

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

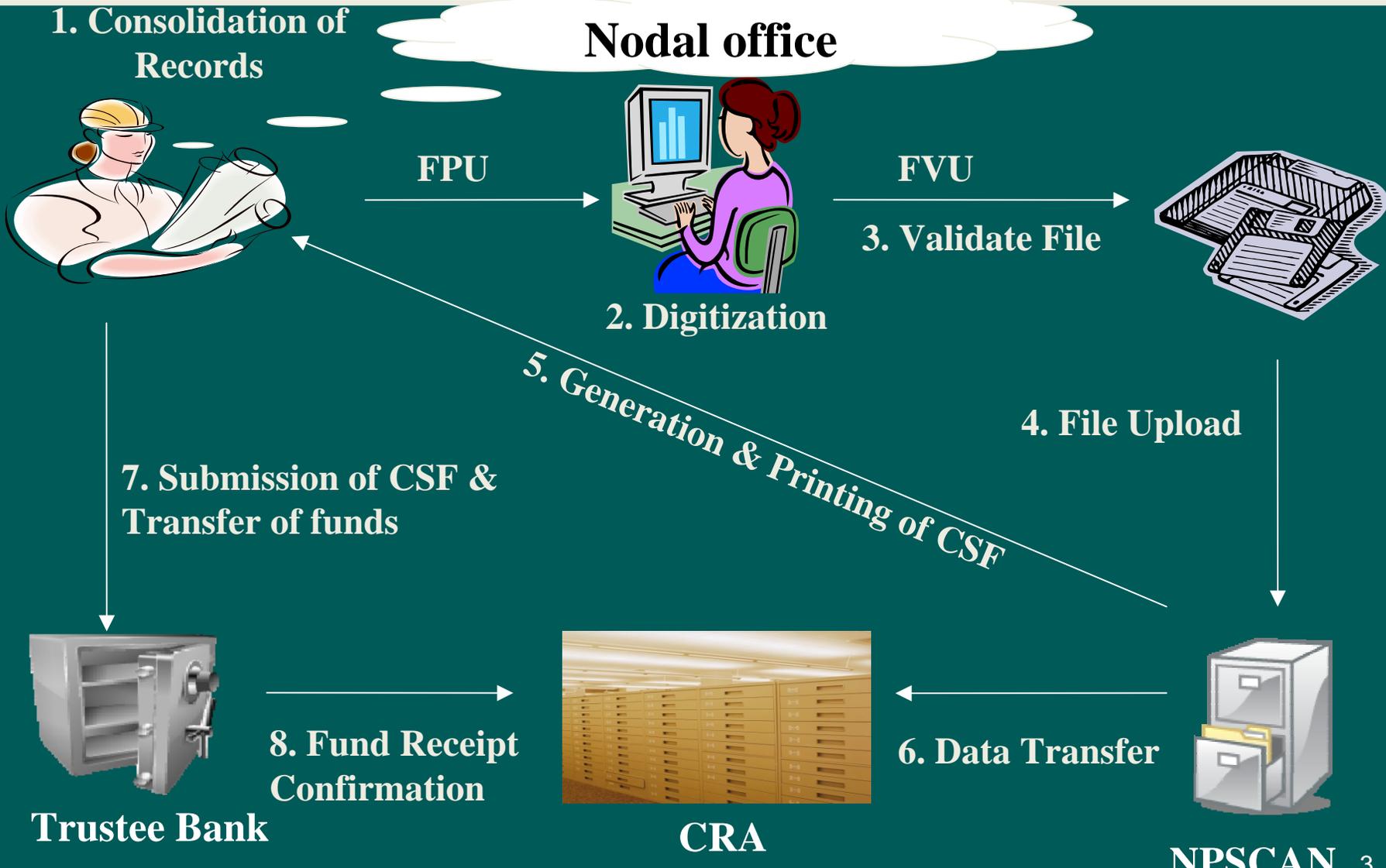
# THE TOPIC UNPACKED



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



# An Overview



**Trustee Bank**

**CRA**

**NPSCAN 3**

# Utilities



- *What is a File Validation Utility (FVU)?*  
*A utility provided by CRA that will assist in preparation of SCF as per the file format of 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.*

It is mandatory to verify the SCF through FVU before uploading to NPSCAN.

# 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 ( <a href="http://www.java.com/en/download/">http://www.java.com/en/download/</a> )
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.

# HOW TO ACQUIRE THE FPU/FVU?



The FPU / FVU can be freely downloaded from  
[www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in).

The Path for downloading the FPU / FVU

-Downloads

--Software Downloads

---Utilities

----Subscribers Contribution Upload



# FPU AND ITS FEATURES



- 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.

# KEY CONTENTS OF FPU



- 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 Help

PAO & Contributor File Details | Subscriber Details

## Particulars of Contribution File

Type of Contribution File \*

Original

For preparing a new file, the Type of Contribution File should be 'Original'.

## Pay & Accounts Office Details

Pay & Accounts Office Reg. No. \*

2000014

Pay & Accounts Office Name

PAO Office Pune

Nodal office should write the office name.

## Contribution Details

Total DDO Count

2

Govt. Contribution

7379.00

Total

Sub

Nodal office should write its Reg. Number allotted by CRA at the time registration.

Note: fields marked in (\*) are Mandatory

Create File

Add Rows

Delete a Row

File Edit Help

PAO & Contribution File Details **Subscriber Details**

Select DDO Reg. No.

Subscriber Records in DDO

Govt. Contribution

Subscribers Contribution

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1						--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

Enter Valid DDO Registration Number. FPU will structurally validate the number.

File Edit Help

PAO & Contribution File Details **Subscriber Details**

Select DDO Reg. No.

--All--

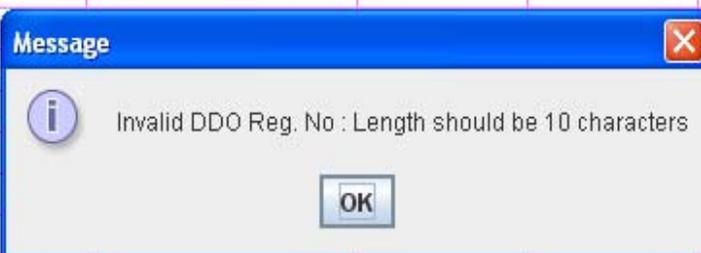
Subscriber Records in DDO

Govt. Contribution

Subscribers Contribution

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006					--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

In case of error, it will show you an error prompt.



Create File

Add Rows

Delete a Row

Select DDO Reg. No. --All--

Govt. Contribution 0

Subscriber Records in DDO 0

Subscribers Contribution 0

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1						--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

Enter Valid PRAN.  
FPU will structurally  
validate the number.

File Edit Help

PAO & Contribution File Details **Subscriber Details**

Select DDO Reg. No.

--All--

Subscriber Records in DDO

0

Govt. Contribution

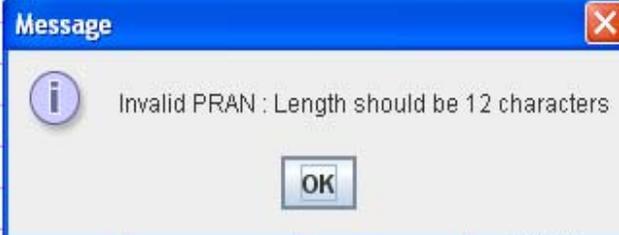
0

Subscribers Contribution

0

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	11100000004				--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

In case of error, it will show you an error prompt.



Create File

Add Rows

Delete a Row

Select DDO Reg. No. --All--

Govt. Contribution 0

Subscriber Records in DDO 0

Subscribers Contribution 0

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah			--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

Enter Name of the Subscriber.  
 There is no validation in the  
 system based on name.

File Edit Help

PAO & Contribution File Details **Subscriber Details**

Select DDO Reg. No.

--All--

Subscriber Records in DDO

Govt. Contribution

Subscribers Contribution

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	4560.00	--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	--Select--	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

Enter the Government's Contribution as per the Salary Bill.

If the Government Contribution is entered, the Subscriber Contribution field will be populated automatically with an equal amount.

Create File

Add Rows

Delete a Row

File Edit Help

PAO &amp; Contribution File Details Subscriber Details

Select DDO Reg. No.

--All--

Subscriber Records in DDO

0

Govt. Contribution

0

Subscribers Contribution

0

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	00.00	--Select--	--Select--	--Select--	
2						--Select--	--Select--	--Select--	
3						JANUARY	2004	--Select--	
4						FEBRUARY	2005	--Select--	
5						MARCH	2006	--Select--	
6						APRIL	2007	--Select--	
7						MAY	2008	--Select--	
8						JUNE	2009	--Select--	
9						JULY	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

These are the standard drop-down menus available. You just have to select the month & year of Contribution.

Create File

Add Rows

Delete a Row

File Edit Help

PAO &amp; Contribution File Details Subscriber Details

Select DDO Reg. No.

--All--

Subscriber Records in DDO

0

Govt. Contribution

0

Subscribers Contribution

0

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	4560.00	JULY	2008	--Select--	
2						--Select--	--Select--	--Select--	
3						--Select--	--Select--	REGULAR	
4						--Select--	--Select--	ARREARS	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	
8						--Select--	--Select--	--Select--	
9						--Select--	--Select--	--Select--	
10						--Select--	--Select--	--Select--	
11						--Select--	--Select--	--Select--	
12						--Select--	--Select--	--Select--	
13						--Select--	--Select--	--Select--	
14						--Select--	--Select--	--Select--	
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

This is the standard drop-down menu available. You have to select the type of the contribution either 'Regular' or 'Arrears'.

In case 'Arrears', the Remarks field will become Mandatory.

Create File

Add Rows

Delete a Row

**Particulars of Contribution File**

Type of Contribution File \*  Transaction id

**Pay & Accounts Office Details**

Pay & Accounts Office Reg. No. \*  Pay & Accounts Office Name

These are the Auto-Control Fields.

**Contribution Details**

Total DDO Count	<input type="text" value="2"/>	Total Subscriber Records	<input type="text" value="3"/>
Govt. Contribution	<input type="text" value="12040.00"/>	Subscribers Contribution	<input type="text" value="12040.00"/>

Note: fields marked in (\*) are Mandatory

Select DDO Reg. No.

--All--

--All--

CGV000006G

CGV000007A

Subscriber Records in DDO

3

Govt. Contribution

Subscribers Contribution

12040.00

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	4560.00	JULY	2008	REGULAR	
2	CGV000006G	110080000044	Shahid Khan	5250.00	5250.00	JULY	2008	REGULAR	
3	CGV000007A	110040000063	Parag Patil	2230.00	2230.00	JULY	2008	REGULAR	
4						Select-	--Select--	--Select--	
5						Select-	--Select--	--Select--	
6						Select-	--Select--	--Select--	
7						Select-	--Select--	--Select--	
8						Select-	--Select--	--Select--	
9						Select-	--Select--	--Select--	
10						Select-	--Select--	--Select--	
11						Select-	--Select--	--Select--	
12						Select-	--Select--	--Select--	
13						Select-	--Select--	--Select--	
14						Select-	--Select--	--Select--	
15						Select-	--Select--	--Select--	
16						Select-	--Select--	--Select--	
17						Select-	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

If the PAO wants to verify the DDO-wise control totals, PAO needs to select the DDO Reg. No. by clicking on this drop down menu.

Select DDO Reg. No. CGV000006G

Govt. Contribution 9810.00

Subscriber Records in DDO 2

Subscribers Contribution 9810.00

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	4560.00	JULY	2008	REGULAR	
2	CGV000006G	110080000044	Shahid Khan	5250.00	5250.00	JULY	2008	REGULAR	
3	CGV000007A	110040000063	Parag Patil	2230.00	2230.00	JULY	2008	REGULAR	
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17						--Select--	--Select--	--Select--	
18						--Select--	--Select--	--Select--	
19						--Select--	--Select--	--Select--	
20						--Select--	--Select--	--Select--	
21						--Select--	--Select--	--Select--	
22						--Select--	--Select--	--Select--	

On selection of a particular DDO Reg. number, the number of records, the total Government contribution and the total subscriber's contribution will be displayed in these fields.

File Edit Help

Open Ctrl-O  
Save Ctrl-S  
Save As  
Exit Alt-F4

ion File Details

Subscriber Details

DDO Reg. No.:

--All--

Subscriber Records in DDO

3

Subscribers Contribution

12040.00

12040.00

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subs...	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	4560.00	JULY	2008	REGULAR	
2	CGV000006G	110080000044	Shahid Khan		5250.00	JULY	2008	REGULAR	
3	CGV000007A	110040000063	Parag Patil						
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15						--Select--	--Select--	--Select--	
16						--Select--	--Select--	--Select--	
17									
18									
19									
20									
21									
22									

To save the intermediary file (.fpu), select the option as shown. The saved intermediary file can be reopened for further processing by using the open option through FPU.

To create '.txt' file, you have to click 'Create File'

Create File

Add Rows

Delete a Row

File Edit Help

PAO &amp; Contribution File Details Subscriber Details

Select DDO Reg. No.

CGV000006G

Govt. Contribution

9810.00

Select the path where the output file is to be saved

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscriber	...	...	...	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	456		2008	REGULAR	
2	CGV000006G	110080000044	Shahid Khan	5250.00		JULY	2008	REGULAR	
3	CGV000007A	110040000063	Parag Patil	2230.00		JULY	2008	REGULAR	
4						--Select--	--Select--	--Select--	
5						--Select--	--Select--	--Select--	
6						--Select--	--Select--	--Select--	
7						--Select--	--Select--	--Select--	

**Create**

Look In: My Documents

File Name: July08

Files of Type: \*.txt

Create Cancel

It is suggested that the file be named in the convention shown. i.e. the first three letters as the month and next two letters as the year. After naming the file, click on "Create".

Create File

Add Rows

Delete a Row

File Edit Help

PAO &amp; Contribution File Details Subscriber Details

Select DDO Reg. No.

CGV000006G

Subscriber Records in DDO

2

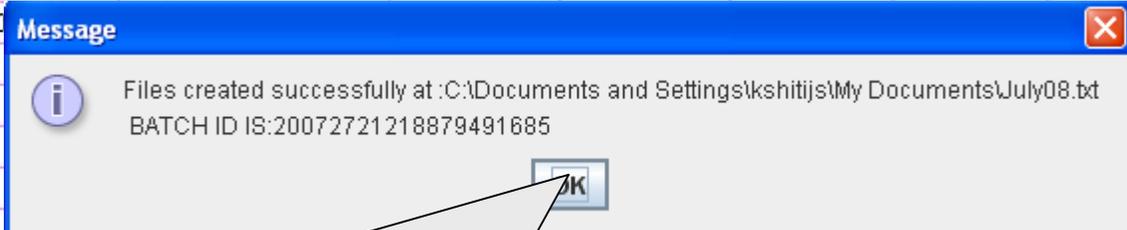
Govt. Contribution

9810.00

Subscribers Contribution

9810.00

Sr No	DDO Reg. No.^(1)	PRAN^(2)	Subscriber Name(3)	Govt. Contribu...	Subscribers ...	Pay Month^(6)	Pay Year^(7)	Cont. Type^(8)	Remarks(9)
1	CGV000006G	111000000043	Manish Shah	4560.00	4560.00	JULY	2008	REGULAR	
2	CGV000006G	110080000044	Shahid Khan	5250.00	5250.00	JULY	2008	REGULAR	
3	CGV000007A	1100400							
4									
5									
6									
7									
8									
9						--Select--	--Select--	--Select--	
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									



Once the file is successfully created, FPU will generate a unique “Batch Id”. This window will also show the path where the file has been created. The file gets automatically saved on the local machine. If all details remain the same, the previous month’s file can be reopened, the month & year can be changed and the file can be saved as “Aug08” for upload.

Once the “OK” button is clicked, the FPU will generate two files i.e. a ‘.fpu’ file and ‘.txt’ file. The ‘.fpu’ file is an intermediate file which can be reopened for making corrections or for uploading the next month’s SCF with the changed details. The ‘.txt’ file has to be passed through the File Validation Utility for upload to NPSCAN

Create File

Add Rows

Delete a Row

# CONTROLS AT FPU 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.



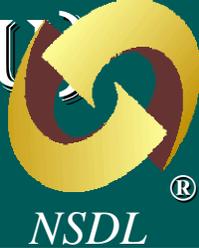
# IS FPU MANDATORY?



- 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](http://www.npscra.nsdl.co.in).



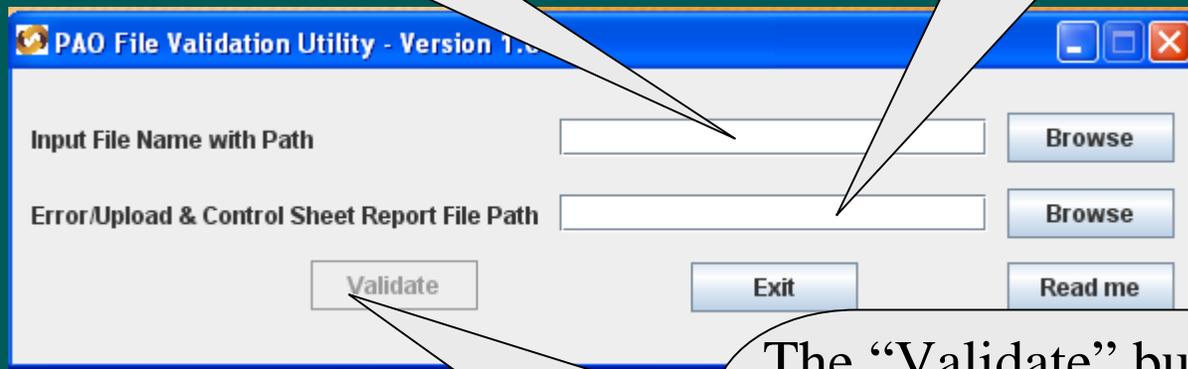
# FILE VALIDATION UTILITY (FVU) FEATURES



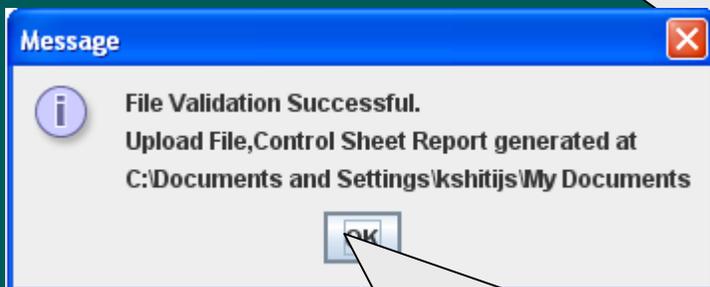
- FVU will recheck all the validations performed by the FPU.
- On successful validation, the FVU will generate one file with extension ‘.fvu’ for final upload to NPSCAN.
- In case of validation failure, the FVU will generate an error report.
- FVU will append a digital lock to secure the file from data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

Select the path of file (\*.TXT) which is to be validated.

Select the path of the desired output/error file.



The “Validate” button will remain disabled till the time the details of the file and the path of the control sheet or error report is given as input. Once the required fields are entered, the “Validate” button will be enabled.



This prompt will show the path where the validated file is saved.

### PAO FVU - CONTROL SHEET

This is the batch id generated at the time of preparation of SCF by FPU.

These are the Auto control fields generated after validation is successfully carried out.

	2007272
	Original
Date of File Generation	16-Aug-2008
Batch Id	20072721218879491685
Transaction Id	-
Number of DDO's present in the file	2
No. Of Subscriber contribution records in the file	3

Control total for Government Con  
 Control total for Subscribers Man  
 Contribution

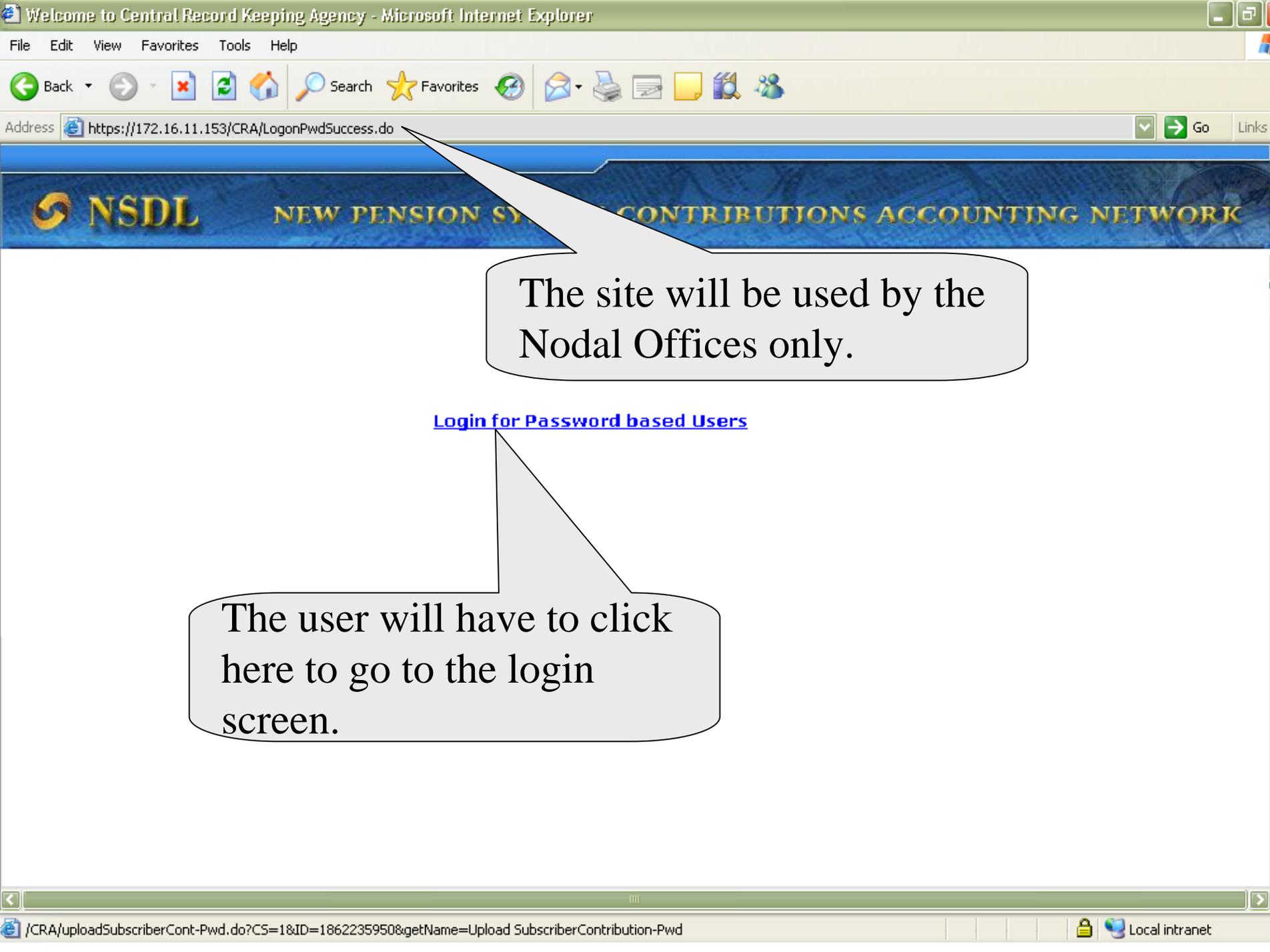
FVU Version : 1.09  
 Input File Name : C:\Documents and Settings\kshitijs\My Documents\July08.html

You can verify the version of the FVU used to validate the file as CRA will accept only those files which are validated using latest version of FVU.

# UPLOAD OF SCF TO NPSCAN



- Logon to NPSCAN at [www.npscan-cra.co.in](http://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 SCF is completed, NPSCAN will generate a unique I-Pin.
  - FRN can be used to logon to 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

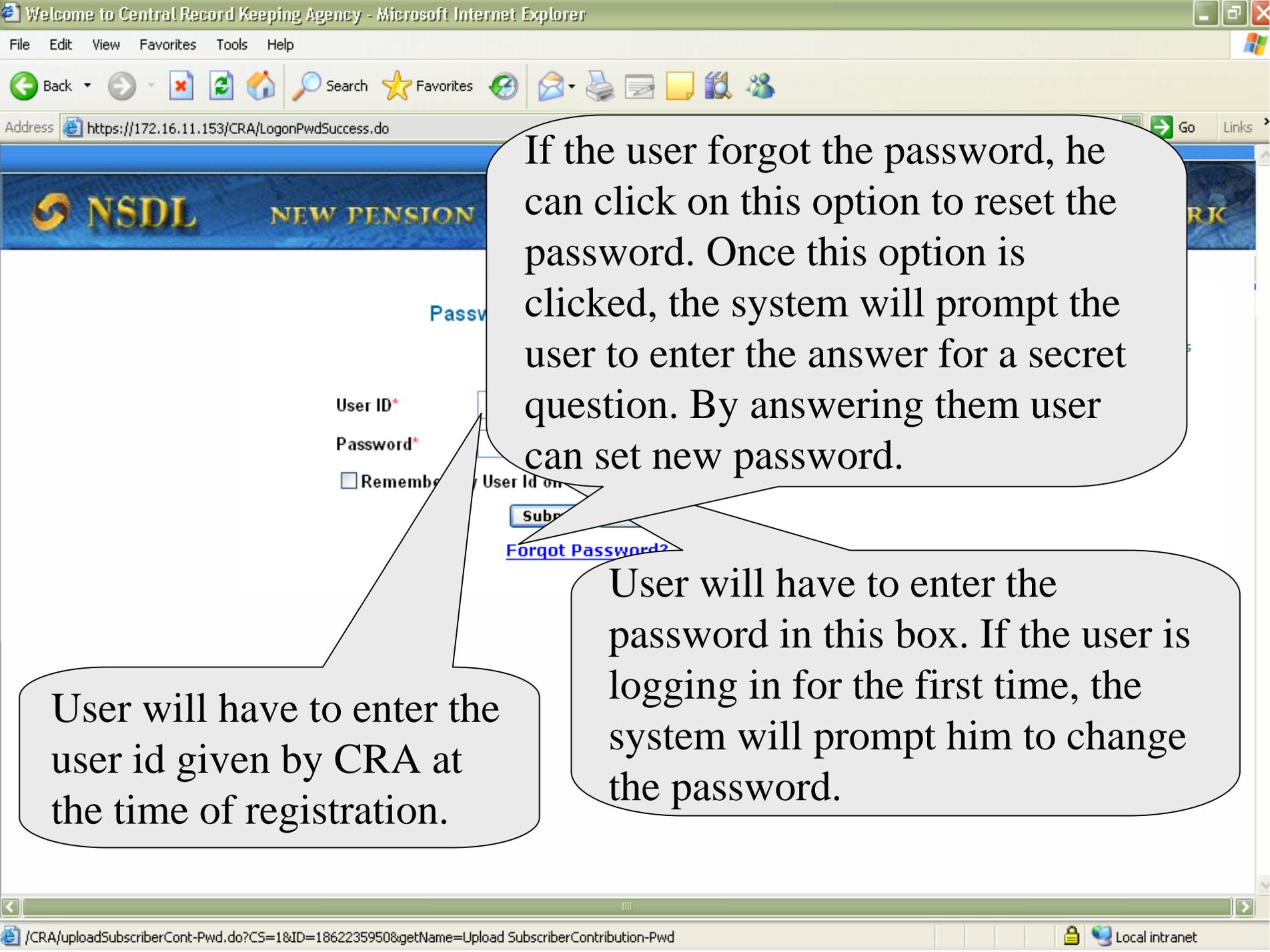


NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK

The site will be used by the Nodal Offices only.

[Login for Password based Users](#)

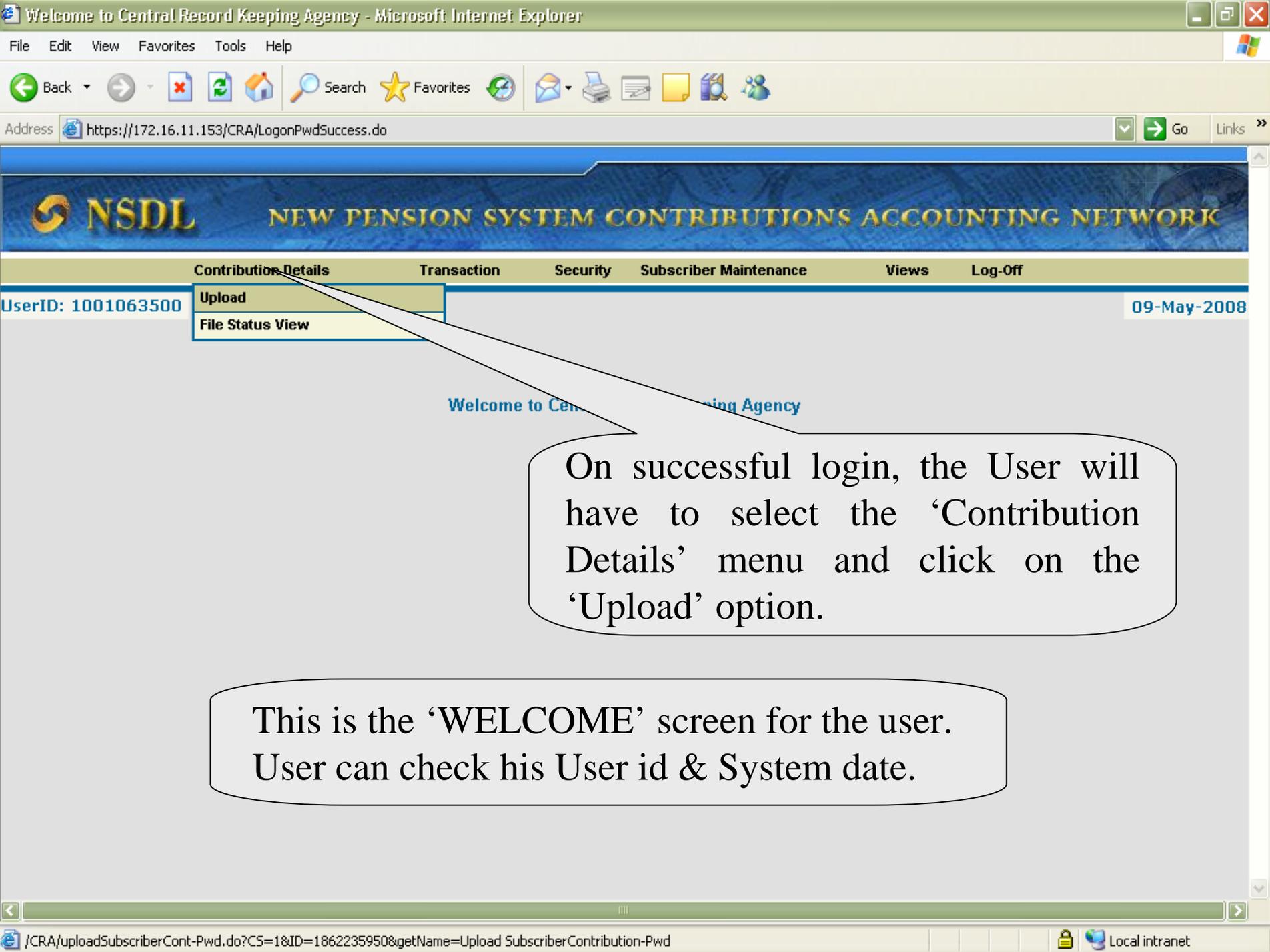
The user will have to click here to go to the login screen.



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 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.



# NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK

Contribution Details Transaction Security Subscriber Maintenance Views Log-Off

UserID: 1001063500

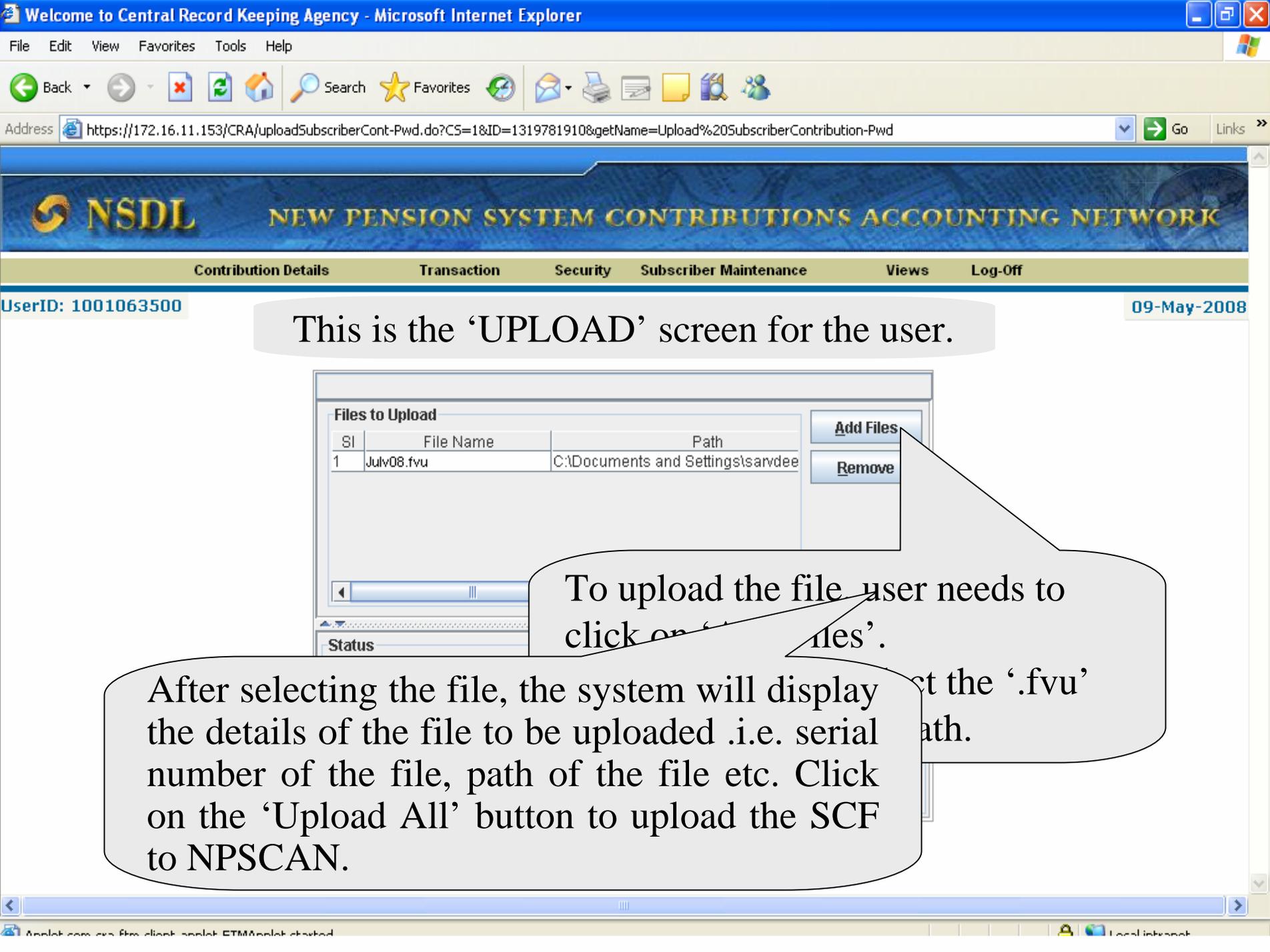
- Upload
- File Status View

09-May-2008

Welcome to Central Record Keeping Agency

On successful login, the User will have to select the 'Contribution Details' menu and click on the 'Upload' option.

This is the 'WELCOME' screen for the user. User can check his User id & System date.



This is the 'UPLOAD' screen for the user.

Files to Upload			Add Files	Remove
SI	File Name	Path		
1	Julv08.fvu	C:\Documents and Settings\sarvee		

To upload the file user needs to click on 'Add Files'.

After selecting the file, the system will display the details of the file to be uploaded .i.e. serial number of the file, path of the file etc. Click on the 'Upload All' button to upload the SCF to NPSCAN.

**Files to Upload**

SI	File Name	Path
----	-----------	------

**Add Files**  
**Remove**  
**Upload All**

**Status**  
Uploading File : C:\Documents and Settings\sarvdeeps\My Documents\July08.fvu  
Receiving Information from the Server...  
Uploading the file : July08.fvu  
\*REFERENCE NUMBER for July08.fvu is 28  
Done

On upload, NPSCAN will generate a File Reference Number (FRN). This FRN can be used for viewing the status of the file at a later stage.

# FILE STATUS VIEW

The screenshot shows the NSDL web application interface. At the top, there is a header with the NSDL logo and the text 'NEW PENSION SYSTEM CONTRIBUTIONS ACCOUNTING NETWORK'. Below this is a navigation bar with tabs for 'Contribution Details', 'Transaction', 'Security', 'Subscriber Maintenance', and 'Views'. The 'Contribution Details' tab is active, and within it, the 'File Status View' option is selected. The user ID '1001063500' is displayed on the left. The main content area is titled 'Contribution File Status' and contains a search form with the following fields: 'File Reference Number', 'Batch Id', 'Transaction Id', 'From Date', and 'To Date'. The date fields have a calendar icon and a placeholder '(dd/mm/yyyy)'. There are 'Submit' and 'Reset' buttons at the bottom of the form. A note '\* Please enter' is visible to the right of the form. A callout box on the right explains the search criteria, and a callout box at the bottom left provides instructions on how to use the form.

The search criteria can be the FRN, Batch id generated by FPU, Transaction id generated by NPSCAN on acceptance, or the date range.

At least one of the search criteria mentioned has to be entered failing which NPSCAN will not generate an output.

Once input has been given, 'Submit' button has to be clicked.

# FILE STATUS VIEW



NSDL NEW PENSION SYSTEM

Contribution Details Transaction

UserID: 1001063500 13-Jan-2008

The details displayed will be the FRN, file name, date of upload, type of file, Transaction id (13 digits), status, batch id, error response if the file is rejected, and hyperlink to generate Contribution Submission Form.

## File Status

File Reference Number	I/P File Name	Date Of Upload	Type of File	Transaction Id	Status	Batch Id	Error/Response HTML	Subscriber Contribution Submission Form
28	May.fvu	05-May-2008	Original	1001063500034	Accepted in CRA	<a href="#">20003201209980679696</a>	-	<a href="#">View</a>

To view the details of the file uploaded, click on the batch id link.

To generate the Contribution Submission Form, click on this link.

# THE BATCH ID HYPERLINK



Welcome to Central Record Keeping Agency - Windows Internet Explorer

ING NETWORK

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 C

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

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	Amount Uploaded by Trustee 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



Central Record Keeping Agency - Microsoft Internet Explorer

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

Annexure N5

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

PAO Reg. No.				
PAO NAME				
PAO Delhi				
PAO Addr				
Flat/Unit No.				
Address line 1				
Name of Premise/Bldg				
Address line 2				
Area/Locality/Talukka				
Address line 3				
District/Town/City				
Address line 4				
State / Union Territory				
Andaman & Nicobar Islands				
Country India	Pin Code 400			
Phone Number	02224994732			
<b>Total Contribution</b>				
Employee Contribution	10000.00			
Government Contribution	10000.00			
Total	20000.00			
Total in words	Twenty Thousand Rupees only			
<b>DETAILS OF PAYMENT (To be filled by PAO)</b>				
CRORES	LACS	THOUSANDS	RUPEES	HUNDREDS
Paid in Cash/Debit to A/c/Cheque No.		Dated		
Drawn On		(Name of the Bank & Branch)		
Date:				

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.

PAO Reg. No.	
On Account of Pension Fund Contribution	
Cash/Debit to A/c/Cheque No.	
(To be filled up by PAO)	
Rs.(In Words)	Twenty Thousand Rupees only
Drawn On	
(Name of the Bank & Branch)	
Financial Year	
Month of Contribution	
M M - Y Y Y Y	

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

# 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
  - Trustee Bank and the Matching & Booking Process is successfully completed i.e., pension contribution fund has been allotted for investment.
  - Match Failed – The SCF uploaded by the Nodal office and fund receipt confirmation uploaded by the Trustee Bank do not match.

# SCF PROCESSING AT NPSCAN



- 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:
  - **Cheque transfer** – cheque to be submitted to the branch of the Trustee Bank along with the Contribution Submission Form.
  - **Electronic transfer (RTGS/NEFT)** – 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



NSDL®

File Preparation Utility 1.06

File Edit Help

PAO & Contribution File Details Subscriber Details

**Particulars of Contribution File**

Type of Contribution File \*  Transaction id

**Pay & Accounts Office Details**

Pay & Accounts Office Name

**Contribution Details**

Total DDO Count

Govt. Contribution

Note: fields marked in (\*) are Mandatory

Create File Add Rows Delete a Row

To upload correction file, select the type of contribution file as 'Correction'.

On selection of correction file option, the transaction id field will be enabled. Enter the transaction id of the original SCF for which the correction file is to be uploaded.

# POINTS TO REMEMBER



- 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:**

**Central Recordkeeping Agency, NSDL**

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Email id : [info.cra@nsdl.co.in](mailto:info.cra@nsdl.co.in)

Website: [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in)