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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.

(To be allotted	on Number l by CRA)	: [
We are pleased to inform you tha The details required for registration									ed to	join t	the 1	New	Pen	sion	Sys	tem.
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/Vil	lage															
Area/Locality/Taluka																
District/Town/City *																
State / Union Territory * Country *																
Pin Code *																
	Phone N		(STD	code)		(Pl	none	No.)							
Alternate Phone No:] [
4. Official Email ID* (Refer to in	struction r	10.5)							1	T						
	signation *	:														_
5. Authorised contact persons des	ngilation															
5. Authorised contact persons des	signation															
5. Authorised contact persons des	ngilation															
5. Authorised contact persons des																
6. Name of the Department:																
			on no	0.6)												

DDO stamp and Signature of Authorised Signatory

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(b) Existing DDO Code*:	(Refer instruction no. 7)
8. DTO Registration Number*: (To be filled by DTO)	(Refer instruction no.8)
9. Name of the State Govt. / Union Ter	y*:
I/We hereby agree and declare that the	ormation provided in the application, is complete and true.
	Date:
	Place:
G	
DDO Stamp	ture of Authorised Signatory of DDO
Name of Authorised Signatory :	
To be attested by DTO	Date:
	Place:
	Name of Authorised Signatory :
Signa DTO Stamp	e of Authorised Signatory
DTO Reg. No. (Allotted by CRA)	
(Refer instruction no.9)	
	Received on
	Name of the officer:
(To be filled at CRA)	Signature of the officer:
CRA Stamp	

Instructions for filling the form

- 1. The form is to be submitted to the address Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai 400 013.
- 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 Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai 400 013.