CENTRAL RECORDKEEPING AGENCY

PAO/CDDO 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 Pay and Accounts Office (PAO) or Cheque Drawing and Disbursing Officer (CDDO) or equivalent entities in Central Civil Ministries / Railways/Post / Telecom /Civil Defence.

PAO/CDDO Registration Number :
(To be allotted by CRA) ☐☐☐☐☐☐☐

We are pleased to inform you that our Pay and Accounts Office / Cheque Drawing and Disbursing Officer has decided to join the National Pension System. The details required for registration in the CRA system are provided below:

1. PAO/ CDDO AIN (Optional): ☐☐☐☐☐☐☐ (Refer instruction no. 4)

2. Are you a Cheque Drawing DDO *: Yes ☐ No ☐ or PAO cum DDO: Yes ☐ No ☐ (Refer instruction no. 12)

3. PAO/CDDO Type*: ☐ Civil ☐ Postal ☐ Telecom ☐ Railways ☐ Defence
(Please Tick √)

4. Name of the PAO/CDDO Office*:

5. PAO/CDDO 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 Number:

Fax Number:

6. Official Email ID*: (Refer instruction no.5)

7. Authorized contact person's Designation*:

8. Name of the Departments currently served by the PAO/CDDO*: (Refer instruction no.6)
i)
ii)
iii)
iv)

PAO/CDDO stamp & Signature of Authorised signatory

v)

9. (a) Name of the Ministry*: (Refer to instruction no. 7)

(b) Existing PAO/CDDO code*: (Refer instruction no. 8)

(c) Pr.AO Registration Number*: (Refer instruction no. 9)

I/We hereby agree and declare that the information provided in the application, is complete and true.
I / We understand that there would be PFRDA approved ***Terms and Conditions*** on the CRA website ***governing Nodal Office's use of I-Pin (to view and transact online) & T-pin to access CRA / NPSCAN***. I /We agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

PAO/CDDO Stamp	**Signature of Authorised signatory of PAO/CDDO** **Name: _____ Place: _____** **Designation: _____ Date: _____**
Pr.AO Stamp **Pr.AO Reg. No. (Allotted by CRA)** (Refer instruction no.10)	**Signature of Authorised signatory of Pr.AO** **Name: _____ Place: _____** **Designation: _____ Date: _____**
	Received on : _____ **Name of the officer : _____** **Signature of the officer : _____**
CRA Stamp	

Instructions for filling the form:

1. 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.
2. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
3. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word. **Details marked with (*) are mandatory fields.**
4. AIN is the Account Identification Number allotted by Income Tax Department.
5. Email ID should be the official Email ID of the PAO/CDDO at any of Government of India or similar websites & not of any individual person or non government websites like yahoo.com and rediffmail.com.
6. In case of additional departments, please provide an annexure to the form mentioning the details of the additional departments.
7. Kindly mention the administrative ministry under which PAO/CDDO office is functioning.
8. Kindly mention the PAO/CDDO code allotted by CGA (Controller General of Accounts) or Respective accounting formations.
9. Kindly mention Pr.AO Reg. No. allotted by CRA to the Principal Accounts Office.
10. **Form has to be duly authorised by Pr.AO registered at CRA. Till it has been registered, it shall retain the forms.**
11. 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).**
12. **If you function as either CDDO or PAO cum DDO, kindly submit Form N3 (DDO registration form) also for registration as a DDO.**
13. 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.