

F.No.J.21011/1/2015-e-Gov.  
Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation,  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated the 05 August, 2015.


**Subject:- Seeding of Aadhaar number in a pensioner's account and the PPO – reg.**

The undersigned is directed to forward, herewith, a copy of DO letter No. CPAO/Tech/Jeevan Praman/ 2015-16 dated 30.07.2015 received from Controller General of Accounts, Department of Expenditure, Ministry of Finance addressed to Secretary (WR, RD & GR) regarding the subject cited above and to say that it has been desired to make Aadhaar number of an Officer available in the Pensioner's account and the PPO.

2. In view of this, it is requested to take appropriate action in this matter to ensure the completion of this activity by September, 2015 in order to simplify the process of payment of pension to the pensioner. Action taken may kindly be informed to O/o Controller General of Accounts; Ministry of Finance.

This has the approval of Joint Secretary (A), MoWR, RD & GR.

**Encl:- As above.**

  
(Ashok Kumar Gupta),

Under Secretary to the Government of India,

Ph :- 011-23714350,

Email:- [ashok.kgupta@nic.in](mailto:ashok.kgupta@nic.in)

To:-

1. Controller of Accounts, Ministry of Water Resources, RD & GR, Room No. 241, 2<sup>nd</sup> Floor, A-Wing, Shastri Bhawan, New Delhi.
2. Sr. Accounts Officer (Admn), Principal Accounts Office, Ministry of Water Resources, RD & GR C-Wing, Ground Floor, Shastri Bhawan, New Delhi.
3. DDO, MoWR, RD & GR.
4. All Head of Organizations under the Ministry.
5. Technical Director, NIC for uploading this on Intra-MoWR.

Copy for information to:-

1. Director (A), MoWR, RD & GR,
2. O/o Controller General of Accounts, Deptt. of Expenditure, Ministry of Finance, Lok Nayak Bhawan, New Delhi.



सत्यमेव जयते



एम.जे. जोसफ  
महालेखा नियंत्रक  
M.J. JOSEPH

Controller General of Accounts

महालेखा नियंत्रक कार्यालय  
वित्त मंत्रालय  
व्यय विभाग  
लोक नायक भवन, नई दिल्ली- 110 511  
GOVERNMENT OF INDIA  
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
LOK NAYAK BHAWAN, NEW DELHI-110 511  
TEL. : 011-24617758 Fax : 011- 24622305

D.O. No. CPAO/Tech/Jeevan Praman/2015-16/693

Dated: 24 July, 2015

Dear Secretary,

As you are aware, Aadhaar plays a key role in identification of retiring Govt. officials through biometric authentication. As a part of the Digital India Initiative, PMO is closely monitoring the seeding of the Aadhaar number in a pensioner's account and the PPO (Pension Payment Order). This exercise is required to be completed by September 2015, to facilitate submission of Jeevan Praman (Digital Life Certificate) in November, 2015. 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.

An analysis done in this office recently indicates that during June 2015, out of 3179 newly issued PPOs received from Ministries/Departments in the Central Pension Accounting Office (CPAO), only in 234 cases (7.36 percent) Aadhaar numbers were included. This is a very low percentage. In order to improve the position, it is necessary that all Head of Offices of Ministries should ensure that the Aadhaar number is incorporated in the PPO booklet sent to the concerned Pay and Accounts Offices for authorization of pension.

May I request you to issue necessary instructions to all Heads of Offices in your Ministry to abide by these instructions? CPAO has written to all Ministries in this regard vide their letter dated 10.7.2015 (copy enclosed).

Yours sincerely,

(M.J. JOSEPH)

Shri Shashi Shekhar  
Secretary

Ministry of water Resources, River Development and Ganga Rejuvenation  
Room no.412, Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001

370/e-Gov.

4/8/2015.



CPAO/Tech/Jeevan Pramaan/2015-16/ 515-40662

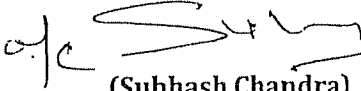
10.07.2015

**Office Memorandum**

**Subject: - Preparation of list of Government servants due to retire along with their Aadhaar numbers and incorporation of Aadhaar number in PPO Booklet.**

1. As a part of Digital India initiatives, Digital Life Certification (DLC) of the pensioner has been made an option for submission of life certificate by the pensioner in the month of November each year. As the role of Aadhaar has become vital, a column for Aadhaar has already been provided in the Pension Payment Order booklet. Accordingly, all Heads of Offices have to ensure that wherever available same is provided to their Pay & Accounts Offices alongwith pension papers of the retiring government servants. In this regard, a provision has also been made in CAM-52 (PPO Booklet) by adding the following columns after existing column no.5.
  6. Permanent Account Number for Income Tax (PAN)
  7. Aadhaar No. (if Available)
  8. Mobile No. (if Available)
  9. E-Mail ID (if Available)
2. The seeding of Aadhaar with pensioners' PPO number and their bank accounts is being closely monitored by Prime Minister Office. While this information is being regularly collected by CPAO from banks, the processing of fresh pension cases alongwith Aadhaar number is a very important requirement for expediting seeding of Aadhaar number by banks with PPO number & bank account and smooth implementation of submission of DLCs by pensioners in the month of November.
3. Further, attention is invited to Rule 56 of CCS (Pension) Rules which provides that:-
  - "(1) Every Head of Department shall have a list prepared every three months, that is, on the 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October each year, of all Government servants who are due to retire within the next twelve to fifteen months of that date.
  - (2) A copy of every such list shall be supplied to the Accounts Officer concerned not later than 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July or 31<sup>st</sup> October, as the case may be, of that year."

4. To avoid any delay in finalizing the pension cases all Heads of Offices should have first-hand information of the Aadhaar number while preparing the list of retiring government officials as per the provision of Rule 56 of CCS (Pension) Rules and should provide the same to the Accounts Officer concerned not later than 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July or 31<sup>st</sup> October of that year.
5. It has been observed that during the month of June, 2015; out of 3101 fresh PPOs (Pension Payment Orders), only in 220 cases Aadhaar numbers have been indicated. All Pr. CCAs/CCAs/ AGs are once again requested to ensure that all fresh PPOs are sent to CPAO with Aadhaar numbers wherever available and quarterly list of would be retirees as mentioned in para 3 & 4 above also mention Aadhaar numbers wherever available.

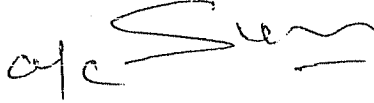
  
(Subhash Chandra)  
Controller of Accounts  
Ph.011-26174809

To:-

1. Joint Secretary (Admn.) of all the Ministries/ Departments to ensure timely submission of the list of retiring government servants alongwith their Aadhaar numbers wherever available to Accounts Officer concerned and also to ensure that fresh PPOs mention Aadhaar number wherever available.
2. All Pr. CCAs/CCAs/CAs of all the Ministries/ Departments.
3. All AGs.

Copy for information to:-

1. Sr. PPS to CGA, O/o the CGA, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110 003
2. PPS to Addl. CGA (A.N.), O/o the CGA, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110 003
3. PS to Chief Controller (Pensions), CPAO, New Delhi.
4. Jt. Secretary (Pension), DOP&PW, New Delhi.

  
Controller of Accounts