# **Central Recordkeeping Agency**



## **Standard Operating Procedure**

On

Online View of Statement of Holding (SOH) / Transaction (SOT)

## Acronyms and Abbreviations

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
NPS	National Pension System
NSDL e-Gov	NSDL e-Governance Infrastructure Ltd.
PRAN	Permanent Retirement Account Number
SG	State Government
SOH	Statement of Holding
SOT	Statement of Transaction
IVR	Interactive Voice Response
Pr.AO	Principal Accounts Office
PAO	Pay & Account Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
PFMs	Pension Fund Managers
I-PIN	Internet - Personal Identification Number

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

#### Overview

The Government of India established Pension Fund Regulatory and Development Authority (PFRDA) on October 10, 2003 to develop and regulate the Pension Funds under the NPS. PFRDA has appointed NSDL e-Governance Infrastructure Ltd (NSDL e-Gov) as the Central Recordkeeping Agency (CRA) under NPS to maintain the records of contributions and its deployment in various pension fund schemes for the employees. PAO/DTO/DTA (hereafter referred as Uploading Office) provides the subscriber contribution details to CRA and remits the funds to Trustee Bank which in turn transfers the funds to Pension Fund Managers (PFMs) for investment. Units are allotted to the subscriber's PRAN based on their contribution amount.

For Subscribers, can view SOH as well as SOT online in CRA system, anytime anywhere by using the password (I-PIN) and need not wait for physical SOT sent on yearly basis. Year wise SOT can also be obtained through IVR.

Subscribers can perform request for Financial Year wise Transaction Statement and view Statement of Holding (SOH) via the NPS App (available in "<u>Google Play Store</u>" as "<u>NPS by</u> <u>NSDL e-Gov</u>")

#### Web Based Statement of Holding and Transaction

Subscriber is required to login into the CRA system (<u>www.cra-nsdl.com</u>) using the User ID and password. *Please refer Figure 1 below.* 

60 NSD	DL	Central Recordkeeping Agency
News		Welcome to Central Record-Keeping Agency
	Subscribers         User ID       110087283150       Please enter your 12 digit         Password       ••••••••       Please enter your 12 digit         Password       •••••••       Please enter your 12 digit         Password       •••••••       Please enter your 12 digit         Password       ••••••       Please enter your 12 digit         Password       ••••••       Please enter your 12 digit         Password       •••••       Please enter your 12 digit         Password       ••••       Please enter your 12 digit         Password       ••••       Please enter your 12 digit         Password       ••••       •••         Password       •••       •••         Password       •••       ••         Password       •••       •••         Password       •••       •••         Password       •••       •••         Pint for eNPS       •••       •••         •••       •••       •••         •••       •••       •••         •••       •••       •••         •••       •••       •••         •••       •••       •••         •••       •••       •••	Nodal Offices / Other Intermediaries <ul> <li>I-PIN</li> <li>Digital Certificate</li> </ul> User ID <li>Password</li> <li>Password</li> Enter Capteha   Status   Submit   Reset   Forgot Password? Click here to Know your FATCA Compliant Status Check Annuity Quotes Check Subscriber Registration Status Check Subscriber Registration Status Check Subscriber Withdrawal Status Help / Instruction for Login

On successful login, Subscriber is required to click the sub-menu 'Holding Statement' to view the Statement of Holding (SOH) and 'Transaction Statement' to view the Statement of Transaction in Financial Year wise under the main menu 'Transaction Statement' as shown in *Figure 2* below.

6 N	SD	L		Central Recordkeeping Agen				g Agency		
Welcome St	ubscriber-110	87283150						30-May-2018		Home   Logout
Transaction	Security	Account Details	Grievance	Transaction Statement	Exit Withdrawal Request	Views	User Maintenance	Update Details	Contribute Online	
				Holding Statement						
				Transaction Statement						
				Welco	ome to Central Recordkeep	ping Age	ncy			
		Subscriber	is required to	o purchase the annuity at	the time of Exit. To view a	innuity qu	uotes, please click he	ere View Annuity	y Quotes	
lf you	If you have not activated NPS Tier II A/c, you can activate the same and contribute/withdraw as many times as									
If you are	If you are non-FATCA compliant, Self-induced contribution & Withdrawal will not be allowed. To submit online FATCA, go to FATCA Self-Certification under Transaction menu									
You may up	You may update Aadhaar/ Mobile in your PRAN to utilize OTP & Aadhaar based operations under NPS. If you want to link your Aadhaar now, go to Update Aadhaar/Address details under Update Details menu & click on Add/Update Aadhaar Number; for updating Mobile number, click on Update Contact Details									



#### Statement of Holding (SOH)

For view of Statement of Holding, Subscriber is required to click on sub-menu **'Holding Statement'** as shown in *Figure 3 below.* 

60 NS	SDL					Cent	ral Rec	ordkeep	ing Agenc
Welcome Subscri	iber-110087283150					30-	May-2018		Home   Logo
Fransaction Se	curity Account Details Grievance Tran	saction Statement	Exit Withdraw	/al Request	Views User	Maintenance	Update Deta	ils Contribute	Online
	Heldin           Transi           Statement of Holding	g Statement action Statement							
	Statement Date May 30, 2018	3 09:27 AM							
	Personal Details								]
	PRAN 110087283150 Name SHRI RAKESH KUMAR CHAU	HAN		PRAN Status PAN Phone No.	Active ASLPC5	i892M			
	KHARDEV NAGAR MUMBAI,N MAHARASHTRA, INDIA	IUMBAI,MUMBAI - 400	071	Mobile No. Email	7718020 CHAUH	0140 AN.RAKESH4@G	MAIL.COM		
	Tier-1 Details - [Tier Status - Active]								1
	Activation Date         15/03/           Scheme Preference         MODE           Scheme Distribution         SBI PENSION FUND SCHEME C - TIER I(COU           SBI PENSION FUND SCHEME C - TIER I(COU         SBI PENSION FUND SCHEME G - TIER I(COU           SBI PENSION FUND SCHEME G - TIER I(COU         SBI PENSION FUND SCHEME G - TIER I(COU	2016 RATE AUTO CHOICE PORATE BONDS)- (30 TY)- (50.00%) ERNMENT SECURITIE	0.00%) ES)- (20.00%)	Nominee Bank Account N Bank Name Bank Branch Bank MICR	lo.	1. RAJNATH C 0543181005410 HDFC BANK AHURA CENTR	CHAUHAN (100% )4 RE - ANDHERI (E	ast)	
	Tier-1 Account Summary (NAV as on 2	9-May-2018)							
	Scheme Name	Total Units	Blocked Units #	Free Units	NAV (Rs.)	Amount (Rs.)	Amount in Transition (Rs.) #	Total Value of Scheme (Rs.)	
	SBI PENSION FUND SCHEME E - TIER I	568.4099	0.0000	568.4099	23.7520	13500.87	0.00	13500.87	
	SBI PENSION FUND SCHEME C - TIER I	314.9367	0.0000	314.9367	24.4512	7700.58	0.00	7700.58	
	SBI PENSION FUND SCHEME G - TIER I	226.2195	0.0000	226.2195	22.3555	5057.25	0.00	5057.25	
	lotal			1109.5661		26,258.70		26,258.70	

Figure 3

#### Statement of Transaction (SOT)

Subscriber is required to click on sub-menu '**Transaction Statement**' under the main menu '**Transaction Statement**', select Financial Year, Quarter and Tier Type and click on '**Generate Statement**' as shown in *Figure 4 below*.

6 NSDL		-	/	Cent	ral Reco	rdkeeping Ageno	cy
Welcome Subscriber-110087283150				30-	May-2018	Home   Logo	ut
Transaction Security Account Details Grievan	ce Transaction Statement	Exit Withdrawal Request	Views	User Maintenance	Update Details	Contribute Online	
	Holding Statement Transaction Statement						
® Statement	of Transaction						
	Statement Date : May 30, 201	18 09:41 AM					
	Name SHRI RAKE PRAN 1100872831	SH KUMAR CHAUHAN 150					
	Financial Year	2018-2019 🗸					
	Quarter Tier Type	All V Tier-1 V					
		Generate Statement	]				

#### Figure 4

Subscriber can view his/her personal details along with Statement of Transaction (SOT) provided in **English and Hindi.** 

Subscriber can take print or download SOT in Excel or PDF File as shown in *Figure 5 below*.

9 N	ISDI						Central Recordkeeping Agen		
Welcome Su	bscriber-110087	283150					30-May-2018	Home   Logout	
ansaction	Security	Account Details	Grievance	Transaction Statement	Exit Withdrawal Request	Views	User Maintenance Update Details	Contribute Online	
								ier-2 SOT view English 🗸	
6	Technolog	y, Trust & Reach		NPS Transac	tion Statement fo	or Tier	LAccount		
				NFS Hansau	aton statement it	or mer	TACCOUNT		
State	ement Perio	od: From April	01, 2018 to	May 30, 2018			Statement Gene	ration Date : May 30, 2018	

PRAN	110087283150	Registration Date	15-Mar-16
Subscriber Name	SHRI RAKESH KUMAR CHAUHAN	Tier I Status	Active
	SANT GADGE MAHARAJ	Tier II Status	Active
	RAHIWASHI SANGH	Scheme Choice	MODERATE AUTO CHOICE
	KHARDEV NAGAR	POP-SP Registration No	6396950
Address	MUMBAI,MUMBAI,MUMBAI	POP-SP Name	eNPS - Online
	MAHARASHTRA - 400071 INDIA	POP-SP Address	1st Floor, Times Tower, Kamala, Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai, 400013
		POP Registration No	5000682
Mobile Number	7718020140	POP Name	eNPS - Online
Email ID	CHAUHAN.RAKESH4@GMAIL.COM		1st Floor, Times Tower, Kamala, Mills Compound, Senapati
IRA Status	IRA compliant	POP Address	Bapat Marg, Lower Parel, Mumbai, 400013

### Mobile App Based Statement of Holding and Transaction

Subscriber can view his/her Statement of Holding (SOH) and Statement of Transaction (SOT) through Mobile App also. To view, subscriber is required to download the NPS App (available in "<u>Google Play Store</u>" as "<u>NPS by NSDL e-Gov</u>") provided in English or Hindi and need to use his/her User ID and Password for login as shown in *Figure 6 below.* 

Netional Pension System Trust Regulated by PFRDA	Regulated by PFRDA
LOGIN CONTRIBUTION	▲ 110087283150
हिंदी	LOGIN Reset/Forgot Password ?
f www.facebook.com/nps.nsdl	f www.facebook.com/nps.nsdl www.facebook.com/nps.nsdl This application is developed and maintained by NSDL e-Gov (CRA for NPS)

#### Figure 6

On successful login, Subscriber can view his/her PRAN holding as on date and additional Functionality such as

- 1) Request for Transaction Statement for the year on registered email ID.
- 2) Submit Contribution for Tier I/II
- 3) Change Scheme Preference
- 4) Aadhaar Seeding
- 5) Modify Address using Aadhaar
- 6) Initiate withdrawal from Tier II account
- 7) View Account Details.
- 8) View Last 5 contribution transactions.
- 9) Change contact details like Telephone, Mobile No. and email ID.
- 10) Get notification related to NPS.

#### Mobile App Based Statement of Holding and Transaction

Subscriber is required to click on **'email Transaction Statement'** and select details like Financial Year, Tier Type and click on Submit as shown in *Figure 7 below.* 

≡ Home	⇮▤♚↺	≡ Home	⇮▤♚↺
₹26 Total Holding a SHRI RAKESH KUMAR CHAUHAN	<b>,258.7</b> as on 30-May-2018 110087283150	Financial year*	
TIER-I	TIER-II	Tier*	
Asset Allocation SBI PENSION FUND SCHEME E - TIERI 51.411 BERNSION FUND SCHEME C - TIER 29.331 SBI PENSION FUND SCHEME G - TIER 19.261		Tier I	SUBMIT
Amount in Transit :	E 0.0		
SBI PENSION FUND SCHE	ME E - TIER I		
Unit NAV	Amount		
568.4099 23.75	2 ₹13,500.87		
EMAIL TRANSA	CTION STATEMENT		

Figure 7

After submitting, request get captured in the CRA System and statement of transaction shared with the subscriber registered email ID on the next working day as shown in *Figure 8 below*.

≡ Home	⋒≣⋩∪	≡ Home				
Financial year*		₹ 26,258.7 Total Holding as on 30-May-2018 SHRI RAKESH KUMAR 110087283150 CHAUHAN				
		TIER-I	TIER-II			
Tior* Email Statement		Asset Allocation SBI PENSION FUND SCHEME E - TIERI 51.41% SBI PENSION FUND SCHEME C - TIER 29.33%				
This Will send an auto system to email your y statement to your ema	matic request to our early transaction il ID on our records	I PENSION FUND SCHEME G - TIER 19.26%				
CANCEL	VES	Tier-I Holdings : ₹	26,258.7			
CARCEL		Amount in Transit : ₹ SBI PENSION FUND SCHEM	<b>0.0</b> e e - tier i			
		Unit NAV See. SOT request has been successfully. EMAIL TRANSACT	Amount a captured R 13,500.87			

Figure 8