



NEIGRIHMS

पूर्वोत्तर इन्दिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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No. NEIGR-FIN/ACCT-A/05/2021/PT

Dated Shillong the 25th January, 2024

CIRCULAR

This is for general information of all Employees who are governed by National Pension System (NPS) regarding the updation of subscriber Name, Date of Birth, Date of Joining and Date of Retirement through Nodal office. A new functionality is released for the same wherein nodal office can modify the said details through its login.

As per the updated functionality, the maker has to mandatorily upload the relevant supporting documents after selecting the "Document type" from the list. The detailed process of the same is provided in the attached Guidebook for Subscribers details updation (version 2.1).

The Pension Fund and Regulatory Development Authority (PFRDA) have issued a Master Circular regarding the Partial Withdrawal of Accumulated Pension Wealth under the National Pension System (NPS). The said circular is attached herewith.

(F.R. Tariang)
Dy. Financial Adviser

Memo No. NEIGR-FIN/ACCT-A/05/2021/PT

Dated Shillong the 25th January, 2024

Copy to:

- i) PA to Director for kind information of the Director.
- ii) PS to DD(A) for kind information of DD(A).
- iii) PS to DFA for kind information of DFA.
- iv) PA to Dean, Academic Section for kind information of the Dean.
- v) PA to MS for kind information and wide circulation in the Hospital.
- vi) All HODs/Section In-Charge/Head for kind information and necessary circulation amongst all the Faculty/Doctors/Officers/Staff in their respective Department/Sections.
- vii) All Notice Board.

(F.R. Tariang)
Dy. Financial Adviser

Protean eGov Technologies Limited

(Formerly known as NSDL e-Governance Infrastructure Limited)

Guidebook

on

Change in Subscriber's Personal Details by Nodal Office

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Background:

As per the existing process, subscriber need to submit duly filled and signed S2 form and supporting proofs to concerned DDO to update below mentioned details -:

- Name
- Date of Birth
- Date of Joining
- Date of Retirement.

Post verification, DDO forwards subscriber details change request documents to concerned PAO/DTO office.

PAO/DTO office forwards the subscriber details change request to DTA/Pr AO office after due verification. Pr AO/ DTA office forwards duly signed and stamped document to CRA for further processing. on receipt of documents through DTA/Pr AO office (through physical mode or scanned copy of documents sent through registered Pr AO email id), CRA processes subscriber details change request.

CRA has now developed a new functionality wherein Nodal Offices can update details of subscriber mapped under respective office. This functionality allows Nodal Office to **Initiate Request, Authorize pending request and view request status** for above mentioned four type of subscriber details in CRA i.e. Name, Date of Birth, Date of Joining and Date of Retirement. This functionality will be available in both CRA and NPSCAN website.

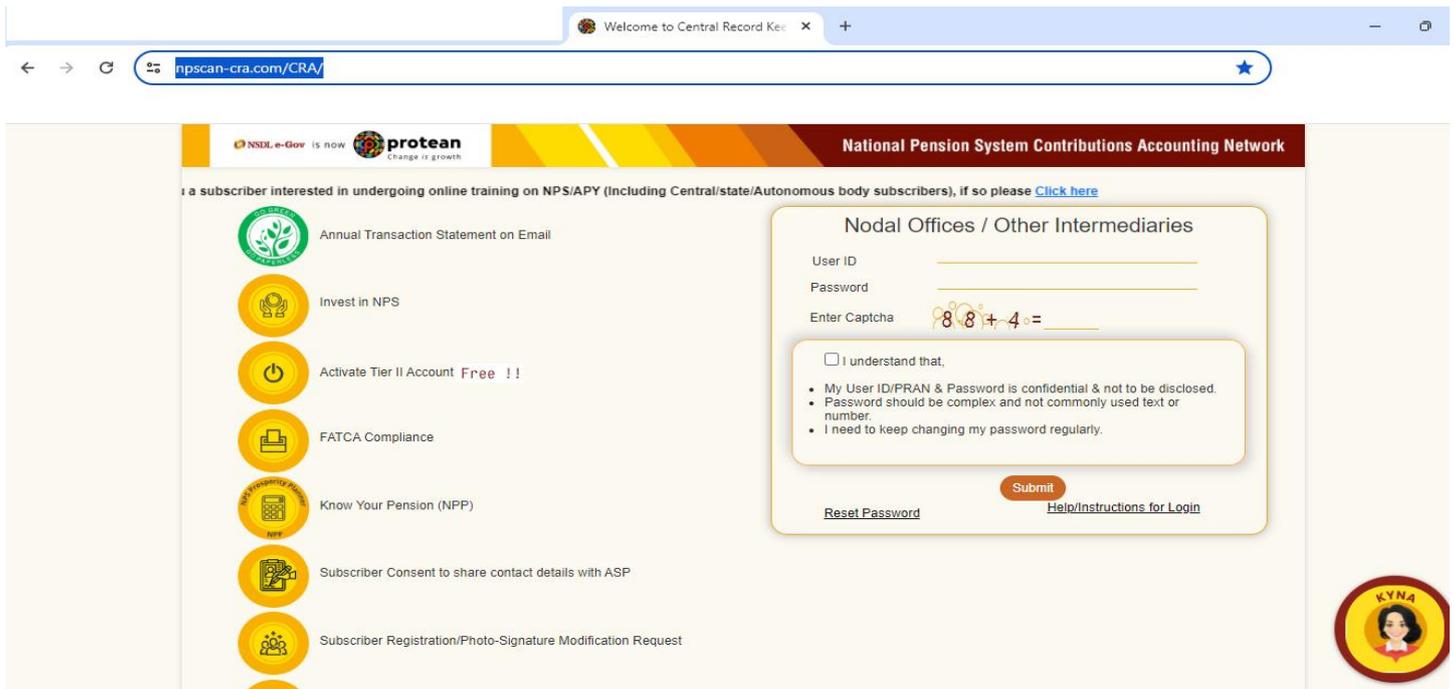
This functionality will ensure faster processing of subscriber details change requests in CRA by Nodal Offices.

1. Subscriber details change request initiated by **DDO office** is required to **be verified and authorized by concerned PAO/DTO office.**
2. Subscriber details change request is **initiated by PAO/DTO office**, need to be **authorized by the PAO/DTO (through another ID) or by PrAO /DTA office.**

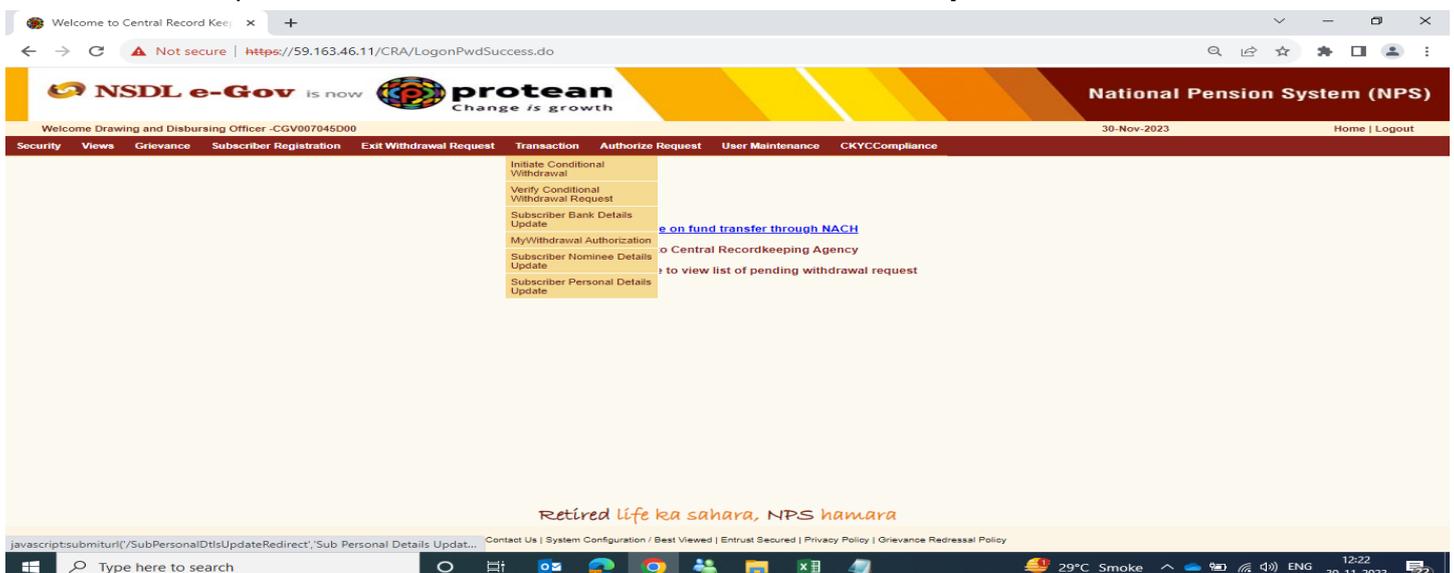
1. Request initiation by DDD office, verification and authorisation by PAO/DTA office:-

Initiation of request by DDO

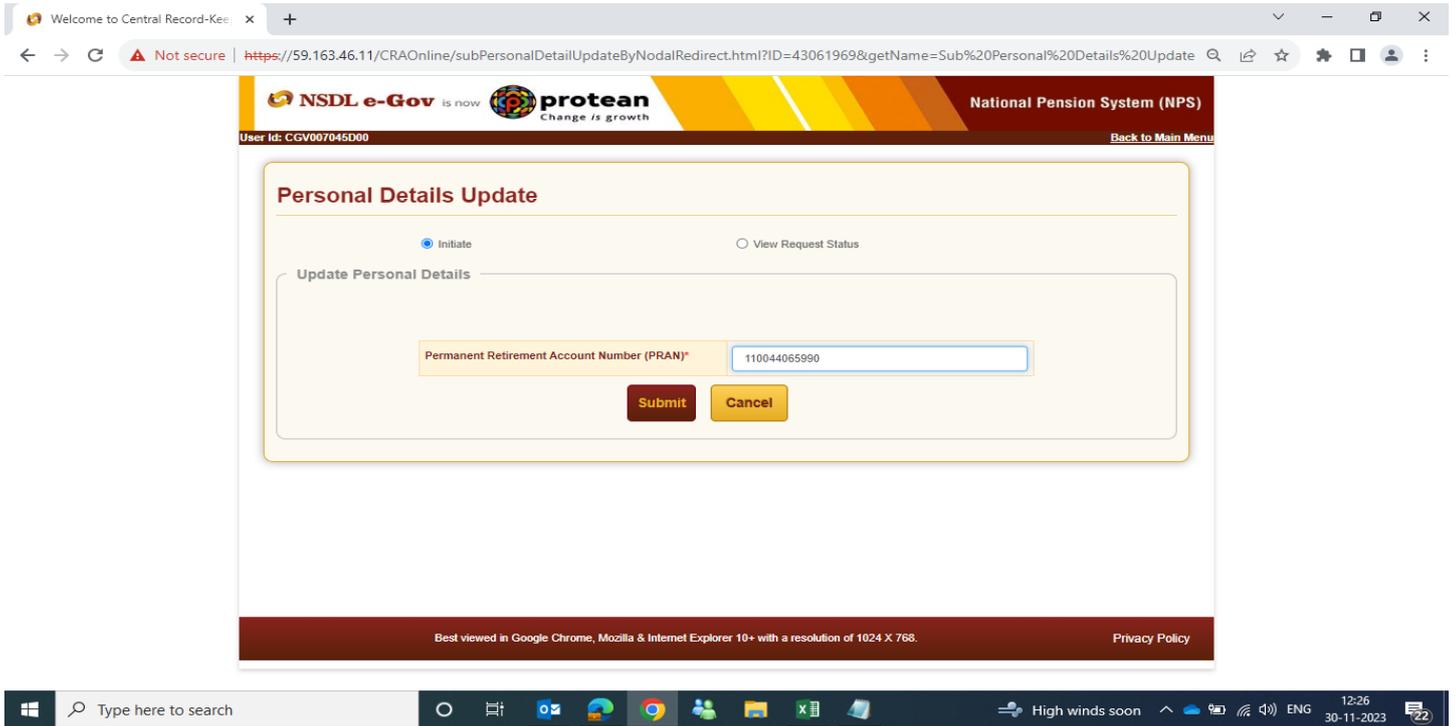
- Nodal office (DDO) will log in to CRA portal using link <https://npscan-cra.com/CRA/>
Enter "User ID" and password click on "**Submit**"



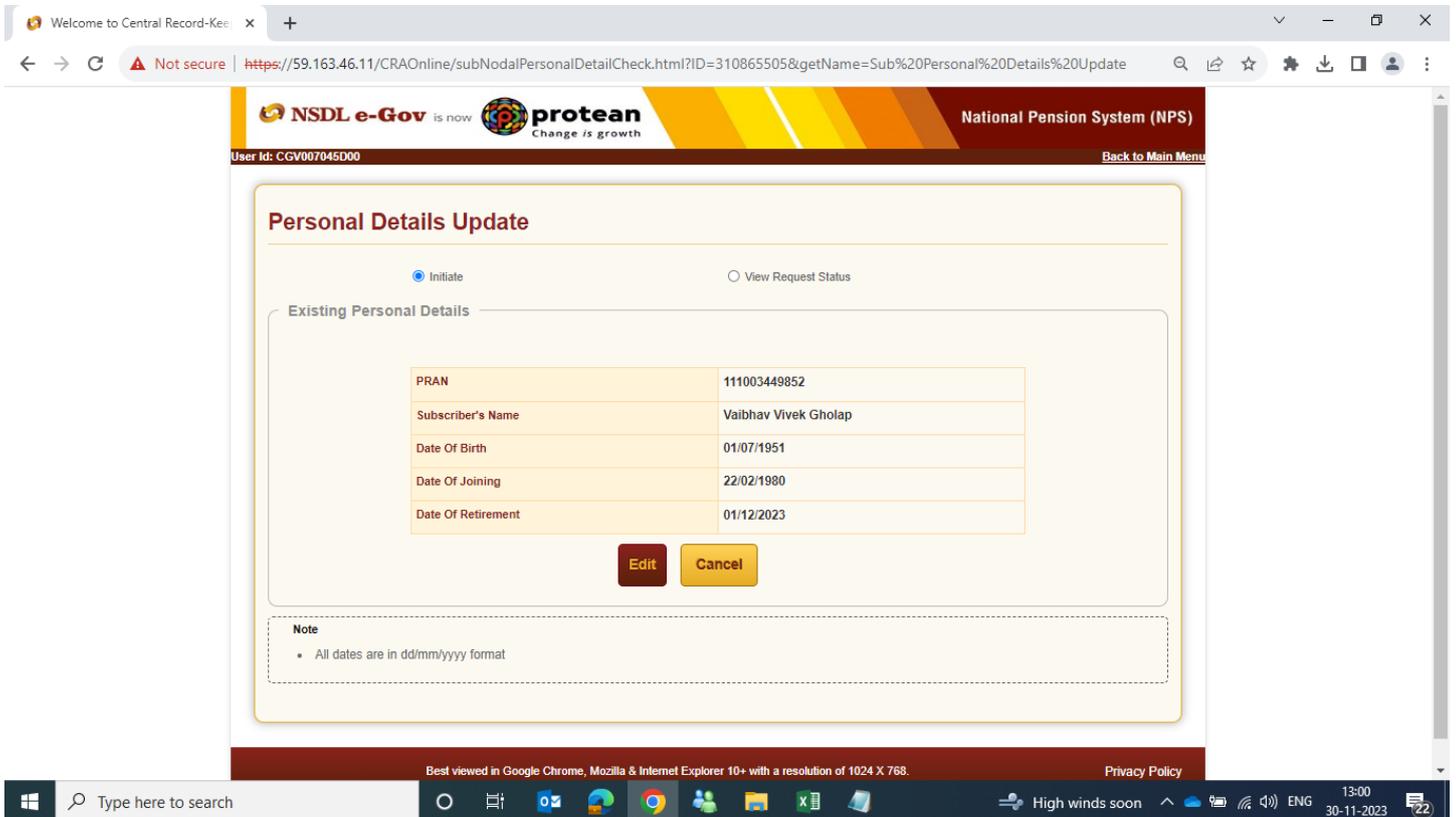
- Click on option Transaction → **Subscriber Personal Details update**



- To capture subscriber details change request, click on option → "**Initiate**" → Enter PRAN → "**Submit**" (▶▶▶ **Please Note that only Service Book Records should be captured here**)



➤ Subscriber details will be available for view. Click on **“Edit”** to proceed.

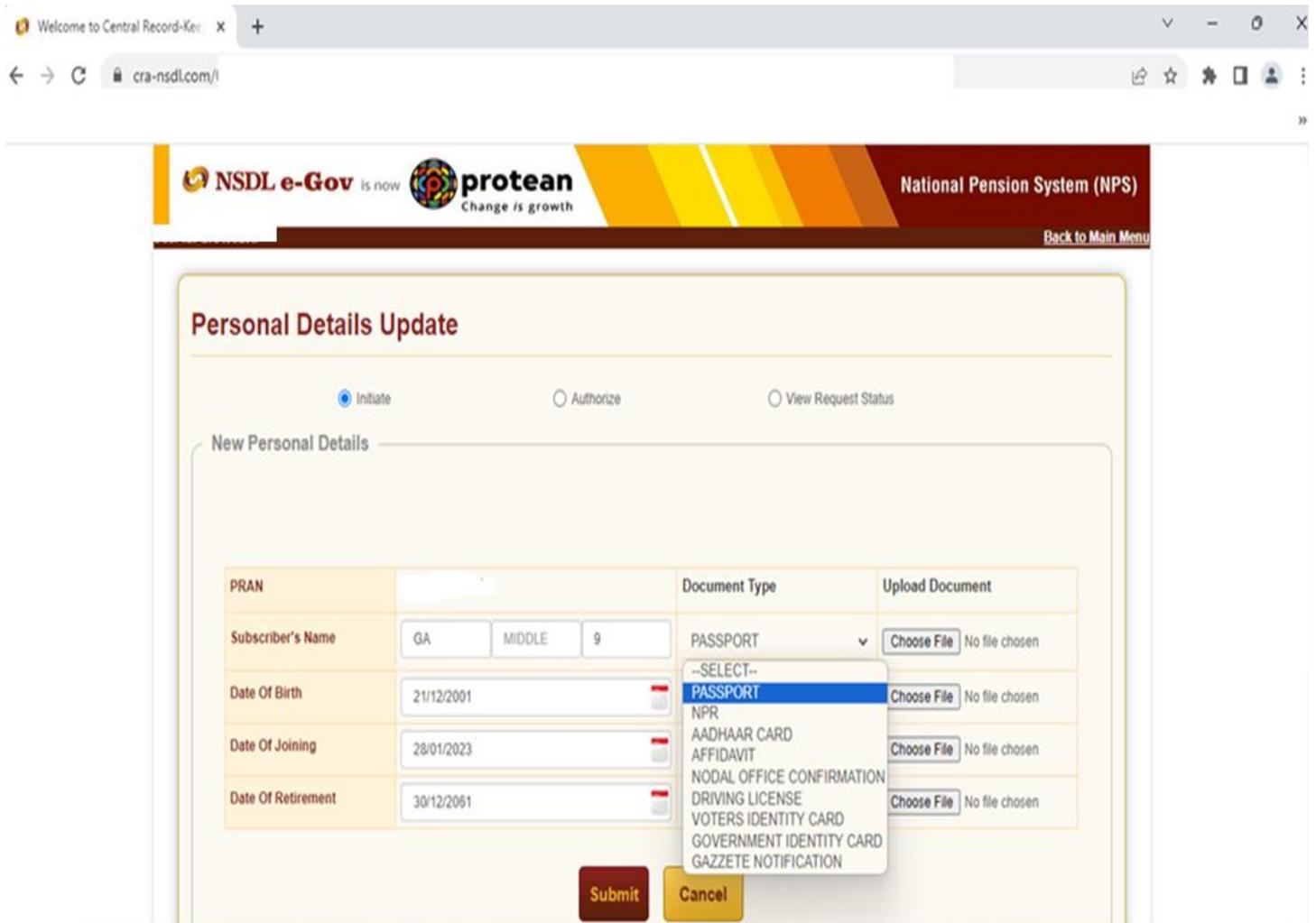


➤ Enter the New personal details required to be updated. Nodal office will be required to select **“Document type”** for respective modification type and **“Upload”** supporting proof for verification

purpose. Below mentioned documents can be accepted as supporting proof for uploading in system for respective modification type-:

(Allowed document type-: **.pdf,.jpg,.jpeg** between size **12 KB to 5 MB.**)

Change in Name	Change in DoB	Change in Doj	Change in DoR
Passport	Passport	Appointment/Offer Letter	Appointment/Offer Letter
Driving License	Driving License	Employee ID card	Employee ID card
Govt. ID card	PAN card	-	-
Voter ID card	Voter ID card		
AADHAAR	AADHAAR		
NPR	High School Mark sheet		
Gazette Notification	-		
Affidavit			
Nodal Office Confirmation			



Welcome to Central Record-Key: x +
 cra-nsdl.com/

NSDL e-Gov is now **protean** Change is growth
National Pension System (NPS)
[Back to Main Menu](#)

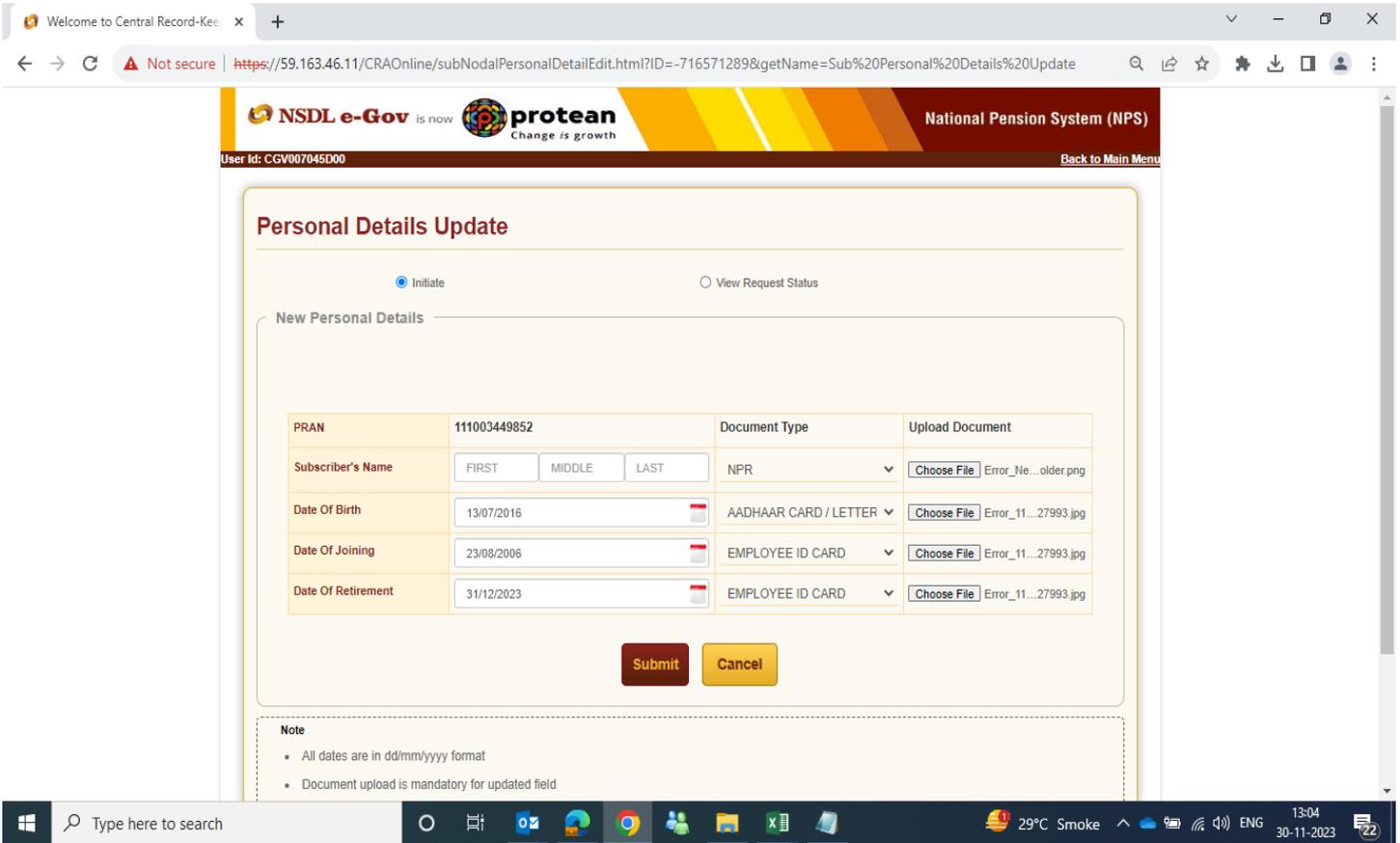
Personal Details Update

Initiate
 Authorize
 View Request Status

New Personal Details

PRAN	Subscriber's Name	Date Of Birth	Date Of Joining	Date Of Retirement	Document Type	Upload Document
	GA MIDDLE 9	21/12/2001	28/01/2023	30/12/2061	PASSPORT	Choose File No file chosen
					--SELECT--	
					PASSPORT	Choose File No file chosen
					NPR	
					AADHAAR CARD	Choose File No file chosen
					AFFIDAVIT	
					NODAL OFFICE CONFIRMATION	Choose File No file chosen
					DRIVING LICENSE	
					VOTERS IDENTITY CARD	Choose File No file chosen
					GOVERNMENT IDENTITY CARD	
					GAZZETE NOTIFICATION	

➤ Click on "Submit"



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 User Id: CGV007045D00 Back to Main Menu

Personal Details Update

Initiate View Request Status

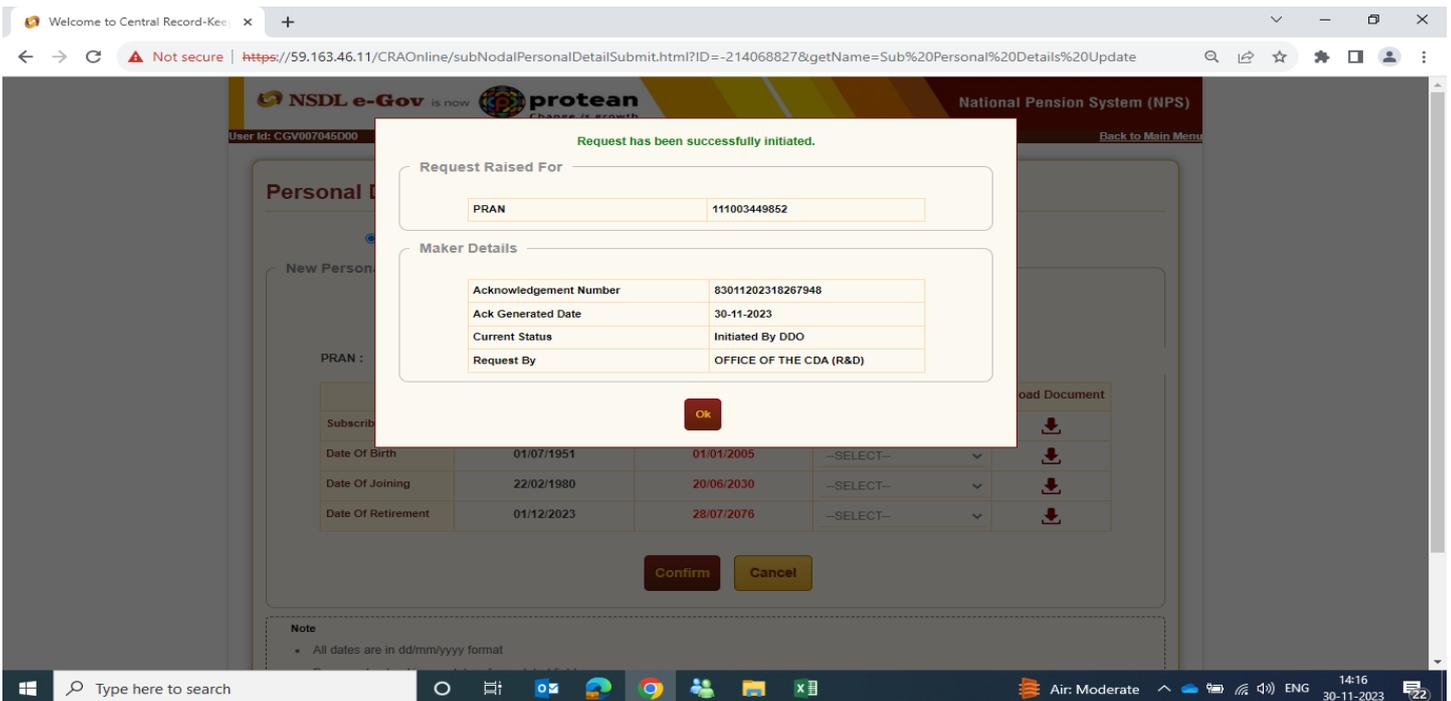
New Personal Details

PRAN	111003449852			Document Type	Upload Document
Subscriber's Name	FIRST	MIDDLE	LAST	NPR	<input type="button" value="Choose File"/> Error_Ne...older.png
Date Of Birth	13/07/2016			AADHAAR CARD / LETTER	<input type="button" value="Choose File"/> Error_11...27993.jpg
Date Of Joining	23/08/2006			EMPLOYEE ID CARD	<input type="button" value="Choose File"/> Error_11...27993.jpg
Date Of Retirement	31/12/2023			EMPLOYEE ID CARD	<input type="button" value="Choose File"/> Error_11...27993.jpg

Note

- All dates are in dd/mm/yyyy format
- Document upload is mandatory for updated field

➤ Acknowledgement ID will be generated for request initiated by DDO Nodal office and details will be displayed in screen.



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 User Id: CGV007045D00 Back to Main Menu

Personal Details Update

Initiate View Request Status

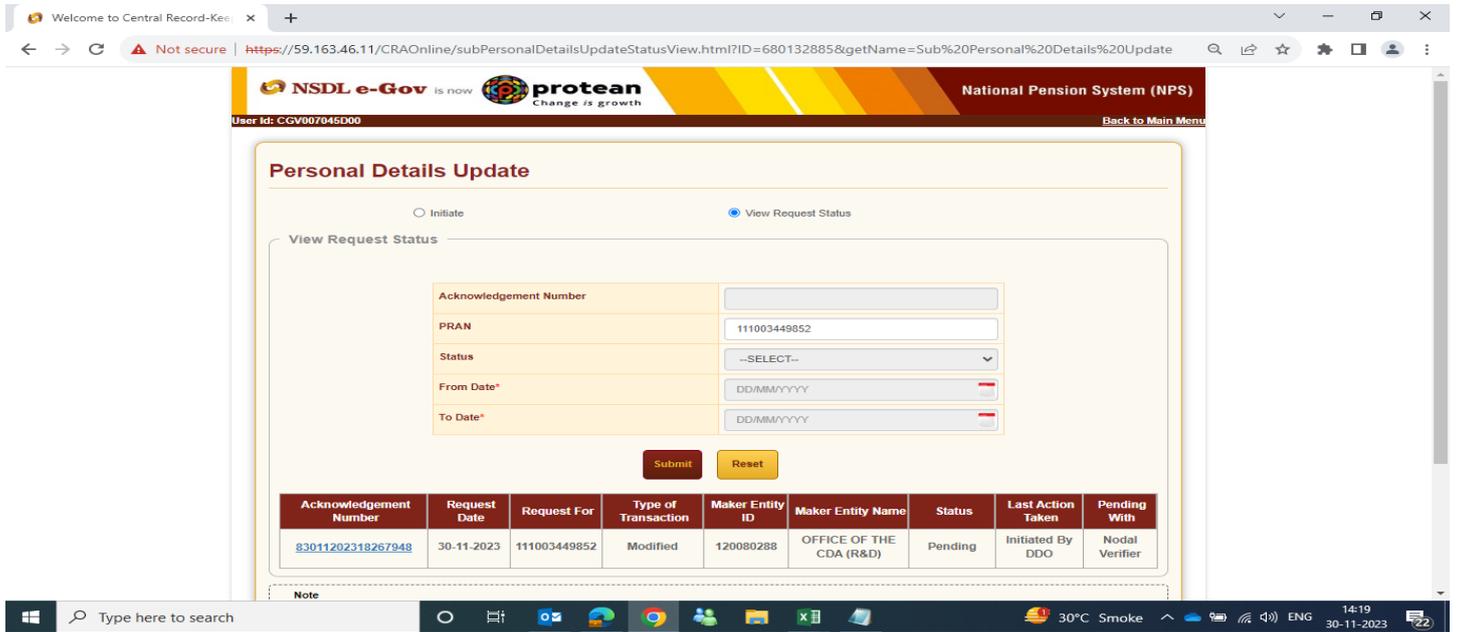
New Personal Details

PRAN	111003449852			Document Type	Upload Document
Subscriber's Name	FIRST	MIDDLE	LAST	NPR	<input type="button" value="Choose File"/> Error_Ne...older.png
Date Of Birth	13/07/2016			AADHAAR CARD / LETTER	<input type="button" value="Choose File"/> Error_11...27993.jpg
Date Of Joining	23/08/2006			EMPLOYEE ID CARD	<input type="button" value="Choose File"/> Error_11...27993.jpg
Date Of Retirement	31/12/2023			EMPLOYEE ID CARD	<input type="button" value="Choose File"/> Error_11...27993.jpg

Note

- All dates are in dd/mm/yyyy format
- Document upload is mandatory for updated field

- DDO office will be able to check the status of request through below option
Transaction → Subscriber Personal Details update → **View Request Status.**



Personal Details Update

Initiate View Request Status

View Request Status

Acknowledgement Number	111003449852
PRAN	111003449852
Status	--SELECT--
From Date*	DD/MM/YYYY
To Date*	DD/MM/YYYY

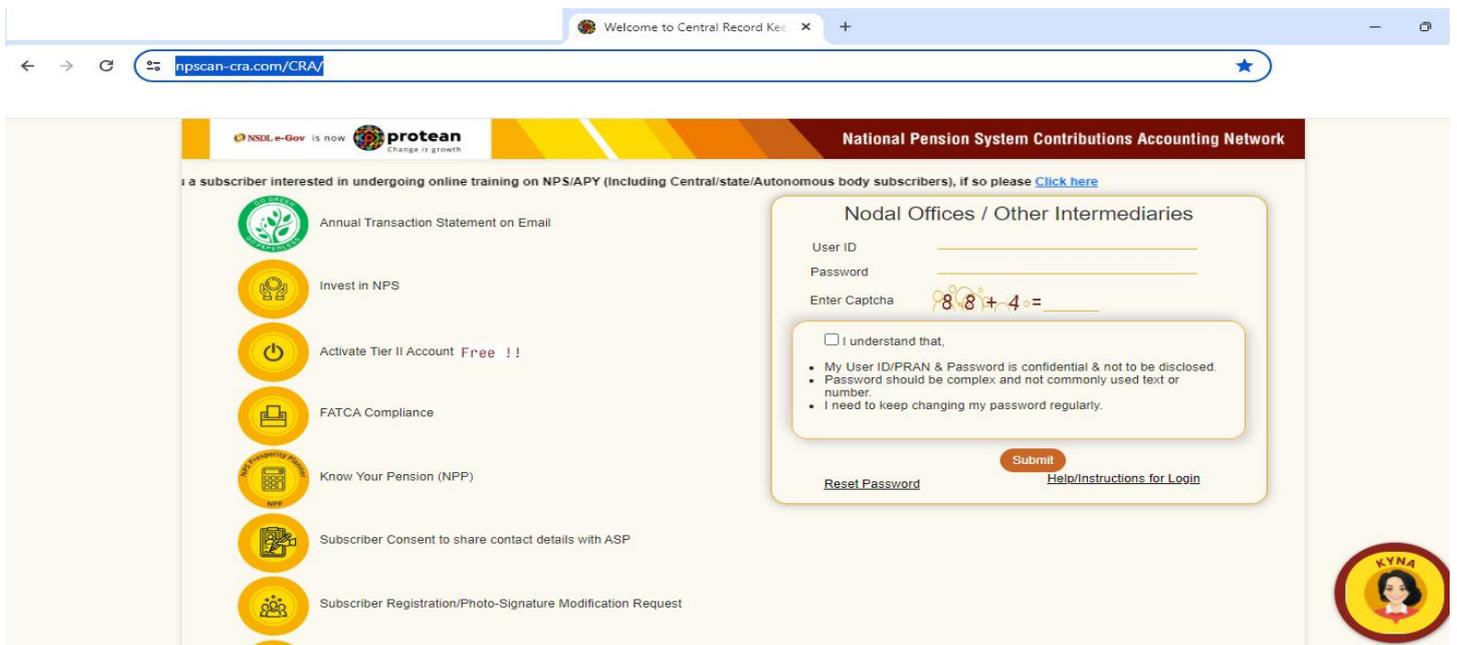
Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name	Status	Last Action Taken	Pending With
83011202318267948	30-11-2023	111003449852	Modified	120080288	OFFICE OF THE CDA (R&D)	Pending	Initiated By DDO	Nodal Verifier

Note

Verification by PAO / DTO Nodal office

Acknowledgement Number generated by DDO office need to verified and authorized by concerned PAO Nodal office.

- PAO/DTO nodal officer 1 will log in to CRA portal using link <https://npscan-cra.com/CRA/>
Enter "User ID" and password click on "**Submit**"



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National Pension System Contributions Accounting Network

If a subscriber interested in undergoing online training on NPS/APY (including Central/state/Autonomous body subscribers), if so please [Click here](#)

- Annual Transaction Statement on Email
- Invest in NPS
- Activate Tier II Account Free !!
- FATCA Compliance
- Know Your Pension (NPP)
- Subscriber Consent to share contact details with ASP
- Subscriber Registration/Photo-Signature Modification Request

Nodal Offices / Other Intermediaries

User ID _____

Password _____

Enter Captcha $8.8 + 4 =$ _____

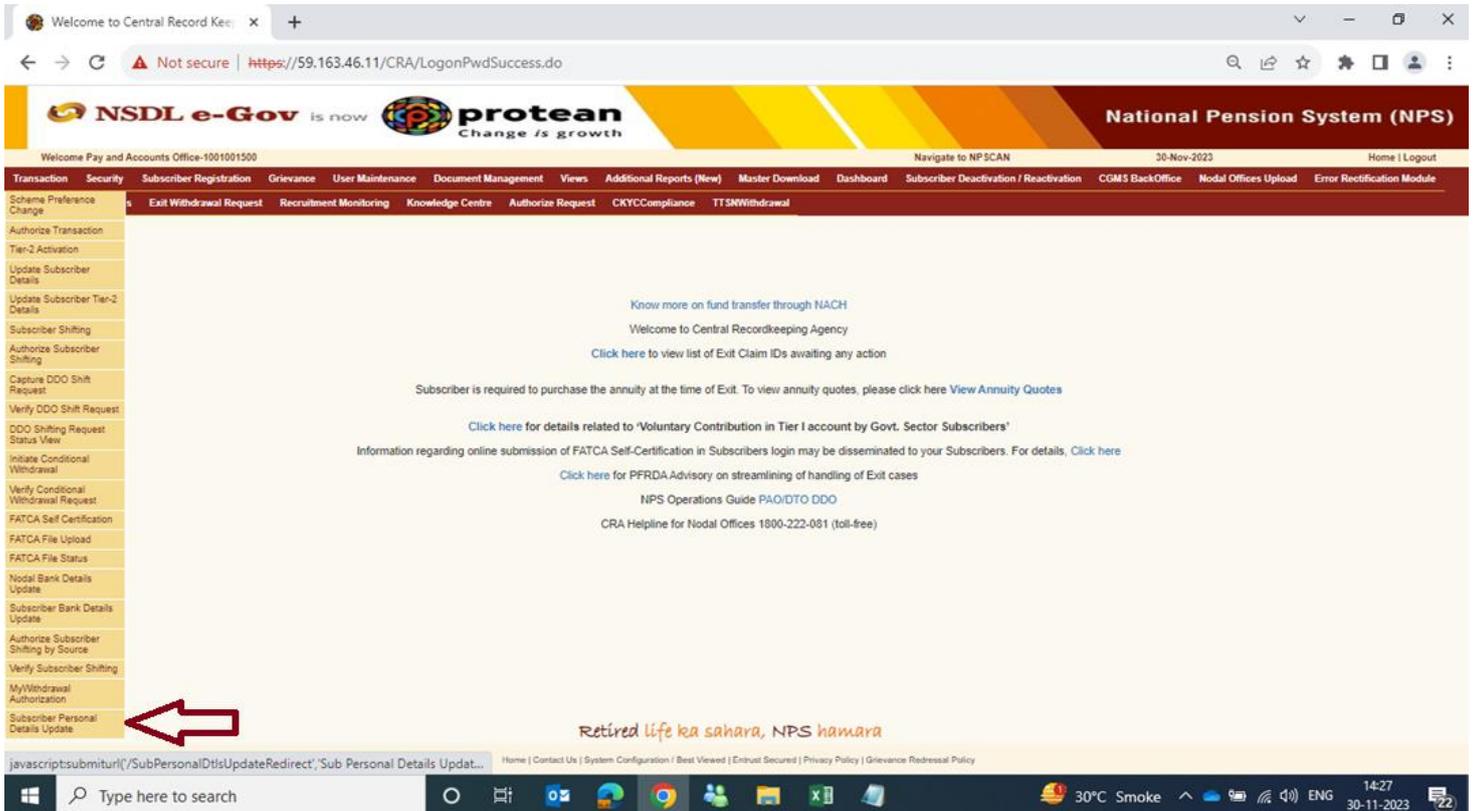
I understand that.

- 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.

 [Reset Password](#) [Help/Instructions for Login](#)



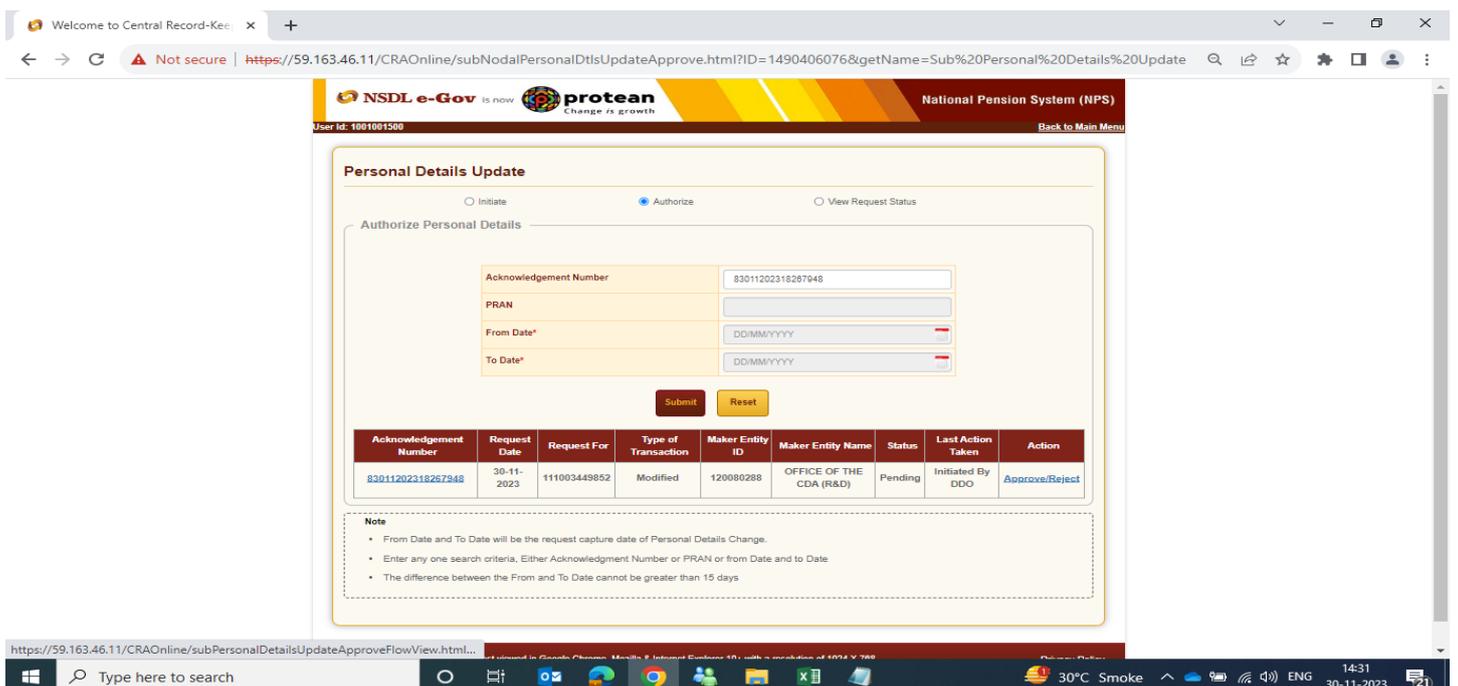
➤ Click on option → Transaction → **Subscriber Personal Details Update**



Welcome to Central Record Keeping Agency
 Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here [View Annuity Quotes](#)
 Information regarding online submission of FATCA Self-Certification in Subscribers login may be disseminated to your Subscribers. For details, [Click here](#)
 Click here for PFRDA Advisory on streamlining of handling of Exit cases
 NPS Operations Guide PAO/DTO DDO
 CRA Helpline for Nodal Offices 1800-222-081 (toll-free)

Retired life ka sahara, NPS hamara

➤ Enter **“Acknowledgement Number/ PRAN”** of subscriber for verification of request captured by DDO nodal office. Nodal officer 1 need to check the details and take action to **“Approve/Reject”** the request. To view the details, click on hyperlinked **“Acknowledgement Number”**



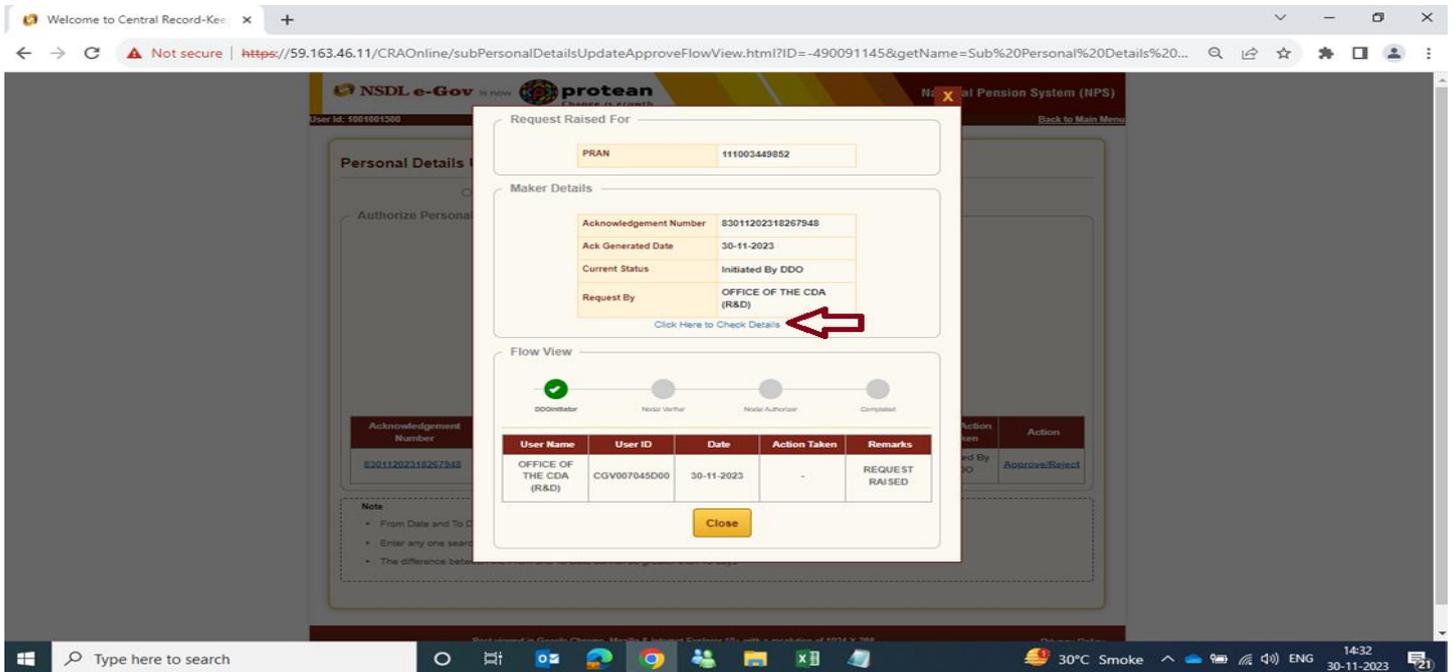
Personal Details Update
 Authorize Personal Details

Acknowledgement Number: 83011202318287948
 PRAN: [Empty]
 From Date*: DDMMYYYY
 To Date*: DDMMYYYY

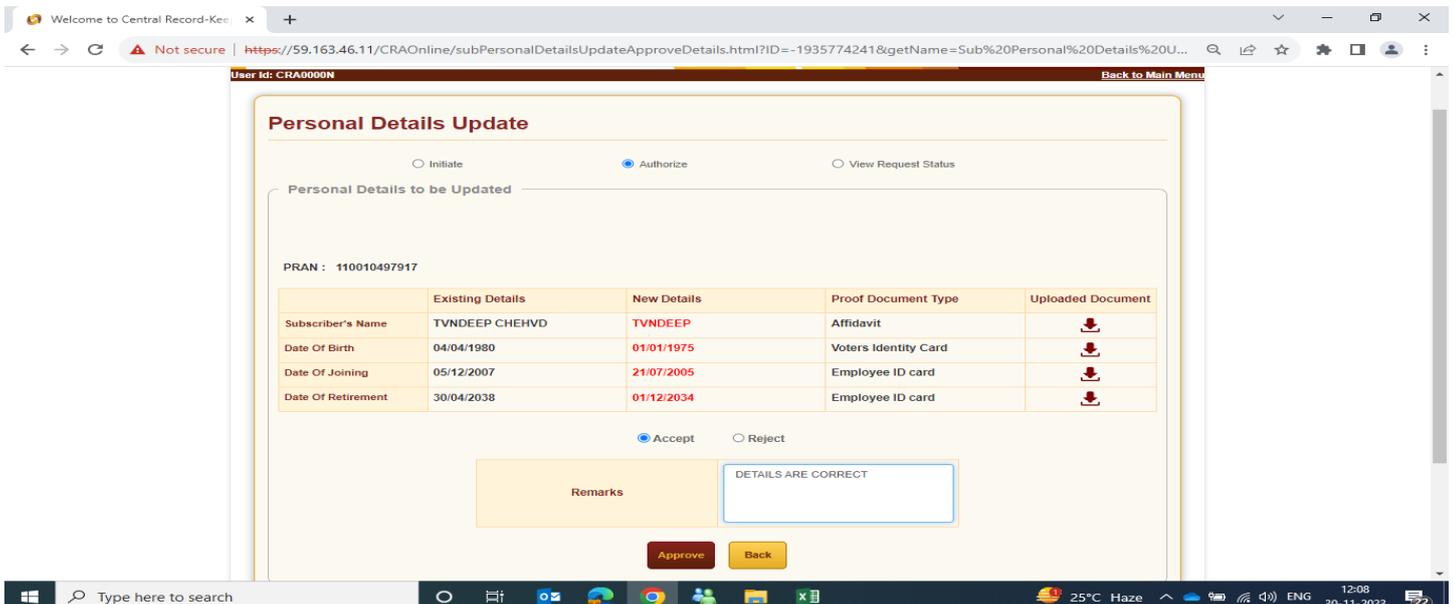
Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name	Status	Last Action Taken	Action
83011202318287948	30-11-2023	111003449852	Modified	120080288	OFFICE OF THE CDA (R&D)	Pending	Initiated By DDO	Approve/Reject

Note
 • From Date and To Date will be the request capture date of Personal Details Change.
 • Enter any one search criteria, Either Acknowledgement Number or PRAN or from Date and to Date
 • The difference between the From and To Date cannot be greater than 15 days

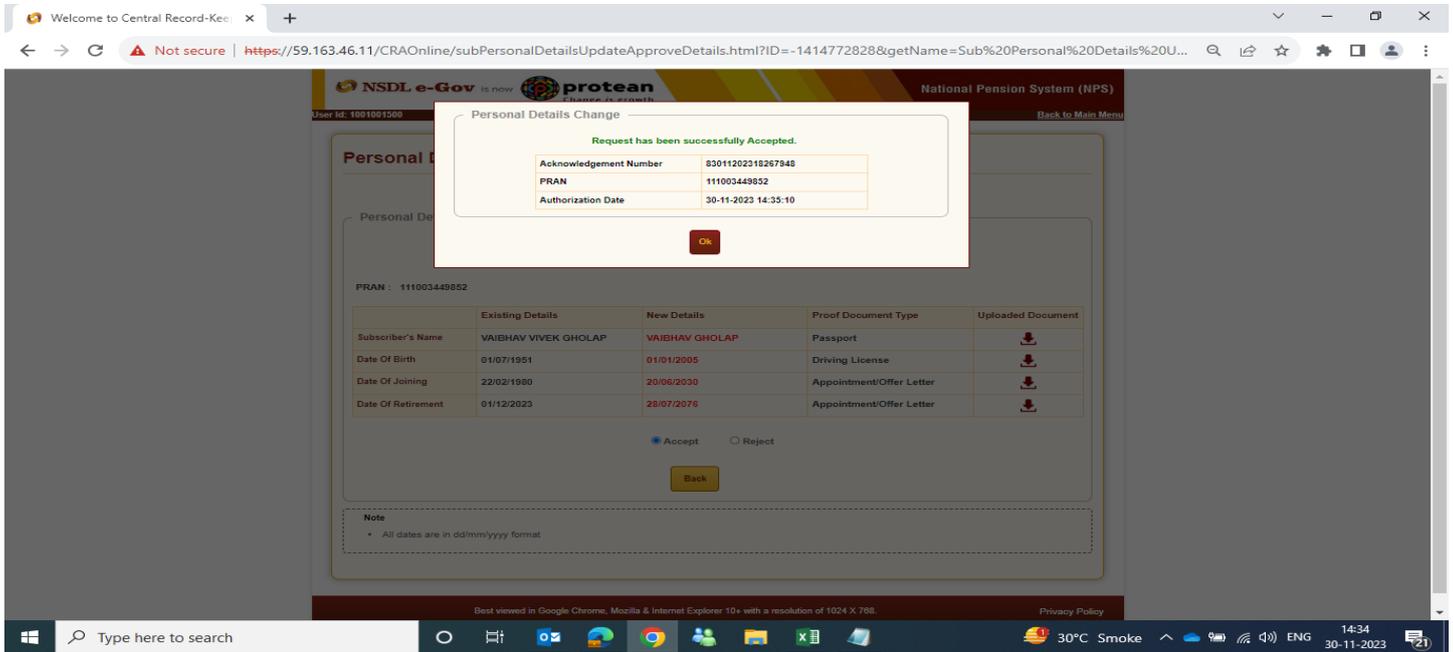
- PAO/DTO nodal officer 1 will be able to view the **current status** of request. Click on hyperlink **“Click Here to Check Details”**



- PAO/DTO Nodal officer 1 will check the details and supporting documents uploaded by DDO nodal office. Office to ensure during verification that correct supporting document is uploaded for each type of modification request. Document type selected and uploaded by office during request initiation should be correct.
If details and supporting documents uploaded by DDO office are correct, PAO/DTO Nodal officer 1 will click on **“Accept”**. Enter **Remarks** and click on **“Approve”**



- Notification will be displayed on screen for successful verification of Acknowledgement ID with time stamp details.



NSDL e-Gov is now **protean** Change is growth National Pension System (NPS)

User Id: 1001001500

Personal Details Change
 Request has been successfully Accepted.

Acknowledgement Number	83011202318267948
PRAN	111003449852
Authorization Date	30-11-2023 14:35:10

Ok

PRAN : 111003449852

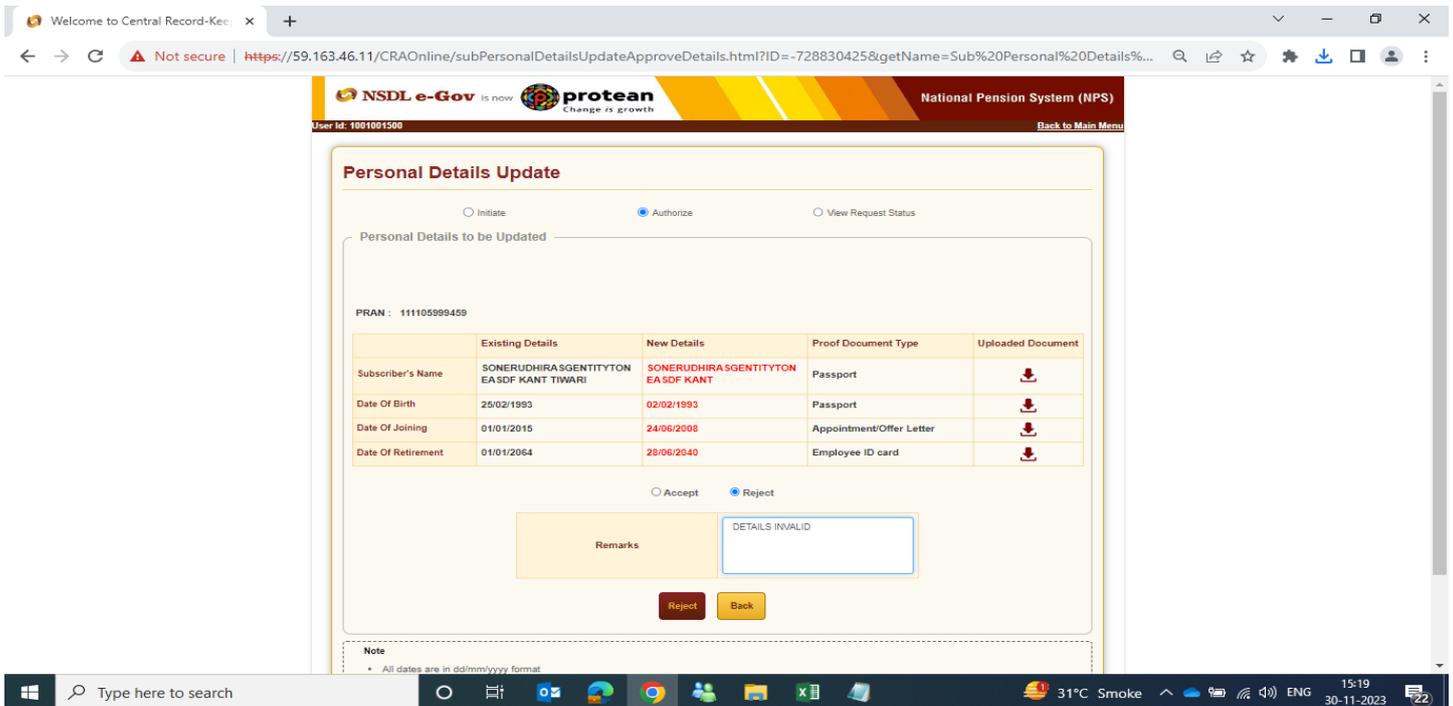
	Existing Details	New Details	Proof Document Type	Uploaded Document
Subscriber's Name	VAIBHAV VIVEK GHOLAP	VAIBHAV GHOLAP	Passport	
Date Of Birth	01/07/1951	01/01/2005	Driving License	
Date Of Joining	22/02/1980	20/06/2030	Appointment/Offer Letter	
Date Of Retirement	01/12/2023	29/07/2076	Appointment/Offer Letter	

Accept Reject

Back

Note
All dates are in dd/mm/yyyy format.

- In case of any discrepancies are noticed in request initiated by DDO nodal office, PAO/DTO Nodal office 1 can Reject the request. Click on **Reject**. Enter rejection **Remarks**. Click on **Reject**.



NSDL e-Gov is now **protean** Change is growth National Pension System (NPS)

User Id: 1001001500

Personal Details Update
 Initiate Authorize View Request Status

Personal Details to be Updated

PRAN : 111105999459

	Existing Details	New Details	Proof Document Type	Uploaded Document
Subscriber's Name	SONERUDHIRASGENTITYTON EASDF KANT TIWARI	SONERUDHIRASGENTITYTON EASDF KANT	Passport	
Date Of Birth	25/02/1993	02/02/1993	Passport	
Date Of Joining	01/01/2015	24/06/2008	Appointment/Offer Letter	
Date Of Retirement	01/01/2064	29/06/2040	Employee ID card	

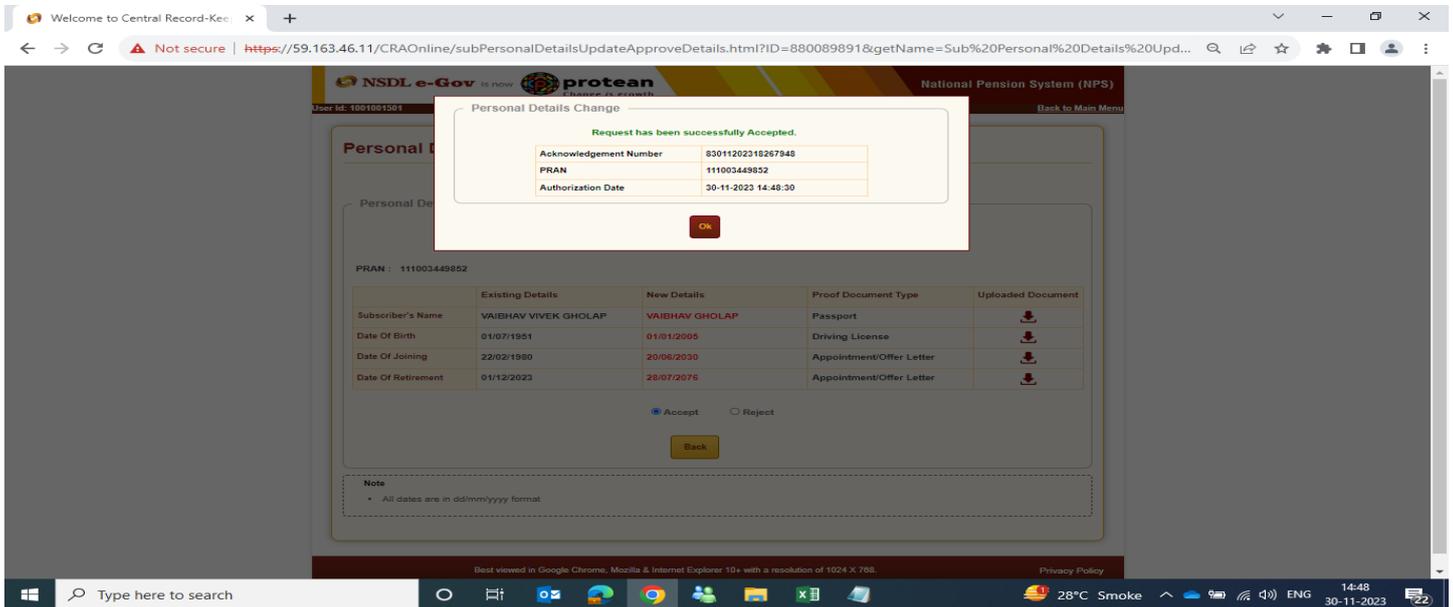
Accept Reject

Remarks:

Reject Back

Note
All dates are in dd/mm/yyyy format.

- Notification will be displayed on screen for successful rejection of Acknowledgement ID with time stamp details.



The screenshot shows a web browser window displaying the NSDL e-Gov portal. A modal window titled "Personal Details Change" is open, showing a confirmation message: "Request has been successfully Accepted." Below the message is a table with the following details:

Acknowledgement Number	83011202318267948
PRAN	111003449852
Authorization Date	30-11-2023 14:48:30

Below the modal, the main page shows a table of personal details for PRAN: 111003449852. The table compares existing details with new details and lists proof documents.

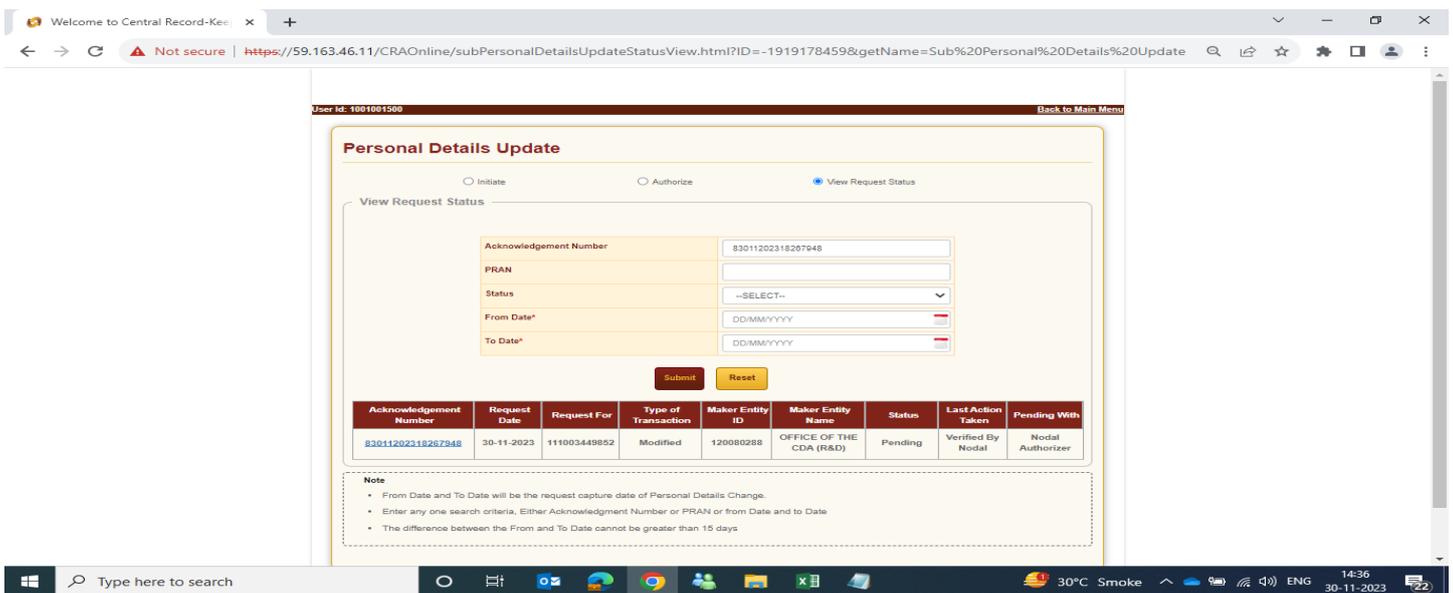
	Existing Details	New Details	Proof Document Type	Uploaded Document
Subscriber's Name	VAIBHAV VIVEK GHOLAP	VAIBHAV GHOLAP	Passport	
Date Of Birth	01/07/1951	01/01/2005	Driving License	
Date Of Joining	22/02/1980	20/06/2030	Appointment/Offer Letter	
Date Of Retirement	01/12/2023	28/07/2076	Appointment/Offer Letter	

At the bottom of the modal, there are radio buttons for "Accept" (selected) and "Reject", and a "Back" button.

- PAO/DTO nodal officer will be able to check the status of request through below option Transaction → Subscriber Personal Details update → **View Request Status**.

Authorisation of request by PAO/DTO Office

- Acknowledgement number verified by PAO/DTO nodal officer 1 (Accepted/Rejected) need to be authorized by PAO/DTO nodal officer 2



The screenshot shows the "Personal Details Update" screen with the "View Request Status" option selected. It features a search form with the following fields:

- Acknowledgement Number: 83011202318267948
- PRAN: (empty)
- Status: ~SELECT~
- From Date*: (empty)
- To Date*: (empty)

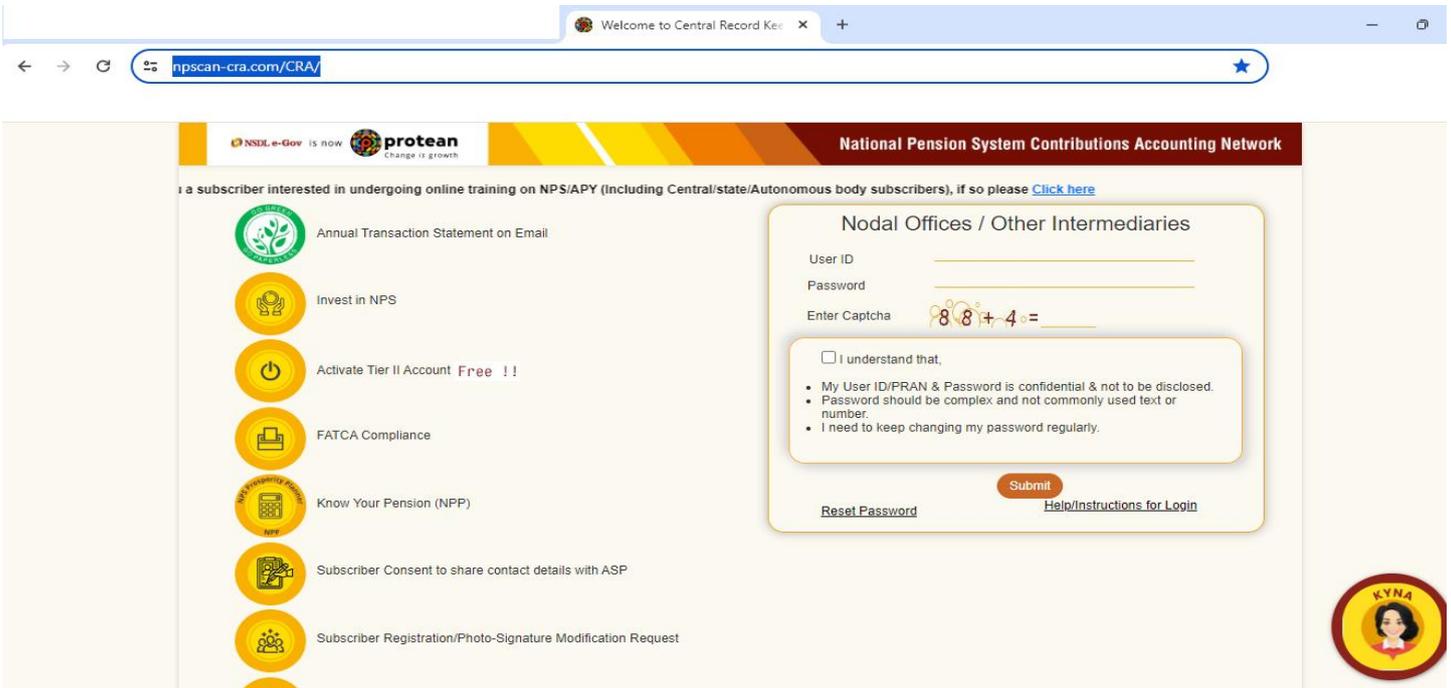
Below the search form are "Submit" and "Reset" buttons. A table displays the request details:

Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name	Status	Last Action Taken	Pending With
83011202318267948	30-11-2023	111003449852	Modified	120080288	OFFICE OF THE CDA (R&D)	Pending	Verified By Nodal	Nodal Authorizer

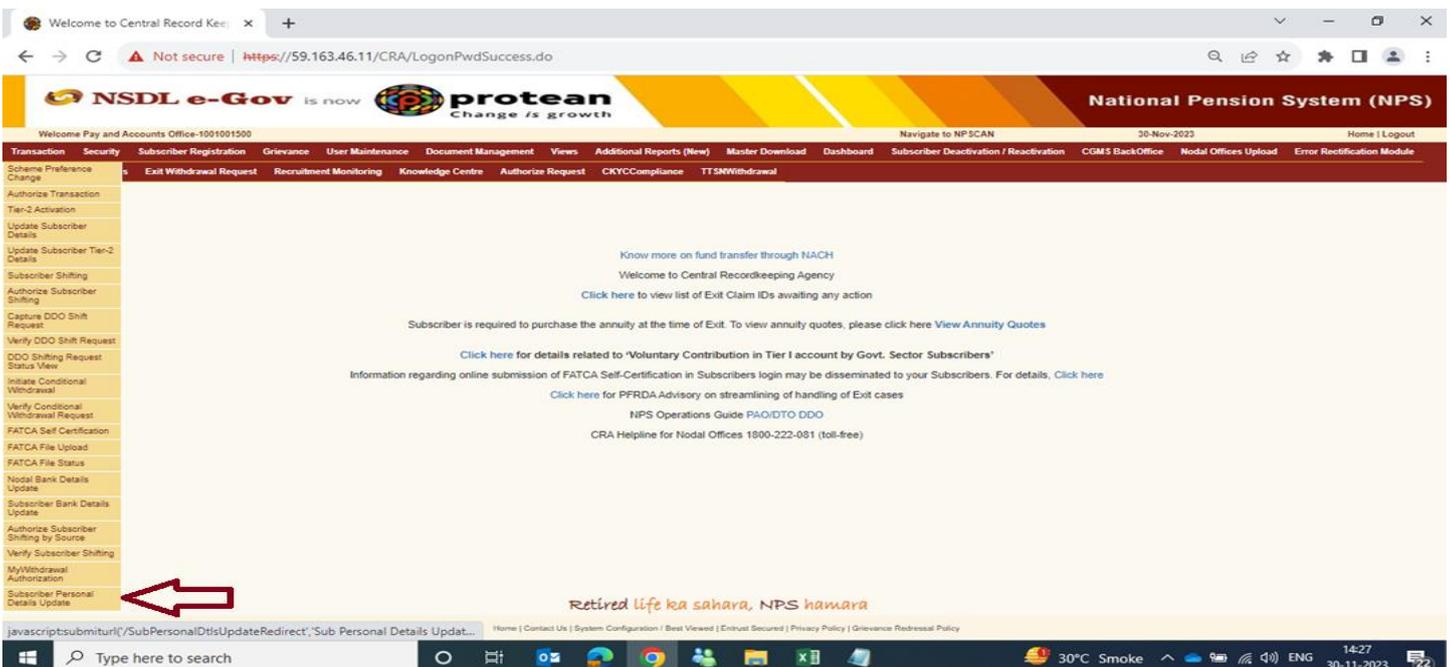
A note at the bottom provides additional instructions:

- From Date and To Date will be the request capture date of Personal Details Change.
- Enter any one search criteria, Either Acknowledgment Number or PRAN or from Date and to Date
- The difference between the From and To Date cannot be greater than 15 days

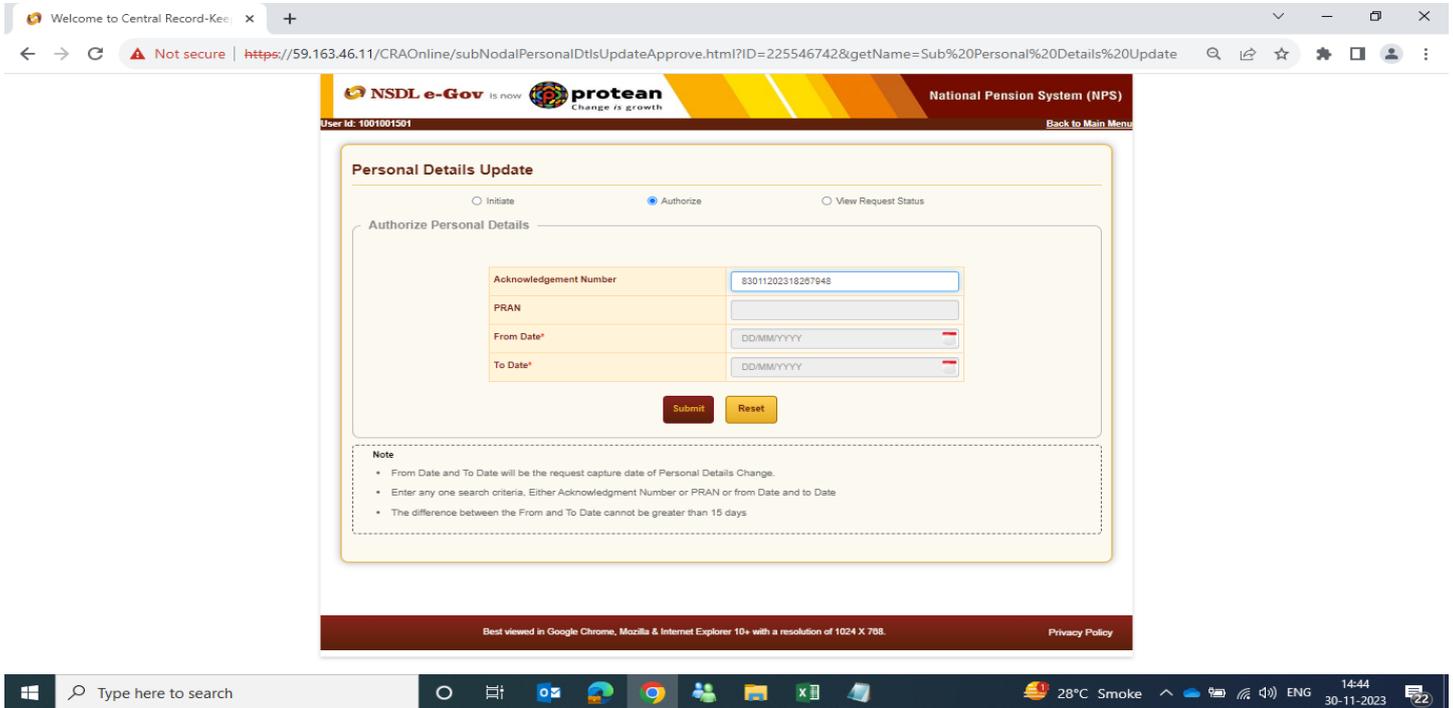
- PAO/DTO nodal officer 2 will log in to CRA portal using link <https://npSCAN-cra.com/CRA/>
Enter "User ID" and password click on "Submit"



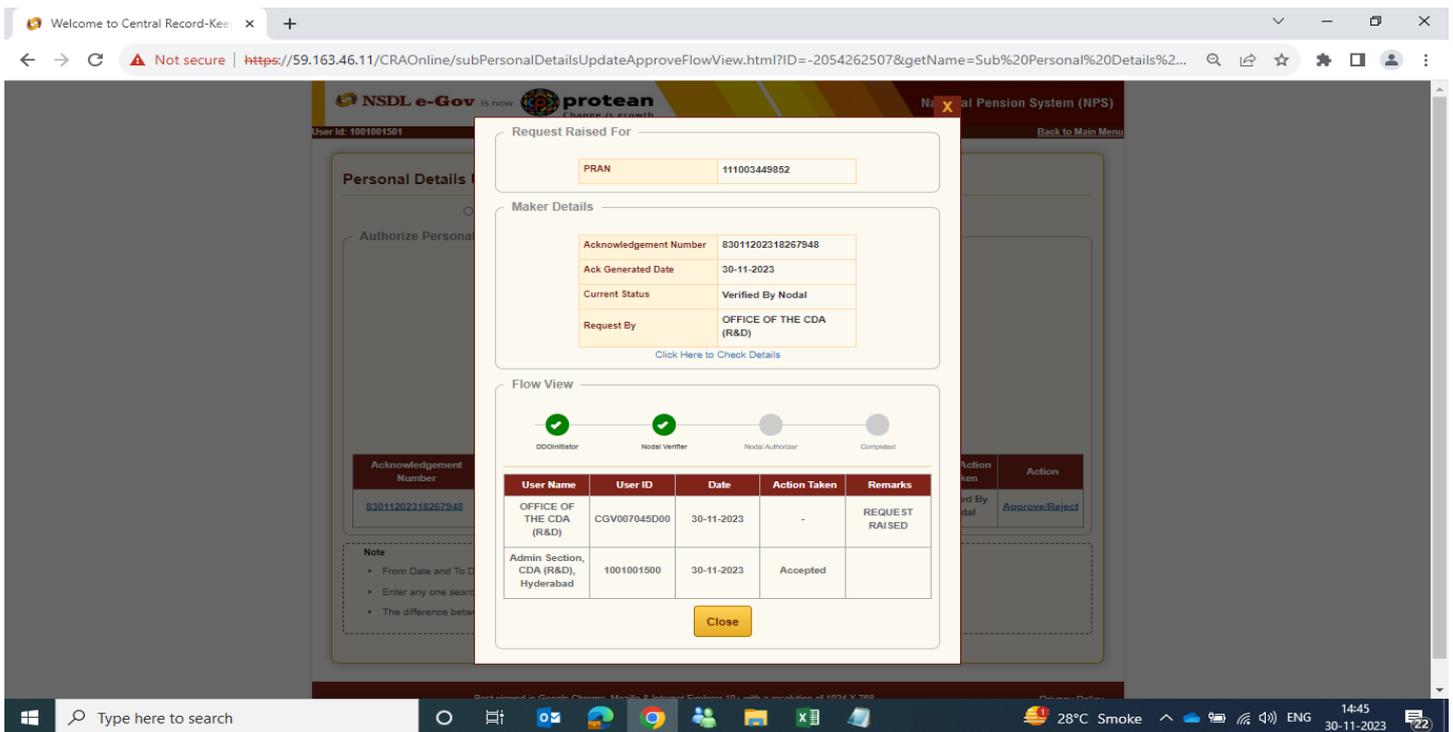
- Click on option → Transaction → **Subscriber Personal Details Update**



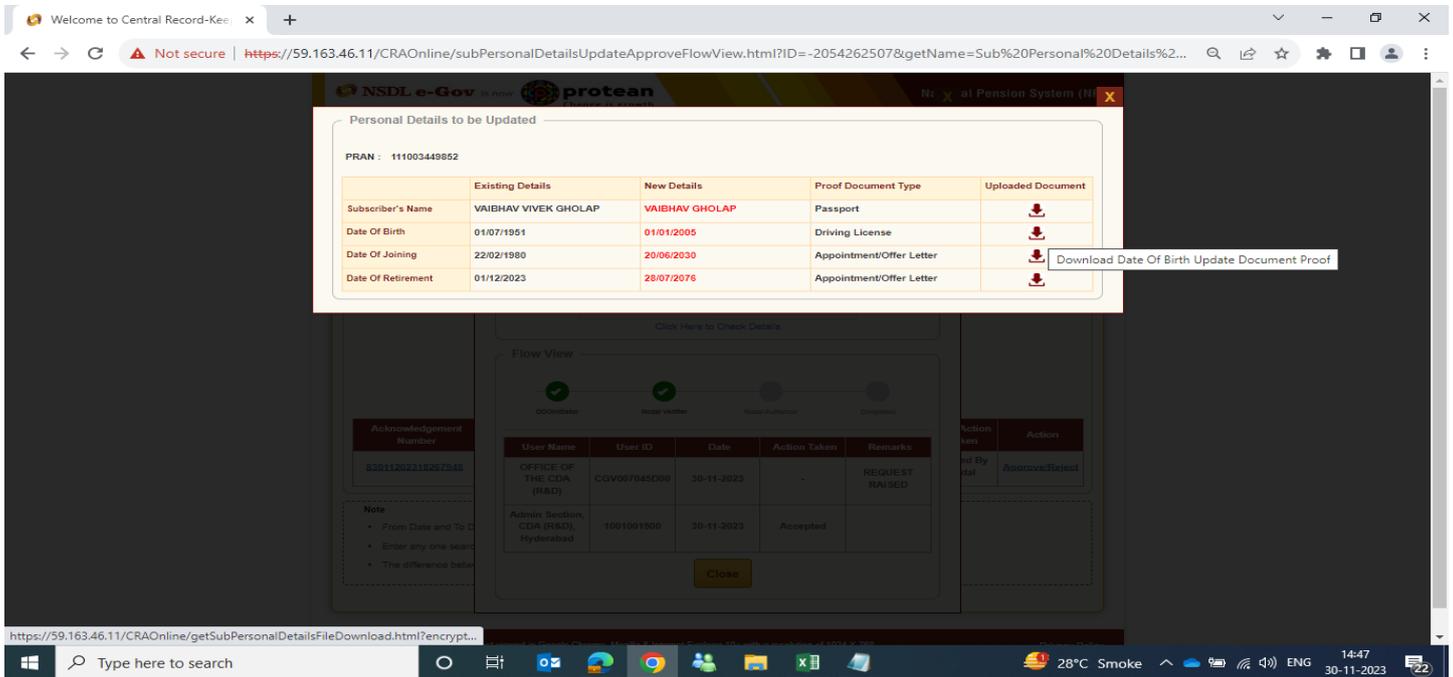
- Enter “**Acknowledgement Number/ PRAN**” of subscriber for authorization of request captured by PAO Nodal officer 1. Click on “**Submit**”



- PAO nodal officer 2 will be able to view the **current status** of request. Click on hyperlink “**Click Here to Check Details**”



- PAO Nodal officer 2 need to check the new details of subscriber verified by Nodal officer 1 against supporting proof uploaded by DDO office.



Personal Details to be Updated

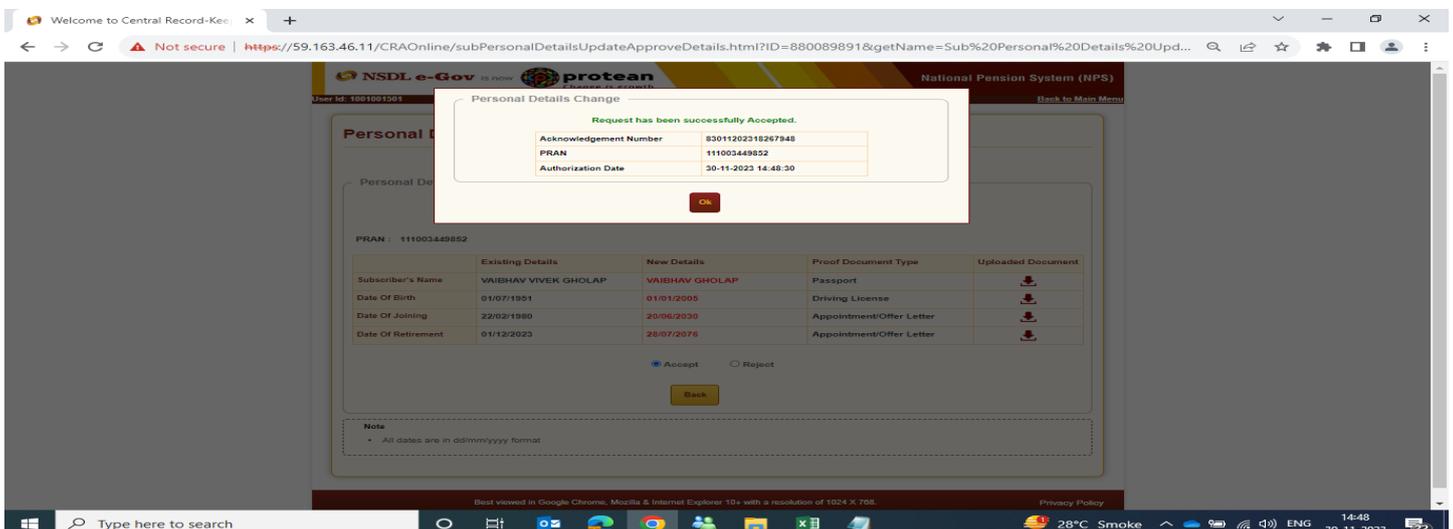
PRAN : 111003449852

	Existing Details	New Details	Proof Document Type	Uploaded Document
Subscriber's Name	VAIBHAV VIVEK GHOLAP	VAIBHAV GHOLAP	Passport	
Date Of Birth	01/07/1951	01/01/2005	Driving License	
Date Of Joining	22/02/1980	20/06/2030	Appointment/Offer Letter	
Date Of Retirement	01/12/2023	28/07/2076	Appointment/Offer Letter	

Flow View

User Name	User ID	Date	Action Taken	Remarks
OFFICE OF THE CDA (RAD)	COV007048D00	30-11-2023		REQUEST RAISED
Admin Section, CDA (RAD, Hyderabad)	1001001000	30-11-2023	Accepted	

- If details and supporting documents uploaded by DDO office are correct, PAO Nodal officer 2 will click on **“Accept”**. Enter **Remarks** and click on **“Approve”**. In case of any discrepancy, PAO Nodal officer 2 may **“Reject”** the request verified by PAO Nodal officer 1.
- In case if the request is rejected by PAO/DTO officer level 1, the same is to be authorised by PAO/DTO officer level 2.
- Notification will be displayed on screen for successful authorization (Acceptation/rejection) of Acknowledgement ID with time stamp details as per the case.



Request has been successfully Accepted.

Acknowledgement Number	83011202318267948
PRAN	111003449852
Authorization Date	30-11-2023 14:48:30

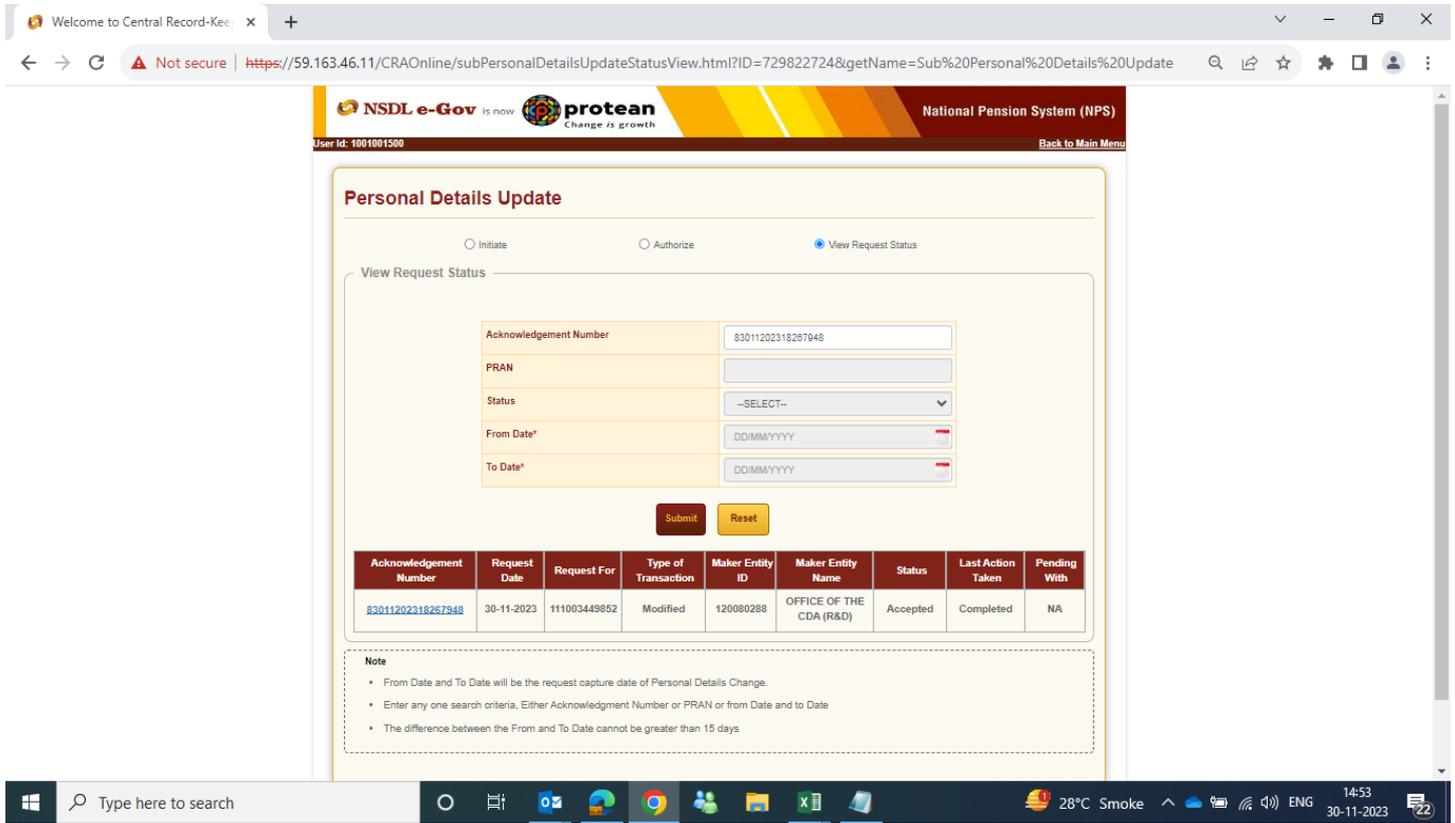
Personal Details Change

	Existing Details	New Details	Proof Document Type	Uploaded Document
Subscriber's Name	VAIBHAV VIVEK GHOLAP	VAIBHAV GHOLAP	Passport	
Date Of Birth	01/07/1951	01/01/2005	Driving License	
Date Of Joining	22/02/1980	20/06/2030	Appointment/Offer Letter	
Date Of Retirement	01/12/2023	28/07/2076	Appointment/Offer Letter	

Accept Reject

Back

- Status of request can be checked through below option
Transaction → Subscriber Personal Details update → **View Request Status.**



Personal Details Update

Initiate
 Authorize
 View Request Status

View Request Status

Acknowledgement Number: 83011202318267948
 PRAN:
 Status: --SELECT--
 From Date*: DD/MM/YYYY
 To Date*: DD/MM/YYYY

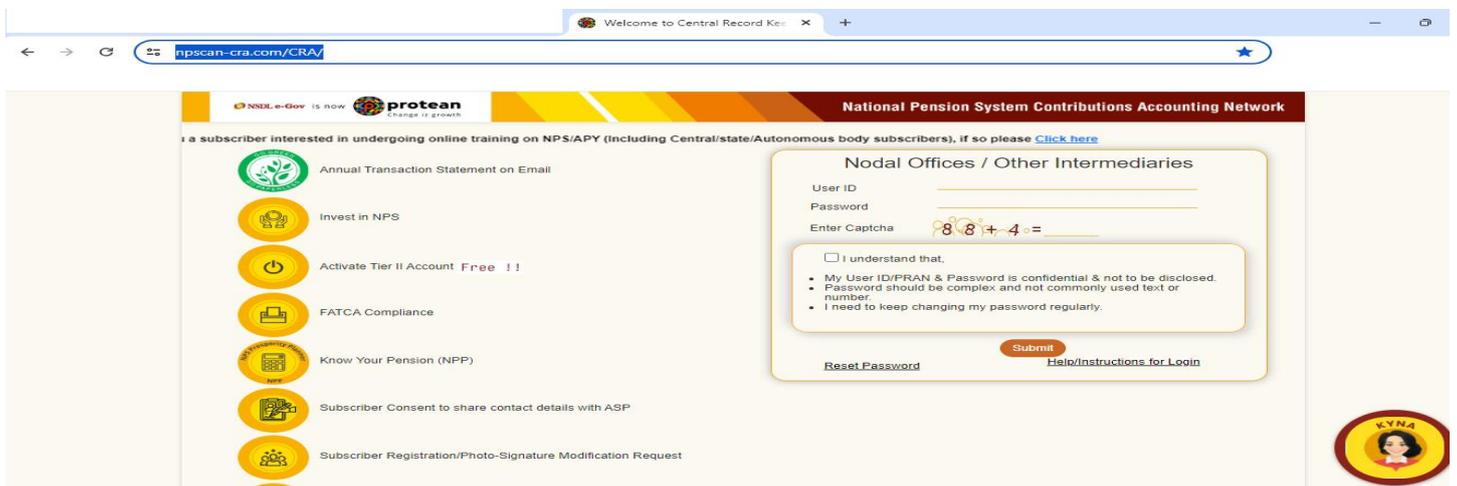
Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name	Status	Last Action Taken	Pending With
83011202318267948	30-11-2023	111003449852	Modified	120080288	OFFICE OF THE CDA (R&D)	Accepted	Completed	NA

Note

- From Date and To Date will be the request capture date of Personal Details Change.
- Enter any one search criteria, Either Acknowledgment Number or PRAN or from Date and to Date
- The difference between the From and To Date cannot be greater than 15 days

2. Request Initiation by PAO/DTO and Authorization by Pr AO/DTA office:

- PAO/DTO nodal officer will log in to CRA portal using link <https://npscan-cra.com/CRA/>
Enter "User ID" and password click on "**Submit**".



NSDL e-Gov is now **protean** Change is growth

National Pension System Contributions Accounting Network

Annual Transaction Statement on Email
 Invest in NPS
 Activate Tier II Account Free !!
 FATCA Compliance
 Know Your Pension (NPP)
 Subscriber Consent to share contact details with ASP
 Subscriber Registration/Photo-Signature Modification Request

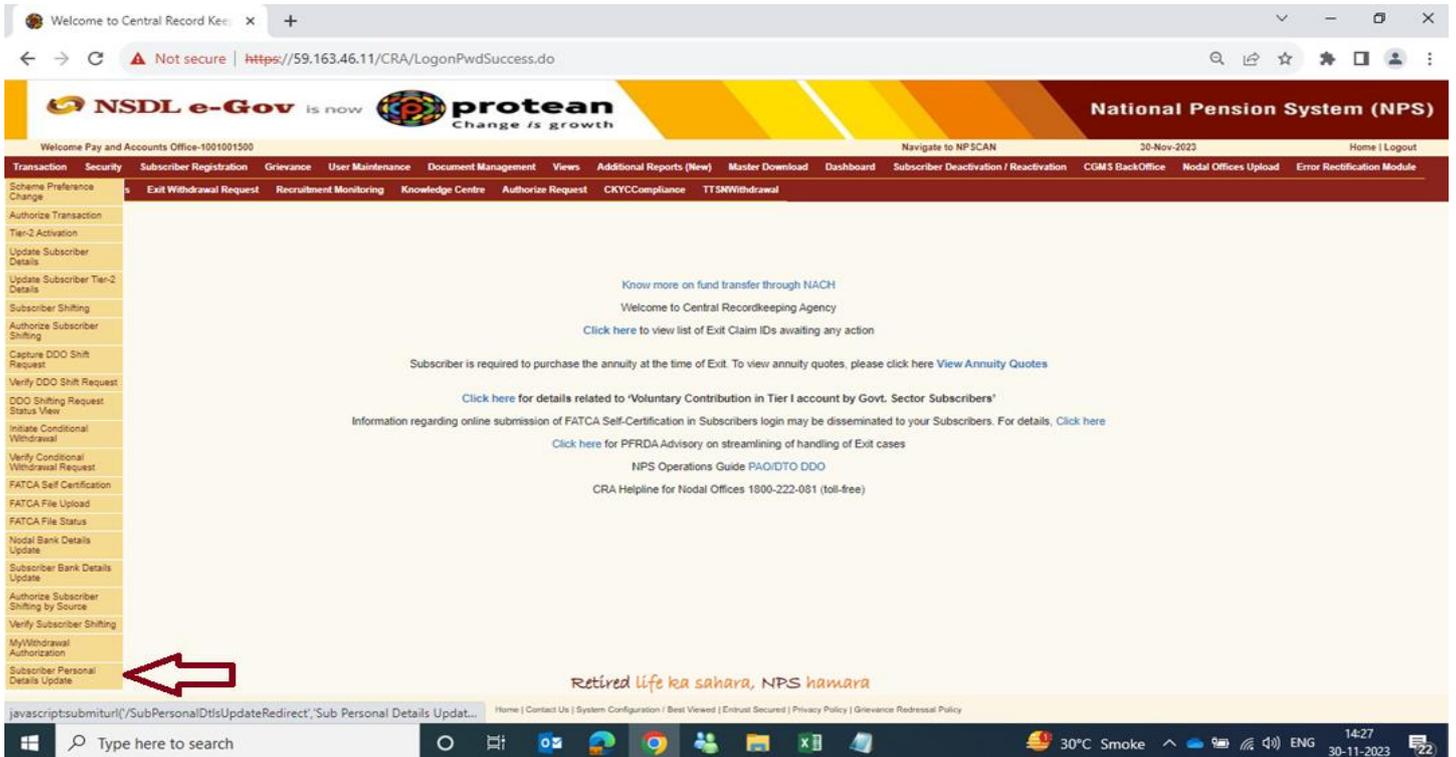
Nodal Offices / Other Intermediaries

User ID:
 Password:
 Enter Captcha: 8 8 + 4 =

I understand that.

- 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.

➤ Click on option → Transaction → **Subscriber Personal Details Update**



Welcome to Central Record Keeping Agency (CRA)

NSDL e-Gov is now **protean** Change is growth

National Pension System (NPS)

Welcome Pay and Accounts Office-1001001500

Transaction Security Subscriber Registration Grievance User Maintenance Document Management Views Additional Reports (New) Master Download Dashboard Subscriber Deactivation / Reactivation CGMS BackOffice Nodal Offices Upload Error Rectification Module

Exit Withdrawal Request Recruitment Monitoring Knowledge Centre Authorize Request CKYCCCompliance TTSWithdrawal

Subscriber Personal Details Update

Know more on fund transfer through NACH
 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 Annuity Quotes](#)

Click here for details related to "Voluntary Contribution in Tier I account by Govt. Sector Subscribers"

Information regarding online submission of FATCA Self-Certification in Subscribers login may be disseminated to your Subscribers. For details, [Click here](#)

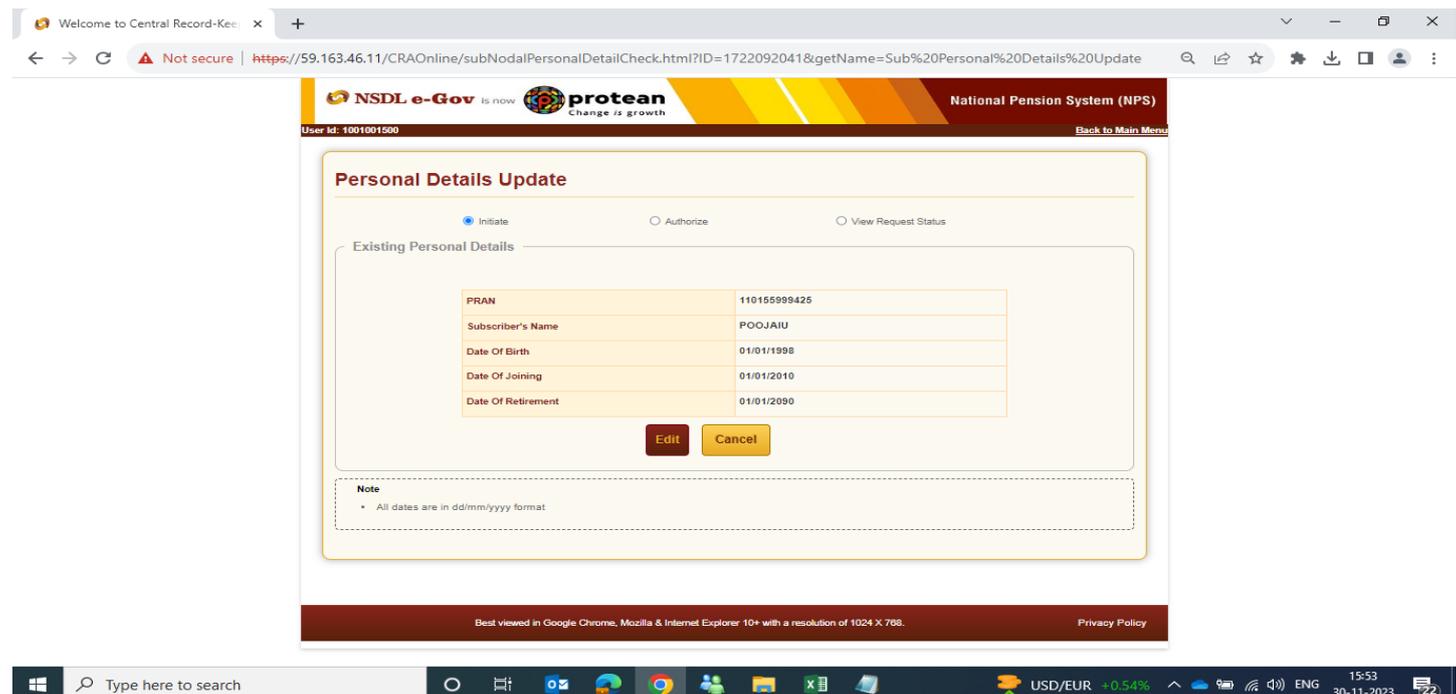
Click here for PFRDA Advisory on streamlining of handling of Exit cases

NPS Operations Guide PAO/DTO DDO
 CRA Helpline for Nodal Offices 1800-222-081 (toll-free)

Retired life ka sahara, NPS hamara

javascript:submiturl('/SubPersonalDtlsUpdateRedirect','Sub Personal Details Update...')

➤ To capture subscriber details change request, PAO/DTO nodal officer will click on option → "Initiate" → Enter PRAN → "Submit". Subscriber details will be displayed on screen click on "Edit" to update new details.



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National Pension System (NPS)

User Id: 1001001500

Personal Details Update

Initiate Authorize View Request Status

Existing Personal Details

PRAN	110155999425
Subscriber's Name	POOJAIU
Date Of Birth	01/01/1998
Date Of Joining	01/01/2010
Date Of Retirement	01/01/2090

Note
 • All dates are in dd/mm/yyyy format

Best viewed in Google Chrome, Mozilla & Internet Explorer 10+ with a resolution of 1024 X 768.

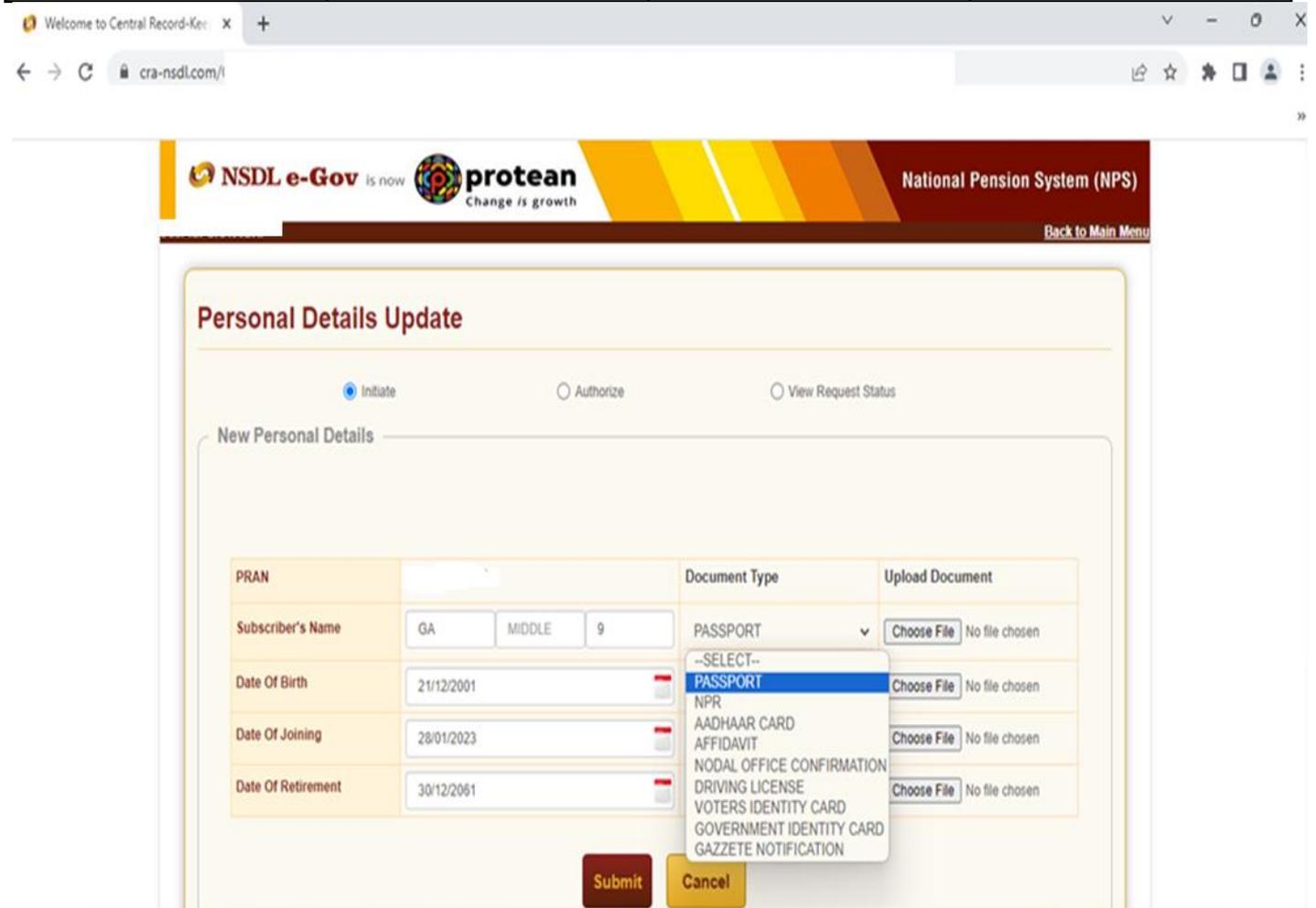
Privacy Policy

▶▶▶ Please Note that only Service Book Records should be captured here)

- Enter the New personal details required to be updated. Nodal office will be required to select “Document type” for respective modification type and “**Upload**” supporting proof for verification purpose. Below mentioned documents can be accepted as supporting proof for uploading in system for respective modification type-:

(Allowed document type-: **.pdf,.jpg,.jpeg** between size **12 KB to 5 MB.**)

Change in Name	Change in DoB	Change in DoJ	Change in DoR
Passport	Passport	Appointment/Offer Letter	Appointment/Offer Letter
Driving License	Driving License	Employee ID card	Employee ID card
Govt. ID card	PAN card		
Voter ID card	Voter ID card		
AADHAAR	AADHAAR		
NPR	High School Mark sheet		
Gazette Notification			
Affidavit			
Nodal Office Confirmation			



Welcome to Central Record-Key: x +
 cra-nsdl.com/

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National Pension System (NPS)
[Back to Main Menu](#)

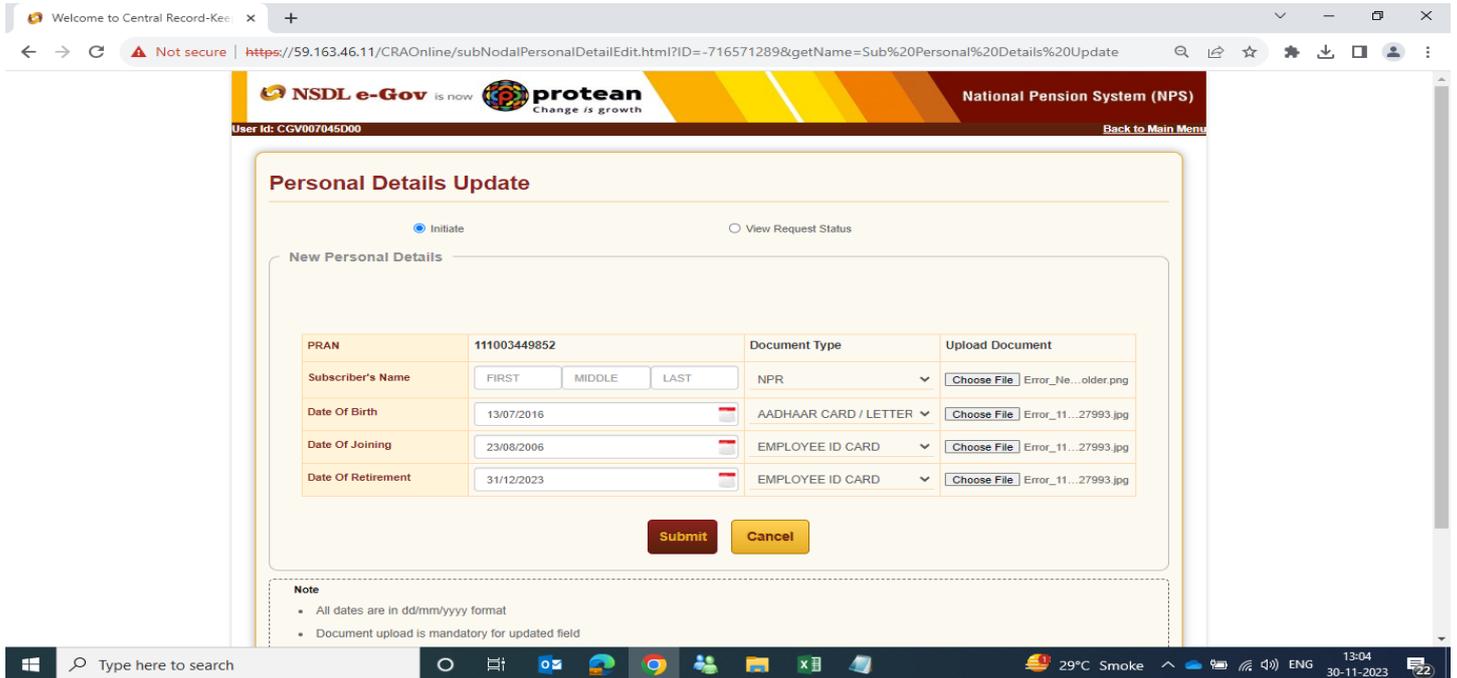
Personal Details Update

Initiate
 Authorize
 View Request Status

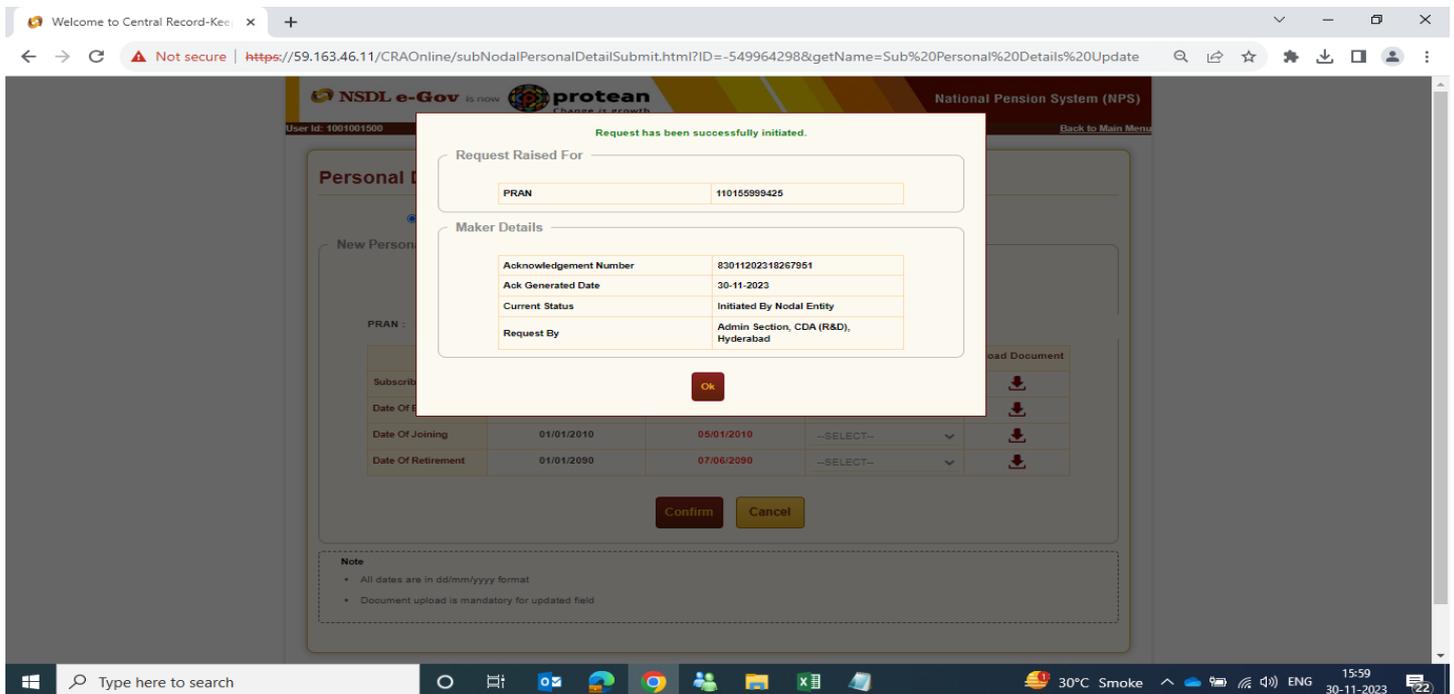
New Personal Details

PRAN	Subscriber's Name	Date Of Birth	Date Of Joining	Date Of Retirement	Document Type	Upload Document
	GA MIDDLE 9	21/12/2001	28/01/2023	30/12/2061	PASSPORT	Choose File No file chosen
					PASSPORT	Choose File No file chosen
					NPR	Choose File No file chosen
					AADHAAR CARD	Choose File No file chosen
					AFFIDAVIT	Choose File No file chosen
					NODAL OFFICE CONFIRMATION	Choose File No file chosen
					DRIVING LICENSE	Choose File No file chosen
					VOTERS IDENTITY CARD	Choose File No file chosen
					GOVERNMENT IDENTITY CARD	Choose File No file chosen
					GAZZETE NOTIFICATION	Choose File No file chosen

➤ Click on **“Submit”**



- Acknowledgement ID will be generated for request initiated by PAO/DTO Nodal officer and details will be displayed in screen.



- Status of the request can be checked through option Transaction → Subscriber Personal Details update → **View Request Status.**

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Not secure | <https://59.163.46.11/CRAOnline/subPersonalDetailsUpdateStatusView.html?ID=2136628784&getName=Sub%20Personal%20Details%20U...>

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User Id: 1001001500 Back to Main Menu

Personal Details Update

Initiate
 Authorize
 View Request Status

View Request Status

Acknowledgement Number:
 PRAN:
 Status:
 From Date*:
 To Date*:

Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name	Status	Last Action Taken	Pending With
83011202318267951	30-11-2023	110155999425	Modified	10010015	Admin Section, CDA (R&D), Hyderabad	Pending	Initiated By Nodal Entity	Nodal Authorizer

Note

- From Date and To Date will be the request capture date of Personal Details Change.
- Enter any one search criteria. Either Acknowledgement Number or PRAN or from Date and to Date
- The difference between the From and To Date cannot be greater than 15 days

Windows taskbar: Type here to search, 30°C Smoke, 16:02 30-11-2023

Authorisation of request by PAO/PrAO- DTO/DTA

Subscriber details change request initiated by PAO/DTO Nodal officer 1 need to be authorized by PAO/DTO Nodal officer 2 or by PrAO/DTA

- PAO/DTO nodal officer 2 or PrAO/DTA officer (hereafter termed as the concern officer) will log in to CRA portal using link <https://npSCAN-cra.com/CRA/> Enter "User ID" and password click on "Submit".

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npSCAN-cra.com/CRA/

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is a subscriber interested in undergoing online training on NPS/APY (Including Central/state/Autonomous body subscribers), if so please [Click here](#)

-  Annual Transaction Statement on Email
-  Invest in NPS
-  Activate Tier II Account Free !!
-  FATCA Compliance
-  Know Your Pension (NPP)
-  Subscriber Consent to share contact details with ASP
-  Subscriber Registration/Photo-Signature Modification Request

Nodal Offices / Other Intermediaries

User ID:

Password:

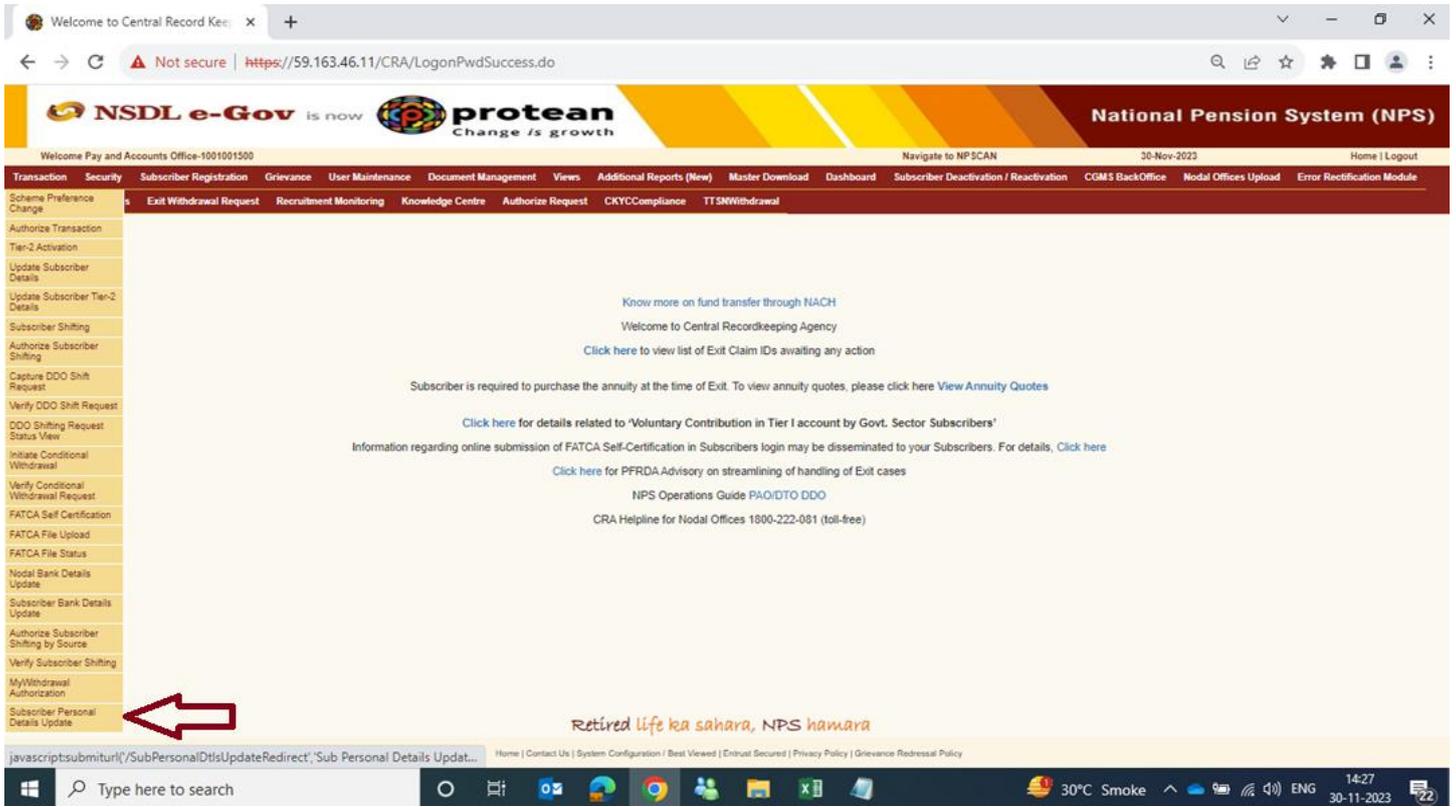
Enter Captcha:

I understand that,

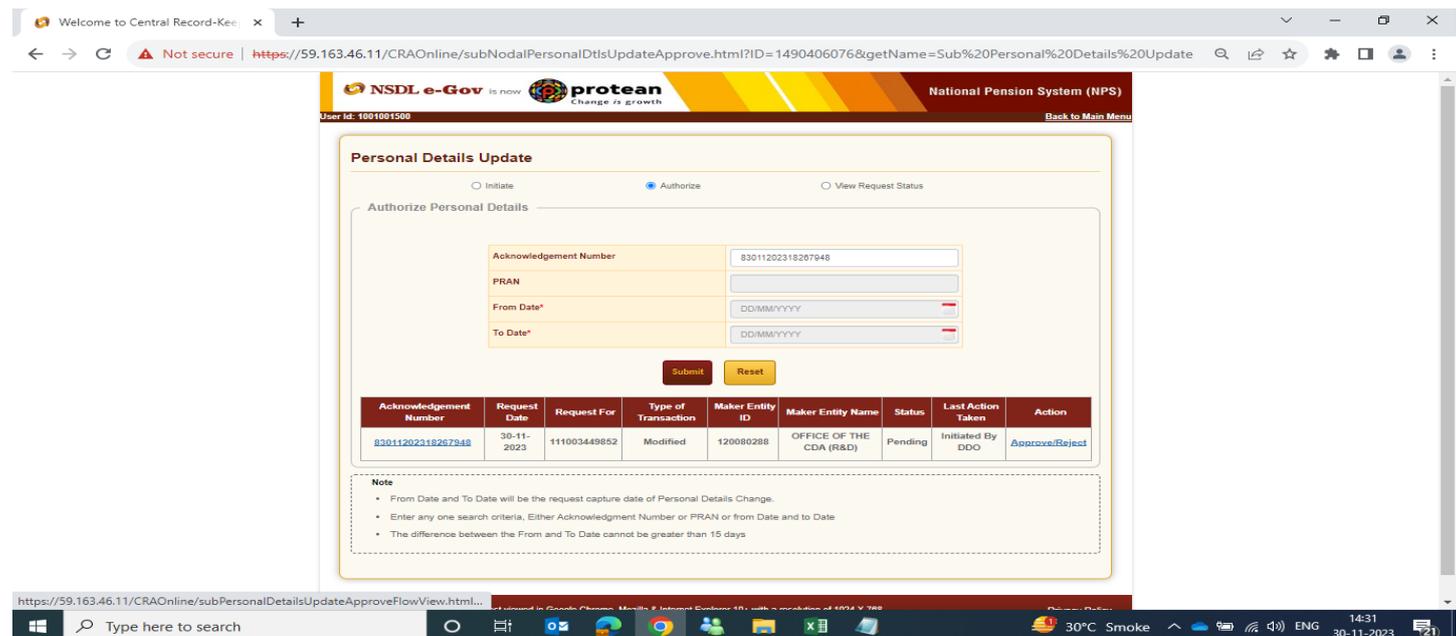
- My User ID/PRAN & Password is confidential & not to be disclosed.
- Password should be complex and not commonly used text or number.
- I need to keep changing my password regularly.



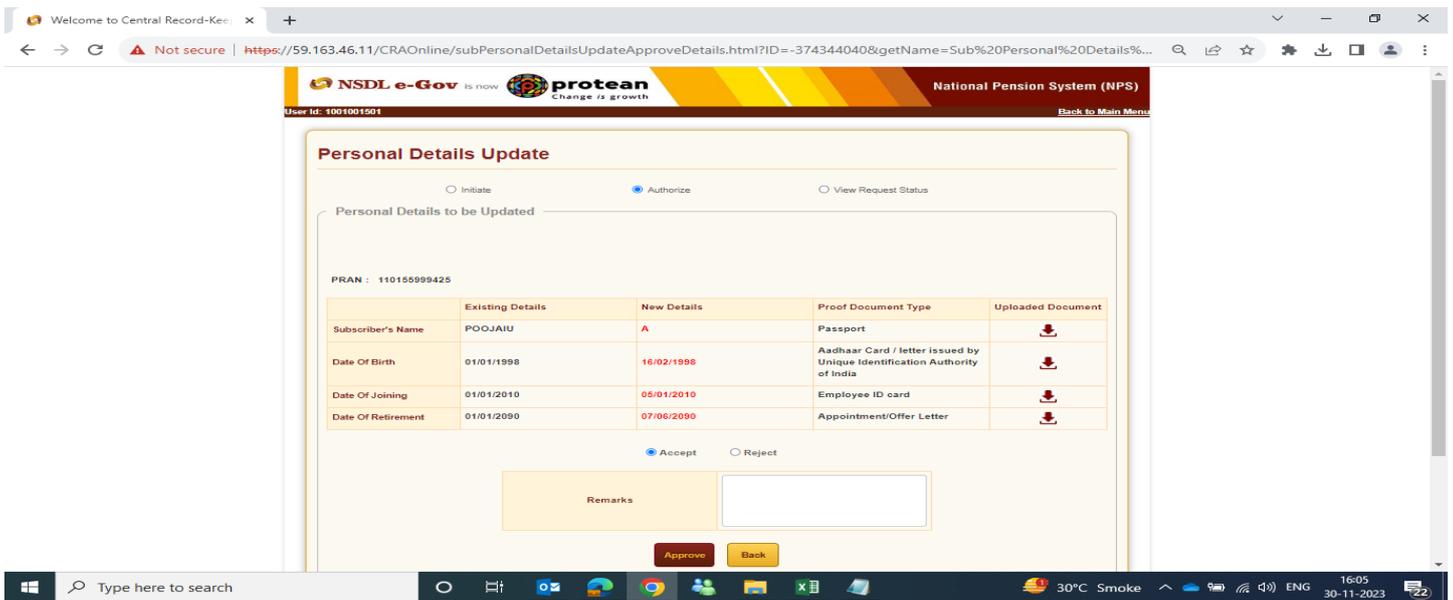
➤ Click on option → Transaction → **Subscriber Personal Details Update**



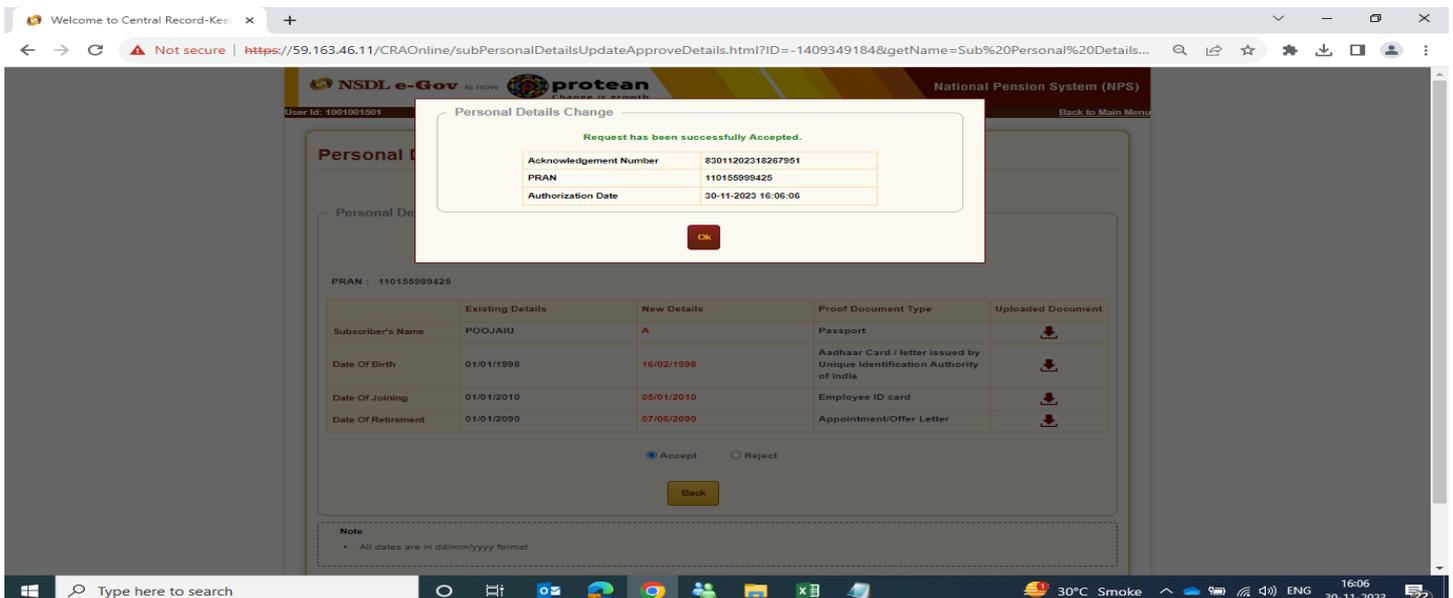
➤ To authorize subscriber details change request, the concern officer will click on option → **“Authorize”** → Enter PRAN/Acknowledgement Number → **“Submit”**. Click on hyperlink **“Acknowledgement ID”** to take further action.



- The concern officer will check details and supporting documents uploaded by PAO/Pr AO nodal officer 1. Office to ensure during verification that correct supporting document is uploaded for each type of modification request. Document type selected and uploaded by office during request initiation should be correct.
- If details and supporting documents uploaded by PAO/DTO nodal officer 1 are correct, the concern officer will click on **“Accept”**. Enter **Remarks** and click on **“Approve”**
- In case of any discrepancy, the concern officer will click on **“Reject”**. Mention rejection **Remarks** and click on **“Approve”**

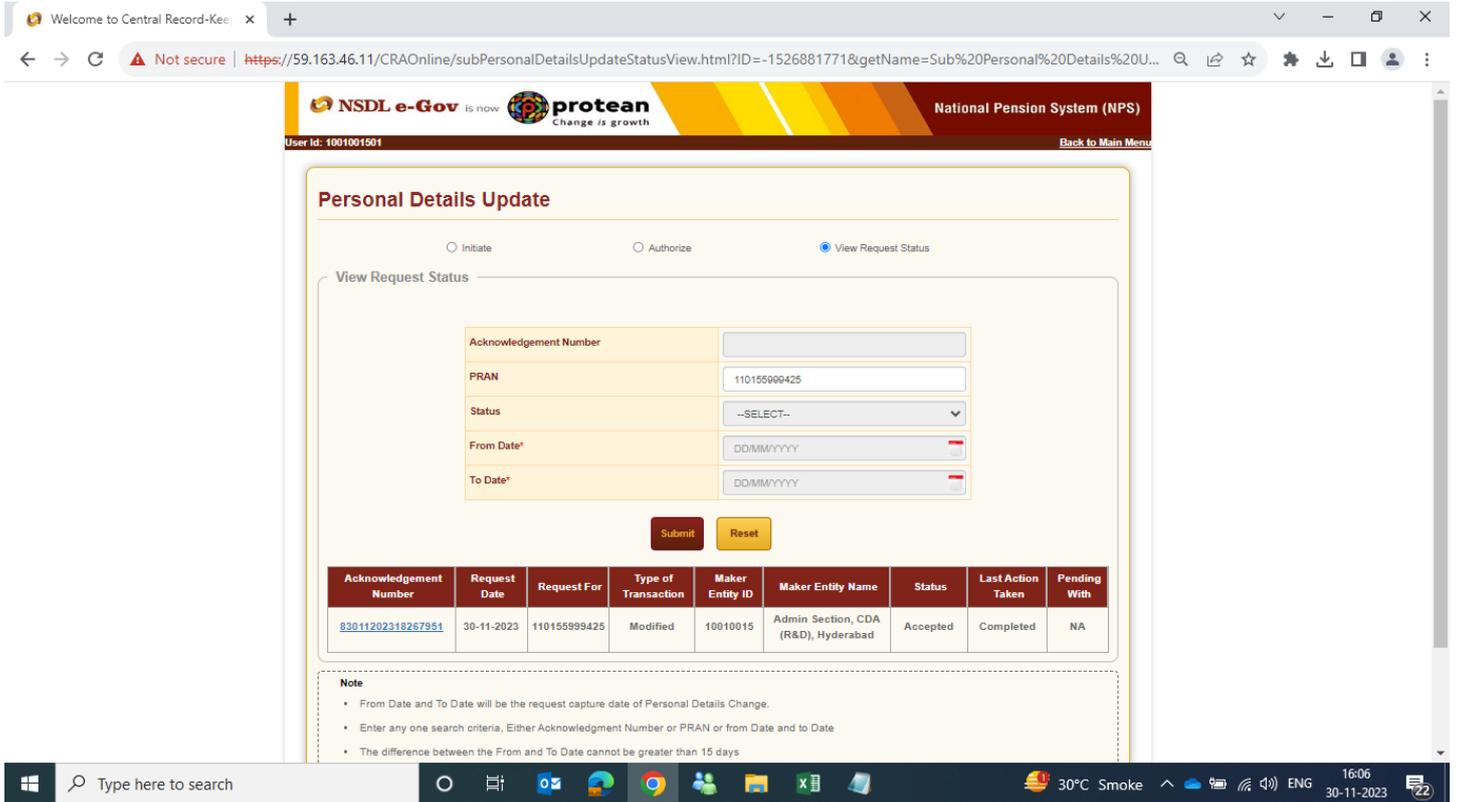


- Notification will be displayed on screen for successful authorization (Acceptation/rejection) of Acknowledgement ID by the concern officer with time stamp details as per the case.



Request Status View:

- Status of the request can be checked through option Transaction → Subscriber Personal Details update → **View Request Status.**



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User id: 1001001501 [Back to Main Menu](#)

Personal Details Update

Initiate
 Authorize
 View Request Status

View Request Status

Acknowledgement Number	<input type="text"/>
PRAN	110155999425
Status	--SELECT--
From Date*	DD/MM/YYYY
To Date*	DD/MM/YYYY

Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name	Status	Last Action Taken	Pending With
83011202318267951	30-11-2023	110155999425	Modified	10010015	Admin Section, CDA (R&D), Hyderabad	Accepted	Completed	NA

Note

- From Date and To Date will be the request capture date of Personal Details Change.
- Enter any one search criteria, Either Acknowledgement Number or PRAN or from Date and to Date
- The difference between the From and To Date cannot be greater than 15 days