

5.11 The frequency for which corrections can be made in various parameters is listed in Table 6 below:-

TABLE - 6

S. No.	Parameter	Number of Times Changes Allowed
1.	Member name	1
2.	Gender	1
3.	Date of birth	1
4.	Father/Mother Name	1
5.	Relationship	1
6.	Marital status	2
7.	Date of Joining	1
8.	Date of leaving	1
9.	Reason of leaving	1
10.	Nationality	1
11.	Aadhaar number	1

6.12 During the normal course, a member may be allowed to seek changes in upto five (05) parameters out of the above 11, whether submitted through single or multiple JD requests, lest such changes may lead to a complete change in the identity of the individual and may result in fraud. In case the changes are in more than five parameters, the matter will be thoroughly examined by the OIC, and only after duly recording the reasons in the file such cases should be processed.

6.13 The number of changes allowed in various parameters should be strictly as per Table 6. However, in case of any exception, the matter will be thoroughly examined by the OIC, and only after duly recording the reasons in the file such cases should be processed.

6.14 Authorities to attest the claims in case of closed establishment.

- i. **Updated List:** Magistrate, A Gazetted Officer, Post/Sub post master, Member of Parliament, Legislative Assembly, Member of Municipalities and Municipal Corporations, Member of Central Board of Trustees, Regional

ANNEXURE-I

LIST OF ACCEPTABLE DOCUMENTS FOR GETTING CORRECTED / UPDATING THE PARAMETERS AS MENTIONED ABOVE. FOR THE SAKE OF CONVENIENCE, THE SERIAL NUMBER OF PARAMETER IS USED IN THE SAME MANNER AS HAS BEEN USED IN ABOVE CIRCULAR

Table-A (Name and Gender)

1. Name, 2. Gender	
S. No.	Name of Document
1.	Aadhaar (mandatory)
2.	Passport
3.	Death Certificate
4.	Birth Certificate
5.	Driving License
6.	Service photo identity card issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks
7.	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet issued by board/ University containing name and photograph
8.	Bank Pass Book having name and Photograph Cross Stamped by bank official
9.	PAN Card/ e-PAN
10.	Ration / PDS photo Card
11.	Voter ID/ e-Voter ID
12.	Pensioner Photo Card/Freedom Fighter Photo Card
13.	CGHS/ ECHS/ / Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card

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14.	ST/ SC/ OBC certificate with photograph ST/ SC/ OBC certificate with photograph
15.	For Full name/first name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1st instance of the Full name/ first name change)
16.	Valid Visa along with Foreign Passport (valid only) issued in case of other Foreign Nationals
17.	Freedom Fighter Card having photo
18.	Copy of Person of Indian Origin (PIO) card issued by Government of India
19.	Copy of Overseas Citizen of India (OCI) card issued by Government of India
20.	Tibetan Refugee Card (Accompanied by one more ID)

Table-B (Date of Birth)

3. Date of Birth	
S. No.	Name of Document
1.	Birth Certificate issued by the Registrar of Births and Deaths.
2.	Marksheet issued by any recognized Government Board or University. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate containing Name and Date of Birth
3.	Certificate based on the service records of the Central/State Government Organizations.
4.	In the absence of proof of date of birth as above, Medical Certificate issued by Civil Surgeon after examining the member medically and supported with an affidavit on oath by the member duly authenticated by a Competent Court.
5.	Aadhaar
6.	Passport

7.	PAN by IT department
8.	Central/ State Pension Payment Order
9.	CGHS/ ECHS/ Medi-Claim Card issued by Centre/ State/ UTs Govts./ PSUs having Photo & Date of Birth
10.	Domicile Certificate issued by the Government

Table-C (Father/Mother Name and Relationship)

4. Father/Mother Name, 5. Relationship	
S. No.	Name of Document
1.	Passport of Father/Mother
2.	Ration card/PDS Card
3.	CGHS/ECHS/ Medi-Claim Card with photo issued by Centre/ State Govts./ PSUs. ✓
4.	Pension Card
5.	Birth Certificate issued by of Birth, Municipal Corporation and other notified local Government bodies like Taluk, Tehsil etc. ✓
6.	Marriage Certificate issued by the Government
7.	Photo ID card issued by Central/ State Govt. like Bhamashah, Jan-Aadhaar, MGNREGA, ARMY Canteen card etc. ✓

Table-D (Marital Status)

6. Marital Status	
S. No.	Name of Document
1.	Marriage Certificate issued by the government
2.	Aadhaar Card
3.	Divorce Decree
4.	Passport

Table-E (Date of Joining)

7. Date of Joining	
S. No.	Name of Document
1.	Employee register
2.	Attendance register
3.	Appointment letter or any other document as establishment maintain under any central or State labour act
4.	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory supported by ECR of the employee during the said period

Table-F (Reason of Leaving)

8. Reason of Leaving	
S. No.	Name of Document
1.	Resignation letter
2.	Letter from establishment on their letter head clearly stating the reason of leaving supported by ECR of the employee during the said period
3.	Termination letter issued to employee
4.	Any document as establishment deems fit to establish exit reason of employee duly signed by the Employer or the authorized signatory of the establishment on their letterhead

Table-G (Date of Leaving)

9. Date of Leaving	
S. No.	Name of Document
1	Resignation letter/termination letter

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2	Experience certificate or any other document as establishment maintain under any central or State labour act
3	Wage slip/salary slip/full and final letter
4	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory

Table-H (Nationality)

10. Nationality	
S. No.	Name of Document
1.	Copy of passport
2.	Copy of Person of Indian Origin (PIO) card issued by Government of India
3.	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
4.	Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals
5.	Tibetan Refugee Card (Accompanied by one more ID)

Table-I (Aadhaar)

11. Aadhaar	
S. No.	Name of Document
1	Aadhaar card/e-aadhaar card with linked active mobile phone