



केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
[कृषि अनुसंधान एवं शिक्षा विभाग, कृषि मंत्रालय, भारत सरकार]

Central Marine Fisheries Research Institute
(Indian Council of Agricultural Research)

[Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India]

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दिनांक / Dated: 26.08.2016

CIRCULAR

विषय /Sub: DDO Login access to CRA System – reg.

Enclosed please find a copy of Communication received from CRA which is self explanatory. It is stated that "to empower DDO with adequate and timely information for NPS implementation, various functionalities – Security, View, Capturing Exit requests, Grievance etc. - have been now made available in the CRA System (www.cra-nsdl.com)". DDO has to log in to the CRA system with User ID and I Pin to access the dedicated functionalities. Guidelines for process of password generation by DDO is enclosed for your reference.

Encl: as above

(ए .वी .जोसफ / A.V. Joseph)

पी ए ओ/मुख्य वित्त व लेखा अधिकारी/
PAO/Chief Finance and Accounts Officer

सेवा में/To

All the DDOs /SICs of CMFRI, Kochi/Regional/Research Centres/KVK

✓ The SIC, AKMU, CMFRI, Kochi-18 – for placing in CMFRI Intranet.



[Communications CRA <Communications.cra@nsdl.co.in>
Wed, 07/20/2016 08:04 PM

From: [Communications CRA <Communications.cra@nsdl.co.in>
Subject: DDO Login access to CRA System

Dear Sir/Madam,

In order to empower the DDO with adequate & timely information to assist the PAO/CDDO in NPS implementation, various functionalities have been now made available in the CRA system (www.cra-nsdl.com). DDO needs to log in to CRA System with the User ID and I Pin (Guidelines enclosed for your reference) to access the dedicated functionalities.

The available functionalities in CRA system for DDOs are mentioned below:

- 1) **Security:** This option is for DDOs to manage their log in credentials. With the help of this option DDO offices can change password and change 'Secret Question and Answer' (required to reset password online in event of DDO forgetting password/password locked).
- 2) **View:** Following 'views' are available under this option
 - a) Subscriber details
 - b) Subscriber List - DDO can download the list of underlying subscribers
 - c) Statement of Transaction - New: DDOs can view and print financial year wise Statement of Transaction of the underlying subscribers.
 - d) E- PRAN - DDOs can view exact replica of PRAN card of the subscriber. DDOs can print the same in case subscriber needs it.
 - e) Statement of Voluntary Contribution under NPS - DDOs can view the statement showing Voluntary Contributions made by the subscriber in Tier I account.
- 3) **Capturing Exit Requests:** It helps DDOs to initiate the withdrawal request online on behalf of subscribers under the prescribed guidelines.
- 4) **Grievance:** Under this functionality DDO can view the grievances raised against the PAOs and provide feedback to the concerned PAO for resolution of the grievances.

Your office is advised to disseminate this information to the underlying DDOs.

For any clarification in this matter, the Nodal office may contact Mr. Subodh Nagwekar (Tel No: 022-2499 4319, Email ID - subodhn@nsdl.co.in) or Mr. Dhiraj Mhatre (Tel No: 022-2499 4809, Email ID - dhirajm@nsdl.co.in).

Thanks & Regards,

Central Recordkeeping Agency (National Pension System) | (CIN U72900MH1995PLC095642)



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Handwritten signature and date: 22/8/16

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Handwritten signature and date: 22/8/16

Process for password generation by DDOs

Introduction

The DDOs can login the CRA system using User ID & I-PIN (password). The registration number allotted by CRA to the DDOs followed by '00' to be used as User ID. The DDOs can generate their I-PIN by capturing a request through instant reset option in the CRA system (www.cra-nsdl.com) and getting it authorized by their associated Nodal Office (PAOs/DTOs).

Pre-requisite for DDO login:

- A. The DDO should be registered with CRA and should have obtained the DDO Registration Number from CRA.
- B. The status of the DDO should be 'Active' in CRA system.

Process for password generation:

1. The DDOs are required to access CRA website (www.cra-nsdl.com) and click on the specified hyperlink on home page to generate instant I-PIN.
2. Once the DDO clicks on the link, two options will be made available to the User as shown below:
 - A. Reset Password using secret question
 - B. Instant Reset I-PIN
3. The User is required to select 'Instant Reset I-PIN' The User is then required to provide the DDO Registration number followed by two zeros (e.g. if DDO Reg is 'ABC012345D' then the User ID would be 'ABC012345D00') and click on 'submit'.

4. On submission of User ID, the User is required to provide some basic information like DDO registration number, name of the person, designation etc., and submit the details. The DDO is required to provide registered email ID and also email ID for PIN mailer, which will be an additional email ID. The registered email ID and additional email ID may be same.
5. After submission of the details, CRA system will display a confirmation screen which the User is required to confirm.
6. Once the request is confirmed, an Acknowledgement number is generated. The print of the Acknowledgement needs to be taken and the same needs to be submitted to the associated Nodal Office for authorizing the request of reset of IPIN. The DDO User can login and access the CRA system once the request is authorized by the mapped Nodal Office.

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