

SOUTH EASTERN RAILWAY

IMPORTANT

Office of the
Chief Personnel Officer,
Garden Reach, Kolkata-43.

Estt.Srl.No. 1/2017

RBE No.145/2016

No. SER/P-HQ/Ruling/O/966

Dated

All concerned

Sub: **Inclusion of Aadhaar number (Unique Identification issued by UIDAI) in Service Book of Government servants.**

Ref: Railway Board's letter No.

(1) 2015/ED/ERP/UIDAI/01 dated 21-07-16 (enclosed)

(2) 2014/AC-II/21/13 dated 01-11-2016 (enclosed)

Railway Board's letter No. E(LL)/2016//FR 1-6 dated 02-12-2016 (RBE No.145/2016) along with the letters referred above are forwarded for information, guidance and necessary action.

Encl: as above.

(B.N.Soren)
Dy.Chief Personnel Officer (I/R),
for Chief Personnel Officer.

Railway Board's letter No. E(LL)/2016//FR 1-6 dated 02-12-2016 (RBE No.145/2016) addressed to General Managers, All Indian Railways & others is as under:

As Railway administrations are aware, in terms of extant rules/instructions every event in a Government servants' official life must be recorded in his Service Book and each entry is to be attested by the Head of Office.

2. An extract of Paras 1234 and 1235 of the ' Indian Railway Administration and Finance Code' which provides that the Heads of offices are to obtain signatures of the Railway servants in token of them having inspected their Service Books annually is reproduced below:-

"1234. Scrutiny by Employees: It shall be the duty of every Head of Office to initiate action to show the Service Books to railway servants governed by pension rules under his administrative control every year and to obtain their signature therein in token of their having inspected their Service Books. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September. The railway servants shall inter-alia ensure before affixing their signature that their services have been duly verified and certified as such. In the case of a railway servant on foreign service, his signature shall be obtained in his Service Book after the Accounts Officer has made therein necessary entries connected with his foreign service.

1235. The scrutiny of his Service Book by the railway servant concerned must be made in the presence of a responsible official. As a token of his scrutiny and acceptance of entries in the Service Book, the railway servant should sign in the relevant column of the Service Book and the official who supervised the scrutiny will also endorse his signature as evidence that scrutiny was conducted under proper supervision and the supervising officer is satisfied that it was bona fide and no unauthorized changes were made in the entries in the Service Book in the course of such scrutiny.”

3. Furthermore, Rule 47 of the Railway Services (Pension) Rules, 1993 provides for issuing a communication on completion of 18 years of service and five years before retirement, as part of preparatory work for sanctioning pensionary benefits.

4. Besides aforesaid directives, pursuant to Government of India’s instructions, it has also been decided that Aadhaar numbers of all Railway Servants should be included in their Service Book.

5. Therefore, all Zonal Railways/Production Units etc. are directed to ensure that the Service Book of all the employees have an entry of the employee’s Aadhaar number. Immediate necessary action in this regard may please be taken and the number of employees whose Service Books have been seeded with their respective Aadhaar number may be intimated to Board’s office within a month’s time.

6. In this connection, attention of Zonal Railways is invited to Board’s letter No.2015/ED/ERP/UIDAI/01 dated 21-07-2016 wherein Railways/Production Units were directed to arrange for Aadhaar numbers and field units are expected to have taken action already.

7. This issues with the concurrence of the Finance Dte.

Copy of Railway Board’s letter No.2015/ED/ERP/UIDAI/01 dated 21-07-2016 addressed to CPO’s, All Indian Railways & others.

Sub: Aadhar Enrolment Scheme.

Ref: D.O.letter No.2015/ED/ERP/UIDAI/01 dated 20-05-2016

Please call for Member Staff’s D.O. letter under reference vide which Railways were asked to expedite the process of Aadhar enrolment of Railway employees and their dependants and to collect the details for office record. From the information furnished by the Railways for May 2016, it is seen that we have collected over 5 lakh Aadhar numbers for the employees and a similar number for their family members/dependants. For the retired employees and their dependants, another 1.5 lakh Aadhar numbers have been collected.

In this regard while some Railways such as CR, NWR, NR, SCR, WCR and WR have performed well, remaining Railways need to activate their machinery for achieving the target.

Simultaneously, in order to update the employees’ records, Railways may start seeding the employee database in ComPTran portal with Aadhar Nos. of the employees and their dependants so that these figures can be ported to Centralised Employee Database to be created under HRMS.

In case of any technical difficulty in updating the data in ComPTran portal, CPO/S.E.Rly. who is the Administrator of the portal, may be contacted.

Sub: Seeding of Aadhaar number in Employees' Master Data.

It has been decided by Railway Board to have the aadhaar number of the Railway employees seeded in the employees' Master data in order to maintain a better quality in the disbursement of payments made to the employees. In this regard, Member Staff has already directed all the Railways to expedite the process of Aadhaar enrolment of Railway employees and their dependants vide his D.O. letter no. 2015/ED/ERP/UIDAI/01 dated 20-05-2016. This was followed up by AM/Staff to update the employees records in CompTran Portal vide letter No. 2015/ED/ERP/UIDAI/01 dated 21-07-2016 (copy enclosed).

It is, therefore, requested to make necessary arrangements to obtain the aadhaar number of the employees on roll on your Railway and ensure that Aadhaar number is seeded in the Employees' Master (database) available on your Railway by 31-03-2017. This may be got entered in the employees data base being maintained in IPAS.

During the recently held meeting, it was brought to the notice of Board by some of the Railway pension disbursing banks that Aadhaar number is not being indicated in many of the PPOs being generated currently. It is requested that special emphasis may be given to indicate this information in all the PPOs generated invariably. Data so collected from Banks may also be progressively transmitted to Western Railway so that the aadhaar number may be seeded in ARPAN portal in respect of pensioners.

The above instructions should be scrupulously followed.
