Protean eGov Technologies Limited



STANDARD OPERATING PROCEDURE (SoP)

TRANSACTION STATEMENT AND E-PRAN DOWNLOAD BY NLCC ON NPS LITE

Version 1.1

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REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1	05- Sept-2024	1.0	-	Initial Version
2	12-Dec-2024	1.1	-	Screen shots modified

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Introduction

Currently, the NPS Lite Oversight Offices (NLOOs) and NPS Lite Account Offices (NLAOs) can view the Transaction Statement for their underlying subscribers through the user access provided to them by CRA. Now, the NPS Lite Collection Centres (NLCCs) can also download the Transaction Statement for their underlying subscribers by accessing the CRA corporate website at <u>www.npscra.nsdl.co.in</u>. In addition, NL-CC can also view & print e-PRAN of underlying subscribers. To avail this facility for downloading Transaction Statements & e-PRAN, the respective NLCCs have to register their mobile numbers with CRA.

Once the NLCC User provides the relevant details after accessing the NLCC link at CRA corporate website, temporary One Time Password (OTP) will be generated. The password will be sent as a sms to the NLCC mobile number registered with CRA. NLCC can use this password for 30 minutes and can access online, save, print and deliver the Transaction Statement to the subscriber as well as to view & print e-PRAN.

This document provides the activities/steps to be carried out at NLCC level for accessing Transaction Statement and/or e-PRAN.

Steps to be followed by NLCC

1) The NLCC User need to click on the 'NLCC' link available on CRA corporate website in login tab (<u>www.npscra.nsdl.co.in</u>). (*Please refer Figure 1*)



Figure 1

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2) The hyperlink w	vill take the NLCC to another	- page (<u>https://apy.nps-</u>	
proteantech.in/	' <u>CRAlite/NLCCLogin.do</u>). The	re will be two options availa	ble under
the 'TS downloa	ad for Entity'. (Please refer Fig	ure 2)	
i. Generate ii. Use exist	New OTP ing OTP		
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⊆i Copyright © :	RA Home Downloads FAQs Contact Us System Configuration 2010 CRA. All Rights Reserved. Best viewed in Inte	Entrust Secured Privacy Policy Grievance Redressal Policy rnet Explorer 6 & above or Firefox Ver 1.5 with a resolution of 102	14* 768.

Figure 2

Generate New OTP

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1) The NLCC User is required to select 'Generate New OTP' option for first time generation of the OTP i.e., 'One Time Password'. (*Please refer Figure 3*)

NLCC Login Through OTP
O Generate New OTP
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	Figure	3	
2) Once the User wherein for th Number (<i>Please</i>	r clicks on 'Generate New (e NLCC Users have to pro e refer Figure 4).	OTP', the following window vide their respective NLCC	will emerge Registration
🖉 NSDL e-Ge	DV is now (Free Protean Change <i>is</i> growth	Atal Pension Yojana /	/ NPS Lite
⊛ NLC	CC Login Through OTP		
		* Mandatory Fields	
Entity R	eg. Number	e	
Note: R	ight Now this functionality is authorized for only NLCC.		
	Home		
CRA Ho	me Downloads FAQs Contact Us System Configuration En	trust Secured Privacy Policy Grievance Redressal Policy	

Figure 4

3) After entering the NLCC registration number and clicking on 'Submit' button, a confirmation page will appear. This page displays the last four digits of the registered mobile number of NLCC available in the NPS Lite system alongwith the NLCC Registration Number. If Mobile number of NLCC is not available in the NPS Lite system, system will display a message 'Mobile number is not present for this NLCC'. If the registration number entered by NLCC does not match with the details registered with CRA, the system shows an error, 'This Entity ID is not present in the database'. (Please refer Figure 5)

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⊙ N	ILCC Login Through OTP		_
Entit Regi	y Reg. Number : NPS000013G stered Mobile Number : XXXXXX6674 Confirm & Genera	* Mandatory Field	•
CRA Copyright © 201	Home Downloads FAQs <u>Contact Us</u> <u>System Configuration</u> 10 CRA . All Rights Reserved. Best viewed in Inte	<u>Entrust Secured</u> <u>Privacy Policy</u> <u>Grievance Redressal Policy</u> rnet Explorer 6 & above or Firefox Ver 1.5 with a resolution of 1	024* 768.

Figure 5

4) Once the User clicks on 'Confirm & Generate' button (in the above screen), a six digit OTP will be sent on registered mobile number of the NLCC. The NLCC needs to enter this OTP in the OTP text box field along with the Captcha Code in the text box field and then click on 'Submit' button. (*Please refer Figure 6*). *OTP will be valid for 30 minutes only*.

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	* Mandatory Fields
ОТР	e 3 9 8 4 k
Captcha Code	*
Regenerate OTP	Submit Reset Refresh
Note:	
Generated OTP is valid for 30 minutes of	only. Home
CRA Home Downloads FAQs Cont	act Us System Configuration Entrust Secured Privacy Policy Grievance Redressal Policy

Figure 6

View options available on screen

If the OTP and Captcha Code entered by the NLCC match with the system generated OTP and Captcha Code, below home page will be displayed (*Please refer Figure 7*) wherein Menu "View" need to be selected under which the NLCC can use available options i.e. Subscriber details, e-PRAN and Statement of Transaction

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Velcome Drawing and Disbursing Views Subscriber Details (e-PR	W is now Welcome to Central Records	Atal Pension Yojana / N Reeping Agency	PS Lite

Figure 7

1) Subscriber Details

For subscriber details view, NLCC has to select "**Subscriber Details**" option from sub menu (as shown in above Figure 7). NLCC can enter PRAN number mapped with NLCC only, and click on Submit button (*please refer figure 8.1 and 8.2*). System will display Subscriber's Personal details, Nomination details, Bank details, Scheme Preference details, Employment details (NLAO, NLCC mapping). NLCC can click on plus sign against the specific details to view the details. If PRAN is not mapped with the particular NLCC, then system will not show error as "PRAN is not mapped to this entity".

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Welcome Drawing and Disbursing	Officer-170000046			Logout
Views				
Subscriber Details	PRAN*	* Mar Submit Reset	datory Fields	

Figure 8.1

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	Subscr	iber Details	
 ➡ Personal Details ➡ Nomination Details ➡ Bank Details 			
 ➡ Scheme Preference Detai ➡ Employment Details ➡ Additional Details 	ils		

Figure 8.2

2) e-PRAN

For ePRAN card view, NLCC has to select "**e-PRAN**" option from sub menu (as shown in above Figure 7) and NLCC can enter PRAN number mapped with NLCC only, and click on Submit button (*please refer figure 9*).

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Welcome Drawing and Disbursing Officer-170000145	Logout
Views	
⊛ e-PRAN Card View	* Mandatory Fields
<u>CRA Home Downloads FAQs Contact Us System</u> Copyright © 2010 CRA . All Rights Reserved. Best	<u>Configuration Entrust Secured Privacy Policy Grievance Redressal Policy</u> viewed in Internet Explorer 6 & above or Firefox Ver 1.5 with a resolution of 1024* 768.

Figure 9

System will show ePRAN of particular PRAN on screen. NLCC can download the ePRAN by clicking on the option available screen (on top side of right). *Please refer figure 10.*

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Figure 10

3) Statement of Transaction

For Statement of Transaction, NLCC has to select "Statement of Transaction" option from sub menu. The NLCC User is required to enter the PRAN for which Transaction Statement is required to be downloaded. The User also has to select Financial Year (FY) - for which the Transaction Statement is required to be downloaded - from the drop down menu and click on 'Submit' button. (*please refer figure 11*). If PRAN not mapped with particular NLCC, then system will not show result)

Welcome Drawing and Disbursing Officer-170000145 Log Views Subscriber Details e-PRAN Statement Of Transaction I Image: Statement Of Transaction Report Generation Image: Statement Of Transaction Image: Statement Of Transaction Report Generation PRAN * Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Trans	Welcome Drawing and Disbursing Officer-170000145 Logour /iews Subscriber Details e-PRAN Statement Of Transaction I Image: Statement Of Transaction Image: Statement Of Transaction Image: Statement Of Transaction Report Generation Financial Year ** 2024-2025 V Image: Statement Of Transaction Financial Year ** 2024-2025 V Image: Statement Of Transaction Image: Statement Of Transaction		
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PRAN * * Mandatory Fields Financial Year * 2024-2025 • Submit Reset	Report Generation * Mandatory Fields PRAN * Financial Year * 2024-2025 Submit Reset Home	Statement Of Transaction	
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Financial Year [™] 2024-2025 ♥ Submit Reset	Submit Reset		
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Home		Home	

Figure 11

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A Transaction Statement will be generated and an option to open or save the Transaction Statement (in .pdf format) will be available. (*Please refer Figure 12*)

Statement Of Tr Report Generation PRAN * Financial Y	Do you want to open or save this file? Image: \$00000685435.pdf Type: Adobe Acrobat Document From: 172.19.65.82 Open Save Cancel Image: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	tory Fields
	Home	

Figure 12

Use Existing OTP

a) A User who has logged in using OTP can download the Transaction Statement of underlying NLCC subscribers for the next 30 minutes. Further, even if the user has exited from the system after downloading Transaction Statements, he / she can continue to use the same OTP for logging in for the 30 minutes to view/download the Transaction Statement. However, if the User remains inactive (i.e., not using the functionality) for a particular period after logging in, the page will expire as per standard practice. Then, the User must regenerate the OTP once again.

The steps for using existing OTP are as follows:

- **b)** The NLCC User is required to select the 'Use Existing OTP' Option for the re-using OTP within a time frame of 30 minutes from OTP generation.
- **c)** The NLCC User needs to enter respective NLCC Registration Number in Entity Reg. Number text box field, OTP in the OTP text box field, Captcha Code in Captcha Code text box field and click on 'Submit' button. (*Please refer Figure 11*)

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	NLCC Login Through OTP Generate New OTP Use Existing OTP		
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	<u>CRA Home</u> <u>Downloads</u> <u>FAQs</u> <u>Contact Us</u> <u>System Config</u> Copyright © 2010 CRA . All Rights Reserved. Best viewed	ration Entrust Secured Privacy Policy Grievance Redressal n Internet Explorer 6 & above or Firefox Ver 1.5 with a resolut	Policy ion of 1024* 768.

Figure 11

d) If the OTP and Captcha Code entered by the NLCC User matches with the system generated OTP and Captcha Code, then the option for Transaction Statement download will be available to NLCC (*Please refer Figure 12*). Further process remains same as shown in fig 7 onwards.

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	NLCC Login Through OTP	
	> Manda	tory Fields
	Entity Reg. Number	
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	Note: Generated OTP is valid for 30 minutes only.	
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Copyrigh	at © 2010 CRA. All Rights Reserved. Best viewed in Internet Explorer 6 & above or Firefox Ver 1.5 with a resolu	tion of 1024* 768.

Figure 12

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