

Regarding updation of DDO Information and Office Details in Sevaarth System

All DDOs have to update the below information in Sevaarth before generation of change statement. If any of the below details is not updated then user will not be allowed to generate change statement.

Details to be updated are:

- 1) Telephone number 1 (Landline) of office (If office does not have a phone number then please provide the contact number of your head office or controlling office)
- 2) Town
- 3) Official Email id (If office does not have a email id then please provide the email id of your head office or controlling office)
- 4) Office Address: Address Line1
Address Line2
Address Line3
- 5) Village

To update the above details please follow the below path:

Worklist > Payroll > DDO Profile > DDO Office in DDO Asst. login.

NOTE: Accurate and correct information has to be provided as this information is urgent in generation of DDO Registration number in Nation Pension System (NPS).Details cannot be changed once the DDO is registered with NPS.