

**DIRECTORATE OF TREASURIES AND ACCOUNTS
TELANGANA STATE :: HYDERABAD**

Cir.Memo.No.D1/2149/2014

Dt: 13-02-2024

Sub: T & A Dept. – National Pension System/CPS – Forwarding N3-Forms for allotment of DDO Registration Number – Instructions - Reg.

Attention of all the Nodal Officers (DTO/DST/STs) in the state is invited to the subject cited. It is informed that the following are the instructions for filling DDO Registration Form(N3-Form) in CRA-NSDL.

1. The form is to be submitted to the address – Central Recordkeeping Agency, Protean eGov Technologies (formerly 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. 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.nsdli.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.

Whereas, the DTOs are forwarding the N3-Forms for allotment of DDO Registration without filling all the mandatory fields and some cases with incorrect details viz:-

- 1) Filling incorrect DDO TAN
- 2) Mentioning Individuals Phone No, instead of DDOs official Phone No.
- 3) Filling Individuals Email ID or incorrect Email ID
- 4) Incorrect authorised contact persons designation
- 5) Incorrect DDO code
- 6) Incorrect DTO Registration Number (should fill Registration No of concerned Nodal Office viz., DTO/DST/ST as the case may be)
- 7) Form not signing by the DDO with Stamp
- 8) Form not signing by the concerned Treasury Officer i.e, Nodal Officer (should be signed by the concerned Nodal Officer viz., DTO/DST/ST as the case may be)

Further, the Nodal Offices viz., DST/STs are sending the N3-Forms in respect of the DDOs who are under their jurisdiction for allotment of DDO Registration in CRA System, by routing through their District Treasury Offices. Resulting, the DDO Registration of respective DDO in CRA System is getting delayed. Therefore, the Nodal officers (DST,STs) are informed to forward N3-Form for allotment of DDO Registration directly to this office without routing through their District Treasury Offices.

Therefore, all the Nodal officers i.e., DTO/DST/STs are hereby instructed to forward N3-forms to this office strictly following the above instructions and make sure all fields are entered correctly in N3-form without errors as mentioned at para 2 above.

Sd/- K.SRC Murthy
Director of Treasuries and Accounts

To
All the Nodal Officers(DTO/DST/STs) in the state (through FTP).
Copy to SC/SF.

// Forwarded :: By Order //


Junior Accounts Officer

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