TA-3-102/1/2021-TA-III/CS-8004/319 Ministry of Finance Department of Expenditure Controller General of Accounts Mahalekha Niyantrak Bhawan 'E' Block, GPO Complex, INA New Delhi – 110022.

Subject: Online NPS Subscriber Registration Module for PRAN generation (NPS - SRM) for NPS employees - roll out on Pilot Basis-reg.

Office Memorandum

A reference is invited to PFMS Division, CGA's OM No. I-84001/1/2020-ITD-CGA dated 12.10.2021 and OM no. I-84001/1/2020-ITD-CGA/224-29 dated 24.11.2021 regarding the subject cited above.

2. On-line NPS Subscriber Registration Module for generation of PRAN for employees covered by NPS has been deployed by GIFMIS on PFMS. The NPS-SRM Module is available in PFMS home page (Menu-National pension System-PRAN Registration).

3 Presently the module will be deployed for pilot run in the selected Ministries/Departments as per enclosed list. A User Manual prepared by GIFMIS is also enclosed for reference. GIFMIS will provide hand holding for this application of new module.

4. Any further clarification/query, in this regard, may please be taken up with GIFMIS vertical of this office through EIS Helpdesk (pfms-eis@gov.in).

Encl: As above

low 16/a/2022

(Parul Gupta) Dy. Controller General of Accounts

То

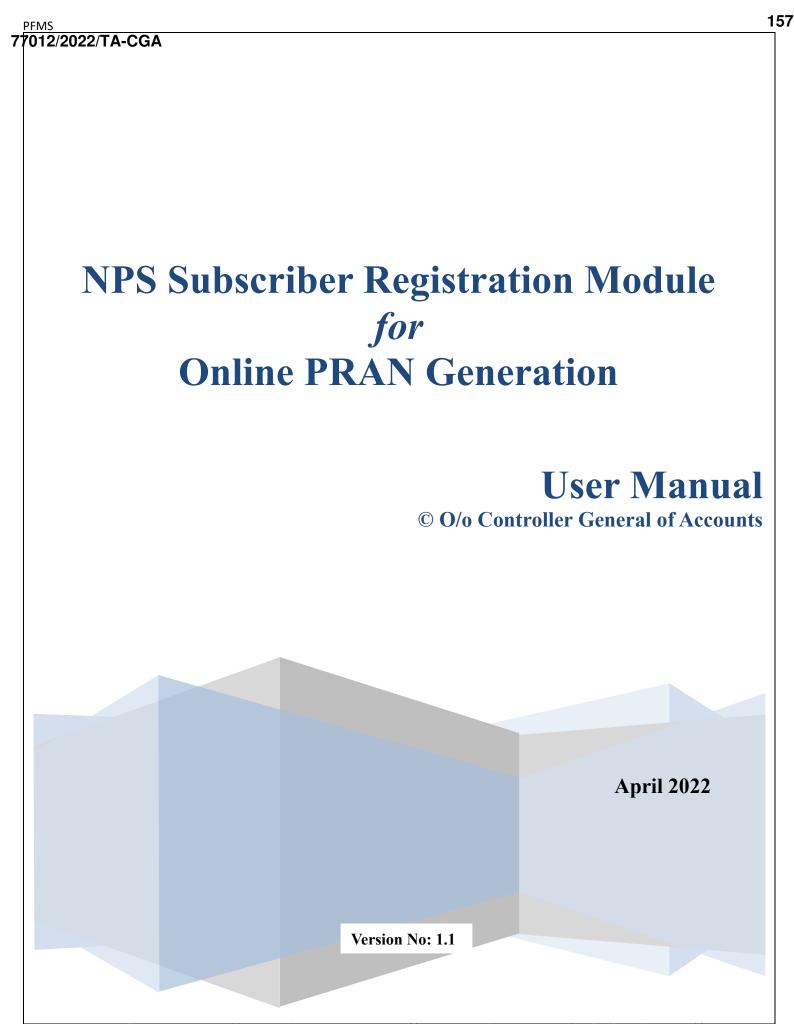
All Pr. CCAs/CCAs/CAs (IC) of the Ministries/ Deptts. concerned. Copy to: Sr. A. O. (ITD) for uploading this OM in CGA's website please.

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List of Controller and PAO for pilot run of Subscriber Registration Module

| S.No | Controller Code & Description | PAO Code & Description |
|------|-------------------------------|--------------------------------------------------------|
| 1 | 013 - EXPENDITURE | 008391 - Public financial Management System, New Delhi |
| 2 | 013 - EXPENDITURE | 016001 - PAO, O/O CGA, M/O Finance, D/O Exp. |
| 3 | 013 - EXPENDITURE | 016100 - PAO, INGAF, New Delhi. |
| 4 | 032 - INFORMATION TECHNOLOGY | 033195 - PAO, NIC, New Delhi. |
| 5 | 035 - CBEC | 050005 - PAO, CEX IV, Thane, Mumbai |
| 6 | 035 - CBEC | 050090 - PAO, CUSTOMS (PREV.), MUMBAI |
| 7 | 035 - CBEC | 050240 - PAO, CUSTOMS, AMRITSAR |
| 8 | 035 - CBEC | 050672 - PAO Hq. (CBEC), New Delhi |
| 9 | 035 - CBEC | 050725 - PAO(Collectorate of C&CE), Ahmedabad |
| 10 | 035 - CBEC | 050812 - PAO(Collec. of Central Excise),Allahabad |
| 11 | 035 - CBEC | 050896 - PAO(Collec. of Central Excise),Bangalore |
| 12 | 035 - CBEC | 050982 - PAO(Central Excise Collectorate), VADODRA |
| 13 | 035 - CBEC | 051151 - PAO(Collec. of Central Excise-I),Mumbai |
| 14 | 035 - CBEC | 051237 - PAO(Collec.of Central Excise-I),Kolkata |
| 15 | 035 - CBEC | 051493 - PAO(Collec. of Central Excise),New Delhi |
| 16 | 035 - CBEC | 051743 - PAO(Collec. of Central Excise),Hyderabad |
| 17 | 035 - CBEC | 052000 - PAO(Collec. of Central Excise), Kanpur |
| 18 | 035 - CBEC | 052084 - PAO(Collec. of Central Excise),Chennai |
| 19 | 035 - CBEC | 052598 - PAO(Collectorate of Customs), Mumbai |
| 20 | 035 - CBEC | 052679 - PAO(Collec.of Central ExciseII),Kolkata |
| 21 | 035 - CBEC | 052775 - PAO(Collectorate of Customs), Kolkata |
| 22 | 035 - CBEC | 052930 - PAO(Collectorate of customs), Chennai |
| 23 | 035 - CBEC | 053161 - PAO(Dirc.of Inspc. & Audit,C&CE),N.Delhi |
| 24 | 035 - CBEC | 053245 - PAO(Dirc.of Stat. & Intll.,C&CE),N.Delhi |
| 25 | 035 - CBEC | 053755 - PAO(Collec. of Central Excise-II),Mumbai |
| 26 | 035 - CBEC | 053844 - PAO(Collectorate of C&CE), Merrut |
| 27 | 035 - CBEC | 054263 - PAO(Collec.of Central Excise-III),Mumbai |
| 28 | 035 - CBEC | 054700 - PAO (Commissionerate of Customs) New Dehi |
| 29 | 035 - CBEC | 054725 - PAO,CEX & Customs, NOIDA |
| 30 | 035 - CBEC | 054775 - PAO,CEX & Customs,Rohtak |
| 31 | 035 - CBEC | 054800 - PAO,CEX & Customs,Ghaziabad |
| 32 | 035 - CBEC | 054851 - PAO CEX KOLKATA-III |
| 33 | 035 - CBEC | 054926 - PAO CBEC, TRIVANDRUM |
| 34 | 035 - CBEC | 054951 - PAO C.EX IV, KOLKATA |
| 35 | 035 - CBEC | 055005 - PAO, CEX & Customs CHANDIGARH |
| 36 | 036 - CBDT | 004168 - ZAO, CBDT, Chandigarh |
| 37 | 036 - CBDT | 004178 - ZAO, CBDT, Trivandrum |
| 38 | 036 - CBDT | 004180 - ZAO, CBDT, Nasik |
| 39 | 036 - CBDT | 004183 - ZAO, CBDT, Baroda |
| 40 | 036 - CBDT | 004188 - ZAO, CBDT, Guwahati |
| 41 | 036 - CBDT | 004190 - ZAO, CBDT, Ranchi |
| 42 | 036 - CBDT | 055542 - ZAO(CBDT), Bangalore |
| 43 | 036 - CBDT | 055623 - ZAO(CBDT), Patna |
| 44 | 036 - CBDT | 055703 - ZAO(CBDT), Bhopal |

| #206 3/202 2 5 | XIND | Controller Code & Description | PAO Code & Description |
|------------------------------|-------------|-------------------------------|--------------------------------------|
| | 45 | 036 - CBDT | 055862 - ZAO(CBDT), Nagpur |
| | 46 | 036 - CBDT | 055940 - ZAO(CBDT), Kanpur |
| | 47 | 036 - CBDT | 056017 - ZAO(CBDT), Ahmedabad |
| | 48 | 036 - CBDT | 056099 - ZAO(CBDT), Jaipur |
| | 49 | 036 - CBDT | 056180 - ZAO(CBDT), Bhubaneswar |
| | 50 | 036 - CBDT | 056260 - ZAO(CBDT), Lucknow |
| | 51 | 036 - CBDT | 056418 - ZAO(CBDT), Amritsar |
| | 52 | 036 - CBDT | 056496 - ZAO(CBDT), Meerut |
| | 53 | 036 - CBDT | 056576 - ZAO(CBDT), Hyderabad |
| | 54 | 036 - CBDT | 056892 - ZAO(CBDT), Rohtak (Haryana) |
| | 55 | 036 - CBDT | 056971 - ZAO(CBDT), Kolkata |
| | 56 | 036 - CBDT | 057050 - ZAO(CBDT), Mumbai |
| | 57 | 036 - CBDT | 057127 - ZAO(CBDT), Chennai |
| | 58 | 036 - CBDT | 057288 - ZAO(CBDT), New Delhi |



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PFMS 77012/2022/TA-CGA

Purpose of the document

The aim of this document is to present a detailed guide to the step-by-step procedure to be performed to automate the process/work related to NPS subscriber online registration for obtaining the Permanent Retirement Account Number (PRAN) for the newly recruited employees of the Central Government of India.

Intended Audience

- Employees of the Central Government of India
- DDO Maker
- DDO Checker
- PAO/ CDDO (Admin)

List of Abbreviations

| Abbreviation | Expansion |
|--------------|-----------------------------------------|
| CGA | Controller General of Accounts |
| CCA | Chief Controller of Accounts |
| DDO | Drawing & Disbursing Officer |
| PAO | Pay and Accounts Officer |
| NCDDO | Non-Cheque Drawing & Disbursing Officer |
| CDDO | Cheque Drawing & Disbursing Officer |
| DH | Dealing Hand |
| CRA | Central Recordkeeping Agency |
| NSDL | National Securities Depository Limited |
| NPS | National Pension System |
| PFMS | Public Financial Management System |

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| | C. DDO Checker Login | |
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1. Introduction

NPS is a contributory pension system where contributions from subscriber's salaries @10% (Employee Contribution) along with matching Government Contribution @14% (w.e.f 01.04.2019) from their respective government employers or such other percentage as may be notified from time to time, are collected in the pension account of the NPS employee. NPS is mandatory for all the employees who join services of Central Government (except Armed Forces) and Central Autonomous Bodies on or after 1st January 2004 subject to other conditions.

PRAN (Permanent Retirement Account Number) is the unique and portable number provided to each subscriber under NPS and remains with them throughout. On successful registration, PRAN is allotted to the subscriber.

2. Stakeholders

i. Employee ii. DDO Maker iii. DDO Checker iv. PAO v. CDDO (Admin) vi. CRA-NSDL

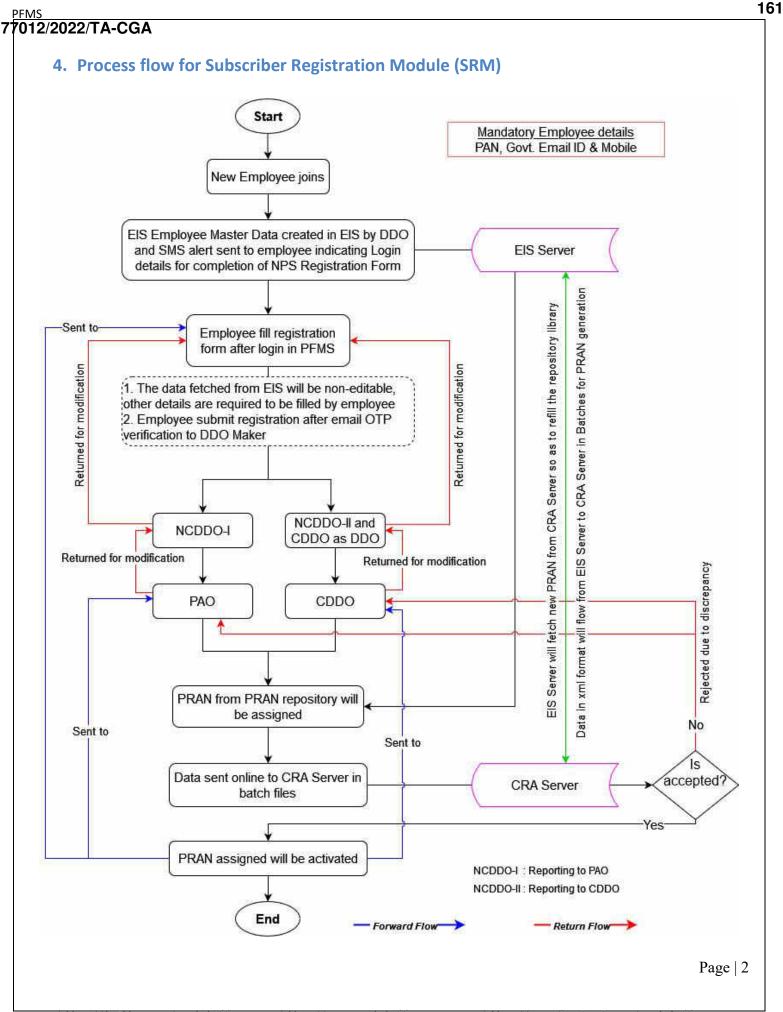
Process of PRAN Registration

The process of NPS registration starts after creation of employee data by DDO in EIS.

- The EIS master-data is created in DDO and an alert regarding the User ID & a default password is sent to the newly recruited employee of the Central Government as soon as they join.
 NOTE: In case the employee login details are not available, they need to connect with the respective DDO and share the PAN No, Govt. Email ID, and mobile number to get the necessary updation done in EIS.
- ii. The Employee shall log in to the PFMS, enters the NPS module, and fill the NPS Subscriber Registration Form for PRAN generation.

NOTE: In the form, some of the fields are auto-captured from EIS Data and are non-editable for the user while other fields are to be filled by the employee.

- iii. The duly filled-in form is submitted to DDO Maker.
- iv. The DDO Maker verifies the request and forwards it to DDO Checker.
- v. The DDO Checker cross-validates the request and forwards it to concerned PAO or CDDO (Admin), as the case may be
 - a. In case of Non-Cheque Drawing DDO (NCDDO-I), the DDO Checker will forward it to Pay & Accounts Officer (PAO Level).
 - b. In case of Non-Cheque Drawing DDO (NCDDO-II) attached to CDDO, DDO Checker will forward it to CDDO (DDO Admin in PFMS). The DDO Checker of CDDO (working as DDO) will also forward the details to CDDO (DDO Admin) for its employees.
- vi. PAO/CDDO (Admin) after necessary checks, submits the request to CRA-NSDL for PRAN generation. A PRAN from PRAN repository is assigned to the employee immediately on submission of the form and saved in the system. This data will be then sent to CRA-NSDL for activation of PRAN in batch files.
- vii. On receipt of batch files from EIS Server, CRA-NSDL checks and validates the data and activate the PRAN assigned to the employee and inform all stakeholders. However, in case of discrepancy in data, CRA-NSDL will intimate about the discrepancies to the stakeholder.



5. PRAN Registration and PRAN Generation Screen Flow A. Employee Login Online PRAN registration is available only for those employees whose country of birth is India. In case the country of birth is other than India PRAN registration is to be done offline (manually). Launch the URL 'https://pfms.nic.in' in the browser. 1. 2. Click 'Login'. 1 i pfms.nic.in/NewDefaultHome.as 4 \rightarrow × 습 🐅 😩 English 🗸 Public Financial Management System - PFMS Pe 2 0/o Controller General of Accounts, Ministry of Finance Login As the Nation celebrates Azadi Ka Amrit Mahotsav <u>iii</u> Let us 9 • A FY 2021 - 22 Transactions Todays Transactions Know your Payments Get Login Details If Agency is already registered Gount: 54,477 Count: 96,00,56,970 Track NSP Payments nt (Crores) 20 nt (Crores): 23,60,963 **PFMS Home Page** 3. The current financial year will be selected by default. a. Enter the credentials to login into the PFMS Portal. Public Financial Management System - PFMS Login 0/o Controller General of Accounts, Ministry of Finance Forgot Password? . · Activate User 2821-202 Register Agency New User Registration Form Usumani 1 Register MIS Reports Users = Get Password By Unique Agency Code Password Register State Govt. DDO . Register DBT Beneficiary Mgmt Checker 0 Register Treasury Users e. Logi • -**PFMS Login Page**

Page | 3

PFMS

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4. On the PFMS homepage, click 'National Pension System → PRAN Registration' to launch the NPS "PRAN Registration" homepage.

| | nancial Management System-PFMS General of Accounts, Ministry of Finance | Welcomer Amarjeet Uwer Typer Englogwe Financial Yeari 2021-2022 | 10:29:33 AM | [B3CPA1906B] Logoul Change Pasavord Login History English V |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------|----------------------------------------------------------------------|
| Home | | Amarjeet | | |
| TA Claim | | | | |
| National Pension System | RAN Desistration | | | |
| Employee Info: System | PRAN Registration The following table shows the summary of Agency according to status and type. To find out what details of Agency in a status. Click on the corresponding status. Agency Bank Account Vali | | s. To find the | |

Subscriber Home Page

5. On the NPS home page, subscriber is prompted to confirm if he / she already has been allotted a PRAN no. earlier.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | Amarjeet Exit — Multi Tasking Staff |
|----------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------|
| PRAN Details | | Instruction List |
| | Note :- Fields marked with * are mandatory. PRAN Details Do you already have a PRAN number ? Yes: No | |

NPS Home Page

- 6. Case I: On clicking "Yes"
 - a. The subscriber will furnish the PRAN No. and upload a copy of the PRAN Card.
 - b. On **Submit**, the request will be forwarded to DDO Maker for verification.

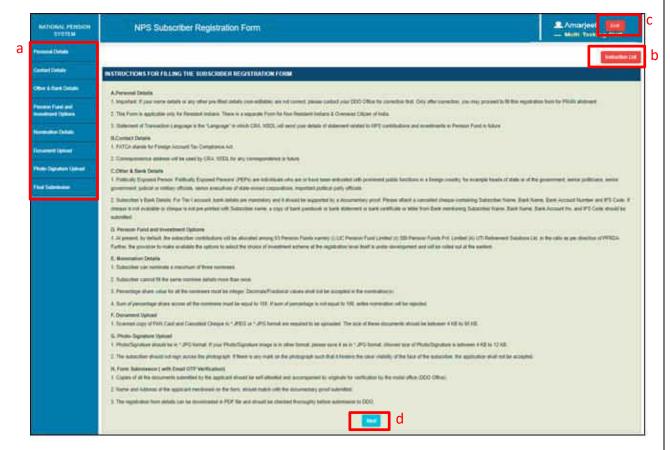
| Note - Fiel | ds marked with * are mandatory | |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|--|
| PRAN | Details | |
| | Do you already have a PRAN number ? | |
| а | Yes No PRAN No.* Upload PRAN* Upload File No file chosen | |
| , | Intes - Document should be in "Jpog or "Jpg format. Size of the document should be between 4 KB to 50 KB. Existing PRAN Details Page | |

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- 7. **Case II**: On clicking "No", subscriber will be redirected to the NPS Subscriber Registration form.
- On the homepage of NPS Subscriber Registration form,
 - a) The left navigation pane lists the section-wise details to be filled.
 - b) The instructions for filling the form are provided. The same can again be viewed through the '**Instruction List**' button.

NOTE:

- The relevant section is highlighted in the instruction list that the subscriber is currently on.
- On all the pages, mandatory fields are marked with asterisk (*), subscriber will not be able to proceed further without providing information for such fields.
- c) The 'Exit' button log outs the subscriber from the NPS Subscriber Registration form page and takes back to the PFMS homepage.
- d) Click 'Next' to fill the details in the form.



Subscriber Registration Form: Home Page

NOTE:

It may be noted that, the details filled in the form, if not completed or completed but not submitted, shall be available even if the user has logged out. Provided the user shall select "NO" for confirmation message "Do you already have a PRAN?", prompted at the time of subsequent login. If the user selects "Yes" in confirmation message, all the details earlier filled

in by the user will be lost/deleted.

- **Personal Details**: The first section in the form is "Personal Details' that is further divided into three sub-sections— Personal Details, Proof Of Identity Details and Family Details.
 - Personal Details:
 - $\circ~$ Some of the fields are pre-populated and non-editable. The data is being fetched from EIS records.
 - $\circ\;$ Verify the pre-filled information and in case of any discrepancy contact DDO.
 - After filling and verifying the details, click the **Save & Next** button to save the details and proceed to '*Proof of Identity Details*' page.

NOTE:

- The option to fill the Middle and Last name in Hindi will be available only if the middle or last name in English is provided in EIS.
- Use google translator link, provided below the field, to translate the name in Hindi.
- In the Statement of Transaction Language filed, the subscriber is required to select the language in which they want to receive the transaction statement/Annual Statement from CRA-NSDL.

| 800475 | | | | Ins |
|-----------------------------|-------------------------------------------------|------------------------|---------------------------------------|------------------------------------------------------------------------------------------------|
| ct Details | Note - Fields marked with * are mandatory | for registration | | |
| å Bank Details | Subscriber Personal Details | | | |
| an Fund and ment Options | Personal Details Proof of Identify | Details Family Details | | |
| ation Details | | | | |
| ent Upload | I would like my PRAN to be printed in Hindi* | OYes ONo | Place(City Of Birth* | Place/City Of Birth |
| | Title* | Snt. | Country Of Birth* | India 🛩 |
| ignature Upload | First Name* | Sushmita | | (If your Birth Country is not India, please fill PRAN form offline) |
| bmession | Middle Name | | Residential Status* | Indian. Y |
| | Last Name | Bairagi | Statement Of Transaction Language* | - Select Statement Of Transaction Language - |
| | Employee Code* | SB1017FB1001 | Gender* | Female 🗸 🗸 |
| | Date Of Birth* | 15/06/1991 | Marital Status* | Select Marital Statue |
| | | | Mobile* | 9953060597 |
| | | | Email ID* | seshmila cadhury@gmail.com |
| | | | Telephone(Residence No.) | Telephone(Residence Nr.) |
| | | | | (Telephone No. should be in the formats 91- STD code Landline Number or 91-Mobile Number.) |
| | | | Telephone(Office No.) | -Telophone(Office No.) |
| | | | | (Telephone No. should be in the formate 91- STD code- Landline Number or 91-Mobile Number.) |
| | | | Fax Number. | Fax Number |
| | | | | |

Personal Details Section: Personal Details Page

Proof Of Identity Details:

- The PAN details of the subscriber will be pre-populated.
- Upload a document evidencing orphan, in case 'Yes' is selected for Orphan field.
- Click the Save & Next button to proceed to the next page, i.e., Family Details.
- Click the **Back** button to go back to the previous page, i.e., Personal Details.

| sonal Details | Proof of Identity Details | Family Details | | | |
|--------------------|---------------------------|----------------------|-------|--|--|
| PAN* | AMMPC485 | 5W | | | |
| Identity Proof* | PAN CARD | | ~ | | |
| Date Of Birth Pr | PAN CARD | | * | | |
| Orphan* | ⊖Yes [©] No | | | | |
| Note: For identity | and date of birth proof, | PAN is being conside | ered. | | |

Personal Details Page: Proof Of Identity Details

• Family Details:

- Select the name of the parent to be printed on PRAN.
- Furnish the father and mother name.
- Click the Save & Next button to save the data of the Personal Details section.
- Click "OK" on the confirmation popup to proceed to the next section, i.e., Contact Details or click "Cancel" to stay on the Family Details page.
- Clicking 'Back' button will take the subscriber to 'Proof Of Identity' page.

NOTE:

 Name of the father/mother needs to be entered in Hindi in case the subscriber has selected the option to print PRAN in Hindi on the '*Personal Details*' page. (Note that in the case of an orphan, father's /mother's name is not applicable.)

| riber Personal Details | Details Family Details | | | | |
|-------------------------------|--------------------------|---------------|----------------------|-------------------------|---|
| | | | | | |
| ubscriber's Maiden Name | Subscriber's Maiden Name | | | | |
| arent's Name to be Printed on | PRAN Card* CF/ | ATHER OMOTHER | | | |
| ather's Title* | Select Father's Title | .* | Mother's Title* | - Select Mother's Title | ~ |
| ather's First Name* | Father's First Name | | Mother's First Name* | Mother's First Name | |
| ather's Middle Name | Falher's Middle Name | | Mother's Middle Name | Mother's Middle Name | |
| ather's Last Name | Falher's Last Name | | Mother's Last Name | Mother's Last Name | |
| | | | | | |

Personal Details Section: Family Details Page

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- Contact Details Section: In this section, •
 - Provide the FATCA details.
 - Certify the FATCA declaration.
 - Furnish the correspondence address.
 - Click 'Save & Next' button to save the details and proceed to 'Permanent Address Details' tab.

| Porsonal Details | | | | | | | | 1 | Instruction List |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------|
| Contact Details | Note Fields marked with * are | e mandatory for registration | | | | | | | 30 |
| Other & Bank Details | Foreign Account Tax Co | ompliance Act (FATCA) de | etails | | | | | | |
| Pension Fund and Investment Options | US PERS | 50N* | Yes ® No | | | | | | |
| Nomination Defails | Country Of Tax Residency* | Address Of Tax Residency* | TIN Number Issuing Country* | Tax Identification Number* | Validity | FATCA State* | FATCA City* | FATCA Zip Code* | |
| Document Upload | (india 🗸 🗸 | Enter Residency Address | lindia 🗸 🗸 | BXTPB7415D | | Enter FATCA State | Enter City | Enter Zip Coc | + 1 |
| Photo-Signature Upload | | | * | | | | | | |
| Final Submission | l certify that: | | ply at all times with all relevant | | | ~ ~ | | | |
| | c) I permit? authorse the NPS transfer and disclosure betwee d) I undertake the responsibility provided by me or if any certifi- e) I also agree that in case of the putpose or fake any other f) I bereby accept and acknow g) I also agree to furnish such | Trust to collect, store, commu en them and to the authorities by to declare and disclose with loadion becomes incorrect and my failure to disclose any mat action a smay be desired appli- riedge that the NPS Trust shall information and/or documents | of the account as a Reportable micrate and process information in and / or coulds think of any in 30 days from the date of cha on a site of the set of the set of the enal fact known to me, never or 1 or the set of the set of the set of could be the set of the set of the have the sight and authority to a site KIPS Trust on account of pr | relating to the Account and confidential information for o inge, any changes that may in along with documentary e in Suture, the NPS Trust may a deficiency is not armedid carry out investigations from from time to time an account | compliance with any law r take place in the informa- vidence. report to any regulator a by me within the stipulate in the information available to f any change in law eli- | or regulation whether dome- tion provided in the Form, it nd / or any authority design id period. e in public domain for confir | slic or foreign. s supporting Annexure: aled by the Governmer ming the information p | s as well as in the docum at of India(GOI) / RBI / IR rovided by me to the NPS | entary evidence DA / PFRDA for |
| | Correspondence Address | Delaits Permanent Addre | as Defaits | | | | | | |
| | Address Type* Landmark* | Select Addre | за Туро— | | oom/Door/Block No.* ses/Building/Village* | Enter FielRoom/D | | | |
| | Road/Street/Lane | Enter Road/Site | etili, ane | Area/ | Locality/Taluka | Emler Area/Locality | Tahuka | | |
| | Pin Code * | Entar Pip. Gode | | СпуЛ | own/District * | Enter City/Toyn/D | stnat. | | |
| | Country* | India | | State | U.T.* | - Select State/U.1 | f.+- | ~ | |
| | Correspondence Addres Proof * | - Select Addre | ss Proof | ♥ Save & | Next | | | | |

Contact Details Section: FATACA and Correspondence Address Page

 In the Permanent Address Details tab, subscriber can either select the same address as that of correspondence or can provide a different address as well. The 'Back' button will take the subscriber to the 'Correspondence Address Details' tab.

| IATIONAL PENSION SYSTEM | NPS Subse | criber Registration | Form | | | | | Sushmita Bairag | |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| sonal Details | | | | | | | | | Instruct |
| itect Details | Note - Fields marked with * are | e mandatory for registration | | | | | | | |
| er & Bank Delaits | Foreign Account Tax Co | ompliance Act (FATCA) del | tails | | | | | | |
| aion Fund and estment Options | US PERS | son* On | Yas ® No | | | | | | |
| nination Details | Country Of Tax Residency* | Address Of Tax Residency* | TIN Number Issuing Country* | Tax Identification | Validity | FATCA State* | FATCA City* | FATCA Zip Code* | |
| ment Uplead | (India 💉) | Enter Residency Address | India 👻 | BXTPB7415D | | Enter FATGA State | Enter City | Enter Zip Gox | |
| o Signature Upload | | | | | | | | | |
| Submisaion | I certify that: | | | | | | | | |
| | information that may affect the c) I permit/ authorise the NPS transfer and disclosure betwee d) I undertake the responsibilit | me in the Form, its supporting e assessment/categorization of Trust to collect, store, commun en them and to the authorities in the declare and clactose within | the account as a Reportable a licate and process information n and / or outside India of any n 30 days from the date of char | count or otherwise. relating to the Account and confidential information for o rge, any changes that may t | al transactions therein, t ompliance with any law lake place in the informa | vy the NPS Trust and any of t or regulation whether domest | VPS intermediaries wi bc or foreign | herever situated including |) sharing |
| | Information that may affect the c) I permitf authorise the NPS transfer and disclosure between d) I undertake the reoponsition provided by me or if any certifi- e) I also agree that in case of the purpose or take any other f) I hereby accept and achow- g) I also agree to furnish such | e assessment/categorization of Trust to collect, store, commun en them and to the authorities is ity to declare and disclose with the to declare and disclose any male action as may be deemed apprived yieldge that the NPS Trust shall information and/or documents for any loss that may arise to the | the account as a Reportable a licitie and process information and for outside Initial ad any or is 30 days from the date of chain op provide fresh self-certification (rial fact known to me, now or in opticale by the NFS Trust if the have the right and authority to as the NFS Trust on account of pri- | ccount or otherwise. relating to the Account and contributed information for or rige, any changes that may in along with documentary et follow: the NFS Trust may deficiency is not remedied carry out investigations from from time to time on account | all fransactions therein, i compliance with any law take place in the informa vidence, report to any regulator a by me within the stipulat r the information availab t of any change in law e | by the NPS Trust and any of f or regulation whether domest tion provided in the Form. Its nd / or any authority designal ed period. e in public domain for confirm | NPS intermedianes wi bc or foreign supporting Annexurei fed by the Governmer ning the information p | nerover situated including s as well as in the docum It of India(GOI) / RBI / IRI rovided by me to the NPS |) sharing entary e DA / PFI |
| | Information that may affect the c) I permit authorise the NPS transfer and disclasure below d) I undertake the responsibility provided by me or if any centif the purpose of take any other () I bereby accept and acknow g) I also agree to furnish such h) I shall indemnify NPS Trust Correspondence Address Same as Correspon | e assessment/categorization of Trust to collect, store, commun en them and to the authonities in life to decize and disclose within fostion becomes incorrect and 1 my failure to disclose within dedge that the NES Trust shall information and/or documents I for any loss that may arise to the stolation Details Permanent Address Indence Address | the account as a Reportable a licite and process information in and / or outside India of any - of J ob days from the deals of that to provide fresh self-certification indiffect harven to me, now of in coprise by the NPS Trust if the harve the right and authority to as the NPS Trust may require the NPS Trust on account of pro- | count or otherwise. relating to the Account and contidential information for co- ge, any changes that may in along with documentary et- future, the NPS Trust may deficiency is not remedied carry out investigations from from time to time on accoun- priding incorrect or incomple | al fransactions therein, in compliance with any law take place in the informa didence, in the information in the singulator of the only the singulator are single the information availab to if any change in law e de information. | y the NPS Trust and any of 1 or regulation whether domest tion provided in the Form, its and / or any authority designal ed period. I have a set of the set of the set of the history of the set of the set of the history of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set o | VPS Intermedianes wi be or foreign. supporting Annexuren fed by the Governmer ning the information p subject matter herein | nerover situated including s as well as in the docum It of India(GOI) / RBI / IRI rovided by me to the NPS |) sharing entary e DA / PFI |
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| | Information that may affect the c) I permitt authorise the IVPS transfer and disclosure between d) I undertake the responsibility provided by me or if any certifi- e) I also agree that in case of the purpose or take any other f) bereby accept and achow g) I also agree to furnish such h) I shall indemnify NPS Trust Correspondence Address Same as Correspon Address Type* | e assessment/categorization of Trust to collect, store, commun en them and to the authorities in tyto odcars and disclose within fostion becomes incorrect and 1 my failure to disclose within cation as may be deemed appre- vietige that the NPS Trust shall 1 information and/or documents for any loss that may arise to the s Details Permanent Audres indence Address Store Address | the account as a Reportable a licitie and process information and for outside holds of any in s0 days from the date of chain to provide fresh self-certification (ial fact known to me, now or in opticate by the NFS Trust Tittle have the right and authority to as the NFS Trust on account of pri- tes Detects b | count or otherwise. relating to the Account and, contribution for contribution for co- grage, any changes that may in along with documentary e future, the NPS Trust may in future, the NPS Trust may future, the NPS Trust may future, the INPS trust may future to time an account viding incorrect or incomple Flat/R Ptemi | all fransactions therein, i ompliance with any law take place in the informa didence. report to any regulator a type me within the signalat- the information available to f any change in law el se information. | y the NPS Trust and any of 1 or regulation whether domest bon provided in the Form, its and / or any authority designal d genicid. In public domain for confirm ther in India or abroad in the Enter FlatRoomtDo | VPS Intermediaries will be or foreign: supporting Annexure field by the Governmen ming the information p subject matter herein subject matter herein enr/Block Na. | nerover situated including s as well as in the docum It of India(GOI) / RBI / IRI rovided by me to the NPS |) sharing entary e DA / PFF |
| | Information that may affect the c) I permit authorise the NPS transfer and disclosure between (a) I undertake the responsibility provided by me or it any certifi- e) I also agree that in case of the purpose of take any other (b) I shall indemnify NPS Trust Correspondence Address Same as Correspon- Address Type* Landmark * | e assessment/categorization of Trust to collect, store, commune en them and to the authorities is ity to declare and disclose within Collon becomes incorrect and my failure to disclose any mate action as may be deemed appy whetge that the NPS Trust shall information and/or documents for any loss that may arise to the Permanent Address Indence Address Collection Collection Collection Collection Collection Collection Collection Collection C | the account as a Reportable a licitie and process information and for outside holds of any in s0 days from the date of chain to provide fresh self-certification (ial fact known to me, now or in opticate by the NFS Trust Tittle have the right and authority to as the NFS Trust on account of pri- tes Detects b | count or otherwise. relating to the Account and, contributing the thermation for co- operating and the thermation of the sequences of the the the thermation of the of future, the NPS Trust may of future, the NPS Trust may deficiency is not remedied carry out investigations from from time to time on accoun- oviding incorrect or incomple- oviding incorrect or incomple- particle of the thermation of the premi- Areal | al fransactions therein, in ompliance with any law take place in the informative report to any regulator a ty me within the signalat to any change in law e te information availab to d'any change in law e te information. | y the NPS Trust and any of 1 regulation whether domest bon provided in the Form, its of a carry authority designal of period. It is public domain for confirm there is India or abroad in the Enter Prat/Room/Do Enter Prat/Room/Do | VPS Intermedianes wi be or foreign. supporting Annexurer fed by the Governmer ning the information p subject matter herein subject matter herein en/block Na. tilng/VElage | nerover situated including s as well as in the docum It of India(GOI) / RBI / IRI rovided by me to the NPS |) sharing entary e DA / PFF |
| | Information that may affect the c) I permit authorise the NPS transfer and disclasure below d) I undertake the responsibility provided by me or if any centif the purpose of take any other f) I bereby accept and acknow g) I also agree to furnish such h) I shall indemnify NPS Trust Correspondence Address Same as Correspon Address Type* Landmark * Roadi Street/Lane | e assessment/categorization of Trust to collect, store, commun en them and to the authorities is ty to addize and disclose within footion becomes incorrect and 1 my failure to disclose within cation as may be deemed approved relation as may be deemed approved idege that the NPS. Trust shall it information and/or documents for any loss that may arise to the Details Permanent Address indence Address Enter Landmark Enter Road/Stroc | the account as a Reportable a licitie and process information and for outside holds of any in s0 days from the date of chain to provide fresh self-certification (ial fact known to me, now or in opticate by the NFS Trust Tittle have the right and authority to as the NFS Trust on account of pri- tes Detects b | count or otherwise. relating to the Account and, contributing the thermation for co- operating and the thermation of the sequences of the the the thermation of the of future, the NPS Trust may of future, the NPS Trust may deficiency is not remedied carry out investigations from from time to time on accoun- oviding incorrect or incomple- oviding incorrect or incomple- particle of the thermation of the premi- Areal | al transactions therein, i ompliance with any law also place in the informa didence. report to any regulator a up me vithin the stipulator in the information availab t of any change in law e set information. | y the NPS Trust and any of 1 or regulation whether domest bon provided in the Form, its and / or any authority designal depend. there in public domain for confirm there in India or abroad in the Enter Prat/Room/Do Enter Prat/Room/Do Enter Arnail.ocality/ | VPS Intermedianes wi to or foreign. supporting Annexurer led by the Governmen ning the information p subject matter herein subject matter herein subject matter karein subject Ma. telling/Village Tabuta | nerover situated including s as well as in the docum It of India(GOI) / RBI / IRI rovided by me to the NPS |) sharing entary e DA / PFF |

Contact Details Section: Permanent Address Details Page

Note:

The subscriber is required to submit the supporting Documents for Correspondence Address Proof and Permanent Address Proof a to the concerned DDO with a printed copy of Subscriber Registration Form.

Other Details & Bank Details Section:

• **Other Details**: Provide information regarding the occupation, education and income range details and if they are politically exposed.

NOTE: A politically exposed person is one who is or has been entrusted with prominent public functions in a foreign country, for example, heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials.

Click 'Save and Next' to proceed to 'Bank Details' tab.

| Note - Fields marked with * are mandatory for registration | | |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Delails Bank Dotalto | | |
| Occupation Details* | Gavernment Employee | ~ |
| Education Qualification | Select Education Qualification | ~ |
| Income Range(Per Annum) | - Select Income Range - | ~ |
| Is Politically Exposed Person * | Yes | ~ |
| Relative of Politically Exposed Person* | Politically Exposed Person | ~ |
| | Save & Next | Ĩ. |
| | Occupation Details* Education Qualification Income Range(Per Annum) Is Politically Exposed Person * | Colume Details Bank Details Occupation Details* Government Employee Education Qualification - Select Education Qualification Income Range(Her Annum) - Select Income Range Is Politically Exposed Person * Yes |

Other and Bank Detail Section: Other Details Page

• Bank Details Section:

- Provide bank details; savings or current.
- Select either the bank details provided in the EIS salary module or a different bank account.
- Click 'Save and Next' to save the details and proceed to 'Pension Fund and Investment Options' section.

NOTE: The subscriber has to furnish the correct PIN code and state details in case the bank details are fetched from EIS and are not available.

| Personal Details | 8 | | |
|----------------------------------------|------------------------------------------------------------|------------------------------|-------------|
| Contact Details | Note - Fields marked with * are mandatory for registration | | |
| Other & Bank Details | Other Details | | |
| Pension Fund and Investment Options | Select Bank details as per EIS Salary Module * | ⊂Yes =No | |
| Nomination Details | Bank Account Type * | - Select Bank Account Type - | ~ |
| Document Uplead | Bank IFSC Code * | GO Se | rch Bank |
| Photo-Signature Upload | Bank Name * | | |
| Final Submission | Branch Name * | | |
| | Bank A/C Number * | | |
| | Confirm Bank A/C Number * | | |
| | Branch Address * | | |
| | Pin Code * | | |
| | Country * | ada | * |
| | State/U.T.* | - Select State/U T | ~ |
| | Bank A/C Linked To Aadhar * | OYes C No | |
| | | | Save & Next |

Other and Bank Detail Section: Bank Details Page

Pension Fund and Investment Options Section: The section lists down the pension fund scheme options and their corresponding percentage share along with the effective date. At present the subscriber contributions will be allocated among these three Pension Funds—(i) LIC Pension Fund Limited (ii) SBI Pension Funds Pvt. Limited (iii) UTI Retirement Solutions Limited. Click the Next button to proceed to 'Nomination Details' section.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | | L Sushmita Bairagi |
|----------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------|
| Personal Details | | | Instruction List |
| Contact Details | Pension Fund and Investment Options | | |
| Officer & Bank Defails | | 20 | |
| Pession Fund and | Pension Fund Scheme Options | Investment Scheme Percentage Options (wet date '16/07/2021'). | |
| Investment Options | 1. LIC Pension Fund Limited | 44 % | |
| Nomination Details | 2 SBI Pension Funds Private Limited | 39 % | |
| Document Upload | 3 UTI Retirement Solutions Limited | 17 % | |
| Photo-Signature Upload | Note: The selection of Pension Fund Scheme as per individual regainer | nent may be made only after this registration on the website www.cranedl.com | |
| Final Sobmission | | Final | |

Pension Fund and Investment Options Section

- Nomination Details Section:
 - Define the nominee(s).
 - Subscriber can nominate a maximum of three nominees.
 - \circ $\;$ Subscriber cannot fill the same nominee details more than once.
 - The percentage share value for all the nominees must be an integer. Decimals/Fractional values are not accepted.
 - \circ The Sum of percentage share across all the nominees must be equal to 100.
 - Click the **Submit Nomination Details** button to save the nominee record(s).

| NATIONAL PENSION SYSTEM | NPS Subscriber | Registration Form | | | | L Sushmita Bairagi Logod Poet Graduation - Ili |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|----------|------------------------------------------|-------------------------------|---------------------------------------------------|
| Personal Details | | | | | | Instruction List |
| Contact Details | Nominee Details | | | | | |
| Other & Bank Details | Hommes Decess | | | | | |
| Pension Fund and Investment Options | Note - Fields marked with * are manifable Relationship* | ry for registration Select Relation | ~ | Nominee Address* | Same as Conespondence Address | |
| Nomination Details | First Name* | | | | Other | |
| Document Upload | Middle Name | | | FlatRoom/Door/Block No.* | | |
| Photo Signature Upload | Last Name | | | Premises/Building/Village* | | |
| Final Submission | Major/Minor* | Select Major/Minor | ~ | Area/Locality/Taluka Road/Street/Lane | | |
| | Date Of Birth(DD/MM/YYYY)* | | | Landmark* | | |
| | Naminee Age* | | | City. | | |
| | Percentage Share(%)* | | | Pin Code* | | |
| | | | | Country* | bida - | |
| | | | | State/U.T.* | -Select- | |
| <u></u> | | | Submit H | lominise Details | | |

Nomination Details Section: Add Nominee Details Page

 Click the Edit button to modify the entered nominee details (except edit of % of share, if three nominee details have been captured, to change the % of share first delete the effected nominee details and re-enter again with correct value of % of share).

| Personal Octalia | | | | | | | | Instruction Lis |
|----------------------------------------|-----------|-------------------|---------------------|-------------|------------------|-----------------------------|-----------------------|-----------------|
| Contact Details | | | | | | | | |
| Other & Bank Details | Nomine | e Submitted Detai | 5 | | | | | |
| Pension Fund and Investment Options | Sr.No. | Nomines Name | Nominee Major/Minor | Nominee DOB | Nominee Relation | Nominee Percentage Share(%) | Nominee Guardian Name | |
| Nomination Details | -1 | X2x | Major | 16/02/2000 | Mother | 30 | | Edd Delete |
| Document Upload | 2 | NEN ENE ENE | Minor | 07/12/2021 | Daughter | 10 | amar | East Delete |
| Photo-Signature Upload | з | X2X 2X2 2X2 | Major | 16/02/2000 | Father | 60 | | Edit Delete |
| Final Submission | Showing 1 | to 3 of 3 entries | | | Long Long | 6 Next | | |

Nomination Submitted Details Section

- Click the **Update Nominee Details** button to update the modified nominee details.
- Click the **Cancel** button to go to the *Nominee Submitted Details* section.

| Personal Details | | | | | | Instruction List |
|----------------------------------------|--------------------------------------------------------|-------------|--------------|----------------------------|--------------------------------|------------------|
| Contact Details | Nominee Details | | | | | |
| Other & Bank Details | Nonnee Details | | | | | |
| Pension Fund and Investment Options | Note - Fields marked with * are manda Relationship* | | | Nominee Address* | Same as Correspondence Address | |
| Nomination Defails | | Mother | ~ | | Same as Permanent Address | |
| | First Name* | Хля | | Flat/Room/Door/Block No.* | 5544 | |
| Document Upload | Middle Name | | | Premises/Building/Village* | 1212 | |
| Photo-Signature Upload | Last Name | | | Area/Locality/Taluka | | |
| Final Submission | Major/Minor* | Major | ~ | Road/Street/Lane | | |
| | Date Of Birth(DD/MM/YYYY)* | 16/02/20/00 | | Landmark* | daada | _ |
| | Nominee Age* | 21 | | City/Town/District* | NaviDellti | |
| | Percentage Share(%)* | 30 | | Pin Code* | 110023 | |
| | | | | Country* | India | |
| | | | | State/U.T.* | Manipur | ~ |
| | | | Update Nomit | ee Oetalis Cancel | | |

Nomination Details Section: Edit Nominee Details Page

Click the **Delete** button to delete the entered nominee detail.

Other & Bank Detail Nominee Submitted Details Nominee DOE Nominee Relation ee Percentage Share(%) ee Name Non XZN. Major 16/02/2000 Mother 30 XZX ZXZ ZXX Minor 07/12/2021 Daughter 10 XZX ZXZ ZXZ Major 16/02/2000 Father 60 iatura Uploai howing 1 to 3 of 3 entries

Nomination Submitted Details Section

Page | 12

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On the confirmation box,

PFMS

012/2022/TA-CGA

- Click the **Yes** button to delete the record.
- Click the **NO** button to go to the *Nominee Submitted Details* section.

| r Na | Nominee Name | Nominee Major/Minor | Nominee DOB | Nominee Relation | Nominee Percentage Share(%) | Nominee Guardian Name | |
|------|----------------------------------|---------------------|--------------------------|--------------------|-----------------------------|-----------------------|-------------|
| | XZx | Major | 16/02/2000 | Mother | 30 | | Edit Delete |
| | X2X 2X2 DIZ | Minor | nfirmation | | × | / amate | Eai Dekte |
| | Abe | Major Art | e you sure you want to c | leiete the record? | | | Eal Dekda |

Nomination Submitted Details Section: Delete Record

• Document Upload Section:

- Upload a copy of **PAN card** and **Cancelled Cheque** in jpg/jpeg formats.
- \circ $\,$ The size of these documents should be between 4 KB to 50 KB.
- Thumbnail of the uploaded document is shown after upload.
- Click the **Save & Next** button to save the details and proceed to '*Photo-Signature Upload*' section.

NOTE: If Cheque is not available or Cheque is not pre-printed with Subscriber name, a copy of bank passbook, bank statement, bank certificate or letter from bank mentioning the Subscriber Name, Bank Name, Bank Account No. and IFS Code should be uploaded.

| Personal Details | | Instruction List |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------|
| Contact Details | Note - Fields marked with 1 are mandatory for registration | |
| Other & Bank Details | Document Upload | |
| Pension Fund and Investment Options | Scanned PAN Card [®] | Scanned Cancelled Cheque [®] |
| Nomination Details | Upload File | Upload File |
| Document Upload | Upload File No file chosen | Upload File No file chosen |
| Photo-Signature Upload | Saw | å Next |
| Final Submission | Note - Document Should be in 1 jpeg. 1 jpg format Allow Size of document should be between 4 KB to 50 KB. | |
| | Document Upload Section | 1 |

Photo-Signature Upload Section:

- Upload passport size photo and a specimen copy of signature in jpg/jpeg formats.
- The size of these documents should be between 4 KB to 12 KB.
- Thumbnail of the uploaded document is shown after upload.
- Click the Save & Next button to save the details and proceed to 'Final Submission' section.

NOTE: If there is any mark on the photograph such that it hinders the clear visibility of the face of the subscriber or there is a sign across the photograph the application might not be accepted.

| Personal Details | retruction List |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Details | Note: - Fields marked with * are mandatory for neglistration |
| Other & Bank Details | Upload Photo & Signature |
| Pension Fund and Investment Options | Photo Signature: |
| Normation Details | Upload File Upload File |
| Document Upload | Lipicad File No Se dhasen |
| Photo Signature Upload | |
| Final Submission | |
| | |
| | |
| | Save & Hard |
| | Note:- Document abouid be in * jpg format, R in another format, please save it in * jpg format. Size of file abouid be between 4KB and 12KB. |

Photo-Signature Upload Section

• Final Submission Section:

1. In this link all details filled by the subscriber is shown. It may be crossed-checked again, and in case of any change/updation required, may be done through clicking on corresponding section in the registration form.

The user can download the registration form in PDF format for printing and submit it to DDO Maker along with uploaded documents & Other Documents (proof for addresses).

- 2. Accept the declaration.
- 3. Enter the place (name of the city of DDO or duty place).
- 4. Click the Generate OTP button to generate an OTP.
 - On the confirmation alert
 - Click **Yes** to generate OTP.
 - o Click No to stay off the 'Final Submission' section.
 - OTP is sent to the registered Govt. Email ID.
 - Enter the generated OTP in the Enter OTP here field.
- Click the Submit button to forward the request to the DDO Maker.
 NOTE: The OTP once generated is valid for 10 minutes. The subscriber can request again for the same OTP after 3 minutes by clicking the Resend OTP button

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| Coded Distain Busic Distain Cher & Bank Distain Precision Fund and minister Distain Nomination Distain Nomination Distain Document Uploted Find Submission Fhood: Signatures Uploted State Good: Find Submission Central Good: 's State Go | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instrument Liphood Norme: Amorige: Designation: Multi Tasking Staff Designation: Multi Tasking Sta | |
| Fine Name* (bit Mare Made Name (bit Name List Name (bit Name Subscribe Mader Name (if any) (bit Name Faiter Name* (bit Name Webs Name* (bit Name Mode Name* (bit Name Mode Name* (bit Name Mode Name* (bit Name* Data Data* (bit Name* Option* (bit Name* | |
| Declaration by Subscriber Declaration & Authorization by all subscribers I have read and understood the terms and conditions of the National Pension System and hereby agree to the same along with the PFRUA.Act, regulation me are true and correct, to the best of my knowledge and belef. Fundertake to inform immediately the Central Record Keeping Agency/ National Pension | System Trust, of any change in the above information furnished by me. I do not |
| hold any pre-existing account under NPS. I understand that I shall be fully liable for submission of any false or incorrect information or documents. Furth from time to time and any amendment thereof as approved by PFRDA, whether complete or partial without any new declaration being furnished by me I s websile and view details, 8.7-PM. Declaration under the Prevention of Money Laundering Act, 2002 I hereby declare that the contribution paid by mellon my behalf has been derived from legally declared and assessed sources of income I understand that other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating 3 Place 1* Noide. 4 Cemerate OTP here : Enter OTP here : | hall be bound by the terms and conditions for the usage of LPIN(to access CRA NPS Trust has the right to peruse my financial profile or share the information, with |

- Status Screen (After submission of registration form): Once the form is submitted, the subscriber can view the current status of the registration form through NPS homepage. Following are the various examples of status shown at the subscriber end:
 - Form is under process at XXX (where xxx is the role) level. This will be shown untill the form is finally submitted to PAO level.
 - Form is submitted to CRA-NSDL and provisional PRAN No. is NN...N.
 - PRAN is generated successfully and PRAN No. is NN...N.
 - Form is rejected by XXX (where XXX is role) level due to "reason for rejection" on "date".

On clicking the **Show Filled Form** button, the subscriber can view the filled form. In case the form gets rejected by the DDO Maker, the subscriber can edit and resubmit the form.

| Registration Status | |
|---------------------|---------------------------------------------------|
| | Employee Registration Status |
| | Status : Form is under process at DDO M4KER level |
| | Show Filled Form |
| | |
| | |

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B. DDO Maker Login

DDO Maker verifies the details filled in the form submitted by the subscriber and forwards it to the DDO Checker or in case of any discrepancy, rejects the form to the subscriber for resubmission after necessary correction.

- 1. Launch the URL 'https://pfms.nic.in' in the browser.
- 2. Click 'Login'.



PFMS Home Page

- 3. The current financial year will be selected by default.
 - Enter the login credentials.
 - Click Log In to login into the PFMS account.

| Forgot Password? | LogIn | |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Activate User Register Agency | 2021-2022 | * |
| New User Registration Form | Usamame | |
| Register MIS Reports Users | Contraction of the second seco | |
| Get Password By Unique Agency Code | Password | |
| Register State Govt. DDO | | ł. |
| Register DBT Beneficiary Mgmt Checker | | |
| Register Treasury Users | Login | |
| | | |
| | | |
| | | |
| | | |
| PFMS Login Pag | _ | |

4. On the PFMS homepage, click 'National Pension System→ PRAN Registration' to launch the homepage of NPS Subscriber Registration form.

| | | nancial Management System-PFMS Beneral of Accounts, Ministry of Finance | Welcome: DHANANJAY HISHRA Usur Type: DDONaker Financial Year: 2021-2022 | 11:04:47 AM | [RD01] Logo Change Passwo Login Histo English |
|---------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------|--------------------------------------------------------|
| Hamie | | | DHANANJAY MISHRA | | |
| Budget | Þ | | | | |
| CAM Reports | | and the second | | | |
| National Pension System | 11 | PRAN Residuation | | | |
| Ny Account | Ð | The following table shows the sur PRAN Registration ding to status and type. To find out what datals of Agency in a status. Click on the commonding status. | a particular status means, take your mouse over the status name. To fin | d the | |
| Users | D | ware of specy of a same, click of the conseponding status. | | | |
| Failed Transaction | Ŕ | | | | |
| Sanctions | Þ | | | | |
| Employee Info. System | | Agency Bank Account Vali | dation Status | | |
| Reports | | | | | |
| Hasters | Þ | | | | |
| Download XHLs for eOffice | | | | | |

DDO Maker Homepage

- 5. On the homepage, the following 3 options are available to a DDO Maker:
 - a. NPS Registration Form by Employee
 - b. Existing PRAN Employee
 - c. Subscriber PRAN Status

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form (PAO : 004710 DDO : 2047 | 1) & DHANANJAY MISHRA Exit — DDOMaker |
|--------------------------------------|-----------------------------------------------------------|---------------------------------------------|
| NPS Registration Form by Employee | Field marked with * are mandatory | Instruction List |
| Existing PRAN Employee | List of NPS Subscriber Registration Form | |
| Subscriber PRAN Status | | |
| | Employee List* - Select Employee - • GO | |

DDO Maker NPS Homepage

- a. **NPS Registration Form by Employee:** DDO Maker can view and verify the new PRAN registration request of an employee., This screen is launched by default as and when DDO Maker logs in.
 - 1. From the Employee List dropdown, DDO Maker will select an employee.
 - 2. Click **GO** to open the details.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | (PAO : 004710 DDO : 204711) | L DHANANJAY MISHRA Ext — DOOMaker |
|--------------------------------------|------------------------------------------|-----------------------------|-----------------------------------------|
| NPS Registration Form by Employee | | | Instruction List |
| Existing PRAN Employee | Field marked with " are mandatory | | |
| Subscriber PRAN Status | List of NPS Subscriber Registration Form | | |
| | Employee List* Select Employee | 2 | |
| | NPS Registration Fo | orm by Employee | |
| | | | Pag |

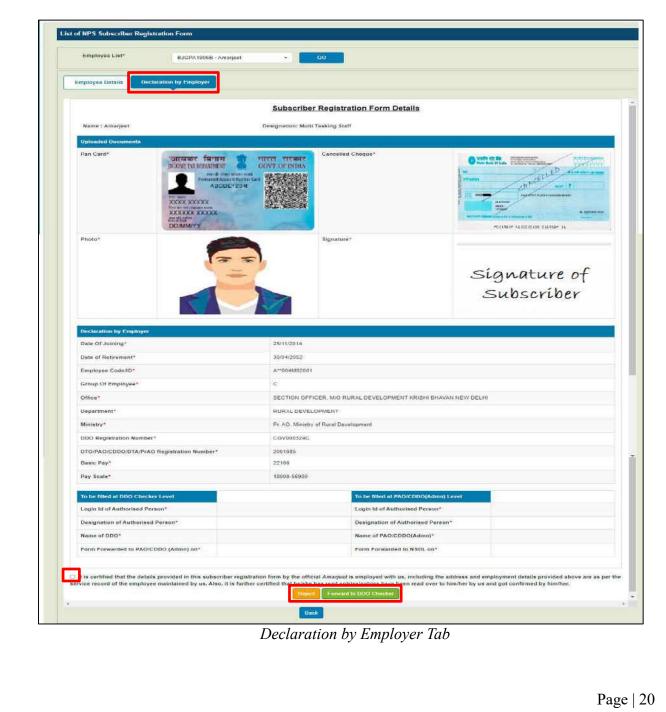
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- 3. In the Employee Details tab,
 - The details filled by the employee are displayed here and can also be downloaded in a PDF.
 - a. Verify the details.
 - b. Click the NEXT button to go to the Declaration by Employer tab.
 Alternatively, DDO Maker can traverse to the **Declaration by Employer** tab by clicking on it.

| Employee Details Declaration by Employer | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Subscriber PRAN Status List of NPS Subscriber Registration Form Employee List* EJGPA19068 - Amarjeet GO Employee Details Declaration by Employer I4 4 1 ef 25 b % Find I Next * | |
| Subscriber PRAN Status Employee List* EJGPA19068 - Amarjeet GO Employee Details Declaration by Employer H 4 1 of 25 b % Find I Next * | |
| Employee Details Declaration by Employer | |
| 14: 4 1. of 2> > > > > > > > > > > > > > > > > > > | |
| | |
| Submitted Umy For Hodorit Purpose | |
| | |
| NATIONAL PENSION SYSTEM (NPS) – SUBSCRIBER REGISTRATION FORM Central Recordscepting Agency (CRA) - NSDL e Governance Intrastructure Limited | |
| Please select your category (Please tot(3) Central Autonomous Body State Govt. State Govt. State Autonomous Body State Autonomous | |
| All Citizen Model NPS Lite (GDS) Corporate Sector | |
| To National Pension System Trust Dear 8 ir / Nacion The System Trust Dear 8 ir / Nacion The System Trust Thereby request that an NPS account be opened in my name as pet the particulars given below Therebes management and the System in English and BLOCK latters with black link pan. (Refer general guidelines at Instructions 2 bed) | |
| WYC Number, Retrement Advisor Code and Spouse Name fields are not applicable for Government & NPS Lite Supprisors | |
| 1. PERSONAL DETAILS: (Please refer to Sr. No. 1 of the instructions) Name or increase in Sub. Suff. | |
| Name of Appleant in Nal First Name* AUGUSISET | |
| Nidole Name | |
| Las Nore | |
| Subscriber Maiden Name (if any) | |
| Father Name* (Refer St. No.1 of instructions) | |
| Mother Name* | |
| (Refer Sr. No. 1 of instructions) Father's name will be printed on PRAN cerd. In case, incline's name to be printed instraid of father's name. YES | |
| Data of Birsh through by selectance, documentary proved | |
| City of Billion, Michael City | |
| Country of Bins* IND A | |
| Gence* MALE Netlensity* (MDNA) | |
| Martal Source United American Ameri American American A American American A | |
| | |
| Refer Sr. No. 1 of metructions) Residential Status* ND/AN | |
| | |
| Ownerwided through FPINS-EIS saviny module | |
| Next | |

Employee Details Tab

- 4. On the **Declaration by Employer** tab,
 - a) Accept the declaration.
 - b) Click the Forward to DDO Checker button to forward the request to DDO Checker.
 - c) Reject the PRAN generation request of the employee in case of any discrepancy by clicking the **Reject** button and providing the remarks for rejection.
 - NOTE:
 - In case of rejection, accepting the declaration is not required.
 - The rejected request is redirected to the employee.
 - d) Click the **Back** button to go to the *Employee Details* tab.



- b. Existing PRAN Employee: DDO Maker verifies the existing PRAN request of an employee.
 - From the **Employee List** dropdown, select an employee.
 - Click **GO** to open the details.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | (PAO : 004710 DDO : 204711 | L DHANANJAY MISHRA |
|--------------------------------------|------------------------------------------|----------------------------|--------------------|
| NPS Registration Form by Employee | | | Instruction List |
| Esisting PRAN Employoe | Existing PRAN Employee | | |
| Subscriber PRAM Status | 1 Employee List* -Select Employee - 00 2 | | |
| | | | |



- The details provided by the employee opens.
 - Verify the existing PRAN details.
 - \circ $\;$ Accept the declaration.
 - o Click the **Submit** button to forward the request to DDO Checker.
 - Reject the existing PRAN details provided by the employee in case of any discrepancy by clicking the **Reject** button and providing the remarks for rejection.

NOTE:

- In case of rejection, accepting the declaration is not required.
- The rejected request is redirected to the employee.

| PRAN No.* | 123467899921 | | |
|-------------------------------------|----------------------------------|----------------------------------------------------------------|--|
| | 125401005621 | | |
| PRAN Document* | Government of India write screen | Mational Pansion System Revert Grant Herari Photo | |
| Declaration by Employer | c. | | |
| Date Of Joining* | | 29/03/2009 | |
| Date of Retirement* | | 30/89/2043 | |
| Employee Code/ID* | | KM*094M83001 | |
| Group Of Employee* | | 8 | |
| Office! | | SECTION OFFICER, M/O RURAL DEVELOPMENT KRISHI BHAVAN NEW DELHI | |
| Department' | | RURAL DEVELOPMENT | |
| | | Pr. AO, Ministry of Rural Development | |
| Ministry * | | CGV000324C | |
| Ministry* DDO Registration Numbe | a. | CGAODB374C | |
| DDO Registration Numbe | or* O Registration Number* | 2001985 | |
| DDO Registration Numbe | | | |

c. Subscriber PRAN Status

- . This option allows DDO Maker to view the current status of employees having submitted their NPS registration form.
- . The status can be viewed by selecting a particular employee or all employees available in the dropdown menu.

| NATIONAL PENSION System | NPS Subscriber Registration Form | (PAO : 004710 DDO : 204711 L DHANANJAY MISHRA 🔤 — DDOMaker | |
|--------------------------------------|------------------------------------|---------------------------------------------------------------|---|
| NPS Registration Form by Employee | Fields marked with " are mandatory | | |
| Existing PRAN Employee | Subscriber PRAN Status | | ľ |
| Subactibor PRAN Status | Employee* Select Employee | Status - Select Status - | |

Subscriber PRAN Status

• Click the Export to Excel button to download the report in excel.

| oloyee* | Jyoti Kat | aria - BYWPK9525f | N • | | Status | Select Status | • | |
|------------------------|----------------|-------------------|------------------|------------|--------|---------------|---------------------------------|--------------------------|
| | | | | | Go | | | |
| | | | | | | | | |
| nployee | Status Details | | | | | | | |
| 1.0.000 | | | | | | | Search | - |
| Export to Sr No. | | PAN No. | Provisional PRAN | FRN No. | Status | PRAN No. | Search: Reason for Rejection | Last Status Updated Date |

Subscriber PRAN Status: Report

C. DDO Checker Login

DDO Checker verifies the details filled in the form forwarded by the DDO Maker and then, either forwards it to the PAO/CDDO (Admin) or can redirect the form to the DDO Maker in case of any discrepancy.

Note- The DDO Checker of NCDDO-I (DDO code starting with '2') being attached with PAO is bound to forward the registration form to PAO. In other cases, i.e. the DDO checker of NCDDO-II (DDO code starting with '3') and the DDO Checker of CDDO itself (DDO code staring with '1') are supposed to forward the registration form to CDDO (Admn).

- 1. Launch the URL 'https://pfms.nic.in' in the browser.
- 2. Click 'Login'.



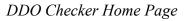
PFMS Home Page

- 3. The current financial year will be selected by default.
 - a. Enter the login credentials.
 - b. Click Log In to login into the PFMS account.

| Forgot Password? | Log in | |
|-----------------------------------------------------------------|-----------|----|
| Activals User Register Agency | 2021-2022 | * |
| New User Registration Form | Usomamo | |
| Register MIS Reports Users | | |
| Get Password By Unique Agency Code Register State Gevt. DDO | Password | |
| Register DBT Beneficiary Ment Checker | | |
| Register Treasury Usets | | |
| | t ag in | D) |
| | | |
| | | |
| | | |

4. On the PFMS homepage, click 'National Pension System → PRAN Registration' to launch the homepage of the NPS Subscriber Registration form.

| | Financial Management System-PFMS Iar General of Accounts, Ministry of Finance | Weissen, T. NTAL REARSON Liver Type: DB00Decker Financial Ysari 2021-2022 | 02:06:51 PM | [CASHO1] Log Change Patto Login Hist English |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------|
| Home | | T. NIALKHANSON | | |
| Budget | | | | |
| CAN Reports | An Erro | r has occured in this page.Please contact administrator | | |
| National Pendion System | PRAN Reputching | | | |
| Users | The following table shows the supervision PRAN Registration to status and type. To find out what a particular status in corresponding status. | name, take your mouse over the status name. To find the details of Agency in a status, Club on the | | |
| E-Payment. | | | | |
| Failed Transaction | 2 | | | |
| Sanctions | | | | |
| Employee Info. System | Agency Bank Account | Validation Status | | |



- 5. On the homepage, 3 options are available to a DDO Checker:
 - NPS Registration Form by Employee
 - Existing PRAN Employee
 - Subscriber PRAN Status

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | (PAO : 004710 DDO : 204711) | LT. NIALKHANSON |
|--------------------------------------|-------------------------------------|-----------------------------|------------------|
| NPS Registration Form by Employee | | | Instruction Link |
| Existing PRAN Employee | Field minked with " are mandatory | | |
| Subscriber PRAN Status | List of Registration Form | | |
| | Employee Liet* Select Employee + 00 | | |

DDO Checker NPS Homepage

a. NPS Registration Form by Employee

DDO Checker verifies the new PRAN registration request of an employee received from DDO Maker. By default, this screen is launched.

- 1. From the Employee List dropdown, select an employee.
- 2. Click **GO** to verify the details.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | (PAO : 004710 DDO : 204711) | LT NIALICHANSON |
|--------------------------------------|------------------------------------------|-----------------------------|------------------|
| NPS Registration Form by Employee | | | Instruction List |
| Existing PRAN Employee | Field marked with* are mandatory | | |
| Subscribe: PRAN Status | List of Registration Form | | |
| | 1 Employee Lint* -Select Employee - GO 2 | | |

NPS Registration Form By Employee

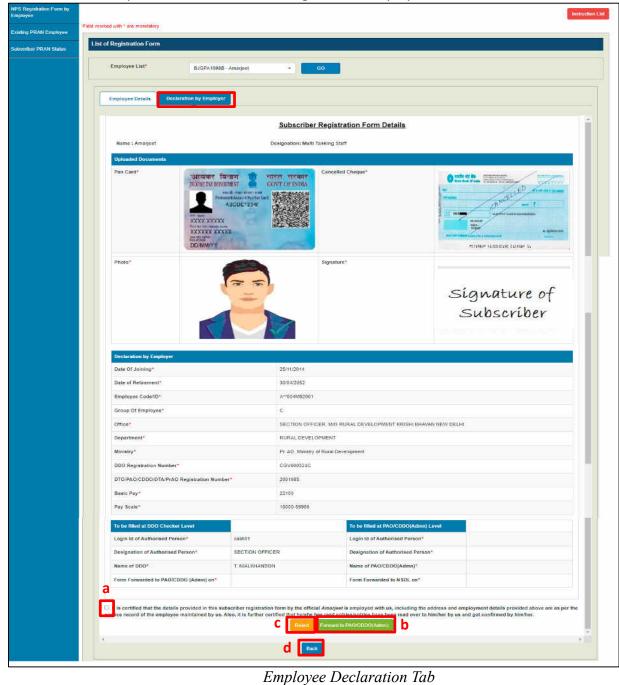
3. In the Employee Details tab,

- The details filled by the employee are displayed here and can also be downloaded in a PDF.
- \circ $\;$ Verify the details.
- Click the **NEXT** button to go to the *Declaration by Employer* tab.
 Alternatively, DDO Checker can traverse to the *Declaration by Employer* tab by clicking on it.

| ployee | Sight made in with a segmentation | Instruc | | | | |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--|--|--|--|
| ting PRAN Employee | Field marked with " are mandatory | | | | | |
| scriber PRAN Status | List of NPS Subscriber Registration Form | | | | | |
| | | | | | | |
| | Employee List* BJGPA1905B - Amarjeet - CO | | | | | |
| | | | | | | |
| | Employee Details Declaration by Employer | | | | | |
| | 14 4 1 of 27 5 54 0 Find Next 54,* (2) | | | | | |
| | Submitted Civity For Record Purprese | | | | | |
| | | | | | | |
| | NATIONAL PENSION SYSTEM (NPS) - SUBSCRIEER REGISTRATION FORM Central Recordinguing Agency (CRA) -NSDL e-Oovernance infrastructure Limited | | | | | |
| | | | | | | |
| | Central Govt. State Govt. | | | | | |
| | Please select your category [Please tick] All Citizen Model State Autonomous Body All Citizen Model | | | | | |
| | NPS Lite (GDS) | | | | | |
| | | | | | | |
| | Interdy request that an NPS account be opened in my name as per the particulars given below Indicates mandatory fields. Please fill the form in English and BLOCK letters with black ink pen. (Refer general guidelines at instructions page) XTC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Lta Subcorbers | | | | | |
| | 1. PERSONAL DETAILS: (Please refer to Sr. No.1 of the instructions) | | | | | |
| | Name of Applicant in Sull | | | | | |
| | Forthome* AMAQUEET | | | | | |
| | | | | | | |
| | Midde Name | | | | | |
| | LastNorme | | | | | |
| | | | | | | |
| | LastName Subscriber Maiden Name (if any) Father Name* | | | | | |
| | LastNorme Subconter Marder Name (if any) Father Name* (if enty) Moher Name* XLALAS XZX | | | | | |
| | Last Name Subscriber Maiden Name (if any) Father Name* (Refer St. No. 1 of instructions) Moher Name* (Refer St. No. 1 of instructions) | | | | | |
| | Last Nome Subcorriter Maiden Name (if any) Father Name* (Refer S No. 1 of instructions) Moher Name* (Refer S No. 1 of instructions) Father's name and to printed on PRAN gard. In case, worther's name to be printed roleated of folder's name Tables's films* Date of films* | | | | | |
| | Last Name Subscriber Maider Name (if any) Father Name* (Refer St. No. 1 of instructions) Mohrer Name* (Refer St. No. 1 of instructions) Father's name will be ported on PRAV park. In case, wother's name to be primed instead of futher's name VES | | | | | |
| | Last Name Subscriber Malder Name (if any) Father Name* (Refer St: No. 1 of instructions) Mohler Name* (Refer St: No. 1 of instructions) Father's name and the primed on PRAV gaid. In case, wother's name to be primed instead of father's name Date of Bren* 44.0411002 (Date of Bren* 44.041100 (Date of Bren* 44.04110 | | | | | |
| | Last Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name Lust Name | | | | | |
| | Last Name Subscriber Maiden Name (if any) Father Name* (Refer St. No. 1 of instructions) Moher Name* (Refer St. No. 1 of instructions) Father's name all be ported on PSAN cards. In cises. mother's name to be primed instead of father's name Date of Briter Date of Briter Country of Briter Country of Briter NEMOELH Country of Briter Countr | | | | | |
| | Last Name | | | | | |
| | Last Nome Lust Nome Subscriber Malder Name (if any) Failler Name* Nohier Kame* Kithate XZX (Refor St. No. 1 of instructions) Nohier Kame* Stitulate XZX (Refor St. No. 1 of instructions) Faither's name will be printed on PRAN parts. In class, mother's name (be printed netses of faither's name Date of Brite* Date of Brite* Adversal@ Date of Brite* Malder 100 Genise* Marial Spana UNMARR.ED Spouse Name* Inclust | | | | | |
| | Last Name Subscriber Maiden Name (if any) Father Name* (Refer St. No. 1 of instructions) Moher Name* (Refer St. No. 1 of instructions) Father's name and to ported on PRAN park. In case, mother's name to be prime instead of father's name Date of Sinter Date of Sinter City of Stent* NBMOEL-H Cincurty of Sinte* NBMOEL-H Gender* MALE NEUA | | | | | |
| | Last Name Subscriber Maiden Name (if any) Father Name (ifeer St. No. 1 of instructions) Moher Name (ifeer St. No. 1 of instructions) Father's name and to ported on PRAN park. In case, mother's name to be prime instead of father's name Date or Bref* Date of Bref* City of Bief* City of Bief* NRUAE City of Bief* NRUE City of Bief* NR | | | | | |
| | Last Name | | | | | |
| | Last Name Subscriber Maiden Name (if any) Father Name (ifeer St. No. 1 of instructions) Mohrer Name (ifeer St. No. 1 of instructions) Father's name and to ported on PRAV park. In case, mother's name to be prime instead of father's name Date of Steff Date of Steff Date of Steff Oky of Steff NeXVELH Desurery of Stm* NEXE Geniser' MALE Netionally Inclust (ifeer St. No. 1 of instructions) Residential Statue* NEXVELE Desurersed through. PPINS-BS sately mobile | 4 | | | | |

- 4. On the **Declaration by Employer** tab,
 - a) Accept the declaration.

- b) Click the Forward to PAO/CDDO (Admin) button to forward the request to PAO/CDDO (Admin).
- c) Click the **Reject** button to reject the PRAN generation request of the employee in case of any discrepancy and provide the reason for rejection.
 NOTE:
 - The rejected request is redirected to DDO Maker.
 - In case of rejection, accepting the declaration is not required.
- d) Click the Back button to go to the 'Employee Details' tab.



| b. Existing | PRAN Employee | | | |
|---------------------------|-------------------------------------------|--------------|-----------------------------|------------------|
| • | • • | | st of an omnlovor | 2 |
| | ecker can view and verify the existing | - | • • | 2. |
| • F | rom the Employee List dropdown, se | ect an emple | oyee. | |
| • 1 | | | | |
| | · · · · | | | |
| | lick GO to fetch the details. | | | |
| | · · · · | | (PAO : 004710 DDO ; 204711) | L NIALKHANSON EX |
| • C | lick GO to fetch the details. | | (PAO : 004710 DDO : 204711) | |
| ATHONAL PENSION SYSTEM | lick GO to fetch the details. | | (PAO : 004710 DDO ; 204711) | — DDGChecker |

- The details provided by the employee opens.
 - Verify the existing PRAN details.
 - Accept the declaration.
 - Click the **Submit** button and the PRAN details of the employee get updated in EIS.
 - o Click the Reject button to reject the PRAN generation request of the employee in case of any discrepancy and provide the remarks for rejection. NOTE:
 - The rejected request is redirected to DDO Maker.
 - In case of rejection, accepting the declaration is not required.

| PRAN No.* | 123467899021 | | | | |
|--------------------------|------------------------------------|----------------------------------------------------------------|--|--|--|
| PRAN Documest* | Governmenent of India | Hational Pansion System aprese drawn fibrary Phone | | | |
| Declaration by Employer | Numerican Pagestore | | | | |
| Date Of Joining* | | 29/03/2009 | | | |
| Date of Retirement* | | 30/09/2043 | | | |
| Employee Code/ID* | | KM*094M83001 | | | |
| Group Of Employée* | | 8 | | | |
| Office' | | SECTION OFFICER, M/O RURAL DEVELOPMENT KRISHI BHAVAN NEW DELHI | | | |
| Department' | | RURAL DEVELOPMENT | | | |
| Ministry* | | Pr. AQ, Ministry of Rural Development | | | |
| DDO Registration Numbe | r* | CGV000324C | | | |
| DTO/PAO/CDDO/DTA/Pra | O Registration Number* | 2001985 | | | |
| Basic Pay* | | 77700 | | | |
| Pay Scale* | | 56100-177500 | | | |
| etails of PRAN furnished | by the employee Kap//Meens are con | Existing PRAN Employee Details | | | |

Existing PRAN Employee

c. Subscriber PRAN Status

- Reports related to employee registration's current status after it has been submitted by the employee can be viewed from here.
- The Employee dropdown is mandatory. You may choose to view the status of a specific employee or all in a go.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | (PAO : 004710 DDO : 294711) |
|--------------------------------------|------------------------------------|-----------------------------|
| NPS Registration Form by Employee | Fields marked with " are mandatory | |
| Existing PRAN Employee | Subscriber PRAN Status | |
| Subscriber PRAN Status | Employee* | Select Status |

Subscriber PRAN Status

• Click the **Export to Excel** button to download the report in excel.

| loyee* | All | | | | Status | Select Status | | |
|-----------|------------------|------------|---------------------|------------|------------------|---------------|----------------------|-----------------------------|
| | | | | | Go | | | |
| | | | | - | <u></u> | | | |
| nploye | e Status Details | | | | | | | |
| Export to | Excel | | | | | | Search | |
| Sr No. | Employee Name | PAN No. | Provisional PRAN | FRN No. | Status | PRAN No. | Reason for Rejection | Last Status Updated Date |
| 1 | Ankit Salni | DVEPS6956K | 110066097437 | 1386 | Accepted by NSDL | 110066097437 | | 12/11/2021 |
| 2 | Goldi Kumari | DDEPK2933N | 111006097435 | 1385 | Accepted by NSDL | 111006097435 | | 12/11/2021 |
| 3 | Md anwar Hussain | AMZPH4583L | 110086097419 | 1380 | Accepted by NSDL | 110086097419 | | 10/11/2021 |
| 4 | Mukesh Kumar | ENSPK0109M | 110016097434 | 1384 | Accepted by NSDL | 110016097434 | | 12/11/2021 |
| 5 | Premraj | CNSPP8995G | 110056100250 | 1406 | Accepted by NSDL | 110056100250 | | 10/12/2021 |
| 6 | Rakesh Kumar | CDDPK5252L | 110036097433 | 1383 | Accepted by NSDL | 110036097433 | | 12/11/2021 |
| 7 | Sumit Kumar Jha | BHLPJ5516M | 110036100248 | 1405 | Accepted by NSDL | 110036100248 | | 10/12/2021 |
| 8 | Tejas Dilipbhai | BYYPP1279F | 110036100265 | 1431 | Accepted by NSDL | 110036100265 | | 13/12/2021 |

Subscriber PRAN Status: Report

D. PAO/CDDO (Admin) Login

PAO/CDDO (Admin) after verification of the PRAN registration request submits it to NSDL for PRAN generation. PRAN available in the PRAN repository will be assigned to the employee immediately and the data will be saved in the system. This data will then be sent to CRA-NSDL for activation of PRAN.

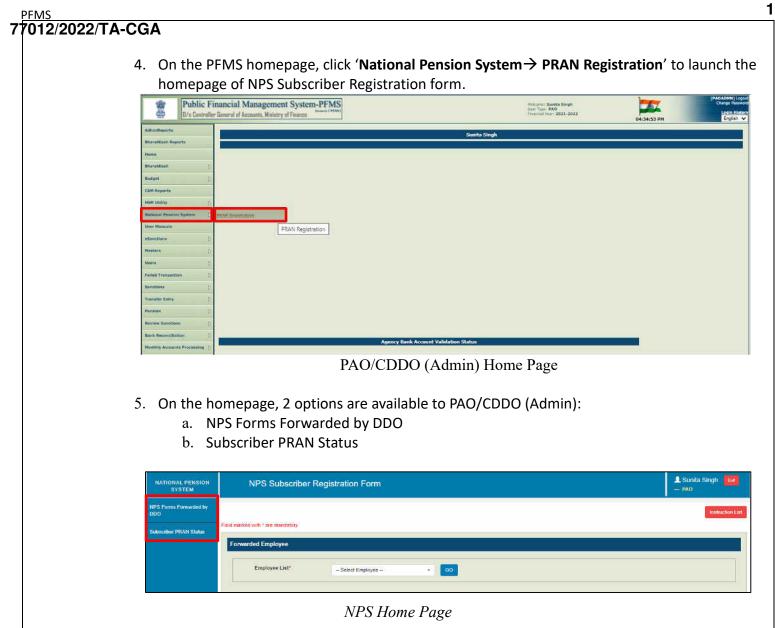
- 1. Launch the URL 'https://pfms.nic.in' in the browser.
- 2. Click 'Login'.



PFMS Home Page

- 3. The current financial year will be selected by default.
 - a. Enter the login credentials.
 - b. Click Log In to login into the PFMS account.

| 2024-2022 | |
|-----------|---|
| | * |
| Usemamic | |
| | |
| Pasaword | |
| | |
| | |
| Ingle | |
| | |
| | |
| | |
| | |
| | |



a. NPS Forms Forwarded by DDO

PAO/CDDO (Admin) cross-verifies the PRAN generation request of an employee received from DDO Maker. By default, this screen is launched.

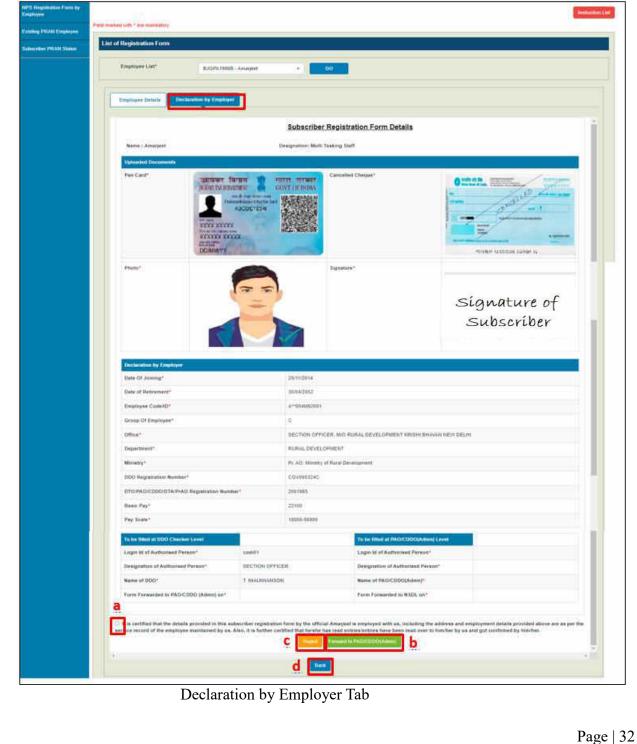
- 1. From the Employee List dropdown, select an employee.
- **2.** Click **GO** to fetch the details.

| NATIONAL PERSION SYSTEM | NPS Subscriber Registration Form | L Sunita Singh Eat |
|-------------------------------|------------------------------------------|--------------------|
| NPS Forms Forwarded by DBO | | listration Ltd |
| Subsciber PRAN Status | Ever marked with 1 am mandatory | |
| | Forwarded Employee | |
| | 1 Employee List - Select Employee - CO 2 | |
| | NPS Forms Forwarded by DDO | |
| | | Page |

- 3. In the Employee Details tab,
 - $\circ~$ The details filled by the employee are displayed here and can also be downloaded in a PDF.
 - PAO/CDDO (Admin) cross-verifies the details.
 - Click the NEXT button to go to the *Declaration by Employer* tab. Alternatively, PAO/CDDO (Admin) can traverse to the *Declaration by Employer* tab by clicking on it.

| | BJGPA1906B - Amarjeet CO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Details De | eclaration by Employer |
| 14 4 1 of 2.7 > | Pind Next |
| | Submitted Only For Record Purpose |
| | |
| NATIONA | AL PENSION SYSTEM (NPS) – SUBSCRIBER REGISTRATION FORM |
| and the second | sordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited |
| Please select your category [Please tick[]] | Central Govt. State Govt. Central Autonomous Body State Autonomous Body State Autonomous Body |
| | NPS Lite (GDS) |
| findicates mandatory fields. Please fi instructions page) | and be opened in my name as per the particulars given below. All the form in English and BLOCK letters with black ink pen. (Refer general guidelines at Code and Spouse Name fields are not applicable for Government & NPS Like Subscribers |
| | ; (Please refer to Sr. No.1 of the instructions) |
| Name of Applicant in full | SMT. |
| First Name* | AMARJEET |
| Middle Name | |
| Last Name | |
| Subscriber Maiden Name | e`(if any) |
| Father Name* (Refer Sr. No. 1 of instruction Mother Name* | KUMAARI MZN |
| (Refer Sr. No. 1 of instruction Father's name will be printed o | on PRAN card. In case, mother's name to be printed instead of father's name YES |
| Date of Birth* | 04/04/1992 (Date of Birth should be supported by relevant documentary proof) |
| City of Birth* | NEWDELHI |
| Country of Birth* | |
| Gender* | MALE Nationality* INDIAN |
| Marital Status Spouse Name* | UNMARRIED |
| Collecter and the | |
| (Refer St. No. 1 of instructions | |
| | INDIAN |
| Residential Status* | Generated through PFMS-EIS salary module |
| | |
| | Next |

- 4. On the **Declaration by Employer** tab,
 - a) Accept the declaration.
 - b) Click the Forward to NSDL button to forward the request NSDL.
 - c) Click the **Reject** button to reject the PRAN generation request of the subscriber in case of any discrepancy and provide the reason for rejection. **NOTE:**
 - The rejected request is redirected to DDO Checker.
 - In case of rejection, accepting the declaration is not required.
 - d) Click the **Back** button to go to the '*Employee Details*' tab.



b. Subscriber PRAN Status

- Reports related to employee registration's current status after it has been submitted by the employee can be viewed from here.
- The DDO dropdown is mandatory.
- The employee list is populated on the basis of the selected DDO.
- You may choose to view the status of a specific employee or all in a go.

| NATIONAL PENSION SYSTEM | NPS Subscriber Registration Form | | | | | | |
|-------------------------------|-----------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| NPS Forms Forwarded by DDO | Field marked with * are mandstory | | | | | | |
| Subacillor PRAN Statue | Subscriber PRAN Status DDO* 204711 - SECTION OFFICER, MO RUF + Employee | | | | | | |

Subscriber PRAN Status

• Click the Export to Excel button to download the report in excel.

| xport to Excel Search: | | | | | | | | |
|------------------------|-------------------------|------------|---------------------|------------|------------------------------------------|--------------|----------------------|-----------------------------|
| Sr No. | Employee Name | Pan No. | Provisional PRAN | FRN No. | Status | PRAN No. | Reason for Rejection | Last Status Updated Date |
| | Siddharth Jain | BFJPJ7252J | 111006097418 | 1 | Pending at DDO Maker | | | 01/11/2021 |
| | Rakesh Kumar | BHNPK2787B | 110036100198 | | Pending at DDO Checker | | | 26/11/2021 |
| | Manik Chandra Pandit | ATBPP0844K | 112233445566 | | Existing PRAN accepted by DDO Checker | 112233445566 | | 08/11/2021 |
| | Jyoli Kataria | BYWPK9525N | 112233444353 | | Existing PRAN pending at DDO Checker | | | |
| | Shanker Dayal Dubey | AHIPD7814Q | 112233445566 | | Existing PRAN rejected by DDO Checker | | rejected for testing | 01/12/2021 |
| | Ankit Sharma | CVNPS4886G | 112233446556 | | Existing PRAN accepted by DDO Checker | 112233446556 | | 10/11/2021 |
| | Md anwar Hussain | AMZPH4583L | 110086097419 | 1380 | Accepted by NSDL | 110086097419 | | 10/11/2021 |

Subscriber PRAN Status: Report

6. Steps to be followed by PAO/CDDO (Admin) after successful Registration

- 1. It is mandatory for PAO /CDDO(Admn) to forward the authenticated registration form along with all supporting documents (including uploaded documents) received physically from DDOs to CRA-NSDL, Mumbai within two months of the online generation of PRAN.
- 2. The above step is to be followed till further order is issued by the Competent Authority in this regard.

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