



കെ.എസ്.ഐ.ടി.എം/യു.ഐ.ഡി/5/2019/2091

20/11/2019

പ്രേഷിതൻ

ഡയറക്ടർ
കേരള സ്റ്റേറ്റ് ഐ ടി മിഷൻ
തിരുവനന്തപുരം

17707
12/12/19



സ്വീകർത്താവ്

CE	എല്ലാ വകുപ്പ് മേധാവികൾക്കും
DCE	
AO	സർ/മാഡം,
A.A	വിഷയം : ആധാർ പേര് ചേർക്കൽ/തെറ്റിരുത്തൽ-ഗസറ്റഡ്, ഗ്രൂപ്പ് എ ഗസറ്റഡ് ഓഫീസർമാരുടെ പട്ടിക.

പൊതു ജനങ്ങൾക്ക് ആധാർ പേര് ചേർക്കൽ നടത്തുമ്പോൾ അല്ലെങ്കിൽ കാർഡിലെ വിവരങ്ങൾ തിരുത്തേണ്ടതായി വരുമ്പോൾ, UIDAI (ഭാരതീയ സവിശേഷ തിരിച്ചറിയൽ അതോറിറ്റി) അംഗീകരിച്ച രേഖകൾ കയ്യിൽ ഇല്ലാത്തവർക്ക്, ഗസറ്റഡ് ഓഫീസർ മാരുടെ സാക്ഷ്യപ്പെടുത്തൽ ആവശ്യമായി വരുന്നുണ്ട്.

ഇതിനായി UIDAI അംഗീകരിച്ച സംസ്ഥാന സർക്കാർ ഉദ്യോഗസ്ഥരായ ഗസറ്റഡ് ഓഫീസർമാരുടെയും, ഗ്രൂപ്പ് A ഗസറ്റഡ് ഓഫീസർമാരുടെയും പട്ടിക ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. ഇത് ആധാർ പേര് ചേർക്കൽ/തെറ്റിരുത്തേണ്ട ആവശ്യത്തിനു വേണ്ടി മാത്രം ഐ. ടി. മിഷൻ തയ്യാറാക്കിയ പട്ടിക ആണ്.

- ജനന തീയതി തിരുത്താൻ ഗ്രൂപ്പ് A ഗസറ്റഡ് ഓഫീസർ സാക്ഷ്യപ്പെടുത്തിയാൽ മാത്രമേ UIDAI അംഗീകരിക്കുകയുള്ളൂ.
- പേര്, അഡ്രസ്സ് തുടങ്ങിയവിവരങ്ങൾ തിരുത്താൻ എല്ലാ ഗസറ്റഡ് ഓഫീസർമാരുടെ സാക്ഷ്യപ്പെടുത്തലും സ്വീകാര്യമാണ്

28

ഇത് സംബന്ധിച്ച നിർദ്ദേശം ഈ പട്ടികയിൽ ഉൾപ്പെടുന്ന എല്ലാ ഉദ്യോഗസ്ഥർക്കും അതാത് വകുപ്പ് മേധാവികൾ നൽകേണ്ടതാണ്.

2. ആധാർ പേര് ചേർക്കൽ/ തിരുത്തൽ ആവശ്യങ്ങൾക്ക് സാക്ഷ്യപ്പെടുത്തലിനാവശ്യമായ മാതൃകയും ഇതിനോടൊപ്പം ചേർത്തിട്ടുണ്ട്.
3. ഈ പട്ടികയിൽ എന്തെങ്കിലും കുട്ടിച്ചേർക്കലുകളോ തിരുത്തലുകളോ ആവശ്യമുള്ളതായി ശ്രദ്ധയിൽപ്പെട്ടാൽ ഐ.ടി. മിഷനിലെ ആധാർ പ്രോജക്ടുമായി ബന്ധപ്പെടേണ്ടതാണ് (ഫോൺ: 0471-2725646,2314307 uidhelpdesk@kerala.gov.in).



വിശ്വസ്തയോടെ

ഡയറക്ടർ
Dr. CHITHRA S IAS
DIRECTOR
Kerala State IT Mission

Department of Electronics & Information Technology

Send through mail - ce/sge@vsnl.com
(01/03/2020)

ഉള്ളടക്കം

1. ഗസറ്റഡ് / ഗ്രൂപ്പ് A ഗസറ്റഡ് ഓഫീസർമാരുടെ പട്ടിക
2. ആധാർ പേര് ചേർക്കൽ/ തിരുത്തൽ ആവശ്യങ്ങൾക്ക് സാക്ഷ്യപ്പെടുത്തലിനാവശ്യമായ ചട്ടക്കൂട്

വകുപ്പ്

1. ഇലക്ട്രോണിക്സ് ആൻഡ് ഐ.ടി വകുപ്പ്
2. പി ആൻഡ് എ.ആർ.വകുപ്പ്

ലേഖ്യനാ നം: 2210/1511/സിസി/രസ്യസ

തീ: 03-02-2020

ആധാർ പേര് ചേർക്കൽ/ തിരുത്തൽ സംബന്ധിച്ച പ്രസ്തുത മിഷൻ
 തന്മൂലം ഗ്രൂപ്പ് A / ഗ്രൂപ്പ് B ഗസറ്റഡ് ഉദ്യോഗസ്ഥരുടെ പട്ടികയും
 പുതിയ തീരുമാനങ്ങളും അറിയിക്കുന്നതിനായി നൽകുന്നു.

(വെബ്സൈറ്റ് മുഖേന)

മി. ചിത്ര സി. ഐ.ടി

♀

CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

Instructions:

(To be valid for 3 months from date of issue)

Date:

To be printed on plain A4 paper size ; Not required to print on letter head;

All details to be filled in Block Letters

Resident's Details

Resident

Non-Resident Indian (NRI)

New Enrolment

Update Request

Aadhaar Number
(For update only)

Resident's Recent Colour Photograph
Cross Signed and Cross Stamped by the Certifier.

Full Name:

Resident's Name																			

C/o:

Resident's Address																			

House No./ Bldg./ Apt:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

Date of Birth:

Signature of the Resident/ Thumb/
Finger Impression

To be filled by the certifier Only

I hereby certify above mentioned details of the resident

All details to be filled in Block Letters

Name of the Certifier:

Certifier's Details																			

Designation:

Address:

Contact Number:

I, the certifier, am:

(Please tick appropriate box below)

Gazetted Officer - Group A

Gazetted Officer - Group B

Village Panchayat Head or Mukhiya

MP/ MLA/ MLC/ Municipal Councillor

Tehsildar

Head of Recognized Educational Institution

Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages

Signature of the Certifier

Stamp of the Certifier



Mera Aadhaar, Meri Pehchaan

27th November, 2019

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

POI (Proof of Identity) documents containing Name and Photo

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 Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
18. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
19. Bhamashah Card
20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/ update
22. Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
23. Gazette notification for name change
24. Marriage certificate with photograph
25. RSBY Card
26. SSLC book having candidates photograph
27. ST/ SC/ OBC certificate with photograph
28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph
29. Extract of School Records issued by Head of School containing name and photograph
30. Bank Pass Book having name and photograph
31. Certificate of Identity containing name and photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update.

32. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)

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
10. Address card having name and photo issued by Department of Posts
11. Bhamashah card
12. Discharge card/ slip issued by Government hospitals for birth of a child
13. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor or Gazetted Officer on UIDAI standard certificate format for enrolment/ update
14. Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update

DOB (Date of Birth) documents containing Name and DOB

1. Birth Certificate
2. SSLC Book/ Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update
5. A certificate (on UIDAI standard certificate format for enrolment/ update) or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority
6. Photo ID card having Date of Birth, issued by Recognized Educational Institution
7. PAN Card
8. Marksheet issued by any Government Board or University
9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB
10. Central/ State Pension Payment Order



Mera Aadhaar, Meri Pehchaan

ES

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

11. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card
12. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth
13. Extract of School Records issued by Head of School containing Name, Date of Birth and Photograph
14. Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
15. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
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 the respective State/ UT Governments/ Administrations
31. Gas Connection Bill (not older than 3 months)
32. Passport of Spouse
33. Passport of Parents (in case of Minor)
34. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)
35. Marriage Certificate issued by the Government, containing address
36. Bhamashah card
37. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
38. Certificate of Address having photo issued by Municipal Councillor on UIDAI standard certificate format for enrolment/ update
39. Identity Card issued by recognized educational institutions
40. SSLC book having photograph
41. School Identity card
42. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address
43. Extract of School Records containing Name, Address and Photograph issued by Head of School
44. Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
45. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

POA (Proof of Address) documents containing Name and Address

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 Institution on letterhead or Photo ID having address issued by Recognized Educational Institution
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 MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update

- Bring original documents for Enrolment/ Update. No photocopy required.
- Original documents are scanned and given back to you.

List of Gazetted Officers under State Government Services

(Group A and B classification)

For attestation of documents for Aadhaar Enrolment/U

Department/Designation	Group A	Group B
P		
Senior Finance Officer (HG)	✓	
Senior Finance Officer	✓	
Finance officer (HG)	✓	
Finance Officer		☑
Financial Assistant /Accounts Officer		☑
Senior Administrative Officer (HG)	✓	
Senior Administrative Officer	✓	
Administrative Officer (HG)	✓	
Administrative Officer		☑
Administrative Assistant		☑
Divisional Accounts Officer (HG)		☑
Divisional Accounts Officer		☑
Senior Superintendent (HG) and inter-changeable posts as per Special Rules		☑
Senior Superintendent and inter-changeable posts as per Special Rules		☑
Fair Copy Superintendent (HG)		☑
Confidential Assistant Sel. Gr.		☑
Librarian Gr.I		☑
Private Secretary to Governor (Governors Secretariat)		☑
Public Relations Officer(Governors Secretariat)		☑
Personal Assistant to Governor (Governors Secretariat)		☑
Section Officer (HG) (Governors Secretariat)		☑
Section Officer (Governors Secretariat)		☑
Comptroller (Governors Household)	✓	
Additional Private Secretary (Governors Household)		☑
Medical Officer (Governors Household)		☑
Special Secretary	✓	
Additional Secretary	✓	
Joint Secretary	✓	
Deputy Secretary	✓	
Under Secretary (HG)	✓	
Under Secretary and Asst. Electoral Officer/ Protocol Officer/Additional Protocol Officer/ Chief Liaison Officer		☑
Senior Grade Librarian	✓	
Language Expert		☑
Personal Assistant (HG)		☑
Personal Assistant		☑
Section Officer (HG)		☑
Section Officer/Cashier/ Liaison Officer/ Asst. Protocol Officer		☑
Office Superintendent (HG)		☑

Office Superintendent		<input checked="" type="checkbox"/>
Confidential Assistant (Sel. Gr.)		<input checked="" type="checkbox"/>
Director, Information Systems	✓	
Assistant Director (Information Systems)		<input checked="" type="checkbox"/>
Accounts Officer		<input checked="" type="checkbox"/>
A. LAW SECRETARIAT		
Special Secretary (Law)	✓	
Additional Secretary	✓	
Joint Secretary	✓	
Deputy Secretary	✓	
Under Secretary (HG)	✓	
Under Secretary		<input checked="" type="checkbox"/>
Section Officer (HG)		<input checked="" type="checkbox"/>
Section Officer		<input checked="" type="checkbox"/>
Office Superintendent (HG)		<input checked="" type="checkbox"/>
Office Superintendent		<input checked="" type="checkbox"/>
Senior Tamil Translator (HG)		<input checked="" type="checkbox"/>
Senior Tamil Translator		<input checked="" type="checkbox"/>
Senior Kannada Translator (HG)		<input checked="" type="checkbox"/>
Senior Kannada Translator		<input checked="" type="checkbox"/>
B. LEGISLATURE SECRETARIAT		
Special Secretary	✓	
Additional Secretary	✓	
Joint Secretary	✓	
Deputy Secretary/Research Officer/ Estate Officer	✓	
Under Secretary (HG)	✓	
Under Secretary/ Protocol Officer		<input checked="" type="checkbox"/>
Section Officer (HG)		<input checked="" type="checkbox"/>
Section Officer/ Manager/ Superintendent/ Cashier		<input checked="" type="checkbox"/>
Chief Editor	✓	
Joint Chief Editor	✓	
Deputy Chief Editor		<input checked="" type="checkbox"/>
Editor of Debates		<input checked="" type="checkbox"/>
Selection Grade Reporter (HG)		<input checked="" type="checkbox"/>
Selection Grade Reporter		<input checked="" type="checkbox"/>
Chief Librarian	✓	
Librarian	✓	
Deputy Librarian		<input checked="" type="checkbox"/>
Personal Assistant (HG)		<input checked="" type="checkbox"/>
Personal Assistant		<input checked="" type="checkbox"/>
Controller of Printing		<input checked="" type="checkbox"/>
Office Superintendent (HG)		<input checked="" type="checkbox"/>
Office Superintendant		<input checked="" type="checkbox"/>
C. KERALA HOUSE, NEW DELHI		
Office of the Resident Commissioner		

GROUP A GROUP B

Cartographer		<input checked="" type="checkbox"/>
System Administrator		<input checked="" type="checkbox"/>
Senior Superintendent		<input checked="" type="checkbox"/>
53. LEGAL METROLOGY		
Controller	✓	
Joint Controller	✓	
Deputy Controller		<input checked="" type="checkbox"/>
Assistant Controller(HG)		<input checked="" type="checkbox"/>
Assistant Controller		<input checked="" type="checkbox"/>
Senior Inspector (HG)		<input checked="" type="checkbox"/>
Senior Inspector		<input checked="" type="checkbox"/>
Senior superintendent		<input checked="" type="checkbox"/>
54. STATE LOTTERIES DEPARTMENT		
Joint Director	✓	
Deputy Director		<input checked="" type="checkbox"/>
District Lottery Officer		<input checked="" type="checkbox"/>
Assistant District Lottery Officer/ Senior Superintendent/ District Lottery Welfare Officer(HG)		<input checked="" type="checkbox"/>
Assistant District Lottery Officer/ Senior Superintendent/ District Lottery Welfare Officer		<input checked="" type="checkbox"/>
55. LOCAL SELF GOVERNMENT ENGINEERING DEPARTMENT		
Chief Engineer	✓	
Superintending Engineer/Deputy Chief Engineer	✓	
Executive Engineer (HG)	✓	
Executive Engineer	✓	
Assistant Executive Engineer (HG)		<input checked="" type="checkbox"/>
Assistant Executive Engineer		<input checked="" type="checkbox"/>
Assistant Engineer		<input checked="" type="checkbox"/>
Senior Superintendent		<input checked="" type="checkbox"/>
Administrative Assistant		<input checked="" type="checkbox"/>
56. MEDICAL EDUCATION		
Speech Pathologists & Audiologist		<input checked="" type="checkbox"/>
Social Scientist (HG)		<input checked="" type="checkbox"/>
Tutor (MLT)		<input checked="" type="checkbox"/>
Tutor School of MLT(Biochemistry/Microbiology)		<input checked="" type="checkbox"/>
Tutor in Dental Mechanic		<input checked="" type="checkbox"/>
Tutor Technician (MLT)		<input checked="" type="checkbox"/>
Dialysis Technician		<input checked="" type="checkbox"/>
Orthotic Technician		<input checked="" type="checkbox"/>
Medical Record Superintendent		<input checked="" type="checkbox"/>
Tutor Technician (Optometry)		<input checked="" type="checkbox"/>
Tutor, Dental Hygiene		<input checked="" type="checkbox"/>
Radiographer (Teaching)		<input checked="" type="checkbox"/>
CA Selection Grade		<input checked="" type="checkbox"/>

48. KERALA STATE AUDIT DEPARTMENT (LOCAL FUND AUDIT DEPARTMENT)		
Director	✓	
Joint Director	✓	
Senior Deputy Director	✓	
Deputy Director (HG)	✓	
Deputy Director		<input checked="" type="checkbox"/>
Audit Officer (HG)		<input checked="" type="checkbox"/>
Audit Officer		<input checked="" type="checkbox"/>
Office Superintendent (HG)		<input checked="" type="checkbox"/>
Office Superintendent		<input checked="" type="checkbox"/>
49. LABOUR DEPARTMENT		
Addl. Labour Commissioner	✓	
Joint Labour Commissioner	✓	
Chief Inspector of Plantation	✓	
Deputy Labour Commissioner(HQ)/ Deputy Labour Commissioner & Workmen Compensation Commissioner/ Deputy Labour Commissioner & Secretary State Advisory Contract Labour Board		<input checked="" type="checkbox"/>
District Labour Officer		<input checked="" type="checkbox"/>
Inspector of Newspaper Establishment/District Labour Officer(HQ)		<input checked="" type="checkbox"/>
Deputy Labour Officer		<input checked="" type="checkbox"/>
Personal Assistant to the Labour Commissioner		<input checked="" type="checkbox"/>
Secretary Minimum Wages Advisory Board		<input checked="" type="checkbox"/>
Secretary Labour Committee		<input checked="" type="checkbox"/>
Assistant Labour Officer Gr.I		<input checked="" type="checkbox"/>
Inspector of Plantations		<input checked="" type="checkbox"/>
50. LABOUR COURTS		
Secretary		<input checked="" type="checkbox"/>
51. LAND REVENUE		
Deputy Collector Senior Grade	✓	
Deputy Collector		<input checked="" type="checkbox"/>
Tahsildar Higher Grade/Senior Superintendent HG		<input checked="" type="checkbox"/>
Tahsildar / Senior Superintendent		<input checked="" type="checkbox"/>
52. KERALA STATE LAND USE BOARD		
Joint Director	✓	
Deputy Director (Agriculture)		<input checked="" type="checkbox"/>
Deputy Director (Soil Survey)		<input checked="" type="checkbox"/>
Assistant Director (Agriculture)		<input checked="" type="checkbox"/>
Assistant Director (Soil Survey)		<input checked="" type="checkbox"/>
Agronomist		<input checked="" type="checkbox"/>
Specialist (Hydrogeology)		<input checked="" type="checkbox"/>
Specialist (Soil Science)		<input checked="" type="checkbox"/>
Specialist (Soil Conservation)		<input checked="" type="checkbox"/>
Agricultural Officer		<input checked="" type="checkbox"/>
Soil Survey Officer		<input checked="" type="checkbox"/>
Assistant Geologist		<input checked="" type="checkbox"/>