

**URGENT**

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2014/dcaaudit/ 6775-81

Dated: 24.09.2015

**Sub.: Inclusion of Aadhar (Unique Identification) number in Service Book of Government Servants.**

As desired by the Pr. Secretary (Finance), Govt. of NCT of Delhi vide letter No. F.3(03)/2015/T-I/Pr.AO/2017-2126 dated 10.09.2015 (copy enclosed), all the Branch Incharges of this department are hereby directed to get the self-attested copy of Aadhar Card from the officers/officials working in respective branches and submit the same to Administration Branch by **30.09.2015 positively** so that necessary entry regarding Aadhar (Unique Identification) Number may be made in the Service Books of all the officers/officials concerned.

This issues with the prior approval of the Competent Authority.

**Encl.: As above.**

  
**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. DSF-V, Finance Department for information please.
2. PA to COA(A) for information please.
3. All the Branch Incharges, Directorate of Audit.
4. AAO/Nodal Officer (Website) for placing the above instructions on the website of this department for information of all concerned including the staff of this department working in diverted capacity in different departments.
5. All the Dealing Clerks in Admn. Branch with the instruction to ensure the entry of Aadhar (Unique Identification) Number alongwith pasting of copy of Aadhar Card in the Service Books of all the officers/officials on the strength of this department.
6. Notice Board.
7. Guard file.

FINANCE DEPARTMENT  
GOVT. OF NCT OF DELHI

FIA/15/15995  
16/9/2015

~~16/9/2015~~

No.F.3(03)/2015/T-I/Pr.AO/2017-2126

Date: 10/09/2015

To

All the Pr. Secretaries/Secretaries/  
Heads of the Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi

**Sub : Inclusion of Aadhaar (Unique Identificaiton) number in Service Book of Government servants.**

Sir/Madam,


The Director, Minister of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Government of India vide OM No. Z-20025/9/2014-Estt. (AL) dated 03-11-2014 (copy enclosed) while referring to the provisions of SR 199, 202 of FRSR Part-I and Rule 32 of the CCS (Pension) Rules, 1972 has advised to all Ministries and Department of Govt. of India to issue instructions to attached and sub-ordinate officer under their control to ensure that the Service Books of all employees have an entry of the employees Aadhaar Number.

The Controller of Accounts, Central Pension Accounting Office, Ministry of Finance, Govt. of India, Trikot-II, Bhikaji Cama Place, New Delhi vide OM dated 02-06-2015 (copy enclosed) has issued instructions to Pr. CCAs/CCAs/CAs to instruct their PAOs to ensure that Aadhaar Number and other details are invariably mentioned in the Pension Payment Orders issued by them. The Form-5 of the Pension Form has also been modified with provision of providing the details of Aadhaar Number by the Head of Offices through Pay & Accounts Offices.

The rules and regulations to regulate the service conditions of the employees as applicable to the Central Government employees are followed in respect of the employees of Govt. of NCT of Delhi. Further the pension payment system in respect of the employees of Govt. of NCT of Delhi is through the Central Pension Accounting Office, Ministry of Finance, Govt. of India and instructions relating to pension payments are required to be followed by the Pay & Accounts Offices and the Heads of Offices of the Govt. of NCT of Delhi.

It is, therefore, advised to issue necessary instructions to the Heads of Offices under your payment control to ensure the entry of Aadhaar Number in the Service books of the employees. Instructions may also be issued to provide the detail of Aadhaar Number of employees in pension papers of the retirees to enable the Pay & Accounts Offices to mention the details of Aadhar number in Pension Payment Orders.

Yours faithfully,

  
(S.N. Sahai), IAS

Pr. Secretary (Finance)

Date :

No.F.3(03)/2015/T-I/Pr.AO/

Copy to :-

1. Controller of Accounts, Central Pension Accounting Office, Ministry of Finance, Govt. of India, Trikot-II, Bhikaji Cama Place, New Delhi
2. All Pay & Accounts Offices, Delhi/New Delhi with the advise to ensure the mentioning of Aadhaar number in the revised format of PPO in consultation with the Heads of Offices in future.

DCA (Admn./Tech.)