

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

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Block-IV, Old JNU Campus,
New Delhi, November 3rd, 2014

OFFICE MEMORANDUM

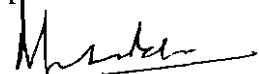
Subject: Inclusion of Aadhaar (Unique Identification) number in Service Book of Government servants –

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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.