

**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 Central Civil Ministries / Railway / Post / Telecom / Civil Defence.*

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.12)

2. Are you a Cheque Drawing DDO\*: (Please Tick) Yes  No  (Refer to instruction No. 7)

3. Name of the DDO Office\*:

4. 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. \*    
(STD code) (Phone No.)

Alternate Phone No:

5. Official Email ID\* (Refer to instruction no.5)

6. Authorized contact persons Designation \*:

7. Name of the Department:

8. (a) Name of the Ministry \*: (Refer to instruction no.6)

DDO stamp and Signature of Authorised Signatory

(b) Existing DDO Code\*:       (Refer instruction no. 8)9. PAO/CDDO Registration Number\*:        (Refer instruction no.9)  
(To be filled by PAO/CDDO)

I/We hereby agree and declare that the information provided in the application, is complete and true.

<b>DDO Stamp</b>	<b>Signature of Authorised Signatory of DDO</b>	<b>Date:</b>  <b>Place:</b>

**Name of Authorised Signatory :**

<b>To be attested by PAO</b>	<b>Date:</b>  <b>Place:</b>  <b>Name of Authorised Signatory :</b> _____
<b>PAO/CDDO Stamp</b>	<b>Signature of Authorised Signatory</b>
<b>PAO/CDDO Reg. No. (Allotted by CRA)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
(Refer instruction no.9)	

<b>(To be filled at CRA)</b>	<b>Received on</b> _____ <b>Name of the officer:</b> _____ <b>Signature of the officer:</b> _____
<b>CRA Stamp</b>	

**Instructions for filling the form:**

- 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.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (\*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer at any of Government of India or similar websites & not of any individual person or non government websites like yahoo.com and rediffmail.com.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- CDDOs requires to register both as DDO and PAO. CDDOs must also submit Form N2 (PAO registration form) for registration as a PAO.
- Kindly mention the DDO code allotted by CGA (Controller General of Accounts) or respective accounting formations.
- Kindly mention PAO/CDDO Registration No. allotted by CRA to the PAO/CDDO
- For NCDDO, form has to be duly authorised by PAO registered at CRA. CDDOs are required to directly submit the form to CRA. Till the concerned PAO/CDDO has been registered, it shall retain the DDO registration forms.**
- The application form in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- 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.
- 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.