

Accounts Department
Eastern Railway, Kolkata

No. P/Pen/NPS/e-NPS.

Dated: 28.06.2024.

PCPO,
Dy. FA&CAO/Con- II, DyCAO/TA,
Sr.DFM/HWH, SDAH, ASN, MLDT,
Dy. CAO/W/JMP, WAO/IC/LLH, KPA,
AFA/G&NG, CAO/Admn.,
Eastern Railway.

Sub: Implementation of e-NPS for PRAN generation.

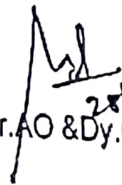
Ref.: Standard Operating Procedure (SOP) – PRAN generation for Government Sector through Aadhaar.

Enclosed herewith, Joint Procedure Order on implementation of e-NPS which is self speaking for information and necessary action.

The SOP issued by Protean e-Gov technologies Limited (NSDL) is also enclosed herewith for step by step guidance, of the newly appointed eligible employees and nodal offices, on generation of PRAN in e-NPS system through Aadhaar.

The above may kindly be circulated to all concerned DDOs for implementation of e-NPS in this railway..

D.A. As stated.


28/06/24
Pr. AO & Dy. CAO/G

Copy to:
Secretary to PCE for kind information of PCE and with the request to issue necessary instructions to all DDOs of Engineering department.
Secretary to PCSC for kind information of PCSC and with the request to issue necessary instructions to all DDOs of Security department.
Secretary to PCSTE for kind information of PCSTE and with the request to issue necessary instructions to all DDOs of Signal and Telecom department.

Sent via e-mail ✓

Pr. AO & Dy. CAO/G


28/6/24

EASTERN RAILWAY

No. P/Pen/NPS/e-NPS

Date : 20/06/2024

Joint Procedure Order on implementation of e-NPS

Currently the Permanent Retirement Account Number (PRAN) of new employees under National Pension System (NPS) is generated through the Online PRAN Generation Module (OPGM) available on the National Security Depository Limited (NSDL) site wherein the initial application for generation of PRAN is filled in the offline mode in the "CSRF-SI" format by the employee and submitted to the Drawing and Disbursing Officer (DDO) along with all the required documents like copy of PAN card, Aadhaar, cancelled cheque and documents related to the nominee (Aadhaar and PAN). This manual information is then fed in OPGM by the DDO and upon verification of the same by the Pay and Accounts Officer (PAO) the case is authorized by the PAO for generation of PRAN by NSDL authorities.

In order to fast track the above process and to avoid duplication of data entry, the facility of e-NPS provided by NSDL is to be adopted on Eastern Railway henceforth wherein the new recruits can themselves register on e-NPS (enps.nsdl.com) and generate their PRAN. However in cases where the employee is unable to avail the e-NPS facility, the current facility of OPGM may be availed as at present.

- I. Process for generation of PRAN through e-NPS: SOP is available at <https://www.npsra.nsdl.co.in/nodal-office-corner.php> - Central Government - Nodal Office Corner.**

Steps to be taken by the employee:

- I. In order to initiate PRAN generation through e-NPS, User needs to visit eNPS website <https://enps.nsdl.com/eNPS/NationalPensionSystem.html> select the option "National Pension System"**
 - i. Click-Registration- Government subscribers -Register now - Initial Process of registration (DOB, PAN, Mobile No, E-mail ID to be filled) - Aadhaar (need to select) - Aadhaar no - OTP in Aadhaar registered mobile no - enter OTP - category (Central Govt) - DDO no, Name to be entered - PAO Name - PrAO name - Generate ACK ID (for KYC formalities)**
 - ii. Then User need to set up - Tier-I - Investment option - Bank details - Nominee details and thereafter click on Proceed option.**
 - iii. After clicking on proceed, User will have to enter Personal details like DOB/DOJ/Address. User have to declare the Tax paying country under FATCA Details and tick on both the options.**

- iv. After successful updation of Personal details, User will have to click on drop down menu to upload the documents and click on Proceed. User can upload Appointment Letter or Offer Letter whichever document is available.
 - v. Once User clicks on Proceed, a dialogue box appears for declaration of details captured by subscriber. User have to tick the box for declaring all the details including Personal, Bank and Nominee entered are correct and click on "Confirm".
 - vi. User will have to select the sign in and click on Confirm.
In case user select OTP authentication, an OTP in Mobile number and Email ID needs to be entered.
In case of eSign option is selected, Only OTP in Aadhaar registered Mobile Number needs to be entered.
 - viii. Enter the OTP triggered in Registered Mobile Number and Email ID.
 - ix. Once correct OTP is entered, a message pops in showing Initial Investment is completed along with ACK ID with date. User can also download the Registered Form.
2. **Steps to be taken by the DDO:** The Acknowledgement ID (valid for 15 days only) appears in the login ID of the DDO concerned. The DDO can access the Acknowledgement ID by logging in CRA-NSDL and choosing e-NPS from the dropdown menu of Authorize request. Thereafter the DDO will verify the details fed in by the employee and transfer the request to the PAO for authorization.
 3. **Steps to be taken by the PAO:** The PAO can access the Acknowledgement ID by logging in CRA-NSDL and choosing e-NPS from the dropdown menu of Authorize request and upon verification of the employee details authorize NSDL for generation of e-PRAN.


Dy.CAO/G/ER


Dy.CPO/NG/ER