Protean eGov Technologies Limited



# Standard Operating Procedure on Shifting from NPS to UPS – Initiation by Subscriber

# (Online Procedure)

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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

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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	
PFRDA	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	

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# Shifting from NPS to UPS - Initiation by Subscriber

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#### 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:

- 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.

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Shifting from NPS to UPS - Initiation by Subscriber

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

### A: Initiation of request by Subscriber

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

			K W	K	
protean Unified F	'ension Scheme (UPS) ~ Na	ational Pension System (NPS) ~	Atal Pension Yojana (APY) - Swavalamban -	GD5~	⊖ Login ∨
Registe	er for UPS				
NPS to	UPS Migration		21		
Centra	Exit Benefits (For I Govt. Subscribers g by 31-Mar-25)				
Invest					
your re	tireme	nt &			
Save ta	axes			TRUE OF	
			Protean is First & Single Largest CRA -Trusted by over	Tex	
REGISTER NOW			70 million+ Subscribers*	F	
					<u> </u>

Figure 1

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

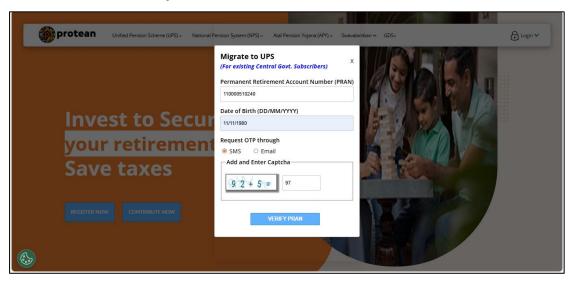


Figure 2

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Shifting from NPS to UPS – Initiation by Subscriber	

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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	
OTP Verification         An OTP has been sent to your registered         Mobile number 033	

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*).

	I, <b>Dileep Rajendra Mahato</b> Son/Daughter of Mr./Mrs. <b>ABCD</b> being a subscriber of NPS retirement account number (PRAN) <b>110197055609</b> , having read and fully understoad t Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PI (Operationalisation of Unified Pension Scheme under National Pension System) Regular to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the op Pension Scheme (UPS).	the provisions of Unified Pension R, dated 24/01/2025 and PFRDA ttions, 2025 as amended from time ption to be covered under Unified
	Further, I hereby acknowledge that this option exercised by me shall be final and irreva I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and shu personal information for the purpose of the said scheme regulated under the PFRDA Ac notified thereunder.	are data / details of my necessary
	Date: <b>24/03/2025</b> Name: <b>Dileep Rajendra Mahato</b>	
	I have Accepted the above mentioned NPS to UPS Migration I	Declaration
5	PROCEED TO eSIGN	Activate Windows Go to Settings to activate Windows
	Figure 4	
Note: Th	e above declaration mentions that the shift	ting option exercised by th

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#### 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. retirement account number (PRAN) 110197055609, having read and fully understood the provis Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 2 (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 202 to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to b Pension Scheme (UPS).	ions of Unified Pension 24/01/2025 and PFRDA 25 as amended from time
	Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.	
	l authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 a notified thereunder.	
	Date: <b>24/03/2025</b> Name: <b>Dileep Rajendra Mahato</b>	
	I have Accepted the above mentioned NPS to UPS Migration Declaration	n
	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".

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	National Pension System Trust has requested to Digitally sign the document
English 🗸 Play aud	Transaction ID: UKC:eSign:2620:20250312163922241 dated <b>2025-03-12T15:39:27</b>
	ox and enter Aadhaar/Virtual ID otean eGov Technologies Limited (formeriv NSDL e-Governance Infrastructure Limited) to -
<ol> <li>Use my Aadhaar / Virtu Pension Yojana (APY) services of UIDAI) in acc</li> </ol>	All ID details a splicable) esigning the registration document / service requests under National Pension System (NPS)/Atal Y) for/with National Pension System Trust and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC ccordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied othed thereunder and for no other purpose.
through Aadhaar based	aar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC d=-KYC services of UIDA1 and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) eSigning the registration requests under National Pension System (NPS)/Atal Pension Vojana (APY) for/with National Pension System Trust.
	urity and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov nd 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
	S NSDL e-Gov is now improteen
	I ID. Download Instructions to generate Virtual ID in lieu of Aadhaar. Go to Settings to activa

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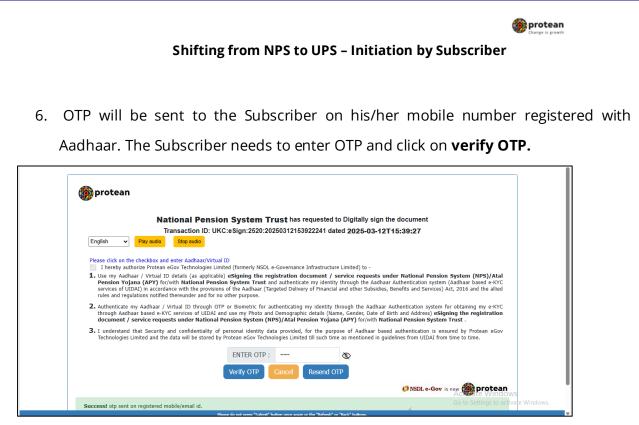


Figure 7

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				Î
		NPS to UPS Migr initiated sur PRN : Name of the Subscriber : Acknowledgement Number : Acknowledgement Date : DOWNLOAD eSIGNED M	Cccesfully 110117060766 Ashwin Vijay Limaye 51203202518104567 12/03/2025	Activate Windows Go to Settings to activate Windows.	
65		Initiated sur PRAN : Name of the Subscriber : Acknowledgement Number : Acknowledgement Date :	2), ation request ccesfully 110117060766 Ashwin Vijay Limaye 5120202518104567 12/03/2025		

Figure 8

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

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# Standard Operating Procedure On Shifting (Migration) from NPS to UPS

# **Initiated by DDO**

# and

# **Verification & Authorisation by PAO**

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### 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
ΡΑΟ	Pay & Accounts Office
DDO	Drawing & Disbursing Officer



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3	Verification of request by PAO
4	Authorisation of request by PAO

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#### 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.



### 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 (<u>https://cra-nsdl.com/CRA/</u>) using the User ID and password.

0	Activate Tier II Account Free !!	My User ID/PRAN & Password is confidential & not to be disclosed.     Password should be complex and not commonly used text or     number.     I need to keep changing my password regularly.
4	FATCA Compliance	Submt Reset Password IPIN for eNPS Help/Instructions for Login
APT	Know Your Pension (NPP)	Nodal Offices / Other Intermediaries
P	Subscriber Consent to share contact details with ASP	User ID CGV007043800 Password Enter Captcha $3^{\circ}$ $9^{\circ}$ $4^{\circ}$ $8^{\circ}$ = 47
<u></u>	Subscriber Registration/Photo-Signature Modification Request	I understand that,
	Status using Receipt Number	My User ID/FRAN & Password is confidential & not to be disclosed.     Password should be complex and not commonly used text or     number.     I need to keep changing my password regularly.
30	PRAN Card Dispatch Status	Submt Reset Password Helo/Instructions for Login
	Grievance / Enquiry Status	Android LOS Activate Window

Figure 1

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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.

NPS to U	JPS Migration			
< Initiate Mig	Initiate gration	O Verify/Authorize	O View Request Status	
	Permanent Retirement Account Number	Submit		

Figure 3

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- 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

RAN: 110189498890		SUBSCRIBER NAME: Sumit Hanun	nant MAndhare KANT TIWARI
AO Name: PAOOFFEECE		PAO Reg No: 2000014	
DO Name: OCRI (GW)		DDO TAN: CGV007043B	
Personal Details			
ate of Birth	08-Oct-1995	Gender	MALE
AN	NJHPN1531P		
Employment Details			Activate Windo
			Go to Setting: to ac
ate of Birth			
ate of Birth	08-Oct-1995 NJHPN1531P	Gender	MALE
	NJEPHIOJE		« December 2024 » Su Mo Tu We Th Fr Sa
Employment Details			24 25 26 27 28 29 30 1 2 3 4 5 6 7
			8 9 10 11 12 13 14
ate of Joining	01-Jan-2015	Department	15 16 17 18 19 20 21 22 23 24 25 26 27 28
linistry	FINANCEDEPARTMENTDDDD	DDO Office	29 30 31 1 2 3 4
mployee Code/ID*	103HFFJJ66YY7URR	Date of commencement of qualifying service*	10/12/2024
on-Practicing Allowance (NPA)	NON-PRACTICING ALLOWANCE	Current month Basic Pay*	50000
chedule date for next increment*	31/12/2025		
Document Upload			
	UPS Migration Form*	Choose File 111000770131.pdf	
Note: Allowed File Types: pdf.jpg.jpeg Allowed File Size upto: 2KB to 5MI	8.		
Declaration			
		Inified Pension Scheme (UPS) notified	

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.

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

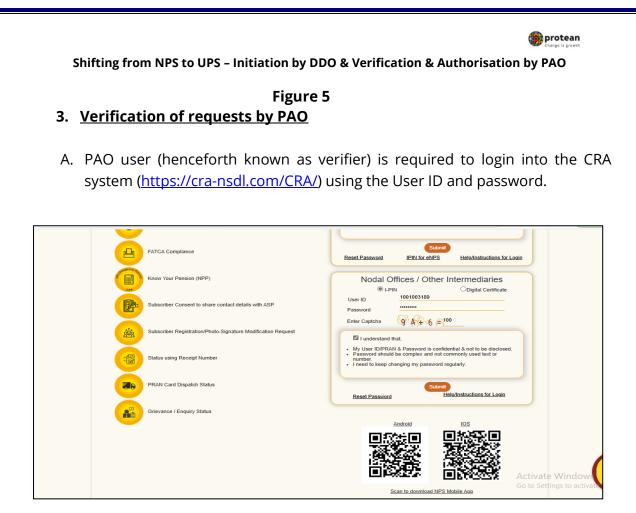
"Subscriber has exercised, irrevocable, option to subscribe to Unified Pension Scheme (UPS) notified by GOI vide their notification F. No. FX-1/3/2024-PR. dated 24-January-25 and agree to shift NPS Corpus (employee's and employer's contribution under Tier – I account) to UPS account."

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.

<u>Status Screen:</u> 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:

PAO Name: PAOOFFEECE		SUBSCRIBER NAME: Sumit Hanum	ant MAndhare KANT TIWARI
		PAO Reg No: 2000014	
DDO Name: OCRI (GW)		DDO TAN: CGV007043B	
Demonal Dataila			
Personal Details			
Date of Birth	08/10/1995	Gender	MALE
PAN	NJHPN1531P		
Employment Details			
Date of Joining	01-Jan-2015	Department	DAT
Ministry	FINANCEDEPARTMENTDDDD	DDO Office	DEMO_DDO
Employee Code/ID*	103HFFJJ66YY7URR	Date of commencement of qualifying	10-Dec-2024
Non-Practicing Allowance (NPA)		service*	
Schedule date for next increment*	31-Dec-2025	Current month Basic Pay*	50000.00
Employee Code/ID*	103HFFJJ66YY7URR	Date of commencement of qualifying service*	10-Dec-2024
Employee Code/ID* Non-Practicing Allowance (NPA) Schedule date for next increment* Document Upload	103HFFJJ86YY7URR 31-Dec-2025	Date of commencement of qualifying service* Current month Basic Pay*	10-Dec-2024 50000.00
Non-Practicing Allowance (NPA) Schedule date for next increment*		service*	10-Dec-2024
Non-Practicing Allowance (NPA) Schedule date for next increment* Document Upload	31-Dec-2025 UPS Migration Form*	Service* Current month Easic Pay*	50000.00
Non-Practicing Allowance (NPA) Schedule date for next increment Document Upload Declaration	31-Dec-2025	service* Current month Basic Pay*	50000.00
Non-Practicing Allowance (NPA) Schedule date for next increment Document Upload Declaration Subscriber has exercised, irr No. FX-I/3/2024-PR. dated 2	31-Dec-2025	Service* Current month Basic Pay*	50000.00
Non-Practicing Allowance (NPA) Schedule date for next increment* Document Upload Declaration Subacriber has exercised, irr No. FX-1/3/2024-PR, dated 2 account) to UPS account.*	31-Dec-2025	Service* Current month Basic Pay*	50000.00
Non-Practicing Allowance (NPA) Schedule date for next increment* Document Upload Declaration Subscriber has exercised, irr No. FX-13/2024-PR, dated 2 account) to UPS account.* Flow View	31-Dec-2025 UPS Migration Form* evocable, option to subscribe to 4-January-25, and agree to shif	Unified Pension Scheme (UPS) notifit t NPS Corpus (employee's and emp	to Use 2024 50000.00 ad by Gol vide their notification F. Nover's contribution under Tier-1 Completed

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**B.** The verifier needs to select "Unified Pension Scheme" menu and click on option "**migration to UPS.**"

Welcome	Pay and Accounts Office-1001003189	Navigate to NPSCAN 26-Mar-	2025	Home   Lo
ansaction	Authorize Request Contribution Details Security Account Details Subscriber Registration Grievance User Maintenance	Document Management Views Reports Add	itional Reports (New) Ma	aster Downloa
ashboard	Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submission Det	ails Exit Withdrawal Request Recruitment Monit	oring Annual Freezing	Knowledge
	on Scheme Files Sharing with CRA			
rate to UPS				
	Welcome to Central Recordkeeping Agency			
	Click here to view list of Exit Claim IDs awaiting any a	action	Notification	11
		Transacti		Count
	Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes,	please click here View Annuity Quote Condition Authorize	al Withdrawal Request	3
	Click here for details related to 'Voluntary Contribution in Tier I account t	oy Govt. Sector Subscribers' Online Su	bscriber Registration	3
	Information regarding online submission of FATCA Self-Certification in Subscribers login may be diss	eminated to your Subscribers. For detai Subscrib	er Personal Details Update	3
	Click here for PFRDA Advisory on streamlining of handling of	f Exit cases Tier-2 Act	tivation	4
	NPS Operations Guide PAO/DTO DDO		er detail modification	7
	CRA Helpline for Nodal Offices 1800-222-081 (toll-fi	ree)		-
		CLAIM ID	generation	L
		Subscrib	er-Shifting authorization	<u>10</u>
	Retired life ka sahara, NPS ham	ara	tivate Windows	
	Home   Contact Us   System Configuration / Best Viewed   Entrust Secured   Privacy Pol	Go	to Settings to activate	e Windows

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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.

		<ul> <li>Initiate</li> </ul>		Verify/#	Authorize	0 V	iew Request Status		
Authorize	Migratio	n							
	Permane	nt Retirement Acc	ount Number (PR	AN)"	11018949888	0			
	Acknowle	edgement No*			ACKNOWLE	DGEMENT NO			
	From Dat	e*			DD/MM/YYY	Y			
	To Date*				DD/MM/YYY	Y			
				Submit	Reset				
Acknowledge	ement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
							INITIATED BY		

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.

	PS Migratic	on				
PRAN: 110189	9498890			SUBSCRIBER NAME: GANESH AN	L PATIL	
PAO Name: P	PAOOFFEECE			PAO Reg No: 2000014		
DDO Name: (	OCRI (GW)			DDO TAN: CGV007043B		
Personal D	etails					
Date of Birth		02-Feb-1995		Gender	MALE	
PAN		NJHPN1531P				
Employme	nt Details					
Date of Joining	1	01-Jan-2015		Department	DAT	
Ministry		FINANCEDEPART	MENTDDDD	DDO Office	DEMO_DDO	
Employee Code		103HFFJJ66YY7U	RR	Date of commencement of qualifying service*	10-Dec-2024	Activ
	Allowance (NPA)			Current month Basic Pay*	50000.00	Go to
schedule date	for next increment*	31-Dec-2025				
				Current month basic Pay"	50000.00	
Schedule date f	for next increment*	31-Dec-2025			50000.00	
		UPS Migration Fo	rm-	<b>.</b>		
Declaration						
No. FX-1/3	r has exercised, irr			nified Pension Scheme (UPS) notific NPS Corpus (employee's and emp		
Subscribe No. FX-1/3 account) to	r has exercised, irr 2024-PR. dated 2					
Subscribe No. FX-1/3 account) to	r has exercised, irr 1/2024-PR. dated 2 o UPS account.*		agree to shift	NPS Corpus (employee's and emp	loyer's contribution under Tr	
Subscribe No. FX-1/3 account) to Flow View Entity ID	r has exercised, irr 1/2024.PR: dated 2 b UPS account.* DDO Initiator User ID	4-January-25, and	A agree to shift I Nodal Verifier User Type	NPS Corpus (employee's and employee's and employee's Automatic and the second s	Gyer's contribution under Tr Completed ory Remarks	ior-l
Subscribe No. FX-1/3 account) to Flow View Entity ID	r has exercised, irr 1/2024.PR: dated 2 b UPS account.* DDO Initiator User ID	4-January-25, and	Nodal Verifier User Type Nodal Initiator	NPS Corpus (employee's and emp Nodal Authorizer Action Taken Rejection Categ	Gyer's contribution under Tr Completed ory Remarks	
Subscribe No. FX-1/3 account) to Flow View Entity ID	r has exercised, irr 1/2024.PR: dated 2 b UPS account.* DDO Initiator User ID	4-January-25, and	Nodal Verifier Nodal Initiator	NPS Corpus (employee's and emp Nodal Authorizer Action Taken Rejection Categ - O Reject	Gyer's contribution under Tr Completed ory Remarks	Activ



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.

Flow View						
	0				•	
	DDO Initiator		Nodal Verifier	Noda	Authorizer	Completed
Entity ID	User ID	Date	User Type	Action Taken	Rejection Category	Remarks
100000000	CGV007043B00	40.00.0005				DE QUIE OT DALOED
120080262	CGV007045B00	18-03-2025	Nodal Initiator	-		REQUEST RAISED
120080262	CGV007043B00		Accept	Reject     Employment Det	ails	REQUEST RAISED
120080262	C54007045800	Rejection	O Accept	Reject     Employment Det     EMPLOYMENT D		REQUEST RAISED

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.

	<b></b>			(	•	
	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

Figure 11

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

ation		HAM SAMIR MAJI	
		HAM SAMIR MAJI	
DA (R&D), Do you war	nt to Proceed ?		
Proceed	Cancel		
10-Jan-2001	Gender	FEMALE	
DRFPP3440R			
18-Sep-2019	Department	DAT	
FINANCEDEPARTMENT	DDO Office	DEMO_DDO	
	10-Jan-2001 DRFPP3440R	Proceed Cancel  10-Jan-2001 DRFPP3440R	Proceed Cancel I0-Jan-2001 DRFPP3440R FEMALE

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'.

1: 1001003189			X	Back to Main Menu
NPS to UPS Mi	UPS Migration			
PRAN: 110137060524	Acknowledgement Number	51203202518104561		
PAO Name: Pay Sectio	Acknowledgement Date	12-Mar-2025		
DDO Name: DDOOFF	PRAN	110137060524		
	Subscriber Name	SOHAM SAMIR MAJI		
Personal Details —		igration is pending for authorisation.		
Date of Birth		Igration is pending for authorisation.		
Date of Birth				
Date of Birth				
Date of Birth PAN			DAT	
Date of Birth PAN Employment Details		Close	DAT DEMO_DDO	

Figure 13



### 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.

	training on NPS. Government Nodal officers can <u>Click here</u> . Corporates a
Annual Transaction Statement on Email	Subscribers Password
(An Anter Steel Street in NPS	Enter Captoha 3(4) + 4 =
Activate Tier II Account Pres 11	I understand that,     My User ID/PRAN & Password is confidential & not to be     disclosed     Password should be complex and not commonly used text or
FATCA Compliance	I need to keep changing my password regularly.
Annuity Quotes	Reset Password IPIN for eNPS Help/Instructions for Login
	I-PIN     Opital Certificate
Subscriber Consent to share contact details with ASP	User ID 1001023900
Subscriber Consent to share contact details with ASP	

Figure 14

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



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.

		Initiate		Verify/A	Authorize	0 v	iew Request Status		
Authoriz	e Migratic	n							
	-								
	Permane	ermanent Retirement Account Number (PRAN)*			PERMANEN	IT RETIREMENT A	CCOUNT NUMBER	<	
	Acknowl	Acknowledgement No*			ACKNOWLE	DGEMENT NO			
	From Da	m Date*			01/03/2025				
	To Date*				25/03/2025				
				Submit	Reset				
			I	l	Verification	1		1	Migratio
	nement No	PRAN	Initiation Date	Initiate By	Date	Verified By	Status	Action	Form
Acknowled							INITIATED BY	Approve/Reject	۰
Acknowled		110051049779	10-Mar-2025	CGV007031D00		-	DDO		-

Figure 16

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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.

NPS to UPS	Migratio	on						
PRAN: 1101894988					NAME: GANESHAN	IL PATIL		
PAO Name: PAOC				PAO Reg No:				
DDO Name: OCRI	(GW)			DDO TAN: CO	6V007043B			
Personal Detai	ls —							
Date of Birth		02-Feb-1995		Gender		MALE		
PAN		NJHPN1531P				WALE		
Employment D	etails							
Date of Joining		01-Jan-2015		Department		DAT		
Ministry		FINANCEDEPAR	RTMENTDDDD	DDO Office		DEMO_DDO		
Employee Code/ID*		103HFFJJ66YY7	7URR		ncement of qualifying	10-Dec-2024	Д	~
Non-Practicing Allow	wance (NPA)			Service*	Basic Pav*	50000.00	G	
Schedule date for ne		31-Dec-2025		current monut	busic ruy	50000.00		
Document Uplo	oad							
		UPS Migration F	Form*	<b>.</b>				
Declaration     Subscriber has     No. FX-1/3/202     account) to UP     Flow View	4-PR. dated 2	24-January-25, ar	n to subscribe to nd agree to shif	't NPS Corpus (en	theme (UPS) notifie ployee's and employee's al Authorizer	d by Gol vide their n loyer's contribution	otification F under Tier-	-1
Subscriber has No. FX-1/3/202 account) to UP	4-PR. dated 2 S account.*	4-January-25, ar	nd agree to shif	t NPS Corpus (en	In Authorizer	Completed	otification F under Tier-	
Subscriber has No. FX-1/3/202 account) to UP: Flow View	4-PR. dated 2 S account.*	24-January-25, ar	nd agree to shif	't NPS Corpus (en	pployee's and employee's and employee	Completed	under Tier-	E
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR. dated 2 S account.*	4-January-25, ar	Nodal Verifier	t NPS Corpus (en	In Authorizer	Completed Remarks REQUEST	under Tier-	FL -I
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	24-January-25, ar <b>Date</b> 18-03-2025	Nodal Initiator	Action Taken - Accepted	Ial Authorizer	Completed Remarks REQUEST	under Tier-	F1
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	24-January-25, ar <b>Date</b> 18-03-2025	Nodal Verifier Nodal Verifier Nodal Initiator Nodal Verifier	k NPS Corpus (en Noc Action Taken - Accepted pt O Reject	Ial Authorizer	Completed Remarks REQUEST	under Tier-	
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	24-January-25, ar <b>Date</b> 18-03-2025	Nodal Verifier User Type Nodal Initiator Nodal Verifier Acces	Action Taken - Accepted  C Reject	Ial Authorizer	Completed Remarks REQUEST	RAISED	
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	A-January-25, ar Date 18-03-2025 24-03-2025	Nodal Verifier User Type Nodal Initiator Nodal Verifier O Acces Bact	Action Taken - Accepted  C Reject	Ial Authorizer Rejection Category PERSONAL DETAI	Completed Remarks REQUEST	RAISED	
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	Automutary-25, ar           Date           18-03-2025           24-03-2025           24-03-2025	Nodal Verifier User Type Nodal Initiator Nodal Verifier Bac	Action Taken Accepted Accepted  Reject  Employment D Empl	Ial Authorizer Rejection Category PERSONAL DETAI	Completed	RAISED	
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	Automutary-25, ar           Date           18-03-2025           24-03-2025           24-03-2025	Nodal Verifier User Type Nodal Initiator Nodal Verifier O Acces Back C Acces C Acces	Action Taken - Accepted pt O Reject Employment D EmpLoyMENT MATCHING WI	etails	Completed	RAISED A G	A
Subscriber has No. FX-1/3/202 account) to UP Flow View	4-PR, dated 2 S account.* DDO Initiator er ID V007043B00	Automutary-25, ar           Date           18-03-2025           24-03-2025           24-03-2025	Nodal Verifier User Type Nodal Initiator Nodal Verifier User Comparison Acces acategory* arks* Reject	Action Taken - Accepted pt O Reject Employment D EmpLoyMENT MATCHING WI	etails	Completed	RAISED A G	-1

Classification: Public



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

Flow Viev	v ———					
	0		0		•	
	DDO Initiato	r	Nodal Verifier	No	dal 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		

Figure 18

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

PAO Name:     Pay Section.II, CDA (R&D),       DOO Name:     DDOOFF       Personal Details     Cancel       Date of Birth     08-Jun-1987       ZDRPN7784E     FEMALE	IPS to UPS Migratio	on			
DDO Name: DDOOFF Proceed Cancel BA Personal Details Date of Bitth 08-Jun-1967 Cender FEMALE TAN ZDRPN7784E Employment Details Date of Joining 01-Jan-2015 Department DAT	PRAN: 110197055609			dra Mahato	
Personal Details Date of Birth 08-Jun-1987 ZDRPN7784E  Employment Details Date of Joining 01-Jan-2015 Department DAT DAT	PAO Name: Pay Section-II, CDA	(R&D), Do you want	t to Proceed ?		
Personal Details           Gender         FEMALE           SAM         ZDRPN7784E           Employment Details         Department           Date of Joining         01-Jan-2015	DDO Name: DDOOFF		A8		
Date of Birth     08-Jun-1987     Cender     FEMALE       AN     ZDRPN7784E     FEMALE     FEMALE       Employment Details     FEMALE     FEMALE		Proceed	Cancel		
Date of Birth     08-Jun-1987     Cender     FEMALE       AN     ZDRPN7784E     FEMALE     FEMALE       Employment Details     FEMALE     FEMALE	Personal Details				
AN ZDRPN7784E Employment Details Atte of Joining 01-Jan-2015 Department DAT					
Employment Details Date of Joining 01-Jan-2015 Department DAT	Date of Birth	08-Jun-1987	Gender	FEMALE	
Date of Joining 01-Jan-2015 Department DAT	PAN	ZDRPN7784E			
Date of Joining 01-Jan-2015 Department DAT					
Date of Joining 01-Jan-2015 Department DAT					
	Employment Details				
	Employment Details				
	Employment Details	01-Jan-2015	Department	DAT	
	Date of Joining				
				DEMO_DDO	

Figure 19

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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.'

NPS to UPS Mi	UPS Migration		
PRAN: 110062760951	Acknowledgement Number	51803202518104578	are
PAO Name: PAOOFFEE	Acknowledgement Date	18-Mar-2025	
DDO Name: Accounts (	PRAN	110062760951	
	Subscriber Name	Sumit Hanumant MAndhare	
<ul> <li>Personal Details</li> <li>Date of Birth</li> </ul>	The request for NP	S to UPS migration is authorized.	
PAN			
- Employment Details			

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.

Sto UPS Migration         Initiale         Verify/Authorize         Wer Request Status           Initiale          Verify/Authorize         Wer Request Status           Permanent Retirement Account Number (PRAN)*         PERMANENT RETIREMENT ACCOUNT NUMBER           Acknowledgement No*         Acknowledgement No           From Date*         01/03/2025           To Date*         01/03/2025           25/03/2025            Stobmit         Reset									
Submit         Permanent Retirement Account Number (PRAN)*         PERMANENT RETIREMENT ACCOUNT NUMBER           Acknowledgement No*         Acknowledgement No         Acknowledgement No           From Date*         01/03/2025	PS to UPS Migration						$\sim$		
Permanent Retirement Account Number (PRAN)*         PERMANENT RETIREMENT ACCOUNT NUMBER           Acknowledgement No*         Acknowledgement No           From Date*         01/03/2025           To Date*         25/03/2025           To Date*         25/03/2025           To Date*         25/03/2025           Submit         Reset           Submit         Reset           Submit         25/03/2025           Submit         Submit           Submit         Reset           Submit         Submit           Subscriber         -	- ,					ithorize	View	Request Status	
Acknowlegement No*         Acknowlegement No*         Acknowlegement No*           From Date*         01/03/2025         01/03/2025           To Date*         25/03/2025         25/03/2025           To Date*         25/03/2025         25/03/2025           Submit         Reset         25/03/2025           Submit         Submit         Submit         Submit           Submit         Submit         Submit         Submit         Submit           Sub20251B100087         111102170604         25-Mar-2025         101010310         Authorised         Submit           Su220251B100087         11102170604         25-Mar-2025         101107058625         101010310         Authorised         Subscriber           Su220251B100087         1101021064         25-Mar-2025         1001003100         25-Mar-2025         1001003101         Authorized by Nodal         Subscriber           Su220251B100087         11010940523         25-Mar-2025         1001003101         Authorized by Nodal         Subscriber           Su220251B100082         1010940552         25-Mar-2025         1001003101         Authorized by Nodal         Subscriber           Su220251B100082         101003708167         25-Mar-2025         1001003101         Authorized by Nodal         Subscribe	gradon	Request	Status view						
From Date*         Diffation Date         Initiation Date         Vortification Date         Vortification Date         Science           csop202518100087         111102170604         25-Mar-2025         111102170604         25-Mar-2025         1001003101         Authorised         ©           s022022518100087         1101077058625         25-Mar-2025         110177058625         1110177058625         1001003100         Authorised P         ©           s022022518100087         11010496552         25-Mar-2025         1001003100         25-Mar-2025         1001003101         Authorised P         ©           s02202518100087         110104064         25-Mar-2025         1001003100         25-Mar-2025         1001003101         Authorised DNodel         ©           s02202518100087         10100370867         25-Mar-2025         1001003109         25-Mar-2025         1001003101         Authorized DNodel         ©           s02202518100087         101003708167         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized DNodel         ©           s02202218100081         110003708167         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized DNodel         ©           s022022181000081         110003708167         25-Mar-2025<		Permanen	t Retirement Acco	unt Number (PRA	N)*	PERMANENT RE	TIREMENT ACC	OUNT NUMBER	
Division of the second		Acknowled	dgement No*			ACKNOWLEDGE	MENT NO		
To Date*         25/03/2025           CS/03/2025		From Date	-			01/03/2025		-	
Submit         Reset           Submit         Reset <td></td> <td>To Date*</td> <td></td> <td></td> <td></td> <td>25/03/2025</td> <td></td> <td>_</td> <td>-</td>		To Date*				25/03/2025		_	-
Schowledgement No         PRAN         Initiation Date         Initiate By         Verification Date         Verification Date         Status         Migration Porm           50320251B100087         111102170604         25-Mar-2025         111102170604         25-Mar-2025         1001003101         Authorised         Imitiate By         Schar-2025         1001003101         Authorised         Imitiate By         Imitiate By         Schar-2025         1001003101         Authorised         Imitiate By									
CKROWrdedgement No         PKAN         Initiation Date         Initiation Date         Vermea Date         Vermea Date         Vermea Date         Vermea Date         Vermea Date         Form           503202518100087         111102170604         25-Mar-2025         111102170604         25-Mar-2025         1001003101         Authorised         Image: Comparison of the compa									
S03202518100086         110177058625         25-Mar-2025         110177058625         25-Mar-2025         110177058625         -         Esigned By Subscriber         Subscriber         -           S03202518100083         11018401858         25-Mar-2025         CGV020330C00         25-Mar-2025         111006301         Authorized by Nodal            S03202518100082         11010496532         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal            S03202518100052         110003708167         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal            S03202518100059         110003708167         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal            S03202518100059         11000232952         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal            S03202518100059         11006034101         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal            S03202518100059         11006034101         25-Mar-2025         1001003189         25-Mar-2025         10010030101         Authorized by Nodal         <					Submit	Reset			
S02222110100066         11007/7058625         25-Mar-2025         11017/7058625         -         -         Subscriber         -           S02202518100083         110184018585         25-Mar-2025         CGV020330C00         25-Mar-2025         111006301         Authorized by Nodal         Image: Comparison of the compari	:knowledge	ement No	PRAN	Initiation Date			Verified By	Status	
803202518100052         110109496532         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           503202518100051         110003708167         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           503202518100050         11002032952         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           503202518100050         11006034101         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           503202518100049         11006034101         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .					Initiate By	Verification Date			Form
S032025181000051         110003708167         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           S03202518100050         110020323952         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           S03202518100049         11006034101         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .	50320251810	0087	111102170604	25-Mar-2025	Initiate By 111102170604	Verification Date 25-Mar-2025		Authorised Esigned By	Form
503202518100059         110020323952         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .           503202518100049         110060341011         25-Mar-2025         1001003189         25-Mar-2025         1001003101         Authorized by Nodal         .	50320251810 50320251810	0087	111102170604 110177058625	25-Mar-2025 25-Mar-2025	Initiate By 111102170604 110177058625	Verification Date 25-Mar-2025	1001003101	Authorised Esigned By Subscriber	Form
503202518100049 110060341011 25-Mar-2025 1001003189 25-Mar-2025 1001003101 Authorized by Nodal	50320251810 50320251810 50320251810	00087	111102170604 110177058625 110184018585	25-Mar-2025 25-Mar-2025 25-Mar-2025	Initiate By 111102170604 110177058625 CGV020330C00	Verification Date 25-Mar-2025 - 25-Mar-2025	1001003101 - 111006301	Authorised Esigned By Subscriber Authorized by Nodal	Form E.
	50320251810 50320251810 50320251810 50320251810	00087 00086 00083	111102170604 110177058625 110184018585 110109496532	25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025	Initiate By 111102170604 110177058625 CGV020330C00 1001003189	Verification Date 25-Mar-2025 - 25-Mar-2025 25-Mar-2025	1001003101 - 111006301 1001003101	Authorised Esigned By Subscriber Authorized by Nodal Authorized by Nodal	Form
503202518100048 110010338606 25-Mar-2025 1001003189 25-Mar-2025 1001003101 Authorized by Nodal 🍨	50320251810 50320251810 50320251810 50320251810 50320251810	00087 00086 00083 00052 00051	111102170604 110177058625 110184018585 110109496532 110003708167	25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025	Initiate By 111102170604 110177058625 CGV020330C00 1001003189 1001003189	Verification Date 25-Mar-2025 - 25-Mar-2025 25-Mar-2025 25-Mar-2025	1001003101 - 111006301 1001003101 1001003101	Authorised Esigned By Subscriber Authorized by Nodal Authorized by Nodal Authorized by Nodal	Form  Form
	50320251810 50320251810 50320251810 50320251810 50320251810 50320251810	10087 10086 10083 10052 10051	111102170604 110177058625 110184018585 110109496532 110003708167 110020323952	25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025	Initiate By 111102170604 110177058625 CGV020330C00 1001003189 1001003189 1001003189	Verification Date 25-Mar-2025 - 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025	1001003101 - 111006301 1001003101 1001003101	Authorised Esigned By Subscriber Authorized by Nodal Authorized by Nodal Authorized by Nodal Authorized by Nodal	Form
	250320251810 250320251810 250320251810 250320251810 250320251810 250320251810 250320251810	10087 10086 10083 10052 10051 10050 10049	111102170604 110177058625 110184018585 110109496532 110003708167 110020323952 110060341011	25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025	Initiate By 111102170604 110177058625 CGV020330C00 1001003189 1001003189 1001003189 1001003189	Verification Date 25-Mar-2025 - 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025 25-Mar-2025	1001003101 - 111006301 1001003101 1001003101 1001003101 1001003101	Authorised Esigned By Subscriber Authorized by Nodal Authorized by Nodal Authorized by Nodal Authorized by Nodal	Form  Form Form

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.

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Protean eGov Technologies Limited



# Standard Operating Procedure On Shifting (Migration) from NPS to UPS

# Verification by DDO & Authorisation by PAO

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# **REVISION HISTORY**

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

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### 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
ΡΑΟ	Pay & Accounts Office
DDO	Drawing & Disbursing Officer



# Index

Sr. No	Торіс
1	Background
2	Verification of request by DDO
3	Authorization of request 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, 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.



🍘 protean

# 2. <u>Verification of requests by DDO</u>

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

٥	Activate Tier II Account Free 11	My User ID/PRAN & Preserved is confidential & not to be disclosed.     Password should be complex and not commonly used text or     number     I need to keep changing my password regularly.
	FATCA Compliance	Glubma Reset Password IPIN for enP2 Helo/instructions for Looin
	Know Your Pension (NPP)	Nodal Offices / Other Intermediaries © LPIN Optial Certificate
(B)	Subscriber Consent to share contact details with ASP	User ID COV007043800 Password
(iii)	Subscriber Registration/Photo-Signature Modification Request	<ul> <li>Inderstand that</li> <li>My User IDPFRAN &amp; Password is confidential &amp; not to be disclosed.</li> </ul>
	Status using Receipt Number	Password should be complex and not commonly used fext or mimber.     I need to keep changing my password regularly.
-	PRAN Card Dispatch Status	Reset Password Helphstructions for Looin
<b>A</b> 2	Grievance / Enquiry Status	Android LOS Activate Windo

### Figure 1

B. The verifier needs to select "Unified Pension Scheme" menu and click on option "**migration to UPS.**"

Na NSDL e-Gov is now Protean	ational Pension System (NPS)
Welcome Drawing and Disbursing Officer -CGV007028A00	26-Mar-2025 Home   Logout
Security Views Grievance Exit Withdrawal Request Transaction Dashboard Authorize Request User Maintenance Unified Pension Scheme File:	s Sharing with CRA
Migrate to UPS Claim UPS Benefits (Retirees till Mar-25)	
Welcome to Central Recordkeeping Agency	
Click here to view list of Exit Claim IDs awaiting any action	
Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View An	nnuity Quotes
PFRDA has issued an Advisory for Streamlining of handling of Exit cases. For details click her	e
Guide for NPS operations DDO	Notification It
	Transaction Type         Count           eNomination Verification         T
Retíred lífe ka sahara, NPS hamara	Activate Winelows
Home   Contact Us   System Configuration / Best Viewed   Entrust Secured   Privacy Policy   Grievance Redressal Polic	y Go to Settings to activate Windows.

Figure 2

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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.

	O Initiate @	Verify/Authorize O View Request	Status
ithorizo	e Migration		
	Permanent Retirement Account Number (PRAN)*	PERMANENT RETIREMENT ACCOUNT NU	IMBER
	Acknowledgement No*	ACKNOWLEDGEMENT NO	
	From Date*	01/03/2025	
	To Date*	25/03/2025	
		ubmit Reset	
	_		
otes:			
	ect any one of the search criteria i.e. Acknowledgement ne ence between the From and To date should not be greate		

Acknow	dedgement No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migration Form
5120320	02518104561	110137060524	12-Mar-2025	110137060524	-	-	Esigned By Subscriber	Approve/Reject	-
5120320	02518104563	110177058673	12-Mar-2025	110177058673	-	-	Esigned By Subscriber	Approve/Reject	-
5120320	02518104567	110117060766	12-Mar-2025	110117060766	-	-	Esigned By Subscriber	Approve/Reject	-
5240320	02518100030	110197055609	24-Mar-2025	110197055609	-	-	Esigned By Subscriber	Approve/Reject	- Act
5250320	02518100086	110177058625	25-Mar-2025	110177058625	-	-	Esigned By Subscriber	Approve/Reject	- Go to

Figure 3

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

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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.

PRAN: 1101970556				SUBSCRIBER NAME:		ira Mahato		
PAO Name: Pay : DDO Name: DDO		R&D), Hyderabad		PAO Reg No: 20000 DDO TAN: CGV007				
DOO Marine. DDOO	OFF			DDO TAN. COVOUT	0264			
Personal Detai	ils							
Date of Birth								
PAN		08-Jun-1987 ZDRPN7784E		Gender		FEMALE		
		LDIG HITOIL						
Employment D	Details							
Date of Joining Ministry		01-Jan-2015		Department DDO Office		DAT		
Employee Code/ID*		FINANCE 103HFFJJ66YY	7URR	Date of commencem	ent of qualifying			Nc1
Non-Practicing Allow	wance (NPA)		NG ALLOWANCE	service*				30 1
Schedule date for ne	ext in crament	DD/MM/YYYYY		Current month Basic	Pay	BASIC PAY		
Document UpIc	oad —	UPS Migration F	orm	Choose File No file of	hosen			
Note:		UPS Migration F	orm	Choose File No file of	hosen			
Note: Allowed File Type		UPS Migration Fr	orm	Choose File No file c	hosen			
Note: Allowed File Type	es: pdf.jpg.jpeg upto: 2KB to 5MB.	UPS Migration Fr	orm	Choose File No file o	hosen			
Note: Allowed File Type Allowed File Size	es: pdf.jpg.jpeg upto: 2KB to 5MB.	UPS Migration Fr		Choose File No file o	hosen			
Note: Allowed File Type Allowed File Size	es: pdf.jpg.jpeg upto: 2KB to 5MB.				hosen			
Note: Allowed File Type Allowed File Size	es: pdf.jpg.jpeg upto: 2KB to 5MB.				hosen			
Note: Allowed File Type Allowed File Size e-Signed Form g Subscriber has	es: pdf.jpg.jpeg upto: 2KB to 5MB	e-Signed Migratis	on Form	الله المعالم ال المعالم المعالم	e (UPS) notifie	d by Gol vide the	r notification	E
Note: Allowed File Type Allowed File Size e-Signed Form g Subscriber has	s: pdf.jpg.jpgg upto: 2KB to 5MB	e-Signed Migratis	on Form	J.	e (UPS) notifie	d by Gol vide the loyer's contributie	ir notification n under Tiet	E
Note: • Allowed File Type • Allowed File Size e-Signed Form 2 Subscriber has No. FX-1/3/2024	s: pdf.jpg.jpgg upto: 2KB to 5MB	e-Signed Migratis	on Form	الله المعالم ال المعالم المعالم	e (UPS) notifie	d by Gol vide the	ir notification n under Tie	E.
Note: Allowed File Type Allowed File Size e-Signed Form Subscriber has No. FX-1/3/2024 account) to UPS	s: pdf.jpg.jpgg upto: 2KB to 5MB	e-Signed Migratis	on Form	الله المعالم ال المعالم المعالم	e (UPS) notifie	d by Gol vide thei	ir notification	E. rd
Note: Allowed File Type Allowed File Size e-Signed Form Subscriber has No. FX-1/3/2024 account) to UPS	s: pdf.jpg.jpgg upto: 2KB to 5MB	e-Signed Migration	on Form	E. Ified Pension Schem PS Corpus (employ	e (UPS) notifie	loyer's contributio	ir notification on under Tier	E. r.l
Note: Allowed File Type Allowed File Size e-Signed Form Subscriber has No. FX-1/3/2024 account) to UPS Flow View Flow View Start	s: pdf.jpg.jpgg upto: 2KB to 5MB	e-Signed Migrative evocable, option -January-25, an	on Form to subscribe to Un d agree to shift N	E. Ified Pension Schem PS Corpus (employ	e (UPS) notifie ee's and emp	loyer's contributio	on under Tier	E, r-l
Note: Allowed File Type Allowed File Type e-Signed Form Subscriber has No. FX-1/3/2024 account) to UPS Flow View Flow View Start Entity ID 110197055609	es: pdf.jpg.jpeg upto: 2KB to SMB. s exercised, irre 4.PR. dated 24 S account.* User ID 110197055609	e-Signed Migrati evocable, option -January-25, an Subscriber Initiator Date 24-03-2025	on Form to subscribe to Un d agree to shift N coor User Type Initiator	Ified Pension Schem PS Corpus (employ Action Taken	e (UPS) notifie ee's and emp	loyer's contributio	on under Tiel	E.
Note: Allowed File Type Allowed File Type e-Signed Form Subscriber has No. FX-1/3/2024 account) to UPS Flow View Flow View Start Entity ID 110197055609	es: pdf.jpg.jpeg upto: 2KB to SMB. s exercised, irrd S account.*	e-Signed Migrati voccable, option -January-25, an Subseriber Initiator Date	on Form to subscribe to Un d agree to shift N DOO	Eiffed Pension Schem PS Corpus (employ	e (UPS) notifie ee's and emp	loyer's contributio	on under Tiel	E.
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Figure 4

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

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- 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

RAN: 110197055609				SUBSCRIBER NAME:	Diloon Paiond	ira Mahato	
AO Name: Pay Sectio	on-IL CDA (R&F	), Hyderabad		PAO Reg No: 200002			
DO Name: DDOOFF	,	,,,		DDO TAN: CGV00702			
Personal Details —							
ate of Birth	08	-Jun-1987		Gender		FEMALE	
AN		RPN7784E					
Employment Detail	s						
ate of Joining				Department		DAT	
linistry		-Jan-2015 NANCE		DDO Office			
mployee Code/ID*		103HFFJJ66YY7U	00	Date of commencemen	t of qualifying	DEMO_DDO	
on-Practicing Allowance		NON-PRACTICING		service*		DD/MM/YYYY	
	(INF/N)	NON-PRACTICING	3 ALLOWANCE	Current month Basic Pa	av*	BASIC PAY	
					-		
Schedule date for nex Document Uplo Note: Allowed File Type: Allowed File Size to	s: pdf.jpg.jpeg	UPS Migration		Choose File No file of		]	
Schedule date for nex Document Uplo Note: Allowed File Typet Allowed File Size of	s: pdf.jpg.jpeg	UPS Migration		Choose File No file of			
Contract Con	s: pdf.jpg.jpeg	UPS Migration	1 Form				
Schedule date for nex Document Uplo Note: Allowed File Typet Allowed File Size of	s: pdf.jpg.jpeg	UPS Migration	1 Form	Choose File No file of		]	
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Schedule date for ner  Document Uplo  Note: Allowed File Typer Allowed File Typer Allowed File Steet  e-Signed Form  Declaration  Subscriber has e: No. FX-1/3/2024-P account) to UPS a  Flow View  Flow View  Start	s: pdf.jpg.jpeg upto: 2KB to 5ME 	UPS Migration	ation Form t to subscribe to d agree to shift	Unified Pension Schemer t NPS Corpus (employer	e (UPS) notifi ee's and em	ied by Gol vide the ployer's contributi	ion under T
Schedule date for ner Document Uplo Note: Allowed File Typer Allowed File Typer e-Signed Form Declaration Subscriber has e No. FX-1732024-P account) to UPS a Flow View Entity ID US	xercised, irre R, dated 24.	e-Signed Migration	ation Form to subscribe to nd agree to shift	Luified Pension Scheme t NPS Corpus (employe	chosen e (UPS) notifi ee's and em	ied by Gol vide the ployer's contributi	ion under T
Schedule date for ner  Document Uplo  Note:  Allowed File Typet  Allowed File Typet  Calculation  Calculatio	s: pdf.jpg.jpeg uplo: 2KB to 5ME xercised, irree ?R. dated 24. secount."	UPS Migration	ation Form to subscribe to nd agree to shift	Unified Pension Schemer t NPS Corpus (employer >>> Verifier Action Taken -	e (UPS) notifi ee's and em	ied by Gol vide the ployer's contributi tegory Remark REQUE:	ion under T

Figure 5

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

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

Jser Id: CGV00	Change /s growth		National P	ension System (N <sub>Back 1</sub>	NPS) Io Main Monu
NPS	to UPS Migratio	n			
PAO	I: 110197055609 Name: Pay Section-II, CDA (F Name: DDOOFF		Dileep Rajent roceed ?	dra Mahato	
Per	sonal Details				
Date	of Birth	08-Jun-1987	Gender	FEMALE	
PAN		ZDRPN7784E			
Emj	ployment Details				
Date	of Joining	01-Jan-2015	Department	DAT	
Minis	try	FINANCE	DDO Office	DEMO_DDO	
Emple	byee Code/ID*	103HFFJJ66YY7URR	Date of commencement of qualifying service*		
Non-F	Practicing Allowance (NPA)		Current month Basic Pay*	50000	

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'.

D Name:       Pay Sector         D Name:       DDOOFF         PRAN       110197055609         Subscriber Name       Dileep Rajendra Mahato         The request for NPS to UPS migration is pending for authorisation.       Close         a of Birth       Close         polyment Details       Dileep Rajendra Mahato         polyment Details       Difference         polyment Details       Difference         polyment Details       Difference         polyment Details       Department         DDOOFF       DAT         DDOOFF       DEMO_DDO	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	CGV007028A00			X	Back to M
Acknowledgement Number 52403202518100030 Acknowledgement Date 24-Mar-2025 PRAN 110197055609 Subscriber Name Dileop Rajendra Mahato The request for NPS to UPS migration is pending for authorisation. Close a of Birth a of Joining 01-Jan-2015 bry FINANCE Department Details Department Details	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 NIIS		UPS Migration			
Acknowledgement Date 24-Mar-2025 PRAN 110197055609 Subscriber Name Dileop Rajendra Mahato The request for NPS to UPS migration is pending for authorisation. Close a d Joining 01-Jan-2015 browner Details Close Department Details Close Department Details Department Details	Acknowledgement Date 24-Mar-2025 PRAN 110197055609 Subscriber Name Dileep Rajendra Mahato The request for NPS to UPS migration is pending for authorisation. Close Close Department DAT DDO Office DEMO_DDO Date of commencement of qualifying 10/12/2024	NPS to UPS IMI				
Name:     Pay Section       PRAN     110197055609       Subscriber Name     Dileep Rajendra Mahato       rsonal Details     The request for NPS to UPS migration is pending for authorisation.       Close     Close	Itic     Itil 10197055609       Subscriber Name     Difeep Rajendra Mahato       The request for NPS to UPS migration is pending for authorisation.     Close       Itils     Close       Itils     Department       DDO Office     DEMO_DDO       Itils     Dot office       Itils     Dot office       Itils     Dot office       Itils     Date of commencement of qualifying       Itils     Itils	PRAN: 110197055609	Acknowledgement Number	52403202518100030		
a of Birth a of Joining of Joinin	Subscriber Name     Difeep Rajendra Mahato       The request for NPS to UPS migration is pending for authorisation.       Close       Alls       Intervention       Department       DAT       DDO Office       DBMO_DDO       Date of commencement of qualifying       average recent       Alls	PAO Name: Pay Sectio	Acknowledgement Date	24-Mar-2025		
e of Joining 01-Jan-2015 Department DAT DAT DAT DEMO_DDO	The request for NPS to UPS migration is pending for authorisation.  Close  Department DDO Office DEMO_DDO Date of commencement of qualifying 10/12/2024  ec (NPA)	DDO Name: DDOOFF	PRAN	110197055609		
e of Birth r  polyment Details  polyment Detail	Close		Subscriber Name	Dileep Rajendra Mahato		
e of Birth r  polyment Details  polyment Detail	Close	Personal Details -	The request for NPS to UP	25 migration is pending for authorisation		
a of Joining 01-Jan-2015 Department DAT bistry FINANCE DEMO_DDO	IIIS					
e of Joining 01-Jan-2015 Department DAT Istry FINANCE DEMO_DDO	01-Jan-2015     Department     DAT       FINANCE     DDO Office     DEMO_DDO       103HFFJJ66YY7URR     Date of commencement of qualifying service*     10/12/2024	Date of Birth		Close		
e of Joining 01-Jan-2015 Department DAT istry FINANCE DEMO_DDO	01-Jan-2015     Department     DAT       FINANCE     DDO Office     DEMO_DDO       103HFFJJ66YY7URR     Date of commencement of qualifying service*     10/12/2024	PAN				
e of Joining 01-Jan-2015 Department DAT istry FINANCE DEMO_DDO	01-Jan-2015     Department     DAT       FINANCE     DDO Office     DEMO_DDO       103HFFJJ66YY7URR     Date of commencement of qualifying service*     10/12/2024	PAN				
e of Joining 01-Jan-2015 Department DAT istry FINANCE DEMO_DDO	01-Jan-2015     Department     DAT       FINANCE     DDO Office     DEMO_DDO       103HFFJJ66YY7URR     Date of commencement of qualifying service*     10/12/2024	PAN				
istry FINANCE DEMO_DDO	ENANCE     DOO Office     DEMO_DDO     Dot of commencement of qualifying     service*     total action of the demonstration of the					
	103HFFJJ66YY7URR         Date of commencement of qualifying service*         10/12/2024	Employment Details				
	service* 10/12/2024		01-Jan-2015	Department	DAT	
		Employment Details				
	103HFFJJ66YY7URR         Date of commencement of qualifying service*         10/12/2024					
		Employment Details Date of Joining Ministry	FINANCE	DDO Office	DEMO_DDO	

Figure 7

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- 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.

Change /s growth	National Pension System (NPS)
PFRDA has appointed Training agency to provide	training on NPS. Government Nodal officers can <u>Click here</u> . Corporates &
Annual Transaction Statement on Email	Subscribers User ID Password
(  Invest in NPS	Enter Captoba
Activate Tier II Account Pres 11	Inderstand that,     My User ID/RAN & Password is confidential & not to be     disclosed.     Password should be complex and not commonly used text or
FATCA Compliance	I need to keep changing my password regularly.
Annuity Quotes	Submit Reset Password IPIN for eNPS Help/Instructions for Looin
Subscriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries
Subscriber Registration/Photo-Signature Modification Request	Enter Captoha (2) 1) + 8 = 35
Status using Receipt Number	I understand that, User ID/PRAN & Password is confidential & not to be Password should be complex and not commonly used text or
My Withdrawal Utility	I need to keep changing my password regularly.  Submit
PRAN Card Dispatch Status	Reset Password Help/Instructions for Login

Figure 8

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

NSDL e-Gov is now protean	ension System (NPS)	
Welcome Pay and Accounts Office-1001003189 Navigate to NP SCAN	26-Mar-2025	Home   Logout
Transaction Authorize Request Contribution Details Security Account Details Subscriber Registration Grievance User Maintenance Document Management Views Reg	orts Additional Reports (New)	Master Download
Dashboard Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module CSRF Submission Details Exit Withdrawal Request Recrui	tment Monitoring Annual Freezing	Knowledge Centre
Unified Persion Scheme Files Sharing with CRA		
Migrate to UPS		
Welcome to Central Recordkeeping Agency	Notification	11
Click here to view list of Exit Claim IDs awaiting any action	Transaction Type	Count
Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quot	Conditional Withdrawal Request	3
	Authorize	
Click here for details related to 'Voluntary Contribution in Tier I account by Govt. Sector Subscribers'	Online Subscriber Registration	3
Information regarding online submission of FATCA Self-Certification in Subscribers login may be disseminated to your Subscribers. For deta	Subscriber Personal Details Updat	e <u>3</u>
Click here for PFRDA Advisory on streamlining of handling of Exit cases	Tier-2 Activation	4
NPS Operations Guide PAO/DTO DDO	Subscriber detail modification	7
CRA Helpline for Nodal Offices 1800-222-081 (toll-free)	Subscriber detail modification	
	CLAIM ID generation	Z
	Subscriber-Shifting authorization	<u>10</u>
Retíred lífe ka sahara, NPS hamara	A stimute M/m dam	
	Activate Windows Go to Settings to activa	
Home   Contact Us   System Configuration / Best Viewed   Entrust Secured   Privacy Policy   Grievance Redressal Policy	Go to settings to activa	ate windows.

Figure 9

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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.

		Initiate		Verify//	Authorize	0 v	iew Request Status		
Authorize I	Migratio	n —							
	Permane	nt Retirement Acc	ount Number (PF	RAN)*	PERMANEN	T RETIREMENT A	CCOUNT NUMBER	٤	
	Acknowl	edgement No*			ACKNOWLE	DGEMENT NO			
	From Dat	te*			01/03/2025				
	To Date*				25/03/2025				
				Submit	Reset				
Acknowledge	ment No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Action	Migratio Form
510032025181	04542	110051049779	10-Mar-2025	CGV007031D00	-	-	INITIATED BY DDO	Approve/Reject	٠
511032025181	04545	110107055026	11-Mar-2025	110107055026	11-Mar-2025	CGV007028A 00	Verified, awaiting authorisation	Approve/Reject	٠
			11-Mar-2025	110127055025	11-Mar-2025	1001003101	Verified, awaiting	Approve/Reject	
511032025181	04546	110127055025					authorisation		
511032025181 512032025181		110127055025 110137060524	12-Mar-2025	110137060524	-	-	Esigned By Subscriber	Approve/Reject	-

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)

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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.

IPS to UF	PS Migrati	on				
PRAN: 1101970	55609			SUBSCRIBER NAME: Dileep	Rajendra Mah	ato
PAO Name: Pa	ay Section-II, CDA	(R&D), Hyderabad	ı	PAO Reg No: 2000025		
DDO Name: DI	DOOFF			DDO TAN: CGV007028A		
Personal De	tails					
Date of Birth		08-Jun-1987		Gender	FEMA	LE
PAN		ZDRPN7784E				
Employmen	t Details					
Employmen	( Details					
Date of Joining		01-Jan-2015		Department	DAT	
Ministry		FINANCE		DDO Office	DEMO	_DDO
Employee Code/		103HFFJJ66YY	7URR	Date of commencement of qua service*	lifying 10-Dec	c-2024
Non-Practicing A				Current month Basic Pay*	50000	
Schedule date fo	r next increment*	31-Dec-2025				
-Signed Forn	a	UPS Migration Fo	or the	<u>.</u>		
-Signed Forn	n	UPS Migration Fo		* *		
-Signed Forn		e-Signed Migratio	on Form	£		
eclaration –	ns exercised, irre 24.PR. dated 24	e-Signed Migratio	on Form to subscribe to Un		notified by Ge	of vide their notification contribution under Tie
Subscriber ha No. FX-1/3/20 account) to Uf	ns exercised, irre 24.PR. dated 24	e-Signed Migratio	on Form to subscribe to Un	E Ified Pension Scheme (UPS) n	otified by Greenployer's	ol vide their notification contribution under Tie
Subscriber ha No. FX-1/3/20 account) to Uf	as exercised, irm 24.PR, dated 24 PS account.*	e-Signed Migration evocable, option i-January 25, an	to subscribe to Un d agree to shift N	E iBed Pension Scheme (UPS) n PS Corpus (employee's and	employer's	contribution under Tie
Subscriber ha	ns exercised, irre 24.PR. dated 24	e-Signed Migration evocable, option i-January 25, an	on Form to subscribe to Un	E iBed Pension Scheme (UPS) n PS Corpus (employee's and	notified by Ge employer's	of vide their notification contribution under Tie Completed
Subscriber ha No. FX-1/3/20, account) to UI Flow View —	ss exercised, irrn 24-PR, dated 24 25 account.* Start User ID	e-Signed Migration invocable, option L-January-25, an Subscrib	on Form to subscribe to Un d agree to shift N er initiator User Type	Ified Pension Scheme (UPS) n PS Corpus (employee's and DD0 Verifier Nodal Action Taken Rejectio	employer's	Completed
Subscriber ha No. FX-1/3/20, account to UI Flow View — initity ID 10197055609	As exercised, irro 24 PR, dated 24 5 account.* Start User ID 110197055609	e-Signed Migration invocable, option Lianuary 25, an Subscrib Date 24-03-2025	on Form to subscribe to Un d agree to shift N er initiator User Typo Subscriber Initiato	Ified Pension Scheme (UPS) n PS Corpus (employee's and DDO Verifier Nodal Action Taken Rejectio r -	Authorizer	Completed Completed Remarks REQUEST RAISED
Subscriber ha No. FX-1/3/20, account to UI Flow View — initity ID 10197055609 10197055609	As exercised, irrespondent of the second of	e Signed Migration	on Form to subscribe to Un d agree to shift N er initiator User Typo Subscriber Initiato Subscriber Initiato	Ified Pension Scheme (UPS) n PS Corpus (employee's and      DDO Verifier     Nodal      Action Taken Rejectio      r -     Accepted	Authorizer	Completed
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Figure 11

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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.

	<b>a</b>	G	2			
	Start	Subscribe	er 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
10197055609	110197055609	24-03-2025	Subscriber Initiator	Accepted		REQUEST ESIGNED
20080114	CGV007028A00	26-03-2025	Nodal Verifier	Accepted		
			Accept	○ Reject		

Figure 12

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

PRAN: 110197055609			eep Rajendra Mahato	
PAO Name: Pay Section-II, CDA	(R&D), Do you w	ant to Proceed ?		
DDO Name: DDOOFF	Proceed	Cancel		
	Pioceed	Calicer		
Personal Details				
Date of Birth	08-Jun-1987	Gender	FEMALE	
Date of Birth PAN	08-Jun-1987 ZDRPN7784E	Gender	FEMALE	
		Gender	FEMALE	
PAN		Gender	FEMALE	
		Gender	FEMALE	
PAN		Gender	FEMALE	

Figure 13

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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.'

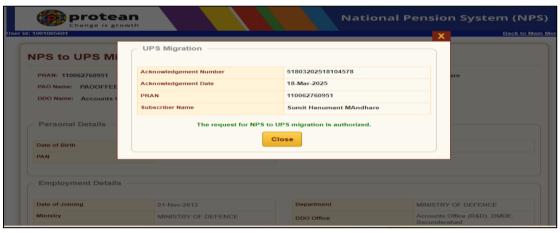


Figure 14

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

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s to UPS	6 Migra	ation						
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ligration R	equest	Status View						
	Permanen	t Retirement Acco	ount Number (PRA	(N)*	PERMANENT RE	TIREMENTACC	OUNT NUMBER	
	Acknowle	dgement No*			ACKNOWLEDGE	MENT NO		
	From Date	r -			01/03/2025			
	To Date*				25/03/2025			
				Submit	Reset			
Acknowledgen								
	nent No	PRAN	Initiation Date	Initiate By	Verification Date	Verified By	Status	Migration Form
		PRAN 111102170604	Initiation Date 25-Mar-2025	Initiate By 111102170604	Verification Date 25-Mar-2025	Verified By 1001003101	Status Authorised	
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525032025181000 525032025181000 525032025181000	<u>087</u>	111102170604	25-Mar-2025	111102170604		-	Authorised Esigned By	Form
525032025181000 525032025181000 525032025181000	087 086 083	111102170604 110177058625	25-Mar-2025 25-Mar-2025	111102170604 110177058625	25-Mar-2025	-	Authorised Esigned By Subscriber	Form
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## 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.

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FORM A1

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have read and understood the terms a	CANT* (Refer Sr no. 6 of the instruction	ctions) Scheme (UPS). The information and documents inges in the information furnished by me shall be	Signature / Thumb Impression* Applicant (refer instructions)
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FORM A1

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	Pleas aspec Noda Copie	e fill in legible han ct (or) if mandatory I Office are liable to es of documents su	dwriting to avoid errors. Do not overwrite. Corrections s fields are left blank (or) with unclear photograph (or) no b be rejected. Ibmitted by the applicant should be self-attested. etain the acknowledgement slip signed / stamped by the	ot accompanied by rec	quired documents (or) not authenticated by the
SI	ltem 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 (b) If the applicant is an Orphan, he/she may leave the fields h	blank. However, an officia	
1	1	Politically Exposed Person	Politically Exposed Person's (PEPs) are individuals who are of the government, senior politicians, senior government, jud political party officials.		
2	2	Proof of Identity	If the applicant is submitting Aadhaar as proof of Identity, the f copy.	irst 8 digits of the Aadhaa	ar number should be redacted / masked on the submitted
3	5	Bank Details	For UPS account opening through physical form (FORM A1) cheque / copy of bank passbook / bank statement / bank cert Number and IFS Code.		
4	6	Selection of Pension Fund (PF) & Investment Choice	Government employee/subscribers can exercise choice of Pe Choice' or in Life Cycle Funds - LC 50 or LC 25 under 'Auto C If no choice is provided, the contributions will be distributed amo	choice'.	
5	7 & 8	FATCA & CRS Declaration / Signature by Applicant	<ul> <li>Clarification / Guidelines on filling details if applicant residence</li> <li>Jurisdiction(s) of Tax Residence : Since US taxes the globa for tax purpose in USA.</li> <li>Tax identification Number (TIN) : TIN need not be reported issued a high integrity number with an equivalent level of ide type of number for individual include, a social security/insu registration number).</li> <li>In case applicant is declaring US person status as 'No' but h should be provided or reasons for not having relinquishmen</li> <li>In case the applicant is unable to affix signature, Left Thumb be affixed and in case there is no hands, toe impression of t persons, one of whom should be the designated nodal offic</li> </ul>	al income of its citizen, ev if it has not been issued intification (a "Functional urance number, citizen/pe his/her Country of Birth is t certificate is to be provident powide PAN and 'father nar pompression in case of ma- he applicant to be provident	very US citizen of whatever nationality, is also a resident d by the jurisdiction. However, if the said jurisdiction has equivalent"), the same may be reported. Examples of that ersonal identification/services code/number and resident US, document evidencing Relinquishment of Citizenship ded. ne' in addition to details required under section 9 of form. ale and Right Thumb Impression in case of female should ed. The thumb / toe impression should be attested by two
			General Information for S		
1			e status of his/her application from CRA and respective Nodal C		
'		pers are advised to re e information / clarifica	tain the acknowledgement slip signed/ stamped by the designa	ted respective nodal offic	e where they submit the application.
		te: <u>https://www.npscra</u>			
	Call: 0	20 6906 6906 <u>ss</u> : Central Recordker Protean eGov Tec <i>(formerly NSDL e-</i>	eping Agency (CRA) hnologies Limited Governance Infrastructure Limited) ower, Kamala Mills Compound, Senapati Bapat Marg,		

# FORM A1

Annexures - Su	ıbsc	ribe	r R	egis	strat	ion	For	m 1	for	Go	veri	nm	ent	Sec	ctor	ар	plic	an	ts (	Tick	an	d fi	ll a	oplio	cab	le a	nne	exur	es l	belo	w)			
Annexure I - Print PRAN	Annexure I - Print PRAN Card in Hindi (Fill the details in Devnagri script)																																	
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Middle Name																																		
Last Name																																		
Father / Mother's First Name																																		
Middle Name																																		
Last Name																																		
Annexure II - If Alphabet	ts oʻ	f nar	me	exc	eede	ed t	he s	spa	ce	pro	vid	ed	on J	pag	je 1	of	the	ap	plic	atio	on f	orr	n											
Applicant's First Name																																		
Middle Name																																		
Last Name																																		
Father's First Name																																		
Middle Name																																		
Last Name																																		
Mother's First Name																																		
Middle Name																																		

Last Name

UNIFIED PENSION SCHEME (UPS) – SUBSCRIBER MIGRATION FORM - Government Sector [See Regulation 4 ]													
[See Regulation 4 ] Exercise of Option by an eligible Central Government employee presentl being covered under Unified Pensior	y subscribed to National Pension System (NPS) For												
Protean eGov Technologies Limited <i>(formerly NSDL e</i>	. ,												
I, Son/ Daughter of Mr/Mrs	being a												
subscriber of NPS as on 01/04/2025 with permanent retirement account nu	mber (PRAN),												
having read and fully understood the provisions of Unified Pension Sch	eme (UPS) as notified by Central Government vide												
notification F.No. FX-1/3/2024-PR dated 24/01/2025 and PFRDA (Op	perationalisation 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 Pen													
Scheme, do hereby exercise the option to be covered under Onined Fen	sion scheme (013).												
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	S to collect and share data / details of my necessary												
personal information for the purpose of the said scheme regulated under	r 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	M M Y Y Y Y												
(To be filled and certified by the DDO base	ed on Service records)												
Employment Details (At the time of exerc													
Employee Code/ID													
Date of commencement of qualifying service         (Qualifying Service as defined in Regulation 2(k) read with         Regulation 13)	Y Y Y												
Current Month Basic Pay													
Non-Practicing Allowance (NPA), if applicable													
Schedule date for next increment     D     M     M     Y	Y Y Y												
Signature & Name of DDO	Signature & Name of PAO												
Signature & Name of DDO       DDO Reg. No.       PAO Reg.	Signature & Name of PAO No.												

- 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.

FORM B2

Claim and Payout Form:	Uni	fie	d P	en	sio	on S	ch				gula	ati	rm ion bsc	4,	,19					era	nn	ua	teo	d/R	let	ire	d	on (	or	bet	for	e 3	31/	<b>0</b> 3,	/20	02:	5
Before filling the Protean eGov Tech	e for	rm, p	plea	se r	ead	the	INS	STRU	JCT	ION	VS c	are	efull	y g	ive	n at	the	e en	d of	<sup>r</sup> the	e foi	rm								Jo	int	pho	otog er &	grap	oh o	of	
																														3.5			2.5 c port			e /	
							P/	ART	- A	(to	be	fill	led I	by	the	e si	ıbs	cri	ber	)										(D			ign : le /			/	
1. Detail of Subscribers:																																		0.10	<i>′</i>		
Name																																					
Employee Code / ID																																					
PRAN																						Da	te c	of B	lirth	a	1 0	l m	n n	n y	/ }	/	У	У			
Date of Superannuation / Ref	tiren	nent	t un	der	FR	: 56(	j)	d	d n	n n	n y	/	y j	V	У			[	Date	e of	f Jo	inin	g S	Serv	/ice	d	0	d m	n n	n y	r y	/	y .	y			
Gender		Ma	ale					Fem	ale				٦	Гrа	nsg	gen	der																				
PAO (office name)																																					
DDO (office name)																																					
PAN																																					
Ministry / Department (from w	here	e reti	ired	)																																	
2. KYC Details:																																					
<b>Document</b> (one of the documents)					D	ocu	me	ent T	уре	,						lde	nti	fica	atio	n N	lum	ıbe	r			(in d	casi	e of I	Pas		alid rt ar			ving	, Lie	cen	se)
Aadhaar* / Driving License / Passport / Voter ID / CKYC / Letter issued by NPR																																					
3. Current Address:		_																																			
Flat/House No./Bldg. Name									T	Т	T	Т		Т											Т	Т	Т	Т	Т	T	Т	Т	Т	Т		_	
Street / Locality				_					+	+	1	Ť		Ť											<u> </u>		+	+	+	+	+	+	+	1	+		
Village & Post Office / Block				_					+	$\pm$		+		+			_							 	T	1	+	$\pm$	T	+	+	+	+		$\neg$		
City / District				_					+	+	$\pm$	$\pm$		+					St	ate			1			 T	+	+	$\pm$	+	+	$\pm$	+	+	4		
Country				_					+	$\pm$		+		+												+	<u> </u>			Code		$\pm$	+	+	+		
4. Contact Details:									_	_													<u> </u>	<u> </u>			_		III C	5000	·						
Telephone No. (If any)									—	—	—	٦						Mob	oile I	No			1	1	1		T	—	—	_	—	T	٦				
E-Mail ID				_					$\pm$	$\pm$	$\pm$	-														<u> </u>	Ť	$\pm$	$\pm$	$\pm$	$\pm$	$\pm$	$\dashv$				
5. Details of Legally Wedded	Spo	use	e as	on	Da	te o	f S	ıequ	anı	านล	tior	n:												1			_										
Name				-	-					T		Т		Т										1	Т	T	Т	Т	Т	T	T	Т	Т	T	T	-	
DOB	d	d	m	m	V	V	V	V											PA	N*						 	$\pm$	$\pm$	$\pm$	$\pm$	+						
Gender		Ma			<i>y</i>	Fer	-	 	□т	ran	isge	onc'	ler					Moh	oile I							 	$\pm$	$\pm$	$\pm$	$\pm$	1	—					
E-Mail Id																										+	$\pm$	$\pm$	$\pm$	+	$\pm$	$\pm$	4	_	_		
Aadhaar No.*				_	Pı		e las	st Fou	ur Di																												
6. Details of Bank Account:					11	ovid	c iu.	51100	I DI	5103																											
Type of Bank A/C (As on date of superannuation)		loi	int u	vith	lega	11v w	edd	ed Sp	01156													ingl	e (o	nlv	in tl	ne al	hser	ice o	of le	allı	W WE	edde	ed S	nou	se)		
(As on date of superannuation) Bank A/C No.				Tun I	юди					_	_	_		_																- Sang					)		
				_					+	+	_	+		+			_						1				+	+	+		+	$\pm$	_	4	4		
Bank Name																								IF	SC												
Note: Please ensure that the Gov	ernr	nen	it Se	erva	ant	is th	e P	rima	ry A	'CCC			olde I <b>arat</b>			e J	oin	t Ac	COL	ınt.																	
							s	on /	Dau	aht	er o	fΝ	1r. / 1	Mrs	S.											a	a su	bsc	ribe	er of	Na	tior	nal I	Per	ısic	n	
I System with PRAN by Gol vide notification F. No. System) Regulations, 2025 as a and Regulations. I certify that ti	. FX ame	-1/3 nde	8/202 ed fro	24-F om 1	PR, time	date to ti	ed 2 ime	24/01 . I he	/202 reb	25 a y de	and eclar	PF re t	RD.	A (	(Op	era	tion	alis	atio	n o	f U	nifie	ed F	Pen	sio	n S	che	eme	un	der	Nat	tion	nal I	Pen	nsio	n	
I authorize the CRA, NPS Trust of the said scheme regulated u					-																	iy n	ece	ssa	iry p	bers	ona	al inf	forr	natio	on f	or t	he p	purp	oos	e	
Place:								٢	larr	ie: _																											
Date: d d m m y y	У	У																																			
										(*l	_TI ir	1 C2	ase o	fm	ales	s an	Sig d R1	<b>jnat</b> Fl in	ure cas	/ Th e of	umt fem	o Im ales	pres to b	ssio be pr	n* c	of Aj ded.	<b>ppli</b> Toe	cant imp	res	sion	in c	ase	no l	hand	ds)		

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1 of 4

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FORM B2

1

Jotaila a	f Partial Withdraw		- B (Details as reco	raea in the CRA Sy	stem)		
Jetalis o	r Partial Withdraw						
S. N.	Date of Partial Withdrawal	Amount Withdrawn	No. of Units Withdrawn as per Default Pattern	Default Pattern NAV on the Date o Superannuation	f (no. of u	Value of Partial Witho units withdrawn * NAV) as p on date of superannu	er default pattern
1							
2							
3							
	Total				Τ		
Details o	f Voluntary Contri	bution:					
	Date of Voluntary Contribution	Amount of Voluntary Contribution	No. of Units Allotted	NAV on the Date o Superannuation		Value of Voluntary Cor of units * NAV) as on date of	
1							
2							
3							
n							
	Total						
Details fo	or Calculation of L	JPS benefits payable to	Subscriber:	1			
		IC): Value of Corpus as o		uation/Retirement.			
		s (BC): Value of IC as p			<u> </u>		
	of Partial Withdraw	vals amount at the time of Contribution on Date of S	of Superannuation as	s per Default Pattern			
III.	Final Withdrawal (F	<sup>2</sup> W in %).					
IV.	Representative Anr	nuity Rate (as on Date of	Superannuation, as	published by PFRDA	).		
	Representative An (12*100) where {IC	nuity Amount = (IC) x ( = = BC}.	1-FW%) *(Represen	tative Annuity Rate)	/		
		PART -	C (to be filled by the	e DDO in the CRA S	vstem)		
Employn	nent Details as pe						
File No:							
	e Code / ID						
		Qualifying Service (Qual		1 <u>y y y y</u>			
		on 2(k) read with Regulatio etirement under Fundam	on 13)		penalty unde	er	· · · · · · · · · · · · · · · · · · ·
Central (	Civil Services (Clas	sification, Control and Ap		,	/011011.j	d d m m y y	У У
	of Qualifying Service						
	to be ignored)	e in Completed Half Year	"S (L)				
	Start of Monthly Pag			<i>Y Y Y Y</i>			
		xt day of superannuation o ? 56 (j), next day of retireme					
Basic pa	v details for last 1	2 months before Super	rannuation/ Retirem	ent under FR 56 (i):			
		NPA (non-practicing				NPA (non-practicing	
	Basic Pay	allowance granted to medical officer in lieu private practice)	Basic pay +	Ba	asic Pay	allowance granted to medical officer in lieu of private practice)	Total (Basic pay + NPA)
Month '	1			Month 7			
Month 2	2			Month 8			
Month 3	3			Month 9			
Month 4	4			Month 10			
				Month 11			
IVIONIN :	-						
Month &	6			Month 12			

FORM B2

for lump-sum payment	)																											_	10		JA	)
superannuation/retirement date, le																																
	l by :	subscr	iber	in F	Part-	<b>A</b> , d	etai	s of	en	nplo	yme	ent	and	sa	alary	/ i.e	e., q	Jali	fyin	g se	ervio	ce,	las	t ba	asic	ра	iy, a	ver	age	; ba	asic	; p;
Signature & Name of DDO :																																
													Dee		we ti		Ne															
														JISL	Iau	on	NO.															
Date:											PI	ace	):																			
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					UI	-S F	ayo								by I	PAC	J									3.						1
																										/ [						,
To, National Pension System Trus	ł																									(1			-			
Month / Year         In the of prove practice of any (BP)         Allowance (DA)         E = (BP + DA)           Last noth moreurent (E)         Last noth moreurent (E)         E         (BP + DA)         E         (BP + DA)           Inter of prove practice of any (BP)         Allowance (DA)         E = (BP + DA)         E         (BP + DA)           Inter of prove practice of any (BP)         Allowance (DA)         E = (BP + DA)         E         (BP + DA)           Inter of prove practice of any (BP)         Allowance (DA)         E = (BP + DA)         E         (BP + DA)           Inter of prove practice of any (BP)         Verified and Cortified that the details are true and correct.         Signature & Name of DDO :         Inter of prove practice of any (PO)         Inter of prove pracis of any (PO)																																
File No:																					Da	te o	of Is	sue	: [	d	d n	n r	n y	/ }	y _	y
UPS Payout Order (UPO) No:																																
1. Details of Subscriber:																																
Name																																
Employee Code / ID																																
PRAN																		I	Date	of	Birt	h	d	d I	n r	n	y J	/	VJ	/		
Date of Superannuation / Ref	irem	ent un	der F	R 5	6(j) [	d	d r	n m	y	y y	У	У	]			Dat	e of	Joi	ining	Se	rvic	e	d	d	n r	n	y J	/	V J	/		
Gender		Male				Fen	nale				Tr	ans	gen	der	r																	
PAO (office name)	$\square$										_																					Τ
DDO (office name)									T											T	T	Ť			Ť					Ť	Ť	Ť
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Ministry / Department (from w	here i	retired)					1																									
				Date	e of S	Supe	erar	nnua	tio	n / F	Reti	iren	nent	t:																		
Name	T							1	Т		<u> </u>	Γ						Т	Т	Т	Τ	Т	Т	Т	Т		Т	Т	Т	T	Τ	T
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			San	ctio	on of	Adn	niss	ible	UF	PS E	len	efits	s Pa	iya	ble	to	Sub	scr	iber													
4. UPS Benefits Payable to Su	ıbscı	riber:																														
Date of start of Top-Up Payor	ut				[	d	d r	n m	y	y y	У	У	]																			
Lumpsum Payment					[																											
Interest on Lumpsum Payme	nt				[																											
Monthly Top-Up Amount					[										$\square$									T		T				$\overline{}$	$\overline{}$	Ī
DR Amount on Admissible Pa	ayout				[																	T								Ť	Ť	Ť
Arrears on monthly Top-Up a	and a	pplical		DRι	upto [															-							-			$\overline{+}$	7	$\overline{+}$
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3. Salary Details of last month before Superannuation/ Retirement under FR 56 (j):

## 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).