

2. Appointment of Designated office to interface with CRA: CAB 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): CAB 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: CAB shall identify the offices which shall be functioning as Principal Accounts Office (Pr.AO) i.e, the office to function as oversight mechanism Pay and Accounts Office (PAO) 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 Pr.AO, Form N2 for PAO and Form N3 for DDO (forms can be downloaded from our website [www.npscra.nsdl.co.in/downloadables/Forms/Autonomous Bodies](http://www.npscra.nsdl.co.in/downloadables/Forms/Autonomous%20Bodies)).

5. Model of contribution upload: CAB shall intimate CRA about the model of data and fund flow to be adopted i.e. Decentralised or Centralised.

Decentralised: This mode of upload is generally adopted if there are multiple locations/cities in the CAB 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.

Centralised: This model is generally adopted if there is a single designated location/city in a CAB and SC details will be uploaded to CRA and funds will be transferred to Trustee Bank from a centralised point.

CAB 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. CAB shall intimate this at the time of joining CRA.

6. Registration of Subscribers: The employees of CAB 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 on our aforesaid website under the menu Organised Sector – Central Government - Standard Operating Procedure for Nodal Offices.

7. Upload of monthly contributions: Once the subscribers are registered, CAB 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 [SC 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, CAB 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: CAB 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. Training will be conducted once a month (on a Saturday) at NSDL premises, Mumbai. The dates of the training programme will be made available in our website. For participation, the Officials have to contact CRA (contact numbers given below) atleast 15 days before the training programme.

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 CAB shall be raised against the Chief Executive Officer (CEO) of the CAB.

For any queries contact Mr. Vijay Hegde at 022-24994298 or Mr. Ashish Lodha at 022-24994305.
