



Government of Jammu and Kashmir  
Civil Secretariat Finance Department

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**Subject: Aadhaar Based Biometric System – Compulsory Enrolment thereof.**

**Government Order No: 35 -F of 2016**  
**Dated: 10 -02-2016**

In order to ensure punctuality in the Government Offices and Establishments, hassle free and leakage free distribution of benefits to the various sections of public and to promote transparency and efficiency in the Government system, it has been decided to switch over to the Aadhaar Based Biometric system on or before 31<sup>st</sup> March 2016. Accordingly, the following directions are issued for strict compliance by all concerned:

**2. A) For all Government employees/ persons drawing wages, honorarium etc.**

- a) No salary or wages would be drawn in favour of the Government employees of any category for the month of March 2016 onwards unless they have enrolled themselves in the Aadhaar Based Biometric System.
- b) The above applies also to the PSU employees, Contractual/ consolidated/ casual workers or any other type of persons drawing wages in any form from the public exchequer.
- c) It will be the duty of the concerned DDOs to ensure enrolment in the system before 31<sup>st</sup> March 2016 and furnish a certificate for the same along the Salary / Wage Bill presented in the Treasury, without which the Treasury Officers are directed not to entertain any Salary/ Wage bill.
- d) From 1<sup>st</sup> April 2016 onwards, the marking of attendance in the system would be compulsory for all categories of employees and wage earners. Only after the scrutiny of monthly attendance, the DDOs would prepare Salary/Wage bill and a certificate in this regard would

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accordingly be furnished alongwith the bill to the Treasuries concerned.

**B) For Pensioners**

All the pensioners are also required to enroll themselves by obtaining Aadhaar Number by 31<sup>st</sup> March, 2016 as this would help them to digitally identify themselves in future at the nearest Common Service Centre / Khidmat Centre or any other place having the system installed. They would not be required to physically present themselves before the prescribed authorities to prove that they are alive. This initiative is being undertaken as a part of "Jeevan Parnam" Scheme.

**C) For persons drawing various benefits including pensions/ scholarships/ stipend etc.**

- a) It has been decided that all persons drawing benefits like Old Aged pension, widow pension, student scholarship, stipend, honorarium, wages under MGNREGA or any other similar cash benefits from the Government would need to enroll themselves in Aadhaar Based Biometric System initially and mark their continued eligibility periodically as decided by the concerned department by presenting and marking before the concerned authority.
- b) The concerned departmental officers will be responsible for getting enrolled all such beneficiaries in the System for their identification, without which they would not draw any benefit after 1<sup>st</sup> April 2016.
- c) The concerned Departments would be responsible for making necessary arrangements for enrolment of such beneficiaries in the system.

**D) Infrastructure and necessary support**

- a) The Aadhaar enrollments drive is vigorously going on throughout the State. The enrolment of Aadhaar Cards are being carried out at Permanent Enrollment Centres (PECs) at Tehsil/ District and Civil Secretariat level, through village/ward camps throughout the State; Mobile Centres operating in all the districts and even moving vehicles (Buses) in districts some districts like Kathua/

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Reasi/Jammu/ Samba etc. The list of PECs is available on IT department's website <http://jkit.nic.in>.

- b) The Administrative Secretaries/ HoDs/DDOs of various Departments/Corporations shall ensure installations of desktop based (low cost) Aadhaar Based Biometric Attendance System/ Machines in their respective offices at an earliest by purchasing the same at DGS&D rates out of OE/Machinery Head and for software purposes/Authentication purpose, they should contact State NIC, Civil Secretariat, Jammu for software related configurations on [attendance.gov.in](http://attendance.gov.in).
  - c) Information Technology Department and NIC Centres in each district have been directed to provide necessary guidance and support for implementation.
3. All employees and other beneficiaries are directed to provide their Aadhaar numbers along with other details as per enclosed format to the concerned DDOs. They can also update their detail by visiting on the following website: <http://jkcpis.nic.in>.
4. All Administrative Secretaries and HoDs within their Departments and Deputy Commissioners in their respective jurisdictions shall be responsible for compliance of the above instructions.

By Order of the Government of Jammu and Kashmir.

Sd/-  
**(Navin K. Choudhary), IAS**  
**Commr./ Secretary to Government,**  
**Finance Department.**

No. FD/Coord/149/2015

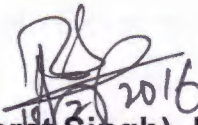
Dated: 10-02-2016

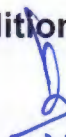
**Copy to the:-**

1. Vice Chairman/Director General, J&K Institute of Management, Public Administration and Rural Development.
2. All Financial Commissioners.
3. Chairman, J&K Special Tribunal.
4. Director General of Police, J&K.
5. All Principal Secretaries to Government.
6. Principal Secretary to Hon'ble Governor.

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7. Principal Resident Commissioner, J&K Government, New Delhi.
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Jammu/ Kashmir.
10. All Commissioners/Secretaries to the Government.
11. Director General Information Department, J&K.
12. All Heads of Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director Estates.
15. Director Archives Archaeology and Museums.
16. Secretary, J&K Public Service Commission.
17. Secretary, J&K Legislative Assembly/Council.
18. Secretary, J&K Services Selection Board.
19. Joint Director (Res)/CAO, Finance Department.
20. Private Secretary to Hon'ble Advisor (D) for information of the Hon'ble Advisor.
21. Private Secretary to Hon'ble Advisor (G) for information of the Hon'ble Advisor.
22. Private Secretary to Chief Secretary
23. Private Secretary to Commissioner/Secretary to Government, Finance Department.
24. State Informatics Officer, NIC.
25. I/C Web site Finance Department/General Administration Department.
26. Stock file
27. Government Order files w.2.s.c.

  
(Bharat Singh), KAS  
Additional Secretary to Government,  
Finance Department.

  
10.2.2016

**Employee Form for Capturing Aadhaar and other details**

1 Aadhaar Number. #	
2 GPF/CPS/PRAN No. #	
3 First Name. #	
4 Last Name	
5 Gender (Male/Female/Other)	
6 Date of Birth. # (DD/MM/YYYY)	
7 Category. #	
8 Religion. #	
9 Blood Group	
10 Father Name	
11 Mother Name	
12 Marital Status	
13 Spouse Name	
14 Current Department	
15 Current DDO	
16 Date of appointment. #	
17 Order No. #	
18 Date of Joining. # (DD/MM/YYYY)	
19 Employee Type (Permanent/ Temporary/ Ad-Hoc)	
20 Employee Cadre(State/ Dist /Div/ KAS/ IAS/Acct )	
21 Gazetted/Non Gazetted	
22 Parent Department ( initial Joining Department)	
23 Initial Joining Office	
24 Deduction Type (GPF/NPS)	
25 Current Designation	
26 Posting Office	
27 Bank Account No. #	
28 Account Type	
29 Bank name. #	
30 Bank Branch. #	
31 Photo. #	

# . Mandatory Field.