

F. No. HQ-13079/15/2024-AUTH-II HQ/15213  
**Unique Identification Authority of India**  
(Authentication and Verification Division)

UIDAI Head Office, Bangla Sahib Road  
Behind Kali Mandir, Gole Market  
New Delhi – 110 001  
Dated 20 December 2024

**Circular 3 of 2024**

Subject: Guidelines on requiring Aadhaar number for receipt of subsidy, benefit or service under section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

Please refer to the following Circulars of UIDAI, a copy each of which is annexed herewith for ready reference, namely:—

- (a) Circular no. 23011/Gen/2014/Legal-UIDAI, dated 15.9.2016, on the subject “Notification for use of Aadhaar under Section 7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (“Aadhaar Act”) for targeted delivery of financial and other subsidies, benefits and services funded from Consolidated Fund of India” (**Annexure-II**); and
  - (b) Circular no. 1-1/2019-UIDAI (DBT), dated 25.11.2019, on the subject “Guidelines on use of Aadhaar under section 7 of the Aadhaar Act 2016 (as amended by the Aadhaar and Other Laws (Amendment) Act, 2019) by the State Governments for the schemes funded out of Consolidated Fund of State” (**Annexure-III**).
2. On the basis of a review of the existing templates to take into account further evolution of the policies, procedures and systems for the issuing Aadhaar number and performing authentication thereof and with a view to offering greater clarity, in partial modification of the aforesaid Circulars, a revised template that may be used for the issuance of a notification pursuant to requirement of Aadhaar number under section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 is attached herewith (**Annexure-I**).
3. The revised template, among other things, makes clear the following:
- (a) The officer designated by the Ministry or Department concerned shall check the documents or information presented by an individual who is desirous of availing of subsidy, benefit or service but to whom Aadhaar number has not been assigned in the manner specified in clause (4) of paragraph 1 of the template. Accordingly, *the Enrolment ID (EID) contained in the enrolment acknowledgement must be used to check the status of the enrolment request by submitting the EID on myAadhaar portal (<https://myaadhaar.uidai.gov.in/portal>) to confirm that the EID is valid and that the enrolment request does not stand rejected.*
  - (b) Where the authentication of the Aadhaar number of the beneficiary 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, and where no other biometric-based or OTP-based mode of authentication is possible, the manner in which the genuineness of his Aadhaar number may be established through offline verification for giving him the benefit is specified in clause (b) of paragraph 3 of the template.

Accordingly,—

- (i) an Aadhaar card, Aadhaar letter or e-Aadhaar must be verified by scanning the QR code using the Aadhaar QR Scanner or mAadhaar apps. Both apps may be downloaded from the Google Play Store or iOS App Store; and
- (ii) an Aadhaar Paperless Offline e-KYC document must be verified through an application developed by the Ministry or Department or scheme implementing agency concerned. Details regarding such application may be accessed by searching on the UIDAI website for “About Aadhaar Paperless Offline e-KYC” or “Offline verification and role of OVSEs under Authentication Ecosystem”.

4. It is also requested that as and when any notification as aforesaid is issued, a copy of the published notification may be mailed to UIDAI at [notification.auth-hq@uidai.net.in](mailto:notification.auth-hq@uidai.net.in) for information. Further, a set of all such previously published notifications may also please be mailed at the said address.

5. A copy of this Circular 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”.

6. This issues with the approval of competent authority.

Encl.: as above



(Sanjeev Yadav)  
Director

Tel.: 011-23478609

Email: [dir2.auth-hq@uidai.net.in](mailto:dir2.auth-hq@uidai.net.in)

To:

1. Secretaries in charge of Ministries and Departments in Government of India (as per list attached)
2. Chairperson and Chief Executive Officer, Railway Board
3. Chief Secretaries of State Governments (as per list attached)
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. All Deputy Directors General, UIDAI

**Sample template for a notification pursuant to section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016**

[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 benefit) is given to the \_\_\_\_\_<sup>15</sup> (hereinafter referred to as the beneficiaries) 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> Subsidy, benefit or service for receipt of which proof of Aadhaar number is proposed to be made necessary

<sup>15</sup> Description of class of individuals eligible to receive subsidy, benefit or service

And whereas expenditure for the said scheme is incurred from the Consolidated Fund of \_\_\_\_\_<sup>16</sup>,

And whereas the said \_\_\_\_\_<sup>17</sup> is desirous that the said Government, for the purpose of establishing identity of a beneficiary as a condition for the receipt of the said benefit, require that such beneficiary undergo 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:

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 (hereinafter referred to as the said Act), the Government of \_\_\_\_\_<sup>18</sup> hereby notifies the following, namely:—

1. (1) An individual desirous of availing of the said benefit 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>19</sup> shall ensure enrolment of such beneficiaries 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 beneficiary, he may establish his identity to avail of the said benefit, 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>20</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:—

*For a child below 18 years of age to whom an Aadhaar number has not been assigned:*

- (a) The acknowledgement of the beneficiary having undergone the process of enrolment, provided by the operator at the enrolment centre, containing the Enrolment ID (EID); and
- (b) Any one of the following documents to evidence that the beneficiary is a child below 18 years of age, namely:—

<sup>16</sup> <India> OR <State>

<sup>17</sup> <Ministry> OR <Department> OR <agency>

<sup>18</sup> <India> OR name of State

<sup>19</sup> <Ministry> OR <Department> OR <agency>

<sup>20</sup> <Ministry> OR <Department> OR <agency>

- (i) Certificate of birth given under the Registration of Births and Deaths Act, 1969, as extracted from the entry made in the register of births regarding the birth of the beneficiary;
  - (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 by 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, 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 beneficiary, 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;
  - (vii) In respect of a child in need of care and protection or a child in conflict with law, who is housed by 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, certificate specifying his date of birth issued by the person-in-charge, superintendent, child welfare officer or probation officer of such institution; or

(viii) 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

(ix) In respect of a beneficiary 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, the Juvenile Justice (Care and Protection of Children) Act, 2015, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 or the Rights of Persons with Disabilities Act, 2016 and the applicable rules and regulations made under the said Acts; or

(x) Any other document as the said \_\_\_\_\_<sup>21</sup> may specify.

*For beneficiaries aged 18 years or more to whom an Aadhaar number has not been assigned:*

(a) The acknowledgement of the beneficiary having undergone the process of enrolment, provided by the operator at the enrolment centre, containing the EID; and

(b) Any one of the following documents, having the beneficiary's photograph, namely:—

(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;

<sup>21</sup> <Ministry> OR <Department>

- (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 (UDID) 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 by 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, certificate specifying his date of birth issued by the person-in-charge, superintendent, child welfare officer or probation officer of such institution; or
- (ix) 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
- (x) In respect of a beneficiary 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, the Juvenile Justice (Care and Protection of Children) Act, 2015, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 or the Rights of Persons with Disabilities Act, 2016 and the applicable rules and regulations made under the said Acts; or
- (xi) Any other document as the said \_\_\_\_\_<sup>22</sup> may specify:

<sup>22</sup> <Ministry> OR <Department>



(4) An officer designated by the said \_\_\_\_\_<sup>23</sup> in this behalf shall check in respect of the documents presented or the information evidencing the contents thereof under clause (3),—

- (a) the status of the enrolment request by submitting the EID on myAadhaar portal (<https://myaadhaar.uidai.gov.in/portal>) to confirm that the EID 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 beneficiaries to avail of the said benefits conveniently, the Ministry shall make all necessary steps to ensure wide publicity through media to make the beneficiaries aware of the requirement of Aadhaar number under the said scheme.

3. Where the authentication of the Aadhaar number of a beneficiary 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 OTP-based modes of authentication are not possible, benefits under the said scheme may, after establishing the genuineness of the Aadhaar number by doing offline verification of the digital signature certificate of UIDAI 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 UIDAI or accessible using its mAadhaar app), after its genuineness is established through offline 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 UIDAI or accessible using its mAadhaar app), after its genuineness is established through offline verification of the digital signature certificate of UIDAI 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 UIDAI.

4. Notwithstanding anything contained hereinabove,—

- (a) benefit under the said scheme shall not be denied to a child—

<sup>23</sup> <Ministry> OR <Department>

- (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; and
- (b) benefit 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 clause (3) of paragraph 1; and
- (c) where benefit 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>24</sup>.

5. In order to ensure that *bona fide* beneficiaries who are aged 18 years or more are not deprived of the benefit due to them under the said scheme, the \_\_\_\_\_<sup>25</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 be effective from the date of its publication in the official Gazette.

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

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<sup>24</sup> <Ministry> OR <Department>

<sup>25</sup> <Ministry> OR <Department> OR <agency>

<sup>26</sup> Name of officer

<sup>27</sup> Designation of officer

डा० अजय भूषण पांडे, भा.प्र.से.  
मुख्य कार्यकारी अधिकारी  
Dr. Ajay Bhushan Pandey, IAS  
Chief Executive Officer



सत्यमेव जयते

भारत सरकार  
Government of India  
भारतीय विशिष्ट पहचान प्राधिकरण  
Unique Identification Authority of India (UIDAI)  
तीसरी मंजिल, टॉवर II, जीवन भारती भवन,  
कनॉट सर्कस, नई दिल्ली-110001  
3rd Floor, Tower II, Jeevan Bharati Building,  
Connaught Circus, New Delhi-110001

No 23011/Gen/2014/Legal-UIDAI

Circular

15<sup>th</sup> September, 2016

**Subject:** -Notification for use of Aadhaar under Section 7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 ("Aadhaar Act") for targeted delivery of financial and other subsidies, benefits and services funded from Consolidated Fund of India.

The use of Aadhaar as identifier for delivery of services/benefits/subsidies simplifies the Government delivery processes, brings in good governance, transparency and efficiency, and enables beneficiaries to get their entitlements directly to them in a convenient and hassle free manner. Aadhaar obviates the need for producing multiple documents to prove identity, etc.

2. The provisions of the Aadhaar Act have come into effect from 12<sup>th</sup> September 2016 and a notification to this effect has been published in the Official Gazette. To give effect to the provisions of the Act, UIDAI has approved Regulations under the Aadhaar Act which too have been notified in the official Gazette. The copy of the Act, rules and regulations made there under are available at UIDAI web site [www.uidai.gov.in](http://www.uidai.gov.in).

3. Section 7 of the Act provides:

*"The Central Government or, as the case may be, the State Government may, for the purpose of establishing identity of an individual as a condition for receipt of a subsidy, benefit or service for which the expenditure is incurred from, or the receipt there from forms part of, the Consolidated Fund of India, require that such individual undergo authentication, or furnish proof of possession of Aadhaar number or in the case of an individual to whom no Aadhaar number has been assigned, such individual makes an application for enrolment:*

*Provided that if an Aadhaar number is not assigned to an individual, the individual shall be offered alternate and viable means of identification for delivery of the subsidy, benefit or service".*

4. Further, regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016 provides:

*"Any Central or State department or agency which requires an individual to undergo authentication or furnish proof of possession of Aadhaar number as a condition for receipt of any subsidy, benefit or service pursuant to Section 7 of the Act, shall ensure enrolment of its beneficiaries who are yet to be enrolled, through appropriate measures, including co-ordination with Registrars and setting up enrolment centres at convenient locations or providing enrolment facilities by becoming a Registrar itself".*



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Website: [www.uidai.gov.in](http://www.uidai.gov.in) email: [ceo@uidai.gov.in](mailto:ceo@uidai.gov.in)



5. Therefore, Central Ministries / State Governments which plan to use Aadhaar for delivery of services, benefits and subsidies funded from the Consolidated Fund of India are required to issue a notification under Section 7 of the Act. Section 7 of the Act read with Regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016 require that the notification must include all of the following three points:


5.1. The notification shall mention the service, benefits or subsidies funded from the Consolidated Fund of India, which will require, as a condition precedent, a beneficiary applicant to undergo Aadhaar Authentication or furnish proof of possession of Aadhaar number.

5.2. The notification shall mention that in case the applicant does not have Aadhaar number, he will be required to make an application for Aadhaar enrolment, if he is entitled to obtain one under the Section 3 of the Act and the arrangement made by the concerned Central Ministries/State Governments as the case may be to provide Aadhaar enrolment facilities to him. Regulation 12 of the said Regulations casts responsibility on the Ministries /State Governments or agencies under their control to facilitate/ provide Aadhaar enrolment facilities at convenient locations. In case, there are no existing enrolment facilities nearby, they are required to become UIDAI registrars so that they can setup enrolment facilities themselves.

UIDAI has already empowered several Central Ministries / State Departments or agencies under their jurisdictions to become its registrar and undertake enrolment of their beneficiaries who are not enrolled for Aadhaar. UIDAI will continue to provide all technical as well as financial assistance for Aadhaar generation @Rs. 40 per Aadhaar and @Rs 27 per Aadhaar generated for children of age less than 5 years through Tablets Computers. In case any Ministry, State Government Department or agencies under its control wants to become Registrar, it may do so immediately by applying under Regulation 21 of the said Regulations and contact Regional Offices of UIDAI for this purpose.

5.3. The notification shall list the alternate identity documents and verification methodologies to confirm the identity of the beneficiary applicant to whom Aadhaar number has not been assigned for delivery of benefits, subsidies or services, till such time Aadhaar number is assigned.

6. This circular has been placed on UIDAI website [www.uidai.gov.in](http://www.uidai.gov.in)

  
(Ajay Bhushan Pandey) 15/9/2014  
Chief Executive Officer

To  
All Ministries/Departments  
All State Governments



भारत सरकार  
Government of India  
भारतीय विशिष्ट पहचान प्राधिकरण  
Unique Identification Authority of India (UIDAI)  
आधार मुख्यालय, बंगला साहिब रोड, काली मंदिर के पीछे  
गोल मार्किट, नई दिल्ली-110001  
Aadhaar H.Q., Bangla Sahib Road, Behind Kali Mandir,  
Gole Market, New Delhi-110001

No. 1-1/2019-UIDAI (DBT)

**Dated: 25<sup>th</sup> November, 2019**

### CIRCULAR

**Subject: Guidelines on use of Aadhaar under section 7 of the Aadhaar Act 2016 (as amended by the Aadhaar and Other Laws (Amendment) Act, 2019) by the State Governments for the schemes funded out of Consolidated Fund of State.**

The use of Aadhaar as identity document for delivery of services or benefits or subsidies simplifies the Government delivery processes, brings in transparency and efficiency, and enables beneficiaries to get their entitlements directly in a convenient and seamless manner by obviating the need to produce multiple documents to prove one's identity.

2. The provisions of the Aadhaar Act, 2016 had come into effect from 12<sup>th</sup> September 2016 through a Gazette notification. Subsequently, to give effect to the provisions of the Act, various Regulations under the Aadhaar Act have been notified by UIDAI in the official Gazette. Further, the Aadhaar and Other Laws (Amendment) Act, 2019 has been notified on 24<sup>th</sup> July 2019 after its passing by the Parliament, which *inter-alia*, includes an amendment of section 7 of the Aadhaar Act, as under:

*"In section 7 of the principal Act, after the words "the Consolidated Fund of India", the words "or the Consolidated Fund of State" shall be inserted."*

3. Section 7 of the Aadhaar Act 2016 stipulates that as a condition for receipt of a subsidy, benefit or service for which the expenditure is incurred from the Consolidated Fund of India or the Consolidated Fund of States, the Central Government or the State Government may require the individual to undergo Aadhaar authentication or furnish proof of possession of Aadhaar number. Hon'ble Supreme Court of India in its judgment dated 26<sup>th</sup> September 2018 in the Writ Petition (Civil) No. 494: *Justice K.S. Puttaswamy v. Union of India*, has further clarified the interpretation of section 7 and held as under (*Ref. para 322 and para 447 (2)(m), page 555 of the judgement*):

*"(a) 'benefits' and 'services' as mentioned in Section 7 should be those which have the colour of some kind of subsidies etc., namely, welfare schemes of the Government whereby Government is doling out such benefits which are targeted at a particular deprived class.*

*(b) The expenditure thereof has to be drawn from the Consolidated Fund of India.*

*(c) On that basis, CBSE, NEET, JET, UGC etc. cannot make the requirement of Aadhaar mandatory as they are outside the purview of Section 7 and are not backed by any law". (emphasis supplied)*

The Supreme Court has, thus interpreted 'benefits' in section 7 as welfare measures targeted at a particular deprived class of persons. This class of persons as interpreted by the Supreme Court can be construed as a specific group of people having in common their socio-economic status as well as the broad causes of having that particular status. It has also been clarified by the aforementioned judgment that since earnings by an individual are a matter of right they cannot be covered by section 7 of the Aadhaar Act. Therefore, payment of remuneration, and other expenses to employees or contractual manpower cannot be considered as 'benefits' under section 7 of the Aadhaar Act.

Further, Section 3A(3) inserted *vide* the Aadhaar and Other Laws (Amendment) Act, 2019 stipulates that notwithstanding anything contained in section 7, a child shall not be denied any benefit, subsidy or service for failure to establish his identity by undergoing authentication or furnishing proof of possession of Aadhaar number or in case of a child to whom no Aadhaar number has been assigned, producing an application for enrolment

4. Until now, using section 7 of the Aadhaar Act 2016, only Central Ministries/ Departments have been mandating use of Aadhaar of the beneficiaries under their respective schemes (both under Central administration and Central sponsorship) through publishing section 7 notifications in the Gazette of India, after due vetting of the same by the Ministry of Law & Justice. UIDAI has been facilitating the process of vetting of all these notifications since November 2016.

5. As per provisions in the Aadhaar and Other Laws (Amendment) Act, 2019, the State Governments can henceforth, mandate use of Aadhaar authentication for the beneficiaries under section 7 of the Aadhaar Act 2016 in those schemes which are funded out of Consolidated Fund of the State. In order to do so, the State Governments will need to issue notifications under section 7 of the Aadhaar Act, 2016 in respect of the specific schemes, similar to the ones as published by the Central Ministries/Departments.

6. Accordingly, it is suggested that the State Governments may take the following steps to issue section 7 notifications under their specific schemes which are funded out of Consolidated Fund of the State:

- a) The State Governments may first identify the schemes for use of Aadhaar where 'benefits' are given to the 'individuals', and ensure that the schemes fulfil the criteria of being eligible under section 7 of the Aadhaar Act, as per

the judgement of the Hon'ble Supreme Court dated 26<sup>th</sup> September 2018 (Ref. para 3 above).

- b) Thereafter, a draft notification for the specific scheme may be prepared by the Department implementing the scheme, and vetted by the Legal Department of the State Government before publishing it, as per the extant procedure.
  - c) The State Governments may use a standard template of section 7 notification (**Annex-1**). In case, children are beneficiaries under any scheme, an additional paragraph is required to be inserted as per section 3A (3) of the Aadhaar and Other Laws (Amendment) Act, 2019. A sample of children specific scheme notification is enclosed at **Annex-2**.
  - d) After publication of the section 7 notification in the State Gazette, the State Governments may approach Authentication Division of UIDAI HQ seeking necessary permission (if not already received) for online authentication of the beneficiaries under the respective schemes. In this regard, guidelines available on UIDAI's website may be referred to ([https://www.uidai.gov.in/images/resource/Compendium\\_August\\_2019.pdf](https://www.uidai.gov.in/images/resource/Compendium_August_2019.pdf)).
7. This circular has been placed on UIDAI's website (<https://www.uidai.gov.in/about-uidai/legal-framework/circulars.html>).

  
(Pankaj Kumar)  
Chief Executive Officer, UIDAI

Enclosures:

1. Annex-1: *Sample Template of Aadhaar Section 7 Notification for the State Schemes where beneficiaries are other than children*
2. Annex-2: *Sample Template of Aadhaar Section 7 Notification for the State Schemes where beneficiaries are children*
3. Office Memorandum of DBT Mission Cabinet Secretariat dated 19<sup>th</sup> December 2017: 'Use of Aadhaar in Benefit Schemes of Government – Exception Handling' ([https://dbtbharat.gov.in/data/om/Aadhaar\\_Exception\\_Handling\\_OM\\_19122017.pdf](https://dbtbharat.gov.in/data/om/Aadhaar_Exception_Handling_OM_19122017.pdf))
4. UIDAI Circular dated 24<sup>th</sup> October 2017: 'Exception handling in Public Distribution Services and other welfare Schemes' ([https://uidai.gov.in/images/tenders/Circular\\_relatig\\_to\\_Exception\\_handling\\_25102017.pdf](https://uidai.gov.in/images/tenders/Circular_relatig_to_Exception_handling_25102017.pdf))

To  
Chief Secretaries, All State Governments

Copy for information to:

1. Secretary (Coordination), DBT Mission, Cabinet Secretariat
2. Joint Secretary (in charge of UIDAI), M/o Electronics and Information Technology
3. Dy. Director General, All Regional Offices, UIDAI
4. Authentication/Legal Divisions, UIDAI HQ

**Annex-1: Sample Template of Aadhaar Section 7 Notification for the State Schemes where beneficiaries are other than children**

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**[TO BE PUBLISHED IN THE *[insert name of relevant gazette]* ]**

Government of *[insert name of appropriate state government]*  
*[insert name of relevant Department of the state government]*

**NOTIFICATION**

*[insert name of relevant city]*, the -----, 2019

**S.O.....(E).** Whereas, the use of Aadhaar as an identity document for delivery of services or benefits or subsidies simplifies the Government delivery processes, brings in transparency and efficiency, and enables beneficiaries to get their entitlements directly in a convenient and seamless manner by obviating the need to produce multiple documents to prove one's identity;

And whereas, the *[insert name of relevant department]* (hereinafter referred to as the Department), is administering the *[insert name of relevant scheme]* (hereinafter referred to as the Scheme) to *[insert description of the scheme]*, which is being implemented through the *[insert name of implementing agency at the state level]* (hereinafter referred to as the Implementing Agency(ies));

And whereas, under the Scheme, *[insert description of the benefit]* (hereinafter referred to as the benefit) is given to the *[insert description of the beneficiaries]* (hereinafter referred to as the beneficiaries), by the Implementing Agency as per the extant Scheme guidelines;

And whereas, the aforesaid Scheme involves recurring expenditure incurred from the Consolidated Fund of *[insert name of the relevant state]*;

Now, therefore, in pursuance 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 *[insert name of the relevant state]* hereby notifies the following, namely:-

1. (1) An individual eligible for receiving the benefits under the Scheme shall hereby be required to furnish proof of possession of the Aadhaar number or undergo Aadhaar authentication.
- (2) Any individual desirous of availing benefits under the Scheme, who does not possess the Aadhaar number or, has not yet enrolled for Aadhaar, shall be required to make application for Aadhaar enrolment before registering for the Scheme provided that he is entitled to obtain Aadhaar as per section 3 of the



said Act, and such individuals shall visit any Aadhaar enrolment centre (list available at the Unique Identification Authority of India (UIDAI) website [www.uidai.gov.in](http://www.uidai.gov.in)) to get enrolled for Aadhaar.

(3) As per regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016, the Department through its Implementing Agency, is required to offer Aadhaar enrolment facilities for the beneficiaries who are not yet enrolled for Aadhaar and in case there is no Aadhaar enrolment centre located in the respective Block or Taluka or Tehsil, the Department through its Implementing Agency shall provide Aadhaar enrolment facilities at convenient locations in coordination with the existing Registrars of UIDAI or by becoming a UIDAI Registrar themselves:

Provided that till the time Aadhaar is assigned to the individual, benefits under the Scheme shall be given to such individual, subject to the production of the following documents, namely :-

- (a) if he has enrolled, his Aadhaar Enrolment Identification slip; and
- (b) any one of the following documents, namely :-
  - (i) Bank or Post office Passbook with Photo; or
  - (ii) Permanent Account Number (PAN) Card; or
  - (iii) Passport; or
  - (iv) Ration Card; or
  - (v) Voter Identity Card; or
  - (vi) MGNREGA card, or
  - (vii) Kisan Photo passbook; or
  - (viii) Driving license issued by the Licensing Authority under the Motor Vehicles Act, 1988 (59 of 1988); or
  - (ix) Certificate of identity having photo of such person issued by a Gazetted Officer or a Tehsildar on an official letter head; or
  - (x) any other document as specified by the Department:

Provided further that the above documents may be checked by an officer specifically designated by the Department for that purpose.

2. In order to provide benefits to the beneficiaries under the Scheme conveniently, the Department through its Implementing Agency shall make all the required arrangements to ensure that wide publicity through the media shall be given to the beneficiaries to make them aware of the said requirement.

3. In all cases, where Aadhaar authentication fails due to poor biometrics of the beneficiaries or due to any other reason, the following remedial mechanisms shall be adopted, namely:-

- (a) in case of poor fingerprint quality, iris scan or face authentication facility shall be adopted for authentication, thereby the Department through its Implementing Agency shall make provisions for iris scanners or face authentication along with finger-print authentication for delivery of benefits in seamless manner;
- (b) in case the biometric authentication through fingerprints or iris scan or face authentication is not successful, wherever feasible and admissible authentication by Aadhaar One Time Password or Time-based One-Time Password with limited time validity, as the case may be, shall be offered;
- (c) in all other cases where biometric or Aadhaar One Time Password or Time-based One-Time Password authentication is not possible, benefits under the Scheme may be given on the basis of physical Aadhaar letter whose authenticity can be verified through the Quick Response (QR) code printed on the Aadhaar letter and the necessary arrangement of QR code reader shall be provided at the convenient locations by the Department through its Implementing Agency.

4. In addition to the above, in order to ensure that no bona fide beneficiary under the Scheme is deprived of his due benefits, the Department through its Implementing Agency shall follow the exception handling mechanism as outlined in the Office Memorandum of DBT Mission, Cabinet Secretariat, Government of India dated 19<sup>th</sup> December 2017.

5. This notification shall come into effect from the date of its publication in the Official Gazette.

[F No .....]

(Name .....)

***[insert designation of appropriate official of the relevant state government who is adequately empowered for this purpose]***

**Annex-2: Sample Template of Aadhaar Section 7 Notification for the State  
Schemes where beneficiaries are children**

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[TO BE PUBLISHED IN THE *[insert name of relevant gazette]* ]

Government of *[insert name of appropriate state government]*  
*[insert name of relevant Department of the state government]*

NOTIFICATION

*[insert name of relevant city]*, the -----, 2019

S.O.....(E).\_\_ Whereas, the use of Aadhaar as an identity document for delivery of services or benefits or subsidies simplifies the Government delivery processes, brings in transparency and efficiency, and enables beneficiaries to get their entitlements directly in a convenient and seamless manner by obviating the need to produce multiple documents to prove one's identity;

And whereas, the *[insert name of relevant department]* (hereinafter referred to as the Department), is administering the *[insert name of relevant scheme]* (hereinafter referred to as the Scheme) to *[insert description of the scheme]* , which is being implemented through the *[insert name of implementing agency at the state level]* (hereinafter referred to as the Implementing Agency);

And whereas, under the Scheme, *[insert description of the benefit]* (hereinafter referred to as the benefit) is given to the *[insert description of the beneficiaries]* (hereinafter referred to as the beneficiaries), by the Implementing Agency as per the extant Scheme guidelines;

And whereas, the aforesaid Scheme involves recurring expenditure incurred from the Consolidated Fund of *[insert name of the relevant state]*;

Now, therefore, in pursuance 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 *[insert name of the relevant state]* hereby notifies the following, namely:-

1. (1) A child desirous of availing the benefit under the Scheme shall hereby be required to furnish proof of possession of the Aadhaar number or undergo Aadhaar authentication.

(2) Any child desirous of availing the benefit under the Scheme, who does not possess the Aadhaar number or, has not yet enrolled for Aadhaar, shall be required to make application for Aadhaar enrolment subject to the consent of his parents or guardians, before registering for the Scheme provided that he is entitled to obtain Aadhaar as per section 3 of the said Act and such children shall visit any Aadhaar enrolment centre (list available at the Unique Identification Authority of India (UIDAI) website [www.uidai.gov.in](http://www.uidai.gov.in)) to get enrolled for Aadhaar.

(3) As per regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016, the Department through its Implementing Agency, is required to offer Aadhaar enrolment facilities for the beneficiaries who are not yet enrolled for Aadhaar and in case there is no Aadhaar enrolment centre located in the respective Block or Taluka or Tehsil, the Department through its Implementing Agency shall provide Aadhaar enrolment facilities at convenient locations in coordination with the existing Registrars of UIDAI or by becoming a UIDAI Registrar themselves:

Provided that till the time Aadhaar is assigned to the child, the benefit under the Scheme shall be given to such children subject to production of the following documents, namely:-

- (a) (i) if the child has been enrolled after attaining the age of five years (with biometrics collection), his Aadhaar Enrolment Identification slip, or of bio-metric update identification slip; and
- (b) any one of the following documents, namely:-
  - (i) Birth Certificate; or Record of birth issued by the appropriate authority; or
  - (ii) School identity card, duly signed by the Principal of the school, containing parents' names; and
- (c) any one of the following documents as proof of relationship of the beneficiary with the parent or legal guardian as per the extant Scheme guidelines, namely:-
  - (i) Birth Certificate; or Record of birth issued by the appropriate authority; or
  - (ii) Ration Card; or
  - (iii) Ex-Servicemen Contributory Health Scheme (ECHS) Card; or Employees' State Insurance Corporation (ESIC) Card; or Central Government Health Scheme (CGHS) Card; or
  - (iv) Pension Card; or
  - (v) Army Canteen Card; or
  - (vi) any Government Family Entitlement Card; or
  - (vii) any other document as specified by the Department;

Provided further that the above documents shall be checked by an officer specifically designated by the Department for that purpose.

2. In order to provide benefits to the beneficiaries under the Scheme conveniently, the Department through its Implementing Agency shall make all the required arrangements to ensure that wide publicity through media shall be given to the beneficiaries to make them aware of the said requirement.

3. In all cases, where Aadhaar authentication fails due to poor biometrics of the beneficiaries or due to any other reason, the following remedial mechanisms shall be adopted, namely:-

- (a) in case of poor fingerprint quality, iris scan or face authentication facility shall be adopted for authentication, thereby the Department through its Implementing Agency shall make provisions for iris scanners or face authentication along with finger-print authentication for delivery of benefits in seamless manner;
- (b) in case the biometric authentication through fingerprints or iris scan or face authentication is not successful, wherever feasible and admissible authentication by Aadhaar One Time Password or Time-based One-Time Password with limited time validity, as the case may be, shall be offered;
- (c) in all other cases where biometric or Aadhaar One Time Password (OTP) or Time-based One-Time Password authentication is not possible, benefits under the scheme may be given on the basis of physical Aadhaar letter whose authenticity can be verified through the Quick Response (QR) code printed on the Aadhaar letter and the necessary arrangement of QR code reader shall be provided at the convenient locations by the Department through its Implementing Agency.

4. Notwithstanding anything contained herein above, no child shall be denied benefit under the Scheme in case of failure to establish his identity by undergoing authentication, or furnishing proof of possession of Aadhaar number, or in the case of a child to whom no Aadhaar number has been assigned, producing an application for enrolment. The benefit shall be given to him by verifying his identity on the basis of other documents as mentioned in clauses (b) and (c) of the proviso of subparagraph (3) of paragraph 1, and where benefit is given on the basis of such other documents, a separate register shall be maintained to record the same, which shall be reviewed and audited periodically by the Department through its Implementing Agency.

5. This notification shall come into effect from the date of its publication in the Official Gazette.

[F.No.....]

(Name:.....)

***[insert designation of appropriate official of the relevant state government who is adequately empowered for this purpose]***

No. D-26011/04/2017-DBT  
Government of India  
Cabinet Secretariat  
(DBT Mission)

Dated: 19<sup>th</sup> December 2017

Office Memorandum

**Subject: Use of Aadhaar in Benefit Schemes of Government - Exception Handling - Regarding.**

Aadhaar based DBT is a significant governance reform to ensure greater transparency and accountability in public service delivery through effective use of technology. Aadhaar as an identity proof obviates the need for producing multiple documents for proving one's identity, thereby simplifying procedures and eliminating fake/ ghost beneficiaries through de-duplication.

2. However, Government is sensitive to the fact that the Aadhaar enrolment process has not been completed and infrastructure constraints may pose difficulty in online authentication. To ensure that bona fide beneficiaries are not deprived of their due benefits, sufficient provisions have been made in the Aadhaar Act, 2016. UIDAI has also issued regulations to handle exceptions, ensuring that no beneficiary is denied benefits for want of Aadhaar, vide circular dated 24<sup>th</sup> October, 2017 (*copy enclosed for ready reference*). In accordance with the guidelines issued by UIDAI from time to time, the following may be considered:

**A. For extending benefits to beneficiaries who do not possess Aadhaar, the following mechanism may be adopted:**

- i. The beneficiary shall be provided subsidy, benefit or service based on alternate identification document as notified in the relevant notifications issued under the provisions of Section 7 of the Aadhaar Act, 2016.
- ii. Efforts should be made to ensure that all such beneficiaries are facilitated for enrolment under Aadhaar. The concerned Department through its Implementing Agencies may offer Aadhaar enrolment facilities for such beneficiaries at convenient locations through centres in the respective Block/ Taluka/ Tehsil (including through Post Offices, Banks, ICDS Centres etc).
- iii. As per regulation 12 of Aadhaar (Enrolment and Update) Regulations, 2016, the State Government/ Implementing Agencies should also make special arrangements for bed ridden, differently-abled, or senior citizens, who are unable to visit the registration centre(s), to get them enrolled for Aadhaar.
- iv. Till such time Aadhaar is assigned to a beneficiary, a separate register, preferably electronic, shall be maintained for recording such transactions, whenever the beneficiary is provided benefits/ services on the basis of alternative identification documents. This register may be periodically reviewed and audited.

**B. In all such cases where Aadhaar authentication fails, the following mechanism may be adopted:**

- i. Departments and Bank Branches may make provisions for IRIS scanners along with fingerprint scanners, wherever feasible.
- ii. In cases of failure due to lack of connectivity, offline authentication system such as QR code based coupons, Mobile based OTP or TOTP may be explored.
- iii. In all cases where online authentication is not feasible, the benefit/ service may be provided on the basis of possession of Aadhaar, after duly recording the transaction in register, to be reviewed and audited periodically.

3. In view of above, DBT implementing Ministries/ Departments and State Governments are requested to implement proper exception handling mechanism in conformity with the Aadhaar Act 2016 and subsequent regulations and guidelines issued from time to time. A robust mechanism for ensuring their compliance and its periodic monitoring may also be put in place.

Enclosure: As above



(Arun Sharma)  
Director (DBT)

Tel - (011) 23343860 Ext: 318

To:

1. Secretaries to all Ministries/ Departments of Government of India
2. Chief Secretaries of all States/ Administrators of all UTs
3. CEO, UIDAI

Copy to:

1. Coordinators, DBT Cells in all Ministries / Departments
2. Coordinators, DBT Cells in all States / UTs.

NOO:

1. AS (TB), PMO
2. SO to CS / Sr. PPS to Addl. Secretary (Coordination) / JS (AG) / JS (DBT)

डा० अजय भूषण पांडे, भा.प्र.से.  
मुख्य कार्यकारी अधिकारी  
Dr. Ajay Bhushan Pandey, IAS  
Chief Executive Officer



भारत सरकार  
Government of India  
भारतीय विशिष्ट पहचान प्राधिकरण  
Unique Identification Authority of India (UIDAI)  
तीसरी मंजिल, टॉवर II, जीवन भारती भवन,  
कनॉट सर्कस, नई दिल्ली-110001  
3rd Floor, Tower II, Jeevan Bharati Building,  
Connaught Circus, New Delhi-110001

No. 23011/Gen/2014/Legal-UIDAI

24<sup>th</sup> October, 2017

Circular

**Subject:** Exception handling in Public Distribution Services and other welfare Schemes

Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 provides that:

“The Central Government or, as the case may be, the State Government may, for the purpose of establishing identity of an individual as a condition for receipt of a subsidy, benefit or service for which the expenditure is incurred from, or the receipt therefrom forms part of, the Consolidated Fund of India, require that such individual undergo authentication, or furnish proof of possession of Aadhaar number or in the case of an individual to whom no Aadhaar number has been assigned, such individual makes an application for enrolment:

Provided that if an Aadhaar number is not assigned to an individual, the individual shall be offered alternate and viable means of identification for delivery of the subsidy, benefit or service.”

2. Various Ministries/Departments have issued notification under Section 7 of Aadhaar Act to require Aadhaar / Aadhaar authentication for delivery of various benefits, subsidies or service for which the expenditure is incurred from, or the receipt therefrom forms part of the Consolidated Fund of India.

3. It has come to notice that some beneficiaries are being denied the benefit, subsidy or service for various reasons such as not having Aadhaar; failure of authentication; and other extraneous circumstances like electricity outage, internet connectivity issues etc despite above provisions of Aadhaar Act and other adequate mechanisms to handle such exceptions already provided in the Regulations and notifications issued under Section 7.

4. Therefore, the following exception handling mechanism and back-up identity authentication mechanisms may be followed for implementation to ensure seamless delivery of subsidy, benefit or service to beneficiary:

- a. Till the time Aadhaar is assigned to a beneficiary, he/she shall be provided subsidy, benefit or service based on alternate identification document as notified by the Ministry/Department in the relevant notification issued under the provision of Section 7 of the Aadhaar Act, 2016. The notifications also give powers to both Central Ministry and State Governments (as the case may be) to add more alternate documents depending on local conditions.



एक कदम स्वच्छता की ओर

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- b. In case of failure of Biometric authentication due to network/connectivity issue or due to poor biometric of resident etc, he/she shall be provided subsidy, benefit or service based on possession of Aadhaar by him/her as provided in Section 7 of the Aadhaar Act, 2016 and the notification.
  - c. In case of a family based scheme, such as PDS, an option shall be provided that any member of the family can authenticate and receive the benefit, as notified by the Ministry/Department in the relevant notification issued under the provision of Section 7 of the Aadhaar Act, 2016. This flexibility should be used for ensuring delivery of benefit in case biometric authentication for a member (senior) fails.
  - d. The State Governments/Implementing agency should also make special arrangements for bed ridden senior residents to get them verified/ authenticated including but not limited to sending a village level worker to their home for this purpose.
  - e. All such exception handling shall be recorded in the system and steps be taken to avoid any misuse of the exception. The front end service provider shall also maintain record of exception such as copy of Aadhaar letter, signature/thumbprint of the beneficiary and other supporting documents as notified by the Ministry/Department.
  - f. The Ministry/Department shall devise and implement mechanism for audit and inspection of such exceptions.
5. The Ministries/Department are requested to issue appropriate directions to the State Governments/Implementing agencies for the above exception handling mechanism and also monitor the same on periodical basis.

  
(Dr. Ajay Bhushan Pandey)  
Chief Executive Officer

To  
All Ministries/Departments  
All State Governments