

Protean eGov Technologies Limited



STANDARD OPERATING PROCEDURE (SOP)
Registration under UPS - Aadhaar based

Version 1.0

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(SOP- Registration under UPS)

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<u>REVISION HISTORY</u>

Sr. No.	Date of Revision	Version No.	Section Number	Description of Change
1	25-03-2025	1.0	-	Initial Version

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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
UPS	Unified Pension Scheme
NPS	National Pension System
PRAN	Permanent Retirement Account Number
CG	Central Government
Pr.AO	Principal Accounts Office
PAO	Pay & Accounts Office
DDO	Drawing & Disbursing Officer

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1. Background:

The Unified Pension Scheme (UPS) has been introduced as an option under the National Pension System (NPS) by the Central Government for the Central Government employees covered under NPS so that they may receive an assured payout after their retirement. It is a 'fund-based' payout system which relies on the regular and timely accumulation and investment of applicable contributions (from both the employee and the employer (the Central Government)) for grant of monthly payout to the retiree.

The Unified Pension Scheme shall be made operational from April 1st, 2025.

An existing Central Government employee in service as on April 1st, 2025, who is covered under NPS can opt for UPS by shifting their NPS account under UPS. However, the employees joining Central Govt on or after April 1, 2025 are eligible to opt for UPS and such employees should register under UPS. The subscriber can register either by submitting physical application Form A1 to the associated DDO or register through online option.

This document explains the Standard Operating Procedure (SOP) about registration of New Subscriber under UPS wherein the request is initiated by the Subscriber online and verified by DDO and authorised by PAO.

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2. Registration request Initiated by Subscriber

- A. The Subscriber who opts for UPS needs to visit eNPS portal and go to Unified Pension Scheme (UPS) and click on the option 'Register for UPS' to initiate registration process. The link of the same is as follows:

<https://enps.nsdl.com/eNPS/NationalPensionSystem.html>

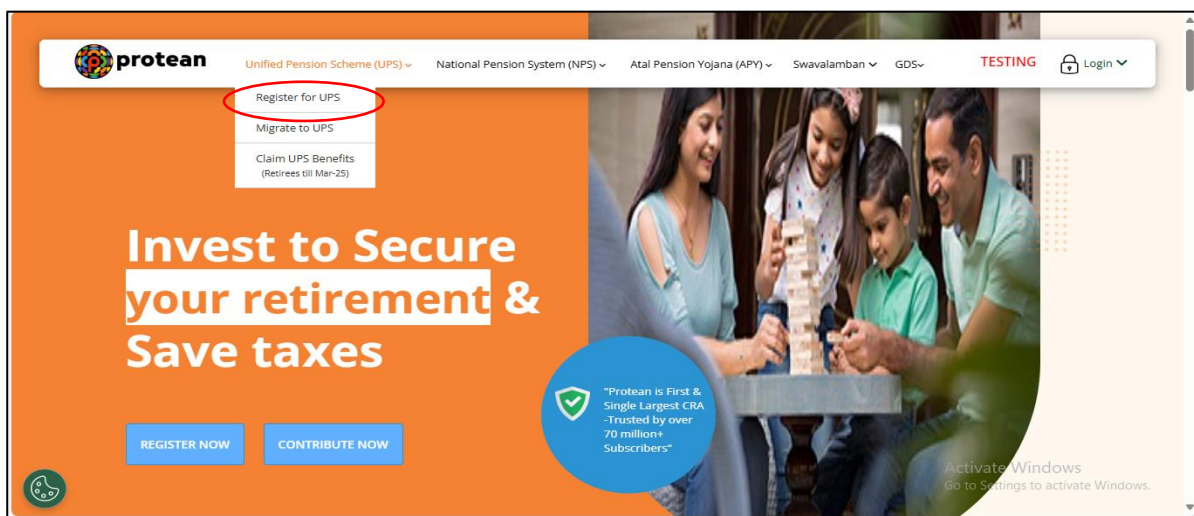


Figure 1

- B. On clicking the option 'Register for UPS', new tab will be opened wherein the Subscriber needs to click on "REGISTER NOW" tab under the section "Govt. subscribers- Opting for UPS"

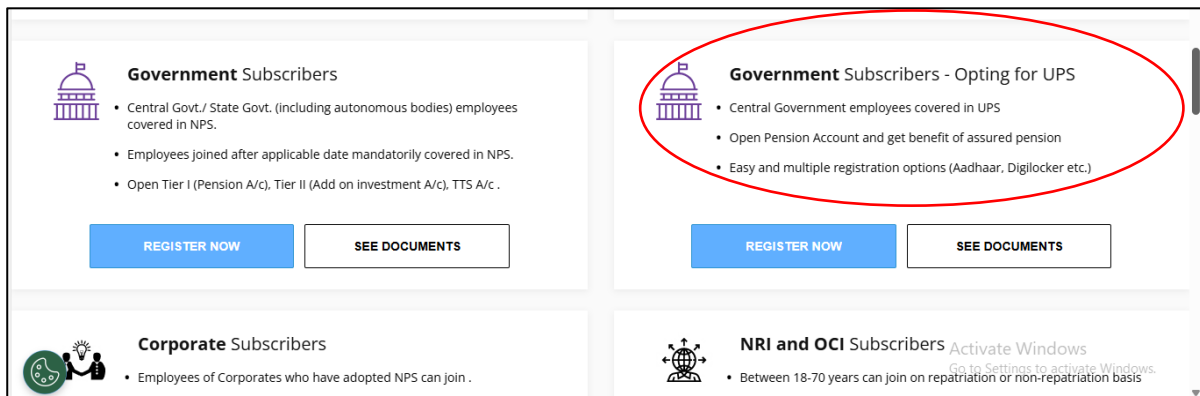


Figure 2

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- C. The Subscriber needs to enter the details as appearing on the screen for initiating registration and click on tab **"BEGIN REGISTRATION"**

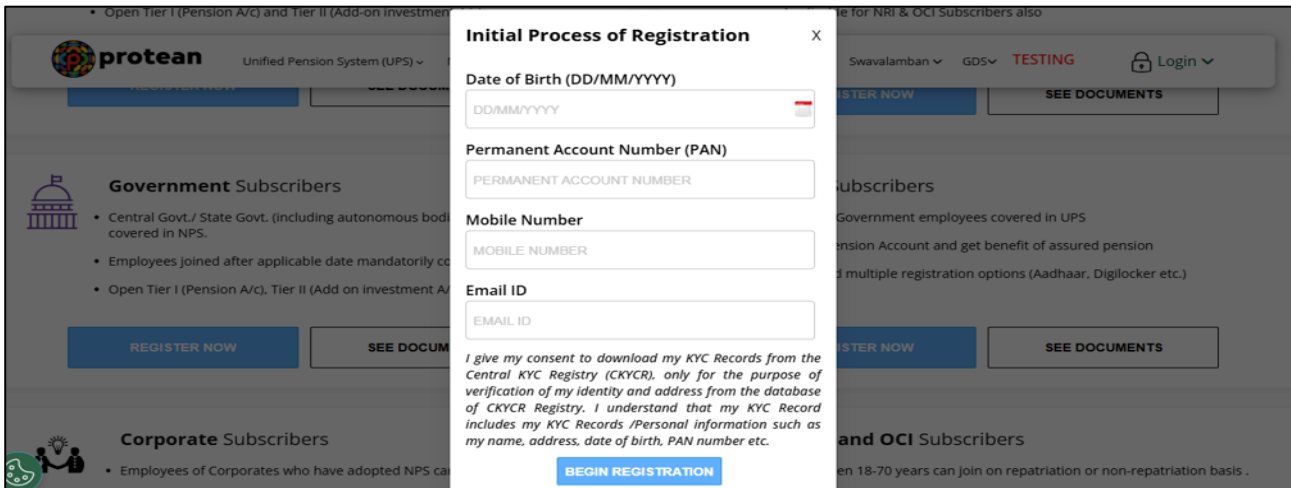


Figure 3

- D. By clicking on **"BEGIN REGISTRATION"**, new tab shall open, "New Subscriber Registration". The Subscriber can select any option of Registration. In this SOP, we are talking about the option **"Register with Aadhaar"**.

On selecting Register with Aadhaar option, he/she needs to select the option of Aadhar number or Aadhaar Virtual ID or Aadhaar offline xml

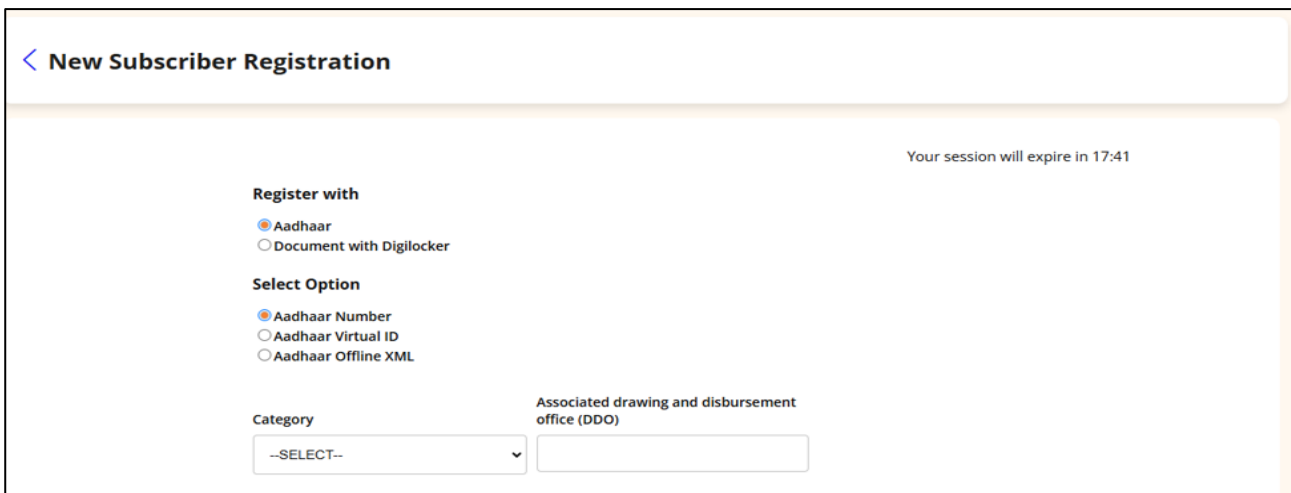


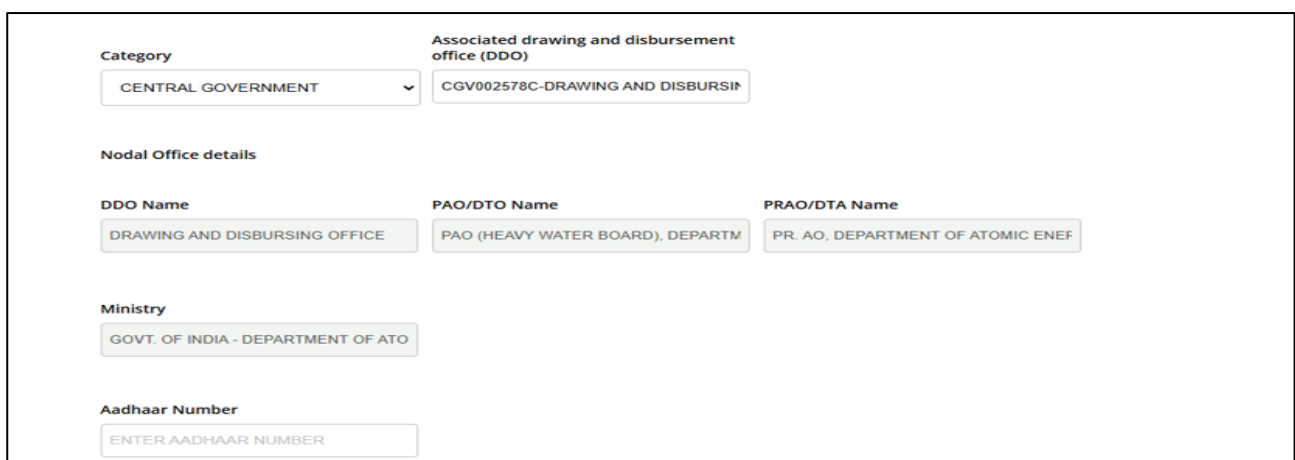
Figure 4

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- E. The Subscriber needs to select category as “Central Government” and enter associated DDO registration number and also Aadhaar Number.

On entering DDO reg. no. or the name (first few letters), DDO details will be displayed. On selecting the associated DDO, its associated PAO name as well as Pr.AO name and Ministry details shall be populated.

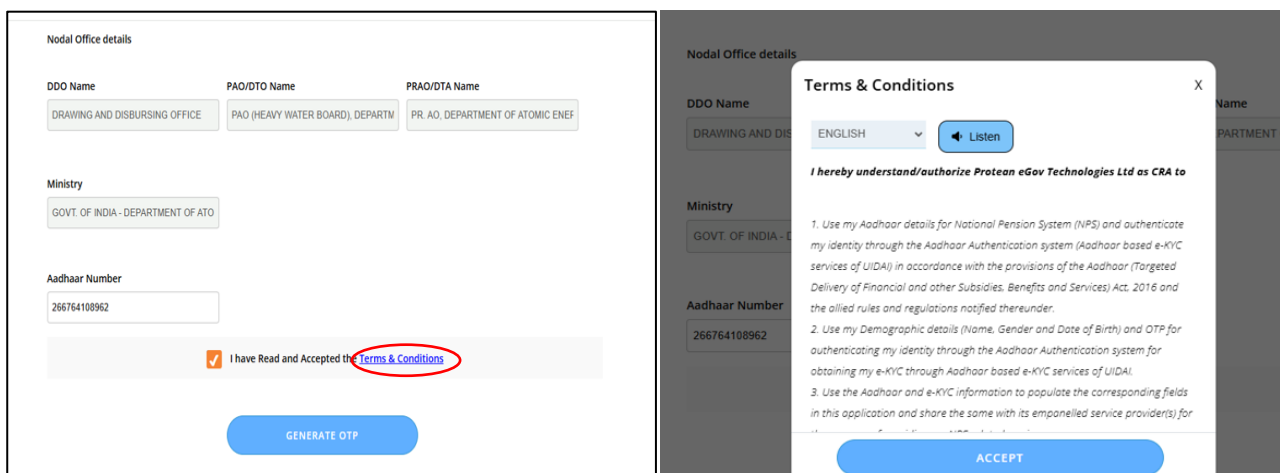


The screenshot shows a registration form with the following fields and values:

- Category:** CENTRAL GOVERNMENT (dropdown menu)
- Associated drawing and disbursement office (DDO):** CGV002578C-DRAWING AND DISBURSIN
- Nodal Office details:**
 - DDO Name:** DRAWING AND DISBURSING OFFICE
 - PAO/DTO Name:** PAO (HEAVY WATER BOARD), DEPARTM
 - PRAO/DTA Name:** PR. AO, DEPARTMENT OF ATOMIC ENF
- Ministry:** GOVT. OF INDIA - DEPARTMENT OF ATO
- Aadhaar Number:** ENTER AADHAAR NUMBER

Figure 5

- F. Once Aadhaar is entered, the Subscriber is requested to click on the **Declaration** about acceptance of **Terms and Conditions** pertaining to usage of Aadhaar as well as demographic details. The Subscriber may click on “**Terms and Conditions**” and accept the same.



The screenshot shows the registration form with the Aadhaar Number field populated with 266764108962. A modal window titled "Terms & Conditions" is open, displaying the following text:

I hereby understand/authorize Protean eGov Technologies Ltd as CRA to

1. Use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder.
2. Use my Demographic details (Name, Gender and Date of Birth) and OTP for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI.
3. Use the Aadhaar and e-KYC information to populate the corresponding fields in this application and share the same with its empanelled service provider(s) for

At the bottom of the modal is a blue button labeled **ACCEPT**. In the background form, the "Terms & Conditions" link is circled in red, and a checkbox is checked next to the text "I have Read and Accepted the Terms & Conditions". A blue button labeled **GENERATE OTP** is visible at the bottom of the form.

Figure 6

The Subscriber needs to click on tab “**GENERATE OTP**” to proceed for further registration

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G. The Subscriber needs to enter OTP as received on either mobile number/email ID registered with Aadhaar and click on confirm button.

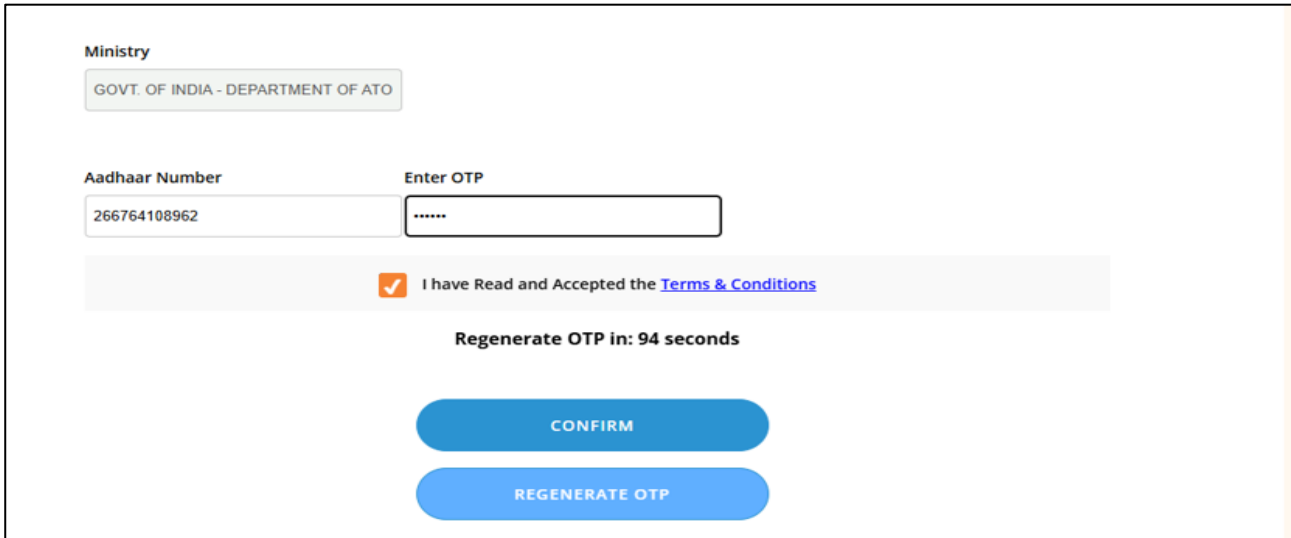


Figure 7

H. The Subscriber shall receive OTP on his/her Mobile number and email ID as provided initially, while initiating registration.

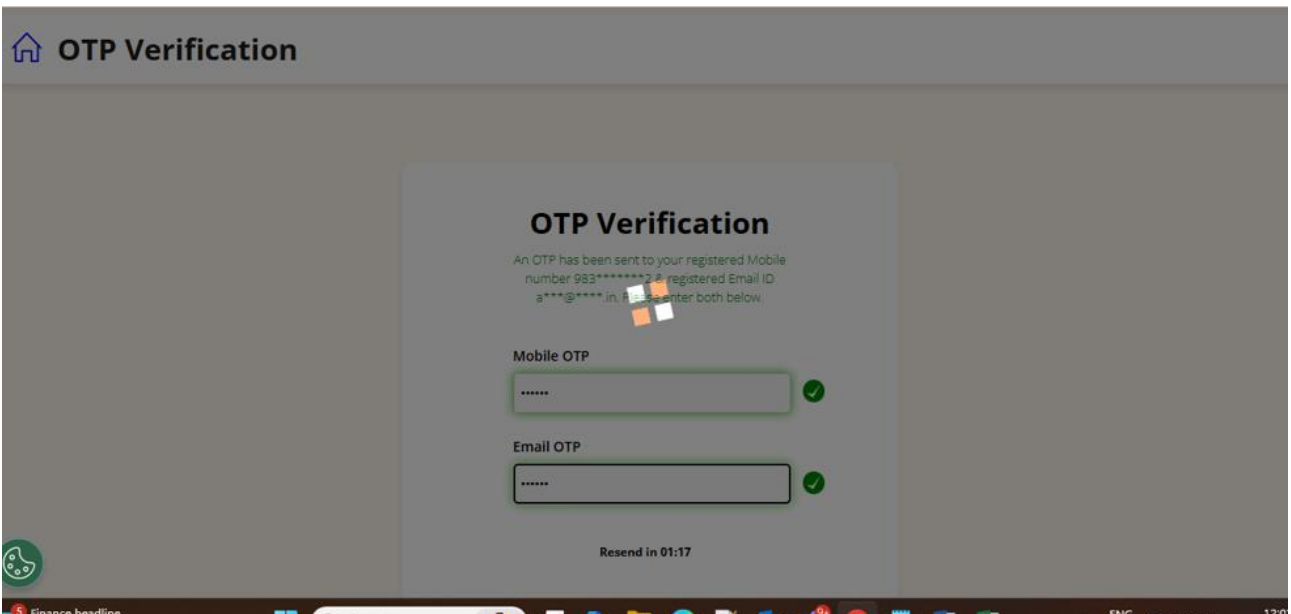


Figure 8

The Subscriber needs to enter both OTP as received on mobile number as well as on email ID.

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- I. On successful OTP verification, Acknowledgement ID (**ACK ID**) shall be generated confirming completion of KYC modalities. The Subscriber needs to click on "CONTINUE" to proceed further.

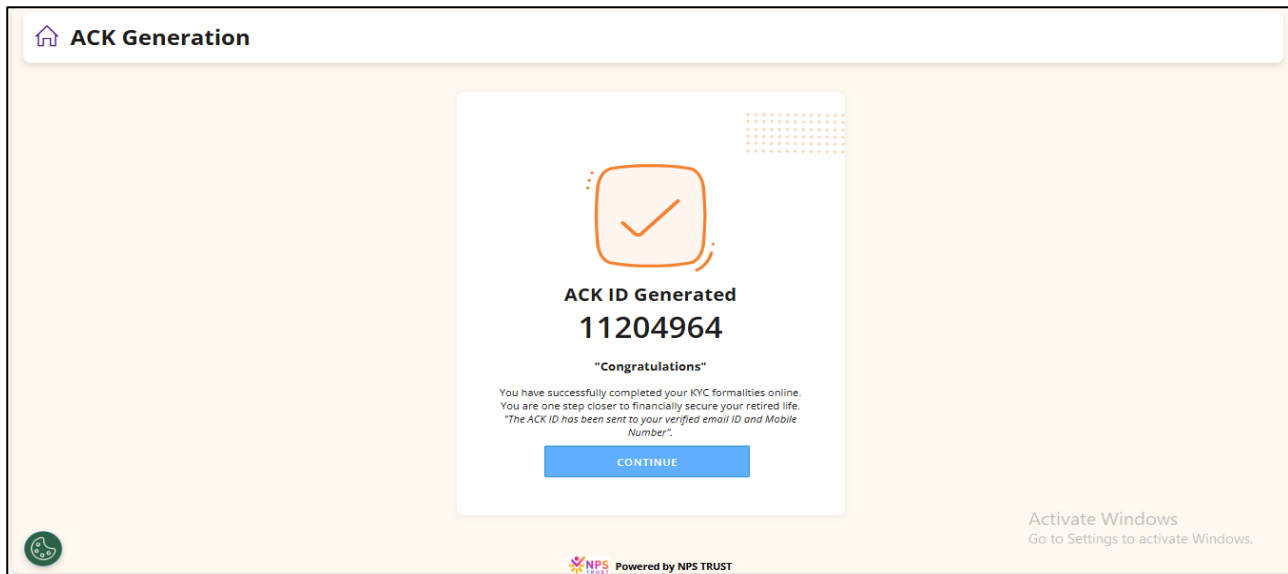
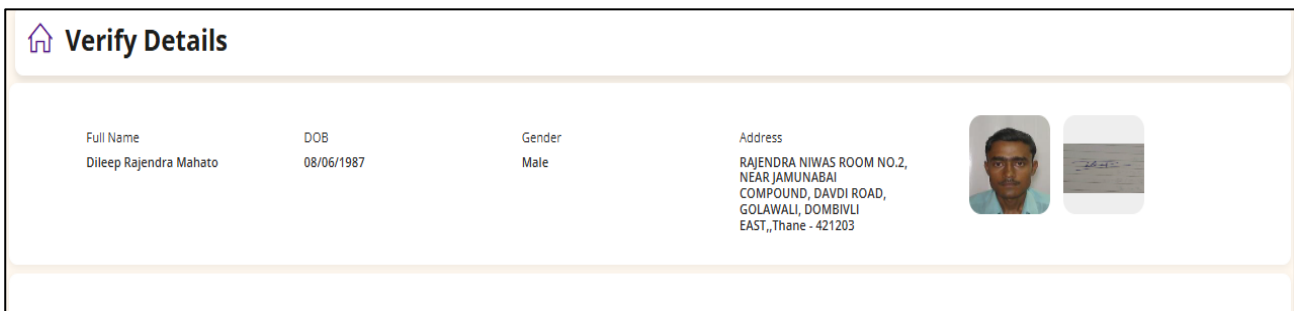


Figure 9

- J. The details registered in Aadhaar will be auto fetched in the Online registration form and the same cannot be modified.



Full Name	DOB	Gender	Address
Dileep Rajendra Mahato	08/06/1987	Male	RAJENDRA NIWAS ROOM NO.2, NEAR JAMUNABAI COMPOUND, DAVDI ROAD, GOLAWALI, DOMBIVLI EAST, Thane - 421203

Figure 10

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- K. The Subscriber is required to enter additional personal details and click on **"CONFIRM"** tab to continue.

Your session will expire in 15:39

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

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

Marital Status:

Residential status:

☒ Go paperless : Email my Annual Statements

Confirm

**The Subscriber may select the option of 'Go paperless' for receipt of annual statement over email.*

Figure 11

- L. The Subscriber is required to select Investment option and required to add Bank details. The subscriber has option to select either "Default" or "Auto" or "Active" choice as investment option.

Investment options

☒ Default
 ☐ Auto
 ☐ Active

35.0%
SBI PENSION FUND
SCHEME - CENTRAL
GOVT

0 ● 100

33.5%
UTI RETIREMENT
SOLUTIONS PENSION
FUND SCHEME-
CENTRAL GOVT

0 ● 100

31.5%
LIC PENSION FUND
SCHEME - CENTRAL
GOVT

0 ● 100

Bank Details

Add Bank Details

>

PROCEED

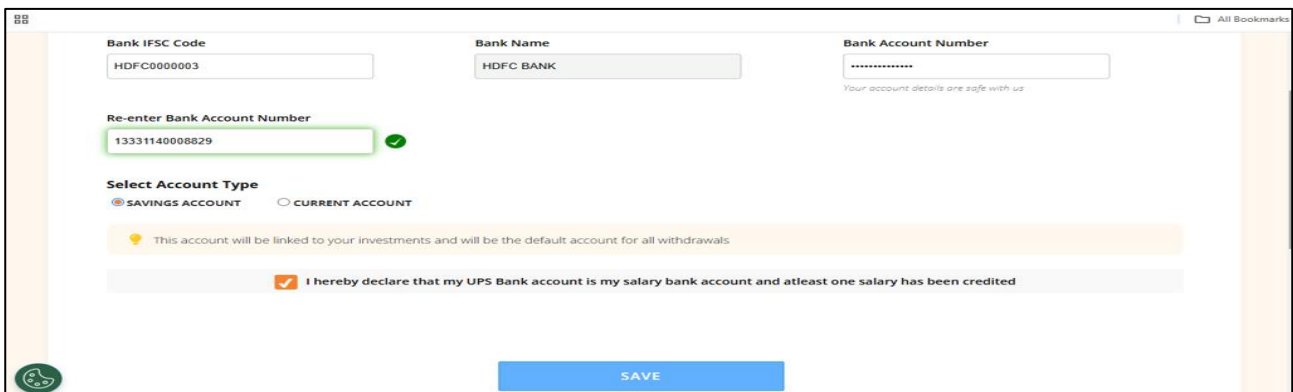
Figure 12

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M. The Subscriber is required to enter bank account details and tick on the **Salary Bank Account Declaration** and click on "SAVE" tab.

The bank account details will be further verified through **Penny drop functionality**.

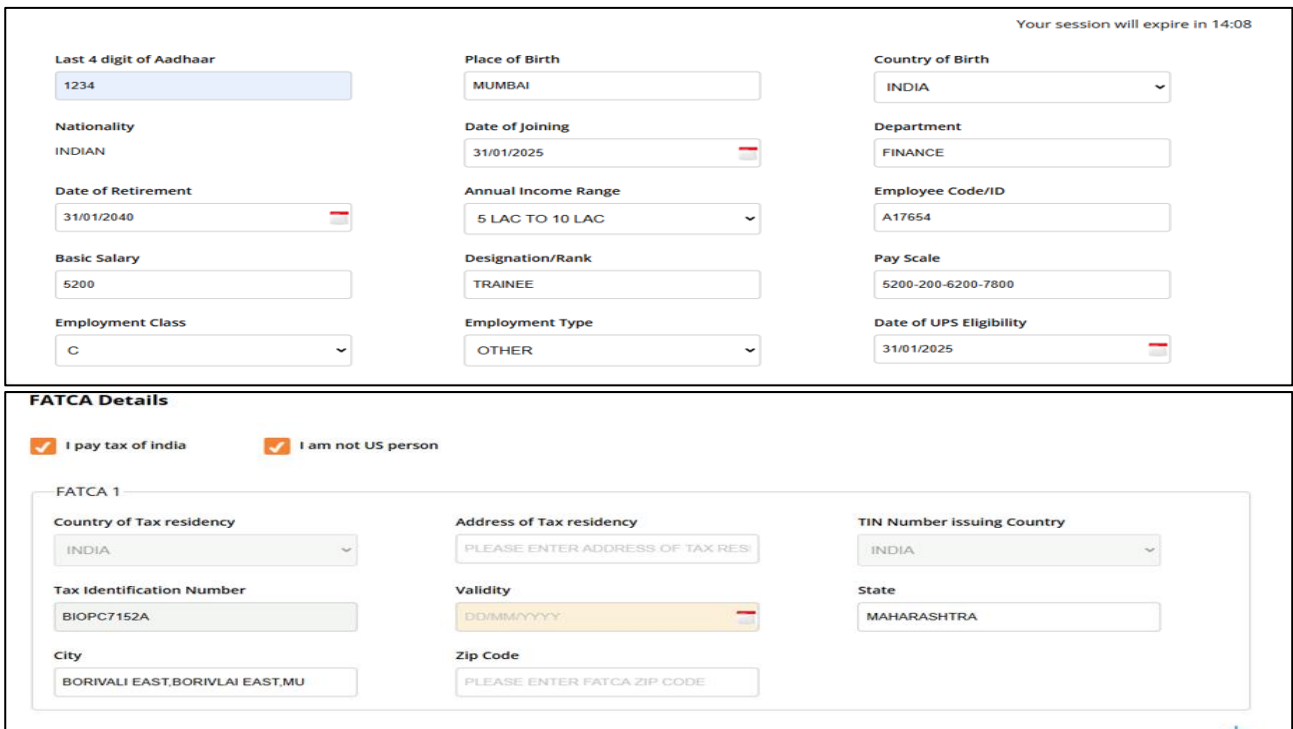


The screenshot shows a web form for entering bank account details. The form includes fields for Bank IFSC Code (HDFC0000003), Bank Name (HDFC BANK), and Bank Account Number (masked with asterisks). Below these is a 'Re-enter Bank Account Number' field with the value 13331140008829 and a green checkmark. The 'Select Account Type' section has two radio buttons: 'SAVINGS ACCOUNT' (selected) and 'CURRENT ACCOUNT'. A yellow banner states: 'This account will be linked to your investments and will be the default account for all withdrawals'. At the bottom, there is a checkbox labeled 'I hereby declare that my UPS Bank account is my salary bank account and atleast one salary has been credited', which is checked. A blue 'SAVE' button is at the bottom right.

Figure 13

N. Once the bank details are saved, the Subscriber needs to click on "**PROCEED**" tab.

O. The Subscriber needs to enter Employment details as well as FATCA details.



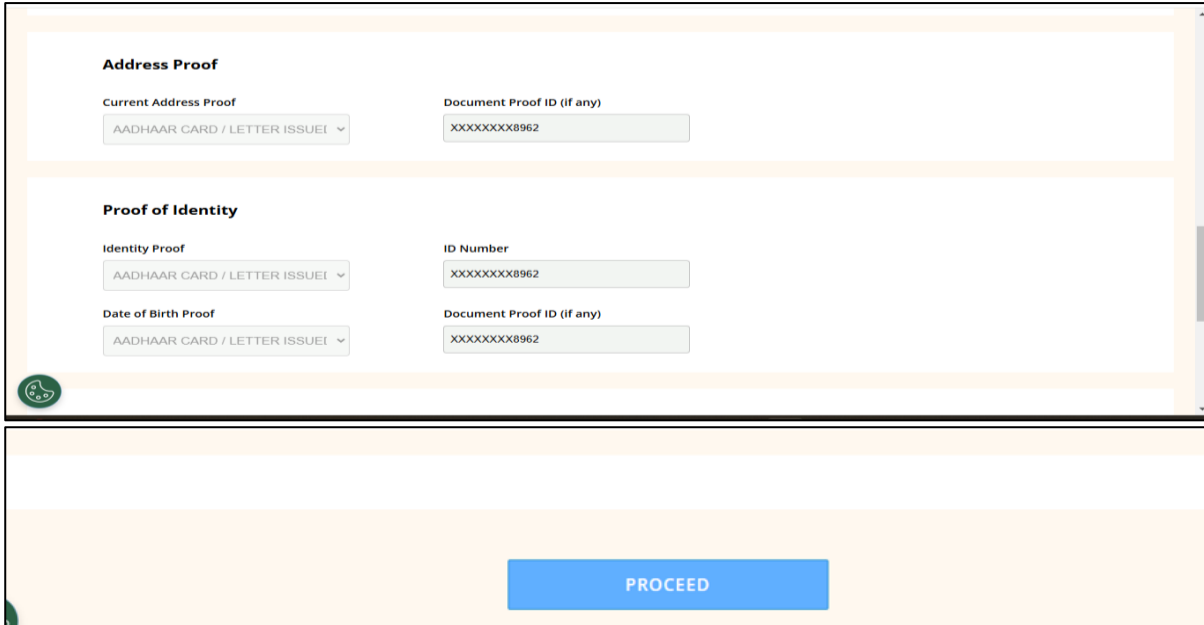
The screenshot shows a web form for entering employment and FATCA details. The form is divided into two main sections. The top section contains fields for: Last 4 digit of Aadhaar (1234), Place of Birth (MUMBAI), Country of Birth (INDIA), Nationality (INDIAN), Date of Joining (31/01/2025), Department (FINANCE), Date of Retirement (31/01/2040), Annual Income Range (5 LAC TO 10 LAC), Employee Code/ID (A17654), Basic Salary (5200), Designation/Rank (TRAINEE), Pay Scale (5200-200-6200-7800), Employment Class (C), Employment Type (OTHER), and Date of UPS Eligibility (31/01/2025). The bottom section is titled 'FATCA Details' and includes checkboxes for 'I pay tax of india' and 'I am not US person', both of which are checked. Below these are fields for: Country of Tax residency (INDIA), Address of Tax residency (PLEASE ENTER ADDRESS OF TAX RES), TIN Number issuing Country (INDIA), Tax Identification Number (BIOPC7152A), Validity (DD/MM/YYYY), State (MAHARASHTRA), City (BORIVALI EAST, BORIVLI EAST, MU), and Zip Code (PLEASE ENTER FATCA ZIP CODE). A session expiration timer at the top right indicates 'Your session will expire in 14:08'.

Figure 14

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P. The Subscriber needs to click on **“PROCEED”** tab to continue registration.



Address Proof

Current Address Proof: AADHAAR CARD / LETTER ISSUE

Document Proof ID (if any): XXXXXXXX8962

Proof of Identity

Identity Proof: AADHAAR CARD / LETTER ISSUE

ID Number: XXXXXXXX8962

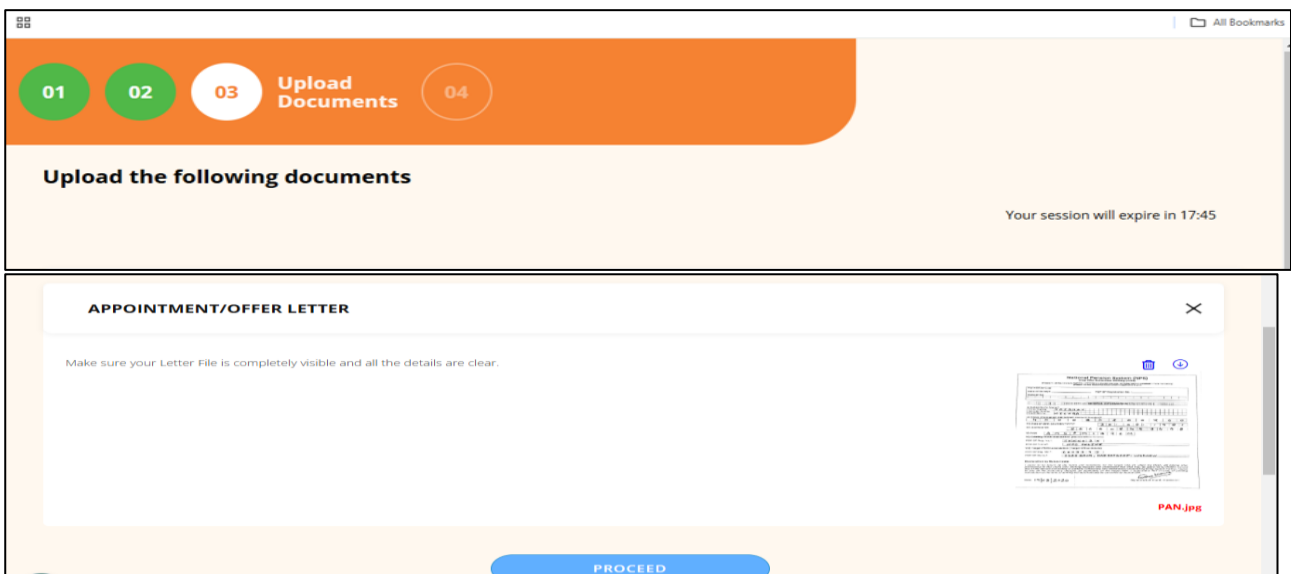
Date of Birth Proof: AADHAAR CARD / LETTER ISSUE

Document Proof ID (if any): XXXXXXXX8962

PROCEED

Figure 15

Q. The Subscriber needs to upload scan copy of **“Appointment/Offer Letter”** and click on **“PROCEED”**



01 02 03 Upload Documents 04

Upload the following documents

Your session will expire in 17:45

APPOINTMENT/OFFER LETTER

Make sure your Letter File is completely visible and all the details are clear.

PROCEED

Figure 16

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R. The Subscriber is requested to select the **Declaration** after reading the same carefully and click “**Confirm**” button to proceed further.

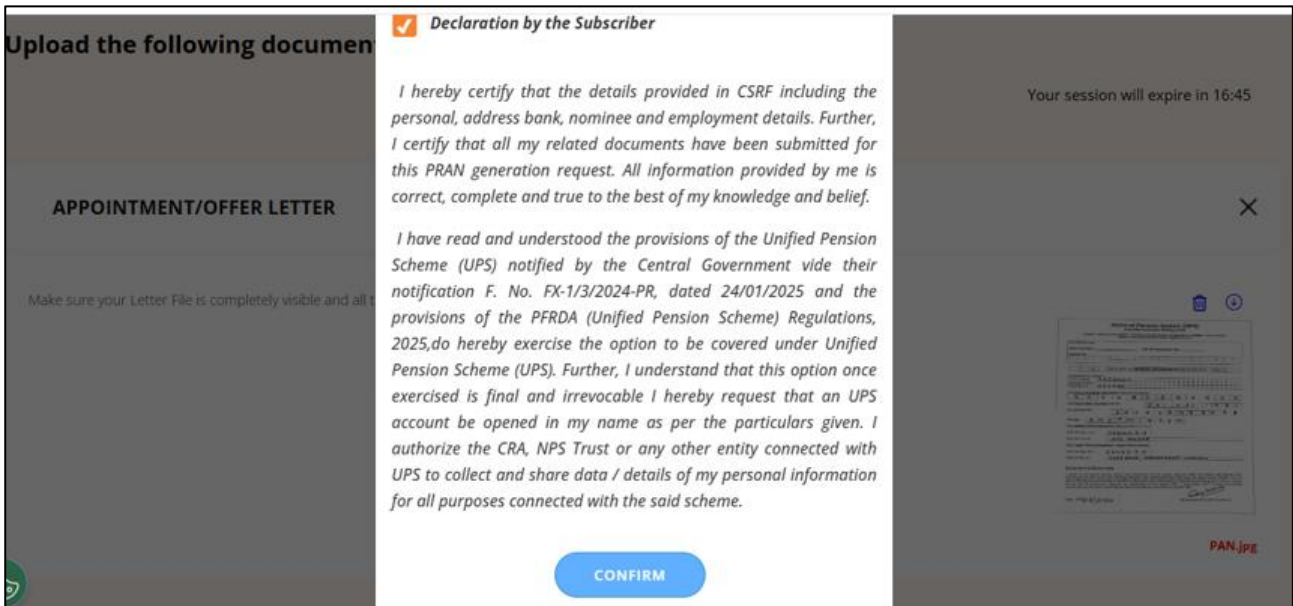
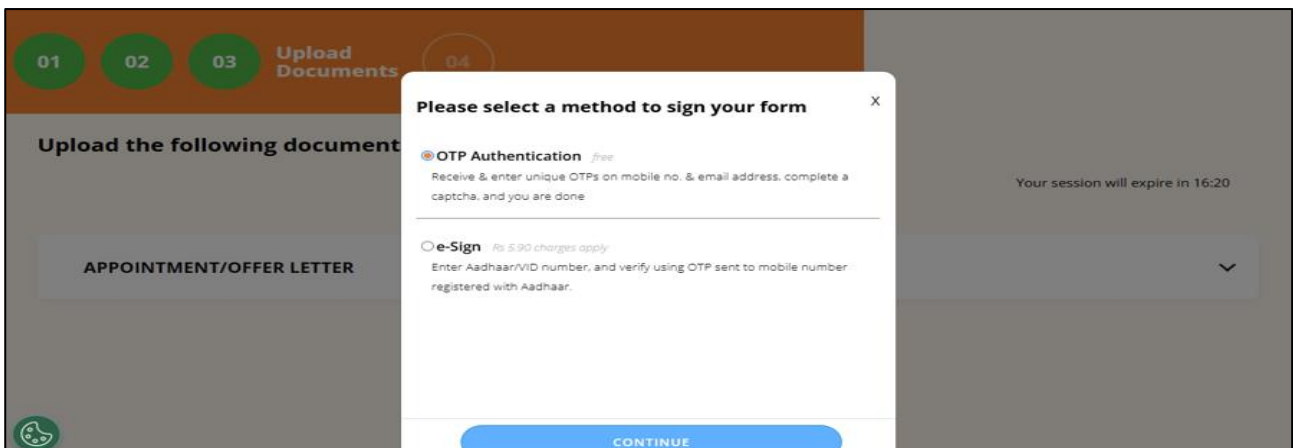


Figure 17

S. The Subscriber needs to sign the form digitally either through “OTP authentication” or through “eSign” option. The Subscriber can select any one of the options and click on “**CONTINUE**” to sign the form digitally.



*Here signing through OTP authentication option is considered.

Figure 18

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T. The Subscriber needs to enter OTP received on mobile number as well as on email ID as provided while initiating the request.

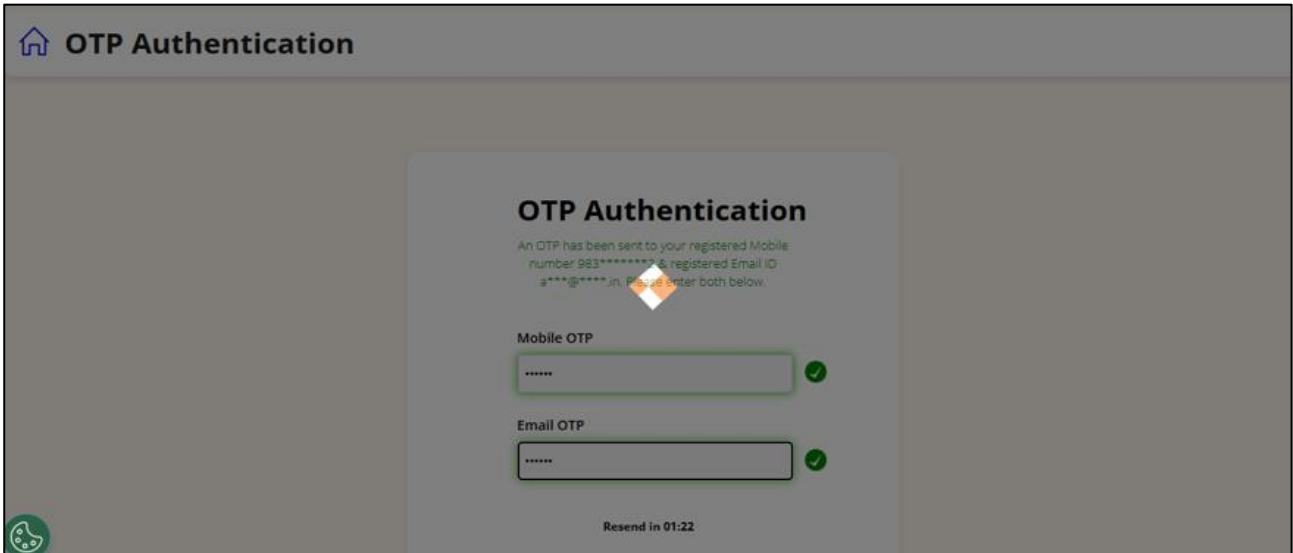
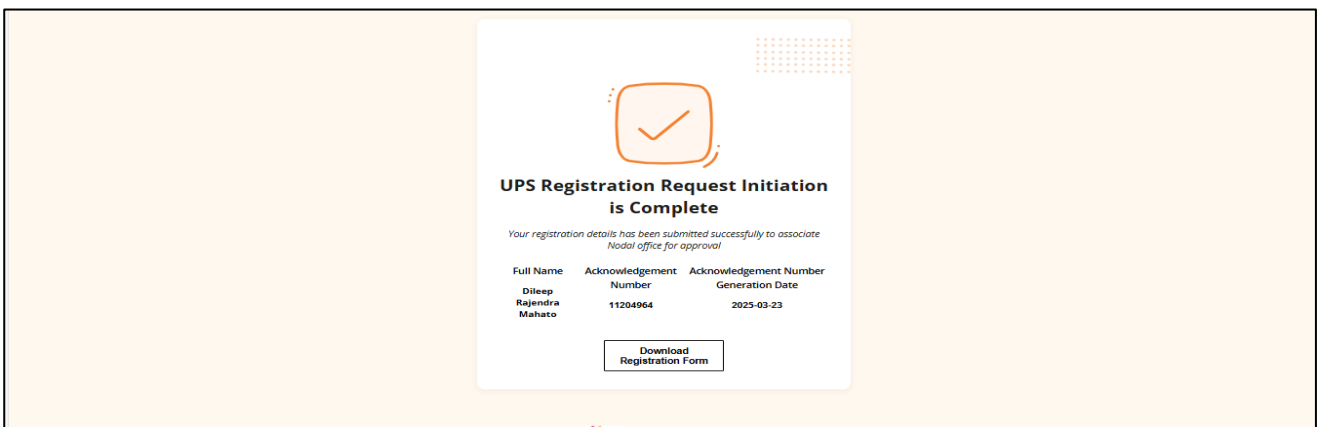


Figure 19

U. On successful OTP submission, UPS account registration will be completed. The Acknowledgement ID (**Ack ID**) will be shown as pending for verification and authorisation at nodal office (DDO/PAO level) respectively.

The Subscriber may download the PDF copy of filled registration form.



Full Name	Acknowledgement Number	Acknowledgement Number Generation Date
Dileep Rajendra Mahato	11204964	2025-03-23

[Download Registration Form](#)

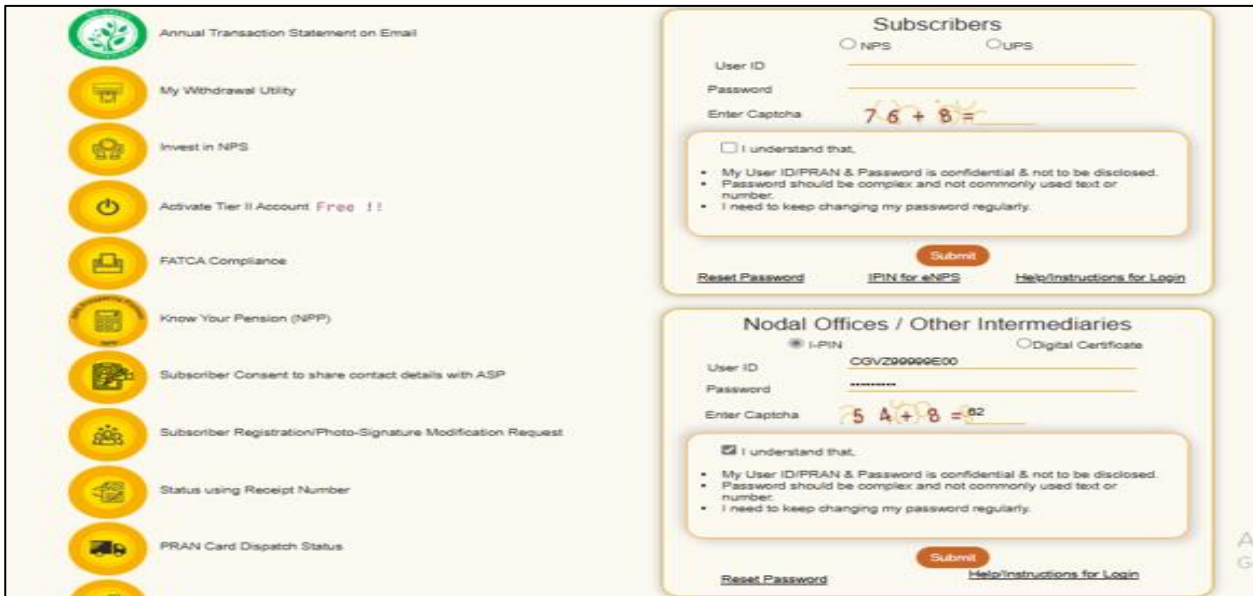
Figure 20

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3. Registration request Verification by DDO Nodal Office

A. DDO Nodal office (hereafter termed as verifier) will log in to CRA system with User ID and password.



The screenshot displays the CRA system login interface. On the left is a sidebar with various service icons. The main area contains two login forms. The top form is for 'Subscribers' with radio buttons for 'NPS' and 'UPS'. It includes fields for 'User ID', 'Password', and a 'Captcha' (7 6 + 8 =). Below the captcha is a checkbox for 'I understand that' followed by three bullet points regarding confidentiality, password complexity, and password rotation. A 'Submit' button is at the bottom right, with 'Reset Password' and 'IPIN for eNPS' links at the bottom left. The bottom form is for 'Nodal Offices / Other Intermediaries' with radio buttons for 'I-PIN' and 'Digital Certificate'. It includes fields for 'User ID' (CGV299999E00), 'Password', and a 'Captcha' (5 A + 8 = 62). It also has a 'Submit' button and 'Reset Password' and 'Help/Instructions for Login' links at the bottom.

Figure 21

B. The verifier needs to select option Authorize Request and click on e-NPS Registration, wherein the User shall be redirected to the eNPS website (<https://enps.nsdl.com/eNPS/NationalPensionSystem.html>)



The screenshot shows the eNPS website interface. At the top is a navigation bar with links: Security, Views, Grievance, Subscriber Registration, Exit Withdrawal Request, Transaction, Authorize Request, User Maintenance, and CKYC Compliance. The 'Authorize Request' link is highlighted with a red circle, and a sub-link 'eNPS Registration' is visible below it. The main content area includes a link 'Know more on fund transfer through NACH', a welcome message 'Welcome to Central Recordkeeping Agency', a link 'Click here to view list of Exit Claim IDs awaiting any action', and a notice 'Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes'. At the bottom is the slogan 'Retired life ka sahara, NPS hamara' and a footer with links: Home, Contact Us, System Configuration, Best Viewed, Entrust Secured, Privacy Policy, and Grievance Redressal Policy.

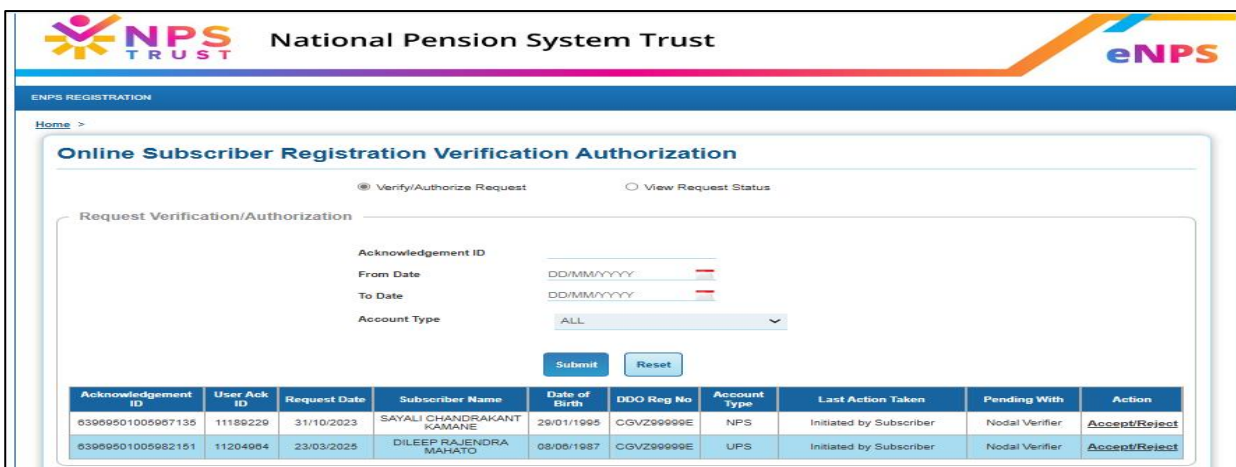
Figure 22

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C. The verifier needs to click on option “Verify/Authorize Request” and enter Acknowledge number or select date range i.e. “From date” and “To Date” and click on “Submit” button.

On submission, list of registration requests pending for verification will be shown.



NPS TRUST National Pension System Trust **eNPS**

ENPS REGISTRATION

Home >

Online Subscriber Registration Verification Authorization

☒ Verify/Authorize Request ☐ View Request Status

Request Verification/Authorization

Acknowledgement ID:

From Date:

To Date:

Account Type:

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Account Type	Last Action Taken	Pending With	Action
03909501005907135	11189229	31/10/2023	SAYALI CHANDRAKANT KAMANE	29/01/1995	CGVZ99999E	NPS	Initiated by Subscriber	Nodal Verifier	Accept/Reject
03909501005902151	11204904	23/03/2025	DILEEP RAJENDRA MAHATO	08/06/1987	CGVZ99999E	UPS	Initiated by Subscriber	Nodal Verifier	Accept/Reject

Figure 23

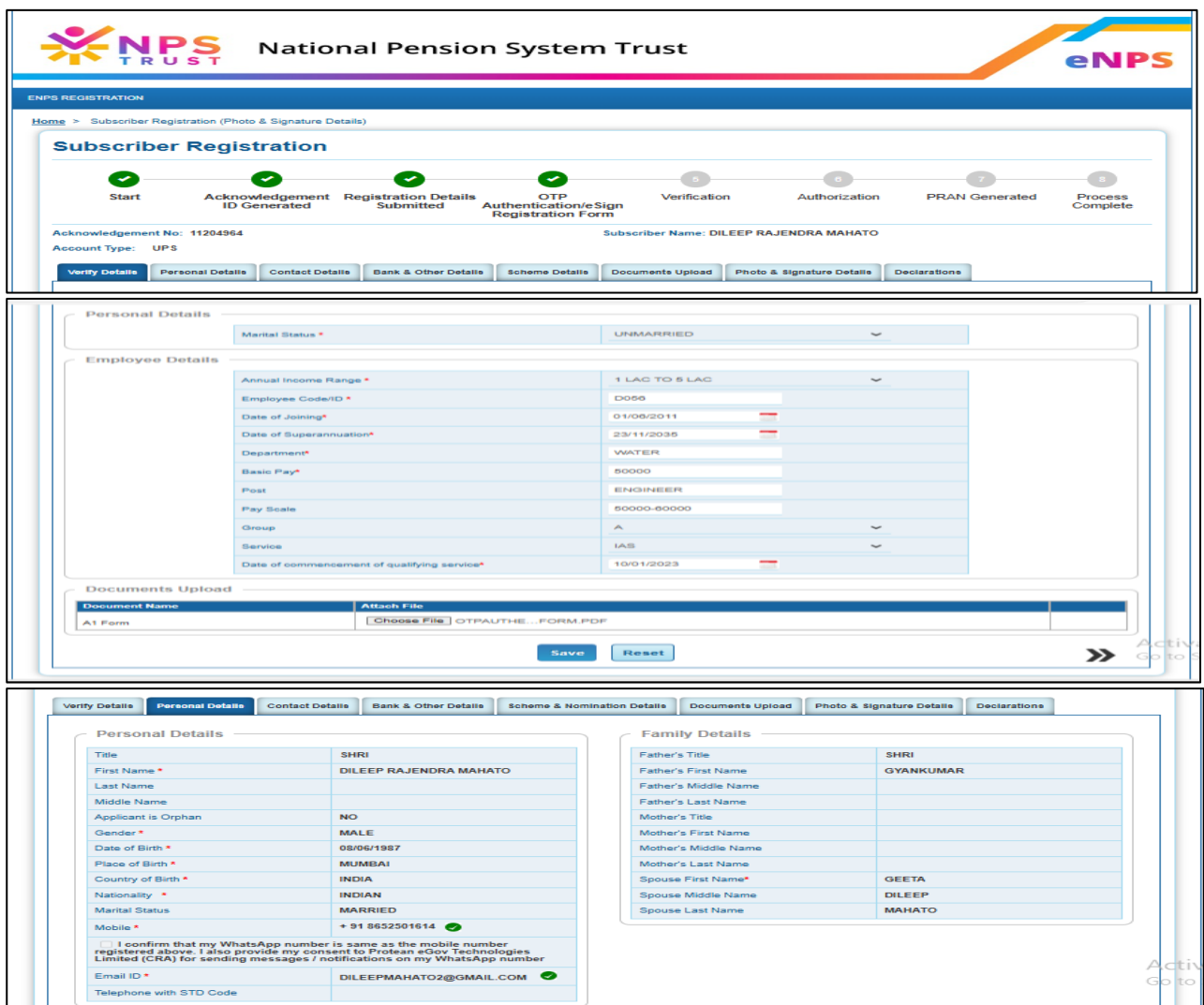
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D. The verifier needs to verify personal as well as employee details under “Verify” tab.

In case Marital Status is married, details of legally wedded spouse to be entered. In case Marital Status is unmarried, the fields to enter the details of legally wedded spouse will disappear.

It is the responsibility of nodal office to check employment details as entered by the Subscriber are as per service record.



NPS TRUST National Pension System Trust eNPS

ENPS REGISTRATION

Home > Subscriber Registration (Photo & Signature Details)

Subscriber Registration

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

Acknowledgement No: 11204964 Account Type: UPS Subscriber Name: DILEEP RAJENDRA MAHATO

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

Personal Details

Marital Status * UNMARRIED

Employee Details

Annual Income Range * 1 LAC TO 5 LAC

Employee Code/ID * D050

Date of Joining * 01/06/2011

Date of Superannuation * 23/11/2035

Department * WATER

Basic Pay * 50000

Post * ENGINEER

Pay Scale * 50000-60000

Group * A

Service * IAS

Date of commencement of qualifying service * 10/01/2023

Documents Upload

Document Name Attach File

A1 Form [Choose File] OTPAUTH...FORM.PDF

Save Reset

Personal Details

Title SHRI

First Name * DILEEP RAJENDRA MAHATO

Last Name

Middle Name

Applicant is Orphan NO

Gender * MALE

Date of Birth * 05/06/1987

Place of Birth * MUMBAI

Country of Birth * INDIA

Nationality * INDIAN

Marital Status MARRIED

Mobile * + 91 8652501614

☐ 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 * DILEEPMAHATO2@GMAIL.COM

Telephone with STD Code

Family Details

Father's Title SHRI

Father's First Name GYANKUMAR

Father's Middle Name

Father's Last Name

Mother's Title

Mother's First Name

Mother's Middle Name

Mother's Last Name

Spouse First Name * GEETA

Spouse Middle Name DILEEP

Spouse Last Name MAHATO

*Uploading of A1 Form is not mandatory for request generated online by the subscriber.

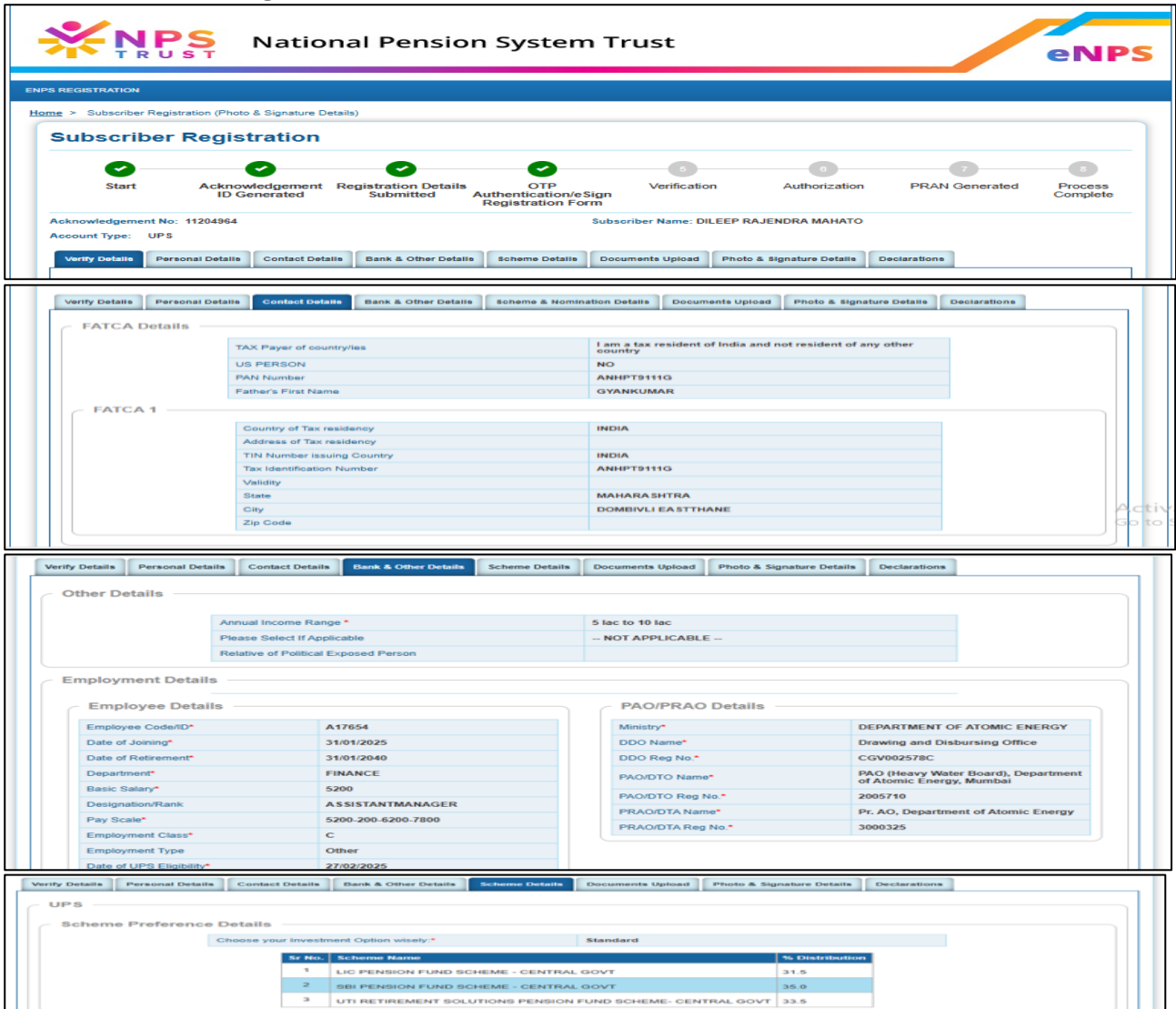
Figure 24

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E. The verifier also needs to verify other details (as mentioned below) which are captured during registration under respective tabs for verification purpose. The verifier is also required to ensure authenticity of other details entered by the Subscriber and also check veracity of documents uploaded by the Subscriber.

- Contact details
- Bank and other details
- Scheme details
- Uploaded documents (Refer figure 26).
- Photo and Signature details



NPS TRUST National Pension System Trust eNPS

ENPS REGISTRATION

Home > Subscriber Registration (Photo & Signature Details)

Subscriber Registration

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

Acknowledgement No: 11204964
 Account Type: UPS
 Subscriber Name: DILEEP RAJENDRA MAHATO

Tabs: Verify Details | Personal Details | Contact Details | Bank & Other Details | Scheme Details | Documents Upload | Photo & Signature Details | Declarations

Tabs: Verify Details | Personal Details | **Contact Details** | Bank & Other Details | Scheme & Nomination Details | Documents Upload | Photo & Signature Details | Declarations

FATCA Details

TAX Payer of country/ies: US PERSON
 I am a tax resident of India and not resident of any other country: NO
 PAN Number: ANHPT9111G
 Father's First Name: GYANKUMAR

FATCA 1

Country of Tax residency: INDIA
 Address of Tax residency: INDIA
 TIN Number issuing Country: ANHPT9111G
 Tax Identification Number: MAHARASHTRA
 Validity: DOMBIVLI EASTTHANE
 State: MAHARASHTRA
 City: DOMBIVLI EASTTHANE
 Zip Code: DOMBIVLI EASTTHANE

Tabs: Verify Details | Personal Details | Contact Details | **Bank & Other Details** | Scheme Details | Documents Upload | Photo & Signature Details | Declarations

Other Details

Annual Income Range: 5 lac to 10 lac
 Please Select If Applicable: -- NOT APPLICABLE --
 Relative of Political Exposed Person: -- NOT APPLICABLE --

Employment Details

Employee Details

Employee Code/ID*	A17654
Date of Joining*	31/01/2025
Date of Retirement*	31/01/2040
Department*	FINANCE
Basic Salary*	5200
Designation/Rank*	ASSISTANTMANAGER
Pay Scale*	5200-200-6200-7800
Employment Class*	C
Employment Type*	Other
Date of UPS Eligibility*	27/02/2025

PAO/PRAO Details

Ministry*	DEPARTMENT OF ATOMIC ENERGY
DDO Name*	Drawing and Disbursing Office
DDO Reg No.*	CGV002578C
PAO/DTO Name*	PAO (Heavy Water Board), Department of Atomic Energy, Mumbai
PAO/DTO Reg No.*	2905710
PRAO/DTA Name*	Pr. AO, Department of Atomic Energy
PRAO/DTA Reg No.*	300325

Tabs: Verify Details | Personal Details | Contact Details | Bank & Other Details | **Scheme Details** | Documents Upload | Photo & Signature Details | Declarations

UPS

Scheme Preference Details

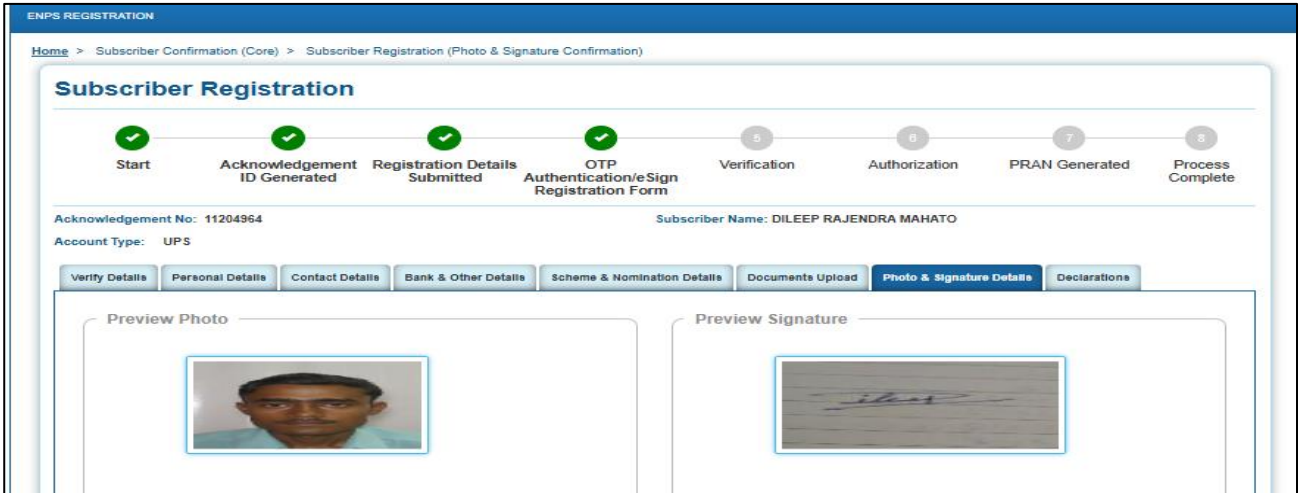
Choose your Investment Option wisely: Standard

Sr. No.	Scheme Name	% Distribution
1	LIC PENSION FUND SCHEME - CENTRAL GOVT	31.5
2	SBI PENSION FUND SCHEME - CENTRAL GOVT	35.0
3	UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - CENTRAL GOVT	33.5

Figure 25

(SOP- Registration under UPS)

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ENPS REGISTRATION

Home > Subscriber Confirmation (Core) > Subscriber Registration (Photo & Signature Confirmation)

Subscriber Registration

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

Acknowledgement No: 11204964 Subscriber Name: DILEEP RAJENDRA MAHATO

Account Type: UPS

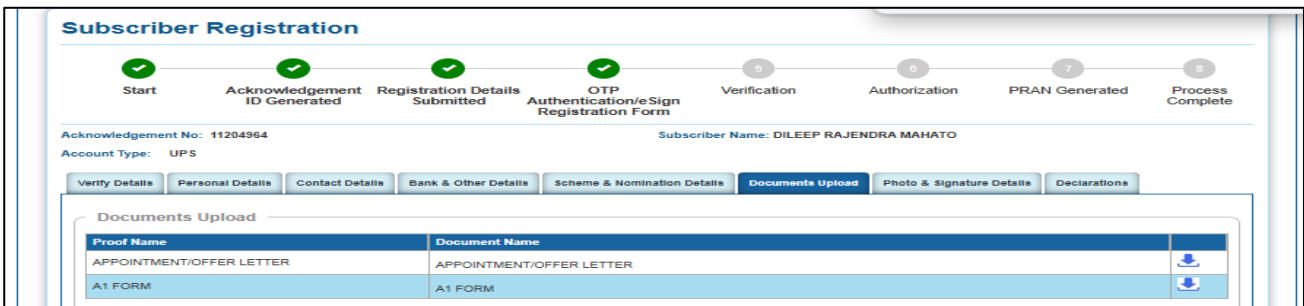
Verify Details Personal Details Contact Details Bank & Other Details Scheme & Nomination Details Documents Upload **Photo & Signature Details** Declarations

Preview Photo

Preview Signature

Figure 25 (a)

(Verification of documents uploaded by the subscriber)



Subscriber Registration

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

Acknowledgement No: 11204964 Subscriber Name: DILEEP RAJENDRA MAHATO

Account Type: UPS

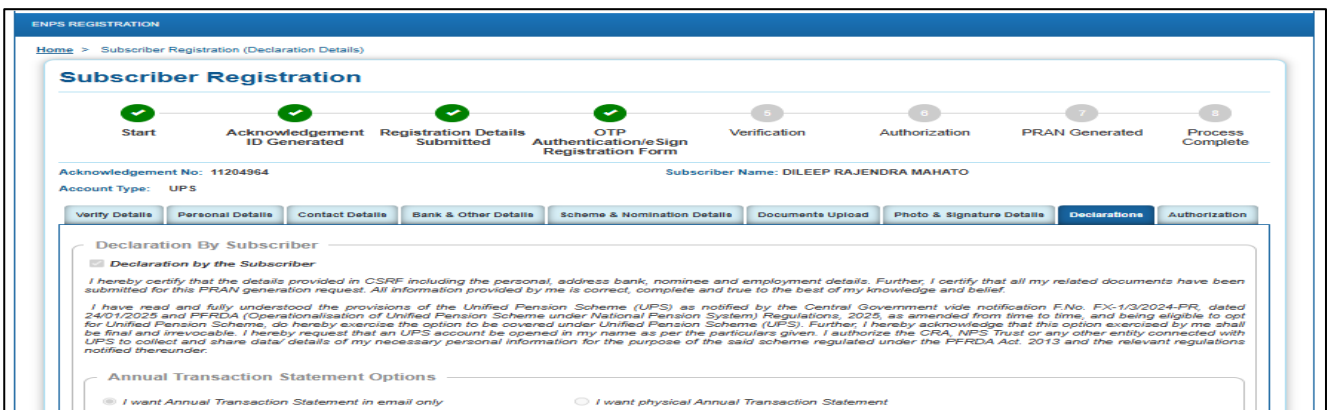
Verify Details Personal Details Contact Details Bank & Other Details Scheme & Nomination Details **Documents Upload** Photo & Signature Details Declarations

Documents Upload

Proof Name	Document Name
APPOINTMENT/OFFER LETTER	APPOINTMENT/OFFER LETTER
A1 FORM	A1 FORM

Figure 26

F. The verifier needs to verify declaration as provided by the Subscriber and proceed for authorisation/rejection by clicking "Authorisation" Tab.



ENPS REGISTRATION

Home > Subscriber Registration (Declaration Details)

Subscriber Registration

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

Acknowledgement No: 11204964 Subscriber Name: DILEEP RAJENDRA MAHATO

Account Type: UPS

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

Declaration By Subscriber

☒ Declaration by the Subscriber

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.

I have read and fully understood the provisions of the Unified Pension Scheme (UPS) as notified by the Central Government vide notification F.No. FX-1/3/2024-PR, dated 24/01/2025 and PFMDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025, as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS). Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable. I hereby request that an UPS account be opened in my name as per the particulars given. I authorize the CRA, NFS Trust or any other entity connected with UPS to collect and share data/ details of my necessary personal information for the purpose of the said scheme regulated under the PFMDA Act, 2013 and the relevant regulations notified thereunder.

Annual Transaction Statement Options

☒ I want Annual Transaction Statement in email only ☐ I want physical Annual Transaction Statement

Figure 27

(SOP- Registration under UPS)

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- G. In case of any discrepancy, the verifier needs to reject the request selecting the “rejection category” and mentioning reason for rejection in remarks column.

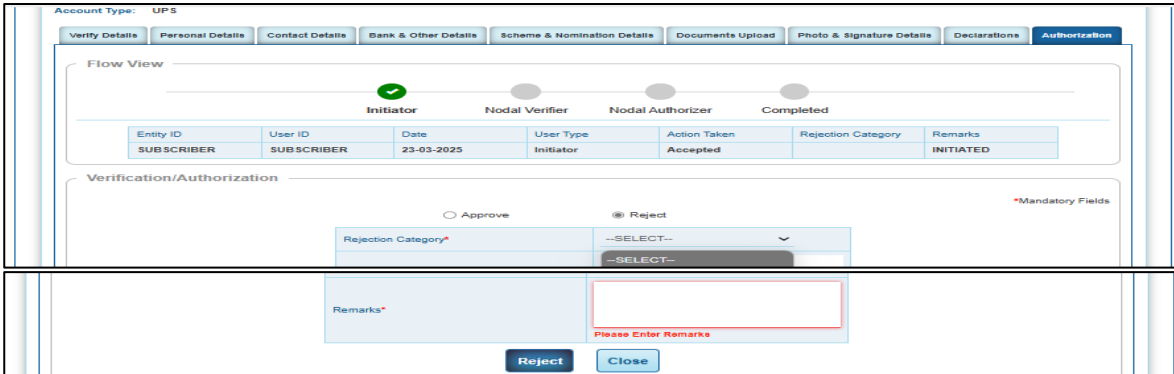


Figure 28

- H. The verifier needs to tick on salary bank account declaration and “Approve” request in case all details are correct.

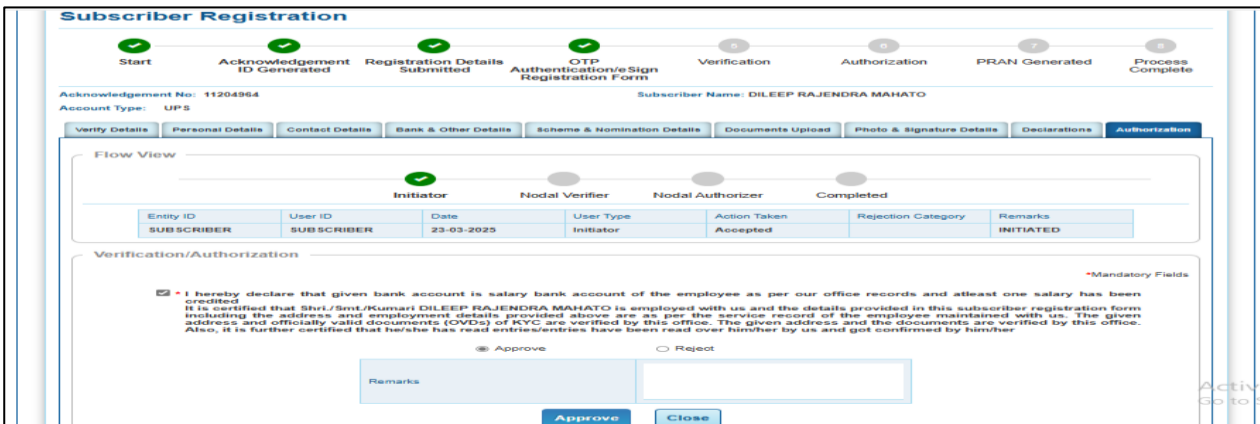


Figure 29

(SOP- Registration under UPS)

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- I. On successful verification of request, the status of Ack ID will be "Request has been successfully Accepted."

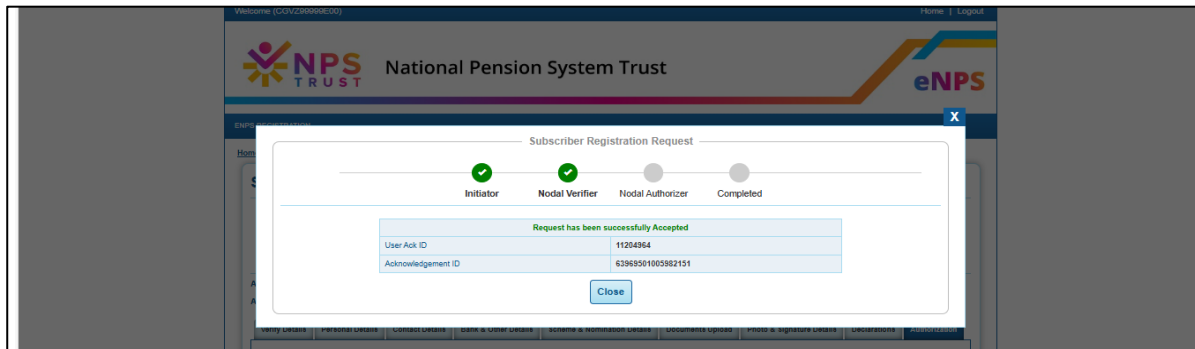


Figure 30

- J. The nodal office can check request status in "**View Request Status**" option by entering Acknowledgement ID or providing date range.

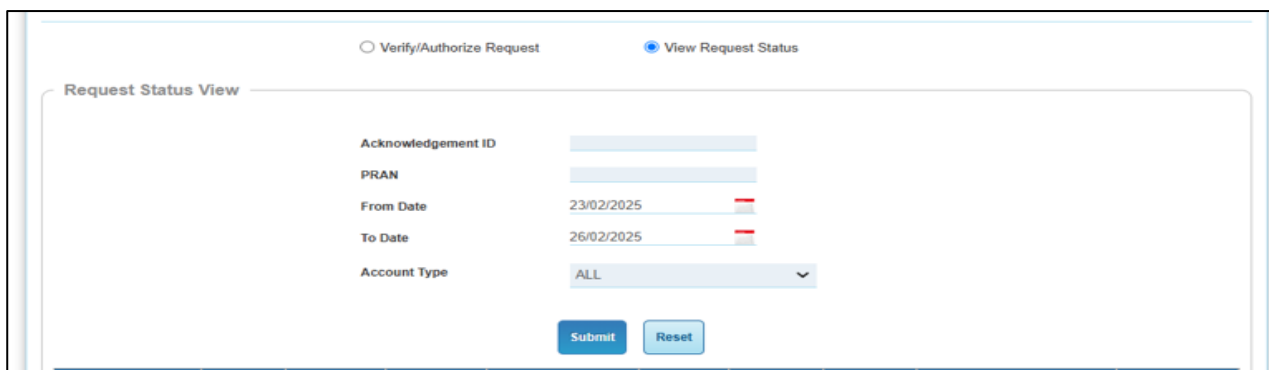


Figure 31

(SOP- Registration under UPS)

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4. Registration request Authorization by PAO:

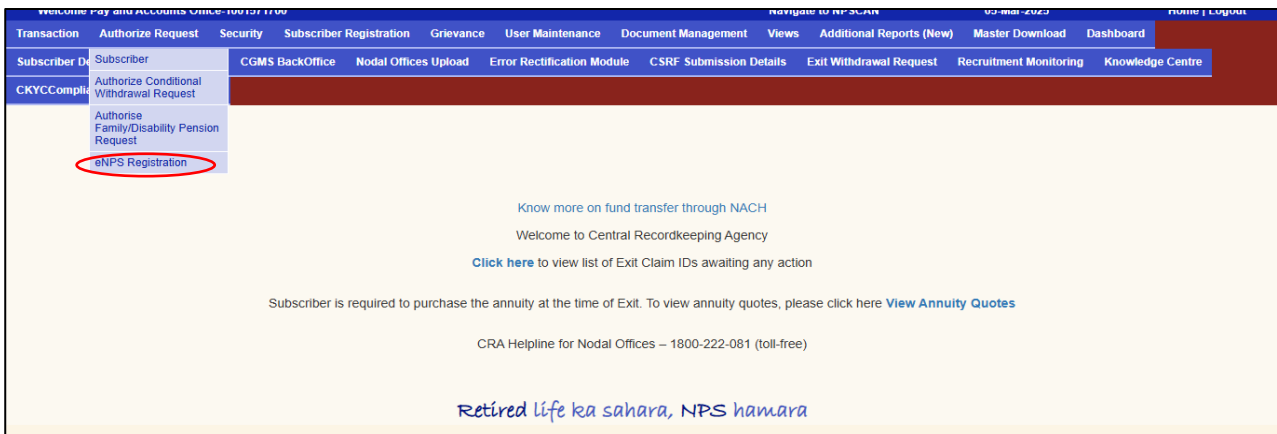
A. PAO Nodal office (hereafter termed as Authoriser) will log in to CRA system using its login credential and password.



The screenshot shows the Protean National Pension System (NPS) portal. On the left, there is a sidebar with various services like 'Annual Transaction Statement on Email', 'Invest in NPS', 'Activate Tier II Account', 'FATCA Compliance', 'Annuity Quotes', 'Subscriber Consent to share contact details with ASP', 'Subscriber Registration/Photo-Signature Modification Request', 'Status using Receipt Number', 'My Withdrawal Utility', and 'PRAN Card Dispatch Status'. The main content area has two login sections. The 'Subscribers' section includes fields for User ID, Password, and Enter Captcha (34 + 4 = 38), with a 'Submit' button and links for 'Reset Password', 'IPIN for eNPS', and 'Help/Instructions for Login'. The 'Nodal Offices / Other Intermediaries' section includes fields for I-PIN (1001023900), Password, and Enter Captcha (27 + 8 = 35), with a 'Submit' button and links for 'Reset Password' and 'Help/Instructions for Login'.

Figure 32

B. The authoriser needs to select option Authorize Request and click on e-NPS Registration.



The screenshot shows the CRA portal interface. At the top, there is a navigation bar with links like 'Transaction', 'Authorize Request', 'Security', 'Subscriber Registration', 'Grievance', 'User Maintenance', 'Document Management', 'Views', 'Additional Reports (New)', 'Master Download', and 'Dashboard'. Below this, there is a sub-menu for 'Authorize Request' with options like 'Subscriber', 'Authorize Conditional Withdrawal Request', 'Authorise Family/Disability Pension Request', and 'eNPS Registration' (which is circled in red). The main content area displays a welcome message from the Central Recordkeeping Agency, a link to view Exit Claim IDs, and a note about purchasing annuity at the time of Exit. At the bottom, there is a CRA Helpline number (1800-222-081) and the tagline 'Retired life ka sahara, NPS hamara'.

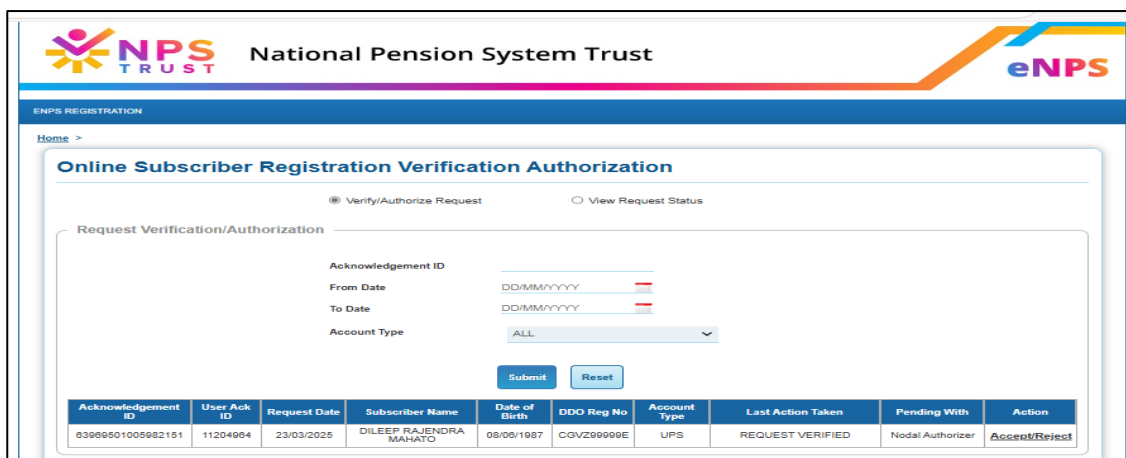
Figure 33

(SOP- Registration under UPS)

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- C. The authoriser needs to click on option "Verify/Authorize Request" and enter Acknowledge number or select date range i.e. "From date" and "To Date" and click on "Submit" button.

On submission, list of registration requests pending for authorisation will be provided.



NPS TRUST National Pension System Trust **eNPS**

ENPS REGISTRATION

Home >

Online Subscriber Registration Verification Authorization

☒ Verify/Authorize Request ☐ View Request Status

Request Verification/Authorization

Acknowledgement ID:

From Date:

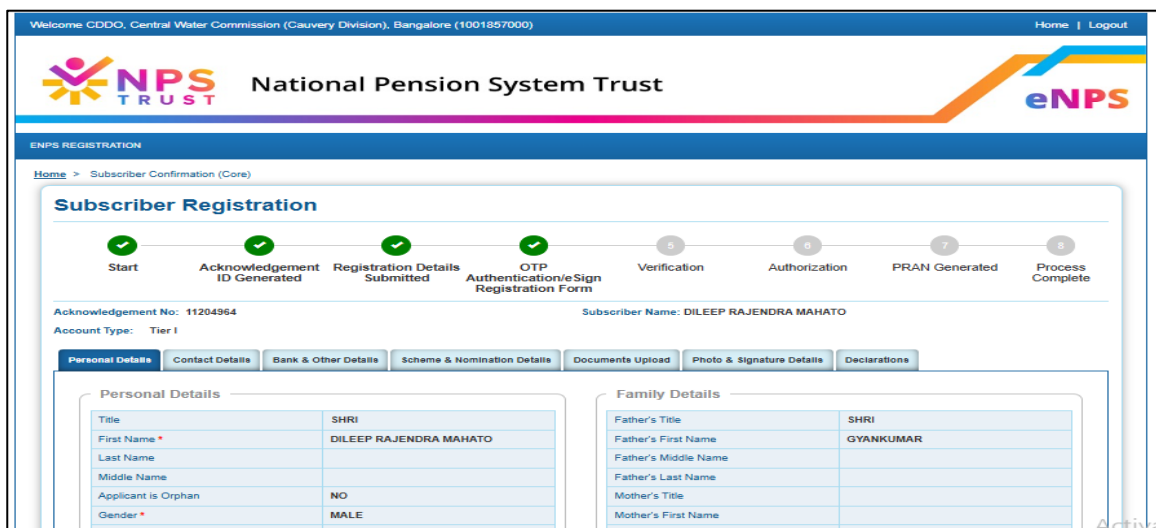
To Date:

Account Type:

Acknowledgement ID	User Ack ID	Request Date	Subscriber Name	Date of Birth	DDO Reg No	Account Type	Last Action Taken	Pending With	Action
63989501005982151	11204964	23/03/2025	DILEEP RAJENDRA MAHATO	08/06/1987	CGVZ99999E	UPS	REQUEST VERIFIED	Nodal Authorizer	Accept/Reject

Figure 34

- D. The authoriser needs to check the details as entered by Subscriber in registration and verified by the verifier. Please click on respective tabs to check entire registration details.



Welcome CDDO, Central Water Commission (Cauvery Division), Bangalore (1001857000) Home | Logout

NPS TRUST National Pension System Trust **eNPS**

ENPS REGISTRATION

Home > Subscriber Confirmation (Core)

Subscriber Registration

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

Acknowledgement No: 11204964 Subscriber Name: DILEEP RAJENDRA MAHATO

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 *	DILEEP RAJENDRA MAHATO
Last Name	
Middle Name	
Applicant is Orphan	NO
Gender *	MALE
Date of Birth *	08/06/1987

Family Details

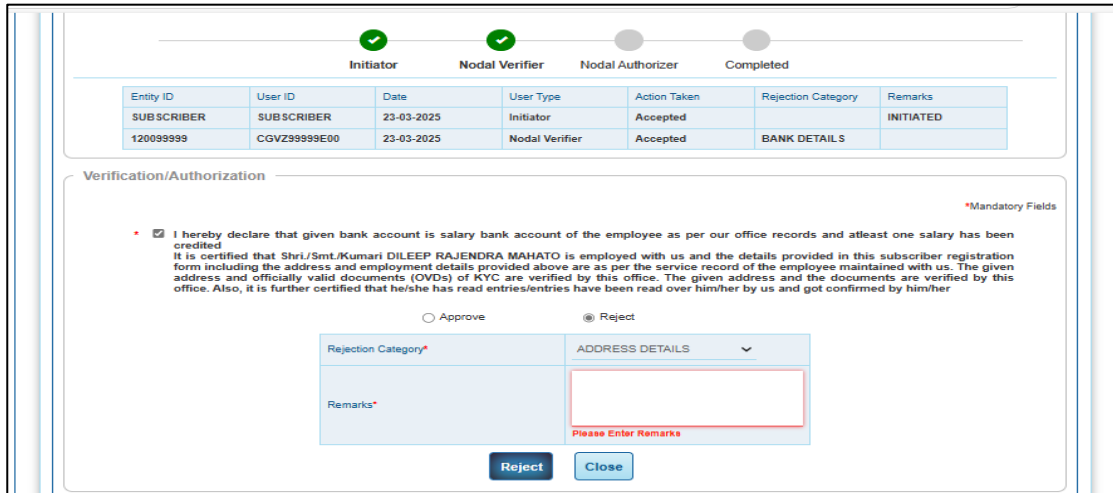
Father's Title	SHRI
Father's First Name	GYANKUMAR
Father's Middle Name	
Father's Last Name	
Mother's Title	
Mother's First Name	
Mother's Middle Name	

Figure 35

(SOP- Registration under UPS)

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- E. In case of any discrepancy, the authoriser needs to reject the request selecting the "rejection category" and mentioning reason for rejection in remarks column.



Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2025	Initiator	Accepted		INITIATED
120099999	CGVZ99999E00	23-03-2025	Nodal Verifier	Accepted	BANK DETAILS	

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. It is certified that Shri./Smt./Kumari DILEEP RAJENDRA MAHATO is employed with us and the details provided in this subscriber registration form including the address and employment details provided above are as per the service record of the employee maintained with us. The given address and officially valid documents (OVDs) of KYC are verified by this office. The given address and the documents are verified by this office. Also, it is further certified that he/she has read entries/entries have been read over him/her by us and got confirmed by him/her

☐ Approve ☒ Reject

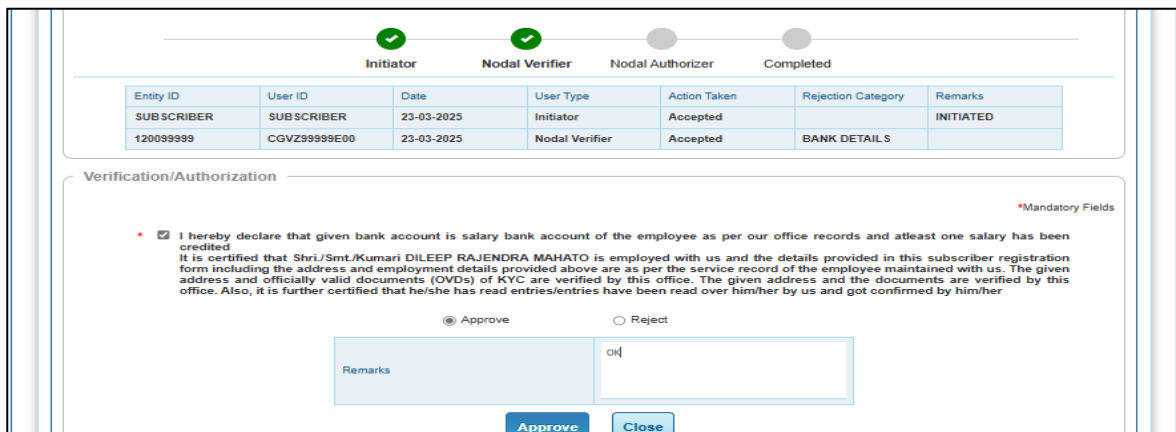
Rejection Category* ADDRESS DETAILS

Remarks* Please Enter Remarks

Reject Close

Figure 36

- F. In case of acceptance of the request, the authoriser needs to tick on salary bank account declaration and select "Approve" option and click on "Approve" button.



Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
SUBSCRIBER	SUBSCRIBER	23-03-2025	Initiator	Accepted		INITIATED
120099999	CGVZ99999E00	23-03-2025	Nodal Verifier	Accepted	BANK DETAILS	

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. It is certified that Shri./Smt./Kumari DILEEP RAJENDRA MAHATO is employed with us and the details provided in this subscriber registration form including the address and employment details provided above are as per the service record of the employee maintained with us. The given address and officially valid documents (OVDs) of KYC are verified by this office. The given address and the documents are verified by this office. Also, it is further certified that he/she has read entries/entries have been read over him/her by us and got confirmed by him/her

☒ Approve ☐ Reject

Remarks OK

Approve Close

Figure 37

(SOP- Registration under UPS)

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- G. On successful authorization, PRAN will be generated and the same will appear on the screen with Acknowledgement ID status as “Request has been successfully Accepted.” (PRAN is displayed on the screen).

Physical PRAN card will be dispatched to the PAO for onward distribution to the DDO and then to the Subscriber. ePRAN card will be sent in the registered email ID of the subscriber.

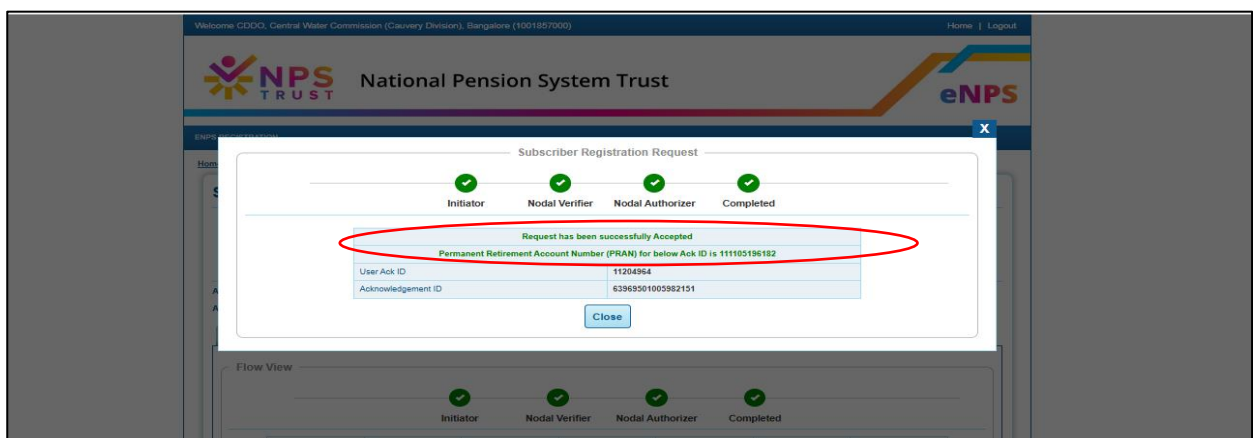


Figure 38

- H. The nodal office can check request status in “**View Request Status**” option by entering Acknowledgement ID or providing date range.

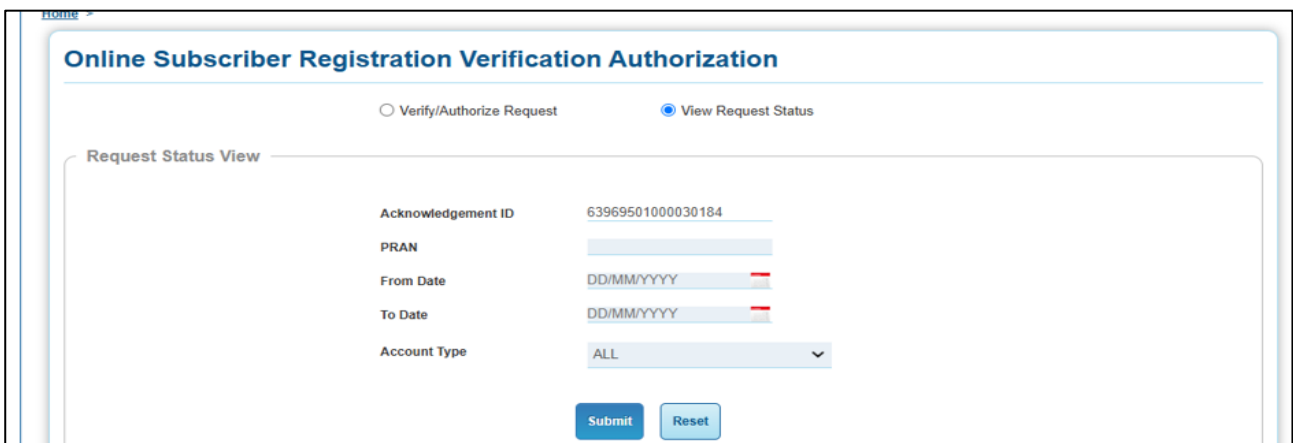


Figure 39