



Standard Operating Procedure

For

UTI as a Scheme Partner

Of

**Mahatma Gandhi Pravasi Suraksha Yojana
Recordkeeping System (MRKS)**

Registration and Contribution

Introduction

The Ministry of Overseas Indian Affairs (MOIA), Government of India (GOI) has launched Mahatma Gandhi Pravasi Suraksha Yojana (MGPSY), a special social security scheme for more than five million overseas Indian workers on temporary work permit in 17 Emigration Check Required (ECR) countries. The scheme aims to encourage, enable and assist overseas Indian migrant workers having ECR passports working on a valid temporary employment / contract visa to voluntarily (a) save for their return and resettlement, (b) save for their old age, and, (c) obtain a Life Insurance cover against natural and accidental death during the period of coverage. Male and female overseas Indian workers with ECR passport and aged between 18 and 50 years who are emigrating overseas or have already emigrated overseas on employment / contract visa are eligible to join the scheme.

MGPSY is implemented using the Pension Fund Regulatory and Development Authority (PFRDA), Securities and Exchange Board of India (SEBI), and Insurance Regulatory and Development Authority (IRDA) regulated products as per their institutional architecture. Under MGPSY, a subscriber will have the option to (a) save for their return and resettlement through investment in an earmarked scheme of UTI Mutual Fund (b) save for their old age through NPS Lite and (c) obtain a Life Insurance cover against natural and accidental death during the period of coverage through Life Insurance Corporation of India (LIC). The three partner schemes are as follows:

- i) NPS Lite (PFRDA)
- ii) Monthly Income scheme(UTI)
- iii) Aam Admi Bima Yojana erstwhile Janashree Bima Yojana (LIC)

MGPSY Recordkeeping System (MRKS) is going to provide the core IT infrastructure for implementation of MGPSY and, hence, is crucial for successful operationalisation of the project. All the Key Stakeholders involved in this project will be registered in MRKS. Each Key Stakeholder will be identified by a unique registration number. This document provides the broad guidelines about the roles and responsibilities of UTI as a Scheme Partner with respect to their activities related to MRKS.

Roles & Responsibility of UTI:

As a Scheme Partner in MGPSY, UTI is responsible for downloading the registration details from MRKS and uploading the NAV & Unit details along with PLIF ID to MRKS.

A. Download Functionality:

Once the Banking Partner (BP) transfers the money realised from the subscribers' account for the investment to UTI's pool account, BP will upload the Fund Confirmation Feed (FCF) to MRKS. Subsequently, a registration file will be generated which needs to be downloaded by the UTI.

UTI needs to download the registration details by login to MRKS with their DSC based User ID. Once the UTI will login to the MRKS, welcome screen will appear as shown in Fig: 1.

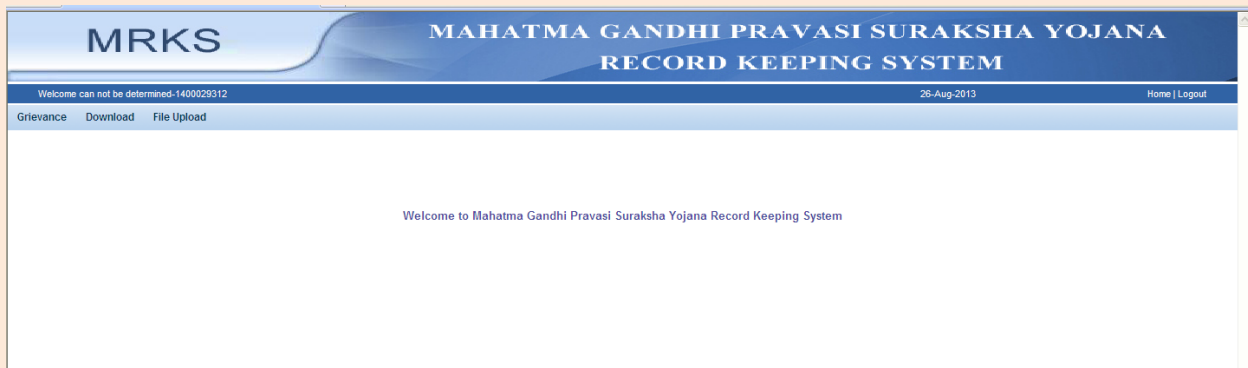


Fig: 1.

To download the registration details, BP needs to select the sub menu "UTI Request" under the menu "Download" as shown below in Fig 2.



Fig 2.

The user needs to enter the “From date” and “To date” and click on search. The date range should not be more than 15 days as shown in Fig.3. The files generated during the date range will be fetched.

Fig. 3.

UTI will get this download in .xml format as shown in Fig. 4. The complete file format is attached.



UTI Download File Format

```
<?xml version="1.0" encoding="utf-8" ?>
- <file>
  <mip-ref-num>24</mip-ref-num>
  <file-creation-dt>2013-05-24</file-creation-dt>
  <file-total-pension-amount>3000.00</file-total-pension-amount>
  <file-total-fund-amount>3000.00</file-total-fund-amount>
  <file-total-investment-amount>6000.00</file-total-investment-amount>
- <request-dtl>
  <plif-id>100018007</plif-id>
  <subscriber-name>ASAS</subscriber-name>
  <fc-id>1300012</fc-id>
  <investment-type>FTI</investment-type>
  <type-of-initial-debit>CHQ</type-of-initial-debit>
  <cheque-number>2342353</cheque-number>
  <cheque-date>2013-05-24</cheque-date>
  <cheque-bank-name>ICICI</cheque-bank-name>
  <cheque-bank-branch>SDVSDV</cheque-bank-branch>
  <pension-amount>3000.00</pension-amount>
  <fund-amount>3000.00</fund-amount>
  <total-investment-amount>6000.00</total-investment-amount>
- <subscriber-dtl>
  <subscriber-address>345345 SWDVUGAUI KSDVNSDKN SDVSD Jammu and Kashmir INDIA 238472</subscriber-address>
  <subscriber-gender>M</subscriber-gender>
  <subscriber-dob>1992-05-01</subscriber-dob>
  <subscriber-contact-number />
</subscriber-dtl>
- <bank-dtl>
  <acc-type>SAVINGS</acc-type>
  <acc-num>45764564654</acc-num>
```

Fig. 4.

The file will contain details of all the PLIF IDs required for registration of the subscriber in UTI for which funds have been received from BP. The file will also contain the UTR of the corresponding fund transfer.

For initial contribution, the tag for Folio No. will be blank and for subsequent contribution, the same will be populated with the Folio No. Further, subscriber’s

contribution and MOIA's co-contribution will be shown as two separate transactions and is identified as a flag.

Once the file is downloaded, UTI needs to register the subscriber, generate a Folio No and allot units based on the receipt of funds on the same day. This data needs to be uploaded back to MRKS on the same day.

B. Upload Functionality:

UTI needs to upload the NAV along with the transaction details as per attached format in .xml to MRKS. However, as the file contains the NAV details, UTI needs to upload the file on a daily basis irrespective of any transaction.



UTI Upload Format

For uploading the details, UTI needs to select the sub menu "Subscriber Details Upload" under the menu "File Upload" as shown below in Fig 5.

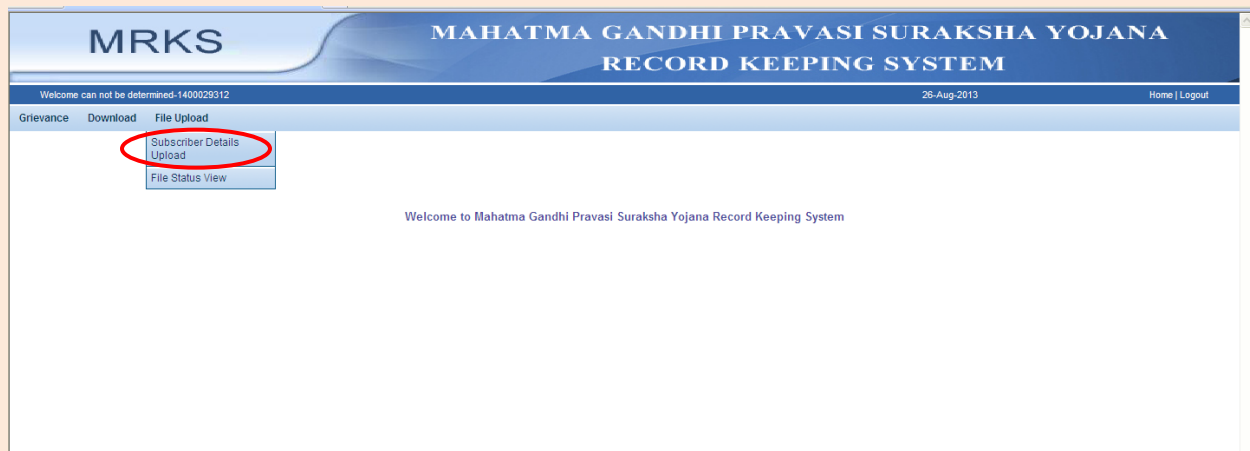


Fig 5.

Once the UTI will select the sub menu "Subscriber Details Upload", under menu "File Upload", below mentioned screen will display.

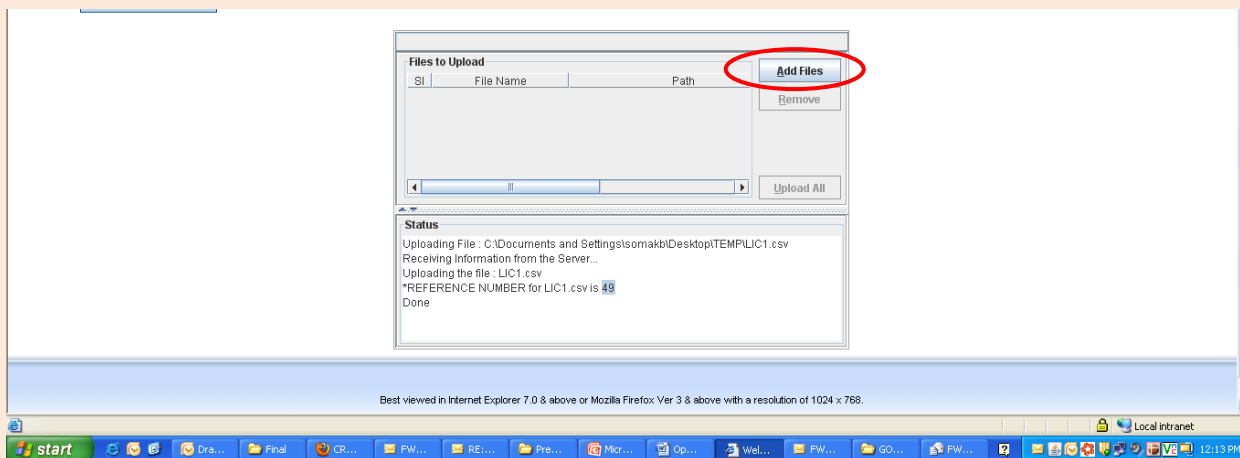


Fig 6.

UTI needs to click on “Add files” option and upload the required file in to the MRKS. UTI can also check the status of file uploaded while selecting the sub menu of “File Status View” under menu “File Upload” as shown below.



Fig 7.

Once the file is successfully uploaded a File Reference Number (FRN) will be displayed, which needs to be maintained by the UTI for future reference.

UTI can also get the status of file upload using the FRN. To get the file status, the user needs to select the sub menu “File Status View” under the menu “File Upload”.

File Ref No.	File Name	Upload Date	File Status	Error File
21	UTI_Upload_1000037209_1.xml	07/04/2013	Accepted	-

Fig: 8

The status will be shown as depicted in Fig: 8. In case the file is rejected, the error message can be viewed by clicking on the hyperlink under “Error File” Column. In such cases the file is rejected, all the records in the file needs to be re-uploaded.
