

Protean eGov Technologies Limited



**protean**

*Change is growth*

**Standard Operating Procedure  
on  
Shifting from NPS to UPS – Initiation by Subscriber  
(Online Procedure)**

©2025 Protean eGov Technologies Limited (Formerly known as NSDL e-Governance Infrastructure Limited), All rights reserved. Property of Protean eGov Technologies Limited.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose, without the express written consent of Protean eGov Technologies Limited.

## Shifting from NPS to UPS – Initiation by Subscriber

### REVISION HISTORY

Sr. No.	Date	Version	Section Number	Description of Change
1	22/3/2025	1.0	-	Initial Version

## Shifting from NPS to UPS – Initiation by Subscriber

### Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFDA	Pension Fund Regulatory and Development Authority
UPS	Unified Pension Scheme
NPS	National Pension System
PRAN	Permanent Retirement Account Number
Pr.AO	Principal Accounts Office
PAO	Pay & Accounts Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office

## Shifting from NPS to UPS – Initiation by Subscriber

### Index

Sr No	Topic
1	Background
2	Shifting from NPS to UPS - Initiation of request by Subscriber

## Shifting from NPS to UPS – Initiation by Subscriber

### Background:

The Unified Pension Scheme (UPS) has been introduced as an option under the National Pension System (NPS) by the Central Government for the Central Government employees covered under NPS so that they may receive an assured payout after their retirement. It is a 'fund-based' payout system which relies on the regular and timely accumulation and investment of applicable contributions (from both the employee and the employer (the Central Government)) for grant of monthly payout to the retiree.

The Unified Pension Scheme shall be made operational from April 1<sup>st</sup>, 2025.

An existing Central Government employee in service as on April 1<sup>st</sup>, 2025, who is covered under NPS, can opt for UPS by shifting their NPS account under UPS.

This document explains the Standard Operating Procedure (SoP) regarding the process to initiate request for shifting from NPS to UPS for eligible Subscribers.

### **The Subscriber can shift from NPS to UPS by the following two methods:**

1. Offline mode - Eligible Subscriber submits **A2 Form** to the respective nodal office. The office would process the shifting through CRA transaction website. Form A2 can be downloaded by clicking on <https://www.npscra.nsdl.co.in/ups.php>
2. Online mode – The eligible Subscriber can initiate the shifting request on their own through the e-NPS portal. Detailed steps for the same are provided below.

## Shifting from NPS to UPS – Initiation by Subscriber

### Online mode: Steps to initiate shifting from NPS to UPS

#### A: Initiation of request by Subscriber

1. The Subscriber needs to go to the link <https://enps.nsdl.com/eNPS/NationalPensionSystem.html> and click on NPS To UPS Migration under the **Unified Pension Scheme** menu.

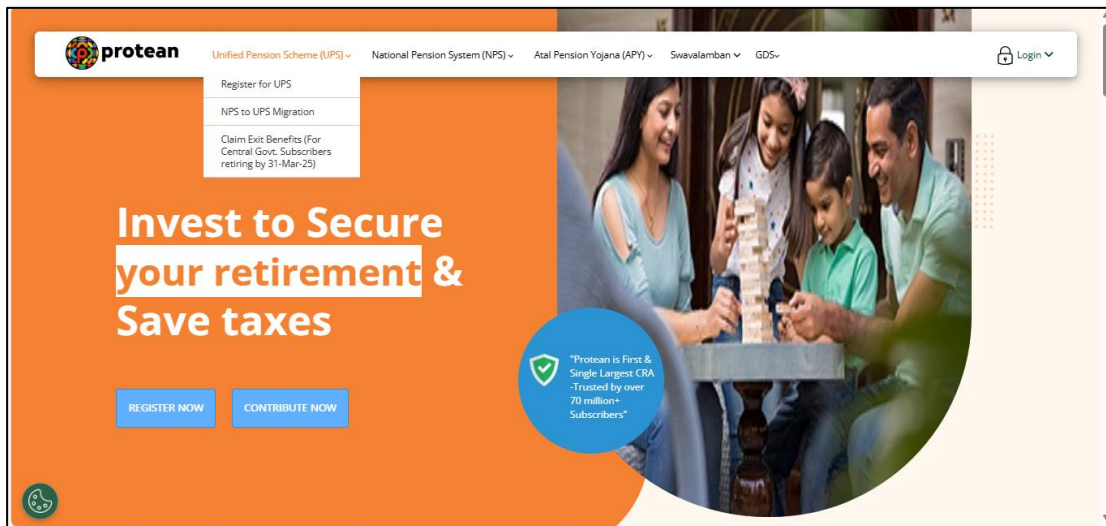


Figure 1

2. The Subscriber needs to provide his/her PRAN and DOB details and enter the captcha and click on verify PRAN.

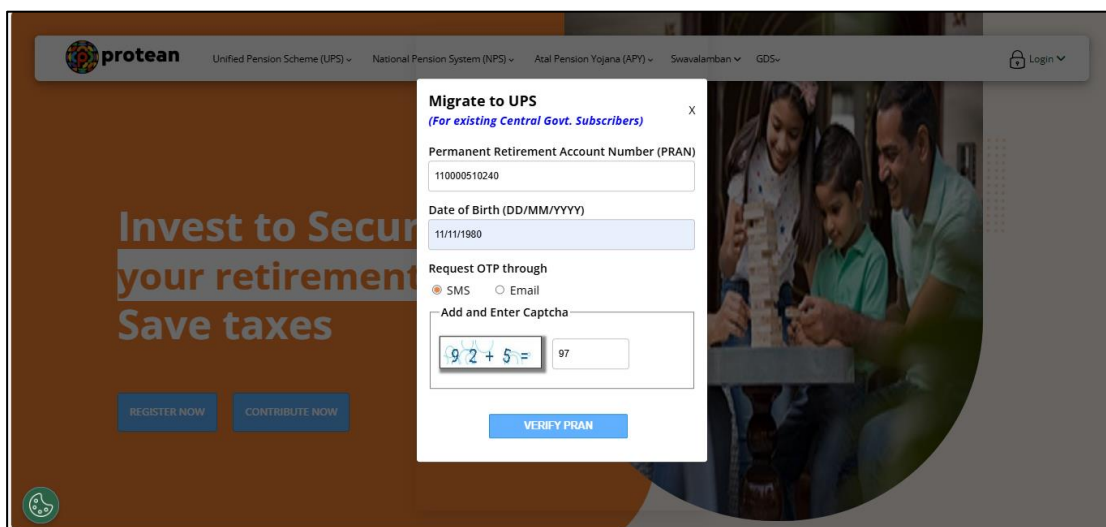
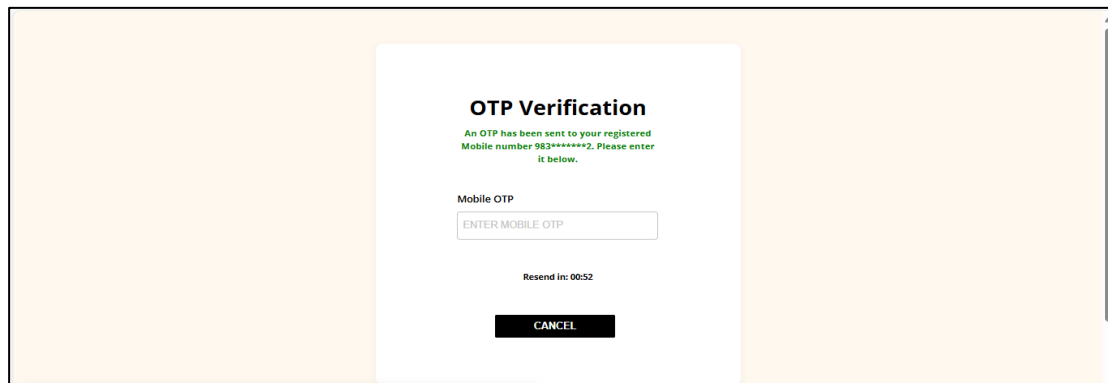


Figure 2

## Shifting from NPS to UPS – Initiation by Subscriber

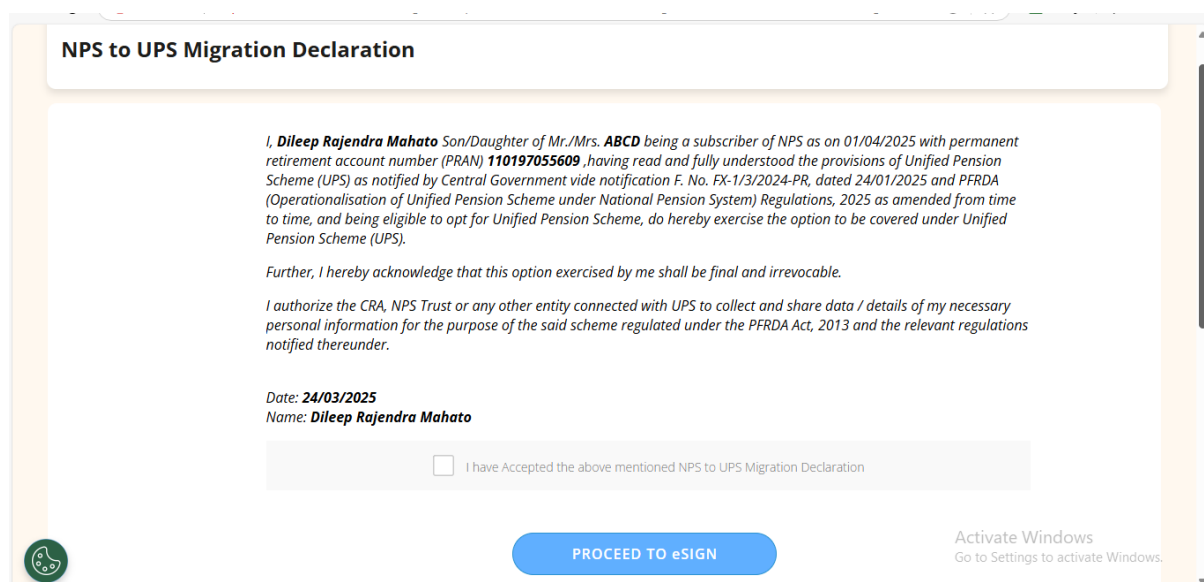
3. A One-time password (**OTP**) will be sent on either mobile number or Email ID of the Subscriber, which has been registered in CRA. The Subscriber will be required to enter the **OTP** in the given box.

**Figure3**



**Figure 3**

4. On submission of OTP, a declaration window will pop-up. The Subscriber is required to read & submit declaration by opting selection of the declaration and then click on **“Proceed to e-Sign”** option. (Refer figure 4 and 5).



**Figure 4**

**Note: The above declaration mentions that the shifting option exercised by the Subscriber is final and irrevocable.**

## Shifting from NPS to UPS – Initiation by Subscriber

**NPS to UPS Migration Declaration**

I, **Dileep Rajendra Mahato** Son/Daughter of Mr./Mrs. **ABCD** being a subscriber of NPS as on 01/04/2025 with permanent retirement account number (PRAN) **110197055609**, having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS).

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.

Date: **24/03/2025**  
 Name: **Dileep Rajendra Mahato**


☒ I have Accepted the above mentioned NPS to UPS Migration Declaration

**PROCEED TO eSIGN**

Activate Windows  
 Go to Settings to activate Windows.

**Figure 5**

- Subscriber must complete e-Sign verification by submission of Virtual Identification (VID- 16 digit no) /Aadhaar details. On entering the VID/Aadhaar details, the Subscriber needs to select the tab "send OTP".


**protean**

**National Pension System Trust** has requested to Digitally sign the document

Transaction ID: UKC:eSign:2520:20250312153922241 dated 2025-03-12T15:39:27


English
 Play audio
 Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID

- ☒ I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -  
 1. Use my Aadhaar / Virtual ID details (as applicable) eSigning the registration document / service requests under **National Pension System (NPS)/Atal Pension Yojana (APY)** for/with **National Pension System Trust** and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
- Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) eSigning the registration document / service requests under **National Pension System (NPS)/Atal Pension Yojana (APY)** for/with **National Pension System Trust**.
- I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

VID/Aadhaar:

SEND OTP
 CANCEL

NSDL e-Gov is now  **protean** eGov  
 Go to Settings to activate Windows.

[Click Here to generate Virtual ID, Download Instructions to generate Virtual ID in lieu of Aadhaar.](#)

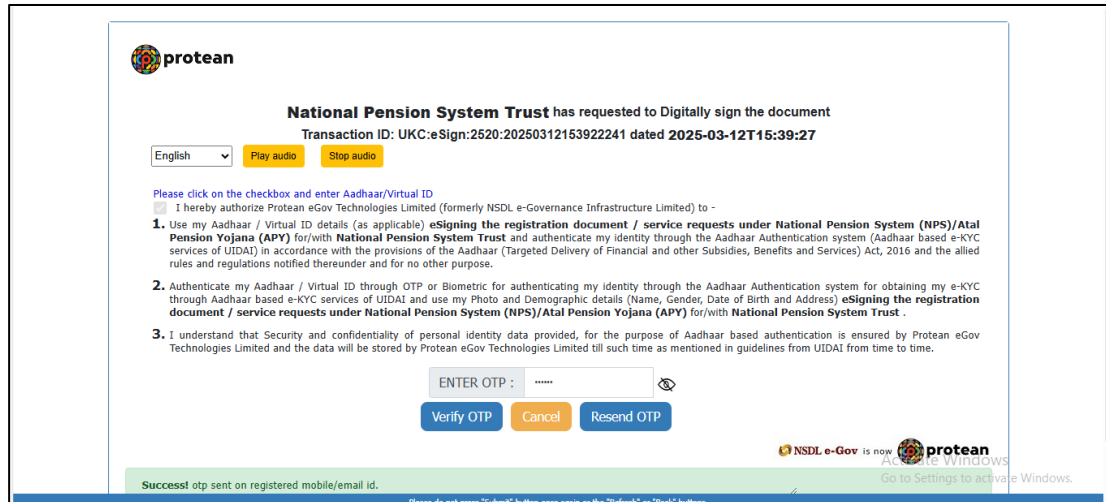
Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.

**Figure 6**



## Shifting from NPS to UPS – Initiation by Subscriber

6. OTP will be sent to the Subscriber on his/her mobile number registered with Aadhaar. The Subscriber needs to enter OTP and click on **verify OTP**.



**protean**

**National Pension System Trust** has requested to Digitally sign the document  
Transaction ID: UKC:eSign:2520:20250312153922241 dated 2025-03-12T15:39:27

English Play audio Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID  
I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -

1. Use my Aadhaar / Virtual ID details (as applicable) **eSigning the registration document / service requests under National Pension System (NPS)/Atal Pension Yojana (APY) for/with National Pension System Trust** and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) **eSigning the registration document / service requests under National Pension System (NPS)/Atal Pension Yojana (APY) for/with National Pension System Trust**.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

ENTER OTP :

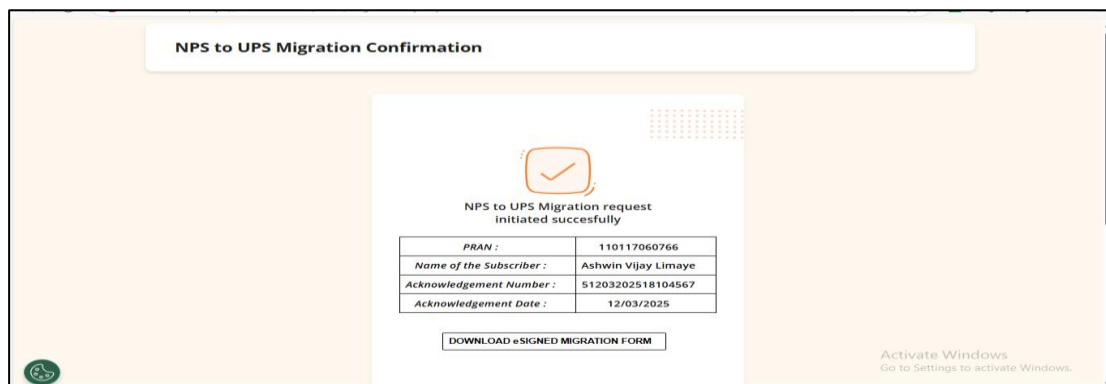
Verify OTP Cancel Resend OTP

NSDL e-Gov is now **protean**  
Activate Windows  
Go to Settings to activate Windows.

Success otp sent on registered mobile/email id.

Figure 7

7. On successful verification, shifting request will get captured successfully and acknowledgement number will be generated (as shown in figure 8).



**NPS to UPS Migration Confirmation**

NPS to UPS Migration request initiated successfully

PRAN :	110117060766
Name of the Subscriber :	Ashwin Vijay Limaye
Acknowledgement Number :	51203202518104567
Acknowledgement Date :	12/03/2025

DOWNLOAD e-SIGNED MIGRATION FORM

Activate Windows  
Go to Settings to activate Windows.

Figure 8

**The Subscriber can download e-Signed Subscriber shifting form (Migration form) from NPS to UPS for future reference.**

\*\*\*\*\*

Protean eGov Technologies Limited



**protean**

*Change is growth*

**Standard Operating Procedure  
On  
Shifting (Migration) from NPS to UPS  
Initiated by DDO  
and  
Verification & Authorisation by PAO**

©2025 Protean eGov Technologies Limited (Formerly known as NSDL e-Governance Infrastructure Limited), All rights reserved. Property of Protean eGov Technologies Limited.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose, without the express written consent of Protean eGov Technologies Limited.

**Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO****REVISION HISTORY**

<b>Sr. No.</b>	<b>Date of Revision</b>	<b>Ver</b>	<b>Section Number</b>	<b>Description of Change</b>
1	25/03/2025	1.0	-	Initial Version

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

### Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
UPS	Unified Pension Scheme
NPS	National Pension System
PRAN	Permanent Retirement Account Number
CG	Central Government
Pr.AO	Principal Accounts Office
PAO	Pay & Accounts Office
DDO	Drawing & Disbursing Officer

## Index

<b>Sr. No</b>	<b>Topic</b>
<b>1</b>	<b>Background</b>
<b>2</b>	<b>Initiation of request by DDO</b>
<b>3</b>	<b>Verification of request by PAO</b>
<b>4</b>	<b>Authorisation of request by PAO</b>

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

### 1. Background:

The Unified Pension Scheme (UPS) has been introduced as an option under the National Pension System (NPS) by the Central Government (CG) for the Central Government employees covered under NPS so that they may receive an assured payout after their retirement. It is a 'fund-based' payout system which relies on the regular and timely accumulation and investment of applicable contributions (from both the employee and the employer (the Central Government)) for grant of monthly payout to the retiree

The Unified Pension Scheme shall be made operational from April 1<sup>st</sup>, 2025.

An existing Central Government employee in service as on April 1st, 2025, who is covered under NPS can opt for UPS by shifting their NPS account under UPS.

The shifting process can be initiated by the subscriber online through e-NPS portal wherein the said request will be verified by DDO/PAO and needs to be authorized by PAO. Alternatively, the subscriber can submit A2 form to the Nodal Office (PAO/DDO) for shifting from NPS to UPS. On the basis of the form received, the Nodal Office will initiate the request and process the same.

**This document explains the Standard Operating Procedure (SoP) for processing shifting (migration) requests initiated by the DDO on the basis of A2 Form submitted by the subscriber and verified and authorised by PAO.**

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

### 2. Initiation of request by DDO

The subscriber will submit A2 form to the concerned DDO office. DDO to check the employment details of the employee as per service records and to ensure that the form is filled properly and duly signed by the Subscriber. In case, of reasons such as said employee is not eligible for shifting to UPS, form is not authorized etc. DDO to reject the form.

In case, the details are correct and form is filled and duly authorized by the Subscriber, DDO to initiate shifting request for the said subscriber based on A2 Form received.

- A. DDO user (henceforth known as maker) is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password.

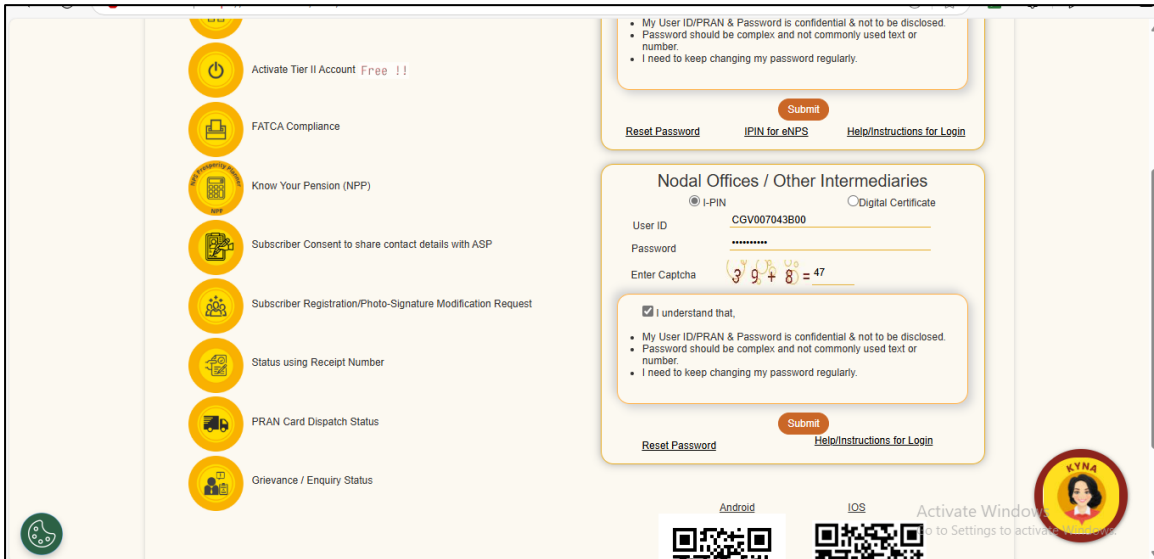


Figure 1

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- B. The maker needs to click “Unified Pension Scheme” menu and click on option “migration to UPS.”



Figure 2

- C. The maker needs to select ‘Initiate’ option and enter PRAN and click on ‘Submit’ button.

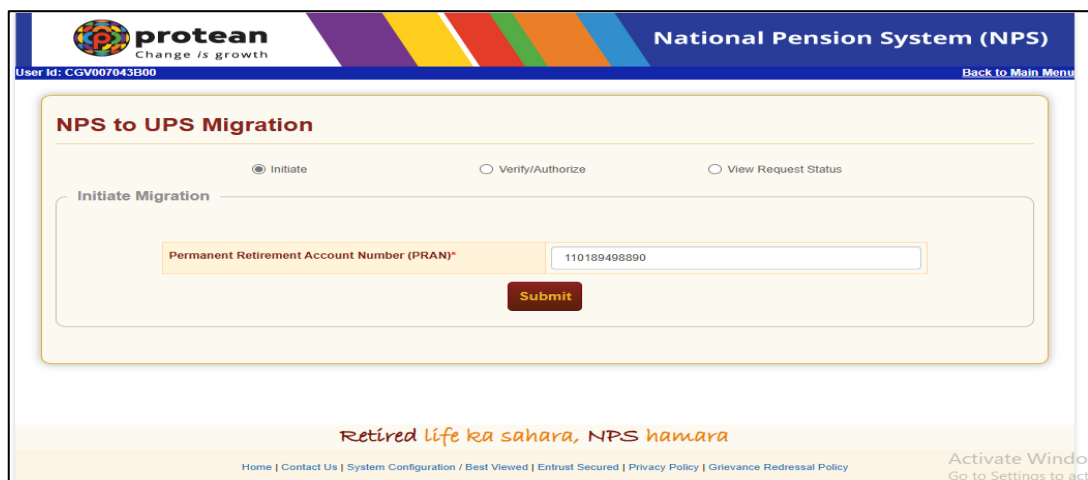


Figure 3



## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

D. On clicking 'Submit' button, personal details and certain employment details of the subscriber already registered in the CRA system will be populated in the screen. The maker is required to enter certain additional employment details as follows:

- Employee Code/ID
- Date of commencement of qualifying service
- Current month Basic Pay
- Non-Practicing Allowance (NPA), if applicable
- Schedule date for next increment

Figure 4

**It is the responsibility of the DDO to verify the eligibility of the Subscriber to migrate to UPS and also ensure that the details entered are as per the service records.**

DDO should scan and upload the A2 form (UPS migration form) mandatorily - File type should be pdf or jpg or jpeg and File Size should be 2KB to 5 MB.


## Shifting from NPS to UPS - Initiation by DDO & Verification & Authorisation by PAO

After upload of A2 form, the maker is required to select the declaration and click on submit. The declaration is as follows

*"Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by GOI vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25 and agree to shift NPS Corpus (employee's and employer's contribution under Tier - I account) to UPS account."*

- E. Once the maker clicks on submit, acknowledgement number will be generated and will be displayed on the screen with the status as 'The request for NPS to UPS migration is raised and pending for verification.'

Status Screen: Under request status view option, status of request initiated by DDO can be viewed either on the basis of date range or PRAN/Acknowledgement no. The Status screen of the request initiated by DDO is as follows:


**protean**  
 Change is growth

**National Pension System (NPS)**  
 User Id: CGV007043B00 Back to Main Menu

**NPS to UPS Migration**

PRAN: 110189498890  
 PAO Name: PAOOFFEECE  
 DDO Name: OCRI (GW)

SUBSCRIBER NAME: Sumit Hanumant Mandhare KANT TIWARI  
 PAO Reg No: 2000014  
 DDO TAN: CGV007043B

**Personal Details**

Date of Birth: 08/10/1995  
 PAN: NJHPN1531P

Gender: MALE

**Employment Details**

Date of Joining: 01-Jan-2015  
 Ministry: FINANCEDEPARTMENTDDDD  
 Employee Code/ID\*: 103HFFJ66YY7URR  
 Non-Practicing Allowance (NPA):  
 Schedule date for next increment\*: 31-Dec-2025

Department: DAT  
 DDO Office: DEMO\_DDO  
 Date of commencement of qualifying service\*: 10-Dec-2024  
 Current month Basic Pay\*: 50000.00

**Document Upload**

UPS Migration Form\*

Ministry: FINANCEDEPARTMENTDDDD  
 Employee Code/ID\*: 103HFFJ66YY7URR  
 Non-Practicing Allowance (NPA):  
 Schedule date for next increment\*: 31-Dec-2025

DDO Office: DEMO\_DDO  
 Date of commencement of qualifying service\*: 10-Dec-2024  
 Current month Basic Pay\*: 50000.00

**Document Upload**

UPS Migration Form\*

**Declaration**

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by GOI vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

**Flow View**

DDO Initiator

Nodal Verifier

Nodal Authorizer

Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED

Back

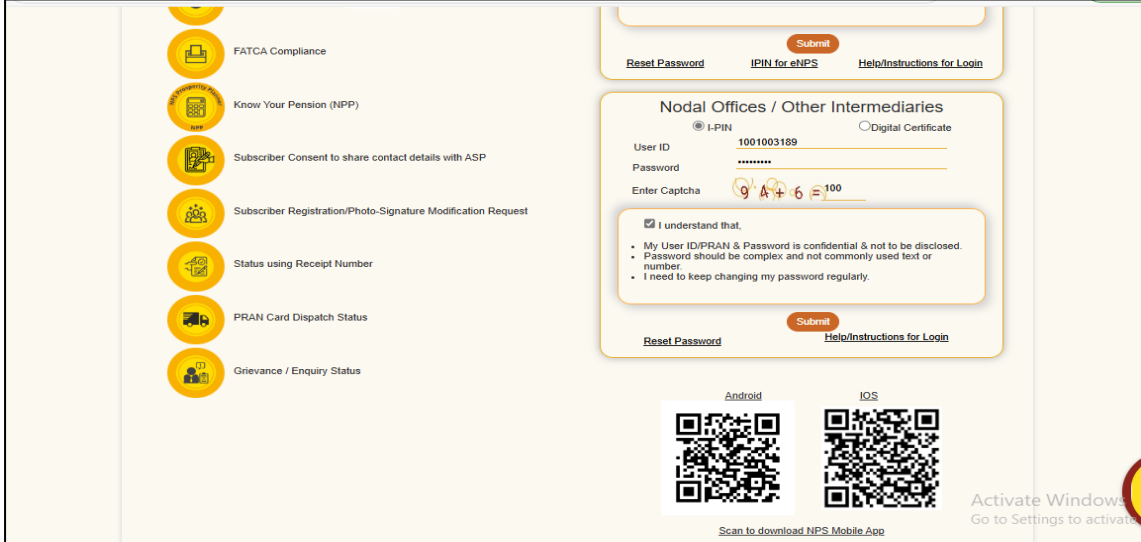
*Retired Life ka sahara, NPS hamara*

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

**Figure 5**

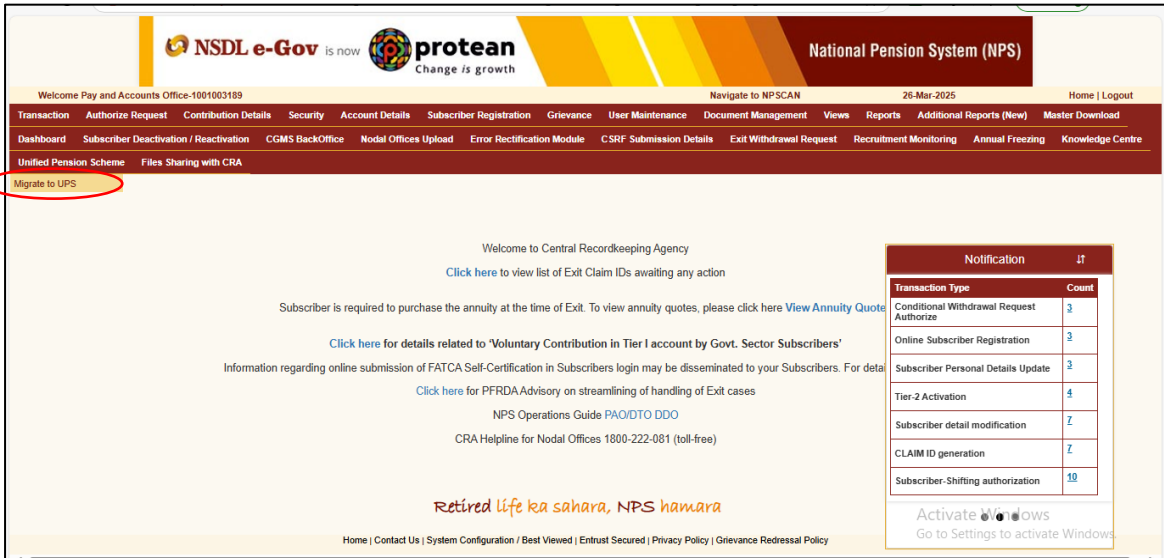
### 3. Verification of requests by PAO

- A. PAO user (henceforth known as verifier) is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password.



**Figure 6**

- B. The verifier needs to select “Unified Pension Scheme” menu and click on option “migration to UPS.”

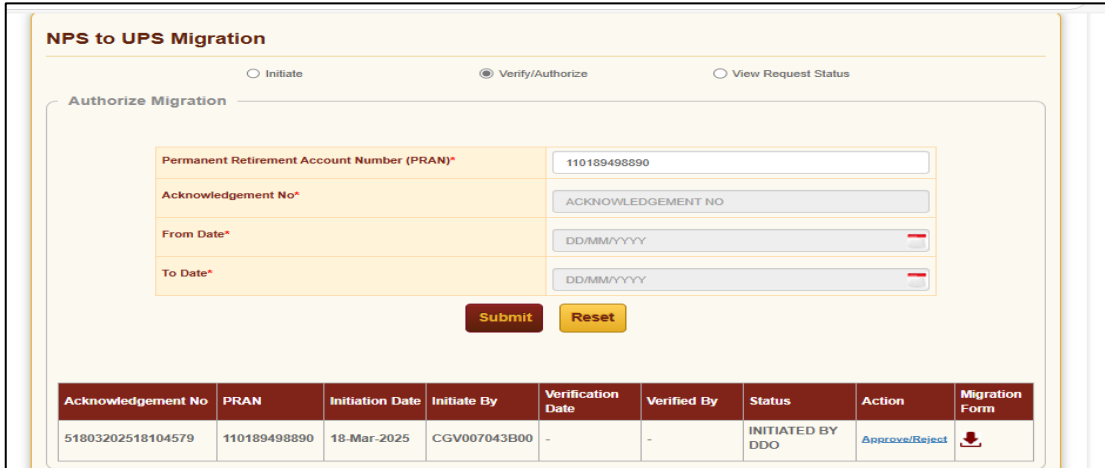



Transaction Type	Count
Conditional Withdrawal Request Authorize	3
Online Subscriber Registration	3
Subscriber Personal Details Update	2
Tier-2 Activation	4
Subscriber detail modification	7
CLAIM ID generation	7
Subscriber-Shifting authorization	10

**Figure 7**

### Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

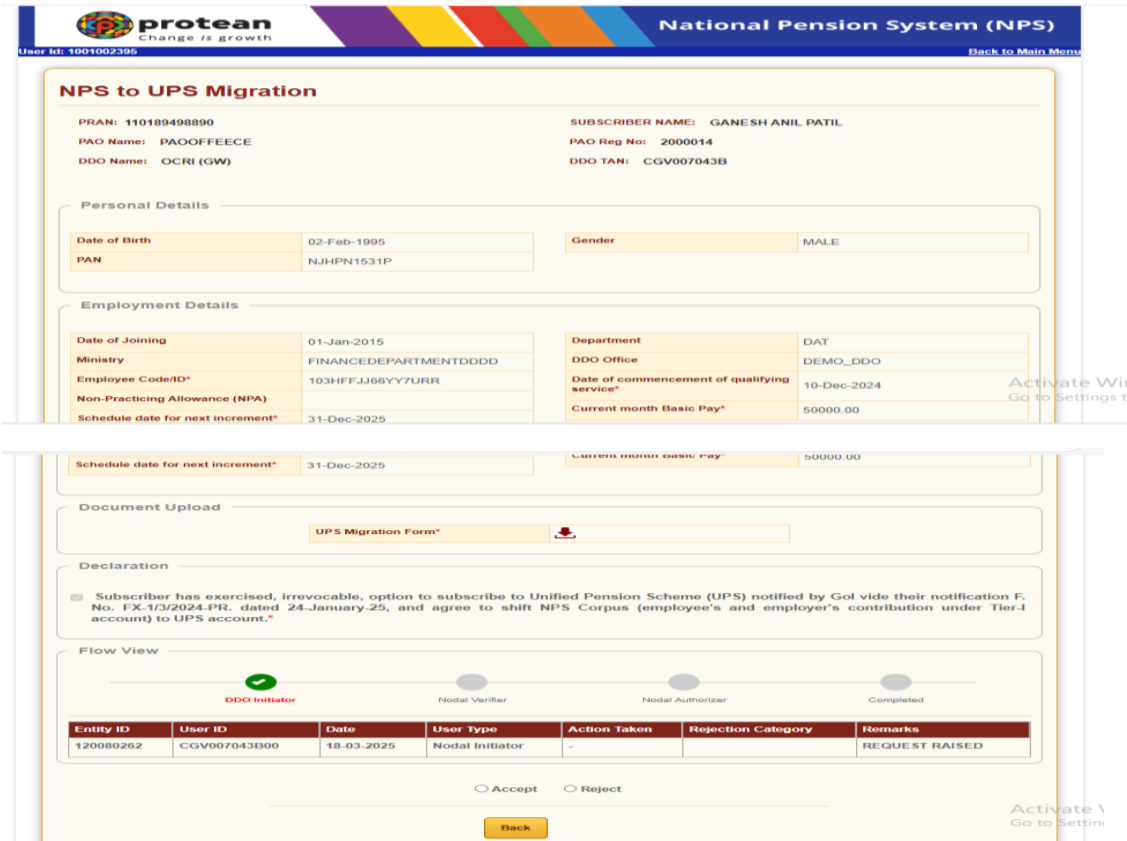
- C. The verifier is required to select verify options and enter PRAN/ Acknowledgement details and click on submit button. There is option to enter date range viz “From Date” and “To Date”. On providing date range, all the requests pending for verification will appear.



Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
51803202518104579	110189498890	18-Mar-2025	CGV007043B00	-	-	INITIATED BY DDO	<a href="#">Approve/Reject</a>	

**Figure 8**

- D. On submission, the search records will be displayed on the screen. Once the verifier clicks on “Approve/Reject” link, all the details of a request will be displayed on the screen.

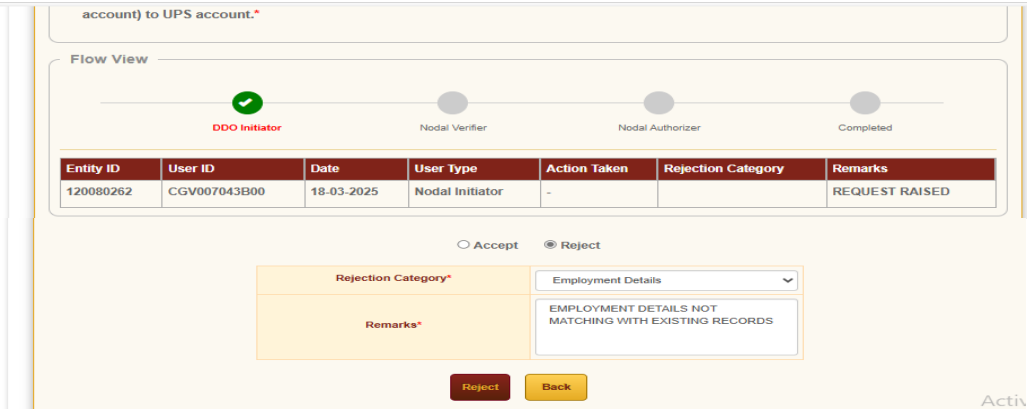


Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-	-	REQUEST RAISED

**Figure 9**

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- E. The verifier can view the A2 form uploaded by the maker (DDO). Verifier needs to verify the employment details of the employee and can accept or reject the request. The verifier needs to select the rejection category as “employment details” and provides remarks and click on reject button.



account) to UPS account.\*

Flow View

DDO Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED

☐ Accept ☒ Reject

Rejection Category\* Employment Details

Remarks\* EMPLOYMENT DETAILS NOT MATCHING WITH EXISTING RECORDS

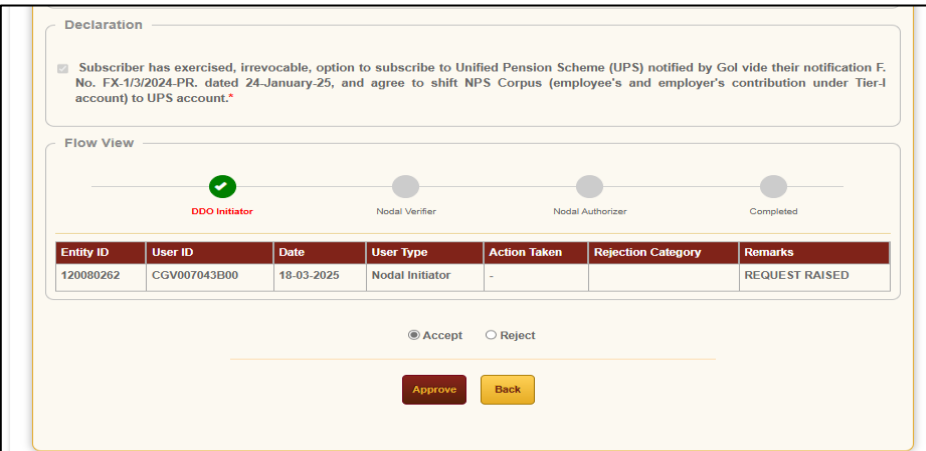
Reject Back

Activ

**Figure 10**

On clicking the rejection button, the shifting request will get rejected.

- F. In case, the details are correct, the verifier needs to select 'Accept' option and click on Approve button.



Declaration

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by GoI vide their notification F. No. FX-1/3/2024-PR. dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

Flow View

DDO Initiator Nodal Verifier Nodal Authorizer Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED

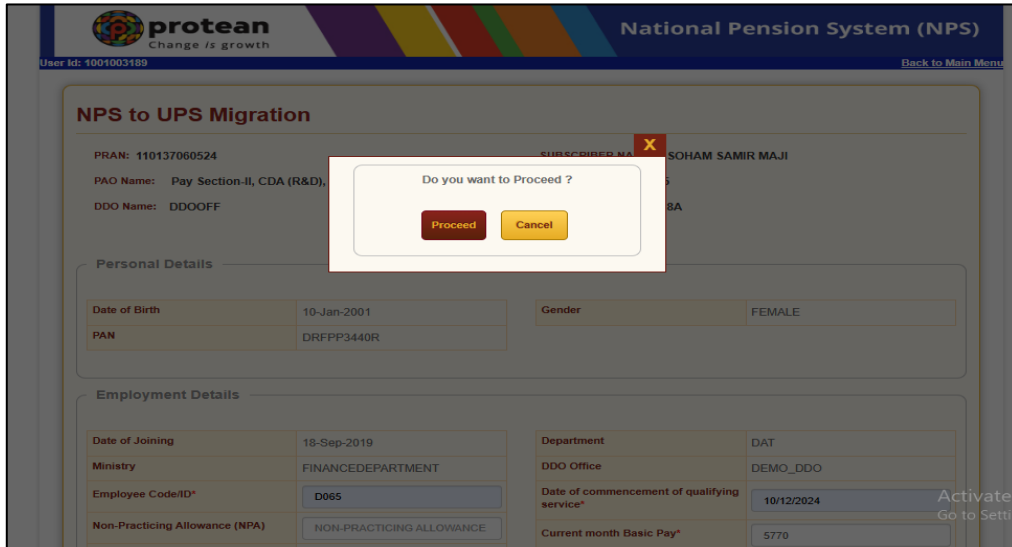
☒ Accept ☐ Reject

Approve Back

**Figure 11**

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- G. On selecting the Approve button, the confirmation screen would appear where verifier has to select either proceed or cancel button.



**NPS to UPS Migration**

PRAN: 110137060524  
 PAO Name: Pay Section-II, CDA (R&D),  
 DDO Name: DDOOFF

Do you want to Proceed ?

Proceed Cancel

**Personal Details**

Date of Birth: 10-Jan-2001  
 PAN: DRFPF3440R  
 Gender: FEMALE

**Employment Details**

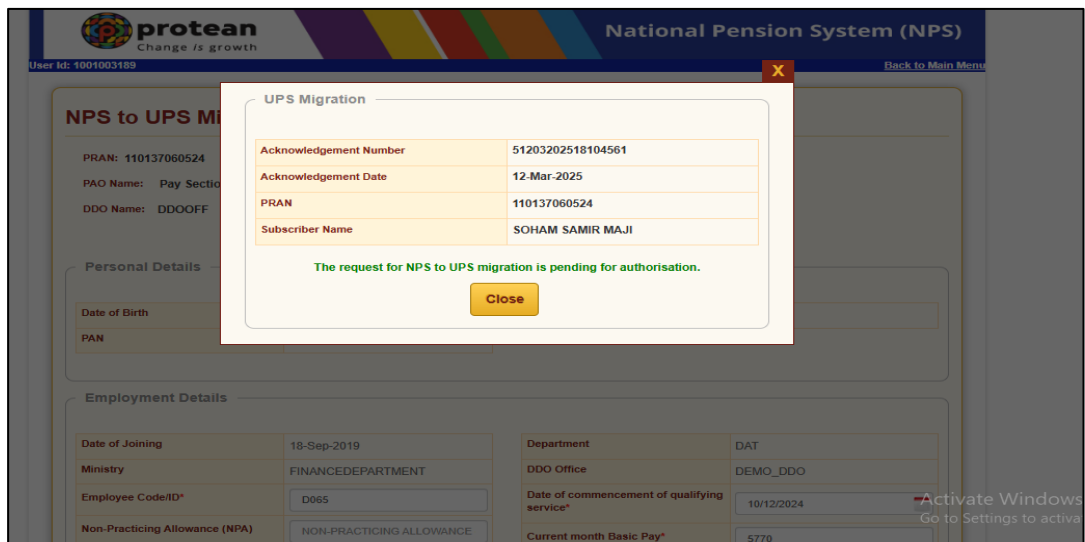
Date of Joining: 18-Sep-2019  
 Ministry: FINANCEDEPARTMENT  
 Employee Code/ID\*: D065  
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE

Department: DAT  
 DDO Office: DEMO\_DDO  
 Date of commencement of qualifying service\*: 10/12/2024  
 Current month Basic Pay\*: 5770

Activate Windows  
 Go to Settings to activate Windows.

**Figure 12**

- H. By clicking on “Proceed’ option, the request will get verified and the status will be updated as ‘The request for NPS to UPS migration is pending for authorisation’.



**NPS to UPS Migration**

PRAN: 110137060524  
 PAO Name: Pay Section-II, CDA (R&D),  
 DDO Name: DDOOFF

**UPS Migration**

Acknowledgement Number: 51203202518104561  
 Acknowledgement Date: 12-Mar-2025  
 PRAN: 110137060524  
 Subscriber Name: SOHAM SAMIR MAJI

The request for NPS to UPS migration is pending for authorisation.

Close

**Personal Details**

Date of Birth: 10-Jan-2001  
 PAN: DRFPF3440R

**Employment Details**

Date of Joining: 18-Sep-2019  
 Ministry: FINANCEDEPARTMENT  
 Employee Code/ID\*: D065  
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE

Department: DAT  
 DDO Office: DEMO\_DDO  
 Date of commencement of qualifying service\*: 10/12/2024  
 Current month Basic Pay\*: 5770

Activate Windows  
 Go to Settings to activate Windows.

**Figure 13**

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

### 4. Authorization of request by PAO

- A. PAO office (hereafter termed as authorizer) is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password.


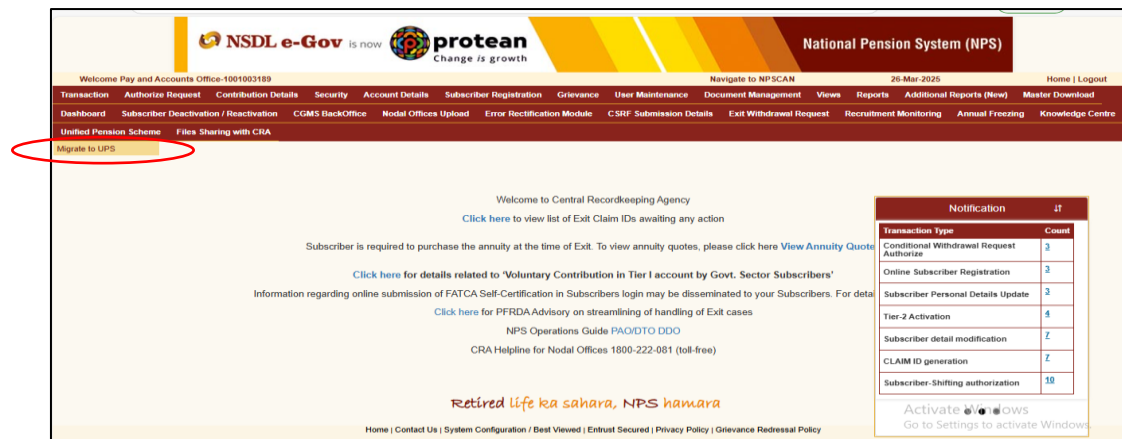


Figure 14

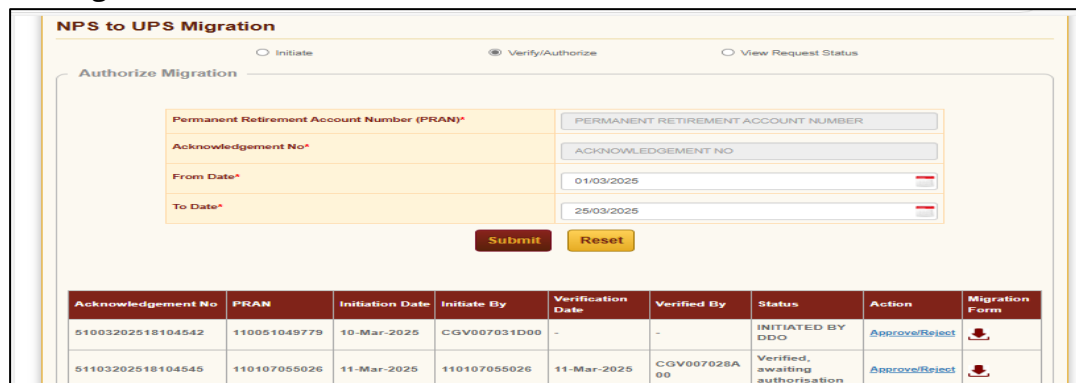
- B. The authoriser needs to go to “Unified Pension Scheme” menu and click on “migrate to UPS” option.



Transaction Type	Count
Conditional Withdrawal Request Authorize	3
Online Subscriber Registration	3
Subscriber Personal Details Update	3
Tier-2 Activation	4
Subscriber detail modification	2
CLAIM ID generation	2
Subscriber-Shifting authorization	10

Figure 15

- C. The authorizer needs to select “Verify/Authorize” tab and provide date range i.e. “From Date” and “To Date” and click on submit.






Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
51003202518104542	110051049779	10-Mar-2025	CGV007031D00	-	-	INITIATED BY DDO	Approve/Reject	
51103202518104545	110107055026	11-Mar-2025	110107055026	11-Mar-2025	CGV007028A00	Verified, awaiting authorisation	Approve/Reject	

Figure 16

## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- D. Once Authoriser clicks on “Approve/Reject” link for one request, all the details of the said request will be displayed on the screen. (View Figure 17). The authoriser can reject the request if the details entered are not correct.

The authoriser needs to select the rejection category as “employment details” and provide remarks and click on reject button.


**National Pension System (NPS)**  
User ID: 1001002393
Back to Main Menu

### NPS to UPS Migration

PRAN: 110189498890  
PAO Name: PAOFFEECE  
DDO Name: OCRI (GW)

SUBSCRIBER NAME: GANESH ANIL PATIL  
PAO Reg No: 2000014  
DDO TAN: CGV007043B


#### Personal Details

Date of Birth	02-Feb-1995	Gender	MALE
PAN	NJHPN1531P		

#### Employment Details

Date of Joining	01-Jan-2015	Department	DAT
Ministry	FINANCEDEPARTMENTDDDD	DDO Office	DEMO_DDO
Employee Code/ID*	103HFFJ66YY7URR	Date of commencement of qualifying service*	10-Dec-2024
Non-Practicing Allowance (NPA)		Current month Basic Pay*	50000.00
Schedule date for next increment*	31-Dec-2025		

#### Document Upload

UPS Migration Form\*


#### Declaration

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

#### Flow View

DDO Initiator
Nodal Verifier
Nodal Authorizer
Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED
10010023	1001002395	24-03-2025	Nodal Verifier	Accepted	PERSONAL DETAILS	

☐ Accept
☐ Reject

Back

☐ Accept
☒ Reject

Rejection Category\*
Employment Details

Remarks\*
EMPLOYMENT DETAILS NOT MATCHING WITH EXISTING RECORDS

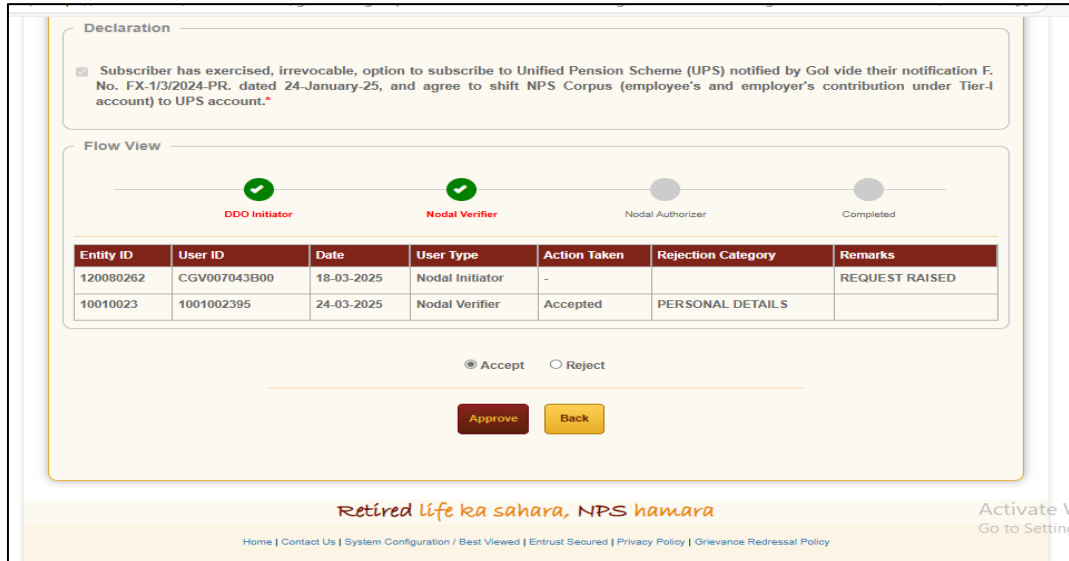
Reject
Back

**Figure 17**



## Shifting from NPS to UPS – Initiation by DDO & Verification & Authorisation by PAO

- E. In case, details displayed are correct, the authoriser needs to select 'Accept' and click on 'Approve' button.



**Declaration**

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR. dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

**Flow View**

DDO Initiator ✔ Nodal Verifier ✔ Nodal Authorizer ● Completed ●

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
120080262	CGV007043B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED
10010023	1001002395	24-03-2025	Nodal Verifier	Accepted	PERSONAL DETAILS	

☒ Accept ☐ Reject

**Approve** **Back**

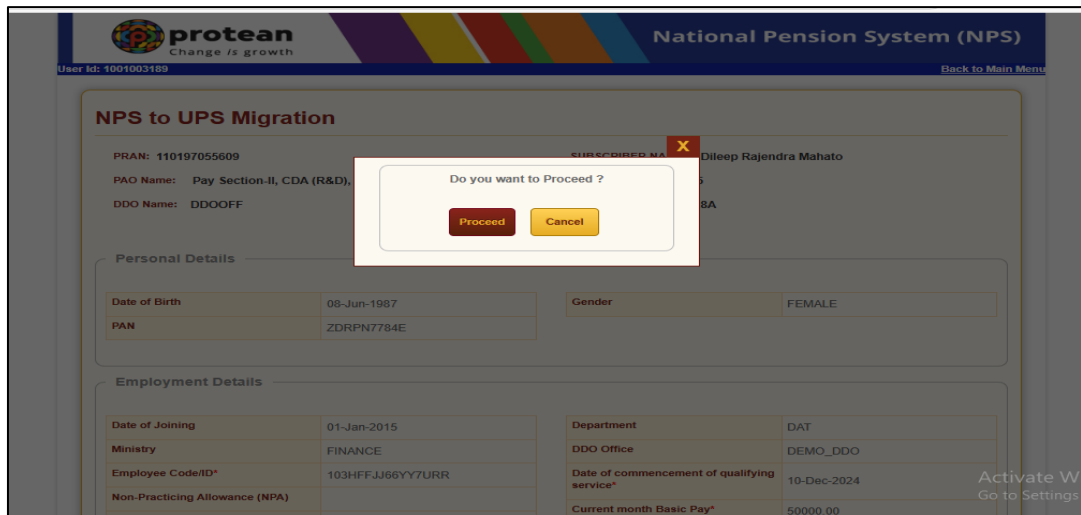
*Retired life ka sahara, NPS hamara*

Home | Contact Us | System Configuration / Best Viewed | Entrust Secured | Privacy Policy | Grievance Redressal Policy

Activate V  
Go to Setting

**Figure 18**

- F. On selecting the Approve button, the confirmation screen would appear where authoriser has to select either proceed or cancel button.



**NPS to UPS Migration**

PRAN: 110197055609

PAO Name: Pay Section-II, CDA (R&D),

DDO Name: DDOOFF

**Personal Details**

Date of Birth: 08-Jun-1987 Gender: FEMALE

PAN: ZDRPN7784E

**Employment Details**

Date of Joining: 01-Jan-2015 Department: DAT

Ministry: FINANCE DDO Office: DEMO\_DDO

Employee Code/ID\*: 103HFFJ66YY7URR Date of commencement of qualifying service\*: 10-Dec-2024

Non-Practicing Allowance (NPA) Current month Basic Pay\*: 50000.00

Do you want to Proceed ?

**Proceed** **Cancel**

Activate W  
Go to Settings

**Figure 19**

## Shifting from NPS to UPS - Initiation by DDO & Verification & Authorisation by PAO

- G. By clicking on "Proceed" option, the request will get authorised and the status will be updated as 'The request for NPS to UPS migration is authorised.'

The screenshot shows the 'NPS to UPS Migration' window. It contains fields for Acknowledgement Number (51803202518104578), Acknowledgement Date (18-Mar-2025), PRAN (110062760951), and Subscriber Name (Sumit Hanumant MAndhare). A green message states: 'The request for NPS to UPS migration is authorized.' with a 'Close' button.

Figure 20

**Status View:** The nodal office can check the request status by selecting 'view request status' and enter date range or PRAN/acknowledgement no.

The screenshot shows the 'NPS to UPS Migration' status view. It includes search filters for Permanent Retirement Account Number (PRAN), Acknowledgement No, From Date, and To Date. A table lists migration requests with columns: Acknowledgement No, PRAN, Initiation Date, Initiate By, Verification Date, Verified By, Status, and Migration Form. The status 'Authorized' is highlighted in red.

Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Migration Form
52503202518100087	111102170604	25-Mar-2025	111102170604	25-Mar-2025	1001003101	Authorized	Download
52503202518100086	110177058625	25-Mar-2025	110177058625	-	-	Esigned By Subscriber	-
52503202518100083	110184018585	25-Mar-2025	CGV020330C00	25-Mar-2025	111006301	Authorized by Nodal	Download
52503202518100052	110109496532	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download
52503202518100051	110003708167	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download
52503202518100050	110020323952	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download
52503202518100049	110060341011	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download
52503202518100048	110010338606	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download
52503202518100047	110040341303	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download
52503202518100046	110050341308	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	Download

Figure 21

The Subscriber Shifting requests with status as "**Authorized**" will indicate that PRAN is shifted from **NPS to UPS** and the said PRAN will be prefixed with **UPS** for identification.

\*\*\*\*\*

Protean eGov Technologies Limited



**protean**

*Change is growth*

**Standard Operating Procedure  
On  
Shifting (Migration) from NPS to UPS  
Verification by DDO & Authorisation by PAO**

©2025 Protean eGov Technologies Limited (Formerly known as NSDL e-Governance Infrastructure Limited), All rights reserved. Property of Protean eGov Technologies Limited.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose, without the express written consent of Protean eGov Technologies Limited.

**Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO****REVISION HISTORY**

<b>Sr. No.</b>	<b>Date of Revision</b>	<b>Ver</b>	<b>Section Number</b>	<b>Description of Change</b>
1	25/03/2025	1.0	-	Initial Version

**Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO****Acronyms and Abbreviations**

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
UPS	Unified Pension Scheme
NPS	National Pension System
PRAN	Permanent Retirement Account Number
CG	Central Government
Pr.AO	Principal Accounts Office
PAO	Pay & Accounts Office
DDO	Drawing & Disbursing Officer

**Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO**

## Index

<b>Sr. No</b>	<b>Topic</b>
<b>1</b>	<b>Background</b>
<b>2</b>	<b>Verification of request by DDO</b>
<b>3</b>	<b>Authorization of request by PAO</b>

## **Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO**

### **1. Background:**

The Unified Pension Scheme (UPS) has been introduced as an option under the National Pension System (NPS) by the Central Government (CG) for the Central Government employees covered under NPS so that they may receive an assured payout after their retirement. It is a 'fund-based' payout system which relies on the regular and timely accumulation and investment of applicable contributions (from both the employee and the employer (the Central Government)) for grant of monthly payout to the retiree.

The Unified Pension Scheme shall be made operational from April 1<sup>st</sup>, 2025.

An existing Central Government employee in service as on April 1<sup>st</sup>, 2025, who is covered under NPS can opt for UPS by shifting their NPS account under UPS.

The shifting process can be initiated by the subscriber online through e-NPS portal wherein the said request will be verified by DDO/PAO and needs to be authorized by PAO. Alternatively, the subscriber can submit A2 form to the nodal office (PAO/DDO) for shifting from NPS to UPS. On the basis of the form received, Nodal Office will initiate the request and process the same.

**This document explains the Standard Operating Procedure (SoP) for processing shifting (migration) requests initiated by the subscriber online and verified by DDO and authorised by PAO.**

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

### 2. Verification of requests by DDO

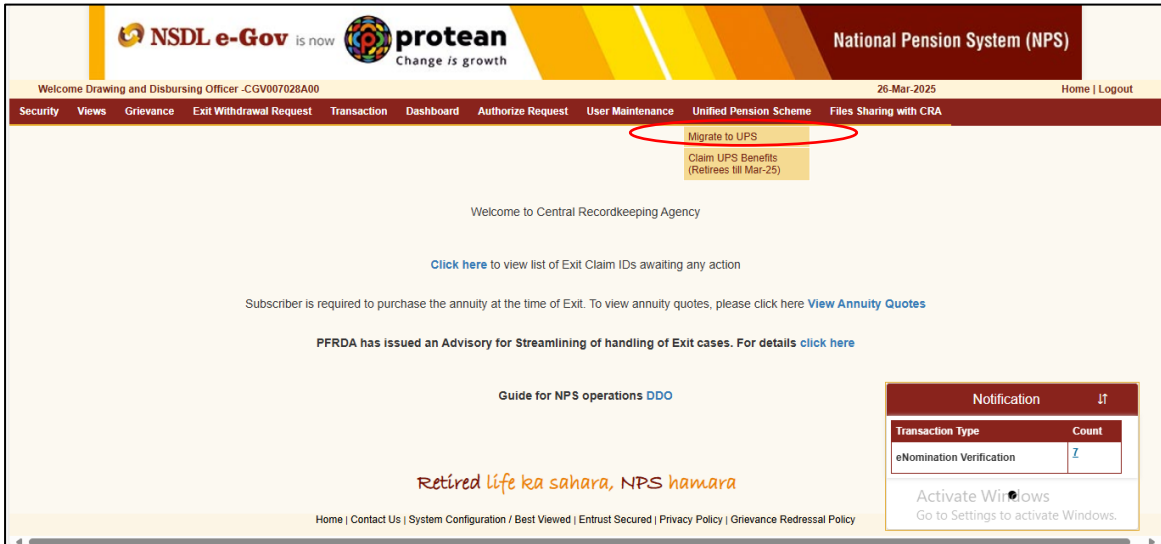
- A. DDO user (henceforth known as verifier) is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password.



The screenshot shows the CRA login interface. On the left is a sidebar with various service icons. The main area contains a login form for 'Nodal Offices / Other Intermediaries'. The form includes fields for User ID (CGV007043B00), Password, and a Captcha (3 9 4 8 = 47). There are 'Reset Password' and 'Submit' buttons. A 'Help/Instructions for Login' link is also present. Below the login form are QR codes for Android and iOS apps, and a note about activating Windows.

Figure 1

- B. The verifier needs to select “Unified Pension Scheme” menu and click on option “migration to UPS.”



The screenshot shows the NPS portal interface. The top navigation bar includes 'Security', 'Views', 'Grievance', 'Exit Withdrawal Request', 'Transaction', 'Dashboard', 'Authorize Request', 'User Maintenance', 'Unified Pension Scheme', and 'Files Sharing with CRA'. The 'Unified Pension Scheme' menu is highlighted with a red circle, and its sub-menu 'Migrate to UPS' is also highlighted. The main content area displays a welcome message to the Central Recordkeeping Agency, a link to view Exit Claim IDs, a link to view annuity quotes, and a link to view PFRDA advisory. A notification box in the bottom right corner shows a transaction type 'eNomination Verification' with a count of 1.

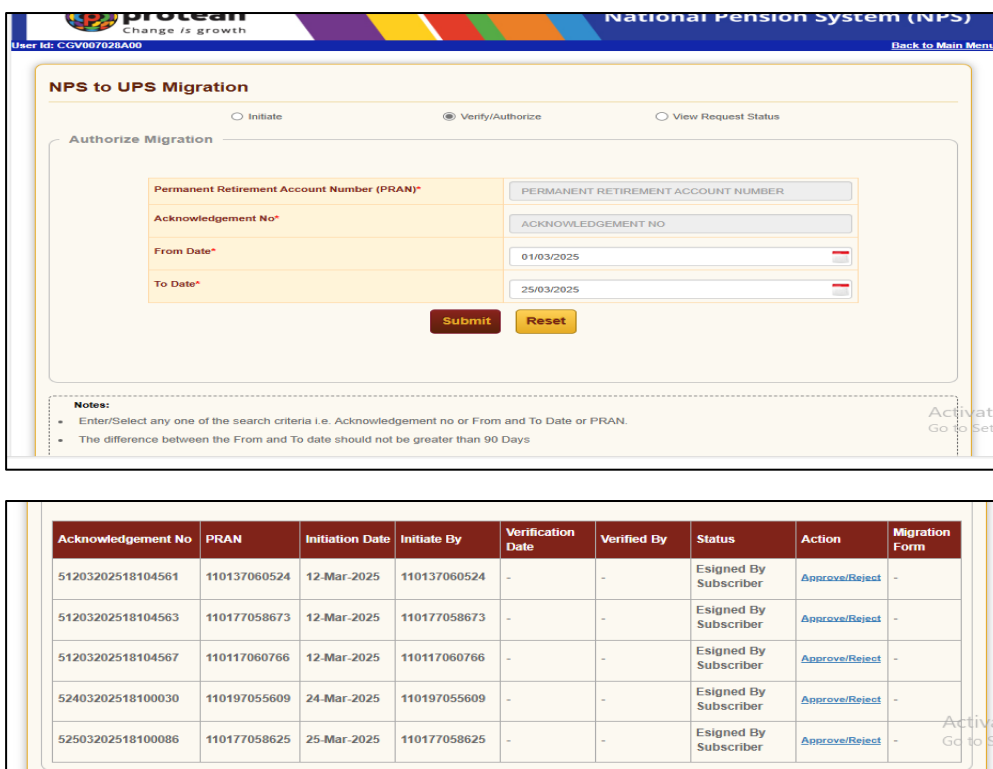
Figure 2



## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- C. Verifier needs to select “Verify/Authorize” tab and provide date range i.e. “From Date” and “To Date” and click on submit. On submission, search records will be displayed on the screen.

Alternatively, PRAN/Acknowledgement no. can be used to view specific request.



**NPS to UPS Migration**

☐ Initiate
 ☒ Verify/Authorize
 ☐ View Request Status

Authorize Migration

Permanent Retirement Account Number (PRAN)\*  
 Acknowledgement No\*  
 From Date\*  
 To Date\*

PERMANENT RETIREMENT ACCOUNT NUMBER  
 ACKNOWLEDGEMENT NO  
 01/03/2025  
 25/03/2025

**Notes:**

- Enter/Select any one of the search criteria i.e. Acknowledgement no or From and To Date or PRAN.
- The difference between the From and To date should not be greater than 90 Days


Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
51203202518104561	110137060524	12-Mar-2025	110137060524	-	-	Assigned By Subscriber	<a href="#">Approve/Reject</a>	-
51203202518104563	110177058673	12-Mar-2025	110177058673	-	-	Assigned By Subscriber	<a href="#">Approve/Reject</a>	-
51203202518104567	110117060766	12-Mar-2025	110117060766	-	-	Assigned By Subscriber	<a href="#">Approve/Reject</a>	-
52403202518100030	110197055609	24-Mar-2025	110197055609	-	-	Assigned By Subscriber	<a href="#">Approve/Reject</a>	-
52503202518100086	110177058625	25-Mar-2025	110177058625	-	-	Assigned By Subscriber	<a href="#">Approve/Reject</a>	-

**Figure 3**

Once verifier clicks on “Approve/Reject” link, all the details of the request will be displayed on the screen. (View Figure 4)

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- D. The verifier needs to verify the employment details of the employee as per service records. For reasons such as employee not eligible for shifting to UPS or employee has now resigned etc. said request can be rejected. In this process, the verifier needs to select the rejection category as “employment details” and provides remarks and click on reject button.


**National Pension System (NPS)**  
 User Id: CGV007028A00

**NPS to UPS Migration**

PRAN: 110197055609      SUBSCRIBER NAME: Dileep Rajendra Mahato  
 PAO Name: Pay Section-II, CDA (R&D), Hyderabad      PAO Reg No: 2000025  
 DDO Name: DDOOFF      DDO TAN: CGV007028A

**Personal Details**

Date of Birth: 08-Jun-1987      Gender: FEMALE  
 PAN: ZDRPN7784E

**Employment Details**

Date of Joining: 01-Jan-2015      Department: DAT  
 Ministry: FINANCE      DDO Office: DEMO\_DDO  
 Employee Code/ID\*: 103HFFJJ68YY7URR      Date of commencement of qualifying service\*: DDMM/YYYY  
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE      Current month Basic Pay\*: BASIC PAY  
 Schedule date for next increment\*: DDMM/YYYY

**Document Upload**

UPS Migration Form      Choose File      No file chosen

**Note:**

- Allowed File Types: pdf, jpg, jpeg
- Allowed File Size upto: 2KB to 5MB.

**e-Signed Form**

e-Signed Migration Form

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

**Flow View**

Start      Subscriber Initiator      DDO Verifier      Nodal Authorizer      Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
110197055609	110197055609	24-03-2025	Initiator	-		REQUEST RAISED
110197055609	110197055609	24-03-2025	Subscriber Initiator	Accepted		REQUEST E SIGNED

☐ Accept      ☒ Reject

Rejection Category\*: Employment Details

Remarks\*: EMPLOYMENT DETAILS NOT MATCHING WITH EXISTING RECORDS

Reject      Back

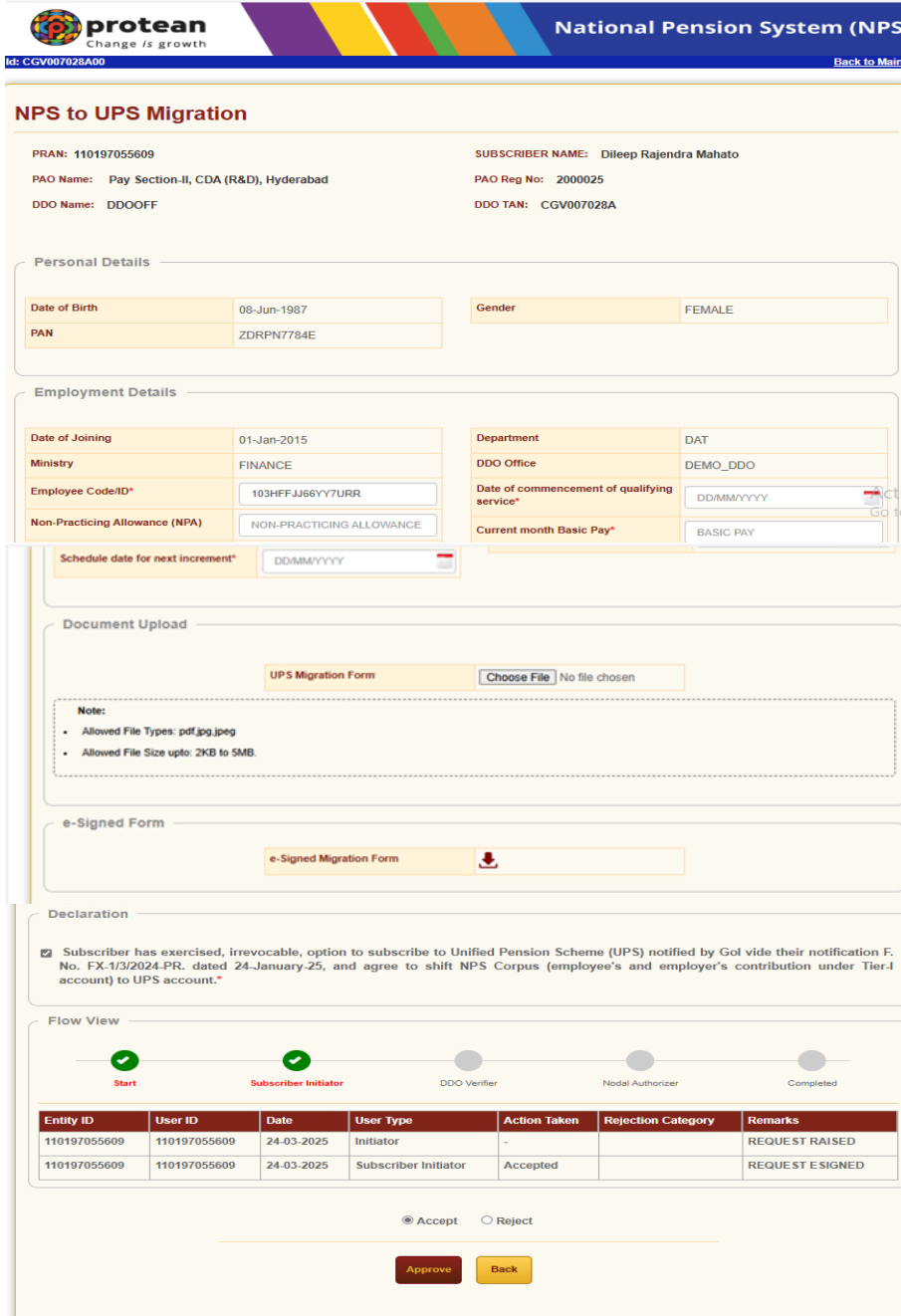
**Figure 4**

On clicking the rejection button, the shifting request will get rejected.

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

E. In case the employee is eligible to shift to UPS based on employment details, as per service record, the verifier needs to enter the following details.

- ✓ Employee Code/ID
- ✓ Date of commencement of qualifying service
- ✓ Current month Basic Pay
- ✓ Non-Practicing Allowance (NPA), if applicable
- ✓ Schedule date for next increment



**NPS to UPS Migration**

PRAN: 110197055609      SUBSCRIBER NAME: Dileep Rajendra Mahato  
 PAO Name: Pay Section-II, CDA (R&D), Hyderabad      PAO Reg No: 2000025  
 DDO Name: DDOOFF      DDO TAN: CGV007028A

**Personal Details**

Date of Birth: 08-Jun-1987      Gender: FEMALE  
 PAN: ZDRPN7784E

**Employment Details**

Date of Joining: 01-Jan-2015      Department: DAT  
 Ministry: FINANCE      DDO Office: DEMO\_DDO  
 Employee Code/ID\*: 103HFFJJ66YY7URR      Date of commencement of qualifying service\*: DDMM/YYYY  
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE      Current month Basic Pay\*: BASIC PAY  
 Schedule date for next increment\*: DDMM/YYYY

**Document Upload**

UPS Migration Form      Choose File      No file chosen

**Note:**

- Allowed File Types: pdf, jpg, jpeg
- Allowed File Size upto: 2KB to 5MB.

**e-Signed Form**

e-Signed Migration Form      Download

**Declaration**

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

**Flow View**

Start      Subscriber Initiator      DDO Verifier      Nodal Authorizer      Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
110197055609	110197055609	24-03-2025	Initiator	-		REQUEST RAISED
110197055609	110197055609	24-03-2025	Subscriber Initiator	Accepted		REQUEST E SIGNED

☒ Accept      ☐ Reject

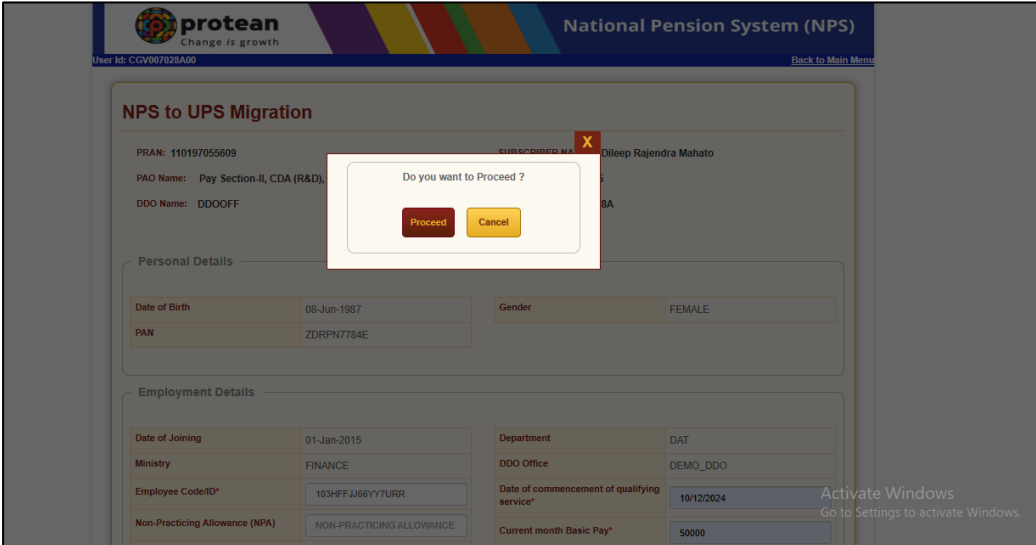
**Approve**      **Back**

**Figure 5**

After entering the details, verifier needs to select 'Accept' and click on 'Approve' button

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- F. On selecting the Approve button, the confirmation screen would appear where verifier has to select either proceed or cancel button.



**NPS to UPS Migration**

PRAN: 110197055609  
 PAO Name: Pay Section-II, CDA (R&D)  
 DDO Name: DDOOFF

Do you want to Proceed ?

Proceed Cancel

Personal Details

Date of Birth: 06-Jun-1987  
 Gender: FEMALE  
 PAN: ZDRPN784E

Employment Details

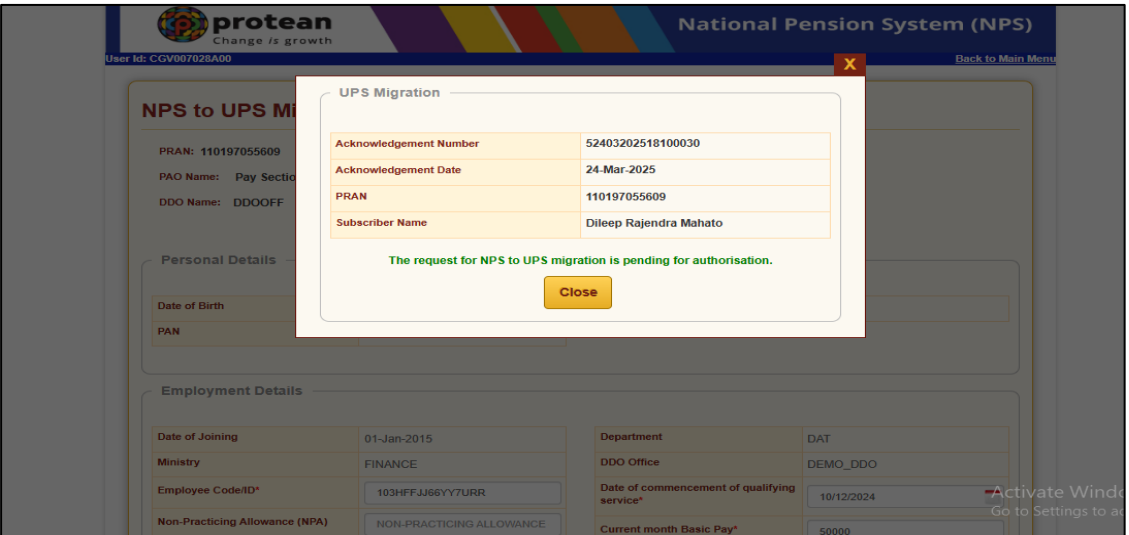
Date of Joining: 01-Jan-2015  
 Ministry: FINANCE  
 Employee Code/ID\*: 103HFFJJ66YY7URR  
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE

Department: DAT  
 DDO Office: DEMO\_DDO  
 Date of commencement of qualifying service\*: 10/12/2024  
 Current month Basic Pay\*: 50000

Activate Windows  
 Go to Settings to activate Windows.

**Figure 6**

- G. By clicking on "Proceed" option, the request will get verified and the status will be updated as 'The request for NPS to UPS migration is pending for authorisation'.



**NPS to UPS Migration**

PRAN: 110197055609  
 PAO Name: Pay Section-II, CDA (R&D)  
 DDO Name: DDOOFF

Personal Details

Date of Birth: 06-Jun-1987  
 PAN: ZDRPN784E

Employment Details

Date of Joining: 01-Jan-2015  
 Ministry: FINANCE  
 Employee Code/ID\*: 103HFFJJ66YY7URR  
 Non-Practicing Allowance (NPA): NON-PRACTICING ALLOWANCE

Department: DAT  
 DDO Office: DEMO\_DDO  
 Date of commencement of qualifying service\*: 10/12/2024  
 Current month Basic Pay\*: 50000

UPS Migration

Acknowledgement Number: 52403202518100030  
 Acknowledgement Date: 24-Mar-2025  
 PRAN: 110197055609  
 Subscriber Name: Dileep Rajendra Mahato

The request for NPS to UPS migration is pending for authorisation.

Close

Activate Windows  
 Go to Settings to activate Windows.

**Figure 7**

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

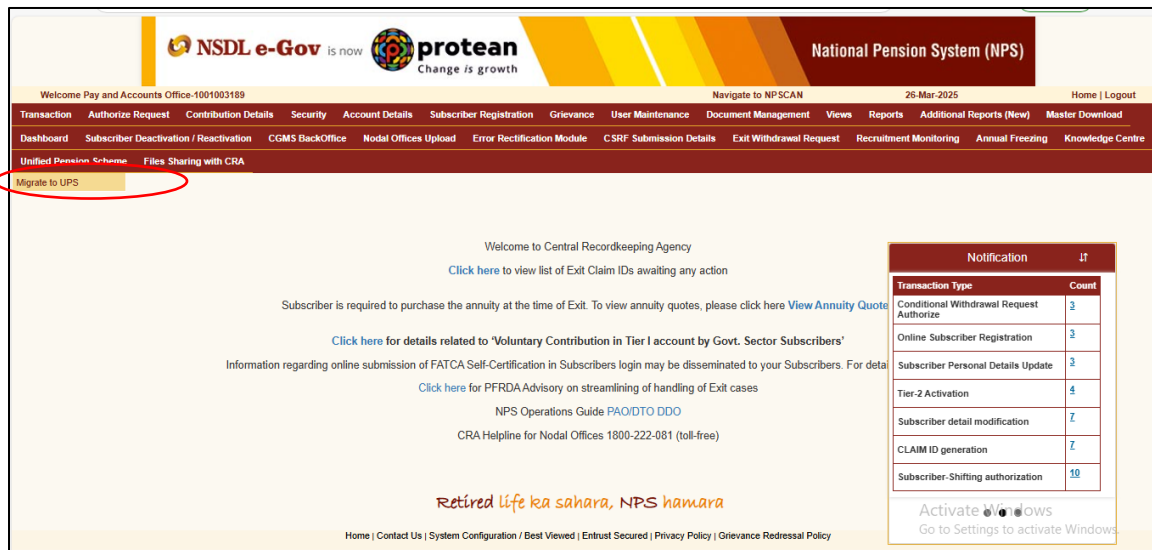
### 3. Authorization of request by Nodal office

- A. PAO office (hereafter termed as authorizer) is required to login into the CRA system (<https://cra-nsdl.com/CRA/>) using the User ID and password.



**Figure 8**

- B. The authoriser needs to go to “Unified Pension Scheme” menu and click on “migrate to UPS” option.



Transaction Type	Count
Conditional Withdrawal Request Authorize	3
Online Subscriber Registration	3
Subscriber Personal Details Update	3
Tier-2 Activation	4
Subscriber detail modification	7
CLAIM ID generation	7
Subscriber Shifting authorization	10

**Figure 9**

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- C. The authorizer needs to select “Verify/Authorize” tab and provide date range i.e. “From Date” and “To Date” and click on submit. On submission, record(s) if any pending for authorization based on the date range will be displayed on the screen.

There is an option of searching for specific requests based on PRAN/Acknowledgement number also.

### NPS to UPS Migration

☐ Initiate
 ☒ Verify/Authorize
 ☐ View Request Status

#### Authorize Migration

Permanent Retirement Account Number (PRAN)\*

PERMANENT RETIREMENT ACCOUNT NUMBER

Acknowledgement No\*

ACKNOWLEDGEMENT NO

From Date\*




01/03/2025

To Date\*

25/03/2025

Submit

Reset


Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
51003202518104542	110051049779	10-Mar-2025	CGV007031D00	-	-	INITIATED BY DDO	<a href="#">Approve/Reject</a>	
51103202518104545	110107055026	11-Mar-2025	110107055026	11-Mar-2025	CGV007028A00	Verified, awaiting authorisation	<a href="#">Approve/Reject</a>	
51103202518104546	110127055025	11-Mar-2025	110127055025	11-Mar-2025	1001003101	Verified, awaiting authorisation	<a href="#">Approve/Reject</a>	
51203202518104561	110137060524	12-Mar-2025	110137060524	-	-	Esigned By Subscriber	<a href="#">Approve/Reject</a>	-
51203202518104563	110177058673	12-Mar-2025	110177058673	-	-	Esigned By Subscriber	<a href="#">Approve/Reject</a>	-

**Figure 10**

Once authoriser clicks on “Approve/Reject” link for one request, all the details of the request will be displayed on the screen. (View Figure 11)

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- D. The authoriser can reject the request for any specific reason. In this process, the authoriser needs to select the rejection category as “employment details” and provides remarks and click on reject button.


**protean**  
 Change is growth

**National Pension System (NPS)**

User Id: 1001003189

[Back to Main Menu](#)

---

### NPS to UPS Migration

PRAN: 110197055609  
 PAO Name: Pay Section-II, CDA (R&D), Hyderabad  
 DDO Name: DDOOFF

SUBSCRIBER NAME: Dileep Rajendra Mahato  
 PAO Reg No: 2000025  
 DDO TAN: CGV007028A


**Personal Details**

Date of Birth	08-Jun-1987	Gender	FEMALE
PAN	ZDRPN7784E		


**Employment Details**

Date of Joining	01-Jan-2015	Department	DAT
Ministry	FINANCE	DDO Office	DEMO_DDO
Employee Code/ID*	103HFFJJ66YY7URR	Date of commencement of qualifying service*	10-Dec-2024
Non-Practicing Allowance (NPA)		Current month Basic Pay*	50000.00
Schedule date for next increment*	31-Dec-2025		

**Document Upload**

UPS Migration Form
 

**e-Signed Form**

e-Signed Migration Form
 

**Declaration**

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

**Flow View**

Start

Subscriber Initiator

DDO Verifier

Nodal Authorizer

Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
110197055609	110197055609	24-03-2025	Subscriber Initiator	-		REQUEST RAISED
110197055609	110197055609	24-03-2025	Subscriber Initiator	Accepted		REQUEST SIGNED
120080114	CGV007028A00	26-03-2025	Nodal Verifier	Accepted		

☐ Accept
 ☒ Reject

Rejection Category\*
 

Employment Details

Remarks\*
 

EMPLOYMENT DETAILS NOT MATCHED

Reject

Back

Figure 11

## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- E. In case the employee is eligible for shifting to UPS and details are correct, the authoriser needs to select 'Accept' and click on 'Approve' button.

☒ Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by Govt vide their notification F. No. FX-1/3/2024-PR, dated 24-January-25, and agree to shift NPS Corpus (employee's and employer's contribution under Tier-I account) to UPS account.\*

**Flow View**

Start

Subscriber Initiator

DDO Verifier

Nodal Authorizer

Completed

Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
110197055609	110197055609	24-03-2025	Subscriber Initiator	-		REQUEST RAISED
110197055609	110197055609	24-03-2025	Subscriber Initiator	Accepted		REQUEST E SIGNED
120080114	CGV007028A00	26-03-2025	Nodal Verifier	Accepted		

☒ Accept
 ☐ Reject

Approve


Back

Retired life ka sahara, NPS hamara

Activate W  
Go to Settings

Figure 12

- F. On selecting the Approve button, the confirmation screen would appear where verifier has to select either proceed or cancel button.


**National Pension System (NPS)**

User Id: 1001003189
 Back to Main Menu

**NPS to UPS Migration**

PRAN: 110197055609  
 PAO Name: Pay Section-II, CDA (R&D),  
 DDO Name: DD00FF

Do you want to Proceed ?
 

Proceed

Cancel

**Personal Details**

Date of Birth

09-Jun-1987

Gender

FEMALE

PAN

ZDRPN7784E

**Employment Details**

Date of Joining

01-Jan-2015

Department

DAT

Ministry

FINANCE

DDO Office

DEMO\_DDO

Employee Code/ID\*

103HFFJJ66YY7URR

Date of commencement of qualifying service\*

10-Dec-2024

Non-Practicing Allowance (NPA)

Current month Basic Pay\*

50000.00

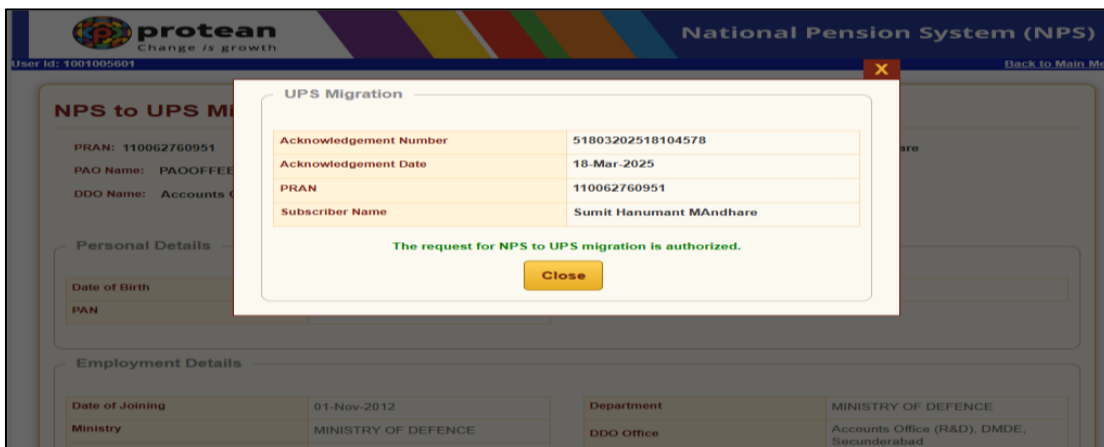
Activate W  
Go to Settings

Figure 13



## Shifting (Migration) from NPS to UPS - Verification by DDO & Authorisation by PAO

- G. By clicking on "Proceed" option, the request will get authorised and the status will be updated as 'The request for NPS to UPS migration is authorised.'



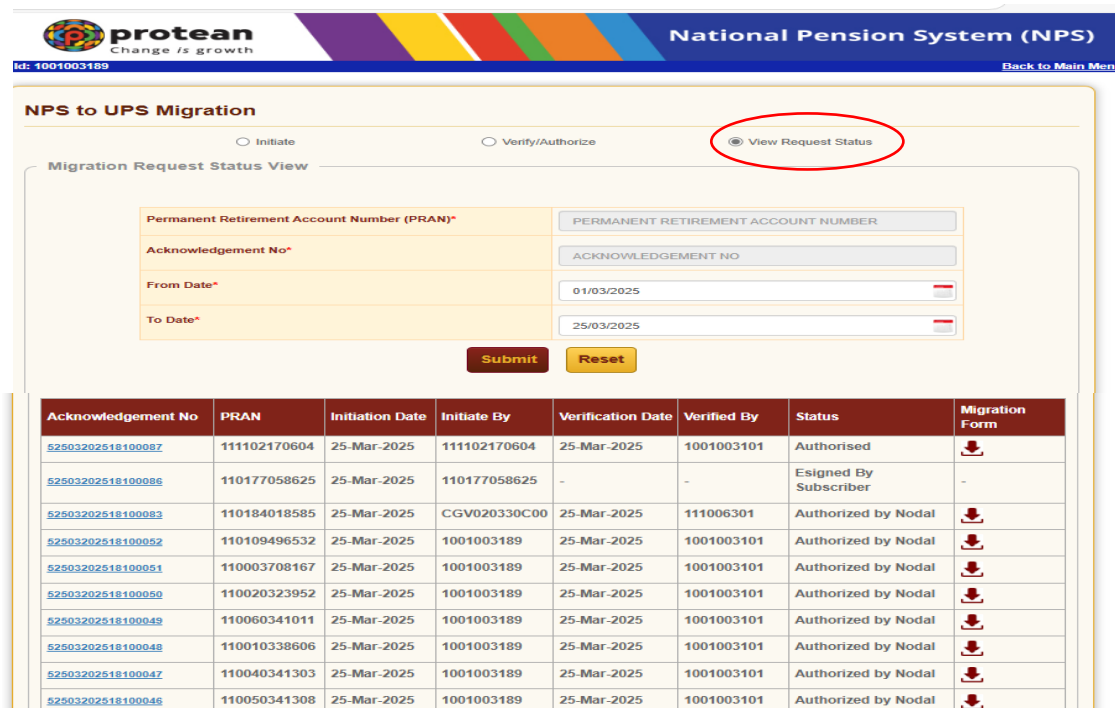
The screenshot shows the 'NPS to UPS Migration' interface. A modal window displays the following details:

Acknowledgement Number	51803202518104578
Acknowledgement Date	18-Mar-2025
PRAN	110062760951
Subscriber Name	Sumit Hanumant MANDHARE

Below the details, a green message states: "The request for NPS to UPS migration is authorized." with a "Close" button.

Figure 14

Status View: The nodal office can check the request status by selecting 'view request status' and enter date range for PRAN/Acknowledgement No.



The screenshot shows the 'NPS to UPS Migration' interface with the 'View Request Status' option selected. Below the selection buttons, there are input fields for 'Permanent Retirement Account Number (PRAN)\*', 'Acknowledgement No\*', 'From Date\*', and 'To Date\*'. Below these fields are 'Submit' and 'Reset' buttons.










Acknowledgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Migration Form
52503202518100087	111102170604	25-Mar-2025	111102170604	25-Mar-2025	1001003101	Authorized	
52503202518100086	110177058625	25-Mar-2025	110177058625	-	-	Esigned By Subscriber	-
52503202518100083	110184018585	25-Mar-2025	CGV020330C00	25-Mar-2025	111006301	Authorized by Nodal	
52503202518100052	110109496532	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100051	110003708167	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100050	110020323952	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100049	110060341011	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100048	110010338606	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100047	110040341303	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	
52503202518100046	110050341308	25-Mar-2025	1001003189	25-Mar-2025	1001003101	Authorized by Nodal	

Figure 15

The Subscriber Shifting requests with status as "Authorized" will indicate that PRAN is shifted from **NPS to UPS** and the said PRAN will be prefixed with **UPS** for identification.

\*\*\*\*\*



☐ I am a tax resident of India and not resident of any other country ☐ I am a tax resident of the country/ies mentioned below

US Person    Yes    ☐    No    ☐

Particulars		Country (1)	Country (2)	Country (3)
Country/countries of Tax Residency				
Address in the jurisdiction for Tax Residence	Address Line 1			
	City/Town/Village			
	State			
	ZIP/Post Code			
Tax Identification Number (TIN)/Functional equivalent Number				
TIN/ Functional equivalent Number Issuing Country				
Validity of documentary evidence provided (Wherever applicable)		ddmmyyyy	ddmmyyyy	ddmmyyyy

Signature / Thumb Impression\* of  
Applicant (refer instructions)

I have read and understood the terms and conditions of the Unified Pension Scheme (UPS). The information and documents furnished by me are true and correct, to the best of my knowledge. Any changes in the information furnished by me shall be informed to CRA / NPS Trust. I understand that I shall be fully liable for submission of any false or incorrect information or documents.

### Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering.

Date: 

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

 Place:

**Signature / Thumb Impression\* of Applicant**  
(\*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands)

**Employment Details** (At the time of exercise of UPS option)

Date of Joining*	d	d	m	m	y	y	y	y	Date of Superannuation*	d	d	m	m	y	y	y	y				
Date of Commencement of qualifying service*	d	d	m	m	y	y	y	y													
Employee Code/ID*																					
Post (Optional)																					
Group (Optional)	<input type="checkbox"/>	A		<input type="checkbox"/>	B (Gazetted)		<input type="checkbox"/>	B (Non-Gazette)		<input type="checkbox"/>	C		<input type="checkbox"/>	D		<input type="checkbox"/>	E		<input type="checkbox"/>	Other	
Service (Optional)	<input type="checkbox"/>	IAS		<input type="checkbox"/>	IPS		<input type="checkbox"/>	IFS		<input type="checkbox"/>	Group A		<input type="checkbox"/>	Group B		<input type="checkbox"/>	Other				
Basic Pay*																					
Pay Scale (Optional)																					
Name of the office*																					
Department*																					
Ministry*																					
DDO Registration Number*									PAO / CDDO / PrAO Registration Number*												

It is certified that Shri./Smt./Kumari \_\_\_\_\_ is employed in this office and the details provided in this subscriber registration form have been verified as per service record. The given address and officially valid documents (OVDs) of KYC are verified by this office. Also, it is further certified that he/she has read entries/entries have been read over him/her by us and got confirmed by him/her.

Name of DDO		Name of PAO	
Signature of DDO		Signature of PAO	
DDO Code No. (As per record in CRA System)		PAO Code No. (As per record in CRA System)	
Seal of DDO		Seal of PAO	
Date		Date	
Place		Place	

### ACKNOWLEDGEMENT

Name of the Subscriber 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Receipt of Application : 

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

### INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

#### General guidelines

- (a) Please fill in legible handwriting to avoid errors. Do not overwrite. Corrections should be countersigned by the applicant. Applications incomplete in any aspect (or) if mandatory fields are left blank (or) with unclear photograph (or) not accompanied by required documents (or) not authenticated by the Nodal Office are liable to be rejected.
- (b) Copies of documents submitted by the applicant should be self-attested.
- (c) Applicant is advised to retain the acknowledgement slip signed / stamped by the designated nodal officer where they submit the application.

SI	Item No	Item Details	Instructions
1	1	Fathers Name, Mother's Name	(a) If the name has more than 30 digits, fill Annexure II for the same. (b) If the applicant is an Orphan, he/she may leave the fields blank. However, an official document to support the status to be submitted.
		Politically Exposed Person	Politically Exposed Person's (PEPs) are individuals who are or have been entrusted with prominent public functions such as heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials.
2	2	Proof of Identity	If the applicant is submitting Aadhaar as proof of Identity, the first 8 digits of the Aadhaar number should be redacted / masked on the submitted copy.
3	5	Bank Details	For UPS account opening through physical form (FORM A1) bank details and documentary proof are mandatory. Please submit a cancelled cheque / copy of bank passbook / bank statement / bank certificate / letter from Bank containing applicant's Name, Bank Name, Bank Account Number and IFS Code.
4	6	Selection of Pension Fund (PF) & Investment Choice	Government employee/subscribers can exercise choice of Pension Funds and allocate their investments either in Asset Class 'G' under 'Active Choice' or in Life Cycle Funds - LC 50 or LC 25 under 'Auto Choice'. If no choice is provided, the contributions will be distributed among the default Pension Funds and investment pattern selected by the Government.
5	7 & 8	FATCA & CRS Declaration / Signature by Applicant	Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India: <ul style="list-style-type: none"> <li>Jurisdiction(s) of Tax Residence : Since US taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident for tax purpose in USA.</li> <li>Tax identification Number (TIN) : TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number and resident registration number).</li> <li>In case applicant is declaring US person status as 'No' but his/her Country of Birth is US, document evidencing Relinquishment of Citizenship should be provided or reasons for not having relinquishment certificate is to be provided.</li> <li>In case applicant is declaring US person status as 'Yes', provide PAN and 'father name' in addition to details required under section 9 of form.</li> <li>In case the applicant is unable to affix signature, Left Thumb Impression in case of male and Right Thumb Impression in case of female should be affixed and in case there is no hands, toe impression of the applicant to be provided. The thumb / toe impression should be attested by two persons, one of whom should be the designated nodal officer attesting the same under his/her official seal and stamp.</li> </ul>

#### General Information for Subscribers

- a) The Subscriber can obtain the status of his/her application from CRA and respective Nodal Office.
- b) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated respective nodal office where they submit the application.
- c) For more information / clarifications, contact CRA:

Website: <https://www.npsra.nsdl.co.in>  
Call: 020 6906 6906  
Address: Central Recordkeeping Agency (CRA)  
Protean eGov Technologies Limited  
(formerly NSDL e-Governance Infrastructure Limited)  
1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,  
Lower Parel (W), Mumbai - 400013

## ☐ Annexure I - Print PRAN Card in Hindi (Fill the details in Devnagri script)

[illegible][illegible]

**UNIFIED PENSION SCHEME (UPS) – SUBSCRIBER MIGRATION FORM - Government Sector****[See Regulation 4 ]****Exercise of Option by an eligible Central Government employee presently subscribed to National Pension System (NPS) For being covered under Unified Pension Scheme (UPS)****Protean eGov Technologies Limited (formerly NSDL e- Governance Infrastructure Ltd.)**

I, ..... Son/ Daughter of Mr/Mrs. .... being a subscriber of NPS as on 01/04/2025 with permanent retirement account number (PRAN) ....., having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F.No. FX-1/3/2024-PR dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS).

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.

**Signature / Thumb Impression\* of Applicant**

(\*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands)

Place : \_\_\_\_\_

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**(To be filled and certified by the DDO based on Service records)**

Employment Details (At the time of exercise of UPS option)									
Employee Code/ID									
Date of commencement of qualifying service (Qualifying Service as defined in Regulation 2(k) read with Regulation 13)	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Current Month Basic Pay									
Non-Practicing Allowance (NPA), if applicable									
Schedule date for next increment	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

Signature & Name of DDO	Signature & Name of PAO
DDO Reg. No.	PAO Reg. No.
Date : _____ Place : _____	Date : _____ Place : _____

**Note/Instruction:**

- The duly signed copy of this Form shall be kept DDO in employee's service record and a copy of the same shall be provided to the employee for his record.
- DDO shall input the Head of Office verified data in the Central Record Keeping System and in case of physical submission of form by the subscriber, the DDO shall upload a copy of this duly signed option form. PAO shall authorise and approve the option exercised by the subscriber in the CRA system through their login.



### 1. Details of Partial Withdrawal:

S. N.	Date of Partial Withdrawal	Amount Withdrawn	No. of Units Withdrawn as per Default Pattern	Default Pattern NAV on the Date of Superannuation	Value of Partial Withdrawals (no. of units withdrawn * NAV) as per default pattern, as on date of superannuation
1					
2					
3					
Total					

S. N.	Date of Voluntary Contribution	Amount of Voluntary Contribution	No. of Units Allotted	NAV on the Date of Superannuation	Value of Voluntary Contribution (no. of units * NAV) as on date of superannuation
1					
2					
3					
...					
n					
Total					

I.	Individual Corpus (IC): Value of Corpus as on Date of Superannuation/Retirement.	
II.	Benchmark Corpus (BC): Value of IC as per Default Pattern of Investment + Value of Partial Withdrawals amount at the time of Superannuation as per Default Pattern - value of Voluntary Contribution on Date of Superannuation/Retirement.	
III.	Final Withdrawal (FW in %).	
IV.	Representative Annuity Rate ( <i>as on Date of Superannuation, as published by PFRDA</i> ).	
V.	Representative Annuity Amount = (IC) x (1-FW%) *(Representative Annuity Rate) / (12*100) where {IC <= BC}.	

**1. Employment Details as per service record:**

(in case of superannuation, next day of superannuation or  
in case of retirement under FR 56 (j), next day of retirement)

	Basic Pay	NPA ( <i>non-practicing allowance granted to medical officer in lieu of private practice</i> )	Total (Basic pay + NPA)		Basic Pay	NPA ( <i>non-practicing allowance granted to medical officer in lieu of private practice</i> )	Total (Basic pay + NPA)
Month 1				Month 7			
Month 2				Month 8			
Month 3				Month 9			
Month 4				Month 10			
Month 5				Month 11			
Month 6				Month 12			

**Average of 12 Months of (Basic pay +NPA) = P**



Month / Year	Basic Pay (includes non-practicing allowance granted to medical officer in lieu of private practice) if any) (BP)	Dearness Allowance (DA)	Total E= (BP+ DA)
Last month emolument (E) for lump-sum payment			

**Verified and Certified that the details are true and correct.**

<b>DDO Name</b>	<b>DDO Registration No.</b>
<b>Date:</b>	<b>Place:</b>

(Do not sign across /  
staple / clip)

[illegible]

Name																										
Employee Code / ID																										
PRAN											Date of Birth															
											d d m m y y y y															
Date of Superannuation / Retirement under FR 56(j)	d d m m y y y y										Date of Joining Service															
											d d m m y y y y															
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Transgender																					
PAO (office name)																										
DDO (office name)																										
PAN																										
Ministry / Department (from where retired)																										

Name																									
DOB	d	d	m	m	y	y	y	y	PAN																
Gender	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Transgender	Mobile No.																		
E-mail Id																									

Length of Qualifying Service in number of months	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average of last 12 Months Basic Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Month Salary (Basic Pay + DA)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Length of Qualifying Service in completed Six Months	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Start of Monthly Payout	<input type="text"/>	<input type="text"/>	<input type="text"/>
Admissible Payout: Assured Payout*(IC/BC)*(1-FW%) where {IC <= BC} ( <i>Assured Payout = (1/2 of P) x (Q/300)</i> ) with the condition that if (P/2) XQ/300 is less than 10,000, it will be taken as 10,000, where P is basic pay and Q is qualifying service in	<input type="text"/>	<input type="text"/>	<input type="text"/>

[illegible]

Signature & Name of PAO :

PAO Name	PAO Registration No.
Date:	Place:

Authorising the release of benefits upon receipt of UPS payout Order after due Verification

Authorised Signatory  
NPS Trust

Date:	Place:
-------	--------

Instructions to fill the form

1. All fields are mandatory, unless marked with Asterisks.
2. Please fill the details of the subscriber as per the service records.
3. Please give details of DDO, PAO, Department/Ministry of the office from where you retired.
4. Any one of the 5 KYC documents may be provided. In case of online filling of the form Aadhar Number or CKYC ID may be provided.
5. The current address shall be as per the KYC document provided. In case there is change in the current address, the concerned KYC documents is to be updated first.
6. The mobile number and e-mail id of the claimant shall be verified separately by sending an OTP or a link as may be applicable.
7. The field of date of joining in Central Govt regular service shall be captured from the CRA system, however, in case of any change, it shall be editable by the subscriber and duly verified by DDO.
8. In case, Aadhaar number is being given for legally wedded spouse, only the last four digits of the Aadhaar number may be provided.

List of Documents to be attached with this form

By Claimant:

- i. Photocopy of the first page of Pass Book/Bank Statement or cancelled cheque of the Bank Account or any other bank document showing the name and account details of Account Holder, in which the payout is to be credited.
- ii. Copy of PAN Card of claimant.
- iii. KYC documents of claimant.
- iv. One joint photograph.
- v. Specimen signature of claimant.

By DDO:

- i. Copy of the document containing employment details verified by HOO.
- ii. Copy of the signed Form by subscriber (in case the form submitted by subscriber in physical mode).