

ప్రధానోపాధ్యాయులు,

జిల్లా పరిషత్ ఉన్నత పాఠశాల,

Lenin Nagar

శ్రీయుత

District Treasury &  
Accounts Officer  
PALNADU  
Narasaraopet

ఆర్యా,

విషయం: నూతన డి.డి.ఓ. రిజిస్ట్రేషన్ నెంబరు అలాట్ మెంటు కొరకు  
తగుచర్య నిమిత్తం ప్రతిపాదనలు సమర్పించుట గురించి.

- సూచిక: 1) NEW DDO CODE No. 76070308004  
2) Prescribed DDO Registration Form – Annexure N3  
3) Other Connected Papers.

11-xxxxx-

నేను (..... N. NAGESWARA RAO ) P. Piduguralla  
మండలం ..... Z.P.H.School, Lenin Nagar P. Piduguralla  
..... గ్రామం & Mandal నందు ..... గ్రామం గా పనిచేయుచున్నాను.

ప్రస్తుతం ఈ పాఠశాల ఉన్నత పాఠశాలగా అప్ గ్రేడ్ కాబడినది మరియు డి.డి.ఓ. గా గ్రేడ్-2  
ప్రధానోపాధ్యాయుని పోస్టు కూడా మంజూరు కాబడి డి.డి.ఓ కోడ్.....76070308004  
మంజూరు కాబడినది. పాఠశాల యొక్క సిబ్బంది యొక్క జీత, భత్యములు చెల్లించుట నందు  
సి.పి.యస్. ఉపాధ్యాయులకు చెందిన 10% కంట్రీబ్యూషన్ మినహాయించుటకు తప్పకుండా  
ప్రతి డ్రాయింగు అధికారి గారికి డి.డి.ఓ. రిజిస్ట్రేషన్ నెంబరు కావలెను.

కావున నూతనంగా డి.డి.ఓ. రిజిస్ట్రేషన్ నెంబరు కొరకు నిర్ణీత అనెగ్జరు-యన్.-3 నందు  
వివరాలు పొందుపరచి తగుచర్య నిమిత్తం ప్రతిపాదనలు సమర్పించుచున్నాము.

పాఠశాల పేరు:..... Z.P.H.S. - LENIN NAGAR.....

డి.డి.ఓ. పేరు:..... N. NAGESWARA RAO.....

డి.డి.ఓ. ఐ.యఫ్.యస్.సి.కోడ్:..... 14149329.....

డి.డి.ఓ. కోడ్ నెంబరు:..... 76070308004.....

Cell No: 9949843815

- జతపరచినవి: 1) నిర్ణీత అనెగ్జరు-యన్.-3  
2)

ఇట్లు,  
భవనీయులు,  
N. NAGESWARA RAO  
HEADMASTER 07/9/23  
Z.P. HIGH SCHOOL  
LENIN NAGAR-522 413  
Piduguralla (M), Palnadu (Dt.)



# 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)

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We are pleased to inform you that our Drawing and Disbursing Office 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)

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2. Name of the DDO Office\*:

Z	P	H	S	C	H	O	O	L	L	E	N	I	N	N	A	G	A	R

3. DDO Address:  
Flat/Unit No, Block no. \*

U	-	1														
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Name of Premise/Building/Village

N	E	A	R		W	A	T	E	R		T	A	N	K				
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Area/Locality/Taluka

P	I	D	U	G	U	R	A	L	L	A						
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District/Town/City \*

P	A	L	N	A	D												
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State / Union Territory \*

A	-	P														
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Country \*

I	N	D	I	A													
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Pin Code \*

5	2	2	4	1	3							
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Phone No. \* 9949843815  
(STD code) (Phone No.)

Alternate Phone No: 9949407431

4. Official Email ID\* (Refer to instruction no.5)

z	p	h	s	@	l	e	n	i	n	h	i	g	h	s	@	e	m	a	i	l	.	c	o	m
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5. Authorised contact persons designation \*:

G	R	A	D	E	-	I	I		H	E	A	D	M	A	S	T	E	R
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6. Name of the Department:

S	C	H	O	O	L		E	D	U	C	A	T	I	O	N								
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7. (a) Name of the Ministry \*: (Refer to instruction no.6)

S	C	H	O	O	L		E	D	U	C	A	T	I	O	N								
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*(Signature)*  
DDO stamp and Signature of Authorised Signatory  
HEAD MASTER

Z.P. HIGH SCHOOL  
LENIN NAGAR-522 413  
Piduguralla (M), Palndu (Dt.)



Ver 1.0

**Annexure N3**

76070308004

(b) Existing DDO Code\*:

(Refer instruction no. 7)


8. DTO Registration Number\*:   
(To be filled by DTO)

(Refer instruction no.8)


9. Name of the State Govt. / Union Territory\*:

Andhra Pradesh

I/We hereby agree and declare that the information provided in the application, is complete and true.

<b>HEAD MASTER</b> <b>Z.P. HIGH SCHOOL</b> <b>LENIN NAGAR-522 413</b> Piduguralla (M), Palndu (Dt.)		Date: 07/09/2023
	Signature of Authorised Signatory of DDO	Place: Piduguralla
DDO Stamp		

Name of Authorised Signatory :

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

DTO Reg. No. (Allotted by CRA)  
(Refer instruction no.9)

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

**Instructions for filling the form:**

- 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.
- 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.npsra.nsdli.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 Protean eGov Technologies (formerly NSDL e-Governance Infrastructure Limited), Times Tower, 1st Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai – 400013.