

Protean eGov Technologies Limited



protean

Change is growth

**Standard Operating Procedure
On
One Time Switch from UPS to NPS**

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REVISION HISTORY

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

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 (CG) 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 has been operational from April 1st, 2025.

This document explains the Standard Operating Procedure (SoP) for processing One time switch from UPS to NPS, initiated by the Subscriber online and verified by DDO and authorized by PAO.

Further, the procedure to be adopted by the DDO to process the one way switch from UPS to NPS for the Subscriber is provided below. The same shall be verified and authorized by the PAO.

The Subscriber can shift from UPS to NPS by the following two methods:

- A. Online mode** – The eligible Subscriber can initiate the shifting request on their own through the e-NPS portal. Detailed steps for the same are provided below.
- B. Offline mode** - Eligible Subscriber submits A3 Form to the respective nodal office. The office would process the shifting through CRA transaction website. Form A3 can be downloaded by clicking on <https://www.npscra.proteantech.in/ups.php>

ONLINE MODE: Steps to initiate shifting from UPS to NPS by Subscriber

One Time Switch Request Initiated by Subscriber

1. The Subscriber needs to visit the eNPS Portal at the following link:
<https://enps.nps-proteantech.in/eNPS/NationalPensionSystem.html>
2. Then click on **One Time Switch to NPS** under the Unified Pension Scheme (UPS) menu.

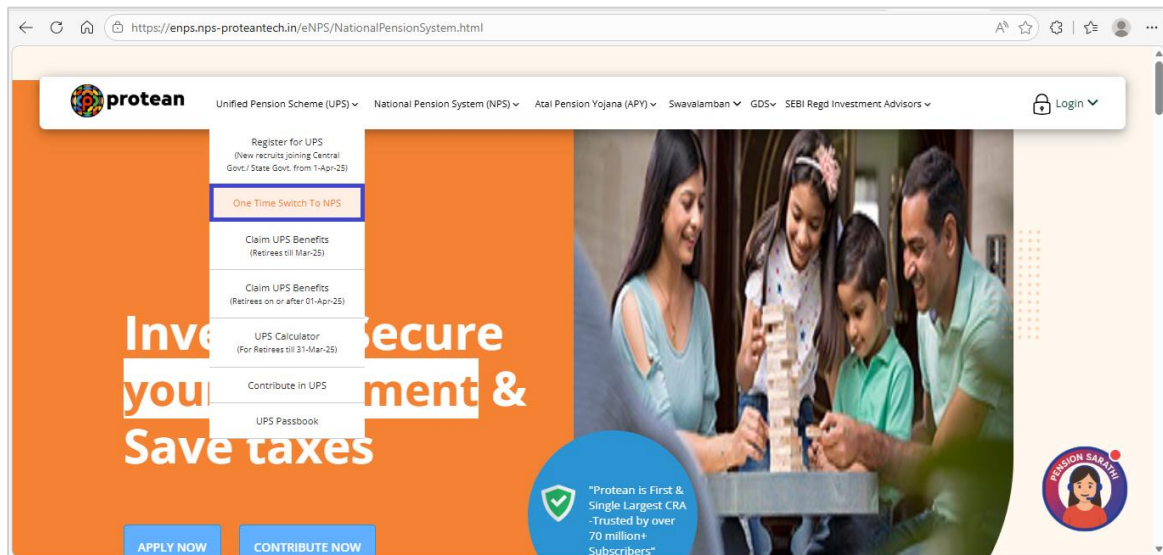


Figure 1

3. The Subscriber needs to provide his/her PRAN and DOB details and enter the captcha and click on verify PRAN.

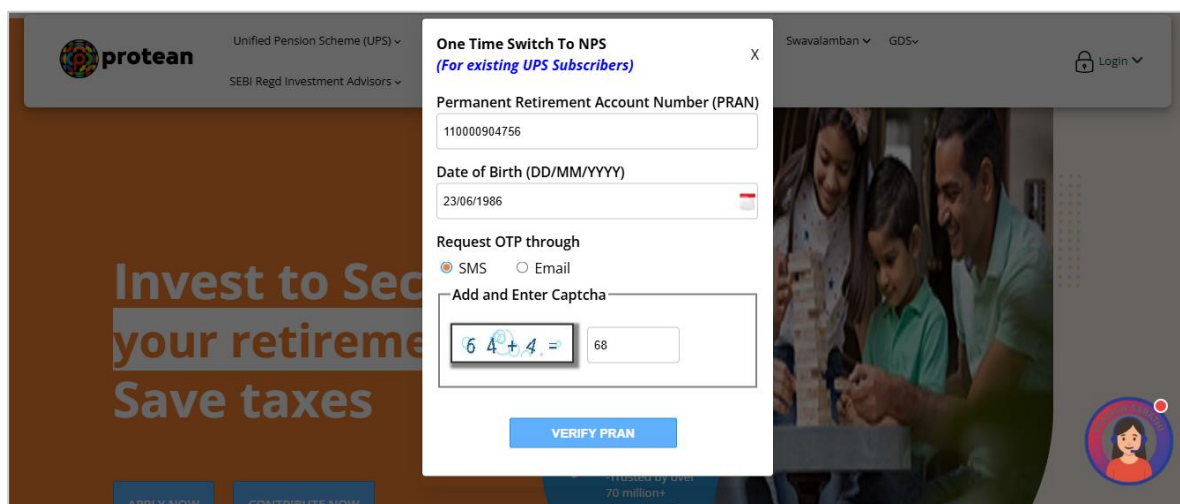


Figure 2

4. A One-time password (OTP) will be sent on either Mobile number or Email ID of the Subscriber, which has been registered in CRA. The Subscriber will be required to enter the correct OTP in the given box. Please refer to below given figure 3 & 4

One Time Switch from UPS to NPS

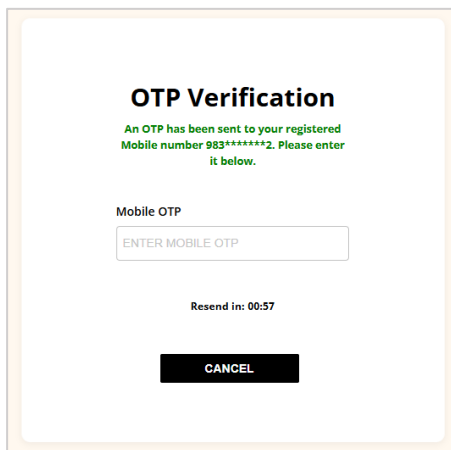


Figure 3

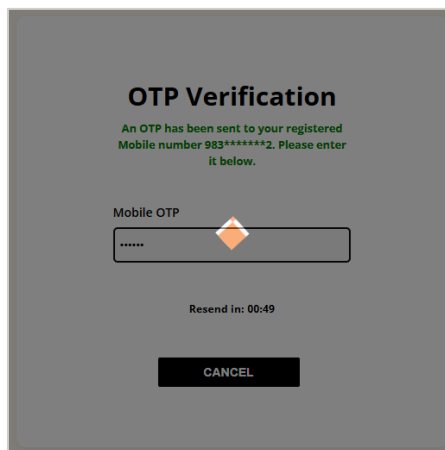


Figure 4

- 5. On submission of OTP, a declaration window will pop-up. The Subscriber is required to read & submit declaration by opting selection of the declaration and then click on **“Proceed”** option.

Note: The above declaration mentions that the shifting option exercised by the Subscriber is final and irrevocable.

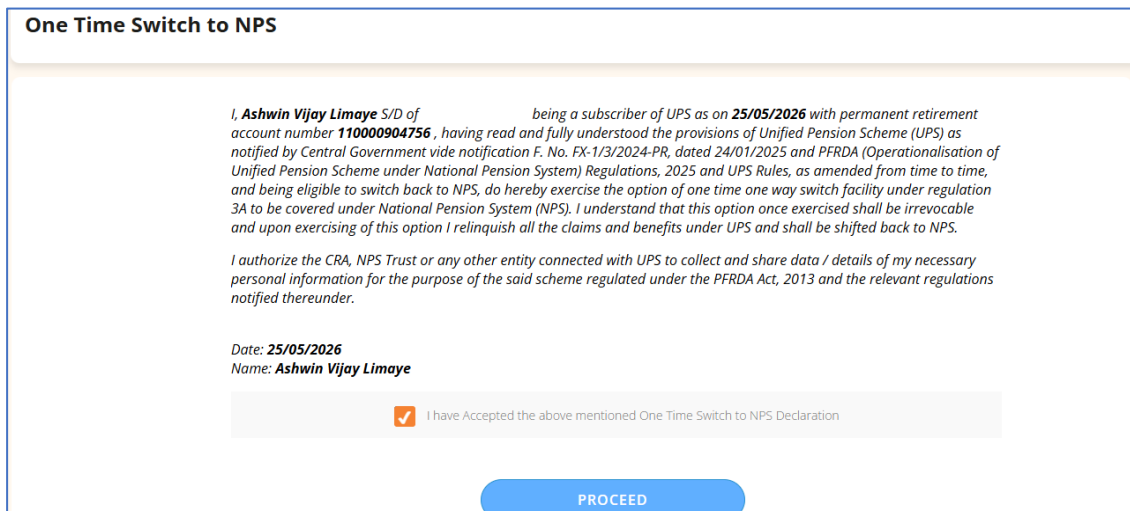


Figure 5

- 6. Subscriber will be provided with below screen wherein the exact “Reason for One Way Switch” is required to be selected.

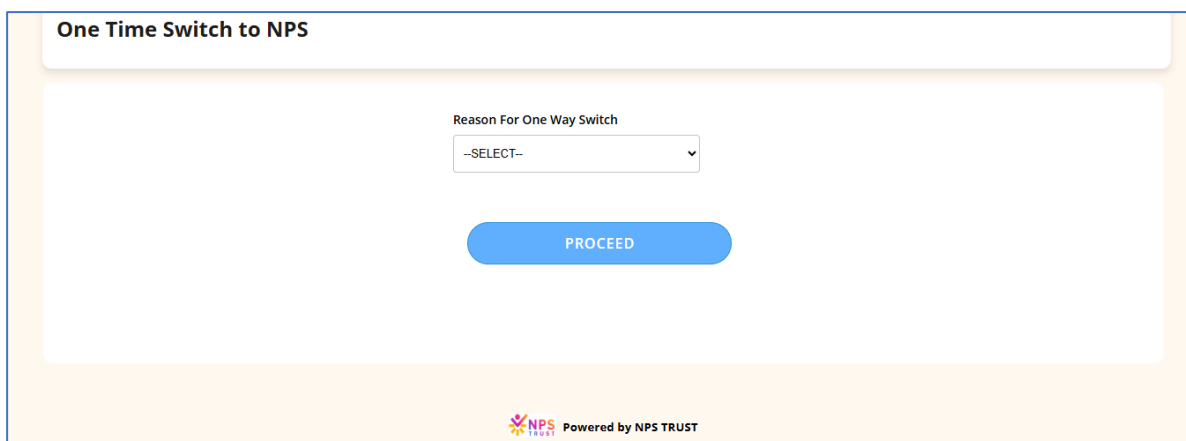


Figure 6

One Time Switch from UPS to NPS

7. Out of available options such as **One Time Switch During the Service, Resignation, Voluntary Retirement or Retirement under Rule 56 (J)**, the subscriber will have to select any one and Click on Proceed

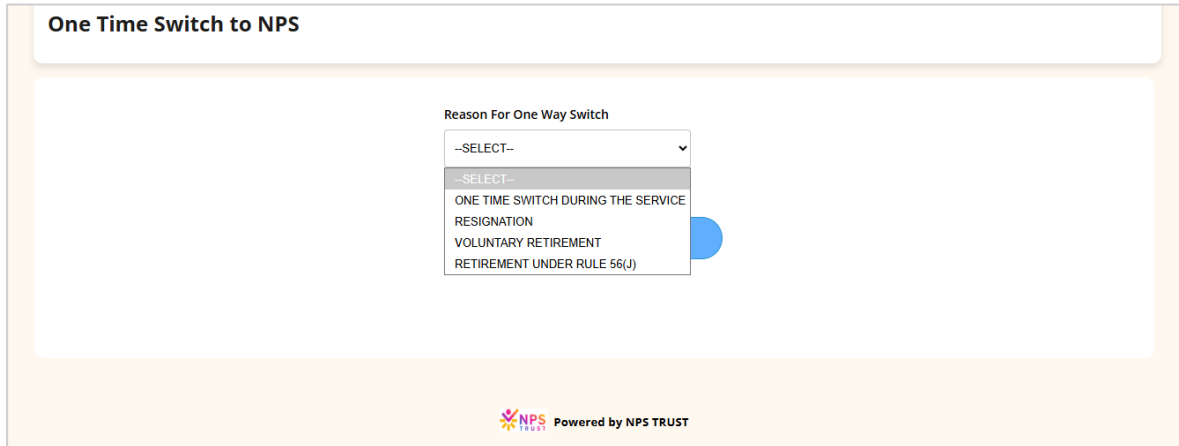


Figure 7

8. In case of **Resignation**, the subscriber will have to provide Date of Resignation and further Click on Proceed

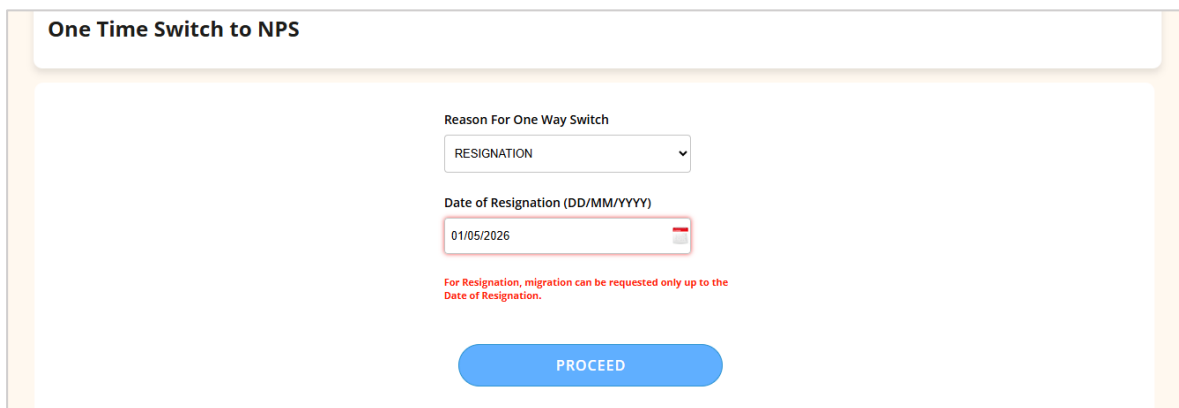


Figure 8

9. In case of **Voluntary Retirement**, the subscriber will have to provide Date of Voluntary Retirement and further Click on Proceed

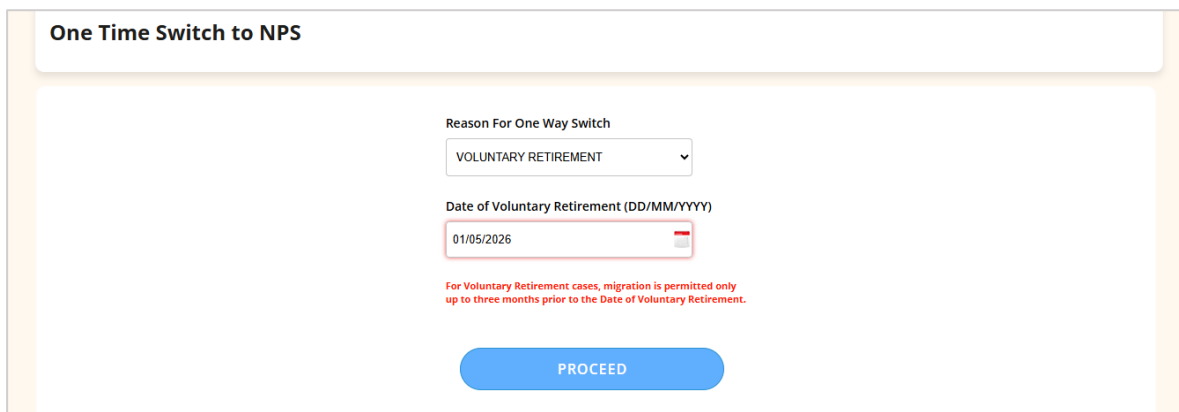


Figure 9

One Time Switch from UPS to NPS

10. In case of **Retirement under Rule 56 (J)**, the subscriber will have to provide Date of Resignation and further Click on Proceed

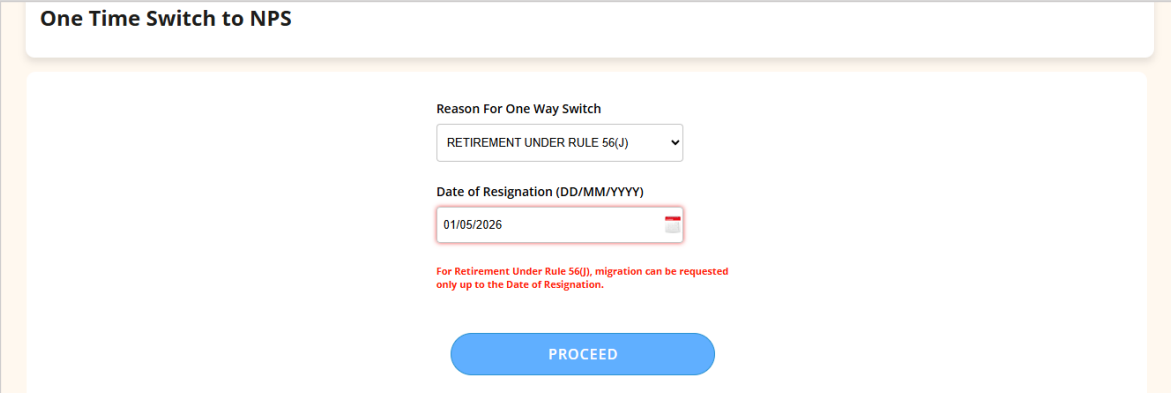


Figure 10

11. In case of **One Time Switch During the Service**, the subscriber will have to provide Date of Retirement and further Click on Proceed

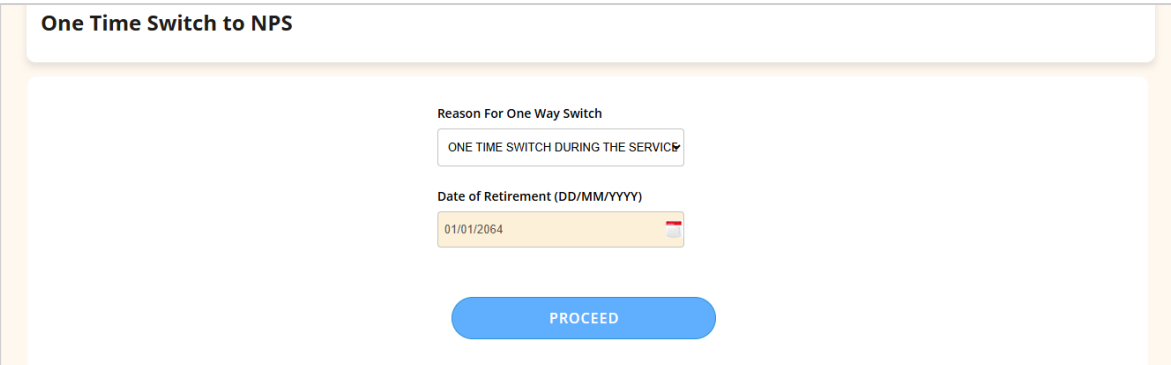


Figure 11

12. In order to digitally sign the online generated form, the subscriber will be provided with two different options to select from, i.e. either "OTP Authentication" or "Aadhaar based eSign". On successful OTP Authentication / eSign, One Time Switch Request will get initiated in CRA system.

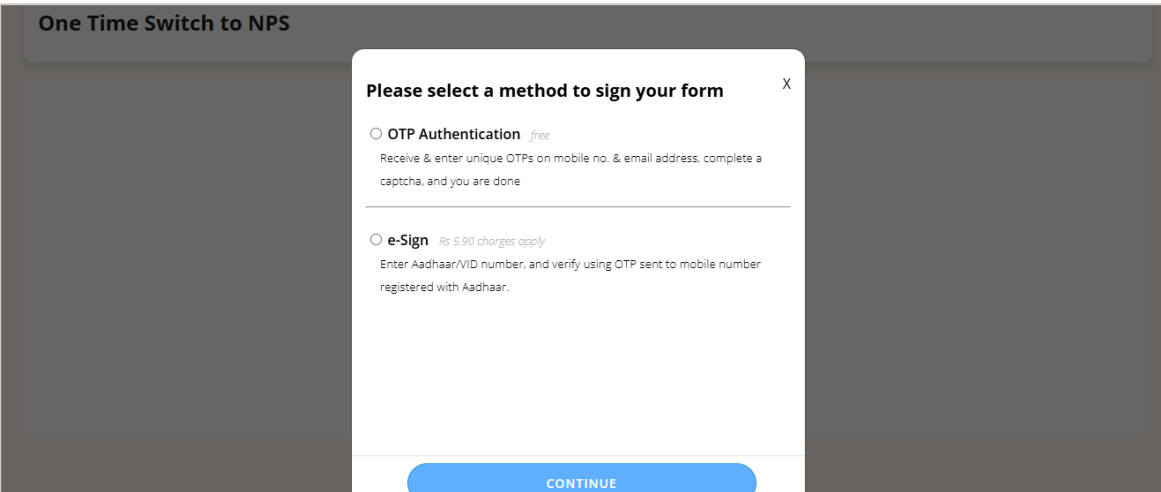


Figure 12

The process for submitting a One Time Switch Request using OTP Authentication or eSign is explained below

Process for submission of UPS Claim request using OTP Authentication :-

- Two distinct One Time Password (OTPs) will be sent on Mobile Number and Email ID registered in CRA Records for authentication.

Process for submission of UPS Claim request using eSign :-

- One Time Password (OTP) will be sent on Mobile Number registered with Aadhaar.
- eSign will be successful only if name of the Subscriber as per CRA records and name of the Subscriber as per UIDAI (Aadhaar) records matches 100% and Active Mobile Number is registered with UIDAI.

13. In case, if the subscriber selects OTP authentication, they will receive unique OTPs on their registered mobile number and email ID. The subscriber must enter the correct OTPs in the respective fields to proceed. Please refer to below given figure 13, 14 & 15

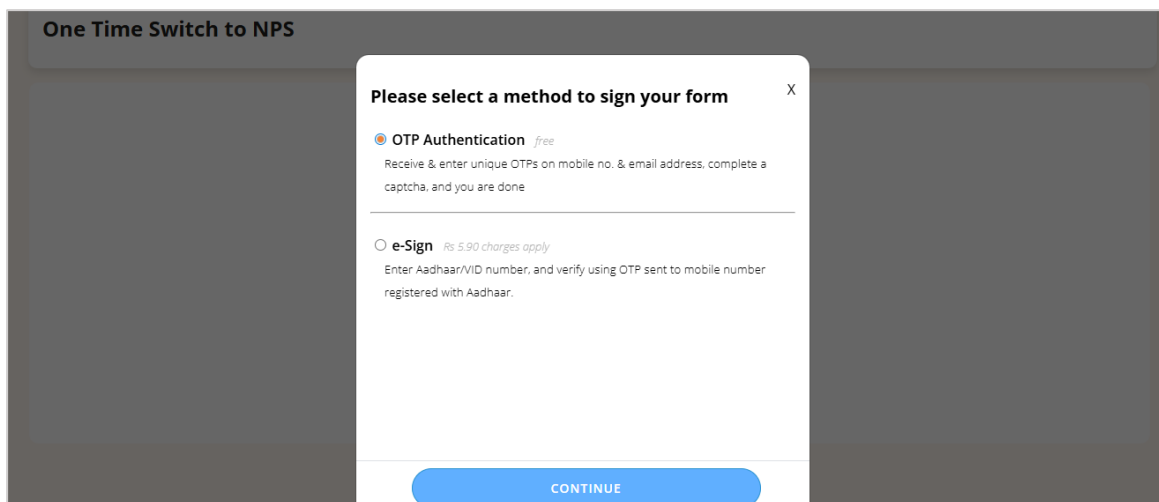


Figure 13

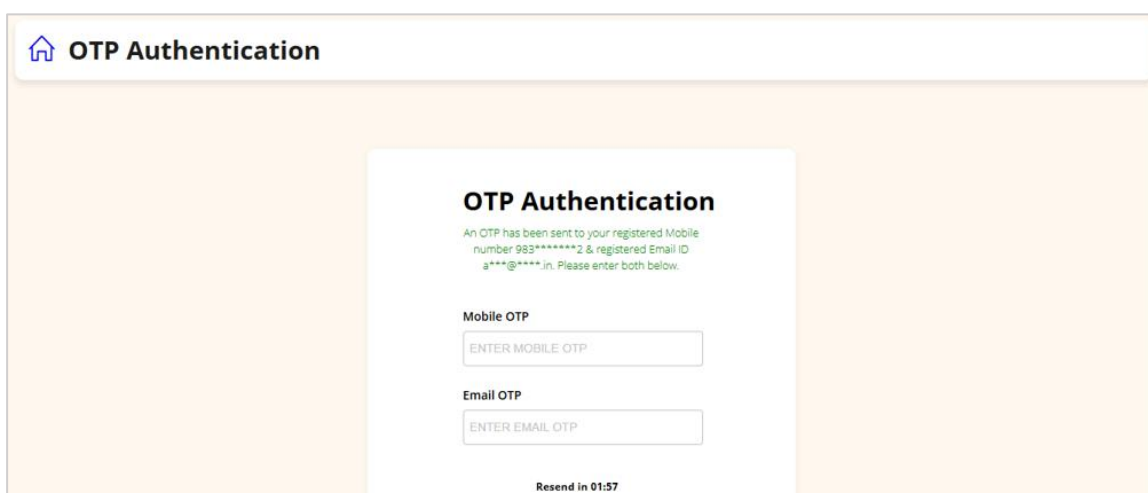


Figure 14

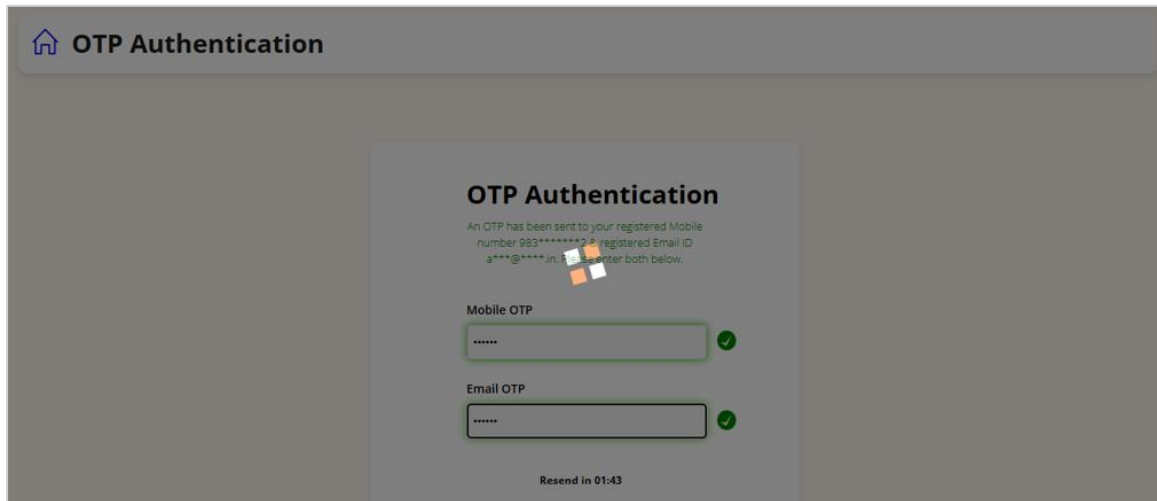


Figure 15

14. After successful OTP Authentication, One Time Switch Request will get initiated, and an Acknowledgement Number will get generated.

At this stage, option is provided to Subscriber to download digitally signed online Form.

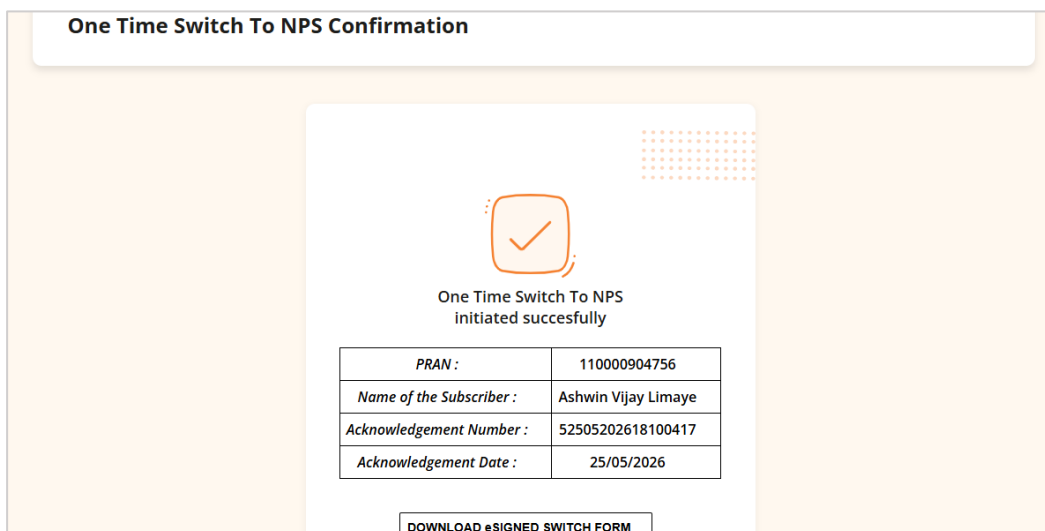


Figure 16

Verification of request by DDO initiated by Subscriber

1. On successful initiation of the One Time Switch Request by subscriber, the same will be available to view to mapped DDO for verification procedures.

DDO user (hereafter termed as Verifier) is required to login into the CRA system (<https://cra.nps-proteantech.in/CRA/>) using the User ID and password.

The verifier needs to select “Unified Pension Scheme” menu and click on sub-option “One Time Switch to NPS”

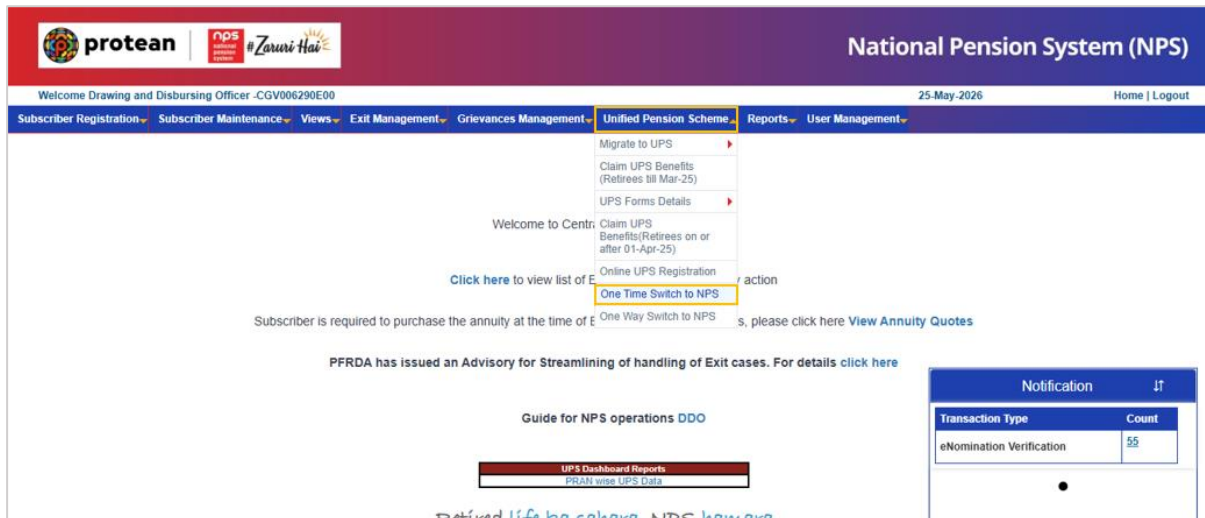


Figure 17

2. The verifier needs to select “Verify” option. After selection, the verifier needs to enter either PRAN, Ack Number or the Date Range. In case if date range is entered, all pending requests will appear for Verification. (The difference between the From and To Date cannot be greater than 15 days).

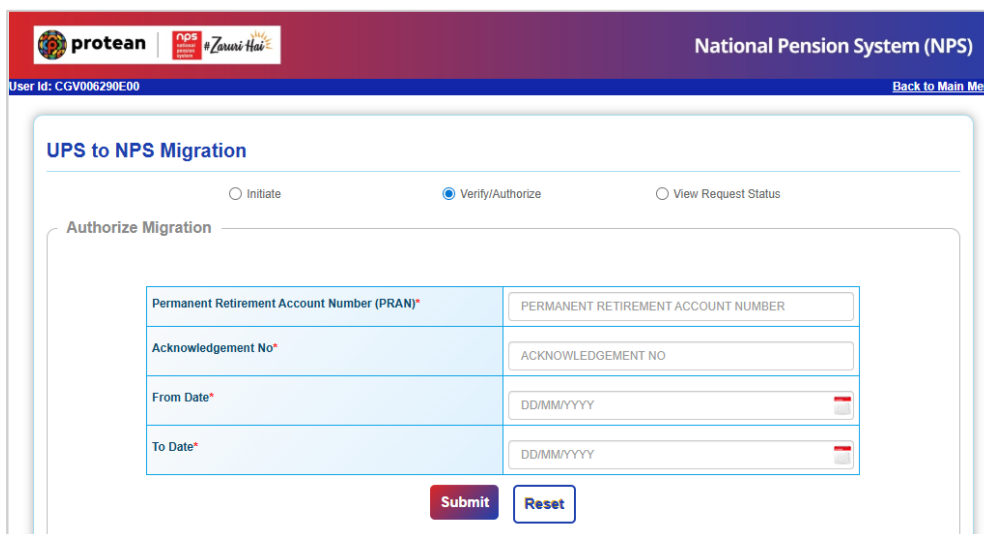
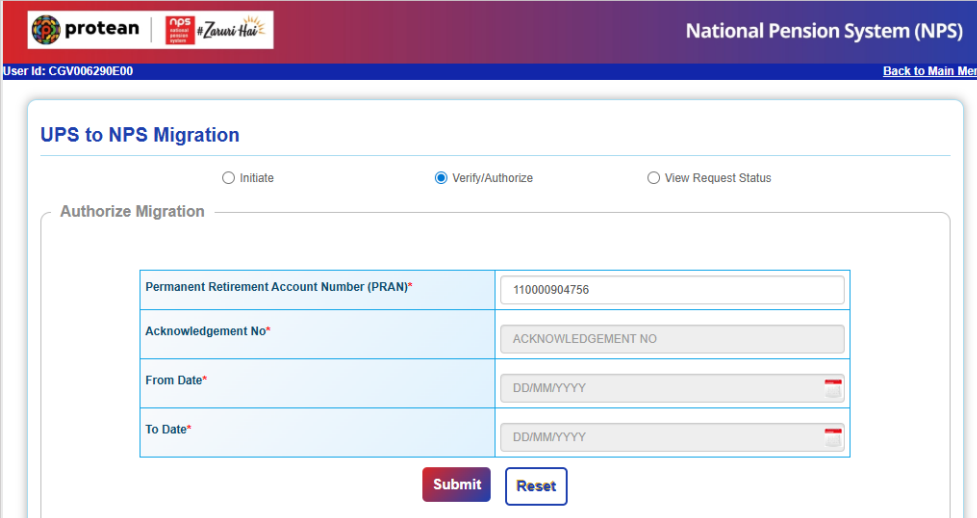


Figure 17

3. On entering PRAN details, the verifier needs to click on submit.

One Time Switch from UPS to NPS



UPS to NPS Migration

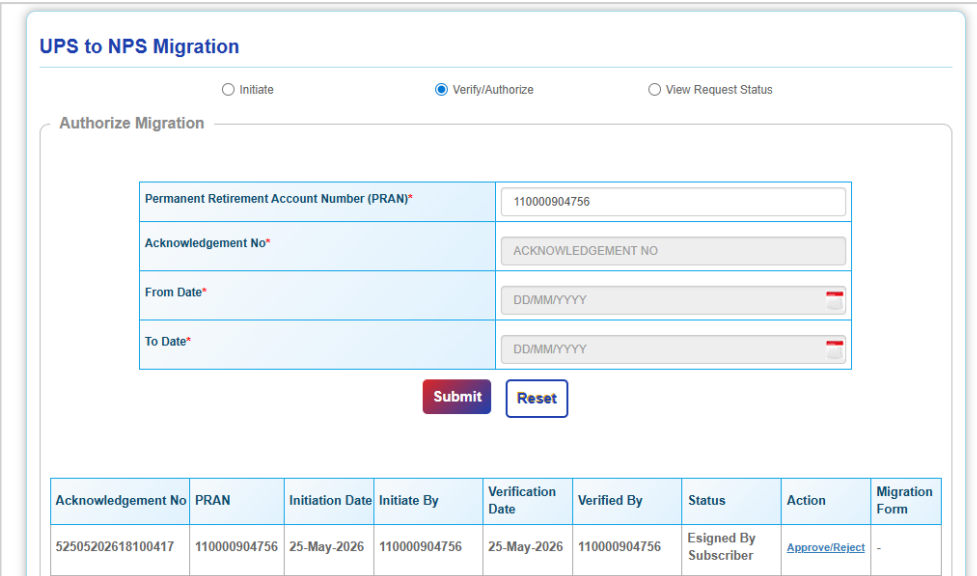
Initiate
 Verify/Authorize
 View Request Status

Authorize Migration

Permanent Retirement Account Number (PRAN)*	110000904756
Acknowledgement No*	ACKNOWLEDGEMENT NO
From Date*	DD/MM/YYYY
To Date*	DD/MM/YYYY

Figure 18

- On clicking submit button, the request initiated by the Subscriber will be displayed.



UPS to NPS Migration

Initiate
 Verify/Authorize
 View Request Status

Authorize Migration

Permanent Retirement Account Number (PRAN)*	110000904756
Acknowledgement No*	ACKNOWLEDGEMENT NO
From Date*	DD/MM/YYYY
To Date*	DD/MM/YYYY

Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
52505202618100417	110000904756	25-May-2026	110000904756	25-May-2026	110000904756	Esigned By Subscriber	Approve/Reject	-

Figure 19

- The verifier needs to verify each detail entered by the Subscriber and proceed further to either **Accept** the request or **Reject** the Request by clicking on “Approve” Tab. Please refer to below given Figure 20A, 20B & 20C

One Time Switch from UPS to NPS



National Pension System (NPS)

User Id: CGV006290E00
[Back to Main Menu](#)

UPS to NPS Migration

PRAN: 110000904756 SUBSCRIBER NAME: Ashwin Vijay Limaye

PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261

DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN	VHBP6885H	Date of Superannuation	01-Jan-2064
Reason for Migration	ONE TIME SWITCH DURING THE SERVICE	Date of Retirement	01-Jan-2064

Figure 20A

Scheme Details

PFM	Scheme	Units	Amount
UTI PENSION FUND LIMITED	NPS TRUST A/C - UTI PENSION FUND SCHEME - UPS CG SCHEME	40.7141	411.56
SBI PENSION FUNDS PRIVATE LIMITED	NPS TRUST A/C - SBI PENSION FUND - UPS CG SCHEME	40.7141	411.45
LIC PENSION FUND LIMITED	NPS TRUST A/C - LIC PENSION FUND - UPS CG SCHEME	40.7141	411.41
TOTAL OF 4% DIFFERENTIAL AMOUNT			1,234.42

e-Signed Form

e-Signed Migration Form

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS,

Figure 20B

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS, has exercised the option of one time one way switch facility under regulation 3A to be covered under National Pension System (NPS).*

Flow View

Start

Subscriber Initiator

DDO Verifier

Nodal Authorizer

Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
110000904756	110000904756	25-05-2026	Initiator	-		REQUEST RAISED
110000904756	110000904756	25-05-2026	Subscriber Initiator	Accepted		REQUEST ESIGNED

Accept Reject

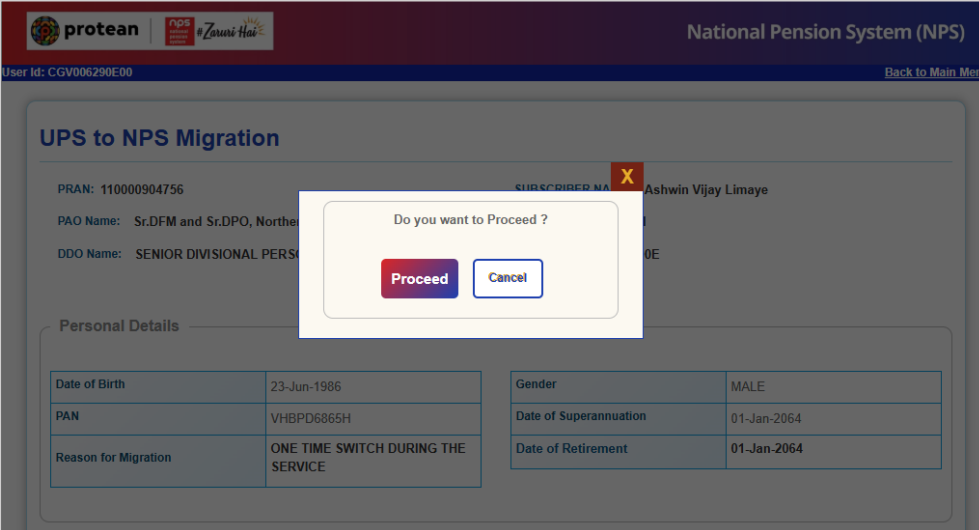
Approve

Back

Figure 20C

One Time Switch from UPS to NPS

6. Subsequently, the verifier needs to click on "Procced" option.

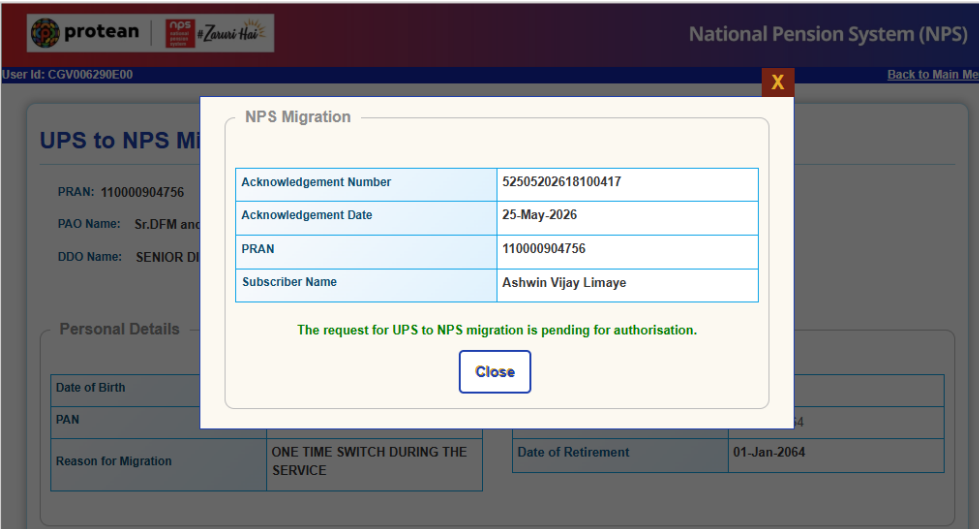


The screenshot shows the 'UPS to NPS Migration' page in the National Pension System (NPS) portal. A confirmation dialog box is displayed in the center, asking 'Do you want to Proceed?'. The dialog has two buttons: 'Proceed' (highlighted in red) and 'Cancel'. The background page shows the user's details and migration information.

Personal Details	
Date of Birth	23-Jun-1986
Gender	MALE
PAN	VHBPD6865H
Date of Superannuation	01-Jan-2064
Reason for Migration	ONE TIME SWITCH DURING THE SERVICE
Date of Retirement	01-Jan-2064

Figure 21

7. On successful Verification of request by DDO, the system generated message will appear as "The request for UPS to NPS Migration is Pending for Authorisation"



The screenshot shows the 'UPS to NPS Migration' page in the National Pension System (NPS) portal. A success message dialog box is displayed in the center, titled 'NPS Migration'. The dialog contains a table with migration details and a message: 'The request for UPS to NPS migration is pending for authorisation.' There is a 'Close' button at the bottom of the dialog.

NPS Migration	
Acknowledgement Number	52505202618100417
Acknowledgement Date	25-May-2026
PRAN	110000904756
Subscriber Name	Ashwin Vijay Limaye

The request for UPS to NPS migration is pending for authorisation.

Figure 22

Authorization of request by PAO initiated by Subscriber

1. On successful Verification of the One Time Switch Request by DDO, the same will be available to view to mapped PAO for Authorisation procedures.

PAO user (hereafter termed as Authoriser) is required to login into the CRA system (<https://cra.nps-proteantech.in/CRA/>) using its unique User ID and password.

The Authoriser needs to select “Unified Pension Scheme” menu and click on sub-option “One Time Switch to NPS”

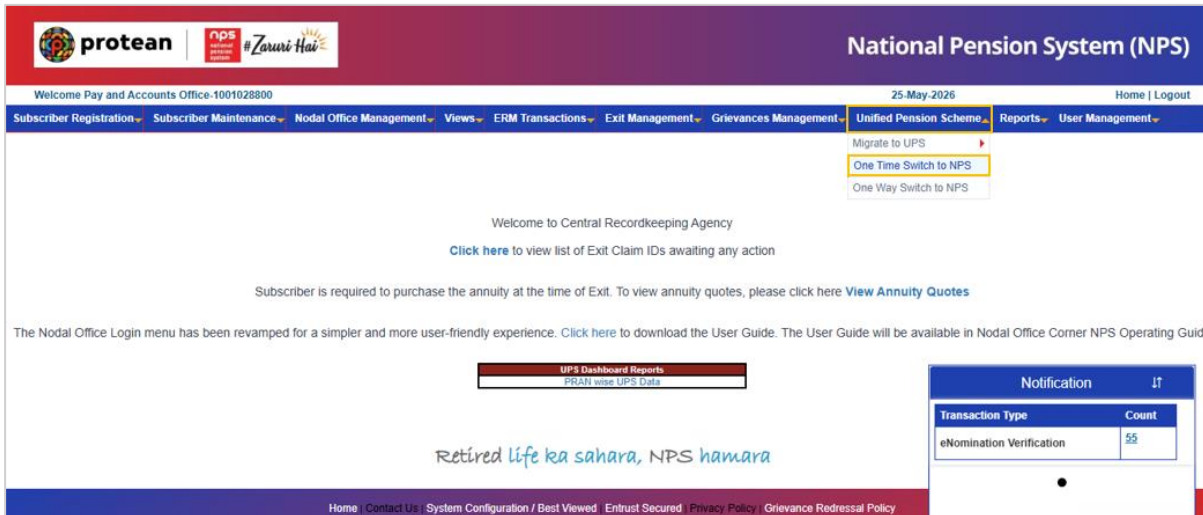


Figure 23

2. The Authoriser needs to select “**Authorize**” option. After selection, the authoriser needs to enter either PRAN, Ack Number or the Date Range. In case if date range is entered, all pending requests will appear for Authorisation. (The difference between the From and To Date cannot be greater than 15 days).

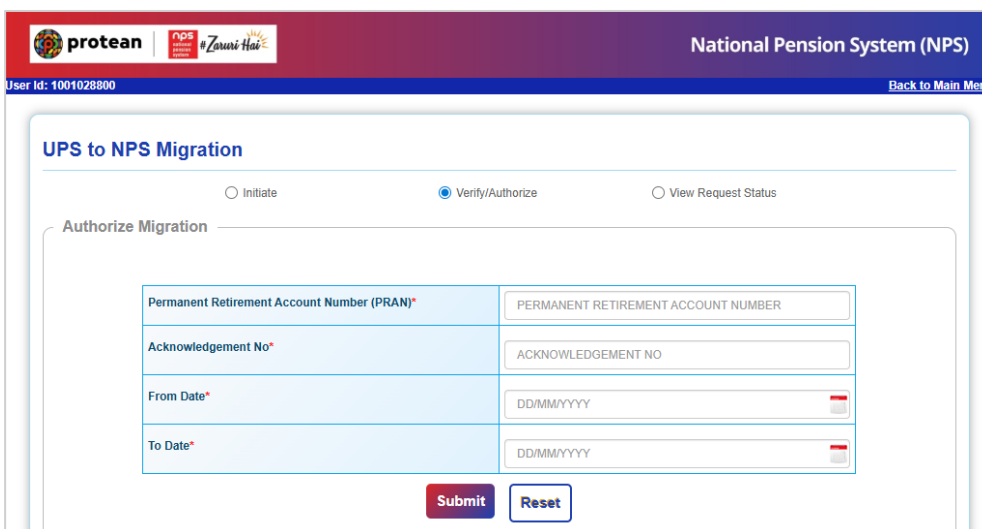


Figure 24

One Time Switch from UPS to NPS

3. On entering PRAN details, the Authoriser needs to click on submit.

Figure 25

4. On clicking submit button, the request Verified by the DDO will be displayed. The authoriser needs to click on Approve/Reject hyperlink to take the appropriate action on the said request.

Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
52505202618100417	110000904756	25-May-2026	110000904756	25-May-2026	CGV006290E00	Verified, awaiting authorisation	Approve/Reject	Download

Figure 26

5. The Authoriser needs to recheck each detail entered by the Subscriber and proceed further to either **Accept** the request or **Reject** the Request by clicking on “Approve” Tab. Please refer to below given Figure 27A, 27B & 27C

One Time Switch from UPS to NPS



National Pension System (NPS)

User Id: 1001028800
[Back to Main Menu](#)

UPS to NPS Migration

PRAN: 110000904756	SUBSCRIBER NAME: Ashwin Vijay Limaye
PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi	PAO Reg No: 2000261
DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI	DDO TAN: CGV006290E

Personal Details

Date of Birth	23-Jun-1986
PAN	VHBPDG865H
Reason for Migration	ONE TIME SWITCH DURING THE SERVICE
Gender	MALE
Date of Superannuation	01-Jan-2064
Date of Retirement	01-Jan-2064

Figure 27A

Scheme Details

PFM	Scheme	Units	Amount
UTI PENSION FUND LIMITED	NPS TRUST A/C - UTI PENSION FUND SCHEME - UPS CG SCHEME	40.7141	411.56
SBI PENSION FUNDS PRIVATE LIMITED	NPS TRUST A/C - SBI PENSION FUND - UPS CG SCHEME	40.7141	411.45
LIC PENSION FUND LIMITED	NPS TRUST A/C - LIC PENSION FUND - UPS CG SCHEME	40.7141	411.41
TOTAL OF 4% DIFFERENTIAL AMOUNT			1,234.42

e-Signed Form

e-Signed Migration Form

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS,

Figure 27B

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS, has exercised the option of one time one way switch facility under regulation 3A to be covered under National Pension System (NPS).*

Flow View

Start

Subscriber Initiator

DDO Verifier

Nodal Authorizer

Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
110000904756	110000904756	25-05-2026	Initiator	-		REQUEST RAISED
110000904756	110000904756	25-05-2026	Subscriber Initiator	Accepted		REQUEST ESIGNED
120071907	CGV006290E00	25-05-2026	Nodal Verifier	Accepted		

Accept Reject

Approve

Back

Figure 27C

One Time Switch from UPS to NPS

6. Subsequently, the Authoriser needs to click on “Procced” option.

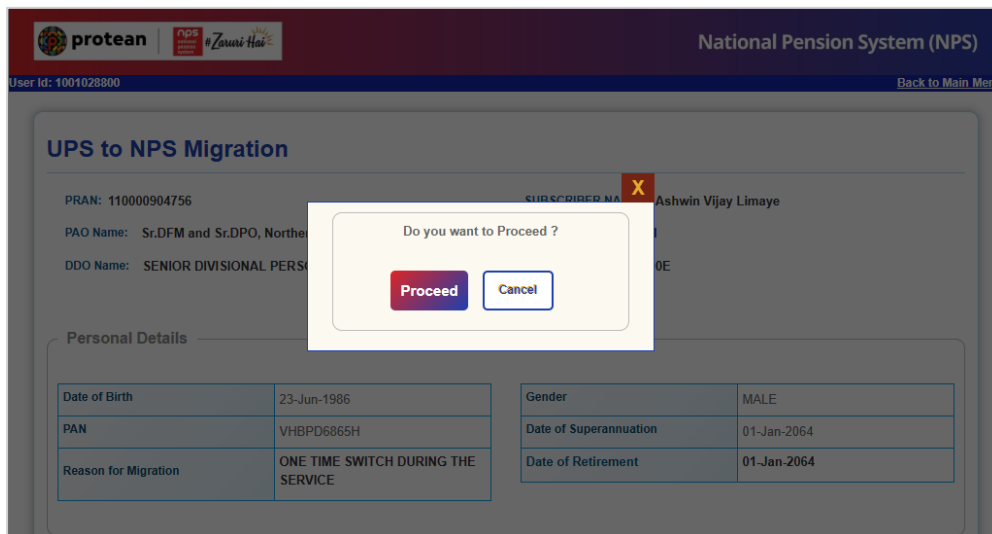


Figure 28

7. On successful Authorisation of request by PAO, the system generated message will appear as “The request for UPS to NPS Migration is Authorised”

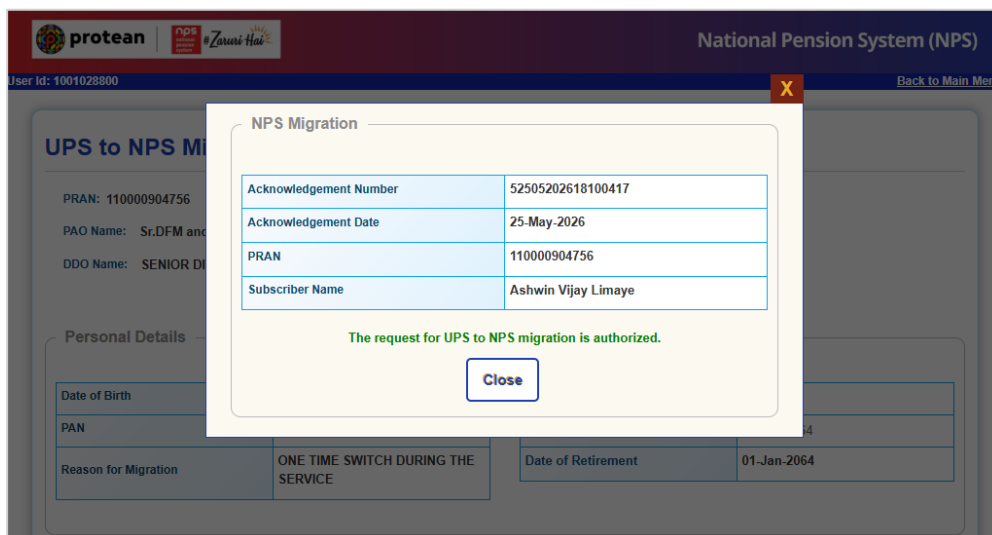


Figure 29

OFFLINE MODE: Steps to initiate shifting from UPS to NPS by DDO

One Time Switch Request Initiated by DDO

Subscriber is required to fill up the following form: “UPS - Form A3” and submit to the DDO. The form is available to download on the following webpage:

<https://www.npscra.proteantech.in/ups.php>

Form A3		
[See Regulation 3A]		
Exercise of one-time one-way switch facility by an eligible Central Government employee presently subscribed to Unified Pension Scheme (UPS) for switching back to National Pension System (NPS)		
<p>I,.....Son / Daughter of Mr. / Mrs. being a subscriber of UPS as on _____ with permanent retirement account number (PRAN)....., having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time, and being eligible to switch back to NPS, do hereby exercise the option of one time one way switch facility under regulation 3A to be covered under National Pension System (NPS). I understand that this option once exercised shall be irrevocable and upon exercising of this option I relinquish all the claims and benefits under UPS and shall be shifted back to NPS .</p> <p>I authorize the CRA, NPS 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 PFRDA Act, 2013 and the relevant regulations notified thereunder</p>		
Date: -----	Signature of Subscriber	
Place: -----	Name-----	
(Details as recorded in the CRA system)		
I.	Units corresponding to differential 4 % corpus along with returns (from date of joining UPS till date of applying for switch option.)	
II.	Value of such units in Rs.	
(To be filled and certified by the DDO based on Service records)		
Employment Details (At the time of exercise of UPS option)		
Employee Code/ID		
Date of exercise of the option		
Date of Superannuation/ Resignation / Voluntary Retirement/Retirement Under FR 56		

Figure 1

1. The DDO User needs to visit the eNPS Portal at the following link:
<https://enps.nps-proteantech.in/eNPS/NationalPensionSystem.html>
2. Then click on **One Time Switch to NPS** under the Unified Pension Scheme (UPS) menu.

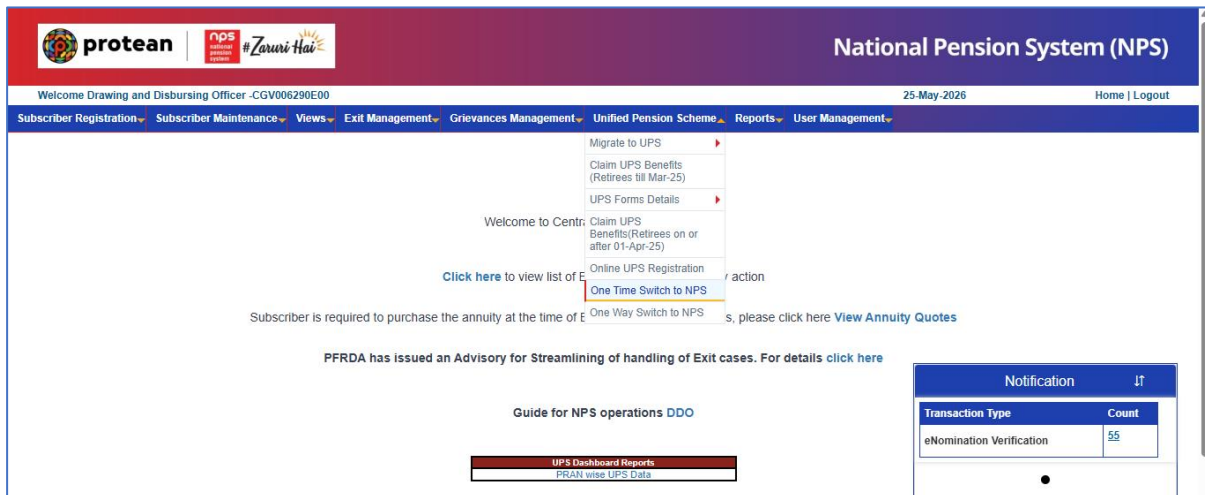


Figure 2

3. The DDO User needs to select **“Initiate”** option. After selection, the DDO needs to enter either PRAN and click on Submit.

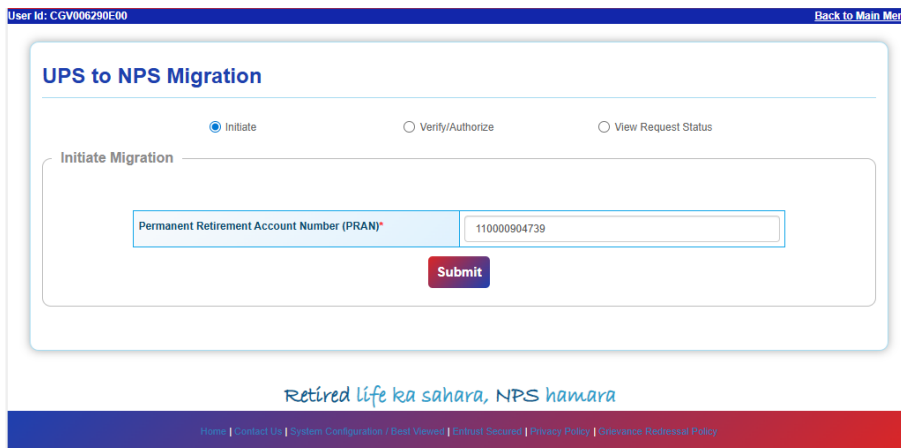


Figure 3

4. Subsequently, the DDO User will be provided with a below screen wherein the DDO User suppose to select exact reason for **“One Way Switch from UPS to NPS”** and further upload the scanned image of duly filed **Form A3** as received from the respective subscriber. Finally, the DDO User will have to click on Declaration Check Box and Submit the request.

One Time Switch from UPS to NPS



Initiation of UPS to NPS Migration

PRAN: 110000904739 SUBSCRIBER NAME: Ashwin Vijay Limaye
PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261
DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	SELECT		

Document Upload

NPS Migration Form* No file chosen

- Note:
- Allowed File Types: pdf,jpg,jpeg
 - Allowed File Size upto: 2KB to 5MB.

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS, has exercised the option of one time one way switch facility under regulation 3A to be covered under National Pension System (NPS).*

Figure 4

5. Out of available options such as **One Time Switch During the Service, Resignation, Voluntary Retirement or Retirement under Rule 56 (J)**, the DDO User will have to select any one and Click on Submit

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	SELECT		

Document Upload

NPS Migration Form* No file chosen

Note:

- Allowed File Types: pdf,jpg,jpeg
- Allowed File Size upto: 2KB to 5MB.

Figure 5

6. In case of **Resignation**, the DDO User will have to provide Date of Resignation and further Click on Submit

One Time Switch from UPS to NPS



User Id: CGV006290E00 Back to Main Menu

Initiation of UPS to NPS Migration

PRAN: 110000904739 SUBSCRIBER NAME: Ashwin Vijay Limaye
PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261
DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

For Resignation, migration can be requested only up to the Date of Resignation.

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	RESIGNATION	Date of Resignation	01/05/2026

Figure 6

7. In case of **Voluntary Retirement**, the subscriber will have to provide Date of Voluntary Retirement and further Click on Submit

User Id: CGV006290E00 Back to Main Menu

Initiation of UPS to NPS Migration

PRAN: 110000904739 SUBSCRIBER NAME: Ashwin Vijay Limaye
PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261
DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

For Voluntary Retirement cases, migration is permitted only up to three months prior to the Date of Voluntary Retirement.

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	VOLUNTARY RETIREMENT	Date of Voluntary Retirement	01/05/2026

Figure 7

8. In case of **Retirement under Rule 56 (J)**, the DDO user will have to provide Date of Resignation and further Click on Submit

User Id: CGV006290E00 Back to Main Menu

Initiation of UPS to NPS Migration

PRAN: 110000904739 SUBSCRIBER NAME: Ashwin Vijay Limaye
PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261
DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

For Retirement Under Rule 56(J), migration can be requested only up to the Date of Resignation.

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	RETIREMENT UNDER RULE 56(J)	Date of Resignation	01/05/2026

Figure 8

9. In case of **One Time Switch During the Service**, the DDO User will have to provide Date of Retirement and further Click on Submit

One Time Switch from UPS to NPS

User Id: CGV006290E00 Back to Main Menu

Initiation of UPS to NPS Migration

PRAN: 110000904739 SUBSCRIBER NAME: Ashwin Vijay Limaye

PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261

DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	ONE TIME SWITCH DURING THE S	Date of Retirement	01/01/2064

Figure 9

10.The DDO User has to upload the scanned image of duly filed **Form A3** as received from the respective subscriber and shall click on Declaration Check Box and finally click on Submit.

Document Upload

NPS Migration Form* Switch Form.pdf

Note:

- Allowed File Types: pdf,jpg,jpeg
- Allowed File Size upto: 2KB to 5MB.

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-13/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS, has exercised the option of one time one way switch facility under regulation 3A to be covered under National Pension System (NPS).*

Figure 10

11.On successful Initiation of request by DDO, the system generated message will appear as “The request for UPS to NPS Migration is Pending for Authorisation”

protean National Pension System (NPS)

User Id: CGV006290E00 Back to Main Menu

UPS Migration

Acknowledgment No	52505202618397985
Acknowledgment Date	25-May-2026
PRAN	110000904739
Subscriber Name	Ashwin Vijay Limaye

The request for UPS to NPS migration is pending for authorization.

Figure 11

Authorisation by PAO

1. On successful Initiation of the One Time Switch Request by DDO, the same will be available to view to mapped PAO for Authorisation procedures.

PAO user (hereafter termed as Authoriser) is required to login into the CRA system (<https://cra.nps-proteantech.in/CRA/>) using its unique User ID and password.

The Authoriser needs to select “Unified Pension Scheme” menu and click on sub-option “One Time Switch to NPS”

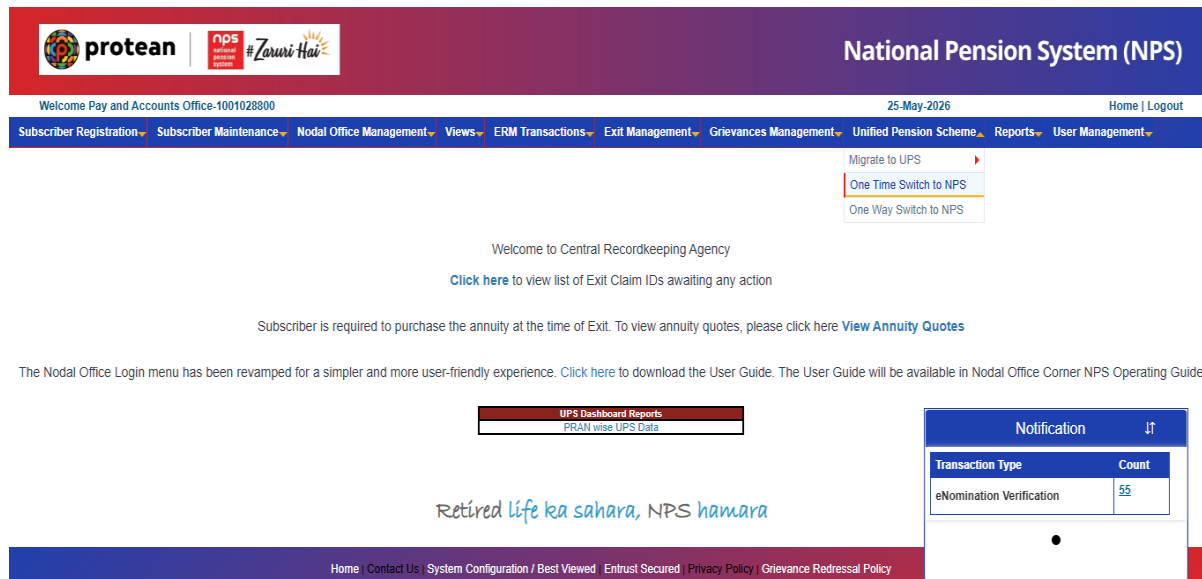


Figure 12

2. The Authoriser needs to select “**Authorize**” option. After selection, the authoriser needs to enter either PRAN, Ack Number or the Date Range. In case if date range is entered, all pending requests will appear for Authorisation. (The difference between the From and To Date cannot be greater than 15 days).

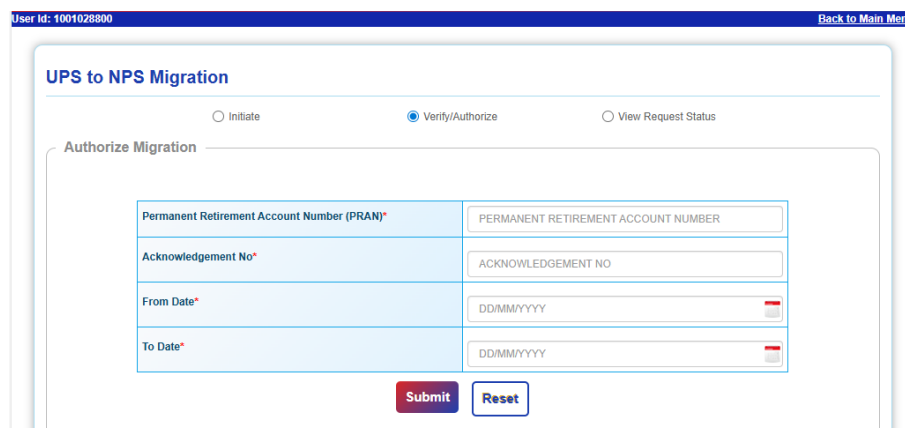
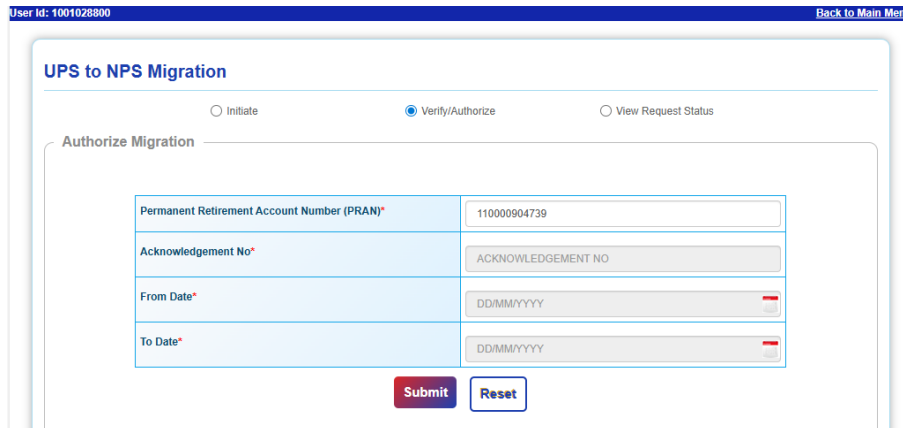


Figure 13

3. On entering PRAN details, the Authoriser needs to click on submit.



User Id: 1001028800 Back to Main Menu

UPS to NPS Migration

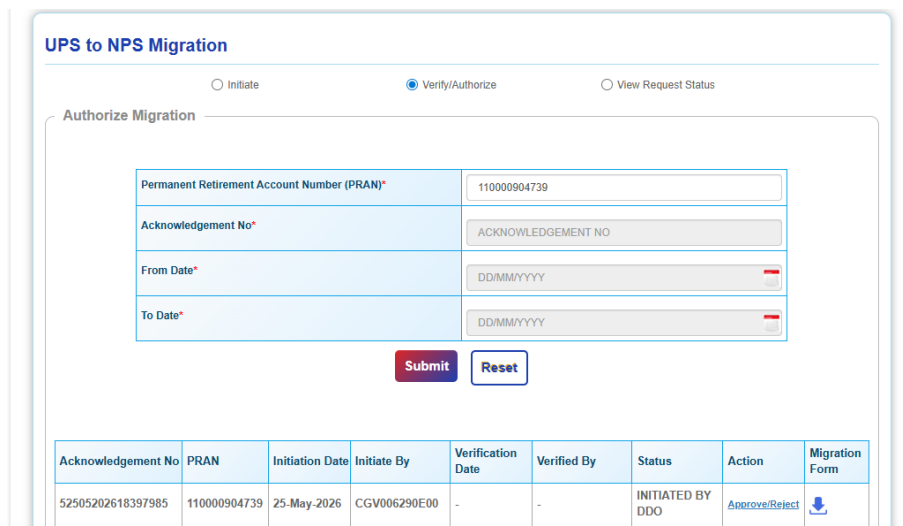
Initiate
 Verify/Authorize
 View Request Status

Authorize Migration

Permanent Retirement Account Number (PRAN)*	110000904739
Acknowledgement No*	ACKNOWLEDGEMENT NO
From Date*	DDMM/YYYY
To Date*	DDMM/YYYY

Figure 14

4. On clicking submit button, the request Initiated by the DDO will be displayed. The authoriser needs to click on **Approve/Reject** hyperlink to take the appropriate action on the said request.



UPS to NPS Migration

Initiate
 Verify/Authorize
 View Request Status

Authorize Migration

Permanent Retirement Account Number (PRAN)*	110000904739
Acknowledgement No*	ACKNOWLEDGEMENT NO
From Date*	DDMM/YYYY
To Date*	DDMM/YYYY


Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
52505202618397985	110000904739	25-May-2026	CGV006290E00	-	-	INITIATED BY DDO	Approve/Reject	

Figure 15

One Time Switch from UPS to NPS



5. The Authoriser needs to recheck each detail entered by the DDO User and proceed further to either **Accept** the request or **Reject** the Request by clicking on “Approve” Tab. Please refer to below given Figure 16A, 16B & 16C

User ID: 1001028800 Back to Main Menu

UPS to NPS Migration

PRAN: 110000904739 SUBSCRIBER NAME: Ashwin Vijay Limaye

PAO Name: Sr.DFM and Sr.DPO, Northern Railway, New Delhi PAO Reg No: 2000261

DDO Name: SENIOR DIVISIONAL PERSONNEL OFFICER NEW DELHI DDO TAN: CGV006290E

Personal Details

Date of Birth	23-Jun-1986	Gender	MALE
PAN		Date of Superannuation	01-Jan-2064
Reason for Migration	ONE TIME SWITCH DURING THE SERVICE	Date of Retirement	01-Jan-2064

Figure 16A

Scheme Details

PFM	Scheme	Units	Amount
UTI PENSION FUND LIMITED	NPS TRUST A/C - UTI PENSION FUND SCHEME - UPS CG SCHEME	40.7141	411.56
SBI PENSION FUNDS PRIVATE LIMITED	NPS TRUST A/C - SBI PENSION FUND - UPS CG SCHEME	40.7141	411.45
LIC PENSION FUND LIMITED	NPS TRUST A/C - LIC PENSION FUND - UPS CG SCHEME	40.7141	411.41
TOTAL OF 4% DIFFERENTIAL AMOUNT			1,234.42

Document Upload

NPS Migration Form *

Figure 16B

Declaration

Subscriber has read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 and UPS Rules, as amended from time to time. Subscriber being eligible to switch back to NPS, has exercised the option of one time one way switch facility under regulation 3A to be covered under National Pension System (NPS).*

Flow View

DDO Initiator Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120071907	CGV006290E00	25-05-2026	Nodal Initiator	-		REQUEST RAISED

Accept Reject

Approve
Back

Figure 16C

One Time Switch from UPS to NPS

6. Subsequently, the Authoriser needs to click on "Procced" option.

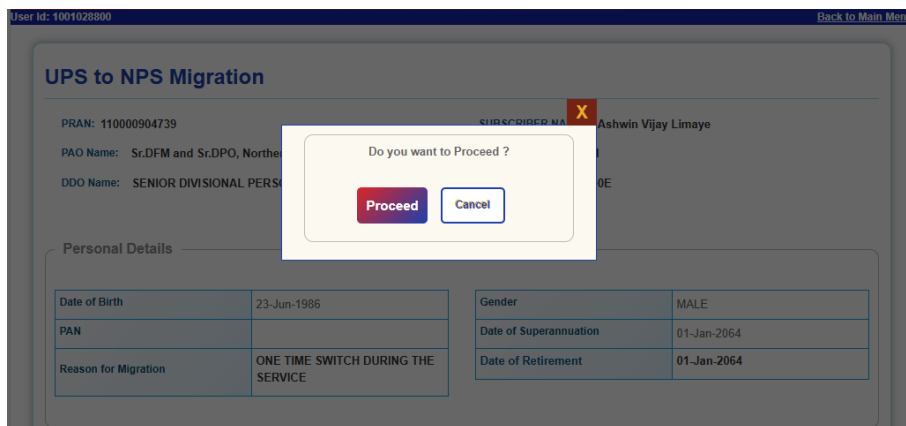


Figure 17

7. On successful Authorisation of request by PAO, the system generated message will appear as "The request for UPS to NPS Migration is Authorised"

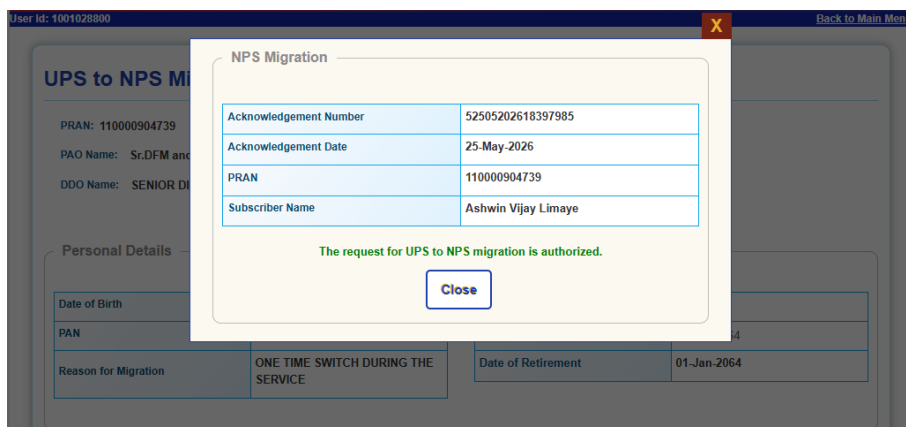


Figure 18
