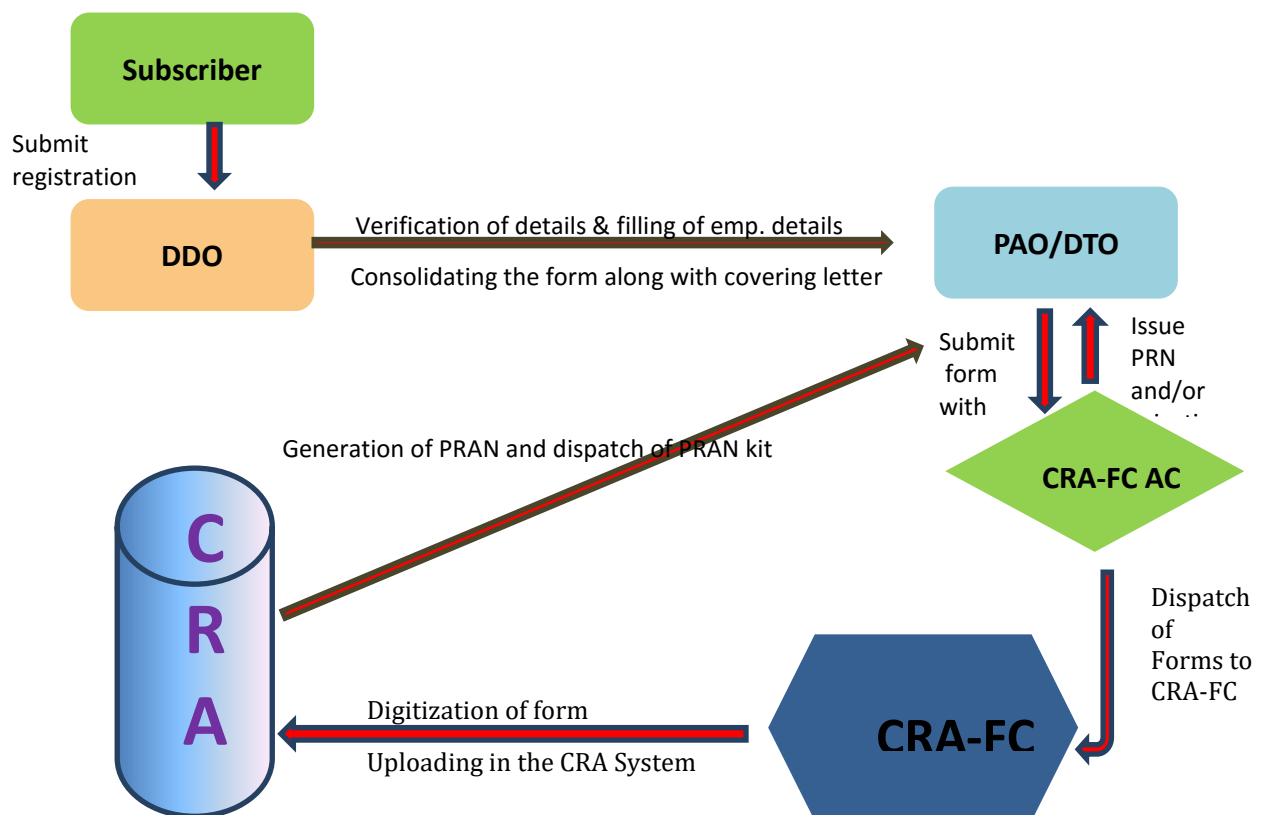# Online PRAN generation facility for Nodal Office

A. Present process of subscriber registration in CRA

A subscriber submits physical PRAN application forms (Form CSRF1) to respective DDO for registering in CRA system. This form contains subscriber's personal details, employment details, scheme setup details and nominee details along with photograph and signature.

DDO forwards the subscriber registration forms to the mapped PAO/CDDO. PAO/CDDO submits the subscriber registration forms to CRA-FC for further processing.

On receipt of the forms, CRA-FC conducts a preliminary level check of the forms and issues a Provisional Receipt number (PRN) as an acknowledgement mentioning number of forms accepted and rejected. For rejected forms, CRA-FC issues a rejection memo. CRA-FC then digitizes the subscriber application forms and uploads the details in CRA system for generation of PRAN.
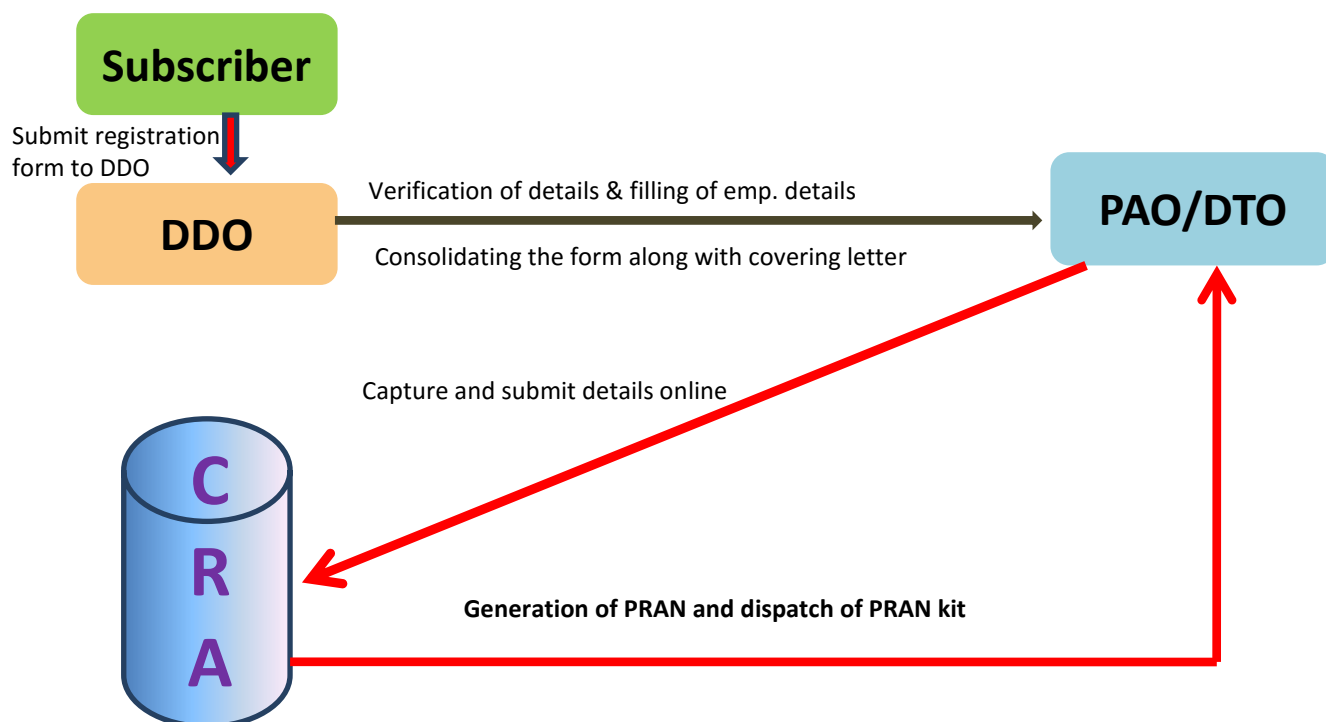
Process diagram:

B. <u>Process for Online PRAN generation by Nodal Offices:</u>

To expedite the process of generation of PRAN and timely upload of NPS contribution, CRA has enabled the functionality to generating the PRAN online. The functionality has been developed for online PRAN generation through the following modes:

> **Front end mode:** In this process of PRAN generation, Nodal Offices shall log in to Online PRAN Generation module of CRA system and capture the Subscriber details online in the separate tabs provided for capturing capture personal details, bank details, nominee details etc. along with capturing the photograph and signature of the individual subscriber.

Process Diagram:

Pre-requisites for adopting online PRAN generation process:

- **Nodal Office has good back office system**
- Necessary infrastructure for scanning (photograph and signature) is available.

B.1 Front end mode:

In this process of PRAN generation, Nodal Offices will be responsible for data entry as well as capturing the photograph and signature of the individual subscriber.

Procedure to be followed:

- ✓ **N**odal Offices shall log in to the CRA system to access Online PRAN Registration module.

- ✓ Online PRAN registration is a Maker – Checker activity**.** Capturing the details and verification will have to be done by different Users.

- ✓ Maker User of Nodal Office will capture the subscriber details. Separate tabs have been provided to capture personal details, bank details, nominee details and for upload of photograph/signature.

- ✓ Nodal Office will also scan photograph and signature to upload in the system.

- ✓ Checker user will verify the details entered by maker **a**nd authorize the request into the CRA system.

C. Declaration required:

Nodal Offices has to submit a declaration in the CRA system pertaining to data provided for Subscriber Registration. The declaration will be as mentioned below:

- ✓ *I certify that the details captured are correct and as per the application form submitted by the subscriber.*

- ✓ *I also certify that the Date of Birth and employment details is as per the employee records available with the Department.*

D. Post Upload in CRA system:

- ✓ After successful upload of file in CRA system, PRAN will be generated instantly. The same will be available to Nodal Office in their log-in

- ✓ An Email intimation will be provided to Nodal Offices

- ✓ PRAN Card will be printed and despatched to the respective Nodal Offices as per regular process.

- ✓ Physical application forms along with supporting KYC documents shall be sent to CRA-FC **only for storage within a specified period**. In case of non-submission of physical Subscriber Registration Form, the account will be frozen.

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