UNIQUE IDENTIFICATION AUTHORITY OF INDIA

सत्यमेव जयते

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भारत 2023 INDIA

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Azadi Ka
Amrit Mahotsav

AADHAAR
Mera Aadhaar, Meri Pehchaan

COMPENDIUM OF INSTRUCTIONS ISSUED BY UIDAI

JAN 2023

PREFACE

The Unique Identification Authority of India (UIDAI) has been established to empower residents of India with a unique identity (Aadhaar), and a digital platform to authenticate anytime, anywhere. Over the years, Aadhaar has become the digital infrastructure of good governance, and enabling both ease of doing business and ease of living for residents.

This 'Compendium of Instructions' is an effort to make available various instructions/guidelines/directives comprehensively in a single document. The circulars/instructions, which have been superseded by latest instructions, are removed from the Compendium.

This compendium has been updated up to 10 January, 2023, and pertains to operations and activities undertaken by UIDAI's various divisions such as Enrollment and Update, Aadhaar Usage, Authentication and Verification etc.

It is hoped that this compendium will give ready reference on policy guidelines to all the stake holders. Any suggestions with regards to additions, corrections and compilation, if any, of the instructions incorporated in this compendium will be highly appreciated.

UIDAI HQ
New Delhi
10 January, 2023

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B - AUTHENTICATION

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A - ENROLMENT & UPDATION

I/19107/2022

F.No. HQ-16024/2/2020-EU-I-HQ
Government of India
Ministry of Electronics and Information Technology
Unique Identification Authority of India
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UIDAI Hqrs, Bangla Sahib Road,
New Delhi-110001
Dated: 30th November, 2022

Circular

Sub:- **Policy for enforcing of Aadhaar (Enrolment and Update) Regulations 2016, process, standards, guidelines, data quality and containing corrupt/fraudulent practices (Version 4.1)**

Ref : Circular F.No. HQ-16024/4/2020-EU-I-HQ dated 07.11.2022.

       In supersession of the subject policy issued vide reference cited above, the revised policy approved by the Competent Authority is attached for compliance.

2. The policy will be effective from 1st December 2022 onwards and shall be implemented in the processing of Assistance to be paid to Registrar for the month of December 2022 onwards.

3. This has approval of Competent Authority.

Encl: As above.

Signed by Prabhakaran
C.r.
Date: 30-11-2022 16:28:55
Reason: Approved.
(Prabhakaran C

R)

I)

Dy. Director (E&U-

To,

1. All UIDAI Regional Offices.
2. UIDAI Tech Development Division.
3. UIDAI Tech Operations Division.
4. Director E&U-II Division.
5. All the UIDAI Registrars.
6. File.

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F. No. HQ-16024/2/2020-EU-I-HQ

Policy for enforcing of Aadhaar (Enrolment and Update) Regulations 2016, Processes, Standards, Guidelines, Data Quality and containing corrupt/ fraudulent practices.

(Version-4.1 dated 30.11.2022)

1. This policy is issued in supersession of the policy for enforcing of Aadhaar (Enrolment and Update) Regulations 2016, Processes, Standards, Guidelines, Data Quality and containing corrupt / fraudulent practices Version 3.0 issued vide Circular F. No. HQ-16024/4/2020-EU-I dated 06th April and Version 4.0 issued vide Circular F. No. HQ-16024/2/2020-EU-I dated 07.11.2022 and shall be applicable with effect from 01.12.2022.

2. Appointment of Registrars/Enrolment Agencies and other Service Providers is governed by Chapter V (Regulation 21 to 26) of the Aadhaar (Enrolment and Update) Regulations 2016. Regulation 26 of the said Regulations deals with 'Liability of Registrars, enrolling agencies and other Service Providers and action in case of default' and is reproduced as follows:

> **"26. Liability of Registrars, enrolling agencies and other Service Providers and action in case of default-**
> (1) Registrars, enrolling agencies, and other Service Providers, and the supervisors, operators or any other persons or agencies employed by them shall adhere to all regulations, processes, standards, guidelines, and orders issued by the Authority from time to time, and the code of conduct provided in Schedule V.
>
> (2) The Authority shall monitor the enrolment activities of the Registrars, enrolling agencies and the operators, supervisors and other personnel associated with enrolment.
>
> (3) Without prejudice to any other action which may be taken under the Act, for violation of any Regulation, process, standard, guideline or order, by a Registrar or Enrolment Agency or any service provider or any other person, the Authority may immediately suspend the activities of such a Registrar or Enrolment Agency or service provider or concerned person, and after holding due enquiry. It may take steps for imposition of financial disincentives on such a Registrar or Enrolment Agency or service provider or any other person and for cancellation of the credentials, codes and permissions issued to them pursuant to the Act or these regulations, or any other steps as may be specifically provided for in the terms of engagement with the Authority."

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3. In addition to above, UIDAI from time to time issues various SOPs/ guidelines/ directions etc. for implementation of above Regulations by the Registrars/ Enrolment Agencies/Service Providers etc. engaged in providing Aadhaar enrolment and update services to the Residents.

4. Imposition of financial disincentives and other administrative actions on the Registrars/Enrolment Agencies/Service Providers or any person/entity engaged in Aadhaar enrolment and update services in case of non-adherence to regulations, processes, standards, guidelines and orders stands revised as follows:

i. UIDAI performs various validations & quality checks once the enrollment packet is uploaded to CIDR by Registrar/Enrolment agency. During these processes erroneous packets gets rejected. UIDAI also receives resident feedback/grievances through various channels regarding overcharging of residents for enrolment/update. UIDAI has started taking feedback from enrolled resident by calling/contacting them about their experience during their Aadhaar enrolment / update. Following are the broad objectives and actions proposed for Enforcing of Aadhaar (Enrolment and Update) Regulations 2016, processes, standards, guidelines, Data Quality and containing corrupt / fraudulent practices. To ensure that the interests of the UIDAI and the resident are protected, poor data quality and deviations from process norms (herein after called deficiencies) are dis-incentivized. Equally, the disincentives imposed must seek to serve as a deterrent and provide an opportunity for improvement, but must not become an unsustainable liability for the enrolment partners.

ii. Specific deficiencies shall attract financial disincentives and administrative actions whereas performance based periodic review attract administrative action if overall performance is poor for the period under review.

iii. All the transactions during the previous month, irrespective of enrolment for new Aadhaar or update shall be considered for assessing the deficiencies. All the errors committed by an operator during a month under different heads to be counted and the action shall be initiated as per the total count of errors during the month.

iv. Tech Operations to notify the operators who were found exceeded the threshold limit fixed for disassociation of operator ID, on the day of report generation and the operators should be disassociated from backend on the next day to avoid chance for more rejection of packets created by such operators and inconvenience to the residents.

v. In case of grave error as detailed in the following tables, UIDAI

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(RO/Tech Centre) shall dissociate the operator and inform the Registrar for taking appropriate action.

Registrar should suspend the operator within 15 days, and inform RO about the action taken on the operator. Failing which suspension will be carried out by UIDAI RO.

vi. In case of operational errors committed at the time of enrolment, as detailed in the below table, UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining / reactivation of the operator.

vii. In case the operator/supervisor is an employee of the Registrar (Banks, post offices and state governments), instead of suspension of operator/supervisor, Registrar may take departmental action and the action may be intimated to concerned RO.

viii. Operators crossing the threshold and dis-associated by Tech operations division in the backend shall be permitted to re-onboard after completing re- training.

ix. On receipt of intimation from the RO, concerned Registrar to initiate appropriate action on the operator/supervisor based on the criteria mentioned as per this policy and an action taken report to be furnished within 30 days, failing which an additional penalty of Rs. 1 Lakh or 5 times of the financial disincentive as per the policy (whichever is lower) can be imposed on recommendation of Standard Reconciliation Committee (SRC) reports furnished by Regional Office (RO).

x. The financial dis-incentive shall be imposed at the time of calculating assistance, based on the deficiency report furnished by Tech Operations Division and Standard Reconciliation Committee (SRC) reports furnished by ROs.

xi. Consequent to reduction in new enrolments, restrictions imposed for conducting new enrolments at designated centres and changes in MBU policy, there can be reduction in the assistance paid by UIDAI to the Registrars. However considering the increased demand for update and new policies, the major part of the overall income of Registrar shall be fee collected from residents. Accordingly, to reflect the scenario in response to the changes, the present capping of 10% of the total amount payable to Registrar/EA combination during the month shall be changed to 10% of the notional income (assistance from UIDAI plus fee collected from resident on successful update).

xii. Considering the UIDAI policy of 0% tolerance against corruption, the penalty on corruption shall be applied over and above the penalty to be imposed as per deficiency report. The financial disincentive

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on corruption to be imposed only as per recommendation of SRC report submitted by RO, including on OBD survey cases.

xiii. UIDAI, while making payment of assistance to Registrars will deduct the amount on account of financial disincentives. All the transactions during the previous month, irrespective of **enrolment for new Aadhaar or update** shall be considered for assessing the deficiencies.

xiv. UIDAI now permits Registrars for update only and considering proposed reduction in number of new enrolments, it may not be possible to deduct the financial dis-incentive including penalty on corruption from some of the Registrars. Hence if amount of total penalty is more than the Assistance due from UIDAI, during the month, Registrar to deposit the outstanding penalty amount to UIDAI within 30 days of receiving the demand notice. In case the Registrar fails to make the payment within 60 days of issuing the notice, the Registrar shall be suspended from carrying out enrolment/update activity till all the dues in this regard are cleared.

xv. Considering the issues raised by the enrolment ecosystem in increase in the number of DOE-I error during implementation of version 3 policy, it is decided to specify the documents to be considered as fraudulent during the QC process and the list of scenarios for considering the errors as DOE-1 or DOE-2 during QC analysis, is attached as annexure 1 with the policy for better understanding of all the end-users of the eco-system.

xvi. In case of any dispute on the financial disincentive imposed on the Registrar, the concerned Registrar may raise the same in the next SRC meeting and action shall be taken based on the decision of the SRC Committee. In case any operators found suspended/recommended to suspend wrongly, concerned RO can review the case and revoke the suspension with approval of DDG RO. Any operators deactivated/suspended under this policy or the previous policies can be re on-boarded with RO recommendation, only after completing re-training.

xvii. In addition to the financial dis-incentive imposed on the QC vendor for wrong rejection or acceptance, QC operators doing more than 5 wrong acceptance/rejections in a month shall also be disassociated for re-training.

xviii. Various deficiencies & financial disincentives /administrative actions are depicted in below table:-

#	Criteria	Financial Disincentive (Rs)	Threshold and suggested	Revised Provision

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			action by Registrar	
1	Gross violation of the stipulated guidelines with potential intent of fraud-tampering of UIDAI's software (BYPASS of operator /supervisor Biometrics)	₹ 100,000 per machine	Suspension of Operator for 5 years	UIDAI (RO/Tech Centre) shall dissociate the Operator and inform the Registrar for taking appropriate action. Registrar should suspend the Operator within 15 days, and inform RO about the action taken on the Operator. Failing which suspension will be carried out by UIDAI RO. In case of no response from Registrar, SRC can decide additional penalty as per para 4 (ix) for non compliance.
2	Gross violation of the stipulated guidelines with potential intent of fraud- inspections. i. Overcharging resident for UIDAI services / involved in corrupt practices. ii. For running unauthorized enrolment center found during iii. Found involved in corrupt practices based on the outbound dialer survey	₹ 50,000 per incident	Suspension of Operator for 1 year	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar should suspend the Operator within 15 days, failing which suspension will be carried out by UIDAI RO. In case of no response from Registrar, SRC can decide additional penalty as per para 4 (ix) for non

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				compliance.
3	Biometric Error I (BE-I) i. Full finger prints or full iris incorrectly recorded as missing. ii. Photo of photo with in a Biometric exception iii. Exception photo of a different person iv. Exception photo of an object	₹ 50,000 per packet.	For monthly cumulative BE-I errors I. For 1-3 cases - suspension of Operator for 1 year II. For more than 3 cases - suspension of Operator for 5 years Appropriate legal action needs to be taken if cumulative error is >=1, if necessary.	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar should suspend the Operator within 15 days, failing which suspension will be carried out by UIDAI RO. In case of no response from Registrar, SRC can decide additional penalty as per para 4 (ix) for non compliance.
4	Photo of photo (POP) I. When a photo is of other photograph /or Non Human	₹ 50,000 per packet.	i. **Child (0-5 age group):** 1-3 cases. Can be considered for re-instating after re-training. ii. For 1-5 cases - (normal) and 4-5 cases (child 0-5 age group) suspension of Operator for 1 year iii. For more than 5 cases - suspension of Operator	UIDAI (RO/Tech Centre) shall disassociate the operator and inform the Registrar for taking appropriate action. Registrar should suspend the Operator within 15 days, failing which suspension will be carried out by UIDAI RO. In case of no response from Registrar, SRC can decide additional penalty as per para 4 (ix) for non compliance.

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			for 5 years. Appropriate legal action may be taken if cumulative error is >=1, if necessary.	
5	Document Error (DOE I) i. Fraudulent document ii. Missing document	₹ 10,000 per packet.	For monthly cumulative DOE-I errors I. For 1-3 cases - suspension of Operator for 1 year II. For more than 3 cases - suspension of Operator for 5 years Appropriate legal action needs to be taken if cumulative error is >=1, if necessary.	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining / reactivation of the Operator. Action taken report to be submitted by Registrar to concerned RO within 30 days of intimation from RO.
6	Use of unparliamentarily Language / abusive language in residents demographics	₹ 1000 per packet.	For monthly cumulative such errors I. For 1 case - Can be considered for re-instating after re-training. II. For 2-3 cases - Suspension of Operator	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining / reactivation of the Operator.

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			for 1 year. III. For 4 or more cases - Suspension of Operator for 5 years. Appropriate legal action needs to be taken if cumulative error is >5, if necessary.	Action taken report to be submitted by Registrar to concerned RO within 30 days of intimation from RO.
7	Document Error (DOE II) i. Poor quality document ii. Invalid document iii. Demographic data mismatch	₹ 1000 per packet	For monthly cumulative DOE-II errors I. For 30-100 cases – Can be considered for re-instating after re-training. II. For 100 or more cases – suspension of Operator for 1 year.	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining / reactivation of the operator. Action taken report to be submitted by Registrar to concerned RO within 30 days of intimation from RO.
8	Biometric Error II (BE-II) i. Bad quality photo in exception photo ii. Exception not visible in exception photo	₹ 1000 per packet	For monthly cumulative BE-II errors I. For 30-100 cases – Can be considered for re-instating after re-training.	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining /

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				reactivation of the Operator.
			II. For 100 or more cases – suspension of Operator for 1 year.	Action taken report to be submitted by Registrar to concerned RO within 30 days of intimation from RO.
9	Biometric Error III (BE III) Photo not as per guidelines	₹ 1000 per packet	For monthly cumulative BE-III errors I. For 30-100 cases – Can be considered for re-instating after re-training. II. For 100 or more cases – suspension of Operator for 1 year.	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining / reactivation of the Operator. Action taken report to be submitted by Registrar to concerned RO within 30 days of intimation from RO.
10	Demographic Error (DE) i. Gender / Photo mismatch ii. Age/Photo mismatch iii. Error in Name / incomplete Address iv. Relationship mismatch	₹ 1000 per packet	For monthly cumulative DE errors I. For 30-100 cases – Can be considered for re-instating after re-training. II. For 100 or more cases - suspension of Operator for 1 year.	UIDAI (RO/Tech Centre) shall disassociate the Operator and inform the Registrar for taking appropriate action. Registrar to take appropriate decision about suspension/ retraining / reactivation of the Operator. Action taken report to be submitted by Registrar to

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concerned RO within 30 days of intimation from RO.

List of scenarios to be considered as fraudulent during QC analysis is attached as **Annexure –I.**

Notes:

1. All new Enrolment and Update packets shall be considered for assigning & calculating deficiency.

2. **Capping on penalty** – The overall financial disincentive on account of deficiencies other than corruption charges shall be as follows:

   i. To be capped at 10% of notional income of Registrar (assistance from UIDAI plus fee collected from resident on successful update).
   ii. No capping shall be applicable for penalty on corruption.
   iii. Penalty on corruption to be imposed only as per recommendation of SRC report.
   iv. If Amount of total penalty is more than the Assistance due from UIDAI, during the month, Registrar to deposit the outstanding penalty amount to UIDAI within 30 days of receiving the demand notice, else the same shall be deducted from future payments.
   v. In case the Registrar fails to make the payment within 60 days of issuing the notice, the Registrar shall be suspended from carrying out enrolment/update activity till all the dues in this regard are cleared.

5. **Review of Registrar/EA based on adherence of process guidelines:**

The EA is required to ensure compliance to processes prescribed by the UIDAI. Non-compliance would attract appropriate action against the agency as per various provisions of the Aadhaar Act as amended from time to time including action under Section 33A of the Act.

Activities deemed as non-compliant are listed below. This list is indicative and not exhaustive.

- Enrolling residents using unregistered enrolment stations or tampered software
- Sending spurious files to CIDR as enrolment packets
- Not complying with the enforcement of disassociation/suspension

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- Engaging in activity that is against the process, policy and guidelines of UIDAI.
- Failure to conduct inspections and non-compliance Non compliance of repeated directions to rectify the defects noticed during inspection.

The review pertaining to adherence to process guidelines could take place either during the periodic review or as a result of complaints received from time to time. Based on the severity and/ or recurrence of such complaints, appropriate action would be taken against the Registrar/EA.

Notwithstanding the provisions made above, UIDAI reserves the right to take exemplary action against Registrar/EAs in case the nature of error/ non-compliance is of great severity.

6. **Review of Operator performance based on soft skills:**

The Operator is the individual who would interact with the resident. Hence appropriate interaction of the Operator with the resident is imperative. Departure from this norm could attract action against the Operator.

Actions deemed as inappropriate are listed below. This list is indicative and not exhaustive.

- Rude behavior or physical/ verbal abuse to the resident
- Charging money from the resident or promoting touts etc
- Miscommunication to residents with missing biometrics, stating that they cannot be enrolled
- Misguiding the resident in any manner that is contrary to the stated guidelines and procedures of UIDAI

The review of Soft Skills would take place during the monthly review or as a result of complaints received from time to time. Based on the severity and/ or recurrence of such complaints, appropriate action would be taken against the Operator.

Notwithstanding the provisions made above, UIDAI reserves the right to take exemplary action against an Operator/ supervisor in case the nature of error/ non-compliance is of great severity.

7. **Objection or request for correction by respective Registrars and EAs:**

The Registrars / Enrolment agencies will be given opportunity for objection or request for correction to SRC committee decisions at respective Regional Offices as per Registrar/RO mapping. The Registrars are mapped with the UIDAI Regional Office, in whose

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jurisdiction Registrar's head quarter is located.

In case the Registrar has any objection on the decision taken by the RO, can furnish appeal to DDG (E&U) for remedy.

8. **The responsibility matrix for enforcement of financial disincentive and administrative action shall be as follows:**

S. No.	Item	Time lines (in days)	Responsibility
RESPONSIBILITY MATRIX			
Financial Disincentive for specific deficiencies			
1	Monthly Aadhaar generation and deficiencies report in prescribed template by 10th of every month.	D + 10	Tech Centre, UIDAI
2	Receipt of report from RO level Standard Reconciliation Committee (SRC) about corrupt practices & other relevant matters	D + 10	SRC at RO UIDAI
3	Issue of release order Assistance to Registrar by EU division HQ by 20th of every month.	D + 20	E&U Division, UIDAI
4	Submission of objection or request for correction by respective Registrars and EAs to respective SRC by 30th of every month.	D + 30	Registrars/EAs
5	Recommendation of SRC on the objections or request for correction by 10th of following month.	D + 40	SRC at RO UIDAI
6	Effecting the recommendation of reconciliation committee along with the next payment cycle.	D + 50	E&U division, UIDAI
Monthly performance review of operators based on data quality			
1	Performance based monthly report of enrolment operators as per methodology for enforcing process guidelines and data quality by 10th of every month.	D +10	Tech Centre, UIDAI
2	Action of disassociation of the operator	D + 15	Tech operation/ Respective Regional Offices, UIDAI
3	Action on disassociated operators.	D + 30	Registrar/

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		Regional Office

Monthly Review of operator performance based on soft skills			
1	Review of operator performance based on soft skills	Monthly/case to case basis	SRC

ANNEXURE-I:

Suggested scenarios for considering the errors as DOE-1 or DC during QC analysis				
S.N.	**DOE-1 (Document Error-1)**		**DOE-2 (Document Error-2)**	
	Fraudulent Documents	**Missing Document**	**Invalid Document**	**Demographic Error**

1	Major Over writing in standard certificate or any other documents
	i) DOB - Any correction in DOB
	ii) Address - Use of Fluid/Whitener/Paper paste
	iii) Name - Addition of Middle Name
	iv) Name& UID - Use of Fluid/Whitener/Paper paste
	v) Manually created Certificate - Name & Address of Certifier only printed.
		1. Blank Document/Plain paper scanned/Proof of document missing	1. UIDAI Standard certificate
			a. Minor over writing
			  i) Date of Issue – Any Correction
			  ii) Name - Correction in one or more character
			  iii) Address - Overwriting on House No./Plot No./Other Fields.
			  iv) Any minor correction on supporting document other than the changing field - Correction with or without Initials.
			b. Sign & photo of resident missing
			c. Issue date missing
			d. Certifier details/sign/stamp missing
			e. Validity date of certificate (3 months from date of issue)
			f. Cross sign & stamp missing/not visible etc
			g. Issuer's contact details missing like contact number/designation/address/name.
			h. Use of different stamps (round stamp at one place and stamp with Name/ designation) at certifier part and on photo
			i. Selection of wrong category by operator against valid document submitted by the resident.
				1. Data in document should match with the Enrolment slip and request. Minor addition such as explanation to address can be accepted except in case of UIDAI Standard certificate.

2	Use of Fluid/whitener/pasted paper		Photocopy of documents not valid.	Resident's name, date of birth is not matching with the given document.
3	Certificate tampering(over writing /superimposed without any attestation)		Valid date of documents for regular documents like DL, passport, electricity bill, postpaid bill, water bill etc	Address of the resident like house no, VTC etc. is not matching with the given

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				proof of document.
4	Upload of Acknowledgment slip		Cross stamp missing on the resident's photo in bank passbook.	
5	Document of other person		Cross stamp missing on the resident's photo in school extract/disability certificate.	
6	Photo of Object/screenshot/Picture		Without photo POI document is not valid.	
7	Aadhaar online appointment slip		Resident Certificate/Domicile Certificate/ Caste Certificate without photo is not valid	
8	Aadhaar enrolment form		Registered Sale / Lease /Rent Agreement issued by Notary is not valid	
9	Human Photo missing		Resident Certificate/ Domicile certificate should be in the name of resident only.	
10	Photo of photo		Provisional birth certificate is not valid for DOB.	
11	Unparliamentarily / Offensive Language		Acknowledgment slips of any govt. ID card like bhamasha card.	
12	Age mismatch - for child under the age group 0-5 (both CELC and ECMP)		School ID cards without session or issue date is not valid.	
13			Only front side of voter id card is not valid for POA. Both the sides of voter id card is required for POA.	
14			UIDAI standard certificate issued by head teacher/up-pradhan is not valid.	
15			Offline Bank statement without stamp is not valid.	
16			Document not as per Valid List	
17			Documents Issued by State Government Authorities	

Suggested scenarios, Enrolment requests not to be rejected duri

Sr. No.	Criteria	Document Name
1	Document signed by parents on behalf of minor	In Standard certific:
2	Signature of resident missing in documents	Documents like e-PAI
3	Name field : filled in small case, instead of Capital Letter	In Standard Certific

The above mentioned name of documents (POI/POA etc.) is subject to changes in the list of valid documents issued by UIDAI from time to time.

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HQ-16011/2/2022-EU-I-HQ
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)
*****

7th Floor, UIDAI Headquarters,
Behind Kali Mandir, Bangla Sahib Road,
Gole Market, New Delhi-110001
Dated: 21 October 2022

OFFICE MEMORANDUM

Subject: Strengthening of Aadhaar Enrolment Ecosystem – restricting New enrolment of adult residents at designated Aadhaar centres only – reg.

Ref : 1. OM No. HQ-16011/2/2022-EU-I-HQ dated 06.09.2022

2. OM No. 16027/1/2022-EU-I-HQ dated 21.09.2022.

In partial modification of OM dated 21.09.2022 on the above mentioned subject, it has been decided to restrict the facility of new enrolment of **adult residents (residents in the age group of more than 18 years) at the following Aadhaar centres only**:

i. All UIDAI ASKs
ii. Designated Aadhaar centres run by India Post/Indian Railways or any Central Govt. Ministries. ROs to designate such Centers at District/Sub District/Block/Tehsil Head Quarters. (ROs to designate such centers in consultation with respective Registrars. The number of such Aadhaar centres at District/Sub-District/Block/Tehsil Headquarters to be decided by respective RO, in consultation with respective Registrar).
iii. Designated Aadhaar centres run by State Government Registrars at District/Sub District/Block/Tehsil Head Quarter. (ROs to designate such centres in consultation with respective State Government Registrars. The number of such Aadhaar centres at District/Sub-District/Block/Tehsil Headquarters to be decided by respective RO in consultation with State Govt Registrar).

2 .   **In continuation to the directions contained in OM No. HQ-16024/4/2020-EU-I-HQ- part (1) dated 14.10.2022, ROs to ensure**

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that all the Aadhaar enrolment centres designated for enrolment of adult residents are functioning under in-house model.

3.   All remaining ECMP clients shall continue with all existing provisions except new enrolment for adults.

4.   There shall be no restriction on usage of CELC client by any Registrar for new enrolment of child under the age group of 0-5 years.

5.   Tech Development Division to take necessary action to make changes in the ECMP client to meet the above requirement.

6. Process to be followed by respective stake holders:

    i.   Regional Offices to share the list of Station IDs of selected Aadhaar enrolment centres (where new Aadhaar enrolment for adult to be permitted) to Tech Operations Division and Tech Development Division.

    ii. On receipt of the Station IDs, Tech Operations to notify the list and to share the URL for updating the ECMP client (having provision for new enrolment for adults) with access to selected Station IDs.

    iii. All other Stations to be updated (OTA update) with new version of client having provision for all features other than adult enrolment such as enrolment of child upto 18 years, updates (Biometric/ Demographic), Find Aadhaar, Print Aadhaar, Document Update etc. The Stations using online ECMP client shall continue with provision for demographic update only (for CSC BCs).

    iv. If any new enrolment packet for an adult is wrongly generated at any centres, other than the specified Stations, such packets shall be rejected during backend processing.

7.   State/UT Governments have been asked to constitute District Level Aadhaar Monitoring Committee to monitor the Aadhaar related issues. The committee will also be responsible for monitoring the Aadhaar Centers designated for new enrolment for adults as mentioned above.

8. This exercise may be completed in a time bound manner as follows.

a) Finalizing list by UIDAI Regional Offices and sending to Tech Dev & Tech Ops	25th Oct 2022
b) Effecting required update in the client and roll out of Alpha, Beta and stable version of clients as per above requirement.	31st Oct 2022 to

I/18161/2022

30th Nov 2022

9. The new arrangement will be fully functional from – 01st December 2022.

10. This issues with the approval of Competent Authority.

(Prabhakaran C R)
Deputy Director (E&U-I)

To,

1. All UIDAI Regional Offices.
2. Tech Development Division and
3. Tech Operations Division.

Copy to:

1. All Registrar/EAs
2. ASK Service Providers
3. Legal Division
4. File.

18060/2022

F. No. HQ-16033/1/2020-EU-I-HQ-Part(2) (E-8026)
Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

7th Floor, UIDAI
Headquarters,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001
Dated: **18 October, 2022**

OFFICE MEMORANDUM

Sub: **Assistance to Registrars for Aadhaar Generation & Mandatory Biometric Updates (5/15 years) and maximum fees to be collected from the residents for the services (update and other services) provided by Registrars/ other Service Providers.**

****

In continuation to the provision created in myAadhaar portal as well as ECMP Client for updating documents in Aadhaar database and in pursuance of the decision taken by Authority in its 31st meeting for rationalizing the assistance to Registrars towards successful generation of Bal Aadhaar through ECMP Client and CEL Client, the consolidated list of items for assistance to Registrars & maximum fees to be collected from residents for various Aadhaar Services (Enrolment, Update & other Services) is conveyed as under:

S. No	Services	Assistance paid to Registrars (in Rs.) [Following in-house model]	Fee collected from resident by service provider (in Rs.)
1	Aadhaar Generation of residents in 0-5 age group (ECMP or CEL Client enrolment)	50*	Free of cost
2	Aadhaar Generation of residents having more than 5 years age	100	Free of cost
3	Mandatory Biometric Updates	100	Free of cost
4	Other Biometric Updates (with or without Demographic updates)	-	100
5	Demographic update (update of one or more fields/ online mode or through Aadhaar centre using ECMP/CELC)	-	50

/18060/2022

6	PoA/ PoI Document Update at Aadhaar Enrolment Centres	-	50
7	Aadhaar Search using eKYC/ Find Aadhaar/ any other tool and colour print out on A4 Sheet	-	30
8	PoA/ PoI Document Update through SSUP (myAadhaar) Portal	-	25

* the assistance to Registrars under this category shall be applicable from 01.11.2022.

2.   All the rates mentioned above are inclusive of GST.

3.   Rate of assistance mentioned above shall be applicable only for Registrars following in-house model as under:-

   i. Kit owned by the Registrar and

   ii. Operator/supervisor own employee or employees hired on salary basis by the Registrar EA.

4.   Instructions have already been issued vide OM No. 16024/4/2022-EU-I-HQ-Part(1) dated 14.10.2022 to shift the Registrars/EAs working under outsourced/VLE model to in-house model in a time bound manner. However, during the intervening period, such Registrars shall be eligible for assistance as per Table 2 of Circular dated 09.05.2020.

5.   OM No. 4(4)/57/372/2016/E&U-I dated 09.05.2020 and OM No. A11016/75/2014-E&U-Vol III dated 12.10.2020 issued in this regard stands revised /subsumed as above.

6. This issues with the approval of Competent Authority.

Signed by Prabhakaran C.r.
Date: 18-10-2022 17:50:28
Reason: Approved
(Prabhakaran C R)
Dy. Director (E&U-I)

To,

   1. All Registrars through notification.

   2. Regional Offices of UIDAI.

   3. Tech. Centre of UIDAI.

   4. File.

I/17975/2022

F.No. HQ-16024/4/2020-EU-I-HQ-Part (1)
GOVERNMENT OF INDIA
Ministry of Electronics & IT
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(Enrolment & Update Division)
*****

7th Floor, UIDAI Headquarters,
Behind Kali Mandir, Bangla Sahib Road,
Gole Market, New Delhi – 110001
Dated :   14 October, 2022

OFFICE MEMORANDUM

Subject: - Shifting the Registrar/EA working under outsourced/VLE model to in-house model–reg

Reference is invited to UIDAI DO letter No. 4(4)/57/146/2016/E&U/Vol.VI/Pt dated 28.06.2017 vide which Chief Secretaries of the States were requested to shift the enrolment centers from private and unsecured locations to secure government premises such as those inside District Collectorates/ Zilla Parishad Offices/ Municipal Offices / Block Offices/ taluka offices and other public delivery offices run by the State Government where direct supervision by the Government can be ensured.

2.   It was also requested in the letter that the State Government may setup its own enrolment centers within the government or municipal premises with their own personnel as enrolment operators.

3.   UIDAI has already issued more than 134 crore Aadhaar numbers covering more than 93% of overall population and nearly 100% of adult population. The requirement for new enrolment is mainly for the children in the age group of 0-18 years. Considering the same, UIDAI already restricted new enrolment of Adult residents at the designated Aadhaar centres only vide OM No. 16027/1/2022-EU-I-HQ dated 21.09.2022.

4.   In order to cater to the expected demand for mobile number updation in Aadhaar and Child enrolment in 0-5 age-group, UIDAI on-boarded India Post Payments Bank (IPPB) as its Registrar to provide the services through its vast network of about one lakh Postmen/GDS. Already 50,000+ certified operators are onboarded in system.

I/17975/2022

5. In order tocater for the requirement of Child enrolment and Biometric update of children (after attaining 5 & 15 years of age), School Education department and WCD department of State Govt have been provided with ICT Assistance for procurement of Kits. Nodal departments of State Govt were also provided ICT assistance in 1st Phase of ICT assistance program by UIDAI.

6. It may also be noted that Residents have an option to update their demographic information through myAadhaar portal where resident can update their name, date of birth, gender and address from the comfort of their home at ease.

7. It has been discussed in past at various stagesto bring all functions of Aadhaar Enrolment Centres to in-house model with following requirements:

i. The machine is owned by the Registrar/EA.
ii. Operator/Supervisor: Employee/contract employee on roll of the Registrar/EA or hired from a manpower hiring agency on salary basis.

However, many centres are still continuing under outsourced / VLE model where VLE brings his own kit and working under Revenue sharing model.

8. Aadhaar has gained popularity as primary identification document in recent time. There has been a growing concern on possible ramifications of any fraudulent enrolment/ update activities on national security. Therefore, a need has been felt to further strengthen the Aadhaar enrolment ecosystem and it has been decided that Registrar/EA working under outsourced / VLE model shall be shifted to in-house model by 31st March 2023. Accordingly, UIDAI ROs to implement the above direction with following plan of action and timeline in respect of Registrars mapped with the RO:

i. No new operators on-boarding and new activation of Client shall be done if it is not following the in-house model.
ii. The existing operators & Clients not working under in-house model shall be identified Registrar wise. Further 20% of such operators & Clients shall be deboarded every month (20% each on 30th November, 31st December 2022, 31st January, 28th February and 31st March 2023). The list of such operators & Clients may be obtained from respective Registrar for de-boarding during the month.

9. Considering the above, all ROs are requested to pursue the matter with

I/17975/2022

Registrars/EAs functioning under their jurisdiction for shifting from outsourced/VLE model to in-house model so that all Aadhaar Center are working only under in-house model w.e.f. 01.04.2023.

10.   This issues with the approval of Competent Authority.

Signed by Prabhakaran
C.r.
Date: 14-10-2022 16:09:46
Reason: Approved (R)
Deputy Director (E&U-I)

To,
  All UIDAI Regional Offices

Copy to:

1. OSD to CEO UIDAI
2. All Registrar/EAs
3. Tech Development Division
4. Tech Operations Division
5. File

सौरभ गर्ग
मुख्य कार्यकारी अधिकारी

Saurabh Garg
Chief Executive Officer

भारत सरकार
Government of India
भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India (UIDAI)
आधार मुख्यालय, नौवीं मंजिल, बंगला साहिब रोड,
काली मंदिर के पीछे, गोल मार्किट, नई दिल्ली—110 001
Aadhaar Headquarters, 9th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market, New Delhi-110001

DO No. HQ-16027/1/2022-EU-I-HQ

10-10-2022

Dear Chief Secretary,

Subject: Establishment of Aadhaar Service Kendras (ASKs) at all District/Sub-District/Block/ Tehsil HQs

With the valued support of its Registrars, especially State Government Registrars, UIDAI has now issued more than 134 crore Aadhaars to the residents of India covering almost 100% of the adult residents.

2.   In order to enhance the Aadhaar enrolment and update infrastructure at the District HQs, UIDAI is planning to establish Aadhaar Seva Kendras ASKs in all the District HQs of the country through a process of open tender. UIDAI has already established 88 such state-of-the-art ASKs in 72 cities. It is proposed that UIDAI ASKs be established as far as possible in secured Government buildings, on a rental payment basis, to facilitate better monitoring and control of the enrolment activities by the District authorities.

3.   In view of the above, you are requested to issue necessary directions to the DM & Collectors to initiate the process of identifying suitable Government building for setting up of UIDAI ASKs at the District HQs in consultation with UIDAI Regional Offices concerned. The matter may also be deliberated upon by the District Level Aadhaar Monitoring Committee headed by DM & Collector. In case, it is difficult to find space in a Government building, the District Level Aadhaar Monitoring Committee may recommend suitable alternative(s).

4.   The matter regarding constitution of the District Level Aadhaar Monitoring Committees under the Chairmanship of District Magistrate & Collector for monitoring of Aadhaar related activities at the District level, has already been intimated vide OM dated 30.09.2022 **(Annexure-I)**

5.   At the Sub-District/ Block/ Tehsil HQs, it is proposed that existing State Registrars may establish and operate their own ASKs under in-house model (enrolment kit owned by the Registrar and operator to be an employee or engaged on salary basis) or through the CSC e-Gov or other mode as may be recommended by the District Level Aadhaar Monitoring Committee. These ASKs shall also be housed in Government owned buildings on a rental basis. UIDAI OM No.HQ-16011(17)/1/2020/EU-I-HQ dated 19th July 2022 allowing establishment of ASKs by CSC e-Gov with prior approval of the State Government is attached for kind perusal **(Annexure –II)**.

Contd...2/-

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Tel. : 011-23746211, Fax : 011-23746213
Website : www.uidai.gov.in   email : ceo@uidai.gov.in

AADHAAR
मेरा आधार, मेरी पहचान

-: 2 :-

6.   I would be grateful if the exercise of identification of space for setting up of UIDAI ASKs at District HQs is completed by the DM & Collectors in consultation with UIDAI Regional Offices concerned within 30th November 2022. I would request further that the progress may be monitored by the State UIDIC under your Chairmanship.

With regards,

Yours sincerely

(Dr. Saurabh Garg)

10/10/22

Encl: As above.

To,
Chief Secretaries of all States/ UTs

डॉ० अजय भूषण पांडे, मा.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

D.O. No.4(4)/57/146/2016/E&U/Vol.VI/Pt

28th June, 2017

Dear Chief Secretary,

Aadhaar has been issued to more than 115 crore people as on date. One of the major factors behind this phenomenal success is the active support and role of the state/UT governments in this endeavour. Hopefully, with our continued combined efforts, we would be able to create a permanent infrastructure for continued enrolment of new born/residual population, biometric update of children and demographic update due to migration and other changes in life stage of people.

2. While doing so, you would appreciate that security and confidentiality of the residents' data has always been one of the key areas of concern. With the Aadhaar Act, 2016 coming into force, this aspect has become all the more important. Honourable Supreme Court of India while disposing of Writ Petition (Civil) No. 247 of 2017 and others dated 9.6.2017 in PAN- Aadhaar link case, has inter alia stated that :

....It is important that the aforesaid apprehensions are assuaged by taking proper measures so that confidence is instilled among the public at large that there is no chance of unauthorised leakage of data whether it is done by tightening the operations of the contractors who are given the job of enrollment, they being private persons or by prescribing severe penalties to those who are found guilty of leaking the details, is the outlook of the Government. However, we emphasise that measures in this behalf are absolutely essential and it would be in the fitness of things that proper scheme in this behalf is devised at the earliest.....

3. At present, Aadhaar enrolment is largely being carried out by the private agencies at their centres scattered across the country where close and direct supervision of the state governments is not always feasible. In view of the above security concerns about biometric as well as other personal data and their leaks etc, it is pertinent that these operations are carried out in a more secure environment under the close supervision of the state government. Further, a large number of citizens have complained that many Aadhaar operators who run their centers from their private premises are indulging in corruption and overcharging residents because there is no immediate official supervision over such operators.

4. In view of above and the order of the Supreme Court dated 9.6.2017, a decision has been taken to shift the enrolment centers from private and unsecured locations to secure government premises such as those inside district collectorates/ Zilla Parishad offices/ municipal offices /block offices/taluka offices and other public delivery offices run by the state government where direct supervision by the government can be ensured.

Tel.: 23752675   Fax : 23752679
Website: www.uidai.gov.in   email: ceo@uidai.gov.in

AADHAAR
मेरा आधार, मेरी पहचान

- 2 -

Since, now most government and other services such benefits, subsidies , and services like PAN, GST, Bank accounts, passport, land records, property registration etc will require Aadhaar, it will be necessary for the state governments to provide the facility of Aadhaar enrolments and updates at secure and convenient locations so that the citizens do not face any difficulties in accessing various public services linked to Aadhaar.

5. For this purpose, the state government may setup its own enrolment centers within the aforesaid government or municipal premises with their own personnel as enrolment operators. They may also engage any of the UIDAI's empanelled enrolment agencies and operators active in the region, after thoroughly reviewing their credentials in the region provided the enrolment centres are set up in government or municipal premises. Since, more than 99 % of adults have already been given Aadhaar, at least three centers in every taluka within government premises should be set up in the beginning and thereafter depending upon demand and availability of government premises, the number of such centers can be reviewed.

6. Therefore, I would request that all such centers in government premises (at least three centers in every block/Taluka in urban and rural areas) for Aadhaar enrolment and update should be identified by July 31st, 2017 and the process to shift enrolment operations to these centers should be completed by August 31st, 2017.

7. I would request that an action plan from the State Governments in this regard may kindly be sent to us.

Regards

Yours sincerely,

(Dr. Ajay Bhushan Pandey)

All the Chief Secretaries of State Governments

Annexure - I

DO No.A-11016/66/09-UIDAI
Dated: December 07, 2009

Dear

This is to invite your kind attention to the letter of 16.11.09 from the Hon'ble Prime Minister to the Hon'ble Chief Minister on the subject of unique ID numbers and the need for putting the institutional arrangements in place for implementing this project at the State level. In this connection, Shri Nandan Nilekani, Chairman, Unique Identification Authority of India (UIDAI) has also written to the Hon'ble Chief Minister on 03.11.2009.

Both the Prime Minister and the Chairman, UIDAI, in their letters, had emphasized the importance of the role of the State Government in the implementation of this project. A suggestion was also made to form a State UID Implementation Committee headed by the Chief Secretary at the State level to oversee the implementation of this project. I am writing this to you on the subject of this Committee.

The present draft strategy of the UID Authority envisages an eco-system of 'Registrars' who will help the UIDAI in enrolling the residents. The Registrars are essentially those Departments and Authorities of the State and the Central Government, who in the normal course of their activities, interact with the residents. Examples of these are State Rural Development Department in their programmes like NREGA and IAY. Public Distribution & Consumer Affairs Department for PDS and Human Resource Development for SSA, etc. It is, therefore, suggested that the State UID Implementation Committee may have the Secretaries of the Rural Development, Panchayati Raj, Public Distribution & Consumer Affairs, Welfare, Labour and IT Department as its members. Chief Electoral Officers and Officer in-charge at the State level for Census operations may also be the members of this committee. The Regional Dy. Director General of UIDAI may also be kept as a member of this Committee.

The other related issue is of making some Department as a nodal Department for UID implementation and other activities related to it. The nodal Department may be chosen considering its coordinating capacity with other Departments. This could be Planning, Finance, IT or any other Department which, in your view, will be able to effectively coordinate UIDAI related activities at the State level. The Secretary of the nodal Department can work as the Member-Convener of this Committee.

I shall be grateful if you could constitute this Committee, declare the nodal Department and convey the same to us.

With regards,

Yours sincerely,

(RS Sharma)

As per list

Annexure-II

Delhi	Delhi, Madhya Pradesh, Rajasthan & Uttarakhand	**UIDAI Regional Office, Delhi** Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi-110001	Phone : 11-40851426 Fax : 011-40851406
Bengaluru	Karnataka, Kerala, Tamil Nadu, Puducherry & Lakshadweep	**UIDAI Regional Office, Bengaluru** Khanija Bhavan, No. 49, 3rd Floor, South Wing Race Course Road, Bengaluru - 560001	Phone : 080-22340104 Fax : 080-22340310
Chandigarh	Chandigarh, Jammu & Kashmir, Ladakh, Haryana, Himachal Pradesh & Punjab	**UIDAI Regional Office, Chandigarh** SCO 95-98, Ground and Second Floor , Sector 17- B, Chandigarh 160017	Phone : 0172-2711947 Fax : 0172-2711717
Mumbai	Maharashtra, Gujarat, Goa, Daman & Diu and Dadra & Nagar Haveli	**UIDAI Regional Office, Mumbai** 7th Floor, MTNL Exchange, GD Somani Marg, Cuff Parade, Colaba, Mumbai - 400 005	Phone : 022-22163492
Ranchi	Jharkhand, Bihar & West Bengal	**UIDAI Regional Office, Ranchi** 1st Floor, JIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010	Phone: 9031002292, 9031002298
Guwahati	Assam, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Tripura & Sikkim	**UIDAI Regional Office, Guwahati** Block-V, First Floor, HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati - 781 006	Phone : 0361-2231819
Lucknow	Uttar Pradesh	**UIDAI Regional Office, Lucknow** 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/ V,Vibhuti Khand, Gomti Nagar, Lucknow- 226 010	Phone – 0522-2304979/2304978
Hyderabad	Andhra Pradesh, Telangana, Odisha, Chhattisgarh and Andaman & Nicobar Islands	**UIDAI Regional Office, Hyderabad** 6th Floor, East Block, Swarna Jayanthi Complex, Beside Maitrivanam, Ameerpet Hyderabad-500 038, Telangana State	Phone : 040-23739269

I/17697/2022

F.No. HQ-16027/1/2022-EU-I-HQ
GOVERNMENT OF INDIA
Ministry of Electronics & IT
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(Enrolment & Update Division)
*****

7th Floor, UIDAI Headquarters,
Behind Kali Mandir, Bangla Sahib Road,
Gole Market, New Delhi – 110001
Dated :   03 October, 2022

OFFICE MEMORANDUM

Subject: - Convening   of UID Implementation Committee (UIDIC)
meeting – reg.
Ref : 1. DO letter No. 11016/66/09-UIDAI dated 7th December 2009
        2. DO letter No. HQ-16027/1/2022-EU-I-HQ dated 09.09.2022.

1. UIDAI has already issued more than 134 crore Aadhaar numbers
covering more than 93% of overall population and nearly 100% of adult
population with close association and support of State Government and
Registrars.

2. Every State/UT has in place a State UID Implementation Committee
(UIDIC) with the Chief Secretary as Chairman to oversee the
implementation of the UID activities in the State/UT. The Secretary of
the Nodal Department (Department designated as Nodal Department
for implementation) is the Convenor/Member Secretary of this
Committee. The DO letter No. 11016/66/09-UIDAI dated 7th December
2009 from the then DG, UIDAI addressed to all Chief Secretaries,
requesting to constitute this Committee (Annexure-I) and recent DO
letter No. HQ-16027/1/2022-EU-I-HQ dated 09.09.2022 from the
Secretary MeitY to all the Chief Secretaries of the States/UTs
Annexure-II) are attached for reference.

3.   In order to have a close monitoring of the Aadhaar activities
including the increased use of Aadhaar, the following is the suggested
composition of the Committee:

  i. The Chief Secretary – Chairman
  ii. Development Commissioner
  iii. Principal Secretaries /Secretaries of Departments involved in

1/17697/2022

Enrolment/ Authentication/ Verification using Aadhaar such as Public Distribution & Consumer Affairs/ Panchayati Raj/Information Technology, School Education, Women and Child Development, Labour, Health, Home etc.

iv. Director of Census.
v. Chief Post Master General
vi. Representative of State Level Bankers Committee (SLBC)
vii. State Nodal Officer CSC e-Gov.
viii. Deputy Director General UIDAI Regional Office
ix. Any other member as decided by the Chairman
x. Principal Secretary/ Secretary, Nodal Department - Convener

5. The committee shall be responsible to oversee the implementation of Aadhaar activities, with the following Terms of Reference of the Committee:

i. Oversee the implementation of Aadhaar Enrolment and Updation Ecosystem
ii. Review the usage of the Aadhaar Identification Platform
iii. Monitor the progress of redressal of Resident Grievances
iv. Review of the Information Security and confidentiality practices of the partners of the Aadhaar ecosystem
v. Supervision and Guidance to District Level Aadhaar Monitoring Committees
vi. Monitoring the functionality of the State Government Portal
vii. Any other agenda points as approved by the Chairman.

6. In view of the recent discussions to further strengthen the Aadhaar monitoring system and the references cited above, UIDAI Regional Offices are requested to liaison with concerned State/UT Governments and ensure convening of at least one UIDIC meeting in all State/UT by 31st December 2022.

7. Accordingly ROs may make it convenient to attend the UIDIC meetings in their region and if required ROs may also invite representatives from Head Quarter for such meetings.

8. Regional Offices to furnish monthly progress report in this regard by

/17697/2022

5th of every month.

9. This issues with the approval of Competent Authority.

Signed by Prabhakaran
C.r.
Date: 03-10-2022 09:45:44
(Prabhakaran CR)
Deputy Director (E&U-I)

To,

All DDGs, UIDAI Regional Offices.

Copy to:

1. PPS to All Chief Secretaries, States/UTs.
2. OSD to CEO UIDAI
3. PS to DDG (E&U).
4. Legal Division
5. File

I/17676/2022

F.No. HQ-16011/2/2022-EU-I-HQ
GOVERNMENT OF INDIA
Ministry of Electronics & IT
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(Enrolment & Update Division)
*****

7th Floor, UIDAI Headquarters,
Behind Kali Mandir, Bangla Sahib Road,
Gole Market, New Delhi – 110001
Dated :   30 September, 2022

OFFICE MEMORANDUM

Subject: Constitution of District Level Aadhaar Monitoring Committees – reg.

UIDAI vide DO letter No. 4(4)/57/146/2016/E&U/Vol.VI/Pt dated 28.06.2017 (copy attached) requested the Chief Secretaries of the States to shift the enrolment centers from unsecured locations to secure government premises such as those inside District Collectorates/ Zilla Parishad Offices/ Municipal Offices / Block Offices/ Taluka offices and other public delivery offices run by the State Government where direct supervision by the Government can be ensured.   Further, it was also requested that the State Government may setup its own enrolment centers within the government or municipal premises with their own personnel as enrolment operators.

2.   As part of the recent discussions on further strengthening of Aadhaar enrolment activities, Secretary, MeitY has issued D.O. Letter No.HQ-16027/1/2022-EU-I-HQ dated 09.09.2022 (copy attached) to all the Chief Secretaries of the States/UTs to have a monitoring mechanism at the District level, and proposed that State Governments may constitute District Level Aadhaar Monitoring Committees with following composition.

    i. District Magistrate & Collector – Chairman
    ii. Superintendent of Police – Member
    iii. Representative of DLBC (Manager of Lead Bank) – Member
    iv. District Coordinator CSC e-Governance – Member
    v. Senior-most District level officers of State Nodal Department (for Aadhaar) – Member
    vi. Senior-most District level officers of all the State Government Registrars of UIDAI (One member each from School Education Department, WCD department, Health Department etc.) – Members
    vii. District heads of India Post and India Post Payments Bank –

I/17676/2022

Members

viii. Representative from UIDAI (appointed by DDG of concerned Regional Office of UIDAI) – Member

ix. Representative of the District Magistrate – Convener (Not below the rank of Deputy Collector)

3. It has been further requested that the Committee should convene its meetings at least once in three months and the minutes of meeting may be circulated to all Committee members for taking necessary action. The committee shall also be responsible to recommend and monitor corrective actions wherever necessary. The indicative list of items which may be monitored by the Committee are as follows:

i. Requirement for additional enrolment & update Centers and ensuring availability of enrolment centres in uncovered areas.

ii. Aadhaar saturation in all age group and mandatory biometric update of children.

iii. Establishment of District/Sub district/Block level ASKs by UIDAI, State Registrar and CSC e-Gov.

iv. Implementation of Aadhaar Linked Birth Registration (ALBR).

v. Progress in mobile update in Aadhaar.

vi. Usage of Aadhaar in various schemes and related issues.

vii. Monitoring of fraudulent activities related to Aadhaar.

viii. Monitoring the activities at Aadhaar Enrolment centers and compliance of related CRMs and grievances.

ix. Any other issues as approved by the Chairman.

4. In addition, UIDAI vide OM No. HQ-16027/1/2020-EU-I-HQ dated 21.09.2022 (copy attached) conveyed the decision to restrict the New Enrolment of adult residents only at the designated centres only. Accordingly, in addition to the indicative items mentioned as per para 3 above, the Committee to monitor this activity also.

5. Considering the importance of the activities, all ROs are requested to liaison with the District Magistrates and pursue the matter to expedite constitution of the District Level Aadhaar Monitoring Committee. Further the first meeting of Committee is to be completed in all Districts across the Country by 31st December 2022.

6. Monthly progress report in this regard to be furnished by the Regional Offices by 5th of the consequent month.

7. This issues with the approval of Competent Authority.

Signed by Prabhakaran C.r.
Date: 30-09-2022 15:09:26
Reason: Approved

I/17676/2022

(Prabhakaran CR)
Deputy Director (E&U-I)

To,
All UIDAI Regional Offices.

Copy to:

1. OSD to CEO UIDAI
2. PS to DDG (E&U).
3. Legal Division
4. File

I/17648/2022

F.No.HQ-16024/4/2020-EU-I-HQ Part (1)
Government of India
Ministry of Electronics and Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
(E&U Division)
******

7th Floor, UIDAI Headquarters,
Near Kali Mata Mandir,
Gole Market, New Delhi – 110 001.
Dated: 29th September, 2022.

Office Memorandum

Subject:-Strengthening of Aadhaar enrolment ecosystem-Engagement of Registrar/EA to perform enrolment/update - reg.

UIDAI appoints Registrars under Regulation 21 of the Aadhaar Enrolment and Update Regulations, 2016 (amended from time to time). The entities appointed as Registrar from 2010 onwards were onboarded based on the MOU or Terms of Association/Engagement signed with the Registrar.

2. Consequent to changes in the Aadhaar ecosystem and the recent discussions at various levels, it has been decided to revise the existing Terms of Engagement clearly defining the roles and responsibilities of Registrars, Enrolment Agencies and Operators.

3. Accordingly, the Terms of Engagement (ToE) have been revised in suppression of all previous orders on MOUs/Terms of Engagement/Terms of Agreement issued earlier. The revised ToE is to be signed and submitted to the mapped UIDAI Regional Office by all existing and new Registrars of UIDAI.

4. UIDAI Regional Offices to get the revised ToE signed by all existing Registrar by 15th October 2022 and a copy to be submitted to UIDAI HQ.

5. This issues with the approval of Competent Authority.

Encl:- As stated.

Signed by Prabhakaran
C.r.
Date: 29-09-2022 15:44:17
Reason: Approved (C R)
Deputy Director (E&U-I)

To

1. All UIDAI Regional Office.

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2. All UIDAI Registrar/EA

Copy to

1. OSD to CEO
2. Tech Development/Operations Division
3. Legal Division, UIDAI
4. File.

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Terms of engagement of Registrar in accordance with Regulation 21 of Aadhaar (Enrolment and Update) Regulations, 2016 as amended from time to time.

The Unique Identification Authority of India (**UIDAI/Authority**) is a statutory authority established under Section 11 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 which was later amended by the Aadhaar and Other Laws (Amendment) Act, 2019 ("**the Aadhaar, Act 2016**") on 12th July, 2016 by the Government of India, under the Ministry of Electronics and Information Technology ("**MeitY**"). The **Aadhaar Act, 2016** provides for good governance, efficient, transparent, and targeted delivery of subsidies, benefits and services, the expenditure for which is incurred from the Consolidated Fund of India or Consolidated Fund of State, to individuals residing in India through assigning of Unique Identity Numbers (called Aadhaar numbers) to such individuals and for matters connected therewith or incidental thereto.

2. **Definitions: Unless the Context requires otherwise**

a. 'Registrar' means any entity authorized or recognized by UIDAI for the purpose of enrolling individuals under the **Aadhaar Act, 2016.**

The Registrar shall be represented by an authorized representative, duly notified, and shall be wholly responsible for supervision/monitoring of enrolment/update activities under the Registrar. The said designated officer shall sign this Terms of Engagement (ToE) for and on behalf of the Registrar.

b. 'Enrolling Agency' means an agency appointed by the UIDAI or a Registrar as the case may be, for collecting demographic and biometric information of individuals under the **Aadhaar Act 2016.**

The Enrolling Agency (EA) shall be represented by an authorized representative, nominated by the concerned Registrar, and shall be wholly responsible for supervision/monitoring of enrolment/update activities under the EA.

3. The Registrar is fully aware and understands the provisions of the Aadhaar Act, 2016 and the Regulations framed thereunder, which prescribes its obligations and responsibilities and further warrants that it shall at all times abide by the same. Terms and expressions used herein but not defined herein shall have the

same meanings as assigned to those terms in the Aadhaar Act, 2016 and Regulations framed thereunder.

4. The Terms of Engagement (**ToE**) shall at all times be governed by the provisions of the Aadhaar Act, 2016 and Regulations framed thereunder, including any direction issued by the UID Authority under section 23-A of the Aadhaar Act, 2016 and any statutory amendment / modification therein and other applicable laws. If the Registrar contravenes any provisions of the Aadhaar Act, 2016 and/or Regulations framed thereunder, and/or, any direction issued by the UID Authority, such authorized representative shall be liable to penal provisions prescribed therein as well as penalties provided in Chapter VIA of the the Aadhaar Act, 2016/ Guidelines governing them, issued by the UIDAI from time to time. It is to be noted that the Adjudicating Officer has the power to impose penalty for any non-compliance of the provisions of the Aadhaar Act, 2016.

5. The Terms of Engagement (**ToE**) shall come into effect from the date of signing of the ToE document and any party can exit after completing the provisions as per the exit policy. UIDAI engages Registrars in accordance with the Regulation 21 of Aadhaar (Enrolment and Update) Regulations, 2016, who shall, at all times abide by the Code of Conduct as specified in Schedule V (as amended) of the said regulations.

[A] The vital Terms of Engagement

The Registrar shall:

i. Abide by the provisions of the Aadhaar Act, 2016 and Aadhaar (Enrolment and Update) Regulations, 2016 framed thereunder], as well as guidelines governing them, issued by the UIDAI from time to time.

ii. Onboard an Enrolling Agency (EA) to carry out enrolment and update. A Registrar can onboard any of its subordinate office/unit with the prior approval of UIDAI for providing Aadhaar services. Registrar may request for multiple EA (Enrolling Agency) codes against one Enrolling Agency and multiple EA admin rights against one EA code for better administrative control. Such onboarded Enrolling Agency shall also be governed by the provisions of the Aadhaar Act, 2016 and Regulations framed thereunder, as amended from time to time. The Registrar shall also ensure that the EAs working under it adhere to the terms and

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conditions of this TOE. Registrar shall also be responsible for the proper functioning and monitoring of the Aadhaar enrolment activities carried out by the EAs functioning under him.

iii. Select operator, supervisor and verifier to be involved in enrolment/update activities with due diligence. An engagement shall be signed with such resources, mentioning the various actions applicable as per UIDAI process/regulations.

iv. Ensure background check and signing of Non Disclosure Agreement (NDA) for all resources before their onboarding.

v. Ensure that all operators and supervisors are onboarded as per the prevailing policy and directions and are fulfilling the necessary qualifications and certification based on the UIDAI requirements. Any failure with respect to this shall lead to termination of resources.

vi. Provide regular training to operators, supervisors and verifiers as per extant UIDAI guidelines issued from time to time.

vii. Disengage any Enrolling Agency for violation of UIDAI's regulations and guidelines or directions and initiate appropriate action as per applicable laws, etc.

viii. Disengage and disassociate operators / supervisors as per the prevailing policy and initiate appropriate action against the erring operator/supervisor/verifier involved in enrolment and update activities.

ix. Provide liaison support to the staff and representatives of UIDAI when they visit the enrolment centres of the Registrar.

x. Work with UIDAI to resolve difficulties faced on ground-level in the implementation of the Aadhaar Services and follow the process set out by the UIDAI for resolution of grievances, difficulties and conflicts regarding matters concerning the Aadhaar Services.

xi. Co-operate and collaborate with the UIDAI in conducting proof of concept (PoC) studies, pilots to test the working of the technology and process of enrolment into the UID database / update of the resident data, whenever requested by UIDAI.

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xii. Follow all the standards, protocols, processes laid down by the UIDAI to implement the Aadhaar Services. Registrars shall ensure compliance of the standards, protocols laid down by the UIDAI on a continuous basis.

xiii. Follow the standards for data fields, data verification, data quality and biometric fields, data verification, data quality and biometric fields prescribed by the UIDAI.

xiv. Follow the process for enrolment of residents / update of Aadhaar number holder data; this shall include among other things the process for collection of biometric data as prescribed by the UIDAI.

xv. Use the software developed and provided by UIDAI only for the enrolment/update of resident/Aadhaar number holder into the UID database for the issuance of the Aadhaar number or updation of their biometric / demographic information. UIDAI may provide API interfaces in specific cases.

xvi. Use only those enrolment/ update devices and IT Systems at all times, whose specifications have been approved by the UIDAI.

xvii. Follow the process and systems prescribed by the UIDAI for transmission of the data.

xviii. Follow the confidentiality, privacy and security protocols prescribed by the UIDAI.

xix. Follow protocols prescribed by the UIDAI for spreading and communicating the message, content and intent of the Aadhaar Services. Since the Aadhaar logo and tagline are property of the UIDAI. the UIDAI will prescribe the manner and limits of the use of UIDAI logo, tagline, brand design and other communication and awareness materials.

xx. Allow the UIDAI to conduct periodical audit of the enrolment process and to visit and inspect the offices and records of the Registrar and any other place which UIDAI or its authorised agency may deem necessary for this purpose.

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xxi. Submit periodical reports of enrolment to the UIDAI in the form and manner prescribed by the UIDAI and provide information related to the UIDAI from time to time as requested by the UIDAI.

xxii. Cease to use intellectual properties and return / delete all such intellectual properties of the UIDAI from its IT and other systems, immediately on its termination and confirm to UIDAI in writing.

xxiii. Use UIDAI appointment portal or any such facility developed by UIDAI from time to time to provide Aadhaar Services to the residents at enrolment/ update centres as per extent UIDAI guidelines.

xxiv. The Registrar to refer the updated/amended latest version of documents and pursue the EA/operator/supervisor/verifier to follow the contents strictly.

xxv. Ensure display of UIDAI approved IEC information and contact details of the Registrar (signing authority) and UIDAI at the AECs for collecting feedback and addressing the grievances of residents and put in place an institutional mechanism to effectively oversee and monitor the implementation of the Aadhaar Services.

xxvi. Cooperate, collaborate and provide all assistance and support to the Officers of the UIDAI and other staff members / consultants / advisors of the UIDAI, to review and oversee the implementation of the Aadhaar Services

xxvii. Conduct periodical Inspections of Aadhaar Enrolment/Update centres for ensuring quality of service and compliance of the provisions at Aadhaar and Enrolment/Update centres as per UIDAI guidelines.

xxviii. Comply with the guidelines issued by UIDAI from time to time to ensure quality Aadhaar Enrolment/Update services to the residents and strengthening of the ecosystem.

xxix. Permit UIDAI or its approved agencies to conduct periodic inspection of the offices of the Registrar, Enrolling Agencies and Enrolment Centres to ensure compliance of the enrolment process.

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xxx. Raise the functional, technical or administrative issues with concerned Regional Office for support and resolution. In case of any delay or non response from the Regional Office(s), UIDAI, the same can be forwarded to UIDAI HQ.

xxxi. Ensure display of applicable charges for the Aadhaar Services and UIDAI contact numbers and other IEC materials at the enrolment centres.

[B] Fees

UIDAI shall provide financial assistance to Registrar for every such enrolment which results in generation of an Aadhaar number as well as for mandatory biometric enrolment / updates in the case of residents already enrolled when they cross 5 years and 15 years of age and any other Aadhaar service as decided by UIDAI from time to time; the assistance shall be released as per rates duly approved by the UIDAI and as per procedures determined by UIDAI. For the other Aadhaar services provided, UIDAI shall permit the Registrar to charge the resident as per the rates fixed by UIDAI from time to time.

[C] Intellectual Property

a. The Registrar is aware that "Aadhaar Logo and Tagline" is the intellectual property of UIDAI and the Registrar understands that any unauthorized reproduction of the same constitutes infringement and may be subject to penalties, both civil and criminal.

b. The Registrar shall have a non-exclusive right to use the Aadhaar logo and Tagline and to represent itself as an entity providing Aadhaar Enrolment and Update to resident(s)/NRI, subject to the condition that all rights, title and interest, including intellectual property rights, in the Aadhaar logo and Tagline shall vest, at all times with UIDAI.

c. The Registrar shall use the Aadhaar logo and Tagline, without any modification, in its promotional, educational and informational literature, till the time it ceases to be the Registrar of UIDAI as per the guidelines which are available at https://uidai.gov.in/images/commdoc/logo_ guidelines.pdf .

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d. The Registrar shall not authorize any entity other than Enrolling Agency to use the Aadhaar logo and Tagline, except with the prior written permission of UIDAI.

e. The Registrar upon becoming aware of unauthorized use, copy, infringement or misuse of the Aadhaar logo and/or tagline, and any rights, title and interest therein, including intellectual property rights, it shall notify UIDAI about such unauthorized use forthwith. At the request of UIDAI, the Registrar shall take part in or give assistance in respect of any legal proceedings and execute any documents and do things reasonably necessary to protect the rights, title and interest of UIDAI, including intellectual property rights, in respect of the Aadhaar logo and tagline.

[D]   Indemnity and Limitation of Liability

a) The Registrar understands that the use of Aadhaar Enrolment and Update Service by the Registrar does not result in incurring of any liability by UIDAI whatsoever. The Registrar alone shall be responsible for the proper and judicious use of the Aadhaar Enrolment and Update Services. UIDAI shall not, in any case, be held responsible for damage and/or harm, direct or indirect, material or immaterial, or of any nature whatsoever, arising from any unavailability of the Aadhaar Enrolment and Update Service or its use by the Registrar.

b) Without prejudice to generality of the above, the Registrar shall at all times indemnify and keep UIDAI harmless and indemnified from and against all claims, liabilities, losses and costs, fines, penalties, expenses, taxes, assessment, any damages, fees (including advocate's/attorney's fee), liabilities (including any investigative, legal and other expenses incurred in connection with, and any amounts paid in settlement of, any pending or threatened legal action or proceeding), judgments, awards, assessments, obligations, damages, etc., which UIDAI may suffer or incur arising out of, or in connection with:

i.   any act, neglect, default or omission on the part of the Registrar, its subsidiaries or any person associated with the Registrar, including but not limited to liabilities arising from non-compliance of applicable standards and/or Regulations prescribed by UIDAI, from

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time to time, unauthorized use or disclosure of Confidential Information and failure to comply with data protection and storage requirements, as prescribed by UIDAI, from time to time;

ii. any breach by the Registrar of the terms and conditions of its appointment/engagement and/or its obligations;

iii. any breach by the Registrar of its obligations under any Law(s) or contract, etc.;

iv. any default or omission on the part of the Registrar in abiding with any statutory Regulations, instructions and guidelines issued by UIDAI, the Government of India, and any other governmental authority.

v. Any damage and/or harm, direct or indirect, material or immaterial, or of any nature whatsoever, arising from any unavailability of the Registrar or its use by the Registrar.

c) In the event of a Third Party bringing any claim or action against UIDAI of any nature, as a consequence of the use of Aadhaar Enrolment and Update Service by the Registrar, the Registrar shall defend and/or assist UIDAI in defending, at the Registrar's sole cost, such claims or actions, either in a legal proceeding or otherwise and keep UIDAI indemnified and harmless, at all times, against all actions, claims, demands, costs, charges and expenses arising out of or incurred by reason of any infringement of intellectual property rights of any Third Party in connection with the use of the Aadhaar Enrolment and Update Services.

[E] Confidentiality, Data Protection, Security and Use of Information

a) The Registrar shall treat all information, which is disclosed to it as a result of its operation, as Confidential Information, and shall keep the same confidential, maintain secrecy of all such information of confidential nature and shall not, at any time, divulge such or any part thereof to any third party except as may be compelled by any court of competent jurisdiction, or as otherwise required by law, and shall also

ensure that same is not disclosed to any person voluntarily, accidentally or by mistake.

b)   The Registrar shall undertake all measures, including security safeguards, to ensure that the information in the possession or control of the Registrar, is secured and protected against any loss or unauthorized access or use or unauthorized disclosure thereof, including all obligations relating to protection of all information in terms of the **Aadhaar Act, 2016** (as amended time to time) and Regulations framed thereunder.

c)   The Registrar understands and is aware that the UIDAI assumes no responsibility or liability for any action or inaction, use or misuse of the Confidential Information and other data in the control of the Registrar or its enrolling agency or operators.

[F]   Financial Disincentives

a. UIDAI without prejudice to any other action which it may take under the Act, for violation of the Act, any regulation, direction issued by the Authority, process, standard, guideline or order, by the Registrar or its Enrolling Agency (through Registrar), may immediately suspend the activities of the Registrar or its Enrolling Agency after holding due enquiry, it may take steps for imposition of financial disincentives on the Registrar as per the UIDAI policy or guidelines and for cancellation of the credentials, codes and permissions issued to them pursuant to the Aadhaar Act, 2016 and regulations framed thereunder.

b. UIDAI shall have the right to suspend the services without any prior notice at any time. It shall have the right to subsequently cancel the engagement by giving fifteen (15) days' notice without any protest or demur from the Registrar, in the event the Registrar;

1. fails to comply with the Act/Regulations or the Guidelines or the decision and directions issued by UIDAI, from time to time, with regard to the interpretation and enforcement of the Standards;

2. is in breach of its obligations mentioned in the terms of appointment/ engagement;

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3.   is in liquidation, or if a receiver has been appointed in respect of the Registrar or the Registrar becomes subject to any form of insolvency administration or files for voluntary liquidation.

c.   The Registrar shall have no right to any compensation for cancelation of the appointment/engagement as Registrar by UIDAI.

d.   Upon cancelation of engagement by UIDAI, the Registrar shall, forthwith, cease to use the Aadhaar logo and tagline for any purposes, and in any form, whatsoever.

e.   Registrar shall adhere or ensure adherence by its Enrolling Agencies and operators to the Methodology for Enforcing Process Guidelines & Data Quality issued by UIDAI from time to time

f.   The Liability of Registrars/enrolment agencies and other service providers in case of default shall be governed by Regulation 26 of the Aadhaar (Enrolment and Update) Regulations, 2016 (as amended).

g.   The financial disincentive shall be levied upon the Registrars against defaults as per the Policy for enforcing of Aadhaar (Enrolment and Update) Regulations 2016, processes, standards, guidelines, Data Quality and containing corrupt / fraudulent practices issued by UIDAI, as modified from time to time.

[G]   Grievance Redressal Mechanism

a.   The Registrar shall setup a grievance handling mechanism to receive and address the complaints from the residents/Aadhaar number holder with regard to Aadhaar Enrolment and Update services performed by it.

b.   The Registrar shall provide various channels to the residents/Aadhaar number holder to lodge their complaint such as phone, e-mail, web-portal, SMS, etc. Such information shall be displayed for Aadhaar number holders at all touch points. Registrar to appoint grievance redressal officer.

c.   UIDAI may require from the Registrar the details of any complaint and its redressal by the Registrar.

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d.   The Registrar shall provide a periodical report of all the grievances handled by it in the format prescribed by UIDAI, from time to time.

e.   Registrar shall ensure display of UIDAI approved IEC information and contact details of Registrar and UIDAI at the AECs for collecting feedback and addressing the grievances of residents.

[H]   Dispute Resolution

In the event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably, within 90 days, by mutual consultation. If such resolution is not possible, then unresolved dispute or differences shall be referred for arbitration by the sole arbitrator, to be appointed by the UIDAI. The provisions of the Arbitration & Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the Arbitration. The venue of such arbitration shall be at New Delhi or the city at which the mapped UIDAI Regional Office is functional. The language of arbitration shall be English. The parties agree to have their dispute(s) or difference(s) resolved in terms of **Section 29B – Fast track procedure**, of the Arbitration and Conciliation Act, 1996 (as amended). The courts in Delhi, India shall have exclusive jurisdiction in relation to this Terms of Engagement. The decision of the Sole Arbitrator shall be accepted by the parties as final and binding. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the Ld. Sole arbitrator.

Pending the submission of and / or decision on a dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all of their obligations under this engagement without prejudice to a final adjustment in accordance with such award.

[I]   Closure of an Agreement

During the tenure of the TOE, either Party may close and nullify this engagement by providing prior written notice of three months to the other party.

- However, this clause shall not be applicable to those Registrars who are mandated to provide Aadhaar services consequent to a Government notification.

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Termination as penal measure - UIDAI reserves the rights to terminate the services of Registrar or Enrolling Agency (Through Registrar) with immediate effect for repeated /grave error/ violations of Aadhaar Act, 2016 and Aadhaar (Enrolment and Update) Regulations, 2016 (as amended from time to time) and any directions issued by the Authority.

Process to be followed by a Registrar or Enrolling Agency to exit from the ecosystem.

a. Process to be followed for Exit of Enrolling Agencies from ecosystem:

An Enrolling Agency (EA) onboarded by the Registrar for providing Aadhaar enrolment services to the residents can exit from the ecosystem by completing the following procedure.

1. EA to intimate decision to exit from the ecosystem to the Registrar by 3 months advance notice, with copy to concerned UIDAI RO.

2. Registrar to convey in principle approval to EA after obtaining approval from RO from the officer not below the rank of Director.

3. EA to stop enrolment/update after the recipient of approval from Registrar.

4. EA to disassociate all the operators and deactivate all the machines through EA portal

5. EA to ensure un-installation of Aadhaar software (ECMP/UCL/CELC) clients from the machine.

6. EA to confirm action through a check list regarding closure activities to Registrar with a copy to RO.

7. Registrar to approach to RO with request to deactivate the credentials created for concerned EA along with the check list submitted by EA.

8. RO to request TC to cancel credentials created for concerned EA along with the approved check list submitted by EA.

9. RO to request TC that all the packets created under the particular EA code are uploaded and no operator or machine is live under the system.

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10. Tech Support to confirm the removal of credentials of the EA to concerned RO along with the approved check list.

11. RO to recommend E&U Division to provide exit letter with copy to Registrar/EA.

12. On receiving the recommendation, E&U Division to issue exit letter to concerned EA through Registrar along with copy to RO and Tech Centre.

b. Process to be followed for Exit of Registrars from ecosystem:

A Registrar onboarded by UIDAI for providing Aadhaar enrolment services to the residents can exit from the ecosystem by completing the following procedure.

1. Registrar to intimate decision to exit from the ecosystem to UIDAI RO by 3 months advance notice.

2. Registrar to obtain approval from RO from the officer not below the rank of Director.

3. Registrar to convey in principle approval to all EAs after obtaining approval from RO from the officer not below the rank of Director.

4. All EAs to stop enrolment/update after the recipient of approval from Registrar.

5. All EAs to disassociate all the operators and deactivate all the machines through EA portal

6. All EAs to ensure un-installation of Aadhaar software (ECMP/UCL/CELC) clients from the machine.

7. All EAs to confirm action through a check list regarding closure activities to Registrar with a copy to RO.

8. Registrar to approach to RO with request to deactivate the credentials created for all EAs along with the check list submitted by EAs.

9. RO to request TC to cancel credentials created for all EAs along with the approved check list submitted by EAs.

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10. RO to request TC that all the packets created under the particular EA code are uploaded and no operator or machine is live under the system.

11. Tech Support to confirm the removal of credentials of the EAs to concerned RO along with the approved check list.

12. RO to recommend E&U Division to provide exit letter with copy to Registrar.

13. On receiving the recommendation, E&U Division to issue exit letter to concerned Registrar along with copy to RO and Tech Centre.

Registrar/EA who are active or not active in the ecosystem to follow the above process to exit from the ecosystem.

[J] Harmonious Construction

The terms of engagement of Registrar by UIDAI shall at all times be construed in harmony with the Aadhaar Act, 2016 and the regulations framed thereunder. The terms and expressions used herein but not defined herein shall have the meanings assigned to those terms in the Aadhaar Act, 2016 and Regulations framed thereunder.

[K] Amendment Clause

The parties may amend the term of the Terms of Engagement (ToE) by way of writing and signed by both the parties thereto.

Name & Designation of the Signing Authority

Note:-Minimum level of the Signing Authority for signing the TOE as per point 2(a) above.

Sl.	Type of Registrar	Minimum Level of Officer for signing TOE
01	Central Govt. Ministries/ Departments	JS to GOI or equivalent
02	State/ UT Govt. Ministries/ Departments	Secretary to State/UT Govt. or equivalent
03	Banks/Financial Institutions/ PSUs under Central/State/UT Govt/Any other organizations	Executive Director or equivalent

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F.No.HQ-16024/4/2020-EU-I-HQ Part (1)
Government of India
Ministry of Electronics and Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
(E&U Division)
******

7th Floor, UIDAI Headquarters,
Near Kali Mata Mandir,
Gole Market, New Delhi - 110 001.
Dated: 21st **September, 2022**

Office Memorandum

Sub: Mechanism and protocol to be followed for new enrolment of children (up to the age of 18 years) –reg.
Ref: OM No. HQ-16024/1/2021-EU-II-HQ (E3469) dated 08.04.2022.

        At the time of enrolment of a resident above the age of 5 years, demographic details (Name, Gender, DOB and Address) and biometric details (10 finger prints, 2 Iris and facial image) are collected.

2.   Whereas in case of child under the age of 5 years, only demographic details and facial image of child are collected at the time of enrolment, alongwith Aadhaar number of one of the parents. This type of enrolment can be conducted through CELC or ECMP client and a Bal Aadhaar with validity upto attaining the age of 5 years is issued to the child.

3.   In order to strengthen the Aadhaar ecosystem and reduce the chances of generation of duplicate Aadhaar, it has been decided to collect the Aadhaar number of both the parents along with biometric authentication of one parent at the time of enrolment. In the referred OM No. HQ-16024/1/2021-EU-II-HQ (E3469) dated 08.04.2022 modifications suggested in enrolment for children in the age group of 0-5 years. It has now been decided to extend similar modifications for the age group of 5-18 years also. These services to be extended in existing ECMP and CELC client.

4.   In addition to the above, it is also proposed to restrict Birth Certificate only as Proof of Relationship (POR) for child enrolment up to the age of 18 years. Exception mechanism also to be created for accepting approved documents as POR and to collect and record the Aadhaar number of single parent or guardian, if the parents not available at the time of enrolment.

5.   Accordingly, following protocol (in brief) is to be followed for new enrolment of children (up to the age of 18 years):

A.1. Aadhaar Enrolment Process for Children (0-5 years).
New Aadhaar enrolment for children between the 0-5 years of age group are carried through following modes:

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- CELC
  - **Birth Registration Number based Aadhaar Linked Birth Registration** (Currently available for 15 States/UT)
  - Without linking with BRN

- ECMP: Without linking with BRN

A.1.1. Birth Registration Number based Aadhaar enrolment: (Currently available for 15 States/UT, only on CELC, to be extended all States/UT):

- BRN provided by resident at the time of enrolment is sent to respective CRS and data is fetched.
- The Aadhaar number of both parents to be collected. One of the parents will authenticate through biometric authentication. Address of parent shall be fetched as address of the child.
- Valid Proof of Relationship document (Birth Certificate issued by RGI), is used as POR & DOB document.
- Facial image of Child is captured.

A.1.2. Without linking with Birth Registration Number (Aadhaar Linked Birth Registration) based: (both on CELC & ECMP)

- The Aadhaar number of both parents to be collected. One of the parents will authenticate through biometric authentication. Address of parent shall be fetched as address of the child.
- Child's demographics (Name, Gender, DoB) shall be entered in the client based on data in Birth Certificate.
- Valid Proof of Relationship document (Birth Certificate issued by RGI), is used as POR & DOB document.
- Facial image of Child is captured.

B. Aadhaar Enrolment Process for Children (5-18 years)

- The Aadhaar number of both parents to be collected. One of the parents will authenticate through biometric authentication. Address of parent shall be fetched as address of the child.
- Child's demographics (Name, Gender, DoB) shall be entered in the client based on data in Birth Certificate.
- Valid Proof of Relationship document (Birth Certificate issued by RGI), is used as POR & DOB document.
- Full biometric details i.e. facial image, 10 fingerprint and both Iris of child are to be captured.

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C. Exceptions:

Provision should be created in the client for following exceptions for enrolment.
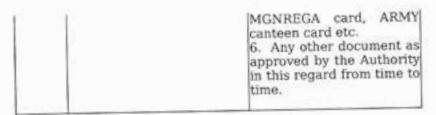
Sl. No.	Scenario	Exception
01.	Provision to collect Aadhaar number and authentication of guardian after recording the reason for non-availability of parent/ parent Aadhaar number at the time of enrolment. (to be applicable for child under 0-18 age group).	• In case one parent is not available (single parent/ window/divorced), other parent authenticates and provides the reason of non availability of the other parent (as a remarks or dropdown list.) • In case both parents are not available (Orphan/ other cases), guardian/ HoF shall authenticate along with reasons of non availability of the parents (Death/Orphan etc.) and provides Aadhaar number of parents, if available.
02	Non availability of Birth Certificate as POR for children at Child Care Institutions (CCIs), born outside the country etc. (Age group of children in 0-18)	Provision to collect any other document as approved (such as Certificate issued by CCI, Passport etc), after recording reason for non availability of Birth Certificate.
03	Exception for Birth Certificate in the age group of 5-18 years	Provision to collect any of the following document after recording reason for non availability of Birth Certificate. 1. Passport 2. Ration card/PDS Card. 3.CGHS/ECHS/ESIC/Medi Claim Card with Photo issued by Central/State Govts/PSUs. 4. Any other Central/ State Government issued family entitlement document 5. Photo ID card issued by Central/State Govt. like Bhamashah, Jan- Aadhaar,

I/17382/2022

		MGNREGA card, ARMY canteen card etc. 6. Any other document as approved by the Authority in this regard from time to time.

4. This exercise may be completed within 31st October 2022.

5. This issues with the approval of Competent Authority.

Encl: OM dated 08.04.2022 as stated above.

Signed by Prabhakaran
C.f.
Date: 21-09-2022 10:41:17
Reason: Approved (C N)

Deputy Director (E&U-I)

To
The Director,
Tech Development Division,
UIDAI, Bengaluru.

Copy to

1. OSD to CEO
2. Tech Operations Division
3. All UIDAI Regional Offices.
4. Legal Division, UIDAI.
5. File.

HQ-16024/1/2021-EU-II-HQ (E-3469)

Government of India

Unique Identification Authority of India

(Enrolment & Update Division)

******

7th Floor, Aadhaar Building,

Bangla Sahib Road,

Behind Kali Mandir, New Delhi-110001

Dated: 08.04.2022

Office Memorandum

Subject:- Required changes/modifications in UIDAI processes of Child Enrolment, Mandatory Biometric Update and De-duplication for Universal Client.

1. A Committee was constituted vide Office Order F.No. HQ-16024/1/2021-EU-II-HQ (EE-3469) dt 29.06.2021 to review the required changes/modifications in UIDAI processes of Child Enrolment, Mandatory Biometric Update and De-duplication for Universal Client in view of the proposed Amendments to the Registration of Births and Deaths Act, 1969. The recommendations of the said Committee are attached as Annexure I.

2. The recommendations of the Committee were presented before the CEO, UIDAI in a meeting held on 09.02.2022 and the minutes of the said meeting are attached as Annexure- II and Annexure- III respectively.

3. Technology Development Division is, therefore, requested to implement following modification in the existing process in the Universal Client:

S. No.	Existing Process	Modifications required
i.	**Child Enrolment (Bal Aadhaar):** Currently one parent or HOF Aadhaar number is captured and he/she has to authenticate physically.	**Child Enrolment (Bal Aadhaar):** Provisions to be developed for cases of Child enrolment under HoF, Aadhaar number of both father and mother shall be captured into the system, while only one parent will be required to perform the authentication physically. The required changes shall be incorporated in Universal Client to capture Aadhaar number of the parents. Other scenario needs to be managed as under: i. In case one parent is not available (single parent /window /divorced), other parent authenticates and provides the reason of non availability

			of the other parent (as a remarks or dropdown list in the Universal client.) ii. In case both parents are not available (Orphan/other cases), guardian/HoF shall authenticate along with reasons of non availability of the parents (Death/Orphan etc.) and provides Aadhaar number of parents, if available. iii. For enrolment of a child (i.e. under 18 years) other than HoF also, it shall involve the collection of aadhaar of both the parents (or as per exceptions enumerated below).
ii.	**De-duplication Mechanism:** Individual biometric and his/her demographic information is used to identify the duplication in the enrolment process. There are cases where more than one Aadhaar have been issued to the child as in case of child enrolment (0-5yr), biometrics are not captured during the enrolment process. As per the current process, De-duplication is ensured by: i. Biometric De-duplication: Automatic biometric API is used to find possible duplicate and reject the packet. ii. Demographic De-duplication: Identification of possible duplicates based on demographic information and showing the matches in the QC portal for operator to identify the duplicates.		**De-duplication Mechanism:** To ensure De-duplication for child enrolment cases, below set of fields shall be used for identifying the possible matching of demographic de-duplication: i. Name of the Resident (Child) ii. DoB / Age iii. HoF Aadhaar number (In case of HoF) (Aadhaar of both parents- as suggested above) iv. District/State (Address)
iii.	**First MBU:** Currently parent or HoF authentication is not required for providing biometrics on attaining the age of 5 years (first MBU).		**First MBU:** Provisions to be developed for cases of First MBU (After attaining 5 yr, till the age of 18yrs). Provisions to be developed for cases of First MBU (After attaining 5 yr, till the age of 18yrs).

the parent/guardian who has provided his/her Aadhaar as HoF for the child Aadhaar creation, shall perform his/her biometric authentication to ascertain the identity of the child.

Also Aadhaar number of both the parents shall be captured into the system, if not captured at the time of enrolment.

Other scenario needs to be managed as under:

i.   In case, HoF is not available, one parent shall perform authentication and provides Aadhaar of the other parent along with the reason of non-availability of the HoF/parent.

ii. In case, both parents are not available, guardian shall perform authentication and provides Aadhaar number of the parents (if available) along with the reason of the non availability.

4. A tentative timeline may be indicated by the Technology Development Division to complete the above activities on a priority basis.

RVN Srinivas
(Director, E & U-II)

To :-
1. ADG , Technology Development.

Copy to:-
1. DDG, Technology Development.
2. DDG, Technology Operations.
3. DDG , E & U, UIDAI HQ
4. All Committee Members
5. Guard File

1/17350/2022

F.No.HQ-16027/1/2022-EU-I-HQ
Government of India
Ministry of Electronics and Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
(E&U Division)
******

7th Floor, UIDAI Headquarters,
Near Kali Mata Mandir,
Gole Market, New Delhi - 110 001.
Dated: 19th September, 2022.

Office Memorandum

Subject: Standard Operating Procedure (SOP) for implementation of Document Update Project

During the last 10 years, Aadhaar has emerged as the most widely accepted proof of identity with provision to identify a resident with biometric authentication. Aadhaar is now being used to avail numerous Government services by the residents. In order to avail these services, the residents are required to submit Aadhaar with latest and updated details. There are residents who got Aadhaar more than 10 years back, but may not have updated it as they might still be residing at the same address or there was no change in their demographic details. Such residents need to revalidate their address by uploading the supporting documents.

Accordingly, in order to provide facility to Aadhaar holders in this regard, a new feature of 'document update' has been developed. This feature can be accessed by residents through myAadhaar (online) portal or by visiting any Aadhaar Enrolment Centre. The new feature permits Aadhaar number holders to revalidate details in their Aadhaar by updating the Proof of Identity (POI) and Proof of Address (POA) documents, without any change in the Aadhaar database. If any resident requires any changes in demographic details in their Aadhaar database, he/she should follow the existing Demographic update feature available through Aadhaar Enrolment Centre or myAadhaar portal.

A. **Document update through ECMP at Aadhaar enrolment centres**

a. **Process to be followed for online ECMP**

i. The enrolment operator to select Lifecycle Changes and click

I/17350/2022

'online document update' made available on the online ECMP client.

ii. Provision for operator/resident authentication is available using RD devices (single finger print or single iris device) where the the data as per Aadhaar database can be verified.

iii. Residents to submit Proof of Identity (POI) and Proof of Address (POA) document in original.

iv. Resident/operator to ensure that the demographic details in Aadhaar as displayed on screen exactly match with details in the POI/POA documents to be uploaded. If the demographic data does not match with the supporting POI/POA document, Resident may be informed either to bring proper POI/POA document or update demographic details as mentioned in para (ix) below.

v. Operator to scan and upload the documents and complete the submission of request in the ECMP.

vi. The documents furnished by the resident against POI and POA to be returned to the resident after uploading. Operator is not permitted to maintain/collect copy of the documents furnished by the resident. This flow shall be as per existing processes of Enrolment & Update.

vii. The applicable charges for document update shall be Rs 50/-.

viii. On completion of the submission, acknowledgement containing the applicable charge to be handed over to the resident.

ix. If the resident requires any changes in demographic details, the document update service need not to be availed. The resident should follow the existing Demographic Update feature with applicable charges as per the existing provisions.

b. **Process to be followed for offline ECMP**

i. The enrolment operator to select Lifecycle Changes and click on 'offline document update' made available on the offline ECMP client.

ii. Provision to verify the existing Aadhaar data shall not be available

1/17350/2022

under this process.

iii. Operator enter the Aadhaar number and Name of the resident as per the physical copy of Aadhaar produced at the time of enrolment. However it may be noted that no change in Name will take place in Aadhaar Database.

iv. Residents to submit Proof of Identity (POI) and Proof of Address (POA) document in original.

v. Operator to scan and upload the documents and capture the facial image and biometrics (any one attributes of biometrics - Right or left iris, both thumbs, fingerprints of left hand or right hand) at the time of enrolment, which shall not be verified on real time basis.

vi. Operator to scan and upload the documents and complete the submission of request in the ECMP.

vii. The documents furnished by the resident against POI and POA to be returned to the resident after uploading. Operator is not permitted to maintain/collect copy of the documents furnished by the resident. This flow shall be as per existing processes of Enrolment & Update.

viii. The applicable charges for document update shall be Rs 50/-.

ix. On completion of the submission, acknowledgement containing the applicable charge to be handed over to the resident.

x. If the resident requires any changes in demographic details, the document update service need not to be availed. The resident should follow the existing Demographic Update feature with applicable charges as per the existing provisions.

B. Document update through myAadhaar online portal

i. Resident, whose mobile number is linked with Aadhaar can login in to myAadhaar portal using Aadhaar OTP to submit the document update request.

ii. A new tab 'Document update' is made available on the myAadhaar portal to update the documents after login.

iii. Residents to ensure that the demographic details in Aadhaar and

I/17350/2022

  as displayed on screen exactly match with details in the POI/POA documents to be uploaded. If the demographic data does not match with the supporting POI/POA document, Resident may either attach proper POI/POA document or update demographic details as mentioned in para (vii) below.

iv. Resident to follow the process as per the attached flow to update their document.

v. An amount of Rs. 25/- shall be applicable to the residents.

vi. On completion of the submission, an acknowledgement slip containing the applicable charges can be downloaded by the resident.

vii. If the resident requires any changes in demographic details, the document update service need not to be availed. The resident should follow the existing Demographic Update feature with applicable charges as per the existing provisions.

The detailed process flow in ECMP (online and offline) and myAadhaar portal attached.

This issues with the approval of CEO UIDAI.

Encl. As stated.

Signed by Prabhakaran
C.r.
Date: 19-09-2022 18:04:12
Reason: Approved
(Prabhakaran C R)
Deputy Director (E&U-I)

To

1. All UIDAI Regional Offices
2. All UIDAI Registrar/EAs

Copy to
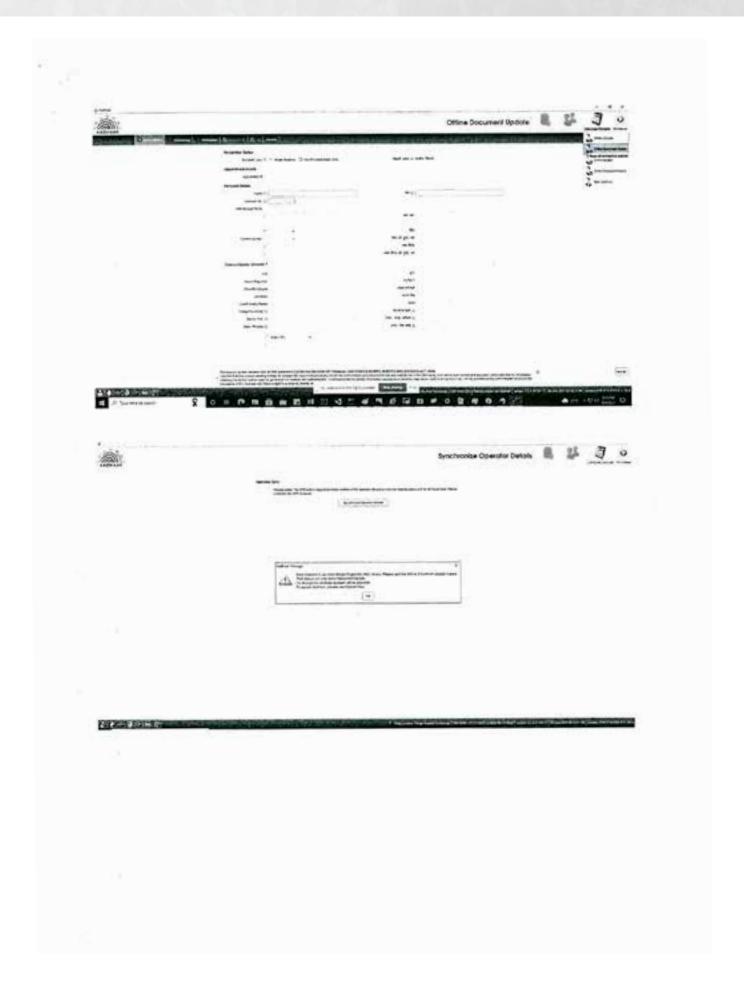
1. OSD to CEO
2. Tech Development Division
3. Tech Operations Division
4. Legal Division.
5. CRM Division.
6. File.

Acknowledgement Slip - Document Update

AADHAAR Number	:	999977177136
SRN (Service Request Number)	:	52238300854000
Invoice Number	:	14562282
Amount Paid	:	INR 25.00
Date of Payment	:	08/08/2022 15:33:43
Request Type	:	Document Update

Dear Akash Agrawal, your document update request 52238300854000 has been received and is in process. You are requested not to submit the document again, unless you receive any message in this regard from UIDAI.

Online Document Update Process (ECMP)

7-September-2022

Vision: To empower residents of India with a unique identity and a digital platform to authenticate anytime, anywhere

After Login in to latest ECMP Client (ver 3.3.4.2\162-1), Operator to select "Life Cycle Change" and click on " Online Document Update" option from drop down menu.

9/15/2022

Enter Resident EID No. or Aadhaar No. and fingerprint of Resident and Operator through Single Figure Print RD device for fetching Demographic details.

After entering Resident EID No. or Aadhaar No. and fingerprint of Resident and Operator through Single Figure Print RD device click on " Find Aadhaar " Tab for fetching Demographic details.

9/15/2022

Resident Demographic details will appear on screen. Operator to match and verify fetched demographic details before accepting POA & POI document of resident and then click on "Next" Tab

After verifying the documents from fetched details, " References" window opens. Operator will scan and attach the POI/POA documents on this page and click "Next" tab.

9/15/2022

After scanning and attaching documents " Photograph" Window opens and operator capture Resident Biometric and Click on "Next" tab.

"Review" window will show case the verification details. Operator to verify the resident details for final confirmation and Click on "Confirm" tab.

After confirmation Operator will have to provide his Biometric and click on "Verify Biometric" and then click on "Save".

After completing the process the Document Update Request captured successfully will be prompt on screen. Operator needs to click "Print Receipt" tab and then click on "Attached Documents" tab for final submission.

5

9/15/2022

Operator is to attach resident signed print receipt and signed enrolment form and Click on "Save" tab.

Finally Operator Clicks on "Complete Enrolment" for completing the document update request successfully.

अलकेश कुमार शर्मा, आई.ए.एस.
सचिव
Alkesh Kumar Sharma, I.A.S.
Secretary

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारत सरकार
Ministry of Electronics &
Information Technology (MeitY)
Government of India

DO No. HQ-16027/1/2022-EU-I-HQ
Dated: 9.9.2022

Dear Chief Secretary,

Sub: Constitution of District Level Aadhaar Monitoring Committees

We have, as of now, issued more than 134 crore Aadhaar numbers covering more than 93% of overall population and nearly 100% of adult population. In view of the importance Aadhaar has gained as proof of identity in recent times and in order to minimize the chances of generation of Aadhaar to an illegal resident, there is need to further strengthen the enrolment ecosystem which consists of nearly 65,000 Aadhaar centres spread across the country.

2. At present, only Central/ State Government organizations, Scheduled Commercial Banks are working as Registrars/Enrolment Agencies for the purpose of Aadhaar enrolment and update. UIDAI has put in place a mechanism for periodic inspection and monitoring of these centres by the concerned Registrars and Regional Offices of UIDAI. It is, however, felt that greater involvement of State Government is required in monitoring of Aadhaar related activities at the ground level.

3. It is worth mentioning that every State/UT has in place a State UID Implementation Committee (UIDIC) with Chief Secretary as Chairman to oversee the implementation of the UID project in the State/UT. The States have also designated a Nodal Department for UID implementation and other activities related to it. In most of the States/UTs, the Secretary of the Nodal Department is the Convenor/Member Secretary of this Committee. The State UIDICs were constituted in pursuance of DO letter No.A-11016/66/09-UIDAI dated 7th December 2009 from the then DG, UIDAI addressed to all Chief Secretaries (**Annex-I**).

4. In order to have a monitoring mechanism at the District level, it is proposed that State Governments may constitute District Level Aadhaar Monitoring Committees with suggested composition as follows:

   i. District Magistrate & Collector – Chairman
   ii. Superintendent of Police – Member
   iii. Representative of DLBC (Manager of Lead Bank) – Member
   iv. District Co-ordinator CSC e-Governance – Member

v. Senior-most District level officers of State Nodal Department (for Aadhaar) – Member

vi. Senior-most District level officers of all the State Government Registrars of UIDAI (One member each from School Education Department, WCD department, Health Department etc.) – Members

Contd…

vii. District heads of India Post and India Post Payments Bank – Members

viii. Representative from UIDAI (appointed by DDG of concerned Regional Office of UIDAI) – Member

ix. Representative of the District Magistrate – Convener (Not below the rank of Deputy Collector)

4. The Committee should convene its meetings at least once in three months and the minutes of meeting may be circulated to all Committee members for taking necessary action. The committee may monitor and recommend corrective actions wherever necessary. The indicative list of items which may be monitored by the Committee are as follows:

i. Requirement for additional enrolment & update Centers and ensuring availability of enrolment centres in uncovered areas.

ii. Aadhaar saturation in all age groups and mandatory biometric update of children.

iii. Establishment of District/Sub district/Block level ASKs by UIDAI, State Registrar and CSC e-Gov.

iv. Implementation of Aadhaar Linked Birth Registration (ALBR).

v. Progress in mobile update in Aadhaar.

vi. Usage of Aadhaar in various schemes and related issues.

vii. Monitoring of fraudulent activities related to Aadhaar.

viii. Monitoring the activities at Aadhaar Enrolment centers and compliance of related CRMs and grievances.

ix. Any other issues as approved by the Chairman.

5. It is requested to please arrange to constitute the District Level Aadhaar Monitoring Committee as proposed above in all the Districts on priority under intimation to concerned Regional Office of UIDAI. The list of UIDAI Regional Offices along with contact details is attached (**Annex-II**). It is also requested to hold the UIDIC meeting under your chairmanship, at least once every year to monitor overall status of Aadhaar enrolment and usage.

With warm regards,

Encl: As Stated

Yours sincerely,

(Alkesh Kumar Sharma)

To

Chief Secretaries of all the States/ UTs

Annexure - I

Dear

This is to invite your kind attention to the letter of 16.11.09 from the Hon'ble Prime Minister to the Hon'ble Chief Minister on the subject of unique ID numbers and the need for putting the institutional arrangements in place for implementing this project at the State level. In this connection, Shri Nandan Nilekani, Chairman, Unique Identification Authority of India (UIDAI) has also written to the Hon'ble Chief Minister on 03.11.2009.

Both the Prime Minister and the Chairman, UIDAI, in their letters, had emphasized the importance of the role of the State Government in the implementation of this project. A suggestion was also made to form a State UID Implementation Committee headed by the Chief Secretary at the State level to oversee the implementation of this project. I am writing this to you on the subject of this Committee.

The present draft strategy of the UID Authority envisages an eco-system of 'Registrars' who will help the UIDAI in enrolling the residents. The Registrars are essentially those Departments and Authorities of the State and the Central Government, who in the normal course of their activities, interact with the residents. Examples of these are State Rural Development Department in their programmes like NREGA and IAY, Public Distribution & Consumer Affairs Department for PDS and Human Resource Development for SSA, etc. It is, therefore, suggested that the State UID Implementation Committee may have the Secretaries of the Rural Development, Panchayati Raj, Public Distribution & Consumer Affairs, Welfare, Labour and IT Department as its members. Chief Electoral Officers and Officer in-charge at the State level for Census operations may also be the members of this committee. The Regional Dy. Director General of UIDAI may also be kept as a member of this Committee.

The other related issue is of making some Department as a nodal Department for UID implementation and other activities related to it. The nodal Department may be chosen considering its coordinating capacity with other Departments. This could be Planning, Finance, IT or any other Department which, in your view, will be able to effectively coordinate UIDAI related activities at the State level. The Secretary of the nodal Department can work as the Member-Convener of this Committee.

I shall be grateful if you could constitute this Committee, declare the nodal Department and convey the same to us.

With regards,

Yours sincerely,

(RS Sharma)

As per list

Annexure-II

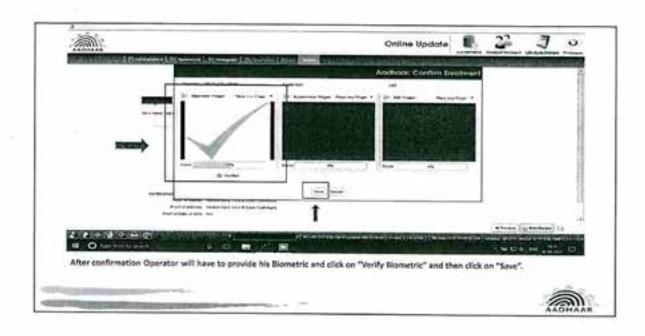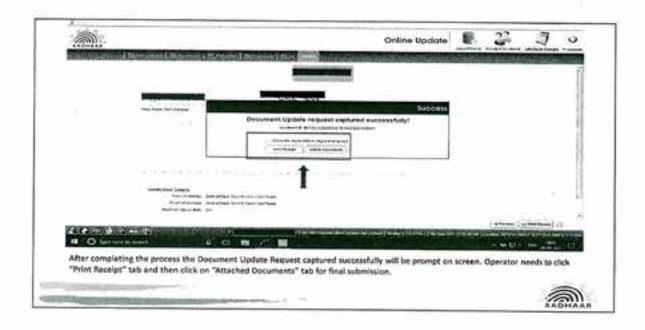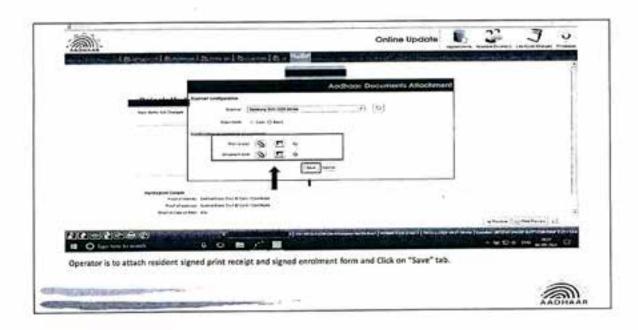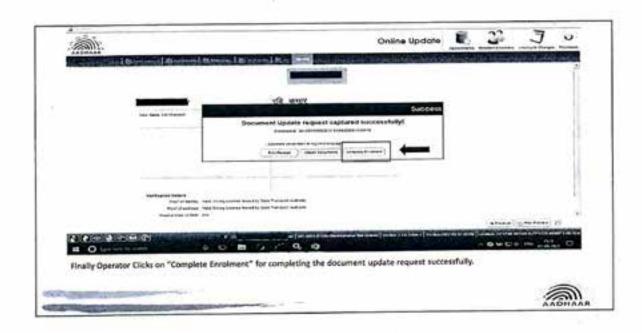| UIDAI Regional Office (RO)	State / Union Territory Coverage	Address	Contact Number
Delhi	Delhi, Madhya Pradesh, Rajasthan & Uttarakhand	**UIDAI Regional Office, Delhi** Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi-110001	Phone : 11-40851426 Fax : 011-40851406
Bengaluru	Karnataka, Kerala, Tamil Nadu, Puducherry & Lakshadweep	**UIDAI Regional Office, Bengaluru** Khanija Bhavan, No. 49, 3rd Floor, South Wing Race Course Road, Bengaluru – 560001	Phone : 080-22340104 Fax : 080-22340310
Chandigarh	Chandigarh, Jammu & Kashmir, Ladakh, Haryana, Himachal Pradesh & Punjab	**UIDAI Regional Office, Chandigarh** SCO 95-98, Ground and Second Floor , Sector 17- B, Chandigarh 160017	Phone : 0172-2711947 Fax : 0172-2711717
Mumbai	Maharashtra, Gujarat, Goa, Daman & Diu and Dadra & Nagar Haveli	**UIDAI Regional Office, Mumbai** 7th Floor, MTNL Exchange, GD Somani Marg, Cuff Parade, Colaba, Mumbai - 400 005	Phone : 022-22163492
Ranchi	Jharkhand, Bihar & West Bengal	**UIDAI Regional Office, Ranchi** 1st Floor, JIADA Central Office Building, Namkum Industrial Area, Near STPI Lowadih, Ranchi - 834 010	Phone: 9031002292, 9031002298
Guwahati	Assam, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Tripura & Sikkim	**UIDAI Regional Office, Guwahati** Block-V, First Floor, HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati - 781 006	Phone : 0361-2221819
Lucknow	Uttar Pradesh	**UIDAI Regional Office, Lucknow** 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/ V.Vibhuti Khand, Gomti Nagar, Lucknow- 226 010	Phone - 0522-2304979/2304978
Hyderabad	Andhra Pradesh, Telangana, Odisha, Chhattisgarh and Andaman & Nicobar Islands	**UIDAI Regional Office, Hyderabad** 6th Floor, East Block, Swarna Jayanthi Complex, Beside Maitrivanam, Ameerpet Hyderabad-500 038, Telangana State	Phone : 040-23739269

अलकेश कुमार शर्मा, आई.ए.एस.
सचिव
Alkesh Kumar Sharma, I.A.S.
Secretary

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारत सरकार
Ministry of Electronics &
Information Technology (MeitY)
Government of India

DO No. HQ-16027/1/2022-EU-I-HQ
Dated : August 23, 2022

Dear Chief Secretary,

As you are aware, during the last 10 years, Aadhaar has emerged as the most widely accepted proof of identity with provision to identify a resident with biometric authentication. Aadhaar is now being used to avail numerous Government services by the residents. In order to avail these services, the residents are required to submit Aadhaar with latest and updated details. There are residents who got Aadhaar more than 10 years back, but may not have updated it as they might still be residing at the same address or there was no change in their demographic details. Such residents need to revalidate their address by uploading the supporting documents.

2.   Accordingly, in order to provide facility to Aadhaar holders in this regard, UIDAI has developed a new feature of *'update document'*. This feature can be accessed online through myAadhaar portal or residents can visit at any Aadhaar Enrolment Centre to avail of the same. The new feature permits Aadhaar number holders to revalidate details in their Aadhaar by updating the Proof of Identity (POI) and Proof of Address (POA) documents.

3.   It is proposed to start the exercise in selected 40 Districts (5 Districts under each UIDAI Regional Office as per the attached list) initially, which will gradually be scaled up to all the Districts in the next few months. The exercise will begin with awareness programmes in these Districts to encourage the residents to update their POI and POA documents. The UIDAI Regional Offices will be coordinating with the concerned District administration and Registrars to complete the exercise in a time bound manner.

4.   In order to ensure smooth implementation of the exercise, you are requested to issue directions to the concerned District administration to provide necessary assistance to the UIDAI Regional Offices who will contact them for support.

...2/-

इलेक्ट्रॉनिक्स निकेतन, 6, सी.जी.ओ. कॉम्प्लेक्स, नई दिल्ली–110003 / Electronics Niketan, 6, C.G.O. Complex, New Delhi-110003

-:2:-

5.   I will be grateful if you could also monitor the progress of the exercise at your level from time to time.

        With warm regards,

                                                                        Yours sincerely,

Encl: As stated.

                                                                        (Alkesh Kumar Sharma)

To

Chief Secretaries of all the States/ UTs

List of Districts for Pilot

Sl No.	Name of District	State/UT	UIDAI Regional Office
1	North& Middle Andaman	A&N Island	Hyderabad
2	Visakhapatnam	Andhra Pradesh	Hyderabad
3	Kamrup	Assam	Guwahati
4	Arwal	Bihar	Ranchi
5	Korba	Chattisgarh	Hyderabad
6	South West District.	Delhi	Delhi
7	Ahmedabad	Gujarat	Mumbai
8	Gandhinagar	Gujarat	Mumbai
9	Faridabad	Haryana	Chandigarh
10	Gurgaon	Haryana	Chandigarh
11	Shimla	Himachal Pradesh	Chandigarh
12	Jammu	Jammu & Kashmir	Chandigarh
13	Ramgarh	Jharkhand	Ranchi
14	Ranchi	Jharkhand	Ranchi
15	Ballari	Karnataka	Bengaluru
16	Belagavi	Karnataka	Bengaluru
17	Bengaluru	Karnataka	Bengaluru
18	Thiruvananthapuram	Kerala	Bengaluru
19	Bhopal	Madhya Pradesh	Delhi
20	Indore	Madhya Pradesh	Delhi
21	Mumbai	Maharashtra	Mumbai
22	Pune	Maharashtra	Mumbai
23	Thane	Maharashtra	Mumbai
24	Imphal West	Manipur	Guwahati
25	East Khasi Hills	Meghalaya	Guwahati
26	Cuttack	Odisha	Hyderabad
27	Ludhiana	Punjab	Chandigarh
28	Jaipur	Rajasthan	Delhi
29	East Sikkim	Sikkim	Guwahati
30	Vellore	Tamil Nadu	Bengaluru
31	Ranga Reddy	Telangana	Hyderabad
32	West Tripura	Tripura	Guwahati
33	Agra	Uttar Pradesh	Lucknow
34	Firozabad	Uttar Pradesh	Lucknow
35	Kanpur Nagar	Uttar Pradesh	Lucknow
36	Sitapur	Uttar Pradesh	Lucknow
37	Unnao	Uttar Pradesh	Lucknow
38	Dehradun	Uttarakhand	Delhi
39	Howrah	West Bengal	Ranchi
40	Kolkata	West Bengal	Ranchi

I/16210/2022

Office Memorandum

SOP for inspection and monitoring of Aadhaar centres run by Registrars/EAs other than CSC e-Gov.

1.   **Process to be followed by Registrars/EAs:**

   i. Registrar/EA shall be required to conduct the inspection of at least 5% of the centres on a monthly basis, preferably in physical mode. (Check list enclosed)
   ii. Inspection to be conducted by authorized official/ representative of Registrar/ EA.
   iii. The primary objective of the inspection is to ascertain that UIDAI Guidelines/ Policies are being complied by the centre operators.
   iv. Inspecting officer to submit consolidated monthly report to the State Coordinator/ Nodal Office by 7th day of next month. (Format of report attached)
   v. State Coordinator of Registrar/EA to furnish consolidated monthly report to UIDAI Regional Office along with action taken on the inspection reports by 21st day of the month.

2.   **Process to be followed by UIDAI ROs:**

   i. To analyze the data of enrolments using MIS reports weekly and alert concerned Registrar/EA State Coordinator to monitor particular operator(s).
   ii. To analyze the reports submitted by Registrar/EA State Coordinator and the action taken report to ensure compliance.
   iii. To ensure frequent training to master trainers of Registrar/EA.
   iv. To conduct sample inspection/ Audit of at least 10% of the Registrar/EA "inspected centres" every month. RO may inspect additional centres also based on feedback/complaints/data analysis

I/16210/2022

           etc. (Check list enclosed)

    v. To conduct monthly evaluation meeting with Registrar/ EA/ State Coordinator.

    vi. To share complaints received against Registrar/EA operators through various modes to Registrar/ EA/ State Coordinators and ensure action on such complaints.

    vii. To ensure filing of FIR by EA/Registrar for all grave errors such as gummy finger, tampering of software etc. as per the procedure.

    viii. To share consolidated monthly report to E&U Division.

3.   This issues with the approval of the Competent Authority.

(Prabhakaran C.R.)
Deputy Director – E&U-I

I/16210/2022

Checklist for Inspection of Aadhaar Enrolment Centres.

-

Registrar Name:_____Reg Code:_____

EA Name:_____ EA Code:_____

Centre Address:_____

District: _____ Pincode _____ State _____

Station& Operator ID:_____

S.No	Inspection Item	Y/N	Remarks
1	*Kit running at the approved location.		
2	All hardware being used as per UIDAI spec		
3	Only licensed Aadhaar software being used		
4	ECMP Version available for enrolment and transaction details for last one month		
5	System working on whitelisted IP/Static IP		
6	Adequate space for the seating of residents		
7	Operators/Supervisor are wearing ID card		
8	Center contact details displayed		
9	Aadhaar IEC/Rate Chart displayed		
10	Is verifier present at the centre? Who is working as verifier (operator/verifier)?(if possible do video recording)		
11	CCTV Camera installed with live footage		
12	Token System available		
13	Single Fingerprint scan device available		
14	Single IRIS scan device available		
15	Internet available: 1. Broadband 2. Dongle		
16	Divyang Friendly with Ramp & Wheelchair		
17	Toilet Facility available		
18	Air Conditioner (AC) available		

I/16210/2022

19	Proper Ventilation available		
20	Drinking water facility for the residents		
21	UIDAI Helpline and Registrar Helpline Number displayed		
22	Is Residents being overcharged		
23	Are UIDAI guidelines followed		
24	Feedback Register for Residents available		
25	Centre Working Time		
26	Is enrolment & update form available Free of charge		
27	When was last training attended by the operator?		
28	Any other relevant point/ Suggestion		

*Inside & Out Side Photo of the center may be attached.

Date of Inspection:

(Signature)_____

_____

Name of Inspection officer: _____

Designation:_____

I/16210/2022

Report Format for Registrar/ EA District Manager

S. No.	Area/Taluka	District	Name of Centre	No. of Operators	Name of Operators	Remarks of Inspecting Officer including deficiencies and good practices, if any.	Action to be Taken	Status of Previous Report
1								
2								
3								
4								

Report Format for Registrar/ EA State Coordinator

S. No.	District	State	Name of Centre	No. of Operators	Name of Operators	Remarks of Inspecting Officer including deficiencies and good practices, if any.	Action to be Taken	Status of Previous Report
1								
2								
3								
4								
5								

I/16111/2022

F.No. HQ-16011(17)/1/2020-EU-I-HQ
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

7th Floor, UIDAI HQ
Bangla Sahib Road,
Behind Kali Mandir,
Gole Market, New Delhi-110001
Dated : 19th July, 2022.

Office Memorandum

Subject: Standard Operating Procedure to be followed for CSC e-Gov to provide Aadhaar services at Block/ Sub-district level - reg.

In continuation to the permission given to CSC e-Gov to provide Aadhaar enrolment/update services at the State/ District level, Competent Authority has approved the proposal of CSC e-Gov to provide Aadhaar enrolment/ update services at Block/ Sub-district level also as per the following Standard Operating Procedure :

1. CSC e-Gov to identify State-wise Blocks/ Sub-districts and locations therein for setting up Aadhaar Seva Kendra (ASKs). Block/ Sub-district level ASKs to be located only in secured office premises of State Government/ Central Government/ PSUs.
2. The list of Block/ Sub-district wise locations of ASKs to be shared by the State Head of CSC e-Gov with the State Nodal Department and the concerned UIDAI Regional Office for finalizing the list.
3. The list so submitted by CSC e-Gov to be finalized by a team comprising of representatives of State Nodal Department, UIDAI Regional Office and CSC e-Gov.
4. The CSC e-Gov to submit the final list along with request for approval to the concerned UIDAI Regional Office.
5. The UIDAI Regional Office to convey the approval to CSC e-Gov and State Nodal Department.
6. Based on the approval, CSC to set up ASKs and onboard Operators/ Machines under their Registrar Code 221. However, separate EA Code for each State to be created.
7. The Terms and Conditions applicable to Block/ Sub-district level CSC e-Gov ASKs are attached as Annexure-I.
8. UIDAI ROs to ensure compliance of all the conditions before conveying permission to start operation at the proposed ASK.

This issues with the approval of CEO UIDAI.

(Prabhakaran CR)
(Dy. Director E&U-I)

To

CSC e-Gov,
Electronics Bhavan,
MeitY.

Copy to

1. OSD to CEO UIDAI,
2. PS to DDG (E&U)
3. All UIDAI Regional Offices
4. Guard File

I/16111/2022

Terms and Conditions to be followed for setting up CSC e-Gov Aadhaar Seva Kendra at Block/ Sub-district level

1. All ASKs should function only in secured office premises of State Government/ Central Government/ PSUs under in-house model where the Kits should be owned by CSC and manned by their own employees only as Operator/Supervisor and Verifier.

2. CSC shall install one or more enrolment Kit as per UIDAI specification at each ASK. Number of Kits can be increased as per requirement with approval of concerned UIDAI Regional Office.

3. CSC shall provide at least 5 Tandom SS Chair per enrolment Kit in the waiting area for the residents.

4. All the ASKs shall be made Divyaang friendly with availability of wheel chair facility.

5. CSC shall use Queue/Token management system at each ASK.

6. CSC shall provide the facility of online appointment portal developed by UIDAI to the residents.

7. For all the walk-in residents visiting the ASK for service, short appointment shall be created through the appointment portal before serving.

8. CSC to install CCTV at each ASK and keep the feed saved for at least Six months. The CCTV feed may required to be shared with concerned UIDAI RO on need basis.

9. In line with Clause C of the ToA Registrar CSC shall ensure UIDAI branding designed by UIDAI.

10. CSC to ensure well-maintained toilet facilities for gents and ladies at the ASK in case public toilet facility is not available at the same floor of the building.

11. CSC shall follow the standard layout of the ASK approved by UIDAI RO. CSC shall submit the layout for approval to UIDAI RO.

12. The personnel deployed at the counters shall maintain a uniform dress code to be designed by CSC in consultation with the UIDAI RO. CSC shall be responsible to supply the dresses to personnel deployed at the ASK.

13. All the personnel deployed at the ASK shall wear distinctly visible photo-id badges.

14. CSC should ensure similar look and feel across all ASKs.

15. In deserving cases, any exception to the above points will require specific approval of concerned UIDAI Regional Office.

F.No. HQ-16024/1/2020-EU-I-HQ
GOVERNMENT OF INDIA
Ministry of Electronics & IT
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(Enrolment & Update Division-I)
*****

7th Floor, UIDAI Headquarters,
Behind Kali Mandir, Bangla Sahib Road,
Gole Market, New Delhi – 110001
Dated : 27th May, 2022

Office Memorandum

Subject: Automated corrective action to strengthen the Aadhaar enrolment ecosystem - reg.

Ref: This office OM F.No. HQ-16024/1/2020-EU-I-HQ-Part(1) dated 25.02.2022 & 17.03.2022.

In continuation to the reference cited above, requests received from eco-system to re-consider the packet upload limit fixed for an operator, considering the fact that an operator is permitted to create 150 packets in a day and the client is permitted to hold up to 100 packets for upload. Accordingly, the OM F.No. HQ-16024/1/2020-EU-I-HQ-Part(1) dated 25.02.2022 modified vide OM of even number dated 17.03.2022 stands revised as under:

Sl.	Criteria	Threshold	Action to be taken
01	Operator doing more than 150 Enrolments/ Update or uploading more than 250 packets in a day	1. Operator creating more than 150 packets in a day. 2. Operator Syncs and uploads more than 250 packets in a day	(a) Operator to be disassociated and machine to be blacklisted from the back end. (Action by Tech Development Division). (b) ROs to ensure enquiry against the operator/machine on priority and action to be initiated in the next SRC meeting. (c) ROs to ensure that the disassociated operators should not be on-boarded before completion of enquiry. [(b) & (c) Action by ROs].
02	Packets created after machine deactivation/ operator disassociation	All the packets created by a disassociated operator from date and time of disassociation of operator/ deactivation of machine.	Packets created after the disassociation/suspension/blacklisting of operator/machine should be rejected. (No change in present practice being followed by Tech Development Division)

03	Permission to upload packets after machine deactivation/ operator disassociation	Maximum of 100 packets from a machine/client.	Packets created over and above the threshold should not be accepted.

2.   UIDAI MIS Team, GRCP and Fraud Management team to submit the reports regarding Fraudulent Operator / Machine directly to Tech. Development Division with copy to E&U Division and all ROs.

3.   Operator/Machines removed as part of cleaning activity can be activated only with RO recommendation.

4.   In exceptional cases, Packets not accepted/rejected as per above provisions can be processed only with RO recommendation. Tech. Centre operation would handle few genuine exception cases only. In order to avoid additional burden, such cases should be compiled by RO and send to Tech. Operation Division only once in a month.

5.   ROs to take further necessary action against the Registrar/disassociated operator as per the existing policy, as mentioned in OM dated 26.11.2021.

6.   This issue with the approval of Competent Authority.

(Satish Kumar Bargujar) 27/05/22
Section Officer (E&U-I)

To,
  i.   Tech Development Division.
 ii.   Tech Operation Division.
iii.   All UIDAI Regional Offices.

Copy to:

  i.   OSD to CEO.
 ii.   PS to DDG (E&U).
iii.   CRM Division.
 iv.   File.

F.No. HQ-16024/1/2020-EU-I-HQ-Part(1)
GOVERNMENT OF INDIA
Ministry of Electronics & IT
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(Enrolment & Update Division)
*****

7th Floor, UIDAI Headquarters,
Behind Kali Mandir, Bangla Sahib Road,
Gole Market, New Delhi – 110001
Dated :   28th March, 2022

Office Memorandum

Subject: Transfer of Aadhaar Enrolment Kits (AEKs) procured using ICT Assistance from one Registrar to another Registrar for proper utilization of the Kits - reg.

UIDAI provides funds under ICT Assistance (Phase-I, II & III) with the approval of Authority to various States/ UTs/ Departments/ Organizations to procure and deploy Aadhaar Enrolment Kits (AEKs) to provide Aadhaar services to the residents. As per the guidelines, the UIDAI Regional Offices monitor the implementation of the scheme in the State and also coordinate with the concerned Nodal Departments/ Nodal Officers for proper utilization of funds released for procuring enrolment kits.

2.   While monitoring the utilization of the AEKs procured using ICT assistance, ROs have pointed out non-utilization of AEKs by some of the Registrars or delay in procurement of AEKs. Subsequently, this Division received various proposals from different ROs requesting permission to transfer Kits procured using ICT Assistance by one Registrar to another Registrar for ensuring proper utilization of the Kits.

3.   Now, therefore, in order to ensure proper utilization of funds/ AEKs procured out of ICT assistance from UIDAI, the following policy has been approved by the Authority:

a. Regional Offices to periodically verify the functionality of AEKs procured under ICT Assistance by various Registrars and to ensure proper utilization of the same. This shall be applicable for all the kits procured where ICT assistance is provided under Phase I, II & III.

b. In case the AEKs already procured are not properly deployed/utilized, RO to take up the matter with concerned Registrar and may transfer the AEKs kept unutilized to other Registrar, who can properly utilize the kits.

c. The above action shall be carried out at RO level with approval of DDG of concerned RO (under intimation to E&U Division).

d. ROs to collect an undertaking from the borrowing Registrar ensuring that, any expenditure towards (i) maintenance of kits (ii) procurement of short supplied items if any (iii) procurement of non functional items if any etc., shall be borne by the borrowing Registrar.

4.   This will help to ensure proper utilization of the Aadhaar Enrollment Kits procured using fund from the Government exchequer. This arrangement shall also help ROs to support a newly onboarded Registrar in taking up Aadhaar activities on a pilot basis without waiting for procurement of Kits. Overall, the redistribution of existing unutilized/ underutilized AEKs will not only ensure proper utilization of Kits procured through ICT assistance but will also facilitate handholding of new Registrars during initial period of onboarding.

5.   This issue with the approval of Competent Authority.

(Prabhakaran C R)
Deputy Director (E&U-I)

Copy to:

1. DDGs of all ROs, UIDAI
2. Directors of ROs, UIDAI
3. Tech Development Division
4. Tech Operations Division
5. File

I/11330/2021

F.No. HQ-16038/1/2020-EU-I-HQ
Government of India Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

7 th Floor,UIDAI Headquarters,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001.
Dated : 22 December 2021.

Subject: Discontinuing the collection of operator/supervisor consent form in physical form – reg.

Sir,

The Competent Authority had constituted a committee to review the usage/ disposal of operator consent forms kept at Regional Offices and to review the role of Verifiers in Aadhaar Enrolment/ Update.

2. The terms of reference with regard to operator/supervisor consent form before the committee were fixed as follows :

   i. whether the practice for collection of

       a) Consent of operator/supervisor for association with EA and
       b) Operator/supervisor association by EA can be stopped.

   ii. Whether the consent to be collected in any other format.

   iii. whether the already collected consent forms available with ROs can be destroyed.

   iv. Any other points related to operator/supervisor association.

3. After detailed deliberations, the committee recommend as follows:

   i. Collection of consent form in physical form may be discontinued.

   ii. Development of a portal by Tech. Centre to obtain consent form from the operator/supervisor and permission to collect consent through online mode.

   iii. Already collected operator/supervisor consent forms in physical form and not part of any legal litigation can be destroyed by the concerned ROs. ROs may submit an action taken report after completing the process.

4. The Competent Authority approved the above proposals along with proposal to collect signed copy of consent form through email in the revised format **(Annexure-I).** Registrar/EA to furnish the same through

I/11330/2021

registered mail id to the concerned RO, along with request for onboarding the operator, till Tech Centre develops the online web application.

5. This issues with the approval of the CEO, UIDAI.

Signed by Prabhakaran C.r.
Date: 22-12-2021 10:27:11
Reason: Approved

(Prabhakaran C R)
Deputy Director – E&U-I

To,

The DDGs,
All Regional Offices, UIDAI.

Copy to

1. UIDAI Tech Centre, Bengaluru.
2. PS to DDG (E&U).
3. Guard File.

Annexure I

TERMS OF ENGAGEMENT / CONSENT OF AADHAAR ENROLMENT OPERATOR
(To be submitted **online** by the Operator for Activation/On-boarding)

Name of the Operator   :   Date   :

Aadhaar Number   :   NSEIT Cert No.
:

Mobile Number   :   email ID
:

Registrar   :   EA
:

Operator ID   :   Station ID :

I hereby certify that the information and particulars furnished

I/11330/2021

above are correct.

I. **Termination/Cancellation of Credentials of Aadhaar Enrolment Operator/Supervisor:**

I understand that UIDAI/Registrar/EA can cancel the credentials of Aadhaar Enrolment Operator for:

i. Non abiding of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and Regulations issued there under.

ii. Non-adherence to the UIDAI Policies on enrolment processes, standards, guidelines, data quality, which includes use of latest enrolment client version, timely client sync, upload of resident data packets and non indulgence of corrupt/fraudulent practices.

iii. Evidence of sub-contracting of enrolment work.

iv. Consistent inferior quality of biometrics and demographic data captured.

v. Usage of biometric devices which are not certified by UIDAI.

vi. Mismanagement of the enrolment centre.

vii. Non-provision of necessary infrastructure at the enrolment centre.

viii. Non-co-operation during audits/inspections by UIDAI/Registrars/EA and auditing agencies empanelled/appointed by them.

ix. Conditions arising from audits are not met within the specified time period.

x. Not maintaining the confidentiality of the documents, data collected or any other matter. Violation of UIDAI data security guidelines for Enrolment Agencies.

xi. Undertaking enrolment operations at locations without valid agreement/ approval with the UIDAI/Registrar/EA or running enrolment centre in some other location than what is mentioned in the portal of UIDAI.

xii. Soliciting information outside the scope of work.

xiii. UIDAI will Cancel/Suspend the credentials of Enrolment Operator/Supervisor, if it determines that the Operator/Supervisor has been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive practices, directly or indirectly, in execution of the enrolment work.

xiv. Indulgence in any fraudulent activity such as forged document preparation, using gummy fingerprints for authentication, provide remote sharing of my system containing Aadhaar Client to any unauthorized persons.

xv. Any other reasons deemed fit by the UIDAI for termination/ cancellation/suspension of the enrolment operations.

I/11330/2021

II. Privacy & Security

I understand that the Operator/Supervisor must ensure that the data is kept in a very secure and confidential manner and under no circumstances, shall they either use the data themselves or part with the data to any other agency other than the UIDAI.

I understand that UIDAI requires that the Operator/Supervisor must observe the highest standards of ethics during the performance and execution of the enrolment work. I will not share any documents provided by the Resident to any person or body, under any circumstance.

III. Dispute Resolution

I understand that I have been appointed/ engaged by the Enrolment Agency for the Aadhaar enrolment activities. I also understand that any dispute related to Cancellation/Suspension of Operator credentials will be taken up only through my Enrolment Agency/ Registrar.

I understand that I can be asked to undergo Aadhaar Operator re-training and/or re-Certification for undertaking enrolment with poor quality of biometrics and demographic data. I also understand action can be taken by UIDAI for Cancellation/Suspension of Operator credentials immediately as soon as my mistakes are detected; I also understand that the UIDAI, after a due inquiry as per their Rules and Regulations, can impose financial disincentive for noncompliance of enrolment guidelines, as per Regulation 26 of Aadhaar (Enrolment and Update) Regulations, 2016 issued by UIDAI from time to time.

I hereby certify that I have read the above Terms and Conditions carefully and understood; I agree to abide by all the conditions mentioned herein and that with the signing of these terms & conditions, I have bound myself to the terms and conditions mentioned herein.

I further hereby give my consent for association and on-boarding as Operator/ Supervisor with the Enrolment Agency (-----)/Registrar (-----).

I/11330/2021

(OTP Authentication before pressing submit button)

I/10918/2021

F. No.HQ-16024/1/2020-EU-I-HQ-Part(1)
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

UIDAI Hqrs., 7th Floor,
Bangla Sahib Road, NewDelhi-01
Dated :   26 November 2021.

Circular

Sub:- **Standard Operating Procedure (SOP)/ modifications on process for OBD Survey and Complaints received at CRM and Regional Offices : reg**

Ref. :   i) Circular No;. F.No.4(4)/57/122/2012/E&U-Pt dated 30.07.2019 and 18.11.2020

1 . **Process to be followed for complaints received on overcharging against an operator through various modes**.

a. CRM to forward all complaints received on over charging by the Enrolment operator to the concerned RO. RO may forward the complaint to respective Registrar for investigation at their end.

b. In addition, ROs may compile complaints received through various channels, (including CRM) and forward the same to Tech Centre by next working day for getting required details for OBD calling. Additionally, ROs to issue show cause notices to the Registrars/EAs with direction to submit their explanation within 15 days of receipt of the notice.

c. On receipt of the information from RO, Tech support to provide the required calling details of the operator to OBD team by next working day. A minimum sample size of 60 mobile numbers of the Residents per operator to be shared as database for OBD survey.

d. CRM to conduct the OBD survey within two workings days and to furnish the details to Tech Centre.

e. The OBD team may obtain 5 or more Qualified Responses from Residents about corrupt practices against an Operator to treat it as fit case for initiation of action against the Operator by completing at least 10 qualified responses/5 overcharging confirmations whichever is earlier

I/10918/2021

f. Tech Centre to provide the report to concerned RO by next day.

g. ROs to deactivate the operators reported corrupt with immediate effect and share the details with the SPOC (through email) of the concerned Registrar for immediate action.

h. UIDAI Regional offices may carry out their own investigation (including field investigation) in these cases considering severity of the case.

i. Registrars to furnish a detailed report to the UIDAI Regional Offices within 15 days of receipt of the complaint, which will be reviewed along with Regional Office's own investigation report (if any) and OBD survey report at the next Reconciliation committee (RC) meeting for fixing action against the erring operators and to impose penalty or otherwise against the Registrars as per the guidelines on subject.

j. In case there is no response by the Registrar, within 3 weeks of sharing the details, the case will be considered on merit by UIDAI Regional offices by their own investigation process and action will be taken at the next Reconciliation committee (RC) meeting for fixing action against the erring operators and to impose penalty or otherwise against the Registrars as per the guidelines on subject.

2. **Process to be followed for non complaint cases**

a. In addition to the cases referred through complaint, 3000 operators/supervisors shall be selected every month by Tech centre for OBD survey to get customer feedback. A minimum sample size of 60 mobile numbers of the Residents per operator to be shared as database for OBD survey to the team for conducting survey.

b. The number of operators will be selected in proportion to transactions done by an EA during the preceding month.

c. One operator if already included in previous three months, his data shall not be included for survey.

d. Tech centre to share the calling list to the OBD team of logistic division before 15th of every month

e. The OBD team may obtain 5 or more Qualified Responses from Residents about corrupt practices against an Operator to treat it as fit case for initiation of action against the Operator by completing at least 10 qualified responses/5 overcharging confirmations whichever is earlier. Vague or unclear responses should not be considered for initiating action. If only one resident

I/10918/2021

agrees to submit the complaint in writing and is being ready to participate in the enquiry process, such cases also to be treated as fit case.

f. After completing the survey, the logistic division should furnish the report before 10th of the next month to all ROs, with copy to E&U Division.

g. RO may share the details of the complainant agreed to participate in the enquiry process with Registrar/EA if required.

3. **Process to be followed for both cases**.

a. ROs to deactivate the operators reported corrupt with immediate effect and share the details with the SPOC (through email) of the concerned Registrar for immediate action.

b. ROs to issue show cause notices to the Registrars/EAs with direction to file explanation within 15 days of receipt of the notice

c. UIDAI Regional offices may carry out their own investigation (including field investigation) in these cases considering severity of the case.

d. Registrars to furnish a detailed report to the UIDAI Regional Offices within 15 days of receipt of the complaint, which will be reviewed along with Regional Office's own investigation report (if any) and OBD survey report at the next Reconciliation committee (RC) meeting for fixing action against the erring operators and to impose penalty or otherwise against the Registrars as per the guidelines on subject.

e. In case there is no response by the Registrar, within 3 weeks of sharing the details, the case will be considered on merit by UIDAI Regional offices by their own investigation process and action will be taken at the next Reconciliation committee (RC) meeting for fixing action against the erring operators and to impose penalty or otherwise against the Registrars as per the guidelines on subject.

f. ROs to submit the SRC report to Tech Centre by 10th of next month and Tech Centre to include the recommendations of the ROs in the Deficiency report.

g. Tech centre should shall the Deficiency report before 15th of every month

4. This issues with the approval of Competent Authority.

I/10918/2021

Signed by Prabhakaran
C.r.
Date: 26-11-2021 21:52:30
Reason: Approved
Deputy

Prabhakaran C R)

Director (E&U-I)

To

1. All Regional Offices
2. CRM Division
3. Tech Centre

Copy to

1. DDG(E&U)
2. File

I/10919/2021

F.No.HQ-16024/1/2020/EU-I/HQ-Part(1)
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

UIDAI Hqrs. Buildi
Bangla Sahib Road, NewDelhi-01
Dated :   26th November
2021.

Sub:- **Standard Operating Procedure (SOP)/ to be followed by the Aadhaar Enrolment stake holders on Fraudulent activities reported from the field: reg**

The Standard Operating Procedure (SOP) to be followed by different stake holders while disposing off the cases reported by Head Quarter Fraud Management Services team or as received through any other mode is as follows.

i. E&U Division to forward the same to Tech Centre for immediate disassociation of operator and deregistration of machines involved in the process. E&U Division to also forward the report to all concerned ROs for analyzing the cases and initiate action against the Registrar/EA/Operator as per the existing policy.

ii. On receipt of the details, Tech Centre to share an Action Taken Report within 3 working days to E&U Division, with copy to all Regional Offices.

iii. After completion of the enquiry, if the Operator is found involved in the fraudulent activity, the matter may be taken up, in the next SRC for necessary action.

iv. In case the charges against the operator cannot be established, RO may re-associate the operator after retraining with new Operator ID. The machine may also be re-activated with new Machine ID.

v. After completion of the process, RO to submit a detailed Action Taken Report on the cases coming under the jurisdiction of the concerned RO.

2. This issues with the approval of Competent Authority.

I/10919/2021

R)

I)

To

1. All Regional Offices
2. CRM Division
3. Tech Centre

Copy to

1. DDG(E&U)
2. File

Deputy Director (E&U-

I/10505/2021

F.No.HQ-16024/1/2020-EU-I-HQ
Government of India
Ministry of Electronics and IT
Unique Identification Authority of India
****

7th Floor, UIDAI Headquarter,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi - 110001
Dated :03-11-2021.

CIRCULAR

Subject: Standard Operation Procedure (SOP) of Name & Gender Update Request under Exception Handling Process

I am directed to forward herewith the revised SOP in respect of Name & Gender Update Request under Exception Handling Process.

This issues with the approval of the CEO, UIDAI.

Yours faithfully,

Signed by Prabhakaran C.r.
Date: 03-11-2021 11:36:29
Reason: Approved

(Prabhakaran C.R.)
Deputy Director (E&U-I)

To,
1. All UIDAI Regional Offices.
2. UIDAI Tech Centre, Bengaluru.
3. All the Registrars and Enrolment Agencies.
4. File.

I/10354/2021

HQ 16022/2/2020-EU-I-HQ-Part(1)
Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
Enrolment & Update Division

Standard Operation Procedure (SOP) of Name & Gender Update Request under Exception Handling Process

NAME UPDATE : Residents can update their name in Aadhaar through the existing process of enrolling by submitting valid document with slight modification as under.

1. The existing practice of updation of Name, i.e., twice in a life time has been revised as under:

S. No.	Change Type	Current Provision	Recommended Provision
1.	Minor Name Edit / Change in initials, surname etc.	Name can be updated twice in a lifetime.	No Change.
2.	Full name change	No explicit guideline	In case of complete name change or change in the first name of the resident, the **Gazette Notification of name change** to be uploaded as PoI document.

2. The following cases shall not be counted as update request in terms of name update chances:
    i. A Resident is requesting for updating (correcting) his/her Name, which is to fix a typo mistake by an enrolment operator.
    ii. A resident requesting updating (correcting) his/her Name due to transliteration error.
    iii. Name update consequent to update of Regional Language of the resident.
    iv. ROs to initiate reprocess of such packets by forwarding such cases to Tech Centre with recommendation to reprocess the packet and not to count the update as a chance to update name. The resident shall be eligible for balance chances.

1

I/10354/2021   A detailed workflow depicting the procedure to handle the Name update requests are given at **Annexure-I.** Update requests beyond allowed chances will only be considered through the exception handling process.

3. **Name update exception handling cases:**

In case of exhaustion of Name update chances, i.e., after exhausting the two chances, ROs may consider the request for Name update under exceptional handling, only if the following conditions are satisfied:-

i.   Common scenario wherein Name update is sought at ROs is in case of marriage/divorce/adoption related change. Under exception handling, resident will have to submit the **marriage/divorce/adoption certificate** and request shall be considered by RO. This document will be uploaded under PoI.

ii. A resident may request to append/edit initials in name. For example: `person named as B I Hirani, would like to expand his first name or last name or both. In such cases, RO may verify if its in-line to the clarifications issued vide letter no. F. No. 4(4)/57/363/2018/UIDAI-E&U-II (Vol. II) dated 30.09.2020(Attached) for Name update.

iii. Resident update his/her name to change the sequence of the existing name: i.e. Rajesh Prasad Sharma requests to update his name as Prasad Rajesh Sharma.

iv. A few cases where a resident might seek complete name change request, like from Pankaj Kumar to Abhinay K Singh. In case of complete name change the **Gazette Notification of name change** to be uploaded as PoI document.

Process to be followed for

i)   For scenarios detailed in para 2 above, if the request is getting wrongly rejected during the process, the resident can raise the issue through any mode (directly to RO or through CRM by letter, mail or by calling 1947) and the concerned Regional Offices to reprocess the packet as per the process available for re-processing of wrongly rejected packets. If require, RO may instruct the resident to re-enroll with specific document and submit the EID for further process.

ii) For Scenarios detailed in Para 3,
   a) Resident to enrol for Aadhaar update at the nearest enrolment centre with concerned document and intimate UIDAI through mail. In case the resident contacts through 1947, the resident should be advised to reenrol and submit the EID through mail.
   b) Once the request received at RO, the request to be verified with due diligence and to be packet to be processed as per the process available for re-processing of wrongly rejected packets.

2

I/10354/2021

iii. A detailed workflow depicting the procedure to handle the Name update requests in exception handling is as given at **Annexure II**.

GENDER UPDATE

The Gender related update requests will be handled as under:

    i. In case the Gender mistakenly updated by error of enrolment Operator along with some other update:

      a) The resident to reenroll for updating the corrected gender and once represent such cases to UIDAI through letter/mail or by calling 1947.

      b) Such cases to be assigned to the concerned RO and RO to verify the case along with copy of enrolment form submitted with the packet.

      c) ROs to initiate reprocess of such packets by forwarding such cases to Tech Centre with recommendation to reprocess the packet and change the status for number of gender update to zero.

    ii. As per the present procedure, Gender update is permitted without any documentary support. Considering the restrictions on number of Gender update, the resident have to submit a medical certificate having photograph issued by surgeon or concerned Authority as POI document.

    iii. In case of updation of gender to transgender, the resident will be required to submit a certificate issued by the Central/State Govt as POI document.

    iv. A detailed workflow for exception handling in case of Gender update is given in **Annexure-III**.

4. The SOP shall be implemented as follows.

    i) In the initial stage, the requests shall be processed under exceptional handling process (manually by verifying/collecting the original or scanned copy of the document) by the concerned Regional office through any mode.

    ii) After obtaining Authority approval through E&U-II division, Tech Centre shall be requested to include the list of documents in the client.

    iii) After necessary changes in the client, residents shall have provision to submit the documents through client at the time of enrolment.

5. This issues with the approval of Competent Authority.

Signed by Prabhakaran C.r.
Date: 28-10-2021 09:05:34
Reason: Approved

Prabhakaran C R
Deputy Director (E&U-I)

3

I/10354/2021

Annexure I

I/10354/2021

Annexure-II

Name Change/Update request under Exception handling

(Case 1)
Marriage/Divorce/Adoption certificate to be submitted.
The request shall be accepted and the case shall be considered for replay.

(Case 2)
The request shall be accepted and the case shall be considered for replay.

(Case 3)
The change will be allowed as per existing extant guidelines and the reviewing official may recommend for Replay.

(Case 4)
Resident required to Submit Gazette Notification. The reviewing official may recommend for Replay.

5

I/10354/2021

Annexure III

I/14673/2022

F.No.HQ-16033/4/2020-EU-I-HQ
Government of India
Ministry of Electronics and IT
Unique Identification Authority of India
****

7th Floor, UIDAI Headquarter,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi - 110001
Dated : 12th May 2022

Subject: Standard Operation Procedure (SOP) of Name & Gender update request under exception handling process dated 28.10.2021 – reg.

Corrigendum No.2/2022

As per the SOP issued vide F. No. HQ 16022/2/2020-EU-I-HQ-Part(1) dated 28.10.2021, the resident is required to upload Gazette Notification for name change as POI document for full name change in Aadhaar.

2. However, as the children may not be named at the time of birth, the following clarifications are being issued:

a. In case of children having Aadhaar with name as 'Baby of......', the first update request for full name change shall be allowed by submitting the Birth Certificate (issued by the Registrar of Births & Deaths) instead of a Gazette Notification.

b. This change shall not be counted as Name change for fixing the threshold of two updates available to a resident.

Signed by Prabhakaran
C.r.
Date: 12-05-2022 14:06:29
Reason: Approved
(Prabhakaran C R)
Deputy Director (E&U-I)

F. No. **HQ-16011(17)/1/2020-EU-I-HQ-Part(1)**
GOVERNMENT OF INDIA,
MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY,
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(Enrolment & Update –I Division)

10417/2021

7th Floor, UIDAI Headquarters,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-11001
Dated: 29th October, 2021

SOP for monitoring Enrolment/Update activities of CSC-eGov

➢ **Standard Operating Procedure (SOP) to be followed by CSC e-Gov while performing enrolment and update functions**

1. Selection and appointment of BCs for providing Aadhaar enrolment services:
    i) Only certified personnel to be appointed as operators/ supervisors after background verification and signing of non-disclosure agreement.
    ii) CSC e-Gov appointees to strictly follow the process as mentioned in the CSC portal (https://eseva.csccloud.in/ucl).
    iii) CSC to provide a formal reply to all the requests, after verifying the merits.

2. General Guidelines for Aadhaar Centre
    i) For CSC BC operator, at the time of operator sync, address to be entered as "Aadhaar Demographic update Centre" in field named Centre Name.
    ii) CSC to issue direction to all operators to follow the UIDAI guidelines and to display the UIDAI approved IEC materials, rate chart and helpline/ feedback number & mail id of UIDAI and CSC e-Gov.
    iii) CSC e-Gov to ensure functioning of CCTV camera and use of whitelisted IP/ Static IP at all centres.
    iv) The enrolment and update forms to be made available free of cost to all centres.

3. CSC e-Gov to conduct inspection of at least 5% CSC ASK and BCs in a month as per the checklist enclosed to ensure the compliance of UIDAI guidelines in accordance with following:-

    i) The District Managers deployed by CSC e-Gov may conduct weekly inspection of all CSC ASKs and BCs to check whether UIDAI guidelines are being followed or not and submit consolidated monthly report to the State Coordinator by 5th of every month (Format of report attached)

    ii) State Coordinator of CSC e-Gov to furnish consolidated monthly report to UIDAI Regional Office detailing the number of inspections conducted, achievements/ defects noticed at the time of inspection, action taken etc. by 10th of every month.

1

10417/2021

iii) Operators with Rapid Assessment Survey (RAS) rating less than 4 to be trained for behavioral aspect. (After implementation of RAS)

iv) BCs violating the provisions should be disassociated immediately from Aadhaar enrolment activities and further CSC activities, in line with the UIDAI policy on corrupt practices through inspection/ any other channel.

➢ Standard Operating Procedure (SOP) to be followed by UIDAI ROs

i. ROs to analyze the data of enrolments using MIS reports weekly and alert concerned CSC e-Gov state coordinator to monitor particular operator.

ii. ROs to analyze the reports submitted by CSC e-Gov state coordinator and the action taken report to ensure compliance. ROs to conduct monthly evaluation meeting with CSC e-Gov State Coordinator.

iii. ROs to ensure frequent training to master trainers of CSC e-Gov.

iv. ROs to conduct sample inspection of CSC e-Gov inspected centres every month. RO may inspect additional centres also based on feedback/complaints/data analysis etc. (not inspected by CSC e-Gov). At least 1% centres to be inspected physically. (Check list enclosed)

v. ROs to share complaints received against CSC e-Gov operators through various modes to CSC e-Gov State Coordinators and ensure to collect Action Taken Reports on them.

vi. ROs to monitor RAS feedback. If weekly rating of centre is around 4 stars, alert CSC e-Gov State Coordinator about it. If RAS monthly rating is less than 4 stars inspect the centre and get the centre barred from operations.(once the RAS is implemented)

vii. To take appropriate action on OBD Survey report every month for CSC e-Gov BC cases available through Tech Centre.

viii. Ensure Filing of FIR by EA/Registrar (CSC-eGov) for all grave errors such as gummy finger, tampering of software etc. as per the procedure.

ix. RO to share consolidated monthly report to E&U Division.

➢ SOP for E&U Division

i. Division to analyze the reports submitted by RO.

ii. Impose penalty based on the SRC report furnished by RO

iii. Division to analyze the administrative issues and prepare/amend necessary SOPs as per the requirement.

iv. Division to hold monthly review meeting with ROs, Tech Centre and CSC e-Gov

v. OBD Survey report received from CRM Division to be shared with ROs for necessary action.

Signed by Prabhakaran C.r.
Date: 29-10-2021 18:01:26
Reason: Approved

(Prabhakaran C. R.)
Deputy Director(E&U-I)

10417/2021

Checklist for Inspection of CSC ASKs

Centre Address: _____

District: _____ Pincode _____ State _____

BC/VLE Name: _____

Station & Operator ID: _____

S.No	Inspection Item	Y/N	Remarks
1	*Kit running at the approved location		
2	All hardware being used as per UIDAI spec		
3	Only licensed Aadhaar software being used		
4	ECMP Version available for enrolment and transaction details for last one month		
5	System working on whitelisted IP		
6	Adequate space for the seating of residents		
7	Operators/Supervisor are wearing ID card		
8	Center contact details displayed		
9	Aadhaar IEC/Rate Chat displayed		
10	Is verifier present at the centre? Who is working as verifier (operator/verifier)?(if possible do video recording)		
11	CCTV Camera installed with live footage		
12	Token System available		
13	Single Fingerprint scan device available		
14	Single IRIS scan device available		
15	Internet available: 1. Broadband 2. Dongle		
16	Is Divyang Friendly with Ramp & Wheelchair		
17	Toilet Facility available		
18	Air Conditioner (AC) available		
19	Proper Ventilation available		
20	Drinking water facility for the residents		
21	UIDAI Helpline and CSC Helpline Number displayed		
22	Is Residents being overcharged		
23	Are UIDAI guidelines followed		
24	Feedback Register for Residents available		
25	Centre Working Time		
26	Is enrolment & update form available Free of charge		
27	Any other relevant point		

*Inside & Out Side Photo of the center.

Date of Inspection: BC/VLE Sign
Inspected by: (Name of CSC Employee)
Designation:
Signature:

/10417/2021

Checklist for Inspection of CSC BCs

Centre Address: _____

District: _____ Pincode _____ State _____

BC/VLE Name: _____

Station & Operator ID: _____

S.No	Inspection Item	Y/N	Remarks
1	*Kit running at the approved location		
2	All hardware being used as per UIDAI spec		
3	Only licensed Aadhaar software being used		
4	System working on Static IP		
5	Adequate space for the seating of residents		
6	Operators/Supervisor are wearing ID card		
7	Center contact details displayed		
8	Aadhaar IEC/Rate Chat displayed		
9	Is verifier present at the centre? Who is working as verifier (operator/verifier)?(if possible do video recording)		
10	CCTV Camera installed with live footage		
11	Single Fingerprint scan device available		
12	Single IRIS scan device available		
13	Proper Ventilation available		
14	UIDAI Helpline and CSC Helpline Number displayed		
15	Is Residents being overcharged		
16	Are UIDAI guidelines followed		
17	Centre Working Time		
18	Feedback Register for Residents available		
19	Is enrolment & update form available Free of charge		
20	Any other relevant point		

*Inside & Out Side Photo of the center.

Date of Inspection: BC/VLE Sign

Inspected by: (Name of CSC Employee)

Designation:
Signature:

10417/2021

RO Checklist for CSC Inspection

Centre Address: _____

District: _____ Pincode _____ State _____

BC/VLE Name: _____

Station & Operator ID: _____

S.No	Inspection Item	Y/N	Remarks
1	*Kit running at the approved location		
2	All hardware being used as per UIDAI spec		
3	Only licensed Aadhaar software being used		
4	ECMP Version available for enrolment and transaction details for last one month		
5	System working on whitelisted IP/Static IP		
6	Adequate space for the seating of residents		
7	Operators/Supervisor are wearing ID card		
8	Center contact details displayed		
9	Aadhaar IEC/Rate Chat displayed		
10	Is verifier present at the centre? Who is working as verifier (operator/verifier)?(if possible do video recording)		
11	CCTV Camera installed with live footage		
12	Token System available		
13	Single Fingerprint scan device available		
14	Single IRIS scan device available		
15	Internet available: 1. Broadband 2. Dongle		
16	Divyang Friendly with Ramp & Wheelchair		
17	Toilet Facility available		
18	Air Conditioner (AC) available		
19	Proper Ventilation available		
20	Drinking water facility for the residents		
21	UIDAI Helpline and CSC Helpline Number displayed		
22	Is Residents being overcharged		
23	Are UIDAI guidelines followed		
24	Feedback Register for Residents available		
25	Centre Working Time		
26	Is enrolment & update form available Free of charge		
27	When was last training attended by the operator?		
28	Any other relevant point		

*Inside & Out Side Photo of the center.

Date of Inspection:

Inspected by: (Name of RO Employee)

Designation:

BC/VLE Sign

Signature:

5

/10417/2021

Report Format for CSC District Manager

S. No.	Area/ Taluka	District	Name of Centre	Name of Operator	Vesion ASK/BC	No. of Operators	Achievements	Defects	Action to be Taken	Status of Previous Report
1										
2										
3										
4										

Report Format for CSC State Coordinator

S. No.	District	State	Name of Centre	Name of Operator	Vesion ASK/BC	No. of Operators	Achievements	Defects	Action to be Taken	Status of Previous Report
1										
2										
3										
4										
5										

6

F.No.HQ 16024/3/2020-EU-I
Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
(E&U Division)

UIDAI HQ, 7th Floor,
Bangla Sahib Road, Gole Market
Behind Kali Mandir, New Delhi-01
Date: 27th May, 2021

Office Memorandum

Sub: **Automated corrective action by removing operators/machines doing enrolment during odd hour –reg.**

1. The Fraud Management Team of UIDAI, functioning under IS division identifies the operators/machines doing enrolment during odd hour (between 10 pm and 6 am) and furnishes monthly reports. In order to ensure strengthening/cleaning of the Aadhaar Enrolment ecosystem, the following actions may be implemented by Tech Development Division/Concerned Regional Offices.

Sl.	Criteria	Threshold	Action to be taken
01	Operator doing Enrolments/ Update during odd hours	Operator creating less than 10 packets in a month during odd hours.	(a) ROs to analyse the case. Operator to be disassociated and machine to be blacklisted based on RO recommendation(Action by RO and Tech Development Division).
02	Operator doing Enrolments/ Update during odd hours	Operator creating 10 or more packets in a month during odd hours.	(b) Operator to be disassociated and machine to be blacklisted from the back end. (Action by Tech Development Division).

i. ROs to ensure enquiry against the operator on priority and action to be initiated in the next SRC meeting.

ii. ROs to ensure that the disassociated operators/ Blacklisted machines should not be on-boarded before completion of enquiry.

iii.   Such operators/machines can be reactivated only with recommendation from the concerned RO.

iv.   The operators deactivated/suspended as per the 'Policy for enforcing of Aadhaar (Enrolment and Update) Regulations 2016, Processes, Standards, Guidelines, Data Quality and containing corrupt / fraudulent practices' should be re-activated only with fresh request from the Registrar/EA concerned and recommendation from the concerned RO.

2. This issues with the approval of Competent Authority.

(Satish Kumar Bargujar) 27/05/22
Section Officer (E & U–I)

To,

1. Tech Development Division.
2. All UIDAI Regional Offices.

Copy to:

1. PS to DDG (E&U).
2. Tech Operations Division.
3. CRM Division.
4. Guard file.

I/1867/2020

F.No. 4(4)/57/122/2012/UIDAI/Pt
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

7th Floor, UIDAI Headquarters,
Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi-01
Dated: 18th December, 2020.

Office Memorandum

Sub: Simplification in the process of (i) activation of Operator/Supervisor (ii) Machine Registration (L2), (iii) Suspending/ Un suspending of Operator/Supervisor/ Machines in Aadhaar client (ECMP/UCL/CELC) - reg.

Based on the requests received from Regional Offices and considering the routine nature of the activity, the OM dated 24.08.2020 on the above subject stands modified as follows.

i. All the requests received for (i) activation of operator/Supervisor (ii) Machine Registration (L2), (iii) Suspending/un Suspending of Operator/Supervisor/Machines to be processed within 5 working days of submission of the requests by the Registrar.

ii. In case of rejection of requests, the matter shall be communicated to the Registrar mentioning the reason for rejection.

iii. To expedite the process, DDG may delegate the power to the officials not below the rank of Deputy Director to process the requests and send to tech support as per the SOP approved by the DDG Regional Office. For any deviation from SOP, approval of DDG is to be taken.

iv. In case of delay or dispute, the Registrar may submit the requests to ADG/DDG of the concerned RO for necessary action.

v. The monthly status of requests received from the Registrars to be included in the monthly report furnished to HQ.

2. All Regional Offices are requested to share a copy of such SOP with E&U Division and Tech Centre for information.

3. This issues with the approval of CEO UIDAI.

(Prabhakaran C R)
Dy. Director (E&U-I)

I/1867/2020

To

1. All UIDAI Regional Offices.
2. UIDAI Tech Centre, Bangalore.

Copy to

1. OSD to CEO
2. PS to DDG (E&U)
3. Guard File.

Signed by Prabhakaran
C.r.
Date: 18-12-2020 10:46:42
Reason: Approved

F.No. K-11015/05/2011-UIDAI (ICT)
भारतीय विशिष्ट पहचान प्राधिकरण (यूआइडीएआइ)
(नामांकन एवम अद्यतन)

तृतीय तल, यूआइडीएआइ मुख्यालय
कालीं माता मंदिर, बंगला साहिब रोड,
गोल मार्केट, नई दिल्ली – 110001
दिनांक 09.12.2020

Office Memorandum

The Competent Authority in UIDAI has approved revised guidelines for assistance towards ICT infrastructure for Child Enrolment Lite Client (CELC) Kits for Aadhaar Linked Birth Registration (ALBR) (Phase-III Policy). It is stated that guidelines for ICT assistance to states were issued in September 2010 which provisioned for financial assistance up to Rs 10 crore to each state as per EFC approval. Subsequently, additional guidelines were issued in September 2016 for procurement of Aadhaar Enrolment Kits (AEKs) for supporting enrolment of new born kids and school children, their mandatory biometric update at ages 5 and 15 years and cover remaining adult enrolment/update. Under the additional guidelines, States were entitled to receive a maximum of Rs 5 crore (50% of total ICT assistance of Rs 10 crore) for provisioning of enrolment kits. Further, ICT Assistance Phase II Guidelines were issued in September 2018 to provide assistance to State School Education Departments of States/ UTs, Navodaya Vidyalaya Samiti, Kendriya Vidyalayas and BSNL for procurement & deployment of AEKs to support enrolment of kids in the age group of 0-5 years and also that of school going children along with facilitating mandatory biometric updates at the age of 5 and 15 years.

2.   The Aadhaar coverage in the age bracket of 0-5 years has been around 24% as on 30.09.2020 which is quite low comparing to that of overall population coverage (89%) and that of 5-18 years (75%). These Phase III guidelines of ICT Assistance provide financial assistance to Health Centres/Hospitals & other institutions facilitating child birth and maternal care for provisioning of CELC kits to be deployed dedicatedly for Aadhaar Linked Birth Registration (ALBR) of 0-5 year's children. To enable integration of Aadhaar enrolment ecosystem with the RGI's birth registration system, CELC has a provision for Aadhaar Linked Birth Registration (ALBR) also.

3.   Under this scheme, financial assistance is to be provided from Community Health Centre (CHC) onwards. The assistance will be for procurement of one CELC Kit per CHC Further, considering relatively higher density of population in urban areas, financial assistance will be for 2 kits per Sub-Divisional/ Sub-District Hospital and 3

kits per District Hospital. In respect of Metro cities namely Delhi, Mumbai, Kolkata and Chennai, assistance will be one CELC kit per 2 lakh population.

4.   Nodal Department of the State/ UT will submit a Detailed Project Report (DPR) to respective Regional Office (RO) which in turn will forward it to HQ along with its due recommendations for consideration and subsequent release of funds after approval from the Competent Authority.

5.   The RO of concerned State/ UT will closely monitor the implementation of the scheme and also coordinate with the Nodal Department/ Officer for proper utilization of assistance released.

6. The funds released under these ICT Guidelines are over above the existing ICT assistance provided to the States/ UTs.

Encl: Phase III of ICT Assistance guidelines

(कुमार राकेश सिन्हा)
सहायक महानिदेशक (नामांकन एवम अद्यतन)

To
1. All Secretaries of State Health Departments
2. All DDGs of ROs

Copy to:
1. All DDGs at Hqrs.
2. OSD to CEO, UIDAI

Guidelines for Assistance towards ICT Infrastructure for Child Enrolment Lite Client (CELC) Kits for Aadhaar Linked Birth Registration (Phase III policy)

These guidelines are issued in continuation of existing ICT guidelines that were approved in September 2010, September 2016 and September 2018. **The assistance provided here under is over and above the assistance extended through earlier guidelines.**

1. Introduction

1.1 The Government notification dated 28th January 2009 creating the Unique Identification Authority of India (UIDAI) and defined its mandate and responsibilities including generation and assignment of UID and defining mechanisms and processes for interlinking UID with partner databases on a continuous basis. Further, the role and responsibilities of UIDAI have been defined and granted statutory status vide the Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and services) Act, 2016 as amended vide the Aadhaar and Other Laws (Amendment) Act, 2019.

1.2 UIDAI was asked to provide support to the registrars/other departments in their budgets to enable them to make necessary investments in creating ICT infrastructure, for which fund approvals were provided to UIDAI under UID scheme. Accordingly, UIDAI had framed policy for ICT assistance in September 2010 that provisioned for support of financial assistance up to Rs 10 crore to each State. Subsequently, additional guidelines were issued in September 2016, wherein States were entitled to receive a maximum of Rs 5 crore (50% of total ICT assistance of Rs 10 crore) for provisioning enrolment kits @ maximum Rs. one lakh per kit, for supporting enrolment of new born kids and school children, their mandatory biometric update at ages 5 and 15 years and covering remaining adult enrolment/update.

1.3 Under these guidelines, UIDAI has since provided assistance to the tune of Rs. 161.77 crore upto September 2020 to several State Governments & Union Territories to help set up infrastructure for integration of schemes with Aadhaar. Several States are providing Aadhaar enabled services and benefits like PDS, pensions, etc to a large extent. Further, additional

support provided under additional ICT guidelines in 2016 had increased focus on enabling targeted enrolment and update.

1.4 Further, Phase II guidelines were approved for providing ICT assistance to State Governments, Kendriya Vidyalaya, Javahar Navodaya Vidyalaya and Bharat Sanchar Nigam Limited for creating ICT infrastructure for enrolment and update. These Phase-II guidelines provided assistance for provisioning of Aadhaar Enrolment Kits (AEKs) to be deployed dedicatedly for enrolment of new born or children between 0-5 years of age and mandatory requirement of biometric update at ages 5 and 15 years. The policy provisioned for assistance of Rs. 315 crore for providing 21,024 AEKs out of which assistance to the tune of Rs. 288.11 crore has been provided upto September 2020.

1.5 With continuous efforts by the State/UT Governments and UIDAI, Aadhaar enrolment has reached 126.43 crore as on 30.09.2020 (122.13 crore being live Aadhaar). Aadhaar is being effectively used for targeted delivery of subsidies, benefits and services as envisaged in the Aadhaar Act, 2016. Direct Benefit Transfer (DBT) portal (dbtbharat.gov.in) indicates savings/gains to the tune of Rs 1,70,377 crore up to December 2019, wherein Aadhaar has played a significant role in identification of beneficiaries and removal of fake/duplicate beneficiaries thereby plugging leakages.

2. Current Scenario

2.1 With 126.43 crore Aadhaar across the country, Aadhaar is being recognized as a simple and useful platform for online verification of identity of a resident through the process of Aadhaar authentication and e-KYC; and as a financial address through Aadhaar Payments Bridge (APB). Demand for Aadhaar based service delivery has grown over the years and around 108 crore authentication transactions and 28 crore e-KYC transactions are being done every month on an average. It is expected that the demand for Aadhaar authentication for availing various services and benefits would increase in future.

2.2 Though the overall Aadhaar saturation of adult population is nearly 89 % and that of 5-18 years is nearly 75%; resident services are required to be provided for enrolment of the left over population, in particular, for the children of 0-5 years age, whose coverage is presently much lower (nearly 24% as on 30.09.2020). Further, enrolment apparatus for this age group is

to be maintained on a regular basis as new population (un-enrolled) keeps adding to this bracket on account of births and enrolled population keeps shifting to 5-18 age bracket. These children can be covered better by providing enrolment facilities in health centres/hospitals & other institutions facilitating child birth and maternal care. Therefore, a need is felt to revise the scheme to provide assistance to Registrar of Births in States/UTs for provisioning of CELC kits (Tablet Computer Android Platform with Single Finger print scanner device) to be deployed dedicatedly for Aadhaar Linked Birth Registration (ALBR) of children (0 to 5 years). To enable integration of Aadhaar enrolment ecosystem with the RGI's birth registration system, CELC has a provision for Aadhaar Linked Birth Registration (ALBR) also. In view of above, UIDAI has prepared these additional guidelines to facilitate enrolment of 0-5 year children through CELC kits at strategic locations whereby Aadhaar number of a child will immediately be generated, with the consent of her parent or guardian, along with registration of her birth.

2.3 As per UIDAI's Child Enrolment Policy, the biometric attributes viz. fingerprint and iris images are not captured in case of children below 5 years of age, thereby making child enrolment process fairly simple in comparison to that of those above 5 years of age. In view of this, an Android based Child Enrolment Lite Client (CELC) has been developed by UIDAI to enable swift enrolment of children below 5 years and facilitate mobile update. The CELC client –

- is installed on handheld tablets for portability.
- facilitates enrolment of children by capturing just the photograph and few demographic details in addition to biometric authentication of parent and operator.
- Enrolment and Update Division issues specifications of the devices to be purchased for installing CELC which are readily available through GeM.
- enables integration with Birth Registration System of RGI- the application is integrated with RGI servers/CRS through an API where the demo details of the child are pulled by the CELC client from RGI server based on Birth Registration Number (BRN)/Birth Application Number (BAN) of the child.

2.4 Since, the Child Enrolment Lite Client runs on an android based tablet plus a single finger print scanner device called as CELC kit[1], financial

---

[1] CELC kit compatible with mobile handset and iris authentication devices to be specified by E&U Division

assistance for procurement of CELC kits by respective Governments is envisaged for enhancing Aadhaar enrolment of 0-5 year children across different States/UTs of India. In this regard, Women and Childcare Department, Ministry of Women and Child Development and some State Governments already provide assistance under various schemes. To further facilitate enrolment of 0-5 years, it has been decided by UIDAI to supplement the assistance provided by WCD/State Governments by providing financial assistance to Health/Women and Child Welfare Departments/any other Agency responsible for registration of births in the State/UT. These CELC kits will be used exclusively for targeted enrolment of children of 0-5 years of age through ALBR. These kits may be moved across Health Centres/Medical Institutions, Aanganwadis etc. to ensure maximum utilization as well as serving a larger population, the periodicity of which could be decided by the concerned Nodal Agency in coordination with respective Regional Office of UIDAI.

3. Quantum of Assistance

3.1 In this scheme, financial assistance to the tune of Rs 20,000 per CELC kits maximum would be provided considering that tablet, duly certified devices with technical specifications as specified by UIDAI are to be purchased for the CELC kit[1].

3.2 According to Rural Health Statistics for the FY 2018-19 published by Ministry of Health & Family Welfare, Government of India following is the number of different types of Health Centres as on 31.03.2019:

Category of Health Centre	Rural	Urban	Total
Sub-Centers	157411	3302	160713
Primary Health Centers (PHC)	24855	5190	30045
Community Health Centers (CHC)	5335	350	5685
Sub-Divisional/ Sub-District Hospitals (SDHs)	1234		
District Hospitals (DHs)	756		

The financial assistance will be provided from Community Health Centre onwards. The assistance will be for procurement of one CELC Kit per CHC. Further, considering relatively higher density of population in urban areas, financial assistance will be for 2 kits per Sub-Divisional/ Sub-District Hospital and 3 kits per District Hospital. In respect of Metro cities namely Delhi, Mumbai, Kolkata and Chennai, assistance will be one CELC kit per 2 lakh population. As per Census 2011, the cumulative population of the

aforementioned metro cities is around 5.8 crore which is estimated to be approximately 7 crore considering an increase of about 20% since 2011.

3.3   Thus, as depicted in table below, financial assistance of approximately Rs. 21.36 crore will be provided to State/ UT Governments for procurement and deployment of around 10,681 CELC Kits to be utilised exclusively for ALBR purposes.

Community Health Centres	5685
Sub-Divisional/ Sub-District Hospitals @ 2 Kits each	2468
District Hospitals @ 3 Kits each	2268
Metro cities as above (1 Kit @ per 2lakh of population)	350
Total	**10,681**
Total Assistance @ Rs. 20,000 per Kit	**Rs. 21,36,20,000**

3.4   Financial assistance shall be provided only for purchase of CELC Kits and cost of other infrastructure, deployment of personnel, operating expenses, maintenance, depreciation, replacement of machines at a later date etc may be borne by the respective nodal agency. It is also stated that UIDAI will reimburse the cost of successful Aadhaar generation at UIDAI prescribed rates to help meeting the operating expenses of such exercise.

3.5   The essential points regarding release of Assistance are given below:

(i)   The assistance will be released in a phased manner with not more than 50% being released in first phase. Next tranche will be released only after getting Utilisation Certificate of previous release in appropriate format to the satisfaction of Authority.

(ii)   The maximum assistance released in a single tranche shall not exceed Rs. 50 lakh.

(iii)   The Assistance provided under these guidelines should be utilised within one year from the release of grant.

(iv)   Any unspent part of the grant should be refunded to UIDAI as soon as the procurement of stipulated number of Kits is done as per the procedure.

(v)   Any interest earned on assistance thus released shall be refunded to the Authority and shall not be utilised by the Grantee Agency *suo moto.*

4.   **Process of approving ICT Assistance**

The process of providing assistance to State governments for procuring and deploying CELC kits to enable targeted enrolment of 0-5 years' population would involve following stages-

i. Identification of left over population in this age group based on the number of child births per year and uncovered children so far.

ii. Gap analysis – considering the local requirements, States will calculate their requirement and aggregate it over the State. The final requirement to be supported by UIDAI may be arrived at after accounting for availability of kits supported by WCD or any other source. State Government in consultation with RO may consider distribution of kits beyond stipulations depending on local requirements like terrain and uncovered population and provide detailed justification for such consideration.

iii. For States, where existing mobile/tablet devices procured for other schemes are proposed to be used for child enrolment, requirements for only single FP device/iris device or both may be sent with detailed justification.

iv. Nodal Department will prepare a Detailed Project Report (DPR) containing

   o WCD/other assistance used by the state,
   o number of PHCs/CHCs/SDHs/DHs,
   o number of kits required (as per gap analysis),
   o justification for requirement,
   o details of the Registrar and Enrolment Agencies that would be involved.
   o plan of deployment of kits and;
   o bank account details.

v. The proposal along with Annexure 1 and DPR is to be submitted to respective UIDAI Regional Office (RO). The proposal must be complete in respect of CELC kit deployment details, name of Registrar and deployment plan.

vi. Regional Office will send the proposal and DPR to HQ along with its due recommendations.

vii. Functional Division in UIDAI HQ will process the proposal based on RO recommendations.

viii. Nodal officer and Nodal Department for implementation of the scheme may be clearly mentioned in the proposal and also in Annexure 1 to be appended with the proposal. The funds for procurement of CELC Kits would be released to the Nodal Department for procurement and further distribution of kits in the state/ UT. The Secretary of the Nodal Department would be empowered to re-distribute the CELC Kits among Health Centres/ Medical Institutions as per local requirement. The Nodal officer will ensure proper implementation and utilization of kits as per DPR.

ix. The UIDAI Regional Office of concerned State will closely monitor the implementation of the scheme in the State and also coordinate with the concerned Nodal Department/Nodal Officer for proper utilization of funds released for procuring CELC Kits.

5. Due diligence by UIDAI Headquarters and approval

The detailed proposal/ request from the State/ UT Government is to be forwarded to UIDAI Headquarters through respective Regional Office along with its due recommendation. The RO will be free to examine the proposal/ request from all angles and may even recommend reduction of kits as requested by the State/ UT.

The Functional Division at UIDAI Headquarters shall consider the proposal and recommendation of RO on the same and only after due diligence in this regard, shall seek approval of the competent authority.

6. CELC Kits procurement guidelines

ICT Assistance under these guidelines would be provided for CELC Kits comprising of:

(i) Android Tablet/Mobile handset (CELC enabled)
(ii) Single fingerprint scanner device or Iris device[2]

The above equipment shall be procured as per the specification provided by the E&U Division, UIDAI in this regard and should be purchased only from GeM as detailed in Annexure 2.

7. Implementation

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[2] Curently the CELC client is not compatible with iris devices, E&U division will introduce this compatibility.

7.1 The Nodal Agency for each category within this scheme would provide the details of PHCs/CHCs/SDHs/DHs where these kits are to be deployed and provide bank account details for transfer of funds as given in **Annexure 1** (to be annexed with the DPR and proposal). Funds would be released to the designated Nodal Department, which would procure the equipment centrally and deploy them as per DPR.

7.2 The Nodal Department shall also ensure that the CELC kits are on-boarded on the UIDAI enrolment system through the State Registrars/State Enrolment Agencies and that certified operators/supervisors are engaged and trained to ensure optimum efficient working of this equipment. The Nodal Department may also become UIDAI Registrar, if required.

7.3 The Nodal Department will also monitor the implementation of the project and submit quarterly progress reports and utilization certificates to the concerned UIDAI Regional Offices.

7.4 The UIDAI Regional Offices will obtain the utilization certificates as soon as the funds released are utilized. They will also closely monitor implementation of the scheme by concerned nodal agencies in the States under their jurisdiction.

7.5 The State/UT Governments may contact the concerned ROs for technical assistance and guidance.

******

Proposal for assistance under Guidelines for 'Assistance towards ICT Infrastructure for Child Enrolment Lite Client (CELC) Kits for ALBR (Phase III Policy')

Annexure 1

F. No.
(Office Name of the state Department / Organization)
(Address of the state Department/ Organization)

Date: ...

Sub: **ICT Assistance for procurement of CELC kits under Guidelines for Assistance towards ICT Infrastructure for Child Enrolment Lite Client (CELC) Kits**

In accordance of UIDAI Guidelines for 'Assistance towards ICT Infrastructure for Child Enrolment Lite Client (CELC) Kits for ALBR' issued vide......dated..., the .... Department, State/UT of ____ wants to deploy XX (no. of) CELC Kits in ......CHCs/SDHs/DHs for Aadhaar enrolment & update of children using CELC kits. The Department will engage the operator/supervisor/verifier as per UIDAI policy. Accordingly funds may be released as per following details:-

a) Name of Organisation / Department:-

b) No. of Proposed CHCs/SDHs/DHs other institutions to be covered (Provide list):-

c) Total no. of CELC Kit proposed to be procured:-

d) Total Amount @ Rs. 20,000/- per CELC kit:-

e) Name of Registrar (s)

f) Name of Enrolment Agency(ies)

g) Bank Details

    I. Bank Name:-

    II. Account Name:-

    III. Account Number:-

    IV. IFSC Code:-

(Attached copy of cancelled cheque leaf).

2. **Undertaking-**

(a)   The Department shall procure the CELC Kits as per the prescribed specifications from GeM Portal only.

(b)   These kits will be used only for enrolment of 0-5 years of children under ALBR.

(c)   The terms & conditions mentioned in the guidelines in this regard will be followed in totality and at all times.

(...............................)

(Name, Designation, Seal of the Nodal Officer)

Annexure 2

Procurement of Child Enrolment Lite Client (CELC) Kits

1. Child Enrolment Lite Client (CELC) Kits shall be procured only from GeM portal (https://gem.gov.in/). The kits with latest version of Andriod /OS may be purchased.

2. UIDAI in consultation with GeM has prepared specifications for these kits and the same has been made available at GEM portal under product name.

3. As per the specification, there is a requirement to get UIDAI certification from Regional Offices of UIDAI for the working of CELC Kits. [CELC Kits comprising of specific make/model of device shall be UIDAI certified for its working with latest UIDAI's enrolment client (CELC).

4. Large no. of CELC kits are already certified by Regional Offices of UIDAI and are available at GeM portal.

5. ICT Assistance funds shall only be utilized for procurement of CELC kits from the GeM portal only.

F.No.4 (4)/57/122 /2012-E&U
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

UIDAI Hqrs. Building
Bangla Sahib Road, N.D.-01
Dated : 05.10.2020.

SUB: **SOP for whitelisted Aadhaar enrolment and update - reg.**

Sir,

Please find attached the revised SOP for whitelisted Aadhar enrolment and update, duly approved by the Competent Authority for further necessary action.

Yours faithfully,

(Prabhakaran C R)
Dy. Director (E&U)

To

1. All UIDAI Regional Office
2. UIDAI Tech Centre.

Copy to

1. PS to DDG (E&U)
2. Guard file.

◆UIDAI

Unique Identification Authority of India
Govt. of India (GoI),
Bangla Sahib Rd, Behind Kali Mandir, Gole Market,
New Delhi - 110001

AADHAAR

SOP FOR WHITELISTED AADHAAR ENROLMENT AND UPDATE

FILE No. 4(4)/57/122/2012-E&U dated 05/10/2020

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CONTENTS

Whitelisted Aadhaar Enrolments and Update

1 Introduction

The concept of whitelisted Aadhaar enrolment and update is an important procedure for UIDAI to resolve those enrolment and update cases which cannot be addressed satisfactorily at the Aadhaar Enrolment and Update Centers for various reasons like mixed biometric scenarios, anomalous biometrics, poor biometrics etc.

Mixed biometrics: It refers to multiple attempts of the same modality (say, fingerprints) belonging to two different individuals.

Anomalous biometrics: In this case, each modality is consistent but different modalities have been captured from different individuals.

Poor biometrics: It refers to the low quality of the biometrics captured.

During initial stages of Aadhaar implementation, in some cases, due to training issues, some of the operators may have partially given their own biometrics instead of the applicant's biometrics. In some other cases, it has been noticed that younger family member has provided her biometrics to senior member for enrolment; consequently, when the younger member tries to enroll, she faces the issue. In such cases matching Aadhaar is deactivated.

To resolve these cases, the matching candidate (who is another Aadhaar holder) needs to update the biometrics. Until the successful update of matching candidate/another Aadhaar holder biometrics, the resident will not get Aadhaar.

2 Objectives

The objective of whitelisted enrolment and update is to facilitate the residents who are unable to get Aadhaar for the above mentioned reasons. On many occasions, it was observed that the matching candidates/another Aadhaar holder are either not traceable or not willing to update or deceased. In such scenario, the resident will never get Aadhaar.

The genuine cases, which meet the pre-requisites requirement given in paragraph 3, would be considered for whitelisted enrollments. These enrolments and updates may be done in UIDAI premises like Regional Offices, Head Quarters, UIDAI run ASKs or any other Government premises. Demographic and biometrics data provided would be certified as genuine by UIDAI officer of the rank not below Assistant Section Officer (Government employee such as ASO, SO, PA, PS, DD etc) and Assistant Manager/Project Manager / Aadhaar Seva Kendra Manager (ASK Manager) or any other employee appointed through NISG. The enrolment / update shall be approved by officer not bellow the rank of Assistant Director General (ADG).

3 Pre-Requisites

3.1 For whitelisted enrolment

3.1.1 Applicant rejected multiple times for re-enrolment

The following scenarios may be referred for the above condition:

1. Multiple rejections of previous enrollments/updates due to biometric issue: UIDAI official should check this scenario thoroughly before white listed enrollment/update of the applicant on admin portal. All EIDs/URNs of new enrolments/updates rejected due to biometric issues shall be forwarded to Tech Support for analyzing the reasons. Tech Support shall suggest for whitelisted enrolment/update of applicant based on such analysis. Only after receipt of the confirmation from Tech Centre, whitelisted enrolment/update should be allowed.

2. The resident has multiple matching candidates as mix biometrics or anomalous biometric or poor biometrics etc. (who are deactivated) and all the candidates have not updated their biometrics. In this scenario, only after receipt of the confirmation from Tech Centre whitelisted enrolment/update should be allowed.

3. The resident's biometrics is of poor quality and is getting rejected as inconsistent. In this scenario also, only after receipt of the confirmation from Tech Centre whitelisted enrolment/update should be allowed.

4. The resident is mentally challenged and biometrics is of poor quality. Re-enrolment may be difficult considering the state of the resident. In such cases also, only after receipt of the confirmation from Tech Centre whitelisted enrolment/update should be allowed.

5. First time biometric update wherein child is updating biometrics at attaining the age of 5 will not be whitelisted.

6. Demographic update is not whitelisted.

3.2 For the whitelisted environment

1. The whitelisted enrolment and update will be done under in presence of UIDAI officer of the rank not below Assistant Section Officer (Government employee such as ASO, SO, PA, PS, DD etc) and Assistant Manager/Project Manager / Aadhaar Seva Kendra Manager (ASK Manager) or any other employee appointed through NISG. The enrolment / update shall be approved by officer not below the rank of Assistant Director General (ADG).

2. The authorization letter in the prescribed template (Annex A) may be scanned and added with other DMS documents during white listed enrolment/update for future references. In case the white listed enrolment is conducted outside RO premises, the following procedure may be followed:

a) The Government official attending whitelisted enrolment should send a scanned copy of the duly signed authorization letter to concerned ADG for approval through official mail id.

b) The ADG should send back the approved authorization letter through official mail id to the concerned official for incorporating the same in the packet along with other DMS documents.

3. Scanned copy of the authorization letter in the prescribed template (Annex A) may be shared along with other relevant documents to Tech Support post enrolment/update for record and future reference.

4   Process Flow

1. RO should share all EID/URN's details with Tech Centre where there are multiple rejections due to biometric issue. Tech Centre will identify the cases where whitelisted enrolments and updates are required and convey the details to RO.

2. UIDAI RO official shall send the request on whitelisted enrolments and updates to Tech Center on completion of enrolment/update.

3. A database table needs to be populated by PMU authorized by ADG Tech Centre for enrolments and updates marked as whitelisted by raising Service Request (SR) to CIDR team.

4. UIDAI RO official should forward the scanned copy of authorization forms and list of EIDs/URNs under whitelisted category to Tech Centre at the end of each day for insertion of these EIDs/URNs in the white listed table.

5. A confirmation from Tech Centre/authorized official for having inserted the EID in the table may be sent back to UIDAI RO official initiating the request.

5   MDD Policy for white listed enrolment/biometric update:

To process the whitelisted enrollments, the following policy changes are in place in manual deduplication (MDD):

5.1   Enrolment Policy Changes:

If there exists a face match and true duplicate biometric match between the whitelisted enrolment (applicant) and the matched enrolment (candidate):

• Applicant is rejected, since he has Aadhaar already. If multiple candidates, deactivate all Aadhaar except the oldest one.

If there exists a face match and anomalous biometric match between the whitelisted enrolment (applicant) and the matched enrolment (candidate):

V0.1   Page 5 of 7

- Applicant is given Aadhaar and the candidate's Aadhaar is deactivated. If there are multiple candidates, all such Aadhaars are deactivated.

If there is no face match and biometric match is anomalous or true duplicate between the whitelisted enrolment (applicant) and the matched enrolment (candidate):

- Applicant is given Aadhaar and the candidate is deactivated.

5.2 Biometric Update Policy Changes:

If there exists a face match and anomalous or true duplicate biometric match between the whitelisted biometric update and the matched enrolments/updates (candidates):

- Update is approved if it matches with its own master packet (original Aadhaar generated enrolment). Candidates with different Aadhaar numbers get deactivated.

If there exists a face match with master and no face match with other candidates and the biometric match is anomalous between the whitelisted biometric update and the matched enrolments/updates (candidates):

- Update is approved and candidate is ignored.

If there exists a face match with master and no face match with other candidates, biometric match is true duplicate between the whitelisted biometric update and the matched enrolments/updates (candidates):

- Update is approved and the candidates are deactivated.

6   Annexure A

AUTHORISATION FORM

(Ref No._____S.O.P for "Whitelisted Aadhaar enrolment/update",
Ref No.: 4(4)/57/122/2012/E&U dated 05/10/2020

Certified that the enrolment /update having Enrolment No./URN _____, in
respect of _____ that took place at this Regional Office Name/ HQ/ASK
Name/Government Office Name on date : _____ has been carried out in
the presence of the undersigned official, and meets the prerequisites mentioned in the S.O.P
for "Whitelisted Aadhaar enrolment/update", Ref No.: 4(4)/57/122/2012/E&U dated
05/10/2020.

The detailed facts of the case are as under:

<The facts that necessitated the whitelisted enrolment/update may be mentioned>

The copy of the acknowledgement slip of the enrolment/update and other relevant documents
are enclosed.

<Signature>   <Signature>

<Name>   <Name>

<Designation>   <Designation>

<Signature with name, ADG, UIDAI OFFICIAL>

F.No.4(4)/57/ 145/2012/E&U/Vol-II
Government of India
Ministry of Electronics & IT (MeitY)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I)

UIDAI Hqrs. Building
Bangla Sahib Road, N.D.-01
Dated : 27.01.2020.

To

The Chief Executive Officer,
CSC e-Gov Services India Limited
4th Floor, Electronics Niketan, CGO Complex, New Delhi-03

Sub: **Permission to setup Aadhaar Kendras at District level through Common Service Centers (CSCs) : reg .**

Ref: Letter No. 4(4)/57/ 145/2012/E&U/Vol-II /11884 dated 22.11.2019.

Sir,

Please refer to the letter referred above vide which CSC-SPV has been permitted to provide Aadhaar services to the residents through its State level offices. Further, Competent Authority has approved the proposal of CSC-to setup Aadhaar Kendras at District level through CSC-SPVs vide letter dated 15th January 2020, to the following conditions.

i) The Centre at District level shall have infrastructure ready for 4 kits however, it may start with 2 kits initially.

ii) CSC can setup ASKs in those Districts only where Aadhaar Seva Kendras have not been proposed/established by UIDAI through its Service providers.

iii) Prior approval of UIDAI shall be mandatory for setting up Aadhaar Seva Kendras at each location of CSC.

iv) All other terms and conditions to which CSC has already been agreed vide agreement dated 29.11.2019 shall remain in force.

2. This issues with the approval of Competent Authority.

Yours faithfully,

(Dy. Director E&U-I)

Copy to

1. DDG (E&U)
2. All Regional Offices.

F.No. 4(4)/57/161/2018/UIDAI-E&U-II(Vol-2)/741
Government of India ›
Unique Identification Authority of India
(Enrolment & Update Division)
******

7th Floor, Aadhaar Building,
Bangla Sahib Road, Behind Kali Mandir,
New Delhi-110001
Dated: 21.05.2019

To

The DDG
All Regional Offices of UIDAI (As per list attached).

Subject : - Fraudulent Documents Scenarios-reg.

Reference: Letter No. 4(4)/57/363/2018-E&U-II dated 02.04.2019 on Revised
Aadhaar Data Quality Check Manual and Guidelines V 2.0 for
Pre-ABIS QC- reg.

Sir/Madam,

I am directed to refer to Revised Aadhaar Data Quality Check Manual
and Guidelines V 2.0 for Pre-ABIS QC circulated vide Letter No. 4(4)/57/363/
2018-E&U-II dated 02.04.2019 and to convey that following amendment are
made in guidelines issued vide above quoted letter;

(a) Para 7.2 (1) (h) "Tampered document (Overwriting/Edited/Superimposed
details without any attestation by authorising authority) is deleted intoto.

(b) Para 6.3(7) under column "description" is completely modified as under:-

    **i)   Document of other Person (Excluding Parents/Guardian
       /persons of same family)**

    ii)   Scanning of Object/Screenshot/Picture etc

    iii) Only Enrolment slip/form is attached in place of Proof documents

    **iv) Tampered Document (Overwriting/Edited/Superimposed
       details without any attestation by authorising authority)**

2. This issues with the approval of competent authority in UIDAI.

(Manish Gade)
Section Officer (E&U-II)
011-23478408

Copy to:-

1. M/s Tech Mahindra Ltd, A6 Basement, Sector-64, Noida-201301
   (Kind attn: Sh. Ateet Dhawan)
2. Writer Business Services Pvt. Ltd34/1-7, Kherki Daula,42nd Mileston NH-8,
   Gurgaon–122001 (Kind attn: Sh.Jitender Arora)
3. PS to DDG (E&U)
4. Guard file.

F. No 4(4)/57/268/RO-DLI/2017-E&U-II/92
Government of India
Unique Identification Authority of India
******

7th Floor, Aadhaar Building,
Bangla Sahib Road, Gole Market,
New Delhi-110001
Date: 06.02.2019

To
The DDGs, All ROs of UIDAI
(As per list attached)

Sub:-Standard Operating Procedure (SOP) for dealing with cases of deactivation (suspension) of Aadhaar Number of illegal migrants and Fraudulent enrolments/Updates.

*****

Sir,

I am directed to refer to the subject cited above and to inform that competent authority in UIDAI has approved the **Standard Operating Procedure** (SOP) for deactivation of Aadhaar Number of foreign Nationals and fraudulent enrolment/updates. A copy of the same is enclosed as **Annexure-A** herewith for information and necessary action.

Encl: Annexure-A

(S Agrawal)
Asst. Director General(E&U-II)
Tel. 011-23478437.

Copy to:-

 (i) MHA(Foreigners' division)
 (ii) PS to CEO, UIDAI
 (iii)PS to DDG (E&U)
 (iv) PS to DDG (Legal)
 (v) PS to DDG(Tech)
 (vi) PS to DDG(Enf)
 (vii) ADG (E&U-I)
 (viii) ADG I/C (Tech Centre), UIDAI, B'lore
 (ix) Guard File

1

Sub:-Standard Operating Procedure (SOP) for dealing with cases for deactivation of Aadhaar Number of Illegal Immigrants and fraudulent enrolments/updates.

*****

Brief:-

1. The Hon'ble Supreme in the matter of Justice K.S. Puttaswamy & Anr. v. Union of India & Ors. in Writ Petition (C) No. 494 of 2012, has directed UIDAI to take suitable measures to ensure that illegal immigrants are not able to take benefits of getting Aadhaar. Also, UIDAI in past has received number of cases from Central/State Ministries, FRRO/FRO, State police, Law enforcement agencies or other Central/State departments for deactivation of Aadhaar issued to Foreign Nationals on the grounds that these Aadhaar numbers have been obtained by them while they were illegal immigrants or over stayed visa period in India. In light of the Judgement of the Hon'ble Supreme Court and in light of cases received for deactivation of the Aadhaar issued to illegal immigrant, it is necessary to device a mechanism to tackle with such cases.

2. **Foreigners** (including foreigners of Indian origin) visiting India on long term (more than 180 days) Student Visa, Medical Visa, Research Visa and Employment Visa are required to get themselves registered with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) concerned having jurisdiction over the place where the foreigner intends to stay, within 14 days of arrival (different periods for residents of certain countries). Ministry of Home Affair (MHA) has also delegated powers to State Governments/UT Administrations/FRROs/ FROs for various visa related services.

3. It may be possible that the foreigners have not registered themselves with the FRRO/FRO or there may be cases where foreigners have entered illegally. Foreigners are bound by the Foreigners Act, 1946. Accordingly, any violations of these provisions by foreigners are dealt under relevant FRRO laws/rules by the authorities concerned.

4. In addition to the Aadhaar enrolment done by illegal immigrants, UIDAI has also received few cases of obtaining Aadhaar fraudulently. UIDAI is committed to ensure that no Aadhaar is issued to illegal immigrant or to anyone who obtains it fraudulently. Hence, this Standard Operating Procedure (SOP) is for dealing with cases for deactivation of Aadhaar Number of Illegal Immigrants and fraudulent enrolments/updates as per the Aadhaar Act and Rules and Regulations framed there under.

2

Legal Provisions on Aadhaar:

5.   After coming into force of the Aadhaar Act, 2016 and Regulations framed thereafter, all issues related to Aadhaar number deactivation are to be dealt in light of the extant provisions contained therein.

6.   Section 3 (1) of the Aadhaar Act, 2016, which inter-alia lays down that "every resident shall be entitled to obtain an Aadhaar number by submitting his demographic information and biometric information by undergoing the process of enrolment." Further, Section 2 (v) of the Aadhaar Act defines 'Resident' as "an individual who has resided in India for a period or periods amounting in all to one hundred and eighty-two days or more in the twelve months immediately preceding the date of application for enrolment".Aadhaar Act, 2016, Chapter III, Section 9 states that "The Aadhaar Number or the authentication thereof shall not, by itself, confer any right of, or be proof of, citizenship or domicile in respect of an Aadhaar Number holder".

7.   **Category of Such Cases**. The cases of issue of Aadhaar to a foreign national may fall into one of the four possible categories and need to be dealt accordingly:-

Case A: Foreigners who have entered the country legally through a valid visa. Such cases are dealt by FRRO/FRO/Police/ Law enforcement agencies. These cases may be sub divided into two categories:-

Case A1: Aadhaar was obtained during valid visa period however the individual has overstayed the Visa duration. In such cases upon receiving complaint, Aadhaar may be deactivated after conducting independent enquiry by RO in terms of Regulation 29 of Aadhaar (Enrolment and Update) Regulations, 2016.

Case A2: Aadhaar was obtained after expiry of valid Visa period. In such cases, upon receipt of complaint, Aadhaar may be deactivated after conducting independent enquiry by RO in terms of Regulation 29 of Aadhaar (Enrolment and Update) Regulations, 2016.

Case B: Foreigners who have entered the country illegally. Such cases are dealt by the FRRO/FRO/Police/ Law enforcement agencies. These cases may be sub divided into two categories:-

Case B1: Complaint received or Police have filed FIR and whether or not Charge sheet has been filed but verdict is awaited.
In such cases, upon receipt of the complaint or FIR or on the receipt of the information pertaining to framing of the charge sheet, Aadhaar may be deactivated after conducting independent enquiry by RO in

3
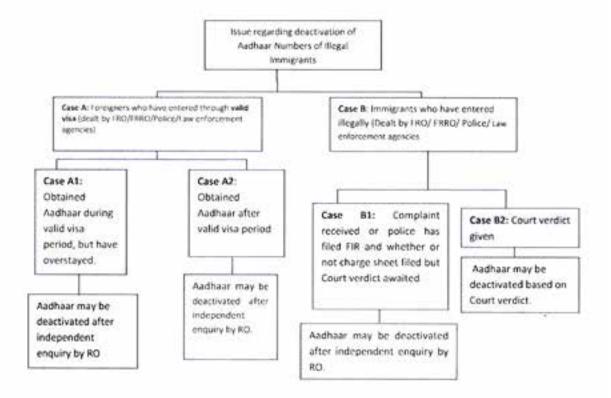
terms of Regulation 29 of Aadhaar (Enrolment and Update) Regulations, 2016.

Case B2: Police have filed a charge sheet and Court verdict has been given. In such cases deactivation of Aadhaar may be done upon receipt of Court verdict.

The issue is also explained with the help of a flowchart:-

8.   **Fraudulent enrolments/Updates** : All such cases which appears to have been enrolled/updated with fraudulent methods/documents, falls within the purview of Regulation 27(1)(iv) of Aadhaar (enrolment and update) regulations 2016,under which Aadhaar shall be cancelled owing to enrolment appearing fraudulent to the Authority. However, before cancellation, the Aadhaar may be deactivated under Regulation 28(1)(f) of Aadhaar (Enrolment and Update) regulations, 2016 after conducting an inquiry under Regulation 29 of the Aadhaar (Enrolment and Update) Regulations, 2016. Action for cancellation of fraudulent cases shall be taken by the Authority after deactivation of the these Aadhaars.

9.   In case of all above cases, except case B2, independent enquiry has to be conducted by concerned RO, as notified vide our letter No. 4(4)/57/268/2015-E&U-II dated 31.07.2018 and based on recommendations of RO, decision shall be taken at UIDAI HQ for deactivation of such Aadhaars. During the enquiry by RO if any fraudulent Enrolment/Update is detected, in that case there may be a need of filing FIR by UIDAI (provided no FIR already stands filed in this case), but FIR shall be filed only after approval of UIDAI HQ, through Enforcement division.

10.   **Technical issues**: Deactivation of Aadhaar(s) covered under the SoP shall not result in automatic activation post Update by resident. Accordingly, if upon receipt of the required documents/ justification, RO is satisfied that the situation which led to deactivation of Aadhaar as per the above grounds has changed, then on the recommendation of the RO, Aadhaar may be re-activated as per the provisions of the Aadhaar (Enrolment and Update) Regulations, 2016.

11.   To deal with deactivation of such cases Central/State Ministries, FRRO/FRO, State police, Law enforcement agencies or other Central/State departments shall approach UIDAI ROs ,located at 8 different locations(Pl refer website uidai.gov.in for address and contact numbers of ROs),under whose jurisdiction their area falls.

12.   Immigrants who have been granted the status of refugee may not fall under the category of illegal immigrants and their cases will have to be dealt with separately.

(S Agrawal)
ADG(E&U-II)
Tel. 011-23478437.

5

K -11015/05/2011-UIDAI (ICT)

भारतीय विशिष्ट पहचान प्राधिकरण (यूआइडीएआइ)

अधिप्रमाणन विभाग

तृतीय तल, यूआइडीएआइ मुख्यालय

काली माता मंदिर, बंगला साहिब रोड,

गोल मार्केट, नई दिल्ली - 110001

दिनांक 19.09.2018

Office Memorandum

The Competent Authority in UIDAI has approved revised ICT guidelines for ICT assistance to State governments, Kendriya Vidyala, Javahar Navodaya Vidyalaya and Bharat Sanchar Nigam Limited for creating ICT infrastructure for enrolment. In this regard, guidelines for ICT assistance to states were issued in September 2010 which provisioned for financial assistance up to Rs 10 crore to each state as per EFC approval. Subsequently, additional guidelines were issued in September 2016 for procurement of enrolment kits for supporting enrolment of new born kids and school children, their mandatory biometric update at ages 5 and 15 years and cover remaining adult enrolment/update. Under the additional guideline, States were entitled to receive a maximum of Rs 5 crore (50% of total ICT assistance of Rs 10 crore) for provisioning equipment @ maximum Rs 1.0 Lakh (Rs. One Lakh) per enrolment kit.

2. Aadhaar coverage for adult population is reaching saturation barring few states. However, there will be a continuous requirement of enrolment of new born or children between 0 – 5 years of age and mandatory requirement of biometric update at ages 5 and 15 years. These Phase II of ICT guidelines provide assistance to state governments, Kendriya Vidyala Sangathan and Navodaya Vidyalaya Samiti for provisioning of Aadhaar Enrolment Kits (AEKs) to be deployed dedicatedly for enrolment of new born or children between 0 – 5 years of age and mandatory requirement of biometric update at ages 5 and 15 years and their mandatory updates. These revised guidelines also provision for providing assistance to Bharat Sanchar Nigam Limited to set up two Aadhaar Enrolment Kits in each of its Customer Service Centre to provide enrolment and update services to all residents.

3. In this scheme, under the assistance provided to State Education Departments two AEKs per block will be supported which would be moved across various schools and shall be stationed at suitable locations within the designated blocks like Panchayat Samiti, Block Education Officer,

Tehsildar office etc. Likewise, the assistance provided to Kendriya Vidyala Sangathan and Navodaya Vidyalaya Samiti would be used to procure and station one AEK in each of KVs/JNVs on a permanent basis. The support provided to BSNL would be used for procuring and deploying two AEKs in each of its Customer Service Centre. In this scheme, financial assistance to the tune of Rs 1.5 lakh per kit would be provided.

4.   The funds released under these ICT Guidelines are over above the existing ICT assistance provided to the states.

Encl: Phase II of ICT Assistance guidelines

(दीपाली शर्मा)
सहायक महानिदेशक (अधिप्रमाणन)

To
1. All Secretaries of State Education Departments
2. Commissioner, Kendriya Vidyala Sangathan
3. Commissioner, Navodaya Vidyalaya Samiti
4. All DDGs of ROs

Copy to:
1. All DDGs, Hqrs
2. OSD to CEO, UIDAI

Phase II - Guidelines for Assistance towards ICT Infrastructure for AEK in Schools, Jawahar Navodaya Vidyalaya, Kendriya Vidyalaya, and BSNL Customer Service Centers.

These guidelines are issued in continuation of existing ICT guidelines that were approved in September 2010 and September 2016. The assistance provided under Phase II of additional guidelines is over and above the assistance extended through earlier guidelines.

1. Introduction

1.1   The Government Notification dated 28th January 2009 creating the Unique Identification Authority of India (UIDAI) and defining its mandate and responsibilities has laid down that the UIDAI has the responsibility, among others, for defining mechanisms and processes for interlinking UID with partner databases on a continuous basis, coordinating/liaising with the implementation partners and user agencies as also define conflict resolution mechanism, defining usage and applicability of UID for delivery of various services and issuing necessary instructions to agencies that undertake creation of databases, to ensure standardization of data elements that are collected and digitized and enable collation and correlation with the UID and its partner databases. Further, The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 has been enacted by Parliament in March 2016.

1.2   UIDAI was asked to provide support to the Registrars/other departments in their budgets to enable them to make necessary investments in creating ICT infrastructure, for which, fund approvals were provided to UIDAI under UID Scheme. Accordingly, UIDAI had framed policy for ICT assistance in September 2010 that provisioned for support of financial assistance up to Rs 10 crore to each state. Subsequently, additional guidelines were issued in September 2016, wherein States were entitled to receive a maximum of Rs 5 crore (50% of total ICT assistance of Rs 10 crore) for provisioning enrolment kits @ maximum Rs 1.0 Lakh (Rs. One Lakh), for supporting enrolment of new born kids and school children, their mandatory biometric update at ages 5 and 15 years and covering remaining adult enrolment/update.

1.3   Under these guidelines, UIDAI has since provided assistance to several State Governments & Union Territories to help set up infrastructure for integration of schemes with Aadhaar and several States have already started providing Aadhaar enables services and benefits like PDS, pensions, etc. Further, additional support provided under Additional ICT guidelines in 2016 had increased focus on enabling targeted enrolment and update.

1 of 7

2. Current Scenario

2.1   Aadhaar enrolments have crossed 122.33 crore across the country as on 31.08.2018 and Aadhaar is being recognized as a platform for online verification of identity of a resident through the process of Aadhaar authentication and e-KYC; and as a financial address through Aadhaar Payments Bridge. Demand for Aadhaar based service delivery has grown exponentially in recent times and around 91 crore authentication transactions and 22 crore e-KYC transactions are being done every month on an average. It is expected that demand for Aadhaar authentication for availing various services and benefits would increase in future.

2.2   Though the overall Aadhaar saturation of adult population is more than 99%, resident services are required to be provided for enrolment of the left over population, in particular, of the children and new-borns, whose coverage is presently much lower (nearly 52% for 0-5 years and 79% for 5-18 years as on 31 August 2018); and who in addition need mandatory biometric update at ages 5 and 15 years. Therefore, a need is felt to devise a revised scheme to provide assistance to government agencies for provisioning of Aadhaar Enrolment Kits (AEK) to be deployed dedicatedly for enrolment of infants and children including their mandatory biometric updates at 5 and 15 years and ongoing enrolment and update requirement of Aadhaar holders. Accordingly, UIDAI has prepared these additional guidelines for phase II of ICT assistance. The following three categories have been identified to extend financial assistance from UIDAI under Phase II of additional guidelines-

   i) **State Governments**- A new stream of ICT Assistance would be provided to States for procuring two AEKs per block in each state. These will be used **only** for targeted enrolment of school children, and their mandatory biometric update at ages 5 and 15 years. These kits would be moved across various schools, and shall be stationed at suitable locations within the designated blocks like Panchayat Samiti, Block Education Officer, Tehsildar office etc. There are nearly 6612* blocks in India as in the year 2012.

   ii) **Kendriya Vidyalaya and Navodaya Vidyalaya**- There are a total of around 1200* functional number of KVs in the country[1] and around 600* Jawahar Navodaya Vidyalaya in the country[2]. It has been proposed to provide support for one AEK per school, which will be stationed in the school and used for enrolment/update of Aadhaar data of children belonging to these schools as well as nearby schools.

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[1] http://kvsangathan.nic.in/ICTinfrastructure.aspx
[2] http://www.aeparc.org/sites/default/files/resources/AEPMIS%20JNV_%20ID.pdf
http://mhrd.gov.in/nvs

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iii) **Bharat Sanchar Nigam Limited**-Post Offices and Banks have established Aadhaar Enrolment and Update Centres to ensure enrolment/update at trusted locations. Now it has been decided to support the public operator i.e. Bharat Sanchar Nigam Ltd for putting two machines in each of its Customer Support Centre (CSC) which are around 3000* in number.

3.   *Quantum of Assistance*

3.1   In this scheme, financial assistance to the tune of Rs 1.5 lakh per AEK would be provided considering that high end computer, duly certified devices with latest technical specifications and enhanced technological features like online ECMP client, GPS systems etc are to be incorporated in the kit for security of the system.

3.2 There are nearly 6612 blocks in India as in the year 2012[3], 1200 KVs, 600 JVNs and 3000 BSNL Customer Service Centre. Hence, an approximate support of around Rs 315 crore for installing 21,024 AEKs at the rate of two in each block and BSNL Customer Service Centre and one in each of the KVs and JNVs. The exact number of blocks, KVs, JVs and CSCs may be provided to UIDAI as in Annexure 1.

3.3   Financial assistance shall be provided only for purchase of AEKs and cost of other infrastructure, deployment of personnel, operating expenses, maintenance, depreciation, replacement of machines at a later date etc may be borne by the respective nodal agency. It is also stated that UIDAI will reimburse the cost of successful Aadhaar generation and update at UIDAI prescribed rates. This will generate revenue which will help meeting the operating expenses of the Aadhaar centres.

3.4 If the nodal agency requires more assistance for setting up higher number of enrolment and update centres for schools and BSNL Customer Service, they may submit their proposal to UIDAI for further assistance.

3.5 The approved fund allocation for enrolment kits as approved in Additional guidelines issued in 2016 is enhanced to Rs 1.5 lakh per kit (maximum).

Nodal Officers and their key responsibility areas for this scheme

i) **State Education Department** -The State Education Department will be Nodal Department and Secretary, State Education Department would be the nodal officer for this category. The funds for procurement of

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[3] https://data.gov.in/catalog/number-districts-drdas-blocks-villages-country
* The exact number to be informed by the concerned nodal agency in their requirement proposal as per Annexure 1.

AEKs would be released to the Nodal Department for procurement and further distribution of kits in each block in the state. At the district level, the District Magistrate/ District Collector or any other officer as designated by the State Education Department would be the officer in-charge who would decide the movement plan/stationing of the kits. The DM/DC would be empowered to re-distribute the AEKs among blocks in his/her district as per local requirement. The DM/DC will ensure proper implementation and utilization of kits in each block. The District nodal officer will constitute a committee of taluka/block level officials headed by a block nodal officer which will prepare a calendar of dates of camp/deployment of Aadhaar machines in the taluka/block. It should be endeavoured that each school should be covered by Aadhaar camp at least twice a year. It is suggested that a qualified data entry operator may be hired on contract for every Aadhaar machine that will travel from school to school and hold camps in the schools at the designated dates. It shall be ensured that the machines shall be deployed only for enrolment and update of school children and other children below the age of 18.

ii) **Kendriya Vidyalaya and Navodaya Vidyalaya** – The Kendriya Vidyalaya Sangathan and Navodaya Vidyalaya Samiti would be nodal departments and the Commissioner, Kendriya Vidyalaya Sangathan and Commissioner, Navodaya Vidyalaya Samiti would be the respective nodal officers for KVs and JNVs. The funds for procurement of AEKs would be released to the respective Nodal Departments for procurement and further distribution of kits in various schools, where an AEK would be deployed permanently.

iii) **Bharat Sanchar Nigam Limited** – The Chairman and Managing Director, BSNL would be the Nodal Officer. The funds for procurement of AEKs would be released to BSNL and CMD would be the Nodal Officer for procurement and further distribution of kits in various Customer Service Centres across the country, wherein two AEK would be permanently deployed in each Service Centre.

The UIDAI Regional Office of concerned state will closely monitor the implementation of the scheme in the state and also coordinate with the concerned Nodal Department/Nodal Officer for proper utilization of funds released for procuring enrolment kits.

4. *Due diligence by UIDAI Headquarters and approval*

The Nodal Agency for each category within this scheme would provide the details of number of blocks/schools/CSCs where these AEKs are to be deployed and provide Bank Account details for transfer of funds as given in **Annexure 1**.

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5. Aadhaar Enabled Kits: composition and procurement guidelines

ICT Assistance would be provided for AEKs comprising of:

(i) Computer/Laptop (with provision for dual screen)
(ii) Web Cam for resident photograph
(iii) Slap Scanner
(iv) Dual Iris scanner
(v) Scanner for documents
(vi) Printer
(vii) GPS Device

The equipment should be purchased only from GeM as detailed in Annexure 2

6. Implementation

6.1   The Nodal Agency for each category within this scheme would provide the details of number of blocks/schools/CSCs where these AEKs are to be deployed and provide Bank Account details for transfer of funds as given in Annexure 1. Funds would be released to the designated Nodal Department, which would procure the equipment centrally and allocate the same to various blocks/schools/CSCs.

6.2   The Nodal Department shall also ensure that the enrolment kits are on-boarded on the UIDAI enrolment system through the State Registrars/State Enrolment Agencies and that certified operators/supervisors are engaged and trained to ensure optimum efficient working of this equipment. The Nodal Department may also become UIDAI Registrars if required.

6.3   The Nodal Department will also monitor the implementation of the project and submit quarterly progress reports and Utilisation Certificates to the concerned UIDAI Regional Offices.

6.4   The UIDAI Regional Offices will obtain the Utilisation Certificates as soon as the funds released are utilized. They will also closely monitor implementation of the scheme by concerned nodal agencies in the states under their jurisdiction.

6.5   The State Governments may contact the concerned ROs for technical assistance and guidance.

*****

Annexure 1

F. No.
(Office Name of the State Department/Organization)
(Address of the State Department/Organization)

Date: ...Sep, 2018

To,

Assistant Director General,
Authentication Division,
3rd Floor, UIDAI HQ
Bangla Sahib Road
Behind Kali Mandir, Gole Market
New Delhi-110001

Sub: ICT Assistance for procurement of Aadhaar Enrolment Kit under Phase II of Additional ICT guidelines.

In accordance of UIDAI ICT policy issued vide......... dated........ The school education department (SED)/Kendriya Vidyalaya Sangathan (KVS)/ Navodaya Vidyalaya Samiti (NVS)/ Bharat Sanchar Nigam Limited (BSNL)want to deploy XX (no. of) Aadhaar Enrolment Kits in every block/KV/JNV/CSC for Aadhaar enrolment/Update of children/remaining population in schools/ BSNL's CSCs. The SED/KVS/NVS/BSNL shall engage the operator/supervisor/verifier as per UIDAI policy. The SED will organise camps in schools twice a year. Accordingly fund may be released as per following details:-

a) Name of Organisation/Department:-
b) No. of Proposed blocks/Schools/CSCs to be covered (Provide state/UT/ district wise list):-
c) Total no. of Aadhaar Enrolment Kit proposed to be procured:-
d) Total Amount @ Rs. 1.5 Lakh per Aadhaar enrolment kit:-
e) Bank Details
    i) Bank Name:-
    ii) Account Name:-
    iii) Account Number:-
    iv) IFSC Code:-

(Attached copy of cancelled cheque leaf)

2. **Undertaking-**

(a) The Department shall procure the AEKs from GeM Portal.

(b) SEDs/KVs/JNVs will use kits only for enrolment/update of school going children or of such age.

(......................................)

(Name, Designation, Seal of the Nodal Officer)

Copy to:
DDG Concerned, Regional Office, UIDAI

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Annexure 2

Procurement of Aadhaar Enrolment Kits

1. Aadhaar Enrolment Kit (AEK) shall be procured only from GeM portal (https://gem.gov.in/).

2. UIDAI in consultation with GeM has prepared specifications for AEK & the same has been made available at GEM portal under product name.

3. As per the specification numbered 122 of AEK at GeM portal, there is a requirement to get UIDAI certification from Regional Offices of UIDAI for the working of AEK. (Aadhaar Enrolment Kit comprising of specific make/model of device shall be UIDAI certified for its working with latest UIDAI's enrolment client (ECMP)).

4. Large no of Aadhaar enrolment kits are already certified by Regional Offices of UIDAI and are available at GeM portal.

5. ICT fund shall only be utilized for procurement of Aadhaar enrolment kit from the GeM portal only. In case, there is saving in the fund after procurement of two kits per block, the balance shall be refunded.

6. The AEK shall be used for organizing Aadhaar Enrolment camps in every school twice a year, for enrolment and biometric update of school children only.

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F.No.4 (4)/57/268/2015-E&U-II
Government of India
Ministry of Electronics & IT
Unique Identification Authority of India
(E&U-II Divison)

7th Floor, Aadhaar Building,
Behind Kali Mandir, Bangla Sahib Road,
New Delhi-110001
Dated: 30.07.2018

Subject:-Grievance redressel mechanism for Cancellation (Omission) and Suspension (deactivation) of Aadhaar number & Identity information-regarding.

The undersigned is directed to refer to this office letters of even number dated 18.9.2017 & 12.7.2018 on the subject cited above and to inform that Regulation 27 to 31 of Aadhaar (Enrolment & Update) Regulation, 2016 provide for omission or deactivation of Aadhaar number for reasons specified therein, its Communication to the Aadhaar number holder and rectification action required by the resident.

2. UIDAI has instituted a mechanism for residents to report Aadhaar numbers for omission/ deactivation. In addition, UIDAI has also put in place automated systems which identify Aadhaar numbers to be omitted or deactivated.

3. In regard to the same, attention is invited to Regulation 29 of the Aadhaar (Enrollment and Update) Regulations, 2016, which reads as "Any case reported or identified as a possible case requiring omission or deactivation may require field inquiry which may include hearing the persons whose Aadhaar number is sought to be omitted or deactivated". The cases, identified by the automated process generally don't require field enquiry or hearing of the person whose Aadhaar number is identified to be omitted or deactivated.

4. Pursuant to regulation 29 of the Aadhaar (Enrolment & Update) Regulation, 2016, Deputy Director in-charge of the State in respective Regional Office of UIDAI is designated as inquiry officer for carrying field inquiry including hearing the concerned person whose Aadhaar number is sought to be omitted or deactivated. The inquiry officer after due field inquiry and hearing the concerned persons shall submit its report/recommendation through DDG of concerned regional office to UIDAI HQ. The Nodal division of UIDAI HQ upon receiving the report/recommendation of inquiry officer duly recommended by DDG of ROs, may initiate necessary action to omit or deactivate an Aadhaar number.

5. The resident shall be communicated about the omission or deactivation of his/her Aadhaar or its revocation as the case may be through SMS/registered e-mail/tele-calling/letter/any other means as deemed fit by UIDAI.

6. Further, any resident whose Aadhaar has been omitted or deactivated due to any reason specified in the regulation will have an option to represent to UIDAI against the decision of omission or deactivation through the grievance redressal mechanism. Accordingly, DDG E&U Division at Head quarter UIDAI is designated as Appellate Authority. The appellate authority shall consider the representation of the residents and convey its recommendation to the UID Authority. The Authority based on recommendation of Appellate Authority shall decide the revocation of omission or deactivation of the Aadhaar number.

7. In case of omissions of Aadhaar number, residents, if entitled, shall have option to re-enroll. In case of deactivation, residents shall be required to update their identity information partially or fully as the case may be, to activate their Aadhaar.

8. This issues with the approval of CEO, UIDAI

(P.K.Jha) 30.7.18
Deputy Director (E&U-II)
Praween.jha@uidai.net.in

Copy to :-
1. All DDGs, RO UIDAI (As per list)
2. DDG (E&U)
3. DDG, Tech Centre, B'lore
4. PS to CEO, UIDAI
5. ADG(E&U-I)/ADG (E&U-II)
6. DD(Legal)
7. Guard File

F. No. 4(4)/57/268/CROs/2018-E&U-II

Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India

7th Floor, Aadhaar Building,
Bangla Sahib Road, Behind kali Mandir,
New Delhi-110001
Dated: 12.07.2018

To
The DDGs,
All ROs (As per list attached)

Subject: Formats for referring Aadhaar Life Cycle Management (ALCM) cases for Cancellation/Suspension.

Reference: 1. UIDAI HQ letter No. F. No. 4(4)/57/19/2015-E&U-II (Part) (i) dt 01 Dec 2014.

2. UIDAI HQ letter No. F. No. 4(4)/57/268/2015-E&U-II dt 18 Sep 2017.

Sir,

I am directed to refer to UIDAI O.O No. 4(4)/57/268/2015-E&U-II dated 18.09.2017 through which instructions for cancellation/suspension of Aadhaars were circulated. As per ibid instructions it has been decided that all cases for cancellation/suspension of Aadhaar are to be sent by ROs to UIDAI HQ for obtaining approval of competent authority.

2. Subsequent to issue of these instructions a large number of requests for cancellation and suspension are being received at UIDAI HQs in different formats. Based on the analysis of past cases, sample formats (attached as **Annexure**) have now been prepared for most of the common type (5 Nos.) of cases. The list is by no means is exhaustive and many other cases may be encountered over a period of time.

3. It is expected that these formats would ensure that all necessary inputs are gathered and submitted/considered for cancellations/suspensions for ensuring speedier disposal of these cases.

4. All ROs are therefore requested to forward their cases after ensuring complete information as enumerated in the annexure attached.

This issueds with the approval of competenet authority.

(Praween Jha)
Deputy Dir. (E&U-II)

Copy to: 1) PS to DDG (E&U)
            2) ADG (QC), All ROs
            3) Guard File

Annexure

Formats for Omission/Suspension of Aadhaar Number

Case 1 – Bio mix between complainant and candidate

S. N o.	Name of Resident/Comp lainant	Summary of the case	Regional office Recommendatio n
1.	**Complainant/A pplicant** R1(name) has his/her biometrics matching with **candidate** R2 (name) having Aadhaar No. XXXX XXXX XXXX. R1 not able to get his/her Aadhaar made.	1. Complaint/Request received from Sh./Ms............ for.......... vide letter No...... dt....... that R1 is not able to..... 2. **EID Details:** (a) of R1 (i) (ii) (b) of R2 (i) (ii) 3. Status of the R2 UID – Active/Suspended 4. Relationship between R1 & R2.... 5. If not related or unknown – is R2 contactable or not? ---- 6. **Findings of Field Enquiry by RO office as per Aadhaar Act 2016 (Regulations 29 & 30) :-** (a) **Tech center report obtained and its recommendations :-** (i) Confirmed bio mix in which UID – (ii) Full or partial match & details thereof - (iii) Feasibility of 'Whitelisted update' – Yes/No. (iv) Recommendation of the Tech Center. (b) Interaction details with the candidate.......... (c) Circumstances leading to mixing up of biometrics............... (d) Whether enrolment/update was tried in presence of RO officials so as to ensure correct biometrics input? (e) In case R2 is reported not alive has RO carried out verification of death.................	Recommendation duly approved by DDG of the RO - ....

		(f) Opportunity provided to candidate/NOK, in case his/her UID is being recommended for omission or deactivation / suspension------------ (g) Consent of the candidate/NOK on omission/suspension / suspension of UID ----- (h) Any other information------ **Note: 1. Attach photocopies all relevant documents with each case for reference at UIDAI HQ.** **2. Strike out which are not applicable.**	

Case 2 – Bio mix between complainant and multiple candidates

2.	**Applicants** R1, R2.. (names) have their biometrics matching with **candidate** (name) having Aadhaar No. XXXX XXXX XXXX. R1, R2.... are not able to get their Aadhaar made.	1. Complaints/Requests received from Sh./Ms.......... for-------- vide letter No.---- dt---- - that they are not able to.....
		
		2. **EID Details:-**
		(a) of R1
		   (i)
		   (ii)
		
		(b) of R2
		   (i)
		   (ii)
		(c) of Candidate
		   (i)
		   (ii)
		3. Status of the candidate UID – Active/Suspended
		
		4. Relationship between R1, R2.... and the candidate ....
		
		5. If not related or unknown – is the candidate contactable or not? ----
		
		6. **Findings of Field Enquiry by RO office as per Aadhaar Act 2016 (Regulations 29 & 30)** :-
		
		(a) **Tech center report obtained and its recommendations :-**
		   (i) Confirmed bio mix in which UID –
		
		   (ii) Details of bio match
		
		   (iii) Feasibility of 'Whitelisted update' – Yes/No.
		
		   (iv) Recommendation of the Tech Center.
		
		(b) Interaction details with the candidate.........
			Recommendation duly approved by DDG of the RO ----
			....

(c) Circumstances leading to mixing up of biometrics··············

(d) Whether enrolment/update was tried in presence of RO officials so as to ensure correct biometrics input and result thereof.

(e) In case R2 is not alive - verification of death certificate ·················.

(f) Opportunity provided to candidate/NOK, in case his/her UID is being recommended for omission or deactivation ············

(g) Consent of the candidate/NOK on omission/suspension of UID ·····

(h) Any other information·······

Note: 1. Attach photocopies all relevant documents with each case for reference at UIDAI HQ.
2. Strike out which are not applicable.

Case 3 – Bio mix between complainant and candidate (Candidate has two Aadhaars)

| 3 | **Applicant** R1[name] has his/her biometrics matching with **candidate** R2 [name] having two Aadhaars No. XXXX XXXX XXXX & XXXX XXXX XXXX. R1 not able to get his/her Aadhaar made. | 1. Complaint/Request received from Sh./Ms.......... for ········ vide letter No.····· dt···· that R1 is not able to.....

 2. **EID Details:**-
 (a) of R1
 (i)
 (ii)

 (b) of R2
 (i)
 (ii)

 3. Status of the R2 UIDs – Active/Suspended

 4. Relationship between R1 & R2····

 5. If not related or unknown – is R2 contactable or not? ····

 6. **Findings of Field Enquiry by RO as per Aadhaar Act 2016 (Regulations 29 & 30) :-**

 (a) **Tech center report and recommendations** :-
 (i) Confirmed bio mix in which UID – | Recommendation duly approved by DDG of the RO ···· ········ |

(ii) Full or partial match & details thereof -

(iii) Feasibility of Whitelisted update – Yes/No.

(iv) Specific reasons in case earlier issued Aadhaar is being recommended for cancellation ··········

(v) Confirmation that duplicate Aadhaar has been generated and likely reason for duplicate Aadhaar generation.

(b) Interaction details with the candidate ······

(c) Circumstances leading to mixing up of biometrics ···············

(d) Whether enrolment/update was tried in presence of RO officials so as to ensure correct biometrics input? ·······

(e) In case R2 is not alive - verification of death certificate ···············

(f) Opportunity provided to candidate/NOK, in case his/her UID is being recommended for emission or deactivation ············

(g) Consent of the candidate/NOK on omission/suspension of UID ·····

(h) Any other information·····

(i) In case earlier issued Aadhaar is to be cancelled justification for the same.

Note: 1. Attach photocopies all relevant documents with each case for reference at UIDAI HQ.
2. Strike out which are not applicable.

Case 4 – Omission/Suspension of Duplicate Aadhaar

| 4 | Applicant R1(name) has been issued with two Aadhaar's No. XXXX XXXX XXXX & XXXX XXXX XXXX. | 1. Resident him/herself informed receipt of two Aadhaar numbers vide letter No.···· dt·····. Or Information has been received from······ that R1 has been issued with two UIDs with details thereof.···

 2. **Findings of Field Enquiry by RO as per Aadhaar Act 2016 [Regulations 29 & 30] :-**

 (a) Interaction details with the complainant & candidate ······

 (b) EID Details:-
 (i) | Recommendation duly approved by DDG of the RO ··· ········ |

(ii)

(c) Present status of both the UIDs ....

(d) Circumstances leading to issue of two Aadhaars ....

(e) **Tech center report of analysis and recommendation on omission**:

    (i) Confirmation that resident has been issued with two UIDs.

    (ii) Whether resident biometrics have been captured in both UIDs or one?.

    (iii) If Yes, what is the quality of bio in both? Or is poor in one & usable in other (UID No. xxxx xxxx xxxx)

    (iv) Reason for generation of two UIDs----

    (v) Recommendation for cancellation with reasons.

(g) Any other information:------

3. Specific reasons in case earlier issued Aadhaar is being recommended for cancellation- ....

4. In case earlier issued Aadhaar is to be cancelled justification for the same.

Note: 1. Attach photocopies all relevant documents with each case for reference at UIDAI HQ.

2. Strike out which are not applicable.

Case 5 – Omission/Suspension of Duplicate Aadhaar of children.

| 5 | **Applicant** R1 [name] has been issued with two Aadhaars No. XXXX XXXX XXXX & XXXX XXXX XXXX. | 1. Resident him/herself informed receipt of two Aadhaar numbers vide letter No.---- dt----. Or Information has been received from------ that R1 has been issued with two UIDs with details thereof....

2. **Findings of Field Enquiry by RO as per Aadhaar Act 2016 (Regulations 29 & 30)** :-

(a) Interaction details with the complainant & candidate ....

(b) EID Details:-
    (i)
    (ii) | Recommendation duly approved by DDG of the RO ---- .... |

(c) Present status of both the UIDs ....

(d) Circumstances leading to issue of two Aadhaars to Miss/Master ....

(e) **Tech center report of analysis and recommendation on omission**:

(i) Confirmation that the child has been issued with two UIDs.

(ii) Whether he/she has biometrics in both UIDs.

(iii) If Yes, what is the quality of bio in both? Or is poor in one & usable in other (UID No. xxxx xxxx xxxx)

(iv) Reason for generation of two UIDs----

(v) Recommendation for cancellation with reasons.

(g) Any other information------

3. Specific reasons in case earlier issued Aadhaar is being recommended for cancellation- ....

4. In case earlier issued Aadhaar is to be cancelled justification for the same.

Note: 1. Attach photocopies all relevant documents with each case for reference at UIDAI HQ.

2. Strike out which are not applicable.

F. No. 4(4)/57/268/2015-E&U-II
Ministry of Electronics & Information Technology (MeitY)
Government of India
Unique Identification Authority of India

2nd Floor, Tower-1, Jeevan Bharati Building,
Connaught Place, New Delhi – 110001
Dated: 18.09.2017

To

The Deputy Director General,
ROs, UIDAI & Tech Centre, Bengaluru
(As per list)

Sub: Guidelines for Cancellation (Omission) and Suspension (deactivation) of Aadhaar of Resident - reg

Sir,

I am directed to refer to the cases received by ROs regarding cancellation (Omission) and suspension (deactivation) of Aadhaar of the resident. In reference to this, it is to inform that prior to the enactment of the Aadhaar Act, and Aadhaar (Enrolment & Update) Regulation, 2016, UIDAI HQ had issued separate guidelines to all ROs and Tech Centre, Bengaluru vide letter No. 4(4)/57/19/2014-E&U-II (Part)(i) and No. 4(4)/57/19/2014-E&U-II(Part) dated 01st December, 2014 to deal with the issues relating to Aadhaar Life Cycle Management (ALCM) for suspension and cancellation of Aadhaar number of the resident.

2. As per Para 5 of ALCM Guidelines, ROs are empowered to initiate necessary action for cancellation/suspension of Aadhaar number. Now, it has been decided by the Competent Authority in UIDAI that henceforth approval for Cancellation (omit) and Suspension (deactivation) of Aadhaar number based on complaints received at UIDAI HQ/RO would be granted by UIDAI HQ only.

3. The Standard Operating Procedure (SOP) for the same is outlined below :-

a) All the cases received at ROs either directly or through UIDAI HQ are to be investigated by ROs as per rule 29 & 30 of Aadhaar (E&U) Regulation, 2016 within 14 days of the receipt of the case.

b) The investigation report of the cases are to be approved by DDG of the concerned ROs and approved investigation report alongwith RO's recommendations (e.g. No action/cancellation/suspension/any other action) to be sent to UIDAI HQ within 21 days of initiation of case.

c) ROs recommendation will be examined by UIDAI, HQ and case(s) disposed off within 28 days of the case initiation and executive orders will be given by UIDAI HQ to Tech Centre, Bengaluru for taking necessary action (Cancellation (omit)/suspension (deactivation)/any other) under intimation to UIDAI HQ and concerned Regional Office.

4. Further, ROs are requested to forward Monthly report (as per Performa attached) of cases related to cancellation (omission)/suspension (deactivation) received and disposed by them from 1st Jan, 2017 to till date. The status of the cases related to cancellation/suspension is to be given in the following manner (**Performa – A**) as below:-

a) Nature of Complaint in brief – e.g. Duplicate Aadhaar, Biometrics matching with other resident, Biometrics given by relatives etc.
b) Brief of Investigation report
c) Decision taken by RO (Cancellation/Suspension/any other action)
d) Final disposal i.e. whether Aadhaar Cancelled/Suspended.

6. This issues with the approval of the Competent Authority in UIDAI.

Encl: Performa 'A'

(P.K.Jha) 18/9/17
Deputy Director (E&U-II)
praween.jha@uidai.net.in

<u>Copy to:</u>

i. ADG, Tech Centre, Bengaluru
ii. PS to DDG(E&U)
iii. All DDG (ROs)
iv. DDG (Tech Centre)

20|09|17

No. 4(4)/57/227/2014/E&U-Pt.
Government of India
Ministry of Electronics & IT
Unique Identification Authority of India
(Enrolment & Update Division)

2nd Floor, Tower-I, Jeevan Bharati Building,
Connaught Place, New Delhi
Date: 04/08/2017

OFFICE MEMORANDUM

Sub: - Onboarding of enrolment agencies and their Staff (Operators/ supervisor).

Ref: - This Division's 1) D.O. No. 4(4)/57/146/2016/E&U/Vol.VI/Pt. dated 28/06/2017.
2)   OM No. 4(4)/57/227/2014/E&U-Pt. 06/06/2017.
3)   OM No. 4(4)/57/319/2016/E&U dated 04/07/2017 regarding Resumption of fresh on-boarding of EA and enrolment staff.

Please refer to this office memorandums referred above regarding on boarding of enrolment agencies and enrolment staff (operator, supervisor etc.) wherein it was decided to shift the enrolment operations to government premises to further enhance the security of enrolment client. Various State/UT governments, non-state registrars and enrolment agencies have been seeking clarifications on the matter. Accordingly following is clarified:

Enrolment centre in Government premises:-

a) On boarding of new enrolment agencies or new enrolment operator/supervisor of existing/new enrolment agency is allowed for opening enrolment centre in government Premises.

b) Existing enrolment agencies and their operators/supervisors working under non-state registrars are required to shift their enrolment centre to Government premises in co-ordination with State/UT government by 30.09.2017.

c) The verifiers shall be deployed in each enrolment center as per UIDAI policy.

2.   Some of the States/UTs have requested to continue the enrolment centeris citizen centers where state is already offering other citizen services of the State. Some of the States have declared such centers as government

office/premise and have mechanism to monitor such centers. The regional offices of UIDAI may allow to operate enrolment centre from such citizen centers where State/UT government is taking the ownership. The regional offices shall ensure that verifiers are deployed in such centers as per UIDAI policy.

3.   Some of the States/UTs have implemented Aadhaar linked birth registration (ALBR) which requires deployment of CELC client in private hospitals and other institutions where birth take place. On-boarding of operators/supervisors for ALBR is allowed for these places also.

4.   It will be mandatory to deploy CCTV camera in the enrolment center w.e.f. 01/10/2017 and keep the recording for minimum period of six months. UIDAI may require the registrars/enrolment agencies to submit the recording in respect of particular enrolment(s), day (s) etc. for the purpose of audit. The requirement of CCTV camera is not applicable for camp mode enrolment which supervised by government/school/Aaganwadi officials.

5.   UIDAI shall impose financial disincentive for process violations as per existing policy of UIDAI. In respect of document (PoI/PoA/PoR/DoB) sample audit shall be done and financial disincentive in proportion to the error/process violation in respect of the document shall be deducted from the assistance to registrar. The detail about the financial disincentives is being issued separately.

4/8/2017

(Ashok Kumar)
Assistant Director General

To,
    1) All the UIDAI Regional Offices
    2) Technology Centre, Bengaluru
    3) All Registrars and Enrolment agencies

K -11015/05/2011-UIDAI (ICT) | 10 227 to 10234

Government of India

Ministry of Electronics & IT

Unique Identification Authority of India

2nd Floor, Tower-1, Jeevan Bharti Building
Connaught Place, New Delhi-110001

Dated: 16.09.2016

Office Memorandum

The Competent Authority in UIDAI has approved additional guidelines for assistance towards ICT infrastructure in continuation of the existing ICT guidelines that were approved in September, 2010.

2. These additional guidelines provide for a new stream of ICT Assistance that would be made available to states for procurement of enrolment kits primarily for use in targeted enrolment, especially of new born and school children and their mandatory biometric updates at ages 5 & 15 and for enrolment of adult beneficiaries of direct benefit programmes who have still not got Aadhaar. This would also help in meeting the deadline of March 2017 for universal enrolment.

3. States would be eligible to receive a maximum of Rs.5 crore (50% of total ICT Assistance of Rs 10 crore) under this stream, which would be provided only for equipment, @ Rs 1 lakh per enrolment kit. A maximum of Rs. 2.50 crore would be released to a state in a single tranche and the balance released on deployment of kits and submission of UCs. To avail of assistance for enrolment kits, a State may submit a separate DPR as per the provisions of the additional guidelines, duly approved by the State UDIC.

4. Funds would be released to the designated State Nodal Department, which would procure the equipment centrally and allocate the same to various Department/Agencies as per approved plan of the State Government in this regard. Nodal Department will also monitor the implementation of the project and submit necessary progress report and Utilisation Certificates to the UIDAI.

5. State that have not yet availed of ICT Assistance may send the DPRs under these guidelines. States that have already availed funds under the ICT Assistance may obtain funds under these provisions for the balance amount of ICT Assistance that is admissible to them on submission of fresh or amended DPR in this regard. They may also utilize funds that they have obtained but have not utilized against the previous DPR by submitting revised proposal in this regard.

6. All ROs are requested to circulate the additional guidelines to the concerned states and coordinate with them for submission of requisite DPR. Copy of the additional guidelines are enclosed.

Encl: As above

ADG (Authentication)

To
All DDGs of ROs
Copy to:
All DDGs, Hqrs
OSD to CEO, UIDAI

L Additional Guidelines for Assistance towards ICT Infrastructure

1. Introduction

1.1 The Government Notification dated 28th January 2009 creating the Unique Identification Authority of India (UIDAI) and defining its mandate and responsibilities has laid down that the UIDAI has the responsibility, among others, for defining mechanisms and processes for interlinking UID with partner databases on a continuous basis, coordinating/liaising with the implementation partners and user agencies as also define conflict resolution mechanism, defining usage and applicability of UID for delivery of various services and issuing necessary instructions to agencies that undertake creation of databases, to ensure standardization of data elements that are collected and digitized and enable collation and correlation with the UID and its partner databases. The Prime Minister's Council of the UIDAI, in its first meeting held on 12 August 2009 decided to designate the UIDAI as the Apex body to set standards in the area of biometric and demographic data structures.

1.2 The Prime Minister's Council in its first meeting also approved, in principle, the proposal to provide necessary support to the registrars/other departments in their budgets to enable them to make necessary investments in creating ICT infrastructure. The Committee of Secretaries met on 9 October 2009 to review action taken on the first meeting of the PM's Council on UIDAI and decided that UIDAI will advise concerned Ministries/Departments in the enrollment process, to suitably incorporate their requirements for creation of necessary infrastructure into their budget proposals for 2010-2011. It was also decided that UIDAI will coordinate the proposals of individual Ministries/Departments to ensure that there is no duplication between the agencies with respect to creation of requisite infrastructure.

1.3 UIDAI has deliberated a lot on this matter and has also had consultations with several Ministries and State Governments. In the interest of establishing uniformity and also ensuring that the partners' databases/

ICT infrastructure are UID compliant, it was decided that UIDAI should seek funds in the UIDAI scheme and budget for assisting the Registrars/Other Departments.

1.4 Given the complexity in determining, with reasonable accuracy, the cost of integration of State level applications with that of UIDAI, a normative amount of Rs. 10 crore (Rs.2 crore each for five State level applications estimated to be taken up) was provided for in the EFC proposal, which has been approved by the Cabinet Committee on UIDAI related issues. However, both the number of applications taken up in each State and the cost of their integration can vary depending upon the nature and extent of integration of the various applications.

1.5 ICT Guidelines were framed by UIDAI and circulated to all the States in September 2010. Under these guidelines, UIDAI has since provided assistance to several State Governments & Union Territories to help set up infrastructure for integration of schemes with Aadhaar and several States have already started providing Aadhaar enables services and benefits like PDS, pensions, etc.

2. Current Scenario

2.1 Aadhaar enrolments have crossed 104 crores across the country as on 15.08.2016 and Aadhaar is being recognized as a platform for online verification of the identity of a resident through the process of Aadhaar authentication and e-KYC and as a financial address through Aadhaar Payments Bridge. Demand for Aadhaar based service delivery has grown exponentially in recent times with 20 crore authentication transactions and 1.5 crore e-KYC transactions being done on average every month. It is expected that in the near future, Aadhaar would become a way of life for the residents for day-to-day transactions, both financial and non-financial , through Aadhaar based online authentication using biometric devices at the Service Delivery Points.

2.2 With most States on way to rolling out Aadhaar enabled subsidies, services and benefits, there is a felt need to increase focus on enabling targeted enrolment and facilitating service delivery at the Point of Sale/Service [PoS].

2.3 Though the overall Aadhaar saturation of adult population is almost 98%, resident services are required to be provided for enrolment of the left over population, and in respect of the new-borns and children, whose coverage is presently much lower and who in addition need biometric update at ages 5 and 15 years. Aadhaar update services are also required for residents who want to update addresses, registered mobile numbers, e-mails etc. This is essential for efficient and effective delivery of Aadhaar based services and benefits. In this regard, in March 2016, The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 has been enacted by Parliament. As per Section 7 of the Act, the Central or a State Government may make identification based on Aadhaar authentication a condition for availing Government subsidy, service or benefit and for persons not having Aadhaar, he/she makes an application for enrolment. This would necessitate that State Governments build capability to ensure that enrolment facilities are easily accessible and available across board for enabling such targeted enrolment. Therefore, as the need for Aadhaar based authentication for service delivery increases, UIDAI needs to support the endeavour of the State Governments in setting up infrastructure and establishing capabilities for enrolment and update services, of left out population, infants and children including their biometric updates at 5 and 15 years, and demographic/biometric/mobile data updates by Aadhaar holders, as well as for value added services such as seeding, printing of e-Aadhaars on demand or on account of updates, grievance redressal relating to enrolment and authentication, etc.

2.4 Accordingly, in modification of the existing ICT Guidelines, a new stream of ICT Assistance would be provided to States for procuring enrolment kits. These will be primarily used for targeted enrolment, especially of new-borns and school children, and their mandatory biometric

update at ages 5 and 15 years and would be deployed to various schools, anganwadis. The assistance will also be used for the enrolment of adult beneficiaries of other direct benefit programmes who have not got Aadhaar.

3. Quantum of Assistance

3.1   For setting up of infrastructure in States/UTs to enable updations, enrolments of leftover population, new-borns and other value added services, a **maximum** of 50% of total ICT Assistance of the State, viz, Rs 5 crore (50% of maximum admissible amount of Rs 10 crore) would be made available.

3.2   However, the above condition may be relaxed by competent authority in exceptional circumstances, subject to adequate justification from the concerned State/UT Government.

3.3   States that have already availed funds under the existing ICT guidelines may obtain funds under these provisions for the balance amount of ICT Assistance that is admissible to them on submission of fresh or amended DPR in this regard. They may also utilize funds that they have obtained but have not utilized against the previous DPR by submitting revised proposal in this regard.

4. Process of ICT Assistance

4.1   The process of providing assistance to State Governments for targeted enrolment would involve the following stages:

- Identification of left over population or children requiring enrolment
- Identification of quantum of biometric updates of children at 5 and 15 years required
- Identification of schemes requiring targeted enrolment and/or seeding
- Receipt of DPR from Nodal Department
- Recommendations of the Regional Office on the DPR

- Due diligence at UIDAI Headquarters and approval.

5. Receipt of DPR from State Governments

5.1   The State UID Implementation Committee (UDIC) should obtain a DPR comprising a project plan and a detailed monthly enrolment plan from the State Registrars/Departments implementing various social sector schemes where making the existing ICT infrastructure UID compliant will improve the efficiency and accountability of the delivery mechanisms.

5.2   In case the State Government has appointed a Nodal department that would collect and integrate data for the entire State, then the Nodal Department would prepare the DPR and the funds would be released to the Nodal Department, which will be responsible for coordinating the implementation of the project under the overall guidance of the State UDIC.

5.3   The specific sections of the society such as the BPL families, senior citizens, school children, tribals socially weaker sections bonded labour etc targeted should be captured, which would define the reach of the project and would provide maximum returns in terms of efficiency and social returns. Geographical areas like remote, inaccessible areas, disturbed areas, backward or tribal areas may also be given priority. The schemes/sectors/areas that have a greater social impact and higher spin off effects like Women and Child Development schemes, school education programmes, old age pensions, etc may be given priority.

5.4   The proposal should have the following information as per Format enclosed:

(i) Number and type of equipment being procured

(ii) The overall outlay and timelines for deployment

(iii) The proposed deployment of the equipment across departments/ districts

(iv) The schemes proposed to be covered under targeted enrolment

(v) The total number of enrolments planned upto March 2017.

6. Evaluation of DPR

6.1   The DPR received from the State Nodal Department should be evaluated by the respective Regional Office on the basis of the status of enrolment, deployment of existing enrolment/facilitation centres and the roll-out plans of Aadhaar based services/subsidies in the State.

7. Recommendations of the Regional Office

7.1   After comprehensively evaluating the DPR and the detailed monthly enrolment plan received from the State UID Implementation Committees, the respective Regional Offices will send their recommendations distinctly indicating the components that require financial assistance.

8. Due diligence by Headquarters and approval

8.1   The recommended proposals received from Regional Offices would be scrutinized at UIDAI Headquarters and assistance to the Registrars/Nodal department under ICT Assistance would be approved by UIDAI Headquarters, keeping in view the availability of funds and inter-se prioritization. Priority would be accorded for Departments that envision a broader reach and preparedness, which would maximize the impact on universal enrolment and service delivery.

9. Components for ICT Assistance to State Governments

9.1   ICT Assistance would be provided Enrolment Kits at PECs/Facilitation Centres, comprising of:

> (i) Computer/Laptop (with provision for dual screen)
> (ii) Web Cam for resident photograph
> (iii) Slap Scanner
> (iv) Dual Iris scanner

(v) Scanner for documents

(vi) Printer.

These kits should be compatible with ECMP as well as CELC software of UIDAI for enrolment and update as well as be compatible with Authentication API 1.6 and above for enabling seeding at these stations.

9.2 All biometric equipment must be STQC certified. State may refer to detailed technical requirements for devices as may be specified by UIDAI from time to time.

9.3 The rate of assistance would be maximum Rs 1 lakh per enrolment kit.

9.4 The States may procure the devices at rates specified by the DGS&D. If a particular device is not available with DGS&D, then the State may do price discovery after following standard financial and procurement procedures of the Government.

9.5 A maximum of Rs 2.50 crore would be released to a State in a single tranche, and the balance released after deployment and UCs for the previous equipment is received.

9.6 Assistance may be provided only on equipment; cost of other infrastructure, deployment of personnel, operating expenses, maintenance, etc may be borne by the State.

10. Implementation

10.1 Funds would be released to the designated State Nodal Department designated, which would procure the equipment centrally and allocate the same to various Departments/Agencies as per approved plan of the State Government in this regard.

10.2 The Nodal Department may also ensure that the enrolment kits and tablets are on-boarded on the UIDAI enrolment system through the State

Registrars/State Enrolment Agencies and that certified operators/supervisors are engaged and trained to ensure optimum efficient working of these devices.

10.3 Nodal Department will also monitor the implementation of the project and submit necessary progress reports and Utilisation Certificates to the UIDAI.

10.4 States will submit the Utilisation Certificates as soon as the funds released are utilized, along with physical progress report against the targets and milestones in the DPR.

10.5 The State Governments may contact the concerned ROs for technical assistance and guidance. ROs will monitor the progress of implementation of the States under their jurisdiction.

*****

Annexure: Planned Deployment of Enrolment Kits

Department/ Agency	No. of Enrolment Kits	No. of Districts where proposed to be deployed	No. of Schools/ Anganwadis/ Service Centres/ Other Locations	Details of Location of Deployed Enrolment Kit	Whether Certified Operators Available at Location	Enrolment/ Updates targeted	Seeding	Outlay (Rs in lakh)
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Total								

B - AUTHENTICATION

Urgent / Immediate Action

F No. HQ-13023/1/2020-AUTH-I HQ/2084
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
Authentication Division

UIDAI Headquarters, Third Floor,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001
Date: 23 .12.2022

To

All AUA/KUAs and all Device Vendors

Sub: Removal of old and deployed devices from Authentication ecosystem for strengthening authentication security

Dear Partners

Please refer: (i) UIDAI letter No. 13021/1/2021-Auth-I HQ dated 25.04.2022
(ii) UIDAI letter No. 13021/1/2021-Auth-I HQ dated 31.05.2022
(iii) UIDAI letter No. 13023/01/2020-Auth-I HQ/2084 dated 20.06.2022

Your entity has been appointed as an AUA/KUA by UIDAI for availing the Aadhaar authentication facility for authentication of the residents using the authentication L0 devices (Finger Print & Iris) certified by STQC. As per Aadhaar (Authentication and Offline Verification) Regulation-2021, Regulation no 14 (d) requesting entity is required to employ only those devices, equipment or software, which are duly registered with approved or certified by the authority for this purpose and are in accordance with the standards and specifications laid down by the authority.

2.   UIDAI vide its letter dated 20.06.2022 (letter attached) has circulated the list of old deployed biometric authentication devices (Finger Print & Iris) by AUAs/KUAs whose device certificates issued by STQC has expired and not got renewed/recertified by the device manufacturer.

3.   Some of the device vendors mentioned in the list circulated with letter dated 20.06.2022 have renewed/recertified their biometric authentication devices. Revised list of old deployed biometric authentication devices (Finger Print & Iris) by AUAs/KUAs whose device certificates issued by STQC has expired and have not been renewed/recertified by the device manufacturer is posted at UIDAI website at link : https://www.uidai.gov.in/images/resource/Biometric_Authentication_Devices_STQC_Public_Device_Certificate_Validity_Expired.pdf.

4.   To ensure continuity of services, UIDAI had given a sufficient period till 31.12.2022 to either recertify or replace such devices. As devices have not been recertified, it is assumed that device vendors are not interested in recertification / continuation of services of such devices. It has also been noticed that there has been no transactions on these devices for more than last six months. Therefore, you would appreciate that such device can not be allowed to continue in the system on account of safety and security of transactions and will be deactivated w.e.f 01.01.2023.

5.   Further refer to UIDAI letter dated 31.05.2022 vide which rollout of L1 RD biometric authentication devices (Finger Print) was intimated to ecosystem partners. The STQC issued list of L1 RD biometric authentication devices is available at UIDAI website at link: https://uidai.gov.in/en/ecosystem/authentication-devices-documents/biometric-devices.html .

(Dr. Mandeep Singh Lamba)
Deputy Director (Auth-1, HQ UIDAI)

Copy for Information to:
1. DG, STQC
2. DDG (Tech Center, UIDAI)

Deactivation of RD Service from 01.01.2023

S. No.	Device Vendor (Model)
1	M/s Bharat Electronics Ltd. (BEL POS with MSO CBME2)
2	M/s Datamini Technologies India Ltd. (TPOS7 with MSO CBME2 & MSO CBME 3)
3	M/s Gemalto Digital Securities Pvt. Ltd.(CSD200/ CSD200i)
4	M/s Precision Biometric India Pvt Ltd (PB-300)
5	M/s Precision Biometric India Pvt Ltd (PB-400)

23.12.22

HQ-13029/1/2021-AUTH-I-HQ
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण मुख्यालय,
ऑथेंटीकेशन डिवीजन

भारतीय विशिष्ट पहचान प्राधिकरण मुख्यालय,
बंगला साहिब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली 110001-
दिनांक: 23 .12.2022

To,

　　All AUAs/KUAs

Subject: Issue of UIDAI L0 RD Service provisional Certificate

Dear Madam/Sir,

　　　Your entity has been appointed as an AUA/KUA by UIDAI for availing the Aadhaar authentication facility for authentication of the residents. The Aadhaar based biometric authentication is extensively used by AUA/KUA across the country with Finger print as the main biometric modality on L0 registered devices as certified by STQC. It has come to our notice that some of the AUA/KUAs are still performing the biometric authentications transactions on the L0 registered devices whose STQC issued certificates have expired.

2. In this regard under Regulation 14 (1) of The Aadhaar (Authentication and Offline verification) Regulations-2021, UIDAI hereby issues following directions to AUAs for immediate compliance:

a) L0 Registered Device (RD) service certificates will not be issued for such devices whose STQC issued public device certificates have expired. Therefore, such devices will be removed by AUA/KUA from their authentication ecosystem.

b) AUA/KUA shall identify the registered devices having low authentication success rate (below 30%) or are more than five years old vintage. Such devices will be removed by AUA/KUA from the authentication ecosystem in phased manner. To begin with, devices older than 31.12.2014 should be immediately replaced in order to achieve better authentication success rate.

3. In view of aforesaid, all AUAs/KUAs shall submit the certificate of confirmation with respect to Para 2(a) and (b).

　　　This issues with the approval of CEO, UIDAI.

Sanjeev Yadav
Director (Auth)

Copy for Information to:
1. DG, STQC
2. DDG (Tech Center, UIDAI)
3. All Device vendors

F.No. HQ-13079/55/2021-AUTH-II (E-6074)/3228
Government of India
Ministry of Electronics and Information Technology
Unique Identification Authority of India
(Authentication and Verification Division)

3rd Floor, Bangla Sahib Road,
UIDAI Hqrs, Near Kali Mata Mandir,
New Delhi- 110 001

Dated: 11.08.2022

OFFICE MEMORANDUM

Sub:- Aadhaar for disbursement of benefits / subsidies/services notified under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended)- reg.

Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) {**the Act**} provides the backbone for delivery of benefits, services and subsidies based on Aadhaar number. It specifically requires 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. Further, a provision has also been made in the said section for facilitating an individual who is not assigned an Aadhaar number to avail the benefits, services and subsidies through alternate and viable means of identification.

2.   As on 30.06.2022, more than 99% of adult residents of India have been issued Aadhaar number barring a few States. A multitude of services and benefits are being transferred directly to the residents owing to such wide coverage. Aadhaar has significantly improved the quality of resident/ citizen experience in receiving welfare services.

3.   Thus, in the above backdrop and considering the proviso to section 7 of the Act, Central/ State Govt. entities may require the Aadhaar number holder to undergo authentication or furnish proof of possession of Aadhaar number for delivery of subsidies, benefits and services under section 7 of Act. In case no Aadhaar number has been assigned to an individual, he/ she shall make an application for enrolment and till such time Aadhaar number is assigned to such

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individual, he/ she may avail the benefits, services and subsidies through alternate and viable means of identification along with Aadhaar Enrolment Identification (EID) number/slip.

4.   This issues with the approval of the Competent Authority.

(Sanjeev Yadav)
Director

To,

(i)   The Ministries/ Departments of Govt. of India
(ii)   The Chief Secretaries of States

Copy to: For information

(i)   The Secretary,
       Ministry of Electronics & Information Technology,
       Govt. of India.

(ii)   Joint Secretary (DBT Mission),
       Cabinet Secretariat, Govt. of India.

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F.No. HQ-13079/55/2021-AUTH-II (E-6074)/3229
Government of India
Ministry of Electronics and Information Technology
Unique Identification Authority of India
(Authentication and Verification Division)

3rd Floor, Bangla Sahib Road,
UIDAI Hqrs, Near Kali Mata Mandir,
New Delhi- 110 001

Dated: 11.08.2022

OFFICE MEMORANDUM

Sub:- Aadhaar for delivery of services by Government departments under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) - reg.

Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) {**the Act** } provides for use of Aadhaar as an identifier for delivery of benefits, services and subsidies for which expenditure is incurred from the Consolidated Fund of India or Consolidated Fund of State, as the case may be.

2. Various services like issuance of different certificates by government departments or their agencies are used in determining eligibility of beneficiaries for delivery of benefits /subsidies/ services under schemes funded by respective governments. Such services invariably are provided at nominal cost by government departments or their agencies thereby having an embedded subsidy in their delivery. Moreover, these services find their ultimate utility in determining eligibility for various government schemes for disbursal of social welfare benefits. Hence, these services can be considered under purview of Section 7 of the Act for delivery of subsidies, benefits and services, wherever such implementing entities feel the need thereof.

3. This issues with the approval of the Competent Authority.

(Sanjeev Yadav)
Director

To,

(i) The Ministries/ Departments of Govt. of India
(ii) The Chief Secretaries of States

Copy to: For information

(i) The Secretary,
Ministry of Electronics & Information Technology,
Govt. of India.

(ii) Joint Secretary (DBT Mission),
Cabinet Secretariat, Govt. of India.

F.No. HQ-13079/55/2021-AUTH-II (E-6074)/3230
Government of India
Ministry of Electronics and Information Technology
Unique Identification Authority of India
(Authentication and Verification Division)

3rd Floor, Bangla Sahib Road,
UIDAI Hqrs, Near Kali Mata Mandir,
New Delhi- 110 001

Dated: 11.08.2022

OFFICE MEMORANDUM

Sub:- Optional use of Virtual Identifier (VID) for delivery of services by Government departments under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) - reg.

UIDAI extends the facility of Virtual Identifier to the residents, which is an interchangeable 16 digit random number mapped to an Aadhaar number of the Aadhaar number holder, to give a sense of security as well as privacy to the concerned Aadhaar number holder. Regulation 4A(3) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021 (as amended) {**Regulations** } provides that *"the Aadhaar number holder may use VID in lieu of Aadhaar number for online authentication or e-KYC"*. Further, Regulation 14(cb) of the said Regulations provides that *"a requesting entity shall ensure that the provision of authentication using Virtual ID is provided"*.

2.   However, some government entities may require the Aadhaar number in their respective databases for smooth implementation of the social welfare schemes. Therefore, such government entities may require beneficiaries to provide Aadhaar numbers and may make VID optional.

3.   This issues with the approval of the Competent Authority.

(Sanjeev Yadav)
Director

To,

(i)   The Ministries/ Departments of Govt. of India
(ii)   The Chief Secretaries of States

Copy to: For information

(i)   The Secretary,
         Ministry of Electronics & Information Technology,
         Govt. of India.

(ii)   Joint Secretary (DBT Mission),
         Cabinet Secretariat, Govt. of India.

F.No. HQ-13079/55/2021-AUTH-II HQ (Comp. No. 6074)/
Government of India,
Ministry of Electronics and Information Technology,
Unique Identification Authority of India
(Authentication and Verification Division)
****

3rd Floor, Bangla Sahib Road,
UIDAI Hqrs, Near Kali Mata Mandir,
New Delhi- 110001
Dated:15.07.2022

OFFICE MEMORANDUM

Sub:-Clarifications on issues relating to sharing of Aadhaar and related data amongst government departments – reg.

In order to leverage Aadhaar i.e. the Unique Identity as a tool of good governance to promote ease of living of residents and enabling better access to services for them and to facilitate a smooth, seamless, efficient, transparent and error-free targeted delivery of benefits, services and subsidies to residents, a number of references were received from various Govt. entities to clarify on the possibilities and modalities of sharing of Aadhaar related data amongst various Govt. entities. Accordingly, OMs dated 27.10.2021, 06.12.2021 and 10.12.2021 have been issued by UIDAI providing necessary clarifications in this regard.

2.   Though these OMs have addressed broader issues related to sharing of Aadhaar related data between various Central/ State Government entities UIDAI has been receiving references seeking further clarifications on specific issues pertaining to the enquiring departments which have since been duly provided to the concerned departments from time to time. It has been felt that the clarifications would be equally relevant to other departments. Therefore, the queries and clarifications thereto have been compiled and given in the table below for the convenience of user government departments:

Sl. No.	Query	Clarification
1	Vide UIDAI OM dated 27.10.2021, it has been clarified that different Ministries and Departments of the Government of India, can be treated as a single entity, i.e. the "Central Government" for effective formulation of various government schemes and selection of beneficiaries. Can different departments of State Government be treated as a single entity on similar lines?	As per the provisions of Article 166(3) of the Constitution of India, different departments of a State Government can be treated as a single entity, i.e. the "State Government" for effective formulation of various government schemes and selection of beneficiaries. However, a separate consent of the beneficiary must be taken by the implementing State Govt. department at the time of final delivery of subsidy, benefit and service. Further, attention is invited to Para 5 of the UIDAI OM dated 27.10.2021 which shall be applicable to various departments of a particular State Govt. also.

-2-

2	What is the information that can be shared amongst different departments of Central Govt. or State Govt., as the case may be?	Identity information including demographic information (name, date of birth, gender & address of residence) and photograph of beneficiaries, along with full Aadhaar number can be shared amongst different departments of Central Govt. or State Government, as the case may be, considering that these are to be treated as a single entity.
3	What is the information that can be shared between Centre and State Governments and States *inter-se*?	Identity information including demographic information (name, date of birth, gender & address of residence) and photograph of beneficiaries, along with partially masked Aadhaar can be shared between Centre and State Governments and States *inter-se*. However, in case the consent as per Annexure to OM dated 06.12.2021 has been taken, full Aadhaar number can be shared between Centre and State or States *inter-se*.
4	While sharing of data between two departments for the purpose of formulation of a scheme and selection of beneficiaries thereto, which department should take consent of the beneficiaries?	The department which had originally collected the data should preferably take the consent of resident. However, such original department might get requests from different departments at different points of time and it will be functionally difficult to get consent of the resident repeatedly. Therefore, in such cases the borrowing department may seek consent.
5	What should be the mechanism for sharing of Aadhaar and related data between Central Govt. and State Govts. in case the requirement is for the same purpose for which Aadhaar was collected?	It is understood that in many cases, while implementing Central Govt. schemes, the data is collected by the State Govts. In such a scenario, full Aadhaar number can be shared if the State Govt. had collected the data which is now in possession of a Central Govt. Ministry/ Department. For example, the data collected in a particular state for a specified purpose like Pradhan Mantri-Fasal Bima Yojana (PM FBY), full Aadhaar number can be shared by Ministry of Agriculture with that State Govt. for that purpose.

However, if the concerned State Govt. wants to utilize same data for some other purpose/ scheme, a separate consent must be taken from the residents by that State Govt. |
| 6 | What should be the mechanism for sharing of Aadhaar and related data between Central and State Governments in case the requirement is for different purpose for which Aadhaar was collected? | In such a case, only partially masked Aadhaar number along with related demographic details can be shared for formulation of schemes. For example, if a State Govt. seeks PM-FBY data from the Ministry of Agriculture, Govt. of India for implementation of another scheme, then only partially masked Aadhaar number can be shared by Govt. of India with that State Govt. |

-3-

| 7 | Whether Aadhaar and related data pertaining to schemes/ purposes notified under section 4(4)(b)(ii) of the Aadhaar Act read with the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 can be shared by Central or State Government departments, as the case may be, amongst themselves and also between Central Government and State Governments? | Aadhaar and related data can be shared amongst different departments of Central Govt. or State Govt., as the case may be, considering that these are to be treated as a single entity.

Further, demographic information (name, date of birth, gender & address of residence) and photograph of beneficiaries, along with partially masked Aadhaar can be shared between Centre and State Governments and States *inter-se*. However, in case the consent as per Annexure to OM dated 06.12.2021 has been taken, full Aadhaar number can be shared between Centre and State or States *inter-se*. |

3.   This issues under approval of the Competent Authority.

(Sanjeev Yadav)
Director

To,
   (i)   The Ministries/ Departments of Govt. of India
   (ii)   The Chief Secretaries of States

Copy to: For information

The Secretary,
Ministry of Electronics & Information Technology,
Govt. of India.

रजिस्ट्री सं. डी.एल.- 33004/99

REGD. No. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

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असाधारण
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अधिसूचना

नई दिल्ली, 4 फरवरी, 2022

आधार (अधिप्रमाणन और ऑफलाइन सत्यापन)(प्रथम संशोधन) विनियम, 2022

(2022 का संख्या 01)

सं. के-11020/240/2021/अधि./भा.वि.प.प्रा. (2022 का संख्या 01).—आधार (विनीय और अन्य सहायिकियों, प्रसुविधाओं और सेवाओं का लक्षित परिदान) अधिनियम, 2016 यथा संशोधित आधार एवं अन्य अन्य विधियां (संशोधन) अधिनियम 2019 (2019 की संख्या 14), की धारा 54 की उप-धारा (1) तथा उप-धारा (2) के खंड (ग) में प्रदत्त शक्तियों का प्रयोग करते हुए , भारतीय विशिष्ट पहचान प्राधिकरण एनद द्वारा आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 (2021 का संख्या 2), को संशोधित करने के लिए निम्नलिखित विनियम बनाता है, नामतः:-

1. संक्षिप्त नाम और प्रारंभ:-

   (1) इन विनियमों को आधार (अधिप्रमाणन और ऑफलाइन सत्यापन)(प्रथम संशोधन) विनियम, 2022 (2022 का संख्या 01) कहा जाएगा।

   (2) ये विनियम सरकारी राजपत्र में इनके प्रकाशन की तिथि से प्रवृत्त होंगे।

779 GI/2022

(1)

2. आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 के विनियम 2(1)(कक) के उपरांत 2(1)(कख) के रूप में निम्नलिखित नयी परिभाषा की प्रविष्टि:

"(कख) "आधार पत्र" का अभिप्राय किसी निवासी के आधार नंबर को संसूचित करने वाले दस्तावेज से है;"

3. आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 के विनियम 2(1)(खग) के उपरांत 2(1)(खघ) के रूप में निम्नलिखित नयी परिभाषा की प्रविष्टि:

"(खघ) "आधार पीवीसी कार्ड" का अभिप्राय एक पॉलीविनाइल क्लोराइड कार्ड (पीवीसी) से है, जो निर्धारित शुल्क के भुगतान पर प्राधिकरण द्वारा जारी किया जाता है, जिसमें आधार नंबर, जनसांख्यिकीय जानकारी और आधार नंबर धारक की फोटो के साथ आधार सुरक्षित क्यूआर कोड मुद्रित होता है और जो कागज-आधारित आधार पत्र के समतुल्य है;"

4. आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 के विनियम 2(1)(टक) के उपरांत 2(1)(टख) तथा 2(1)(टग) के रूप में निम्नलिखित नयी परिभाषाओं की प्रविष्टि:

"(टख) "डिजिटल हस्ताक्षर" का अभिप्राय सूचना प्रौद्योगिकी अधिनियम, 2000 (2000 का 21) की धारा 2 की उप-धारा (1) के खंड (द) में यथा परिभाषित डिजिटल हस्ताक्षर से है; "

"(टग) "ई-आधार" का अभिप्राय पासवर्ड से सुरक्षित आधार पत्र की इलेक्ट्रॉनिक प्रति से है, जो प्राधिकरण द्वारा डिजिटल रूप से हस्ताक्षरित है और इसे आधिकारिक वेबसाइट या प्राधिकरण के मोबाइल ऐप्लिकेशन से डाउनलोड किया जा सकता है;"

5. आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 के विनियम 2(1)(ड) के उपरांत 2(1)(डक) के रूप में निम्नलिखित नयी परिभाषा की प्रविष्टि:

"(डक) "एमआधार" का अभिप्राय प्राधिकरण द्वारा विकसित आधिकारिक मोबाइल ऐप्लिकेशन से है जो आधार नंबर धारकों को सीआईडीआर के साथ पंजीकृत अपने आधार विवरण को साथ रखने के लिए एक इंटरफेस प्रदान करता है, जिसमें अन्य बातों के साथ-साथ जनसांख्यिकीय जानकारी और आधार नंबर धारक की फोटो के साथ आधार नंबर शामिल है;"

6. आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 के विनियम 16क के उपरांत निम्नलिखित नए विनियमों 16ख तथा 16ग की प्रविष्टि:

"16ख. आधार नंबर के स्वैच्छिक उपयोग का ढंग:

(1) आधार नंबर धारक, अधिनियम की धारा 4 की उप-धारा (3) के अनुसार, आधार पत्र (या उसकी प्रति) अथवा मुद्रित ई-आधार या आधार पीवीसी सहित भौतिक रूप में आधार नंबर का स्वेच्छा से ऑफलाइन सत्यापन के द्वारा अपनी पहचान को स्थापित करने के लिए किसी वैध प्रयोजन हेतु उपयोग कर सकता है तथा ऑफलाइन सत्यापन मांगकर्ता संस्था (ओवीएसई) डिजिटल रूप से हस्ताक्षरित आधार सुरक्षित क्यूआर कोड[1] द्वारा आधार पत्र या मुद्रित ई-आधार अथवा आधार पीवीसी कार्ड पर मुद्रित विवरण को सत्यापित करेगी।

(2) आधार नंबर धारक, अधिनियम की धारा 4 की उप-धारा (3) के अनुसार, ऑफलाइन सत्यापन के द्वारा अपनी पहचान स्थापित करने के लिए किसी वैध प्रयोजन हेतु ई-आधार या आधार कागजरहित ऑफलाइन ई-केवाईसी (एक्सएमएल) अथवा एमआधार सहित, इलेक्ट्रॉनिक रूप में आधार नंबर का स्वेच्छा से उपयोग कर सकता है तथा ऑफलाइन सत्यापन मांगकर्ता संस्था (ओवीएसई) डिजिटल हस्ताक्षर को सत्यापित करेगी।

(3) आधार नंबर धारक, अधिनियम की धारा 4 की उप-धारा (3) के अनुसार, अधिकृत अनुरोधकर्ता संस्था के माध्यम से हां/नहीं या ई-केवाईसी अधिप्रमाणन सुविधा के द्वारा अपनी पहचान स्थापित करने के लिए किसी वैध प्रयोजन हेतु प्रमाणीकरण के जरिए इलेक्ट्रॉनिक रूप में आधार नंबर का उपयोग कर सकता है।"

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[1] यूआईडीएआई क्यूआर कोड पढ़ने और डिजिटल हस्ताक्षर को सत्यापित करने के लिए मोबाइल आधारित ऐप्लिकेशन प्रदान करता है। ओवीएसई इन दोनों कार्यों के लिए अपनी ऐप्लिकेशन को अनुकूल बना सकती है।

[भाग III—खण्ड 4]   भारत का राजपत्र : असाधारण   3

"16ग. आधार नंबर धारक की पहचान के प्रमाण के रूप में आधार नंबर को स्वीकार करने की शर्तें:

(1) कोई भी ऑफलाइन सत्यापन मांगकर्ता संस्था, आधार नंबर को भौतिक या इलेक्ट्रॉनिक रूप में (प्रमाणीकरण के बिना), किसी वैध उद्देश्य के लिए पहचान के प्रमाण के रूप में, आधार पत्र पर आधार सुरक्षित क्यूआर कोड या ई-आधार अथवा एमआधार या आधार कागजरहित ऑफलाइन ई-केवाईसी (एक्सएमएल), जैसा भी मामला हो, में प्रदान किए गए प्राधिकरण के डिजिटल हस्ताक्षर के पूर्व सत्यापन बिना स्वीकार नहीं करेगी।

(2) कोई भी अनुरोधकर्ता संस्था आधार नंबर को, आधार नंबर धारक की पहचान के प्रमाण के रूप में इलेक्ट्रॉनिक रूप में प्रमाणीकरण के माध्यम से तब तक स्वीकार नहीं करेगी, जब तक कि वह एक वैध उद्देश्य के लिए न हो, जो अधिनियम के संबंधित उपबंधों के अनुरूप हो और आधार नंबर धारक की संसूचित सहमति के साथ तथा इन आधार (अधिप्रमाणन और ऑफलाइन सत्यापन) विनियम, 2021 में यथा उपबंधित रंग में हो।"

डॉ. सौरभ गर्ग, मुख्य कार्यकारी अधिकारी

[विज्ञापन-III/4/असा./632/2021-22]

नोट: मुख्य विनिमयों को दिनांक 08 नवम्बर, 2021 की अधिसूचना संख्या: के-11020/240/2021/अधि./भा.वि.प.प्रा. (2021 का संख्या 2) के तहत भारत सरकार के राजपत्र, असाधारण, भाग-III, खंड-4 में प्रकाशित किया गया था।

THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 4th February, 2022

AADHAAR (AUTHENTICATION AND OFFLINE VERIFICATION) (FIRST AMENDMENT) REGULATIONS, 2022 (No. 01 of 2022)

No. K-11020/240/2021/Auth/UIDAI (No. 01 of 2022).—In exercise of the powers conferred by sub-section (1) and sub-clause (c) of sub-section (2) of Section 54 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 as amended vide "The Aadhaar and Other Laws (Amendment) Act, 2019 (No. 14 of 2019)", the Unique Identification Authority of India hereby makes the following regulations to further amend the Aadhaar (Authentication and Offline Verification) Regulations, 2021 (No.2 of 2021), namely:-

1. **Short title and commencement.—**

    (1)   These Regulations may be called the Aadhaar (Authentication and Offline Verification) (First Amendment) Regulations, 2022 (No. 01 of 2022).

    (2)   These shall come into force from the date of their publication in the Official Gazette.

2. Insertion of new Regulation 2(1)(ab) after Regulation 2(1)(aa) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021,-

    "(ab) **"Aadhaar Letter"** means a document for conveying the Aadhaar number to a resident;"

3. Insertion of new Regulation 2(1)(bd) after Regulation 2(1)(bc) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021,-

    "(bd) **"Aadhaar PVC Card"** means a **Polyvinyl Chloride Card (PVC)**, issued by the Authority upon payment of prescribed charges, which has Aadhaar number, demographic information and photograph of an Aadhaar number holder printed on it along with Aadhaar Secure QR code and is equivalent to paper-based Aadhaar Letter;

4.   Insertion of new Regulation 2(1)(ib) and Regulation 2(1)(ic) after Regulation 2(1)(ia) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021.-

"(ib) **"Digital signature"** means digital signature as defined in clause (p) of sub-section (1) of Section 2 of the Information Technology Act, 2000 (21 of 2000);"

"(ic) **"e-Aadhaar"** means a password protected electronic copy of Aadhaar letter, which is digitally signed by the Authority and can be downloaded from the official website or mobile application of the Authority;

5. Insertion of new Regulation 2(1)(la) after Regulation 2(1)(l) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021.-

"(la) **"mAadhaar"** means the official mobile application developed by the Authority to provide an interface to Aadhaar Number holders to carry their Aadhaar details as registered with CIDR which *inter alia* includes Aadhaar number along with demographic information and photograph of the Aadhaar number holder;"

6. Insertion of new Regulation 16B and Regulation 16C after Regulation 16A of the Aadhaar (Authentication and Offline Verification) Regulations, 2021.-

"16B. Manner of voluntary use of Aadhaar number:

(1) An Aadhaar number holder may, in accordance with sub-section (3) of section 4 of the Act, voluntarily use the Aadhaar number in physical form, including Aadhaar letter (or copy thereof) or printed e-Aadhaar or Aadhaar PVC Card for a lawful purpose for establishing his identity by way of offline verification and the OVSE shall verify the printed details on Aadhaar letter or printed e-Aadhaar or Aadhaar PVC card with digitally signed Aadhaar Secure QR code[1].

(2) An Aadhar number holder may, in accordance with sub-section (3) of section 4 of the Act, voluntarily use the Aadhaar number in electronic form, including e-Aadhaar or Aadhaar Paperless Offline e-KYC (XML) or m-Aadhaar for a lawful purpose for establishing his identity by way of offline verification and the Offline Verification Seeking Entity shall verify the digital signature.

(3) An Aadhaar number holder may, in accordance with sub-section (3) of section 4 of the Act, voluntarily use the Aadhaar number in electronic form by way of authentication for a lawful purpose for establishing his identity by way of Yes/No or eKYC authentication facility through an authorized requesting entity."

"16C. Conditions for accepting an Aadhaar number as proof of identity of the Aadhaar number holder:

(1) No Offline Verification Seeking Entity shall accept Aadhaar number, in physical or electronic form (without authentication), as a proof of identity for a lawful purpose, without first verifying the digital signature of the Authority as provided in the Aadhaar secure QR Code on Aadhaar Letter or e-Aadhaar or m-Aadhaar or Aadhaar Paperless Offline e-KYC (XML), as the case may be.

(2) No requesting entity shall accept Aadhaar number as a proof of identity of the Aadhaar number holder, in electronic form by way of authentication, unless it is for a lawful purpose which is in conformity with the relevant provisions of the Act and only with the informed consent of the Aadhaar number holder and in a manner as provided in these Aadhaar (Authentication and Offline Verification) Regulations, 2021."

Dr. SAURABH GARG, Chief Executive Officer

[ADVT.-III/4/Exty./632/2021-22]

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[1] UIDAI provides mobile based application for reading QR code and verifying digital signature. OVSE may customize their application for both these functions.

[भाग III—खण्ड 4]   भारत का राजपत्र : असाधारण   5

Note: The Principal regulations were published in the Gazette of India, Extraordinary, Part III, Section 4 vide Notification No. K-11020/240/2021/Auth/UIDAI (No. 2 of 2021) dated 8th November, 2021.

सं.के- K-11022/632/2019 -यूआईडीएआई[ऑथ- 11] | 2426
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
(अधिप्रमाणन विभाग)

यूआईडीएआईमुख्यालयभवन, तीसरीमंजिल,
बंगलासाहेबरोड, कालीमंदिरकेपीछे,
गोलमार्केट, नईदिल्ली-110001.

दिनांक:01.02.2022

OFFICE MEMORANDUM

Subject: Exemption of Government services, transfer of benefits and subsidies from Authentication transaction charges.

Regulation 2(2) of the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2021 {Regulations hereinafter}, notified on 14.10.2021, provides that *"Authentication transactions done by or on behalf of the Central/ State Government Ministries/Departments, for specified services, transfer of benefits and subsidies shall be exempt from Authentication transaction charges"*.

2.   In pursuance of the Regulations *ibid*, as decided by the Competent Authority at UIDAI, following categories of authentication transactions shall be exempt from the date of notification of Regulations *ibid* i.e. 14.10.2021:

(A)   Authentication transactions done by or on behalf of Central/ State Government(s) for respective schemes notified under section 7 of the Aadhaar Act shall be exempted from transaction charges.

(B)   Authentication transactions done by or on behalf of Central/ State Government(s) in pursuance of provisions of following Central Acts shall be exempted from transaction charges:

(i) Income Tax Act, 1961	(iii) Central Goods and Services Tax Act, 2017
(ii) Customs Act, 1962	(iv) Code on Social Security, 2020

(C) Authentication transactions done by or on behalf of Central/ State Government(s) for respective purposes approved by Ministry of Electronics & Information Technology (MeitY), Government of India under the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 read with section 4(4)(b)(ii) of the Aadhaar Act, 2016 (as amended) shall be exempted from transaction charges unless mentioned otherwise in the approval. The list of such approved purposes exempt from authentication transaction charges is at Annexure I.

(D) Authentications done for e-sign services by different user entities for the purposes in consonance with Para 2 (A), (B) & (C) above only shall be considered for exemption.

3. This issues under approval of the Competent Authority.

(Dr Mandeep Singh Lamba)
Deputy Director

To,

(i) The Ministries/ Departments of Govt. of India;
(ii) The Chief Secretaries of States;
(iii) All Authentication Service Agencies;
(iv) All Requesting Entities (AUAs/KUAs, Sub-AUAs/Sub-KUAs)

Annexure - I

Proposals of Central Government Ministries/ Departments approved by MeitY (as on 31.12.2021)

S.No.	Ministry/ Department	Organisation under Ministry/ Department	Purpose for use of Aadhaar authentication
1.	M/o Health and Family Welfare	D/o of Health and Family Welfare	For establishing Unique Health Identifier for identification and authentication of beneficiaries in various Health IT applications
2.		Food Safety Standards Authority of India	To authenticate Food Business Operators applying for registration/ license
3.	M/o Defence	D/o Ex-Servicemen Welfare	For identification of defence pensioners in web-based interactive Pension Disbursement System, named SPARSH
4.		Directorate General Defence Estates	For identification of residents availing services through "eChhawani" Project
5.		D/o Ex-Servicemen Welfare	For identification of beneficiaries of Ex-servicemen Contributory Health Scheme (ECHS)
6.	M/o Railways	-	For authenticating the user IDs on E-Ticketing website IRCTC website for booking e-tickets
7.	M/o Road Transport and Highways	-	For identification of users in e-Transport applications
8.	M/o External Affairs		For validation of Aadhaar as eKYC for issuance of Passport related Services
9.	Ministry of Home Affairs	D/o Register General & Census Commissioner	For registration of births and deaths

10.	M/o Ministry of Food & Processing Industries		For the Identity verification of applicants (Beneficiaries) under the Prime Minister Formalisation of Micro Food Processing Enterprises (PM-FME)
11.	M/o Niti Aayog	Atal Innovation Mission for Kashi	For use in Kashi (Cash over internet) initiative
12.	M/o Ministry of Electronics and Information Technology	National Informatics Centre (NIC)	For user registration on Instant Messaging mobile app
13.			For Aadhaar Enabled Biometric Attendance System (AEBAS/BAS)
14.			For Jeevan Pramaan (Digital Life Certificate)
15.			For eKYC of the User for e-Forms Services
16.		National e-Governance Division	For identification of residents in DigiLocker
17.		HRD Group	For identification of candidates in Future Skill Prime Portal
18.		NIC	For eKYC of users of the Single Sign-On platform for G2G and G2C applications using Parichay
19.		Internet Governance Division, MeitY/ National Internet Exchange of India (NIXI)	For identification of residents in domain booking process.

20.	Ministry of Finance	Departmental Financial Service	For verification of beneficiaries on the National Portal for Credit Linked Govt. schemes
21.		Financial Intelligence Unit-India	For validation of identity of users of FINnet system
22.	O/o the Comptroller & Auditor General of India	Comptroller & Auditor General of India	For validation of employees' Aadhaar numbers in CAG's One IAAD One System (OIOS) application
23.	Ministry of New and Renewable Energy		For establishing the genuineness of the applicants and to avoid duplicity under NRE fellowship programme and NSS fellowship programme component of HRD scheme

	Proposals of State Governments approved by MeitY (as on 31.12.2021)		
S.No.	State Government	Organisation under Ministry/ Department	Purpose for use of authentication
1.	A&N Administration	Labour Department	Aadhaar authentication of residents for A&N Islands Building and Other Construction Workers Welfare Board
2.	Andhra Pradesh	Agricultural Marketing Department	Use of Aadhaar authentication in Registration Module of farmers, Traders, logistic provider etc., for the E-Marketing Platform of Govt. of Andhra Pradesh "efarmarket.ap.gov.in"
3.		Andhra Pradesh State Co.-Operative Federation Ltd.	Use of Aadhaar authentication services for MSP procurement Operations
4.	Odisha	Food and Supplies consumer welfare Department	For verification and registration of framers

5.		Finance Department	Submission of application processing, sanction and disbursement of pension to State Govt. employees.
6.		Odisha Urban Housing Mission & Urban Development Department	Use of Aadhaar authentication in Affordable Housing Scheme to provide low cost houses to EWS
7.		Revenue & Disaster Management Department	Use of Aadhaar authentication for identification of beneficiaries against release of COVID-19 ex-gratia Assistance
8.	Telangana	Industries & Commerce Department	for use of Aadhaar authentication in Sand Sales Management & Monitoring System (SSMMS)
9.	Assam	Skill, Employment & Entrepreneurship Department	to develop an Online Registration system with Aadhaar authentication in all Employment Exchange of Assam
10.	Delhi	DSIIDC	Aadhaar based Authentication Services for 8 online services like handing over of possession of allotted plots, execution of lease deed conversion etc.
11.		National Health Mission	Use of Aadhaar authentication for ascertaining demographic data of the drawing and disbursing officers/payment approvers, biometric authentication for ascertaining demographic profile of payment approvers in case of e-Vittapravah and doctors undertaking sonography
12.		Department of Technical Education, Skill Development	Use of Aadhaar authentication services of each candidate to avoid impersonation and other malpractices during the examination
13.	Madhya Pradesh	Department of Technical Education, Skill Development	Use of Aadhaar authentication to verify and identify of candidates seeking placement services on MP Rojgar Portal
14.		Department of Technical Education, Skill Development	Use of Aadhaar authentication services for registration and maintenance of attendance record of each beneficiary under short term skill programs
15.		MP Nursing Counsel and MP Paramedical Council under Department of Medical Education	Use of Aadhaar authentication services for process flow of MPNRC college Recognition & Aadhaar authentication process flow
16.		School Education Department, Bhopal	Use of Aadhaar authentication for validation of guest teacher in Guest Faculty Management System

17.	Haryana	General Admin Department	Aadhaar authentication services for One Time Registration for applicants eligible for Govt. jobs in Group C & D
18.		Public Works Department	Registration of Engineering Works Contractor
19.		Haryana Skill Development Mission	Use of Aadhaar Authentication services for beneficiaries of Govt. funded skilled schemes
20.		Citizen Resources Information Department	Use of Aadhaar authentication services for Parivar Pehchan Patra
21.	Karnataka	AYUSH	For verification and registration of practitioners of Ayurveda, Unani, Siddha, Naturopathy & Yoga System of Medicine
22.		Directorate of Economics and Statistics	Use of Aadhaar authentication in birth and death registration
23.		Special Officer and Competent Authority, IMA Scam case and others	Use of Aadhaar authentication, on voluntary basis, for identification of claimants for the purpose of claim management of depositors.(IMA Scam)
24.		DPAR(e-Gov)	Use of Aadhaar authentication services for Entitlement Management System
25.		DPAR(e-Gov)	Use of Aadhaar authentication services for HRMS
26.		Department of Stamps and Registration	Use of Aadhaar authentication in property and registration process
27.		Dept. of Public Administration and Reforms	in Single Sign-On system
28.		DPAR(e-Gov), Karnataka State Nursing Council, Bangalore	1)To identify the registered practitioner of ANM, GNM, BSc, PBBSc nursing. 2) Issuing Registration certificates to Graduates ANM, GNM, Bsc PBBSc nursing. 3) In Disaster management like Covid-2019 and other essential health emergencies. 4) To curb the malpractices and Duplicacy in registrations process.
29.		DPAR, e-Gov, Department of Pre-University Education	Use of Aadhaar authentication for student registration in PUE Board

30.		DPAR, e-Gov, Director SSLC, KSEEB	Use of Aadhaar authentication for student registration in SSLC
31.		DPAR, e-Gov, Atalji Janasnehi Directorate, Revenue Department	Use of Aadhaar authentication for the services provided by Atalji Janasnehi Sewa
32.		DPAR, e-Gov, Department of Higher Education	Use of Aadhaar authentication for student registration in any University in Karnataka
33.		DPAR, e-Gov, Department of Public Instruction	Use of Aadhaar authentication for Student Achievement Tracking System (SATS)
34.		DPAR, e-Gov, Directorate of Medical Education	Use of Aadhaar authentication for student registration in medical, dental, paramedical and nursing colleges in Karnataka
35.	Kerala	Local Self Government Dept	Use of Aadhaar authentication services for Online Grievance Redressal System (for the People) and Citizen Registration in Integrated Local Government Management System for citizen demographic authentication (while lodging grievances/ submitting online applications for certificate)
36.		Finance Department	Aadhaar authentication services for Employee Authentication in respect of SPARK, SPARK and UNISPARK
37.		The Employment Department	Use of Aadhaar authentication for Employability Centre Management System(ECMS)
38.		Treasury Department	Use of Aadhaar authentication services for Treasury Savings Bank(TSB) and Pension Information Management System(PiMS)
39.		Land Revenue Department	Use of Aadhaar authentication at the time of mutation
40.	Tamil Nadu	Transplant Authority of Tamil Nadu (Transtan)	for identification and registration of end-stage Organ failure patients waiting for cadaver organs
41.	Gujarat	Revenue Department	Use of Aadhaar authentication for 'Single Sign On' Application
42.	Maharashtra	Directorate of Information Technology, Government of Maharashtra	for identification and registration of residents in Aaple Sarkar Portal.

		Skill Development, Employment & Entrepreneurship Deptt	Use of Aadhaar authentication services of candidates/ job- seekers
43.			
44.		School Education and Sports Department	Use of Aadhaar authentication services for validating Aadhaar numbers of teachers entered in Shalarth Portal
45.		Revenue and Forest Department	Aadhaar based authentication and e-KYC service to verify the identity of the parties involved in document registration.
46.	Uttar Pradesh	Revenue Department	Aadhaar Authentication in eFerfar project
47.		Labour Department	Aadhaar authentication services for registration & renewal of building and other construction workers, issuance of migration certificate and providing monetary and other benefits to the beneficiaries under various schemes
48.		Department of Stamps and Registration	Use of Aadhaar authentication at the time of online application for registration of marriages under UP Marriage Registration Rules, 2017 and at the time of visit of Registration Office.

सं.के- K-11022/764/2019 –यूआईडीएआई(ऑथ-II) /2081

भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
(अधिप्रमाणन विभाग)

यूआईडीएआईमुख्यालयभवन, तीसरीमंजिल,
बंगलासाहेबरोड, कालीमंदिरकेपीछे,
गोलमार्केट, नईदिल्ली-110001.

दिनांक:10.12.2021

OFFICE MEMORANDUM

Subject: Sharing of partially masked Aadhaar number along with demographic information between Central/ State Government Ministries/ Departments for implementation/formulation of various government schemes using Aadhaar related data under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended).

The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) {Aadhaar Act hereinafter} provides for good governance, efficient, transparent and targeted delivery of subsidies, benefits and services, to individuals residing in India through assigning of unique identity number to such individuals. Central/ State Governments, in the course of implementing social welfare schemes, collect Aadhaar number and demographic information (name, date of birth, gender, residential address as per Aadhaar) of residents.

2. In this regard, it is clarified that to support efficient and effective implementation/ formulation of social welfare schemes under section 7 of the Aadhaar Act and identification of beneficiaries thereto, Central/ State Government Ministries/ Departments may share partially masked Aadhaar (i.e. last 4 digits visible e.g. xxxxxxxx 1234) along with demographic information only (name, date of birth, gender, residential address as per Aadhaar), amongst themselves subject to compliance of the provisions related to safety, security and confidentiality.

3. This issues with the approval of the CEO, UIDAI.

(Amit Bhargav)
Deputy Director

To,
   (i)   The Ministries/ Departments of Govt. of India
   (ii)   The Chief Secretaries of States

Copy to: For information

The Secretary,
Ministry of Electronics & Information Technology,
Govt. of India.

सं. के. K-11022/764/2019 -यूआईडीएएआई(ओथ- 11)

भारत सरकार

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)

(अधिप्रमाणन विभाग)

यूआईटीटीएआईमुख्यालयभवन, सिसरीमंजिन,
बंगलासाहेबरोड, कालीमंदिरकेपीछे,
गोलमार्केट, नईदिल्ली-110001.

दिनांक: 06.12.2021

OFFICE MEMORANDUM

Subject: Form for enabling seamless implementation/formulation of various government schemes using Aadhaar related data under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016).

The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) ["Aadhaar Act"] was enacted to provide for efficient, transparent and targeted delivery of subsidies, benefits and services, to individuals residing in India through assigning of unique identity number to such individuals. The Central and State governments formulate many social welfare schemes/programmes across various sectors which in some cases cover crores of beneficiaries. There are already in position over 300 Central schemes notified under Section 7 of the Aadhaar Act which cover a huge number of individuals depending upon their eligibility for each one of the schemes.

2. UIDAI has received requests from various Government Ministries/ Departments, having Aadhaar-related data collected by them during the course of implementation of respective welfare schemes, to provide guidance regarding use of such data for future schemes of their own or of other Ministries/ Departments. This requirement can be appropriately addressed by a Form (attached as Annexure) which should be communicated to the individual concerned by calling upon them to submit their identity information for authentication, and at the same time, indicating that the demographic information and photograph alone will be used for the purposes of the schemes for which they are eligible and would be disclosed further so as to effectively ensure the benefits of all the different schemes for which they are eligible.

3. Towards this end, as per the requirements of Section 7 read with Section 29(3)(a) and (b) of the Aadhaar Act, a Form is attached as **Annexure**, for use by different Central Government Ministries/ Departments at the time of authentication of the resident.

-2-

4.   It is further mentioned that Section 4 of the Information Technology Act, 2000 ["IT Act"] lays down that the requirement in any statute to have the information in writing would be deemed to have been satisfied if such information is made available in electronic form. Therefore, the requirement of Section 29(3) of the Aadhaar Act to inform the resident in writing of the purposes for which his/her Aadhaar number may be used and /or disclosed further would be met if the same is done through electronic form including by email, SMS to the mobile number of the Aadhaar number holder, or by accessing the Form on the website of the concerned Ministry/ Department of the Government of India.

5.   This issues with the approval of the CEO, UIDAI.

Encl:-As above.

(Amit Bhargav)
Deputy Director

To,

The Ministries/ Departments of Govt. of India

Copy to: For information

The Secretary,
Ministry of Electronics & Information Technology,
Govt. of India.

Form for Intimation of Purposes for prospective data sharing

1.   I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and services) Act, 2016 (18 of 2016) and regulations framed there under, is being collected by the Government of India for the following Purposes:

    i.   Authenticating my identity by way of the Aadhaar authentication system;

    ii.   Registering on the Portal *(Name of the Portal)*, after authentication, for availing subsidies, benefits & services under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016);

    iii.   Sharing of my Aadhaar number and demographic information and photograph, for verifying my identity for the purpose of determining my eligibility across Government welfare programmes, which are in existence and for future programmes, run by the Central Government and State Governments under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016);

2.   I understand that the Government of India shall create an Aadhaar-seeded database containing my Aadhaar number, photograph and demographic information for all or any of the purposes enlisted in paragraphs 1(i)-(iii) of this form, and that the Government of India shall ensure that requisite mechanisms have been put in place to ensure safety, security and privacy of such information in accordance with applicable laws, rules and regulations.

3.   I have no objection to provide my Aadhaar Number, photograph and demographic information for Aadhaar based authentication for the purposes enlisted in paragraphs 1(i)-(iii) of this form and further for creation of an Aadhaar-seeded database as described Paragraph 2 of this form.

4.   I also understand that my 'no-objection' accorded in this form is revocable and I have the right to withdraw the same at any time in future, through a communication of opting out.

F.No. K-11022/764/2019-UIDAI(Auth-II)
Government of India,
Ministry of Electronics and Information Technology,
Unique Identification Authority of India
(Authentication Division)
****

3rd Floor, Bangla Sahib Road,
UIDAI Hqrs, Near Kali Mata Mandir,
New Delhi- 110001
Dated: 27 /10/2021

OFFICE MEMORANDUM

Subject :- Treating different Departments of Government of India, administering Section 7 or Section 4(4)(b)(ii) schemes, as a single entity under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016- reg.

UIDAI is in receipt of communications from several Government entities to effectively use Aadhaar in the interest of good governance to promote ease of living of residents and enabling better access to welfare services for them. A question has been raised whether different Departments of the Central Government, administering Section 7 or Section 4(4)(b)(ii) schemes, can be treated as a single entity under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016.

2. In this regard it is intimated that Article 77 of the Constitution of India provides that all business conducted by the executive shall be expressed to be taken in the name of the President, and the President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business. Article 77 is extracted below for reference:

77. Conduct of business of the Government of India.–
(1) All executive action of the Government of India shall be expressed to be taken in the name of the President.
2) Orders and other instruments made and executed in the name of the President shall be authenticated in such manner as may be specified in rules to be made by the President, and the validity of an order or instrument which is so authenticated shall not be called in question on the ground that it is not an order or instrument made or executed by the President.
(3) The President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business."

3. Further, it is settled law that the Government of India is a single legal entity, and the different Ministries and Departments of the Government of India are all a part of the Government of India. This has been so held by the Supreme Court in *Villianur Iyarkkai*

Padukappu Maiyam v. Union of India and Ors. (2010) 15 SCC 230 (in paragraph 12), which is extracted below:

> "**11.** The basic and fundamental fallacy from which the argument that the Ministry of Home Affairs was not impleaded as a party to the writ petition filed before the High Court of Madras and therefore relief claimed in the application should be granted, suffers is that the Union of India was represented before the Court by one of its departments. Another department, after the judgment is delivered cannot be heard to say that it was not impleaded as a party and therefore the judgment delivered by a court of competent jurisdiction is not binding on the said department. If the courts of law start entertaining such a specious plea, there would be no end to the litigation where the Union of India and or the State Government concerned is impleaded as a party nor would there be finality of any judgment whether it is delivered by the High Court or by this Court.
>
> **12.** The Union of India is a legal entity. It cannot be split into various departments for the purpose of being arrayed as a party in a litigation before a court of law. Thus, the Union of India was duly represented not only before the High Court of Madras but also before this Court. It would be unjust to grant prayer of modification/recall of the order passed in LA No. 2 of 2009. Even if it is assumed for the sake of argument that the Ministry of Home Affairs was the proper and appropriate department of the Union of India to be impleaded as a party in the writ petition which was filed before the High Court of Madras, the negligence is palpable and delay on the part of the said Ministry would be fatal."

4.   Therefore, the different Ministries and Departments of the Government of India, can be treated as a single entity, i.e. the "Central Government" for effective formulation of various government schemes and selection of beneficiaries.

5.   However, the various provisions of Aadhaar Act and Regulations notified thereunder regarding data protection, data storage and privacy etc. and in particular, seeking consent, needs to be complied with. Further, it may be ensured that at the time of authentication for the delivery of services, benefits and subsidies, the identity information is used/disclosed only for purposes informed in writing to the Aadhaar number holder.

6.   This issues with the approval of CEO, UIDAI

Dr. Mandeep Singh Lamba
Deputy Director

To,

The Secretary

Copy To,
The Secretary
MeitY - For kind information please

सं .- K-11022/632/2017- यूआईडीएआई (ऑथ-II)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण

(अधिप्रमाणन प्रभाग)

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली- 110001
दिनांक: 18.10.2021

CIRCULAR No. 04 of 2021

Sub: Authentication Transaction Charges for Telecom Sector

In compliance of the decision of Union Cabinet, as communicated by Department of Telecommunications, Ministry of Communications, Government of India vide Letter No:800-12/2019-AS.II dated 21.09.2021, rate for Aadhaar based e-KYC transactions done by Telecom Service Providers for issuing new mobile connections has been revised to Re. 1 (including applicable taxes) per transaction and the same has been incorporated in the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2021 (No. 1 Of 2021) notified on 14.10.2021 in the Extraordinary Gazette of India.

2.   The revised rate of Aadhaar based e-KYC transaction for Telecom Service Providers, as in Para 1 above, shall be effective from 21.09.2021.

3.   The other terms and conditions as notified vide the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2021 (No. 1 of 2021) shall remain applicable as notified.

4.   This is being issued with the approval of the Competent Authority.

(संजीव यादव)
सहायक महानिदेशक

To,

All Telecom Service Providers

Copy for information to:

i.   Secretary (MEITY)

ii.   Secretary (Telecom)

रजिस्ट्री सं. डी.एल.- 33004/99

REGD. No. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

सी.जी.-डी.एल.-अ.-14102021-230419
CG-DL-E-14102021-230419

असाधारण
EXTRAORDINARY

भाग III—खण्ड 4
PART III—Section 4

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 473]	नई दिल्ली, बृहस्पतिवार, अक्तूबर 14, 2021/आश्विन 22, 1943
No. 473]	**NEW DELHI, THURSDAY, OCTOBER 14, 2021/ASVINA 22, 1943**

भारतीय विशिष्ट पहचान प्राधिकरण

अधिसूचना

नई दिल्ली,14 अक्तूबर , 2021

आधार (आधार अधिप्रमाणन सेवाओं का मूल्य-निर्धारण) विनियम, 2021

(2021 का सं. 1)

सं. के-11022/632/2019/अधि./भा.वि.प.प्रा.(2021 का संख्या 1).—आधार (विनीय और अन्य सहायिकियों प्रगुबिधाओं और सेवाओं का लक्षित परिदान) अधिनियम, 2016 की धारा 8 के साथ पठित धारा 54 की उप-धारा (1) तथा उप-धारा (2) के उप-खंड (एफ) जो आधार एवं अन्य विधियां (संशोधन) अधिनियम, 2019 (2019 का संख्या 14) द्वारा यथा संशोधित और आधार (अधिप्रमाणन) विनियम, 2016 के विनियम 12(7) एवं आधार (आधार अधिप्रमाणन सेवाओं का मूल्य-निर्धारण) विनियम 2019 (2019 का संख्या 1) के अधिक्रमण में और उन अधिक्रमण से पूर्व किए गए कार्यों तथा उक्त अधिक्रमण से पूर्व किए जाने वाले कार्यों को छोड़कर, भारतीय विशिष्ट पहचान प्राधिकरण एतद् द्वारा निम्नलिखित विनियम बनाता है :-

1. संक्षिप्त नाम और प्रारंभ :-

   (1)   इन विनियमों को आधार (आधार अधिप्रमाणन सेवाओं का मूल्य-निर्धारण) विनियम, 2021 (2021 का संख्या 01) कहा जाएगा ।

   (2)   ये विनियम सरकारी राजपत्र में प्रकाशन की तिथि से लागू होंगे ।

5916 GI/2021 (1)

2 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC.4]

2. आधार अधिप्रमाणन सेवाओं का मूल्य-निर्धारण :-

(1) (क) प्रत्येक सफल आधार ई-केवाईसी कार्य-सम्पादन के लिए अनुरोधकर्ता संस्था से 3/-रुपए (लागू कर सहित) की दर से प्रभार वसूला जाएगा, जबकि दूरसंचार सेवा प्रदाताओं से प्रत्येक सफल आधार ई-केवाईसी कार्य-सम्पादन के लिए 1/- रुपए (लागू कर सहित) की दर से प्रभार वसूला जाएगा ।

(ख) अनुरोधकर्ता संस्था से प्रत्येक सफल हाँ/नहीं कार्य-सम्पादन के लिए 0.50/- रुपए (लागू कर सहित) की दर से अधिप्रमाणन सेवाओं का प्रभार वसूला जाएगा।

(ग) प्रत्येक असफल, किंतु प्रभार्य आधार ई-केवाईसी कार्य-सम्पादन या हाँ/नहीं अधिप्रमाणन कार्य-सम्पादन के लिए अनुरोधकर्ता संस्था से प्रत्येक कार्य-सम्पादन के लिए 0.50/- रुपए (लागू कर सहित) का प्रभार वसूला जाएगा ।

(2) केंद्र और राज्य सरकार के मंत्रालयों/ विभागों द्वारा या उनकी ओर से, अधिप्रमाणन कार्य-सम्पादन पर विनिर्दिष्ट सेवाओं, प्रसुविधाओं और सेवाओं के अन्तरण संबंधी अधिप्रमाणन कार्य-सम्पादन प्रभार से छूट होगी ।

(3) उपरोक्त प्रभार, लाइसेंस शुल्क और वित्तीय हतोत्साहन, यथा लागू, के अतिरिक्त होंगे ।

(4) कार्य-सम्पादन त्रुटि कोडों एवं उससे संबंधित प्रभारों का ब्योरा अलग से जारी किया जाएगा ।

(5) उपर्युक्त विनियम 2(1) के अंतर्गत अधिप्रमाणन कार्य सम्पादन प्रभारों (आधार ई-केवाईसी तथा हाँ/नहीं कार्य-सम्पादन दोनों के लिए) को प्रत्येक दो वर्ष में उपभोक्ता मूल्य सूचकांक (सी.पी.आई) से जोड़कर एवं निकटतम 10 पैसे से पूर्णांकित कर संशोधन किया जाएगा।

3. अधिप्रमाणन और ई-केवाईसी सेवाओं की अनिरंतरता :-

(1) यदि कोई विद्यमान अनुरोधकर्ता संस्था [उपरोक्त 2(2) विनियमों में दी गयी छूट को छोड़कर], इन विनियमों के प्रकाशन की तिथि के बाद आधार अधिप्रमाणन की सेवाओं का उपयोग जारी रखनी है तो, यह समझा जाएगा कि वह निर्दिष्ट अधिप्रमाणन प्रभारों के प्रति सहमत है। संस्थाओं को, उपयोग पर आधारित संबंधित बीजक (इनवॉइस) जारी होने के 15 दिनों के अंतर्गत अधिप्रमाणन कार्य-सम्पादन प्रभारों को जमा करना अपेक्षित होगा। 15 दिनों की अवधि के बाद भुगतान में विलंब होने पर, 1.5% प्रतिमाह की दर से चक्रवृद्धि ब्याज अदा करना होगा तथा अधिप्रमाणन एवं ई-केवाईसी सेवाएं भी रोक दी जाएंगी ।

(2) यदि कोई अनुरोधकर्ता संस्था अधिप्रमाणन कार्य-सम्पादन के प्रभारों का भुगतान नहीं करना चाहती है, तो वह आधार अधिप्रमाणन सेवाओं के उपयोग को बंद कर देगी और वह अपने निर्णय से तुरंत यूआईडीएआई को सूचित करेगी और वह आधार (अधिप्रमाणन) विनियम, 2016 के विनियम 23 के अनुसार अधिप्रमाणन सुविधाओं को ऐक्सेस करने का परित्याग कर देगी। हालांकि अधिप्रमाणन सेवाओं के ऐक्सेस के निष्क्रिय होने की तिथि तक लागू कार्य-सम्पादन प्रभारों का भुगतान करना होगा ।

डॉ. सौरभ गर्ग, मुख्य कार्यकारी अधिकारी

[विज्ञापन-III/4/असा./343/2021-22]

टिप्पणी : मुख्य विनियमों यथा आधार (आधार अधिप्रमाणन सेवाओं का मूल्य निर्धारण) विनियम, 2019 (2019 का संख्या 1), जो दिनांक 07 मार्च 2019 के भारत के राजपत्र, असाधारण , भाग III, खण्ड 4, संख्या 90 में दिनांक 06, मार्च 2019 की अधिसूचना संख्या के- 11022/632/2019/अधि./भा. वि. प. प्रा. (2019 का संख्या 01) के द्वारा प्रकाशित हुए, के अधिक्रमण में ।

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 14th October , 2021

THE AADHAAR (PRICING OF AADHAAR AUTHENTICATION SERVICES) REGULATIONS, 2021

(No. 1 of 2021)

No. K-11022/632/2019/Auth/UIDAI (No. 1 of 2021).—In exercise of the powers conferred by sub-section (1) and sub-clauses (f) of sub-section (2) of Section 54 read with Section 8 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act 2016 as amended vide the Aadhaar and Other Laws (Amendment) Act, 2019 (No.14 of 2019) and Regulation 12(7) of the Aadhaar (Authentication) Regulations, 2016 and in supersession of the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2019 (No. 1 of 2019), except as respects things done or omitted to be done before such supersession, the Unique Identification Authority of India, hereby makes the following regulations, namely:—

1.   **Short title and commencement.—**

(1)   These regulations may be called the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2021 (No. 1 of 2021).

(2)   These regulations shall come into force on the date of their publication in the Official Gazette.

2.   **Pricing of Aadhaar Authentication Services. —**

(1)   (a) Each successful Aadhaar e-KYC transaction shall be charged @ Rs. 3 (including applicable taxes) from requesting entities except Telecom Service Providers for whom the rate shall be Re. 1/- (including applicable taxes) for each successful Aadhaar e-KYC transaction;

(b) Each successful Yes/No authentication transaction shall be charged @ Rs. 0.50 (including applicable taxes) from requesting entities;

(c) Each failed, but chargeable Aadhaar e-KYC transaction or Yes/No authentication transaction shall be charged @ Rs. 0.50 (including applicable taxes) per such transaction from requesting entities.

(2)   Authentication transactions done by or on behalf of the Central and State Government Ministries/ Departments, for specified services, transfer of benefits and subsidies, shall be exempt from Authentication transaction charges.

(3)   The above charges shall be in addition to the License fees and financial disincentives, as applicable.

(4)   Details of the chargeable transaction error codes shall be issued separately from time to time.

(5)   The Authentication transaction charges (for both Aadhaar e-KYC and Yes/No transactions) as in Regulation 2(1) above shall be revised every two years by linking it with the Consumer Price Index (CPI) and rounding it off to the nearest 10 paisa.

3.   **Discontinuation of authentication and e-KYC services. —**

(1)   If an existing requesting entity [except those exempt under Regulation 2(2) above], continues to use Aadhaar authentication services beyond the date of publication of these Regulations, it shall be deemed to have agreed to the specified authentication charges. The entities shall be required to deposit the authentication transaction charges within 15 days of issuance of the invoice based on the usage. The delay in payment beyond 15 days shall attract interest compounded @ 1.5% per month and discontinuation of authentication and e-KYC services.

4 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC.4]

(2)   In case a requesting entity does not wish to pay authentication transaction charges, it shall discontinue the use of Aadhaar authentication services and intimate its decision to the UIDAI immediately, and it shall surrender its access to the authentication facilities as per Regulation 23 of the Aadhaar (Authentication) Regulations, 2016. However, the transaction charges as applicable till the date of de-activation of access to authentication services shall have to be paid.

Dr. SAURABH GARG, Chief Executive Officer

[ADVT.-III/4/Exty./343/2021-22]

Note : In supersession of the Principal regulations i.e. the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2019 (No. 1 of 2019) which were published *vide* Notification No. K-11022/632/2019/Auth/UIDAI (No. 1 of 2019), dated 6th March 2019 in the Gazette of India, Extraordinary, Part III, Section 4, No. 90, dated 7th March, 2019.

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234   COMPENDIUM OF OMs ISSUED BY UIDAI

F. No. K-11022/630/2017-UIDAI (Auth II)
भारत सरकार
भारतीय विशिष्ट पहचान प्राधिकरण
आधिप्रमाण अनुभाग

भारतीय विशिष्ट पहचान प्राधिकरण मुख्यालय,
बंगला साहिब रोड़, काली मंदिर के पीछे,
गोल मार्किट, नई दिल्ली -110001

दिनांक: 08.04.2021

CIRCULAR No.3 of 2021

Reference is invited to UIDAI's Circular No. 02 of 2019 of even number dated 02.04.2019, whereby all the AUAs/KUAs/ASAs, who were either in pre-production or production or both environments, were directed to deposit License Fee at prescribed rates valid for a period of 2 years with effect from 1st June, 2019.

2.   Now the validity period of 2 years stated above is going to expire on 31.05.2021. Hence, all such AUAs/KUAs/ASAs who are willing to continue their Aadhaar usage are directed to deposit the license fee at the rates prescribed below by 31.05.2021 along with GST @ 18% thereupon:

Sl. No.	Type of entity	Status	License fee	Validity
1	ASA	Pre-Production	Rs.10 lakh	3 Months
		Live/Production	Rs.1 Crore	2 Years
2	AUA/KUA	Pre-Production	Rs.5 lakh	3 Months
		Live/Production	Rs.20 lakh	2 Years

3.   Any delay in deposit of license fees beyond 31.05.2021 will attract compound interest @1.5% per month or part thereof along with GST @ 18% thereupon. Further, non-payment of license fee by 31.05.2021 may lead to immediate suspension of AUA/KUA/ASA License Key.

4.   The above mentioned license fee is non-refundable and non-adjustable under any circumstances, including but not limited to the event of the entity (AUA/KUA/ASA) closing its business before the period for which fee has been paid or in case the Authority cancels the license/Agreement.

5.   Those AUAs/KUAs/ASAs who do not agree to the above terms and conditions may initiate process of surrendering their license in accordance with Regulation 23 of Aadhaar (Authentication) Regulations, 2016 and relevant clauses of Agreement with UIDAI within 15 days of issue of this circular. Accordingly their authentication license will be revoked from 01.06.2021.

6.   This issues with the approval of the Competent Authority.

(अमित भार्गव)
उप निदेशक

To
All ASAs/AUAs/KUAs

सं.के- K-11022/632/2017- यूआईडीएआई(ऑथ-11)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
(ऑथंटीकेशन डिवीज़न)

यूआईडीएआई मुख्यालय भवन,
तीसरी मंजिल, बंगला साहेब रोड,
काली मंदिर के पीछे, गोल मार्केट,
नई दिल्ली-110001.

दिनांक: 03.03.2021

Circular No. 2 of 2021

Sub:-   Levying of License Fees on Sub-AUAs/Sub-KUAs.

In partial modification of the Circular No. 01 of 2021 dated 09.02.2021 on the captioned subject, following directions are issued for information of and compliance by the Requesting Entities:

(i)   UIDAI Headquarters will raise invoices directly to the approved Sub-AUAs/ Sub-KUAs and share a copy of the same with respective AUA with a direction to ensure timely payment by the concerned Sub-AUA/ Sub-KUA. It shall be the responsibility of the AUA to make sure that only those Sub-AUAs/ Sub-KUAs, who are duly approved by UIDAI and have paid license fees, are provided Aadhaar-based authentication services by it.

(ii)   The due date for payment of license fees by a Sub-AUA/ Sub-KUA is changed from 31.03.2021 to 30.04.2021.

(iii)   AUAs shall immediately inform UIDAI of name of the organization, billing address and GSTIN of the existing Sub-AUAs/ Sub-KUAs.

This issues with the approval of the Competent Authority.

(अमित भार्गव)
उप निदेशक

To

(i)   All Authentication Service Agencies,

(ii)   All Requesting Entities (AUAs/KUAs/Sub-AUAs/Sub-KUAs)

(iii)   All DDGs (R.Os)

1

सं.के- K-11022/632/2017- यूआईडीएआई(ऑथ-II)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
(ऑथंटीकेशन डिवीज़न)

यूआईडीएआई मुख्यालय भवन,
तीसरी मंजिल, बंगला साहेब रोड,
बासी मंदिर के पीछे, गोल मार्केट,
नई दिल्ली-110001.

दिनांक: 09.02.2021

Circular No.1 of 2021

Sub:- Levying of License Fees on Sub-AUAs/Sub-KUAs.

Section 8 read with Section 23A of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (**as amended**) (herein after referred to as the **Aadhaar Act, 2016**) and Regulations 12 and 25 of the Aadhaar (Authentication) Regulations, 2016 provide for authentication of Aadhaar number, appointment of Requesting Entities (REs) and Authentication Service Agencies (ASAs), and imposition of disincentives for contravention of provisions of the Aadhaar Act, 2016 and its Regulations, Agreements, etc.

2.   The Authority in exercise of powers under Section 8 of the Aadhaar Act, 2016 and Regulation 12(7) of the Aadhaar (Authentication) Regulations, 2016, has decided to levy License Fee on Sub-AUAs/Sub-KUAs.

3.   In view of the decisions taken by the Authority, following directions are issued for compliance by the REs:

(i)   The License Fees shall be levied on all Sub-AUAs/Sub-KUAs @ Rs. 3 lakh (exclusive of applicable taxes) for a period of 02 years applicable w.e.f. 1st April 2021. All Sub-AUAs/Sub-KUAs are required to pay this License Fees through their respective AUA/KUA on or before 31st March 2021. This License Fees shall be apart from the license fees already being levied on AUAs/ KUAs. This License Fees shall be applicable on all categories of Sub-AUAs/Sub-KUAs including Government, Banks, etc. and shall be collected by AUAs and paid to UIDAI.

(ii)   If an existing Sub-AUA/ Sub-KUA intends to continue to use Aadhaar authentication services beyond 31.03.2021, it shall deemed to have agreed to the terms and conditions of this circular and shall be required to deposit the license fees on or before 31.03.2021.

(iii)   This License Fees, as mentioned above, shall be a non-refundable fee.

1

(iv)   In case, any existing Sub-AUA/Sub-KUA does not agree with the terms and conditions of this circular, it may discontinue use of Aadhaar authentication services and shall intimate to its AUA/KUA as well as UIDAI on or before 31st March 2021 by email/registered post.

(v)   The recommending AUA/KUA shall be responsible for compliance of the above requirement. Any non-payment or partial payment may lead to de-recognition/ deregistration of the concerned Sub-AUA/Sub-KUA. Any AUA/KUA providing services to any unapproved or de-recognized Sub-AUA/ Sub-KUA shall be held in violation of Section 23A of the Aadhaar Act, 2016 as well as violation of AUA/KUA Agreement and appropriate action shall be taken as per the provisions of the Aadhaar Act, 2016, Aadhaar (Authentication) Regulation, 2016 and other applicable laws.

(vi)   Sub-AUAs / Sub-KUAs shall get their infrastructure, systems, operations, procedures etc. audited by any Information Systems Auditor certified by a recognized body or as per the directions issued by UIDAI from time to time. AUAs shall ensure timely audit and submission of report with UIDAI.

(vii)   UIDAI may, at any time, get infrastructure, systems, operations, procedures etc. of an approved Sub-AUA/ Sub-KUA audited itself or through any auditor appointed by.

4.   This issues with the approval of the Competent Authority.

(अमित भार्गब)
उपनिदेशक

To

(i)   All Authentication Service Agencies,

(ii)   All Requesting Entities (AUAs/KUAs/Sub-AUAs/Sub-KUAs)

(iii)   All DDGs (R.Os)

2

F. No. K-11022/632/2017-UIDAI (Auth II)
Government of India
Ministry of Electronics and Information Technology
Unique Identification Authority of India
(Authentication Division)

3rd Floor, UIDAI Hqrs,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi – 110 001.
Date: 14.07.2020

CIRCULAR No. 04 of 2020

Sub: Pricing of Aadhaar authentication transactions

In continuation to the Circular No. 4 of 2019 dated 23.04.2019, issued in pursuance of the notification of the Aadhaar (Pricing of Aadhaar Authentication Services) Regulations, 2019, following Error Codes are hereby added to the list of existing Error Codes (Annexure I of Circular No. 4 of 2019) which are not to be charged:

Sr. No.	Auth Error Code	Error Description
1	332	Aadhaar number usage is blocked by Aadhaar number holder.
2	532	VID not generated
	eKYC Error Code	Error Description
3	K-571	Technical Error during UIDAI response signing
4	K-956	Technical Error during PDF Generation

2.   This issues with the approval of the Competent Authority.

(Amit Bhargav)
Deputy Director(Auth)

To,

All AUAs/ KUAs and ASAs

सं .के-11020/198/2017- यूआईडीएआई (अथि-I)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रा
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
ऑथंटीकेजन डिवीझन

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली -110001
दिनांक: 11.11.2021

To,

<All Biometric Device Vendors>

Sub: FIR implementation in Aadhaar based biometric authentication

Sir/Ma'am,

UIDAI provides the Aadhaar authentication and e-KYC services to the requesting entities in an efficient and secure manner. To enhance the security level, UIDAI has taken several security measures to ensure security of transactions during the authentication process. To make Aadhaar authentication transactions more robust and secure, Fingerprint Image Record (FIR) based authentication was introduced in fingerprint based Aadhaar authentication in year 2020. Accordingly, all the device vendors had upgraded their RD service to provide the facility of FIR based authentication.

2. UIDAI intends to migrate all fingerprint authentication transactions from FMR only to FIR and FMR. In order to analyze that FIR based authentication in comparison to FMR based authentication, all the biometric device vendors are required to develop RD service providing both FMR and FIR data in single capture in the same PID block.

3. Therefore all the fingerprint device vendors may complete the required development of RD Service provide FMR and FIR data in the same PID block as below:-

    (a)   fType attribute of Opts in PID Options may allow a third value '2' which will mandate the FMR and FIR captures and create single pid

    (b)   Value of posh if provided should be same for both the bio elements and the FMR and FIR need to be of same finger i.e. from same capture.

(c)   fcount attribute may be used for dual finger capture. When fCount=2 and fType=2, the RD service may capture two fingers consecutively, and corresponding FIRs and extracted FMRs may be sent in single PID block.

(d)   For dual finger transaction, bio element may repeat for each of the finger data (4 Nos) and FMR corresponding to the FIR should be identifiable from the posh attribute (mandatory). Requesting application may pass comma separated values of finger positions in posh attribute. This may be sent back in bio element of PID for identification of FMR corresponding to the FIR. fCount more than 2 is not allowed for transactions other than BFD.

(e)   It shall also be ensured that the size of PID block is not more than 15KB for single finger print and 25KB for dual fingerprint.

4. All FP device providers may submit an undertaking stating that no major changes or architectural changes are incorporated in the RDS, other than the above mentioned features. In case of Managed OS, necessary undertaking may be obtained from AUAs. All undertakings and declarations may be submitted to UIDAI HQ.

5. In case of BFD, only FMR based biometric type authentication requests are recommended.

6. Also, updated RD service along with staging test reports may be submitted to UIDAI Tech Centre for on-boarding to CIDR.

7. Amended RD Specs and Auth API document will be published shortly. All these submissions may be completed positively by 30.11.2021.

Sanjeev Yadav
ADG (Auth-I)

Copy To:-
1.   DDG (Tech Centre)—For Kind information and necessary action please.

सं .के-**11020/198/2017**- यूआईडीएआई (ऑथ-I)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
ऑथंटीकेशन डिवीज़न

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली -110001
दिनांक: 30.03.2022

To,

<TPOC (All AUA/KUAs)>
<All Biometric Device Vendors>

Sub: FIR-FMR Single PID Block implementation in Aadhaar based biometric authentication

Sir/Madam,

1. Please refer to the following correspondence from UIDAI on the implementation of FIR-FMR Single PID Block in Finger Print Authentication

(a) UIDAI (Auth-I) letter No. 11020/198/2017-UIDAI (Auth-I)/1 dated 11/11/2021 and 03/02/2022.
(b) UIDAI (Auth-I) has shared the following documents through email dated 14 Jan 2022
    (i) Aadhaar Registered Devices Technical Specification – Version 2.0 (Revision-7) of Jan 2022
    (ii) Aadhaar Authentication API Specification – Version 2.5 (Revision-1) of Jan 2022

2. In continuation to Auth Division letter at Sr No. 1(a) and VC meetings held on 22/03/2022 with all Device vendors and 24/03/2022 with all AUA/KUAs to review the implementation of FIR-FMR Single PID block, it was informed that UIDAI intend to migrate all finger Print authentication transactions from FMR only to FIR-FMR in Single PID block capture. The following actions are required to be completed by device vendors and AUA/KUA

Action by Biometric Device Vendors:-

i. All the biometric device vendors are required to develop RD service providing f(0)- FMR, f(1)- FIR and f(2)- FIR-FMR data in single capture in the same PID block.
ii. It shall be ensured that the size of PID Block is not more than 15KB for Single Finger print and 25KB for dual finger
iii. Delta certification of RD service to be completed by 30.04.2022 and confirmation be sent UIDAI post rolling out in the field.

iv. Necessary coordination regarding roll out of RD Service with the associated AUA/KUAs must be ensured by all device vendors and should be completed before 30.04.2022.

Action by All AUA/KUAs:-

i. All the AUA/KUAs are required to suitably modify their Aadhaar Authentication Application, wherein f(0)-FMR, f(1)-FIR are disabled and only f(2)-FIR-FMR in Single PID block is only enabled.

ii. AUAs using the managed RDS (MDM versions) may submit an undertaking stating that the new version of RDS received from device providers will be used responsibly and will not be shared further

iii. In case of BFD, only f(0) - FMR based biometric type authentication requests are allowed

iv. Modification in AUA/KUA application to be completed by 30/04/2022 and confirmation be intimated to UIDAI

v. Necessary co-ordination regarding rolling out of AUA application and also RD service to field must be carried out in timely manner.

vi. AUA/KUAs are also requested to communicate the said changes to the Sub AUAs and ensure that their applications are also updated and rolled out.

vii. Necessary coordination to be carried out with Tech centre, Bangalore for white listing in pre-prod and report be sent to UIDAI post carrying out the testing.

3. You would kindly appreciate that migration from FMR to FIR-FMR Single PID Block is of utmost importance in the interest of security in authentication transactions. Therefore, it has been decided that all the device vendors will carry out delta certification in RD service and all AUA/KUAs are required to modify their Aadhaar Authentication Application providing FIR-FMR data in single capture in the same PID block by 30/04/2022 and no further extension shall be given.

Sanjeev Yadav
Director (Auth-I)

Copy To:-
DDG (Tech Centre) - For Kind information and necessary action please.

सं .के-11020/198/2017- यूआईडीएआई (ऑथ-I)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
ऑथंटीकेशन डिवीज़न

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली -110001
दिनांक: 04 .05.2022

To,

<TPOC (All AUA/KUAs)>

Sub: FIR-FMR Single PID Block implementation in Aadhaar based biometric authentication

Sir/Madam,

1.   Please refer to the following correspondence from UIDAI on the implementation of FIR-FMR Single PID Block in Finger Print Authentication

(a)   UIDAI (Auth-I) letter No. 11020/198/2017-UIDAI (Auth-I)/1 dated 11/11/2021, 03/02/2022 and 30/03/2022.
(b)   UIDAI (Auth-I) has shared the following documents through email dated 14 Jan 2022
      (i)   Aadhaar Registered Devices Technical Specification – Version 2.0 (Revision-7) of Jan 2022
      (ii)   Aadhaar Authentication API Specification – Version 2.5 (Revision-1) of Jan 2022

2.   In continuation to Auth Division letter at Sr No. 1(a) and VC meetings held on 29/04/2022 with all Device vendors to review the progress on Delta certification for implementation of FIR-FMR Single PID block, it was informed that UIDAI intend to migrate all finger Print authentication transactions from FMR only to FIR-FMR in Single PID block capture. The following actions are required to be completed by AUA/KUA

    i.   All the AUA/KUAs are required to suitably modifying their Aadhaar Authentication Application, wherein f(0)-FMR, f(1)-FIR are disabled and only f(2)-FIR-FMR in Single PID block in only enabled.
    ii.   AUAs using the managed RDS (MDM versions) may submit an undertaking stating that the new version of RDS received from device providers will be used responsibly and will not be shared further
    iii. In case of BFD, only f(0)-FMR based biometric type authentication request are allowed

iv. Modification in AUA/KUA application to be completed by 30/06/2022 and confirmation be intimated to UIDAI

v. Necessary co-ordination regard rolling out of AUA application and also RD service to field must be carried out in timely manner.

vi. AUA/KUAs are also requested to communicate the said changes to the Sub AUAs and ensure that their applications are also updated and rolled out.

vii. Necessary coordination to be carried out with Tech centre, Bangalore for white listing in pre-prod and report be sent to UIDAI post carrying out the testing.

4. You would kindly appreciate that migration from FMR to FIR-FMR capture in Single PID Block is of utmost importance in the interest of security in authentication transactions. Therefore, it has been decided that all the device vendors will complete delta certification in RD service immediately to avoid the violations of Aadhaar Act. All AUA/KUAs are required to modify their Aadhaar Authentication Application providing FIR-FMR data in single capture in the same PID block by 30/06/2022 and no further extension shall be given. Except for BFD, only FMR authentication transactions will not be permitted after 30/06/2022.

Sanjeev Yadav
Director (Auth-I)

Copy To:-
DDG (Tech Centre) — For Kind information and necessary action please.
All Device Vendors - For necessary action please.

सं.के 13028/1/2021/ यूआईडीएआई (ऑथ-1)
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
(अभिप्रमाणन विभाग)

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली- 110001.

दिनांक: 13.06.2022

Circular 01 of 2022

Subject: Launch of Face Authentication

UIDAI has been extending Finger Print and Iris modalities for biometric authentication of Aadhaar number. UIDAI is pleased to inform that in addition to Finger Print and Iris, UIDAI has introduced a new biometric modality of Face Authentication. This modality has been tested in PoCs and limited roll out in select entities during last few months. Encouraged by the results, the face auth modality has been extended to all AUA/KUA. During this office's interactions with various AUAs over last months, we have been briefing about this new modality.

2.   This modality matches the live photo of the resident with the photo available in CIDR of UIDAI as obtained at the time of enrollment or subsequent updation, if any. In present this modality is available on android OS only and requisite device specification are attached in annexure.

3.   Face authentication modality can be utilized by the requesting AUA/KUA in single/multi factor based on nature of transaction performed with authentication. The AUAs desirous of availing this modality may send such request to UIDAI. However before moving in Pre-Production, AUA/KUA will have to submit IS audit of Face Authentication application conducted by CERT-IN empanelled auditor.

This issues with the approval of the competent authority.

(Sanjeev Yadav)
Director (Auth-1, HQ UIDAI)

To,
All AUA/KUAs

Copy for information to:
Sh Anup Kumar, DDG (Tech Centre, UIDAI)
DDGs ROs, UIDAI

HQ-13021/1/2021-AUTH-I HQ

F. No. HQ-13021/1/2021-AUTH-I HQ
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
Authentication Division

UIDAI Headquarters, Third Floor,
Bangla Saheb Road, Behind Kali Mandir,
Gole Market, New Delhi – 110001
Date: **25** .04.2022

To

All AUA/KUAs, ASAs, Biometric Device Vendors in Aadhaar Authentication Ecosystem

Sub: Upgrade of existing L0 Fingerprint Authentication Registered Devices to L1 Compliant Fingerprint Authentication Registered Devices in Aadhaar Authentication Ecosystem.

Dear Partners,

UIDAI is committed towards providing the highest quality of service in an efficient and secured manner. To enhance the security levels, UIDAI has taken several security measures to ensure security of transactions and end to end traceability during the authentication process. To make it more robust and secure, UIDAI along with biometric device vendors, STQC and C-DAC has worked on upgrade from existing L0 compliant Fingerprint Registered Devices to launch of L1 compliant Fingerprint Authentication Registered Devices in the Aadhaar Authentication Ecosystem.

2. The key features of L1 compliant Fingerprint Authentication Registered Devices are:

a) Device security with Level 1 compliance of the signing and encryption of biometric is implemented within the Trusted Execution Environment (TEE) where host OS processes or host OS users do not have any mechanism to obtain the private key or inject biometrics. In this case, management of private keys needs to be fully within the TEE.

1

79650/2022/AUTH-I-HQ

b) Secure system design in line with the key objectives of the UIDAI RD Service specification (latest version).

c) Implementation of RD Service and Management Client in line with RD Service Specification (latest version).

d) Additional fingerprint liveness check with FIR-FMR Single PID block implementation.

e) A standardized and certified device driver provided by the biometric device vendors. This device driver (exposed via an SDK/Service) encapsulates the biometric capture, any user experience while capture (such as preview), and signing and encryption all within TEE. The device driver must form the encrypted PID block before returning to the host application.

f) The detailed specifications for L1 compliant registered device are available in the document "**Aadhaar Registered Devices – Technical Specification Version 2.0 (Revision 7) January 2022**" (attached as annexure).

g) All the details with regards to Aadhaar Authentication API for L1 compliant registered devices are available in "**Aadhaar authentication API specification - version 2.5 (Revision-1) January-2022**" (attached as annexure).

3.   The API specifications are also revised and updated to support L1 registered fingerprint device authentications. AUA/KUA's Authentication applications will also require minor modifications to support the L1 compliant registered device SDK. Document "**Aadhaar authentication API specification - version 2.5 (Revision-1) January-2022**" may be referred for details.

4.   The application development teams of all partner entities also need to be sensitized as changes may be required in the application and backend servers to make it compatible with L1 Registered Fingerprint Devices and "Aadhaar Authentication API - version 2.5 (Revision-1) January-2022" and would need to be tested thoroughly.

2

HQ-13021/1/2021-AUTH-I HQ

79650/2022/AUTH-I-HQ

5. A number of device vendors are ready with L1 RD device certification, UIDAI will be launching L1 RD devices shortly. However, L0 RD Fingerprint and IRIS authentication devices will continue to function as same and separate notification will be issued for L0 RD authentication devices.

6. This issues with the approval of competent authority.

(Sanjeev Yadav)
Director (Auth-1)

Copy for information to:
1. CEO, UIDAI
2. DG, STQC
3. Sh. Rupinder Singh, DDG (Authentication Division, HQ UIDAI)
4. Sh. Anup Kumar, DDG (Tech Centre, UIDAI)

F. No. HQ-13021/1/2021-AUTH-I HQ
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
(अधिप्रमाणन विभाग)

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली- 110001.

दिनांक: 31.05.2022

To

All AUA/KUAs, ASAs, Biometric Device Vendors in Aadhaar Authentication Ecosystem

Sub: Upgrade of existing L0 Fingerprint Authentication Registered Devices to L1 Compliant Fingerprint Authentication Registered Devices in Aadhaar Authentication Ecosystem.

Dear Partners,

Please refer UIDAI Letter HQ-13021/1/2021-Auth-1 HQ dated 25.04.2022. UIDAI along with biometric device vendors, STQC, and, C-DAC has worked on upgrade from existing L0 compliant Fingerprint Registered Devices to launch of L1 compliant Fingerprint Authentication Registered Devices in the Aadhaar Authentication Ecosystem.

2.   The key features of L1 compliant Fingerprint Authentication Registered Devices are:

a) Device security with Level 1 compliance of the signing and encryption of biometric is implemented within the Trusted Execution Environment (TEE) where host OS processes or host OS users do not have any mechanism to obtain the private key or inject biometrics. In this case, management of private keys needs to be fully within the TEE.

b) Secure system design in line with the key objectives of the UIDAI RD Service specification (latest version).

c) Implementation of RD Service and Management Client in line with RD Service Specification (latest version).

d) Additional fingerprint liveness check with FMR-FIR Single PID block implementation. All the L1 registered devices will be rolled out in FMR+FIR Single PID block capture capability only.

1

e) A standardized and certified device driver provided by the biometric device vendors. This device driver (exposed via an SDK/Service) encapsulates the biometric capture, any user experience while capture (such as preview), and signing and encryption all within TEE. The device driver must form the encrypted PID block before returning to the host application.

f) The detailed specifications for L1 compliant registered device are available in the document "Aadhaar Registered Devices – Technical Specification Version 2.0 (Revision 7) January 2022" (attached as annexure).

g) All the details with regards to Aadhaar Authentication API for L1 compliant registered devices are available in "Aadhaar authentication API specification - version 2.5 (Revision-1) January-2022" (attached as annexure).

3. The use of L0 devices will be discontinued over a period of time and therefore all future procurement of fingerprint authentication devices may preferably be done as per L1 compliant specifications and guidelines.

4. It is hereby clarified that currently authentication shall continue both in L0 and L1 devices, however, all the old & deployed L0 devices (where public device certificates issued by STQC have expired and have not been renewed) need to be phased out of the authentication ecosystem. Directions for old & deployed L0 devices as well as final sunset date of L0 devices are being issued separately.

5. AUA/KUA's will also require modification in their authentication application as well as backend servers to support the L1 compliant registered devices. Therefore, it is suggested that the respective AUA/KUA/ASA's technical teams should be ready for upgrade to the latest L1 registered device specifications. The revised RD and API specifications have already been circulated vide this office letter 11020/198/2017-UIDAI (Auth-1)/1 dt 14.01.2022. The same are attached for ready reference.

This issues with the approval of competent authority.

(Sanjeev Yadav)
Director (Auth-1)

Copy for information to:
1. DG, STQC
2. Sh. Anup Kumar, DDG (Tech Centre, UIDAI)

F. No. 13043/2/2021-AUTH-I-HQ

भारत सरकार

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय

भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)

(अधिप्रमाणन विभाग)

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली- 110001.

दिनांक: 31 .05.2022

To

All AUA/KUAs

Sub: Advisory regarding Strengthening of Biometric Authentication Security

Dear Madam/Sir,

Your entity has been appointed as an AUA/KUA by UIDAI for availing the Aadhaar authentication facility for authentication of the residents. UIDAI extends the facility of biometric (FP, Iris and Face) authentication which provides irrepudiable authentication of the resident as per the data available with its CIDR. This privilege enjoins upon the user entity a set of responsibilities as per Aadhaar Act and its regulations to provide safe and secure authentication process in the interest of residents. In this regard under Regulation 14 (1) of The Aadhaar (Authentication and Offline verification) Regulations-2021, UIDAI hereby issues following directions to AUAs for immediate compliance:

i.   **Implementation of FMR-FIR in Single PID block:**

(a)   UDAI vide its letter No. 11020/198/2017-UIDAI (Auth-1)/1dated 11.11.202, 03.02.2022, 30.03.2022 and 04.05.2022 has informed to all the ecosystem partners to expedite the FMR-FIR Single PID block implementation as per the guidelines of UIDAI and complete the necessary changes required in regards with AUA/KUA applications and supporting resources and devices by 30.06.2022. Please note that in interest of the overall ecosystem, UIDAI may not be in position to grant any further extension.

(b)   All the AUAs currently using the ISO format should migrate to the XML based authentications and adapt FMR-FIR single PID block implementation.

1

ii.   **Assisted Mode authentication:**

(a) Vide Aadhaar Act and Aadhaar (Authentication and Offline Verification) Regulations- 2021, Regulations no. 14 (d), (e) and (f) a requesting entity is required to maintain security of devices being used for biometric authentication.

(b) AUAs/KUAs are therefore requested to maintain details of devices and operators in assisted mode by maintaining proper logs of the operator with name of operator, deviceID, date and time, etc. These logs should be verified by AUAs at regular periods.

(c) Entities must carry out analysis of devices with high failure rate and such devices should be replaced.

(d) Vide Aadhaar Act and Aadhaar (Authentication and Offline Verification) Regulations- 2021, Regulations no. 14 (m), it is responsibility of AUA to ensure that UIDAI guidelines are followed even if Biometric Auth modality in assisted mode is being outsourced to third party or representative hired by AUA.

iii.   **Device Level Security:**

(a) Those devices which report very few or zero transactions over a period of time could be potential targets for frauds. Therefore, AUAs are requested to have an oversight over it and such devices, if possible should be taken out of the system.

(b) Devices, though certified by STQC/UIDAI are deployed by AUAs. Therefore AUA needs to ensure that all devices in their system are certified, no tempering is done with them and are compliant with all guidelines.

(c) AUA/KUAs to ensure deploying devices supporting only the latest OS specifications (Windows 10 / Android OS 10 and above).

2.   AUA/KUA's are requested to strictly follow the above-mentioned advisories and help towards making the Aadhaar Authentication Ecosystem safe and secure.

3.   This issues with the approval of competent authority.

(Sanjeev Yadav)
Director (Auth-1, HQ UIDAI)

Copy for information to:
1. DG, STQC
2. All RO, UIDAI
3. DDG (Tech Centre, UIDAI)

HQ-13054/5/2022-AUTH-I HQ

96185/2022/AUTH-I-HQ

F. No. HQ-13023/1/2020-AUTH-I HQ/2084
भारत सरकार
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय
भारतीय विशिष्ट पहचान प्राधिकरण (यूआईडीएआई)
ऑथंटीकेशन डिवीज़न

यूआईडीएआई मुख्यालय भवन, तीसरी मंजिल,
बंगला साहेब रोड, काली मंदिर के पीछे,
गोल मार्केट, नई दिल्ली- 110001
दिनांक: 20 .06.2022

To
    All AUA/KUAs and all Device vendors

Sub: Removal of old and deployed devices from Authentication ecosystem for strengthening authentication security

Dear Partners,

Please refer: (i) UIDAI letter No. 13043/02/2021-Auth-I-HQ dated 31.05.2022

Your entity has been appointed as an AUA/KUA by UIDAI for availing the Aadhaar authentication facility for authentication of the residents using the authentication 1.0 devices (Finger Print and Iris) certified by STQC/UIDAI.

2. UIDAI vide its letter 31.05.2022 has issued an advisory to all authentication ecosystem partners regarding strengthening of biometric authentication security by which AUA/KUAs were inter alia asked to ensure deploying devices supporting the latest OS Specification (Windows 10/Android OS 10 and above).

3. As per Aadhaar (Authentication and Offline Verification) Regulations- 2021, Regulations no. 14 (d) requesting entity is required to employ only those devices, equipment, or software, which are duly registered with or approved or certified by the authority for this purpose and are in accordance with the standards and specification laid down by the authority. However, it has been noted that some of the AUAs/KUAs have still deployed certain authentication devices whose device certificates issued by STQC have expired and have not been renewed/recertified by the device manufacturer. List of such devices is attached for ready reference.

4. Therefore, you are requested to identify and phase out such devices in time bound manner and it may be noted that services of such devices thereafter will be stopped from 31.12.2022 and no authentication will be permitted on these devices.

This issues with the approval of competent authority.

(Sanjeev Yadav)
Director (Auth-1, HQ UIDAI)

Copy for information to:
   1. DG, STQC
   2. DDG (Tech Centre, UIDAI)

96183/2022/AUTH-1-HQ

FX 15054/57/2022-AUTH-1-HV

Government of India

Unique Identification Authority of India

List of UIDAI Certified Biometric Authentication Old and Deployed L0 Devices (STQC issued Public Device Certificate validity expired)

S. No.	Device Vendor/Manufacturer	Device Model Name	Modality (Fingerprint/Iris)	Device Type	Operating System	PDC Validity
1	M/s Bharat Electronics Ltd.	BEL with MSO CBME2 fingerprint sensor	Fingerprint	POS	i) Embedded Linux	07.02.2022
2	M/s BioEnable Technologies Pvt. Ltd.	eNBioScan-C1 (HFDU08)	Fingerprint	Discrete	i) Windows ii) Android	31.05.2017
3	M/s Biomatiques Identification Solutions Pvt. Ltd.	EPi-1D00	Iris	Discrete	i) Android ii) Embedded Linux iii) Windows	25.12.2020
4	M/s Datamini Technologies India Ltd.	Datamini TPOS7 with MSO CBME2 fingerprint Sensor	Fingerprint	POS	i) Android	Disincentive has not been paid
5		Datamini TPOS7 with MSO CBME3 fingerprint Sensor	Fingerprint	POS	i) Android	
6		Bizzpos WizarHand Q1(WHQ1) with TCS1S fingerprint sensor	Fingerprint	POS	i) Android	
7		Bizzpos WizarHand Q1(WHQ1) with ES175 iris sensor	Iris	POS	i) Android	

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HQ-13054/5/2022-AUTH-I HQ

S. No.	Device Vendor/Manufacturer	Device Model Name	Modality (Fingerprint/Iris)	Device Type	Operating System	PDC Validity
8	M/s Digit Secure India Pvt. Ltd.	Freedom ABB 100 with TCS15 fingerprint sensor	Fingerprint	Tablet	i) Android	Disincentive has not been paid
9		Freedom Win–100 with ES175 iris sensor	Iris	Tablet	i) Windows	
10		Freedom Win10-100 with U.are.U 4500 UID fingerprint sensor	Fingerprint	Tablet	i) Windows	
11		SOFIA 3G–R with ES175 iris sensor	Iris	Tablet	i) Android	
12	M/s DSK Digital Technologies Pvt. Ltd.	MOBILI2 2P1 with MSO CBME2 fingerprint sensor	Fingerprint	POS	i) Android	07.02.2022
13	M/s Gemalto Digital Securities Pvt. Ltd.	CSD200/ CSD200I	Fingerprint	Discrete	i) Android ii) Linux iii) Windows	16.04.2020
14	M/s Innocom Electronics India Pvt. Ltd.	inFocus M425 with Sony Corporation iris sensor	Iris	Mobile	i) Android	
15	M/s Maestros Electronics & Telecommunications Pvt. Ltd.	Script 100M with Sogem Morpho CBME2 fingerprint sensor	Fingerprint	POS	i) Android	Disincentive has not been paid
16		TCRF1S(A3W)/ ET500	Fingerprint	Discrete	i) Android ii) Windows	29.01.2022
17		CSD200	Fingerprint	Discrete	i) Windows	16.04.2020

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HQ-13054/5/2022-AUTH-I HQ

S. No.	Device Vendor/Manufacturer	Device Model Name	Modality (Fingerprint/Iris)	Device Type	Operating System	PDC Validity
18	M/s Precision Biometric India Pvt. Ltd.	U.are.U 4500	Fingerprint	Discrete	i) Windows	
19		Oxigen TPS 300 with U.are.U 4500 UID Edition Sensor Digital Persona fingerprint sensor	Fingerprint	POS	i) Embedded Linux	29.01.2022
20		PB 300	Fingerprint	Discrete	i) Windows	
21		PB400	Fingerprint	Discrete	i) Android	
22	M/s QClD Technologies Pvt. Ltd.	NB-3023-U-UID	Fingerprint	Discrete	i) Android ii) IOS iii) Windows	27.08.2021
23	M/s Samsung India Electronics Pvt. Ltd. with Samsung Electronics Co. Ltd. iris sensor	SM-T116 IR	Iris	Tablet	i) Android	01.09.2019
24	M/s Syncbyte Innovations Pvt. Ltd.	MC01A	Fingerprint	Discrete	i) Android ii) Windows	17.05.2021
25	M/s Tatvik Biosystems Pvt. Ltd.	TMF20	Fingerprint	Discrete	i) Android ii) Windows	26.11.2020
26	M/s ZKTeco Biometrics India Pvt. Ltd.	SLK20R	Fingerprint	Discrete	i) Android ii) Windows	13.06.2021

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96183/2022/AUTH-I-HQ

S. No.	Device Vendor/Manufacturer	Device Model Name	Modality (Fingerprint/Iris)	Device Type	Operating System	PDC Validity
27	M/s Aqtronics Technologies Pvt. Ltd.	NB-3023-U-UID	Fingerprint	Discrete	i) Android ii) Windows	27.08.2021
28	M/s NEXT Biometrics Solutions India Pvt. Ltd.	NB-3023-U-UID	Fingerprint	Discrete	i) Android ii) Windows iii) Linux iv) Android Managed	27.08.2021
29		Falcon with MSO CBME 2 Fingerprint sensor	Fingerprint	POS	i) Windows	07.02.2022
30	M/s Evolute Systems Pvt Ltd.	Leopard with MSO CBME 2 Fingerprint sensor	Fingerprint	POS	i) Android	07.02.2022
31		IDENTIS with MSO CBME 2 Fingerprint sensor	Fingerprint	POS	i) Android ii) iOS	07.02.2022
32		TCRF1S(A3W)/ET500	Fingerprint	Discrete	i) Android ii) Linux iii) Windows	29.01.2022
33		MSO 1300 E2	Fingerprint	Discrete	i) Android ii) Windows	07.02.2022
34		CSD 200i	Fingerprint	Discrete	i) Windows	16.04.2020
35		Futronic FS88	Fingerprint	Discrete	i) Windows	
36	M/s Integra Micro Systems Pvt Ltd.	U are U 4500	Fingerprint	Discrete	i) Android ii) Window iii) Embedded Linux	29.01.2022

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96183/2022/AUTH-I-HQ

HQ-13054/5/2022-AUTH-I HQ

S. No.	Device Vendor/Manufacturer	Device Model Name	Modality (Fingerprint/Iris)	Device Type	Operating System	PDC Validity
37		Visiontek GL-11 with TCRF1S(A3W)/ ET500 fingerprint sensor	Fingerprint	POS	ii) Embedded Linux	29.01.2022
38		Visiontek GL-11 with MSO CBME 2 fingerprint sensor	Fingerprint	POS	ii) Embedded Linux	07.02.2022
39		Analogics ART2-XXXX with TCRF1S(A3W)/ ET500 fingerprint sensor	Fingerprint	POS	ii) Embedded Linux	29.01.2022
40		Analogics ART2-XXXX with MSO CBME 2 fingerprint sensor	Fingerprint	POS	ii) Embedded Linux	07.02.2022
41		Visiontek GL-11 with MSO CBME 2 fingerprint sensor	Fingerprint	POS	ii) Embedded Linux	07.02.2022
42	M/s Linkwell Telesystems Pvt Lts	Visiontek GL-11 with TCS15 Fingerprint Sensor	Fingerprint	POS	ii) Embedded Linux	29.01.2022
43	M/s Smart Chip Pvt Ltd	MSO 1300 E	Fingerprint	Discrete	i) Android iii) Windows iii) Tellum	
44		MSO 1300 E2	Fingerprint	Discrete	i) Android iii) Windows iii) Tellum	07.02.2022

Note: For More Details Regarding Sensor And Extractor Of Device, Kindly Ask Device Vendor/Manufacturer To Furnish The Following:

i) STQC issued Public Device Certificate Copy

ii) STQC issued Registered Device Service Certificate Copy

iii) UIDAI issued Provisional Registered Device Service Certificate Copy

F. No. 13043/2/2021-Auth-I HQ
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India (UIDAI)
Authentication and Verification Division

Date: 11 .08.2022

To
    All AUA/KUAs

Sub: Advisory regarding strengthening of authentication success rate for biometric authentication transactions regd.

Aadhaar Biometric authentication is being used extensively in authentication ecosystem across the country with Finger Print biometric modality contributing to 98% of total biometric authentications. The Aadhaar authentication thus performed provides the door step convenience to the far-flung rural areas of the country. UIDAI extends the facility of biometric (Fingerprint, Iris and Face) authentication which provides irrepudiable authentication of the resident as per the data available with its CIDR.

2. In this regard, it is noted that some of the residents are facing issues with success in biometric authentication using Fingerprint modality. In order to avoid a situation of denial of service in such cases, generally manual exception handling mechanisms like maintaining a register etc. are adopted. UIDAI has been requesting AUAs to provide iris modality as well so that those residents who are unable to authenticate with finger print, can also do their biometric authentication. The face authentication modality recently rolled out by UIDAI, further obviates the need for any external device (Fingerprint, Iris devices) and is operable on any general android phone (specifications are available at UIDAI website).

3. In the backdrop of the above to make the authentication process a 100% biometric one, it is necessary that in addition to fingerprint, residents be provided the option of other biometric modalities i.e., Iris or face authentication, so that in case of fingerprint authentication failure, resident can successfully do biometric authentication. This will bring trust and confidence in the authentication process both on the part of service provider and the resident.

4. Therefore, as per the Regulation 14(n) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021 it is hereby advised that in addition to fingerprint, one more biometric authentication modality, either iris or face be made available to the resident to ensure 100% biometric authentication. In case any AUA/KUA has not taken permission for the above-mentioned modalities, may please apply to UIDAI at the earliest.

(Sanjeev Yadav)
Director (Auth-1, HQ UIDAI)

Copy for information to:
    1. All RO, UIDAI

C - AADHAAR USAGE

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

F. No.13012/171/2018/Legal/UIDAI/114

Dated: 23.10.2018

CIRCULAR

Subject: Hon. Supreme Court's Aadhaar judgement - Use of Aadhaar for opening bank accounts and withdrawal of money through AePS – regd.

Ref: Opinion of Ld. Attorney General for India dated 15.10.2018.

The Unique Identification Authority of India (hereinafter referred to as "UIDAI" is in receipt of the opinion of the Ld. Attorney General for India in respect of queries raised by UIDAI which arose after the judgment of the Hon. Supreme Court of India, delivered on 26.09.2018 in W.P. (Civil) No. 494/ 2012 (hereinafter referred to as the "Aadhaar Judgment". A copy of the Opinion of Ld. Attorney General for India is attached herewith as **Annexure**.

2. It is noted that as per the opinion of the Attorney General, *Banks would be entitled to seek authentication of the beneficiaries, who are availing subsidies/ benefits/services covered by Section 7 of the Aadhaar Act, for the purpose of transfer of any monetary subsidy or benefit to the bank account of the beneficiary, as well as for facilitating the withdrawal of money by the beneficiary through Aadhaar based micro-ATM machines* (refer to page 8-9 of the Opinion). Accordingly, the Aadhaar enabled Payment System (AePS) and BHIM Aadhaar Pay shall remain operative and bank may continue to maintain and provide these facilities so that the DBT beneficiaries can conveniently withdraw their money through the micro-ATMs, AePS, BHIM Aadhaar Pay etc. without having to visit bank branches which are, in many cases, far away from the places where they live.

3. From the above quoted opinion, there is also no bar on the Banks to perform Aadhaar based authentication using e-KYC authentication facility for opening bank accounts of the client who gives a declaration that s/he is desirous of receiving her/his entitled benefits or subsidies of welfare schemes funded from the Consolidated Fund of India in her/his account directly. Banks may therefore use Aadhaar e-KYC for such clients.

4. For clients who are not beneficiaries of the aforesaid welfare schemes or who do not give the declaration as mentioned in para 3 above, as per the Aadhaar judgement and opinion given by Ld Attorney General banks cannot use Aadhaar E-KYC authentication for opening bank accounts etc. However, they are not prohibited from accepting physical Aadhaar card/E-Aadhaar card/Masked Aadhaar/Offline Electronic Aadhaar xml (if offered voluntarily by the client) for

Tel.: 011-23478652
Website: www.uidai.gov.in

the purpose of opening bank accounts in such cases and verifying the authenticity through QR code etc. The Attorney General has opined that *the voluntary use of a physical Aadhaar card, without authentication, by the Aadhaar number holder who wishes to establish his/her identity, is not prohibited by the judgment. This would include physical copies of 'e-Aadhaar' and 'masked Aadhaar' and offline xml as well. It would also, in my view, permit offline verification of the Aadhaar card, to establish its genuineness through QR code embedded in the Aadhaar card.* (Refer to page 4-5 of the Opinion). Accordingly, banks and RBI are at the liberty to use physical copy of the Aadhaar card as well as e-Aadhaar, masked Aadhaar and offline electronic Aadhaar xml provided by UIDAI, which are various forms of Aadhaar, as Officially Valid Documents (OVD) for KYC purpose. However, as per Aadhaar Regulations, the Banks must mask the first 8 digits of the Aadhaar number while storing the physical copy of the Aadhaar card or e-Aadhaar.

For the convenience of such non-DBT beneficiary clients and to avoid paper based manual process, banks are also at liberty and are encouraged to develop a fully electronic web/mobile application which can use the QR code printed on Aadhaar card/ E-Aadhaar/ Masked Aadhaar/ offline Electronic Aadhaar xml (which contain UIDAI's digitally signed KYC information in electronic form), if offered voluntarily, for opening bank accounts. This will make the account opening process completely paperless and hassle-free even for a non–DBT beneficiary client whose bank account, in view of Supreme Court's Judgment, is not permissible to be opened through online Aadhaar authentication.

5. Since Banks will be using facility of Aadhaar e-KYC for the purpose of opening bank accounts and withdrawal of money through AePS by DBT beneficiaries, it will be mandatory for the banks to provide Aadhaar enrolment facilities as per Regulation 12A of the Aadhaar (Enrolment and Update) Regulations, 2016. Therefore, it is hereby reiterated that the UIDAI's Circular dated 14 July, 2017 which requires every Scheduled Commercial Bank to provide Aadhaar enrolment and update facilities to its customers shall continue to operate.

6. This issues with the approval of the competent Authority.

Encl: Annexure

(R P Pant)
Assistant Director General

To,
1. Chairpersons of all Banks
2. Deputy Governor, Reserve Bank of India
CC:
1. Secretary, Department of Financial Services, Government of India
2. Secretary, Department of Revenue, Government of India
3. Secretary, Ministry of Electronics and Information Technology, Government of India
4. DBT Mission, Cabinet Secretariat
5. Indian Banking Association

HQ-15035/4/2021-DBT-HQ
Unique Identification Authority of India
(Aadhaar Usage Division)

UIDAI HQs,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi. 110001

Dated: 21st September 2022

CIRCULAR

Subject: Usage of Aadhaar - Dos and Don'ts - *Regarding*

Aadhaar provides a single source of online/offline identity verification for residents across the country. Residents can use their Aadhaar number to verify and validate their identity credentials either electronically or through offline verification. Residents use their Aadhaar number to avail a large number of government services, banking services, telecom services etc.

2.   UIDAI provides technologically advanced ecosystem to ensure safe, smooth and speedy authentication experience to the Aadhaar number holder. The various provisions of the Aadhaar Act and its Regulations mandate that the entities taking Aadhaar number from the residents use and store it in a secure and legally permissible manner.

3.   However, there are lots of myths and perceptions about usage of Aadhaar amidst the general public. In this context, following few 'Dos and Don'ts' are outlined below which may be observed by the residents while giving their Aadhaar numbers:

Dos

i.   Aadhaar is your digital identity. Use it confidently as per your choice to prove your identity.

ii.   While sharing your Aadhaar with any trusted entity, exercise same level of caution which you may do at the time of sharing your mobile number, bank account number or any other identity document like passport, Voter Id, PAN, Ration Card etc.

iii.   Entities seeking your Aadhaar are obligated to obtain your consent which should specify the purpose for which it is being taken. Please do insist on it.

iv.   Wherever you don't want to share your Aadhaar number, UIDAI provides facility for generating Virtual Identifier (VID). You can easily generate VID and use it for authentication in place of your Aadhaar number. This VID can be changed after the end of calendar day.

v.   You can see your Aadhaar authentication history for last six months on UIDAI website or m-Aadhaar app. Do check the same periodically.

vi.   UIDAI intimates about every authentication over email. Therefore, linking your updated email Id with your Aadhaar number will ensure that you get intimation every time your Aadhaar number is authenticated.

vii.   A number of services can be availed with OTP-based Aadhaar authentication. So, always keep your mobile number updated with Aadhaar.

Page 1 of 2

viii. UIDAI provides facility for Aadhaar locking as well as biometric locking. If you are not likely to use Aadhaar for a period of time, you may lock your Aadhaar or biometrics for such time. The same can be unlocked conveniently and instantly, as and when required.

ix. In case you suspect any unauthorized use of your Aadhaar or have any other Aadhaar related query, do contact UIDAI on **toll-free helpline 1947** which is available 24*7 and/ or email at **help@uidai.gov.in**.

x. Please do visit our social media channels (Facebook, Twitter, Instagram, Koo) for latest updates.

Don'ts:

i. Don't leave your Aadhaar letter/ PVC Card, or its copy thereof, unattended.

ii. Don't share your Aadhaar openly in public domain particularly on social media (Twitter, Facebook, Instagram etc.) and other public platforms.

iii. Don't disclose your Aadhaar OTP to any unauthorized entity.

iv. Don't share your m-Aadhaar PIN with anyone.

4. This issues with the approval of the Competent Authority.

(Dr. Saroj Kr. Adhikari)
Deputy Director (AU)
Tel: 2347 8511

Page 2 of 2

No-15035/4/2021/AU-HQ
Unique Identification Authority of India
(Aadhaar Usage Division)

UIDAI HQs,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi, 110001

Dated: 31 October, 2022

CIRCULAR

Subject: Usage of Aadhaar- Do's & Don'ts for Offline Verification Seeking Entities (OVSEs).

Offline verification is the use of Aadhaar for carrying out identity verification and KYC processes locally, without connecting to the Central Identities Data Repository (CIDR) of UIDAI. The organizations conducting offline verification of an Aadhaar number holder for a lawful purpose are termed as Offline Verification Seeking Entities (OVSE). [Ref. Section '2- Definitions', Aadhaar (Authentication and Offline Verification) Regulations]

2.   There are two modes of offline verification, viz the Secure QR Code (displayed on Aadhaar letter, e-Aadhaar, Aadhaar PVC card and m-Aadhaar) and the Aadhaar Paperless Offline e-KYC XML (downloaded from the UIDAI website and m-Aadhaar). Both the Secure QR Code and the Aadhaar Paperless Offline e-KYC XML contain the resident's data that is digitally signed by UIDAI. This is an essential security component that establishes the authenticity of the document, as presented by the resident seeking service from an OVSE. Scanning of secure QR code (which includes validation of UIDAI's digital signature) is possible using Aadhaar Secure QR code scanner application. This scanner application is freely available for both Android and iOS based mobile phones as well as Windows based applications. The scanner is also available as part of UIDAI's m-Aadhaar mobile application, for both Android and iOS phones.

3.   Residents may voluntarily use the Aadhaar number for a lawful purpose, to establish their identity by way of offline verification by an OVSE. For the purpose of offline verification by an OVSE, the Aadhaar number holder may use his/her Aadhaar either in (i) the physical form like Aadhaar letter (or copy thereof) or printed e-Aadhaar or Aadhaar PVC Card; or in (ii) the electronic form like e-Aadhaar/ Aadhaar Paperless Offline e-KYC (XML)/ mAadhaar.

4.   **Following are the Dos and Don'ts to be followed by the OVSEs:**

(A)   Dos:-

i.   Be courteous to residents. Assure the resident about the security & confidentiality of their Aadhaar being used for offline verification.

ii.   Be sure to carry out offline verification of Aadhaar (as per para 2 above) prior to accepting it as proof of identity. This applies to all modes of offline usage of Aadhaar, ie. secure QR Code on Aadhaar Letter (or copy thereof) / e-Aadhaar/ m-Aadhaar or in the Aadhaar Paperless Offline e-KYC (XML), as the case may be.

iii. Carry out offline verification of Aadhaar only for the lawful purpose specified to the Aadhaar number holder along with his/ her explicit consent for verification taken either in physical or electronic form. Maintain logs/ records of the consent for any future audit by UIDAI or any agency thereof.

iv. Provide the resident, desirous of availing any service from OVSE, other viable alternative means of identification, in addition to Aadhaar, as required for rendering the service.

v. Ensure that Aadhaar data collected is not shared with any entity except in accordance with the Aadhaar Act and/or regulations thereof.

vi. Ensure that no service is denied to any resident for refusing to or being unable to undergo offline verification of Aadhaar provided that the resident is able to identify himself/ herself through other viable alternative means, as suggested by the OVSE.

vii. Ensure full cooperation to the Authority, or any agency appointed or authorized by it or any other authorized investigation agency, in case of any fraud investigation involving Aadhaar.

viii. Do inform the Authority and the Aadhaar number holder, without undue delay and in no case beyond 72 hours after having knowledge of misuse of any information or systems related to the Aadhaar framework or any compromise of Aadhaar related information.

ix. Ensure strict compliance to the Aadhaar Act and Regulations and to any other directions received from UIDAI from time to time, with respect to obligations of OVSEs.

(B)   Don'ts:-

i. Do not accept Aadhaar number, in physical or electronic form, as a proof of identity for a lawful purpose, without first verifying the digital signature of the Authority as provided in the Aadhaar Secure QR Code on Aadhaar Letter or e-Aadhaar or m-Aadhaar or Aadhaar Paperless Offline e-KYC (XML), as the case may be.

ii. Do not perform verification of Aadhaar without explicit consent of the Aadhaar number holder in the form & manner as prescribed.

iii. Do not perform offline verification on behalf of any other entity or person.

iv. Do not collect, use or store Aadhaar number or biometric information of the resident after having conducted offline verification of Aadhaar. Post verification, if the OVSE finds it necessary for any reason, to store a copy of Aadhaar letter/ e-Aadhaar, the OVSE must ensure that Aadhaar number is redacted/ masked and irretrievable through any means by any entity, including by OVSE itself.

(Kuldeep Singh)
Asstt. Director (AU)
Tel: 2347 8511

HQ-15035/4/2021/AU-HQ
Unique Identification Authority of India
(Aadhaar Usage Division)

UIDAI HQs,
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi. 110001

Dated: 31 October, 2022

CIRCULAR

Subject: Usage of Aadhaar - Dos & Don'ts for Requesting Entities- *Regarding*

A Requesting Entity (RE) is responsible for submitting the resident's Aadhaar number and demographic/ biometric/ OTP information, to the Central Identities Data Repository (CIDR), for the purpose of authentication.

2. An RE is engaged in providing Aadhaar authentication Services to an Aadhaar number holder, as facilitated by the Authentication Service Agency (ASA). The RE may be a government / private legal entity registered in India, which is authorized to use Aadhaar authentication services of UIDAI and sends authentication requests to enable its services / business functions. [Ref. Section '2-Definitions', Aadhaar (Authentication and Offline Verification) Regulations]

3. **Following are the Dos and Don'ts to be followed by the REs:**

DOs

i. Be courteous to residents. Assure the resident about the security & confidentiality of their Aadhaar number being used for authentication.

ii. Ensure that the resident clearly understands the type of data being collected and the purpose of Aadhaar authentication. Obtain resident's informed consent either on paper or electronically, prior to carrying out authentication.

iii. Store Aadhaar number only if you are authorized to do so and in the manner as prescribed by UIDAI i.e. within a secure Aadhaar Data Vault.

iv. Ensure that Aadhaar data collected is not shared with any entity except in accordance with the Aadhaar Act and/or regulations thereof.

v. Retain the logs of authentication transactions (including that of consents taken) only for the period as prescribed under Aadhaar (Authentication and Offline Verification) Regulations. Purging of such logs upon expiry of the period shall also be in accordance to the Aadhaar Act or regulations thereof.

vi. Ensure proper hygiene of the authentication devices being used so that there are minimal authentication failures

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vii. Ensure regular training of operators/staff carrying out Aadhaar authentication on the best practices and safeguards involved in doing so.

viii. Immediately report any suspicious activity around authentication to UIDAI namely, suspected impersonation by resident, likely compromise of authentication keys of RE, likely fraud by authentication operator(s) etc.

ix. Cooperate with UIDAI and/or agencies deputed by UIDAI for the purpose of any security/ process audit as required by the Aadhaar Act/ Regulations or any other directions in this regard from UIDAI. Ensure timely closure of audit observations/non-compliances, if any.

x. Provide effective grievance handling mechanism to the resident via multiple channels like website, call center, mobile app, SMS, physical center, etc.

xi. Fulfill all your statutory obligations under the Aadhaar Act, 2016 including Penalties for contraventions (Section 29 and Chapter VIA of Aadhaar Act).

DON'Ts

i. Do not aid or abet any unlawful action of any resident/authentication operator/ other entity that is in contravention of the laws / regulations and prescribed processes & directions.

ii. Do not share your authentication keys/ certificates with any other entity.

iii. Do not share unique license keys/ code as provided by UIDAI with any other entity.

iv. Do not store photocopies of Aadhaar letters and/or other physical/electronic forms of Aadhaar, if used for collecting Aadhaar, without first masking / redacting the first 8 digits of the Aadhaar number displayed on those documents.

v. Do not store/share/publish the biometric information collected from the Aadhaar number holder for authentication.

vi. Do not act in contravention of the Aadhaar Act, 2016 and regulations thereof.

(Kuldeep Singh)
Asstt. Director (AU)
Tel: 2347 8511

2

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: 25th 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 12th 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 24th 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 26th 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.

Page **1** of **3**

Tel. : 011-23478652
Website : www.uidai.gov.in

(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

Page 2 of 3

the judgement of the Hon'ble Supreme Court dated 26ᵗʰ 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).

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 19ᵗʰ December 2017: '*Use of Aadhaar in Benefit Schemes of Government – Exception Handling*' (https://dbtbharat.gov.in/data/om/Aadhaar_Exception_Handling_OM_19122017.pdf)

4. UIDAI Circular dated 24ᵗʰ October 2017: '*Exception handling in Public Distribution Services and other welfare Schemes*' (https://uidai.gov.in/images/tenders/Circular_relating_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

Page 3 of 3

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

[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) 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 19th 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) to get enrolled for Aadhaar.

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 sub-paragraph (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. 3-3/2016-UIDAI (F)
Government of India
Ministry of Communication & Information Technology
Department of Electronics & Information Technology (DeitY)
Unique Identification Authority of India
(Financial Inclusion Division)

3rd Floor, Tower-2, Jeevan Bharati Building
Connaught Circus, New Delhi-110 001

Dated: 28th June, 2016

Office Memorandum

**Subject: Amendment to the Scheme for deployment of MicroATMs by
Banks for Aadhaar Enabled Payments -** *Regarding*

Reference is invited to UIDAI's O.M. dated July, 2013 regarding
'*Modified Scheme for Deployment of micro-ATMs by Banks for Aadhaar
Enabled Payments*' followed by subsequent modifications *vide* O.M. dated
6th February 2014 and extension of the Scheme up to 31st March 2017 *vide*
O.M. dated 1st February 2016.

2. As per the Scheme, upon completion of 2000 successful Aadhaar
Authentication based eligible Financial Transactions per micro-ATM (viz.,
i. *Cash withdrawal,* ii. *Cash deposit,* iii. *Remittance,* iv. *Funds transfer,* v.
Opening of new Bank account using e-KYC, and vi. *Linkage of existing Bank
account with Aadhaar*), Banks/India Post are eligible to claim payment of
Rs 15,000/- per micro-ATM.

3. In order to promote the mobile update facility in the Aadhaar database
at the last mile, leveraging on the large number of micro-ATM devices that
are deployed through the Business Correspondences (BCs), it has been
decided that without changing the above criteria, the Banks/India Post will
be required to make at least 200 (10% of 2000) more transactions in the
form of mobile updates of the individuals in the Aadhaar database using the
micro-ATMs, over and above the existing 2000 transactions for being eligible
for payment of Rs. 15,000/- per micro-ATM. The Banks would be required to
put the necessary software in the micro-ATM devices for mobile updates
linking with Aadhaar database and also provide training to the BCs.

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[1] (http://uidai.gov.in/images/commdoc/uidai_scheme_deployment_of_microatms_261012.pdf)

Page 1 of 2

4. The above condition will be made effective from 1st September 2016; thereafter, claims from the Bank will be accepted for payment of Rs. 15,000/- per micro-ATM only after fulfillment of the new condition.

5. This issues with the approval of the Competent Authority.

(Dr. Saroj K. Adhikari)
Deputy Director (FI)
Email: saroj.adhikari@uidai.net.in
Phone: 011-22346 6833

To
All Scheduled Banks/India Post

Copy:

i. DBT Mission, Cabinet Secretariat
ii. Department of Financial Services, Ministry of Finance

Copy also to:

i. OSD to DG & M.D., UIDAI

ii. PS to DDG (FI), UIDAI

iii. Manager, KM Portal, UIDAI - with a request to upload the O.M. under the URL http://uidai.gov.in/fi-e-kyc.html with the caption 'Amendment to the UIDAI's MicroATM Scheme'

Page 2 of 2

No. G-14011/15/2015-UIDAI (DBT)
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India
(DBT Cell)

Tower-2, 3ʳᵈ Floor, Jeevan Bharati Building
Connaught Circus, New Delhi 110 001

Dated: 13ᵗʰ July 2017

OFFICE MEMORANDUM

Subject: Developing Unique Entity Number (UEN) for Entity like Corporations, Limited Companies, Propriety Firms, Registered Society's and Trust etc. – *Regarding.*

The undersigned is directed to refer to the minutes of the 2ⁿᵈ meeting of the Inter-Ministerial and Technical Group (IMTG) on 'Development of Unique Entity Number (UEN) for Entities' held on 15.06.2017 issued by M/O Corporate Affairs *vide* its OM dated 22.6.2017 and to furnish the following comments of UIDAI for consideration by IMTG:

- In the recent Gazette Notification by Ministry of Finance, under the Prevention of Money-laundering (Maintenance of Records) Second Amendment Rules, 2017, Aadhaar and PAN have been made mandatory for linking with the Bank accounts of the companies/partnership firms/trusts. Also, Income Tax Act, Rule 114B requires PAN number to be provided by an entity for opening a bank account with a banking company or cooperative bank. It can be seen that an entity, even though may not be required to pay income tax, is still required to have PAN for having a bank account. Therefore, because of recent amendments in the Income Tax Act and PMLA rules, it is felt that PAN may serve the purpose of UEN for all entities/firms/societies, etc.

- If any new system UEN is introduced, all the government and semi-government authorities will have to amend their laws and systems to accept UEN. In so far as the proposed central authority for UEN is concerned, since PAN will act as UEN, CBDT can be the authority for UEN. CBDT has the powers under the Income Tax Act and also field enforcement infrastructure to investigate, trace and track any financial activity of an entity and take action including cancellation of PAN in case of default. If any other authority is created, then it will require a new law and the authority will have to be given powers and enforcement infrastructure to enforce the law.

2. This issues with the approval of CEO, UIDAI.

(R. P. Pant)
Asstt. Director General
Tel: 23466829

To
Shri Ashish Kushwaha
Director
Ministry of Corporate Affairs
Government of India
5ᵗʰ Floor, A-Wing, Shastri Bhawan

No.3-3/2016-UIDAI (DBT) (Vol.II)
Government of India
Ministry of Communication & Information Technology
Department of Electronics & Information Technology (DeitY)
Unique Identification Authority of India
(DBT Cell)

3rd Floor, Tower-2, Jeevan Bharati Building
Connaught Circus, New Delhi-110001

Dated: 10 April 2017

OFFICE MEMORANDUM

Subject: Scheme for Deployment of MicroATMs by Banks for Aadhaar Enabled Payments - *Regarding*

Reference is invited to UIDAI O.M. No. G.17015/14/2012-UIDAI/FI dated 1st February 2016 regarding extension of the above mentioned Scheme up to 31st March 2017.

2.   It is hereby informed that the aforesaid Scheme has not been extended beyond 31st March 2017. However, claims for payment towards the microATM devices which have fulfilled the eligible transactions as per the Scheme guidelines and the conditions thereon, up to 31st March 2017 will be accepted by UIDAI till 30th June 2017.

3.   This issues with the approval of the Competent Authority.

(Dr. Saroj K. Adhikari)
Deputy Director (DBT)
Email: saroj.adhikari@uidai.net.in
Phone: 011-2346 6833

To

The Banks/India Post, who have participated under the Scheme
[As per the list]

Copy for information to:
i.   OSD to CEO, UIDAI
ii. PS to DDG (DBT), UIDAI
iii. D/o Financial Services, Ministry of Finance
iv. Manager, KM Portal - *with a request to upload this O.M. under appropriate section in UIDAI site.*

Annex:
List of Banks/Post Offices who have participated under the Scheme

Sl. No.	Name of the Bank/Post Offices
1	Allahabad Bank
2	Allahabad U. P. Gramin Bank
3	Andhra Bank
4	Andhra Pragathi Grameena Bank
5	Axis Bank
6	Bank of India
7	Bank of Maharashtra
8	Bank of Baroada
9	Canara Bank
10	Central Bank of India
11	Corporation Bank
12	Dena Bank
13	ICICI Bank
14	IDFC Bank
15	Indian Bank
16	Federal Bank
17	Jharkhand State Co-operative Bank (JCB)
18	Pragathi Krishna Gramin Bank
19	Punjab & Sind Bank
20	Punjab National Bank
21	State Bank of India
22	Syndicate Bank
23	UCO Bank
24	Union Bank of India
25	United Bank of India
26	Deptt. of Post (Jharkhand Circle)
27	Deptt. of Post, AP Circle

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

No.6-1/2016-UIDAI (DBT)

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

Dated: 15th November 2017

CIRCULAR

Subject: **Applicability of Aadhaar as an identity document for Non-Resident Indians (NRIs)/ Person of Indian Origin (PIOs) and Overseas Citizen of India (OCIs) – Regarding**

In the recent past several representations have been received from individuals such as Non-Resident Indians (NRIs), Person of Indian Origin (PIOs) and Overseas Citizen of India (OCIs) informing about difficulties being faced by them on demand of Aadhaar by respective Authorities in respect of various services/benefits etc. An illustrative list of such cases wherein NRIs/PIOs/OCIs are reported to have been asked to submit or link Aadhaar in order to avail the services/benefits/schemes has been compiled and is placed as **Annexure**.

2. It has been brought to notice that some of the Ministries/Departments/Implementing Agencies concerned are insisting the NRIs/OCIs/PIOs to submit or link their Aadhaar for availing the services/benefits etc. that are directly or indirectly connected with NRIs/OCIs/PIOs, regardless of the fact they may not be entitled for Aadhaar as per the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 (Aadhaar Act, 2016).

3. In this regard, attention is invited to Section 3(1) of the Aadhaar Act, 2016, which *inter-alia*, lays down that "*every* **resident** *shall be entitled to obtain an Aadhaar number by submitting his demographic information and biometric information by undergoing the process of enrolment.*" Further Section 2(v) of the Aadhaar Act defines 'resident' as *an individual who has resided in India for a period or periods amounting in all to one hundred and eighty-two days or more in the twelve months immediately preceding the date of application for enrolment.*

4. The laws regarding submitting/linking of Aadhaar for availing the services/benefits applies to the resident as per the Aadhaar Act, 2016. In view of the foregoing, most of the *NRIs/PIOs/OCIs may not be eligible* for Aadhaar enrolment as per the Aadhaar Act, 2016. However, the implementing agency may devise a mechanism to ascertain the genuineness of status of such NRIs/PIOs/OCIs.

..Contd/-

Tel.: 23752675   Fax : 23752679
Website: www.uidai.gov.in   email: ceo@uidai.gov.in

: 2 :

5.   Further, Section 7 of the Aadhaar Act, *inter-alia*, provides 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 subsidy, benefit or service*".

6.   Further, it has been recapitulated through various notifications/ circulars that the requirement of getting Aadhaar is only in respect of those individuals who are entitled for it as per the Aadhaar Act, 2016. In this regard, reference may be drawn to   Prevention of Money-laundering (Maintenance of Records) Rules, 2017 and Section 139AA of the Income Tax Act, 1961 which clearly stipulate that the linking of Bank Accounts and PAN respectively, is for those persons **who are eligible to enrol for Aadhaar** as per the Aadhaar Act, 2016.

7.   In view of the above, it is suggested that all Central Ministries/ Departments/State Governments and other implementing agencies may keep in consideration the following while seeking Aadhaar as a proof of identity:

   a) *Aadhaar as an identity document may be sought* **only** *from those who are eligible for it as per the Aadhaar Act, 2016; and*

   b) *most of NRIs/PIOs/OCIs may not be eligible for Aadhaar enrolment as per the Aadhaar Act, 2016.*

8.   The Ministries/Departments are requested to issue appropriate directions to the State Governments/implementing agencies concerned on the above and also give it wide publicity.

(Dr. Ajay Bhushan Pandey)
Chief Executive Officer

To:

Secretaries, All Ministries/Departments, Government of India

Chief Secretaries, All State Governments/UT Administrations

Annexure:

Illustrative list of services that are directly or indirectly connected with NRIs and/or NRI Pensioners

1) Linking PAN and Bank Accounts with Aadhaar

2) Linking Service Pension with Aadhaar

3) Aadhaar based e-KYC

4) Applying for new mobile phone connections in India

5) Maintaining the existing NRE & NRO bank accounts in India

6) Registering with Jeevan Pramaan/Digital Life Certificate for pension

7) Registering with *Kendriya Sainik* Board Secretariat (for retired Defence personnel)

8) Maintaining Ex-Servicemen Contributory Health Scheme (ECHS)

9) Various Scholarships introduced for children of Ex-Servicemen

10) Applying for Defence Canteen Smart Card

11) Applying for LPG connection

12) Registering with e-District service for obtaining various services from State Governments

13) Issuance of fresh or renewal of driving license

14) Appearing by students in different entrance examinations in India

15) Issuance of certificates by Universities/Boards to students under different public examinations

16) Applying for registration of property, etc.

No.G.17015/14/2012/UIDAI/FI
Government of India
Planning Commission
Unique Identification Authority of India

2nd Floor, Tower I, Jeevan Bharati Building
Connaught Circus, New Delhi
Dated: 06 February 2014

OFFICE MEMORANDUM

Subject: Scheme for deployment of microATMs by Banks for Aadhaar Enabled Payments – modifications reg.

Reference is invited to the "Modified Scheme for Deployment of microATMs by Banks for Aadhaar Enabled Payments" dated July, 2013 and it is stated that with the approval of the competent authority the following transactions using microATMs are included as "eligible financial transactions" under the aforesaid scheme:

(i) Opening of new Bank Account using e-KYC;
(ii) Linkage of existing Bank Account with Aadhaar.

This comes into force with immediate effect.

(Rajesh Bansal)
Assistant Director General

All Scheduled Banks / IndiaPost

Copy for information to:

1. PS to Chairman, UIDAI
2. PSO to DG & MD, UIDAI

HQ-15032/1/2020-DBT-HQ-Part (2)
Unique Identification Authority of India
(Aadhaar Usage Division)

UIDAI HQs
Bangla Sahib Road, Behind Kali Mandir
Gole Market, New Delhi 110 001
Dated: 14 ,December, 2022

OFFICE MEMORANDUM

Subject: Providing assistance to the disabled person for Aadhaar enrolment under NSP.

The undersigned is directed to refer to para 2.3 of minutes of the meeting held by DBT Mission on 10.11.2022, requesting to furnish information about special facility being provided to the disabled person for Aadhaar enrolment by UIDAI. In this regard I am directed to communicate the comments of UIDAI as under:-

(i) Regulation 6 of the Aadhaar (Enrolment & Update) Regulations 2016 provides for enrolment of residents with biometric exceptions, which inter-alia lays down as follows:

6 (1) - For residents who are unable to provide fingerprints, owing to reasons such as injury, deformities, amputation of the fingers/ hands or any other relevant reason, only Iris scans of such residents will be collected.

6 (2) - For residents who are unable to provide any biometric information contemplated by these regulations, the Authority shall provide for handing of such exceptions in the enrolment and update software, and such enrolment shall be carried out as per the procedure as may be specified by the Authority for this purpose.

(ii) Accordingly, the Biometric Exception Enrolment Guidelines dated 1st August, 2014 is available in the public domain on the official website of UIDAI at the following link:

https://uidai.gov.in/images/Biometric_exception_guidelines_01-08-2014.pdf

(iii) In addition, residents who are unable to visit Aadhaar center for Aadhaar enrolment due to disability, have the option to request UIDAI for Home Enrolment by contacting UIDAI toll free number 1947, through email help@uidai.gov.in, or by any other mode. UIDAI Regional Offices take up such matters with the Registrars/State Nodal Departments and ensures Aadhaar Enrolment service to the residents, based on merit.

2. This issues with the approval of the Competent Authority.

(Kuldeep Singh)
Asstt. Director (AU)
Tel: 2347 8511

To
Shri Ravi Ranjan
Under Secretary
DBT Mission
Cabinet Secretariat,
4th Floor, Shivaji Stadium Annexe
Rajiv Chowk, New Delhi 11001

No.1-4/2016-UIDAI (DBT)-Pt-2 (Vol.II)
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India
(DBT Cell)

5th Floor, UIDAI HQs Building
Bangla Sahib Road, Gole Market
Behind Kali Mandir, New Delhi 110 001

Dated: 23rd January 2019

Office Memorandum

Subject: Clarification on continuation of schemes of M/o Women and Child Development on DBT platform- Reg.

The undersigned is directed to refer to DBT Mission's OM no. D-19011/42/2017-DBT (Cab.) dated 18th January 2019 on the above mentioned subject and to say that UIDAI had already got the said issue examined in-house and provided detailed clarifications to the Ministry of WCD (with copy to DBT Mission) vide OM Dated 7.1.19 on the applicability of section 7 or 57 of the Aadhaar Act 2016 on use of Aadhaar for authentication for payment of salary/remuneration/honorarium/expenses to contractual staff under its various DBT Schemes.

2. In view of the above, any reference to Ld. Attorney General of India seeking further opinion on the matter, may be undertaken by DBT Mission itself, so as to take a holistic view on the above issue and also correspondingly deciding on continuation of such Schemes on DBT Platform involving the Schemes of other Ministries as well.

3. This issues with the approval of the Competent Authority.

(Saroj Kr. Adhikari)
Deputy Director (DBT)
Tel: 2347 8511

To
Shri Arun Sharma
Director (DBT)
DBT Mission,
Cabinet Secretariat
4th Floor, Shivaji Stadium Annexe Building
Rajiv Chowk, New Delhi -110001

No. 1-4/2016-UIDAI (DBT)-Pt-2 (Vol.II)
Government of India
Ministry of Electronics & Information Technology
Unique Identification Authority of India
(DBT Cell)

Bangla Sahib Road, Gole Market
Behind Kali Mandir, New Delhi 110 001

Dated: 7th January 2019

Office Memorandum

Subject: Notifications issued in respect of 7 schemes of MWCD under Section 7 of Aadhaar Act, 2016 – Seeking of clarification - Reg.

The undersigned is directed to refer to MWCD's OM no. DBT/13/2018-DBT Cell, dated 1.11.18 and D.O. letter of Secretary (WCD) dated 29.11.2018 on the aforesaid subject and to convey the following opinion on the matter as under:

a) *On applying section 7:* The Supreme Court it is judgment dated 26.9.2018 in *Justice K.S. Puttaswamy v. Union of India*, has interpreted 'benefits' as welfare measures targeted at vulnerable classes of person. Further, it has also been clarified by the aforementioned judgment that's since earnings are a matter of right they cannot be covered by section 7 of the Aadhaar Act. Therefore, payment of remuneration and other expenses to contractual manpower cannot be considered as 'benefits' under section 7 of the Aadhaar Act. This would be irrespective of how such schemes are classified. Thus even, **if such schemes are classified as a DBT Scheme as per the DBT Mission, owing to the interpretation of the term 'benefits 'in the Supreme Court judgment, payment of remuneration to contractual manpower cannot legally be treated as 'benefits' under section 7 of the Aadhaar Act.**

b) *On applying section 57:* Post the decision in the Supreme Court Judgment dated 26.9.18, use of section 57 is no longer sustainable since parts of the section 57 have been declared unconstitutional by the Supreme Court. Particularly, the phrase, "or any contract to this effect" has been struck down. Hence, use of Aadhaar-based authentication is not permissible on the basis of contract any longer, and instead has to be backed by valid law.

c) *Conclusion:* In accordance of the aforesaid judgment of the Hon'ble Supreme Court, **the payment of remuneration to contractual manpower under the DBT Schemes cannot be considered as 'benefits' under section 7 of the Aadhaar Act.** Further, owing to parts of section 57 of the Aadhaar Act being declared unconstitutional by the Supreme Court, the same cannot be relied upon to make such payments in furtherance of a contract. Instead, the use of Aadhaar for establishing identity has to be backed by valid law.

Page 1 of 2

2.   This issues with the approval of the competent Authority.

(Saroj Kr. Adhikari)
Deputy Director (DBT)
Tel: 2347 8511

To

Shri Navendra Singh
Director (DBT Cell)
Ministry of Women and Child Development
Shastri Bhawan
New Delhi 110 001

Copy: Director (Shri Arun Sharma), DBT Mission, Cabinet DBT Mission, Cabinet Secretariat, 4th Floor, Shivaji Stadium Annexe Building, Rajiv Chowk, New Delhi - 110001

E - ENFORCEMENT

F.No.17022 (11)/11/2022-ENF-HQ

Ministry of Electronics & Information technology

Unique Identification Authority of India

*****

Bangla Sahib Road, Behind Kali Mandir,

Gole Market, New Delhi-110001

Dated: 22 Nov. 2022

Office Memorandum

Subject: Appointment of Nodal Officer for referring the complaints to the Secretary, Ministry of Electronics & Information technology (MeitY) regarding blocking of access of unauthorized websites.

In pursuance to the notification dated 27th October 2009 issued by the Central Government vide GSR 781(E) regarding the Information Technology (Procedure and Safeguards for Blocking of Access of Information by Public) Rules, 2009, Director, Enforcement Division, UIDAI-HQ has been appointed as a Nodal Officer for receiving the Complaints of unauthorized websites and forwarding the same to the Secretary, Ministry of Electronics & Information technology (MeitY) for blocking of access of such unauthorized websites.

This has the approval of CEO, UIDAI.

(Rupesh Sharma)

Deputy Director

Copy to:

1. All DDG's of Regional Offices and Headquaters
2. OSD to CEO, UIDAI.
3. Guard File.

F.No.16011/257/2019/ED-UIDAI(HQ)/
Ministry of Electronics & Information Technology
Unique Identification Authority of India
*****

Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi-110001
Dated :02nd Aug. 2022

Office Memorandum

Sub: Guidelines for making complaints before Adjudicating Officer – reg.

In pursuance to the notification dated 2nd November, 2021 issued by Central Government vide GSR 772 (E) regarding Unique Identification Authority of India (Adjudication of Penalties) Rules, 2021 (Copy enclosed), an Adjudicating Officer ("A.O") has been appointed, vide order dated 08th March, 2022 (Copy enclosed), for holding inquiry into complaint(s) made by the Authority, with immediate effect and until further orders for the purposes of adjudication and imposing a penalty under Section 33A of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) (herein after referred to as "the said Act").

2.   The guidelines for making a complaint before the A.O shall be as follows: -

    a) As per Section 33A of the Act read with Rule 4 of the Unique Identification Authority of India (Adjudication of Penalties) Rules, 2021 ("**Rules**"), the complaint before the A.O can be made by the 'Authority'. Therefore, an officer of the Authority (from ROs/ FWs) may forward the complaint for consideration and approval of the Authority.

    b)   The complaint can be made against '**entities**' in the Aadhaar eco-system* (as defined under Section 2(aa) of the Act for:
       (i)   the **failure to** comply with the provisions of the **said Act, the rules or regulations** made thereunder; or
       (ii)   **failure** to comply with the **directions issued by the Authority** under section 23A of the Act; or
       (iii)   if the **entity fails to furnish any information, document or return of report** required by the Authority.

    c)   The complaint should clearly indicate the nature of contravention, relevant provision of the Act or rule or regulation or direction issued by the Authority and the maximum penalty which can be imposed on the person or entity and as far as possible, the timing, place of contravention along with documents in support of such contravention.

[* *Aadhaar ecosystem includes enrolling agencies, Registrars, requesting entities, offline verification- seeking entities and any other entity or group of entities as may be specified by the regulations.*]

-2-

d) Records of all such cases shall be maintained at Enforcement Division at UIDAI HQ. Necessary coordination shall be done by Enforcement Division in each such case, including seeking approval of the Authority on the complaint and for nomination of an officer to be known as a Presenting Officer, to present the case on behalf of the Authority before the Adjudicating Officer, in each such case. Accordingly, the complaints shall be forwarded by the FW/ROs to Enforcement Division for examination and taking approval of the Authority.

e) The UIDAI (Adjudication of Penalties) Rules, 2021 may be referred as regards manner of making complaint to the adjudicating Officer, for holding inquiry etc.

Enclosures: As above

2/8/22
(Rupesh Sharma)
Deputy Director

Copy to:

1. All DDG's of Regional Offices and Head quarters
2. OSD to CEO, UIDAI
3. Guard file.

Unique Identification Authority of India

Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi - 110001

www.uidai.gov.in