

## **INSTRUCTIONS FOR FILLING UP OF PRAN APPLICATION (S1 – Form)**

### **For Applicants :**

- Use Black ball point pen to fill up the application.
- Photo and Signature has to given at appropriate place.  
*(As there are two boxes provided in the right hand upper corner of the application, the upper box is to be used for pasting Photograph and the lower one is for marking signature. Kindly ensure that no signature has been marked on the Photograph)*
- No overwriting of information.
- Full Name means mere Name of the applicant. (No expansion of initial / family name are permitted since the PRAN card will be provided on that name only).
- Father's Name means mere Father's Name only as instructed above.
- Present Address is the communication address for all future correspondence, try to give permanent address here.
- Nomination details such as Name of the nominee, relationship, % of share and conditions rendering nomination invalid has to be given without any omission.

### **For Office :**

- Kindly ensure that the above instruction has been strictly followed out by the applicant while submitting application for allotment of PRAN card.

***(The applications not duly filled in may not be forwarded to this Directorate).***

- Necessary importance has to be given for filling up of information like Date of Joining and Date of Retirement of the applicant.

*(It was noticed that many departments have forwarded applications without filling up of Section-B information. As these particulars have to be forwarded to NSDL & PFRDA, the accuracy of the information must be 100%).*

- DDO Regn. No. & PAO/CDDO Regn. No. may invariably be denoted as **SGV039659E** & **4005094** respectively.
- Signature, Name of the DDO & Date has to be provided in the lower left side of the declaration. The lower right information of the declaration should be left blank.
- PRAN applications has to be forwarded to this Directorate in duplicate.

### **Note :**

**A signed cancelled cheque (containing subscriber name, bank account number, IFS code and MICR code) of the subscriber should be enclosed along with the PRAN application (S form) for the verification of Subscribers Bank Details provided in Section- A of the application.**

Kindly co-operate with us in strict adherence of the above instructions for timely receipt of the PRAN No. & PRAN Card with 100% accuracy.