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## CENTRAL RECORDKEEPING AGENCY

**DDO REGISTRATION FORM** (To avoid mistake(s), please read the accompanying instructions carefully before filling up the form) This form is to be used for the purpose of registration of Drawing and Disbursing Office (DDO) and equivalent entities in State Governments and Union Territories. DDO Registration Number: (To be allotted by CRA) We are pleased to inform you that our Drawing and Disbursing Office has decided to join the National Pension System. The details required for registration in the CRA system are as provided below: 1. DDO TAN (Optional): (Refer to instruction no.11) 2. Name of the DDO Office\*: 3. DDO Address: Flat/Unit No, Block no. \* Name of Premise/Building/Village Area/Locality/Taluka District/Town/City \* State / Union Territory \* Country \* Pin Code \* Phone No. \* (Phone No.) (STD code) Alternate Phone No: 4. Official Email ID\* (Refer to instruction no.5) 5. Authorised contact persons designation \*: 6. Name of the Department: 7. (a) Name of the Ministry \*: (Refer to instruction no.6)

DDO stamp and Signature of Authorised Signatory

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(b) Existing DDO Code*	:		Refer	instru	ction	no. 7)				
8. DTO Registration Number (To be filled by DTO)	er*:				(Re	fer instruc	ction no	0.8)		
9. Name of the State Govt. /	Union Territory*:									
I/We hereby agree and decl	are that the informatio	n provid	led in	the app	plica	tion, is co	mplete	and true.		
								Date:		
								Place:		
DDO G	Signature of	Author	rised S	Signat	ory (	of DDO				
DDO Stamp	,									
Name of Authorised Sig	natory :									
To be attested by DTO						Date:				
						Place:				
		Name						of Authorised Signatory :		
		41 .	1.0.							
DTO Stamp	Signature of Au	unorised	ı Sıgn	atory						
DTO Reg. No. (Allotted	by CRA)									
(Refer instruction no.9)										
	Received or									
Name of the					he o	officer:				
(T. L. CII. L. CDA)				Signature of the officer:						
(To be filled at CRA)	A Stamp									
Instructions for filling the form										

- 1. The form is to be submitted to the address Central Recordkeeping Agency, NSDL e-Governance Infrastructure Limited, Times Tower, 1st Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai 400013.
- 2. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- 3. The form should be filled up completely. **Details marked with (\*) are mandatory fields.**
- 4. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- 5. Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- 6. Kindly provide Name of the Ministry under which DDO office is functioning.
- 7. Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- 8. Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- 9. Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.
- 10. The application form in the prescribed format can be freely downloaded from the CRA website (http://www.npscra.nsdl.co.in).
- 11. TAN is the Tax Deduction and Collection Account Number allotted. by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
  - First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).
  - It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- 12. For more information contact CRA at 022-24994200 or write to CRA at NSDL e-Governance Infrastructure Limited, Times Tower, 1st Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai 400013.