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

<u>परिपत्र</u>

विषयः- केंद्रीय कार्मिकों के लिए NPS से UPS में Shift होने के संबंध में विकल्प अरने 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 है 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।

27-2025

(नरेन्द्र कुमार प्रसाद) उप निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) एवं कार्यालयाध्यक्ष

संलग्नः यथोपरि।

प्रतिलिपिः

- 1. उप निदेशक (सलाहकार), भाषा पत्राचार, कें.हि.प्र.सं., 2-ए पृथ्वीराज रोड, नई दिल्ली।
- सभी क्षेत्रीय कार्यालय हिंदी शिक्षण योजना, (मध्योत्तर/परीक्षा/पूर्व/पश्चिम/पूर्वीत्तर/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। 15. के द्वी प्रदिख्य मेन्प्रि की वेबपाइट पर आपलांड हेतु.

7वां तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003 7thFloor,Pandit Deendayal Antyodaya Bhawan,C.G.O. Complex,Lodhi Road, New Delhi-3 mail : dirchti-dol@nic.in/वेबसाइट/Website:http://rajbhasha.nic.in/rajbhasha.html Protean eGov Technologies Limited



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

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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 1st, 2025.

An existing Central Government employee in service as on April 1st, 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:

- 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 <u>https://www.npscra.nsdl.co.in/ups.php</u>
- 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

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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	
	OTP Verification	
	An OTP has been sent to your registered Mobile number 983-000000000000000000000000000000000000	
	A STICK.	
*	Mobile OTP	
	Resend in: 00:52	
	CANCE)	

Figure 3

 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*).

	retirement account number (Pl Scheme (UPS) as notified by Ce (Operationalisation of Unified	nn/Daughter of Mr./Mrs. ABCD being a subscriber of NP5 as a RANJ 110197055609 , having read and fully understood the pi Intral Government vide notification F. No. FX-1/3/2024-PR, da Pension Scheme under National Pension System) Regulations pt for Unified Pension Scheme, do hereby exercise the option	rovisions of Unified Pension ted 24/01/2025 and PFRDA r, 2025 as amended from time
	Further, I hereby acknowledge	that this option exercised by me shall be final and irrevocabl	e
	l authorize the CRA, NPS Trust personal information for the p notified thereunder.	or any other entity connected with UPS to collect and share a urpose of the said scheme regulated under the PFRDA Act, 20	lata / details of my necessary 113 and the relevant regulations
	Date: 24/03/2025 Name: Dileep Rajendra Maha	ito	
		I have Accepted the above mentioned NPS to UPS Migration Decla	ration
)		PRDCEED TO ESIGN	Activate Windows Go to tertings to activitie Windows
		Figure 4	
Note: Th	e above declaration	mentions that the shiftin	g option exercised by the

Shifting from NPS to UPS - Initiation by Subscriber

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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**.

	National Pension System	Trust has requ	ested to Digitally sig	in the document	
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Please click on the checkb	ox and enter Aadhaar/Virtual ID otean eGov Technologies Limited (formerly NSD) e-Governance Infra	structure Limited) to -		
Pension Yojana (AP services of UIDAI) in a rules and regulations r	tual ID details (as applicable) eSigning the r Y) for/with National Pension System Trust accordance with the provisions of the Aadhaar (notified thereunder and for no other purpose.	and authenticate my Targeted Delivery of	r identity through the Aac Financial and other Subsid	Ses, Benefits and Services) Act	2016 and the allied
through Aadhaar base	aar / Virtual ID through OTP or Biometric for d e-KYC services of UIDAI and use my Photo a requests under National Pension System	and Demographic det	ails (Name, Gender, Date	of Birth and Address) esigni	y the registration
3. I understand that Se Technologies Limited a	curity and confidentiality of personal identity and the data will be stored by Protean eGov Tech	data provided, for t hnologies Limited till	he purpose of Aadhaar such time as mentioned in	based authentication is ensure guidelines from UIDAI from th	ed by Protean eGov me to time.
	ENTER OTP	-	0		
	Venily OIP	Coosel Re	send OfP		
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Figure 7

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

 UPS Migration C	onfirmation		
		7	
		munds	
	NPS to UPS Migr initiated su	ation request ccesfully	
	PRAN :	110117050766	
	Name of the Subscriber :	Ashwin Vijay Limaye	
	Name of the Subscriber : Acknewledgement Number ;	\$1203202518104567	
	Acknowledgemeni. Number :	\$1203202518104567	

Figure 8

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

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Protean eGov Technologies Limited



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.cransdl.com) (refer Image A.1.1)



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P	Subscriber Consent to share contact details with ASP	Enter Capitolia Reast Pasaword	6 2 + 4 =

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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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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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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) 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

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3. Once the PAO/DTO user clicks on a particular Acknowledgement Number, the user will be navigated to the Request Details Screen wherein details of the request captured by DDO will be displayed along with the 'Approve' and 'Reject' option (refer Image B.3.1). In case of 'Rejection', the user should provide the appropriate 'Remarks' in designated field.

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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).

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