

## **Procedure to get your college registered from NSDL-CRA**

- 1. First of all open the site of NSDL-CRA**
- 2. Click on Organized Sector>State Government>Forms> State Autonomous Bodies (SABs)-Then download all related Forms –Steps to join NPS, LOC, MCF, Form N1, N2, N3.**
- 3. Letter of Consent (LOC), MCF, DTA Registration Form N1, N2, N3 needs to be submitted on official Letter- head of the college.**

**\*The Principal is the DDO of the College. He will appoint one teacher as a Nodal Officer for operation of NPS. His appointment should be on the official letter-head of the college. The copy of the same will also be attached with LOC.**

**\*LOC- SAB is required to submit the duly authorized “Letter of Consent” to PFRDA with a copy to CRA, NPS Trust, Head of the concerned Department & the Nodal Officer designated by the State Government for NPS.**

**\* *Submission of Master Creation Form (MCF):* SAB shall submit duly filled in MCF to CRA at the time of joining on official letter-head. While filling up the form Tick decentralized model of contribution in point no. 7.**

***Registration of administrative offices:* SAB shall identify the offices which shall be functioning as:**

**Form N1- Directorate of Treasuries & Accounts (DTA) i.e, the office to function as oversight mechanism**

**Form N2- District Treasuries Officers (DTO) i.e, the administrative office to perform the day to day activities on behalf of the subscribers**

**Form N3- Drawing and Disbursing Offices (DDO) i.e the administrative office responsible for collection and forwarding of Subscriber details like registration, maintenance, contribution etc.**

**All these offices shall be registered on the basis of submission of physical application forms to CRA i.e. Form N1 for DTA, Form N2 for DTO and Form N3 for DDO**

**After DDO Registration-**

***Registration of Subscribers:* The employees of SAB covered under NPS shall be registered on the basis of submission of physical application forms (Form S1) to the CRA/CRA-Facilitation Centers (FC).**



1. **Submission of Consent letter (LoC):** SAB is required to submit the duly authorised “Letter of Consent” to PFRDA with a copy to CRA, NPS Trust, Head of the concerned Department & the Nodal Officer designated by the State Government for NPS. Format of the consent letter can be downloaded from our website: [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in).
2. **Appointment of Designated office to interface with CRA:** SAB shall appoint a designated office as a ‘Single point contact’ to interface with CRA for all the issues relating to operationalisation of NPS architecture.
3. **Submission of Master Creation Form (MCF):** SAB shall submit duly filled in MCF to CRA at the time of joining. Form can be downloaded from the aforesaid website.
4. **Registration of administrative offices:** SAB shall identify the offices which shall be functioning as
  - Directorate of Treasuries & Accounts (DTA) i.e, the office to function as oversight mechanism
  - District Treasuries Officers (DTO) i.e, the administrative office to perform the day to day activities on behalf of the subscribers
  - Drawing and Disbursing Offices (DDO) i.e the administrative office responsible for collection and forwarding of Subscriber details like registration, maintenance, contribution etc.

All these offices shall be registered on the basis of submission of physical application forms to CRA i.e. Form N1 for DTA, Form N2 for DTO and Form N3 for DDO (forms can be downloaded from our website : <https://www.npscra.nsdl.co.in/state-forms.php>).

5. **Model of contribution upload:** SAB shall intimate CRA about the model of data and fund flow to be adopted i.e. Decentralised or Centralised .
  - **Centralised:** This model is generally adopted if there is a single designated location/city in a SAB and SC details will be uploaded to CRA and funds will be transferred to Trustee Bank from a centralised point.
  - **Decentralised:** This mode of upload is generally adopted if there are multiple locations/cities in the SAB and Subscribers’ Contribution (SC) details will be uploaded from all the multiple locations and funds will be transferred from these multiple locations to the Trustee Bank.

SAB is required to decide on the model of data flow they intend to adopt and can develop the necessary procedures with the help of CRA. SAB shall intimate this at the time of joining CRA.

6. **Registration of Subscribers:** The employees of SAB covered under NPS shall be registered on the basis of submission of physical application forms (Form S1) to the CRA/CRA-Facilitation Centers (FC).  
For more details regarding the process of registration of the nodal offices and the functions these offices will be performing in the CRA system and registration of Subscribers, refer to the 'Standard Operating Procedures (SOP) for registration of nodal offices and subscribers' available in the downloadable section of our aforesaid website.
  
7. **Upload of monthly contributions:** Once the subscribers are registered, SAB shall commence upload of the monthly SC in the CRA system as per the model selected. For more details regarding the process of upload of SC details, refer to the 'SOP for contribution upload' as well as the 'self running demo (contribution upload)' in our website.
  
8. **Transfer of Legacy data:** The reconciled legacy data [Subscriber Contribution pertaining to the period commencing from January 01, 2004 till the commencement of regular upload (as mentioned in point no.7)] shall be uploaded as "Arrears" in the CRA system as part of the first or subsequent upload of contribution files.
  
9. **Transfer of funds:** After successful upload of the SC details (regular or legacy data) in the CRA system, SAB shall remit the corresponding amount to the Trustee Bank (TB) in favour of the NPS Trust Account along with the details of the uploading offices' **Registration number** allotted by CRA as well as the **Transaction ID** of the SC details uploaded to CRA. For details refer the '**SOP for Contribution upload**' and "**Frequently Asked Questions**" available in our website.
  
10. **Infrastructure requirement:** SAB shall ensure that the administrative offices have the required infrastructure and are technically equipped to handle the functions with respect to CRA system. The officials handling the functions with respect to the CRA system needs to be adequately trained. For more details with regard to software and hardware requirement refer to the 'SOP for Subscriber Contribution Upload' available in the downloadable section of this website.
  
11. **Billing for CRA charges:** As mentioned in the contract agreement executed between PFRDA and CRA, the bill for the CRA charges with regard to the services rendered for the employees of SAB shall be raised against the Chief Executive Officer (CEO) of the SAB.

**For further information, please contact Mr. Sunil Samuel on 022-24994279 or Mr. Vijay Hegde on 022-24994298 for more information on Operationalisation of National Pension System.**

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**Covering letter for DDO Registration Application Forms**  
(To be submitted by PAO/CDDO in duplicate on official stationery)

To NSDL CRA,  
From:

Date:

PAO/CDDO Registration Number:  
PAO/CDDO Name:  
Pr. AO Name:  
PAO's / CDDO's contact No.:

Enclosed please find DDO Registration Forms from the respective DDO's for the purpose of registration in the CRA system. The details of the DDO are as listed below

Sr. No	Name of the DDO office	Name of the Department
<b>Total Number of Forms Attached:</b>		

I the authorized signatory do hereby declare that what is stated above is correct and complete.

Yours faithfully,

\_\_\_\_\_  
Stamp/Signature/Name of authorised  
Signatory of PAO/ CDDO

\_\_\_\_\_  
Acceptance Date and Stamp of CRA

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**Instructions:**

1. This covering letter is to be provided by the PAO/CDDO along with the DDO registration form.
  2. Details of DDO should be same as mentioned in the application forms.
  3. The application forms should be arranged in same order as mentioned in the covering letter.
  4. The form should be submitted at **Central Recordkeeping Agency**, NSDL e-Governance Infrastructure Limited, Times Tower, 1st Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai – 400013.
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**Letter of Consent: To be provided on the official letterhead of the State Autonomous Body (SAB)**

File No.....

Dated:.....

To,

**Pension Fund and Regulatory Development Authority  
1<sup>st</sup> Floor, ICADR Building  
Plot No.6, Vasant Kunj  
Institutional Area , Phase II  
New Delhi: 110070**

**Sub: Operationalisation of the National Pension System (NPS)**

Sir,

With reference to the above, we hereby undertake to ensure that our employees recruited on or after \_\_\_\_\_ (date of adoption of NPS) would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by the PFRDA under the NPS Architecture, from time to time.

We shall be shifting to the NPS architecture as operationalised by PFRDA. We shall comply with and honour all the requirements in regard to the various arrangements made by PFRDA/NPS Trust with all the NPS intermediaries including the CRA. We shall abide by the terms and conditions of the agreement executed by the State of \_\_\_\_\_ (name of concerned State Government) and the NPS Trust as well as NSDL.

The appointment of NSDL as CRA for NPS shall be co-terminus with the agreement the State of \_\_\_\_\_ (name of concerned State Government) had with NPS Trust as well as NSDL, as extended from time to time.

We agree for the investment pattern and scheme preference options adopted by the State of \_\_\_\_\_ (name of concerned State Government). We agree for the direct billing by CRA, as already provided for in PFRDA's existing contract with CRA, as also by other NPS intermediaries under the NPS Architecture and to be bound by the entire framework of NPS architecture, from time to time.

We understand that the process flow in respect of our organization would be identical to those presently followed by State Government, and that NSDL would engage in dialogue with us for determining whether they would like to upload data centrally or through multiple points.

Yours faithfully,

Sd/-

Authorised Signatory of the State Autonomous Body

CC To-

- 1. NSDL**
- 2. NPS Trust**
- 3. Head of the concerned Department**
- 4. Nodal officer designated by the State Government for NPS**