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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:- Creation of "State Government Portal" to facilitate verification of New Aadhaar Enrolment and documents submitted by Residents -reg.**

We have, as of now, issued more than 134 crore Aadhaar numbers to the residents covering more than 93% of overall population and nearly 100% adult population. The requirement for new enrolment is now mainly for the population in the age group of 0-5 years. In view of the importance that Aadhaar has gained as primary identification document in recent times, there has been a growing concern on possible ramifications of any fraudulent enrolment activities on national security. It has been decided to strengthen Aadhaar enrolment process for the adult population (>18 years age) by introducing the system of verification before generating Aadhaar.

2. As per the process, Aadhaar number is assigned to a resident after enrolment at the Aadhaar centre, where biometric and demographic details of the residents are collected alongwith a declaration that he/she has resided in India for 182 days or more during the preceding one year. The resident also submits valid supporting documents, such as Proof of Identity (POI), Proof of Address (POA), Proof of Date of Birth (PDoB) etc. at the time of enrolment.

3. State/UT Governments through the mechanisms available with them at Districts/ Sub-districts may verify the residential status and also the demographic information & supporting documents furnished by the individual at the time of enrolment. It has been, therefore, decided to initially send the requests for new Aadhaar for adult residents (>18 years age) for verification to State/UT Government concerned before Aadhaar generation. Subsequently, updates of demographics by residents will also be shared with the State/UT Government for verification.

4. In order to implement the above provision, UIDAI is developing a 'State Government Portal' with access to the State Government. It is pertinent to mention that a Nodal Department for Aadhaar is already in existence in each State/UT (**List enclosed as Annex-I**). Generally, the Secretary of the Nodal Department is also the Member Secretary/ Convener of the State UIDIC (UID Implementation Committee) constituted in each State/UT in pursuance of DO letter No. A-11016/66/09-UIDAI dated

929/CEG/UIDAI  
149/22

07.12.2009 sent to all Chief Secretaries by the then DG, UIDAI (**Copy enclosed as Annex-II**). It is proposed that the State Government may designate a Nodal Officer for providing access to State Government Portal who could be same as the State Nodal Officer for Aadhaar or any other Officer as deemed fit by the State Government.

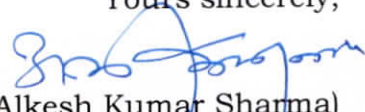
5. All the new adult enrolment requests received at UIDAI shall be shared with the designated State/UT Nodal Officer for carrying out verification of the residential status, demographic information and documents furnished by the residents. The State Nodal Officer may cause verification and respond to UIDAI within a period of 30 days. In case no response is received within prescribed period of 30 days, it may be assumed that the State Government has no objection to issuing Aadhaar to the requesting individuals.

6. The work of development of '*State Government Portal*' is being taken up by UIDAI as per the tentative mechanism and protocol prepared in this regard (**Copy enclosed as Annex-III**). UIDAI proposes to conduct consultative workshops with the designated State Nodal Officers in the coming weeks to finalize the verification mechanism and protocol to be followed by the States/ UTs and complete the development of portal by 30<sup>th</sup> Nov, 2022.

7. In view of above, I would be grateful if the details of designated Nodal Officer for the State/UT are communicated to UIDAI at the earliest.

With warm regards,

Encl: As stated

Yours sincerely,  
  
(Alkesh Kumar Sharma)

To

Chief Secretaries of all the States/ UTs

**Annexure -I**

1	Andaman & Nicobar Islands	Civil Supplies Department
2	Andhra Pradesh	Grama Volunteer Ward Volunteer(GVWV) & Village Secretariat Ward Secretariat (VSWS) Department
3	Arunachal Pradesh	Directorate of Economics and Statistics
4	Assam	General Administration Department
5	Bihar	Rural Development Department
6	Chandigarh	Department of Information technology
7	Chhattisgarh	Chhattisgarh Infotech Promotion society (CHIPS)
8. a.	Dadra Nagar Haveli	District Administration-DNH
8.b.	Daman and Diu	District Administration-Daman
9	Delhi	Department of Revenue
10	Goa	Directorate of Planning, Statistics and Evaluation
11	Gujarat	General Administration Department
12	Haryana	Department of Information Technology Electronics & Communication (DITECH)
13	Himachal Pradesh	Department of Information Technology
14	Jammu and Kashmir	Information Technology Department
15	Jharkhand	Department of Information Technology
16	Karnataka	Center for e-Governance
17	Kerala	Kerala State IT Mission (KSITM)
18	Ladakh	Department of Information Technology
19	Lakshdweep	Department of Information Technology, Lakshdweep Information Technology Services Society (LITSS).
20	Madhya Pradesh	Science & Technology Department
21	Maharashtra	Department of Information Technology
22	Manipur	Special Secretary Home
23	Meghalaya	General Administration Department(B)
24	Mizoram	General Administration Department
25	Nagaland	Commissioner Nagaland
26	Odisha	Odisha Computer Application Center
27	Puducherry	Planning & Research Department
28	Punjab	Department of Planning
29	Rajasthan	Department of Information Technology
30	Sikkim	Directorate of Economics, Statistics & Monitoring and Evaluation
31	Tamilnadu	Tamil Nadu e-Governance Agency
32	Telangana	Information Technology, Electronics & Communication (ITE&C) Department
33	Tripura	Rural Development Department
34	Uttar Pradesh	Department of Planning
35	Uttarakhand	Information Technology Development Agency
36	West Bengal	Home & Hill Affairs Department

## Annexure - II

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.

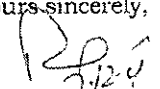
The present draft strategy of the UID Authority envisages an eco-system of 'Registrars' who will help the UIDAI in enrolling the residents. The Registrars are essentially those Departments and Authorities of the State and the Central Government, who in the normal course of their activities, interact 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

## **Draft protocol for State Government Portal.**

(For discussion)

UIDAI is developing a '*State Government Portal*' with access to designated State/UT Nodal Officers. The mechanism and protocol prepared in this regard is detailed as follows.

### **i. Requirement**

- All New Enrolment (>18 year of Age) to be verified by the State Nodal Officer through the State Government Portal.
- All 'document update' packets to be verified by State Nodal Officer through the State Government Portal.
- Packets created under all channels should move to State Government Portal and should be received back after verification for further processing.

### **ii. Proposed flow of packets to State Government Portal:**

- 'Document Update' project-
  - Request -> State Govt Portal -> UIDAI for further processing
- New Enrolment -
  - Request -> Initial processing by UIDAI -> State Govt Portal -> Final processing by UIDAI -> Generate Aadhaar.

### **iii. Features required in State Government Portal**

- The login will be Aadhaar based with OTP Authentication.
- Configurable – State Name /Number
- Configurable - Number of State Nodal Officer
- Configurable – Number of District
- Configurable – State Name/District Name
- Park Packet – As per requirement at any level.

### **iv. State Government Nodal Office shall be able to view –**

- Accepted Packets
- Rejected Packets
- Pending Packets