Process Flow for online registration for opening of NPS (PRAN) account:

- **Employee to visit eNPS Website (https://enps.nsdl.com)**

- **Click on National Pension System> Registration**

- **Select "*Aadhaar Online/Offline e-KYC option*" on "register with"**

- **Select applicant type as "Government Employee"**

- **Select account type as "Tier I only"**

- **Select "How did you hear about NPS" option as "Employer"**

- **Select category option as "Central Autonomous Body"**

- **Type "CGV017600C" on "Search DDO by Name or Registration Number". After typing "CGV017600C", "CGV017600C - REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL" will be automatically appeared below>> select it.**

- **After selecting the DDO type, DDO Name, PAO/DTO Name, PRAO/DTA Name & Ministry will be automatically filled.**

- **Select "Aadhaar" on "Please Select option"**

- **Enter your aadhaar number (the aadhaar number should be linked with a mobile number for OTP generation).**

- **Click "Generate OTP".**

- **Employee needs to capture few mandatory Personal Details and click on 'Generate Acknowledgement no.'**

- **Generation of Acknowledgement Number: After clicking on 'Generate Acknowledgement no.', the Nodal Office details (which Employee has provided) will be displayed to the Employee for confirmation. If the details are correct, Employee will click on 'Ok' else he/she will click on 'Cancel' and provide the correct Nodal Office.**

- The Acknowledgement number will be generated and displayed to the Employee. Alert will be sent to Employee for t*he Acknowledgement Number.*

- The Employee is required to provide the registration details such as Personal details, Address details, Contact details, Bank Details, Scheme Preference details etc. under the respective tabs as applicable.

- *Upload of Documents*: The Employee is required to upload the scanned copies of relevant documents (such as PAN card copy, Cancelled Cheque, Appointment/Offer letter, Employee ID Card, ID proof and Address Proof) under the respective tab

- *In Aadhaar based registration, the Photo is auto fetched from UIDAI database.*

- Once the complete details are captured and relevant documents, photo and signature are successfully uploaded, the Employee needs to re-verify the details. *The Employee will have an option to correct the details, if required.*

- The Employee is required to confirm the details by accepting registration declarations. On confirmation, the relevant message and Ack No. will be displayed to Employee along with intimation.

- *Authentication*: The Employee is required to digitally sign the Employee Registration Form through OTP Authentication or eSign. *In case of OTP Authentication, two distinct One Time Password (OTP) will be sent on Mobile Number and email ID provided during registration. Whereas in case of eSign, the OTP will be sent on Mobile Number registered with Aadhaar.*

- *Paperless Process*: **On successful OTP Authentication or eSign, the form will get digitally signed and registration will be successfully completed by the Employee. The PRAN will get generated after 'Verification' and 'Authorization' of registration request by the associated Nodal Office.**

  *****After completing the above steps, the employee needs to inform Nodal Office of RIMS i.e. NPS Section to verify the registration of Employee in the CRA system*****

Documents and other requirements to be available for online eNPS(PRAN) registration by the employee:

- Pan card
- Cancelled cheque
- Employee ID card
- Aadhaar card
- Nominee details
- Mobile number linked with aadhaar
- APPOINTMENT/OFFER LETTER
- House number of the employee