

# Central Recordkeeping Agency, NSDL



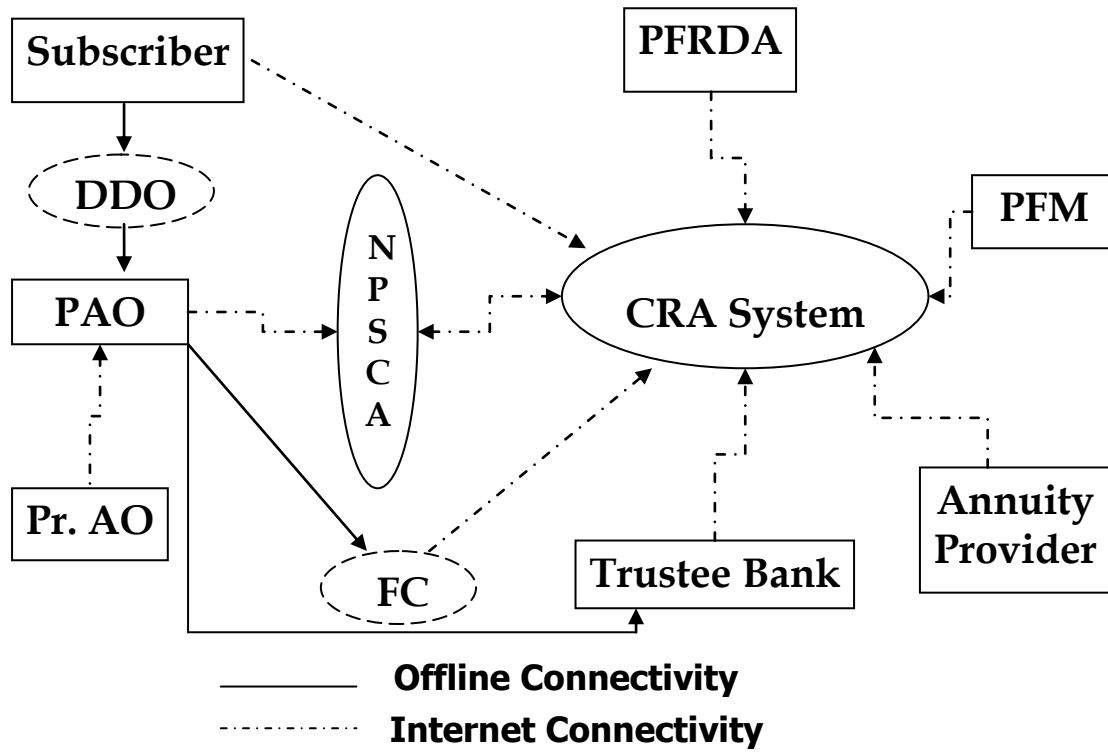
## Standard Operating Procedures For Subscriber Contribution Upload State Governments Version 1.0

## Preface

The Government of India (GOI), vide notification dated 22<sup>nd</sup> December 2003 issued by Ministry of Finance, Department of Economic Affairs has introduced a new Defined Contribution Pension Scheme known as the New Pension System (NPS) replacing the existing system of Defined Benefit Pension System. The New Pension System came into operation with effect from 1<sup>st</sup> January 2004 and is applicable to all new employees to Central Government service, except to Armed Forces, joining Government service on or after 1<sup>st</sup> January 2004. The employees of Central Autonomous organizations, State Governments/Union Territories (UTs) and the Autonomous organizations of the respective State Government/UT are also eligible to join the NPS. The employees who join the NPS will be known as 'Subscribers' in the NPS. In future, the GOI may decide to allow voluntary subscribers to participate in the NPS.

The GOI established Pension Fund Regulatory and Development Authority (PFRDA) on 10<sup>th</sup> October 2003 to develop and regulate the Pension Funds under the NPS. PFRDA has appointed National Securities Depository Limited (NSDL) as the Central Record Keeping Agency (CRA) to maintain the records of contribution and its deployment in various pension fund schemes for the employees. Therefore, NSDL will be referred to as CRA throughout this document.

For the purpose of accessing the CRA system, Nodal offices and Subscribers need to get registered afresh in the CRA system. Upon registration, the entities will be allotted unique Registration Numbers, User ids and passwords, which can be used by the nodal offices and subscribers for accessing the NPSCAN/CRA system. For more details on registration, Nodal offices may refer to the Standard Operating Procedures (SOPs) on 'Registration for Nodal Offices and Subscriber Registration' available at [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in). The Subscribers, upon registration, will be allotted a PRAN by CRA which shall be used by nodal offices while uploading subscriber contribution information to the CRA system. The CRA architecture is summarised as shown below:



### CRA ARCHITECTURE

## **About this Manual**

This manual is intended for the personnel in the DTA/DTOs (similar entities in other accounting formations) who shall be uploading the Subscriber contribution information to NPSCAN. In this manual, Standard Operating Procedures to be followed by DTA/DTOs in preparation and upload of Subscriber Contribution File (SCF) in the NPSCAN/CRA system are described. This document also details the usage of tools like File Preparation Utility (FPU), File Validation Utility (FVU) and the functionalities to be followed by the DTA/DTOs while preparing and uploading SCF to NPSCAN/CRA system and remittance of the contribution funds at the Trustee Bank. The list of tools, minimum software and hardware required to be procured/installed at DTA/DTOs offices and detailed procedure associated with installation tools like FPU/FVU has been explained in Chapter 2 of this document.

## Acronyms and Abbreviations

Acronym	Description
CRA	Central Recordkeeping Agency
CSF	Contribution Submission Form
DDO	Drawing and Disbursing Officer
DTA	Directorate of Treasury and Accounts
DTO	District Treasury Office
FPU	File Preparation Utility
FRC	Fund Receipt Confirmation File uploaded by TB
FVU	File Validation Utility
I-PIN	Internet Personal Identification Number
NEFT	National Electronic Funds Transfer (NEFT) system
NPS	New Pension Scheme
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
RTGS	Real Time Gross Settlement
SCF	Subscriber Contribution File uploaded by DTA/DTOs
STO	Sub Treasury Office
TB	Trustee Bank

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**Important terms used in this document**

<b>Terms</b>	<b>Explanation</b>
Correction File	A revised file which is uploaded to replace the original file due to some corrections in the data. Correction file can be uploaded only if the original file has been accepted should be accepted by CRA and a transaction id has been generated.
DDO	Drawing and Disbursing officer of State Governments and Autonomous bodies State Government responsible for collection and forwarding to DTO, the Subscriber details such as registration, maintenance, contribution etc.
DTO	District Treasury Offices under State Government or similar offices under /Union Territories/Autonomous bodies responsible for maintaining the contribution details for subscribers covered under New Pension Scheme.
File Reference Number (FRN)	Reference number generated by NPSCAN on upload of SCF. This number can be quoted by the DTA/DTO for future reference to know the status of the file.
FVU	File Validation Utility – A utility provided by CRA that will verify whether the file prepared is as per the file format of CRA.
I-PIN	Eight digits alphanumeric number used to authenticate the subscriber to login CRA/NPSCAN system through internet.
Matching & Booking	Matching is the process wherein the Subscriber Contribution File uploaded by DTA/DTO will be matched with the fund receipt confirmation file (DTA/DTO wise) uploaded by Trustee Bank. Once records are matched, scheme-wise contribution amount will be calculated and booked.
Original File	Any new SCF for a month, prepared by the DTA/DTO for upload to NPSCAN.
PRAN	Permanent Retirement Account Number – A unique 12 digit identification number allotted by CRA to every subscriber registered in CRA system.
Settlement	It is the process run by CRA during a predefined time wherein, the Contribution; Switch and Withdrawal requests received on behalf of all Subscribers will be processed and Subscriber-wise, Scheme-wise units will be generated/ redeemed as per the request type.
Subscriber	Subscriber refers to an employee of State Government and Autonomous bodies under State Government who has

	joined the service on or after 1st January 2004 and is part of New Pension System and is registered in the CRA system.
Subscriber Contribution File (SCF)	The details about monthly contributions of the Subscriber uploaded by the DTA/DTO to the CRA system
T	The term T means the day on which transaction is executed.
T-1, T-2, etc.	Number of Days before the Transaction day T (as described above). E.g. If transaction takes place on 26.04.2007 then T=26.04.2007, T-1 = 25.04.2007 and T-2 = 24-04-2007).
Transaction id	Unique ID generated by the CRA system on successful acceptance of SCF by CRA.
User	The term 'User' wherever referred to in the document indicates both a DTA and a DTO.
Correction File	A revised file which is uploaded to replace the original file due to some corrections in the data. Correction file can be uploaded only if the original file has been accepted should be accepted by CRA and a transaction id has been generated.



## 1. INTRODUCTION

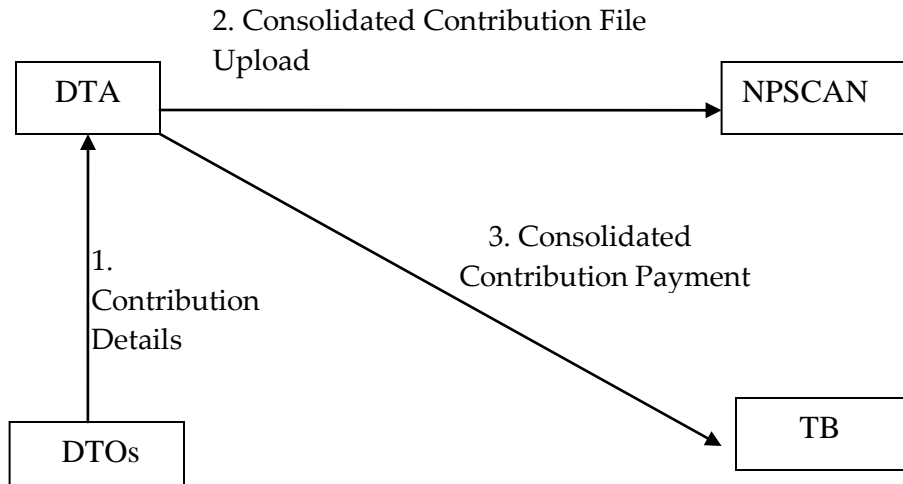
Under New Pension System, the monthly pension contributions of the Subscribers will be invested in various schemes of different Fund Mangers appointed by PFRDA as per the Subscriber's scheme preference. For this purpose, the monthly contribution details (including State Government's matching contribution) of the subscribers registered in the CRA system shall be uploaded to NPSCAN ([www.npscan-cra.co.in](http://www.npscan-cra.co.in)) and the amount of contribution deposited at the Trustee Bank. DTA/DTO will prepare Subscribers' Contribution File (SCF) and upload it to NPSCAN system using the user id and I-Pin allotted by CRA. The records of the contribution of each employee will be kept in an account known as the Permanent Retirement Account which will be identified by a Permanent Retirement Account Number (PRAN).

SCF will contain details such as DDO Reg. No. to which the Subscriber is linked with, PRAN of the Subscriber, month of contribution, amount of the Subscriber contribution, amount of Government contribution etc. On every settlement day, CRA shall run a settlement process at a predefined time. During the settlement process, CRA System will process the Contribution; Switch and Withdrawal requests received on behalf of all Subscribers and will generate Subscriber-wise, Scheme-wise units.

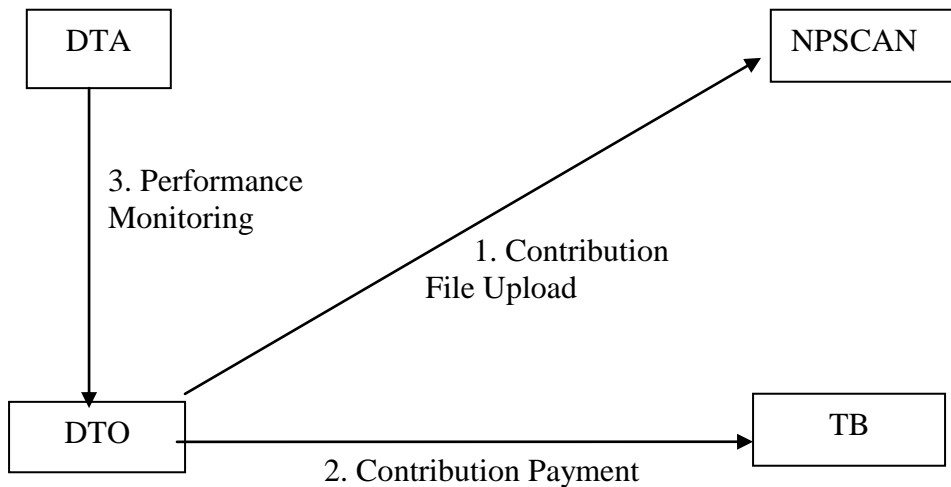
### 1.1 Model of contribution upload

In order to initiate the process of contribution upload, the pre-requisite for the State Governments is to select the model of monthly Subscriber contribution upload it intends to adopt. A State government can adopt any one of the following models regarding the above:

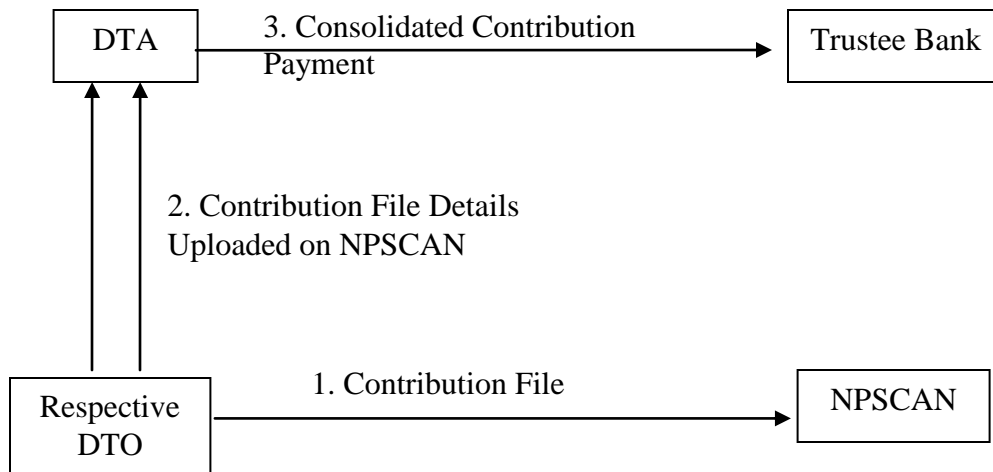
1. **Centralised Model:** In this model, the DTA would be functioning as Principal Accounts Office (PrAO) cum Pay and Accounts Office (PAO) and the DTOs would be functioning as DDOs in the CRA system whereby, the DTA shall upload DTO wise monthly Subscriber Contribution File (SCF) and make a consolidated fund transfer to the Trustee Bank. In the picture given below, insert sr. Numbers for clarity,



**2. Decentralised model:** In this model, DTA would be functioning as PrAO; the DTOs would be functioning as PAOs whereby, the function of uploading of monthly SCF and transfer of funds to TB will be performed by DTO. This model shall be similar to the model of contribution upload followed by the nodal offices of the Central Government.



**3. Quasi Centralised:** In this model, each DTO would prepare Subscriber contribution file and upload into central NPSCAN system. However, the DTA would make one consolidated payment to the bank on behalf of all DTOs. Here the concept of Super transaction Id would be used which is explained in detail in the Standard Operating Procedures (SOP) for Subscriber Contribution Upload.



**Steps in preparation and upload of Subscribers Contribution File (SCF) by DTA/DTO**

1. Preparation of SCF using File Preparation Utility (FPU).
2. Validation of the SCF using File Validation Utility (FVU) as described in chapter 4 of this document.

Uploading SCF to the NPSCAN System using I-Pin allotted to the DTA/DTO as described in chapter 5 of this document.

## 2. SYSTEMS REQUIREMENTS FOR NODAL OFFICES

### 2.1. Pre-Requisites for accessing the NPSCAN/CRA system by Nodal Offices

1. Registration of Nodal offices and the subscribers (for more details on registration of nodal offices and subscribers refer to SOP on Registration of Nodal office and Subscribers available at [www.nsd.co.in](http://www.nsd.co.in). or [www.npscra.nsd.co.in](http://www.npscra.nsd.co.in).)
2. DTA/DTO should have earmarked two persons for initiating and authorizing activities associated with NPSCAN/CRA system
3. Minimum IT Infrastructure requirements to be set-up at DTA/DTO.

**DTA/DTO should have the following software/hardware as a minimum requirement to access NPSCAN/CRA system.**

#### Software Environment (Pre-requisites for installation of FPU & FVU)

Software	Minimum Requirement
Browser	Internet Explorer 6.0 and above
Java Run Time Environment	JRE 1.5
Operating Systems	Windows 2000 Professional / Windows XP

With the software environment as indicated in the table above, the DTA/DTO shall install FPU (File Preparation Utility) & FVU (File validation Utility) on their desktop, whose minimum hardware requirements are provided in the following table.

#### Hardware Environment (Pre-requisites)

Hardware	Minimum Requirement
Processor	Intel Pentium PIII / Celeron (333 MHz or Higher CPU).
Memory	Minimum 256 MB RAM.

### 2.2. Procedure for Installing FPU & FVU on DTA/DTO desktop

To facilitate the digitisation and consolidation of the pension contribution details of the Subscribers, CRA has developed a utility called File Preparation Utility (FPU). It is a JAVA based utility which can be easily installable on a desktop machine.

DTA/DTO can freely download the FPU from CRA website. [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in). However, it is not mandatory for DTA/DTO to use the FPU provided by CRA. DTA/DTO can alternately use the file formats of FPU and build a utility in their own back office to create the file. In case DTA/DTO wants to use their own back office to prepare the file, they may refer to the file formats for FPU which are available at CRA website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) .

### 2.2.1. Installation of FPU:

- 1) DTA/DTO user shall access the CRA website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in). and download the FPU and save it on the local machine.
- 2) After downloading, on navigating to the folder where the FPU is saved, a file with “.JAR” extension will be displayed to the DTA/DTO user.
- 3) To open the FPU saved on the local machine, user will have to double click on the “FPU.JAR” file
- 4) It is imperative that the DTA/DTO user will have to install JAVA 1.5 (J2SE 1.5) on the machine where the FPU is to be installed. If this particular version of JAVA is not installed on this machine, then the FPU will not be operational. This same version of JAVA is required for the running of FVU as well. If the uploading office is not having Java installed on their machine they can download it freely from [www.java.com](http://www.java.com). The link for downloading the same is <http://java.com/en/download/index.jsp>.
- 5) If J2SE version 1.5 is not installed, the system will prompt the user to open the file with the help of an application as displayed in Figure 1. If J2SE version 1.5 is not installed on the machine, the user will not be able to open the “FPU.JAR” file. This is as shown below.

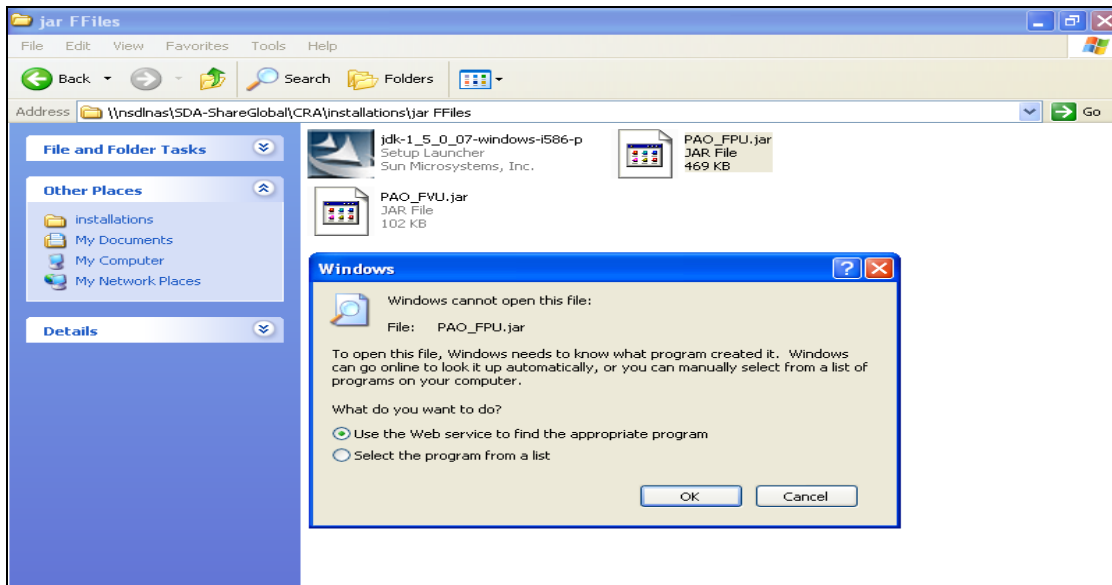


Figure 1

6) If appropriate version of J2SE is installed then the 'FPU' will be displayed as shown below

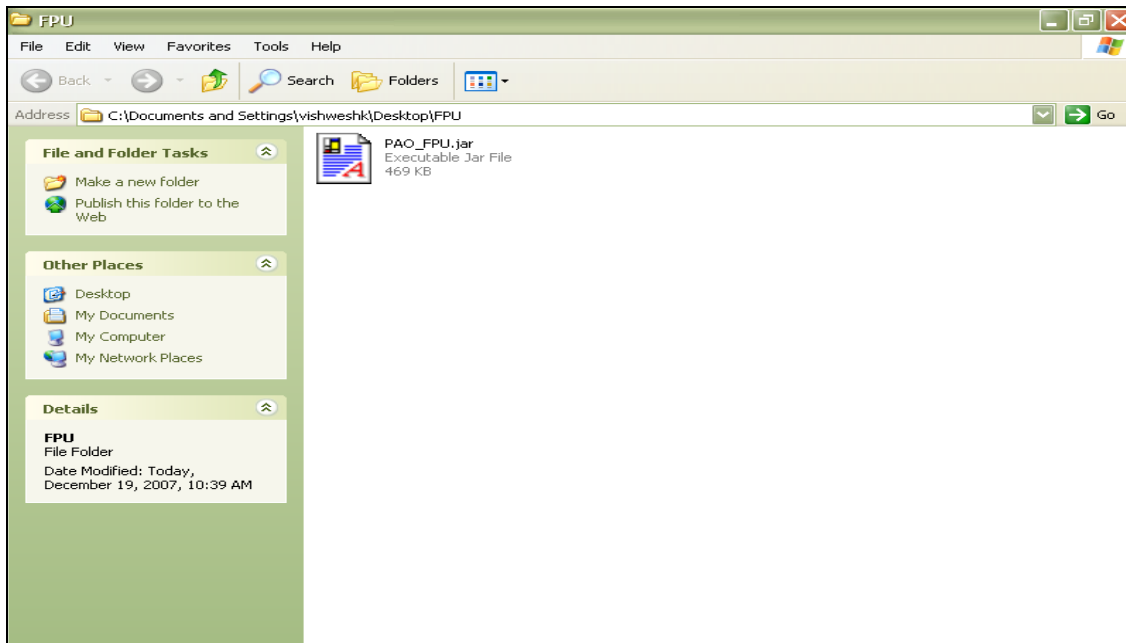


Figure 2

7) After successful download and installation of FPU, DTA/DTO will be able to use the FPU for the purpose of creation of the Subscribers Contribution File. For assistance in using the File Preparation Utility, user can read the instructions provided in 'Help menu' of the File Preparation Utility.

### 2.2.2. Installation of FVU

FVU is a Java based utility developed by the CRA to ensure that SCF prepared by DTA/DTO is in conformity with the file formats of CRA. DTA/DTO can freely download the FVU from CRA website, [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in). DTA/DTO should ensure that latest version of FVU is being used. DTA/DTO can get the latest updates of FVU version from CRA website. FVU can be hosted on any Windows PC. The minimum configurations with respect to installation of FVU are identical to those needed for the FPU.

### 2.3. Using FVU

- 1) The FVU requires the installation of J2SE version 1.5. If the J2SE version 1.5 is not installed on the machine, the user will not be able to open the “FVU.JAR” file. The application will be displayed to the DTA/DTO as shown below.

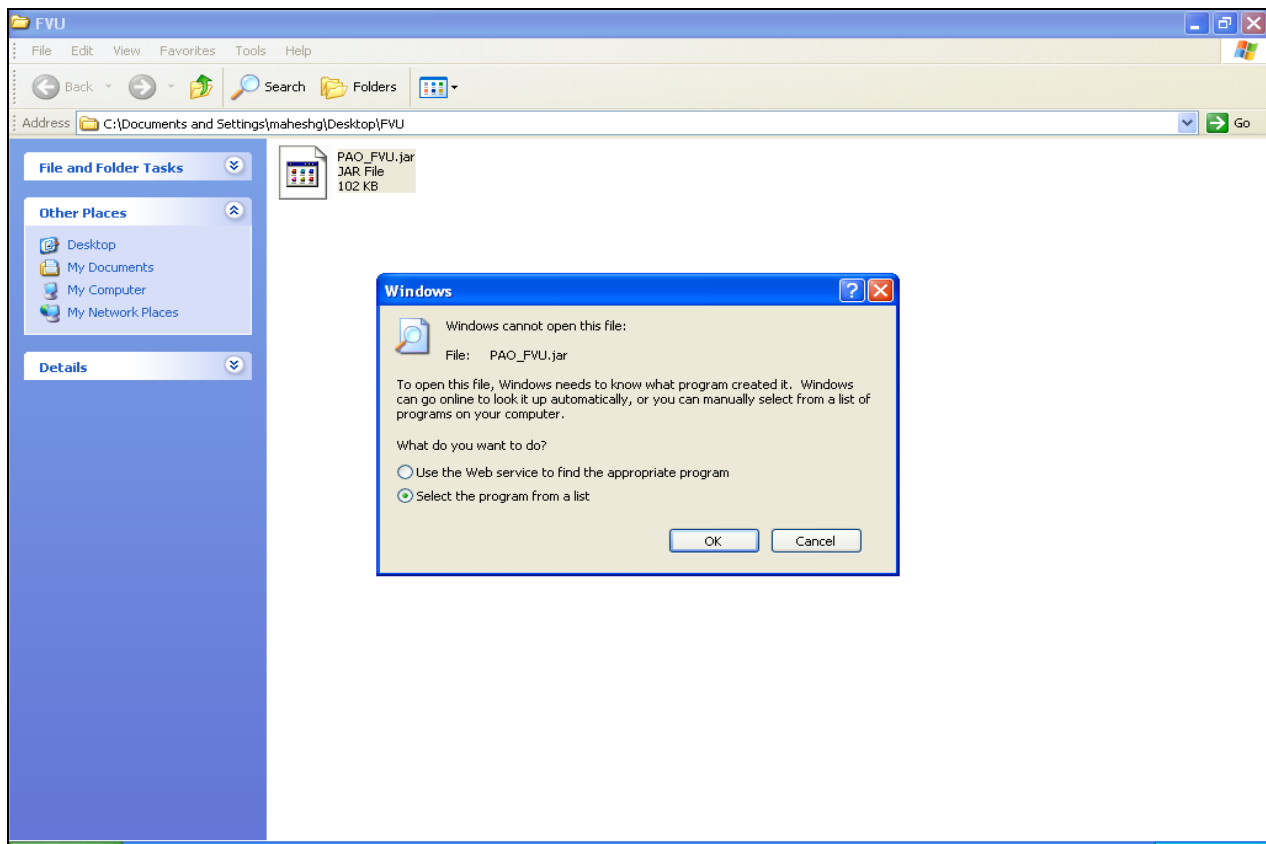


Figure 3

- 2) On clicking the “FVU.Jar” file, the FVU will be displayed as shown below:

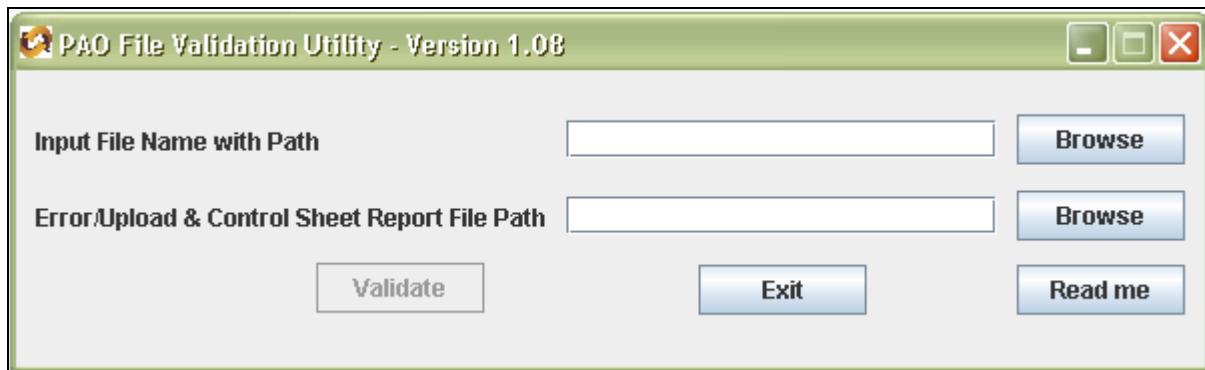


Figure 4

## 2.4. Maintenance of User ID and I-Pin

On successful registration, CRA shall allot two set of User id and I-Pin (Password) for accessing CRA/NPSCAN system. DTA/DTO should identify two officers, one as a 'Maker' user and another as an 'Authoriser' user. The User ids and the passwords should be provided to them. The officials should be educated about the security features of the I-Pins. After logging for the first time, DTA/DTO user will have to accept the terms and conditions which are available online for accessing NPSCAN/CRA system. On acceptance of the terms and conditions, DTA/DTO user will be prompted to change his password. DTA/DTO should follow the below mentioned guidelines for password management.

- Password should be of minimum 8 characters. and maximum of 14 characters.
- Password should not contain the user id.
- Password should not contain spaces.
- Password should have at least one number or one special character.
- Password shall expire after 60 days.
- Password should not be same as any one of the last three passwords.

DTA/DDO user should maintain the confidentiality of the password. Following are the good security practices in the selection and use of passwords.

- User passwords should remain confidential. Users are responsible for the confidentiality of their passwords. The passwords should not be divulged under any circumstances.
- User should not write password on the desk, near monitor, CPU, under keypad/ keyboard or on a paper and keep it in the drawer.
- Passwords should be changed whenever there is an indication of possible system or password compromise.



- User should not share his/her password with any person. If there is a need to share the password this shall be done after appropriate approvals only.
- User should not send the password to anybody through mail.

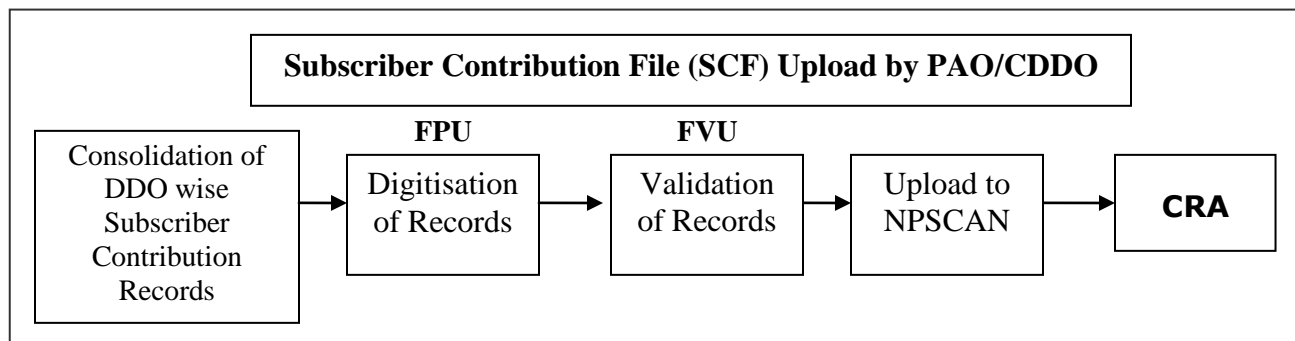
The password should be maintained by a senior official in a sealed envelope. Password shall be changed immediately if the senior official needs to break the envelope and hand over the user id and password to some other officer to carry out the work in the original user's absence or transfer of the original user.

### **Summary**

- **DTA/DTO should be registered with CRA and have valid User IDs and I-Pins to access NPSCAN system.**
- **While uploading the SCF the DTA/DTO should make use of the User-id and IPIN allotted to them by CRA for accessing NPSCAN system.**
- **DTA/DTO should allocate two personnel, one for Maker activity with one User ID and another for Authoriser activity with another User ID.**
- **The File Preparation Utility (FPU) & The File Validation Utility (FVU) can be freely downloaded from CRA website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in).**
- **DTA/DTO may use the FPU provided by CRA or its own back office software as per CRA file formats for preparation of Subscriber Contribution File. In either case, the file generated should be run through the FVU.**
- **The machine on which the FPU and FVU is installed should have JAVA JDK & JRE version 1.5.**

### 3. PREPARATION OF SUBSCRIBER CONTRIBUTION FILE

The steps are explained in the following diagram:



#### 3.1. Preparation of SCF using FPU

The procedure for installation of FPU and FVU has been provided in Chapter two of this manual. After the installation, DTA/DTO will undertake the following activities for preparation of Subscriber Contribution File.

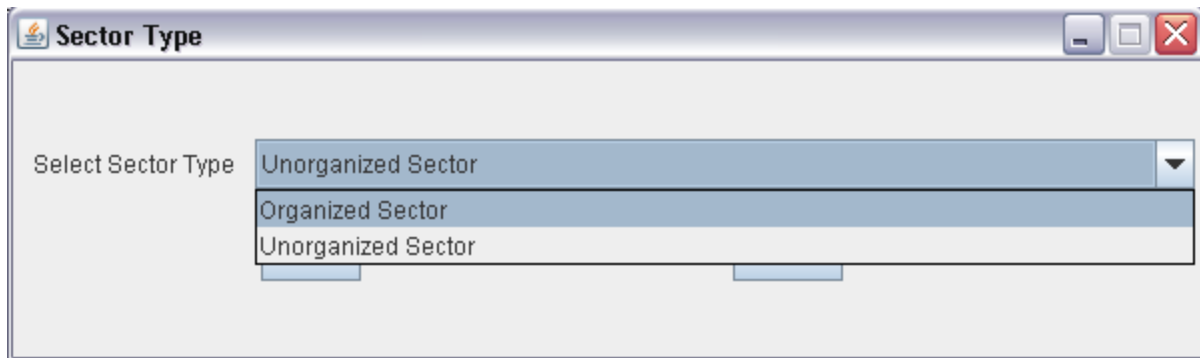
The DTA/DTO will consolidate the monthly details of the Subscribers Pension Contributions from various DDOs associated with it and digitise the records using the latest version of FPU. DTA/DTO shall consolidate subscriber-wise contribution records of employees linked to them. DTA/DTO should ensure that the latest version of FPU is being used. DTA/DTO can get the latest updates in FPU and FVU from the CRA website, i.e. [www.npscra.nsd.co.in](http://www.npscra.nsd.co.in).

The FPU consists of two panels –

**A) PAO & Contribution File Details Panel:** In this panel, the user will enter details such as Type of contribution file, DTA/DTO Reg. No., DTA/DTO name & Transaction id (in case of a correction file upload).

**B) Subscriber Details panel:** In this panel, the user will enter the contribution details of the subscriber such as Subscriber PRAN, month of contribution, amount of contribution etc.

On executing the FPU, the utility will ask the uploading office to select the sector i.e. Government (Central/State) Sector and Unorganised Sector (POP/POP-SP). The uploading entity in the State government shall select the sector type as Government (Central/State) as shown in the figure below.



### 3. 1.1 PAO & Contribution File Details:

This panel will open by default when the DTA/DTO executes (or double clicks on the) FPU.JAR file. The details of this panel will be displayed as shown as below.

**Figure 5**

User will have to enter the following details in this panel:-

1. **Type of Contribution File (Original / Correction):** Where DTA/DTO is preparing a new Subscriber Contribution file for a particular month for uploading to NPSCAN; the file type to be selected should be 'Original'. If DTA/DTO wants to make any correction in a SCF which has already been uploaded successfully and for which Transaction id is generated by CRA, the file type should be selected as 'Correction'. Where file type is Correction,

the DTA/DTO User will have to provide the transaction id of the original file.

2. **Transaction id:** As mentioned above, where file type is Correction, the User will have to provide the transaction id of the original file for a correction file. If transaction id is not provided, user will not be able to create the file. The Transaction id is the acknowledgement number provided by the NPSCAN after successful upload of the SCF.
3. **DTA/DTO Reg. No.:** User (DTA/DTO) should enter the DTA/DTO Reg. No. allotted by CRA on successful registration in CRA.
4. **Name of DTA/DTO:** This is an optional field. User can enter the Name of DTA/DTO in this field.
5. **The contribution details:** i.e., the DDO Count, Total subscriber records, Control total (Government), Control total (Self) will appear automatically based on what user has entered on the Subscriber details panel.
6. The fields which are marked with "\*" are mandatory fields.

### 3.1.2 Subscriber Details

The view of the subscriber details panel of the FPU is shown as below:

Figure 6

User will have to enter the following details:

- 1) **DDO Reg. No.:** User should enter the DDO Reg. No. allotted by CRA.
- 2) **PRAN:** User should enter PRAN of the Subscriber for which contribution details are being entered.
- 3) **Subscriber's Name:** User may enter Name of the subscriber. This is an optional field.
- 4) **Government Contribution:** User should enter Government Contribution Amount. If the uploading office enters the Subscriber Contribution amount, this field shall be automatically populated with the amount entered in the Subscriber Contribution cell.
- 5) **Subscriber Contribution:** This field is for entering Subscribers Contribution which is deducted from Subscribers salary. If Government Contribution amount is entered, this field will be automatically populated with the amount entered in the Government Contribution cell.
- 6) **Pay Month:** User can select the month of contribution from the drop down option available.
- 7) **Pay Year:** User can select the year of contribution from the drop down option available.
- 8) **Contribution Type:** User can select the Contribution Type i.e. Regular or Arrears from the drop down option available.
- 9) **Remark:** Remarks column is mandatory only if the type of file is an arrear file. DTA/DTO user shall enter the period for which the arrears are pertaining to.

At the time of entering the data, FPU will perform format and structure level validations of the data which is entered by the DTA/DTA user. The detailed explanations of the validations done are given below. In case where data entered is not as per the file format of CRA, FPU will display an error message to the User. An example of such error message is shown as below:

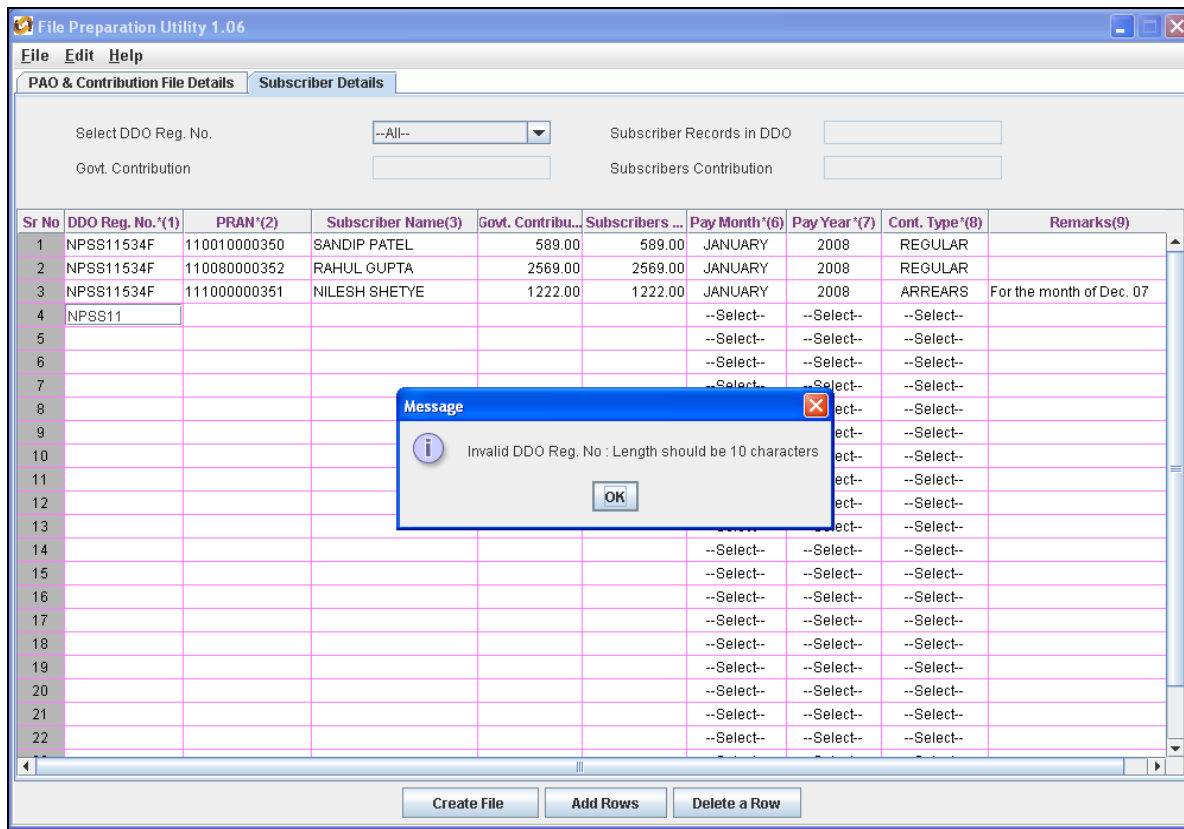


Figure 7

DTA/DTO can enter the subscriber details manually or copy the data from an excel sheet. To paste data from an excel sheet, DTA/DTO can use **“Paste from Excel”** option. This can be done either by going to the **Edit Menu** and using the **“Paste from excel”** option or by right clicking the mouse in the cell in which the data needs to be captured. The contents will be displayed as shown below:

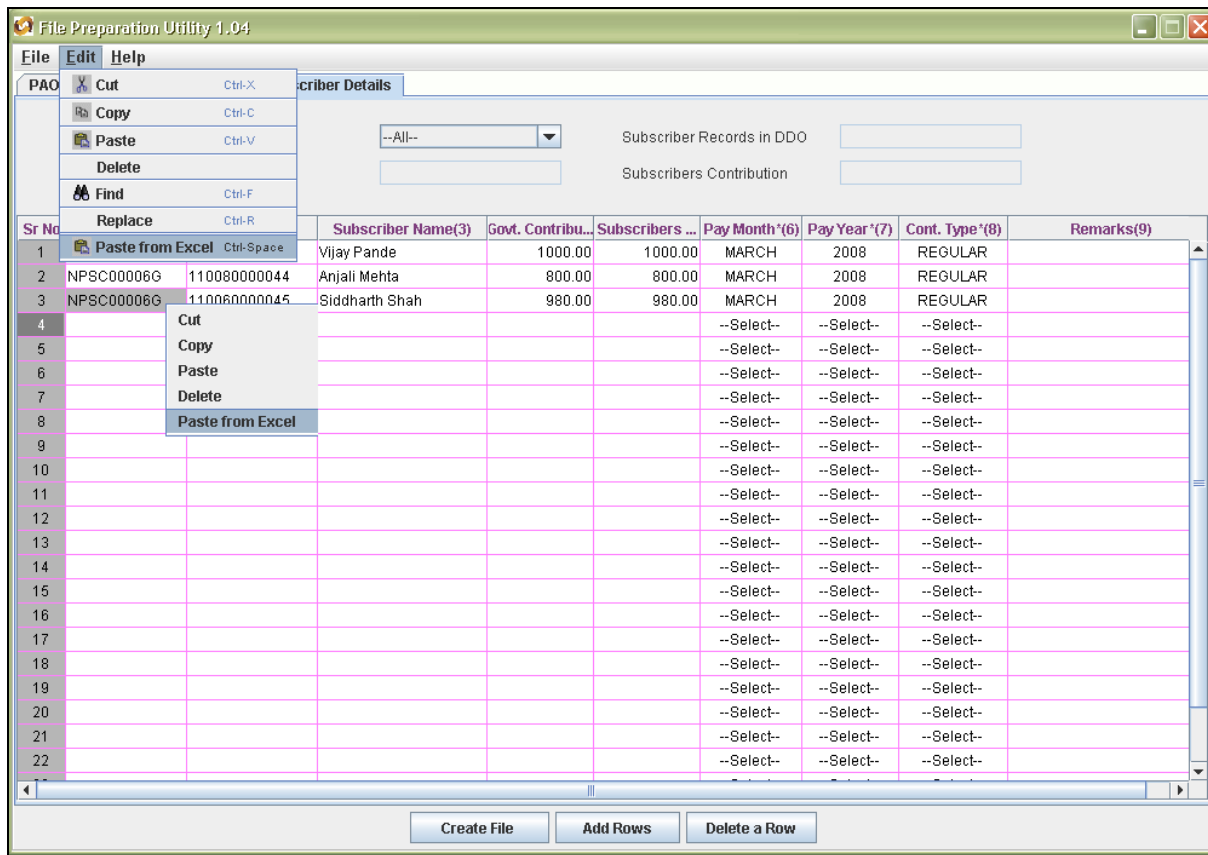


Figure 8

DTA/DTO user can add or delete the required rows by selecting the **Add Rows** and **Delete Row** button provided at the bottom of the screen.

The DTA/DTO user can view the total Government Contribution and Subscriber Contribution amounts for a particular DDO by using the DDO filter provided in this panel by selecting the desired DDO. This can be used to verify whether the DDO wise aggregate amounts are correct or not. The details will be as shown in the figure below. In the figure provided below for the DDO Reg. No. NPSS11534F the total of the government contribution and subscriber contribution for the three subscribers is shown in the header.

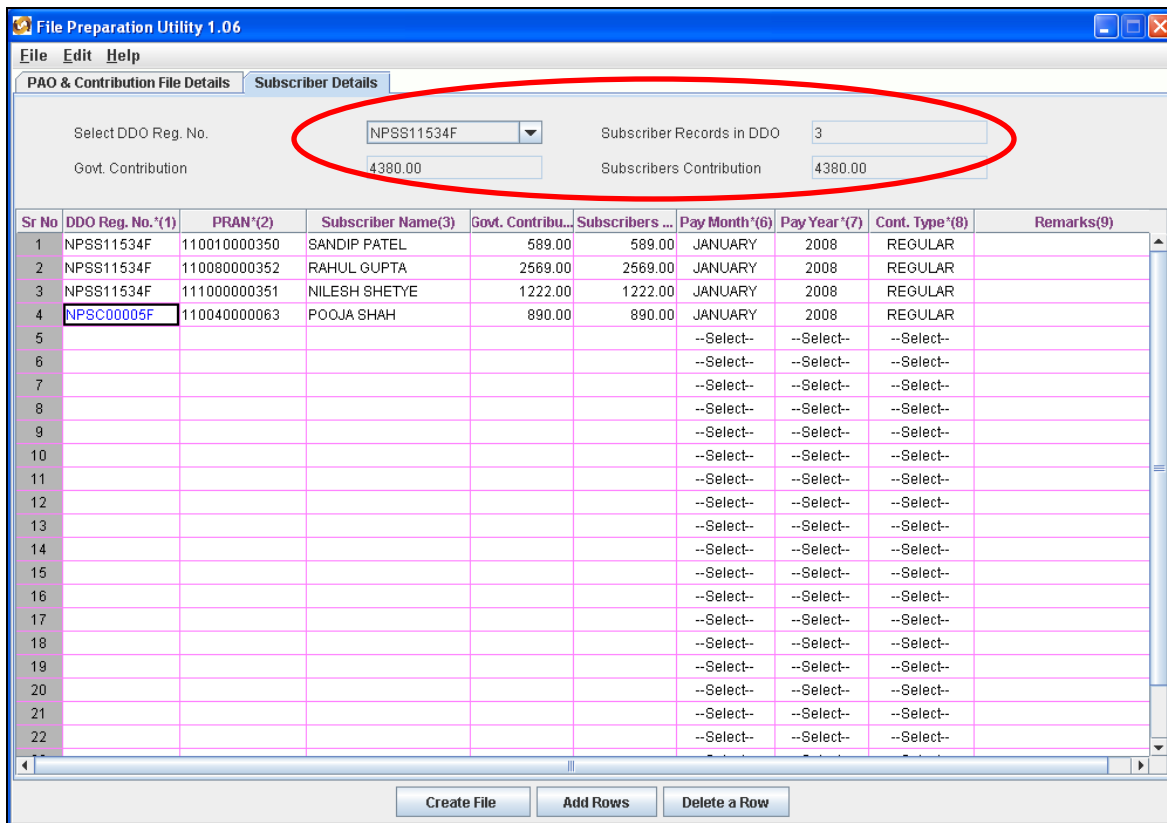


Figure 9

### 3. 2. Preparation of Intermediate File

1) User will have the option to save the data at any point in a file while digitising the details. This saved file will be an intermediate file. User can save the partially filled details by clicking the **Save** option in File menu as shown below.



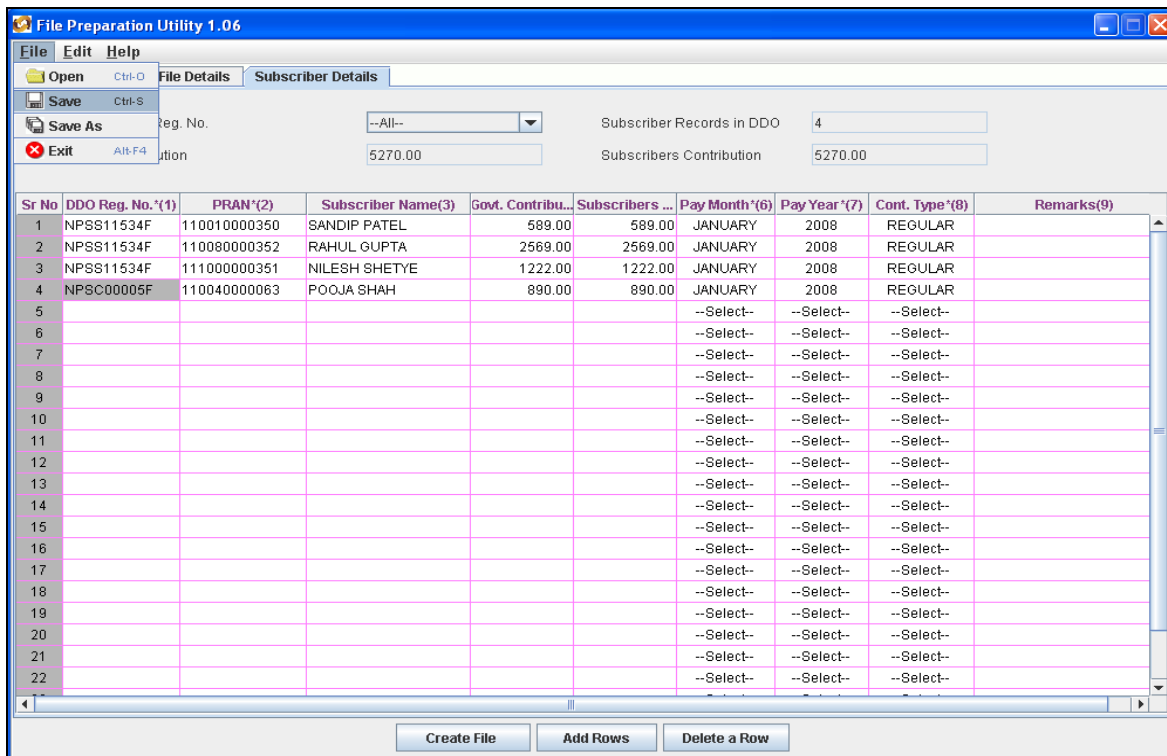


Figure 10

2) After clicking on the **Save** option, the FPU will prompt the user to save the file on the machine. The details displayed will be as shown below.

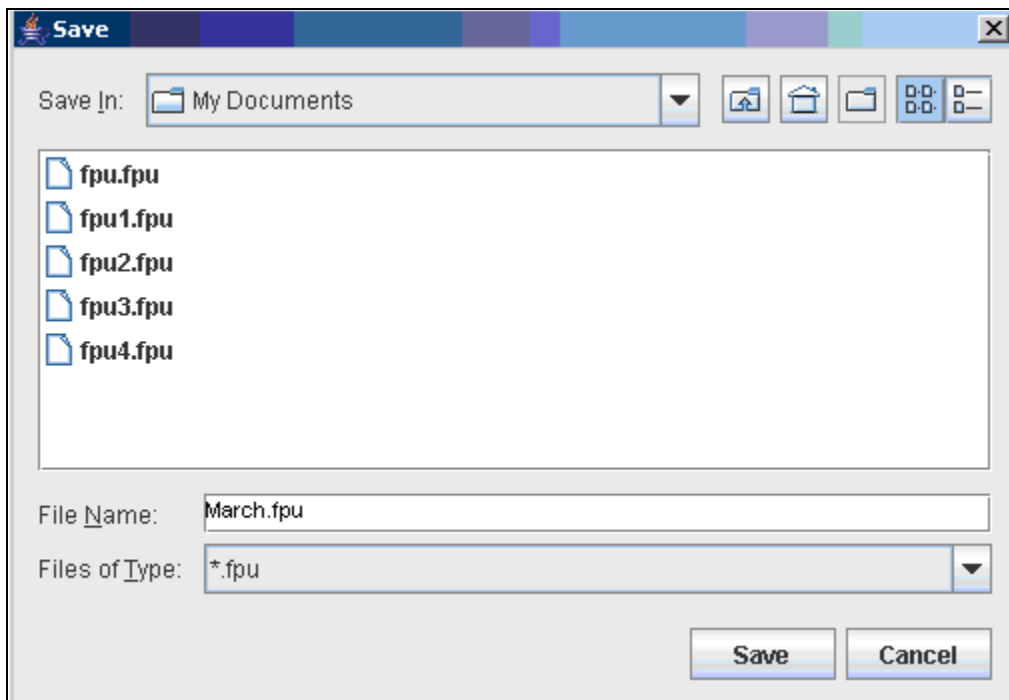
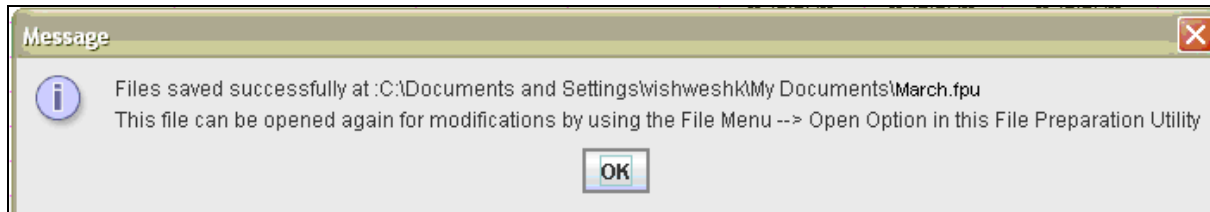


Figure 11

3) Once user selects the **Save option** on the screen, a Confirmation message will be displayed, which will also mention the path where the file is saved. An

**Intermediate file will always be saved with an '.fpu' extension. DTA/DTO cannot upload this intermediate file in FVU or CRA system.**

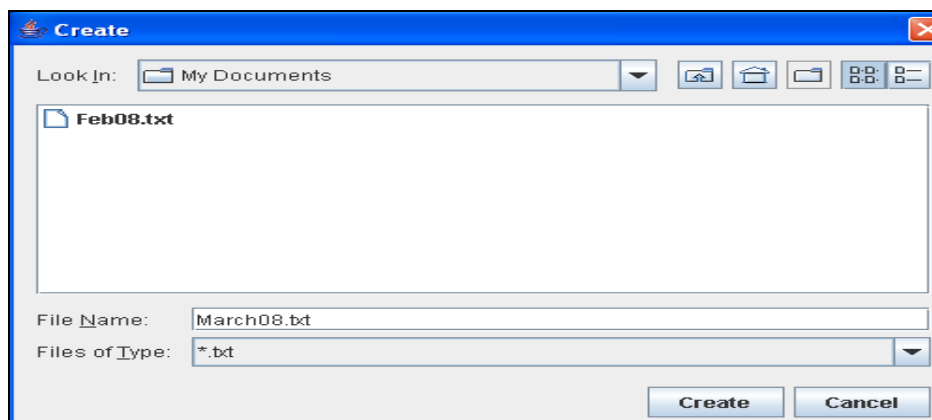


**Figure 12**

- 4) The User can reopen the intermediate file with the same version of FPU in order to modify the existing data. The User can use this file to prepare SCF for the future months as well, by modifying the respective fields such as month and year of contribution etc. To open the intermediate file, user has to select the **“Open”** option in the File menu.
- 5) For the purpose of record, it is advisable for the User to create a working directory containing the year-wise, month-wise folder for SCFs prepared by it.

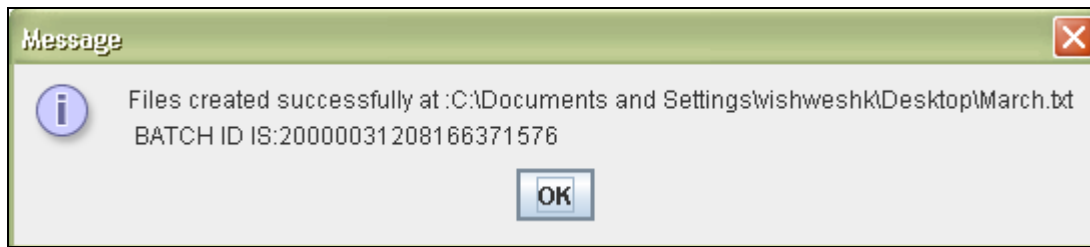
### 3. 3. Creation of Subscriber Contribution File

- 1) After complete digitisation of necessary details, the user can create the SCF by selecting **Create File** button. Once the user selects the Create File option, FPU will prompt the user to save the file on the machine as shown in **Figure 13**.



**Figure 13**

- 2) FPU will create an output file having extension .txt. FPU will also create a unique Batch id to identify each file. This Batch id will be displayed to the user in the final confirmation message shown after successful generation of the file as shown below. (This batch id can be used to view the status of the file after the same is uploaded in NPSCAN).



**Figure 14**

- 3) While creating a file, FPU will validate the following:
- i. FPU will check whether user has provided all the mandatory details.
  - ii. FPU will check whether the DTA/DTO Reg. No., DDO Reg. No. and PRAN are structurally correct.
  - iii. FPU will check the month and year of contribution is not future dated.
  - iv. FPU will check whether any remark is entered when type of record upload is arrears.
  - v. FPU will validate whether contribution amount is greater than zero.
  - vi. FPU will check whether the Subscriber's Contribution and Government contribution is equal.
  - vii. FPU will check for each subscriber and for type of contribution regular, only one record is present for a particular month.
- 4) If the FPU encounters any error in the data entered by the User, such as, remarks not provided (when the type of record is arrear), month of contribution entered twice for a particular subscriber etc., it will display an error message to the User. In all such cases, FPU will not generate any output file. The User will be required to rectify the errors and create a valid file again

### **3.4 Checklist for preparing Subscriber Contribution File**

1. DTA/DTO User should digitise the contribution details of the Subscribers pertaining to the DDOs linked to that particular DTO. DTO should digitize the contribution details of employees linked to him.
2. It is mandatory to select the type of Contribution File as 'Original' for regular file and 'Correction' for correction file. By default it will be 'Regular'. In case of 'Correction' file, Transaction id is a mandatory field.
3. User should provide all the mandatory details of the particular record in each line. FPU will display error message if any of the mandatory field is missing in any record entry.

4. User should ensure that the DTA/DTO Reg. No., DDO Reg. No. and PRAN provided in the Contribution File is valid and is active in CRA system. FPU will only check whether the format and structure of data entered in these fields is correct.
5. It is mandatory to input a remark in 'Remark' column where contribution type is 'Arrears'.
6. Negative values cannot be entered in the Subscriber contribution and Government contribution fields.
7. User should ensure that if contribution type is 'Regular', multiple records are not entered for a single PRAN (attached to a DDO) for a particular month. FPU will validate duplicate records i.e., more than one record of the same PRAN for same month and year and contribution type as regular.
8. User will not be allowed to validate with FVU, the Intermediate files generated by FPU. Also intermediate files cannot be uploaded in NPSCAN.
9. User will be allowed to open the intermediate file only in the same version of FPU with which it was prepared.
10. User should not tamper the intermediate file as the tampered file cannot be opened using FPU. In such cases the FPU will display an appropriate error message to the user.
11. User cannot generate a blank Contribution File having no records. There must be at least one Subscriber record in a file and all mandatory fields should be entered.
12. The user will have the option to enter the Subscriber name while preparing the file. This is provided only for operational convenience purpose of DTA/DTO.
13. DTA/DTO will not be allowed to upload a FPU generated file having .txt extension to NPSCAN before validating the same through FVU.
14. DTA/DTO should not upload any Contribution File for a Subscriber PRAN whose withdrawal request is scheduled to be processed within next fifteen days.

### **Summary**

- **DTA/DTO shall prepare Subscriber Contribution File using CRA provided FPU or its own back office as per file formats of CRA. In either case, the file generated should be run through the FVU.**
- **DTA/DTO should use the latest version of FPU.**
- **The DTA/DTO Reg. No., DDO Reg. No. and PRAN provided in the Contribution File should be active in CRA system.**

- **There should not be a duplicate record for a PRAN for regular contribution of the same month.**
- **DTA/DTO can prepare an Intermediate file using FPU which can be used for preparation of contribution file for future months.**
- **The DTA/DTO User can save data in the FPU and reopen it at later stage in order to carry out modifications.**

#### 4. VALIDATION OF SCF USING FILE VALIDATION UTILITY (FVU)

After the completion of preparation of the Subscribers Contribution File, DTA/DTO shall validate the output file of FPU with a File Validation Utility (FVU). On successful validation of the file, FVU will generate an output file with extension “.fvu” along with a control total html file which will be saved in the specified path. It is mandatory to validate the file using the FVU. Only that SCF which is successfully passed through FVU can be uploaded to NPSCAN/CRA system. At the time of file validation, if any of the validations fail, then the file will be rejected and an error file will be generated. The validations done by FVU are given in below in point # 5.

To validate the SCF through FVU, the User will double click on the FVU icon at the path where FVU is installed. Once the user clicks on the FVU, the FVU will open which is as displayed below:

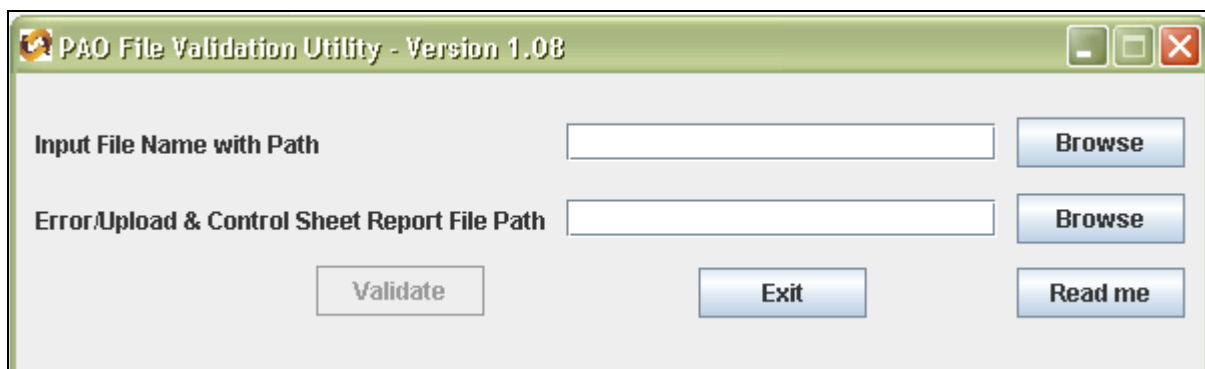


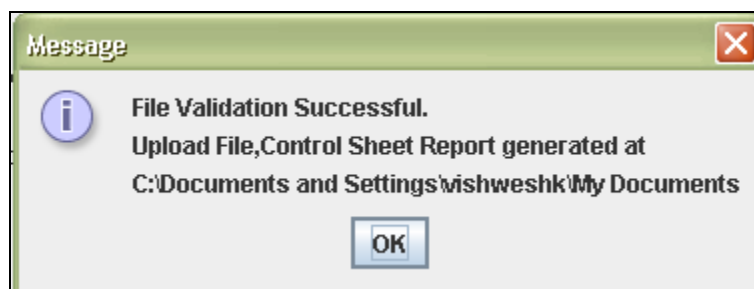
Figure 15

##### 4.1. Input File Name with Path

- 1) DTA/DTO will specify the name (with the .txt extension) of the input file (including the path) i.e. the name of the SCF to be passed through FVU for validation.
- 2) The Input **file name** should not contain any special characters e.g., \ / etc and should not exceed 12 characters.
- 3) The file to be passed through FVU should be in “.txt” format only.
- 4) DTA/DTO can enter the path or he can select the same by clicking the ‘Browse’ button on the extreme right of the option ‘**Input File Name with Path**’.

## 4.2. Error/Upload & Control Sheet Report File Path

- 1) User will have to specify the path where either an 'error file' or 'upload file' along with the control total sheet is to be generated and saved by the FVU on successful completion of validation of the file. It is advisable to use the same path as the input file path. For error file or upload file, User shall only specify the path and should not specify any file name. FVU will provide the name for output file by default.
- 2) User can enter the path or can select the same by clicking the 'Browse' button on the extreme right of the 'Error/Upload File Path'. In case of validation failure, an Error file will be generated at location specified in the field 'Error/Upload & Control Sheet Report File Path'.
- 3) It is mandatory for the User to fill both 'Input File Name with Path' and 'Error/Upload File Path'. 'Validate' button will remain disabled till both fields are not entered/selected properly.
- 4) After selecting the input and output folder, User should click the 'Validate' button to validate the Subscribers Contribution File. If the file is successfully validated, FVU will create the upload file with extension '.fvu'. FVU will also create a control sheet (an HTML report) in the path specified in the 'Error/Upload File Path' as shown below.

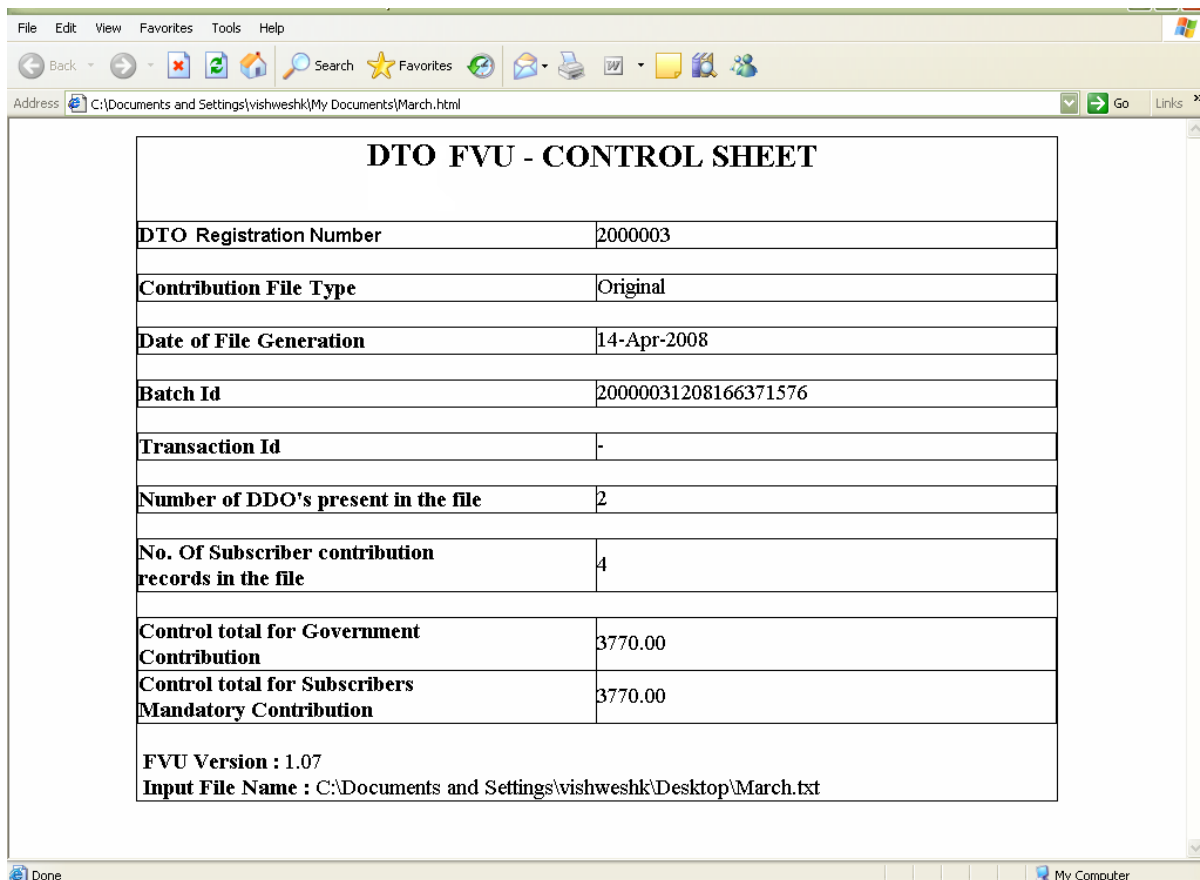


**Figure 16**

- 5) While validating the SCF, FVU will perform format and structural level validations once again. FVU will also perform additional validations as mentioned below:
  - The contribution Month and Year mentioned is a valid year and month.
  - FVU will check whether 'Government Control Total' is equal to the sum of government contributions for all the subscribers.

- FVU will check whether 'Subscribers Control Total' is equal to the sum of Subscribers contributions for all the subscribers.

6) If the file validation is successful, then FVU will also generate an ".html" file showing control totals as shown below.



The screenshot shows a web browser window with the address bar pointing to 'C:\Documents and Settings\vishweshk\My Documents\March.html'. The main content is a table titled 'DTO FVU - CONTROL SHEET' with the following data:

DTO FVU - CONTROL SHEET	
<b>DTO Registration Number</b>	2000003
<b>Contribution File Type</b>	Original
<b>Date of File Generation</b>	14-Apr-2008
<b>Batch Id</b>	20000031208166371576
<b>Transaction Id</b>	-
<b>Number of DDO's present in the file</b>	2
<b>No. Of Subscriber contribution records in the file</b>	4
<b>Control total for Government Contribution</b>	3770.00
<b>Control total for Subscribers Mandatory Contribution</b>	3770.00
<b>FVU Version : 1.07</b>	
<b>Input File Name : C:\Documents and Settings\vishweshk\Desktop\March.txt</b>	

Figure 17

7) If there are any format level errors in the file, FVU will display an error message as shown in figure below

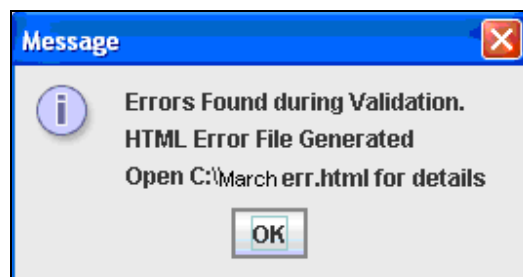


Figure 18



- 8) If the FVU encounters/detects any errors during validation process, the utility will display an error message and generate an “.html” file showing a list of errors associated with that particular file as shown below.

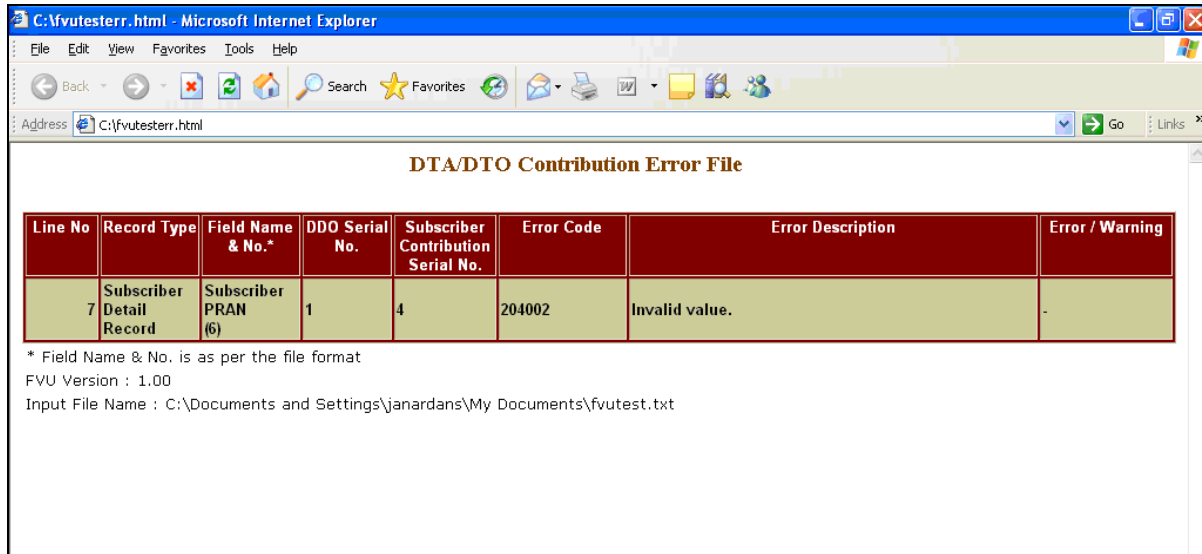


Figure 19

- 9) Subscriber contribution file (with '.FVU' extension) is ready for upload in NPSCAN after it has been successfully passed through FVU.

### Summary

- DTA/DTO should validate the file using FVU provided by CRA.
- While validating, DTA/DTO should provide the input file name and path along with Error/Upload Control sheet report path.
- On successful validation of the file, FVU will generate an output file with extension “.fvu” along with a control total html file.

### A Tip – Where to save the files

- As it can be seen, following files will get generated in the process of creation and upload of each SCF.

- **.fpu file**
- **.fvu file**
- **.html file (Control Sheet – Figure 17)**
- **It is very important that these files be stored systematically.**
- **A separate folder named NPS may be created in your machine.**
- **For each year, separate sub-folder may be created**
- **For each month, separate sub-folder may be created**
- **The file name for each of the above mentioned files may be given for that particular month.**
- **E.g. if the records for the salary of the month of April 2009 are uploaded, the names of the files can be apr09.fvu, apr09.fpu, apr09.html and the path can be NPS/2009/April/apr09.fvu and so on.**
- **This will be helpful for retrieval of the files in case the same are required to be reused.**

## 5. UPLOADING SUBSCRIBER CONTRIBUTION FILE TO NPSCAN

After validating the SCF through FVU, DTA/DTO will upload the output file having '.fvu' extension to NPSCAN. DTA/DTO will upload the file using the I-Pin allotted by the CRA to the DTA/DTO at the time of registration. All SCF uploaded by DTA/DTO till 17.30 hrs on day T will be considered for settlement process at CRA on T+1 subject to receipt of Fund Receipt Confirmation (FRC) from Trustee Bank. During the settlement process, subscriber contribution amount will be invested as per the scheme preference applicable for the subscriber and the respective units will be credited to the subscribers account.

### 5.1. Process of upload

- 1) DTA/DTO user will have to log-in to NPSCAN using its I-Pin and password. For this, the DTA/DTO user will have to log in to [www.npscan-cra.co.in](http://www.npscan-cra.co.in) Following page will be displayed to the user as shown below.

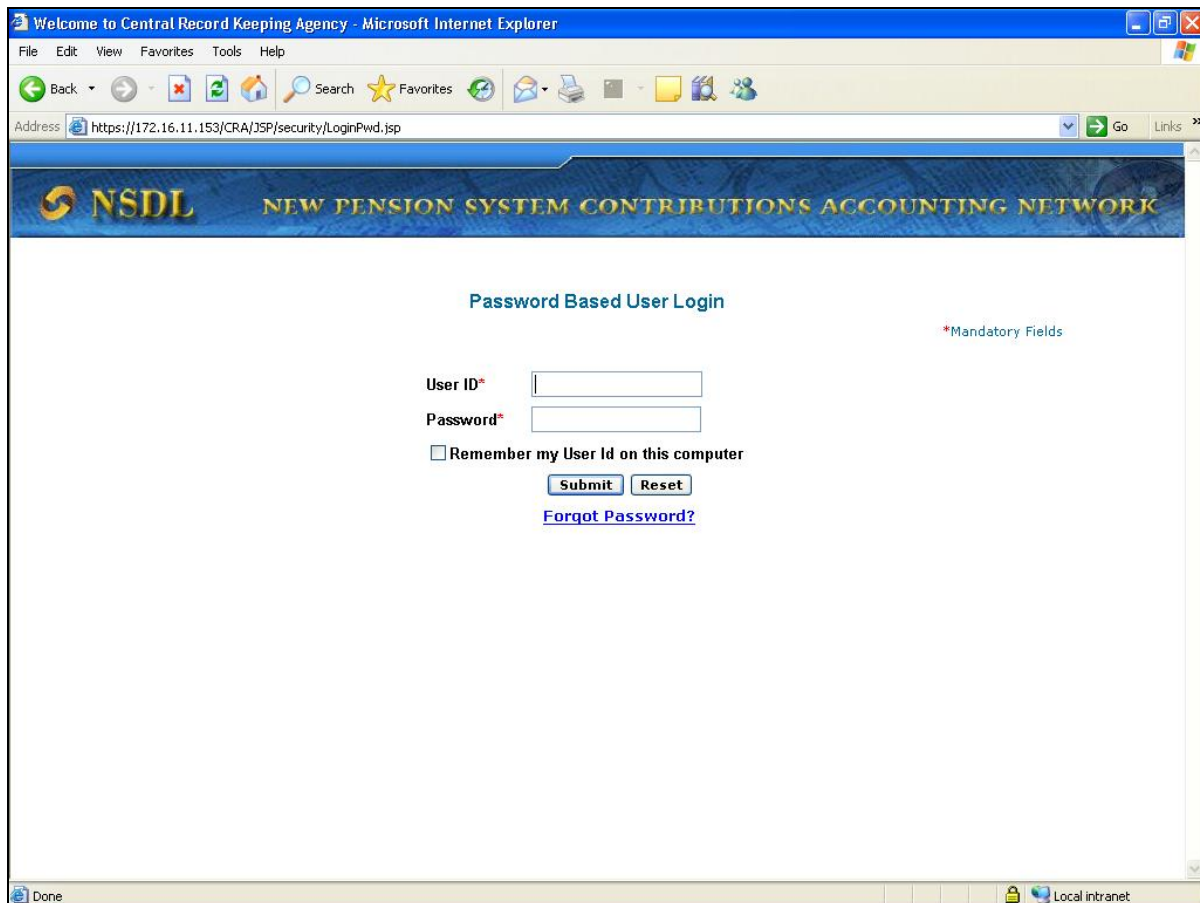


Figure 20

- 2) On this page, the DTA/DTO User will have to enter his User id and password in the fields provided as shown in figure below. DTA/DTO may use any of the one User ids which has been provided to it by CRA on successful registration.

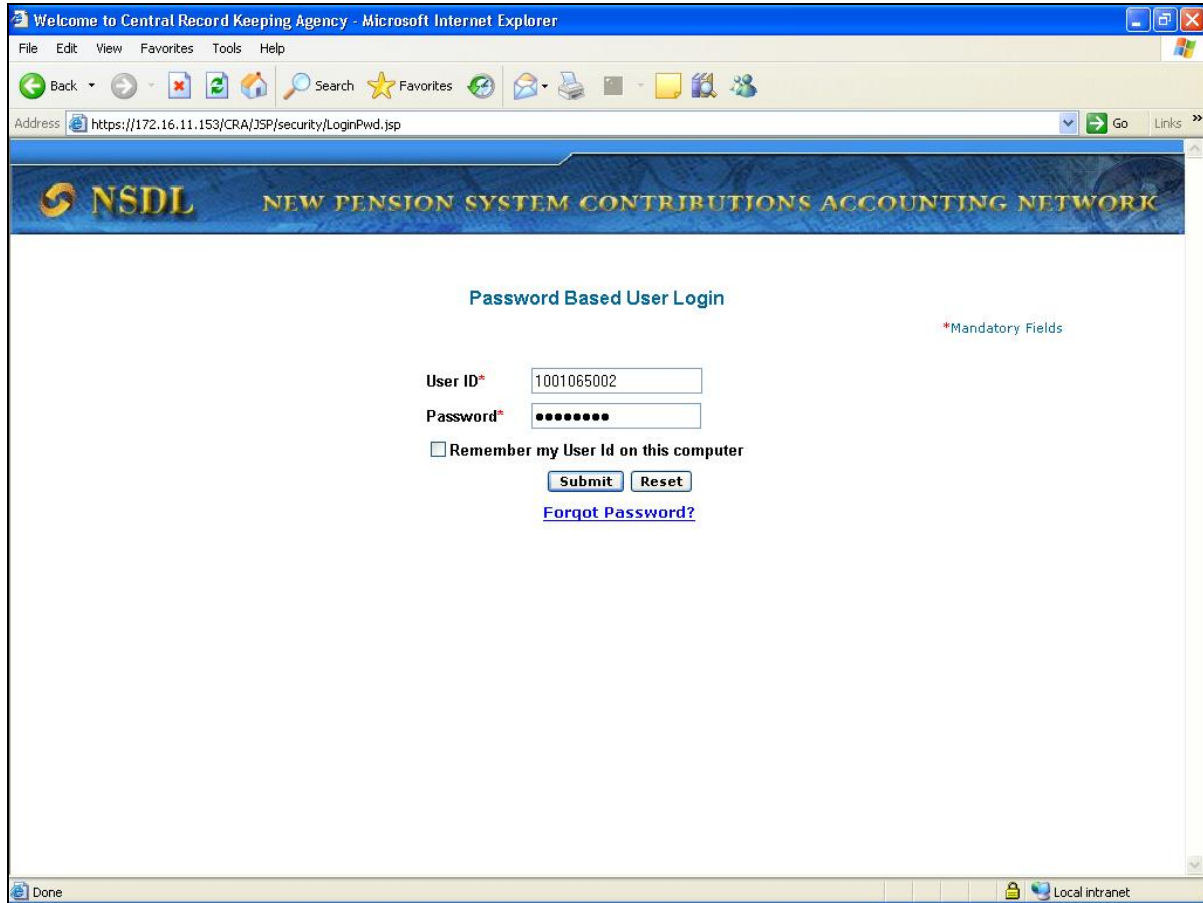
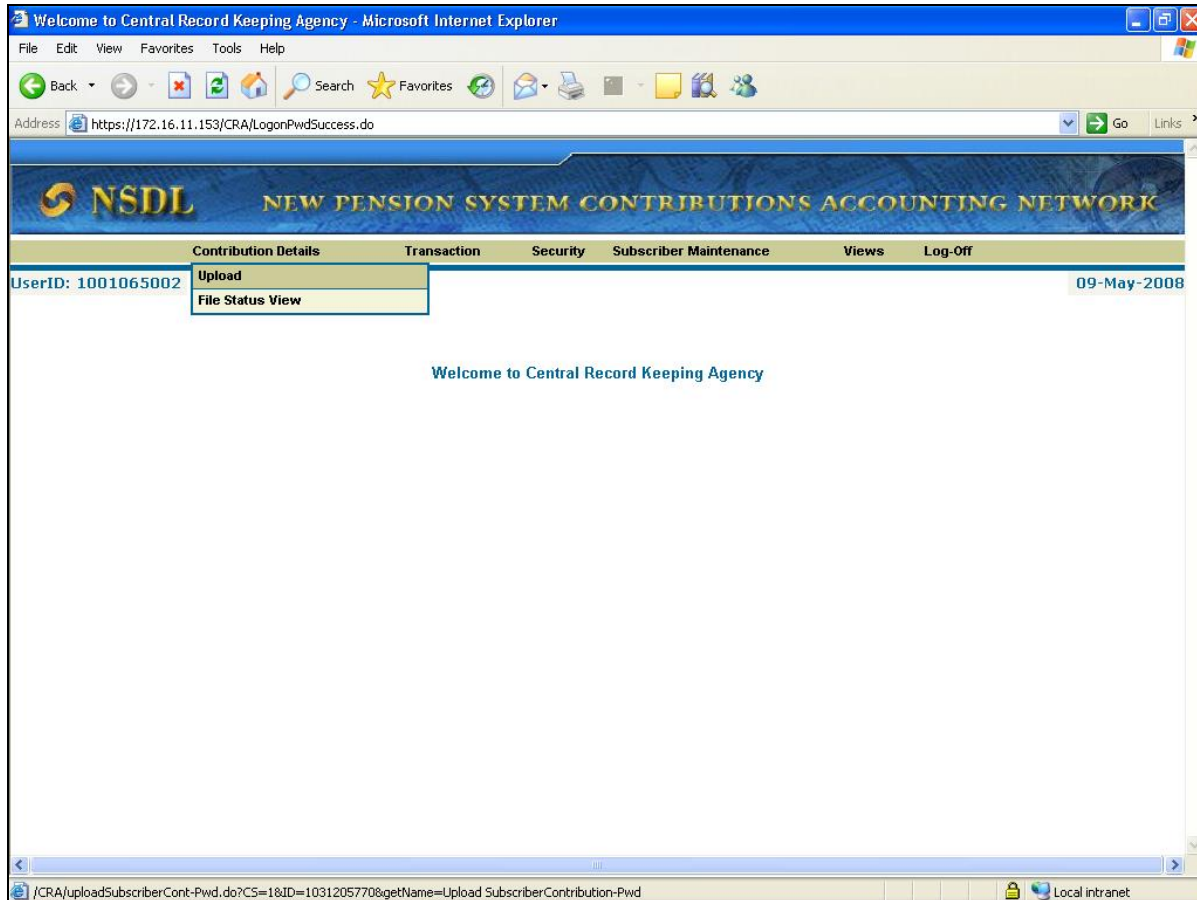


Figure 21

- 3) If the DTA/DTO user enters the user id and password correctly, the user will be able to successfully login into the system. After successful login, the DTA/DTO user will have to select the option “**Contribution Details- Upload**” from the menu as shown below.



**Figure 22**

- 4) In case of centralised model of contribution upload, the option shown above shall not be available to the DTO as the activity of contribution upload shall be performed by the DTA on behalf of the underlying DTOs in a consolidated manner. On selection of the option “Upload”, NPSCAN will display a screen as shown below to upload the files:

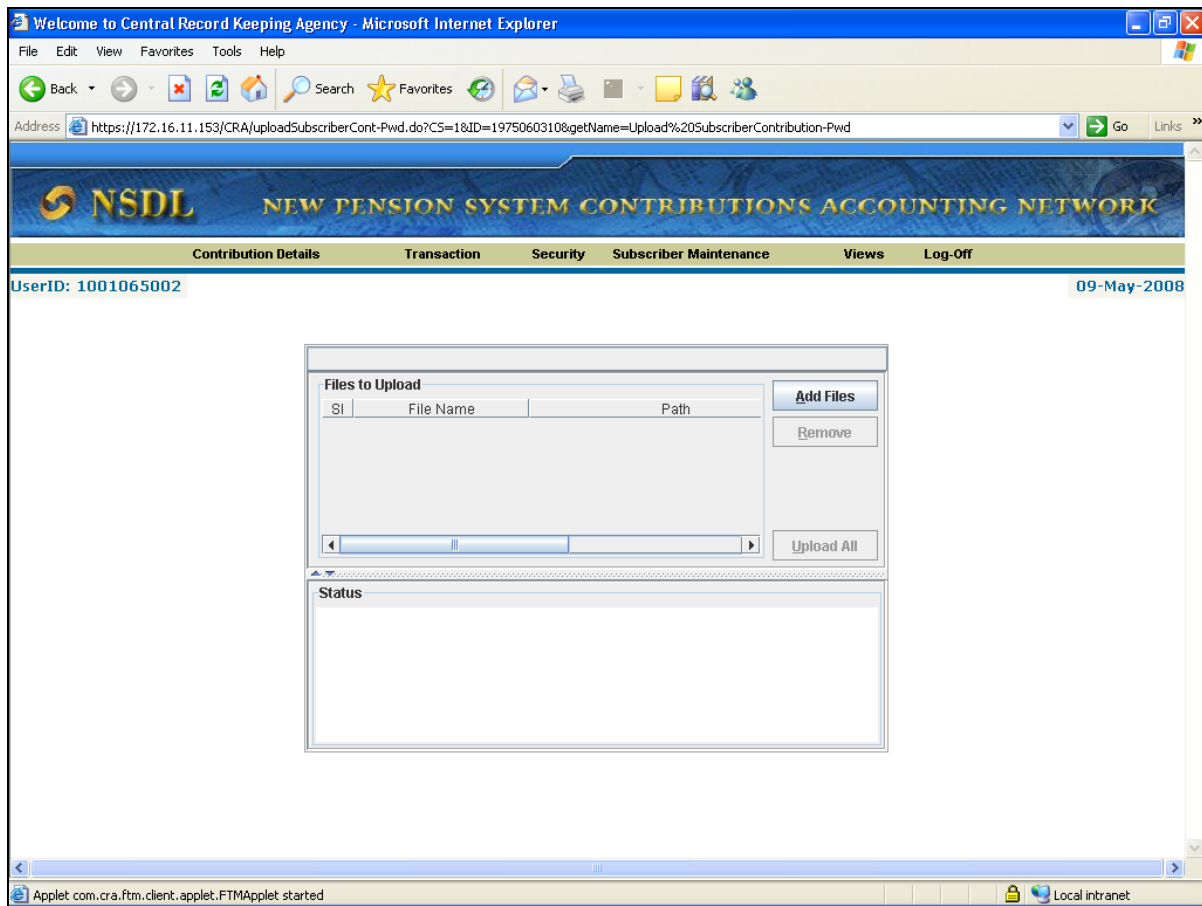


Figure 23

*Note: If the appropriate configuration of IE and J2SE is not installed on the machine, then in the event of selection of file subscriber contribution - upload option, no details will be displayed to the user on the screen.*

- 5) In the above screen, DTA/DTO User will have to select the '**Add Files**' option to add the SCF s to be uploaded. Once user selects '**Add Files**' button, a window will be displayed for the user to select the file to be uploaded.
- 6) The user will have to select the files to be uploaded (with '.fvu' extension) and click on the **add files** button. User can select multiple files with help of "Ctrl" key as shown below.

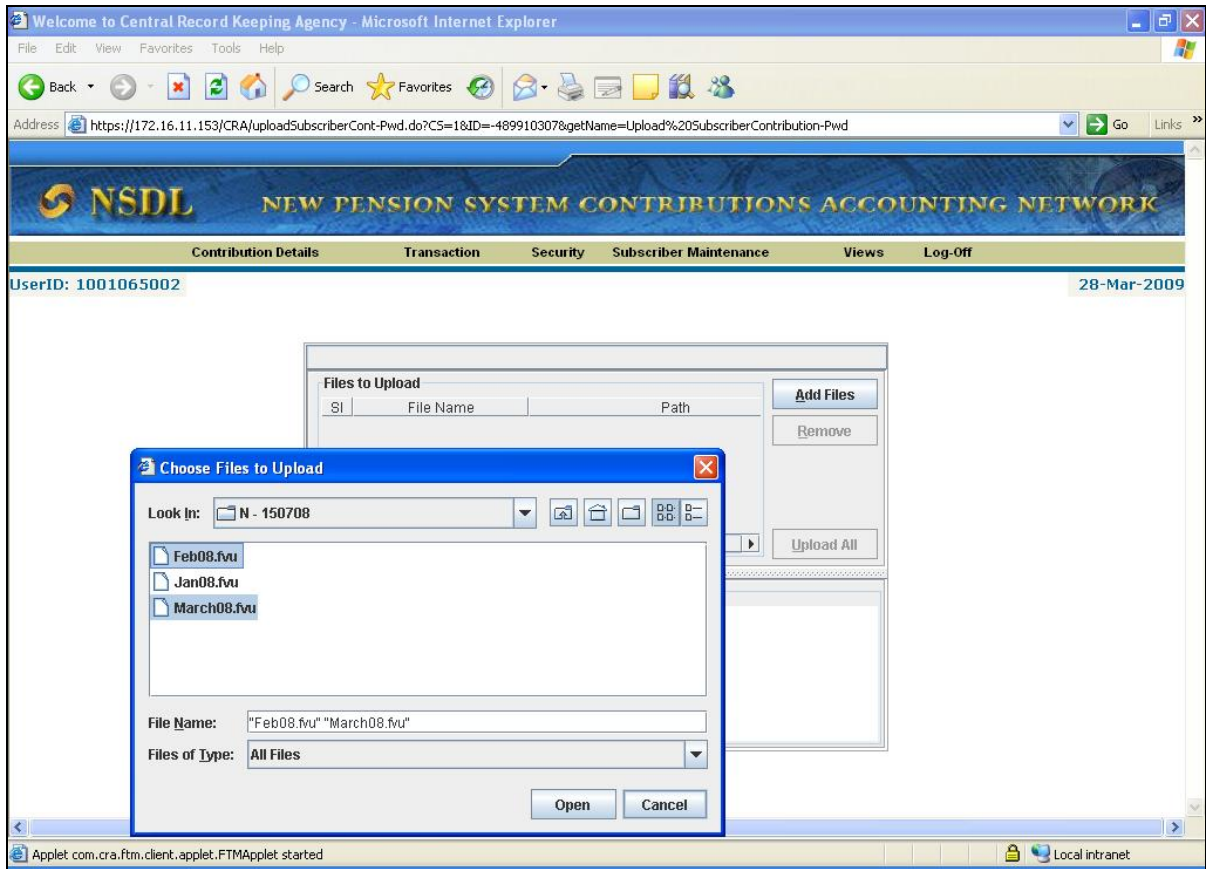
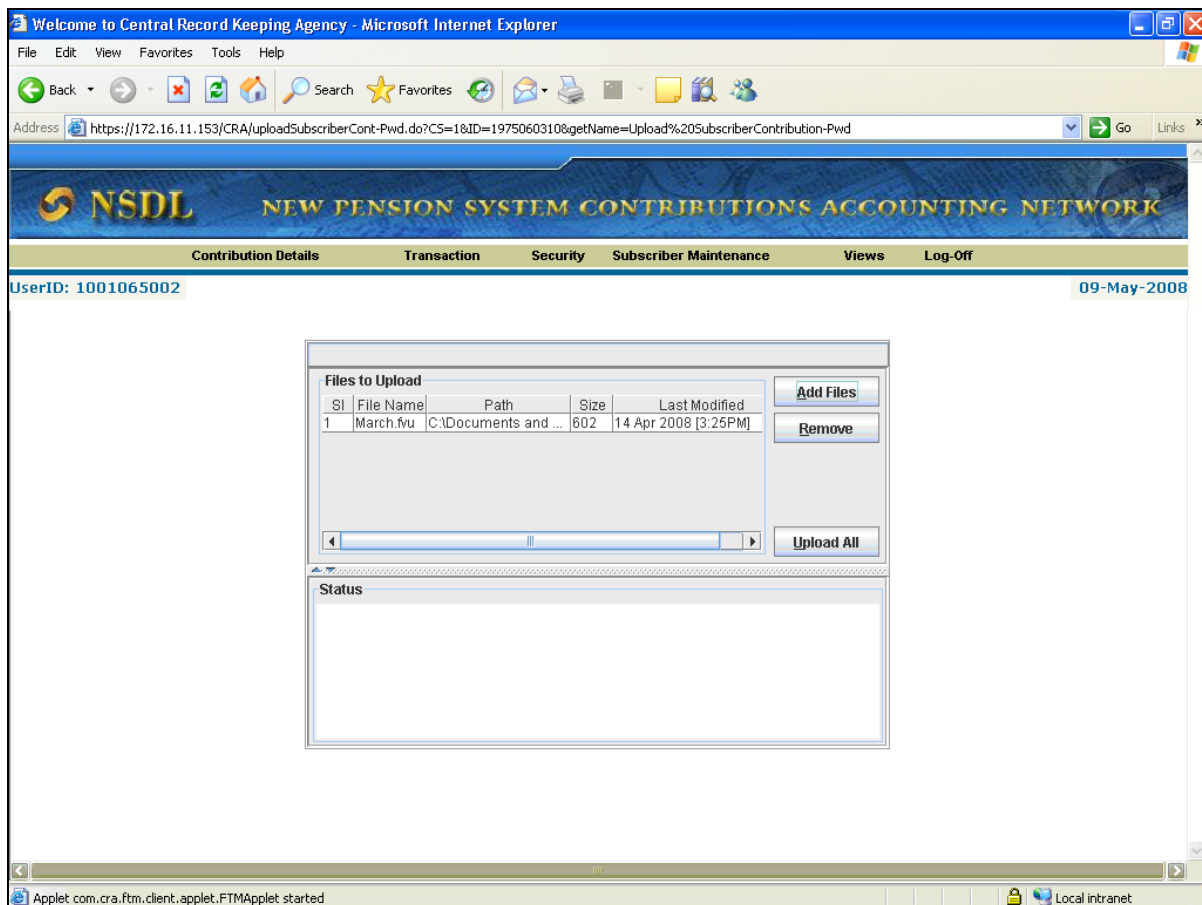


Figure 24

- 7) Once the required file(s) is/are selected, the user will have to click on the **“Open”** button to load the file. Once the file is loaded, the html will display certain information about the file as mentioned below and shown in figure below:
- i. Serial Number
  - ii. File Name
  - iii. Path
  - iv. Size of the file and
  - v. The last modified date & time.



**Figure 25**

- 8) Once the file is successfully loaded, the user will have to upload the file by clicking on the **“Upload All”** option. If upload of file(s) is successful; NPSCAN will display the status of the file as **‘Uploaded in NPSCAN’** and will generate a unique File Reference Number (FRN) which will be displayed to the User as shown in figure below. User may note the FRN for record purpose. It merely indicates that file has been received by NPSCAN system. This does not indicate whether the file has been accepted or not. User should use this FRN for viewing the status of the file at a later stage.



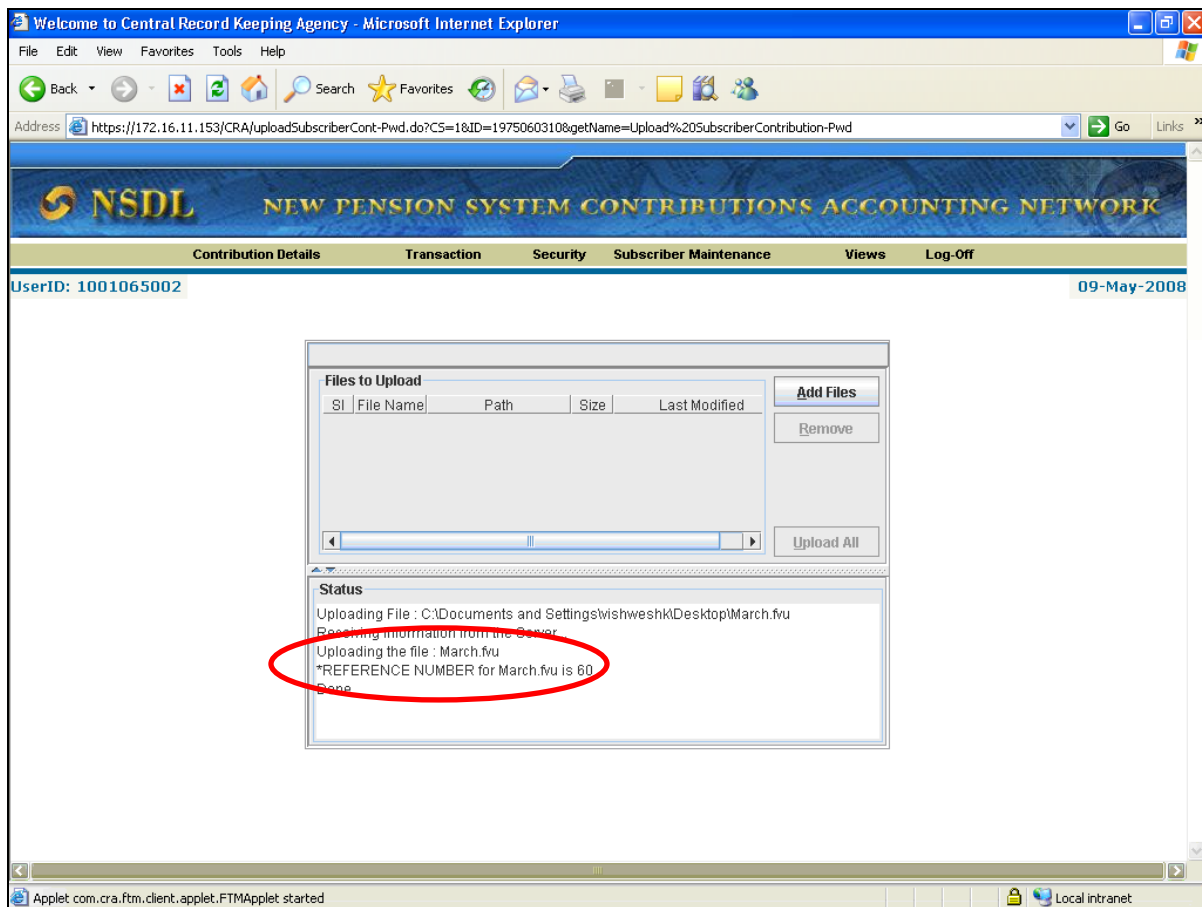


Figure 26

- 9) After successful upload, NPSCAN system will perform certain business and database level validations in addition to the validations performed by “FPU” and “FVU”. NPSCAN will check whether
- DTO Reg No., DDO Reg. No. and PRAN are valid and active in system. (These validations cannot happen at FPU or PVU level as these are not connected to CRA and are only operated as stand alone utilities)
  - DTO-DDO mapping is valid.
  - If the Contribution type is ‘Regular’, no other record exists in the system for the same month & year for the same subscriber.
  - FPU & FVU version, FVU hash and batch id of the file are correct.
- 10) In case of centralised model of upload, after the file has been successfully uploaded, NPSCAN will perform certain business and database level validations in addition to the above mentioned validations. NPSCAN will check whether
- DTA Reg No, DDO Reg. No. and PRAN are valid and active in the system

- DTA-DDO mapping is valid
- 11) In order to view the status of the uploaded file, the User will have to navigate the “Contribution Details” menu and select the “File Status View” option. After selecting the “File Status View” option, the User will have to enter any one of the following criteria’s as mentioned below:
- File Reference Number
  - Batch Id
  - Transaction Id
  - From Date & To date.
- 12) The User can refer to figure given below as an example for the above mentioned criteria’s where the search criteria entered is “File Reference Number”

Contribution File Status

\* Please enter any one search criteria

File Reference Number

Batch Id

Transaction Id

From Date  (dd/mm/yyyy)

To Date  (dd/mm/yyyy)

Figure 27

- 13) If the all the validations are successful, NPSCAN will update the status of the file as “Accepted” and will generate a unique 13 digit Transaction id (unique receipt number generated by NPSCAN). This is as shown below.

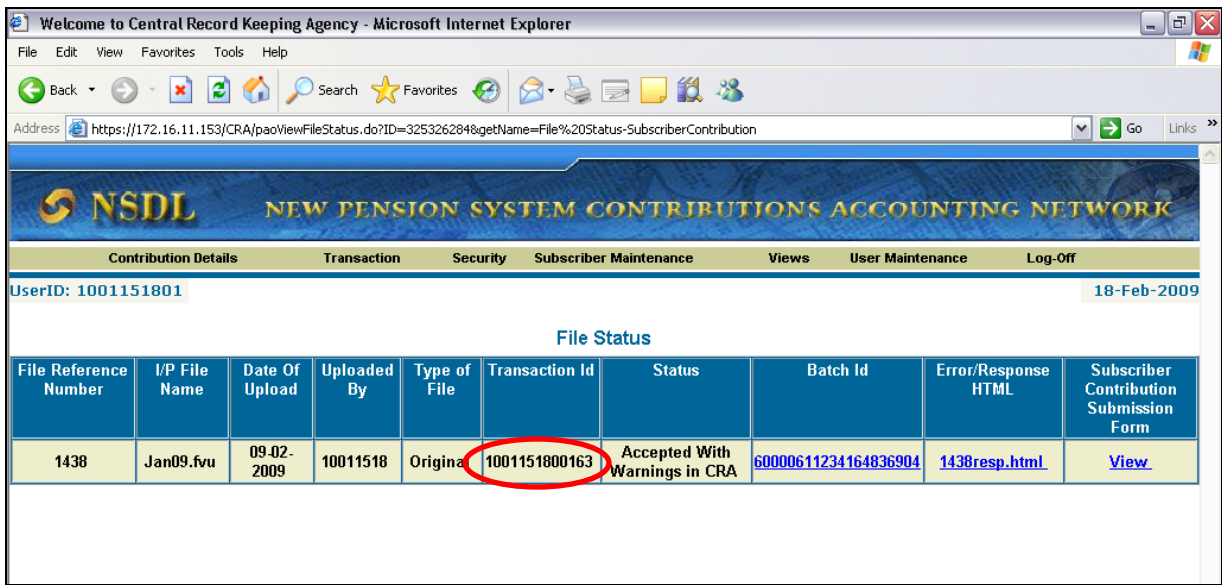


Figure 28

15) The batch id shown on the above screen contains a link. By clicking on the batch Id hyperlink, complete uploaded details of the file will be displayed along with the transaction id generated by NPSCAN. This is as shown in the figure below.

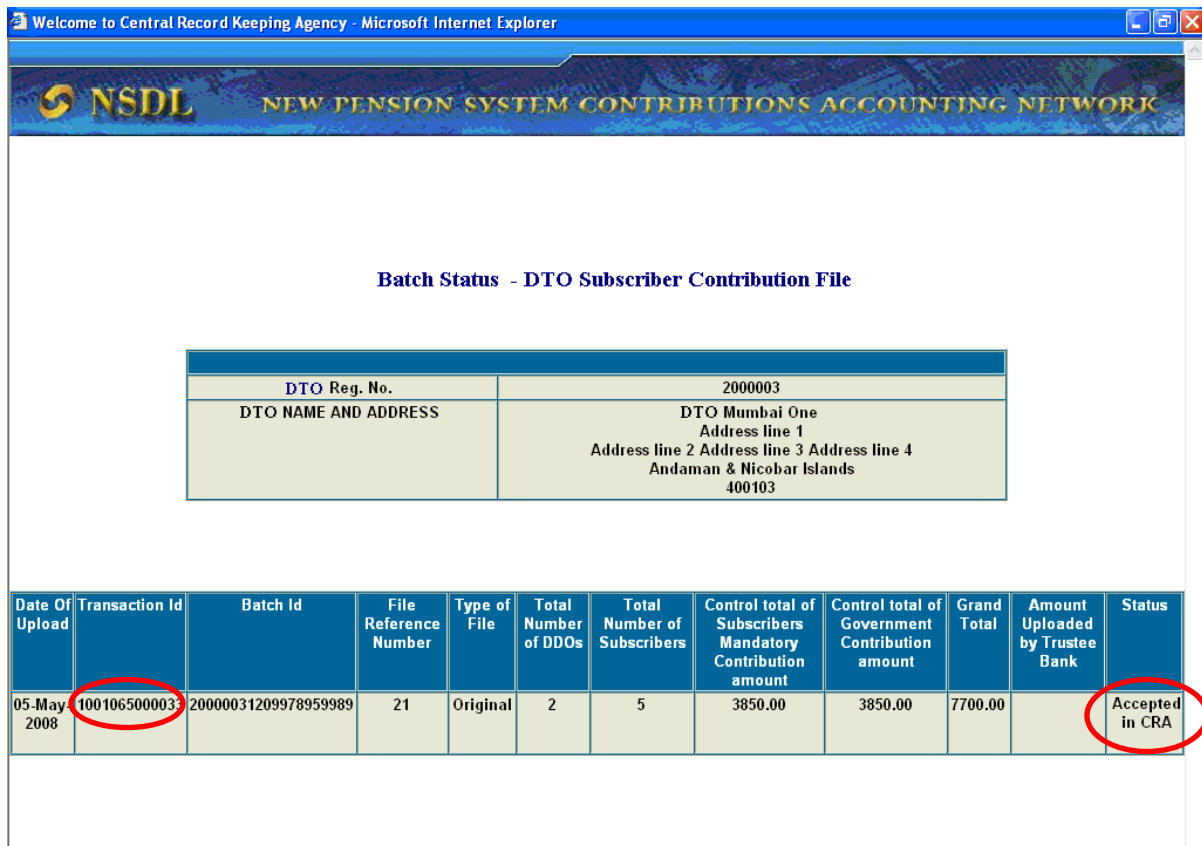


Figure 29

Along with Transaction id, NPSCAN will also generate the Contribution Submission Form (CSF). DTA/DTO shall click on the **view hyperlink on Subscriber Contribution Submission Form** as shown below in order to view the details of the CSF. DTA/DTO shall download and print the Contribution Submission Form. The Contribution Submission Form will contain DTA Reg. No., DTA address, contribution month, transaction id, amount to be deposited in the bank etc and a counterfoil for Trustee Bank to issue acknowledgement to DTA/DTO. This form is to be submitted by the DTA/DTO to the Trustee Bank while depositing the contribution amount. In case DTA/DTO intends to transfer the funds through RTGS/NEFT instruction, he may refer to chapter seven of this manual. DTA/DTO may print an additional copy for its record purpose. A prototype of this form is given below.

Central Record Keeping Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

In case of a RTGS/NEFT transfer, PAO should ensure that the Remitting Bank provides the PAO Reg. No. and Transaction id details to the Trustee Bank as part of the RTGS/NEFT message.

Annexure H5

CENTRAL RECORD KEEPING AGENCY

**CONTRIBUTION SUBMISSION FORM**  
[Under New Pension System (NPS) With Effect From 1st January 2004.]

Transaction ID Number (Given by IPSCAII) 1001065000017

PAO Reg. No. <u>2000003</u>		Financial Year [ ][ ] - [ ][ ]	
PAO NAME(Department/Office) PAO Mumbai One		Contribution for the month of [ ][ ] - [ ][ ]	
PAO Address Flat/Unit No. Block No. Address line 1		M M - Y Y Y Y	
Name of Premise/Building/Village Address line 2			
Area/Locality/Talukka Address line 3			
District/Town/City Address line 4			
State / Union Territory Andaman & Nicobar Islands			
Country India Pin Code 400103			
Phone Number 02224994732			

<b>Total Contribution</b> Amount (In Rs. only)		FOR USE BY RECEIVING BANK Cash / Debit to A/c / Cheque Credited on [ ][ ] - [ ][ ] - [ ][ ] D D M M Y Y SPACE FOR BANK SEAL	
Employee Contribution	11500.00		
Government Contribution	11500.00		
<b>Total</b>	<b>23000.00</b>		
Total in words Twenty Three Thousand Rupees only			

DETAILS OF PAYMENT TO BE FILLED BY PAO

CRORES	LACS	THOUSANDS	HUNDREDS	TEHS	UNITS

Paid in Cash/Debit to A/c/Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn On \_\_\_\_\_  
(Name of the Bank & Branch)

Date: \_\_\_\_\_  
(Signature of person making payment)

Rs. \_\_\_\_\_

---

PAOs Counterfoil

PAO Reg. No. <u>2000003</u>	Transaction ID Number (Given by IPSCAII) <u>1001065000017</u>
On Account of Pension Fund Contribution Received from (PAO Name) <u>PAO Mumbai One</u>	
Cash/Debit to A/c/Cheque No. _____ (To be filled up by PAO)	For Rs. <u>23000.00</u>
Rs.(In Words) <u>Twenty Three Thousand Rupees only</u>	
Drawn On _____ (Name of the Bank & Branch)	
Financial Year [ ][ ] - [ ][ ]	
Month of Contribution [ ][ ] - [ ][ ]	
	Rs. _____

• This Transaction ID is ID given by Central Recordkeeping Agency (CRA) after submission of Subscriber's Contributions file.  
 • Please use a Separate Form for each Transaction ID.  
 • Cheque/Draft submitted towards payment of Pension Fund Contribution should be as under Pay NPS Trust Fund A/c of Bank of India

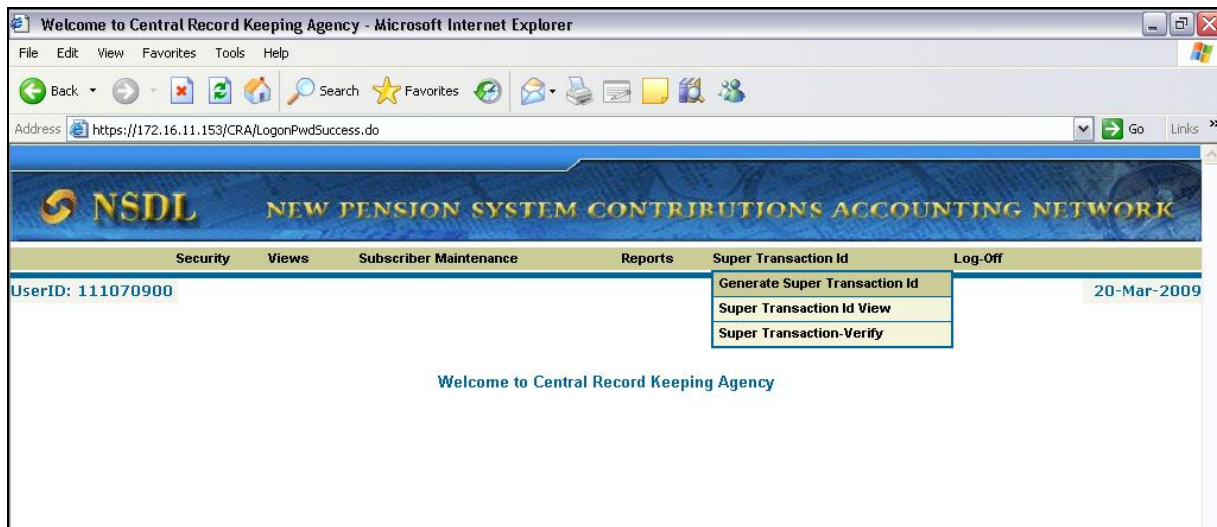
**Figure 30**

## 5.2 Upload of SCF in the Quasi Centralised model:

In case of Quasi Centralised model of upload, SCF will be prepared and uploaded by DTO and consolidated funds will be transferred by DTA. The process to be followed by the DTO for preparing and uploading the file shall be the same as in the case of decentralised model. In addition to this, it shall be the responsibility of the DTA to transfer the funds to the TB. The DTA will be required to carry out the following additional activities as under:

### 5.2.1 Generation of Super Transaction Id

1. The DTA shall login to NPSCAN using I-Pin
2. After successfully logging into the system, the DTA shall click on the select the “Super Transaction Id” menu and click on the “Generate Super Transaction Id” option as shown in figure 31 below

**Figure 31**

3. On clicking the “Super Transaction Id” option, the system shall display all the transaction Ids generated for the DTOs who have uploaded the monthly SCFs. The transaction Ids so displayed shall be of the DTOs who are currently mapped to the DTA. DTA shall select the relevant transaction Ids as shown below:



Figure 32

4. After selecting the required transaction Ids, the DTA shall have to click on the "Submit" button shown above. On clicking the "Submit" button, the system shall generate a "Super Transaction Id" as shown below:

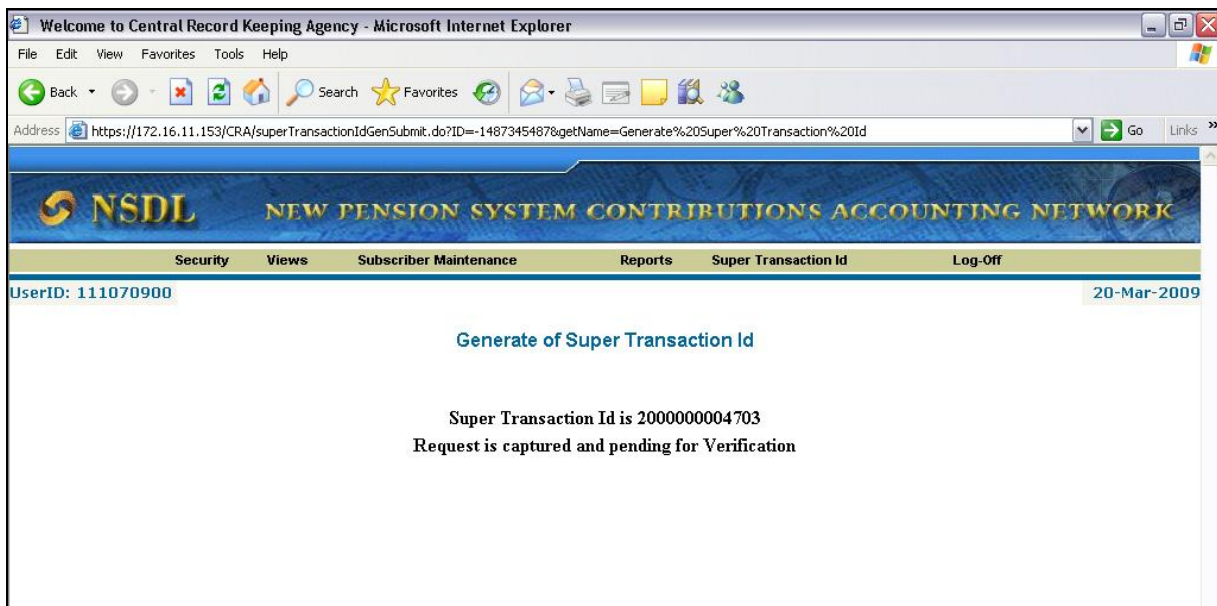


Figure 33

5. Once the Super Transaction Id is generated, the generation of this transaction id has to be verified by another user of the same DTA. The verifier user shall login to the system and click on “Super Transaction – Verify” option as shown below:

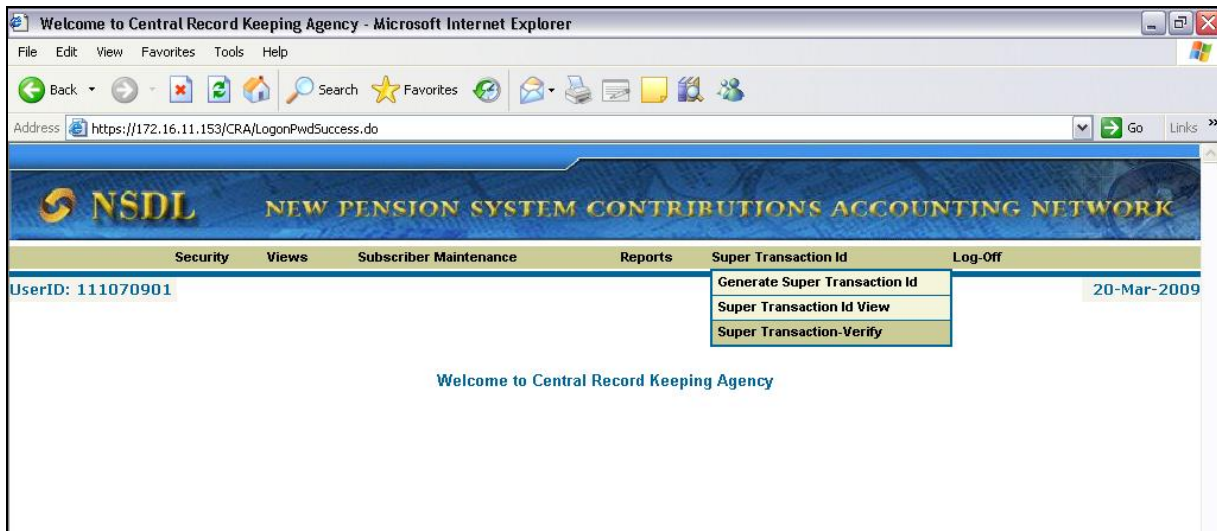


Figure 34

6. Once the above mentioned option is clicked, the verifier user will have to select the super transaction id to be verified as shown below:

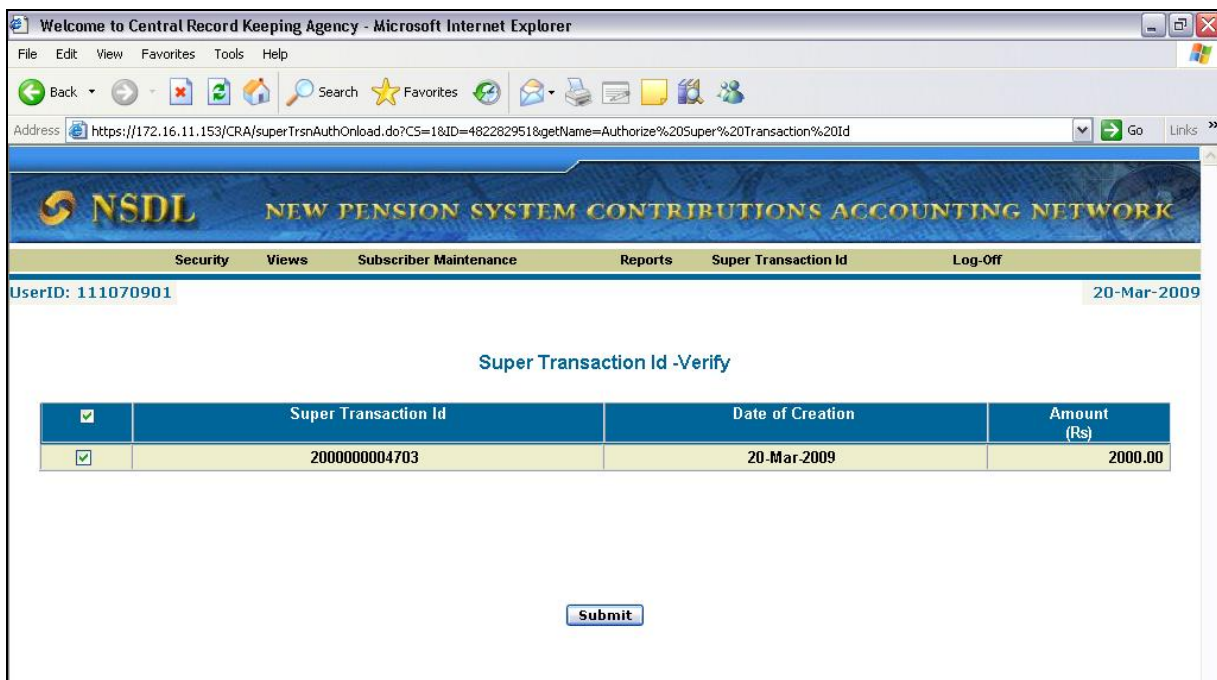


Figure 35

7. Along with the Super Transaction Id, the system shall also generate the Contribution Submission Form (CSF). In order to view the CSF, the DTA shall have to navigate to the “Super Transaction Id View”. Once this option clicked, the system shall display the information as shown below

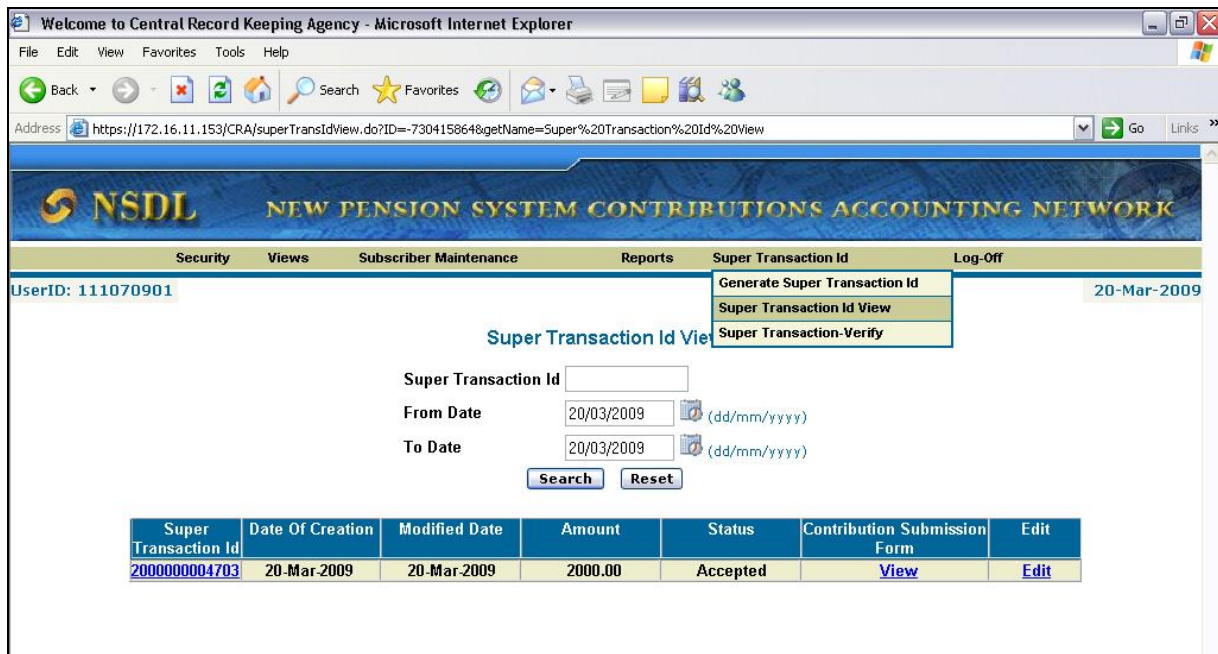


Figure 36

8. In order to view the CSF, the user will have to click on the “View” option shown under the head “Contribution Submission Form”. Once this option is clicked, the system shall generate the CSF as shown in figure 30 above.

### 5. 3. Rejection of SCF

If the file validation is not successful due to reasons such as invalid PRAN, invalid FPU version, invalid DTA/DTO mapping etc, NPSCAN will reject the file (status of the file will be updated to “Rejected”) and will generate an error file for the same as shown in figure below. This error file can be viewed / downloaded from NPSCAN by providing the FRN. NPSCAN will not generate the transaction id for such rejected files



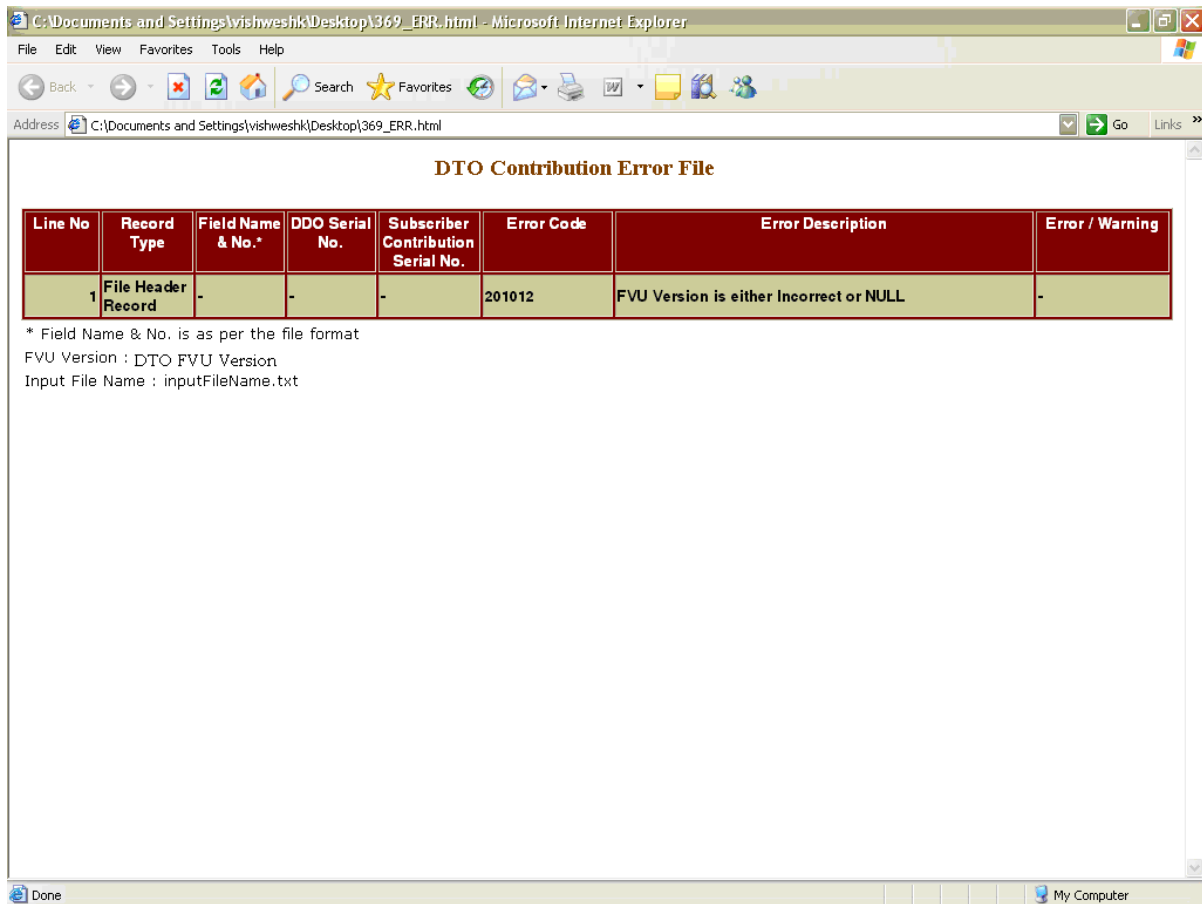


Figure 37

#### 5. 4. Validations at NPSCAN for SCF

NPSCAN will carry out the following validations. In case of validation failure NPSCAN will reject the entire file and DTA/DTO will have to rectify the errors and upload a new file.

- 1) If a subscriber record already exists in NPSCAN, for a particular month and contribution type as 'Regular', the Subscribers Contribution File will be rejected.
- 2) Duplicate files (having same batch id) will be rejected at NPSCAN
- 3) NPSCAN will not accept the file if it is prepared and validated through any older version of FPU and FVU.
- 4) NPSCAN shall accept contribution for any valid PRAN (even if proper PRAN - DDO or PRAN – DTO mapping does not exist), provided a valid DTO-DDO mapping does exist for that PRAN.
- 5) NPSCAN will generate specific reports for those cases where PRAN-DDO or PRAN-DTO mapping does not exist.

- 6) Entire SCF will be rejected if a withdrawal request (death and resignation) is already in accepted status for a subscriber who is part of the SCF. In case of withdrawal due to retirement, NPSCAN will reject the upload of the SCF, if it is uploaded 15 days prior to the date of execution of the withdrawal request.
- 7) DTA(s)/DTO(s) may take back-up of the Contribution File uploaded on NPSCAN for their future reference. Subscriber level details in the file can be viewed only in FPU by opening the intermediate file (.fpu file). Hence DTA/DTO shall be required to take a backup of all the files (with an .fpu extension) uploaded in NPSCAN.
- 8) It may be noted that in all the circumstances stated above, entire SCF will be rejected irrespective of the error found in a single record. Therefore, DTA/DTO will have to ensure to rectify the entire file as per the process given below.

### **5.5. Post Validation Scenario**

- 1) After the file is accepted and validated at NPSCAN system, the same would be sent to CRA system. CRA system will also perform format and business level validations and will verify the hash in the file before processing the file. If the validations are successful, the status of the file in CRA system will be 'Accepted in CRA'. If the validations fail, the status of the file in CRA system will be 'Rejected in CRA'. The status of the file at CRA system would be communicated back to NPSCAN system in both cases for the benefit of User.
- 2) In case the file is accepted at NPSCAN, but rejected at CRA, the status of the file will be updated to 'Rejected in CRA'. In this case, the transaction id generated for the file in NPSCAN will no longer be valid and DTA/DTO need not upload a correction file for such Transaction ids.
- 3) If the format or business level validations fail, NPSCAN system will update the status of file as 'Rejected in NPSCAN' and generate error file, which will be available to the user for download. Also an email will be sent to DTA/DTO for communicating the rejections.
- 4) For all files which are rejected at NPSCAN or CRA, DTA/DTO will have to rectify the errors and upload a new file.
- 5) On successful upload, NPSCAN will also generate a Contribution Submission Form (CSF) which has to be printed and submitted to the Trustee Bank along with transfer of funds.
- 6) SCF which is uploaded till 17.30 hrs on day T will be considered for the settlement process at CRA on T+1 provided funds have been transferred to the Trustee Bank and Fund Confirmation Receipt has been uploaded by it to CRA.

### **Summary**

- **SCF to be uploaded should be successfully validated using the FVU.**
- **DTA/DTO shall upload SCF at NPSCAN using the User ID and I-Pin. There is no requirement of maker-checker in NPSCAN for this process.**
- **All SCF uploaded by a DTA/DTO till 17.30 hrs on day T will be considered for settlement process at CRA on T+1.**
- **On successful upload, a File Reference Number will be generated and on acceptance of the file a Transaction Id will be generated by NPSCAN.**
- **On acceptance of the file a Contribution Submission Form (CSF) will be generated which should be printed and provided to Trustee Bank on transfer of funds.**
- **DTA/DTO is not required to forward any supporting documents to CRA with respect to Subscriber Contribution details. The Subscriber Contribution will be processed by CRA solely based on the electronic information uploaded by DTA/DTO through NPSCAN.**

## 6. CORRECTION FILE

NPSCAN provides a DTA/DTO a facility to upload a correction file for any previously uploaded file which has been accepted by NPSCAN and CRA system and for which Transaction id has been issued by NPSCAN. DTA/DTO can upload a correction file when they want to make any changes in original file due to any incorrect data. The User should note that a correction file can be uploaded only for a file which is already uploaded and accepted by NPSCAN and CRA. If a file is rejected by NPSCAN and/or CRA, the User will have to upload a new file and not a correction file. Further the User cannot upload a correction file if the original file is in Matched and Booked Status at NPSCAN/CRA, i.e. Original file is either in 'Accepted' or 'Match Failed' status at CRA.

### 6.1. Procedure for preparation and validation of correction file

For preparing the correction file, the User has to first select the type of contribution upload as "Correction" and mention the transaction id in the field provided. The User should note that the transaction id is mandatory in case type of upload is correction. The correction file is to be prepared and validated on the same lines as a regular file. User will have to prepare and upload the entire file even if a single record contains any error. The entire file will be rejected if the transaction id of the original file for which the correction file is being uploaded is not mentioned. The view given to the User will be as shown in the figure below:

**File Preparation Utility 1.06**

File Edit Help

PAO & Contribution File Details Subscriber Details

**Particulars of Contribution File**

Type of Contribution File \* Correction Transaction id 1001061900301

**Pay & Accounts Office Details**

Pay & Accounts Office Reg. No. \* 2000014 Pay & Accounts Office Name PAO General Reserve Engineering Force

**Contribution Details**

Total DDO Count 2 Total Subscriber Records 6

Govt. Contribution 7379.00 Subscribers Contribution 7379.00

Note: fields marked in (\*) are Mandatory

Create File Add Rows Delete a Row

Figure 38

## 6.2. Procedure for upload of correction file:

For uploading the correction file in NPSCAN, the User has to follow the same procedure that was adopted to upload a regular file. In case of a correction file upload, NPSCAN will perform the following validations:

- 1) For correction file upload, NPSCAN will check for the existence of the Original Transaction id which is provided in the file. In case it doesn't exist in the system, the NPSCAN will reject the correction file.
- 2) NPSCAN will check the status of the original file. If the original file is in matched and booked status, NPSCAN will reject the correction file.
- 3) No Transaction id will be generated for successful upload of correction file.
- 4) In case the correction file is processed successfully, it will replace the previous file for which the correction file is uploaded. The status of the earlier file will be changed to "Cancelled".
- 5) On successful acceptance of correction file, NPSCAN will generate the contribution submission form. The User shall download and print this form and submit the same to Trustee Bank along with the Contribution amount.

- 6) The Transaction id of the original file will be used to track the file.
- 7) In case the correction file is processed successfully in NPSCAN system, NPSCAN will mark the status of this correction file as 'Accepted' in NPSCAN' as shown in figure below and the same will be updated at the CRA system.

Batch Status - PAO Subscriber Contribution File

PAO details	
PAO Reg. No.	2000003
PAO NAME AND ADDRESS	PAO Mumbai One Address line 1 Address line 2 Address line 3 Address line 4 Andaman & Nicobar Islands 400103

Date Of Upload	Transaction Id	Batch Id	File Reference Number	Type of File	Total Number of DDOs	Total Number of Subscribers	Control total of Subscribers Mandatory Contribution amount	Control total of Government Contribution amount	Grand Total	Amount Uploaded by Trustee Bank	Status
06-May-2008	1001065000090	20000031210068727414	50	Correction	1	1	3500.00	3500.00	7000.00		Accepted in CRA

Figure 39

### Summary

- Correction file can be uploaded if any changes are to be made in the original uploaded file which was accepted by CRA.
- DTA/DTO should mention the Transaction ID of the original file.
- DTA/DTO should upload the correction file using the User ID and I-Pin.

## **7. Transfer of funds to Trustee Bank**

### **7.1. Deposit of Contribution amount in Trustee Bank (Centralised & Decentralised Model of Upload)**

Once the file has been successfully uploaded and the receipt generated (CSF shown in figure 30) from NPSCAN, the User (DTA/DTO) will take a print of the CSF. The DTA/DTO shall submit the CSF at the Trustee Bank along with the Contribution amount as appearing in the CSF. The DTA/DTO user has to ensure that the following activities are performed before submitting the CSF to the Trustee Bank:

- 1) The CSF should be printed and the relevant blank fields (e.g. payment details) to be filled by DTA/DTO (User). The User may print an additional copy for its record and future reference.
- 2) The DTA/DTO has to deposit the amount of contribution with the Trustee Bank. If the mode of payment is through cheque or DD, the DTA/DTO has to mention the Cheque / DD number in the CSF, the date of the cheque/DD and the name of the bank branch from where the cheque/DD has been drawn.
- 3) The amount deposited by the DTA/DTO should be exactly equal to the amount mentioned in the CSF. If DTA/DTO deposits an incorrect amount, then the status of SCF will not be matched.
- 4) The DTA/DTO has to ensure that the counterfoil of the CSF given by the Trustee Bank as an acknowledgement should be maintained for its record purpose and future reference in case of any discrepancy.
- 5) In case fund confirmation file is not uploaded by Trustee Bank within T+3 days (T being the day of upload to NPSCAN), an email alert will be sent to DTA/DTO from the CRA system. On receipt of the alert, DTA/DTO shall contact the Trustee Bank for upload of the fund confirmation file.

### **7.2 Deposit of Contribution Amount in the Trustee Bank (Quasi Centralised Model)**

Once the file has been successfully uploaded and the receipt generated (CSF shown in figure 30) from NPSCAN, the DTA User will take a print of the CSF. The DTA shall submit the CSF at the Trustee Bank along with the Contribution amount as appearing in the CSF. The CSF in this case shall contain the all the details as shown in figure 30 above. The only difference in this CSF would be that instead of transaction Id, super transaction id would get displayed. The DTA will then have to transfer the

consolidated amount to the Trustee Bank. In such cases, the information going to the Trustee Bank will be the DTA Reg .No, Super Transaction Id and the amount transferred. Trustee Bank would not be informed about the underlying transaction Ids generated by NPSCAN for the files uploaded by the DTOs.

### **7. 3. Transfer of funds through Electronic Fund Transfer (NEFT/RTGS):**

DTA/DTO can also transfer the funds to the Trustee Bank using electronic fund transfer facility such as NEFT/RTGS.

While transferring the funds, DTA/DTO should provide the following details to the Remitting Bank (which initiates the NEFT/RTGS transfer instruction):

- NPS Trust Account number
- DTA/DTO Reg. No.
- Transaction id

The amount to be transferred should be equal to amount in SCF for the Transaction id mentioned above. DTA/DTO should ensure that the Remitting Bank provides the details of DTA/DTO Reg. No. and Transaction id to the Trustee Bank along with the NEFT/RTGS instruction to the Trustee Bank. **This information should be provided in the field 7495 (Sender to receiver information, line no. 4) of RTGS message (R-41) for RTGS transfers. For NEFT transfers, this information should be provided in the field 7002 (Origination of remittance) of the NEFT message.** In the absence of the above information, Trustee Bank will not be in a position to upload the fund receipt details to the CRA system. In such cases, the money to be transferred to the PFM for investment may also get delayed as well as posting to the Subscribers' account will take place only after the exact details of the fund transferred are submitted to the TB. DTA/DTO should track the status of the contribution and follow up with the Trustee Bank if the payment details are not reflecting in the CRA system.

### **7. 4. Tracking the status of Contribution amount transferred**

The DTA/DTO User can view the details by clicking at the hyperlink and downloading the CSF from NPSCAN. The DTA/DTO User can view the status of the uploaded file in NPSCAN by entering the file reference number. If Trustee Bank has uploaded the Fund Receipt Confirmation File and the file has been matched and booked, the status of the file will be shown as illustrated below.



Batch Status - DTA/DTO Subscriber Contribution File

PAO details	
DTA/DTO Reg.No	2000003
DTA/DTO NAME AND ADDRESS	Pay and Accounts Office Mahaveer Towers, 7th Floor, Main Road, Mumbai - 400013

Date Of Upload	Transaction Id	Batch Id	File Reference Number	Type of File	Total Number of DDOs	Total Number of Subscribers	Control total of Subscribers Mandatory Contribution amount	Control total of Government Contribution amount	Grand Total	Amount Uploaded by Trustee Bank	Status
05-May-2008	1001065000082	20000031209983267531	46	Correction	2	4	2408.00	2408.00	4816.00	4816.00	Matched & Booked

Figure 40

In case the file is in match failed status, view of which is available to DTA/DTO in the “File upload status view” (as shown in Fig. 24), DTA/DTO should check whether the amount transferred to Trustee Bank is matching with the amount mentioned in SCF. If the amount transferred is same, DTA/DTO should intimate the Trustee Bank for resolving the discrepancy. Trustee Bank then shall upload a file with corrected records.

### Summary

- DTA/DTO should deposit the total amount as per Contribution Submission Form at the Trustee Bank.
- If funds are transferred through electronic transfer such as NEFT/RTGS, DTA/DTO should ensure DTA/DTO Reg. No. and Transaction ID is provided by Initiating Bank (Accredited Bank of DTA/DTO ) in the electronic instruction.
- DTA/DTO shall receive an email alert if fund confirmation receipt is not uploaded by Trustee Bank within three days of deposit.

- **DTA/DTO should follow up with the Trustee Bank where status of SCF is shown as Match failed in the NPSCAN.**

## 8. PREPARATION OF FILE FOR THE SUBSEQUENT MONTHS:

- 1) While preparing SCF for the next month, DTA/DTO User can use the earlier SCF and make the necessary changes such as pay month etc. DTA/DTO should consider the following illustrative list for changes before preparing the SCF.
  - i. Promotion
  - ii. Increments to any of the Subscribers
  - iii. Arrears to any / all of the Subscribers
  - iv. Leave without pay
  - v. New Subscriber joining
  - vi. Transfer in of an existing Subscriber from another DTA/DTO
  - vii. Retirement /Transfer out of an existing subscriber to another DTA/DTO
  - viii. Resignation of a Subscriber
- 2) In case there are no changes as mentioned above, the DTA/DTO User shall re-open the SCF prepared for the earlier month and modify only the details of Month and year and save the intermediate file and the “.FPU” with a different name. In case of any of the above mentioned scenarios happening, the DTA/DTO User will have to incorporate the effects / modifications in the SCF. The modifications that result from those scenarios are as follows:
  - i. In case of arrears, the DTA/DTO User will have to mention the remarks in the “Remarks” column and select the type of file as Arrears.
  - ii. In case of promotions / increments/ leave without pay, the DTA/DTO User will have to modify the amount in the Subscribers and Government Contribution columns.
  - iii. In case of transfer-in/transfer-out cases, the DTA/DTO User should add/delete all the details of the concerned employee in the existing file and update the file.
  - iv. In case of retirements / resignations, the DTA/DTO User has to ensure that all the details of the retired employees have been deleted.

### Summary

- **DTA/DTO can use the previous month’s file for preparing the current months**

**SCF.**

- **DTA/DTO should make the necessary changes in the previous months file such as month of contribution etc.**

## 9. SUMMARY OF ACTIVITIES

- 1) Consolidation of DDO wise Subscriber Wise contribution details by the DTA/DTO..
- 2) Preparation of file using latest version of FPU.
- 3) Validation of the file through latest version of FVU.
- 4) Upload of the validated file to NPSCAN system.
- 5) Printing of Contribution Submission Form.
- 6) Deposit of contribution amount with the Contribution submission form at the Trustee Bank.
- 7) Track the status of files uploaded in NPSCAN.
- 8) Upload correction files, in case the files are rejected at NPSCAN or the files are in Match Failed status.
- 9) Co-ordination with Trustee Bank in case the FRC is not uploaded with in three days of submission of CSF on receipt of alert from CRA system.

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