

Rajya Sabha Secretariat
I.T.Sections (H&S)

No. RS/1/4/2015-IT

Dated 10th August, 2018

CIRCULAR

Subject: Facilitation Centre for Digital Locker System with e-Sign DSC along with Aadhaar Registration/Modification

All Officers and Staff of the Secretariat are informed that the Digital Locker System with e-Sign-DSC Service is being promoted by the Government as a part of Digital India Programme of Ministry of Electronics & Information Technology (MeitY). Digital Locker is aimed at eliminating the usage of physical documents and enables the sharing of e-documents across government agencies via a mechanism to verify the authenticity of the documents online, since these documents will be e-signed. This facility is available for all Aadhaar card holders.

IT Sections (H&S) in coordination with MeitY has set up a Facilitation Centre in Committee Room 'A', Parliament House Annexe, which shall remain functional till 17th August, 2018, on all working days, from 10:30 A.M. till 5.30 P.M. to aid Officials of the Secretariat in creating their Digital Locker Accounts, Aadhaar registration/modification in existing data and uploading their documents using e-sign and get benefit from the facility.

Officers/Staff of the Secretariat, who are desirous of having Digital Locker Accounts and uploading their documents using this facility may visit the Facilitation Centre with their AADHAAR cards/Number and copies of the documents to be uploaded, to benefit from this e-facility. Further Officials, who have not registered themselves for AADHAAR number so far or require any modification/updation in their Aadhaar data, may also do so at the Facilitation Centre.

Information about the various documents which can be provided as Proof of Identity (PoI) and Proof of Date of Birth(DoB), and shall be required for enrolment/updation of Aadhaar along with the requisite Form to be filled up, is annexed for reference.



(Shashi Bhushan)

Additional Director

To,

All Officers and Staff of Rajya Sabha Secretariat



Supported PoI Documents Containing Name and Photo	Supported PoA Documents Containing Name and Address
<ol style="list-style-type: none"> 1. Passport 2. PAN Card 3. Ration/ PDS Photo Card 4. Voter ID 5. Driving License 6. Government Photo ID Cards/ service photo identity card issued by PSU 7. NREGS Job Card 8. Photo ID issued by Recognized Educational Institution 9. Arms License 10. Photo Bank ATM Card 11. Photo Credit Card 12. Pensioner Photo Card 13. Freedom Fighter Photo Card 14. Kissan Photo Passbook 15. CGHS / ECHS Photo Card 16. Address Card having Name and Photo issued by Department of Posts 17. Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead 18. Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations 	<ol style="list-style-type: none"> 1. Passport 2. Bank Statement/ Passbook 3. Post Office Account Statement/Passbook 4. Ration Card 5. Voter ID 6. Driving License 7. Government Photo ID cards/ service photo identity card issued by PSU 8. Electricity Bill (not older than 3 months) 9. Water bill (not older than 3 months) 10. Telephone Landline Bill (not older than 3 months) 11. Property Tax Receipt (not older than 1 year) 12. Credit Card Statement (not older than 3 months) 13. Insurance Policy 14. Signed Letter having Photo from Bank on letterhead 15. Signed Letter having Photo issued by registered Company on letterhead 16. Signed Letter having Photo issued by Recognized Educational Institutions on letterhead 17. NREGS Job Card 18. Arms License 19. Pensioner Card 20. Freedom Fighter Card 21. Kissan Passbook 22. CGHS / ECHS Card 23. Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead 24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) 25. Income Tax Assessment Order 26. Vehicle Registration Certificate 27. Registered Sale / Lease / Rent Agreement 28. Address Card having Photo issued by Department of Posts 29. Caste and Domicile Certificate having Photo issued by State Govt. 30. Disability ID card/handicapped medical certificate issued by respective State/UT Governments/Administrations 31. Gas Connection Bill (not older than 3 months) 32. Passport of Spouse
<p>Supported PoR Documents containing Relationship details to Head of Family</p>	
<ol style="list-style-type: none"> 1. PDS Card 2. MNREGA Job Card 3. CGHS/State Government/ECHS/ESIC Medical card 4. Pension Card 5. Army Canteen Card 6. Passport 7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc. 8. Any other Central/State government issued family entitlement document 9. Marriage Certificate Issued by the Government 	

Supported Proof of DoB Documents	
<ol style="list-style-type: none"> 1. Birth Certificate 2. SSLC Book/Certificate 3. Passport 4. Certificate of Date of Birth issued by Group A Gazetted Officer on letterhead 5. PAN Card 6. Marksheet issued by any Government Board or University 7. Government Photo Id Card / Photo identity card issued by PSU containing DoB 8. Central/State Pension Payment Order 9. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card 	<ol style="list-style-type: none"> 33. Passport of Parents (in case of Minor) 34. Allotment letter of accommodation issued by Central/State government of not more than 3 years old Marriage Certificate Issued by the Government containing address

URL: www.uidai.gov.in

