

Protean eGov Technologies Limited



**Standard Operating Procedure  
on  
e-NPS PRAN Generation through Aadhaar  
for Government Subscribers**

**Version 1.1**

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**REVISION HISTORY**

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

# Index

Sr No.	Content	Page Number
A	Overview	5 - 5
B	Steps to initiate PRAN Generation through eNPS by Subscriber	6 -16
C	Steps to Verify PRAN Generation through Nodal Office Maker Login	17 -20
D	Steps to Authorise PRAN Generation through Nodal Office Checker Login.	21-22

**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
PFM	Pension Fund Manager
ACK ID	Acknowledgement ID
PrAO	Principal Account Office
PAO	Pay and Account Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
DDO	Drawing and Disbursement Office
CSRF	Common Subscriber Registration Form

## A. Overview

- ❖ e-NPS for Government sector is an online mode for PRAN generation in addition to the existent Online PRAN Generation Module (OPGM). e-NPS for Govt. sector is introduced with a view to reduce the time taken for PRAN generation for Govt. employees after Date of Joining.
- ❖ e-NPS 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.
- ❖ e-NPS is the online platform hosted by Protean CRA on behalf of NPS Trust wherein a Subscriber can register and contribute online under NPS. At present, under e-NPS, the facility of online registration is available to All Citizens of India Sector and Corporate Sector Subscribers. Whereas, the online contribution and Tier II Account activation facility is available to all the registered Subscribers including Government Sector Subscribers having active PRAN under NPS.
- ❖ Under this option, the subscriber will have facility to register using Aadhaar based KYC. The subscriber may opt for Aadhaar Online wherein KYC details registered with Aadhaar will be obtained online. The Subscriber will also have the option for Offline e-KYC, wherein the Subscriber is required to download the Aadhaar e-KYC file from UIDAI and upload the same during registration.

## B. Initiation of PRAN generation

### 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**.

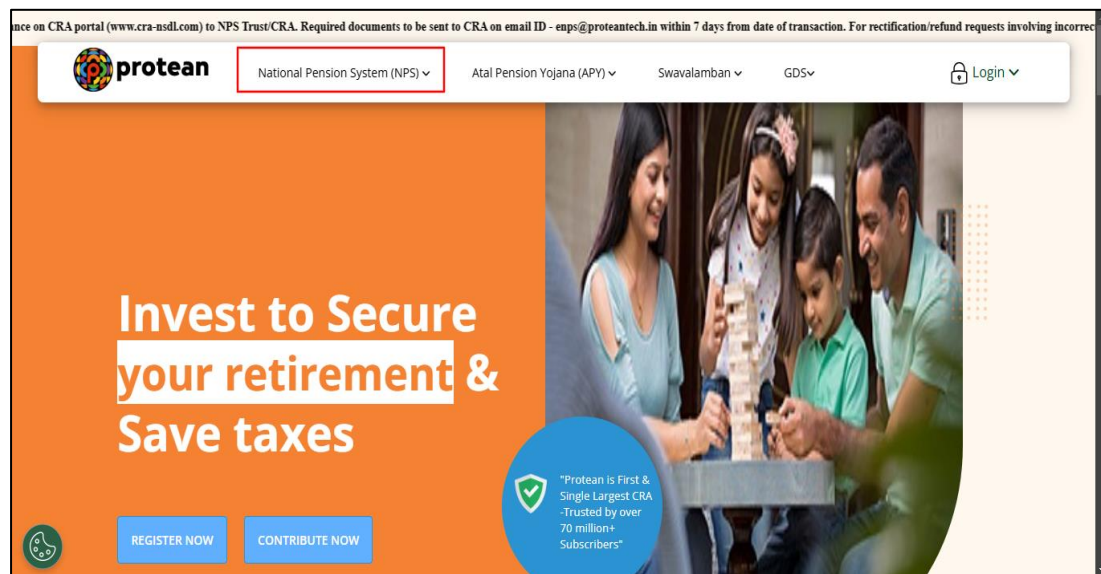


Figure 1

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

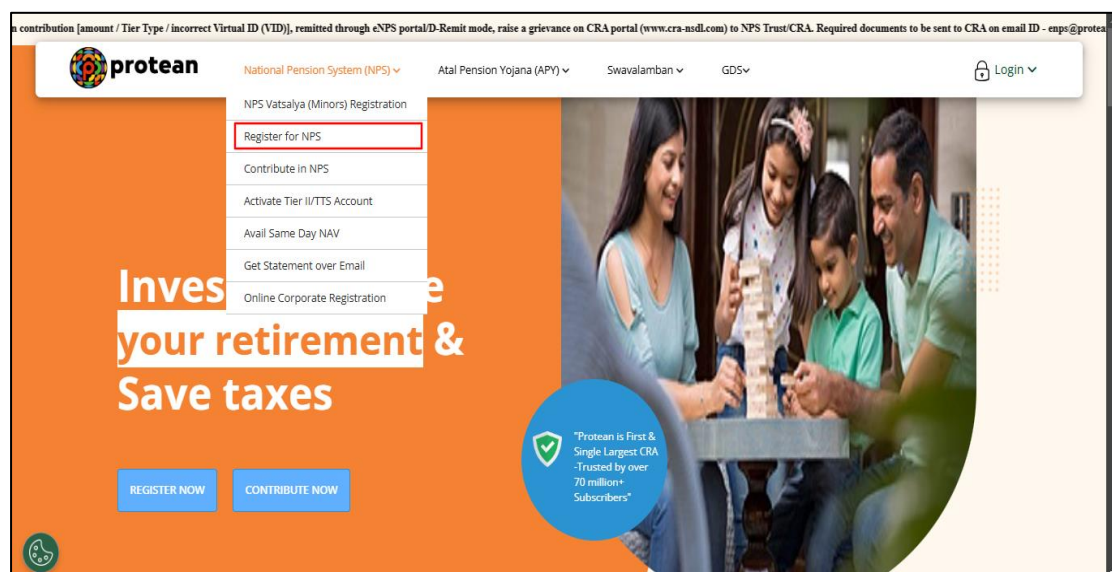


Figure 2

- The user needs to select the option of **Government Subscriber section** and 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, navigation links for National Pension System (NPS), Atal Pension Yojana (APY), Swavalamban, and GDS, and a Login button. 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. The Government Subscribers section is highlighted with a red box, and the "REGISTER NOW" button is also highlighted. The Individual Subscribers section lists criteria: Between 18-70 years can join, Easy and multiple registration options (Aadhaar, Digilocker etc.), and Open Tier I (Pension A/c) and Tier II (Add-on Investment A/c). The Corporate Subscribers section lists criteria: Employees of Corporates who have adopted NPS can join, Get additional Tax Benefits on employers contribution, and Flexibility in choosing contribution (employer/employee, pension fund etc.). The NRI and OCI Subscribers section lists criteria: Between 18-70 years can join on repatriation or non-repatriation basis, Contributions to come from NRE and NRO A/c, and For repatriation of amount, contributions should be made from NRE A/c only.

Figure 3

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

The screenshot shows the Protean National Pension System (NPS) website with a modal form titled "Initial Process of Registration". The form fields are: 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. The "BEGIN REGISTRATION" button is highlighted. The background shows the same "Who can register for NPS?" page as in Figure 3.

Figure 4

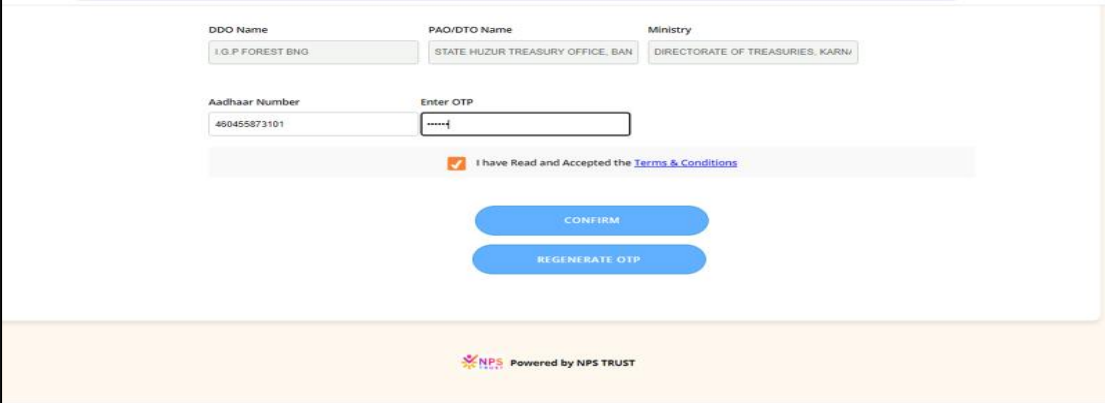
- The user needs to select the option as **Register with “Aadhaar”** and then selection option as **“Aadhaar Number”** as show in **Figure 5**. The User can also select option of Aadhaar Virtual ID or Aadhar Offline XML.

The screenshot displays a web form for Aadhaar registration. At the top, under 'Register with', there are two radio buttons: 'Aadhaar' (selected) and 'Document with Diglocker'. Below this, the 'Select Option' section has three radio buttons: 'Aadhaar Number' (selected), 'Aadhaar Virtual ID', and 'Aadhaar Offline XML'. Further down, there is a 'Category' dropdown menu currently showing '--SELECT--' and an 'Associated drawing and disbursement office (DDO)' text input field. The 'Nodal Office details' section includes a dropdown menu for 'Category' with options: STATE GOVERNMENT, STATE AUTONOMOUS BODY, CENTRAL GOVERNMENT, and CENTRAL AUTONOMOUS BODY. Below this dropdown is a text input field labeled 'ENTER AADHAAR NUMBER'. To the right of the dropdown are three text input fields labeled 'PAO/DTO Name', 'PRAO/DTA Name', and 'Ministry'. At the bottom, there is a checkbox labeled 'I have Read and Accepted the Terms & Conditions'.

**Figure 5**

- The user needs to select the Category i.e. **State Government/State Autonomous Body/ Central Government/Central Autonomous Body** under the drop down option.
- For State Government/State Autonomous Body employee, User need select State under the drop down option. Subsequently the user needs to enter the Registration no of Associated Drawing and Disbursement office (DDO), where he is currently employed.
- After entering the DDO Details, the Nodal Office details will be automatically shown on the screen basis the DDO registration no entered. User need to verify the said details.
- User need to enter his Aadhar Number. Further User need to click on the Terms & Conditions. After reading all the terms & conditions, the user needs to tick mark the declaration about its acceptance and then click on button Generate OTP.
- System will trigger OTP in Aadhaar registered Mobile Number. The user will have to enter the OTP and confirm. In case OTP is not received, user can regenerate OTP as shown in **Figure 6**.

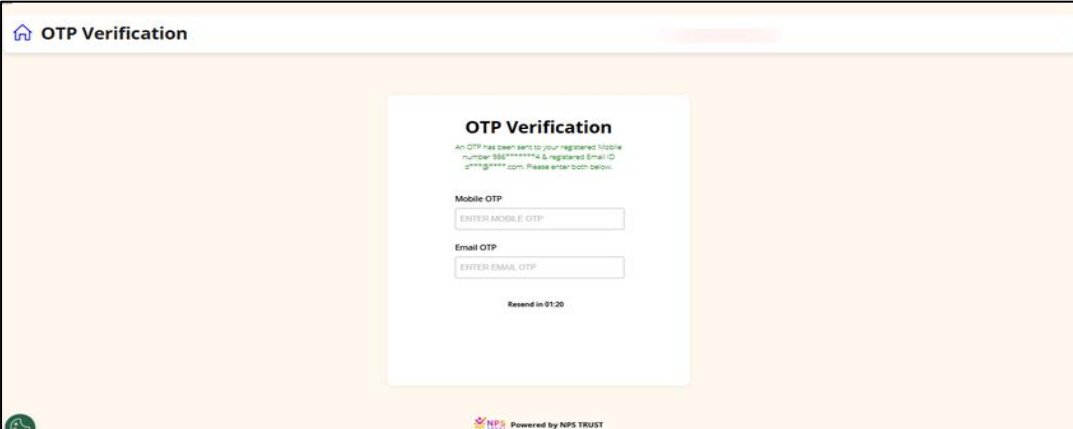




Registration form for NPS (National Pension Scheme). The form includes fields for DDO Name (I.G.P. FOREST BNG), PAO/DTO Name (STATE HUZUR TREASURY OFFICE, BAN), Ministry (DIRECTORATE OF TREASURIES, KARN), Aadhaar Number (490455873101), and Enter OTP (masked). A checkbox indicates "I have Read and Accepted the Terms & Conditions". Below the form are buttons for "CONFIRM" and "REGENERATE OTP". The footer shows the NPS logo and "Powered by NPS TRUST".

**Figure 6**

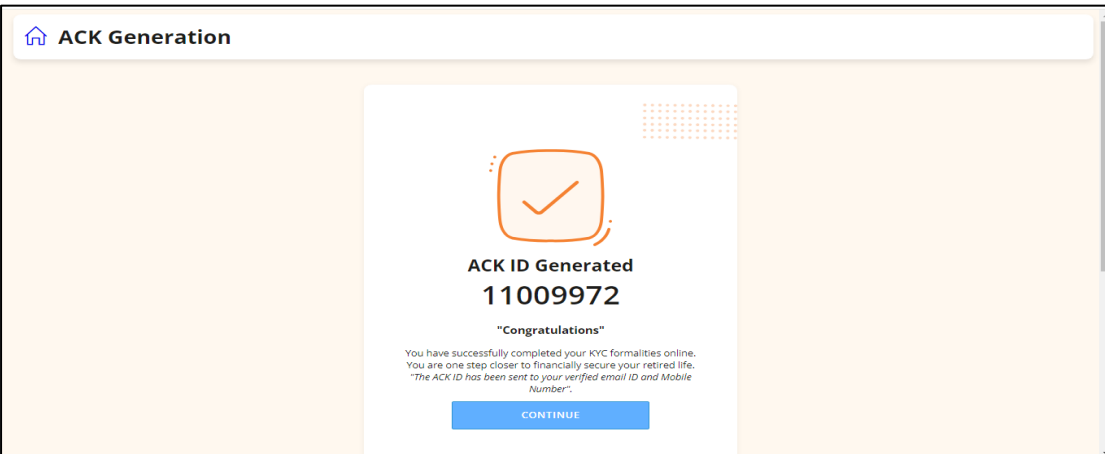
- The user now need to verify the Mobile OTP & Email OTP communciated by CRA as shown in **Figure 7**. The OTP will be delivered on Mobile number & email id provided by user during registration.



OTP Verification screen. The header shows a home icon and "OTP Verification". The main content area displays a message: "An OTP has been sent to your registered Mobile number 986\*\*\*\*\*74 & registered Email ID d\*\*\*\*@\*\*\*\*\*.com. Please enter both below." Below the message are two input fields: "Mobile OTP" (ENTER MOBILE OTP) and "Email OTP" (ENTER EMAIL OTP). A "Resend in 01:20" link is present. The footer shows the NPS logo and "Powered by NPS TRUST".

**Figure 7**

- Once the correct OTP is entered, ACK ID gets generated in the system as shown in **Figure 8**. User need to Click ion Continue button to proceed.



ACK ID Generated screen. The header shows a home icon and "ACK Generation". The main content area displays a large orange checkmark icon, followed by "ACK ID Generated" and the ID "11009972". Below this is a "Congratulations" message: "You have successfully completed your KYC formalities online. You are one step closer to financially secure your retired life. The ACK ID has been sent to your verified email ID and Mobile Number." A blue "CONTINUE" button is at the bottom. The footer shows the NPS logo and "Powered by NPS TRUST".

**Figure 8**

- After generation of ACK ID, user need to set up Tier 1 account. The user needs to enter his own details. The Photo will be fetched from Aadhaar database. Further user need upload his signature beside his photo as shown below in **Figure 8A**.
- Subscriber can select the option of **Go Paperless – Email my annual statement** for Annual Statements communicated on registered email id. No physical annual statement will be dispatched if subscriber tick mark the same.
- After entering the details & Upload of Signature, user need to click on Confirm button.

Verify Details

Full Name: Saumitra Sadashiv Rane, DOB, Gender: Male, Address: Borivalli East, Mumbai, Borivalli, Mumbai Suburban - 400056

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

Marital Status: MARRIED, Spouse Details: DHANASHREE RANE

Residential status: CITIZENS OF INDIA

☒ Go paperless: Email my Annual Statements

Confirm

NPS Powered by NPS TRUST

**Figure 8A**

- The user needs to select Pattern of Investment Option (Default/Auto/Active) as shown below in **Figure 9**.

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

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 9**

- The user needs to add his Salary Bank Account Details as highlighted in red box in **Figure 10**.

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 10**

Note: There is option for activation of Tier II account i.e. activation with Tier I details or set up later. In case if the subscriber tick for Set it up later, Tier 2 account will not be activated for the user.

- After entering all the correct bank details, the system will verify the Bank details using the penny drop facility. If the penny drop is successful, the Re-entered Bank account Number filed will mark as green tick (✓). The user needs to click on the Salary Bank account declaration tick box. The user will save the details as shown in **Figure 11**.

< Bank Details

Your session will expire in 15:22

Bank IFSC Code: SRCB0000149

Bank Name: SARASWAT COOPERATIVE BANK LIMITED

Bank Account Number: .....

Re-enter Bank Account Number: 51000000108834 ✓

Select Account Type: SAVING ACCOUNT CURRENT ACCOUNT

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

☒ I hereby declare that my NPS Bank account is my salary bank account and atleast one salary has been credited

SAVE

**Figure 11**

Note: If the penny drop is un-successful, the system will show an error and no processing will be done further.

- The user will then add Nominee details as highlighted in red box shown in **Figure 12**.

The screenshot shows the 'Set up Tier I Account' screen. At the top, there are four steps: 01 (selected), 02, 03, and 04. Below the steps, there are three radio buttons: 'Default' (selected), 'Auto', and 'Active'. Under 'Default', there are three investment options with sliders: 'SBI PENSION FUND SCHEME - STATE GOVT' (31.0%), 'UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - STATE GOVT' (34.0%), and 'LIC PENSION FUND SCHEME - STATE GOVT' (35.0%). To the right, there is a section titled 'Bank & Nominee Details'. It contains two buttons: 'Add Bank Details' (with a green checkmark) and 'Add Nominee Details' (highlighted with a red box). At the bottom, there is a footer with a lightbulb icon and text: 'NPS has a great Tier II account. Add Tier II account with Tier I details'. Below this, there are four small links: 'No investment limit', 'Tier II investments can be withdrawn freely at any time', 'Lower expense ratio compared to other products', and 'Set it up later'.

**Figure 12**

- The user will have to enter the Nominee details as shown in **Figure 13**. In case more than one Nominee is to be added, the 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%.

The screenshot shows the 'Nominee Details' screen. At the top, there is a back arrow and the title 'Nominee Details'. Below the title, there is a section titled 'Nominee 1'. It contains three input fields: 'Nominee Name' (with the value 'SHYAMJI KHAKHADIYA'), 'Age' (with the value '58'), and 'Nominee Relationship' (with a dropdown menu showing 'FATHER'). Below these fields, there is a lightbulb icon and text: 'This nominee will receive 100% of the share'. At the bottom, there is a blue 'Save' button and a green 'Reset' button. To the right of the 'Reset' button, there is a red box containing the text 'Add another nominee'.

**Figure 13**

- Once all the details are entered, the system will show a verified mark (✓) against Bank & Nominee details. The user will have to click on proceed option as shown in below **Figure 14**.

01 Set up Tier I Account 02 03 04

Your session will expire in 14:53

**Investment options**

☒ Default ☐ Auto ☐ Active

31.0% SBI PENSION FUND SCHEME - CENTRAL GOVT

34.0% UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - CENTRAL GOVT

35.0% LIC PENSION FUND SCHEME - CENTRAL 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 14**

- After clicking on proceed, the user will have to enter employment details like DOJ/DOR. The user has to declare the Tax paying country under FATCA Details and tick (☑) on both the options as shown in below **Figure 15**. Since the PRAN generation is through Aadhaar base, the Address Proof and Proof of Identify will be selected as Aadhaar. Once all the details are entered, kindly click on "Proceed".

01 02 **Personal Details Account** 03 04

Your session will expire in 17:07

Last 4 digit of Aadhaar: 2283

Place of Birth: MUMBAI

Country of Birth: INDIA

Nationality: INDIAN

Membership Number(PPAN): ENTER MEMBERSHIP NUMBER(PPAN)

Date of Joining: 25/11/2023

Department: WATER

Date of Retirement: 31/03/2054

Annual Income Range: 5 LAC TO 10 LAC

**FATCA Details**

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

**FATCA 1**

Country of Tax residency: INDIA

Address of Tax residency: MUMBAI

TIN Number issuing Country: INDIA

Tax Identification Number: DLUPS5899P

Validity: DDMM/YYYY

State: MAHARASHTRA

City: MUMBAI

Zip Code: 400066

**Address Proof**

Current Address Proof: AADHAAR CARD / LETTER ISSUE

Document Proof ID (if any): XXXXXXXXQ283

**Proof of Identity**

Identity Proof: AADHAAR CARD / LETTER ISSUE

ID Number: XXXXXXXXQ283

Date of Birth Proof: AADHAAR CARD / LETTER ISSUE

Document Proof ID (if any): XXXXXXXXQ283

PROCEED

Figure 15

- After successful updation of Personal details, the user will have to click on drop down menu (v) to upload the documents as shown in **Figure 16** and click on Proceed. The user can upload scan copy of Appointment Letter or Offer Letter whichever document is available.

01 02 03 **Upload Documents** 04

Upload the following documents

Your session will expire in 19:53

APPOINTMENT/OFFER LETTER

PROCEED

NPS Powered by NPS TRUST

Figure 16

- Once the user clicks on Proceed button, a dialogue box will appear for declaration to be given by the subscriber (shown in the red box). The user will 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 17**.

The screenshot displays the NPS TRUST portal interface. At the top, there are four steps: 01, 02, 03 (highlighted), and 04. Step 03 is labeled 'Upload Documents'. Below the steps, there is a section titled 'Upload the following documents' with a sub-section 'APPOINTMENT/OFFER LETTER'. A message states: 'Make sure your Letter File is completely visible and all the details are clear.' A 'PROCEED' button is visible at the bottom. A red-bordered dialog box titled 'Declaration by the Subscriber' is overlaid on the screen. It contains a checked checkbox and the text: 'I hereby certify that the details provided in CSRF including the personal, address bank, nominee and employment details. Further, I certify that all my related documents have been submitted for this PRAN generation request. All information provided by me is correct, complete and true to the best of my knowledge and belief.' A 'CONFIRM' button is at the bottom of the dialog box. A session timer on the right indicates 'Your session will expire in 18:11'. A file named '2023125496.pdf' is visible in the bottom right corner.

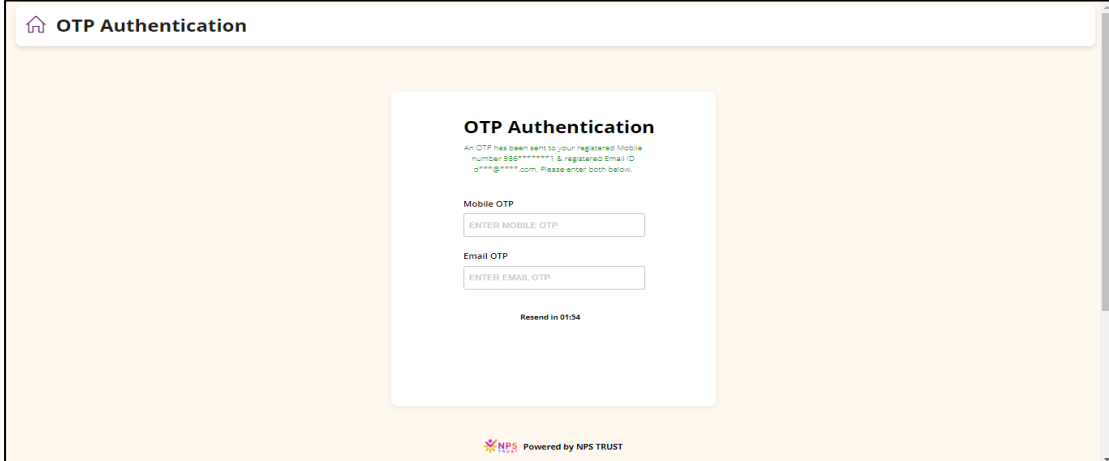
**Figure 17**

- The user needs to sign the form. There are 2 methods for signing the form either through OTP authentication or through e-Sign. The user has to select one of the above mentioned method (as shown in **Figure 18**) and click on Confirm.
- In case user selects for OTP authentication, OTP will be received in Mobile number as well as on Email ID (as entered initially by the user) and the same needs to be entered.
- In case of e-Sign option is selected, OTP will be sent on Aadhaar registered Mobile Number and user need to complete the process through Aadhaar e-Sign.

The screenshot displays the NPS TRUST portal interface, similar to Figure 17. A white dialog box titled 'Please select a method to sign your form' is overlaid on the screen. It contains two options: 'OTP Authentication' (selected) and 'e-Sign'. The 'OTP Authentication' option is marked as 'Free' and includes the text: 'Receive & enter unique OTPs on mobile no. & email address, complete a captcha, and you are done'. The 'e-Sign' option is marked as 'Rs. 5.00 charges apply' and includes the text: 'Enter Aadhaar/VID number, and verify using OTP sent to mobile number registered with Aadhaar.' A 'CONTINUE' button is at the bottom of the dialog box. The background shows the same portal interface with the 'PROCEED' button and session timer.

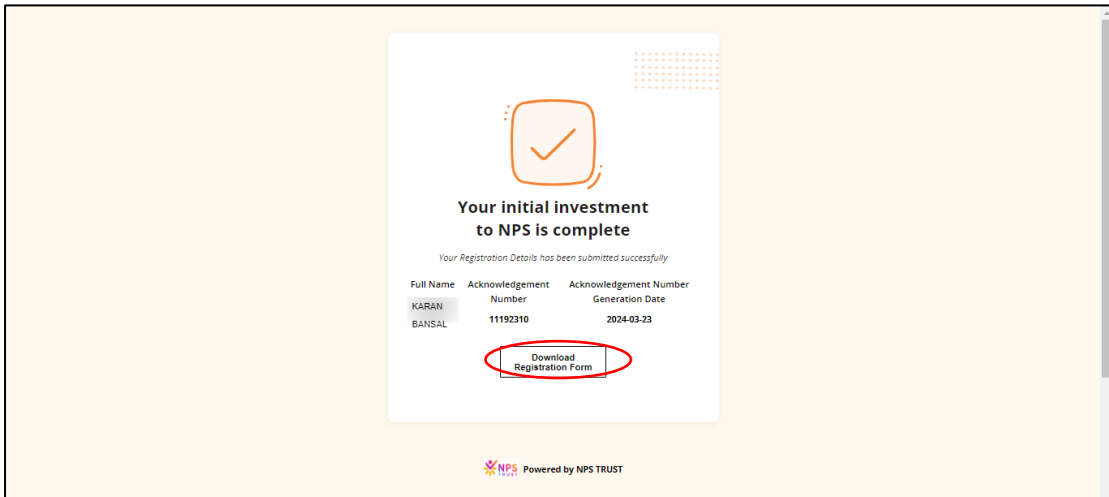
**Figure 18**

- Kindly enter the OTP triggered in Registered Mobile Number and Email ID as shown in **Figure 19**.



**Figure 19**

- Once correct OTP is entered, a message will pop up showing as “Your Initial Investment to NPS is complete” as shown in **Figure 20** along with ACK ID and ACK ID Date. The user can also download the registration form by clicking on “Download Registration Form”.



Full Name	Acknowledgement Number	Acknowledgement Number
KARAN BANSAL	11192310	2024-03-23

**Figure 20**

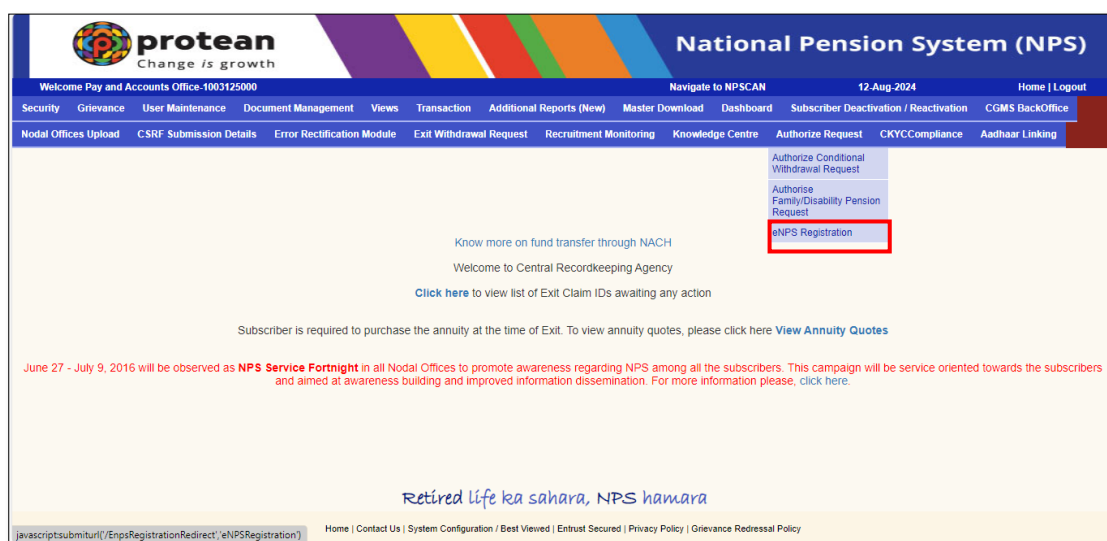
- Once the subscriber level process is completed, the request is made available for Verification and Authorization at Nodal office level.
-



## C. Verification of PRAN generation

### Steps to Verify PRAN Generation through Nodal Office Maker Login

- Nodal office (hereafter terms as office) will login into CRA system by entering <https://cra-nsdl.com/CRA/> using the Aadhar based login.
- The office will click on "eNPS Registration" option as available in Authorize Request Menu as shown in **Figure 21**.



**Figure 21**

- The office will be redirected to NPS Trust website for verifying the request. The office will have to select the option "**Verify/Authorize request**" and enter the Acknowledgment ID for Verifying the request and click on Accept/Reject option as shown in **Figure 22**.

The screenshot shows the NPS Trust website. The header includes the NPS Trust logo and the text 'National Pension System Trust'. The navigation bar contains 'Home' and 'Logout'. The main content area is titled 'Online Subscriber Registration Verification Authorization'. It has two tabs: 'Verify/Authorize Request' (selected) and 'View Request Status'. Below the tabs is a form for 'Request Verification/Authorization' with fields for 'Acknowledgement ID', 'From Date', and 'To Date'. There are 'Submit' and 'Reset' buttons. Below the form is a table with the following data:

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Last Action Taken	Pending With	Action
63969501005970373	11192310	23/03/2024	KARAN BANSAL	10/10/1980	SGV050772B	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject



Below the table is a 'Note' section with the following text:

- 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 22**

- Once the office clicks on accept/ reject option, all the details entered by user will be shown to the office. The office has to verify all the details by clicking in bottom right option ">>" as shown below in **Figure 23**.

Welcome District Treasury Office, Darbhanga (1004478601) Home | Logout

 **National Pension System Trust** 

ENPS REGISTRATION

Home > Subscriber Confirmation (Core)

### Subscriber Registration

Progress: 1. Start (✓) 2. Acknowledgement ID Generated (✓) 3. Registration Details Submitted (✓) 4. OTP Authentication/eSign Registration Form (✓) 5. Verification (5) 6. Authorization (6) 7. PRAN Generated (7) 8. Process Complete (8)

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 BANSAL
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 ✓
<input type="checkbox"/> 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 23**

The office should verify the appointment letter/offer letter and any other documents as 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.

Start Acknowledgement ID Generated Registration Details Submitted OTP Authentication/e Sign 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

Preview Photo

Preview Signature

« »

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

**Figure 24**

- 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 25**.
  - 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.

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

Acknowledgement No: 11202224 Subscriber Name: SAUMITRA 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

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	16-12-2024	Initiator	Accepted	INITIATED	

Verification/Authorization

☒ I 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\*

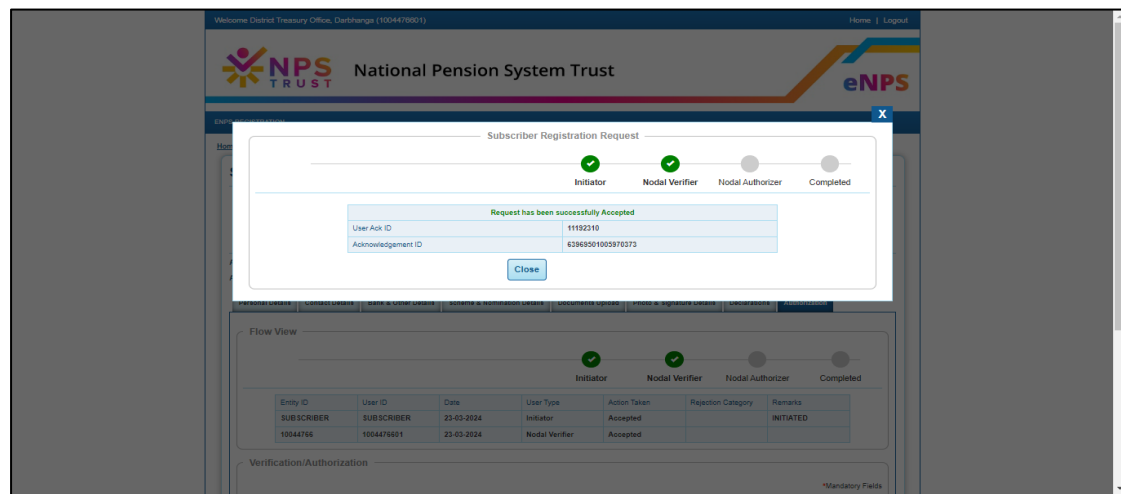
Approve Reject

Remarks

Approve Close

**Figure 25**

- Once the request is approved, request is successfully verified in system, now request is pending for Authorization at Checker Level as shown in **Figure 26**.



**Figure 26**

## D, Authorisation of PRAN generation

### 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 27**.

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**Figure 27**

- After verifying all the details, the office will have to select Approve / Reject and submit the Request as shown in **Figure 28**.
  - In case all the details are found correct, Checker ID can click on “Approve” option and process the request.
  - In case the request needs to be Rejected, Checker ID need to click on “Reject” option with appropriate Remarks.

**Note:** Remark is Mandatory for Rejection of Request.

The office should check the appointment letter/offer letter and any other documents as 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.

**Subscriber Registration**

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

Acknowledgement No: 11202224 Subscriber Name: SAUMITRA 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
10078905	1007890501	18-12-2024	Nodal Verifier	Accepted		

Verification/Authorization

☒ I 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

Figure 28

- Once the request is successfully Authorized, PRAN would be generated in CRA system as shown in **Figure 29**.

Welcome District Treasury Office, Darbhanga (1004470003) 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 110196897085

User Ack ID	11192310
Acknowledgement ID	63969501005970373

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
10044756	100447601	23-03-2024	Nodal Verifier	Accepted		
10044756	100447600	23-03-2024	Nodal Authorizer	Accepted		

Verification/Authorization

Figure 29

Once PRAN is generated, SMS/email will be sent to the subscriber on mobile number as well as email which was provided by the subscriber initially.