

NSDL e-Governance Infrastructure Ltd

Central Recordkeeping Agency



Standard Operating Procedure

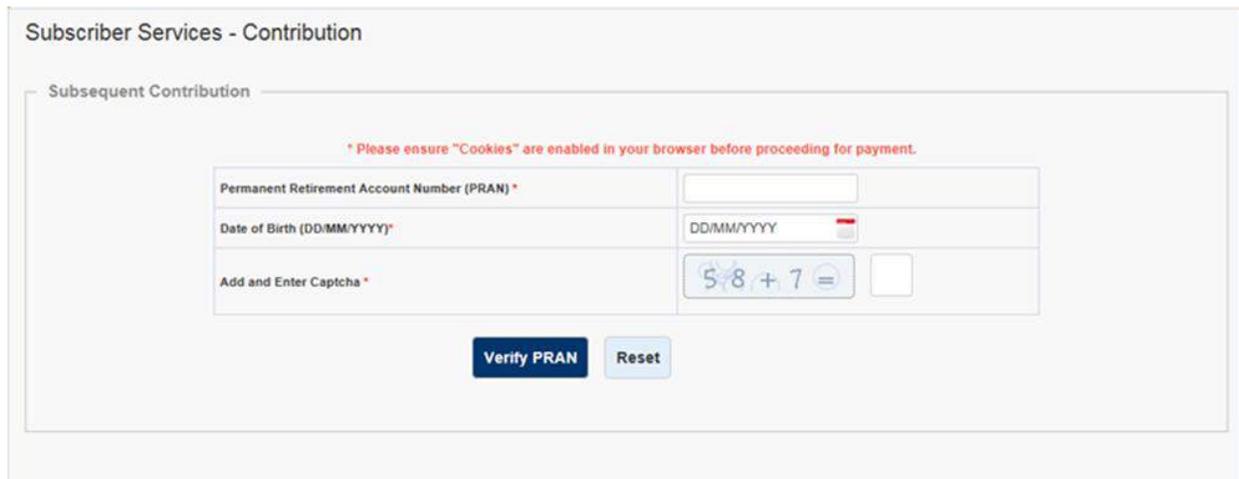
For

Subsequent Contribution

A Subscriber is provided an online portal hosted by NSDL CRA on behalf of POP wherein a subscriber can make Subsequent Contribution. A link is displayed on POP website for making contribution. After clicking on the link, Subscriber will be redirected to NSDL NPS application. Subscriber belonging to any sector can contribute through this portal.

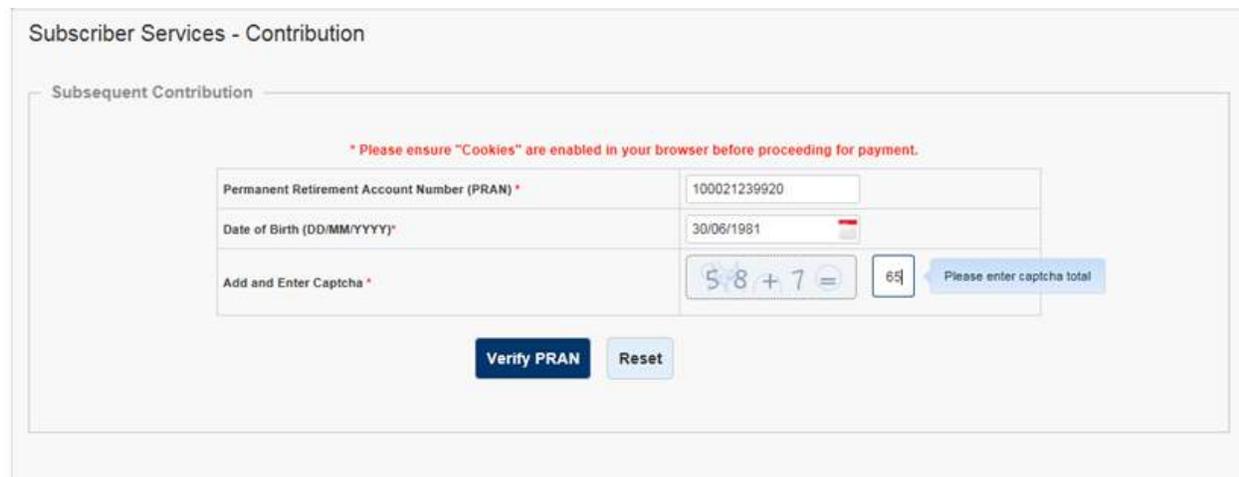
Step by step guide for Subscriber:

1. A link will be available on POP website for "Subsequent Contribution". The subscriber needs to click on the said link after which the below mentioned page will be displayed.



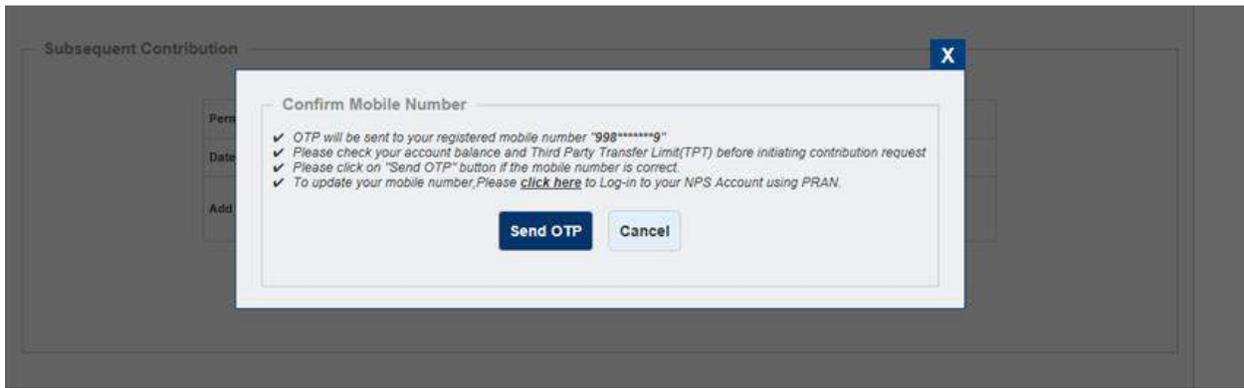
The screenshot shows the 'Subscriber Services - Contribution' page with a 'Subsequent Contribution' section. A red message reads: '* Please ensure "Cookies" are enabled in your browser before proceeding for payment.' Below this is a form with three rows: 'Permanent Retirement Account Number (PRAN) *' with an empty text box; 'Date of Birth (DD/MM/YYYY)*' with an empty date picker; and 'Add and Enter Captcha *' with a math problem '5 * 8 + 7 =' and an empty input box. At the bottom are 'Verify PRAN' and 'Reset' buttons.

2. Subscriber is required to enter mandatory details i.e., PRAN and DOB (Date of Birth) as per CRA records. Enter the Captcha and click on "Verify PRAN".



The screenshot shows the same 'Subscriber Services - Contribution' page. The 'Permanent Retirement Account Number (PRAN) *' field is filled with '100021239920'. The 'Date of Birth (DD/MM/YYYY)*' field is filled with '30/06/1981'. The 'Add and Enter Captcha *' field shows the math problem '5 * 8 + 7 =', a small box containing '65', and a button that says 'Please enter captcha total'. The 'Verify PRAN' and 'Reset' buttons are still present at the bottom.

3. After verifying the details with CRA records, a pop-up for confirming mobile number will be displayed, as shown in below screen. Click on "Send OTP" and proceed further.



4. A six digit OTP will be sent to mobile number/email ID which is registered in CRA records.

Subscriber Services - Contribution

Subsequent Contribution

OTP sent successfully to mobile number998*****9 and/or email s***@****.in

* Please ensure "Cookies" are enabled in your browser before proceeding for payment.

| | |
|--|--------------|
| Permanent Retirement Account Number (PRAN) * | 100021239920 |
| Date of Birth (DD/MM/YYYY)* | 30/06/1981 |
| Please enter OTP PIN* | |

Submit OTP Regenerate OTP Cancel

5. Subscriber is required to enter OTP received and click on "Submit OTP". If the OTP is not received then click on "Regenerate OTP".

Subscriber Services - Contribution

Subsequent Contribution

OTP sent successfully to mobile number998*****9 and/or email s***@****.in

* Please ensure "Cookies" are enabled in your browser before proceeding for payment.

| | |
|--|--------------|
| Permanent Retirement Account Number (PRAN) * | 100021239920 |
| Date of Birth (DD/MM/YYYY)* | 30/06/1981 |
| Please enter OTP PIN* | ***** |

Please enter 6 Digit OTP Received in Email/SMS

Submit OTP Regenerate OTP Cancel

6. Below mentioned screen will be displayed where a subscriber is required to select Tier type i.e., Tier I or Tier II and then enter the amount.

REQUEST STATUS VIEW RAISE SERVICES REQUEST

For assistance, please contact our HelpDesk ☎ : 022423677 | ✉ : mynpsasist@nsdl.co.in

Subsequent Contribution

Subscriber's PRAN: 110102599622 Subscriber's Name: SAGAR DATTATRAY SALUNKHE
Mobile No: +919987044179 Email ID: SAGARS203@GMAIL.COM

Subsequent Contribution

| | |
|-------------------------------|-------------------------------------|
| Tier Type | <input type="text" value="SELECT"/> |
| Voluntary Contribution Amount | ₹ <input type="text"/> |

*** Note**
• POP Charges for Contribution will be applicable on the contribution amount @ 0.25% (subject to minimum of ₹ 20 and maximum of ₹ 25,000 per transaction).

7. Kindly click on “Confirm” after entering the amount.

REQUEST STATUS VIEW RAISE SERVICES REQUEST

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Subsequent Contribution

Subscriber's PRAN: 110102599622 Subscriber's Name: SAGAR DATTATRAY SALUNKHE
Mobile No: +919987044179 Email ID: SAGARS203@GMAIL.COM

Subsequent Contribution

| | |
|-------------------------------|-------------------------------------|
| Tier Type | <input type="text" value="TIER I"/> |
| Voluntary Contribution Amount | ₹ <input type="text" value="3981"/> |

*** Note**
• POP Charges for Contribution will be applicable on the contribution amount @ 0.25% (subject to minimum of ₹ 20 and maximum of ₹ 25,000 per transaction).

8. Subscriber will be shown the summary of charges before making the payment. If a subscriber wants to change the amount, he can click on “Edit” and enter new amount. The Subscriber is required to check on declarations and then click on “Make Payment”.

Subsequent Contribution

Subscriber's PRAN: 110102599622 Subscriber's Name: SAGAR DATTATRAY SALUNKHE
Mobile No: +919987044179 Email ID: SAGARS203@GMAIL.COM

Subsequent Contribution

| | |
|-------------------------------|--------|
| Tier Type | TIER I |
| Voluntary Contribution Amount | ₹ 3981 |

[Edit Amount](#)

Summary

| | Contribution & POP Charges | GST |
|-------------------------------|----------------------------|------|
| Total Contribution(INR) | 3981 | |
| Charges for Contribution(INR) | 20.00 | 3.60 |
| Total amount to be paid(INR) | 4004.60 | |

Declaration By Subscriber

I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account.

Declaration under the Prevention of Money Laundering Act, 2002
I hereby declare that the contribution paid by me has been derived from my legally declared and assessed sources of income. I understand that NSDL NPS has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NSDL NPS has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering

I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account.

NOTE : Please mention 'NPS Contribution' as remark in the payment remark at your banking site.

Please confirm the declaration by clicking on the above check box to proceed.

[Make Payment](#)

*** Note**

- POP Charges for Contribution will be applicable on the contribution amount @ 0.25% (subject to minimum of ₹ 20 and maximum of ₹ 25,000 per transaction).

9. Once you click on make payment, the below mentioned screen will be displayed. Click on “Proceed”.

For assistance, please contact our HelpDesk ☎ 022423677 | ✉ mynpsasset@nsdl.co.in

Subsequent Contribution

Subscriber's PRAN: 110102599622
Mobile No: +919987044179

Subsequent Contribut

| | |
|-------------------------------|--------|
| Tier Type | TIER I |
| Voluntary Contribution Amount | ₹ 3981 |

You will now be re-directed to Payment Gateway website. Your Subsequent Contribution against your Permanent Retirement Account Number (PRAN) will be confirmed after Successful payment.

[Proceed](#) [Cancel](#)

10. Post successful transaction, details of the payment done would be displayed in the receipt, which can be printed as shown in below mentioned screenshot.

REQUEST STATUS VIEW RAISE SERVICES REQUEST

For assistance, please contact our HelpDesk ☎ | ✉

Receipt of Payment Confirmation - Subsequent Contribution

| | | |
|--|---------------------------------------|------------|
| Permanent Retirement Account Number (PRAN) | 100021239920 | |
| Name of the Subscriber | ASHWIN VIJAY NARVEKAR | |
| Contribution Tier Type | Tier I | |
| | Contribution & POP Charges | GST |
| Total Contribution(INR) | 9861.00 | |
| Charges for Contribution(INR) | 49.31 | 8.88 |
| Total amount paid(INR) | 9919.19 | |
| Acknowledgement Number | HDFC12008472 | |
| Transaction Reference Number | 1536589609902 | |
| Transaction Date | 2018-12-04 16:45:55 | |
| Transaction Status | Successful | |

[SAVE/PRINT PAYMENT RECEIPT](#)

Best viewed in Google Chrome 30.x or higher, Mozilla Firefox 27.x or higher & Internet Explorer 11.x or higher with a resolution of 1024 X 768. [Privacy Policy](#)

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11. Subscriber can view the status of contribution by clicking on “Request Status View”.

REQUEST STATUS VIEW RAISE SERVICES REQUEST

For assistance, please contact our HelpDesk ☎ 022423677 | ✉ myrpsasist@nsdl.co.in

Subsequent Contribution

Subscriber's PRAN: 110102599622 Subscriber's Name: SAGAR DATTATRAY SALUNKHE
Mobile No: +919987044179 Email ID: SAGARS203@GMAIL.COM

Subsequent Contribution

12. Below mentioned screen will be displayed. Subscriber can search on the basis of "Ack No." or the date in between which the request was placed.

REQUEST STATUS VIEW RAISE SERVICES REQUEST

For assistance, please contact our HelpDesk ☎ : 022423677 | ✉ : mynpsassist@nsdl.co.in

Subscriber Services

Request Status View

| | |
|-------------------|-----------------------------------|
| Transaction Type* | SUBSCRIBER CONTRIBUTION |
| Ack No.** | 12354555 |
| PRAN | 110102599622 |
| Capture From Date | <input type="text"/> (DD/MM/YYYY) |
| Capture To Date | <input type="text"/> (DD/MM/YYYY) |

****Please enter the Ack No. provided by the Nodal Office/POP-SP at the time of submission of the request or the dates in between which the request was placed.**

REQUEST STATUS VIEW RAISE SERVICES REQUEST

For assistance, please contact our HelpDesk ☎ : 022423677 | ✉ : mynpsassist@nsdl.co.in

Subscriber Services

Request Status View

| | |
|-------------------|-------------------------|
| Transaction Type* | SUBSCRIBER CONTRIBUTION |
| Ack No.** | <input type="text"/> |
| PRAN | 110102599622 |
| Capture From Date | 04/02/2019 (DD/MM/YYYY) |
| Capture To Date | 18/02/2019 (DD/MM/YYYY) |

****Please enter the Ack No. provided by the Nodal Office/POP-SP at the time of submission of the request or the dates in between which the request was placed.**
