



MahalT: User Manual of NPS contribution (MJP)

User Manual Document

For

NPS Contribution (MJP)

Maharashtra Jeevan Pradhikaran (MJP)

Version 3.0

Prepared By

Development Team Customized Sevaarth (MahalT)

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1. DDO Level 2 Login:

DDO Level 2 Login is used for NSDL input, NSDL details and NPS report generation.

1.1. NSDL Input:

The NSDL input is used for standard tasks associated with sending NPS contributions to NSDL and generating Challans for submission to the bank. It includes generating the NSDL file for the respective month and performing validation.

The screenshot shows the Maharashtra Jeevan Pradhikaran dashboard. The top navigation bar includes Master, Transaction, GPF, NPS Report, NPS, Pension, Logout, and Change Password. The main content area displays several task cards with icons and counts:

- Approve from Beams: 28
- PayBill Forward to BEAMS: 28
- TOTAL Employee: 38
- NSDL File Details: 28
- Legacy File Validation: 28
- NSDL Input: 28
- NSDL Details: 28
- Generate PayBill: 28
- Change Statement Generated: 28
- Change Statement Approved: 28
- Change Statement Forwarded: 28
- Salary Credited: 28

At the bottom, there are summary statistics:

- Total Employee: 40
- Active Employees: 38
- Total DDOs: 1
- Total Offices: 1

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Path: NPS > NSDL Input >

Step 1: select pay year, select pay month, select treasury, click on search button and select checkbox, click on generate NSDL file button

The screenshot shows the NSDL Input form. The top navigation bar is the same as in the previous screenshot. The form fields are:

- Pay year *: 2024
- Pay Month *: January
- Treasury: DEMO TREASI

A Search button is located below the form fields. Below the search button, there is a table with the following data:

Select	DDO CODE	Gross Amount	Net Amount	Total Employee Contribution	Total Employer Contribution	TOTAL AMOUNT
<input checked="" type="checkbox"/>	6201003273	342277	206577	40900	29215	SGV252751G

Showing 1 to 1 of 1 entries. Previous 1 Next. Generate NSDL File Cancel.

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1.2. NSDL Details:

The NSDL Details is used for standard tasks associated with sending NPS contributions to NSDL and generating Challans for submission to the bank. It includes functionalities to view and save NSDL files, validate NSDL files, send contribution files, check contribution file status, and delete files.

The dashboard displays the following tasks and statistics:

- Tasks:**
 - Approve from Beams: 28
 - PayBill Forward to BEAMS: 28
 - TOTAL Employee: 38
 - NSDL File Details: 28
 - Legacy File Validation: 28
 - NSDL Input: 28
 - NSDL Details: 28
 - Generate PayBill: 28
 - Change Statement Generated: 28
 - Salary Credited: 28
 - Change Statement Approved: 28
 - Change Statement Forwarded: 28
- Statistics:**
 - Total Employee: 40
 - Active Employees: 38
 - Total DDOs: 1
 - Total Offices: 1

Path: NPS > NSDL Details >

Step 1: select month, select year, select treasury, click on search button, select checkbox, and click on view and save file button, click on ok button.

The NSDL Details page includes the following search filters and table:

Month: Year: Treasury:

Show: entries

Select	File Id	Amount of Employer Contribution	Amount of Employee Contribution	Transaction ID	File Validation Result
<input checked="" type="checkbox"/>	3333202401003	29215	40900		1

Showing 1 to 1 of 1 entries

Step 2: select month, select year, select treasury, click on search button, select checkbox, and click on validate file button.

MAHARASHTRA JEEVAN PRADHIKARAN
WATER SUPPLY AND SANITATION DEPARTMENT, MAHARASHTRA

Master Transaction GPF NPS Report NPS Pension Logout Change Password

NPS > NSDL Details

NSDL Details

Month * January Year * 2024
Treasury DEMO TREASURY

Search

Show 10 entries Search:

Select	File Id	Amount of Employer Contribution	Amount of Employee Contribution	Transaction ID	File Validation Result
<input checked="" type="radio"/>	3333202401003	29215	40900		1

Showing 1 to 1 of 1 entries Previous 1 Next

View and Save File Validate File Send Contribution File Get Contribution File Status Delete Cancel

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Step 3: select month, select year, select treasury, click on search button, select checkbox, and click on send contribution file button.

MAHARASHTRA JEEVAN PRADHIKARAN
WATER SUPPLY AND SANITATION DEPARTMENT, MAHARASHTRA

Master Transaction GPF NPS Report NPS Pension Logout Change Password

NPS > NSDL Details

NSDL Details

Month * January Year * 2024
Treasury DEMO TREASURY

Search

Show 10 entries Search:

Select	File Id	Amount of Employer Contribution	Amount of Employee Contribution	Transaction ID	File Validation Result
<input checked="" type="radio"/>	3333202401003	29215	40900		1

Showing 1 to 1 of 1 entries Previous 1 Next

View and Save File Validate File Send Contribution File Get Contribution File Status Delete Cancel

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Step 4: select month, select year, select treasury, click on search button, select checkbox, and click on Get contribution file status button.

The screenshot shows the 'NSDL Details' page of the Maharashtra Jeevan Pradhikaran. The page includes a navigation menu with options like Master, Transaction, GPF, NPS Report, NPS, Pension, Logout, and Change Password. The search filters are set to Month: January, Year: 2024, and Treasury: DEMO TREASURY. A 'Search' button is visible. Below the search filters, there is a 'Show' dropdown set to 10 entries and a search input field. A table displays one entry with the following details:

Select	File Id	Amount of Employer Contribution	Amount of Employee Contribution	Transaction ID	File Validation Result
<input checked="" type="checkbox"/>	3333202401003	29215	40900		1

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are several action buttons: View and Save File, Validate File, Send Contribution File, Get Contribution File Status, Delete, and Cancel.

For generating contribution challan

Step 5: select month, select year, select treasury, click on search button, select checkbox, and click on Click on file id.

The screenshot shows the 'NSDL Details' page of the Maharashtra Jeevan Pradhikaran. The search filters are the same as in Step 4: Month: January, Year: 2024, and Treasury: DEMO TREASURY. The 'Search' button is visible. Below the search filters, there is a 'Show' dropdown set to 10 entries and a search input field. A table displays one entry with the following details:

Select	File Id	Amount of Employer Contribution	Amount of Employee Contribution	Transaction ID	File Validation Result
<input type="checkbox"/>	3333202401003	29215	40900	1125632000083	1

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are several action buttons: View and Save File, Validate File, Send Contribution File, Get Contribution File Status, Delete, and Cancel.

Date-_____

To
The Branch Manager

Subject: Covering letter for Fund Transfer to NPS Trust

Dear Sir,

You are hereby authorized to transfer amount by way of electronic fund Transfer to NPS Trust Account as per below details

(A) Bank Details of Applicant (Remitter's Information):

(1) Account Name: _____

(2) Account No.: _____

(B) Details of Beneficiary (Receiver of the Funds)

Sr. No	Beneficiary Details	
1	Beneficiary Account No	3107602
2	Amount	70115.00
3	Beneficiary Name	NPS Trust Account
4	Bank Name	Axis Bank
5	Branch	Axis Bank Ltd, CBB Branch, Mumbai
6	IFS Code	UTIB0NPS001
7	Type of Beneficiary Account	Current Account
8	Transaction ID information :Mandatory to provide in the field 7495 (Sender to Receiver message) of remittance by Bank	1125632000083
9	Date of Transaction ID	28/03/2024
10	Mode of Remittance	NEFT/RTGS (R-41 only)

Important Note:

Please remit the amount as mentioned above within 10 working days of SCF generation/ Tran ID 28/03/2024 or else the SCF will get auto cancelled in CRA system and Tran ID mentioned in sr. no 8 under section B will become invalid.

Yours Sincerely

Authorised Signatory

CENTRAL RECORDS KEEPING AGENCY

Date: 28/03/2024
Transaction ID: 1125632000083

REMITTER'S INFORMATION

Account Name: _____
Account No.: _____
Branch: _____
Type of Account: _____

BENEFICIARY'S INFORMATION

Beneficiary Name: _____
Beneficiary Account No.: _____
Bank Name: _____
Branch: _____
IFS Code: _____
Type of Account: _____

TRANSACTION DETAILS

Transaction ID: 1125632000083
Date: 28/03/2024
Mode of Remittance: NEFT/RTGS (R-41 only)

AMOUNT

Amount: 70115.00

REMITTER'S SIGNATURE

Signature: _____
Name: _____
Designation: _____

BENEFICIARY'S SIGNATURE

Signature: _____
Name: _____
Designation: _____

SUB SCRIBER CONTRIBUTION ERROR/WARNING FILE

Line No	Record Type	PKS Name	DOB	Subsriber ID	PRAN	Error/Warning Code	Error/Warning Description	Error/Warning
1	Subscriber Record	PRAN01	1	101717467200014	101717467200014	200	Subscriber mapping does not exist	Warning
2	Subscriber Record	PRAN01	1	101891488200014	101891488200014	200	Subscriber mapping does not exist	Warning

1.3. NSDL Contribution Report:

The NSDL Contribution Report tab is used to view the NPC contribution details of employees, including employee name, PRAN number, file number, employee contribution, employer contribution, and total contribution.

The screenshot shows the Maharashtra Jeevan Pradhikaran dashboard. The top navigation bar includes 'Master', 'Transaction', 'GPF', 'NPS Report', 'NPS', and 'Pension'. The 'NPS Report' tab is selected, and a sub-tab 'NSDL Contribution Report' is active. The dashboard displays several key metrics in a grid format:

- PayBill Approve from Beams: 28
- Acknowledged by CMP SBI: 28
- Salary Credited: 28
- PayBill Forward to BEAMS: 28
- Generate PayBill: 28
- Change Statement Approved: 28
- TOTAL Employee: 38
- Change Statement Generated: 28
- Change Statement Forwarded: 28

At the bottom, there are four summary cards:

- Total Employee: 40
- Active Employees: 38
- Total DDOs: 1
- Total Offices: 1

The footer contains the text '© By Maharashtra Jeevan Pradhikaran' and 'Developed & Maintained by : Maha'.

Path: NPS reports >

Step 1: select month, select year and click on show report button

The screenshot shows the 'NSDL Contribution Report' form. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Report > NSDL Contribution Report'. The form has two dropdown menus: 'Month' (set to 'March') and 'Year' (set to '2024'). Below the dropdowns are three buttons: 'Show Report', 'Reset', and 'Cancel'. The footer contains the text '© By Maharashtra Jeevan Pradhikaran' and 'Developed & Maintained by : Maha'.



Maharashtra Jeevan Pradhikaran

Statement Showing Contribution of NSDL Contribution Report

PAYBILL OF MONTH JANUARY - 2024 PAID IN MONTH FEBRUARY-2024

Sr No	Name of Employee	PRAN No.	File No.	Employer Contribution	Employee Contribution	Total
1	AARATI DIGAMBAR KHARCHE	110280020071	3333202401003	10220.0	7300.0	17520.0
2	GAJANAN JAGANNATH KSHIRSAGAR	110179114972	3333202401003	4865.0	3475.0	8340.0
3	KAILASH PRAKASH MOHARKAR	111109160923	3333202401003	4435.0	3168.0	7603.0
4	MANOJ SHYAM SALVE	110199114968	3333202401003	4313.0	3081.0	7394.0
5	NAJEEM GULAB SHAIKH	110200020075	3333202401003	3168.0	2263.0	5431.0
6	SACHIN VIJAY GHODERAO	110260020072	3333202401003	3373.0	2409.0	5782.0
7	SAVITA RAHUL KALASKAR	110189160924	3333202401003	4190.0	2993.0	7183.0
8	VISHAL RAMKRUSHNA SAPKALE	110240020073	3333202401003	3168.0	2263.0	5431.0
9	YOGESH GOVIND VIDHATE	110220020074	3333202401003	3168.0	2263.0	5431.0
			Total:	40900.0	29215.0	70115.0

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[Cancel](#)