

स.जी.26035/12025-केहिप्रसं/लेखा/ 15/3

गृह मंत्रालय, राजभाषा विभाग

Ministry of Home Affairs, Department of Official Language

केंद्रीय हिंदी प्रशिक्षण संस्थान

Central Hindi Training Institute

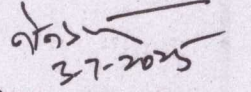
07/07/2025

परिपत्र

**विषय:-** केंद्रीय कार्मिकों के लिए NPS से UPS में Shift होने के संबंध में विकल्प भरने के संबंध में।

केंद्र सरकार के दिनांक 24.01.2025 के गजट नोटिफिकेशन सं-27 तथा दिनांक 19.03.2025 के गजट नोटिफिकेशन सं.-185, जो कि वित्त मंत्रालय द्वारा जारी किया गया है, के संबंध में केंद्र सरकार के जो केंद्रीय कार्मिक एन.पी.एस.(N.P.S.) में हैं और वे यदि यू.पी.एस.(U.P.S.) में Shift होना चाहते हैं वे 01.04.2025 से 30.09.2025 तक अपना विकल्प दे सकते हैं। यह उल्लेखनीय है कि वेतन तथा लेखा कार्यालय नई दिल्ली द्वारा इस संबंध में SOP जारी की गई है जो कि इस कार्यालय को मेल द्वारा प्राप्त हुई (प्रति संलग्न) है।

अतः इस संबंध में सभी नियंत्रक अधिकारी अपने अधीनस्थ NPS कार्मिकों को सूचित करें, जो इच्छुक कार्मिक NPS से UPS में (Shift) होना चाहते हैं वे कार्मिकों से वेतन तथा लेखा कार्यालय द्वारा जारी SOP के अनुसार A2 फार्म दिनांक 30.09.2025 से पूर्व भरवा लें ताकि समयावधि से पूर्व वेतन तथा लेखा कार्यालय द्वारा की जाने वाली औपचारिकताएं पूरी की जा सकें।



(नरेन्द्र कुमार प्रसाद)

उप निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि)

एवं कार्यालयाध्यक्ष

**संलग्न: यथोपरि।**

**प्रतिलिपि:**

1. उप निदेशक (सलाहकार), भाषा पत्राचार, कें.हि.प्र.सं., 2-ए पृथ्वीराज रोड, नई दिल्ली।
2. सभी क्षेत्रीय कार्यालय हिंदी शिक्षण योजना, (मध्योत्तर/परीक्षा/पूर्व/पश्चिम/पूर्वोत्तर/दक्षिण), नई दिल्ली/कोलकाता/मुंबई/गुवाहाटी/चैन्ने।
3. प्रभारी सहायक निदेशक, केंद्रीय हिंदी प्रशिक्षण उपसंस्थान, बेंगलुरु/हैदराबाद।
4. नोटिस बोर्ड (के.हि.प्र.सं.), पं.दीनदयाल अंत्योदय भवन, नई दिल्ली।

✓ 5. केंद्रीय हिंदी प्रशिक्षण संस्थान की वेबसाइट पर अपलोड हेतु.

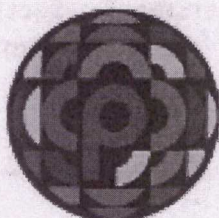
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**Standard Operating Procedure  
on  
Shifting from NPS to UPS – Initiation by Subscriber  
(Online Procedure)**

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## Shifting from NPS to UPS – Initiation by Subscriber

### 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
UPS	Unified Pension Scheme
NPS	National Pension System
PRAN	Permanent Retirement Account Number
Pr.AO	Principal Accounts Office
PAO	Pay & Accounts Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office



## Shifting from NPS to UPS – Initiation by Subscriber

### Background:

The Unified Pension Scheme (UPS) has been introduced as an option under the National Pension System (NPS) by the Central Government for the Central Government employees covered under NPS so that they may receive an assured payout after their retirement. It is a 'fund-based' payout system which relies on the regular and timely accumulation and investment of applicable contributions (from both the employee and the employer (the Central Government)) for grant of monthly payout to the retiree.

The Unified Pension Scheme shall be made operational from April 1<sup>st</sup>, 2025.

An existing Central Government employee in service as on April 1<sup>st</sup>, 2025, who is covered under NPS, can opt for UPS by shifting their NPS account under UPS.

This document explains the Standard Operating Procedure (SoP) regarding the process to initiate request for shifting from NPS to UPS for eligible Subscribers.

### The Subscriber can shift from NPS to UPS by the following two methods:

1. Offline mode - Eligible Subscriber submits **A2 Form** to the respective nodal office. The office would process the shifting through CRA transaction website. Form A2 can be downloaded by clicking on <https://www.npscra.nsdl.co.in/ups.php>
2. Online mode – The eligible Subscriber can initiate the shifting request on their own through the e-NPS portal. Detailed steps for the same are provided below.



## Shifting from NPS to UPS – Initiation by Subscriber

3. A One-time password (OTP) will be sent on either mobile number or Email ID of the Subscriber, which has been registered in CRA. The Subscriber will be required to enter the OTP in the given box.

Figure3

Figure 3

4. On submission of OTP, a declaration window will pop-up. The Subscriber is required to read & submit declaration by opting selection of the declaration and then click on "Proceed to e-Sign" option. (Refer figure 4 and 5).

Figure 4

**Note: The above declaration mentions that the shifting option exercised by the Subscriber is final and irrevocable.**



## Shifting from NPS to UPS – Initiation by Subscriber

6. OTP will be sent to the Subscriber on his/her mobile number registered with Aadhaar. The Subscriber needs to enter OTP and click on **verify OTP**.

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**National Pension System Trust** has requested to Digitally sign the document  
Transaction ID: UKC:eSign:2620:20260312153922241 dated 2025-03-12T15:39:27

English Play audio Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID  
I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -

1. Use my Aadhaar / Virtual ID details (as applicable) eSigning the registration document / service requests under National Pension System (NPS)/Atal Pension Yojana (APY) for/with National Pension System Trust and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) eSigning the registration document / service requests under National Pension System (NPS)/Atal Pension Yojana (APY) for/with National Pension System Trust.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

ENTER OTP

Verify OTP Cancel Resend OTP

NSDL e-Gov is now **protean**  
Aadhaar Authentication  
Call on 1800-121-1212 or visit [www.protean.co.in](https://www.protean.co.in)

Success otp sent on registered mobile/email id.

Figure 7

7. On successful verification, shifting request will get captured successfully and acknowledgement number will be generated (as shown in figure 8).

**NPS to UPS Migration Confirmation**

☒

**NPS to UPS Migration request  
Initiated successfully**

PRAN :	110117060766
Name of the Subscriber :	Ashwin Vijay Limaye
Acknowledgement Number :	51203202518104567
Acknowledgement Date :	12/03/2025

DOWNLOAD e-SIGNED MIGRATION FORM

Activate Windows  
Go to Settings to activate Windows.

Figure 8

**The Subscriber can download e-Signed Subscriber shifting form (Migration form) from NPS to UPS for future reference.**

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## **Standard Operating Procedure (SOP)**

### **Reset of I-PIN (DDO)**

#### **Version 1.0**

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## Background:

As per the existing process, Nodal Office User is required to submit a written request to CRA for generation of new IPIN. Upon receipt of the written request, CRA processes the request in the system. Once processed, the new IPIN gets printed and the pin mailer gets dispatched to the concerned Nodal Office.

CRA has now developed a new functionality wherein Nodal Office can reset IPIN instantly of its choice. This functionality allows Nodal Office (DDO) to reset IPIN by entering the IPIN and getting it authorized by its mapped PAO/DTO. This functionality will ensure efficient and faster issuance of IPIN. The IPIN gets reset instantly and hence it saves the time required to reissue of physical IPIN.

## Sections:

A) DDO office initiating (capturing) the request for 'Instant Reset IPIN'

B) PAO/DTO office authorizing the request for Instant Reset IPIN of DDO

## Process:

A) DDO initiating (capturing) the request for 'Instant Reset IPIN'.

1. DDO needs to click on the 'Reset Password' link on the home page (www.cra-nsdl.com) (refer Image A.1.1)

Image A.1.1

The screenshot displays the NSDL e-Gov website interface. At the top, the NSDL e-Gov logo is accompanied by the Protean logo and the tagline 'Change is growth'. The National Pension System (NPS) logo is also visible. Below the header, there is a list of services on the left and two main login sections on the right.

**Services List:**

- Annual Transaction Statement on Email
- Invest in NPS
- Activate Tier I Account Free !!
- FATCA Compliance
- Know Your Pension (KYP)
- Subscriber Consent to share contact details with ASP
- Subscriber Registration/Photo-Signature Modification Request
- Status using Receipt Number

**Subscribers Login Section:**

Fields for login include User ID, Password, and Enter Captcha (7 3 + 9 =). There are links for 'Reset Password', 'IPIN for eNPS', and 'Help/Instructions for Login'.

**Nodal Offices / Other Intermediaries Login Section:**

Fields for login include User ID, Password, and Enter Captcha (6 2 + 4 =). There are links for 'Reset Password' and 'Help/Instructions for Login'.



4. DDO User should ensure that the details entered should match with the details available in PCRA system. DDO User shall click on "Submit Button" to process. (refer Image A.4.1).

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**National Pension System (NPS)**

**Reset I-PIN**

\* Mandatory Fields

User ID: 50V14639CC00  
Entity Reg. No: 50V1463900

Name of the Person:

First Name: Middle Name: Last Name:

Designation: Office City: Registered Email Address: Email Address for PTA mailer: Pin Code: New Password: Confirm Password:

Submit Reset

Retired life ka sahara. NPS hamara

Image A.4.1

5. Once the details are submitted, a confirmation screen will be displayed with the detail entered. The user needs to confirm the same (refer Image A.5.1).

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**National Pension System (NPS)**

**Reset Password Confirmation Screen**

User ID: 50V14639CC00  
Entity Reg. No: 50V1463900  
Name of the person: Designation: Registered Email Address: Pin Code:

Confirm Cancel

Retired life ka sahara. NPS hamara

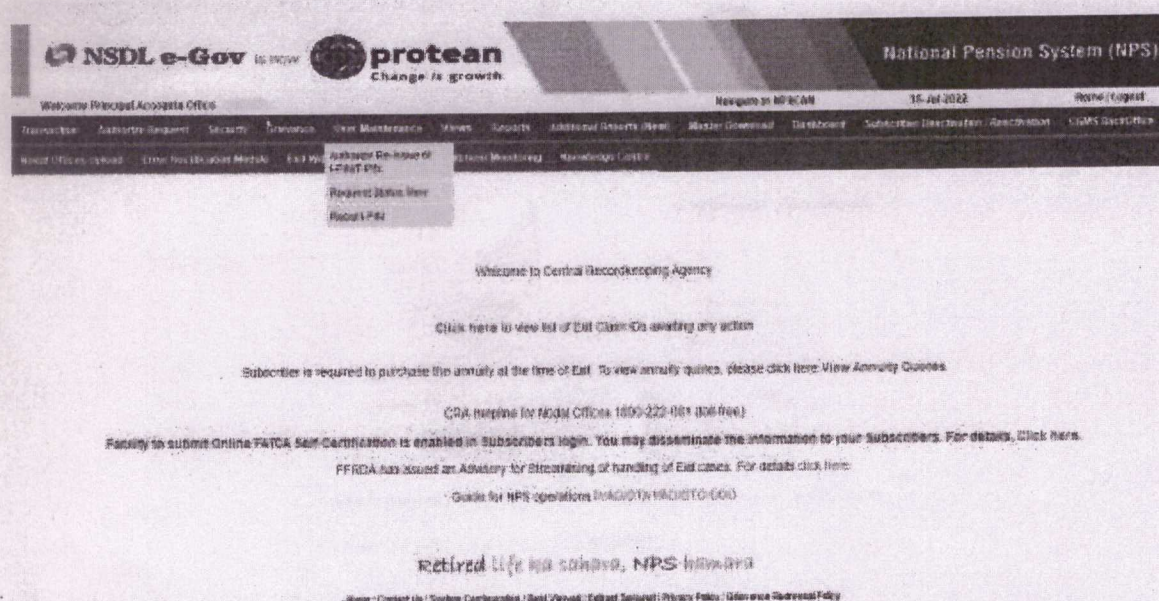
Image A.5.1



## B) PAO/DTO office authorizing the request for Instant Reset IPIN of DDO

1. After receiving the Acknowledgement for reset IPIN from its underlying DDO, PAO/DTO user will login in CRA system ([www.cra-nsdl.com](http://www.cra-nsdl.com)) and navigate to 'User Maintenance' and select 'Authorize Re-Issue of IPIN/TPIN' to authorize the same (refer Image B.1.1).

Image B.1.1





**Image B.3.1**

4. On successful authorization, the Acknowledgement Number will be displayed with an appropriate message such as request has been authorised along with Timestamp (refer Image B.4.1).

**Image B.4.1**





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