

**NSDL e-Governance Infrastructure Limited**  
**Central Recordkeeping Agency**  
**Circular**



Circular No.: CRA/PO&RI/PAO/2014/004

December 16, 2014

**Subject: Updation of e-Mail IDs, Landline and Mobile Numbers of DDOs**

All Nodal Offices are hereby informed that, under guidance from Pension Fund Regulatory Development Authority (PFRDA), an exercise has been initiated by Central Recordkeeping Agency (CRA) to update the email IDs, landline and mobile numbers of the Drawing and Disbursement Officers (DDOs) registered in the CRA System. This exercise has been initiated with a view to establish a direct contact for expeditious communication of important matters pertaining to National Pension System (NPS).

In view of this, all Nodal Offices are requested to collate the email IDs, updated landline and mobile numbers of the underlying DDOs in the format provided below:

<b>DDO Registration Number as allotted by CRA</b>	<b>Email ID (not more than 80 characters)</b>	<b>Landline Phone Number alongwith STD Code</b>	<b>10 Digit Mobile Number</b>

Once the email IDs, landline and mobile numbers of all your underlying DDOs are collated, the same can be provided to CRA in CD with a covering letter. It can also be emailed from email address (registered with CRA) of the Nodal Office to [registrationcra@nsdl.co.in](mailto:registrationcra@nsdl.co.in) with a copy marked to [rohits@nsdl.co.in](mailto:rohits@nsdl.co.in). Upon receipt of the email, CRA will update the DDO email IDs, landline and mobile numbers in the CRA System. You are requested to complete this exercise and forward the details to CRA on or before December 31, 2014.

It is advised that the email ID provided is an 'office' email ID and not a personal email ID. Further, the mobile number and the email ID provided should be unique to the office. In case mobile number and the email ID provided for DDOs are found to be duplicate (similar details already furnished for another DDO), the details of the DDO may not be updated.

In case of any further clarification, you may contact Mr. Sunny Gonsalves at 022-2499 4856 (E-mail ID - [sunnyg@nsdl.co.in](mailto:sunnyg@nsdl.co.in)) or Mr. Avdhoot Shetye at 022-2499 4949 (E-mail ID- [avdhoots@nsdl.co.in](mailto:avdhoots@nsdl.co.in)).

For and on behalf of

**NSDL e-Governance Infrastructure Limited**



**Prasenjit Mukherjee**  
**Asst. Vice President**