Protean eGov Technologies Limited

Standard Operating Procedure (SoP)

File Upload by DDOs on receipt of Physical UPS forms from Subscribers

Version 1.0

REVISION HISTORY

Sr. No.	Date of Revision	Version	Section Number	Description of Change
1	First Edition	1.0	-	Initial Version

This document shall assist Drawing and Disbursing officers (DDOs) to upload data of Subscribers for whom the UPS forms (**Fresh Registrations/Migration from NPS to UPS / UPS Claim Benefits**) have been provided by respective associated Subscribers for further processing the requests Online.

The DDOs have to upload the data in Excel format as prescribed with the fields provided in the table below with the following naming Convention (**DDO Registration number_UPS_DDMMYYYY).** Please refer the instructions for filling in the excel sheet.

Sr No	PRAN	Name	Request Type	DDO Reg No	PAO Reg No	PrAO Reg No.	Date Of Retirement/ Date of Joining / Death (DD-MM-YYYY)	Date of Request received (DD-MM-YYYY)	Name of Form
1.									

Instructions for filling in the excel sheet:

Field Name	Details required	Remarks
PRAN	Enter 12-digit valid PRAN of the subscriber. For new registration, the field will be blank	-
Name	Name of the subscriber as per CRA records For new registration- Name as per form	-
DDO Reg No	10 digit no starting from CGV for e.g. CGV****45D.	DDO Reg no with which the subscriber is mapped
PAO Reg No	7 digit no starting from 200 For e.g. 200**51	PAO Reg no with which DDO is mapped
PrAO Reg No.	7 digit no starting from 300 For e.g. 300**51	PrAO Reg no with which PAO is mapped
Date of Request received	Date on which form is received from Subscriber/ Spouse of deceased subscriber	Details should be in DD/MM/YYYY format only
Request Type, Date of Retirement/Death and name of the form	Please refer below table for these fields	Naming convention is provided in excel sheet as dropdown for request type and Form Name

Request Type	Date to be mentioned	Form required
New Registration under UPS	Date of Joining (DD/MM/YYYY)	Form A1
Migration from NPS to UPS	Date of Retirement (DD/MM/YYYY)	Form A2
UPS Claim Benefit - NPS Retirees	Date of Retirement (DD/MM/YYYY)	Form B2
UPS Claim benefit- Death	Date of Death (DD/MM/YYYY)	Form B6

File Upload by DDOs on receipt of Physical UPS forms from Subscribers

1. DDO User will first login into **www.cra-nsdl.com** by providing credentials provided by CRA as displayed under **Figure 1**
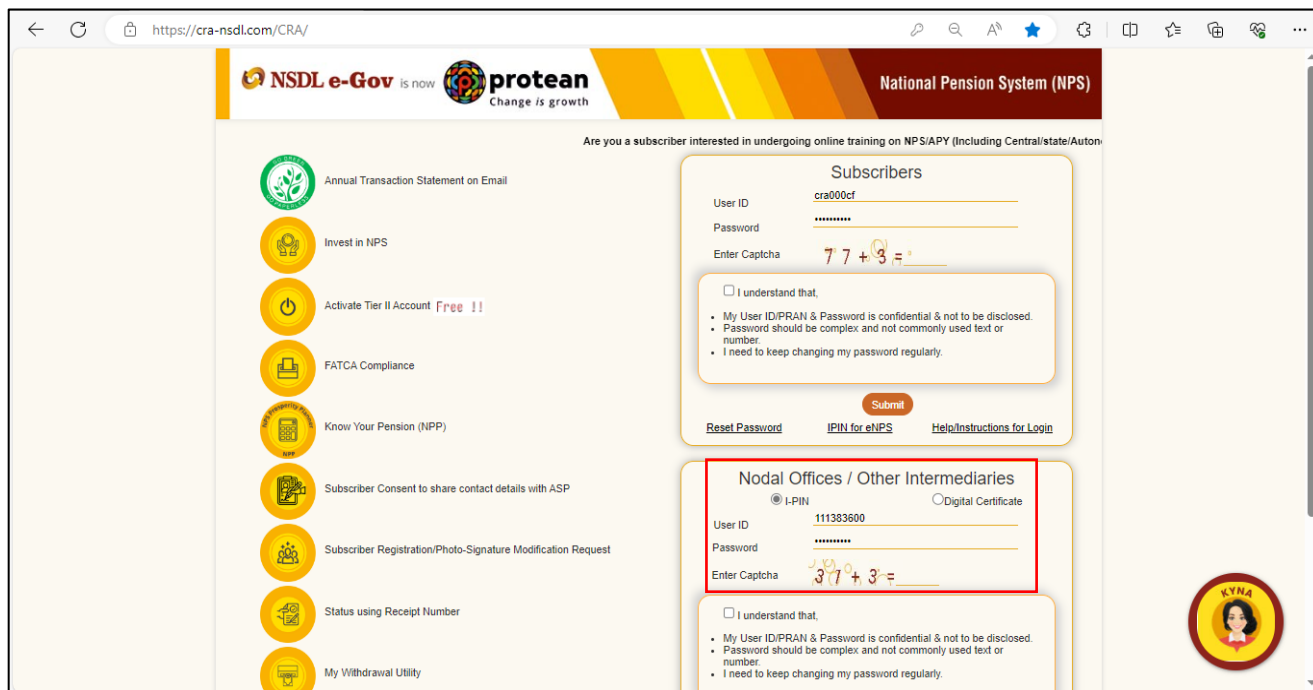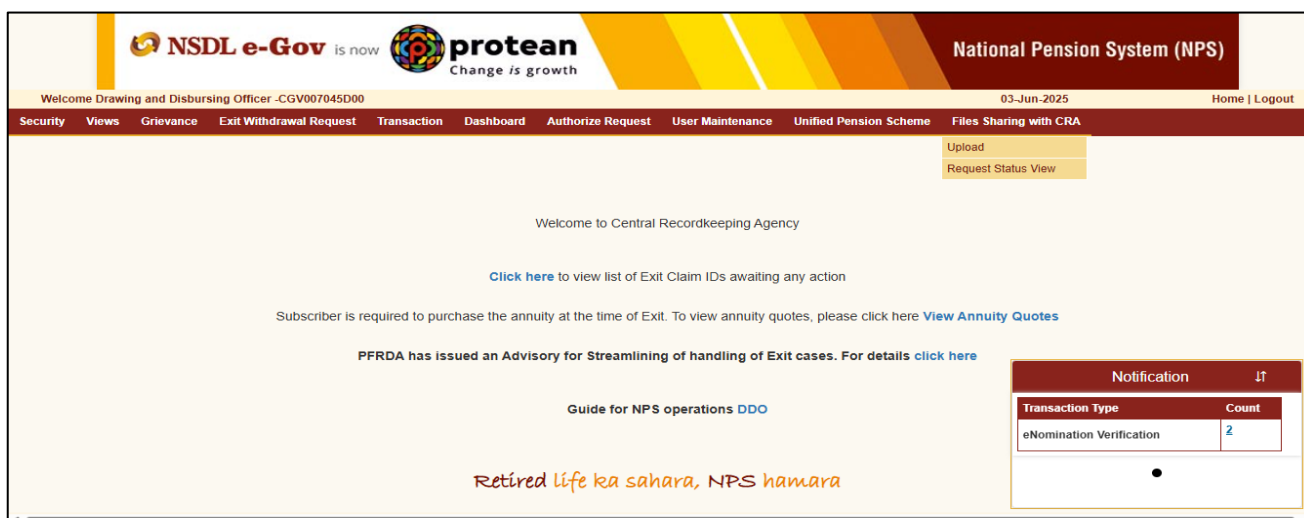

Figure 1

2. User needs to navigate to the "**File sharing with CRA**" option and select the "**Upload**" option as displayed under **Figure 2**.

Figure 2

3. The following screen would be displayed wherein the User needs to Select the Choose *file* tab and

need to select the Excel file as per the prescribed format as shown under **Figure 3**

Figure 3

4. Post submitting the request, a message will be displayed "File has been uploaded successfully uploaded with "**File reference number**" as shown under Figure 4

Figure 4

5. Once the File is uploaded, User can check the status by navigating to the menu "File **Sharing**

with CRA" and selecting Request **status view**, as displayed under Figure **5.**
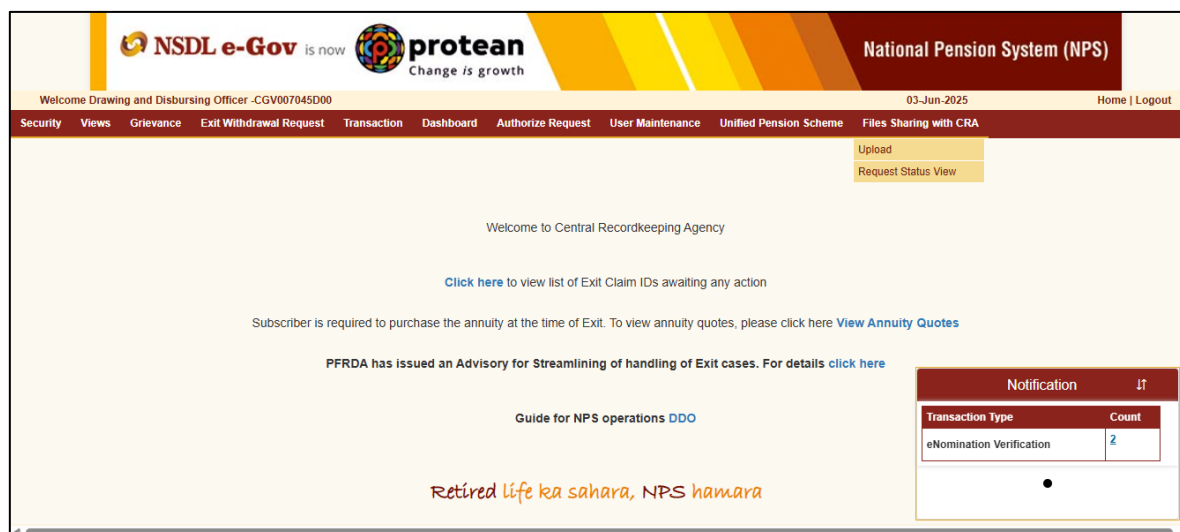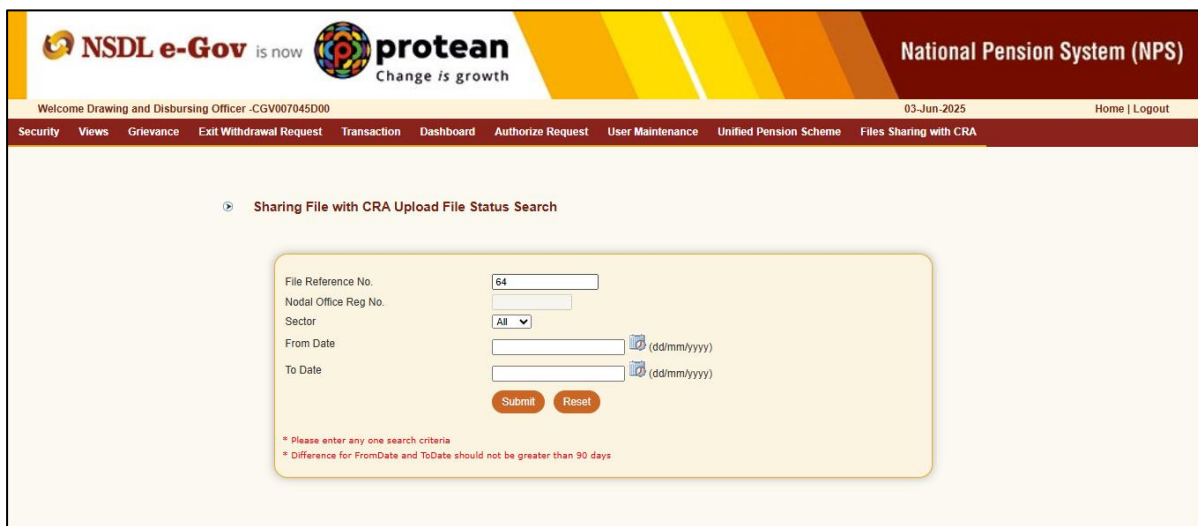
Figure 5

6. Once the File is uploaded, User can check the status by entering the FRN (File Reference Number) or Date range under "File **status search"** as displayed under **Figure 6**

7. User can check the status as shown in Figure **7**.

Figure 7

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