

## DDO instructions

- I. Step 1: Submit Applications
  - a. Login with the user ID of employee or pensioner in their presene.
  - b. Submit the applications on behalf of computer illiterate employees/pensioners. Get the data entry done in presence of the employee. All needed documents will be uploaded.
- . Step 2: Approve Applications
  - a. Login with DDO user id and password. Password will be provided to you by your HOD.
  - a. Verify the submitted application and compare with Aadhar data of each member, as well as the Service Register of the employee.
  - b. If there are minor errors, make corrections.
  - c. If there are major errors, reject the application with reasons.
  - d. Approve the application after through scrutiny. Note that you are responsible for any unauthorised persons being enrolled as employees or pensioners.
  - e. The Sub-Treasury Officer (STO)/Assistant Pension Payment Officer(APPO)will act as the DDO for all pensioners. Necessary validations shall be done by the STO/APPO concerned in the IT portal.
- . Step 3: Provide Posts Data (before enrolment begins)
  - a. List out all the categories of posts that exist in your office along with the number sanctioned.
  - a. Provide the Table 5 information at to your District Head (see annexure 2).