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

To NSDI	L CRA,					
From:		Date:				
PAO/CD Pr. AO N	DOO Registration Number: DOO Name: Name: 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 Nu	mber of Forms Attached:					
Yours faithfully, Stamp/Signature/Name of authorised Signatory of PAO/ CDDO Acceptance Date and Stamp of CRA						
 Instructions: This covering letter is to be provided by the PAO/CDDO along with the DDO registration form. Details of DDO should be same as mentioned in the application forms. The application forms should be arranged in same order as mentioned in the covering letter. The form should be submitted at Central Recordkeeping Agency, MSDL, Application, 'A Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013. 						
Trad	form should be submitted at Cen	tral Recordkeeping Agency, MSDL, Placer, 'A' Ware				

CENTRAL RECORDKEEPING AGENCY

DDO REGISTRATION FORM

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form) ThGo

his form is to be used for the purpose of registration of Drawing and Disbursing Office (DDO) and equivalent entities in State overnments 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 New 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. * (STD code) (Phone No.)						
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

(Refer instruction no. 7) 8. DTO Registration Number*: (To be filled by DTO) 9. Name of the State Govt. / Union Territory*: We hereby agree and declare that the information provided in the application, is complete and true. Date:	Aı	nnexure N3	Page 2					
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. Date: Place: Place:		(b) Existing DDO Code*: (Refer instruction no. 7)						
Date: Place: Place: Place: Place: Place: Pla								
Signature of Authorised Signatory of DDO	9.	Name of the State Govt. / Union Territory*:						
Signature of Authorised Signatory of DDO	I/	I/We hereby agree and declare that the information provided in the application, is complete and true.						
Signature of Authorised Signatory of DDO		Date:						
Name of Authorised Signatory : To be attested by DTO		Place:	ε					
Name of Authorised Signatory : To be attested by DTO		Signature of Authorised Signatory of DDO						
To be attested by DTO Date: Place: Name of Authorised Signatory								
Place: Name of Authorised Signatory		Name of Authorised Signatory :						
Signature of Authorised Signatory		To be attested by DTO Date:						
DTO Stamp		Place:						
DTO Reg. No. (Allotted by CRA) Received on Name of the officer: Signature of t		Name of Authorised Si	gnatory:					
Received on Name of the officer: Signature of the officer: 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. Sorm 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.								
Received on Name of the officer: Crassimp								
Name of the officer:								
Name of the officer:								
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		Received on	eived on					
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		Name of the officer:						
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	(To be filled at CRA)							
 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 		CRA Stamp	H					
Denository Limited 4th Floor 'A' Wing Trade World Kamala Mills Compaund Separati Danet Mara Lawer Barel (W)	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							