NSDL e-Governance Infrastructure Ltd

Central Recordkeeping Agency



Standard Operating Procedure

for

Systematic Investment Plan through MyNPS

A Subscriber is provided an online portal hosted by NSDL CRA on behalf of POP wherein a subscriber can generate PRAN online and also 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.

In addition to above mentioned features, now subscribers can make contribution in the form of **SIP (systematic Investment Plan)** through MyNPS module. Setting up a SIP will allow a subscriber to invest small amount at regular intervals. Only those subscriber will be allowed to open SIP through these module who are existing subscribers of NPS.

Step by step guide for Subscriber:

1. A link will be available on POP website to register for SIP (Systematic Investment Plan) under NPS. The subscriber needs to click on that link after which the below mentioned page will be displayed. Subscriber is required to enter mandatory details i.e., PRAN and DOB (Date of Birth) as per CRA records. This is done to validate the PRAN. Enter the Captcha and click on "Send OTP"

PRAN	110192557243	
Date of Birth	27/06/1986	
Request OTP through	◯ Email ● SMS ◯ Both	
Captcha	8 2 + 6 = 88	
	Send OTP Cancel	

2. The mentioned details i.e. PRAN and DOB will be verified with CRA records. After verifying the details with CRA records, a six digit OTP will be sent on mobile number/email ID/Both which is registered in CRA records as shown in below mentioned screen. Subscriber is required to enter OTP received and click on "Submit OTP". If the OTP is not received then click on "Regenerate OTP". A below mentioned screen will be displayed.

Home > SIP Registration and Ma	aintenance		
	The OTP has be	een successfully sent to the registered mobile number +919******0.	
	PRAN	110192557243	
	Date of Birth	27/06/1986	
	Enter OTP		
		Submit Regenerate OTP Cancel	

3. On successful submission of OTP, name of subscriber will be displayed which is mapped to that particular PRAN. The subscriber will get four options as shown in below mentioned screen. If the subscriber had already started SIP in NPS then he can select options i.e. Status of SIP/s registered or List of SIP transactions or Cancellation of SIP. For new registration of SIP, click on option "**Setting up of new SIP in NPS**".

Home >				
SIP Registra	ation and Maintena	ince		
		DDAN	110102557243	
		Name of Subscriber	KIRAN ASHOK SURVE	
Kindly sele	ct the action to be	performed		
New SIP Regi	stration in NPS			
○ Status of SIP/	s registered			
O List of SIP tra	nsactions			
O Cancellation	of SIP			
		Submit	Cancel	
		oubline		

- 4. After selecting option to start new SIP in NPS, a below mentioned screen will be displayed where a subscriber is required to enter mandatory details i.e., SIP Amount, Tier Type, SIP Date, SIP end month & Year and SIP frequency and click on "Submit".
 - a. Tier Type : Under NPS there are two types of accounts available for investment. Tier I account is the Pension account and Tier II is the investment account.
 - b. SIP Amount : The amount which will be debited to Subscriber's Bank Account every month (plus applicable POP charges and GST).

- c. SIP Frequency : The amount will be deducted on monthly, Quaterly, Half Yearly and Yearly. As per selection done by subscriber.
- d. SIP Date : The date on which the amount will be deducted from Subscriber's Bank Account.
- e. SIP end month & Year : The subscriber needs to provide the expiry month and year of SIP.

0				
PRAN		110192557243		
Name of Subscrit	ber	KIRAN ASHOK SURVI	E	
SIP Details				
Tier Type*			TIER II 🗸 🗸	
Investment Amou	Investment Amount (₹) (Min Rs. 500 and Max Rs. 1,00,000)*			
	₹ 500 ₹ 1000	₹ 2000 ₹ 5000 ₹ 10	0000 ₹ 50000	
		Edit Amount		
			227	
	Investment Amount (₹)	Investment Amount & Ch	arges GS1 000.00	
	Charges (₹)		20.00 3.60	
	SIP Amount (₹)		1,023.60	
Note: The amoun	t displayed in 'SIP Amount (₹)' will b	e deducted from subscriber's Saving	g/Current account.	
SIP Frequency*	MONTHI	Y •		
SIP Date*	5TH	~	of the Month	
SIP End Month &	Year* DECEME	BER V	2023	~
		Submit Gancel		

5. After entering requisite details and clicking on submit, system will ask for confirmation of the details provided as shown in below mentioned screen. Subscriber is required to verify the details and click on "Confirm".

				_	_
Home >					
New SIP Regist	ration ir				
			SIP Details		
	PRAN	Tier Type*	т	ER II	
	Name	Investment Amount (₹)*	1,	00.00	
IP Details			Investment Amou	int & Charges	GST
		Investment Amount (₹)		1,000.00	
	Tier T	Charges (₹)		20.00	3.60
		SIP Amount (₹)			1,023.60
	Invest				
		SIP Frequency*	MONTHLY		
		SIP Date*	5th of the N	Ionth	
		SIP End Month & Year*	DECEMBE	R 2023	
	Note: A	After confirmation, you will have 15 minutes to co	omplete details. Your SIP S	art Date will be aft	er the approva
		CONFIRM	M CANCEL		
		Charges (₹)		20.00	3.60
		SIP Amount (₹)			,023.60

6. In next step, subscriber is required to provide bank details. Subscriber may use the option "Existing Bank Details" or "New Bank Details". At present there are more than 35 banks authorizes for e-Mandate facility. If the existing bank details is not a part of listed 35 banks then subscriber is required to enter new bank details. The bank mentioned by subscriber will authorize the "Setup of SIP" after verifying with their core records. Please note that the amount will be deducted in subsequent months from same bank account which is mentioned by subscriber during Setup of SIP.

a. Existing Bank details

ew SIP Reg	jistration in NPS				
				Your se	ssion will expire in 12:
	PRAN		110192557243		
	Name of Subscriber		KIRAN ASHOK SURVE		
Bank/Card De	etalls				
	Existing Bank Det	tails 〇 New Bank Details			
	◯ Tier I ◯ Tier II	_			
Existing Ban	k Details - Tier II				
Existing Banl	k Details - Tier II Beneficiary Account Name *	KIRAN ASHO	(SURVE		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number *	KIRAN ASHOI 119201000110	CSURVE 72		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type*	KIRAN ASHO 119201000110 SAVINGS	CSURVE 72		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IFS Code*	KIRAN ASHOI 119201000110 SAVINGS UCBA0001192	C SURVE 72		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IFS Code* Bank Name*	KIRAN ASHOI 119201000110 SAVINGS UCBA0001192 UCO BANK	C SURVE 72		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IFS Code* Bank Name* Bank Branch	KIRAN ASHO 11920100010 SAVINGS UCBA0001192 UCO BANK THANE WEST	< SURVE 72 !		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IFS Code* Bank Name* Bank Branch Bank Address	KIRAN ASHO 11920100010 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG S	C SURVE 72 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IF S Code* Bank Name* Bank Name* Bank Branch Bank Address Bank Pin Code	KIRAN ASHO 119201000110 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG S 400601	CSURVE 72 COLIETYSHOPPING COMPLEX 400601		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IF S Code* Bank Name* Bank Branch Bank Address Bank Pin Code MICR Code	KIRAN ASHO 11920100110 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG S 400601	C SURVE 72 DCIETYSHOPPING COMPLEX 400601		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IF S Code* Bank Name* Bank Name* Bank Branch Bank Address Bank Pin Code MICR Code	KIRAN ASHO 119201000110 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG S 400601	K SURVE 72 2 2 2 2 2 2 2 2 2 2 2 2 2 2 3 2 3 3 2 3		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IF S Code* Bank Name* Bank Branch Bank Address Bank Pin Code MICR Code	KIRAN ASHO 119201000110 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG SI 400601	K SURVE 72 : : : : : : : : : : : : : : : : : :		
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IFS Code* Bank Name* Bank Aranch Bank Address Bank Pin Code MICR Code	KIRAN ASHO 119201000110 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG SI 400601	C SURVE 72 2 2 C DCIETYSHOPPING COMPLEX 400601	all @ Roth	
Existing Banl	k Details - Tier II Beneficiary Account Name * Account Number * Bank Account Type* IFS Code* Bank Branch Bank Address Bank Pin Code MICR Code Imunication Mode of Communication related to SIP to be All further communications	KIRAN ASHO 119201000110 SAVINGS UCBA0001192 UCO BANK THANE WEST SHRIRANG SI 400601 E sent on related to SIP will be se	C SURVE 72	all Both Instered in CRA	

b. New Bank Details

<u>Home</u> >					
New SIP Regist	tration in NPS				
				Yo	ur session will expire in 07:41
	PRAN		110192557243		
	Name of Subscriber		KIRAN ASHOK SURVE		
- Bank/Card Detail	le				
Buik/Gard Detail	0.5.1.5				
	O Existing B	ank Details 🔍 New Bank Details			
🔿 New Bank Detai	ils				
	DAVTM BANKS*				
	Beneficiary Account Name *	ICICI BANK LTD	×		
	Account Number *				
	Confirm Account Number *	041401516460			
	Bank Account Type*	SAVINGS ACCOUNT	~		
	IFSC Code*	ICIC 0000414	Q,		
	Bank Name*	ICICI BANK LIMITED			
	Bank Branch	WORLI			
	Bank Address	ICICI BANK LTD., BHAVESH A.B. ROAD, NEAR CITY BAK MUMBAI- 400018	WAR,148-B, DR ÆRY, WORLI,		
	Bank Pin Code	12721			
	MICR Code	400229055			
Mada of Commu	niestion				
wode of Commu					
	All further communication	ications related to SIP will be ser	nt on the Mobile Number	r and/or Email ID registered in CRA	
		Submit	Cancel		

7. After clicking on "Submit", subscriber will be displayed all the details filled during registration as shown in below screenshot. In case subscriber wants to change the details, he is required to click on "Edit" and modify the details. If all the details are correct, click on "Confirm" and proceed.

PRAINAM Nam SIP Details SIP J SIP I SIP A SIP A	N e of Subscriber Amount* Type* Date* End Date* Frequency* © Existin eficiary Account Name	ng Bank Details () New Bank De	2599622 R DATTATRAY SALUNKHE 3000.00 Tier II 05th of the Month 05-12-2023 Monthly tails		
SIP Details SIP Zetails SIP Zetails Bank/Card Details New Bank Details Bene Acco Bank	e of Subscriber Amount* Type* Date* End Date* Frequency* (*) Existin eficiary Account Name	SAGA	R DATTATRAY SALUNKHE 1000.00 Tier II 05th of the Month 05-12-2023 Monthly tails		
SIP Details SIP / Tier SIP I S	Amount* Type* Date* End Date* Frequency* () Existin eficiary Account Name	ng Bank Details () New Bank De	a 1000.00 Tier II 05th of the Month 05-12-2023 Monthly		
SIP / Tier SIP E SIP E SIP F SIP F SIP F SIP F SIP F SIP A SIP A S	Amount* Type* Date* End Date* Frequency* (*) Existin eficiary Account Name	ng Bank Details () New Bank De	1000.00 Tier II 05th of the Month 05-12-2023 Monthly		
Bank/Card Details	Amount* Type* Date* End Date* Frequency* () Existin eficiary Account Name	ng Bank Details () New Bank De	a 1000.00 Tier II O5th of the Month O5-12-2023 Monthly tails		
Bank/Card Details	Type* Date* End Date* Frequency* () Existin eficiary Account Name	ng Bank Details () New Bank De	Tier II 05th of the Month 05-12-2023 Monthly		
SIP [SIP F SIP f	Date* End Date* Frequency* () Existin eficiary Account Name	ng Bank Details 🔿 New Bank De	05th of the Month 05-12-2023 Monthly tails		
SIP E SIP F Bank/Card Details New Bank Details Bene Acco Bank	End Date* Frequency*	ng Bank Details () New Bank De	05-12-2023 Monthly		
SIP F Bank/Card Details New Bank Details & Acco Bank	Frequency*	ng Bank Details () New Bank De	Monthly		
Bank/Card Details	Existi	ng Bank Details 🔿 New Bank De	tails		
New Bank Details	eficiary Account Name				
Bene * Acco Bank	eficiary Account Name				
Acco	,	SAGAR DATTATRAY SALUNKH	IE		
Bank	ount Number *	04141040000728			
	Account Type*	SAVINGS ACCOUNT			
IFS C	Code*	HDFC0000414			
Bank	«Name*	HDFC BANK			
Bank	Branch	MUMBAI - BORIVALI (EAST)			
Bank	Address	SHOP 1-4 KRISHNA CHS SHAN MUMBAIMAHARASHTRA40006	ITIVAN SHREEKRISHNA NA 6	AGAR BORIVALI (EAST)	
Bank	c Pin Code	400066			
MICR	R Code	400240058			
Mode of Communication					
Mode of C	Communication related	to SIP to be sent on		○ Mobile ○ Email ● Both	
	All further comm	nunications related to SIP will be	e sent on the Mobile Numb	er and/or Email ID registered in CRA	
Ander of Communication					
Mode of Communication	ommunication related t	to SID to be cont on		○ Mahila ○ Email @ Path	
Mode of C	All further comm	nunications related to SIP will be	e sent on the Mobile Numbe	er and/or Email ID registered in CRA	
Declaration					

8. A pop-up will be displayed regarding an amount of Rs 3.50/-(plus applicable taxes) through equivalent unit deduction from NPS account at the end of quater.

<u>Home</u> >				
New SIP Registrat	tion in NF	PS - Confirmation		
			X	Your session will expire in 04:27
	PRAN Name	Alert!		
SIP Details		Please note that the one time SIP set up charge of Rs. 3.50/- (plus applicable taxes) is payable. The same will be realized through equivalent unit deduction from your NPS account at the end of the quarter.		
	SIP Ar Tier Ty SIP Da	Proceed Cancel		
	SIP Er			
	SIP Freque	Monthiy		
Bank/Card Details				
		Existing Bank Details O New Bank Details		

9. Further subscriber will be redirected to the bank (details entered during registration) for online eMandate verification and below screen will be displayed. An email and message will be sent on subscriber's registered email ID and number regarding successfully registration of SIP. Once the verification is completed, from subsequent months the amount will be debited in Subscriber's bank account as per instructions.

<u>tome</u> ⇒ Iew SIP Re	gistration in NPS - Confirmation		
	Your transaction for new SIP in	n NPS is completed and it is pending with your Bank for confirm	ation
	PRAN	110192557243	
	Subscriber Name	KIRAN ASHOK SURVE	
	Subscription ID	100319205678	
	Investment Amount	₹ 1,000.00	
	Charges Amount	₹ 23.60	
	SIP Amount	₹ 1,023.60	
	Tier Туре	Tier II	
	SIP Frequency	Monthly	
	SIP Date	05th of the Month	
	SIP Start Date	05-12-2021	
	SIP End Date	05-12-2023	
	Response Timestamp	2021-11-18 11:25:41	
	Response Message	SUCCESS	
	SAVE/P	RINT RECEIPT Back To Home Page	

10. To check the status of SIP registered, subscriber is required to select option "Status of SIP/s registered" and click on "Submit".

Registration and Ma	intenance		
0			
	PRAN	110102599622	
	Name of Subscriber	SAGAR DATTATRAY SALUNKHE	
indly select the action	to be performed		
indly select the action	to be performed		
Onew SIP Registration in NPS Status of SIP/s registered	to be performed		
Cindly select the action New SIP Registration in NPS Status of SIP/s registered List of SIP transactions	to be performed		
Xindly select the action New SIP Registration in NPS Status of SIP/s registered List of SIP transactions Cancellation of SIP	to be performed		

11. After clicking on submit, there are options available in the dropdown as shown in below figure. Kindly select anyone option and click on "Submit".

Home >			
List of all the SIP's			
	Request Status	-SELECT-	
		ALL	
		ACTIVE	
		REJECTED CANCELLED	
		TENURE COMPLETED	
		Back To Home Page	
	-		

12. Subscriber will be displayed all the SIPs registered in his PRAN with the status as shown in below mentioned figure.

<u>Home</u>	>									
List o	of all the SIP'	5								
			Request S	tatus	ALL					
					Search	Pecet				
					Jearch	Reset				
Lis	t of SIPs									
Sr No	o. Subscription ID	Tier Type	SIP Opening Date	SIP Start Date	SIP End Date	SIP Cancelled Date	Investment Amount	Frequency	Status	Details
1	100319386406	Tier II	18-11-2021	05-12-2021	05-03-2023	-	₹ 1,000.00	Monthly	Pending for Bank Confirmation	-
2	100319390628	Tier I	18-11-2021	05-12-2021	05-12-2023	-	₹ 1,000.00	Monthly	Pending for Bank Confirmation	-
					Back To	Home Page				
					Back To	Home Page				

13. To check list SIP transactions, subscriber is required to select option "List of SIP transaction" and click on "Submit".

<u>Home</u> >			
SIP Registration and Mair	ntenance		
	PRAN	110102599622	
	Name of Subscriber	SAGAR DATTATRAY SALUNKHE	
Kindly select the action t	o be performed		
O New SIP Registration in NPS			
○ Status of SIP/s registered			
List of SIP transactions			
○ Cancellation of SIP			
		Submit Cancel	

14. A dropdown will be displayed as shown below. Select anyone option i.e., either Subscription ID or Date Range (The date range should not be more than 15 days). The list of transaction carried out in that particular date range will be displayed.

<u>Home</u> >			
List of SIP transactions			
Subsc	ription Id		
From		(DD/MM/YYYY)	
To Dat	te	(DD/MM/YYYY)	
	Search	Reset	
	Back To	Home Page	

15. If subscriber wants to cancel the SIP, he is required to select option "Cancellation of SIP" and click on "Submit".

Registration and h	Maintenance		
	PRAN	110102599622	
	Name of Subscriber	SAGAR DATTATRAY SALUNKHE	
New SIP Registration in NPS	on to be performed		
New SIP Registration in NPS	on to be performed		
(indly select the action) New SIP Registration in NPS) Status of SIP/s registered) List of SIP transactions	on to be performed		
(indly select the action) New SIP Registration in NPS Status of SIP/s registered List of SIP transactions	on to be performed		

16. The list of SIPs will be displayed as shown in below mentioned figure. Click on "Cancel SIP".

List of \$	at of SIPs which can be cancelled						
Sr No.	SIP ID	Total Invested Count / Amount	Start Date of SIP	End Date of SIP	SIP Amount	Status of the Request	
1	116207	0/₹0	07-11-2020	07-03-2030	₹ 3000.00	ACTIVE	Cancel SIP

17. After clicking on "Cancel SIP", below screen will be displayed. Enter the Captcha and click on "Submit".

ancenation of SIF in NFS	
Cancellation of SIP in NPS	
PRAN	101005960547
Name of Subscriber	JHAAQCDEASAN JYXSAQYQH SANQXDSUB
SIP ID	116207
SIP Amount	₹ 3000.00
Tier Type	Tier I
SIP Start Date	07-11-2020
SIP End Date	07-03-2030
SIP Frequency	07th of the Month
SIP Processed Count / Amount	0/₹0
SIP Failed Count / Amount	0/₹0
SIP Pending Count / Amount	0/₹0
Total Invested Count / Amount	0/₹0
Enter Captcha	9 4 + 8 = 102 Please enter captcha total
	Delawith Denard

18. Subscriber will be displayed a Pop-up regarding confirmation for cancellation of SIP.

In case subscriber has change the mind then he can select "No" else click on "Yes".

ubscriber	JHAAQCDEASAN JYXSAQYQH SANQXDSUB
	116207
nt	₹ 3000.00
	Tier I X
Date	
Are you su	ure! Do you wants to cancel the SIP 116207 ?
ency	Yes No
ssed	
Cou	
ng Count / Amount	0/₹0
sted Count / Amount	0/₹0

19. After clicking on "Yes", below screen will be displayed with a message ""Subscription for SIP ID 116207 is unsubscribed successfully". In subsequent months, the amount will not be deducted for cancelled SIP and no investment will be done.

Cancellation of SIP in NPS					
	Subscription for 116207 is unsubscribed successfully				
Cancellation of SIP in NPS					
PRAN	101005960547				
Name of Subscriber	JHAAQCDEASAN JYXSAQYQH SANQXDSUB				
SIP ID	116207				
SIP Amount	۲ 3000.00				
Tier Type	Tier I				
SIP Start Date	07-11-2020				
SIP End Date	07-03-2030				
SIP Frequency	07th of the Month				
SIP Processed Count / Amount	0/₹0				
SIP Failed Count / Amount	0/₹0				
SIP Pending Count / Amount	0/₹0				
Total Invested Count / Amount	0/₹0				
	Back To Home Page				