

Central Recordkeeping Agency



Standard Operating Procedure

On

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

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
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

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 "[Google Play Store](#)" as "[NPS by NSDL e-Gov](#)")

Web Based Statement of Holding and Transaction

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

The screenshot shows the NSDL Central Recordkeeping Agency login interface. It is divided into two main sections: 'Subscribers' and 'Nodal Offices / Other Intermediaries'. The 'Subscribers' section has a red box around the User ID field containing '110087283150'. A blue callout box points to this field with the text 'Please enter your 12 digit PRAN Number'. The 'Nodal Offices / Other Intermediaries' section has radio buttons for 'I-PIN' (selected) and 'Digital Certificate'. Both sections have fields for User ID, Password, and Captcha, along with 'Submit' and 'Reset' buttons. At the bottom of each section, there are links for 'Forgot Password?' and a list of services: 'Click here to Know your FATCA Compliant Status', 'Check Annuity Quotes', 'Check Grievance / Enquiry Status', and 'Check Status using Receipt Number'. The NSDL logo is on the top left, and 'Central Recordkeeping Agency' is on the top right. The page also has a 'News' link on the left and a 'Welcome to Central Record-Keeping Agency' message in the center.

Figure 1

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*.

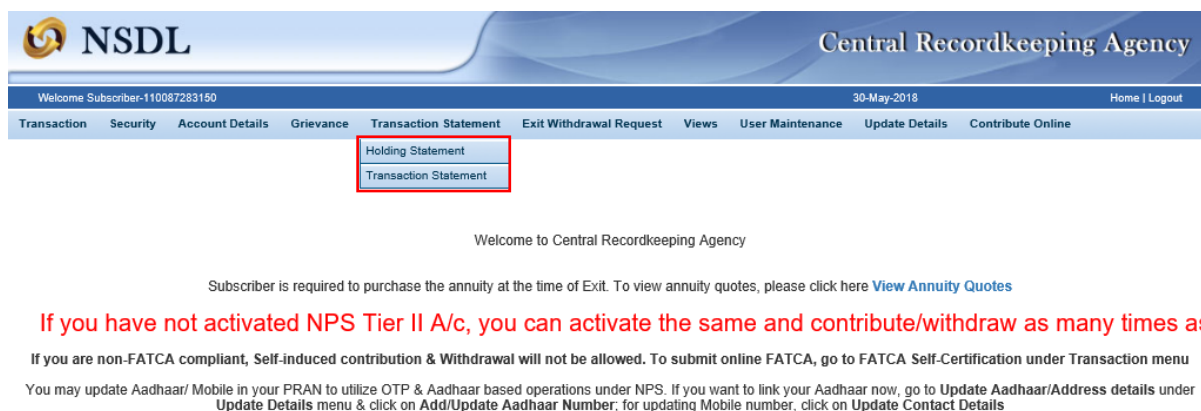


Figure 2

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*.

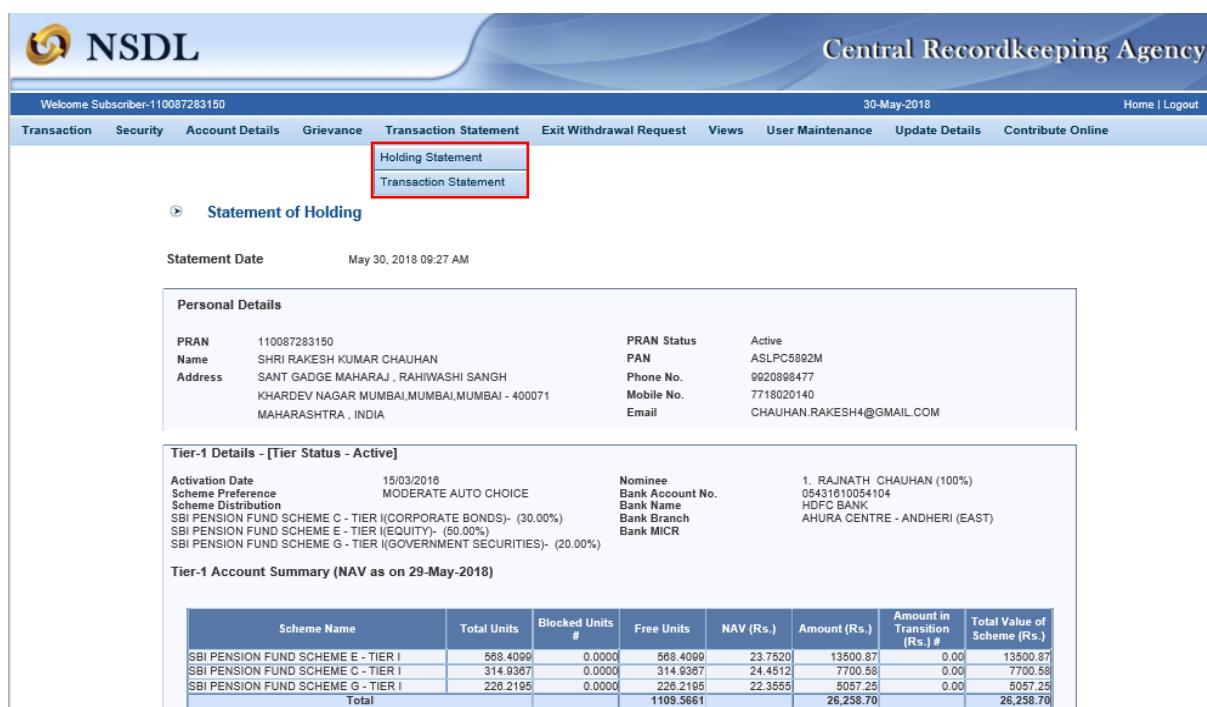


Figure 3

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*.

Statement Date : May 30, 2018 09:41 AM

Name	SHRI RAKESH KUMAR CHAUHAN
PRAN	110087283150
Financial Year	2018-2019
Quarter	All
Tier Type	Tier-1
<input type="button" value="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*.

[Tier-2 SOT view](#) English



NPS Transaction Statement for Tier I Account

Statement Period: From April 01, 2018 to May 30, 2018

Statement Generation Date : May 30, 2018

PRAN	110087283150	Registration Date	15-Mar-16
Subscriber Name	SHRI RAKESH KUMAR CHAUHAN	Tier I Status	Active
Address	SANT GADGE MAHARAJ	Tier II Status	Active
	RAHIWASHI SANGH	Scheme Choice	MODERATE AUTO CHOICE
	KHARDEV NAGAR	POP-SP Registration No	0396950
	MUMBAI,MUMBAI,MUMBAI	POP-SP Name	eNPS - Online
	MAHARASHTRA - 400071	POP-SP Address	1st Floor, Times Tower, Kamala, Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai, 400013
	INDIA	POP Registration No	5000882
Mobile Number	7718020140	POP Name	eNPS - Online
Email ID	CHAUHAN.RAKESH4@GMAIL.COM	POP Address	1st Floor, Times Tower, Kamala, Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai, 400013
IRA Status	IRA compliant		

Figure 5

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 "[Google Play Store](#)" as "[NPS by NSDL e-Gov](#)") provided in English or Hindi and need to use his/her User ID and Password for login as shown in *Figure 6 below*.

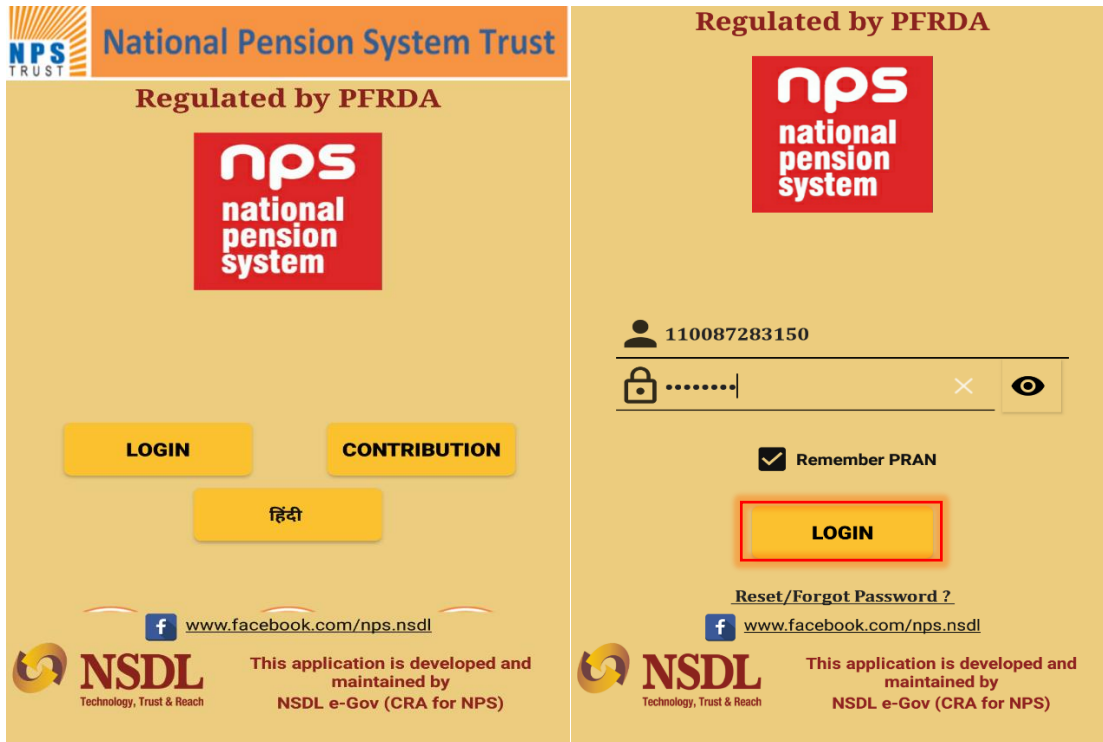


Figure 6

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.

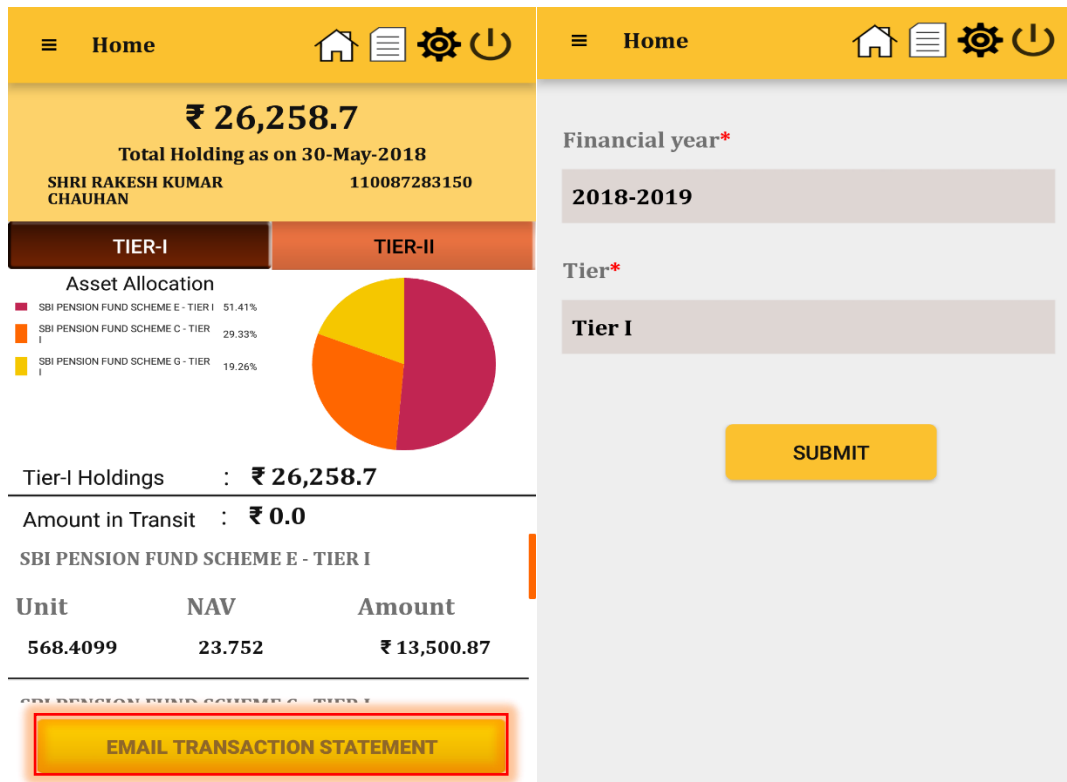


Figure 7

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.

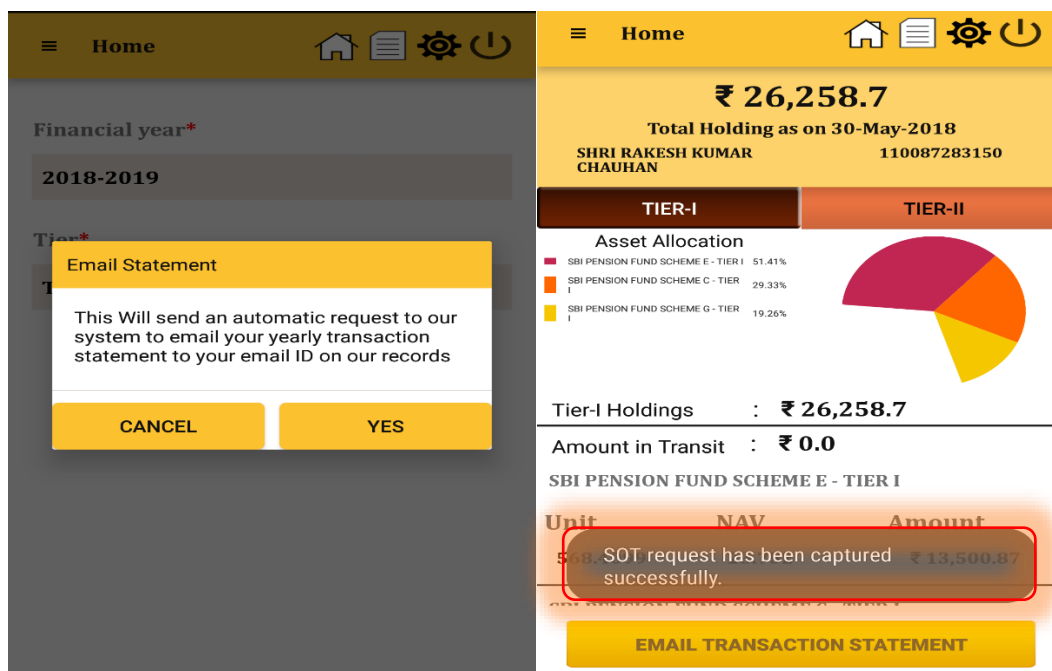


Figure 8