

Covering letter for DDO Registration Application Forms
(To be submitted by PAO/CDDO in duplicate on official stationery)

To NSDL CRA,

From:

Date:

PAO/CDDO Registration Number:

PAO/CDDO Name:

Pr. AO Name:

PAO's / CDDO's contact No.:

Enclosed please find DDO Registration Forms from the respective DDO's for the purpose of registration in the CRA system. The details of the DDO are as listed below

Sr. No.	Name of the DDO office	Name of the Department
Total Number of Forms Attached:		

I the authorized signatory do hereby declare that what is stated above is correct and complete.

Yours faithfully,

Stamp/Signature/Name of authorised
Signatory of PAO/ CDDO

Acceptance Date and Stamp of CRA

Instructions:

1. This covering letter is to be provided by the PAO/CDDO along with the DDO registration form.
2. Details of DDO should be same as mentioned in the application forms.
3. The application forms should be arranged in same order as mentioned in the covering letter.
4. The form should be submitted at **Central Recordkeeping Agency, NSDL, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013.**

NSDL e-Governance Infrastructure Limited
Times Tower, 1st Floor, Kamala Mills Compound,
Senapati Bapat Marg, Lower Parel, Mumbai - 400013
Maharashtra.

(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 Territory*:

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

DDO Stamp		Date:
	Signature of Authorised Signatory of DDO	Place:
Name of Authorised Signatory :		

To be attested by DTO		Date:
DTO Stamp		Place:
	Signature of Authorised Signatory	Name of Authorised Signatory : _____
DTO Reg. No. (Allotted by CRA) (Refer instruction no.9)		

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

Instructions for filling the form:

- 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.
- 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 & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format 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 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.