

F.No.-I-84001/1/2020-ITD-CGA/cs-748/387

Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
MahalekhaNiyantak Bhawan  
'E'Block, GPO Complex, INA,  
New Delhi-110023

Dated 25/09/2023

Office Memorandum

**Subject: Online NPS Subscriber Registration Module for PRAN generation -reg.**

The undersigned is directed to refer to this office OM No. I-84001/1/2020-ITD-CGA/179-184 dated 12.10.2021 and OM of even No. 224-228 dated 24.11.2021, on the subject cited above.

2. Vide above said OM, it has been decided to pilot run of the employee information system (EIS)-salary module in PFMS with online Subscriber Registration of PRAN generation integration was carried out on select Ministries/Department. The said pilot run was successful.

3. It has, now been decided to complete rollout of NPS- Subscriber Registration Module in all DDOs under all Ministries/Departments (PAO/CDDOs). The user manual has been prepared and is enclosed. EIS help desk (pfms-eis@gov.in, Tel. No. 24665-404/405/666) shall handle the queries related to the pilot roll-out.

4. All Pr. CCAs/CCAs/CAs (IC) are hereby requested to direct their PAOs to follow up and actively participate in the complete rollout of NPS- Subscriber Registration Module.

This issues with the approval of competent authority.

*Parul Gupta*  
25/9/2023

**Dy. Controller General of Accounts**

**To**

All Pr. CCAs/CCAs/CAs (IC) of the Ministries/Departments.

Copy to: Sr. AO (ITD) for uploading this OM on CGA's website please.

# **NPS Subscriber Registration Module** *for* **Online PRAN Generation**

## **User Manual**

© O/o Controller General of Accounts



**April 2022**

**Version No: 1.1**

## 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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## 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

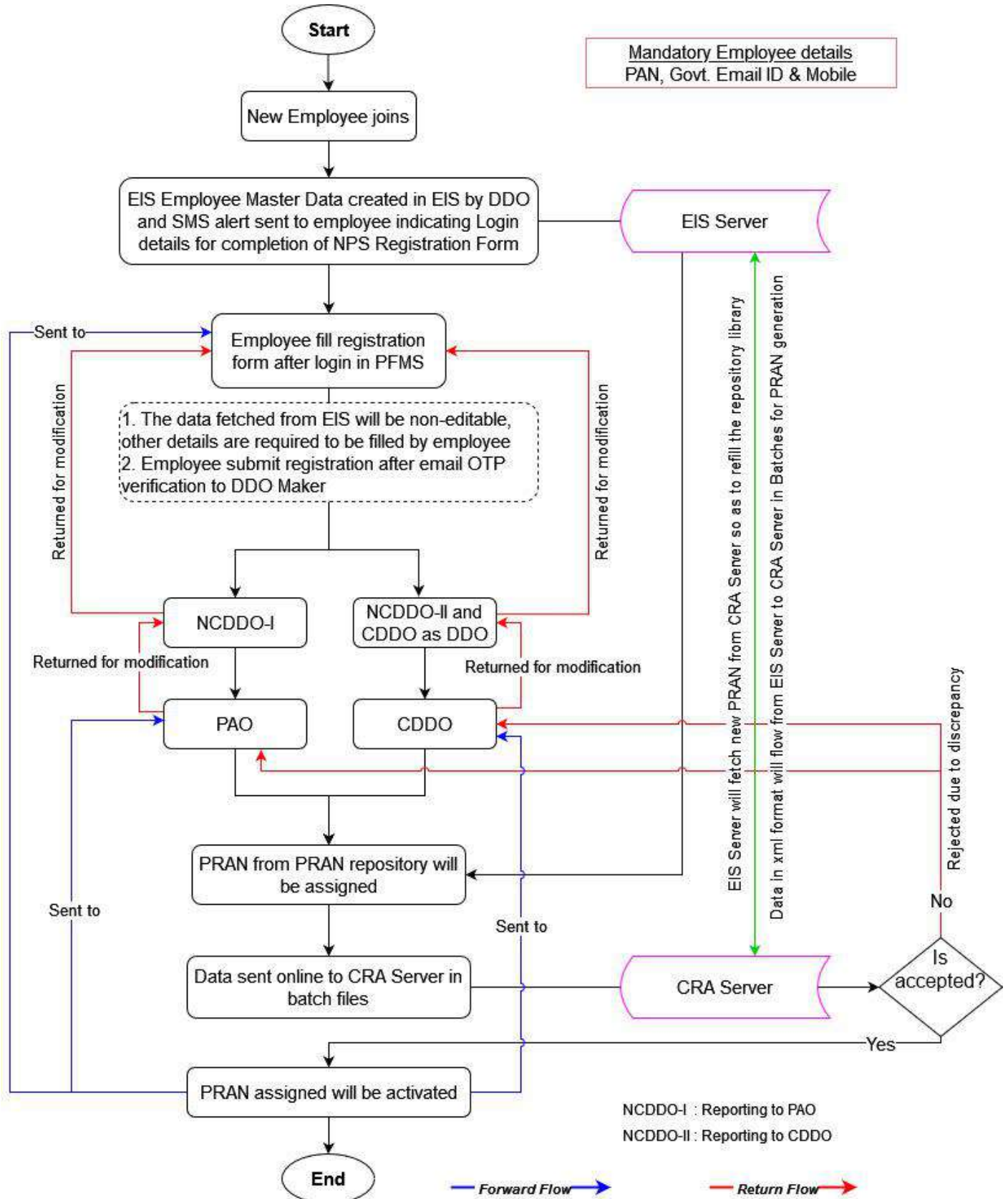
- i. Employee
- ii. DDO Maker
- iii. DDO Checker
- iv. PAO
- v. CDDO (Admin)
- vi. CRA-NSDL

## 3. Process of PRAN Registration

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

- i. 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.

### 4. Process flow for Subscriber Registration Module (SRM)

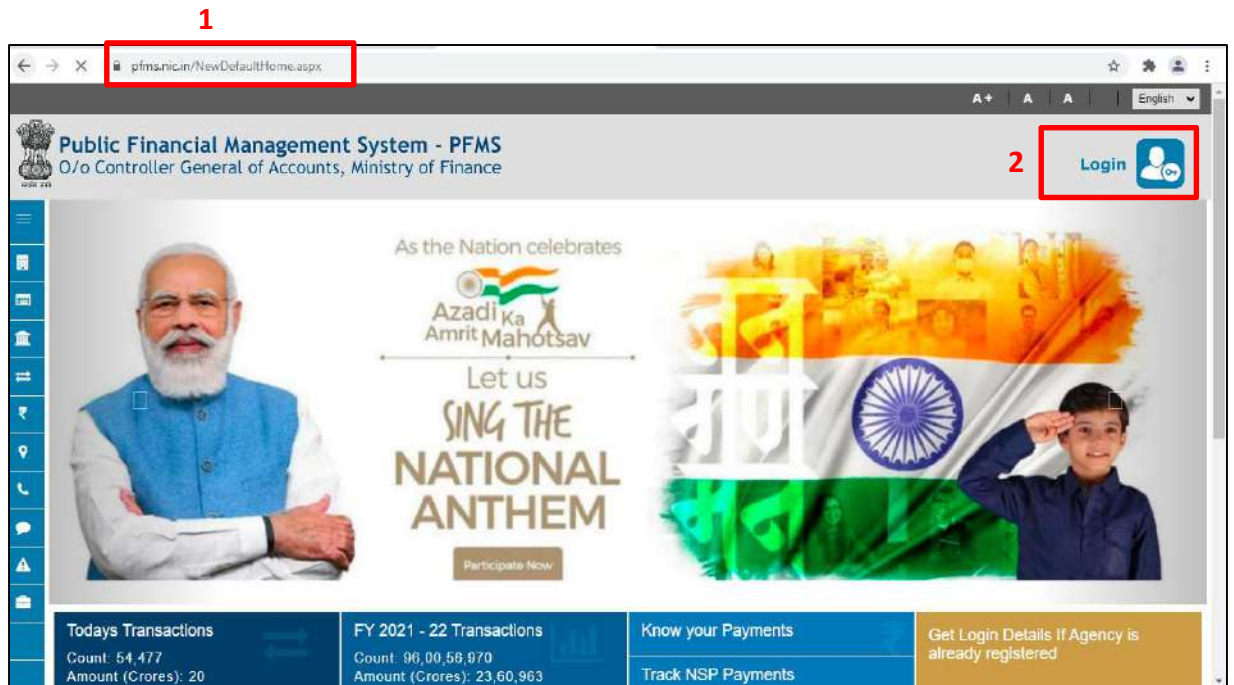


## 5. PRAN Registration and PRAN Generation Screen Flow

### A. Employee Login

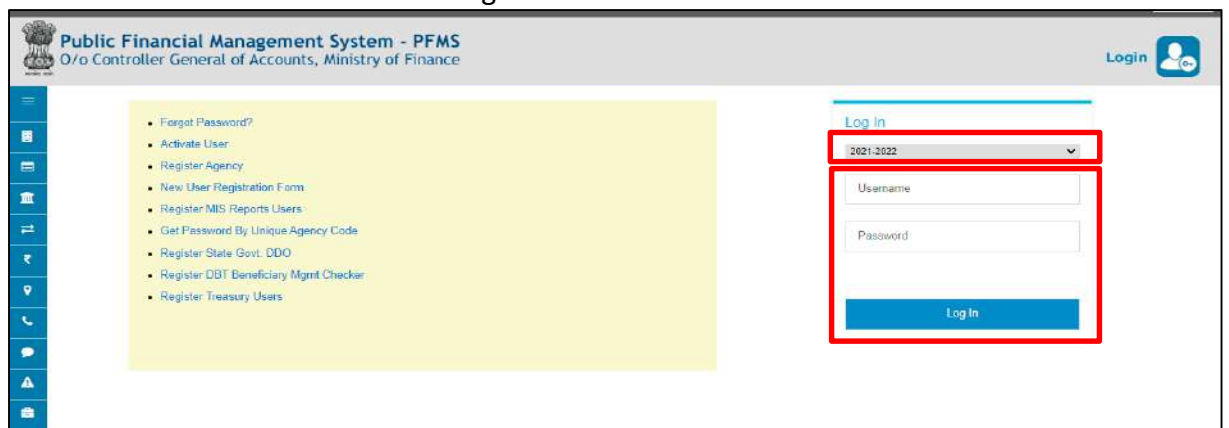
Online PRAN registration is available only for those employees whose country of birth is India. In case the country of birth is other than India PRAN registration is to be done offline (manually).

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 credentials to login into the PFMS Portal.



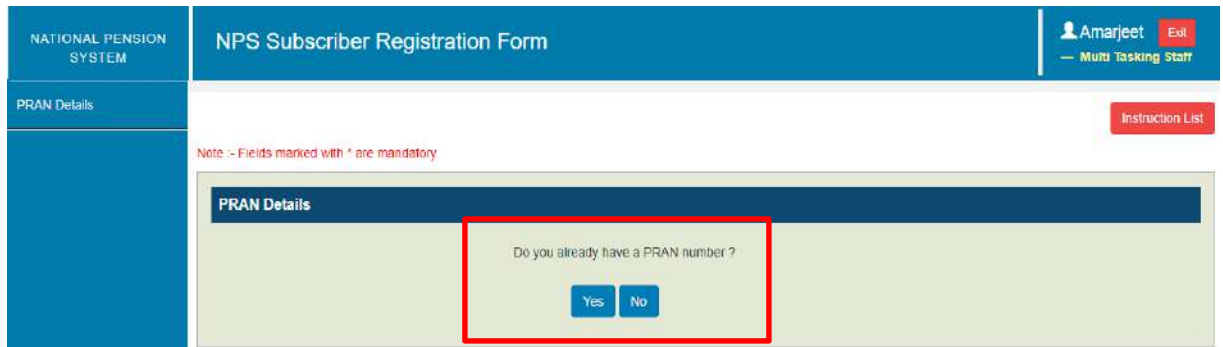
*PFMS Login Page*

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



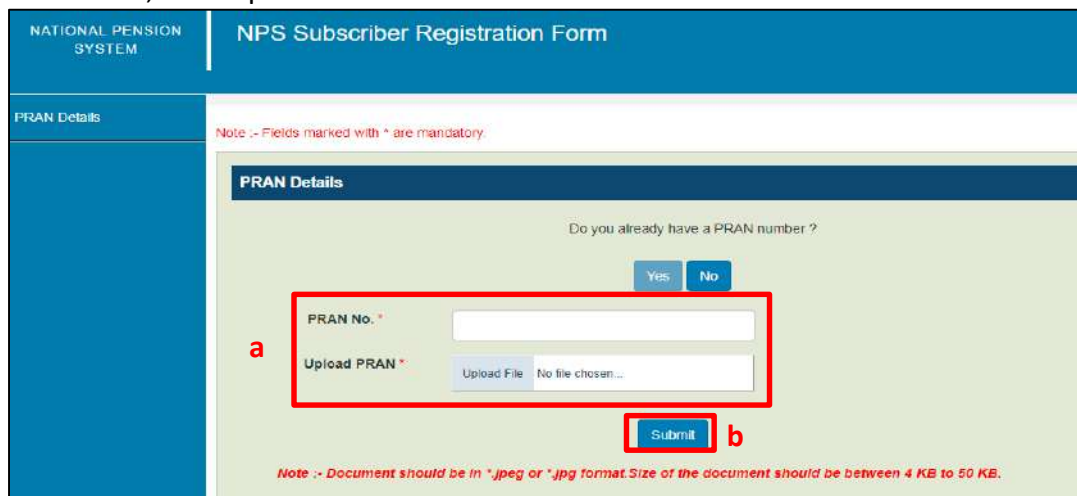
*Subscriber Home Page*

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



*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.



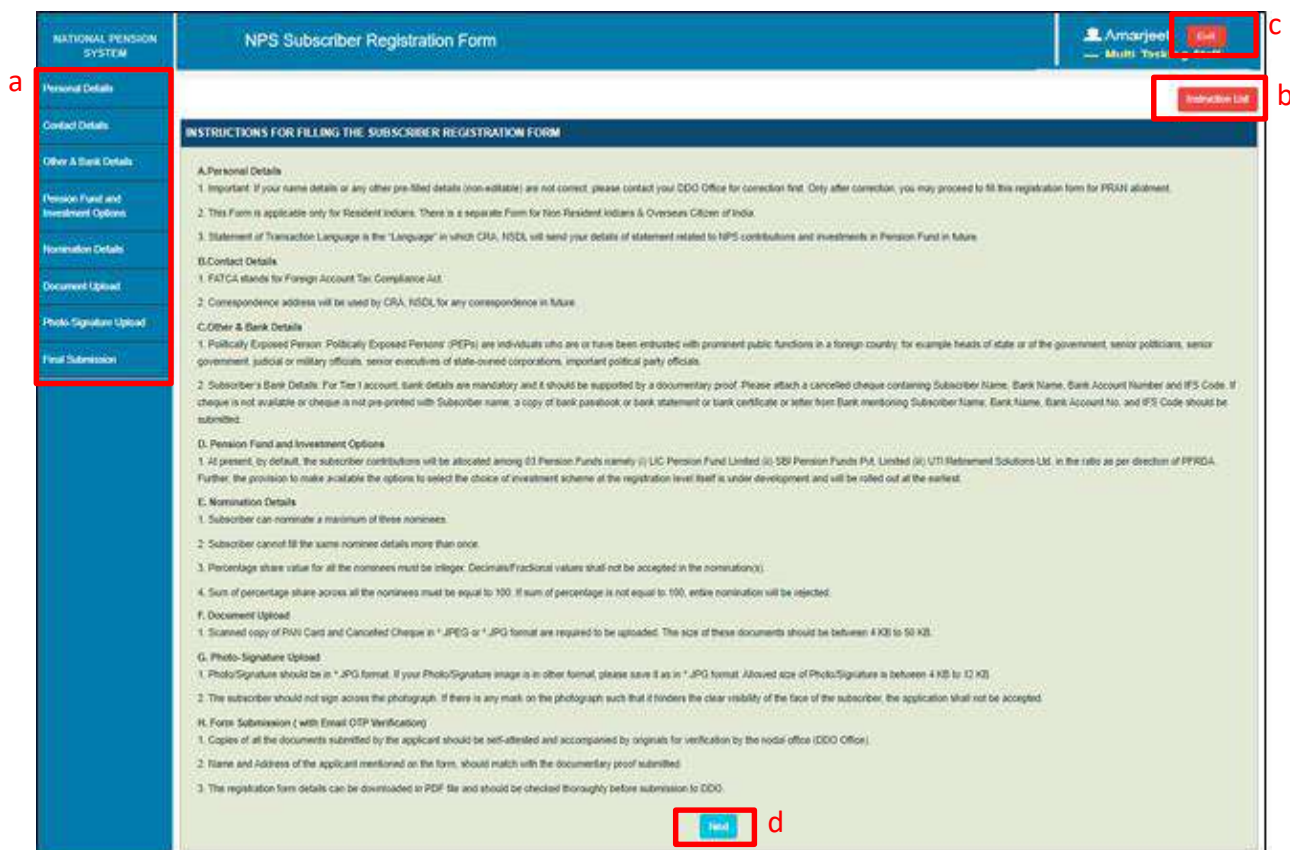
*Existing PRAN Details Page*



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:**
    - Some of the fields are pre-populated and non-editable. The data is being fetched from EIS records.
    - 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.

**Subscriber Personal Details**

Note - Fields marked with \* are mandatory for registration

I would like my PRAN to be printed in Hindi\*  Yes  No

Title\*

First Name\*

Middle Name

Last Name

Employee Code\*

Date Of Birth\*

Place/City Of Birth\*

Country Of Birth\*

Residential Status\*

Statement Of Transaction Language\*

Gender\*

Marital Status\*

Mobile\*

Email ID\*

Telephone(Residence No.)

Telephone(Office No.)

Fax Number

**Save & Next**

*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.

*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.)

*Personal Details Section: Family Details Page*

- **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.

The screenshot displays the 'Contact Details' section of the PFMS portal. On the left is a vertical navigation menu with options: Personal Details, Contact Details (highlighted in red), Other & Bank Details, Pension Fund and Investment Options, Nomination Details, Document Upload, Photo Signature Upload, and Final Submission. The main content area is titled 'Foreign Account Tax Compliance Act (FATCA) details' and includes a 'Note - Fields marked with \* are mandatory for registration'. It features a 'US PERSON' section with 'Yes' selected. Below this is a table for FATCA details with columns: Country Of Tax Residency\* (India), Address Of Tax Residency\* (Enter Residency Address), TIN Number Issuing Country\* (India), Tax Identification Number\* (BXTPB7415D), Validity, FATCA State\* (Enter FATCA State), FATCA City\* (Enter City), and FATCA Zip Code\* (Enter Zip Code). A 'Certify that:' section follows with a list of legal declarations (a-h). At the bottom, there are two tabs: 'Correspondence Address Details' (active) and 'Permanent Address Details'. The 'Correspondence Address Details' form includes fields for Address Type\*, Landmark\*, Road/Street/Lane, Pin Code\*, Country\* (India), Correspondence Address Proof\*, Flat/Room/Door/Block No.\*, Premises/Building/Village\*, Area/Locality/Taluka, City/Town/District\*, and State/U.T.\*. A 'Save & Next' button is located at the bottom right of the form.

*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.

The screenshot shows the 'NPS Subscriber Registration Form' interface. On the left is a navigation menu with options like 'Personal Details', 'Contact Details', 'Other & Bank Details', 'Pension Fund and Investment Options', 'Nomination Details', 'Document Upload', 'Photo Signature Upload', and 'Final Submission'. The main content area is titled 'NPS Subscriber Registration Form' and includes a user profile for 'Sushmita Bairagi'. Below this, there's a 'Foreign Account Tax Compliance Act (FATCA) details' section with a 'US PERSON' toggle set to 'No'. A table of FATCA fields is visible, with 'Country Of Tax Residency' set to 'India' and 'Tax Identification Number' as 'BXTPB7415D'. A 'certify that:' section follows with several paragraphs of legal text. At the bottom, there are two tabs: 'Correspondence Address Details' and 'Permanent Address Details', with the latter being selected and highlighted by a red box. The 'Permanent Address Details' section contains various input fields for address information, including 'Address Type', 'Landmark', 'Road/Street/Lane', 'PinCode', 'Country' (set to India), 'Flat/Room/Door/Block No.', 'Premises/Building/Village', 'Area/Locality/Taluka', 'City/Town/District', and 'State/U.T.'. 'Save & Next' and 'Back' buttons are at the bottom right.

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.

*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.

*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.

Pension Fund Scheme Options	Investment Scheme Percentage Options (wef date '16/07/2021')
1. LIC Pension Fund Limited	44 %
2. SBI Pension Funds Private Limited	39 %
3. UTI Retirement Solutions Limited	17 %

*Pension Fund and Investment Options Section*

- Nomination Details Section:**
  - Define the nominee(s).
  - Subscriber can nominate a maximum of three nominees.
  - 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.
  - 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).

*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).

Nominee Submitted Details							
Sr.No.	Nominee Name	Nominee Major/Minor	Nominee DOB	Nominee Relation	Nominee Percentage Share(%)	Nominee Guardian Name	
1	Xzx	Major	16/02/2000	Mother	30		<b>Edit</b> <b>Delete</b>
2	xzx zxz zxz	Minor	07/12/2021	Daughter	10	amar	<b>Edit</b> <b>Delete</b>
3	xzx zxz zxz	Major	16/02/2000	Father	60		<b>Edit</b> <b>Delete</b>

Showing 1 to 3 of 3 entries

**Save & 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.

Nominee Details	
<b>Note</b> - Fields marked with * are mandatory for registration	
Relationship*	Mother
First Name*	Xzx
Middle Name	
Last Name	
Major/Minor*	Major
Date Of Birth(DD/MM/YYYY)*	16/02/2000
Nominee Age*	21
Percentage Share(%)*	30
Nominee Address*	<input type="radio"/> Same as Correspondence Address <input checked="" type="radio"/> Same as Permanent Address <input type="radio"/> Other
Flat/Floor/Door/Block No.*	5544
Premises/Building/Village*	1212
Area/Locality/Taluka	
Road/Street/Lane	
Landmark*	dsds
City/Town/District*	Itan/Delhi
Pin Code*	110023
Country*	India
State/U.T.*	Manipur

**Update Nominee Details** **Cancel**

*Nomination Details Section: Edit Nominee Details Page*

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

Nominee Submitted Details							
Sr.No.	Nominee Name	Nominee Major/Minor	Nominee DOB	Nominee Relation	Nominee Percentage Share(%)	Nominee Guardian Name	
1	Xzx	Major	16/02/2000	Mother	30		<b>Edit</b> <b>Delete</b>
2	xzx zxz zxz	Minor	07/12/2021	Daughter	10	amar	<b>Edit</b> <b>Delete</b>
3	xzx zxz zxz	Major	16/02/2000	Father	60		<b>Edit</b> <b>Delete</b>

Showing 1 to 3 of 3 entries

**Save & Next**

*Nomination Submitted Details Section*



On the confirmation box,

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

The screenshot shows a table titled "Nominee Submitted Details" with columns: Sr.No., Nominee Name, Nominee Major/Minor, Nominee DOB, Nominee Relation, Nominee Percentage Share(%), and Nominee Guardian Name. There are three rows of data. A modal dialog box titled "Confirmation" is overlaid on the table, asking "Are you sure you want to delete the record?" with "Yes" and "No" buttons. The "Save & Next" button is visible at the bottom of the table.

*Nomination Submitted Details Section: Delete Record*

- **Document Upload Section:**

- Upload a copy of **PAN card** and **Cancelled Cheque** in jpg/jpeg formats.
- 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.

The screenshot shows the "Document Upload" section of the PFMS interface. On the left is a sidebar menu with options: Personal Details, Contact Details, Other & Bank Details, Pension Fund and Investment Options (highlighted with a red box), Nomination Details, Document Upload, Photo-Signature Upload, and Final Submission. The main content area has a header "Document Upload" and a red "Instruction List" button. Below the header, there are two columns for "Scanned PAN Card" and "Scanned Cancelled Cheque". Each column has an "Upload File" button and a file selection box. At the bottom, there is a "Save & Next" button. A note at the bottom states: "Note: Document Should be in \*.jpeg, \*.jpg format. Allow Size of document should be between 4 KB to 50 KB."

*Document Upload Section*

- **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.

*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.
    - 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.
5. 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

Personal Details

Contact Details

Other & Bank Details

Pension Fund and Investment Options

Nomination Details

Document Upload

Photo-Signature Upload

Final Submission

Instruction List

### Subscriber Registration Form Details

Name : Amrjoet Designation: Multi Tasking Staff

Download

1

Submitted Only For Record Purpose

NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM  
CENTRAL RECORD KEEPING AGENCY (CRA) - NPSL - GOVERNANCE WITH RETIREES LISTING

Please select your category (Please tick)	<input checked="" type="checkbox"/> Central Govt. <input type="checkbox"/> State Govt.	
	<input type="checkbox"/> Central Autonomous Body <input type="checkbox"/> State Autonomous Body	
	<input type="checkbox"/> All Citizen Model <input type="checkbox"/> Corporate Sector	
	<input type="checkbox"/> NPS Lite (GDS)	

To: National Pension System Trust  
Dear Sir / Madam  
I hereby 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 only. (Refer general guidelines at instructions page)  
KYC Number, Retirement Address Code and Spouse Name fields are not applicable for Government & NPS Lite Subscribers

**1 PERSONAL DETAILS :** (Please refer to Sr. No 1 of the instructions)

Name of Applicant in Full	<input type="text" value="SHEKH"/>
First Name*	<input type="text" value="SHEKH R"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Subscriber Maiden Name (if any)	<input type="text"/>
Father Name* (Refer Sr. No. 1 of instructions)	<input type="text"/>
Mother Name* (Refer Sr. No. 1 of instructions)	<input type="text" value="NIRMAL DEVI"/>
Father's name will be printed on PRAN card. In case, mother's name to be printed instead of father's name	<input type="checkbox"/> YES
Date of Birth*	<input type="text" value="04/01/1992"/> (Date of Birth should be supported by relevant documentary proof)
City of Birth*	<input type="text" value="NEW DELHI"/>
Country of Birth*	<input type="text" value="INDIA"/>
Gender*	<input type="text" value="MALE"/> <input type="text" value="FEMALE"/>
Marital Status	<input type="text" value="UNMARRIED"/>
Spouse Name*	<input type="text"/>
(Refer Sr. No. 1 of instructions)	
Residential Status*	<input type="text" value="INDIAN"/>

Generated through PFMS-EGS entry module

**2** 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 PFRDA Act, regulations framed thereunder and declare that the information and documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake 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. I further agree to be bound by the terms and conditions of provision of services by CRA, 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 shall be bound by the terms and conditions for the usage of I-PIN (to access CRA website and view details) & T-PIN.

**Declaration under the Prevention of Money Laundering Act, 2002**

I hereby declare that the contribution paid by me on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with 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 to prevention of money laundering.

**3** Place : \*

**4** Generate OTP Cancel 02:08 minutes

Enter OTP here :

Resend OTP Submit **5**

*Final Submission Section*

- **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 until 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/MAKER level.

Show Filled Form

## B. DDO Maker Login

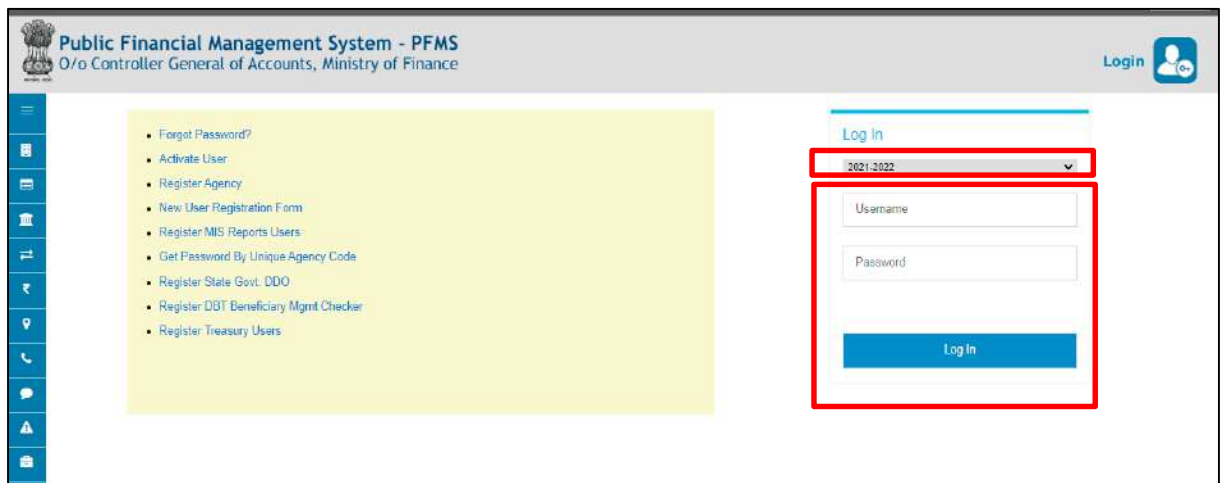
DDO Maker verifies the details filled in the form submitted by the subscriber and forwards it to the DDO Checker or in case of any discrepancy, rejects the form to the subscriber for resubmission after necessary correction.

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.



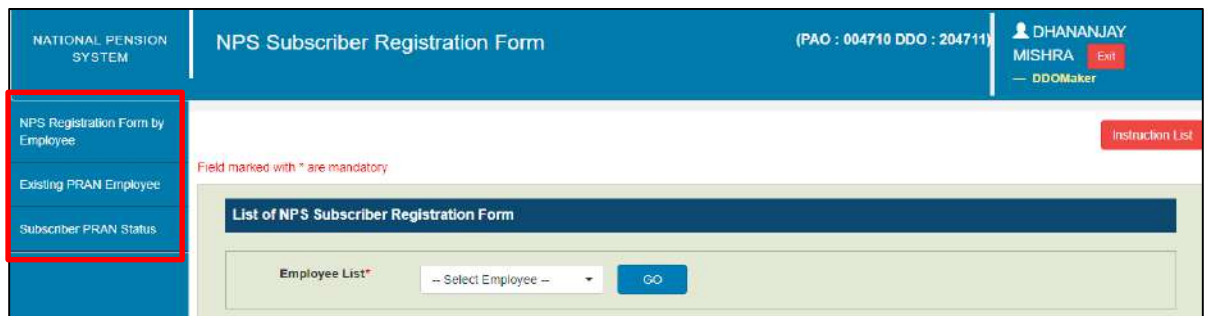
*PFMS Login Page*

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



*DDO Maker Homepage*

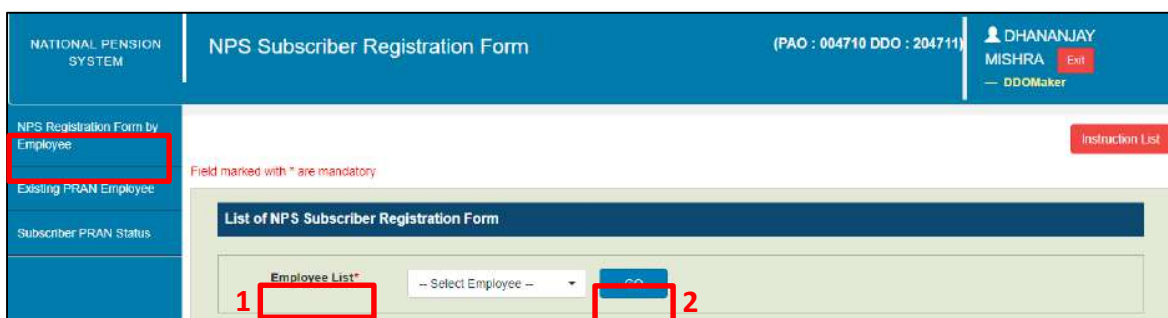
5. On the homepage, the following 3 options are available to a DDO Maker:
  - a. NPS Registration Form by Employee
  - b. Existing PRAN Employee
  - c. Subscriber PRAN Status



*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.



*NPS Registration Form by Employee*

3. In the **Employee Details** tab,
  - o 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.

The screenshot shows the 'List of NPS Subscriber Registration Form' interface. The 'Employee List' dropdown is set to 'BJGPA1906B - Amarjeet'. The 'Employee Details' tab is active. The form contains the following information:

- Category Selection:**
  - Central Govt.
  - State Govt.
  - Central Autonomous Body
  - State Autonomous Body
  - All Citizen Model
  - NPS Lite (GDS)
  - Corporate Sector
- Personal Details:**
  - Name of Applicant in full: SMT
  - First Name\*: ASARJEET
  - Middle Name: [Empty]
  - Last Name: [Empty]
  - Subscriber Maiden Name (if any): [Empty]
  - Father Name\* (Refer Sr. No. 1 of instructions): [Empty]
  - Mother Name\* (Refer Sr. No. 1 of instructions): KUMARI NIXI
  - Print name on PRAN card: YES
  - Date of Birth\*: 04/04/1992
  - City of Birth\*: NEWDELHI
  - Country of Birth\*: INDIA
  - Gender\*: MALE
  - Marital Status: UNMARRIED
  - Spouse Name\*: [Empty]
  - Residential Status\*: INDIAN

The 'Next' button is highlighted with a red box at the bottom of the form.

*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.

**List of NPS Subscriber Registration Form**



Employee List\* BUCDA1908B - Amarjeet


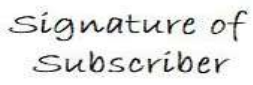
Employee Details **Declaration by Employer**

**Subscriber Registration Form Details**

Name : Amarjeet Designation: Multi-Tasking Staff

**Uploaded Documents**

Pan Card\*  Canceled Cheque\* 

Photo\*  Signature\* 

**Declaration by Employer**

Date Of Joining*	25/11/2014
Date of Retirement*	30/04/2052
Employee Code/ID*	A**004M92001
Group Of Employee*	C
Office*	SECTION OFFICER, M/O RURAL DEVELOPMENT KRISHI BHAVAN NEW DELHI
Department*	RURAL DEVELOPMENT
Ministry*	Pr. AO, Ministry of Rural Development
DDO Registration Number*	CGV000324C
DTO/PAO/CDDO/DTA/PrAO Registration Number*	2001965
Basic Pay*	22100
Pay Scale*	18000-56000

To be filled at DDO Checker Level	To be filled at PAO/CDDO(Admin) Level
Login Id of Authorised Person*	Login Id of Authorised Person*
Designation of Authorised Person*	Designation of Authorised Person*
Name of DDO*	Name of PAO/CDDO(Admin)*
Form Forwarded to PAO/CDDO (Admin) on*	Form Forwarded to NSDL on*

I am certified that the details provided in this subscriber registration form by the official Amarjeet is employed with us, including the address and employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that this subscriber registration form has been read over to him/her by us and got confirmed by him/her.

*Declaration by Employer 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.

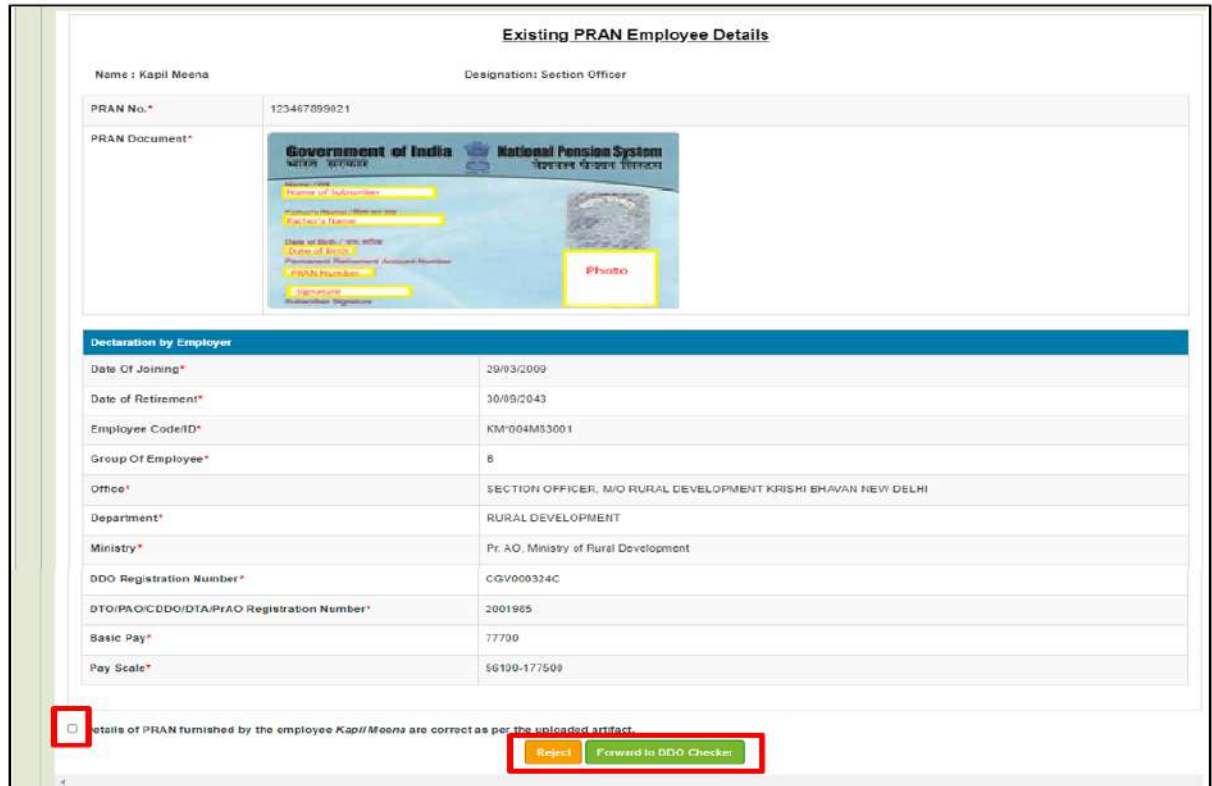


*Existing PRAN Employee*

- The details provided by the employee opens.
  - Verify the existing PRAN details.
  - Accept the declaration.
  - 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.



*Existing PRAN Employee Details*

**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.

*Subscriber PRAN Status*

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

Sr No.	Employee Name	PAN No.	Provisional PRAN	FRN No.	Status	PRAN No.	Reason for Rejection	Last Status Updated Date
1	Jyoti Kataria	BYWPK9525N	112233444353		Existing PRAN rejected by DDO Checker		test	16/12/2021

*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.

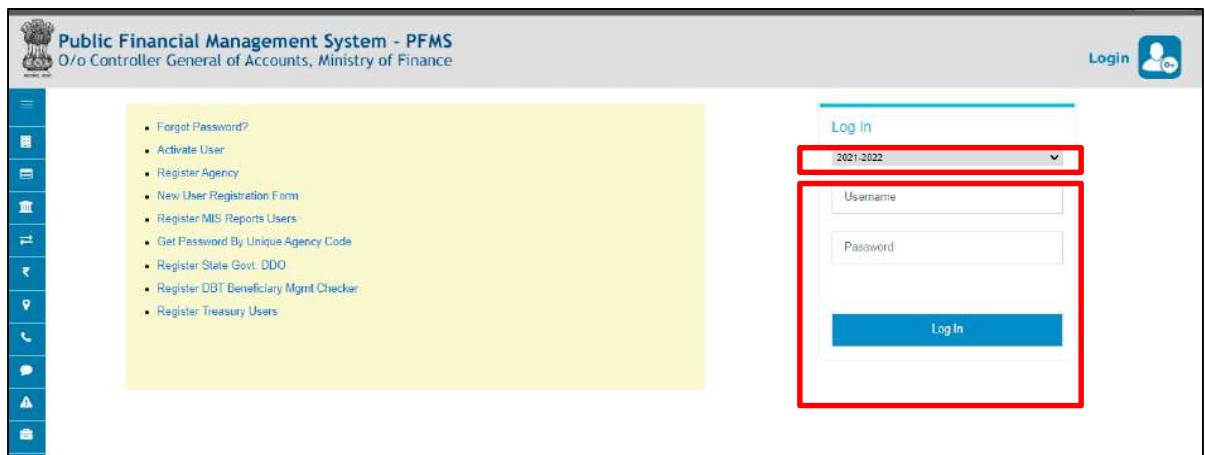
Note- The DDO Checker of NCDDO-I (DDO code starting with '2') being attached with PAO is bound to forward the registration form to PAO. In other cases, i.e. the DDO checker of NCDDO-II (DDO code starting with '3') and the DDO Checker of CDDO itself (DDO code starting with '1') are supposed to forward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

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



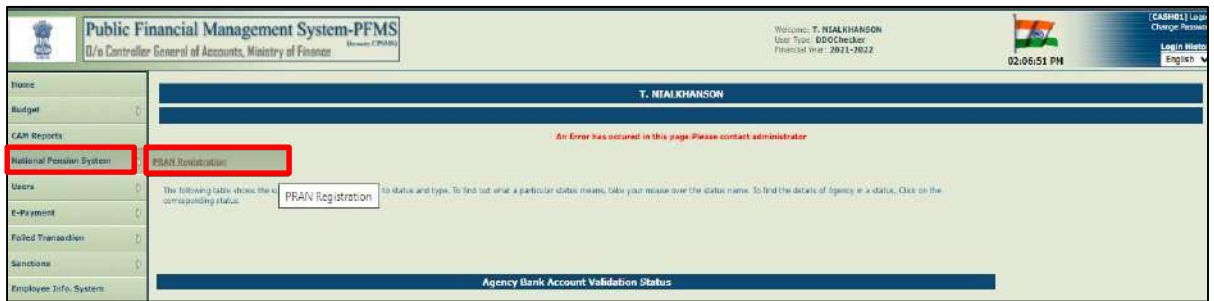
*PFMS Home Page*

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.



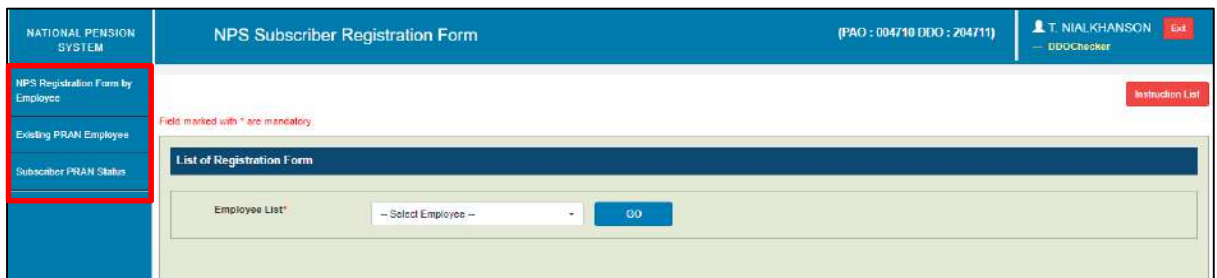
*PFMS Login Page*

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



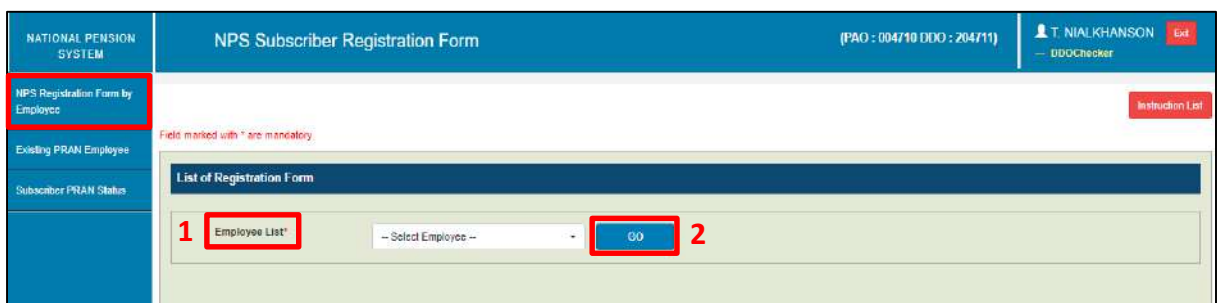
*DDO Checker Home Page*

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



*DDO Checker NPS Homepage*

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



*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.
  - 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.

The screenshot displays the 'Employee Details' tab of the NPS registration form. The form is titled 'List of NPS Subscriber Registration Form' and includes a navigation menu on the left with options like 'NPS Registration Form by Employee', 'Existing PRAN Employee', and 'Subscriber PRAN Status'. The main content area shows a form for 'Employee List' with a dropdown menu set to 'BJGPA1906B - Amarjeet' and a 'GO' button. Below this, there are two tabs: 'Employee Details' (highlighted with a red box) and 'Declaration by Employer'. The 'Employee Details' tab displays a form titled 'NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM' with various fields for personal details, including name, date of birth, gender, and marital status. A 'Next' button is highlighted with a red box at the bottom of the form.

*Employee Details Tab*

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.

The screenshot displays the 'NPS Registration Form by Employer' interface. The 'Declaration by Employer' tab is selected. The form shows details for an employee named Aamarjeet, including their designation as Multi Tasking Staff. It features sections for 'Uploaded Documents' (Pan Card, Canceled Cheque, Photo, Signature) and a 'Declaration by Employer' table with fields like Date of Joining, Date of Retirement, Employee Code, Group of Employee, Office, Department, Ministry, DDO Registration Number, DTC/PAO/CDDO/DIA/PAO Registration Number, Basic Pay, and Pay Scale. Below this, there are sections for 'To be filled at DDO Checker Level' and 'To be filled at PAO/CDDO(Admin) Level'. At the bottom, there are buttons for 'Accept', 'Forward to PAO/CDDO(Admin)', 'Reject', and 'Back'. A red box highlights the 'Declaration by Employer' tab, and other red boxes highlight the 'Accept', 'Forward to PAO/CDDO(Admin)', 'Reject', and 'Back' buttons.

*Employee Declaration Tab*

**b. Existing PRAN Employee**

DDO Checker can view and verify the existing PRAN request of an employee.

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

*Existing PRAN Employee*

- 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.
  - 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.

Existing PRAN Employee Details	
Name : Kapil Meena	Designation: Section Officer
PRAN No.*	123467899921
PRAN Document*	
Declaration by Employer	
Date Of Joining*	29/03/2009
Date of Retirement*	30/09/2043
Employee CodeID*	KM004M33001
Group Of Employee*	B
Office*	SECTION OFFICER, M/O RURAL DEVELOPMENT KRISHI BHAVAN NEW DELHI
Department*	RURAL DEVELOPMENT
Ministry*	Pr. AO, Ministry of Rural Development
DDO Registration Number*	CGV000324C
DDO/PAO/DDO/DTA/PrAO Registration Number*	2001965
Basic Pay*	77700
Pay Scale*	56100-177509
<input type="checkbox"/> Details of PRAN furnished by the employee Kapil Meena are correct as per the uploaded artifact.	
<input type="button" value="Reject"/> <input type="button" value="Forward to DDO Checker"/>	

*Existing PRAN Employee Details*

**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.

*Subscriber PRAN Status*

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

Sr No.	Employee Name	PAN No.	Provisional PRAN	FRN No.	Status	PRAN No.	Reason for Rejection	Last Status Updated Date
1	Ankil Sakhi	DVEPS6956K	110066097437	1368	Accepted by NSDL	110066097437		12/11/2021
2	Galdi Kumari	DDEPK2933N	111006097435	1365	Accepted by NSDL	111006097435		12/11/2021
3	Ma 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	Tejao Dhirbhai Parmar	BYVPP1279F	110036100265	1431	Accepted by NSDL	110036100265		13/12/2021

*Subscriber PRAN Status: Report*



### D. PAO/CDDO (Admin) Login

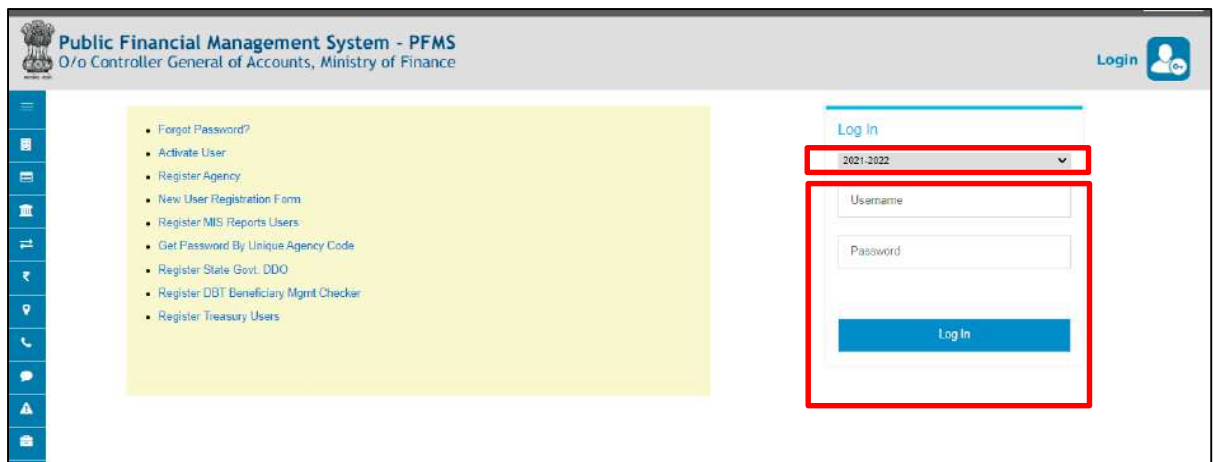
PAO/CDDO (Admin) after verification of the PRAN registration request submits it to NSDL for PRAN generation. PRAN available in the PRAN repository will be assigned to the employee immediately and the data will be saved in the system. This data will then be sent to CRA-NSDL for activation of PRAN.

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.



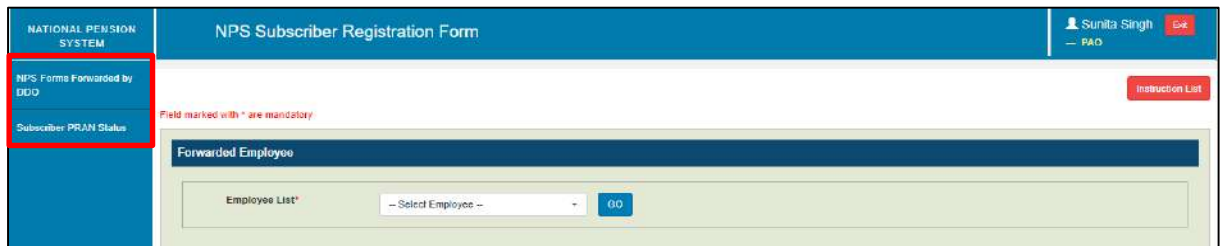
*PFMS Login Page*

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



PAO/CDDO (Admin) Home Page

5. On the homepage, 2 options are available to PAO/CDDO (Admin):
  - a. NPS Forms Forwarded by DDO
  - b. Subscriber PRAN Status



NPS Home Page

**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.



NPS Forms Forwarded by DDO

**3. In the Employee Details tab,**

- 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.

The screenshot shows the 'List of NPS Subscriber Registration Form' interface. At the top, there is a search bar for 'Employee List\*' with the value 'BJGPA1906B - Amarjeet' and a 'GO' button. Below this, two tabs are visible: 'Employee Details' (highlighted with a red box) and 'Declaration by Employer'. The main content area displays a form titled 'NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM' from the Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited. The form includes a category selection section with options like 'Central Govt.', 'State Govt.', 'Central Autonomous Body', 'State Autonomous Body', 'All Citizen Model', and 'Corporate Sector'. Below this is a 'To' field with the address 'National Pension System Trust' and a salutation 'Dear Sir / Madam'. A section for '1. PERSONAL DETAILS' contains various input fields: 'Name of Applicant in full' (SMT.), 'First Name\*' (AMARJEET), 'Middle Name', 'Last Name', 'Subscriber Maiden Name (if any)', 'Father Name\*' (Refer Sr. No. 1 of instructions), 'Mother Name\*' (Refer Sr. No. 1 of instructions) (KUMARI XXXX), 'Date of Birth\*' (04/04/1992), 'City of Birth\*' (NEWDELHI), 'Country of Birth\*' (INDIA), 'Gender\*' (MALE), 'Marital Status' (UNMARRIED), 'Spouse Name\*', and 'Residential Status\*' (INDIAN). A 'Next' button is highlighted with a red box at the bottom of the form area.

*Employee Details Tab*

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.

**Subscriber Registration Form Details**

Name: Amrajeeet      Designation: Multi Tasking Staff

**Uploaded Documents**

Pan Card\*  Cancelled Cheque\* 

Photo\*  Signature\* 

**Declaration by Employer**

Date Of Joining*	25/11/2014
Date of Retirement*	30/04/2052
Employee Code ID*	A**004M92001
Group Of Employees*	C
Office*	SECTION OFFICER, MID RURAL DEVELOPMENT KRISHI BHAWAN NEW DELHI
Department*	RURAL DEVELOPMENT
Ministry*	Pt. A.O, Ministry of Rural Development
DDO Registration Number*	CGV000324C
DDO/PAO/CDDO/DTA/PAO Registration Number*	2001955
Basic Pay*	22100
Pay Scale*	18000-55900

To be filled at DDO Checker Level		To be filled at PAO/CDDO(Admin) Level	
Login Id of Authorized Person*	cash01	Login Id of Authorized Person*	
Designation of Authorized Person*	SECTION OFFICER	Designation of Authorized Person*	
Name of DDO*	T. NIALDHANSON	Name of PAO/CDDO(Admin)*	
Form Forwarded to PAO/CDDO (Admin) on*		Form Forwarded to NSDL on*	

I am certified that the details provided in this subscriber registration form by the official Amrajeeet is employed with us, including the address and employment details provided above are as per the record of the employee maintained by us. Also, it is further certified that he/she has read entire entries have been read over to him/her by us and got confirmed by him/her.

**a**  **b** **c** **d**

Declaration by Employer 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.

*Subscriber PRAN Status*

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

Sr No.	Employee Name	Pen No.	Provisional PRAN	FRN No.	Status	PRAN No.	Reason for Rejection	Last Status Updated Date
1	Siddharth Jain	BFJPJ7252J	11006097418		Pending at DDO Maker			01/11/2021
2	Rakesh Kumar	BHNPK2787B	110035100198		Pending at DDO Checker			25/11/2021
3	Manik Chandra Pandit	ATBPP0844K	112233445566		Existing PRAN accepted by DDO Checker	112233445566		09/11/2021
4	Jyoti Kataria	BYWPK9525N	112233444353		Existing PRAN pending at DDO Checker			
5	Shanker Dayal Dubey	AHIFD7314Q	112233445566		Existing PRAN rejected by DDO Checker		rejected for testing	01/12/2021
6	Ankit Sharma	CVNPS4889G	112233446556		Existing PRAN accepted by DDO Checker	112233446556		10/11/2021
7	Md anwar Hussain	AMZPH4583L	110085097419	1380	Accepted by NSDL	110085097419		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.