

# e-NPS process for Government Subscribers

<https://enps.nsdl.com/enps>

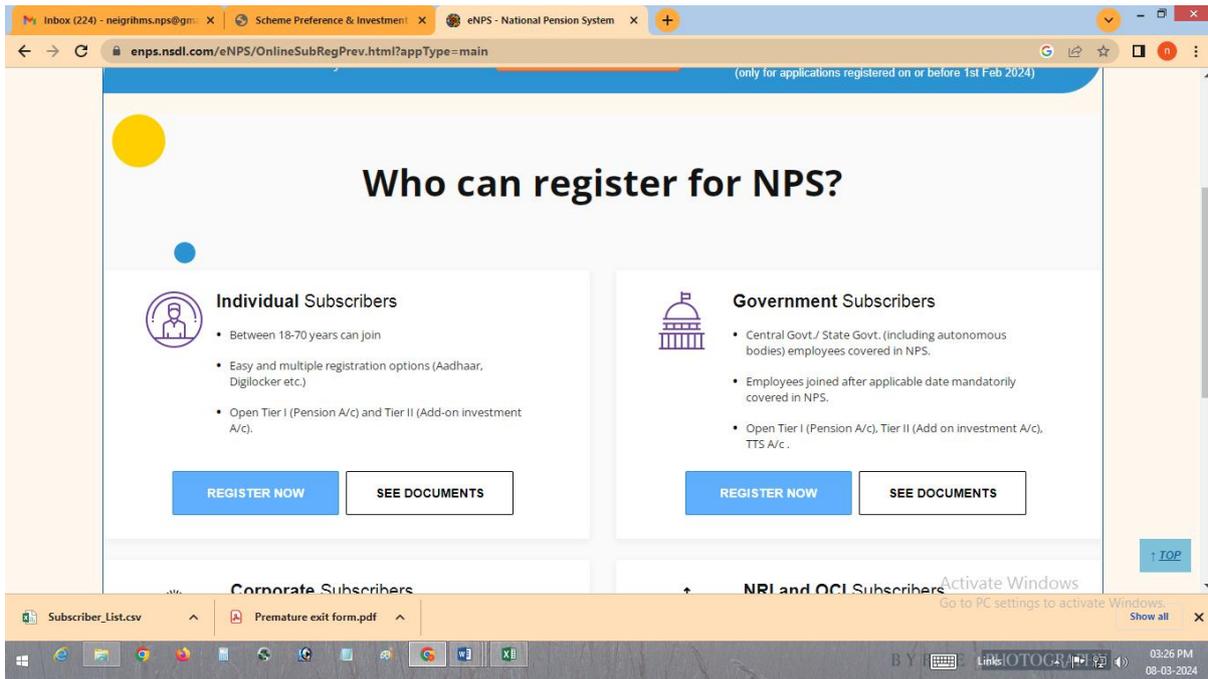
## • Select National Pension System

The screenshot shows the Protean eNPS website interface. At the top, there's a navigation bar with the Protean logo and the tagline "Change is growth". Below the logo, there are several informational messages in red and green text regarding annual transaction statements, contribution instructions, and a new scheme for government sector subscribers. The main content area is titled "Guidelines for Online Registration" and lists several steps for account opening. On the right side, there are three prominent blue buttons: "NATIONAL PENSION SYSTEM", "ATAL PENSION YOJANA", and "REGISTRATION FOR GDS SUBSCRIBERS". Below these buttons, there are links for "Additional Services" such as "Update FATCA details" and "Activate Windows". The browser's address bar shows the URL "enps.nsdl.com/eNPS/NationalPensionSystem.html".

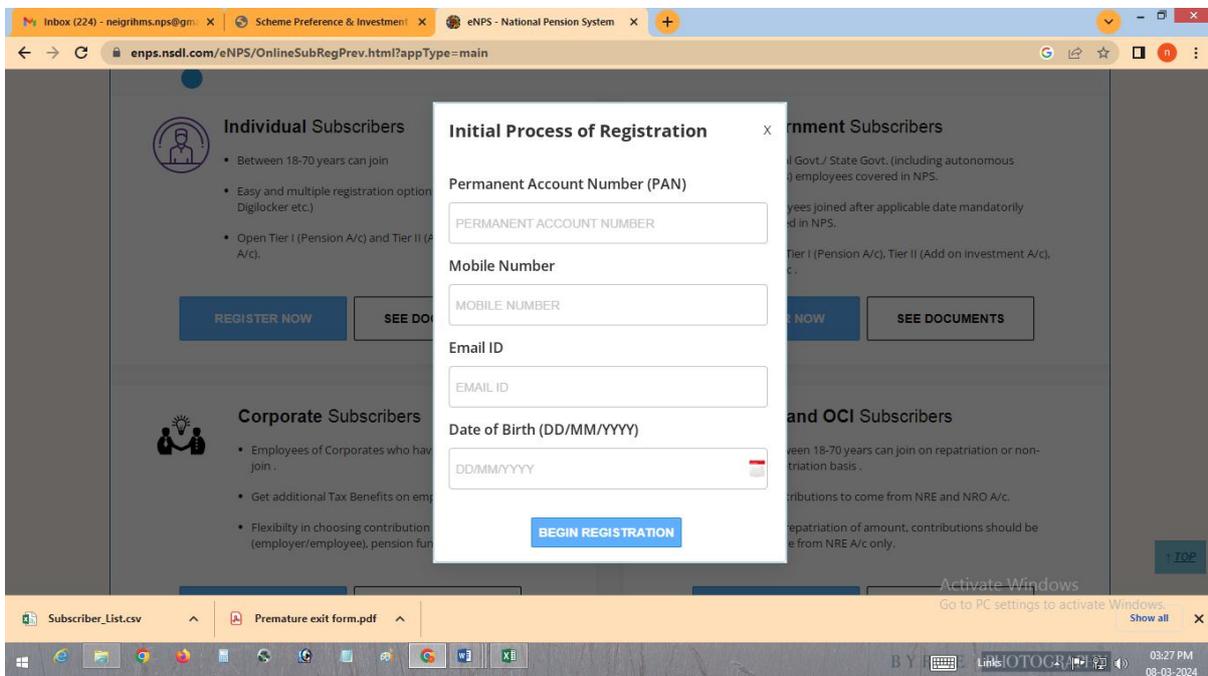
## • Select Registration

The screenshot shows the Protean eNPS website interface, specifically the "Select Registration" step. The main content area is titled "NPS Trust welcomes you to 'eNPS', which will facilitate:-" and lists several options for registration and contribution. On the right side, there are five prominent blue buttons: "REGISTRATION", "CONTRIBUTION (NAV T+2)", "TIER II Regular / Tax Saving Scheme (TTS) Activation", "Get Same Day NAV (Register for D-Remit)", and "ANNUAL TRANSACTION STATEMENT ON EMAIL". The browser's address bar shows the URL "enps.nsdl.com/eNPS/NationalPensionSystem.html".

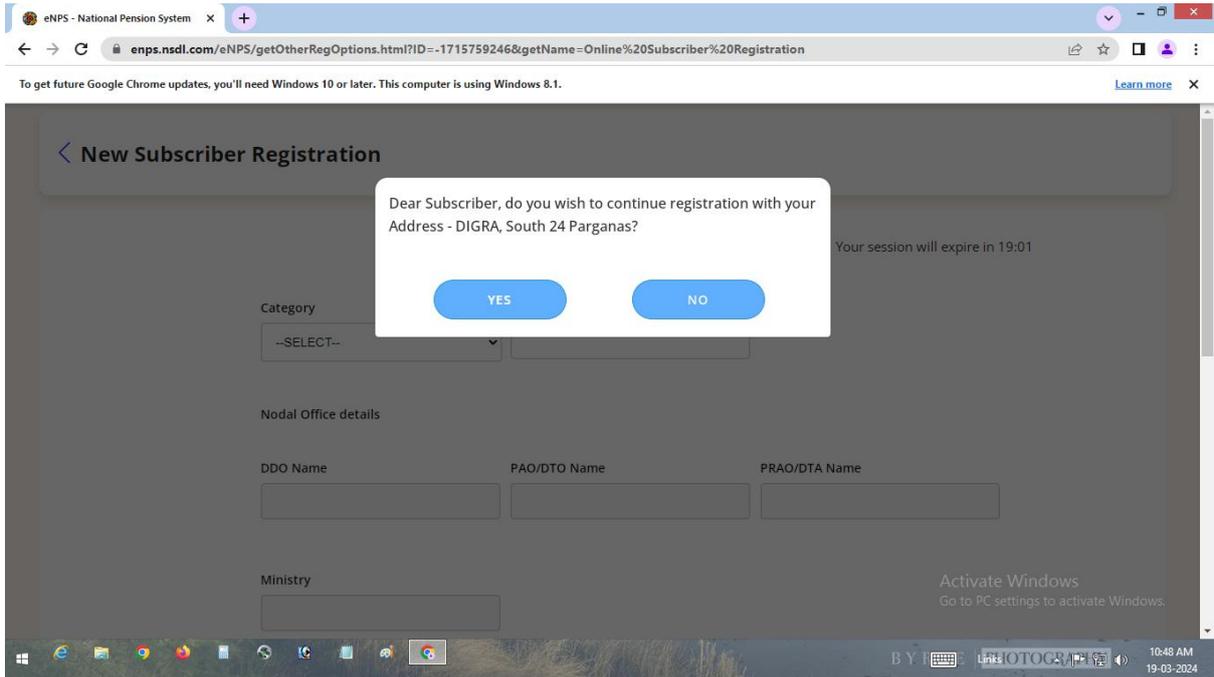
- **Select Government Subscribers**



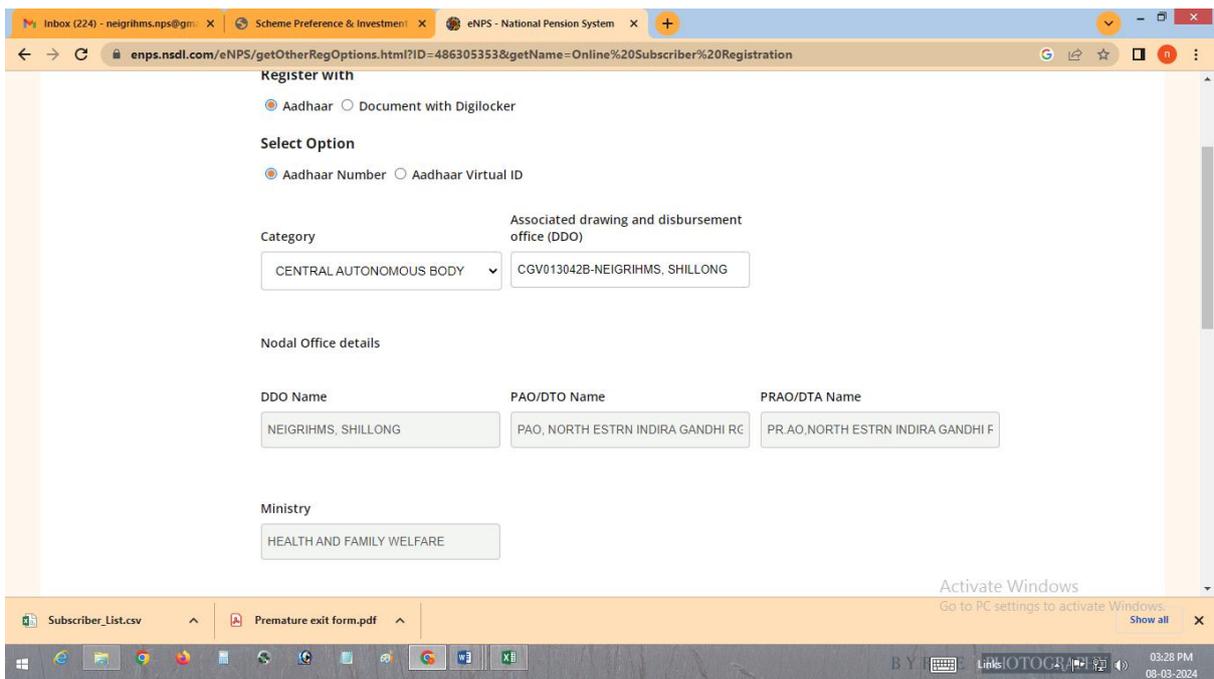
- **Enter your PAN number, Mobile number, Email ID & Date of Birth & Begin Registration**



- Select **NO** and continue to register



- Start Registration with your Aadhaar number
- Select Central Autonomous Body under category
- Type NEIGRIHMS under Associated drawing and disbursement Office (DDO)



\* Note: under Category, employee must select Central Autonomous Body

\*DDO details: the employee must type in NEIGRIHMS (North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences)

- Enter your Aadhaar number & click on terms & conditions

enps.nsdl.com/eNPS/getOtherRegOptions.html?ID=486305353&getName=Online%20Subscriber%20Registration

CENTRAL AUTONOMOUS BODY | CGV013042B-NEIGRIHMS, SHILLONG

Nodal Office details

DDO Name: NEIGRIHMS, SHILLONG | PAO/DTO Name: PAO, NORTH ESTRN INDIRA GANDHI RC | PRAO/DTA Name: PR.AO,NORTH ESTRN INDIRA GANDHI F

Ministry: HEALTH AND FAMILY WELFARE

Aadhaar Number: 505685490855

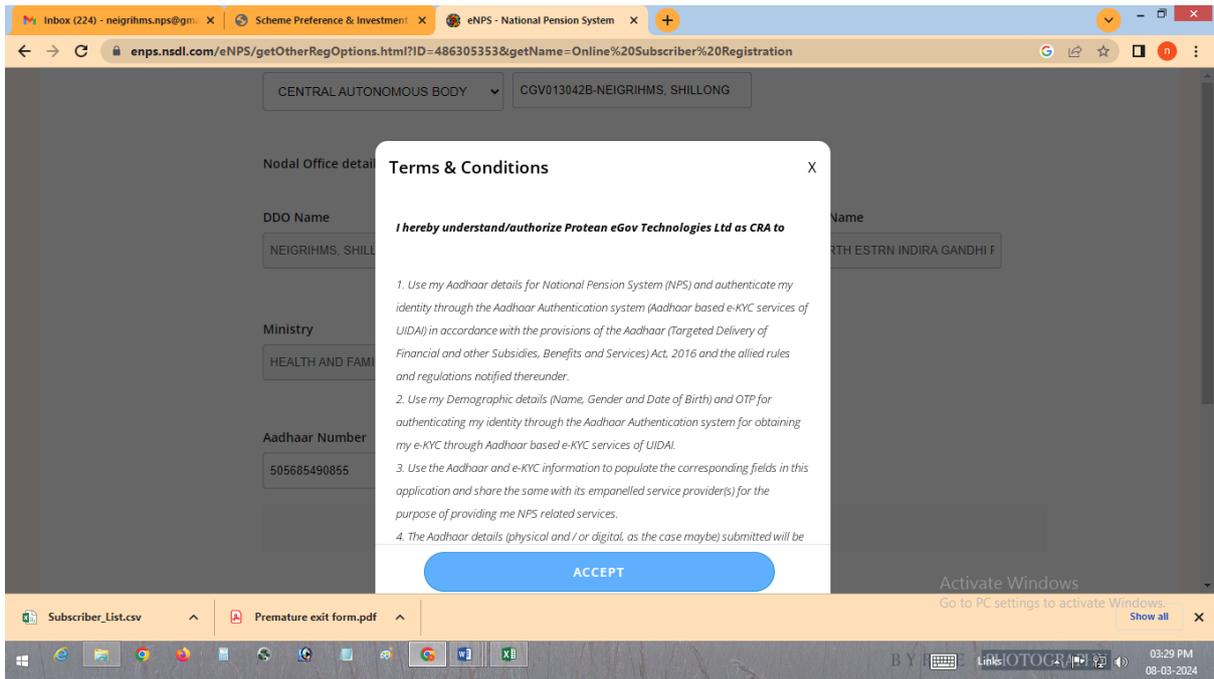
I have Read and Accepted the [Terms & Conditions](#)

Activate Windows  
Go to PC settings to activate Windows.  
Show all

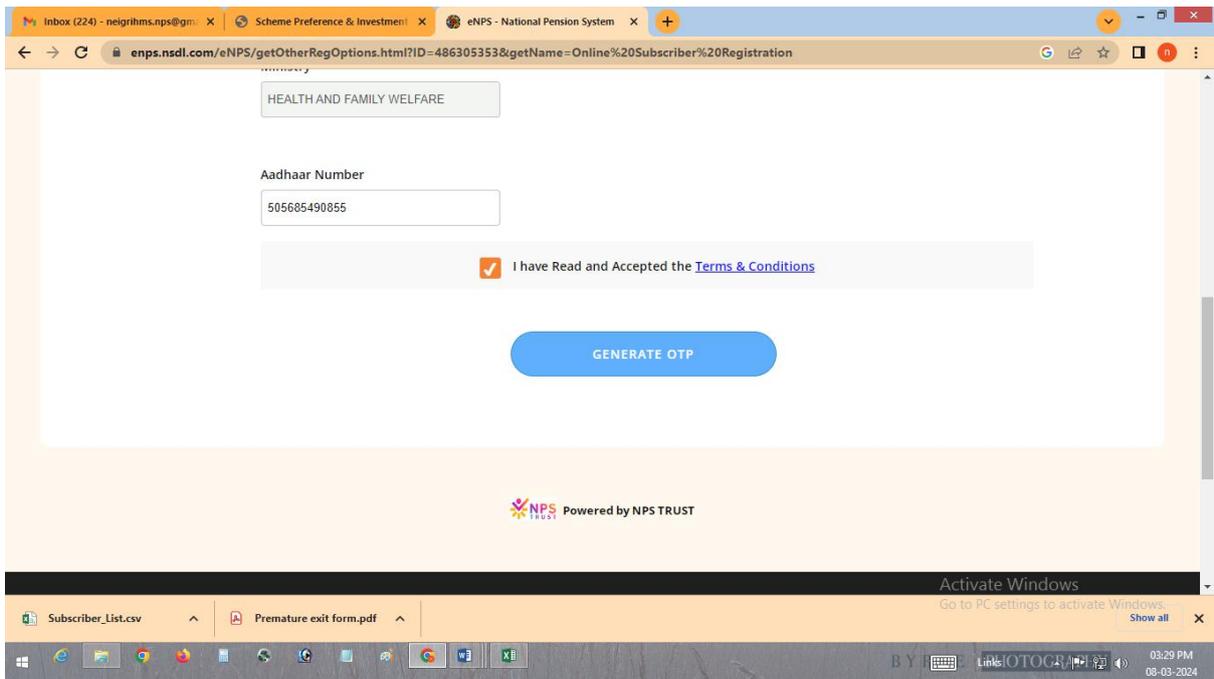
Subscriber\_List.csv | Premature exit form.pdf

03:29 PM  
08-03-2024

- Click Accept



- Generate OTP



- Enter OTP & Click confirm

The screenshot shows a web browser window with the URL `enps.nsdl.com/eNPS/getOtherRegOptions.html?ID=486305353&getName=Online%20Subscriber%20Registration`. The page contains the following fields and elements:

- DUU Name:** NEIGRIHMS, SHILLONG
- PAO/UTO Name:** PAO, NORTH ESTRN INDIRA GANDHI RC
- PRAO/UTA Name:** PR.AO,NORTH ESTRN INDIRA GANDHI F
- Ministry:** HEALTH AND FAMILY WELFARE
- Aadhaar Number:** 505685490855
- Enter OTP:** ENTER OTP
- Terms & Conditions:** A checkbox is checked, with the text "I have Read and Accepted the [Terms & Conditions](#)".
- Buttons:** Two blue buttons labeled "CONFIRM" and "REGENERATE OTP".

The Windows taskbar at the bottom shows the time as 03:30 PM on 08-03-2024.

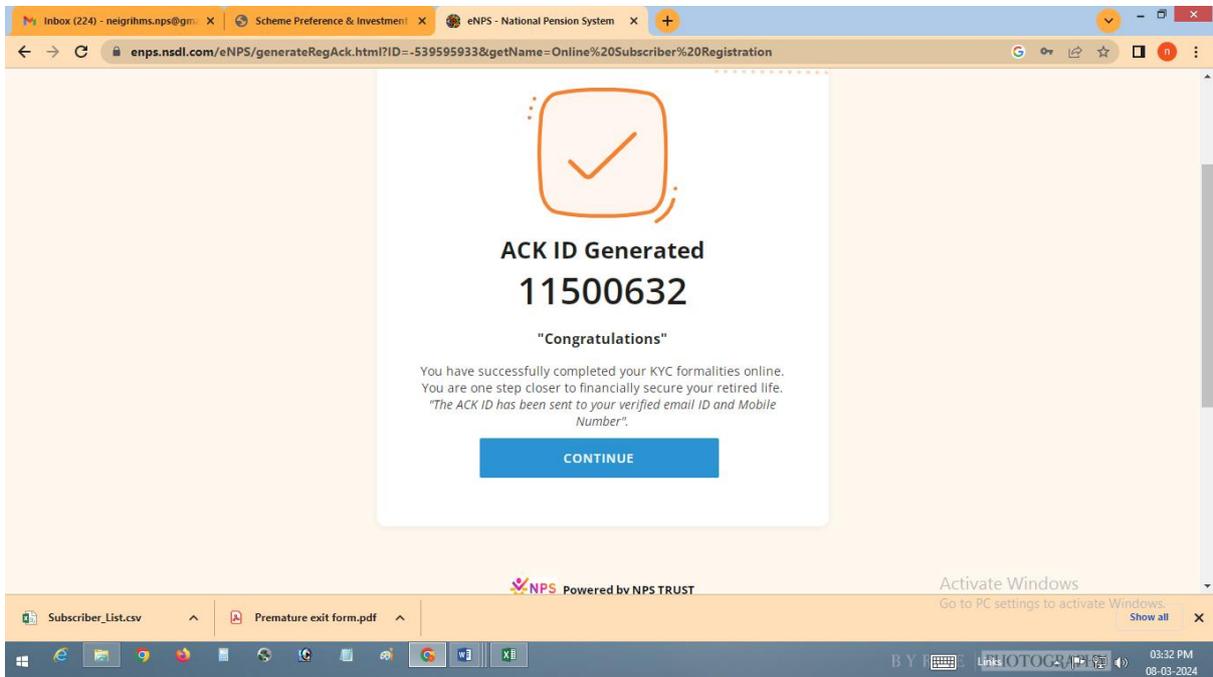
- Enter OTP for Mobile number verification & Email ID verification.

The screenshot shows a web browser window with the URL `enps.nsdl.com/eNPS/otpVerificationForReg.html?ID=-1596375361&getName=Online%20Subscriber%20Registration`. The page is titled "OTP Verification" and contains the following information:

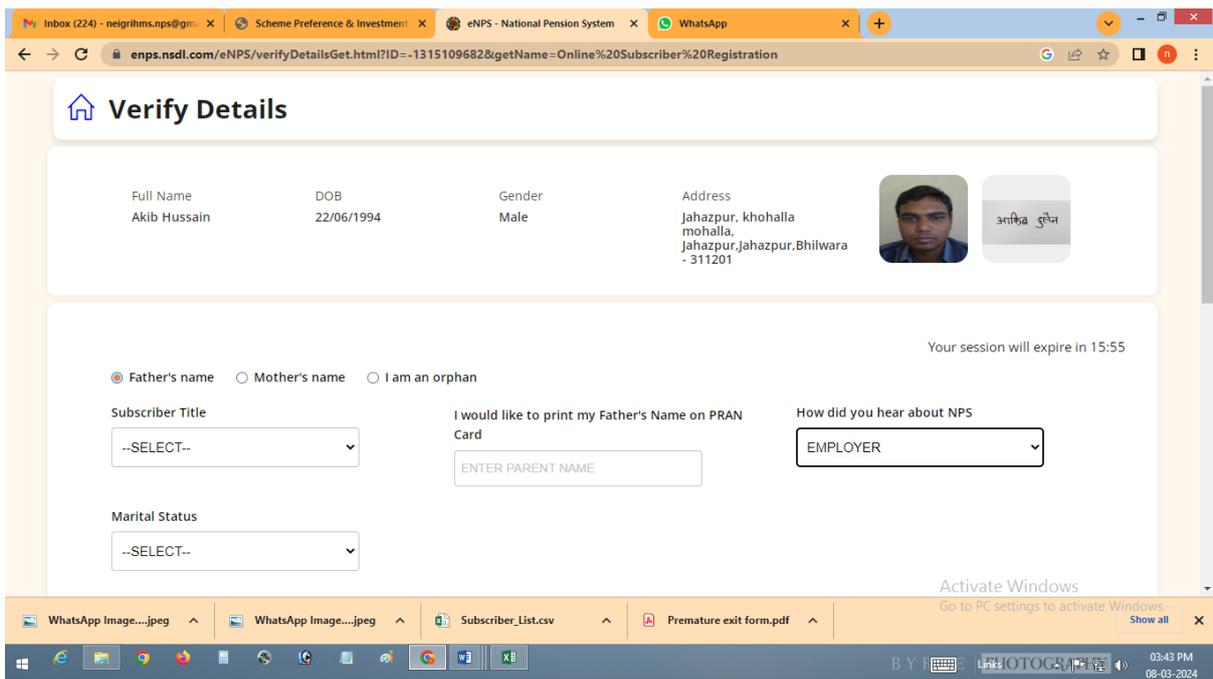
- OTP Verification:** An OTP has been sent to your registered Mobile number 935\*\*\*\*\*9 & registered Email ID a\*\*\*@\*\*\*\*.com. Please enter both below.
- Mobile OTP:** A text input field labeled "ENTER MOBILE OTP".
- Email OTP:** A text input field labeled "ENTER EMAIL OTP".
- Resend in 01:58:** A timer indicating when the OTP can be resent.

The Windows taskbar at the bottom shows the time as 03:31 PM on 08-03-2024.

- Click Continue



- Upload your signature (Sign it with Marker pen & upload)
- How do you hear about NPS?
- Select Employer



- Select Default
- Click on add bank details
- Click on add nominee details
- For Tier II click on Set it up later & Proceed

The screenshot displays the 'Scheme Preference & Investment' page on the NPS portal. It features three investment scheme sliders with their respective percentages:

- SBI PENSION FUND SCHEME - CENTRAL GOVT:** 32.0%
- UTI RETIREMENT SOLUTIONS PENSION FUND SCHEME - CENTRAL GOVT:** 33.5%
- LIC PENSION FUND SCHEME - CENTRAL GOVT:** (Percentage not explicitly shown, but slider is active)

On the right side, there are two buttons: 'Add Bank Details' and 'Add Nominee Details', both marked with a green checkmark. Below the sliders, a message states: 'NPS has a great Tier II account. Add Tier II account with Tier I details'. It lists benefits: 'No investment limit', 'Tier II investments can be withdrawn freely at any time', and 'Lower expense ratio compared to other products'. A 'Set it up later' button is also present.

A large blue 'PROCEED' button is located at the bottom center of the page. The Windows taskbar at the bottom shows the time as 01:17 PM on 08-03-2024.

- Enter last 4 digit Aadhaar
- Enter Place of birth
- Enter department
- Enter Date of Joining
- Enter Date of Retirement
- Enter your Annual Income Range

01 02 Personal Details Account 03 04

Your session will expire in 19:44

Last 4 digit of Aadhaar  
LAST 4 DIGIT OF AADHAR

Place of Birth  
ENTER PLACE OF BIRTH

Country of Birth  
INDIA

Nationality  
INDIAN

Membership Number (PPAN)  
ENTER MEMBERSHIP NUMBER (PPAN)

Date of Joining  
DD/MM/YYYY

Department  
ENTER DEPARTMENT

Date of Retirement  
DD/MM/YYYY

Annual Income Range  
SELECT

FATCA Details

Activate Windows  
Go to PC settings to activate Windows.  
Show all

Subscriber\_List.csv  
Premature exit form.pdf

01:17 PM  
08-03-2024

Note: Under this box the date of retirement will be on the last day of the month attaining superannuation (60 years) or 65 years for Faculty, except if the date of birth of the Govt. servant is the 1st day of the month he/she shall retire on the last day of the preceding month on attaining the age of 60 years.

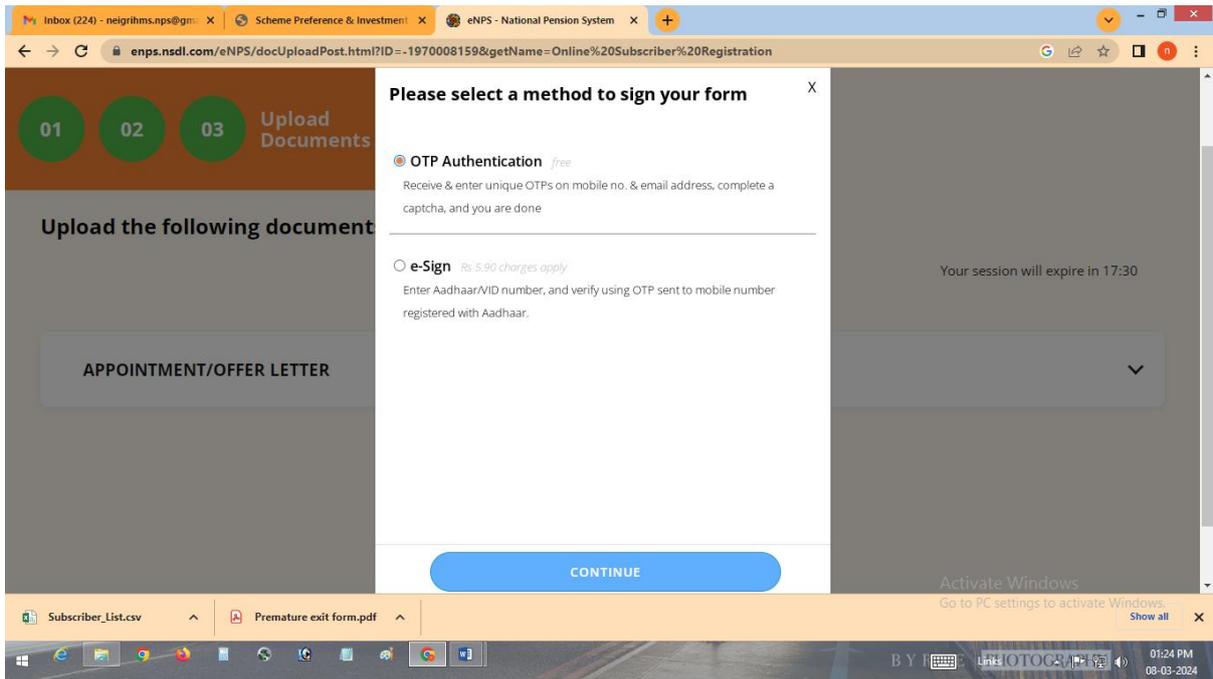
- Enter your Address details

The screenshot shows the 'FATCA Details' form on the eNPS portal. At the top, there are two checked checkboxes: 'I pay tax of india' and 'I am not US person'. Below this, the form is divided into several sections: 'Country of Tax residency' (INDIA), 'Address of Tax residency' (KULEKUMATAGI), 'TIN Number issuing Country' (INDIA), 'Tax Identification Number' (ELMPG7263Q), 'Validity' (DDMM/YYYY), 'State' (KARNATAKA), 'City' (VIJAYAPUR), and 'Zip Code' (586123). The browser address bar shows the URL: enps.nsdl.com/eNPS/personalDetailsGet.html?ID=-492706566&getName=Online%20Subscriber%20Registration. The Windows taskbar at the bottom shows the time as 01:21 PM on 08-03-2024.

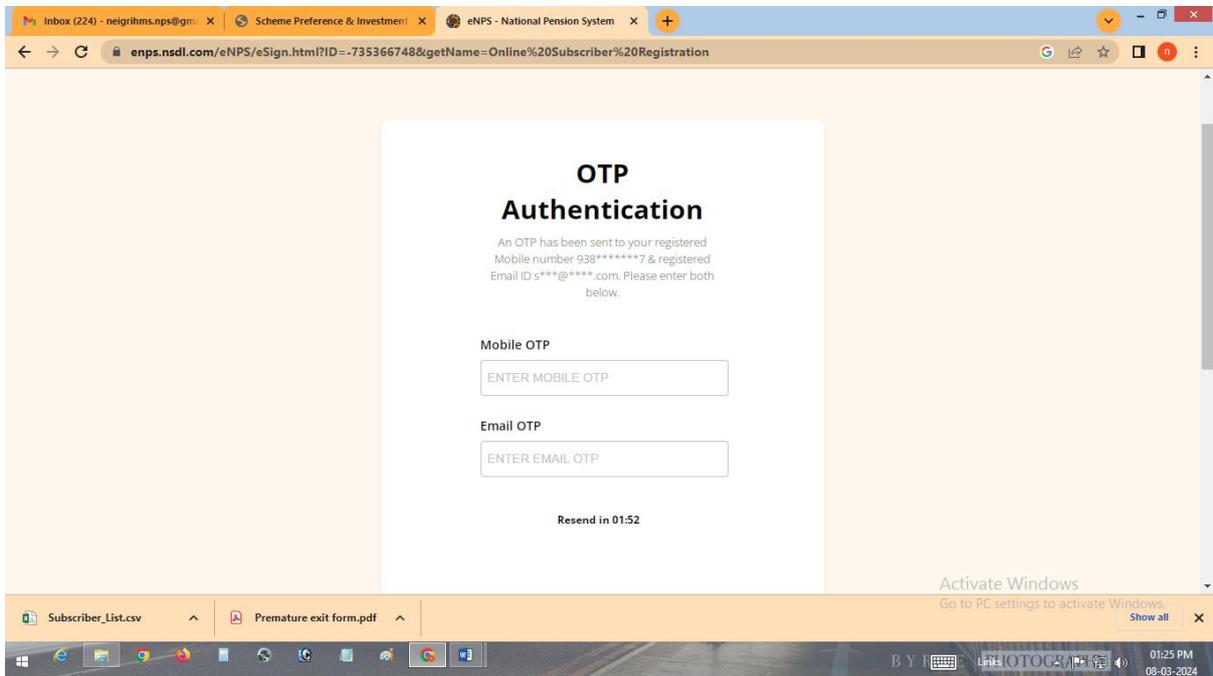
- Upload your Appointment letter & Proceed

The screenshot shows the 'Upload Documents' step of the eNPS registration process. A progress bar at the top indicates that step 03, 'Upload Documents', is the current step. The main heading is 'Upload the following documents'. Below this, there is a box for 'APPOINTMENT/OFFER LETTER' with a close button (X). The instructions state: 'Make sure your Letter File is completely visible and all the details are clear. Maximum file size is 5 MB. Format is .jpg, .jpeg & .pdf'. An 'UPLOAD LETTER FILE' button is present. At the bottom, there is a large blue 'PROCEED' button. The browser address bar shows the URL: enps.nsdl.com/eNPS/docUploadGet.html?ID=-1234746307&getName=Online%20Subscriber%20Registration. The Windows taskbar at the bottom shows the time as 01:23 PM on 08-03-2024.

- Click on **OTP Authentication & continue**



- Enter your **Mobile OTP & Email ID OTP for Authentication**



- Download your e-NPS Registration form from your E-mail