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MEMORANDUM OF UNDERSTANDING

For the implementation of the UID project

This Memorandum of Understanding herein referred to as "MoU" has been signed on the 27th day of October 2010 at New Delhi.

**BETWEEN**

Unique Identification Authority Of India (hereinafter referred to as "UIDAI") and  
Indira Gandhi National Open University, Maidan Garhi New Delhi - 110068  
(hereafter referred to as "IGNOU") (a Central University established by an Act of  
Parliament-Act No. 50 of 1985) having its headquarters at Maidan Garhi New Delhi-  
110068.

**Preamble**

Whereas, the Government of India has set-up UIDAI with the mandate to issue  
Unique Identification Numbers (hereinafter "UID Numbers") to all the residents in  
India (hereinafter "UID project").

*[Signature]*

*[Signature]*

**Whereas,** IGNOU, a Central University set up by an Act of Parliament having its main campus at Maidan Garhi, New Delhi to impart education and knowledge through various means suited to the Open and Distance Education through the network of its 60 Regional Centres and over 3000 Study Centres scattered all over the Country for the benefit of the larger sections of the population and to provide national integration and strengthen the natural human resources of the country through the medium of education and as such is in touch with large number of students from almost all the parts of the Country.

**Whereas,** IGNOU would like to register its existing student population and alumni.

**Whereas,** in order to implement the UID project, IGNOU is entering into this MoU with the UIDAI.

**Whereas,** this MoU shall come into effect from 27<sup>th</sup> October, 2010.

#### **Definitions:**

Unless the context requires otherwise;

**Registrar** means any entity authorised or recognised by the UIDAI for the purpose of enrolling individuals for UID numbers. Registrars include Departments or Agencies of the Central Government/ State Government/Union Territory, who, in normal course of implementation of some of their programs, activities or operations interact with residents and are authorized by the Central Governments/State Governments/Union Territories to enrol residents into the UID System.

**Enrolling Agencies** are entities hired by the Registrars to perform enrolment functions on behalf of the Registrar(s).

#### **UID Project and the scope of the MoU**

1. The UIDAI has the mandate from the Government of India to issue UID Numbers to residents based on demographic and biometric data of the individual. UIDAI will partner with Government and other agencies leveraging their existing infrastructure in order to implement the UID project. These agencies will be called the Registrars of UIDAI.
2. UIDAI will set standards and processes for enrolment to be uniformly followed by all Registrars and Enrolling Agencies. The UIDAI will issue UID numbers after checking that the resident applying for UID number does not

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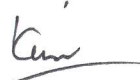
already have a record and a UID number in the UID database (de-duplication). In addition, the UIDAI will provide online, real-time Authentication service.

3. This MoU between the UIDAI and IGNOU, as a Registrar, sets out the general and broad-based intentions of both Parties for collaboration and as an umbrella understanding for facilitation of subsequent agreements and documents relevant for the implementation of the UID project by IGNOU. IGNOU will cooperate and actively participate in each of these phases as required by UIDAI.
4. The UIDAI shall prescribe standards, procedures and processes which will be adhered to by the IGNOU as the Registrar. In the interest of clarity and to reduce ambiguity, the UIDAI may execute additional agreements and documents to capture details about implementation of UID Project with IGNOU as the Registrar.
5. UIDAI shall :
  - a. Develop and prescribe standards for recording data fields, data verification and biometric fields.
  - b. Prescribe a process for enrolment of residents; this will include among other things the process for collection of biometric data.
  - c. Provide/prescribe the software that will be used for the enrolment of people into the UID database in order to issue the UID number.
  - d. De-duplicate the database of the students on the basis of the Demographic and Biometric data and issue UID numbers to only those whose uniqueness of identity has been established and after ensuring that the person has not enrolled in the UID database before.
  - e. Issue a letter communicating the UID number directly to the person who has been allotted UID number after de-duplication. UIDAI will also communicate the UID number electronically with the Registrar in UIDAI prescribed format.
  - f. Authenticate the identity of a person with a UID number as per the protocols prescribed by the UIDAI.
  - g. Prescribe protocols for record keeping and maintenance of the information collected for the issuance of a UID number.

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- h. Prescribe protocols for transmission of the data collected for de-duplication.
  - i. Prescribe protocols to ensure the confidentiality, privacy and security of data.
  - j. Prescribe limits for fees that could be charged for issuing a UID number.
  - k. Prescribe protocols for spreading and communicating the message, content and intent of the UID project. Since the UIDAI logo and brand name are properties of the UIDAI, the UIDAI will prescribe the manner and limits of the use of UIDAI logo, brand name, brand design and other communication and awareness materials.
  - l. Prescribe other protocols, processes and standards and that the UIDAI may deem necessary for the implementation of the UID project.
  - m. Conduct periodic audit of the enrolment process and to this end shall have the authority to visit and inspect offices of the Registrar and Enrolling Agencies. Such audits are necessary to ensure the integrity of the enrolment process and to ensure uniformity across the country.
  - n. Prescribe mechanisms for resolution of grievances that the students may have during enrolment and authentication.
6. IGNOU shall :
- a. 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 and subsequently full roll out of the UID project.
  - b. Be the Registrar for the implementation of the UID project (including PoC and pilots) and shall do all that is necessary and required in order to effectively complete the PoCs and pilots.
  - c. Follow the criteria and process for appointment of enrolling agencies prescribed by the UIDAI.
  - d. Put in place an institutional mechanism to effectively oversee and monitor the implementation of the UID project in general and monitor specifically the enrolling agents appointed.

- e. Cooperate and collaborate with and provide all assistance and support to the Deputy Director Generals (DDGs) concerned of the UIDAI and other staff members/consultants/advisors of the UIDAI to effectively implement the UID project with IGNOU.
  - f. Provide liaison and logistic support to the staff and representatives of UIDAI when they visit the Enrolling agencies implementing the UID project.
  - g. Work with the UIDAI to resolve difficulties faced on the ground in the implementation of the UID project.
  - h. Follow the process set out by the UIDAI for resolution of grievances, difficulties and conflict regarding matters concerning the UID project.
7. The following is an indicative list of the obligations of IGNOU as Registrar, these will be elaborated and detailed additional agreements and documents as deemed necessary by UIDAI. Notwithstanding anything contained in this clause, this list can be expanded or elaborated as required to ensure integrity and uniformity of enrolment into the UID database. In order to implement the UID project IGNOU shall:
- a. Either do the enrolment directly or through Enrolment Agencies who shall be identified and appointed by IGNOU (UIDAI may recommend certain criteria to be fulfilled to be an Enrolling Agency). The Enrolling Agencies will be working on behalf of IGNOU and will be accountable to IGNOU; therefore they should follow all the standards, protocols, processes laid down by the UIDAI to implement the UID project. IGNOU must ensure compliance by the Enrolling Agencies of the standards, protocols, processes laid down by the UIDAI on a continuous basis.
  - b. Follow the standards for data fields, data verification and biometric fields prescribed by the UIDAI.
  - c. Follow the process for enrolment of residents ; this will include among other things the process for collection of biometric data prescribed by the UIDAI.
  - d. Use the software developed by the UIDAI for the enrolment of people into the UID database for the issuance of the UID number.



- e. Use only those devices and IT systems whose specifications have been approved by the UIDAI.
- f. Follow the protocols prescribed by the UIDAI for record keeping and maintenance.
- g. Follow the process and systems prescribed by the UIDAI for transmission of the data collected for de-duplication.
- h. Follow the confidentiality, privacy and security protocols prescribed by the UIDAI.
- i. Have the option to charge a fee for enrolment into the UID database and issuance of UID number but the fees charged from students cannot be higher than the maximum amount prescribed by the UIDAI in this regard.
- j. Follow protocols prescribed by the UIDAI for spreading and communicating the message, content and intent of the UID project, Since the UID logo and brand name are properties of the UIDAI, the UIDAI will prescribe the manner and limits of the use of UIDAI logo, brand name, brand design and other communication and awareness materials.
- k. Follow protocols, processes and standards prescribed by the UIDAI for the implementation of the UID project.
- l. Allow the UIDAI to conduct periodic audit of the enrolment process and to visit and inspect the offices and records of IGNOU as Registrar and Enrolment Agencies and any other place the UIDAI or its empowered agency may deem necessary for their purpose.
- m. Submit periodic reports of enrolment to the UIDAI in the form and manner prescribed by the UIDAI.
- n. Provide liaison and logistic support to the staff and agents of UIDAI when they visit the Enrolling agencies implementing the UID project.
- o. Provide information related to the UID project to the UIDAI from time to time as requested by the UIDAI.
- p. Work with the UIDAI to resolve difficulties faced on the ground in the implementation of the UID project.

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- q. Follow the process set out by the UIDAI for resolution of difficulties and conflict regarding matters concerning the UID project.

#### Miscellaneous

8. At the time of collecting data for the purpose of the UIDAI, IGNOU may collect data from the students that are required for the purpose of their academic/service operations.
9. In situations where the processes and standards for enrolment set by the UIDAI are not followed or are violated (wilfully or otherwise) by IGNOU and/or an Enrolling agency, the UIDAI shall make reasonable attempts to discuss and attempt to resolve difficulties with IGNOU. Pursuant to which if the recommendations of the UIDAI are not implemented and the matter settled to the satisfaction of both the parties, the UIDAI shall have the option to de-register IGNOU and / or demand replacement of a concerned Enrolment agency as the case maybe.
10. Any provision of this MoU may be amended or waived if, and only if, such amendment or waiver is evidenced by a written instrument signed by duly authorised representatives of the Parties, or, in the case of a waiver, by the Party against whom the waiver is to be effective.


IN WITNESS WHEREOF, the undersigned have executed this MoU, in duplicate, as of the date set forth above.

SIGNED for and on behalf of UIDAI

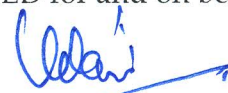
  
(K. KIPGEN)

ASSISTANT DIRECTOR GENERAL

WITNESS:


Witness:   
27/11/2010  
(SANJAY KUMAR)

SIGNED for and on behalf of IGNOU

  
(U.S. TOLIA)

REGISTRAR

WITNESS:

Witness:   
27/10/10  
(Prof. M. S. S. Raju)

यू.एस. टोलिया / U.S. TOLIA  
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