Snehadhara Foundation
CONTINUUM OF COMPASSION AND CARE

Centre for Inclusive Policy

Process documentation of Aadhaar enrolment project

This Project has been Executed and Documented By-

Rohit Ranjan, Senior Research Associate, CIP

Jan 2018-June 2018

Foreword

Snehadhara has been working with children having multiple disabilities ranging from moderate to severe. We consider it our fortune that we have had this space to work with and learn from the children daily. This has endowed us with such unique experiences, a collection of which is rich and inspiring to allow us to tell our story to the world. The effort that led to this report is one such.

On enriching ourselves, we believe we have a greater responsibility to make available our learnings that will benefit such children in their entitlements and daily life.

This document is our humble contribution to all the sector to empower the parents, care givers and the children in this front.

We welcome feedback on this document to enhance its content and utility.

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1.Introduction

1.1 Identification

This document is identified as the Centre for Inclusive Policy process documentation of project undertaken for enrolment of Aadhaar card of persons with mental/intellectual disability.

1.2 Scope

This document provides guidance to the organisation, schools, parents, guardians, caregivers and individuals on how to apply for Aadhaar card esp. mental/intellectual disability and lays down the steps, procedure and policies connected to it.

1.3 Purpose

The purpose of this document is to describe the relevance of Aadhaar card, the steps involved in enrolment; the challenges involved in the process, post enrolment scenario and their usage. This guide refers to the relevant legislation, policies and primary data collected during the project and walks through it step-by-step to help understand it and. This document is intended to help the organisations, schools, parents, guardians, caregivers and individuals to handle children with delayed development and intellectual disabilities while enrolling for Aadhaar Card.

1. Down Syndrome
2. Autism
3. Cerebral Palsy
4. Attention Deficit Hyperactivity Disorder (ADHD)
5. Mental Retardation

1.4 Document Organization

This document is organized into the following sections:

- Section 1 defines the purpose and scope of this document
- Section 2 provides introduction, purpose and aims of CIP and summary of projects undertaken.
- Section 3 describes the relevance and importance of Aadhaar card.
- Section 4 provides process on enrolment of Aadhaar card of Person with a disability
- Section 5 provides for Suggestions and Support children with delayed development.
- Section 6 carries various documents and lists as Annexure and exhibits.

2. Centre for Inclusive Policy

2.1. Introduction

The Centre for Inclusive Policy is an incubatee of Snehadhara Foundation established in January 2018 to work for social inclusion of the marginalised section of the society through research and advocacy on rights, legislation and legal policy across sectors and promotes basic legal education and creates awareness among the society on general laws and policy by process of intervention in community through workshops, seminars, discussions and publications.

2.2. Purpose

The purpose of Centre for Inclusive Policy is that with the passage of the Rights of People with Disability Act, the government will now begin fleshing out the policy, rules and notifications for implementation of the act. They will depend on expert organisations to help them frame these to cover the 21 disabilities listed in the act. Given Snehadhara's unique strength of understanding the needs and working with children having multiple disabilities, often between moderate to severe, we feel duty-bound to engage in this space to constructively aid the government in formulating a set of guidelines that will enable and empower children.

2.3. Aims

The Centre for Inclusive Policy (CIP) aims at germinating policy in these areas which are niche, new and complex. It aims to:

- Promote social inclusion of the marginalised section of the society through advocacy on rights, legislation, and policy across sectors and basic legal education.
- Create awareness among the society on general laws and policy by process of intervention in the community through workshops, seminars, discussions and publications.
- Assemble a body of relevant knowledge and thought through specific research to progressively mould policies in this space
- Create an ecosystem that enables access to rights defined by the act and other legal provisions

2.4. Summary of project undertaken

2.4.1. Aadhaar Card enrolment of children enrolled in Snehadhara Foundation

There are 37 children enrolled in Snehadhara Foundation. Out of the 37 children enrolled, 21 children had their Aadhaar cards. Out of the remaining 16 children CIP initiated the process of enrolment for 15 children as one parent refused to share any details about the enrolment of Aadhaar of their child. 2 parents opted out of the process and did not submit the Aadhaar enrolment form. CIP successfully completed the enrolment of remaining 13 children. Refer to Annexure 4, Table 1 to 4 for detailed data.

3. Aadhaar card: Introduction, relevance and importance.

3.1. What is Aadhaar?

Aadhaar is a 12 digit unique identification number issued to an individual by Unique Identification Authority of India (UIDAI) after successful enrolment of details with a recognised/appointed enrolling agency.

3.2. What is enrolment of details?

Enrolment of details means to give demographic and biometric information to the enrolling agencies for the purpose of issuance of Aadhaar number.

3.3. What is demographic and biometric information?

- Demographic information required:

   Name

   Date of Birth

   Gender

   Address

   Parent/Guardian details (required for children, adults may provide)

   Contact details phone and email (optional)

- Demographic information does not include race, religion, caste, tribe, ethnicity, and language, records of entitlement, income or medical history.

- Biometric Information required:

   Photo10 fingerprints

   Iris scan of both eyes.

3.4. Enrolling differently-abled person

The Aadhaar policy takes it into consideration and treats this as an exception to include the person with a disability. In cases of no fingerprints or no finger or no hands only photo is used for identity determination. The enrolment operator while filling in the details has to mention it as an exception case. Where the person is visually impaired or partially visually impaired, no iris scan or one iris scan, depending upon the case, will be done.

3.5 Use of Aadhaar

Aadhaar can be used in any system which needs to establish the identity of a resident and/or provide secure access for the resident to services/benefits offered by the system. Aadhaar can be used in the delivery of the various schemes of food and nutrition, employment, education, Inclusion and social security, health care and other programmes as notified by the government from time to time. For persons with disability, Aadhaar is required in attaining disability certificate, disability pension and other government schemes for benefit of persons with disability. Following is the list of few programmes where Aadhaar is useful:

1. Food & Nutrition – Public Distribution System, Food Security, Mid Day Meals, Integrated Child Development Scheme.
2. Employment – Mahatma Gandhi National Rural Employment Guarantee Scheme, Swarnajayanti Gram Swarozgar Yojana, Indira Awaaz Yojana, Prime Minister's Employment Guarantee Program
3. Education – Sarva Shiksha Abhiyaan, Right to Education
4. Inclusion & Social Security – Janani Suraksha Yojana, Development of Primitive Tribe Groups, Indira Gandhi National Old Age Pension Scheme, Indira Gandhi National Disability Pension Scheme.
5. Healthcare – Rashtriya Swasthya Bima Yojana, Janashri Bima Yojana, Aam Aadmi Bima Yojana
6. Other miscellaneous purposes including Property Transactions, VoterID, PAN Card etc.
7. The detailed list of schemes where Aadhaar is required is attached as Annexure 2.

Apart from being useful in the government-run schemes, Aadhaar also serves as the valid proof of identity and valid proof of residence which is required in availing any services in India.

3.6. Charges/Fees of Service:
1. Enrolment of Aadhaar is free of cost
2. Biometric Update for children attaining the age of 5/15 years is free of cost
3. Demographic and other Biometric update costs Rs 25 per Update.

4. Aadhaar search with a printout on an A4 sheet from enrolment centre costs Rs 20/Aadhaar (Color) and Rs 10/Aadhaar (B/W).

4. Enrolment of Aadhaar Card of Person with mental/intellectual disability:

The intention of Centre for Inclusive policy to take up Aadhaar drive for persons with the mental/intellectual disability was crystal clear due to the fact that role Aadhaar is playing in availing services from the government. It is pre-requisite in availing government schemes and the upcoming plan of issuing Unique Disability ID (UDID) to persons with disability mandates Aadhaar card. The Centre for Inclusive Policy was determined to put a knowledge and process document for persons with disability which would help in making the process easy.

The Aadhaar Card enrolment of 13 children enrolled in Snehadhara Foundation with multiple and severe disabilities was undertaken as the first project by CIP. The project was done in collaboration with Bangalore one centre at BTM layout. The children were divided into small batches of 2 or 3 and were taken to the enrolment centre at the appointed time of 2 pm. We had a pre-decided arrangement with the enrolment officer so that the waiting time of children from Snehadhara Foundation should be less and be given preferential opportunity.

4.1. Step by Step process of how the enrolment was done:

1. Identification of an enrolment centre: The identification of an enrolment centre where the enrolment operator is patient and gives time to each case is important as on an average each enrolment of the person with the mental/intellectual disability takes approximate time of 25-30 minutes. Also, the centre which is disabled friendly and accessible to persons with disability is important. We identified Bangalore One, BTM layout centre wherein the operator agreed to give us an afternoon timeslot at 2:00 pm onwards as at that time there was less rush at the centre.

2. Collecting data from the parents: We collected the Aadhaar enrolment form from the enrolment centre and distributed it to the parents to collect the required details. The sample form is attached as exhibit 1, Annexure 1.

3. Orientation to the enrolment operator: An orientation to the enrolment operator was given before taking the children/adults with the mental/intellectual disability to the enrolment centre. Instructions were given to them that they have to be patient throughout the process and give the children/adults time to acclimatise with the process. It helped in concluding the enrolment hassle free.

4. Orientation to the children: Children/adults with the mental/intellectual disability were briefed in the morning of the day they were supposed to go for the enrolment.

5. Allocation of the support from Snehadhara Foundation: The support staff who usually worked with the children/adults in sessions at the organisation was allocated to support the children/adults. It helped as the support staff already had the rapport with the children/adults.

6. Children/Adults at the enrolment centre: As the orientation to the enrolment operator was already done so there was little or no wait time to start the process. However, the children were not rattled by the rush or wait time at the enrolment centre. Since Snehadhara Foundation already has a group structure and takes active steps to take them to public spaces regularly, it did not bother them.

7. Supporting Proof of Identity, Address and Birth: All the children/adult barring one had no other pre-existing proof of identity and proof of address, It was suggested by the enrolment centre that Snehadhara Foundation as a registered organization issue them a certificate that the children/adults are enrolled at Snehadhara Foundation, attach a photograph to it, mention the name of child, Father's and Mother's name, and mention their address as per the records of the foundation. Snehadhara Foundation issued these certificates on organisations letterhead signed by the authorised signatory of the organisation and sealed the photograph. It was accepted as valid proof of identity and address. For valid proof of birth date, birth certificates were provided by the parents.

8. Enrolment Process: Once the form is duly filled and supported by required documents, the enrolment operator fills in the details in the system and records the demographic and biometric data. (what was recorded here in biometric? Fingerprint and/or iris scan?)

9. Acknowledgement Slip: Once the enrolment is complete and all data is recorded, an acknowledgement receipt is issued containing the particulars of the enrolment. Please see Exhibit 3, Annexure 1.

10. Print/Download Aadhaar Card: Aadhaar can be downloaded and printed from this link https://eaadhaar.uidai.gov.in/#/. The 14 digit enrolment number mentioned in the acknowledgement slip and 14 digit date and time stamp has to be entered to download Aadhaar card. Once you enter the particulars, a One Time Password (OTP) will be sent to the registered mobile number, you will need to enter the OTP to download the Aadhaar card.

11. The downloaded copy of Aadhaar is password protected. Please refer to exhibit 4, Annexure 1 for the detailed process.

12. Aadhaar enrolment can be done for anyone above the age of 5 but please take note that the children/teenage who are under 15 years of age have to do biometric data update when they attain the age of 15 years.

4.2. List of acceptable supported Proof of Identity (POI) and Proof of Address (POA) documents:

The list is marked as Exhibit 2, Annexure 1.

4.3. Status of Aadhaar Card of enrolment.

The Aadhaar Card enrolment of 13 children enrolled in Snehadhara Foundation with the multiple and severe disabilities are complete and e-Aadhaar for all the children has been downloaded.

4.4. Case Studies:

The Aadhaar card enrolment for persons with special needs requires certain measures. This is an experiential account of 5 selected cases from 13 successful enrolments of children and adults with severe and multiple disabilities. These accounts contain the turn of events, challenges and overcoming strategy which worked for us during this process:

Case 1:

Case 1 is an adult with mental retardation. The date of enrolment was 21/02/2018. She was the first case which was taken for enrolment under the project. She was unable to follow the instructions of the enrolment operator and her hands had to be held and put on the fingerprint scanner. At multiple instances, the fingerprints did not get registered due to lack of appropriate pressure from her on the machine. The enrolment operator held her hand and pressed it on the fingerprint scanner. The same process was repeated for left hand and thumbs. Iris Scan was easy with this case as when she was said to look into it and she looked into the iris scanner, however, she was not keeping her eyes wide open but an instruction from the facilitator assisting her to make her eyes big helped. She followed the instructions and in multiple attempts, the iris scan was done.

Case 2:

Case 2 is a Teenager with cognitive disability and sensory issue. He is partially visually impaired and very sensitive to touch. We had to attempt his enrolment twice. The first trial was on 27/02/2018 which failed. The successful enrolment was done on 01/03/2018. On the first day, he got his photograph clicked but resisted in putting his hands on the fingerprint scanner. When we tried to lift his hand and place in on the scanner, he resisted and made his hand and body very stiff. We tried to show him by action but he did not place his hand on the scanner. The attempt lasted for almost 20 minutes but to no effect. On the second attempt, we went down to the enrolment centre with the facilitator with whom he has a rapport. Again at the time of recording the fingerprints, he showed the same resistance. We tried for almost 15 minutes to persuade him. Then the facilitator picked up his hand, opened his palm and with some application of force put it on the fingerprint scanner and after that, he settled down and breezily went through the rest of the enrolment proceedings. He is impaired by one eye, so iris scan of only one eye was recorded.

Case 3 is a child with multiple disabilities ranging from cognitive to locomotor. He is a non-verbal, wheelchaired child dependent on others for his movement and daily needs. The successful enrolment was done on 28/02/2018. The child had to be carried to chair for the photograph to be clicked and had to be tied to the chair with help of a cloth as he could not sit straight. He moves his head a lot while sitting so clicking his photograph was a challenge. We had to move the camera from its original position in attempts to click one straight shot. After multiple shots and various methods like clicking fingers, playing a video on the phone behind the camera, we managed to get a clear shot. However, he was not looking in the camera but the face was straight so operator allowed it. We faced trouble while taking his fingerprints as the scanner was not able to pick up his prints irrespective of pressure applied to it. Only two fingers got captured as per recognised measure; however, the operator informed us that in such cases they store four set of prints of the fingers and thumbs. However, the child stopped moving his head when the iris scanner was put on his eyes. He looked into it which made it easy to collect.

Case 4:

Case 4 is a child with the learning difficulty. He is verbal but speaks few words. The successful enrolment was done on 01/03/2018. The child is able to follow instructions. He is attracted to gadgets hence at the enrolment centre he was fidgeting with types of equipment which needed some restraint. He does not look up straight and always walks and shifts looking at the ground. Making him lift his head for the photograph was a challenge. We played few anime videos behind the camera and when he lifted his head to see the video was the moment his photograph was clicked. Through the process, we kept on playing few anime videos to keep him occupied as he wanted to move away from the place. His Iris scan was done easily as he was intrigued by the gadget and looked straight into it. His fingerprint scan was also done with ease.

Case 5:

Case 5 is a child with multiple disabilities. He is non-verbal and dependent upon others for his movement and daily needs. The successful enrolment was done on 13/03/2018. His pupils are always upward and do not look in front. He cannot sit straight on a chair, so we had to tie him up using a cloth with the chair to provide him support. He was not looking straight into the camera which made clicking his photograph difficult. We had to move the camera and look for an angle to click his photo. After multiple attempts, we got a photo with his face straight at the camera but his pupils were pointed upward. The operator allowed this photograph. While taking his fingerprints, only 4 fingers out of 8 got registered, the rest finger and thumbs did not get registered as per the recognised measure. The

operator took 4 sets of prints as per guideline and completed the enrolment. 4 sets of iris scan were also taken as he was not looking straight in the scanner.

4.5. Challenges faced during enrolment:

1. The enrolment centre refused our request to come to the Snehadhara Foundation centre and do a separate drive for children/adults with special needs. We had to make arrangements for logistical and human resources

2. There were instances in which systems at the enrolment centre were not functioning properly or server was down thus making it impossible for enrolment to happen.

3. The absenteeism of enrolment operator from the enrolment centre.

4. The absenteeism of child/adult from Snehadhara on the scheduled day of enrolment.

5. The lack of staff present on given day of enrolment at Snehadhara Foundation which made it impossible to pull out support from the ongoing sessions to support the enrolment process.

6. Children/Adults with the mental/intellectual disability having a bad day and not cooperating with the support, facilitator and enrolment operator thus making it difficult to complete the enrolment.

7. Children getting restless and running around at the enrolment centre due to excess waiting period of few days.

8. Inadequate knowledge and training to the enrolment operator regarding children/adults with the mental/intellectual disability.

9. Lack of preferential treatment to persons with the disability while going for enrolment of Aadhaar.

10. We had an arrangement with the enrolment centre and an exception was created by them considering an organisation working with persons with disability but the process of enrolment as an individual is tiring and cumbersome. All the tokens for the week are issued on Monday morning and accordingly for the rest of the week the enrolment is done. There is no special provision to accommodate persons with needs and disability. This is dependent on the goodwill of the enrolment operator or enrolment centre. In policy, no such process was in place.

4.6. How to locate enrolment centre near you?

There are multiple centres of Aadhaar enrolment and to find out the nearest enrolment centre online, also, recently some branches of scheduled banks and post offices have also started enrolling. The following steps will help you in locating the nearest enrolment centre, bank or post office for Aadhaar enrolment:

1. Visit the website https://www.uidai.gov.in/ > Aadhaar online services > Aadhaar enrolment > Locate enrolment and update centres.

2. Visit the website https://www.uidai.gov.in/ > Aadhaar online services > Aadhaar enrolment > Enrolment & Update Centres in Banks & Post offices

5. Suggestions and Support

5.1. Recommended Approach (for enrolment by visiting the centre)

1. Identify the Aadhaar Centre nearest to your location. (Refer to section 4.6)

2. Present your case to them stating the name of the organisation and population you are handling.

3. Disclose the total number of persons you want to get enrolled through them. Provide them with orientation and if possible schedule their visit to your centre/organisation.

4. Divide the population among 2-3 persons per day as it might take up to 30 minutes for one successful enrolment.

5. Collect the required number of Aadhaar enrolment form from the enrolment centre. There various format available online. Please confirm with the enrolment centre the format which they are using. You can also take a print online of the enrolment form.

6. Distribute the enrolment form to the Parents/Families of the stakeholder to fill the format. Also share the list of accepted Proof of residence, Proof of Identity and Proof of Birth. Please confirm with enrolment centre a way out in case the person with the disability does not have a disability certificate or any other identity proof or proof of residence. This was an issue in our drive and Aadhaar enrolment centre suggested to issue a certificate of study with their photograph, name, date of birth, the name of parents and Address to all the children enrolled at our centre. This was issued on the letterhead of the organisation, signed by the authorised signatory and photograph was sealed by the organisation seal.

7. Share the importance of enrolling an Aadhaar card to the parents. List out few benefits to them.

8. Either you can support the person with the disability getting the enrolment done by taking them to enrolment centre or you may request the parent(s) to take them on the day of the scheduled appointment. If you are taking them for enrolment then it is advisable to collect a declaration form duly signed by the parents that they have filled in the information on the Aadhaar enrolment form which is true to best of their knowledge and you have no liability concerning the information provided by the parents.

9. Collect all the enrolment form from the parents/families with all the relevant documents and prepare a schedule for the appointment with the Aadhaar enrolment centre.

10. Request them for a time of preferential appointment wherein they will only attend persons with disability from your centre/organisation.

11. Once the appointment is scheduled, Always confirm with the contact person at the enrolment centre before paying a visit as there could be days when systems/server may be down or concerned person is on leave.

12. Be patient through the enrolment process. Data might not get recorded after multiple attempts so it's better to be calm and patient and device mechanism to engage the child.

13. Check the biometric data, as captured and demographic details filled by the Aadhaar enrolment officer. It is simultaneously displayed on the screen facing towards you. If the biometric data i.e. iris scan and finger prints is captured correctly then it will show green bar else it will red bar under the captured data.

14. Please collect the Aadhaar enrolment acknowledgement receipt from them. This receipt contains the details regarding the enrolment. It will be required while downloading the e-Aadhaar.

15. Share the Aadhaar enrolment acknowledgement receipt with parents and direct them to the UIDAI website for downloading the e-Aadhaar after the receipt of the message.

16. A message is sent by the UIDAI post 15 to 30 days of enrolment regarding the issuance of Aadhaar number on the registered mobile number (the mobile number mentioned in the Aadhaar application).

17. Upon receipt of the message, visit the UIDAI website to download your Aadhaar Card.

5.2. Enrolment Camp

Please visit the nearest enrolment centre and submit a request for organising an enrolment camp at your organisation/centre. They will record a request and forward it to the regional office and they have to approve the request. They approve the request on a case to case basis. Please be aware that government has not extended its MoU with private enrolment agencies under common service scheme. They have listed scheduled banks and post offices to carry forward the work of enrolment centre. Apart from scheduled banks and post offices, there are other government services which are carrying the enrolment process. In Karnataka, apart from the scheduled banks and post offices, Electronic Delivery of Citizen Services is providing enrolment services and has recognised several Bangalore One centres for the same. Please refer to section 4.6 of this document for locating the nearest Aadhaar enrolment centre.

5.3. Time to complete the process:

The process of identifying a suitable Aadhar enrolment centre and collection of data from parents of children not having Aadhar card started in the first week of January 2018. We listed few nearby Aadhar enrolment centres and approached them for the drive. Bangalore One, mini forest, JP Nagar branch agreed to facilitate the process but requested us to wait as one of their enrolment officers was on leave. It took us a week, which required follow-ups, to collect data from the parents. By 15th January 2018, we were ready with the data of children not having Aadhaar card. We contacted the Bangalore One, mini forest, JP Nagar branch to initiate the process. However, they had wrapped up their operations from this centre and were shifting to Bangalore One, BTM layout branch. They informed us that it would take them a week to setup and start the process at the new venue. We contacted them back in the first week of February and they said that we can start from 15th of February. However, on 15th of February, their system failed and we had to wait till 21st of February to start the process. The process of enrolment was complete on 13th of March. The average time of enrolling the details at centre for each child was half an hour, but it is dependent upon the nature and disability of the child. Out of 13 children, there was one case where we had to go for re-enrollment as the child did not cooperate that day.

The whole process of enrolment was complete within 22 days. The Aadhaar card issuance message started coming in within 15 days of from the date of the first enrolment and by 30th March 2018, every child/person received their Aadhaar number and downloaded their e-Adhaar.

5.4. Support

Please contact us at contact@snehadharafoundation.org for further support and guidance related to process, rules, regulations and policies for enrolment of Aadhaar of Persons with disability. You may also contact 1947 (official toll free Aadhaar customer care number) for doubts and clarifications.

Exhibit 1: Aadhaar Enrolment/Correction Form

भारतीय विशिष्ट पहचान प्राधिकरण
भारत सरकार

Under Section 3 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 (Aadhaar Act)

AADHAAR ENROLMENT / CORRECTION FORM

Aadhaar Enrolment is free and voluntary. Correction within 96 hours of enrolment is also free. No charges are applicable for Form and Aadhaar Enrolment. In case of Correction provide your EID, Name and only that field which needs Correction.

In case of Correction provide your EID No here: | | | | | | | | | | | | | | | dd |mm| yyyy|hh: mm: ss|

Please follow the instructions overleaf while filling up the form. Use capital letters only.

1	Pre-Enrolment ID :		2	NPR Receipt/TIN Number :	
3	Full Name:				
4	Gender: Male ( ) Female ( ) Transgender ( )	**5**	Age: Yrs **OR** Date of Birth:| DD	MM	YYYY	Declared ☐ Verified ☐		

6	Address: C/o ( ) D/o ( ) S/o ( ) W/o ( ) H/o ( ) NAME	
	House No/ Bldg./Apt.	Street/Road/Lane
	Landmark	Area/locality/sector
	Village/Town/City	Post Office
	District	Sub-District	State
	E Mail	Mobile No									PIN CODE						

7	Details of : Father ( ) Mother ( ) Guardian ( ) Husband ( ) Wife ( )
	For children below 5 years Father/Mother/Guardian's details are mandatory. Adults can opt to not specify this information, if they cannot/do not want to disclose.
	Name
	EID/ Aadhaar No.:													dd |mm| yyyy|hh: mm: ss|

Verification Type : Document Based ( ) Introducer Based ( ) Head of Family ( )
Select only one of the above. Select Introducer or Head of Family only if you do not possess any documentary proof of identity and/or address. Introducer and Head of Family details are not required in case of Document based Verification.

8	**For Document Based** (Write Names of the documents produced. Refer overleaf of this form for list of valid documents)
a. POI	b. POA
c. DOB (Mandatory in case of Verified Date of Birth)	d. POR

9	**For Introducer Based –** Introducer's Aadhaar No.														**For HoF Based -** Details of : Father ( ) Mother ( ) Guardian ( ) Husband ( ) Wife ( ) HoF's EId/Aadhaar No.:														| dd |mm| yyyy|hh: mm: ss|

I hereby confirm the identity and address of_____as being true, correct and accurate.

Introducer/HoF's Name: **Signature of Introducer/HOF**

Disclosure under section 3(2) of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016

I confirm that I have been residing in India for at least 182 days in the preceding 12 months & information (including biometrics) provided by me to the UIDAI is my own and is true, correct and accurate. I am aware that my information including biometrics will be used for generation of Aadhaar and authentication. I understand that my identity information (except core biometric) may be provided to an agency only with my consent during authentication or as per the provisions of the Aadhaar Act. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.

Verifier's Stamp and Signature:
(Verifier must put his/her Name, if stamp is not available)   **Applicant's signature/Thumbprint**

To be filled by the Enrolment Agency only :   Date & time of Enrolment: ---

Exhibit 2: List of Valid POI, POA, POR and DOB documents

Instructions to follow while filling up the enrolment form

Field 2 NPR NUMBER	Resident may bring his/her National Population Register Survey slip (if available) and fill up the column.
Field 3 NAME	Write full name without salutations/titles. Please bring the original* Proof of Identity (POI) document. (See list A below). Variation in Resident's Name in contrast to PoI is permissible as long as the change is minor spelling only, without altering the Name in PoI document. For Example: If Resident's PoI reads "Preeti", then "Priti" can be recorded if Resident wants so.
Field 5 DOB / AGE	Fill in Date of Birth in DDMMYYYY format. If exact Date of Birth is not known, approximate age in Years may be filled in the space provided. Please bring the original Proof of Date of Birth (DoB), if available.(See list D below). Declared checkbox may be selected if Resident does not have a valid proof of Date of Birth document. Verified checkbox is selected where Resident has provided documents as proof of Date of birth.
Field 6 ADDRESS	Write complete address. Please bring the original Proof of Address (POA) document. (See list B below). Please note that the Aadhaar letter will be delivered at the given address only. • To include Parent / Guardian / Spouse name as part of the address, select the appropriate box and enter the name of the person. • Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in the POA document.
Field 7 RELATIONSHIP	• In case of children below 5 years, it is mandatory to provide father/mother/guardian details with their Aadhaar or EID number. • If the resident is not holding a Proof of Identity & using the Head of the Family identity for enrolment, it is mandatory to provide Head of the family's details with his/her Aadhaar or EID number. Please refer illustration below for filling EID. Please bring the original Proof of Relationship (POR) document. (See list C below). • For other cases, it is optional for the resident to fill up the relationship details.
Field 8 DOCUMENTS	Write the name of Documents for PoI and PoA. In case proof of Date of Birth is available, then write the name of Date of Birth document. If the resident is not holding a Proof of Identity & using the Head of Family based enrolment, then write the name of Proof of Relationship document. For Valid list of documents, please refer list of Documents below.
Field 9 INTRODUCER/HoF	Resident who does not have POI and POA may get enrolled through an Introducer/ Head of Family. Pl contact nearest enrolment centre or your Registrar, for further details.

List A. POI documents

1. Passport
2. PAN Card
3. Ration/ PDS Photo Card
4. Voter ID
5. Driving License
6. Government Photo ID Cards/ service photo identity card issued by PSU
7. NREGS Job Card
8. Photo ID issued by Recognized Educational Institution
9. Arms License
10. Photo Bank ATM Card
11. Photo Credit Card
12. Pensioner Photo Card
13. Freedom Fighter Photo Card
14. Kissan Photo Passbook
15. CGHS / ECHS Photo Card
16. Address Card having Name and Photo issued by Department of Posts
17. Certificate of Identify having photo issued by Gazetted Officer or Tehsildar on letterhead
18. Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations

List B. POA documents

1. Passport
2. Bank Statement/ Passbook
3. Post Office Account Statement/Passbook
4. Ration Card
5. Voter ID
6. Driving License
7. Government Photo ID cards/ service identity card issued by PSU
8. Electricity Bill (not older than 3 months)
9. Water bill (not older than 3 months)
10. Telephone Landline Bill (not older than 3 months)
11. Property Tax Receipt (not older than one year)
12. Credit Card Statement (not older than 3 months)
13. Insurance Policy
14. Signed Letter having Photo from Bank on letterhead
15. Signed Letter having Photo issued by registered Company on letterhead
16. Signed Letter having Photo issued by Recognized Educational Instruction on letterhead
17. NREGS Job Card
18. Arms License
19. Pensioner Card
20. Freedom Fighter Card
21. Kissan Passbook
22. CGHS / ECHS Card
23. Certificate of Address having photo issued by MP or MLA or Gazetted Officer or Tehsildar on letterhead
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)
25. Income Tax Assessment Order
26. Vehicle Registration Certificate
27. Registered Sale / Lease / Rent Agreement
28. Address Card having Photo issued by Department of Posts
29. Caste and Domicile Certificate having Photo issued by State Govt.
30. Disability ID Card/handicapped medical certificate issued by the respective State/UT Governments/Administrations
31. Gas Connection Bill (not older than 3 months)
32. Passport of Spouse
33. Passport of Parents(in case of Minor)
34. Allotment letter of accommodation issued by Central/State Govt. of not more than 3 years old
35. Marriage Certificate issued by the Government, containing address.

List C. POR documents

1. PDS Card
2. MNREGA Job Card
3. CGHS/State Government/ECHS/ESIC Medical card
4. Pension Card
5. Army Canteen Card
6. Passport
7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
8. Any other Central/State government issued family entitlement document
9. Marriage Certificate Issued by the Government..

List D. DOB documents

1. Birth Certificate
2. SSLC Book/Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on Letterhead
5. PAN Card
6. Marksheet issued by any Govt. Board or University
7. Govt. Photo ID Card/Photo Identity card issued by PSU containing DoB.
8. Central/State Pension payment order.
9. Central Govt. Health Service Scheme photo card or Ex-Servicemen

Illustration for filling up EID No.

Acknowledgement/Resident Copy- पावती /निवासी रसीद — AADHAAR

Enrolment No./नामांकन संख्या : 0008/12345/00020 — This is not the Aadhaar number — Date/तिथि: 28/04/2011 15:50:16

OR EID No: 0008 1234 5000 20 28 04 2011 15 50 16

*In instances where original documents are not available, copies attested / certified by a public notary / gazetted officer will be accepted.

Exhibit 3: Acknowledgement Slip

| Unique Identification Authority of India, Government of India / भारतीय विशिष्ट पहचान प्राधिकरण, भारत सरकार |
| Acknowledgement/Resident Copy / पावती/निवासी की प्रति |

Enrolment No/नामांकन संख्या: 1416/6⬚⬚⬚ 12 **Date/तिथि:** 09/12/20⬚⬚ **NPR Rcpt No:** Not Given

204,
Indra Collony,

Dehradun G.p,
Dehradun, Dehradun, Uttarakhand- 248001

204,
इन्द्रा कॉलोनी,

देहरादून जी.पी.,
देहरादून, देहरादून, उत्तराखंड- 248001

Date Of Birth/जन्मतिथि: 12/⬚⬚⬚ (DECLARED)

Mobile/मोबाइल: 94⬚⬚⬚
Email/ईमेल: Not Given

Documents: Voter ID, Voter ID

Bank Details: Uttarakhand/SBI/Kutchery Road/3⬚⬚⬚

Information Sharing Consent/जानकारी वितरित के लिए सहमति: No/नहीं

Registrar: DENA BANK

Enrolment Agency: Utility Forms Pvt Ltd

Correction (if any) of demographic information must be made within 96 hours of enrolment.
You can get only one Aadhaar number.Please do not enrol again unless asked to.

Fingerprint quality

Left/ बायां   Right/ दायां

✓ : Good Quality fingerprint,
    recommended for authentication

Biometrics Captured:
Fingers(10), Iris(2), Face

Location Id: Not Given

Sumit Badoni(Signature)
Enrolment Operator

For enquiry, please contact/किसी तरह की पूछताछ के लिए, कृपया सम्पर्क करें:

✉ help@uidai.gov.in   🌐 http://www.uidai.gov.in   ☎ 1800 300 1947

Exhibit 4: Aadhaar Password

IMPORTANT NOTE

The NEW e-Aadhaar letter pdf PASSWORD will be of 8 characters

Combination of the first four letter of your name (as in Aadhaar) in CAPITAL letters and Year of Birth in YYYY format

Example 1	Example 2	Example 3	Example 4
Name : **SURESH KUMAR** Year of Birth : **1990** Password : **SURE1990**	Name : **SAI KUMAR** Year of Birth : **1990** Password : **SAIK1990**	Name : **P. KUMAR** Year of Birth : **1990** Password : **P.KU1990**	Name : **RIA** Year of Birth : **1990** Password : **RIA1990**

AADHAAR
MERA AADHAAR
MERI PEHCHAAN

Annexure 2

List of Government schemes linked with Aadhaar:

1. Indira Gandhi National Disability Pension Scheme
2. Indira Gandhi National Old Age Pension Scheme
3. Indira Gandhi National Widow Pension Scheme
4. Mahatma Gandhi National Rural Employment Guarantee Scheme
5. Pradhan Mantri Awas Yojna (Grameen)
6. BSR Doctoral Fellowship in Sciences
7. Dr S. Radhakrishnan Post Doctoral Fellowship In Humanities
8. Emeritus Fellowship
9. Kothari Post Doctoral Fellowship in Sciences
10. National Research Professorship
11. Ishan Uday Scholarship Scheme for North Eastern Region
12. National Eligibility Test-Junior Research. Fellowship
13. P.G. Indira Gandhi Scholarship for Single Girl Child
14. P.G. Scholarship for Professional Courses for SC or ST candidates
15. P.G. Scholarship for University Rank Holders
16. PG Scholarship for GATE qualified PG Students
17. PMSSS for J and K Students admitted in rest of India
18. Post Doctoral.Fellowship for Women
19. Post- Doctoral Fellowship for SC or ST Candidates
20. Pragati Scholarship for girls Diploma Institutes
21. Pragati Scholarship for girls in Degree Colleges
22. QIP for faculty deputed for PhD studies at QIP centres
23. Saksham Scholarship for differently abled students of Degree College
24. Saksham scholarship for differently abled students of Diploma Institutes
25. Scholarship To Universities /College Students
26. Swami Vivekananda Single Girl Child Scholarship
27. Artistes Pension Scheme and Welfare Fund
28. Finacial assistance for the preservation and development of Himalayan Cultural Heritage for Himalaya
29. Financial Assistance for the Cultural Function Grant SchemeCFGS
30. Financial Assistance for the development of Buddhist / Tibetian Organizations
31. Financial Assistance to Cultural Organization
32. International Cultural Relation
33. Production Grant
34. Repertory Grant Scheme
35. Scheme for the Award of Fellowship to outstanding persons in the field of Culture
36. Scheme for Scholarships to Young Artistes in different cultural fields
37. Tagore National Fellowship for Cultural Research
38. Artistes Pension Scheme and Welfare Fund
39. Finacial assistance for the preservation and development of Himalayan Cultural Heritage for Himalaya
40. Financial Assistance for the Cultural Function Grant Scheme
41. Financial Assistance for the development of Buddhist / Tibetian Organizations
42. Financial Assistance to Cultural Organization
43. International Cultural Relation
44. Production Grant
45. Repertory Grant Scheme

46. Scheme for the Award of Fellowship to outstanding persons in the field of Culture
47. Scheme for Scholarships to Young Artistes in different cultural fields
48. Tagore National Fellowship for Cultural Research
49. Maternity Benefit Programme
50. Inclusive Education for Disabled at Secondary Stage
51. National Means Cum Merit Scholarship
52. National Scheme For Incentive For The Girl Child For Secondary Education
53. Maulana Azad National Fellowship
54. Merit Cum Means Scholarship For Minorities
55. Post Matric Scholarship Scheme For Minorities
56. Pre Matric Scholarship Scheme For Minorities
57. Housing Subsidy To Beedi Workers
58. Housing Subsidy To Iron/Manganese/Chrome Ore Workers
59. Housing Subsidy To Lime Stone and Dolomite LSDM Workers
60. Rehabilitation Assistance
61. Scholarship To The Children of Lime Stone and Dolomite LSDM Workers
62. Scholarship To The Children of Beedi Workers
63. Scholarship To The Children of Cine Workers
64. Scholarship To The Children of Iron/Manganese/Chrome Ore Workers
65. Stipend to children in the special schools under the National Child Labour Project
66. Stipend to Differently Abled Candidates under Scheme of Vocational Rehabilitation Centre
67. Stipend To Trainees Under The Scheme Of Welfare Of SC/ST Job Seekers
68. Post-matric Scholarship for Persons with Disabilities
69. Pre-matric scholarship for Persons with disabilities
70. Rajiv Gandhi National Fellowship for students
71. Scholarship for Top Class Education
72. Janani Suraksha Yojana
73. Aam Aadmi Bima Yojana
74. Life Insurance-linked with Jan Dhan Yojana
75. Assistance for procurement of modified scooter
76. Assistance for purchase of Tool Kits
77. Assistance for treatment of cancer and dialysis
78. Assistance for treatment of listed serious diseases
79. Interest subsidy on home loan up to max 1 lakh
80. Prime Minister Scholarship Scheme
81. Cash Transfer of Food Subsidy

Annexure 3: Aadhaar Enrolment Process

S.No	Name	No. of Visits	Iris Scan	No. Attempts Required	Time Taken	Fingerprints (Good)	Fingerprints (Bad)	No. of Attempts Required	Time Taken	Support Required	Bad fingerprint(s)	Total Time Taken	Status
1	AJ	1	2	10 to 12	10 to 12 mins	9	1	10 to 12	10 to 12 mins	A person make him sit as he tends to get up, Applying Pressure on hands for finger prints	Left Hand Thumb	32 to 35 mins	Done
2	AJA	1	2	8 to 10	9 to 11 mins	10	0	10 to 12	10 to 12 mins	Applying pressure on fingers for fingerprints, Videos on phone to see in front of camera	none	27 to 30 mins	Done
3	AKJ	1	2	5 to 7	4 to 6 mins	8	2	18 to 20	22 to 25 mins	Applying pressure on fingers for fingerprints,	left hand little finger, right hand ring finger	35 to 40 mins	Done
4	DS	1	2	18 to 20	14 to 16 mins	4	6	18 to 20	22 to 25 mins	Person to hold him, Applying pressure on finger for fingerprints	both hands thumb, both hands ring finger, left hand little finger, right hand middle finger	40 to 45 mins	Done
5	HJ	1	2	4 to 5	3 to 4 mins	10	0	6 to 8	8 to 10 mins	Applying pressure on fingerprints, info bells video on you tube	none	22 to 25 mins	Done
6	KT	2	1	7 to 8	6 to 8 mins	10	0	6 to 8	8 to 10 mins	Applying pressure on finger prints, verbal cue to make eyes bigger	none	20 to 22 mins	Done
7	LR	2	2	3 to 4	2 to 3 mins	10	0	38 to 40	45 mins in 2 days	Physical force to put his fingers on the scanner for the first time, massaging his hand, touch sensitive	none	50-52 mins	Done
8	NK	1	2	4 to 5	3 to 5 mins	10	0	8 to 10	8 to 10 mins	Person to hold him, Applying pressure on finger for fingerprints	none	15 to 17 mins	Done
9	SSN	2	2	12 to 14	12 to 14 mins	10	0	6 to 8	6 to 8 mins	Person to hold him, Applying pressure on finger for fingerprints	none	22 to 26 mins	Done
10	SN	Parents went for enrolment, SF-CIP supported in documentation											Done
11	SB	1	2	18 to 20	17-18 mins	2	8	10 to 12	10 to 12 mins	Person to hold him, Applying pressure on finger for fingerprints	both hands thumb, both hands middle finger, both hands little finger, left hand ring finger, right hand index finger	35 to 40 mins	Done
12	TV	2	2	6 to 8	5 to 7 mins	10	0	8 to 10	8 to 10 mins	Applying Pressure for fingerprints	none	17 to 20 mins	Done
13	US	2	2	3 to 4	2 to 3 mins	10	0	5 to 6	5 to 6 mins	Applying Pressure for fingerprints	none	15 to 17 mins	Done
14	OG	Form did not come on time											

Annexure 4: Tables of Aadhaar Enrolment

Table 1- Total Number of Children				
Total Number of Children at SF	Enrolment done by CIP	Enrolment Done by Parents	No Aadhaar Card	No information Available
37	13	21	2	1

Table 2 - Enrolment Centre and Children Enrolled					
Enrolment at CSC/Government Centre by Parents	Enrolment at Camps (Society/Office)	Enrolment supported by CIP at Bangalore One	No Aadhaar Card	No Categorisation available	No information available
7	10	13	2	4	1

Case	Type of Enrolment Centre	Time Taken	Challenges	Location
			Table 3- Enroment Time and Challenges(Non-SF enrolment)	
1	CSC	180 minutes	Long queue and timetaken	BTM Layout, CSC
2	CSC	30 minutes	The person who was enoling had a special needs brother, so he was patient while enroling.	Basavnagudi Post Office, Aadhaar Drive
3	CSC	60 minutes	No	CSC, Hulimavu gate
4	CSC	60 minutes	No	Bank of Baroda, Indiranagar branch
5	CSC	300 minutes	Less staff, server slow, waited 5 hours	RBI Layout CSC,
6	CSC	2-3 days (multiple visits)	Multiple visits as staff was not cooperating	Itmaru, BSK 3rd Stage
7	CSC	10 minutes	None	Karvy Consultants Pvt Limited, Basavanagudi
8	Camp	15 minutes	None	ITI Factory, KR Puram
9	Camp	18 minutes	None	RajaRajeshwari Nagar Centre, Society
10	Camp	10 minutes	None	ITI Factory, KR Puram
11	Camp	NA	None	Century Club, Cubbon Park
12	Camp	10 minutes	None	Camp at Ranka colony premises.
13	Camp	30 minutes	NA	Camp at Mangalya Suryodhaya apartments
14	Camp	10 minutes	None	NA
15	Camp	10 minutes	none	One time event. Therefore, not address not applicable.
16	Camp	15 minutes	No challenges as it was done at the hall on the terrace at parents office and child was familar to the place	At MAYA 24/1-5, 19A MAIN ROAD, 9TH CROSS, J.P NAGAR 2ND PHASE, BANGALORE-560078
17	Camp	20 minutes	Since it was in the apartment so they knew the timings of less rush, therefore no challenges	Brigade Gardenia, Society Camp