



# ONLINE PRAN GENERATION MODULE (OPGM) USER MANUAL

**Finance Data Center  
Directorate of Treasuries, Pension and  
Entitlements  
23 Laxmi Road Dalanwala, Dehradun,  
Uttarakhand**

**Document Control Sheet**

Sr.No.	Version	Authors	Reviewed by	Guided By	Issue Date
1	V1.0	Ms Shivanshi Joshi	1. Mr G D Belwal 2. Mr RajendraPundir	Mr M K Pandey (Assistant Director)	20.07.2020

**Disclaimer**

The information contained in this user manual is provided solely for informational and guidance purposes only. User should, conduct his/her own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. Finance Data Center, Directorate of Treasuries, Pension and Entitlements, Department of Finance, Govt. of Uttarakhand shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of information contained in this user manual. Users are advised to refer relevant Government Orders, Financial Handbooks, and Budget Manuals etc. before making any payment through the system. In case any inaccuracies are spotted, users of this manual are requested to inform Finance Data Center by shooting an email to [treasury-dir-uk@gmail.com](mailto:treasury-dir-uk@gmail.com).

# Table of Contents

1. Introduction .....	4
1.1 Purpose of this document .....	4
1.2 Scope .....	4
1.3 Organization of User Manual .....	4
1.4 Points of Contact .....	4
2. Overview of Online PRAN Generation Module .....	5
3. Instructions .....	5
3.1 General instructions .....	5
3.2 User id and Password .....	6
3.3 Single Sign On .....	6
3.4 Automatic handling of change of role and place .....	6
3.5 Cyber Security .....	6
4. Description and Steps .....	6
4.1. How to access the IFMS Software .....	6
4.2 Logging-onto the Web Application .....	7
4.3 Access rights (roles) .....	7
4.4 Components of OPGM .....	7
4.4.1 New PRAN .....	8
4.4.2 Approval .....	11
4.4.3 PRAN Report .....	15

## List of Abbreviations

1. CSRF- Common Subscriber Registration Form
2. DDO- Drawing and Disbursing Officer
3. EMP- Employee
4. GOV- Government
5. IFMS- Integrated Finance Management System
6. LPC- Last Pay Certificate
7. MOB- Mobile
8. NPS- New Pension Scheme
9. NSDL- National Securities Depository Limited
10. OPGM- Online PRAN Generation Module
11. PRAN- Permanent Retirement Account Number
12. UK- Uttarakhand

## 1. Introduction

Online PRAN Generation Module is digital service for providing PRAN to employees. Using this system, DDO's can digitally generate PRAN. PRAN can be generated from department itself. IFMS software has provided the facility of generating PRAN so that employees of the state can take benefit of this facility. PRAN once successfully generated through this system does not require any further action on the part of the NSDL. CSRF form need not to be physical submitted it in their disbursing treasuries/sub-treasuries and NSDL. The User Manual contains all essential information for the users so that they can make full use of the IFMS software. This manual includes a description of the module functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for module access and use. For better understanding of the users, graphics has been used wherever possible in this manual.

### 1.1 Purpose of this document

This document is a generic user guide document for using Online PRAN Generation Module and has all the details regarding OPGM which is helpful for DDO users. When initially NPS was brought into action, PRAN number was issued by NSDL for which the user had to fill the form i.e. CSRF and submit it to respective treasury. Further the treasury used to send the form to NSDL for generating and providing PRAN, this process was lengthy and time consuming it used to takes months for PRAN number to activate and come in working. Thus in order to save time by generating PRAN number as soon as user applies IFMS has come up with this module. This document expresses all the working of the module in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the software.

### 1.2 Scope

This user manual is intended to be used by all the departments of Uttarakhand. Separate user manuals have been/are being prepared for other aspects of IFMS software. This user manual is intended to be used by drawing and disbursing officers and their respective operators and supervisors.

### 1.3 Organization of User Manual

User manual has been organized to include brief description of Online PRAN Generation Module and their roles and responsibilities, features of OPGM module, operating instructions, step by step guide for working and **Help-desk and Support facility** for the users in case of difficulties.

### 1.4 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e. Monday to Saturday) and between 10 PM to 6 PM during holidays.

## 2. Overview of Online PRAN Generation Module

Government of India introduced a new defined contribution pension scheme known as NPS replacing the existing system of defined benefit pension scheme in December 2003; the same has been adopted by the State Government of Uttarakhand. NPS is mandatory to all new recruits to the state government joining service on or after 1.10.2005. The users can register retired employees, validate the details, calculate their LPC, other claims, process these pensioner's payments, deductions and legacy data. All these functionalities were discussed under User Manual of DDO. But now the IFMS software also has the provision of generating PRAN number itself at DDO end. Module for generating online PRAN is named as OPGM and is discussed below.

**OPGM (Online PRAN Generation Module):** When initially NPS was brought into action, PRAN number was issued by NSDL for which the user had to fill the form i.e. CSRF and submit it to respective treasury. Further the treasury used to send the form to NSDL for generating and providing PRAN, this process was lengthy and time consuming it used to takes months for PRAN number to activate and come in working. Thus in order to save time by generating PRAN number as soon as user applies IFMS has come up with the module named OPGM.

IFMS Software has following main features:

1. Browser Compatible Application
2. Single Login for multiple roles- ADHAAR/Mob No/Emp No
3. Three Tier System (Operator/Supervisor/DDO)
4. Scanning of documents at each stage
5. Online Application for Leave, Loan, Advances
6. Workflow based system

## 3. Instructions

### 3.1 General instructions

IFMS is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the IFMS software:

1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/
3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

### 3.2 User id and Password

To work on IFMS software the user needs to have an active user id and password.

### 3.3 Single Sign On

IFMS provides single sign on facility which means any employee of Government of Uttarakhand may login using his/her employee code and all his/her roles gets reflected on his dashboard. He/ She do not require a new id, in case of change in his/her role.

### 3.4 Automatic handling of change of role and place

Transfers and promotions are routine in Government organizations, therefore to make the working on IFMS smooth, all the roles of the employees have been mapped with user's user ids. On transfer LPC is issued, once the LPC is accepted in new department, respective DDOs (in case of operator and supervisors)/treasuries (for officers) can assign the roles by mapping roles to their user ids and transferred employee can start working on the IFMS software in no time.

### 3.5 Cyber Security

IFMS is a web-based application hence exposed to Phishing/Vishing and other kind of cyber threats. Therefore, users are advised to use good antivirus software in their PC and never share their password over the email, WhatsApp, sms or over the phone. User is solely responsible for misuse of their user id's and password.

## 4. Description and Steps

### 4.1. How to access the IFMS Software

IFMS software can be accessed by using URL <https://cts.uk.gov.in/>. Any internet browser (i.e. Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher. Login page of IFMS appears as shown below:

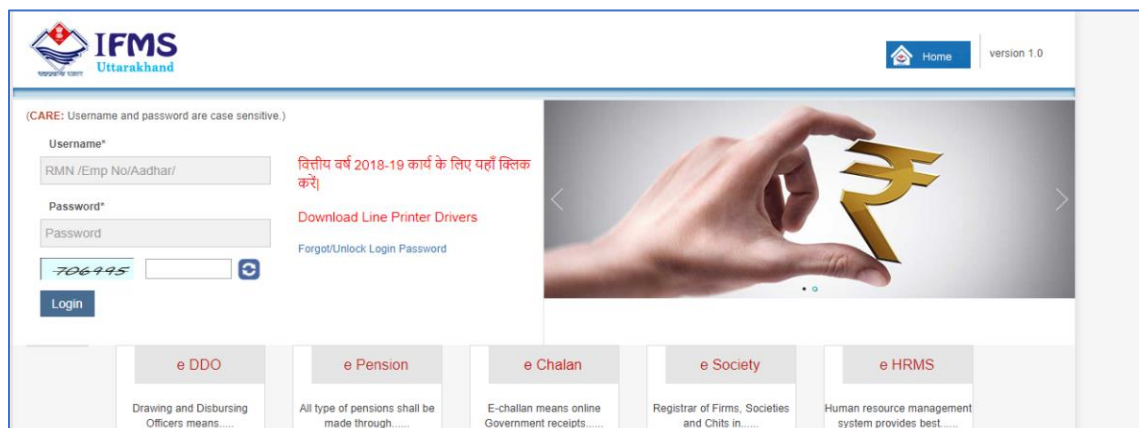


Fig-001

## 4.2 Logging-onto the Web Application

To log-in, user needs to enter the Login id, password, captcha and click on the “Login” button. The login ID and password will be provided to the users by the Finance Data Centre.

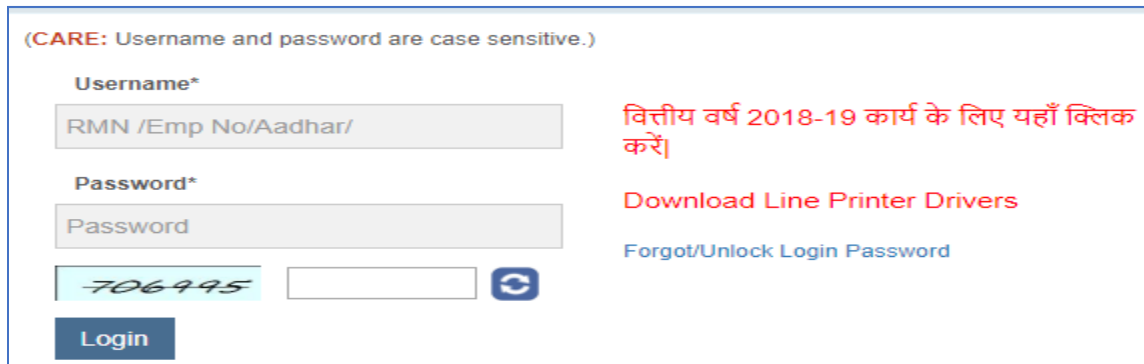


Fig-002

## 4.3 Access rights (roles)

When it comes to OPGM there are three types of access rights (roles) that are required for PRAN generation:

1. **Operator:** This tab is available only to the employees whom the DDO of the department assigns the permission of operator. Operator has to generate PRAN.
3. **Supervisor:** This tab is available only to the employee whom the DDO of the department assigns the permission of supervisor. PRAN passed by operator are only pushed to officer when the supervisor approves it.
4. **Officer:** Officer can create operator and supervisor through Admin button provided to him/her. Officer has the power to approve and disapprove PRAN created by operator, only when the officer approves the PRAN.

## 4.4 Components of OPGM

OPGM module has following 3 components:

1. **New PRAN:** New PRAN deals with the aspects of employee’s personal details, salary, allowances, deductions, gross pay, net pay and generation of pay-slips.
2. **Reports:** Reports deals with checking the status of PRAN that has been applied along with that the CSRF form can view using this menu.
3. **Approval:** All the bills, pension paper and change statements goes through the process of approval from initial level to higher level similarly approving PRAN request user has to approve from all the three levels of DDO(i.e. from operator→supervisor→officer) which is done by approval module.



Let us learn how a DDO operator can process the PRAN of employees working in his office. Following are execution steps involved in generating PRAN:

**Execution steps for processing salary:** Click on payroll→ Data→ PRAN generation → new PRAN → View details→ Apply PRAN→ Approve the request from all the 3 level→ check the report i.e. CSRF at the operator

#### 4.4.1 New PRAN

Below is step by step guide for generating online PRAN by DDO operator:

1. User can access PRAN generation menu at operator level of department as shown in the image below (Payroll→ Data→ PRAN generation):

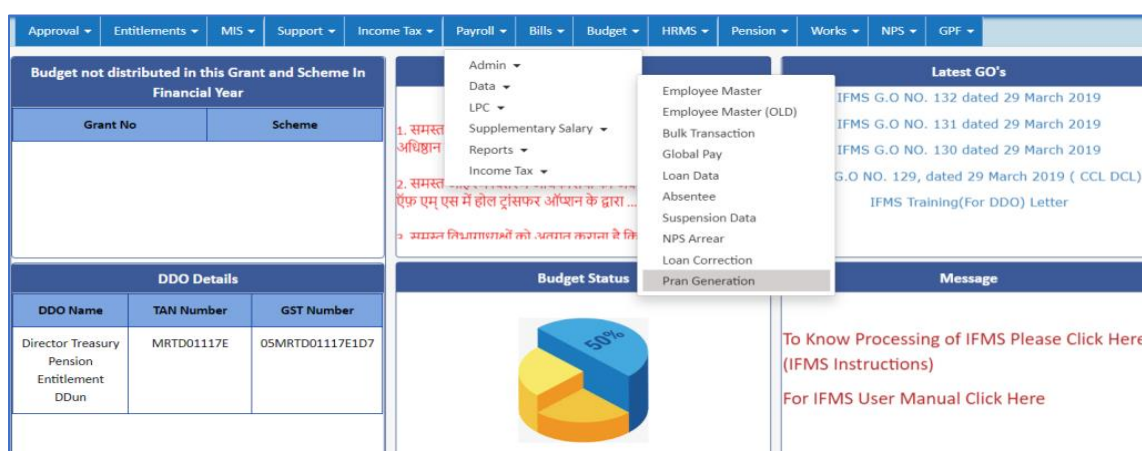


Fig-003

2. After clicking on PRAN generation operator is directed to new page as shown in the figure below. By default on clicking PRAN generation menu user i.e. operator is directed to new PRAN page. This page consist list of all the employees whose PRAN is either not issued or is not saved on the employee master, along with this three different buttons that are view details, apply PRAN and view CSRF as can be seen in the image below.

Note: (i) Employees information of newly added employee starts to display only after the permanent employee code is issued to the employee. Till the time new employee is assigned with temporary id details will not appear under new PRAN menu.

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	Works ▾	NPS ▾	GPF ▾	
PRAN Generation													
<input checked="" type="radio"/> New Pran <input type="radio"/> Pran Report													
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	CSRF Form					
1.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	<a href="#">View details</a>	<a href="#">Apply</a>	<a href="#">View CSRF</a>					

Fig-004

3. Let's see what view details button does, on clicking the button new form is added on the page just below the list of employee. This form is basically detail of employee as per the entry made in employee master. User can check the details and if found incorrect than user(operator) can make appropriate changes in the employee master and on saving the details the same changes will start reflecting on this form.

PRAN Generation								
<input checked="" type="radio"/> New Pran <input type="radio"/> Pran Report								
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	CSRF Form
1.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	View details	Apply	View CSRF

**PRAN Data Preview**

---

**Personal Details**

Treasury: 1200	DDO: 4279	Emp Code: 42790313M00237	Salutation: Mr	Employee Name: SURENDRA NEGI	
DTO:4005223	DDO Reg.: SGV044713E	Gender: M	DOB: 04-APR-1990	DOR: 30-APR-2050	DOI: 15-MAY-2020
Father Name: SURESH NEGI			Mother Name: RASHMI NEGI		PAN:
Marital Status: S	Aadhar:	Photo: Available	Signature: Available	No. of Nominee: 1	Email-ID:
					Mobile:

**Correspondence Address**

Address 1: 11/9 LAXMI ROAD, NEAR HIMANI	Address 2: GAS AGENCY	Address 3: DALANWALA	District: Dehradun
State Code: 05	Country: IN	Pin: 248001	

**Permanent Address**

Address 1: 11/9 LAXMI ROAD, NEAR HIMANI	Address 2: GAS AGENCY	Address 3: DALANWALA	District: Dehradun
State Code: 05	Country: IN	Pin: 248001	

**Employee Information**

Class: C	Department: Director Treasury Pension and Entitlementen	Ministry: Director, Treasuries, Pension & Entitlem	DDO: Director Treasury Pension Entitlement DDun
Scale: 29200-92300 (LEVEL 05)	Basic: 31900		

**Bank Information**

Bank:State Bank of India	IFSC:	Account No.:	Account Type:SavingsBranch: CYBER TREASURY, DEHRADUN	Address: 23 LAXMI ROAD, DALANWALA, DEHRADUN.UTTARAKHAND - 2
State:34	Country: IN	Pin: 248001	MICR Code:	

\* The data shown in red color are mandatory fields required for PRAN Generation. Please fill data using Employee Master.

Fig-005

Note: Operator might find few fields in red, for that purpose we will classify further working in two cases which will be discussed separately.

Case 1. When the data on view details is correct and is completely in black color. User can continue and apply for PRAN. Figure 005 is the example of the case therefore we will continue with the above case. Click on apply PRAN button as a result pop up message is generated on the screen providing the message "SUCCESS: APPLIED AND SENT FOR APPROVAL" as can be seen on the image below and the request of applying PRAN is sent for approval.


Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	NPS	GPF
PRAN Generation												
<input checked="" type="radio"/> New Pran <input type="radio"/> Pran Report												
<div>            SUCCESS:APPLIED AND SENT FOR APPROVAL           <span>Reserved.2019</span> </div> <div>             ©Copyright © 2008 Directorate of Treasury, Pension &amp; Entitlement              Designed, Developed           </div> <div>             Close           </div>												

Fig-006

Case 2. When the data appears partially in red color it represents that the mandatory fields are not filled in employee master but are required for generating PRAN. Until the user doesn't fill the employee master correctly system will not allow the user to continue. Thus before continuing user will need to update employee master and make sure that all the fields are turned black in view details under new PRAN. Also for that purpose message is displayed at the bottom of the page.

Here we have taken another employee whose information is partially filled as we can see in the image below, father's name, Photograph and signature is in red that means that the data is missing in the employee master and needs to be filled.

S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	CSRF Form
1.	42790313M00238	Mr ravi mehta	4279	Assistant Accountant	1200	View details	Apply	View CSRF
<b>PRAN Data Preview</b>								
<b>Personal Details</b>								
Treasury: 1200 OTO:4005223		DDO: 4279 DDO Reg.: SGV044713E Gender: M		Emp Code: 42790313M00238 Salutation: Mr DOB: 13-APR-1988 Mother Name: Sanjana mehta		Employee Name: ravi mehta DOR: 30-APR-2048 No. of Nominee: 1		DOI: 07-DEC-2019 PAN: Mobile:
Father Name: Not-Available Marital Status: S		Aadhar: Photo: Not-Available		Signature: Not-Available		Email-ID:		
<b>Correspondence Address</b>								
Address 1: nehru colony State Code: 05		Address 2: Country: IN		Address 3: Pin: 248001		District: Dehradun		
<b>Permanent Address</b>								
Address 1: nehru colony State Code: 05		Address 2: Country: IN		Address 3: Pin: 248001		District: Dehradun		
<b>Employee Information</b>								
Class: C Scale: 29200-92300 (LEVEL 05)		Department: Director Treasury Pension and Entitlements Basic: 29200		Ministry: Director, Treasuries, Pension & Entitlements		DDO: Director Treasury Pension Entitlement DDun		
<b>Bank Information</b>								
Bank: State Bank of India State: 34		IFSC: Country: IN		Account No.: Pin: 248001		Account Type: Savings MICR Code:		Branch: CYBER TREASURY, DEHRADUN Address: 23 LAXMI ROAD, DALANWALA, DEHRADUN, UTTARAKHAND - 2
* The data shown in red color are mandatory fields required for PRAN Generation. Please fill data using Employee Master.								

Fig-007

For cross reference that the system doesn't allow the user to continue, click on apply button as a result operator is not able to apply for PRAN and pop up message is generated on the screen with the message "Kindly view the details and fulfil the requirement before applying for PRAN" as can be seen in the image below.

S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	CSRF Form
1.	42790313M00238	Mr ravi mehta				View details	Apply	View CSRF

**PRAN Generation**

☒ New Pran ☐ Pran Report

Kindly view the details and fulfill the requirement before applying for PRAN

Close

Fig-008

Further when operator updates employee master, changes are reflected in the new PRAN page as can be seen in the image below, earlier fathers name, photograph and signature were missing now those fields are updated and have turned black.

S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	CSR Form
1.	42790313M00238	Mr ravi mehta	4279	Assistant Accountant	1200	View details	Apply	View CSRF
<b>PRAN Data Preview</b>								
<b>Personal Details</b>								
Treasury: 1200 DTO:4005223		DDO: 4279 DDO Rep : SGVN44713F	Emp Code: 42790313M00238 Gender: M	Salutation: Mr DOB: 13-APR-1988	Employee Name: ravi mehta DOR: 30-APR-2048	DOI: 07-DEC-2019	PAN: BB..... Mobile:9410939836	
Father Name: Kapil mehta Marital Status: S		Aadhar: 518371229096 Photo: Available		Mother Name: Sanjana mehta Signature: Available		No. of Nominee: 1	Email-ID:	
<b>Correspondence Address</b>								
Address 1: nehru colony State Code: 05		Address 2: Country: IN		Address 3: Pin: 248001		District: Dehradun		
<b>Permanent Address</b>								
Address 1: nehru colony State Code: 05		Address 2: Country: IN		Address 3: Pin: 248001		District: Dehradun		
<b>Employee Information</b>								
Class: C		Department: Director Treasury Pension and Entitlement		Ministry: Director, Treasuries, Pension & Entitlement		DDO: Director Treasury Pension Entitlement DDun		
Scale: 29200-92300 (LEVEL 05)		Basic: 66000						
<b>Bank Information</b>								
Bank:State Bank of India		IFSC: SBIN0016312	Account No.: 20310862498	Account Type:SavingsBranch: CYBER TREASURY, DEHRADUN		Address: 23 LAXMI ROAD, DALANWALA, DEHRADUN,UTTARAKHAND - 2		
State:34		Country: IN	Pin: 248001	MICR Code:				
* The data shown in red color are mandatory fields required for PRAN Generation. Please fill data using Employee Master.								

Fig-009

Also now when operator clicks on apply button, user is successfully able to apply for PRAN and now as a result pop up message is generated on the screen providing the message “SUCCESS: APPLIED AND SENT FOR APPROVAL” as can be seen on the image below and the request of applying PRAN is sent for approval.



Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	NPS	GPF
<b>PRAN Generation</b>												
<input checked="" type="radio"/> New Pran <input type="radio"/> Pran Report												
 <b>SUCCESS:APPLIED AND SENT FOR APPROVAL</b>												
©Copyright © 2008 Directorate of Treasury, Pension & Entitlement Designed, Developed & Maintained by: 												
<input type="button" value="Close"/>												

Fig-010

#### 4.4.2 Approval

1. After the operator applies for PRAN, before the PRAN number is generated it goes through the process of approval from all the three levels. For approving PRAN user is provided with separate menu that is PRAN approval as can be seen in the image below, (approval→ PRAN approval)

# OPGM User Manual



Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	NPS	GPF			
<b>Pran Approval</b> Bills Change Statement Pre-2016 Approval Budget Approval DDO Recoliation Approval (SGHS) Family Approval				<b>Is Grant and Scheme In Year</b> Scheme				<b>Alerts</b> 1. समस्त आहरण वितरण अधिकारीयों को अवगत कराना है कि उनके अधिष्ठान से सम्बंधित जिन कर्मचारियों का एन पी ए... 2. समस्त आहरण वितरण अधिकारीयों को अवगत कराना है कि आई			<b>Latest GO's</b> IFMS G.O NO. 132 dated 29 March 2019 IFMS G.O NO. 131 dated 29 March 2019 IFMS G.O NO. 130 dated 29 March 2019				
<b>DDO Details</b> <table border="1"> <tr> <th>DDO Name</th> <th>TAN Number</th> <th>GST Number</th> </tr> <tr> <td>Director Treasury Pension Entitlement DDun</td> <td>MRTD01117E</td> <td>05MRTD01117E1D7</td> </tr> </table>				DDO Name	TAN Number	GST Number	Director Treasury Pension Entitlement DDun	MRTD01117E	05MRTD01117E1D7	<b>Budget Status</b> 			<b>Message</b> To Know Processing of IFMS Please Click Here (IFMS Instructions) For IFMS User Manual Click Here		
DDO Name	TAN Number	GST Number													
Director Treasury Pension Entitlement DDun	MRTD01117E	05MRTD01117E1D7													

Fig-011

2. On clicking PRAN approval menu user is directed to the page shown below, here we have the first case for which we applied PRAN, along with that user is provided with 4 other buttons i.e. are view details, approve, reject and view CSRF button as can be seen in the image below,

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	NPS	GPF	
Pran Approval-DDO Operator													
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	PRAN	CSRF Form				
1.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	View details	Approve	Reject	View CSRF				

Fig-012

- On clicking view details button new form is added on the page just below the list of employee. This form is basically detail of employee as per the entry made in employee master, as can be seen in the image below.

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	NPS	GPF
Pran Approval-DDO Operator												
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	PRAN	CSRF Form			
1.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	View details	Approve	Reject	View CSRF			
PRAN Data Preview												
<b>Personal Details</b> Treasury: 1200 DDO: 4279 Emp Code: 42790313M00237 Salutation: Mr Employee Name: SURENDRA NEGI DTO:4005223 DDO Reg.: SGV044713E Gender: M DOB: 04-APR-1990 DOR: 30-APR-2050 DOJ: 15-MAY-2020 PAN: Mobile Father Name: SURESH NEGI Mother Name: RASHMI NEGI No. of Nominee: 1 Email-ID: Marital Status: S Aadhar: Photo: Available Signature: Available												
<b>Correspondence Address</b> Address 1: 11/9 LAXMI ROAD, NEAR HIMANI G Address 2: GAS AGENCY Address 3: DALANWALA District: Dehradun State Code: 05 Country: IN Pin: 248001												
<b>Permanent Address</b> Address 1: 11/9 LAXMI ROAD, NEAR HIMANI G Address 2: GAS AGENCY Address 3: DALANWALA District: Dehradun State Code: 05 Country: IN Pin: 248001												
<b>Employee Information</b> Class: C Department: Director Treasury Pension and Ministry: Director, Treasuries, Pension & Entitlemen DDO: Director Treasury Pension Entitlement DDun Scale: 29200-92300 (LEVEL 05) Basic: 31900												
<b>Bank Information</b> Bank: State Bank of India IFSC: Account No.: Account Type: Savings Branch: CYBER TREASURY, DEHRADUN Address: 23 LAXMI ROAD, DALANWALA, DEHRADUN. UTTARAKHAND - 2 State: 34 Country: IN Pin: 248001 MICR Code:												
* The data shown in red color are mandatory fields required for PRAN Generation. Please fill data using Employee Master.												

Fig-013

# OPGM User Manual

- On clicking approve case is further forwarded to next level i.e. supervisor level, and pop up message is generated on the screen with the message “SUCCESS: APPLIED AND SENT TO DDO SUPERVISOR FOR APPROVAL”, as can be seen in the image below

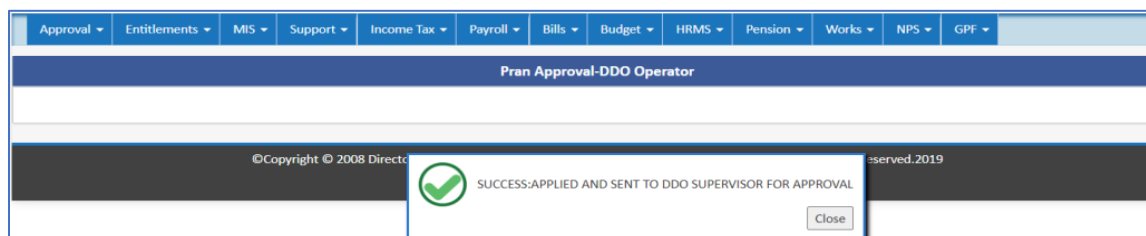


Fig-014

- Reject button is of no use for operator thus we will discuss it in approval at supervisor level.
- On clicking view CSRF, auto filled CSRF form is downloaded and is attached in the image below,

This Form is for Storage Purpose only - PRAN :

### NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM

Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited

Please select your category [ Please tick (✓) ]

Central Govt.	<input type="checkbox"/>	State Govt.	<input checked="" 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)	<input type="checkbox"/>		

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 pen. (Refer general guidelines at instructions page)  
KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Lite Subscribers

KYC Number (if applicable) \_\_\_\_\_  
Retirement Adviser Code (if applicable) \_\_\_\_\_

#### 1. PERSONAL DETAILS: (Please refer to Sr. no. 1 of the instructions)

Name of Applicant in full: Shri ☒ Smt. ☐ Kumari ☐

First Name\*

Middle Name

Last Name

Subscriber's Maiden Name

Father's Name\*

Mother's Name\*

Father's name will be printed on PRAN card. In case, mother's name to be printed instead of father's name [ Please tick (✓) ]

Date of Birth\*  (Date of Birth should be supported by relevant documentary proof)

City of Birth\*

Country of Birth\*

Gender\* [ Please tick (✓) ] Male ☒ Female ☐ Others ☐ Nationality\* Indian ☒

Marital Status\* Married ☒ Unmarried ☐ Others ☐

Spouse Name\*

Residential Status\* Indian

#### 2. PROOF OF IDENTITY (PoI)\* [Any one of the documents need to be provided along with the identification number]

Passport  Passport Expiry Date

Voter ID Card  PAN Card

Driving License  Driving License Expiry Date

NAREGA JOB Card

Others

UID (Aadhar) ☒ (UIDI (Aadhar) number not required.)

As per the amendments made under Prevention of Money-Laundering (Maintenance of Records) Second Amendment Rules, 2019, PAN or Form 60 is mandatory under NPS if you do not have PAN at present, please ensure that these details are provided within six months of submission of this Subscriber Registration Form.

#### 3. PROOF OF ADDRESS (PoA)\*

	Correspondence Address	Permanent Address
[Please tick (✓), as applicable] [Not more than 2 months old. Please refer Sr. No. 2 of the instructions]	Passport/Driving License/UID (Aadhar)/Voter ID card/ NREGA Job Card/Ration Card/Others	Passport/Driving License/UID (Aadhar)/Voter ID card/ NREGA Job Card/Ration Card/Others
	Registered Lease/Sale agreement of residence/Municipal Tax Receipt	Registered Lease/Sale agreement of residence/Municipal Tax Receipt
	[Latest Piped Gas/Water/Electricity/Telephone (Landline or postpaid mobile) Bill]	[Latest Piped Gas/Water/Electricity/Telephone (Landline or postpaid mobile) Bill]

#### 4.1 CORRESPONDENCE ADDRESS DETAILS\*

Address Type\* Residential/Business ☐ Residential ☒ Business ☐ Registered Office ☐ Unspecified ☐

Fig-015

3. Similarly at supervisor level for approving PRAN user is provided with separate menu that is PRAN approval (approval→ PRAN approval). On clicking the menu user is directed to the page shown below, again here we have the case approved by operator, along with that user is provided with 4 other buttons i.e. are view details, approve, reject and view CSRF button as can be seen in the image below,

Approval ▾	MIS ▾	Support ▾	Payroll ▾	Budget ▾	HRMS ▾	Pension ▾	Works ▾	NPS ▾	
Pran Approval-DDO Supervisor									
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	PRAN	CSRF Form
1.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	View details	Approve	Reject	View CSRF

Fig-016

- View details button working is similar for all the levels i.e. new form is added on the page just below the list of employee. This form is basically detail of employee as per the entry made in employee master, as per figure 013.
- On clicking approve case is further forwarded to next level i.e. officer level, and pop up message is generated on the screen with the message “SUCCESS: APPLIED AND SENT TO DDO OFFICER FOR APPROVAL”, as can be seen in the image below.

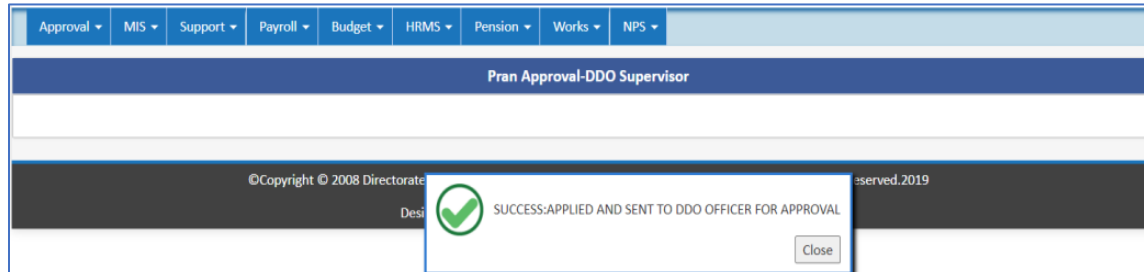


Fig-017

- On clicking reject button case is sent back to operator level for making changes and pop up message is generated on the screen with the message “REJECTED: SENT TO DDO OPERATOR”, as can be seen in the image below. Operator after making appropriate changes needs to apply for PRAN again and approve from its level.

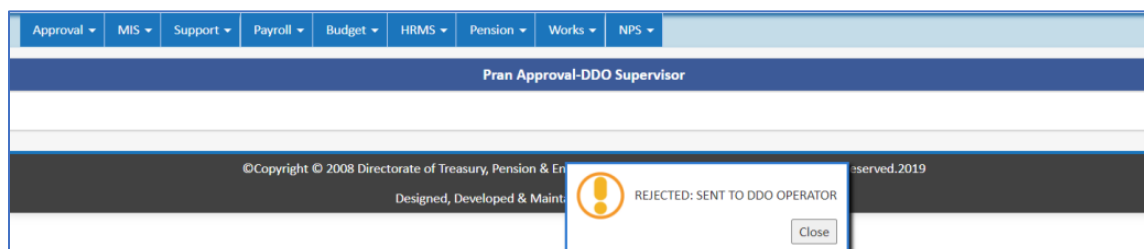


Fig-018



- View CSRF button working is similar for all the levels i.e. auto filled CSRF form is downloaded as per figure 015.

4. Similarly at officer level for approving PRAN user is provided with separate menu that is PRAN approval (approval→ PRAN approval). On clicking the menu user is directed to the page shown below, again here we have the case approved by supervisor, along with that user is provided with 4 other buttons i.e. are view details, approve, reject and view CSRF button as can be seen in the image below,

Pran Approval-DDO Supervisor									
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	View	PRAN	PRAN	CSRF Form
1.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	View details	Approve	Reject	View CSRF

Fig-019

- View details button working is similar for all the levels i.e. new form is added on the page just below the list of employee. This form is basically detail of employee as per the entry made in employee master, as per figure 013.
- On clicking approve case is further forwarded to NSDL, and pop up message is generated on the screen with the message “SUCCESS: APPLIED FOR PRAN AND SENT TO NSDL”, as can be seen in the image below.

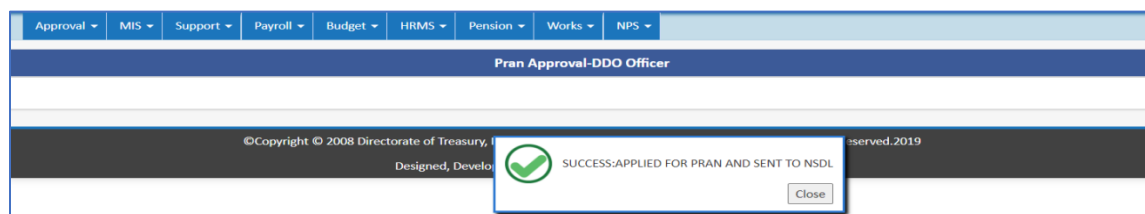


Fig-020

- Reject button working remains same as that of supervisor i.e. case is sent back to operator level for making changes and pop up message is generated on the screen with the message “ REJECTED: SENT TO DDO OPERATOR”, as per Figure 018. Operator after making appropriate changes needs to apply for PRAN again and get it approve from operator and supervisor level.
- View CSRF button working is similar for all the levels i.e. auto filled CSRF form is downloaded as per figure 015.

#### 4.4.3 PRAN Report

In order to check the status of applied PRAN operator is provided with the option of report.



1. At operator end click on PRAN report menu (Payroll→data→PRAN generation→PRAN report) as a result just below the menu list of all the employee who's PRAN has been generated or applied using OPGM, along with view CSRF button is available as shown in the image below, Note: (i) For the employee who's PRAN has been approved by all the three levels and is under generation status of PRAN in report appears as the PRAN applied by DDO officer. (ii) For the employee who's PRAN has been generated status in report appears as PRAN number that has been generated.

It takes about 48 hrs after the PRAN is approved from all the three levels to generate the number.

As we can see right now for case we took i.e. Mr. Surendra Negi status is appearing as PRAN applied by DDO officer.

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	Works ▾	NPS ▾	GPF ▾	
PRAN Generation													
<input type="radio"/> New Pran <input checked="" type="radio"/> Pran Report													
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	PRAN		CSRF Form					
1.	23930213F00052	Ms Vidushi Bhatt	4279	Finance Officer	1200	110163429489	View CSRF						
2.	23930213F00053	Ms Ekta Panjwani	4279	Finance Officer	1200	111103429490	View CSRF						
3.	23930213M00053	Mr Hem Kandpal	4279	Finance Officer	1200	110183429491	View CSRF						
4.	42790210M00009	Mr kumar vipul	4279	Treasury Officer	1200	110163429492	View CSRF						
5.	42790213F00001	Mrs sheetal rajput	4279	Senior Staff Officer	1200	110173559344	View CSRF						
6.	42790313F00020	Ms Nandita Dhanai	4279	Lower Division Assistant	1200	110133559282	View CSRF						
7.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	Pran Applied by DDO Officer		View CSRF					

Fig-021

2. Also on clicking on view CSRF button for now PDF file is downloaded with the auto filled subscribers registration form.

This Form is for Storage Purpose only - PRAN :

**NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM**  
Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited

Please select your category (Please tick (✓))

Central Govt. ☐ State Govt. ☐  
 Central Autonomous Body ☐ State Autonomous Body ☐  
 All Citizen Welfare ☐ Corporate Sector ☐  
 NPS Life (DOB) ☐

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:

Indicate mandatory fields. Please fill the form in English and BLOCK letters with black ink pen. (Refer general guidelines at instructions page)  
 KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Life Subscribers

KYC Number (if applicable) \_\_\_\_\_  
 Retirement Adviser Code (if applicable) \_\_\_\_\_

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

Name of Applicant in full: Surname, Middle Name, First Name, Last Name  
 Subscriber's Maiden Name  
 Father's Name\*  
 Mother's Name\*  
 Father's name will be printed on PRAN card. In case, mother's name to be printed instead of father's name (Please tick (✓))  
 Date of Birth\*  
 City of Birth\*  
 Country of Birth\*  
 Gender\* (Please tick (✓)) Male ☐ Female ☐ Others ☐ Nationality\* Indian ☐  
 Marital Status\* Married ☐ Unmarried ☐ Others ☐  
 Spouse Name\*  
 Residential Status\* Indian ☐

**2. PROOF OF IDENTITY (PoI):** (Any one of the documents need to be provided along with the identification number)

Passport ☐ Passport Expiry Date \_\_\_\_\_  
 Voter ID Card ☐ PAN Card ☐  
 Driving License ☐ Driving License Expiry Date \_\_\_\_\_  
 NAREGA JOB Card ☐  
 Others ☐ (Specify) \_\_\_\_\_  
 UID (Aadhar) ☐ (Aadhar number not required)

As per the amendments made under Prevention of Money Laundering (Maintenance of Records) Second Amendment Rules, 2015, PAN or Form 60 is mandatory under NPS. If you do not have PAN at present, please ensure that these details are provided within six months of submission of this Subscriber Registration Form.

**3. PROOF OF ADDRESS (PoA):** (Please tick (✓), as applicable) (Post more than 2 months old. Please refer to Sr. No. 2 of the instructions)

Correspondence Address: Permanent Driving License/ID Card/Other ID card/REGGA Job Card/Other Card/Other  
 Registered Lease/Sale agreement of residence/Municipal Tax Receipt  
 (Latest Piped Gas/Water/Electricity/Telephone [Landline or (mobile) number])

Permanent Address: Permanent Driving License/ID Card/Other ID card/REGGA Job Card/Other Card/Other  
 Registered Lease/Sale agreement of residence/Municipal Tax Receipt  
 (Latest Piped Gas/Water/Electricity/Telephone [Landline or (mobile) number])

**4. CORRESPONDENCE ADDRESS DETAILS:**  
 Address Type\* Residential ☐ Business ☐ Registered Office ☐ Unspecified ☐

Fig-022

3. Initially when we viewed the report i.e. figure 021, status of Mr. Surendra Negi was appearing as PRAN applied by DDO officer. But after quite some time when the scroll is run at the backend PRAN number is generated and the status of employee appears as PRAN number that is generated like for Mr. Surendra Negi we have obtained 110183559308 as PRAN also we can see in the image below.

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	NPS	GPF	
PRAN Generation													
<input type="radio"/> New Pran <input checked="" type="radio"/> Pran Report													
S.No.	Emp Code	Name	DDO Code	Designation	TREA CODE	PRAN	CSRF Form						
1.	23930213F00052	Ms Vidushi Bhatt	4279	Finance Officer	1200	110163429489	<a href="#">View CSRF</a>						
2.	23930213F00053	Ms Ekta Panjwani	4279	Finance Officer	1200	111103429490	<a href="#">View CSRF</a>						
3.	23930213M00053	Mr Hem Kandpal	4279	Finance Officer	1200	110183429491	<a href="#">View CSRF</a>						
4.	42790210M00009	Mr kumar vipul	4279	Treasury Officer	1200	110163429492	<a href="#">View CSRF</a>						
5.	42790213F00001	Mrs sheetal rajput	4279	Senior Staff Officer	1200	110173559344	<a href="#">View CSRF</a>						
6.	42790313F00020	Ms Nandita Dhanai	4279	Lower Division Assistant	1200	110133559282	<a href="#">View CSRF</a>						
7.	42790313M00237	Mr SURENDRA NEGI	4279	Assistant Accountant	1200	110183559308	<a href="#">View CSRF</a>						

Fig-023

4. Also on clicking view CSRF button PDF file is downloaded with the auto filled subscribers registration form as we received earlier i.e. figure 022, but now in the CSRF form there is a slight difference that can be seen at the top of the form. Initially at the top of the form we had “This Form is for storage purpose only- PRAN:” as can be seen in figure 022 but now at the top of the form we have “This Form is for storage purpose only- PRAN: 110183559308” as can be seen in the image below. Updated form contains online generated PRAN number.

This Form is for Storage Purpose only - PRAN : 110183559308

**NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM**  
Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited

Please select your category [Please tick (✓)]

Central Govt. ☐ Central Autonomous Body ☐ State Govt. ☐ State Autonomous Body ☐ All Citizen Model ☐ NPS Lite (SBI) ☐ Corporate Sector ☐

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 pen. (Refer general guidelines at instructions page)

KYC Number (if applicable) \_\_\_\_\_ Retirement Adviser Code (if applicable) \_\_\_\_\_

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

Name of Applicant in full:  First Name:  Middle Name:  Last Name:  Subcriber's Maiden Name:  Father's Name:  Mother's Name:

Date of Birth:  (Date of Birth should be supported by relevant documentary proof)

City of Birth:  Gender: [Please tick (✓)] Male ☐ Female ☐ Others ☐ Nationality: Indian ☐ Marital Status: Married ☐ Unmarried ☐ Spouse Name:  Residential Status: Indian ☐

**2. PROOF OF IDENTITY (PoI):** (Any one of the documents need to be provided along with the identification number)

Passport ☐ Passport Expiry Date:  Voter ID Card ☐ PAN Card ☐ Driving License ☐ Driving License Expiry Date:  NAREGA JOB Card ☐ Others ☐

UID (Aadhar) ☐ (UIDI (Aadhar) number not required.)

**3. PROOF OF ADDRESS (PoA):** (Please tick (✓), as applicable)

Correspondence Address: ☐ Permanent Address: ☐

**4.1. CORRESPONDENCE ADDRESS DETAILS:**

Address Type: Residential ☐ Business ☐ Registered Office ☐ Unspecified ☐

Fig-024