

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10  
*Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010*

AN/III/3012/Circular/Vol-VII

Dated 13.7.2015

To

All PCsDA / PCA (Fys)/PIFAs  
CsDA /CsFA (Fys) / IFAs/RTCs

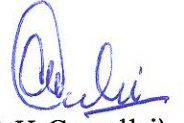
**(Through CGDA Website)**

Subject:- Inclusion of Aadhaar (Unique Identification) number in Service Book of Government servants.

Please find enclosed a copy of Ministry of Defence (Fin.) DAD Coord ID No. 10(3)/C/2015 dated 26.5.2015 along with its enclosures on the subject matter for information and compliance.

Compliance report in this regard may be forwarded to HQrs Office for onward submission to the Ministry.

This issues with the approval of Jt. CGDA(AN).



(R K Gandhi)  
For CGDA

Copy to:-

AN-IV Section (Local)

For similar action please

EDP Section (Local)

With request to upload on CGDA Website



(R K Gandhi)  
SAO (AN)

Ministry of Defence (Finance)  
DAD-Coord  
Room No. 24-A, South Block, New Delhi

**Sub: Inclusion of Aadhaar (Unique Identification) number in Service Book of Government servants-**

A copy of Ministry of Personnel, Public Grievances & Pensions (Department of Personnel and Training) OM No. Z-20025/9/2014-Estt (AL) dated 20.5.2015 on the above mentioned subject is forwarded herewith to office of the CGDA for information and necessary action.

*R. Kalia*  
(Rajesh Kalia)  
SO (DAD Coord)

Sr.ACGDA (AN)  
Office of the CGDA, Ulan Batar Road, Delhi Cantt  
MoD (Fin) ID Note No. 10(3)/C/2015 dated 26.5.2015

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No.Z-20025/9/2014-Estt.(AL)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

Block-IV, Old JNU Campus,  
New Delhi, May 20, 2015

OFFICE MEMORANDUM

Subject: Inclusion of Aadhaar (Unique Identification) number in Service Book of Government servants -

The undersigned is directed to refer to Department of Personnel & Training's O.M. of even number dated 3<sup>rd</sup> November, 2014, on the subject mentioned above, where all Ministries/Departments were requested to ensure that the service books of all employees have an entry of the employees' Aadhaar number.

2. All Ministries/Departments of the Government of India are requested to intimate action taken in this regard and also the number of employees whose service books have been seeded with their respective Aadhaar number.

(Mukul Ratra)  
Director

Tel: 26164314

e-mail: [mukul.ratra@nic.in](mailto:mukul.ratra@nic.in)

2590  
1244/C/15  
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To

All Ministries/Departments of Government of India.

DFA (Estt)

✓ COPY TO DAD (Coord) - Separately

Anjan

No.Z-20025/9/2014-Estt.(AL)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

Block-IV, Old JNU Campus,  
New Delhi, November 3<sup>rd</sup>, 2014


OFFICE MEMORANDUM

Subject: Inclusion of Aadhaar (Unique Identification) number in Service Book of Government servants –

The undersigned is directed to invite attention to the provisions of the Supplementary Rules which relate to maintaining records of service of a Government employee. As per provisions of SR 199 every step in a Government servants' official life must be recorded in his Service Book and each entry attested by the Head Of Office. As per SR 202, Heads of Offices are to obtain the signatures of the Government servants in token of their having inspected their Service Books annually. Further, Rule 32 of the CCS (Pension) Rules 1972 provides for issuing a communication on completion of 18 years of service, as part of preparatory work for sanctioning pensionary benefits. The Service Books at present contains details of bio data, posting details, qualifying service, security details, HBA, CGHS, CGEGIS, LTC, etc.

2. It has been decided to include the respective Aadhaar numbers also of all Government servants in their Service Books. The e-Service Book format already provides fields for Aadhaar number of the Government servant.

3. All Ministries/Departments of the Government of India are requested to ensure that the Service Books of all employees have an entry of the employees' Aadhaar number. The attached and subordinate offices under their control may also be suitably instructed for compliance.

  
(Mukul Ratra) 3.11.2014

Director

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To  
All Ministries/Departments of Government of India.