

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

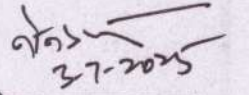
07/07/2025

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, बंगलुरु/हैदराबाद।
4. नोटिस बोर्ड (के.हि.प्र.सं.), पं.दीनदयाल अंत्योदय भवन, नई दिल्ली।
- ✓ 5. केंद्रीय हिंदी प्रशिक्षण संस्थान की वेबसाइट पर अपलोड हेतु।

7वां तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003

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Change is growth

**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**REVISION HISTORY**

Sr. No.	Date	Version	Section Number	Description of Change
1	22/3/2025	1.0	-	Initial Version

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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2	Shifting from NPS to UPS - Initiation of request by Subscriber

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 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:

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

Online mode: Steps to initiate shifting from NPS to UPS

A: Initiation of request by Subscriber

1. The Subscriber needs to go to the link <https://enps.nsdl.com/eNPS/NationalPensionSystem.html> and click on NPS To UPS Migration under the **Unified Pension Scheme** menu.

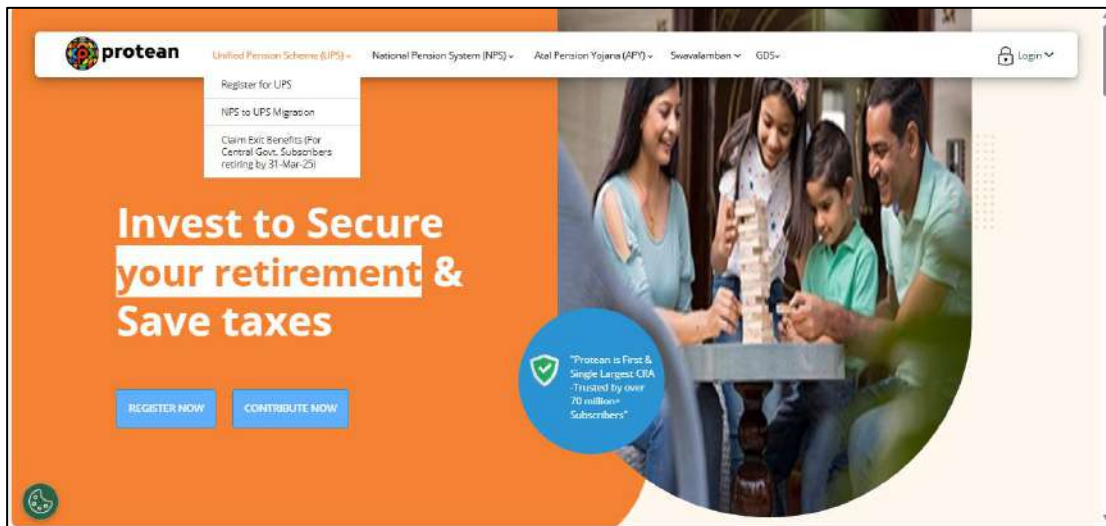


Figure 1

2. The Subscriber needs to provide his/her PRAN and DOB details and enter the captcha and click on verify PRAN.

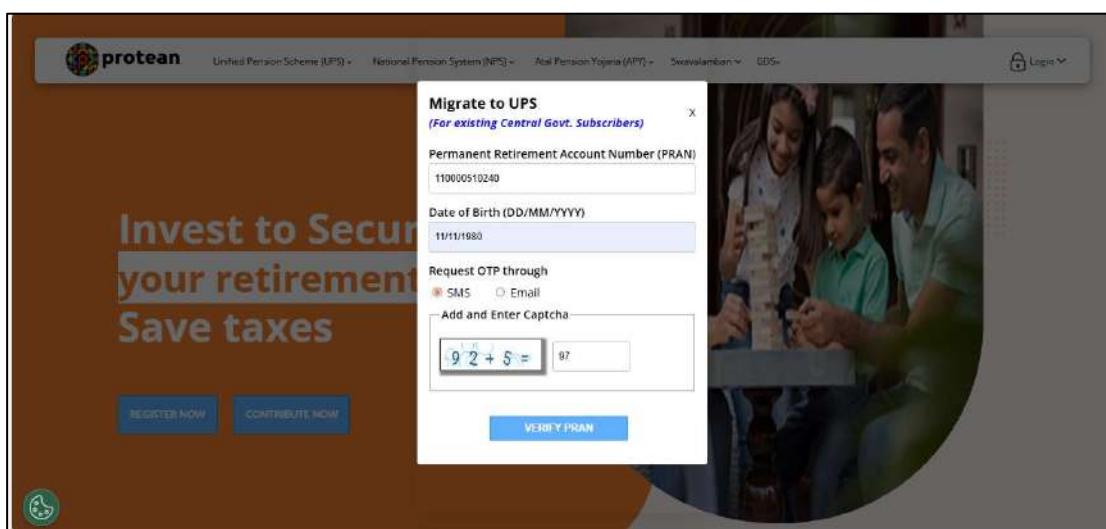


Figure 2

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

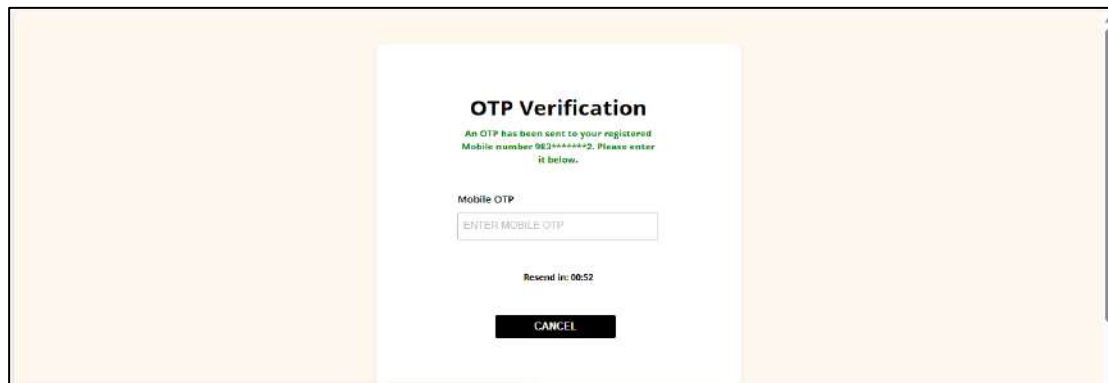


Figure 3

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).

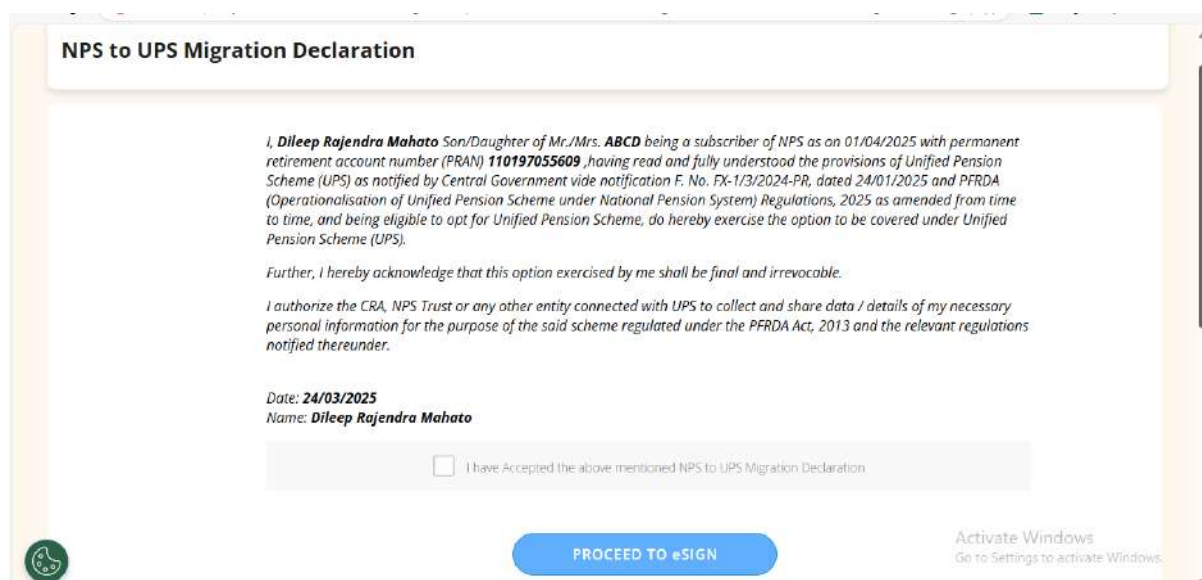


Figure 4

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

NPS to UPS Migration Declaration

I, **Dileep Rajendra Mahato** Son/Daughter of Mr./Mrs. **ABCD** being a subscriber of NPS as on 01/04/2025 with permanent retirement account number (PRAN) **110197055609**, having read and fully understood the provisions of Unified Pension Scheme (UPS) as notified by Central Government vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time, and being eligible to opt for Unified Pension Scheme, do hereby exercise the option to be covered under Unified Pension Scheme (UPS).

Further, I hereby acknowledge that this option exercised by me shall be final and irrevocable.

I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data / details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder.

Date: **24/03/2025**
Name: **Dileep Rajendra Mahato**


☒ I have Accepted the above mentioned NPS to UPS Migration Declaration

PROCEED TO eSIGN

Activate Windows
Go to Settings to activate Windows.

Figure 5

- Subscriber must complete e-Sign verification by submission of Virtual Identification (VID- 16 digit no) /Aadhaar details. On entering the VID/Aadhaar details, the Subscriber needs to select the tab "send OTP".

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National Pension System Trust has requested to Digitally sign the document

Transaction ID: UKC:eSign:2520:20250312153922241 dated 2025-03-12T15:39:27

English

Please click on the checkbox and enter Aadhaar/Virtual ID

☒ I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -

- 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.
- 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 .
- 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.

[Click Here to generate Virtual ID](#), [Download Instructions to generate Virtual ID in lieu of Aadhaar](#).

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.



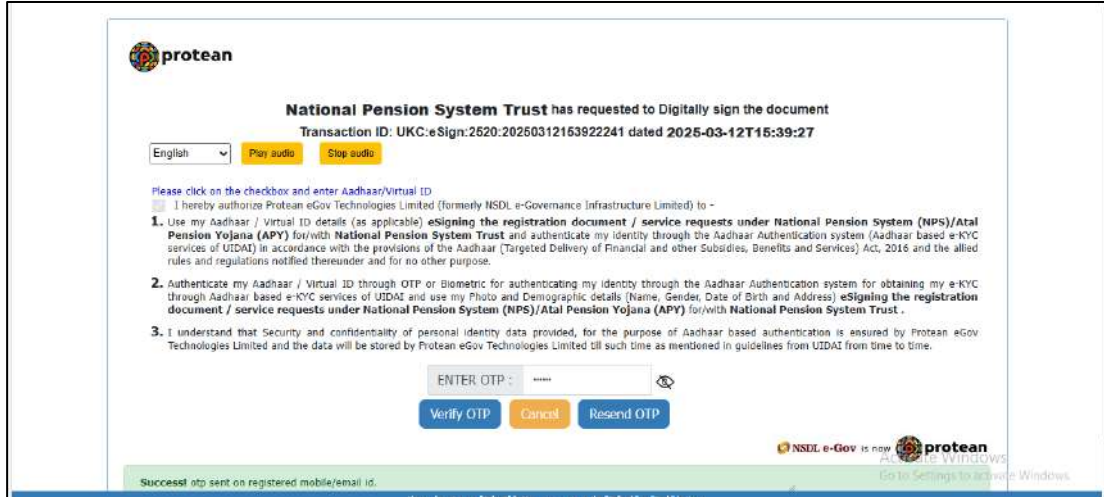
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Figure 6

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**.



The screenshot shows the Protean eGov portal interface. At the top, it says "National Pension System Trust has requested to Digitally sign the document" with a transaction ID: UKC:eSign:2620:20260312153922241 dated 2025-03-12T15:39:27. Below this, there are language and audio controls. A checkbox is checked, and the user is prompted to click on the checkbox and enter their Aadhaar/Virtual ID. Three numbered instructions are provided: 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. Below the instructions, there is an "ENTER OTP" field with a "Verify OTP" button, a "Cancel" button, and a "Resend OTP" button. At the bottom, a green banner states "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).



The screenshot shows the "NPS to UPS Migration Confirmation" page. It features a large green checkmark icon and the text "NPS to UPS Migration request Initiated successfully". Below this, a table displays the migration details:

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

Below the table, there is a button labeled "DOWNLOAD e-SIGNED MIGRATION FORM". At the bottom right, there is a watermark for "Activate Windows" and a link to "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.
