



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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TO

- (I) The Area Accounts Office
Bivar Road Shillong- 793001
- (II) The PAO(ORs) ARC Shillong
Happy Valley, Shillong- 793007
- (III) The PAO(ORs) 58 GTC
Happy valley, Shillong- 793007
- (IV) All the AOs GE/AGE(I)
- (V) AN-III(Local)


SUBJECT: REGARDING ONLINE GENERATION OF PRAN

It has been observed by NSDL that generation of PRAN for a new recruit takes a longer time, sometimes exceeding months which leads to subscriber's pecuniary loss because NPS is a market linked scheme. Moreover the present process is time taking in which physical forms are sent to facilitation centres for digitisation and then to NSDL.

In the view of the above, NSDL has proposed a system of online generation of PRANs in which the role of the facilitation centre(FC) will be played by the concerned DDO/PAO. The details of the new recruit will be fed in the CRA system by the DDO. CRA will generate the PRAN and dispatch to the concerned DDO/PAO.

The requisites for the online generation are attached herewith. It is requested to check infrastructure at your end whether all the requisites are available or can be made available so that the process for online PRAN generation can be implemented.

A confirmation in this regard may be communicated so that further process of online generation of the PRAN can be requested to NSDL.


(K. Lalbiakchunga) IDAS
Deputy Controller

Enclosed: 1) A copy of process diagram.

2) Pre-requisites for the implementation of process.

Online PRAN Generation Module for Nodal Offices

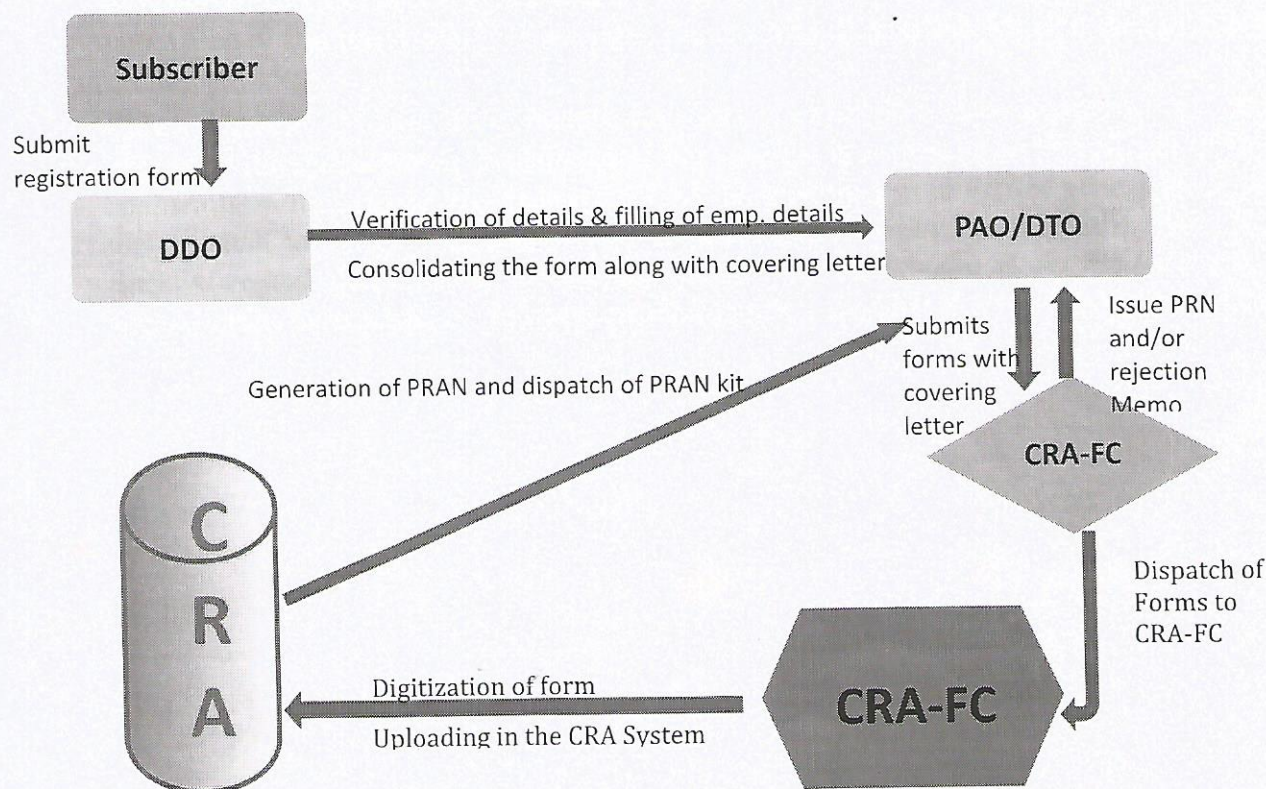
A. Present process of subscriber registration in CRA

A Subscriber submits physical PRAN application form (CSRF) to respective DDO for registering in CRA system. This form contains Subscriber's personal details, employment details, scheme setup details and nominee details along with photograph and signature.

DDO forwards the Subscriber registration forms to the mapped PAO/CDDO. PAO/CDDO submits the Subscriber registration forms to CRA-FC for further processing.

On receipt of the forms, CRA-FC conducts a preliminary level check of the forms and issues a Provisional Receipt Number (PRN) as an acknowledgement mentioning number of forms accepted and rejected. For rejected forms, CRA-FC issues a rejection memo. CRA-FC then digitizes the Subscriber application forms and uploads the details in CRA system for generation of PRAN.

Process diagram:



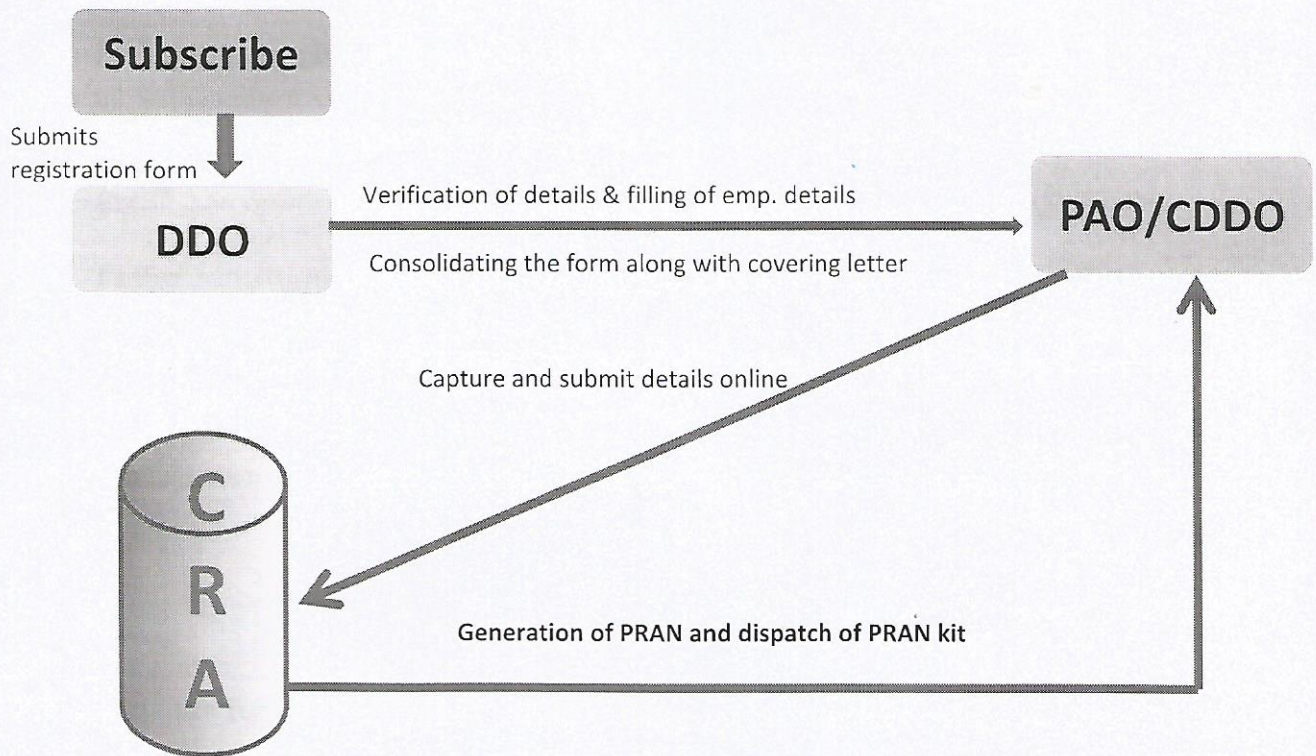
B. Process for Online PRAN generation by Nodal Offices:

As PRAN is a pre-requisite for uploading contribution details in CRA system, it is imperative for PAOs/ CDDOs to ensure that PRAN of any new joining employee should be generated at the earliest. As the deduction towards NPS contribution from salary of a newly joined employee starts only in the succeeding month of joining, PAOs/ CDDOs are advised to add the 'Online PRAN registration' process as a part of the joining formalities of the employee and initiate the procedure of online PRAN registration immediately after employee joins the Central Government services. This will ensure that PRAN has been generated and employee would have received the PRAN card well before the respective PAO/ CDDO starts contribution upload.

To expedite the process of generation of PRAN and timely upload of NPS contributions, CRA has enabled the functionality of generating PRAN online. The functionality has been developed for Online PRAN generation through the following modes:

- **Front End Mode (Screen based facility):** In this process of PRAN generation, Nodal Offices shall log in to Online PRAN Generation module of CRA system and capture the Subscriber details online in the separate tabs provided for capturing personal details, bank details, nominee details etc. along with capturing the photograph and signature of the individual Subscriber. Please refer **Exhibit A** for detailed procedure.
- **Batch Upload Mode (File based facility):** Under this procedure, along with the requisite infrastructure a Full-fledged back-office is required at the Nodal Offices end for implementation of File based OPGM. In this process of PRAN generation, the Nodal Offices shall collect, digitize and verify the details submitted by the NPS subscribers in its own BackOffice and shall prepare the file for upload from back office as per file format specified. Please refer **Exhibit B** for detailed procedure and **Exhibit B.1** for file format to be used.

Process Diagram



Advantages of Automated OPGM over Manual PRAN Generation

- Expedites PRAN generation thereby reducing time and effort at PAO.
- Better data quality due to inbuilt validations which ensure accuracy.
- Time lag is eliminated due to PRAN generation at PAO level.
- Error free operations as details present in back office are part of the text file
- Faster contribution credit as accounts are opened without any delay.
- Once Data, Photo & Signature are collated centrally, text file can be Generated from Back Office System.
- No rejections as data captured passes through applicable validations.

Pre-requisites for adopting the OPGM facility by the Nodal Offices (PAOs/ CDDOs):

- Nodal Office is registered in the CRA System as a PAO/ CDDO.
- CSRF is complete in all respects along with photograph and signature and verified by the DDO/ PAO/ CDDO.
- Internet connection is available.
- A good quality scanner for scanning photograph and signature is available.
- Request for availing OPGM facility is routed through the Principal Accounts Office (PrAO).
