

Protean eGov Technologies Limited



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**Standard Operating Procedure
On
NPS to UPS Migration (A2)
Initiated by DDO
and
Verification & Authorisation by PAO**

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Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO**REVISION HISTORY**

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1	25/03/2025	1.0	-	Initial Version
2	31/12/2025	1.1	-	Change in login domain from cra nsdl.com to cra.nps proteantech.in Revised screenshots are provided

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

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

Index

Sr. No	Topic
1	Background
2	Initiation of request by DDO
3	Verification of request by PAO
4	Authorisation of request by PAO

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

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.

The shifting process can be initiated by the subscriber online through e-NPS portal wherein the said request will be verified by DDO/PAO and needs to be authorized by PAO.

Also, the subscriber can submit A2 form with nodal office (PAO/DDO) for shifting from NPS to UPS. On the basis of the form received, the nodal office will initiate the request and process the same.

This document explains the Standard Operating Procedure (SoP) on processing shifting (migration) requests initiated by the DDO on the basis of A2 Form submitted by the subscriber and verified and authorised by PAO.

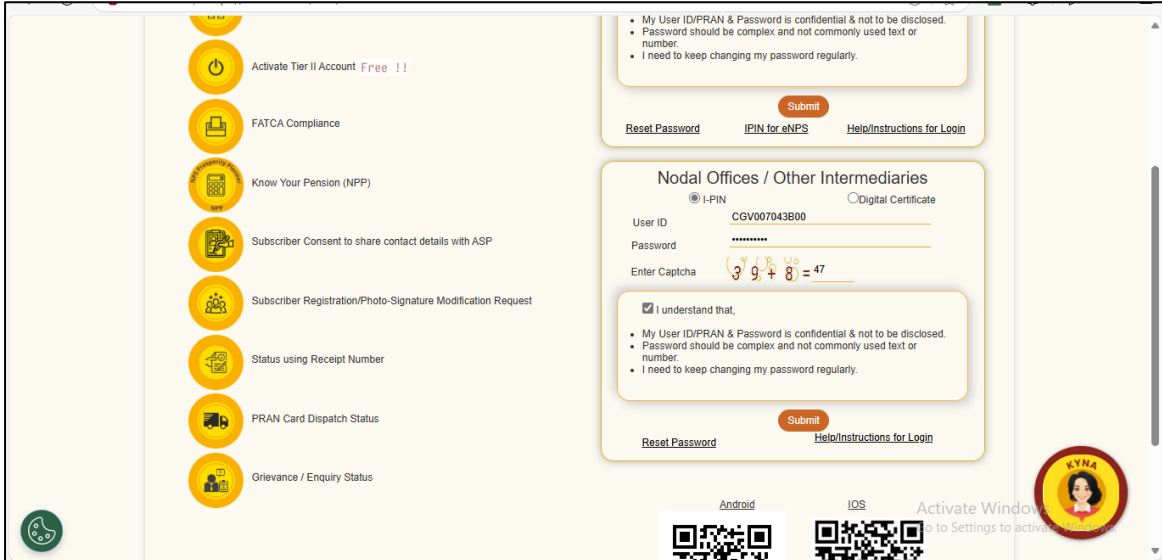
Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

2. Initiation of request by DDO

The subscriber will submit A2 form with the concern DDO office. DDO will check the employment details of the employee as per service records. In case the said employee is not eligible for shifting to UPS, DDO will reject the form.

In case the subscriber is eligible for shifting to UPS, DDO will initiate shifting request for the said subscriber based on A2 Form received.

- A. DDO user (henceforth known as maker) is required to login into the CRA system ([https:// cra.nps-proteantech.in/CRA](https://cra.nps-proteantech.in/CRA)) using the User ID and password.



The screenshot shows the login interface of the CRA system. On the left, there is a vertical menu with icons and labels for various services: Activate Tier II Account, FATCA Compliance, Know Your Pension (NPP), Subscriber Consent to share contact details with ASP, Subscriber Registration/Photo-Signature Modification Request, Status using Receipt Number, PRAN Card Dispatch Status, and Grievance / Enquiry Status. The main content area is titled 'Nodal Offices / Other Intermediaries' and features a login form. The form includes fields for User ID (CGV007043E00), Password, and a Captcha (39+8=47). There are checkboxes for terms and conditions, a 'Submit' button, and links for 'Reset Password' and 'Help/Instructions for Login'. A QR code is visible at the bottom left, and a 'Kyna' logo is at the bottom right.

Figure 1

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- B. The maker needs to select “Unified Pension Scheme” menu and click on option “migration to UPS.”



Figure 2

- C. The maker needs to select ‘Initiate’ option and enter PRAN and click on ‘Submit’ button.

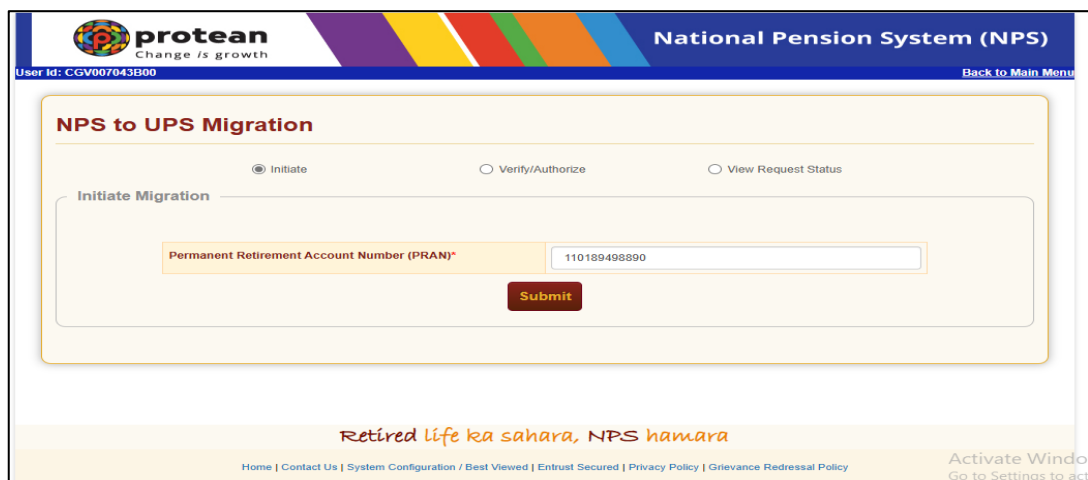


Figure 3

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

D. On clicking 'Submit' button, personal details and certain employment details of the subscriber will appear in the screen. The maker is required to enter certain additional employment details as follows:

- Employee Code/ID
- Date of commencement of qualifying service
- Current month Basic Pay
- Non-Practicing Allowance (NPA), if applicable
- Schedule date for next increment

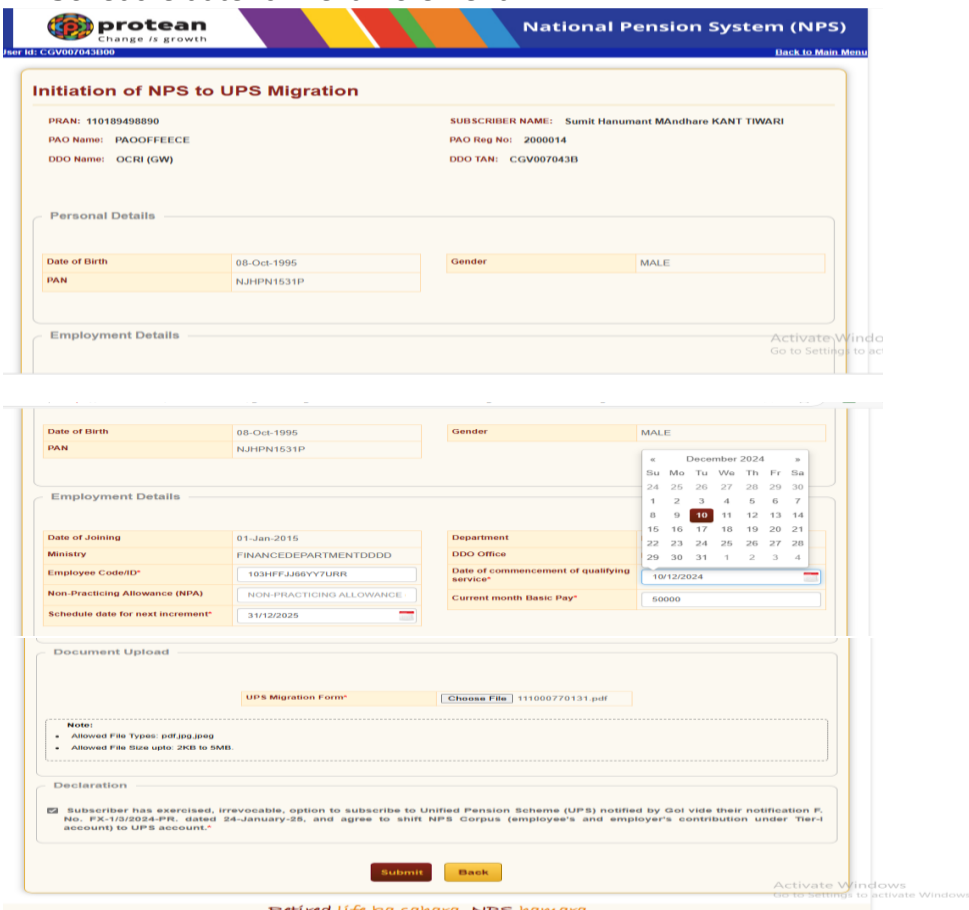


Figure 4

It is the responsibility of the DDO to check the eligibility of the Subscriber to migrate to UPS and also ensure that the details entered are as per the service records.

It is mandatory to upload UPS migration form (Form A2) submitted by the subscriber. **DDO should ensure that the A2 form uploaded is correct and legible.** Next, the maker is required to select the declaration and click on submit.

Note: The declaration is as follows

*Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by GOI vide their notification F. No. FX-1/3/2024-PR. dated 24-January-25 and agree to shift NPS Corpus (employee's and employer's contribution under Tier – I account) to UPS account. **

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- E. Once the maker clicks on submit, the acknowledgement number will be generated and will appear on the screen with the status as 'The request for NPS to UPS migration is raised and pending for verification.

Status Screen:

The Status screen of the request initiated by DDO is as follows:


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National Pension System (NPS)
 User Id: CGV007043B00 Back to Main Menu

NPS to UPS Migration

PRAN: 110189498890
 PAO Name: PAOOFEECE
 DDO Name: OCRI (GW)

SUBSCRIBER NAME: Sumit Hanumant MANDHARE KANT TIWARI
 PAO Reg No: 2000014
 DDO TAN: CGV007043B

Personal Details

Date of Birth: 08/10/1995
 PAN: NJHPN1531P

Gender: MALE

Employment Details

Date of Joining: 01-Jan-2015
 Ministry: FINANCEDEPARTMENTDDDD
 Employee Code/ID*: 103HFFJJ66YY7URR
 Non-Practicing Allowance (NPA)
 Schedule date for next increment*: 31-Dec-2025

Department: DAT
 DDO Office: DEMO_DDO
 Date of commencement of qualifying service*: 10-Dec-2024
 Current month Basic Pay*: 50000.00

Document Upload

UPS Migration Form* 

Ministry: FINANCEDEPARTMENTDDDD
 Employee Code/ID*: 103HFFJJ66YY7URR
 Non-Practicing Allowance (NPA)
 Schedule date for next increment*: 31-Dec-2025

DDO Office: DEMO_DDO
 Date of commencement of qualifying service*: 10-Dec-2024
 Current month Basic Pay*: 50000.00

Document Upload

 UPS Migration Form* 
Declaration
☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.*

Flow View

 **DDO Initiator**

 Nodal Verifier

 Nodal Authorizer

 Completed

Back

Retired Life ka sahara, NPS hamara

Figure 5

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

3. Verification of requests by PAO

- A. PAO user (henceforth known as verifier) is required to login into the CRA system (([https:// cra.nps-proteantech.in/CRA](https://cra.nps-proteantech.in/CRA)) using the User ID and password.

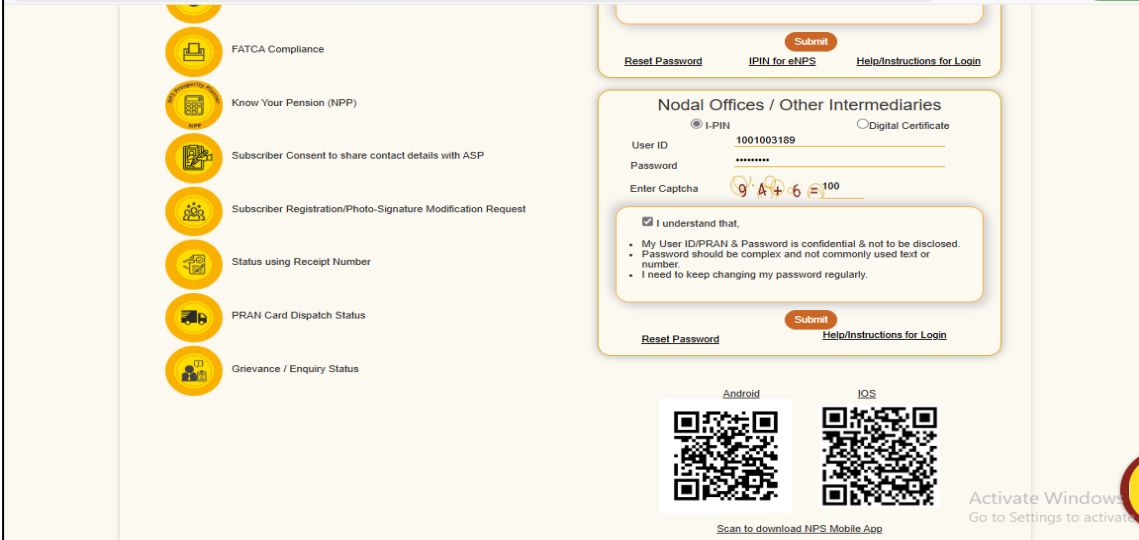
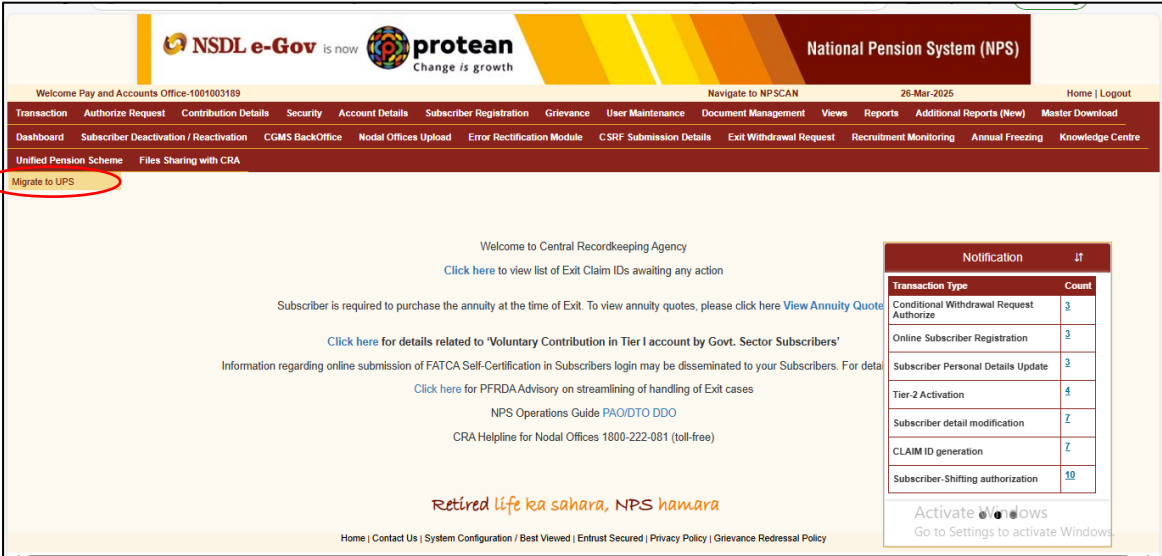


Figure 6

- B. The verifier needs to select “Unified Pension Scheme” menu and click on option “**migration to UPS.**”



Transaction Type	Count
Conditional Withdrawal Request Authorize	3
Online Subscriber Registration	3
Subscriber Personal Details Update	2
Tier-2 Activation	4
Subscriber detail modification	7
CLAIM ID generation	7
Subscriber-Shifting authorization	10

Figure 7

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- C. The verifier is required to select verify options and enter PRAN/ Acknowledgement details and click on submit button.
There is option to enter date range viz “From Date” and “To Date”. On providing date range, all the requests pending for verification will appear.

NPS to UPS Migration

☐ Initiate
 ☒ Verify/Authorize
 ☐ View Request Status

Authorize Migration

Permanent Retirement Account Number (PRAN)*: 110189498890
 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
51803202518104579	110189498890	18-Mar-2025	CGV007043B00	-	-	INITIATED BY DDO	Approve/Reject	

Figure 8

- D. On submission, the search records will be displayed on the screen. Once the verifier clicks on “Approve/Reject” link, all the details of the request will be displayed on the screen.

NPS to UPS Migration

PRAN: 110189498890
 PAO Name: PAOFFEECE
 DDO Name: OCRI (GW)

SUBSCRIBER NAME: GANESH ANIL PATIL
 PAO Reg No: 2000014
 DDO TAN: CGV007043B

Personal Details

Date of Birth: 02-Feb-1995
 PAN: NJHPN1531P
 Gender: MALE

Employment Details

Date of Joining: 01-Jan-2015
 Ministry: FINANCEDEPARTMENTDDDD
 Employee Code/ID*: 103HFFJJ6YY7URR
 Non-Practicing Allowance (NPA):
 Schedule date for next increment*: 31-Dec-2025

Department: DAT
 DDO Office: DEMO_DDO
 Date of commencement of qualifying service*: 10-Dec-2024
 Current month Basic Pay*: 50000.00

Document Upload

UPS Migration Form*

Declaration

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.*

Flow View

DDO Initiator
 Nodal Verifier
 Nodal Authorizer
 Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-	-	REQUEST RAISED

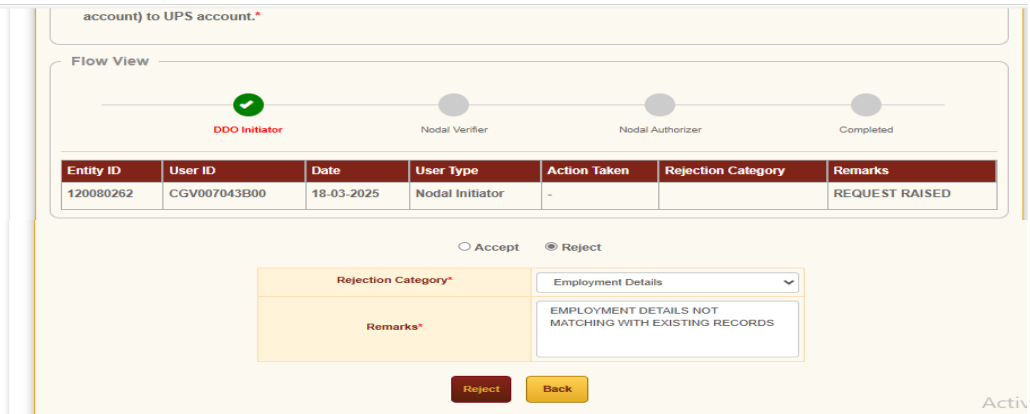
☐ Accept
 ☐ Reject

Figure 9

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- E. The verifier needs to verify the employment details of the employee as per service records. In case if the said employee is not eligible for shifting to UPS or the details entered are incorrect, the verifier can reject the said request.

The verifier needs to select the rejection category as “employment details” and provides remarks and click on reject button.



account) to UPS account.*

Flow View

DDO Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED

☐ Accept ☒ Reject

Rejection Category* Employment Details

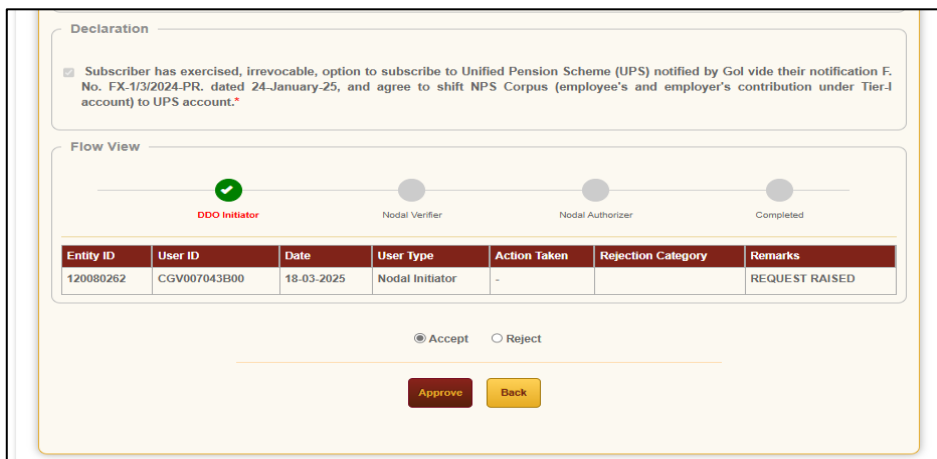
Remarks* EMPLOYMENT DETAILS NOT MATCHING WITH EXISTING RECORDS

Reject Back

Figure 10

On clicking the rejection button, the shifting request will get rejected.

- F. In case all the details are correct, the verifier needs to select 'Accept' option and click on Approve button. **It is the responsibility of the PAO to check the eligibility of the Subscriber to migrate to UPS and also ensure that the details entered are as per the service records PAO should also check that A2 form uploaded is correct & legible.**



Declaration

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024.PR. dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.*

Flow View

DDO Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED

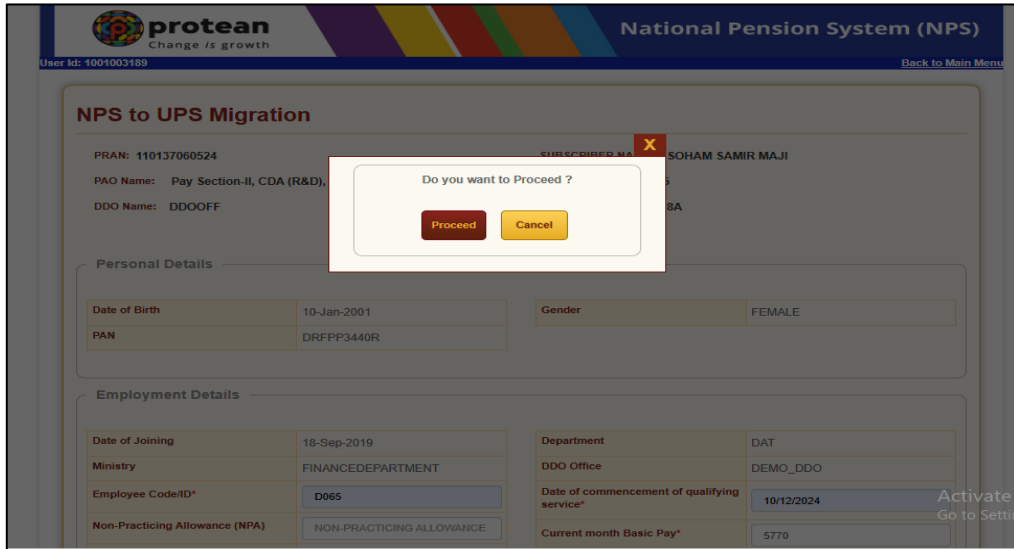
☒ Accept ☐ Reject

Approve Back

Figure 11

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- G. On selecting the Approve button, the confirmation screen would appear where verifier has to select either proceed or cancel button.



NPS to UPS Migration

PRAN: 110137060524
 PAO Name: Pay Section-II, CDA (R&D),
 DDO Name: DDOOFF

Do you want to Proceed ?

Proceed Cancel

Personal Details

Date of Birth: 10-Jan-2001
 PAN: DRFPF3440R
 Gender: FEMALE

Employment Details

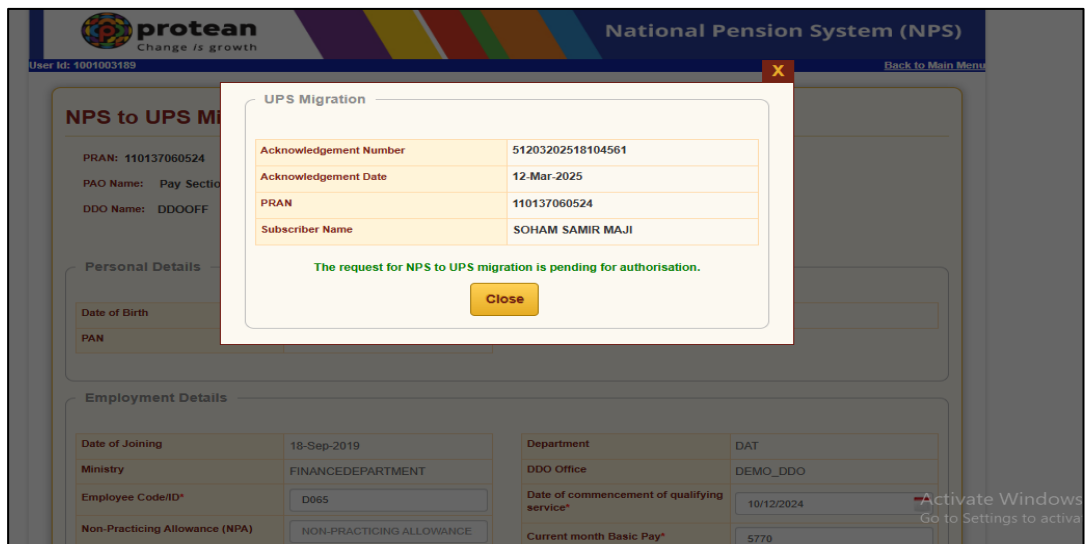
Date of Joining: 18-Sep-2019
 Ministry: FINANCEDEPARTMENT
 Employee Code/ID*: D065
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE

Department: DAT
 DDO Office: DEMO_DDO
 Date of commencement of qualifying service*: 10/12/2024
 Current month Basic Pay*: 5770

Activate Windows
Go to Settings to activate Windows.

Figure 12

- H. By clicking on “Proceed’ option, the request will get verified and the status will be updated as ‘The request for NPS to UPS migration is pending for authorisation’.



NPS to UPS Migration

PRAN: 110137060524
 PAO Name: Pay Section-II, CDA (R&D),
 DDO Name: DDOOFF

UPS Migration

Acknowledgement Number: 51203202518104561
 Acknowledgement Date: 12-Mar-2025
 PRAN: 110137060524
 Subscriber Name: SOHAM SAMIR MAJI

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

Close

Personal Details

Date of Birth: 10-Jan-2001
 PAN: DRFPF3440R

Employment Details

Date of Joining: 18-Sep-2019
 Ministry: FINANCEDEPARTMENT
 Employee Code/ID*: D065
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE

Department: DAT
 DDO Office: DEMO_DDO
 Date of commencement of qualifying service*: 10/12/2024
 Current month Basic Pay*: 5770

Activate Windows
Go to Settings to activate Windows.

Figure 13

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

4. Authorization of request by PAO

- A. PAO office (hereafter termed as authorizer) is required to login into the CRA system (([https:// cra.nps-proteantech.in/CRA](https://cra.nps-proteantech.in/CRA)) using the User ID and password.

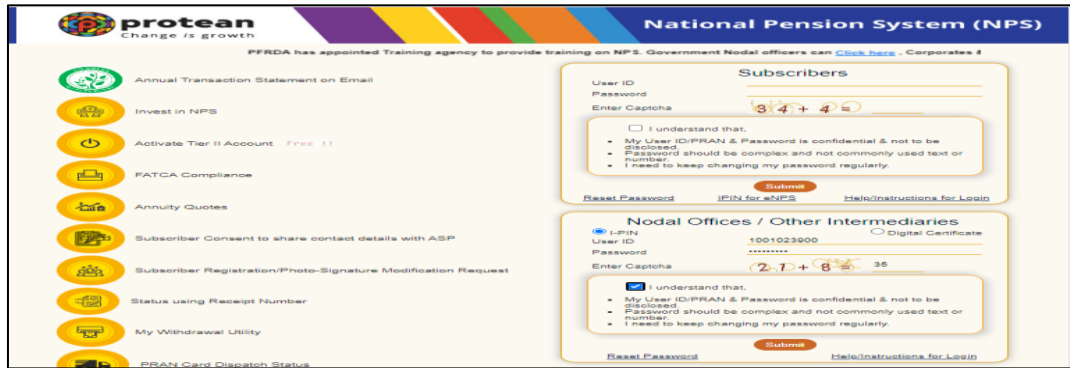


Figure 14

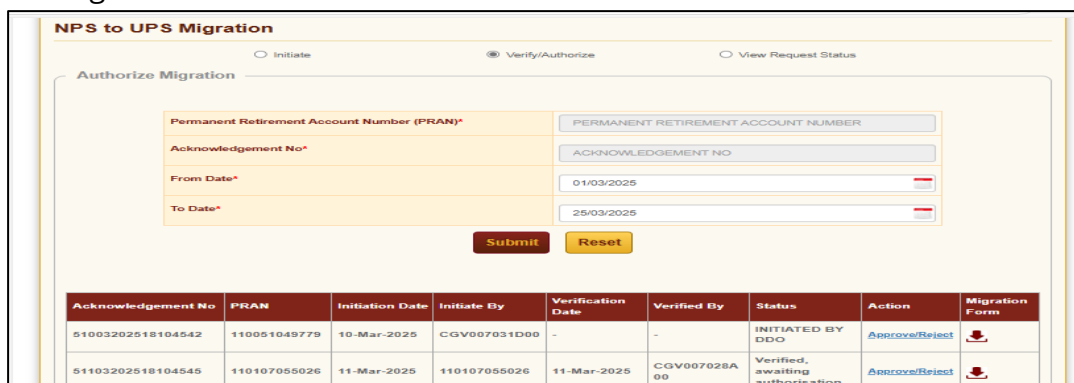
- B. The authoriser needs to go to “Unified Pension Scheme” menu and click on “migrate to UPS” option.



Transaction Type	Count
Conditional Withdrawal Request	3
Authorize	3
Online Subscriber Registration	3
Subscriber Personal Details Update	3
Tier-2 Activation	4
Subscriber detail modification	2
CLAIM ID generation	2
Subscriber-Shifting authorization	10

Figure 15

- C. The authorizer needs to select “Verify/Authorize” tab and provide date range i.e. “From Date” and “To Date” and click on submit.



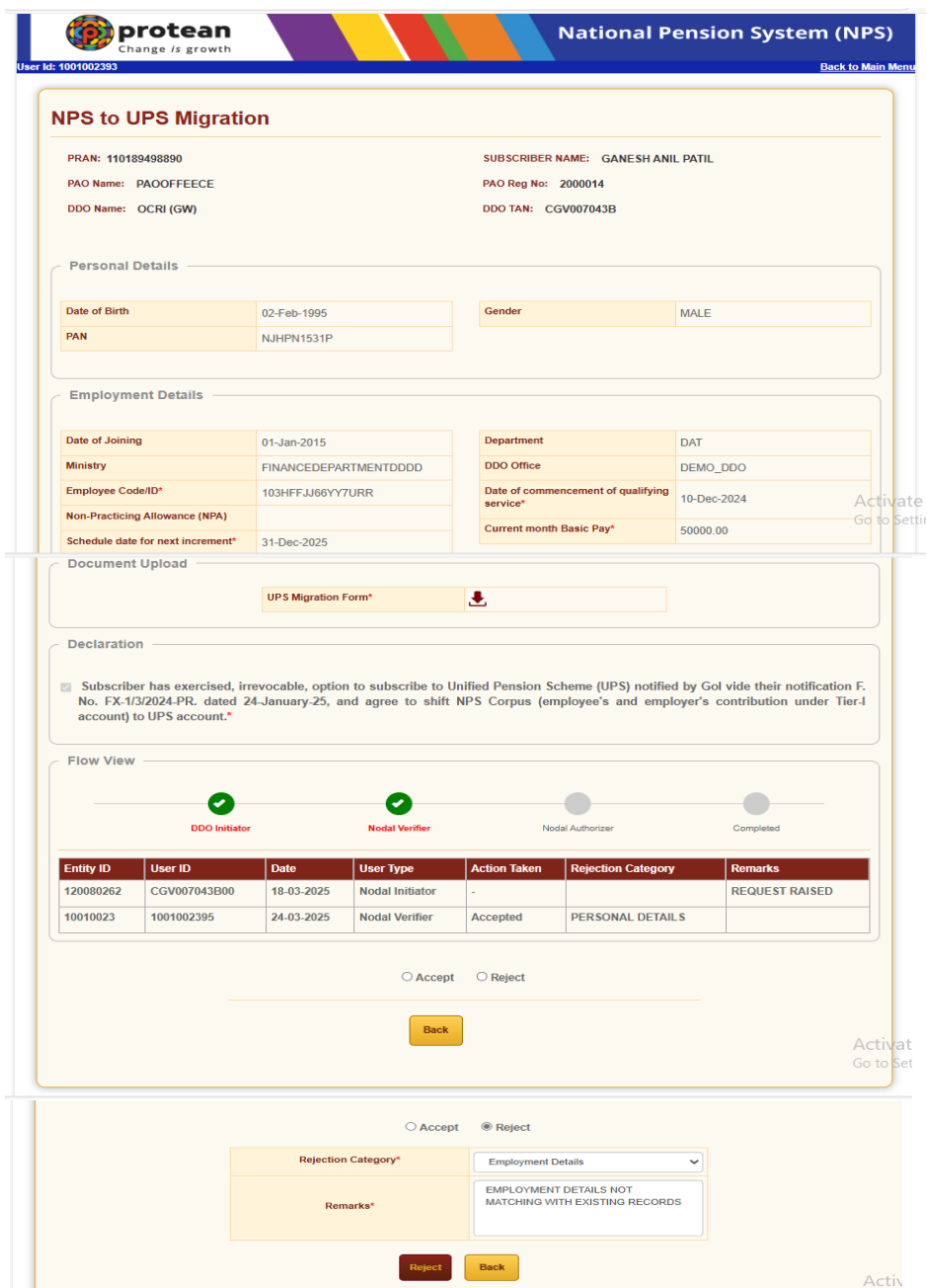
Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
51003202518104542	110051049779	10-Mar-2025	CGV007031D00	-	-	INITIATED BY DDO	Approve/Reject	
51103202518104545	110107055026	11-Mar-2025	110107055026	11-Mar-2025	CGV007028A00	Verified, awaiting authorisation	Approve/Reject	

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

Figure 16

D. Once Authoriser clicks on “Approve/Reject” link for one request, all the details of the request will be displayed on the screen. (View Figure 11). The authoriser can reject the request if the details entered are not correct.

The authoriser needs to select the rejection category as “employment details” and provide remarks and click on reject button.



NPS to UPS Migration

PRAN: 110189498890 SUBSCRIBER NAME: GANESH ANIL PATIL
 PAO Name: PAOFFEECE PAO Reg No: 2000014
 DDO Name: OCRI (GW) DDO TAN: CGV007043B

Personal Details

Date of Birth	02-Feb-1995	Gender	MALE
PAN	NJHPN1531P		

Employment Details

Date of Joining	01-Jan-2015	Department	DAT
Ministry	FINANCEDEPARTMENTDDDD	DDO Office	DEMO_DDO
Employee Code/ID*	103HFFJ66YY7URR	Date of commencement of qualifying service*	10-Dec-2024
Non-Practicing Allowance (NPA)		Current month Basic Pay*	50000.00
Schedule date for next increment*	31-Dec-2025		

Document Upload

UPS Migration Form*

Declaration

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.*

Flow View

DDO Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED
10010023	1001002395	24-03-2025	Nodal Verifier	Accepted	PERSONAL DETAILS	

☐ Accept ☒ Reject

Back

☐ Accept ☒ Reject

Rejection Category* Employment Details

Remarks* EMPLOYMENT DETAILS NOT MATCHING WITH EXISTING RECORDS

Reject **Back**

Figure 17

Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- E. In case the employee is eligible for shifting to UPS and details are correct, the authoriser needs to select 'Accept' and click on 'Approve' button.

It is the responsibility of the PAO to check the eligibility of the Subscriber to migrate to UPS and also ensure that the details entered are as per the service records

Declaration

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR. dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.*

Flow View

DDO Initiator (Green checkmark) → Nodal Verifier (Green checkmark) → Nodal Authorizer (Grey circle) → Completed (Grey circle)

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED
10010023	1001002395	24-03-2025	Nodal Verifier	Accepted	PERSONAL DETAILS	

☒ Accept ☐ Reject

Approve **Back**

Retired life ka sahara, NPS hamara

Home | Contact Us | System Configuration / Best Viewed | Entrust Secured | Privacy Policy | Grievance Redressal Policy

Activate V
Go to Setting

Figure 18

- F. On selecting the Approve button, the confirmation screen would appear where verifier has to select either proceed or cancel button.

NPS to UPS Migration

PRAN: 110197055609

PAO Name: Pay Section-II, CDA (R&D),

DDO Name: DDOOFF

Personal Details

Date of Birth: 08-Jun-1987 Gender: FEMALE

PAN: ZDRPN7784E

Employment Details

Date of Joining: 01-Jan-2015 Department: DAT

Ministry: FINANCE DDO Office: DEMO_DDO

Employee Code/ID*: 103HFFJ66YY7URR Date of commencement of qualifying service*: 10-Dec-2024

Non-Practicing Allowance (NPA) Current month Basic Pay*: 50000.00

Do you want to Proceed ?

Proceed **Cancel**

Activate W
Go to Settings

Figure 19

Shifting from NPS to UPS - Initiation by DDO & Verification & Authorisation by PAO

- G. By clicking on "Proceed" option, the request will get authorised and the status will be updated as 'The request for NPS to UPS migration is authorised.'

The screenshot shows the 'NPS to UPS Migration' interface. A modal dialog box titled 'UPS Migration' is displayed in the center. It contains the following information:

- Acknowledgement Number: 51803202518104578
- Acknowledgement Date: 18-Mar-2025
- PRAN: 110062760951
- Subscriber Name: Sumit Hanumant MAndhare

Below the information, a green message states: "The request for NPS to UPS migration is authorized." There is a 'Close' button at the bottom of the dialog. The background shows the 'NPS to UPS Migration' form with fields for PRAN, PAO Name, DDO Name, Personal Details, and Employment Details.

Figure 20

Status View: The nodal office can check the request status by selecting 'view request status' and enter date range.

The screenshot shows the 'NPS to UPS Migration' interface with the 'View Request Status' option selected. The 'Migration Request Status View' section contains input fields for:

- Permanent Retirement Account Number (PRAN)*
- Acknowledgement No*
- From Date*
- To Date*

Below these fields are 'Submit' and 'Reset' buttons. A table displays the migration request status for various PRANs.

Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Migration Form
52503202518100087	111102170604	25-Mar-2025	111102170604	25-Mar-2025	1001003101	Authorised	
52503202518100086	110177058625	25-Mar-2025	110177058625	-	-	Esigned By Subscriber	-
52503202518100083	110184018585	25-Mar-2025	CGV020330C00	25-Mar-2025	111006301	Authorized by Nodal	
52503202518100052	110109496532	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100051	110003708167	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100050	110020323952	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100049	110060341011	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100048	110010338606	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100047	110040341303	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100046	110050341308	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	

Figure 21

The Subscriber Shifting requests with status as "Authorized" will indicate that PRAN is shifted from **NPS to UPS** and the said PRAN will be prefixed with **UPS** for identification.
