RBA No. 80/2020

No. 2020/AC-II/21/6   **New Delhi**, dated: 12.10.2020

PFAs
All Indian Railways & PUs

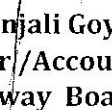### Sub: NPS - Online PRAN Generation Module (OPGM)
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One of the critical process in NPS is generation of PRAN for new recruitments. At present, in most of the Railway & PUs, the same is being generated through submission of physical Subscriber Registration Form (CSRF Ver 1.5) to NSDL appointed CRA-FCs. Though the employee is supposed to register in NPS immediately after his/her joining the Department, verification, authorisation and submission of the same to NSDL involves time and resources. It also results in delay in credit of contribution causing financial loss to the employees, which may give rise to Grievances and RTI queries in future, besides payment of penal interest.

The Online PRAN Generation Module (OPGM) developed by NSDL can surely mitigate the impact of delay in PRAN generation by simplifying the process and improving overall efficiency in implementation of NPS in IR. In addition to other advantages, the OPGM reduces data duplication and related errors by reducing manual efforts at the level of designated office. As you are aware, the ongoing pandemic has pushed working to a more digital world. OPGM is a one of the tools which will help to move to a digital platform in NPS. Some of the Railway/PUs viz. NWR, RCF/Kapurthala, SWR and DMW/Patiala have already implemented the OPGM process and the process has been running smoothly. Central Railway is in advanced discussion with NSDL to implement the same.

In view of the above, it is requested to implement OPGM in time bound manner. The request for availing OPGM facility may be sent to NSDL under advise to Railway Board. Further, since OPGM is a maker-checker process, Railways are advised to identify the Users from Personnel and Accounts offices who will perform maker and checker role in OPGM process and same would also be part of OPGM request to NSDL.

A brief process of OPGM including advantages, pre-requisite etc. is enclosed for your reference. Views and experiences of the offices which have implemented OPGM can be sought, if necessary. In case of any further clarifications regarding the above, concerned NSDL officials -Mr. Rahul Goyal (at 98196 46626, email ID: goyalr@nsdl.co.in) or Mr. Vijay Hegde (at 98191 74229 or email ID: vijayh@nsdl.co.in) may be contacted.

DA: As above

(Anjali Goyal)
Pr. Executive Director/Accounts
Railway Board

<u>**Online PRAN Generation Module for Nodal Offices**</u>

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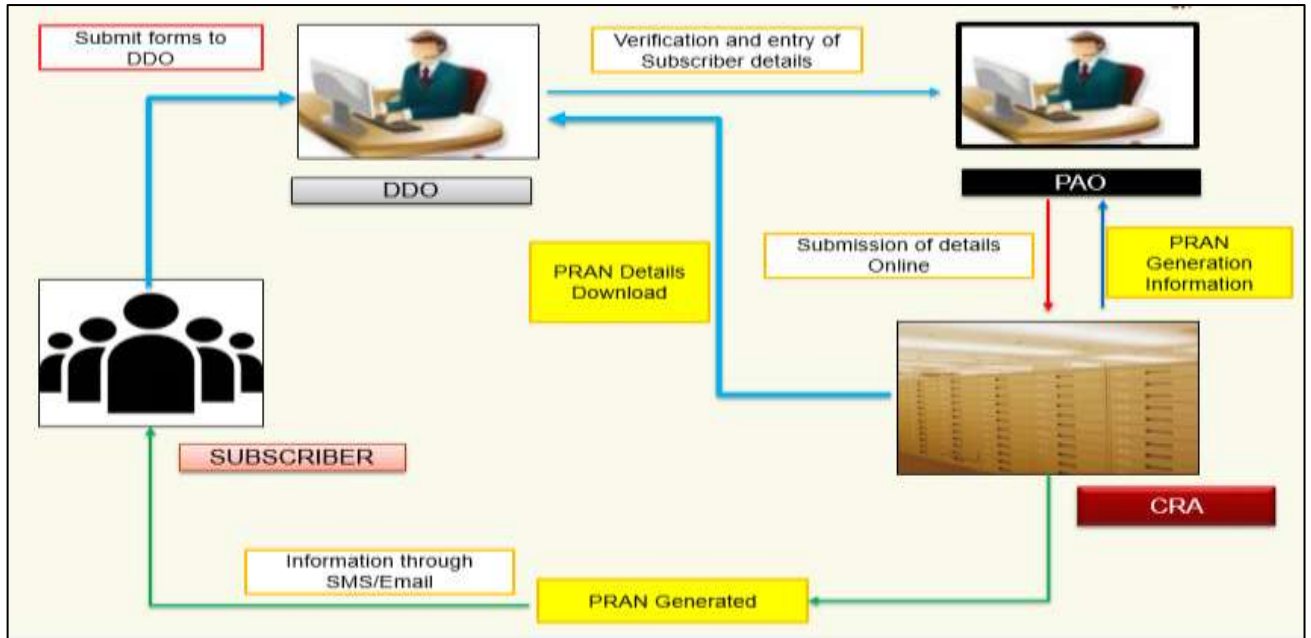
On receipt of the forms, CRA-FC conducts a preliminary level check of the forms and issues a Provisional Receipt Number (PRN) as an acknowledgement mentioning number of forms accepted and rejected. For rejected forms, CRA-FC issues a rejection memo. CRA-FC then digitizes the Subscriber application forms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

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:

➢ **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.

➢ **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. A brief process flow is provided below for reference.

Image 1 : Process flow for Screen based OPGM

Advantages of OPGM over Manual PRAN Generation

Manual PRAN Generation Process	OPGM Process
1. Considerable time & effort spent to check every PRAN application	1. Less effort required, Data can be extracted from back office.
2. Accuracy cannot be ensured in case of all the applicable fields.	2. Inbuilt validations ensures Accuracy
3. Time lag – movement of physical form from PAOs/DDO to CRA-FCs	3. Expedites PRAN Generation – The account gets active by next day
4. Above might lead to delay in contribution credit	4. Faster contribution credit

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).