

National Pension System

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 Officer (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 Officer 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. *
 (STD code) (Phone No.)

Alternate Phone No: FAX:
 (STD code) (Phone No.) (STD code) (Phone No.)

4. Official Email ID* (Email ID should be of official Email ID & not of any individual person)

5. Authorised contact person's designation *:

6. Name of the Department:

7. Existing DDO Code*: (Refer instruction no. 5)

8. DTO Registration Number*: (Refer instruction no. 6)
 (To be filled by DTO)

Form N3 SG

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

To be attested by DTO		
DTO Stamp	Signature of Authorised Signatory	Date: Place: Name of Authorised Signatory : _____

DTOReg.No. (Allotted by CRA)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(Refer instruction no.9)	

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

- The form is to be submitted to the address – Central Recordkeeping Agency , Karvy Selenium, Tower- B, Plot No 31 & 32, Financial district, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana 500032.
- 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.
- 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 DTO 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.nps.karvy.com>).
- 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 Toll Free No:1800 208 1617 or write to Central Recordkeeping Agency , Karvy Selenium, Tower- B, Plot No 31 & 32, Financial district, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana - 500032