



भारतीय लेखापरीक्षा एवम लेखा विभाग
महालेखाकार (ले एम् एन्), पश्चिम बंगाल, कोलकाता - ७१
Indian Audit And Accounts Department
Accountant General (A & E), West Bengal, Kolkata- 01



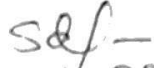
No. I/1464322/2026 Date 04-06-2026

CIRCULAR

Copy of the Circular No. PAGAEWB/02/06/2026-26/45 dated 04.06.02026 regarding creation of APAAR Id in respect of all officials of DA cadre by today, i.e. 04.06.2026, is attached herewith for information to all.

After creation of the same an intimation is to be sent to WM section through e mail by every official of DA cadre.

Encl: As stated above.


Sr. Accounts Officer/WM

Copy forwarded for necessary action:

Sr. AO/ITSC with a request to upload the order in DA cadre platform of the office website.


Sr. Accounts Officer/WM

Office of the Pr. Accountant General (A&E), West Bengal
Treasury Buildings, Kolkata – 700001

O.O. No-PAGAEWB/02/06/42/2026-27/45

Date: 04.06.2026

CIRCULAR

In continuation of the Office Circular No-PAGAEWB/02/06/42/2024-25 dated 12.02.2025, all officers/officials of this office and DA cadre officials who have not yet created their APAAR Id are requested to create the same by 04.06.2026. For step by step creation details is attached herewith in the circular.

After creation of the APAAR Id, officials are required to forward the Ids along with the following details to the Training Section (email ids shiladityad.wbl.ae@cag.gov.in and arindamg.wbl.ae@cag.gov.in) for taking further necessary action in the SAI Capacity Building Portal-

- (i) Educational qualifications and professional certifications of the employee.**
- (ii) APAAR ID and other employee profile details,**
- (iii) Current posting details and service particulars (Pay level & Basic Pay etc)**

Sr AO/WM is requested to take necessary action for creation of APAAR Ids of DA Cadre officials.

Sd/-

Sr. Accounts Officer / Training

Copy To-

1. Secretary to Pr. Accountant General
2. PAs to Sr. DAG (Admn.)/DAG (Fund)/DAG (A/cs&VLC)/DAG (Pension)
3. IAO
4. Sr. AO (Admn-I/Admn-II&III/AM/FM/Pen-cordn/WM)

Sd/-

Assistant Accounts Officer/Training

Office of the Accountant General (A&E), West Bengal
Treasury Buildings, Kolkata – 700001

O.O. No-PAGAEWB/02/06/42/2024-25/

Date: 12.02.2025

परिपत्र

CIRCULAR

IA&AD के कर्मचारियों के लिए स्वचालित स्थायी शैक्षणिक खाता रजिस्ट्री (APAAR) के नामांकन के संबंध में ज्ञान और क्षमता निर्माण विंग से प्राप्त मुख्यालय का परिपत्र पत्र क्रमांक ई एस 365/एफए सं 127-II /के और सीबी विंग/2022 दिनांक 27.01.2025 सामान्य जानकारी के लिए संलग्न है।

स्टाफ के सभी सदस्यों और अधिकारियों से अनुरोध है कि वे नीचे दी गई प्रक्रिया का पालन करके डिजी लॉकर खाता और एक एपीएएआर आईडी बनाएं।

Headquarters' Circular letter bearing No. ई स 365/फा सं 127-II /के एंड सीबी विंग/2022 dated 27.01.2025 received from Knowledge & Capacity Building Wing regarding enrolment of Automated Permanent Academic Account Registry (APAAR) for employees of IA&AD is attached herewith for general information.

All members of the staff and officers are requested to sign up/sign in to 'Digi Locker Account' and create an 'APAAR ID' by following the process given below:

1 USER ID CREATION in Digi Locker.

Step 1: Access Digi Locker at <https://digitallocker.gov.in/> or scan the QR Code below



Step 2: Click on '**Sign Up**'

Step 3: Enter your '**Full Name**' as per Aadhaar

Step 4: Enter your '**Date of Birth**' as per Aadhaar

Step 5: Select your '**Gender**'

Step 6: Enter your '**Mobile Number**' registered with Aadhaar

Step 7: Enter your '**email ID**'

Step 8: Set your own '**6-digit security PIN**'

Step 9: Enter '**OTP**' sent to your register mobile and **Submit**

Step 10: Enter your '**Aadhaar Number**' and go to **Next** button

Step 11: Enter Aadhaar Vesciation '**OTP**' sent to your register mobile

Step 12: Click on "**Submit**" button.

Step 13: Set your '**Username**'. Username should be unique

Step 14: Click on the "**Submit**" button

Your Digi Locker is created

Screenshot of the process.

Creating account is fast and easy!

Date of Birth* (as per Aadhaar)

Date Month Year

Male Female Other

DigiLocker uses Aadhaar to verify identity of the user and also enable authentic document access

Submit

By signing up, you agree to DigiLocker's Terms and Privacy Policy

Already have an account? [Sign In](#)

2. APAAR ID Creation Process

Step 1: 'Sign in to your Digi Locker

Step 2: Click on 'Search'

Step 3: Write APAAR ID in the 'Search Document' box.

Step 4: A page "Academic Bank of Credits" containing your name, date of birth and gender will pop up

Step 5: Skip the row 'Identity Value'

Step 6: Select 'None' from the dropdown menu 'Identity Type'

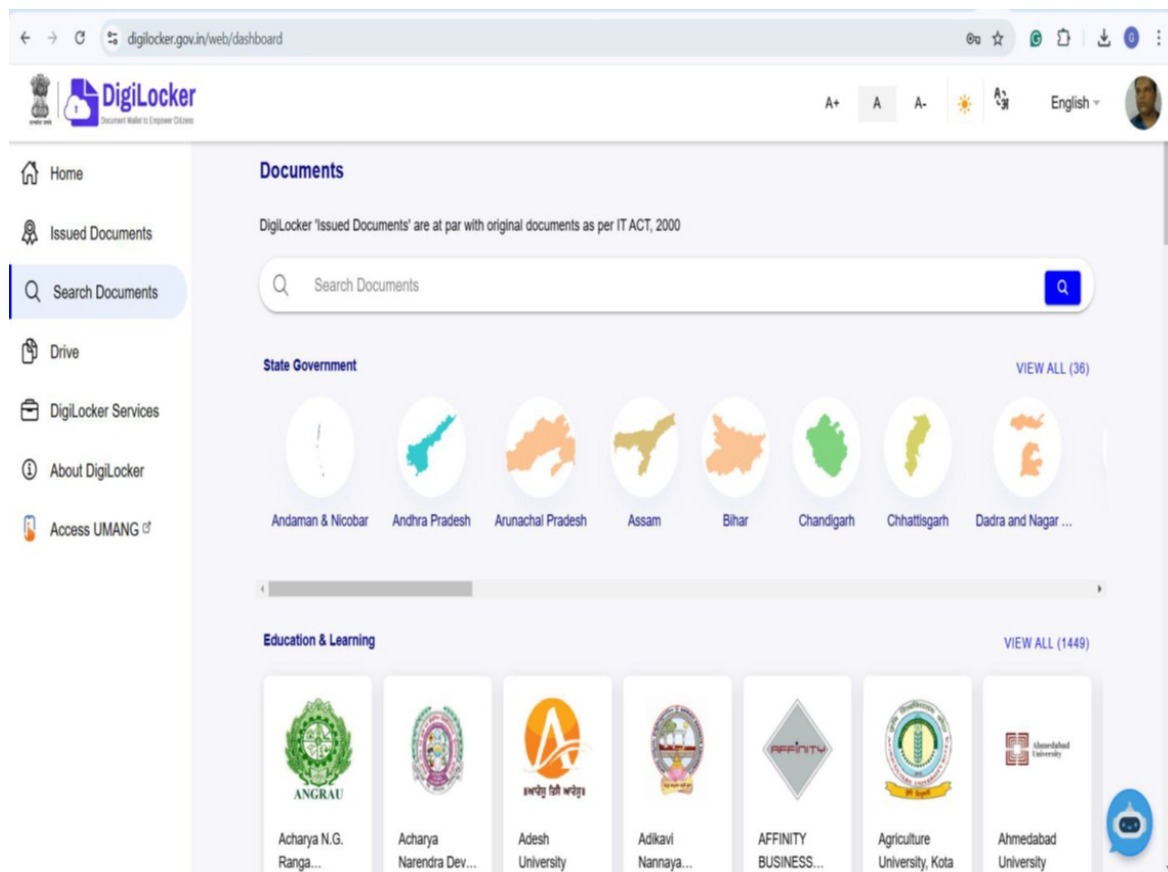
Step 7: Tick ✓ the Consent Box

Step 8: Click on 'Get Document'

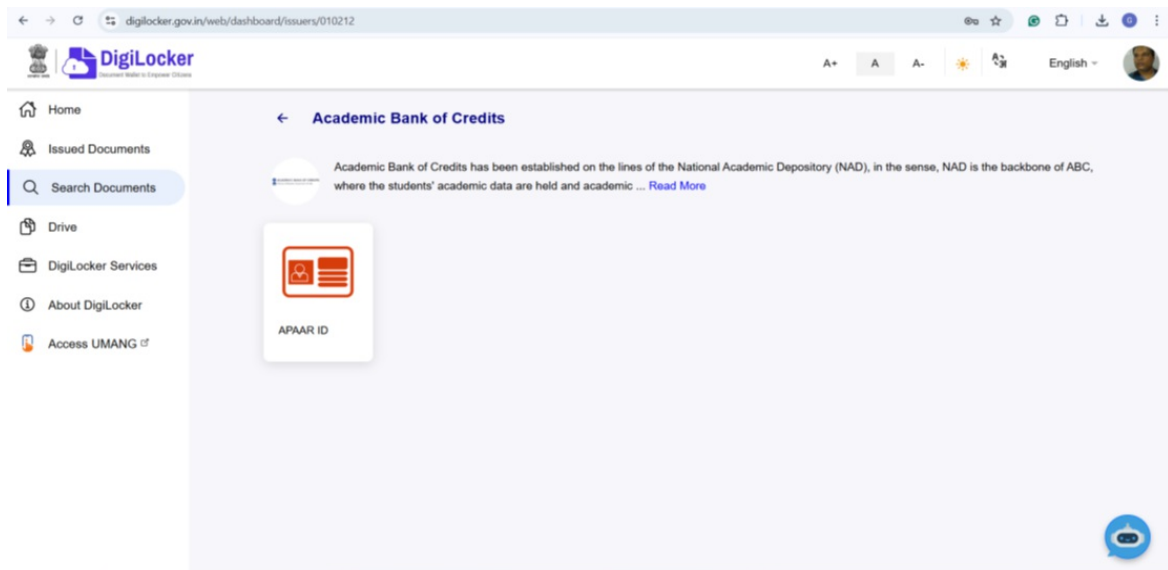
Your APAAR ID is created.

Screenshots of the process

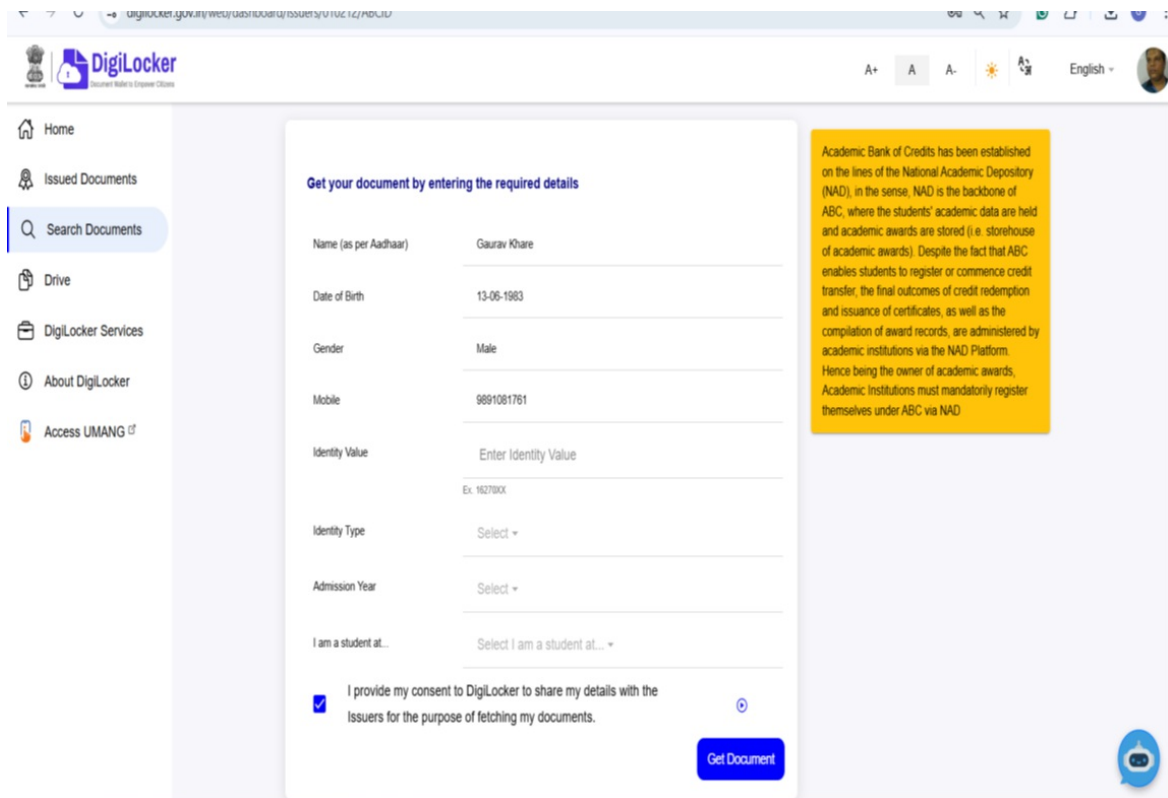
1/4



2/4



3/4



The screenshot displays the DigiLocker web portal at digilocker.gov.in/web/issued-documents. The user has 9 issued documents listed below:

Document Type	Issued By	Issued Date
APAAR ID 466*****455	Academic Bank of Credits	Sat, 18 Jan 2025 17:16:44 IST
Aadhaar Card *****	Unique Identification Authority of India (UIDAI)	Sat, 18 Jan 2025 17:13:37 IST
Covid Vaccine Certificate 878*****0725	Ministry of Health & Family Welfare	Sun, 03 Dec 2023 19:09:16 IST
Driving License MP04*****4401	Ministry of Road Transport and Highways	Fri, 17 Dec 2021 05:23:31 IST
PAN Verification Record BEO*****10C	Income Tax Department	Sun, 02 Jun 2024 16:23:02 IST
Registration of Vehicles MP0*****075	Transport Department, Madhya Pradesh	Sat, 03 Jun 2023 18:51:48 IST
UAN Card 1008732*****6YY1983	Employees' Provident Fund Organization	Tue, 04 Oct 2022 17:11:00 IST
Covid Vaccine Certificate 220*****076	Ministry of Health & Family Welfare	Wed, 09 Feb 2022 08:53:23 IST

All AAOs/Supervisors are requested to ensure creation of APAAR ID by the members of the staff in their sections and inform the respective Co-ordination sections of the progress. Co-ordination sections are requested to submit a consolidated report to Training Section by 28.02.2025.

Sd/-

Sr. Accounts Officer (Training)