

**OFFICE OF THE DIRECTOR GENERAL OF PRISONS**  
**[GOVT. OF NCT OF DELHI]**  
**PRISONS HEADQUARTER, CENTRAL JAIL TIHAR, JANAKPURI:**  
**NEW DELHI**

F.18(28)/Estt-I/CJ/PHQ/2026/13983

Date: 07-10-2026

**Sub: Forwarding of Orders/Circulars.**

The copy of under mentioned Circular/notification is forwarded herewith for information and necessary action:-

| Sl. No | Received from                                     | Regarding                                                                                                                                                                             | Pertain to                                                                         |
|--------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1.     | Joint Secretary General Administration Department | Guidelines of publishing Gazette notification, under provision of section 7 of the Aadhar (Targeted Delivery of Financial and other subsidies, Benefits and Service) Act, 2016-reg.   | Assistant Director (IT) with the request to upload the same on department website. |
| 2.     | Planning Department, GNCT of Delhi                | Notice of extension of last date: Filling up of 11 (Eleven) posts of Deputy Director (Plg. Stats.) in Planning and Statistical Cadre, Planning Department. GNCTD on Deputation basis. | Assistant Director (IT) with the request to upload the same on department website. |

Encl: As above

*Chauhan*  
7/10/26  
**Officer In-charge (E-I)**

1. Assistant Director (IT) with the request to upload the same on department website
2. Guard File.

TO (S)

*gmalik*  
12/10

*Sushol*  
12/10/26

K(hw) upload on the website.



<devikasharma.chhetri@gmail.com>,"dir.dests"<dir.dests@gmail.com>,"destripura"  
<destripura@gmail.com>,"ecostat-tr"<ecostat-tr@gov.in>

Tags Not in Contacts

Dear Sir/Madam

This is to draw your kind attention to the above captioned subject. In this context, Vacancy Circular along with Application form is hereby attached for kind perusal and widespread circulation among officers working under your control.

In brief, post of Deputy Director (Plg/Stats.) in Planning and Statistical Cadre is a General Central Services Group 'A' Gazetted-Non Ministerial post, carrying pay in Level-11 of Pay Matrix of 7th CPC. The Planning Department invites applications in prescribed format from eligible candidates to fill up Eleven (11) vacant post of Deputy Director (Plg/Stats.) on a Deputation basis. The term of deputation will be one year in the initial stage but it may be extended upto three years. Essential eligibility qualification and experience , Regulation of pay and other terms of deputation , Age limit, consultation with UPSC, Reservation for Schedule Caste/Schedule Tribes etc. are as per detailed circular . This circular has also been published through Employment News/Rozgaar Samachar vide Edition 15 August - 21 August 2026 with the earlier time limit of Six weeks from the date of publication in Employment News/Rozgaar Samachar i.e. 26.09.2026 which further extended to **31.10.2026**

Thanks & Regards  
Cadre Controlling Unit  
Planning Department,  
Govt of NCT of Delhi,  
Delhi Secretariat, New Delhi

## 2 Attachment(s)

Notice of extension of last date...  
80 KB

Vacancy Circular for post of th...  
3.1 MB

Government of NCT of Delhi  
Planning Department  
(Cadre Controlling Unit)  
6<sup>th</sup> Level, 'B'-Wing, Delhi Secretariat  
I.P.Estate, New Delhi-110002  
Email: planning.ccu.delhi@gmail.com

Diary No. 703/ Date 01-10-26  
Estt. Branch, P.H.Q., Central Jail,  
Tihar, New Delhi-64

Notice for Extension of last date

**Subject:** Extension of last date for receipt of nominations/applications for the recruitment of 11 (Eleven) posts of Deputy Director in Planning & Statistical cadre, Govt. of NCT of Delhi on deputation basis.

Attention is invited to the advertisement issued by Planning Department in the **Employment News/Rojgar Samachar 15-21 August 2026 (EN 7/76)** in respect of recruitment of 11 (Eleven) posts of Deputy Director in Planning & Statistical cadre, Govt. of NCT of Delhi on deputation basis.

2. It is hereby informed that the last date for submission of the application form has been extended up to **31.10.2026**.

3. All other terms and conditions would remain the same. The particulars of the post, eligibility conditions etc. are available on the website: <https://delhiplanning.delhi.gov.in>

Digitally signed by  
Deepak Kumar  
Date: 25-09-2026  
13:01:34

(Deepak Kumar)

Joint Director (Cadre Controlling Unit)

Copy to:

1. The Assistant Director, Monitoring Unit, with the request to upload on the website with the subject " Notice for extension of last date for applications for the recruitment of 11 (Eleven) posts of Deputy Director in Planning & Statistical cadre, Govt. of NCT of Delhi on deputation basis"

25/09/26  
A. upload  
SA(A)

25/09/26  
Anshuman  
11/09/26  
RA

RA

SGP-I

Director General (Prisons)

Ms - Jagpreet

22/2

**ANNEXURE-I**

**Government of NCT of Delhi  
Planning Department  
(Cadre Controlling Unit)  
4th & 6th Level, 'B' - Wing, Delhi Secretariat,  
I.P. Estate, New Delhi-110002  
Email: planning.ccu.delhi@gmail.com**

**PLG-C017/2/2026/I | 171480/2026**

**Dated: 04/08/2026**

**Circular**

**Subject: Filling up of 11 (Eleven) posts of Deputy Director (Plg/Stats.) in Planning and Statistical Cadre, Planning Department, Govt. of NCT of Delhi on deputation basis.**

The Planning Department invites applications in prescribed format from eligible candidates to fill up Eleven (11) vacant posts of Deputy Director (Plg/Stats.) in Planning and Statistical Cadre, Planning Department, Govt. of NCT, which is classified as General Central Services - Group 'A' Gazetted-Non-Ministerial, carrying pay in Level-11 of Pay Matrix of 7th CPC on Deputation basis. The term of deputation will be one year in the initial stage but it may be extended up to three years.

**2. Eligibility qualification and Experience**

Officers under the Central/State Govt/Union Territories/Universities/Recognized Research Institutions/ Public Sector Undertakings/ Semi Government/ Statutory or Autonomous Organizations-

(A) (I) Holding analogous post on regular basis in the parent Cadre/Department; Or

(II) With five (05) years' service in the Grade rendered after appointment thereto on a regular basis in the Scale of Pay of Rs. 15600-39100/- with Grade Pay of Rs. 5400/- in Pay Band-3 or equivalent in the Parent Cadre/Department; Or

(III) With 06 years' service in the Grade rendered after appointment thereto on a regular basis in the Scale of Pay of Rs. 9300-34800/- with Grade Pay of Rs. 4800/- in pay Band-2 or equivalent in the Parent Cadre/Department; Or

(iv) With 7 years' service in the Grade rendered after appointment thereto on a regular basis in the Scale of Pay of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- in pay Band-2 or equivalent in the Parent Cadre/Department; AND

**(B) Possessing the Educational Qualifications and Experience:**

- (i) Post Graduate Degree in Statistics/Operational Research/Mathematical Statistics/Applied Statistics or Post Graduate Degree in Economics/Mathematics/Commerce (with Statistics/Quantitative Method/Techniques or Costing & Statistics/Basic Statistics/Business Statistics/Introduction to Statistics etc., as one of the subject/papers in Post Graduation/Graduation Level) of a recognised University.
- (ii) Five years experience of Statistical/Planning work Investigation/Research in a recognised Institute or Department.

**Desirable:**

Doctorate Degree in anyone of the subjects mentioned in EQ (i) from a recognized University.

**Note: 1-** The Departmental officers in the feeder category who are in the Direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, Deputation shall not be eligible for consideration for appointment by Promotion.

**Note: 2-** (Period of Deputation (ISTC) including period of Deputation (ISTC) in another Ex-Cadre Post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.)

**Note: 3-** For the purpose of appointment on deputation basis, the service renders on a regular basis by an officer prior to 01.01.2006/ the date from which the Revised Pay Structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/ Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised Scale of Pay into one Grade with a common Grade Pay/ Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement Grade without any up gradation.

**3. Regulation of pay and other terms of deputation:**

The pay of the selected officer will be regulated under the provisions contained in the Department of Personnel and Training O.M.No 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

2011

4. **Age Limit:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

5. **Reservation for Scheduled Caste / Scheduled Tribes:** No provision for reservation exists for the posts to be filled up on deputation basis.

6. It is requested that this circular may be given wide publicity by circulation to all offices / Organizations etc. The applications (**in duplicate in the proforma** as published in the departmental website <https://delhiplanning.delhi.gov.in> along with the complete Annual Performance Appraisal Report (APAR) Dossiers for last five years of the eligible officers who could be spared in the event of their selection, may be forwarded by the respective employer to **the Joint Director, Cadre Controlling Unit, Planning Department, 6th Level, B-wing, Delhi Secretariat, Government of NCT of Delhi** within 06 weeks from the date of publication of this Notification in the Employment News. Besides, the following information / documents may also be sent along with application:

- (i) A statement showing minor or major penalties imposed, if any in respect of the official.
- (ii) Cadre Clearance Certificate
- (iii) Integrity Certificate
- (iv) Vigilance Clearance
- (v) Job description of the present post held

7. Applications that are not routed through the competent authority and the applications received after the last date or without the APAR Dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the employer concerned that the particulars furnished by the officers are correct and that no disciplinary case is either pending or contemplated against the Officer. The applicants may please be informed that they will not be permitted to withdraw their application at a later stage.

**Encl: As stated above**

  
(Deepak Kumar)  
**JOINT DIRECTOR (Cadre)**

To,

1. All Secretaries to Government of India, New Delhi.
2. All Chief Secretaries to Government of all States / Union Territories.
3. All Secretaries in charge of Planning Department of all States and Union Territories
4. The Joint Secretary, NITI Aayog, Niti Bhawan, Sansad Marg, New Delhi, Delhi-110001
5. The Registrar General of India, Ministry of Home Affairs, Govt. of India, New Delhi-110002
6. The Director General, National Statistical Office, MoSPI, New Delhi-110002
7. The Registrar, Jawahar Lal Nehru University, New Delhi-110002
8. The Registrar, University of Delhi, New Delhi-110002
9. The Registrar, Indira Gandhi Open University, New Delhi-110002
10. The Registrar, Jamia Millia Islamia University, New Delhi-110002
11. The Director, ICMR, New Delhi-110002
12. The Director, IARI, Pusa, New Delhi-110002
13. All Secretaries, Government of NCT of Delhi.
14. All Autonomous Organizations / Public Sector Undertakings of Government of Govt of NCT of Delhi.
15. Assistant Director (Monitoring Unit), Planning Department, is requested to upload the Vacancy Circular (Annexure-I) along with the Application Proforma (Annexure-II) on the Planning Department website.

## **ANNEXURE-II**

### **Application for the post of Deputy Director (Plg./Stats.) on Deputation basis**

|    |                                                     |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|----|-----------------------------------------------------|------|---------------------------------------------------------------------------|---|------------------------------------------|---------------------------------------------------|-----------------------------------|--|--|
|    |                                                     |      |                                                                           |   |                                          | Recent passport size photograph<br>(to be pasted) |                                   |  |  |
| 1. | Name of applicant (in BLOCK letters)                |      |                                                                           |   |                                          |                                                   |                                   |  |  |
| 2. | Gender:                                             | M    |                                                                           | F |                                          | Others                                            |                                   |  |  |
| 3. | Date of Birth:                                      |      |                                                                           |   |                                          |                                                   |                                   |  |  |
| 4. | Date of superannuation:                             |      |                                                                           |   |                                          |                                                   |                                   |  |  |
| 5. | Contact Details:                                    |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    | (a) Corresponds Address:                            |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    | (b) Permanent Address:                              |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    | Contact number:                                     |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    | Email address (in BLOCK letters)                    |      |                                                                           |   |                                          |                                                   |                                   |  |  |
| 6. | Educational Qualification:                          |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    | Qualification<br>(Degree/Diploma /Certificate etc.) | Year | Name of University/Institution /College/Other Qualification-awarding Body |   | Percentage of Marks /Grade Point Average |                                                   | Discipline/Branch /Specialisation |  |  |
|    |                                                     |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    |                                                     |      |                                                                           |   |                                          |                                                   |                                   |  |  |
|    |                                                     |      |                                                                           |   |                                          |                                                   |                                   |  |  |

| 7. | Details of Employment (in reverse chronological order, enclose separate experience certificates for each post.) |                                |                         |    |                                                  |                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------|----|--------------------------------------------------|---------------------------------------------------------------------------------------------------------|
|    | Organisation                                                                                                    | Position held on regular basis | Period (Month and Year) |    | *Scale of Pay for the post held on regular basis | Description of Nature of Duties (in details highlighting experience required for the post applied for ) |
|    |                                                                                                                 |                                | From                    | To |                                                  |                                                                                                         |
|    |                                                                                                                 |                                |                         |    |                                                  |                                                                                                         |
|    |                                                                                                                 |                                |                         |    |                                                  |                                                                                                         |
|    |                                                                                                                 |                                |                         |    |                                                  |                                                                                                         |
|    |                                                                                                                 |                                |                         |    |                                                  |                                                                                                         |
|    |                                                                                                                 |                                |                         |    |                                                  |                                                                                                         |

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|  |  |  |  |  |  |  |

**\*IMPORTANT:** -Pay band & Grade pay granted under ACP/MACP are personal to the officer and therefore shall not be mentioned. Only pay band and grade pay/Pay scales of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay band and grade pay where such benefits have been drawn by the candidate, may be indicated below: -

| S.No. | Office/Organization | Pay band/grade pay drawn under ACP/MACP scheme | From | To |
|-------|---------------------|------------------------------------------------|------|----|
|       |                     |                                                |      |    |
|       |                     |                                                |      |    |
|       |                     |                                                |      |    |
|       |                     |                                                |      |    |

| 8.   | Present Post held on                                                               | Regular Basis                                                                                      | Deputation Basis |
|------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------|
|      | (Tick as applicable)                                                               |                                                                                                    |                  |
| (i)  | If present post is held on regular basis, name of the post, and details of same    | (a) Level/Scale of Pay:<br>(b) Date of appointment:                                                |                  |
| (ii) | If present post is held on deputation basis, name of the post, and details of same | (a) Date of initial appointment:<br>(b) Approved period of deputation:<br>(c) Parent Organisation: |                  |

|     |                                                                                                                                                                                                                                                                                                           |                                                                                                   |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--|
|     |                                                                                                                                                                                                                                                                                                           | (d) Name of the post and pay of the post held in substantive capacity in the present organization |  |
| 9.  | Training/<br>Courses<br>attended                                                                                                                                                                                                                                                                          |                                                                                                   |  |
| 10. | Details of<br>awards,<br>honours,<br>appreciation<br>etc.                                                                                                                                                                                                                                                 |                                                                                                   |  |
| 11. | Details of<br>application<br>forwarding<br>authority:                                                                                                                                                                                                                                                     | (a) Name:                                                                                         |  |
|     |                                                                                                                                                                                                                                                                                                           | (b) Designation:                                                                                  |  |
|     |                                                                                                                                                                                                                                                                                                           | (c) Full Office address:                                                                          |  |
|     |                                                                                                                                                                                                                                                                                                           | (d) Office telephone number:                                                                      |  |
| 12. | Details regarding Eligibility Criteria for post                                                                                                                                                                                                                                                           |                                                                                                   |  |
|     | <b>Eligibility Criteria</b>                                                                                                                                                                                                                                                                               | <b>Details regarding meeting of the eligibility criteria</b>                                      |  |
|     | <b>Essential:</b><br>Officers under the Central/State Govt/Union Territories/Universities/Recognized Research Institutions/ Public Sector Undertakings/ Semi Government/ Statutory or Autonomous Organizations-<br><b>[A]</b> (I) Holding analogous post on regular basis in the parent Cadre/Department; |                                                                                                   |  |
|     | Or;<br>(II) With five (05) years' service in the Grade rendered after appointment thereto on a regular                                                                                                                                                                                                    |                                                                                                   |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | basis in the Scale of Pay of Rs. 15600-39100/- with Grade Pay of Rs. 5400/- in Pay Band-3 or equivalent in the Parent Cadre/Department;                                                                                                                                                                                                                                                                                                                                                                                  |  |
|  | Or;<br>(III) With 06 years' service in the Grade rendered after appointment thereto on a regular basis in the Scale of Pay of Rs. 9300-34800/- with Grade Pay of Rs. 4800/- in pay Band-2 or equivalent in the Parent Cadre/Department;                                                                                                                                                                                                                                                                                  |  |
|  | Or;<br>(IV) With 7 years' service in the Grade rendered after appointment thereto on a regular basis in the Scale of Pay of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- in pay Band-2 or equivalent in the Parent Cadre/Department; AND                                                                                                                                                                                                                                                                                |  |
|  | <b>And;</b><br><b>[B] Educational Qualification and Experience:</b><br><b>(i) Educational Qualification:</b><br>Post Graduate Degree in Statistics/Operational Research/Mathematical Statistics/Applied Statistics or Post Graduate Degree in Economics/Mathematics/Commerce (with Statistics/Quantitative Method/Techniques or Costing & Statistics/Basic Statistics/Business Statistics/Introduction to Statistics etc., as one of the subject/papers in Post Graduation/Graduation Level) of a recognised University. |  |
|  | <b>(ii) Experience:</b><br>Five years experience of Statistical/Planning work Investigation/Research in a recognised Institute or Department.                                                                                                                                                                                                                                                                                                                                                                            |  |
|  | <b>Desirable:</b><br>Doctorate Degree in anyone of the subjects mentioned in EQ (i) from a recognized University.                                                                                                                                                                                                                                                                                                                                                                                                        |  |

|     |                                                                                                                                 |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------|--|
| 13. | Additional information, if any, in support of the applicant's suitability for the post:<br>(attach separate sheet, if required) |  |
| 14. | Whether belongs to SC/ST/OBC                                                                                                    |  |
| 15. | Remarks (if any)                                                                                                                |  |

Date:

Place:

(Signature of applicant)

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

Guidelines of publishing Gazette notification, under provision of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016-reg.

M-4434  
18/9/20

HOD GAD < sgad@nic.in >

Thu, 17 Sep 2026 6:42:50 PM +0530

To "AR DEPARTMENT"<arupdate@nic.in>,"Registrar Cooperative Society"<rcoop@nic.in>,"ps2cfs"<ps2cfs@gmail.com>,"Santosh Vaidya"<pshome@nic.in>,"HOD GAD"<sgad@nic.in>,"Sh Singh"<secservices@nic.in>,"Sandeep Kumar"<pspwd@nic.in>,"Secretary Power"<pspower@nic.in>,"Pr Secretary Health"<pshealth@nic.in>,"Sh. Vijay Bidhuri"<senv@nic.in>,"Vivek Pandey"<psud@nic.in>,"chairmandsssb.delhi"<chairmandsssb.delhi@nic.in>,"Pr. Secretary Education"<secyedu@nic.in>,"Neeraj Semwal"<divcom@nic.in>,"ceodelhidjb"<ceodelhi.djb@nic.in>,"delhishelter"<delhishelter@gmail.com>,"Ravi Jha"<cexccise@nic.in>,"PPS Commissioner TPT"<commpt@nic.in>,"Nikhil Kumar, IAS"<ctt.delhi@nic.in>,"Pandurang K. Pole"<labcom@nic.in>,"YASHPAL GARG, IAS"<cdevelop@nic.in>,"diredu"<diredu@nic.in>,"ACS Land And Building"<secy.lb@delhi.gov.in>,"Sh. Ajay Kumar Gupta, IAS"<cfss.delhi@nic.in>,"dvigil"<dvigil@nic.in>,"Director UTCS"<dutcs@nic.in>,"Reetesh Singh DHJS"<slaw@nic.in>,"SANTOSH D. VAIDYA"<psfin@nic.in>,"Niraj Kumar"<dsw@nic.in>,"Dr. Awanish Kumar"<dirtte.delhi@nic.in>,"dtehedu"<dtehedu@gmail.com>,"Sh. Jitender Yadav"<secyil@nic.in>,"Bipul Pathak"<pspw@nic.in>,"scstsecretary"<scstsecretary@gmail.com>,"Secretary ACL"<secyart@nic.in>,"directordip2014"<directordip2014@gmail.com>,"mddsiidc"<mddsiidc@gmail.com>,"MD N CEO DTTDC"<md@delhitourism.gov.in>,"pstechedu"<pstechedu@nic.in>,"Joint Director Planning"<jdplg@nic.in>,"tourismgncd"<tourism.gncd@gmail.com>,"Rashmi Singh"<secretary.wcd@delhi.gov.in>,"Dr. Sajjan Singh Yadav"<comind@sansad.nic.in>,"cmddtchq"<cmddtchq@gmail.com>,"commissioner"<commissioner@mod.nic.in>,"pccf-gnctd"<pccf-gnctd@delhi.gov.in>,"secretaryifcdgnctd"<secretaryifcdgnctd@gmail.com>,"Director General Prisons Delhi Prisons New Delhi"<dgtihar@nic.in>,"chairperson"<chairperson@ndmc.gov.in>,"secretary"<secretary@ndmc.gov.in>,"einc-pwd"<einc-pwd@delhi.gov.in>,"Vijay Kumar Bidhuri"<chdpcc@nic.in>,"CEO Delhi"<ceo\_delhi@eci.gov.in>,"Md-dkvib Md-dkvib"<md-dkvib@nic.in>

Madam/Sir,

Please find attached Circular on the subject cited above for information and necessary action.

Regards,

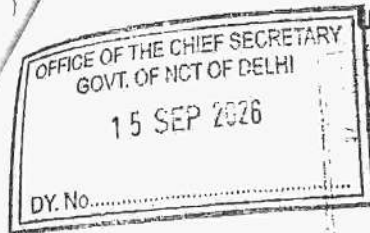
(Pradeep Tayal)  
Joint Secretary  
General Administration Department  
Govt. of NCT of Delhi

#### 1 Attachment(s)

Circular No. 8 of 2026.pdf  
3.2 MB

M-4434  
18/9/26

5980 24/09/26  
Diary No. .... Date  
Estt. Branch, P.H.Q., Govt. of India  
Tihar, New Delhi-110001



HQ-13078/2/2026-AUTH-I HQ/ (C-20503)  
**Unique Identification Authority of India**  
Authentication and Verification Division

GOVT. OF NCT OF DELHI

15 SEP 2026

GNAD/2-26/36854

**Circular No. 8 of 2026**

UIDAI Head Office  
Bangla Sahib Road, Gole Market  
New Delhi-110001  
Dated: 8<sup>th</sup> September 2026

Subject: Guidelines on publishing Gazette notification, under provision of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 ['Aadhaar Act'] stipulates that as a condition for receipt of a subsidy, benefit or service for which the expenditure is incurred, or receipt therefrom forms part of, the consolidated fund of India or the consolidated fund of State, the Central Government or the State Government may require the individual to undergo Aadhaar authentication or furnish proof of possession of Aadhaar number or in the case of an individual to whom no Aadhaar number has been assigned, make an application for enrolment. Provided that till such time an Aadhaar number is assigned to such beneficiary, he may establish his identity to avail of the benefits, by presenting his acknowledgement having undergone the process of enrolment, provided by the operator at the enrolment Centre, containing the Enrolment ID (EID) or the other identity documents as specified by Central Government or the State Government.

2. UIDAI in consultation with DBT Mission, Cabinet Secretariat, Govt. of India and Legislative Department, Ministry of Law & Justice, Govt. of India has reviewed the existing template of gazette notification as per section 7 of the Aadhaar Act, to include issuance of various documents/ certificates which are being used in determining eligibility of beneficiaries for delivery of benefits/ subsidies/ services under schemes funded by respective governments.

3. All Central Ministries/ Departments and State/UT Government Departments must use the sample template (attached as **Annexure-I**) for the publishing of the gazette notification pursuant to requirement of Aadhaar number under section 7 of the Aadhaar Act. Template in editable format is available on UIDAI's website ([www.uidai.gov.in](http://www.uidai.gov.in)) and may be accessed by searching on it for "Template for section 7 notification". URL for the template is <https://uidai.gov.in/en/authentication-document> [uidai.gov.in → build with us → authentication ecosystem → authentication document]

4. To publish the gazette notification as per the provision of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, Central Ministries or Departments may publish the gazette notification as per the extant process of concerned Government, provided that the published section 7 gazette

DTG  
Sc 718-1/DCA  
21/09  
Director General (Prisons)

1579  
5/09/26  
MS (GNAD)

17.14  
15/09/26  
1728  
So (CN)

24/9/26  
DA  
to  
Gulab

notification is exactly as per the UIDAI prescribed format. UIDAI, at the head office or the regional office, must be consulted only if the notification is proposed to be altered in any manner from the prescribed format.

5. Further, as and when any gazette notification for section 7 schemes is published, a copy of the published gazette notification should be mailed to UIDAI at [notification.authhq@uidai.net.in](mailto:notification.authhq@uidai.net.in) for information. In addition, as a one-time measure, copy of all previously published section 7 gazette notifications issued by Ministry/Department of the Centre/State/UT may also be shared through email. An application for onboarding is liable for rejection, if the published section 7 gazette notification is not as per attached format.

6. Ministry/Department may refer, frequently ask questions (attached as **Annexure-II**) regarding SOPs and important points to keep in consideration during notification.

7. This circular supersedes all previous circulars/communications issued by UIDAI for publishing of Gazette notification, under provision of section 7 of the Aadhaar Act, and will come into effect from the date of issue.

8. This issues with the approval of Chief Executive Officer, UIDAI.

Arpit Agrawal

(Arpit Agrawal)

Dy Director

Tel.: 011-23478641

Email: [dd2.auth-hq@uidai.net.in](mailto:dd2.auth-hq@uidai.net.in)

To:

1. Secretaries in charge of Ministries and Departments in Government of India
2. Chairperson and Chief Executive Officer, Railway Board
3. Chief Secretaries of State Governments
4. Chief Secretary, Government of Jammu and Kashmir / National Capital Territory of Delhi / Puducherry / Andaman and Nicobar Islands Administration
5. Advisor to Administrator, Chandigarh Administration
6. Advisor to Lieutenant Governor, Ladakh Administration
7. Administrator, Dadra and Nagar Haveli and Daman and Diu Administration / Lakshadweep Administration

Copy, for information, to:

1. Advisor to Prime Minister, Prime Minister's Office
2. Chief Executive Officer, NITI Aayog
3. Secretary (Coordination), Cabinet Secretariat
4. Special Secretary, DBT Mission, Cabinet Secretariat
5. All Deputy Directors General (Regional Offices), UIDAI

Annexure-I

[TO BE PUBLISHED IN \_\_\_\_\_<sup>1</sup>]

Government of \_\_\_\_\_<sup>2</sup>  
\_\_\_\_\_<sup>3</sup>

Notification

\_\_\_\_\_<sup>4</sup>, the \_\_\_\_\_<sup>5</sup>, 20\_\_<sup>6</sup>

S.O. \_\_\_\_ (E).—Whereas the use of Aadhaar number to establish identity enables individuals to receive subsidies, benefits and services in a convenient and seamless manner, obviates the need for multiplicity of documents to establish identity, simplifies processes and promotes transparency and efficiency;

And whereas, the \_\_\_\_\_<sup>7</sup> (hereinafter referred to as the said Ministry or the said Department, as the case may be) in the Government of \_\_\_\_\_<sup>8</sup> (hereinafter referred to as the said Government) is administering \_\_\_\_\_<sup>9</sup> (hereinafter referred to as the said scheme);

OR

And whereas, \_\_\_\_\_<sup>10</sup> (hereinafter referred to as the said agency) under the administrative purview of the \_\_\_\_\_<sup>11</sup> (hereinafter referred to as the said Ministry or the said Department, as the case may be) in the Government of \_\_\_\_\_<sup>12</sup> (hereinafter referred to as the said Government) is administering \_\_\_\_\_<sup>13</sup> (hereinafter referred to as the said scheme);

And whereas, \_\_\_\_\_<sup>14</sup> (hereinafter referred to as the said <sup>15</sup>subsidy / benefit / service) is given to the \_\_\_\_\_<sup>16</sup> under the said scheme and the instructions and guidelines issued in respect thereof;

<sup>1</sup> <The Gazette Of India, Extraordinary, Part II, Section 3, Sub-Section (ii)> OR, in respect of a State, appropriate reference to the Official Gazette of the State concerned

<sup>2</sup> <India> or name of State

<sup>3</sup> Name of Ministry or Department or both

<sup>4</sup> Name of city

<sup>5</sup> Date and month

<sup>6</sup> Year

<sup>7</sup> Name of Ministry or Department

<sup>8</sup> <India> or name of State

<sup>9</sup> Name of scheme

<sup>10</sup> Name of scheme implementing agency, if other than Ministry or Department

<sup>11</sup> Name of Ministry or Department

<sup>12</sup> <India> or name of State

<sup>13</sup> Name of scheme

<sup>14</sup> Description of Subsidy or benefit or service for receipt of which proof of Aadhaar number is proposed to be made necessary

<sup>15</sup> <subsidy> or <benefit> or <service>, whichever is applicable one

<sup>16</sup> Description of class of individuals eligible to receive subsidy, benefit or service, as determined by the said agency

<sup>17</sup>And whereas, the determination of eligibility for receipt of the said subsidy / benefit / service under the said scheme involves issuance of the \_\_\_\_\_<sup>18</sup> by the said Ministry or the Department;

And whereas, expenditure for the said scheme is incurred from the Consolidated Fund of \_\_\_\_\_<sup>19</sup>;

And whereas, the said Government, for the purpose of establishing identity of an Aadhaar number holder as a condition for the receipt of the said subsidy / benefit / service, requires that such Aadhaar number holder undergoes authentication, or furnishes proof of possession of Aadhaar number or in the case of an individual to whom no Aadhaar number has been assigned to, make an application for such enrolment;

Now, therefore, in pursuance of the provisions of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) (hereinafter referred to as the said Act), the Government of \_\_\_\_\_<sup>20</sup> hereby notifies the following, namely—

1. (1) An individual desirous of availing of the said subsidy / benefit / service under the said scheme shall be required to undergo authentication, or furnish proof of possession of Aadhaar number.
- (2) In case such an individual has not been assigned an Aadhaar number, he shall be required to make an application for enrolment:

Provided that if that individual is a child, such application shall be made only with the consent of his parent or legal guardian.

- (3) In accordance with the provisions of regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016, the said \_\_\_\_\_<sup>21</sup> shall ensure enrolment of such individuals who are yet to be enrolled, or update their Aadhaar details through appropriate measures, including coordination with Registrars and setting up enrolment centres at convenient locations or providing enrolment facilities by becoming a Registrar itself:

Provided that till such time an Aadhaar number is assigned to such individual, he may establish his identity to avail of the said subsidy / benefit / service, by presenting the following documents to which he is entitled and which are valid at the time of presentation, or, in case the software provided or authorised by the said \_\_\_\_\_<sup>22</sup> for such identification supports electronic obtaining of information evidencing the contents of such documents from the database of the authorities dealing with the preparation or maintenance thereof, by giving his consent for so obtaining, namely:—

<sup>17</sup> [To be included only where the subsidy / benefit / service under the said scheme is based on the eligibility determined on the issuance of government service / documents, else omit]

<sup>18</sup> Name of certificate which is to be utilized to determine the eligibility for the said scheme and for which the expenditure is made from Consolidated Fund of India / State

<sup>19</sup> <India> or <State>

<sup>20</sup> <India> or name of State

<sup>21</sup> <Ministry> or <Department> or <agency>

<sup>22</sup> <Ministry> or <Department> or <agency>

For a child below eighteen years of age to whom an Aadhaar number has not been assigned—

- (a) the acknowledgement of the individual having undergone the process of enrolment, provided by the operator at the enrolment centre, containing the Enrolment ID; and
- (b) any one of the following documents to evidence that the individual is a child below eighteen years of age, namely—
  - (i) certificate of birth given under the Registration of Births and Deaths Act, 1969 (18 of 1969), as extracted from the entry made in the register of births regarding the birth of the individual;
  - (ii) Indian passport;
  - (iii) certificate or statement of marks of matriculation or 10<sup>th</sup> class or higher secondary or 12<sup>th</sup> class, issued by a recognised Board of school education;
  - (iv) in respect of a child in need of care and protection or a child in conflict with law, who is housed in a child care institution registered as such with the State Government concerned under the rules made by it under the Juvenile Justice (Care and Protection of Children) Act, 2015 (2 of 2016), certificate specifying his date of birth issued by the person-in-charge, superintendent, Child Welfare Officer or probation officer of such institution; or
  - (v) in respect of a foreign national—
    - (I) if he is an Overseas Citizen of India Cardholder, Overseas Citizen of India Card;
    - (II) if he is a Tibetan refugee, registration certificate issued by a Foreigners Regional Registration Office;
    - (III) if he is a national of Nepal or Bhutan, passport of Nepal or Bhutan;
    - (IV) if he is other than a Overseas Citizen of India Cardholder, Tibetan refugee or a national of Nepal or Bhutan, either an Indian visa along with foreign passport or a Long Term Visa to India along with currently valid or expired foreign passport; or
- (c) Any one of the following documents, having the photograph of the individual, to evidence his relationship with the parent or legal guardian, namely—
  - (i) Ration card;
  - (ii) Caste certificate or domicile certificate, issued by a Gazetted officer who is an Executive Magistrate or a revenue officer of the State Government, not below the rank of Tahsildar;
  - (iii) medical or insurance identity card issued by a government entity or public sector enterprise to a retired or serving public servant or his family member;
  - (iv) Indian passport;

- (v) certificate or statement of marks of matriculation or 10<sup>th</sup> class or higher secondary or 12<sup>th</sup> class, issued by a recognised Board of school education;
- (vi) in respect of a child in need of care and protection or a child in conflict with law, who is housed in a child care institution registered as such with the State Government concerned under the rules made by it under the Juvenile Justice (Care and Protection of Children) Act, 2015 (2 of 2016), certificate specifying his date of birth issued by the person-in-charge, superintendent, Child Welfare Officer or probation officer of such institution; or
- (vii) in respect of a foreign national—
  - (I) if he is an Overseas Citizen of India Cardholder, Overseas Citizen of India Card;
  - (II) if he is a Tibetan refugee, registration certificate issued by a Foreigners Regional Registration Office;
  - (III) if he is a national of Nepal or Bhutan, passport of Nepal or Bhutan;
  - (IV) if he is other than a Overseas Citizen of India Cardholder, Tibetan refugee or a national of Nepal or Bhutan, either an Indian visa along with foreign passport or a Long Term Visa to India along with currently valid or expired foreign passport; or
- (viii) in respect of an individual who has a legal guardian, adoption order or other document to evidence legal guardianship, which is issued by a court of law or competent authority under the Guardians and Wards Act, 1890 (8 of 1890), the Juvenile Justice (Care and Protection of Children) Act, 2015 (2 of 2016), the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (44 of 1999) or the Rights of Persons with Disabilities Act, 2016 (49 of 2016) and the applicable rules and regulations made under the said Acts; or
- (ix) any other document as the said \_\_\_\_\_<sup>23</sup> may specify.

And / Or<sup>24</sup>

*For individuals aged eighteen years or more to whom an Aadhaar number has not been assigned—*

- (a) the acknowledgement of the individual having undergone the process of enrolment, provided by the operator at the enrolment centre, containing the Enrolment ID; and
- (b) any one of the following documents, having the individual's photograph, namely—

<sup>23</sup> <Ministry> or <Department>

<sup>24</sup> <And>, if both age range are eligible to receive the subsidy / benefit / service. Else omit the non-eligible age range

- 1146
- (i) Elector's Photo Identity Card issued by the Election Commission of India;
  - (ii) Ration card;
  - (iii) caste certificate or domicile certificate, issued by a Gazetted officer who is an Executive Magistrate or a revenue officer of the State Government, not below the rank of Tahsildar;
  - (iv) medical or insurance identity card issued by a government entity or public sector enterprise to a retired or serving public servant or his family member;
  - (v) Indian passport;
  - (vi) certificate or statement of marks of matriculation or 10<sup>th</sup> class or higher secondary or 12<sup>th</sup> class, issued by a recognised Board of school education;
  - (vii) identity card or other identity document issued to serving or retired public servant by a government entity or a public sector enterprise;
  - (viii) disability certificate issued by notified medical authority under Rights of Persons with Disabilities Rules, 2017, or Unique Disability Identification card issued by the Department of Empowerment of Persons with Disabilities (*Divyangjan*), Government of India;
  - (ix) driving licence issued in India;
  - (x) in respect of a child in need of care and protection or a child in conflict with law, who is housed in a child care institution registered as such with the State Government concerned under the rules made by it under the Juvenile Justice (Care and Protection of Children) Act, 2015 (2 of 2016), certificate specifying his date of birth issued by the person-in-charge, superintendent, Child Welfare Officer or probation officer of such institution; or
  - (xi) in respect of a foreign national,—
    - (I) if he is an Overseas Citizen of India Cardholder, Overseas Citizen of India Card;
    - (II) if he is a Tibetan refugee, registration certificate issued by a Foreigners Regional Registration Office;
    - (III) if he is a national of Nepal or Bhutan, passport of Nepal or Bhutan;
    - (IV) if he is other than a Overseas Citizen of India Cardholder, Tibetan refugee or a national of Nepal or Bhutan, either an Indian visa along with foreign passport or a Long Term Visa to India along with currently valid or expired foreign passport; or
  - (xii) in respect of an individual who has a legal guardian, adoption order or other document to evidence legal guardianship, which is issued by a court of law or competent authority under the Guardians and Wards Act, 1890 (B of 1890), the Juvenile Justice (Care and

Protection of Children) Act, 2015 (2 of 2016), the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (44 of 1999) or the Rights of Persons with Disabilities Act, 2016 (49 of 2016) and the applicable rules and regulations made under the said Acts; or  
(xiii) any other document as the said \_\_\_\_\_<sup>25</sup> may specify.

(4) An officer designated by the said \_\_\_\_\_<sup>26</sup> in this behalf shall check the documents presented or the information evidencing the contents thereof under clause (3) and shall also check—

- (a) the status of the enrolment request by submitting the Enrolment ID on myAadhaar portal (<https://myaadhaar.uidai.gov.in/portal>) to confirm that the Enrolment ID is valid and that the enrolment request does not stand rejected; and
- (b) the other documents, and for this purpose, may take the assistance of and share the information presented with any government entity or an authority that deals with the preparation or maintenance of the information contained in such documents.

2. In order to enable Aadhaar number holder to avail of the said subsidy / benefit / service conveniently, the Ministry shall make all necessary steps to ensure wide publicity through media to make the Aadhaar number holder aware of the requirement of Aadhaar number under the said scheme.

3. Where the authentication of the Aadhaar number of an Aadhaar number holder done through any of the biometric-based modes of authentication (namely, facial image, fingerprints or iris scan based authentication) fails due to any reason, such as poor quality of biometric information, the following remedial mechanisms shall be adopted, namely—

- (a) in case any particular biometric-based mode of authentication is not successful, any other mode of biometric-based authentication or one-time pin (OTP) based authentication shall, wherever feasible and admissible, be offered;
- (b) in cases where biometric-based or one-time pin (OTP)-based modes of authentication are not possible, subsidy / benefit / service under the said scheme may, after establishing the genuineness of the Aadhaar number by doing offline verification of the digital signature certificate of Unique Identification Authority of India on the Aadhaar Secure Quick Response (QR) Code or the Aadhaar Paperless Offline e-KYC document, as the case may be, be given on the basis of any of the following—
  - (i) an Aadhaar Secure Quick Response (QR) Code containing Aadhaar card, Aadhaar letter (i.e., the letter issued to an Aadhaar number holder on generation of his Aadhaar number) or e-Aadhaar (i.e., the password-protected electronic copy of Aadhaar letter downloadable from the website of Unique Identification Authority of India or accessible using its mAadhaar app), after its genuineness is established through offline

<sup>25</sup> <Ministry> or <Department>

<sup>26</sup> <Ministry> or <Department>

verification by scanning the QR code using the Aadhaar QR Scanner or mAadhaar apps.

- (ii) Aadhaar Paperless Offline e-KYC document (downloadable from the website of Unique Identification Authority of India or accessible using its mAadhaar app), after its genuineness is established through offline verification of the digital signature certificate of Unique Identification Authority of India on the document through the application developed by the Ministry or Department or scheme implementing agency concerned for this purpose, in accordance with the details given in this regard on the website of Unique Identification Authority of India.

4. <sup>27</sup>Notwithstanding anything contained hereinabove—

(a) the subsidy / benefit / service under the said scheme shall not be denied to any child

(i) in case of failure to establish his identity by undergoing authentication or to furnish proof of possession of Aadhaar number; or

(ii) in case of production of an application for enrolment where he has not been assigned an Aadhaar number;

(b) the subsidy / benefit / service under the said scheme shall be given to such a child by verifying his identity and establishing his relationship with his parent or legal guardian in the manner specified in the proviso to sub-paragraph (3) of paragraph 1; and

(c) where subsidy / benefit / service is given under clause (b), a record shall be maintained in respect of the same, which shall be reviewed and audited periodically by the <sup>28</sup>\_\_\_\_\_.

5. In order to ensure that *bona fide* individuals who are aged eighteen years or more are not deprived of the subsidy / benefit / service due to them under the said scheme, the <sup>29</sup>\_\_\_\_\_ shall follow the exception handling mechanism specified in the Office Memorandum no. D-26011/04/2017-DBT, dated the 19<sup>th</sup> December, 2017 of the Direct Benefit Transfer Mission, Cabinet Secretariat, Government of India (available on <https://dbtbharat.gov.in>).

6. This notification shall come into force from the date of its publication in the official Gazette.

[F. no. \_\_\_\_\_]

<sup>30</sup>

<sup>31</sup>

<sup>27</sup> Only if Aadhaar number holder is child below 18 years of age

<sup>28</sup> <Ministry> or <Department>

<sup>29</sup> <Ministry> or <Department> or <agency>

<sup>30</sup> Name of officer

<sup>31</sup> Designation of officer

Annexure-II

FAQs for publishing of Gazette notification, as per provisions of section 7 of  
the Aadhaar Act

**1. Which scheme can be notified under section 7 of the Aadhaar Act?**

The scheme which is delivering any service, benefit or subsidy for which expenditure (in part or full) is being incurred from the Consolidated Fund of Government of India/State.

OR

If issuance of any certificate/ document is linked with such schemes mentioned above.

**2. Can the scheme be notified under section 7 of the Aadhaar Act by the Ministry/ Department itself?**

Yes, Central Ministries or Departments and State/UT Government Departments may publish section 7 gazette notification itself as per UIDAI prescribed format issued via circular no. 8 of 2026 dated 08.09.2026 provided that the published section 7 gazette notification is exactly as per the UIDAI prescribed format.

**3. What is the process to notify a scheme under section 7 of the Aadhaar Act?**

Central Ministries or Departments may publish the gazette notification as per the extant process of concerned Government, provided that the published section 7 gazette notification is exactly as per the UIDAI prescribed format. UIDAI, at the head office or the regional office, must be consulted only if the notification is proposed to be altered in any manner from the prescribed format.

**4. In case of an individual who has applied for Aadhaar and not yet allotted Aadhaar number or does not possess an Aadhaar number, be denied of any subsidy or benefit under section 7 of the Aadhaar Act?**

No, in case such an individual who has applied for Aadhaar and not yet allotted Aadhaar number or does not possess an Aadhaar number, till such time an Aadhaar number is assigned to such beneficiary, she/he may establish his identity to avail of the said benefit, by presenting the other documents as required by scheme administrating Ministry/ Department.

**5. Can any individual be denied entitlements if his/her authentication request is rejected?**

UIDAI and the service providers availing Aadhaar authentication recognize the fact that Aadhaar authentication is subject to certain technological and biometric limitations such as poor fingerprint quality, network availability etc. Therefore, the service providers will have alternate processes to identify/ authenticate their beneficiaries/ customers, including exception handling mechanism at their point of presence, so that Aadhaar number holders are not denied entitlements due to technological or biometric limitations.

1124

**6. Can the Ministry/ Department select OTP, demo mode of Aadhaar authentication for DBT schemes?**

As per DO letters dated 30.01.2026, shared by DBT Mission, Cabinet Secretariate, Govt. of India, addressed to secretaries of all Ministries/ Departments of Central Government, use of biometric authentication is recommended owing to real-time liveness check & secure mode of authentication eradicating any possibility of impersonation, ghosting or any fraudulent activity. Biometric modalities include fingerprint, iris and face of which face authentication has been found to be reliable which is user-friendly, secure, can be easily integrated and provides authentication of highest degree of accuracy.

**7. Under what circumstances the Ministry/ Department is required to reissue the already notified gazette notification under Section 7 of Aadhaar Act?**

The Ministry/ Department may consider reissuing the notification under Section 7 of Aadhaar Act under one or more of the following circumstances:

- (a) When there is a change in name of scheme;
- (b) When there is a change in class of eligible beneficiaries;
- (c) When the Ministry/ Department wants to extend the applicability of the scheme on the earlier exempted States such as Assam or Meghalaya or UT of J&K (which were not included in previous notification);
- (d) In case of any other amendment required in the notification.

**8. Can the Ministry/Department notify gazette for issuance of documents/ certificates under Section 7 of Aadhaar Act?**

Yes, Central Ministries or Departments and State/UT Government Departments may publish section 7 gazette notification for issuance of various documents/ certificates which are being used in determining eligibility of beneficiaries for delivery of benefits/ subsidies/ services under schemes funded by respective governments, wherever respective administrative Ministries/ Departments feel the need thereof. Such documents/ certificates invariably are provided at nominal cost by respective governments thereby having an embedded subsidy in their delivery.