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Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
16th March, 2015

Office Memorandum

Sub: Enrolment for Aadhaar numbers and seeding in service records of all employees – regarding.

In November, 2014, the Prime Minister has launched an Aadhaar-based biometric verification system “Jeevan Pramaan” to enable pensioners to submit a digital Life Certificate on-line. This is an important step in realising the vision of Digital India. This facility has been provided in addition to the other existing methods of submitting Life Certificate.

2. “Jeevan Pramaan” aims at sparing the pensioners and family pensioners the trouble of visiting the bank branch for submission of Life Certificates. It is possible to submit the Life Certificate from personal computers and laptops or by visiting a conveniently located Common Service Centre. Further, banks by linking Aadhaar number with bank accounts and PPO numbers will ensure authenticity of pension and other payments. This will also expedite commencement of family pension in the event of death of pensioner.

3. In view of the obvious advantages of using Aadhaar numbers, all employees are advised to get themselves and their family members registered and obtain Aadhaar numbers immediately and not later than 30th June, 2015. Administrative Heads are requested simultaneously to seed all service books and employee databases so that this information can be transferred to the Pension Payment Order (PPO) at the time of retirement or death during service.

4. All the Ministries/Departments are requested to launch special drives for Aadhaar enrolment in collaboration with UIDAI and advise all employees, especially those who are retiring in the next two years and those posted in remote areas, to get the Aadhaar numbers for themselves and their family members issued and submit the same to the Head of Office under proper acknowledgement.


(Alok Rawat)

Secretary to the Government of India

Secretaries,
All Ministries/Departments.