

**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(6)/DOA/Estt./2016/ 772-783

Dated: 27.01.2016

To

1. Secretary, O/o the Hon'ble Deputy Chief Minister, 6<sup>th</sup> Floor, Delhi Sectt. New Delhi.
2. OSD to Hon'ble Minister (Tourism, Art & Culture etc. ), 8<sup>th</sup> Floor, Delhi Sectt. New Delhi.
3. OSD, O/o the Chief Secretary, 5<sup>th</sup> Floor, Delhi Sectt. New Delhi
3. PS to Pr, Secy. (Fiance), Finance Department.
4. The Dy. Secy. (Accounts / Budget / I to VI ), Finance Department, Delhi Sectt.
5. Dy. Secy. Services-IV Department, 7<sup>th</sup> Floor, Delhi Sectt. New Delhi
6. Dy. Secy. Dte. of Vigilance, 4<sup>th</sup> Floor, Delhi Sectt. New Delhi
7. Dy. Secy./ Branch-in-Charge, Delhi Minorities Commission, Room No.115, C-Block, 1st Floor, Vikas Bhawan, I. P. Estate, New Delhi.
8. Dy. Secy./Branch-in-Charge, Delhi Commission for Women, 'C' Block, 2<sup>nd</sup> Floor, Vikas Bhawan, New Delhi.
9. Account Officer /Branch -in-charge, Dte. of Small Saving & Lotteries, 5<sup>th</sup> Floor, N-Block, Vikas Bhawan, I. P. Estate, New Delhi.
10. Sr. A. O./ A.O. Audit / ELFA, Dte. of Audit, Delhi Sectt. New Delhi.
11. PA to Controller of Accounts.
12. *AAO (Audit) /Nodal officer (website)*

**Sub :- Regarding submission of data of the DGEHS beneficiaries for preparation of Smart Card.**

With reference to above cited subject, please find enclosed herewith copy of letter dated 14.12.2015 received in this office on 14.01.2016 vide which data of DGEHS beneficiaries of this department are required in prescribed format (attached) for preparation of Smart Card by Directorate General of Health Services, Govt. of NCT of Delhi.

You are requested to circulate the format amongst the employees who are DGEHS beneficiaries of this department (working on diverted capacity in your office) and submit the same to this office within a week positively so that desired information could be prepared and forwarded to said office in time.

**Encl :- As above.**

*Hamp*  
**(H. R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392281**

Data of the DGEHS beneficiaries for preparation of Smart Card

1.	Name of the official (in capital letters)	
2.	Date of Birth (DD/MM/YYYY)	
3.	Designation	
4.	Address	
5.	Father/Husband's Name	
6.	Mobile No.	
7.	Email ID	
8.	Aadhaar No.	
9.	DGEHS Number as issued by DGHS	
10.	Date of Joining in Service (DD/MM/YYYY)	
11.	Marital Status (Married/Unmarried)	

INFORMATION ABOUT FAMILY DEPENDENTS

S. No.	Name of Dependents	Date of Birth (DD/MM/YYYY)	Relation with Employee	Aadhaar No.
1				
2				
3				
4				
5				
6				
7				
8				

Date \_\_\_\_\_

(Signature)