

Protean eGov Technologies Limited



## **Standard Operating Procedure (SOP)**

### **Bulk Uploading of Salary bank account for NPS Subscribers under Nodal Officer's Login**

#### **Version 1.0**

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### **REVISION HISTORY**

<b>Sr. No.</b>	<b>Date of Revision</b>	<b>Version</b>	<b>Section Number</b>	<b>Description of Change</b>
1	NA	1.0	-	Initial Version

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## **Background**

As per directives from PFRDA, Salary bank account is mandatory for Government NPS Subscribers. The salary bank accounts of all the NPS Subscribers needs to be shared by the respective Nodal Office to which the Subscribers are mapped.

This document contains the steps and procedure to be followed by Govt. Nodal officer for bulk data sharing with CRA on Salary Bank accounts of the set of employee Subscribers attached to the office. Any record received with 'Salary Account flag' and 'Salary A/C Declaration by Entity' with any value other than 'Y' would be rejected.

## **Features:**

File containing list of PRANs with Nodal Office registration number and Bank details is to be prepared as per the prescribed format. The following fields are to be shared:

- PRAN
- Tier Type (T1)
- PrAO/DTA REG NO
- PAO/DTO REG NO
- DDO REG NO
- BANK ACCOUNT TYPE
- BANK ACCOUNT NUMBER
- BANK ACCOUNT IFSC
- SALARY A/C FLAG (Mandatorily "Y")
- SALARY A/C DECLARATION BY ENTITY (Mandatorily "Y")

Further, an Index File has to be created for upload of above said data to CRA system.

The File formats are shared separately with the Nodal office.

Please note that the Naming convention for both the above said files as provided in the File format is strictly adhered to.

Sample Index file and Sample Data file is shown at the end of the document.

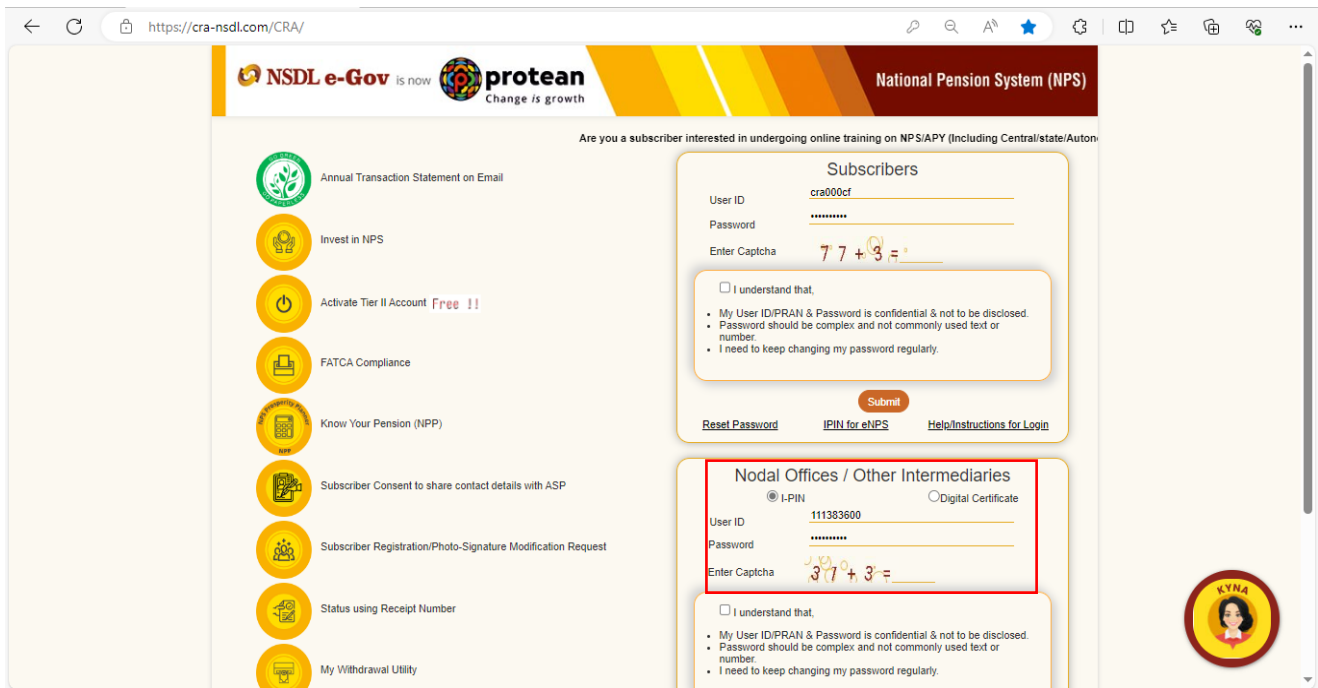
## **Steps to be followed for upload of Index file and Data:**

1. The Nodal Officer needs to login into CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)).
2. Then Select the "Manual MIS Report" under Dashboard tab.
3. A zipped folder containing the index file and data file needs to be uploaded.
4. CRA system will provide a unique File Ref. No. (FRN) for each uploaded zipped file.
5. Status of uploaded file (accepted/rejected) could be checked basis the FRN.
6. On successful upload, CRA shall have access to this data and will validate it, only successfully validated details would be updated.

This feature will remove the dependency of email communication and a single point tracking of all such bulk data is possible.

## ❖ Procedure for Bulk Salary Bank account data upload & Views in CRA system

1. User will first login into [www.cra-nsdl.com](http://www.cra-nsdl.com) by providing credentials provided by CRA as shown in **Figure 1**



**Figure 1**

2. User needs to go to Dashboard option and click Manual MIS Report as shown in **Figure 2**.



**Figure 2**

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3. The following screen would be visible on selecting Manual MIS upload as shown in **Figure 3**

User Id: CRA0004G

Back to Main Menu

### Manual MIS Reports

☒ Manual MIS Report Upload
 ☐ Manual MIS Report Status View
 ☐ Manual MIS Report Download

#### Manual MIS Reports File Upload

Select the zip file which needs to be uploaded

Choose File

No file chosen

SUBMIT

RESET

**Note**

- Only zip files are allowed to upload
- Click on submit to process file and FRN will be generated for zip file

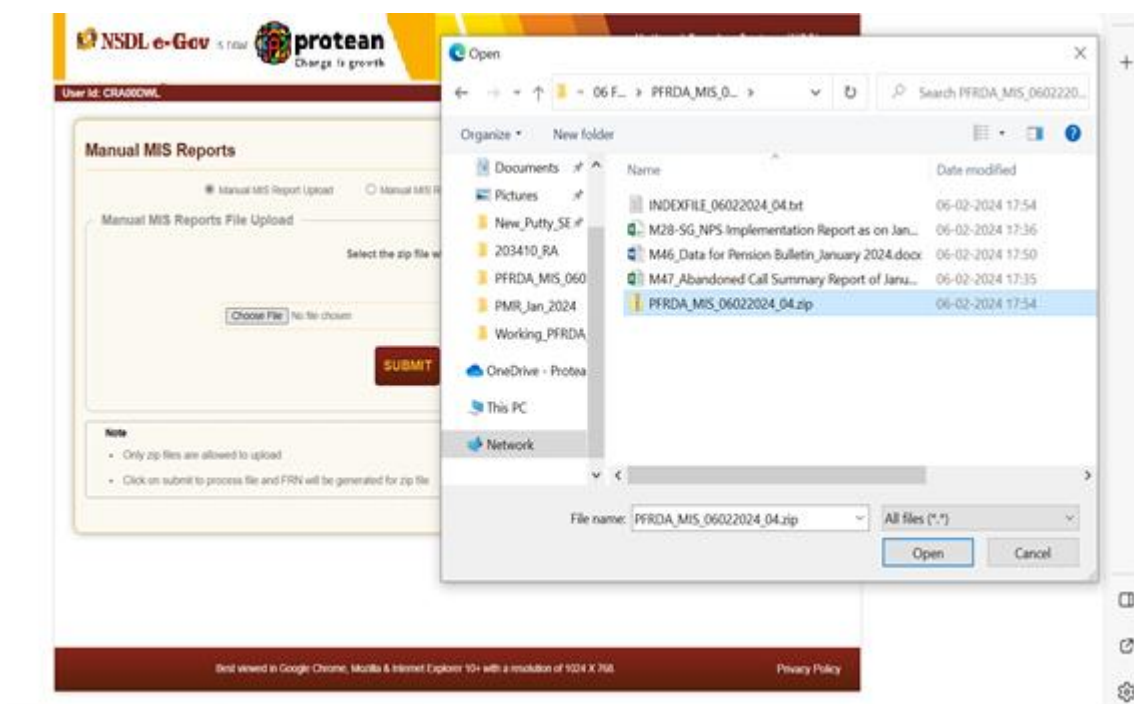
Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768

Privacy Policy

**Figure 3**

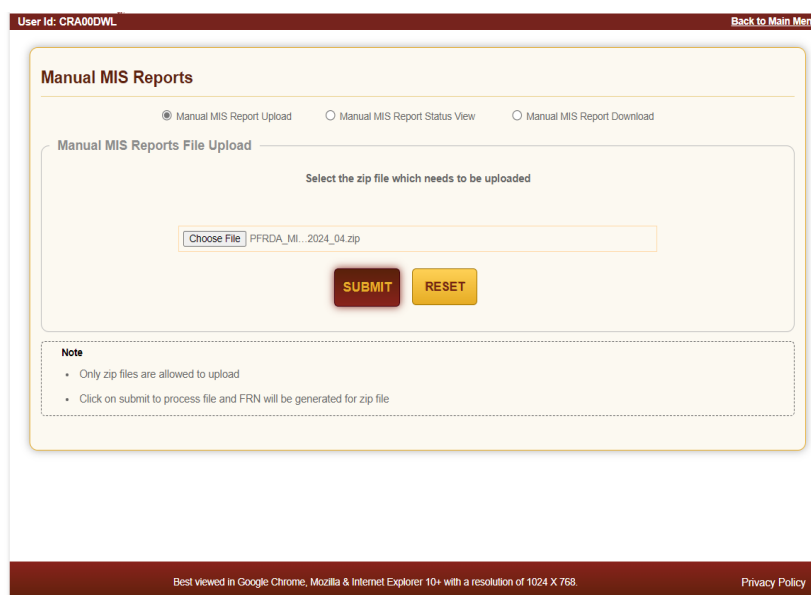
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- User will choose “Manual MIS Report Upload” for selecting the File which needs to be uploaded as shown in **Figure 4**.



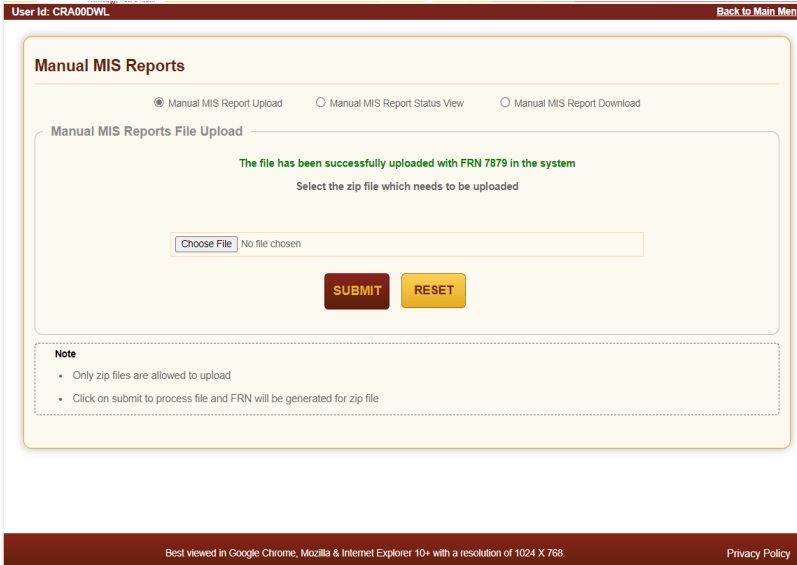
**Figure 4**

- Once the File is selected, User will then click on Submit Button as shown in **Figure 5**.



**Figure 5**

6. Post submitting, a message will be shown as “File has been successfully uploaded with FRN” as shown in **Figure 6**.



User Id: CRA00DWL Back to Main Menu

### Manual MIS Reports

☒ Manual MIS Report Upload
 ☐ Manual MIS Report Status View
 ☐ Manual MIS Report Download

#### Manual MIS Reports File Upload

The file has been successfully uploaded with FRN 7879 in the system

Select the zip file which needs to be uploaded

Choose File | No file chosen

SUBMIT RESET

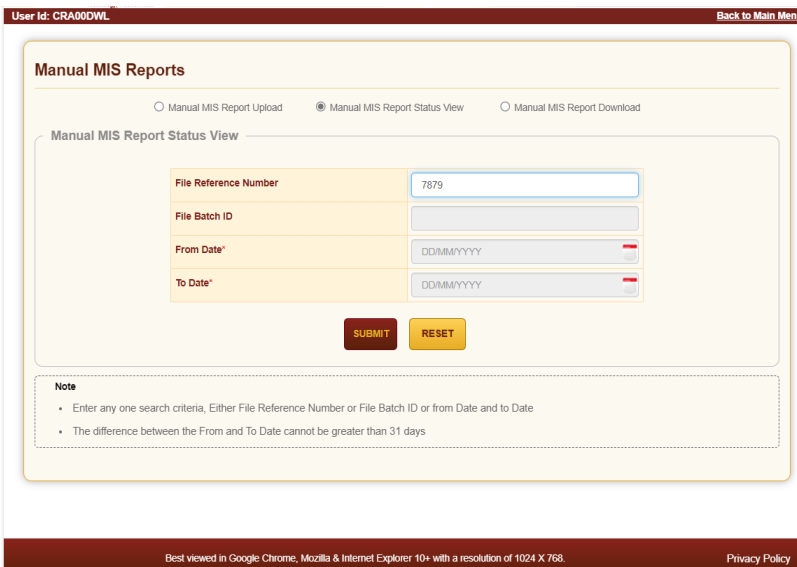
**Note**

- Only zip files are allowed to upload
- Click on submit to process file and FRN will be generated for zip file

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768. Privacy Policy

**Figure 6**

7. Once the File is uploaded, User can check the status by entering FRN or Date range in “Manual MIS Report Status View” as shown in **Figure 7**.



User Id: CRA00DWL Back to Main Menu

### Manual MIS Reports

☐ Manual MIS Report Upload
 ☒ Manual MIS Report Status View
 ☐ Manual MIS Report Download

#### Manual MIS Report Status View

File Reference Number: 7879

File Batch ID:

From Date\*: DD/MM/YYYY

To Date\*: DD/MM/YYYY

SUBMIT RESET

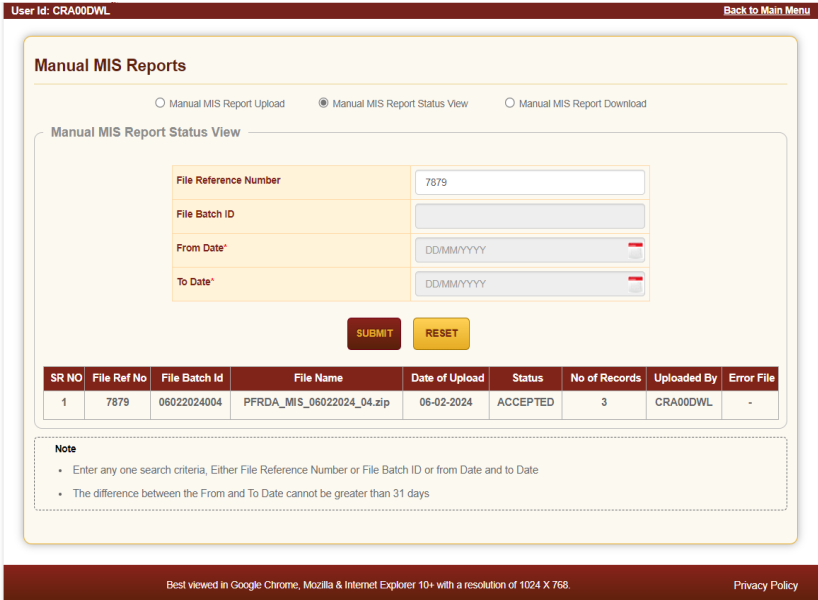
**Note**

- Enter any one search criteria, Either File Reference Number or File Batch ID or from Date and to Date
- The difference between the From and To Date cannot be greater than 31 days

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768. Privacy Policy

**Figure 7**

8. User can check the status as Accepted / Rejected as shown in the **Figure 8**.



User Id: CRA00DWL Back to Main Menu

### Manual MIS Reports

☐ Manual MIS Report Upload
 ☒ Manual MIS Report Status View
 ☐ Manual MIS Report Download

Manual MIS Report Status View

File Reference Number: 7879  
 File Batch ID:   
 From Date: DDMMYYYY   
 To Date: DDMMYYYY

SUBMIT RESET

SR NO	File Ref No	File Batch Id	File Name	Date of Upload	Status	No of Records	Uploaded By	Error File
1	7879	06022024004	PFRDA_MIS_06022024_04.zip	06-02-2024	ACCEPTED	3	CRA00DWL	-

**Note**

- Enter any one search criteria, Either File Reference Number or File Batch ID or from Date and to Date
- The difference between the From and To Date cannot be greater than 31 days

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768. Privacy Policy

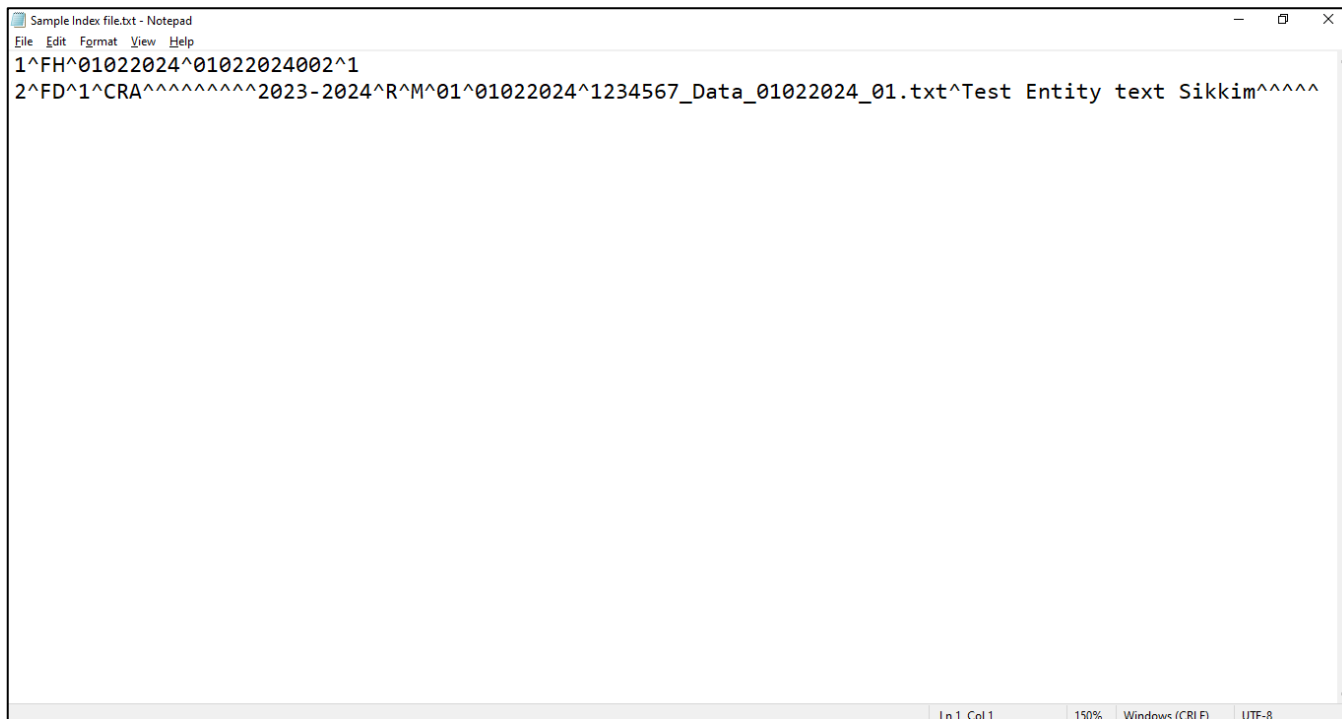
**Figure 8**

### Processing of Data at CRA end:

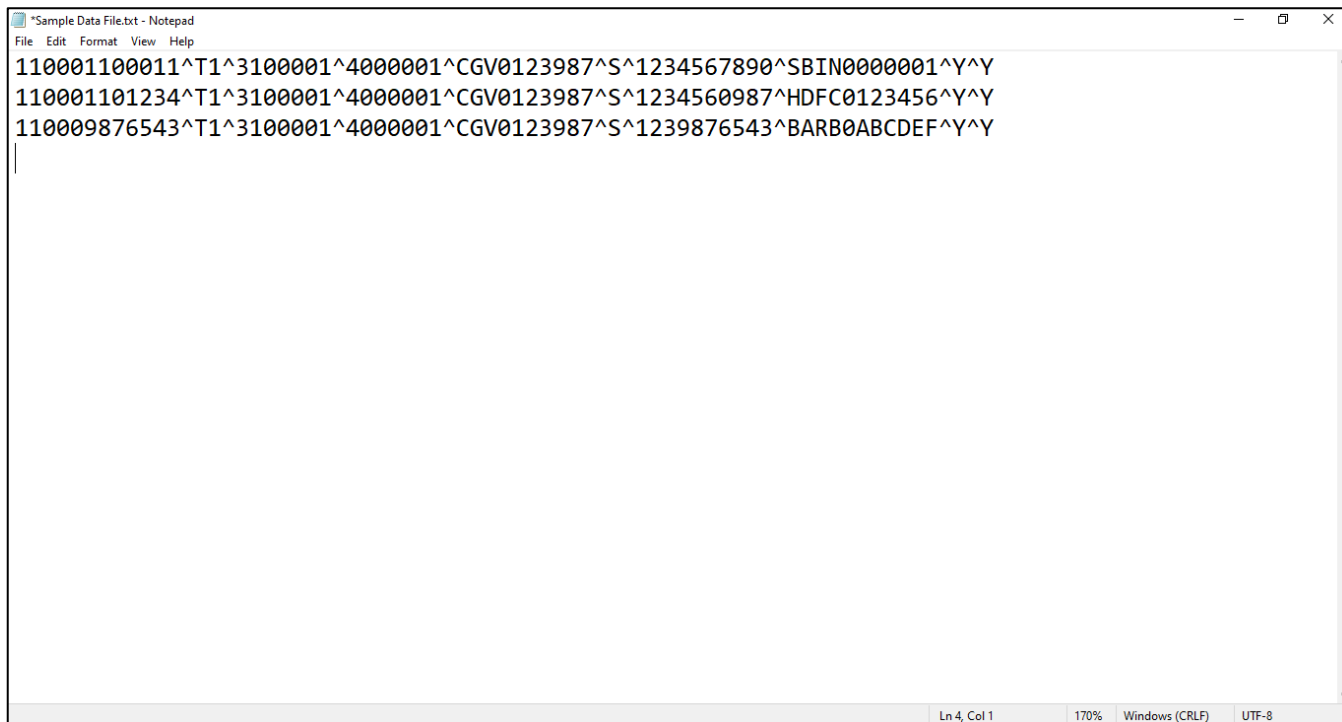
Once data is received at CRA end the following validations would be checked for;

- Status of PRAN would be checked. Details to be updated only for mapped and Active PRANs.
- Deduplication of records uploaded by nodal office for duplicate Bank Account against multiple PRANs.
- Bank details for Tier 1 to be updated.
- Any records received with Salary A/c flag and Salary A/c Declaration other than "Y" would not be considered for updation.
- Field level validations for each field has to be adhered to with.



**Sample Index File:**

```
Sample Index file.txt - Notepad
File Edit Format View Help
1^FH^01022024^01022024002^1
2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^
Ln 1, Col 1 150% Windows (CRLF) UTF-8
```

**Sample Data File:**

```
*Sample Data File.txt - Notepad
File Edit Format View Help
110001100011^T1^3100001^4000001^CGV0123987^S^1234567890^SBIN0000001^Y^Y
110001101234^T1^3100001^4000001^CGV0123987^S^1234560987^HDFC0123456^Y^Y
110009876543^T1^3100001^4000001^CGV0123987^S^1239876543^BARB0ABCDEF^Y^Y
Ln 4, Col 1 170% Windows (CRLF) UTF-8
```

## Guide for Preparing Index File & Data File

(During Bulk Uploading of Salary Bank Account for  
NPS Subscribers in Nodal Officers Login)

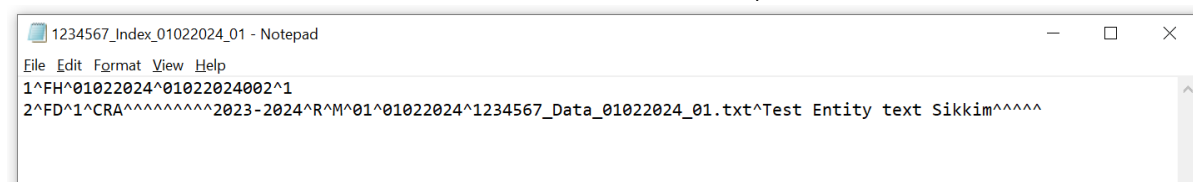
The document is an extension to the **STANDARD OPERATING PROCEDURE (SOP) on Bulk Uploading of Salary bank account for NPS Subscribers in Nodal Officers Login**. This document has four parts covering,

- Part-I Index file Preparation
- Part-II Index File Naming Convention
- Part-III Bulk Salary Bank Data file Preparation and
- Part-IV Bulk Salary Bank Data File Naming Convention

### Part-I: Index File Preparation

The index file is a two-liner text file to be uploaded along with the data file for bulk upload of salary bank account. This document is elaborates the contents of the text in the index file with sample text. The nodal office user preparing the index file can edit these text based on the information applicable to the respective bulk data file upload.

The content and format of the index file are as mentioned below;



1. The index file needs to be in ASCII Format with ".txt" as filename extension
2. There shall be 2 lines in the index file (when there is only one data file against the index file)
3. The first line in the file will be "File Header".
4. The second line in the file is the "File Detail record"
5. There shall be no use of space (Each filed shall be caret ^ separated)
6. Line - 1 (Sample text)

1^FH^01022024^01022024002^1

**Table -1** (Explaining the contents of Line 1 sample text)

a.	1^FH^01022024^01022024002^1
	1^FH^ is mandatory (Type the text as appearing) Wherein 1 is the running sequence number of the line and FH indicates File Header
b.	1^FH^01022024^01022024002^1
	01022024 is file creation date in "DDMMYYYY" format Where in 01 is Date, 02 is Month & 2024 is Year This date is file creation date.
c.	1^FH^01022024^01022024002^1
	^ is mandatory (Type the text as appearing)
d.	1^FH^01022024^01022024002^1
	01022024002 is Batch ID.

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	This comprises, 01022024 the file creation date in "DDMMYYYY" format and 002 the last 3 digit running serial number This can be any number between 000 and 999
e.	1^FH^01022024^01022024002^1 ^1 is mandatory (Type the text as appearing)
f.	1^FH^01022024^01022024002^1 1 is total number of records in index file (excluding the header line) This text should be less than 5 digit (Between number 1 and 99999)

## 7. Line - 2 (Sample text)

2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567\_Data\_01022024\_01.txt^Test Entity text  
 Sikkim^^^^^

**Table -2** (Explaining the contents of Line 2 sample text)

a.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	2^FD^ is mandatory (Type the text as appearing) Wherein 2 is the running sequence number of the line and FD indicates File Details
b.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	1 meant for the line number, excluding the header line, in index file <ul style="list-style-type: none"> <li>First record in the index file will be 1</li> <li>Record number cannot be greater than the 'Total Number of Records' mentioned in the header (Table-1, f) and will be a non-zero positive value.</li> <li>The value in the last record in the index file shall be equal to total number of data file(s) for which the index file is prepared.</li> <li>The last record number should be equal to 'Total Number of Records' in File Header.</li> </ul>
c.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	The highlighted text are mandatory (Type the text as appearing)
d.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^
	2023-2024 is the file uploading financial year. For shall be 2024-2025 from 1 <sup>st</sup> April 2024 onward, for one year.
e.	2^FD^1^CRA^^^^^^^^^2023-2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Entity text Sikkim^^^^^

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	R M are mandatory (Type the text as appearing)		
f.	2^FD^1^CRA^^^^^^^^2023- 2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Sikkim^^^^	Entity	text
	01 is month in financial year in which the report is uploaded Valid values for January(01), February(02), March(03), April(04), May(05), June(06), July(07), August(08), September(09), October(10), November(11), December(12).		
g.	2^FD^1^CRA^^^^^^^^2023- 2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Sikkim^^^^	Entity	text
	01022024 is file creation date in "DDMMYYYY" format Where in 01 is Date, 02 is Month & 2024 is Year This date is file creation date.		
h.	2^FD^1^CRA^^^^^^^^2023- 2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Sikkim^^^^	Entity	text
	1234567_Data_01022024_01.txt This should be same as Data File Name with extension. <ul style="list-style-type: none"> <li>This represents the name of the report (data file) which needs to be uploaded.</li> <li>This name should be with file extension (i.e. txt)</li> <li>Do not use space</li> </ul>		
i.	2^FD^1^CRA^^^^^^^^2023- 2024^R^M^01^01022024^1234567_Data_01022024_01.txt^Test Sikkim^^^^	Entity	text
	Test Entity text Sikkim <ul style="list-style-type: none"> <li>This is Remarks for the Data file upload</li> <li>It will be same as report name if not given explicitly.</li> <li>It will be without file extension</li> </ul>		

## Part-II Index File Naming Convention

The index file needs to be saved with the name as recommended herewith.

Sample of file name

EntityRegNo\_FnName\_DDMMYYYY\_zz.txt

e.g.5000682\_index\_02022024\_01.txt

Where in

a) **EntityRegNo**\_FnName\_DDMMYYYY\_zz.txt

**EntityRegNo** is Entity (PrAO/DTO) Registration Number who is uploading the file

b) EntityRegNo\_**FnName**\_DDMMYYYY\_zz.txt

**FnName** is "index" (*in lower case*) for Master index File

c) EntityRegNo\_FnName\_**DDMMYYYY**\_zz.txt

**DDMMYYYY** - Date on which file is being uploaded in DDMMYYYY format

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d) EntityRegNo\_FnName\_DDMMYYYY\_\*\*.txt

\*\* – File Sequence Number for the day

e) There shall be no space in the name of file

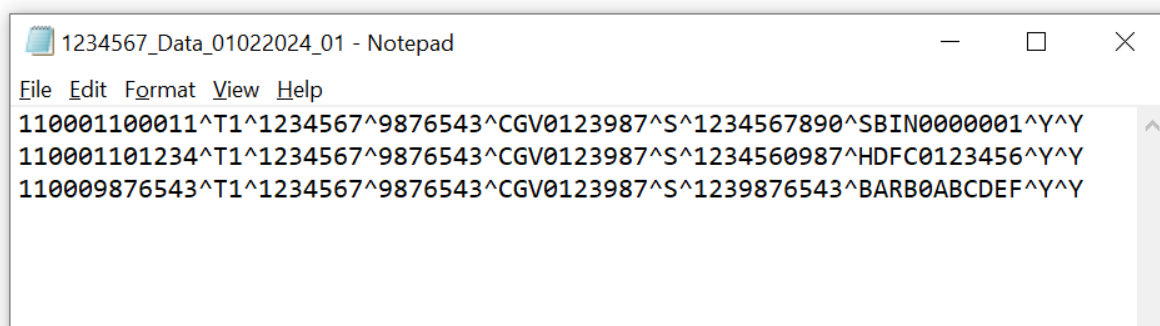
f) File name should have extension of .txt

### Part-III Bulk Salary Bank Data file Preparation

The bulk salary bank account data file to be created with the below mentioned instructions;

1. File should be generated in ASCII Format with ".txt" as filename extension.
2. The input file will be a delimited file. Each field in the file will be caret ^ separated.
3. Each Line (Sample text)

110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y



**Table -3** (Explaining the contents of each Line of the sample text)

a.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	The highlighted text are mandatory (Type the text as appearing)
b.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	110001100011 Valid and Mapped (12 digit) PRAN number
c.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	T1 is mandatory (Type the text as appearing) T1 stands for Tier I
d.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	1234567 PrAO / DTA registration number
e.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y
	9876543 PAO / DTO registration number
f.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y

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	<b>CGV0123987</b> is Mapped DDO Registration Number
g.	110001100011^T1^1234567^9876543^CGV0123987^ <b>S</b> ^1234567890^SBIN0000001^Y^Y <b>S</b> Bank Account Type, Valid Values : "S" , "C" S = Savings Account C = Current Account
h.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^Y 1234567890 Salary Bank Account Number of PRAN holder Maximum 30 Alphanumeric
i.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^ <b>SBIN0000001</b> ^Y^Y <b>SBIN0000001</b> Bank Account IFSC Size of 11 Alphanumeric
j.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^ <b>Y</b> ^Y <b>Y</b> is mandatory (Type the text as appearing) This is Salary Bank A/c Flag
k.	110001100011^T1^1234567^9876543^CGV0123987^S^1234567890^SBIN0000001^Y^ <b>Y</b> <b>Y</b> is mandatory (Type the text as appearing) This is Salary Bank A/c Declaration by Entity



**Part-IV Bulk Salary Bank Data File Naming Convention**

The bulk bank account data file needs to be saved with the name as recommended herewith.

Sample file name

EntityRegNo\_FnName\_DDMMYYYY\_zz.txt

e.g.5000682\_Data\_02022024\_01.txt

Where in

a) **EntityRegNo**\_FnName\_DDMMYYYY\_zz.txt

**EntityRegNo** is Entity (PrAO/DTA) Registration Number who is uploading the file

b) EntityRegNo\_**FnName**\_DDMMYYYY\_zz.txt

**FnName** is "Data" for Data File with PRAN wise Salary Bank Details

c) EntityRegNo\_FnName\_**DDMMYYYY**\_zz.txt

**DDMMYYYY** - Date on which file is being uploaded in DDMMYYYY format

d) EntityRegNo\_FnName\_DDMMYYYY\_**zz**.txt

**zz** – File Sequence Number for the day

e) There shall be no space in the name of file

f) File name should have extension of .txt

\*\*\*\*\*