

Preparation & Upload of Subscriber Contribution File (SCF) & Process of Fund Transfer

THE TOPIC UNP&CKED



- Subscriber Contribution Overview
- Utilities and their features
- Upload of Subscriber Contribution File (SCF)
- Fund Transfer Process



Correction File

An Overview



Utilities



•What is a File A utility I It is mandatory to verify the SCF through FVU before uploading to NPSCAN. assist in preform of SCF as per the file formation (CRA.

•What is a File Validation Utility (FVU)? A Utility provided by CRA that will verify whether the SCF prepared is as per the file format of CRA.

PRE-REQUISITES FOR USING THE UTILITIES



Software	Minimum Requirement
Browser	Internet Explorer 6.0 and above
Java Run Time Environment	JRE 1.5 downloadable freely from (http://www.java.com/en/download/)
Operating Systems	Windows 2000 Professional / Windows XP

Hardware	Minimum Requirement
Processor	Intel Pentium III / Celeron (333
	MHz or Higher CPU).
Memory	Minimum 256 MB RAM.

$\begin{array}{c} \text{HOW TO & CQUIRE THE} \\ \text{FPU/FVU?} \end{array}$



The FPU / FVU can be freely downloaded from www.npscra.nsdl.co.in.

The Path for downloading the FPU / FVU -Downloads --Software Downloads ---Utilities ---Subscribers Contribution Upload





- The FPU is a stand alone utility installed on a local machine.
- Connection to Internet is not required for using the FPU.
- FPU will generate the SCF as per the specified CRA file formats.
- FPU is easy to use with excel-type features.
- In FPU, 'drop downs' are available for standard inputs.



FPU AND ITS FEATURES CONTD

- FPU will perform all structural and format level validations in the file prepared.
- FPU will display error message prompts in case the file is structurally incorrect.
- FPU will allow saving of file at intermediate stage.
- Previous month's file can be reused for future months.
- User can prepare consolidated SCF or DDO wise separate files.
- File merger utility can be used for consolidating DDO wise SCF.

NSDL

KEY CONTENTS OF FPU

NSDL R

- PAO Registration Number
- PRAN
- DDO Registration Number
- Contribution Details Subscriber and Government
- Month & Year of specific Contribution record
- Type of contribution

FILE PREPARATION UTILITY File Preparation Utility 1.06 File Edit Viein PAO & cont. ibut or F le Details Subscriber Details For preparing a new file, Particulars of Cortribution Files the Type of Contribution Type of Contribution File * Original File should be 'Original'. Pay & Accounts Office Details Pay & Accounts Office Name PAO Office Pune Pay & Accounts Office Reg. No. * 2000014 Nodal office should Nodal office should write its write the office name. **Contribution Details** Reg. Number allotted by 2 Tot: Total DDO Count CRA at the time registration. Govt. Contribution 7379.00 Sul Note: fields marked in (*) are Mandatory

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CONTROLS & TFPU LEVEL



- FPU will not accept any record having the same PRAN, DDO, month and 'Regular' contribution type.
- FPU will not accept any contribution carrying a negative value.
- FPU will not accept any record which is of type "Arrear" without remarks.



IS FPU M&ND&TORY?



- No, FPU is not mandatory.
- The user may also use its own back-office software for preparation of SCF.
- The SCF should be as per the format specified by CRA.
- File format of SCF is available at CRA website www.npscra.nsdl.co.in.



- FVU will recheck all the validations performed by the FPU.
- On successful validation, the FVU will generate one file with extension '.fvu' for final upload to NPSCAN.
- In case of validation failure, the FVU will generate an error report.
- FVU will append a digital lock to secure the file from data tampering.





		PAO FVU	- CONTROL SHEET		
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UPLOAD OF SCF TO NPSCAN



- Logon to NPSCAN at www.npscan-cra.co.in.
- SCF can be uploaded using the single I-Pin allotted at the time of registration.
- Only a SCF validated by FVU can be uploaded
- When upload of the SCE is completed generate a unique I
 This I-Pin allotted will
- FRN can be used NPSCAN.

• This I-Pin allotted will contain the User Id and the password. The system will prompt the User to change the password at the time of first login

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NEW PENSION

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Address 🙆 https://172.16.11.153/CRA/LogonPwdSuccess.do

If the user forgot the password, he can click on this option to reset the password. Once this option is clicked, the system will prompt the user to enter the answer for a secret question. By answering them user can set new password. User Id o

User will have to enter the user id given by CRA at the time of registration.

User will have to enter the password in this box. If the user is logging in for the first time, the system will prompt him to change the password.





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Contribution Details	Transaction	Security	Subscriber Maintenance	Views	Log-Off	
	Files to Upload SI File Name		Path	Add Files Remove		
On upload, (FRN). This at a later stag	ploading File : C:\Documents eceiving Information from the ploading the file : July08.fvu REFERENCE NUMBER for Ju one NPSCAN v FRN can be	s and Settings Server WV08.fvu is 28 Vill ge used	enerate a Fil for viewing	e Refere the stat	ence Nu us of th	e file

FILE STATUS VIEW

S NSDL	, NEW P	ENSION SYS	TEM C	ONTRIBUTION	s ACCO	UNTING NETWORK
	Contribution Details	Transaction	Security	Subscriber Maintenance	Views	The search
UserID: 1001063500	File Status View					criteria can be
		C	ontributior	n File Status		the FRN,
		File Reference Num	ber		* Please ente	Batch id
		Batch Id		• • • • • • • • • • • • • • • • • • •		generated by
		Transaction Id				FPU,
		From Date			/yyyy)	Transaction id
/		To Date	Submit	Reset (dd/mm/	/yyyy)	generated by
At lea	ast one of th	ne search c	riteria	mentioned		NPSCAN on
has to	be entered	l failing wh	nich N	PSCAN will		acceptance, or
not ge	enerate an o	output.				the date range.
Once to be	input has b clicked.	een given,	'Subr	nit' button ha	s	

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FILE STATUS VIEW



THE BATCH ID HYPERLINK

🥭 Welcome to Central Record Keeping Agency - Windows Internet Explorer

The status of the file will be updated to "Matched & Booked" when the details uploaded by the Trustee Bank and the PAO match.

Batch Status - PAO Subscriber

	PAO details	
PAO Reg. No.	2000305	
PAO NAME AND ADDRESS	PAO Delhi one Address line 1 Address line 2 Address line 3 Address Andaman & Nicobar Islands 400103	

ING NETWORK

Date Of Upload	Transaction Id	Batch Id	File Reference Number	Type of File	Total Number of DDOs	Total Number of Subscribers	Control total of Subscribers Mandatory Contribution amount	Control total of Government Contribution amount	Grand Total	An + Uploa by Truste Bank	Status
03-Aug- 2008	1001061900053	20003051212658757775	117	Original	1	1	5000.00	5000.00	10000.00	10000.00	Matched and Booked

THE CONTRIBUTION SUBMISSION FORM HYPERLINK



Annexure N5

Central Record Keeping Agency. Microsoft Internet Explore

Edit View Eavorites Tools Help

In case of a RTGS/NEFT transfer, PAO should ensure that the Remiting Bank provides the PAO Reg. No. and Transaction id details to the Trustee Bank as part of the RTGS/NEFT message.

The details of the payment to be made to the Trustee Bank has to be filled by the respective Uploading Office.

> On receipt of the contribution amount, the Trustee Bank will hand over the counterfoil to the Uploading Office as a confirmation. This form has to be submitted by the Uploading Office to the Trustee Bank failing which the Trustee Bank will not accept the contribution amount.

inancial Year

м

ontribution for the month of

Y

Financial Year

Drawn On

AO Reg. No.

PAO Reg. AO NAM PAO Delh

hhA OA lat I Init N ddress lin

Country

Total Total in words

CRORES

Drawn On

late:

ddress line 2 rea/Locality/Talukka ddress line 3 listrict/Town/City ddress line 4

Phone Number

Fotal Contribution

ame of Premise/Building

tate / Union Territory Andaman & Nicobar Islands

India

Employee Contribution

Sovernment Contribution

Pin Code 02224994732

DETAILS OF PAYMENT (To be filled by P

aid in Cash/Debit to A/c/Cheque No

On Account of Pension Fund Cash/Debit to A/c/Cheque No.

LACS

(Name of the Bank & Branch)

Rs.(In Words) Twenty Thousand Rupees only

тно

M M

<u>íns</u>

(Name of the Bank & Bra

Month of Contribution

(To be filled up by PAO)

Y L This Transaction ID is ID given by Central Recordkeeping Agency (CRA) after submission of Subscriber's Contributions file

Y Y

Amount (ir 10000.00

10000.00

20000.00

Twenty The

Dated

Please use a Separate Form for each Transaction ID

Cheque/Draft submitted towards payment of Pension Fund Contribution should be as under: Pay State Bank Of India A/c Settlement

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FILE STATUS VIEW...



The SCF uploaded can be of the following status'-

- First status (immediate after uploading of SCF):
 - Accepted The SCF is accepted at CRA and Transaction Id is successfully generated.
 - Rejected The SCF is rejected at CRA and error response file is generated giving the details of rejection.
- Second status (post acceptance of SCF by CRA):
 - Nodal offices has to find out the reason for amount mismatch and solve the issue with the Trustee bank

is success been allot apleted i.e., pension contribution fund has or investment.

 Match Failed – The SCF uploaded by the Nodal office and fund receipt confirmation uploaded by the Trustee Bank do not match.
 Central Recordkeeping Agency, NPS

SCF PROCESSING & TNPSC&N



- Checks at NPSCAN:
 - NPSCAN shall recheck all the validations performed by FPU & FVU.
 - In addition to the above mentioned validations NPSCAN will perform additional validations such as
 - Active PAO Regn No, DDO Regn No, PRAN etc.
 - Valid PAO-DDO mapping.
 - Repetition of the record for regular contribution for same PRAN and month.

FUND TRANSFER PROCESS



- Nodal office can transfer the funds to the Trustee Bank through the following modes:
 - <u>Cheque transfer</u> cheque to be submitted to the branch of the Trustee Bank along with the Contribution Submission Form.
 - <u>Electronic transfer (RTGS/NEFT)</u> instructions to be given to the bank of the Nodal office to transfer the funds to the Trustee Bank. In the RTGS/NEFT application, the Nodal office has to mention the following details:

City, Bank, Branch, PAO name, account type, Account Name & Number. In remark column – PAO Registration Number allotted by CRA and Transaction id generated on successful upload of SCF are to be entered mandatorily.

CORRECTION FILE



Why correction file is required to be uploaded?

- User wants to make any change in original file due to any incorrect data
- The original file is in "Match Failed" status

When can the correction file be uploaded?

• User can upload a correction file for the original file till the latter is not in "Matched & Booked" status.

The process of preparation and uploading of correction file is given in the next slide.

CORRECTION FILE



Create File

POINTS TO REMEMBER

NSDL ®

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- SCF can be prepared using the latest version of FPU or the user's own back office software. In case, the user is using his own back office software, the SCF should be as per the file format specified by CRA (file format is available in CRA website).
- SCF should be validated using latest version of FVU.
- The PAO, DDO and PRAN should be active in CRA system.
- SCF to be uploaded by 17.30 hrs for consideration for next settlement.
- For transferring of funds to the Trustee Bank, CSF to be provided along with the cheque or in case for RTGS/NEFT transfer, CRA allotted registration number of the uploading office and Transaction id. should be mentioned in the instruction for electronic transfer.
- No supporting documents need to be forwarded to CRA.



Contact at:

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