F.No.C.30013/61/2015-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

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5th Floor, HUDCO Vishala Building,
Bhikaji Cama Place, R.K. Puram,
New Delhi, dated, 1st June, 2016.

To

All Principal CCs/CCs,
All Principal DGs/DGs
under CBEC.

Subject: Seeding of Aadhaar (Unique Identification) Number in service records and PPOs of all employees/pensioners – regarding.

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Sir,

I am directed to refer to the Board's letter of even number dated 17th August, 2015 whereby instructions have been issued to all Principal Chief Commissioners/Chief Commissioners to ensure that all the new PPOs issued contain the Aadhaar numbers of the officers who have retired and who will be retiring subsequently. As a part of Digital India Initiative, Prime Minister's Office (PMO) is closely monitoring the seeding of the Aadhaar number in a pensioner's account and the Pension Payment Order (PPO). Aadhaar number plays a key role in identification of retiring Government officials through biometric authentication. Availability of the Aadhaar number in the PPO booklet will simplify the process of payment of pension to the pensioner, as it will help in the accurate verification of the identity of the pensioner. In this regard provisions have already been made in Civil Accounts Manual-52(PPO booklet) by adding the following columns after existing column No.5 :-

6 Permanent Account Number for Income Tax (PAN)
7. Aadhaar No.
8. Mobile No.
9. E-mail ID :

2. As per the information received from the office of Principal Chief Controller of Accounts, CBEC, it is noted that the current trend of incorporating the Aadhaar number in the PPOs is only 4.21% to 9.70% during the period October, 2015 to

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February, 2016. This indicates non-compliance of the instructions issued earlier and requires immediate attention.

3. In order to avoid any delay in finalizing the pension cases, all Heads of Office (HOO) should have first-hand information of the Aadhaar number while preparing the list of retiring government officials as per the provisions of Rule 56 of CCS(Pension) Rules, 1972 and should provide the same to the Accounts Officer concerned not later than 31st January, 30th April, 31st July or 31st October of the year.

4. It is once again reiterated that the above instructions should be complied with by all concerned, in letter and spirit, and provide PAN and Aadhar Number of all future employees to PAOs while submitting pension papers.

Yours faithfully,

(Amarjit Singh)
Deputy Secretary to the Govt. of India.
Telefax: 011-26162694
Email: amarjit.s@nic.in

Copy to:

1. The Principal Chief controller of Accounts, CBEC, "B" wing, D.G.A.C.R. Building, I.P. Estate, New Delhi-110 002.
2. The Web Master, CBEC – with the request to upload the letter on the website of CBEC under the head "Departmental Officers/Administration Wing/Instructions"

(Amarjit Singh)
Deputy Secretary to the Govt. of India.