

URGENT

F.No. A-28011/01/2016-Admn.II
Government of India
Ministry of Communications
Department of Telecommunication

20-Ashoka Road,
Sanchar Bhavan, New Delhi-110001

Dated 08th December, 2016

OFFICE MEMORANDUM

Subject: Implementation of E-OFFICE in the Department of Telecommunications.

The undersigned is directed to refer to the above mentioned subject and to say that it has been decided to implement e-office in the Department of Telecommunications in a phased manner. To implement the complete e-office system, there is a need to capture e-signature of the officers/official working in the Department. Verification of e-signature is linked to Aadhar. Therefore, there is need to verify the details of Aadhar to ensure that details such as Name, DOB etc. are in conformity with the details of the employee available in the Service Book (Official Record). There is also a need to link the Aadhar with Mobile Phone No. of the employee.

2. In view of the above, all the Officers/officials under control of Admn.II such as IRRS, JWO, CSSS, SSS, OL Cadre, Misc. Cadre are requested to send the information in the prescribed proforma in excel sheet only and ensure correction of details in the Adhar as per the official record and linking of Mobile No. of the officers/officials with Aadhar.

The information may be provided immediately **latest by 15-12-2016.**

Benoy Choudhury
(Benoy Choudhury)
Deputy Secretary
Phone – 2303-6554
Fax : 23355571

To

1. Wireless Adviser, WPC Wing, Sanchar Bhawan, New Delhi.
2. Director, Wireless Monitoring Organization (WMO) E-Wing, 3rd floor, Pushpa Bhawan, New Delhi-110062.
3. Copy to PPS to JS (Admn.), Sanchar Bhawan, New Delhi (For information please)
4. IT Division for uploading in E-Office.

with a request to send the detail

PROFORMA

	I.	II.	III.	IV.	V.	VI.
Sl. No.	Employee's Name and Designation	Cadre	Aadhar Number	Where the details in Aadhar is in conformity with the details in Service Book (Name, DoB etc)	Mobile Number	Whether Aadhar is linked to Mobile Number

Note :

- (i) In case of any discrepancy, it may be got corrected in the Aadhar.
- (ii) If Aadhar is not linked to existing Mobilenos., it may be got linked immediately.
- (iii) For Change in Aadhar Card, Please refer to website of UIDAI (<http://uidai.gov.in>).
- (iv) For Linking of Mobile Number to Aadhar card Please refer to UIDAI (<http://uidai.gov.in>).

URGENT

**No. 30-42/2016-Admn.I (ii)
Government of India
Ministry of Communications
Department of Telecommunications**

**20, Ashok Road, Sanchar Bhawan,
New Delhi-110001,
Dated: 07.12.2016**

OFFICE MEMORANDUM

Subject: Implementation of e-office in the Department of Telecommunications

The undersigned is directed to refer to the above mentioned subject and to say that it has been decided to implement e-office in the Department of Telecommunications in a phased manner. To implement the complete e-office system, there is a need to capture e-signature of the officers/official working in the Department. Verification of e-signature is linked to Aadhar. Therefore, there is need to verify the details of Aadhar to ensure that details such as Name, DOB etc. are in conformity with the details of the employee available in the Service Book (official record). There is also a need to link the Aadhar with Mobile phone No. of the employee.

2. In view of the above, all cadre controlling authorities in the Department of Telecommunications are requested to collect the information from officers/official under their administrative control in the prescribed proforma in excel sheet only and ensure correctness of details in the Aadhar as per the official record and linking of Mobile No. of the officers/official with Aadhar.

3. This issues with the approval of JS (A).


(Arvind Kumar Jha)

Under Secretary to the Govt of India
Tel No. 23036210

To All CCAs in the Department of Telecommunications

DS (Ad-II)

3 Copy to: PPS to JS (A) for information please

e-216098/DS(Ad-II)2016

08-12-2016

on loose page.

Proforma

	1	2	3	4	5	6
S. No.	Employee's Name and Designation	Cadre	Aadhar Number	Where the details in Aadhar is in conformity with the details in Service Book (Name, DoB etc.)	Mobile number	Whether Aadhar is linked to Mobil Number

Note:

- (i) In case of any discrepancy, it may be got corrected in the Aadhar
- (ii) If Aadhar is not linked to existing mobile no., it may be got linked immediately.
- (iii) For change in Aadhar card, please refer to website of UIDAI(<http://uidai.gov.in>).
- (iv) For linking of mobile number to Aadhar card please refer to UIDAI (<http://uidai.gov.in>)