

KFin Technologies Limited – Central Recordkeeping Agency



PFRDA

**Standard Operating Procedure
For
Inter CRA Subscriber Shifting Request
Version 1.0**

Document Revision History

Sr.No.	Version	Prepared	/	Reviewed & Approved By		Reasons for revisions
		Revised By		Name	Date	
1	1.0	Gaurav Kalidas Sutar		Ujwala Chavan	28 Dec., 2024	Initial version

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Accessing the Kfintech CRA System

Kfintech CRA system is a web-based application - <https://cra.kfintech.com/> that can be accessed by the registered user through password-based logins.

Nodal Office User will Login by entering the User Type, User ID and Password provided by the CRA as shown below and will be redirected to Digi locker for Aadhar validation.

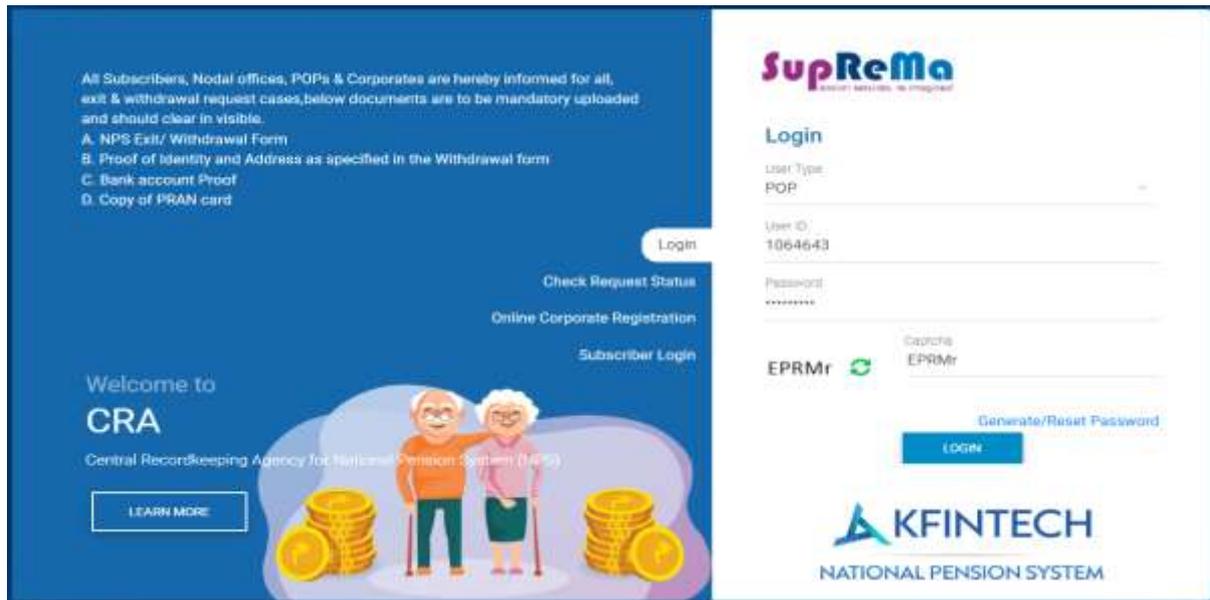


Figure 01

After successful login, in next screen Nodal officer has to enter its 12-digit Aadhar which is mapped to the said User ID and Click on the button labelled "Next"



Figure 02



Figure 03

Provide Digi-locker consent and click on the button labelled "Allow" in below mentioned Screenshot.

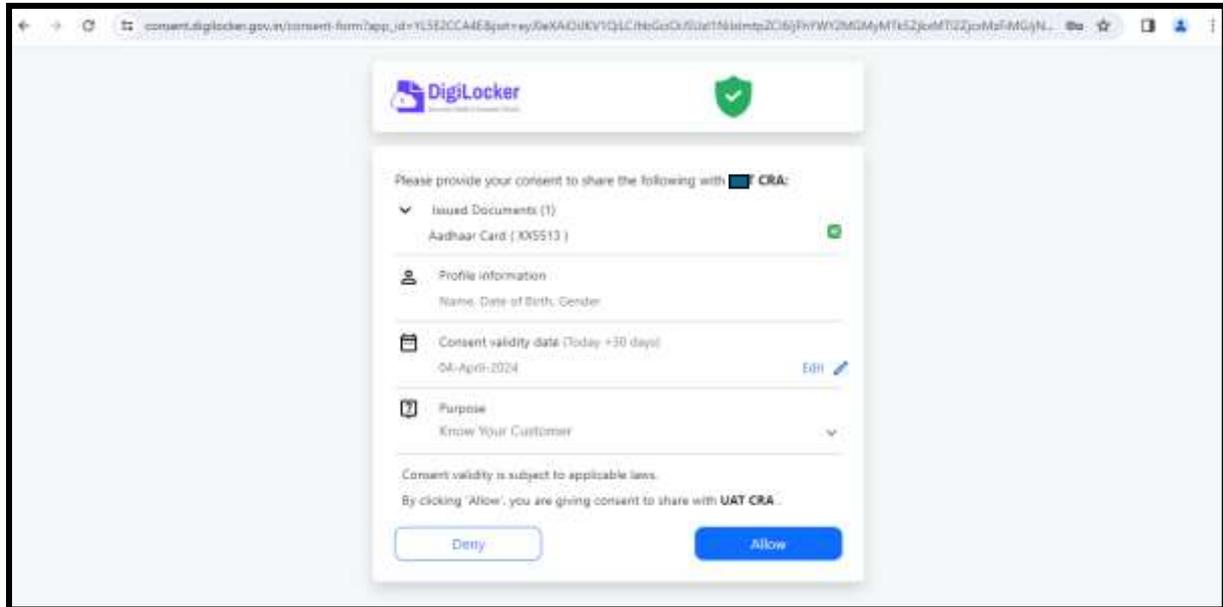


Figure 04

Inter CRA Request is Maker-Checker Role

A. CRA Shifting Initiation (Maker role)

- 1) Post login, User can see below dashboard.
- 2) Go to menu “Interoperability”
- 3) Under menu “**interoperability**” select sub menu “**CRA Shifting Initiation**” (Maker will initiate the Shifting).

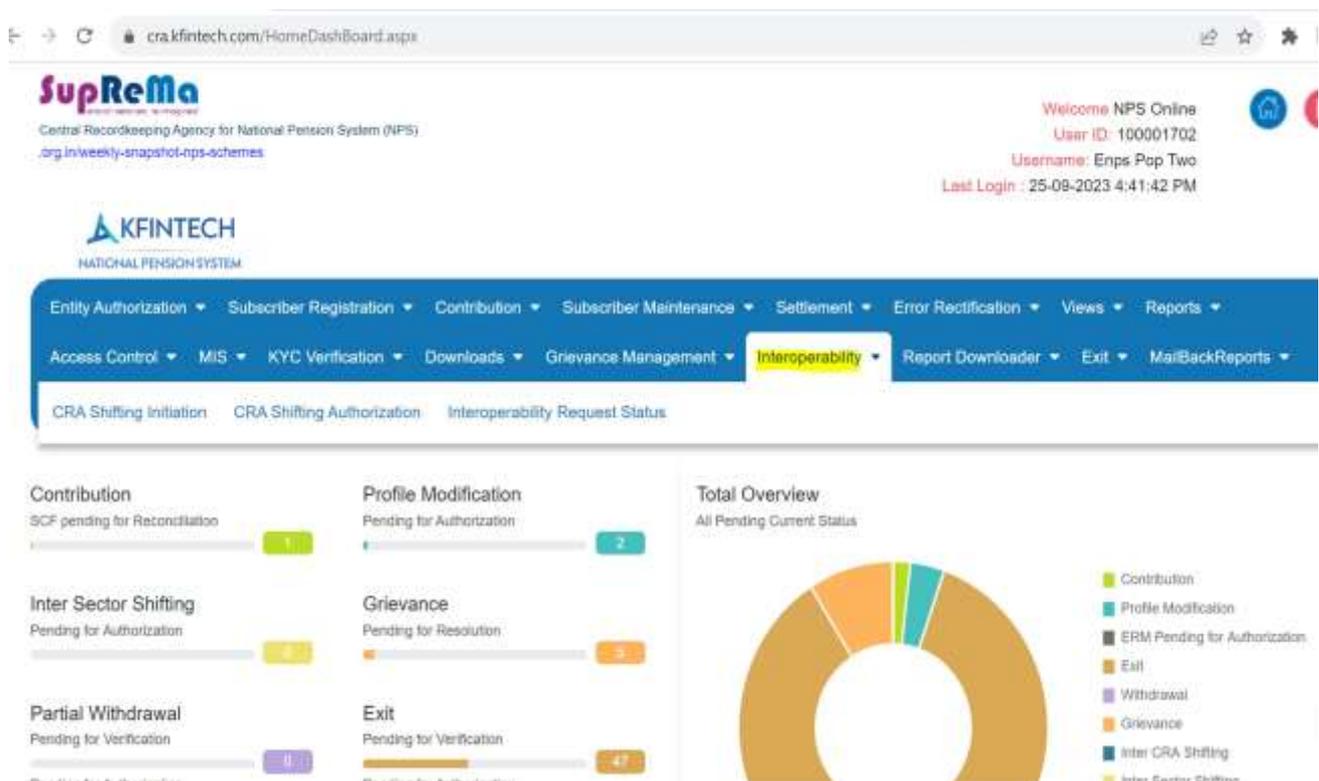


Figure 05

Click on “CRA Shifting Initiation”

Request Page will appear and enter the PRAN, DOB, source POP-SP and Sector i.e. UOS for AL, CP for Corporate.

Once the above details are entered, the data will be fetched, and other details are visible in remaining fields.

Note: Central Government Sector (CG) and State Government Sector (SG) PRAN shifting will be processed by KCRA. POP need to share request to CRA for Govt PRAN shifting.

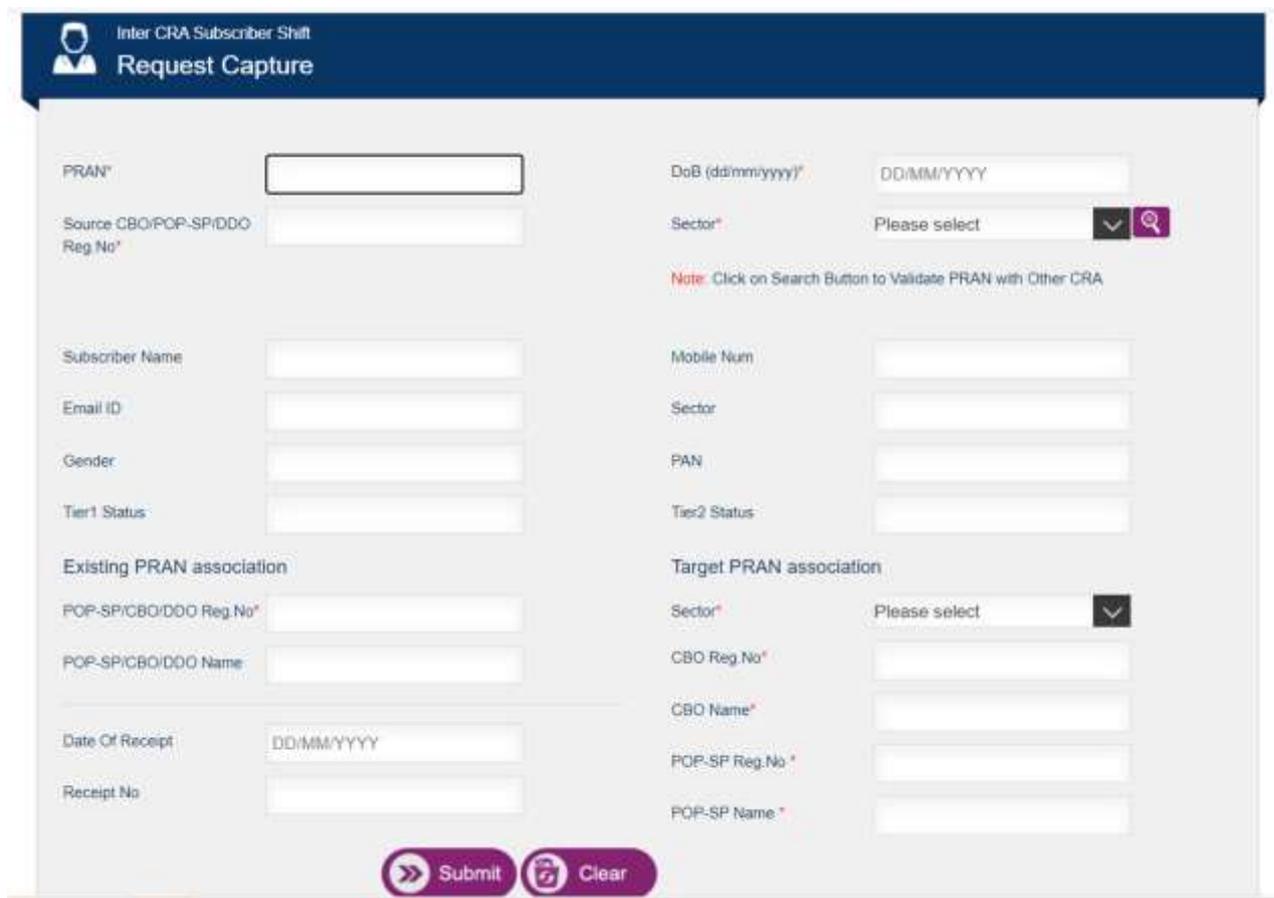


Figure 06

Under Target PRAN Association, Select Target sector, POP-SP/CBO Reg. No should be provided to which the PRAN is getting shifted.

Once details are entered, click on Submit.

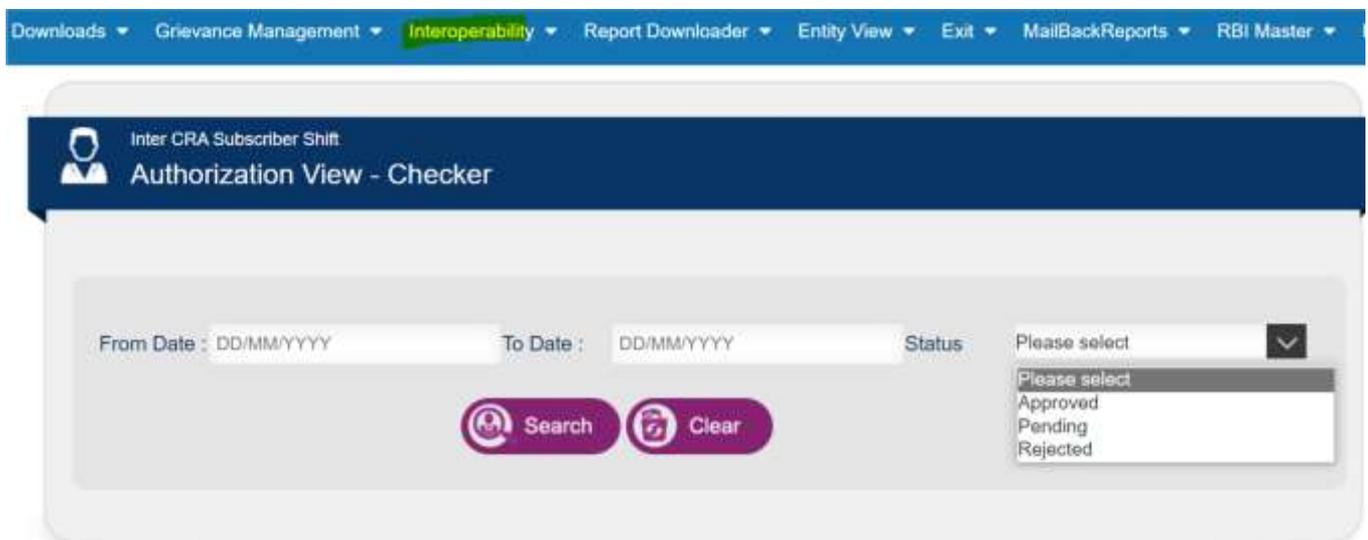
 Inter CRA Subscriber Shift
Request Capture

PRAN*	<input type="text" value="111"/>	DoB (dd/mm/yyyy)*	<input type="text" value="14/12/2006"/>
Source CBO/POP-SP/DDO Reg.No*	<input type="text" value="5000236"/>	Sector*	<input type="text" value="CP"/> 
Note: Click on Search Button to Validate PRAN with Other CRA			
Subscriber Name	<input type="text"/>	Mobile Num	<input type="text"/>
Email ID	<input type="text"/>	Sector	<input type="text" value="CORP"/>
Gender	<input type="text"/>	PAN	<input type="text" value="AJI"/>
Tier1 Status	<input type="text" value="Active"/>	Tier2 Status	<input type="text"/>
Existing PRAN association		Target PRAN association	
POP-SP/CBO/DDO Reg.No*	<input type="text" value="5705943"/>	Sector*	<input type="text" value="Please select"/>
POP-SP/CBO/DDO Name	<input type="text"/>	CBO Reg.No*	<input type="text"/>
Date Of Receipt	<input type="text" value="DD/MM/YYYY"/>	CBO Name*	<input type="text"/>
Receipt No	<input type="text"/>	POP-SP Reg.No*	<input type="text"/>
		POP-SP Name *	<input type="text"/>

Figure 07

B. Inter CRA Authorization (Checker role)

- 1) For authorization of Inter CRA request another user (checker) should login with different user ID and post login, User needs to access menu
- 2) User will click on menu “Interoperability” and other sub menu will be visible and click on “CRA Shifting Authorization”
- 3) Once the User clicks on sub menu “**CRA Shifting Authorization**” below screen will appear and user will provide the data range and select the status as “Pending”



Downloads ▾ Grievance Management ▾ **Interoperability** ▾ Report Downloader ▾ Entity View ▾ Exit ▾ MailBackReports ▾ RBI Master ▾

Inter CRA Subscriber Shift
Authorization View - Checker

From Date : DD/MM/YYYY To Date : DD/MM/YYYY Status Please select ▾

Please select
Approved
Pending
Rejected

Search Clear

Figure 08

- 4) Once the user clicks on Search all pending requests will appear which are yet to be authorized.
- 5) Click on “View” to view the details.
- 6) When the user clicks on “View”, details will appear, and user can approve by “Accepting” or “Rejecting” the request. If the request is rejected Remarks field will be enabled to enter the reason for rejection

PRAN*	11 [REDACTED]	DoB (dd/mm/yyyy)*	15/10/1999
Source CBO/POP-SP/DDO Reg.No*	6396950	Sector*	UOS
Subscriber Name	[REDACTED]	Mobile Num	
Email ID		Sector	UOS
Gender		PAN	EFF [REDACTED]
Tier1 Status	Active	Tier2 Status	Active
Existing PRAN association		Target PRAN association	
POP-SP/CBO/DDO Reg.No*	6396950	Sector*	AL
POP-SP/CBO/DDO Name		POP-SP Reg.No *	1000017
Date Of Receipt	DD/MM/YYYY	POP-SP Name *	NPS Online
Receipt No		Status	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
		Remarks	wrong details entered in form

Figure 09

7) Once the User approves the request the authorization will captured with Acknowledgement number.

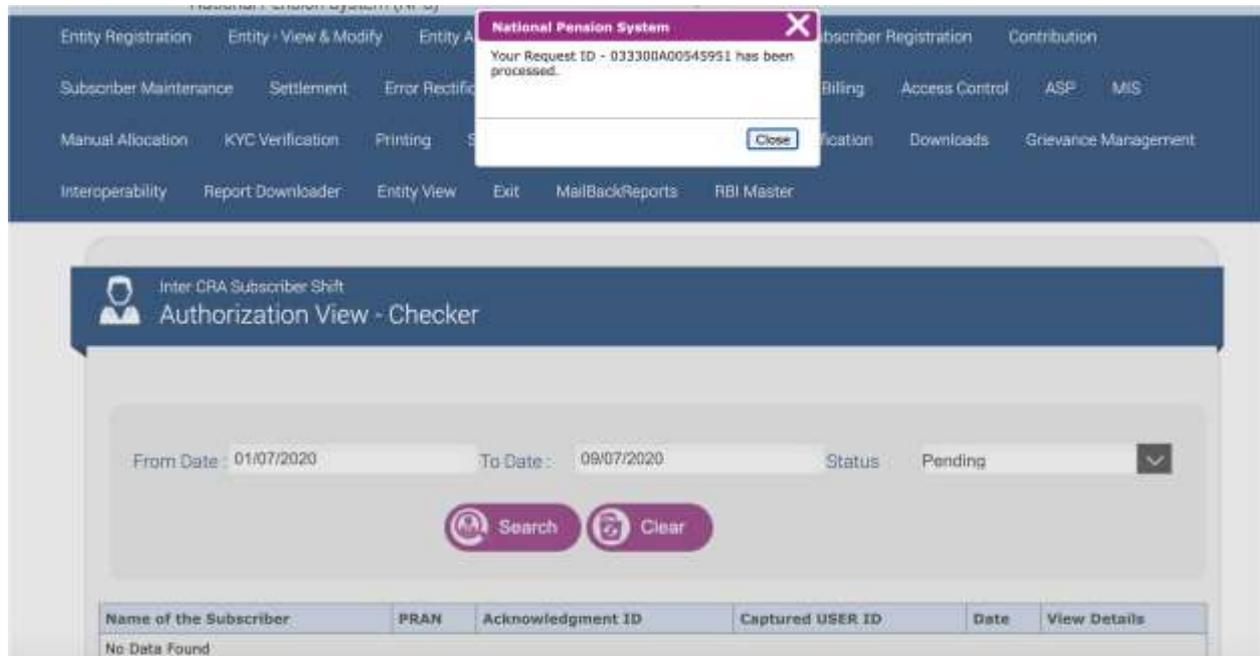
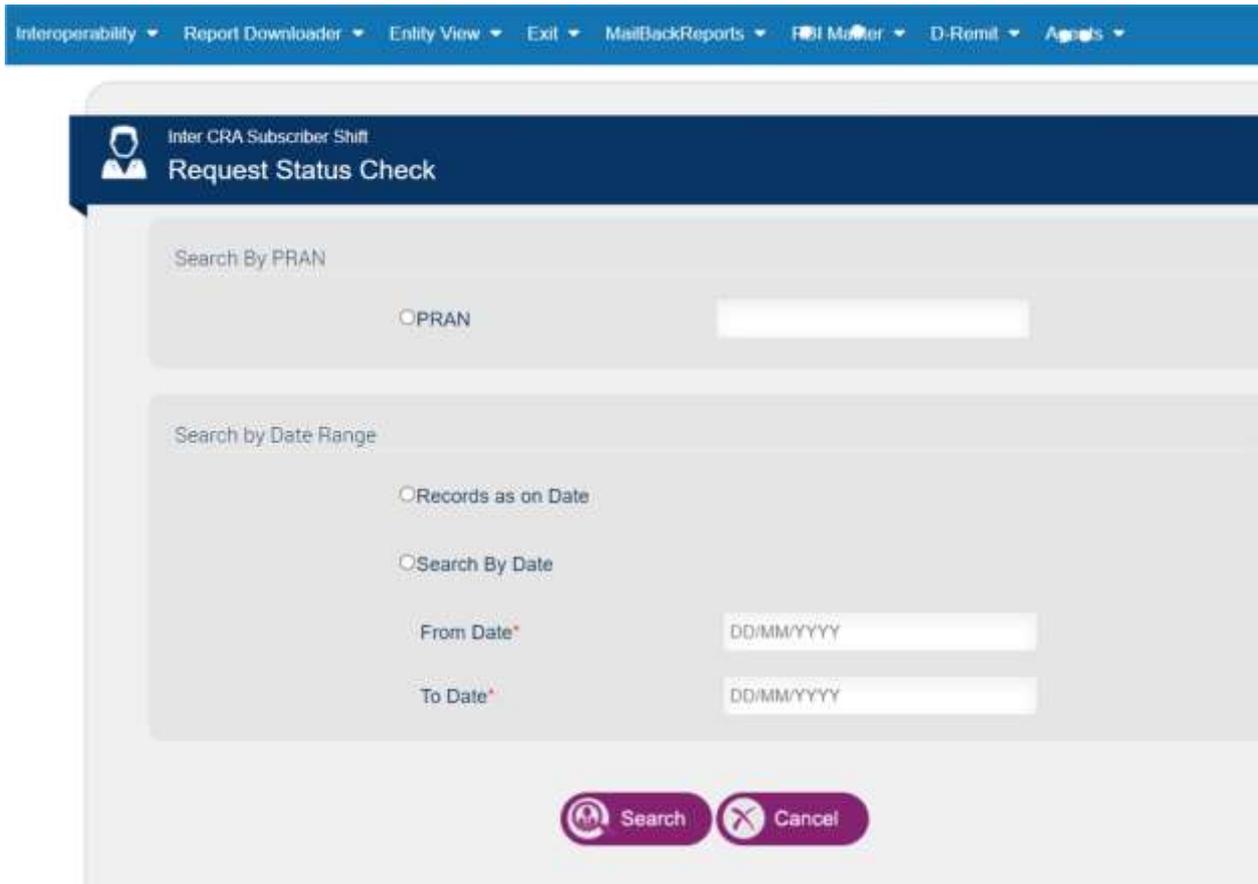


Figure 10

Interoperability request Status Check

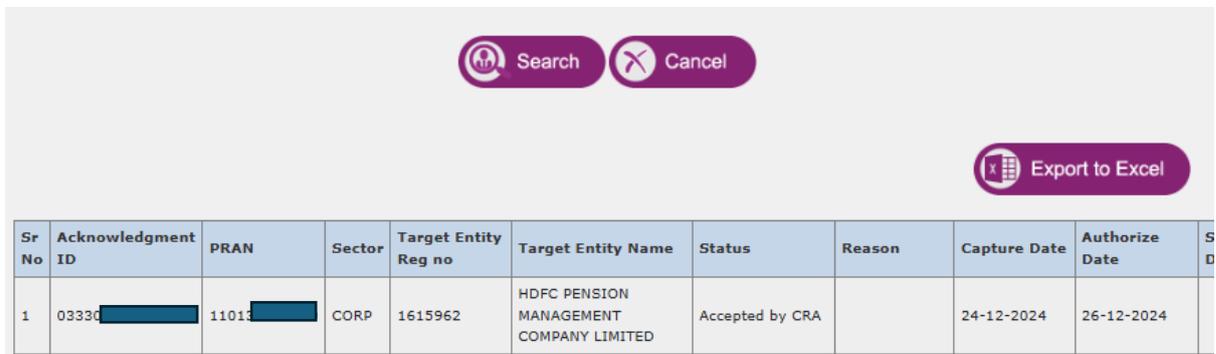
- 1) User can check the status of Inter CRA request by clicking on menu “Interoperability” and sub menus will be visible
- 2) Click on sub menu “Interoperability Request Status”. User have to enter the PRAN or search by date range and click submit.



The screenshot shows a web application interface for checking the status of an Interoperability Request. At the top, there is a navigation bar with the following menu items: Interoperability, Report Downloader, Entity View, Exit, MailBackReports, FRI Mailer, D-Remit, and Agents. Below this, a dark blue header contains a user profile icon and the text "Inter CRA Subscriber Shift" and "Request Status Check". The main content area is divided into two sections: "Search By PRAN" and "Search by Date Range". In the "Search By PRAN" section, there is a radio button labeled "PRAN" and an empty text input field. In the "Search by Date Range" section, there are two radio buttons: "Records as on Date" and "Search By Date". Below these are two date input fields: "From Date*" and "To Date*", both with a placeholder "DD/MM/YYYY". At the bottom of the form, there are two buttons: "Search" (with a magnifying glass icon) and "Cancel" (with a close icon).

Figure 11

By clicking the search button, details will appear for the PRAN. User can find the status of Inter CRA request as “accepted” or “rejected” by the CRA. If the reason section flagged as “accepted” the PRAN will be shifted to KCRA in T+5 working days.



Sr No	Acknowledgment ID	PRAN	Sector	Target Entity Reg no	Target Entity Name	Status	Reason	Capture Date	Authorize Date	S D
1	03330 [REDACTED]	1101 [REDACTED]	CORP	1615962	HDFC PENSION MANAGEMENT COMPANY LIMITED	Accepted by CRA		24-12-2024	26-12-2024	

Figure 12