

Urgent/Top Priority

No.A-36012/02/2014-D(Est.I/Gp.I)  
Government of India  
Ministry of Defence

Sena Bhawan, New Delhi  
August 7<sup>th</sup>, 2014

Circular

Subject: - Biometric Attendance System- Preparatory steps to be taken by Departments.

A copy of Department of Electronics & Information Technology (DeitY) DO letter dated 04/08/2014 is sent herewith which is self explanatory. It is requested that action as envisaged in the communication may be urgently taken in your office/organisations in Delhi latest by 11<sup>th</sup> August, 2014. You are requested to make necessary arrangements for getting your employees enrolled for Aadhaar Number if they have not enrolled so far. Employees may be advised to get themselves registered for Biometric Attendance System for which they would be required to produce the following information:-

AADHAAR Number	Employee Name	Organisation Name
Designation	Employee ID	GPF/CPF No.
Division with Organisation	Office(location/building)	Date of Birth
Gender	Communication Address	State
District	Mobile	e-mail

2. This is compulsory and need to be complied with by all officers/staff working in your office/organisations in Delhi latest by 11<sup>th</sup> August, 2014 without fail.

*Surya*  
(Surya Prakash)  
Director(E)  
Tele: 2301-4369

<u>Organisations</u> DGCG CC R&D(Admn), DRDO DGAfms CGDA DGDE DGQA DPR DGER Chairman, Armed Forces Tribunal	<u>Organisations</u> Director, AFFPD Director SFL Director, History Division Commandant NDC Dir Gen NCC CSO DGO, Chairman, OFB Comdt., Armed Forces Clinic	<u>MoD(Library)</u> CiSC O/o the Chief Administration Officer
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Copy with request to:-

1. MA to Chief of Army Staff
2. NA to Chief of Naval Staff
3. AA to Chief of Air Staff

मु.अ. (समन्वय)	CAO/(Coord)
उप मुख्यालय (अनुसूचित)	
Dy CAO (LCW)	
उप निदेशक (समन्वय)	
Dy, Dir (Coord)	
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