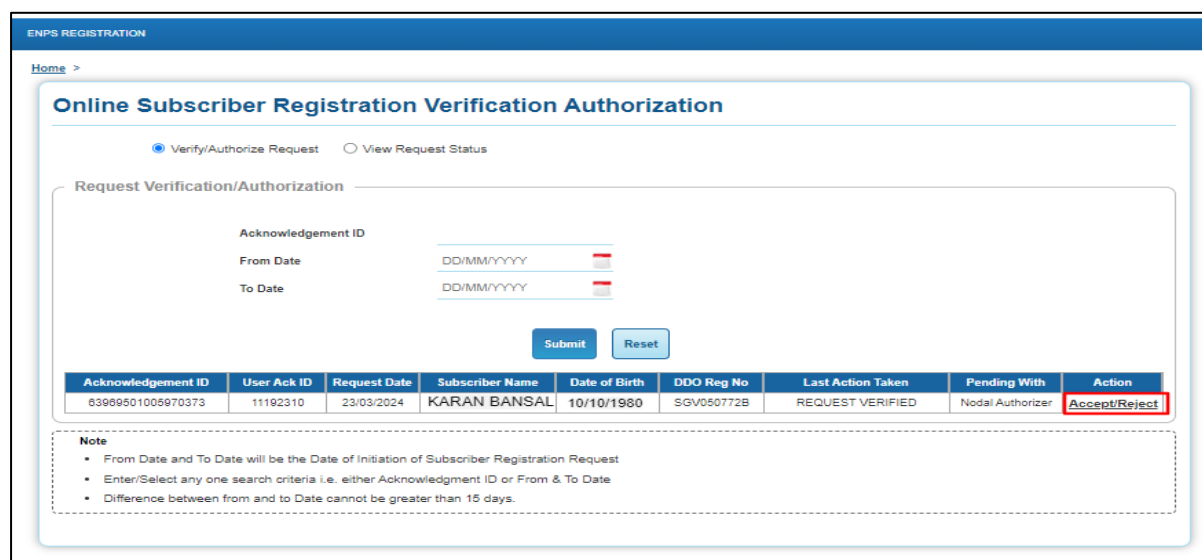
Verification/Authorization

*Mandatory Fields

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**



ENPS REGISTRATION

Home >

Online Subscriber Registration Verification Authorization

☒ Verify/Authorize Request
 ☐ View Request Status

Request Verification/Authorization

Acknowledgement ID

From Date DD/MM/YYYY

To Date DD/MM/YYYY

Submit Reset

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Last Action Taken	Pending With	Action
83989501005970373	11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV050772B	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject

Note

- From Date and To Date will be the Date of Initiation of Subscriber Registration Request
- Enter/Select any one search criteria i.e. either Acknowledgment ID or From & To Date
- Difference between from and to Date cannot be greater than 15 days.

Figure 36

- After checking all the details, the User (hereafter termed as “checker”) will have to select Approve / Reject and submit the Request as shown in **Figure 37**.
 - In case all the details are found correct, the checker can click on “Approve” option and process the request.
 - In case the request needs to be Rejected, the checker 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.

ENPS REGISTRATION

Home > Subscriber Registration (Approve Details)

Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted OTP Authentication/eSign Registration Form Verification Authorization PRAN Generated Process Complete

Acknowledgement No: 11192310 Subscriber Name: KARAN BANSAL

Account Type: Tier I

Personal Details Contact Details Bank & Other Details Scheme & Nomination Details Documents Upload Photo & Signature Details Declarations Authorization

Flow View

Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED
10044766	1004476601	23-03-2024	Nodal Verifier	Accepted		

Verification/Authorization

Approve Reject

Remarks

Approve Close

⏪

Figure 37

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

Welcome District Treasury Office, Darbhanga (1004470030) Home | Logout

NPS TRUST National Pension System Trust eNPS

Subscriber Registration Request

Initiator Nodal Verifier Nodal Authorizer Completed

Request has been successfully Accepted

Permanent Retirement Account Number (PRAN) for below Ack ID is 110195897095

User Ack ID	11192310
Acknowledgement ID	63969501005970373

Close

Flow View

Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2024	Initiator	Accepted		INITIATED
10044766	1004476601	23-03-2024	Nodal Verifier	Accepted		
10044766	1004476600	23-03-2024	Nodal Authorizer	Accepted		

Verification/Authorization

Figure 38