File No. HQ-27/4/2023-TNG-TST-HQ
Unique Identification Authority of India
(Training, Testing & Certification Division)

7th Floor, UIDAI Head Office,
Behind Kali Mandir, Bangla Sahib Road,
New Delhi-110 001
Dated: 21.04.2025

Annual Training Calendar (2025-26)

Based on the inputs received from Regional Offices (ROs) 'Annual Training Calendar (ATC) 2025-26' has been finalized as under:

Sr. No.	Regional Office (R.O.)	RO Wise Sr. No.	Type of Training	Location	Training Date
1	RO Mumbai	1	E&U (ECMP/UC)	Ahmedabad (Gujarat)	22-04-2025
2		2	E&U (ECMP/UC)	Surat (Gujarat)	22-05-2025
3		3	Authentication	Mumbai Suburban	12-06-2025
4		4	E&U (ECMP/UC)	Rajkot (Gujarat)	25-06-2025
5		5	E&U (ECMP/UC)	Vadodara (Gujarat)	07-08-2025
6		6	E&U (ECMP/UC)	Katch (Gujarat)	25-09-2025
7		7	E&U (ECMP/UC)	Aurangabad	17-10-2025
8		8	E&U (ECMP/UC)	Silvasa (UT DNH & DD)	21-11-2025
9		9	Authentication	Nagpur	27-11-2025
10		10	E&U (ECMP/UC)	Nagpur	28-11-2025
11		11	Authentication	Pune	19-12-2025
12		12	Authentication	Gandhinagar (Gujarat)	19-12-2025
13		13	E&U (ECMP/UC)	Goa	08-01-2026
14		14	E&U (ECMP/UC)	Amravati	27-02-2026
15		15	E&U (ECMP/UC)	Nashik	13-03-2026
16	RO Hyderabad	1	Authentication	Hyderabad	11-04-2025
17		2	E&U (ECMP/UC)	Surguja	25-04-2025
18		3	E&U (ECMP/UC)	Raipur	13-06-2025
19		4	E&U (ECMP/UC)	Balasore	10-07-2025
20		5	E&U (ECMP/UC)	Visakhapatnam	15-07-2025
21		6	E&U (ECMP/UC)	Nizamabad	18-07-2025

22		7	Authentication	Chittoor	12-08-2025
23		8	Authentication	Durg	14-08-2025
24		9	E&U (ECMP/UC)	Kurnool	16-09-2025
25		10	Authentication	Baragah	16-09-2025
26		11	E&U (ECMP/UC)	Bilaspur	21-11-2025
27		12	Authentication	Warangal	28-11-2025
28		13	Authentication	Rayagada	30-11-2025
29		14	E&U (ECMP/UC)	Jagatsingh pur	07-01-2026
30		15	E&U (ECMP/UC)	Bastar	16-01-2026
31		1	E&U (ECMP/UC)	Ranchi	25-04-2025
32		2	E&U (ECMP/UC)	Patna	15-05-2025
33		3	Authentication	Ranchi	16-05-2025
34		4	E&U (CELC)	Ranchi	20-06-2025
35		5	E&U (ECMP/UC)	Kolkata	25-06-2025
36		6	E&U (ECMP/UC)	Ranchi	18-07-2025
37		7	E&U (CELC)	Kolkata	10-09-2025
38		8	E&U (CELC)	Patna	12-09-2025
39	RO Ranchi	9	E&U (CELC)	Ranchi	21-11-2025
40		10	E&U (ECMP/UC)	Patna	11-12-2025
41		11	Authentication	Kolkata	17-12-2025
42		12	E&U (ECMP/UC)	Ranchi	19-12-2025
43		13	Authentication	Ranchi	09-01-2026
44		14	Authentication	Patna	06-02-2026
45		15	E&U (ECMP/UC)	Ranchi	12-02-2026
46		16	E&U (ECMP/UC)	Kolkata	11-03-2026
47		17	E&U (ECMP/UC)	Patna	12-03-2026
48		1	E&U (ECMP/UC)	Srinagar	26-04-2025
49		2	E&U (ECMP/UC)	MGSIPA Chandigarh (For Chandigarh)	02-05-2025
50		3	E&U (ECMP/UC)	Ludhiana	16-05-2025
51		4	E&U (ECMP/UC)	Karnal	19-06-2025
52	RO Chandigarh	5	E&U (ECMP/UC)	Shimla	30-06-2025
53		6	E&U (ECMP/UC)	Rupnagar	18-07-2025
54		7	E&U (ECMP/UC)	Leh	25-07-2025
55		8	Authentication	Jammu	11-08-2025
56		9	E&U (ECMP/UC)	Jammu	19-09-2025
57		10	E&U (ECMP/UC)	Rohtak	25-09-2025
58		11	E&U (ECMP/UC)	Chandigarh (for Punjab)	07-11-2025

59		12	Authentication	MGSIPA Chandigarh (For Chandigarh)	14-11-2025
60		13	Authentication	Gurugram	20-11-2025
61		14	Authentication	Dharamshala	01-12-2025
62		15	E&U (ECMP/UC)	Chandigarh (for Haryana)	12-02-2026
63		16	E&U (ECMP/UC)	Amritsar	13-02-2026
64	RO Lucknow	1	E&U (ECMP/UC)	Agra	04-04-2025
65		2	E&U (ECMP/UC)	Aligarh	28-04-2025
66		3	E&U (ECMP/UC)	Allahabad	06-05-2025
67		4	E&U (ECMP/UC)	Lucknow	23-05-2025
68		5	E&U (CELC) & Authentication	Ghaziabad	13-06-2025
69		6	E&U (ECMP/UC)	Bareilly	23-06-2025
70		7	E&U (ECMP/UC)	Basti	04-07-2025
71		8	E&U (ECMP/UC)	Faizabad	20-08-2025
72		9	E&U (ECMP/UC)	Jhansi	26-09-2025
73		10	E&U (ECMP/UC)	Kanpur	14-10-2025
74		11	E&U (CELC) & Authentication	Lucknow	30-10-2025
75		12	E&U (ECMP/UC)	Saharanpur	05-01-2026
76		13	E&U (ECMP/UC)	Balia	13-02-2026
77		14	E&U (ECMP/UC)	Varanasi	13-03-2026
78		15	E&U (CELC) & Authentication	Lucknow	23-03-2026
79	RO Guwahati	1	E&U (ECMP/UC & CELC)	Itanagar, Arunachal Pradesh	23-04-2025
80		2	Authentication	Itanagar, Arunachal Pradesh	24-04-2025
81		3	E&U (ECMP/UC & CELC)	Guwahati, Assam	21-05-2025
82		4	Authentication	Guwahati, Assam	22-05-2025
83		5	E&U (ECMP/UC & CELC)	Agartala, Tripura	10-06-2025
84		6	Authentication	Agartala, Tripura	11-06-2025
85		7	E&U (ECMP/UC & CELC)	Shillong, Meghalaya	20-08-2025
86		8	Authentication	Shillong, Meghalaya	21-08-2025
87		9	E&U (ECMP/UC & CELC)	Imphal, Manipur	08-10-2025
88		10	Authentication	Imphal, Manipur	09-10-2025
89		11	E&U (ECMP/UC & CELC)	Aizawl, Mizoram	15-10-2025
90		12	Authentication	Aizawl, Mizoram	16-10-2025
91		13	E&U (ECMP/UC & CELC)	Kohima, Nagaland	12-11-2025
92		14	Authentication	Kohima, Nagaland	13-11-2025

93		15	E&U (ECMP/UC & CELC)	Gangtok, Sikkim	18-11-2025
94		16	Authentication	Gangtok, Sikkim	19-11-2025
95	RO Bangalore	1	E&U (ECMP/UC & CELC)	Dharwad	09-05-2025
96		2	Authentication	Trivandrum	16-05-2025
97		3	E&U (ECMP/UC) & CELC	Chennai	30-05-2025
98		4	E&U (CELC)	Kottayam	20-06-2025
99		5	Authentication	Mangaluru	04-07-2025
100		6	E&U (ECMP/UC) & CELC	Kanniyakumari	25-07-2025
101		7	E&U (ECMP/UC & CELC)	Shivamogga	05-09-2025
102		8	E&U (CELC)	Thrissur	26-09-2025
103		9	E&U (ECMP/UC) & CELC	Trichy	26-09-2025
104		10	E&U (ECMP/UC)	Kottayam	14-11-2025
105		11	E&U (ECMP/UC & CELC)	Bangalore	28-11-2025
106		12	E&U (ECMP/UC) & CELC	Puducherry	12-12-2025
107		13	E&U (ECMP/UC)	Kozhikode	22-01-2026
108		14	E&U (ECMP/UC & CELC)	Koppal	30-01-2026
109		15	Authentication	Chennai	20-02-2026
110	RO Delhi	1	Authentication	Jaipur	22-04-2025
111		2	E&U (ECMP/UC)	Delhi	16-05-2025
112		3	E&U (CELC)	Bhopal	30-05-2025
113		4	E&U (CELC)	Delhi	10-07-2025
114		5	E&U (ECMP/UC)	Jaipur	01-08-2025
115		6	E&U (ECMP/UC)	Dehradun	12-08-2025
116		7	E&U (ECMP/UC)	Bhopal	12-09-2025
117		8	E&U (ECMP/UC)	Delhi	19-09-2025
118		9	E&U (ECMP/UC)	Dehradun	18-11-2025
119		10	Authentication	Indore	12-12-2025
120		11	E&U (ECMP/UC)	Jaipur	16-01-2026
121		12	E&U (CELC)	Bhopal	19-01-2026
122		13	Authentication	Dehradun	28-01-2026
123		14	E&U (ECMP/UC)	Delhi	20-02-2026
124		15	E&U (ECMP/UC)	Jaipur	18-03-2026
125		16	E&U (ECMP/UC)	Dehradun	24-03-2026

* E&U means "Enrolment and Update"

* ECMP means "Enrolment Client Multiple Platform"

* UC means "Universal Client"

* CELC means "Child Enrolment Lite Client"

2.   The training sessions scheduled in ATC 2025-26 will be conducted as per the Standard Operating Procedures (SOP) dated 02.05.2023 (copy enclosed). TT&C Division will provide the Master Trainer for the training sessions. It will be the responsibility of ROs to arrange venue, logistics and other necessary requirements for conduction of training sessions.

3.   After completion of each training session, ROs have to forward hard/soft copies of feedback forms with respect to each completed training session and provide information as per Annexure-X (copy enclosed) **within five (05) days** of the training session.

4.   This issues with the approval of Competent Authority.

Rahul Kumar

(Rahul Kumar)
Director, TT&C Division

No. HQ-27/4/2023-TNG-TST-HQ
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India
(Training, Testing & Certification Division)

7th Floor, UIDAI Headquarter,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi – 110 001
Dated 02/05/2023

Standard Operating Procedure (SOP) for Conducting Master Training Sessions

1. **Purpose:**

To define the Standard Operating Procedure (SOP) for conduction of Master Training sessions.

2. **Scope:**

This SOP is applicable to all the Regional Offices (ROs) and Training, Testing and Certification (TT&C) Division, UIDAI HQ.

3. **Procedure:**

   i. ROs will share the number of expected participants for the training session proposed in Annual Training Calendar to TT&C Division **at least 3 weeks prior** to scheduled training session. In case, there is some urgent training requirement which is not included in Annual Training Calendar, ROs will give training requirement (type of training – E&U or Authentication, number of expected participants, location) to TT&C Division **at least 4 weeks prior** to proposed date for training session.

   ii. TT&C Division will confirm the availability of Master Trainer for training session from Content Development Agency (CDA).

   iii. After getting confirmation on availability of Master Trainer, TT&C Division will ask for venue details for training session from concerned RO.

   iv. RO will provide the venue details for training session to TT&C Division. The venue should have all infrastructure required for smooth conduction of training session

   v. TT&C Division will get the Master Trainer finalized from CDA and will inform to RO. The finalization of Master Trainer by CDA and confirmation of venue availability by RO should be completed **at least 7 days prior** to scheduled training session.

   vi. RO will keep ready the hard copy of attendance sheet **(Annexure 'A')**, Training Session Plan **(Annexure 'B' for E&U, Annexure 'B1' for Authentication)** and sufficient feedback forms **(Annexure 'C' for E&U, Annexure 'C1' for Authentication Annexure 'C')** for all the participants **at least one day prior** to scheduled training session.

   vii. **At least one day prior** to training session, RO will make sure that all infrastructures required for smooth conduction of training session is available and is functional at venue.

   viii. On scheduled date, RO will make sure that all the participants sign the attendance sheet before starting of training session.

ix. The training session will be conducted by Master Trainer on scheduled date and venue. During training session, **at least one senior Government Official of concerned RO should be present full time**.

x. During Question & Answer session, the team of RO will be present to reply RO specific queries/questions. After completion of training session, it will be the responsibility of RO to collect feedback forms from all the participants and handover the attendance sheet/feedback forms to TT&C Division.

xi. TT&C Division will compile the feedback forms and will submit its report to the Competent Authority.

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(RVN Srinivas)
Director, TT&C Division

Training Report

1. **Name of Regional Office:** ....

2. **Type of Training:** (Please Tick Mark (☑) on the type of training) :

☐ E&U (CELC)   ☐ E&U (CELC) & Authentication   ☐ E&U (ECMP/UC)

☐ E&U (ECMP/UC & CELC)   ☐ Authentication

3. **Date of Training :** ....

4. **Location/Venue of Training :** ....

5. **Name of Master Trainer :** ....

6. **Total no. of Participants :** ....

7. **No. of Feedback Forms collected :** ....

8. **Status of the Master Trainer Delay/Absent :**

Delay				Absent
Up to 15 minutes	More than 15 minutes and Up to 60 minutes	More than 60 minutes to 120 minute	More than 120 minutes	

Encl: Feedback Forms (as per Sl. no. 7 above)

Date: ....

Stamp and Signature of the Officer
(Government official not below the rank of Section Officer)

Name:................................