

**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
<b>Total Number of Forms Attached:</b>		

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, 4<sup>th</sup> 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.

**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.*

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

