

**CIRCULAR**

**Circular no: PFRDA/2023/02/SUP-CRA/02**

**Jan 10, 2023**

To

All stakeholders under APY

**Subject: Empowering APY Subscribers with ease of Aadhaar Seeding - Launch of Seeding Convenience through CRA Portal & Mobile App**

PFRDA vide its Circular dt. 27.10.2021 informed that CRA would be facilitating the Aadhaar seeding framework for the benefit of Atal Pension Yojana (APY) subscribers through their explicit consent framework. The feature is enabled and nearly 17000 APY Accounts are seeded with Aadhaar till date.

2. The Government of India (GoI) had introduced APY, with effect from 1 June 2015, pursuant to the announcement in the budget for 2015-16 for building a *Pensioned Society* where the old age of every Indian Citizen from unorganized sector secured with regular stream of monthly income. APY administered by the PFRDA through its scalable NPS technology architecture as per the policy guidelines of GoI.

3. APY classified under Section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and under which GoI had notified APY as on 11 May 2017 and further clarified vide UIDAI circular dt 25th November 2019.

4. The facility of Aadhaar seeding is provided for the benefit of Subscribers through CRA portal and through NPS Mobile app "APY and NPS Lite". Additionally, APY-SPs can also collect the Aadhaar details from their associated subscribers who are their customers with due consent which would then be shared with CRA for seeding. APY-SPs can use the file format provided by CRA for Aadhaar seeding considering the large number of APY accounts already opened and to ease the process of Aadhaar seeding for the benefit of Subscribers. *The Subscribers base under APY grows very rapidly which is currently nearing 5 cr.*

5. Important Information for the APY Subscribers while seeding: It needs to be ensured that the name of the subscriber and Date of Birth (DoB) as per CRA records do match with the information available in Aadhaar.

6. The following Annexures provided for the benefit of Subscribers and stakeholders

- A) Process flow on "Aadhaar Seeding for APY Subscribers" through CRA Portal (<https://npslite-nsdl.com/CRAlite>) - Annexure I
- B) Screen shots of APY Mobile App for seeding - Annexure II
- C) Format of Aadhaar seeding request, which can be submitted through APY SP - Annexure III

APY SPs can guide and handhold their subscribers about the process of Aadhaar seeding and its importance.

Yours sincerely,

Chief General Manager

## परिपत्र

परिपत्र संख्या : पीएफआरडीए/2023/02/एसयूपी-सीआरए/02

10 जनवरी 2023

प्रति

एपीवाई के तहत सभी हितधारक

### **विषय : आधार सीडिंग की सुविधा द्वारा एपीवाई अभिदाताओं का सशक्तीकरण - सीआरए पोर्टल और मोबाइल एप के माध्यम से सीडिंग सुविधा का शुभारंभ**

पीएफआरडीए ने अपने परिपत्र दिनांक 27.10.2021 के माध्यम से सूचित किया था कि सीआरए अटल पेंशन योजना (एपीवाई) अभिदाताओं के लाभ के लिए उनके सुस्पष्ट सहमति ढांचे के माध्यम से आधार सीडिंग फ्रेमवर्क की सुविधा प्रदान करेंगे। यह सुविधा अब उपलब्ध है और अभी तक लगभग 17000 एपीवाई खातों की आधार सीडिंग की जा चुकी है।

2. भारत सरकार (GoI) ने वर्ष 2015-16 के बजट में एक पेंशनयुक्त समाज के निर्माण के लिए की गई घोषणा का अनुसरण करते हुए दिनांक 1 जून, 2015 से एपीवाई की शुरुआत की थी, जिसमें नियमित रूप से प्राप्त होने वाली मासिक आय के कारण असंगठित क्षेत्र के प्रत्येक भारतीय नागरिक हेतु वृद्धावस्था आय की सुरक्षा मिलती है। एपीवाई को भारत सरकार के नीतिगत दिशानिर्देशों के अनुसार पीएफआरडीए द्वारा अपनी स्केलेबल एनपीएस तकनीकी अवसंरचना के माध्यम से प्रशासित किया जाता है।

3. एपीवाई को आधार (वित्तीय और अन्य सहायिकियों, प्रसुविधाओं और सेवाओं का लक्षित परिदान) अधिनियम, 2016 की धारा 7 के तहत वर्गीकृत किया गया है और जिसके तहत भारत सरकार ने दिनांक 11 मई, 2017 को एपीवाई को अधिसूचित किया था तथा यूआईडीएआई के परिपत्र दिनांक 25 नवम्बर 2019 द्वारा इसे स्पष्ट किया था।

4. आधार सीडिंग की सुविधा सीआरए पोर्टल और एनपीएस मोबाइल एप "एपीवाई और एनपीएस लाइट" के माध्यम से अभिदाताओं के लाभ के लिए प्रदान की जाती है। इसके अतिरिक्त, एपीवाई-एसपी अपने संबद्ध अभिदाताओं से उचित सहमति के साथ आधार विवरण भी एकत्र कर सकते हैं, जिसे बाद में सीआरए के साथ साझा किया जाएगा। एपीवाई-एसपी, पहले से ही खोले गए एपीवाई खातों की बड़ी संख्या को देखते हुए और अभिदाताओं के लाभ के लिए आधार सीडिंग की प्रक्रिया को आसान बनाने के लिए सीआरए द्वारा प्रदान किए गए फ़ाइल प्रारूप का उपयोग कर सकते हैं। एपीवाई के तहत अभिदाताओं की संख्या बहुत तेजी से बढ़ रही है जो वर्तमान में 5 करोड़ के करीब है।

5. एपीवाई अभिदाताओं के लिए सीडिंग से जुड़ी महत्वपूर्ण सूचना : यह सुनिश्चित करने की आवश्यकता है कि सीआरए रिकॉर्ड के अनुसार अभिदाता का नाम और जन्म तिथि (डीओबी) आधार में उपलब्ध जानकारी से मेल खाती हो।

6.  
हैं-

अभिदाताओं और हितधारकों के लाभ के लिए निम्नलिखित अनुलग्नक प्रदान किए गए

क) सीआरए पोर्टल (<https://npslite-nsdl.com/CRAlite>) के माध्यम से "एपीवाई अभिदाताओं के लिए आधार सीडिंग" की प्रक्रिया - अनुलग्नक ।

ख) सीडिंग पर एपीवाई मोबाइल एप के स्क्रीन शॉट्स- अनुलग्नक ॥

ग) आधार सीडिंग अनुरोध का प्रारूप -अनुबंध ॥। जिसे एपीवाई एसपी के माध्यम से प्रस्तुत किया जा सकता है ।

एपीवाई सेवा प्रदाता आधार सीडिंग की प्रक्रिया और इसके महत्त्व के बारे में अपने अभिदाताओं का मार्गदर्शन और सहायता कर सकते हैं।

भवदीय,

मुख्य महाप्रबंधक



Protean eGov Technologies Limited

*(Formerly known as NSDL e-Governance Infrastructure Limited)*

## **STANDARD OPERATING PROCEDURE (SOP)**

### **Aadhaar Seeding process for Lite/APY Subscribers**

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**Abbreviations:**

<b>Abbreviation</b>	<b>Expansion</b>
APY	Atal Pension Yojana
CRA	Central Recordkeeping Agency
NPS	National Pension System
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
UIDAI	Unique Identification Authority of India

## Step by Step guide for Aadhaar Seeding Process:

1. Subscriber will visit the NPSLite portal ([Welcome to Central Record Keeping Agency \(npslite-nsdl.com\)](http://Welcome to Central Record Keeping Agency (npslite-nsdl.com))) and will select the option as 'Aadhaar Seeding for APY Subscribers'. Subscribers are not required to login in NPSLite. Please refer **Figure 1** for reference.



Login to Your Account

I-PIN  
 DIGITAL CERTIFICATE

User ID

Password

Enter Captcha 5 9 + 2 =



[Reset Password](#)

- ▶ [Check Subscriber Registration Status](#)
- ▶ [Check Subscriber Withdrawal Status](#)
- ▶ [Grievance Module for APY & Swavalamban Subscribers](#)
- ▶ [APY Upgrade View](#)
- ▶ [APY Downgrade View](#)
- ▶ [APY/NPSite ePRAN - SOT View for Subscribers](#)
- ▶ [Aadhaar Seeding for APY Subscribers](#)

**Figure 1**

2. The below mentioned page is displayed wherein subscriber is required to enter mandatory details. Please refer **Figure 2**.

▶ Aadhaar Seeding for ALL Subscribers



\* Mandatory Fields

PRAN \*

Aadhaar Number \*

Captcha \*  Refresh

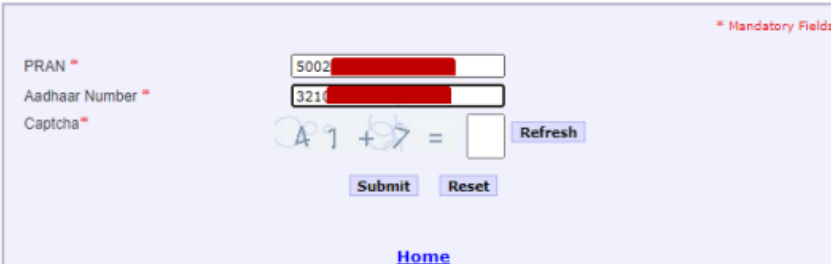
Submit Reset

[Home](#)

**Figure 2**

- Subscriber will enter the PRAN and Aadhaar number along with Captcha and click on 'Submit'. Please refer **Figure 3**.

▶ Aadhaar Seeding for ALL Subscribers



\* Mandatory Fields

PRAN \*

Aadhaar Number \*

Captcha \*  Refresh

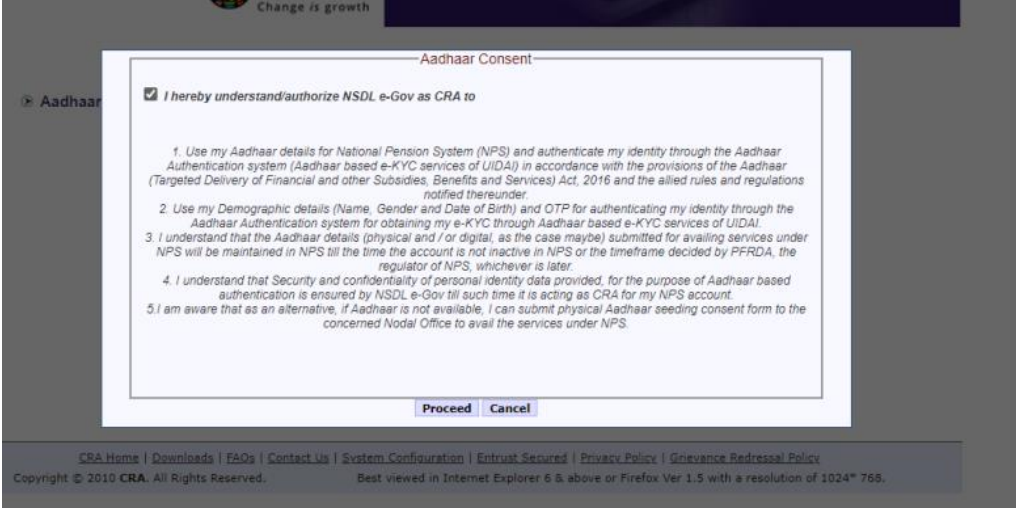
Submit Reset

[Home](#)

**Figure 3**

- An Aadhaar Consent will be displayed as shown in **Figure 4**. Subscriber will tick on the radio button to accept the consent and then click on 'Proceed'.





Aadhaar Consent

I hereby understand/authorize NSDL e-Gov as CRA to

1. Use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder.
2. Use my Demographic details (Name, Gender and Date of Birth) and OTP for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI.
3. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained in NPS till the time the account is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later.
4. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov till such time it is acting as CRA for my NPS account.
5. I am aware that as an alternative, if Aadhaar is not available, I can submit physical Aadhaar seeding consent form to the concerned Nodal Office to avail the services under NPS.

[Proceed](#) [Cancel](#)

[CRA Home](#) | [Downloads](#) | [FAQs](#) | [Contact Us](#) | [System Configuration](#) | [Entrust Secured](#) | [Privacy Policy](#) | [Grievance Redressal Policy](#)  
 Copyright © 2010 CRA. All Rights Reserved. Best viewed in Internet Explorer 6.5, above or Firefox Ver 1.5 with a resolution of 1024\* 768.

**Figure 4**

5. An OTP will be sent on mobile no. registered in UIDAI database. Subscriber will enter the OTP and click on 'Submit'. Please refer **Figure 5**. In case the Name of Subscriber and Date of Birth mentioned in CRA system does not matches with the UIDAI database then an error message will be displayed and subscriber will not be able to complete Aadhaar Seeding process.

OTP successfully sent to the registered mobile number.



**Adhaar OTP Verification**

\* Mandatory Fields

Enter OTP \*  [Regenerate OTP](#)

[Submit](#)

Note:  
Generated OTP is valid for 10 minutes only.

[Home](#)

**Figure 5**

6. If all the details are matching, then below message will be displayed wherein subscriber had successfully completed the Aadhaar Seeding process. An acknowledgement no. is generated for future reference. Please refer **Figure 6**.

Aadhaar Seeding request for PRAN 500[REDACTED] has been successfully executed.

Acknowledgment ID for this request is 2100015080

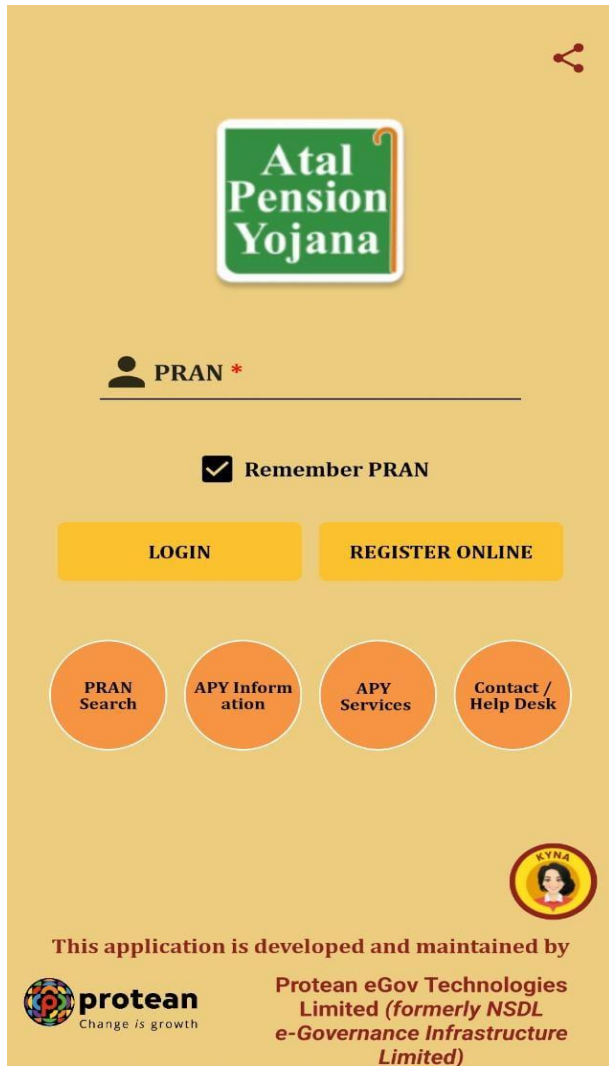
[Home](#)

## Figure 6

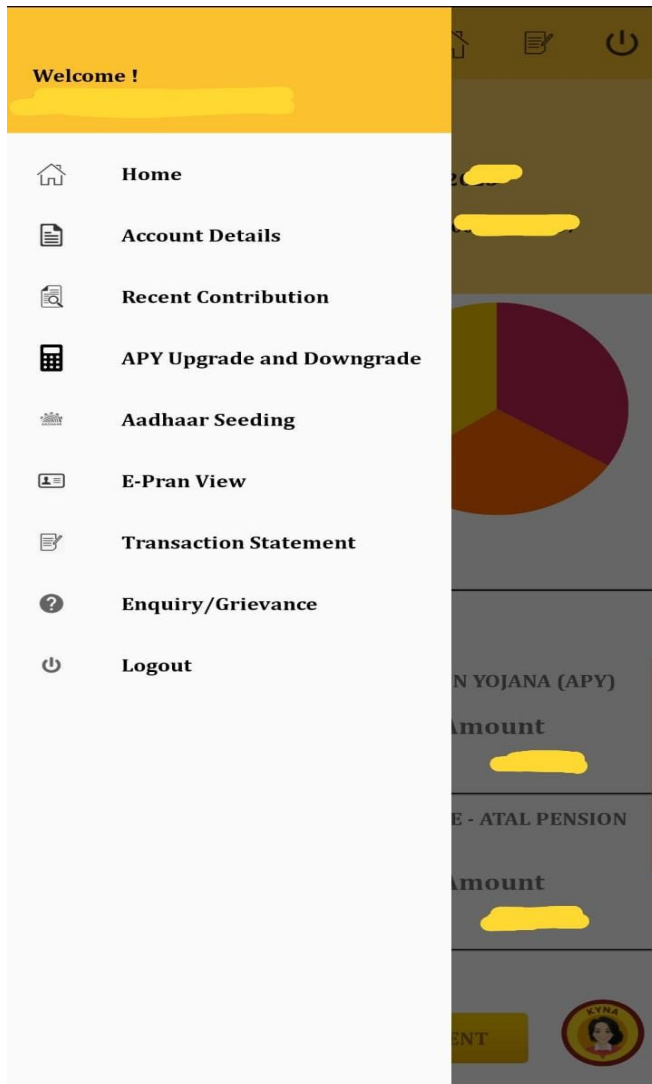
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**B) Screen shots of APY Mobile App for seeding**

1. **“Login Page”** (App)



2. Open the **“Menu”** and Select Aadhaar Seeding



3. Please Enter Aadhar Number and Click **Submit**.


← Aadhaar Seeding

---

Please enter Aadhaar Number.

---

Calculate and Enter Captcha\* **9 - 3**

Enter captcha here 

**SUBMIT** **RESET**





# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)

PART II—Section 3—Sub-section (ii)

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(वित्तीय सेवाएं विभाग)

अधिसूचना

नई दिल्ली, 11 मई, 2017

**का.आ. 1512(अ).**—आधार का पहचान दस्तावेज के रूप में प्रयोग सेवाओं अथवा सहायकियों अथवा प्रसुविधाओं को परिदान करने में सरकारी वितरण प्रक्रिया को सरल बनाता है, पारदर्शिता तथा दक्षता लाता है, तथा फायदाग्राहियों को उनके हकों को सुविधाजनक एवं परेशानी रहित ढंग से परिदान करता है एवं आधार किसी की पहचान को प्रमाणित करने के लिए बहुत से दस्तावेजों की आवश्यकता को समाप्त करता है;

और यह कि, भारत सरकार के वित्तीय सेवाएं विभाग (जिसे इसमें इसके पश्चात् उक्त विभाग निर्दिष्ट किया गया है), भारत सरकार का वित्त मंत्रालय अटल पेंशन योजना (एपीवाई) (इसके पश्चात् उक्त योजना निर्दिष्ट किया गया है) का संचालन 16 अक्टूबर, 2015 की राजपत्र अधिसूचना के अंतर्गत की गई अधिसूचना तथा 19 जनवरी, 2016 और 22 मार्च, 2016 की अधिसूचनाओं के द्वारा अपने अभिदाताओं (जिसे इसमें इसके पश्चात् फायदाग्राहियों निर्दिष्ट किया गया है) के लिए किए गए संशोधन के अनुसार कर रहा है। पेंशन निधि विनियामक और विकास प्राधिकरण (पीएफआरडीए) (जिसे इसमें इसके पश्चात् विनियामक निर्दिष्ट किया गया है) इस योजना के अंतर्गत फायदाग्राहियों की पहचान के लिए प्रक्रिया को विनियमित तथा अभिकथित करता है। स्कीम का कार्यान्वयन विनियामक के कार्यालय तथा बैंकों एवं डाकघरों (जिसे इसमें इसके पश्चात् मध्यवर्ती निर्दिष्ट किया गया है) की शाखाओं के जरिए किया जाता है।

और यह कि केन्द्रीय सरकार न्यूनतम मासिक पेंशन की गारंटी देती है तथा पात्र फायदाग्राहियों के लिए अपना सह-अंशदान (जिसे इसमें इसके पश्चात् लाभ निर्दिष्ट किया गया है) करती है, जिस पर होने वाले व्यय का वहन भारत की संचित निधि से किया जाता है।

अतः, अब केन्द्रीय सरकार, आधार (वित्तीय तथा अन्य सहायकियों, प्रसुविधाओं और सेवाओं का लक्षित परिदान) अधिनियम, 2016 (2016 का 18) (जिसे इसमें इसके पश्चात् उक्त अधिनियम निर्दिष्ट किया गया है), की धारा 7 के उपबंधों के अनुसरण में निम्नलिखित को अधिसूचित करती है, अर्थात्—

1. (1) व्यक्ति, जो योजना के अधीन प्रसुविधाएं प्राप्त करने के पात्र हों, उनसे, आधार रखने अथवा आधार प्रमाणीकरण के प्रक्रियाधीन होने का प्रमाण-पत्र प्रस्तुत करना अपेक्षित होगा।

(2) व्यक्ति, जो योजना के अधीन प्रसुविधाएं प्राप्त करने के इच्छुक हो और जिसके पास आधार संख्या न हो अथवा वे आधार के लिए अभी तक नामांकित न हों, उन्हें उक्त अधिनियम की धारा 3 के अनुसार 15 जून, 2017 तक आधार में नामांकन के लिए आवेदन करना होगा तथा ऐसे व्यक्तियों को आधार के लिए नामांकन हेतु किसी आधार नामांकन केन्द्र (सूची भारतीय विशिष्ट पहचान प्राधिकरण (यूआईएडीआई) की वेबसाइट [www.uidai.gov.in](http://www.uidai.gov.in) पर उपलब्ध है) से संपर्क करना होगा।

(3) आधार (नामांकन तथा अद्यतनीकरण) विनियम, 2016 के विनियम 12 के अनुसार, विनियामक अपने कार्यालयों अथवा मध्यवर्तियों, जिन्हें व्यक्ति द्वारा आधार प्रस्तुत करना अपेक्षित है, को ऐसे फायदाग्राहियों, जो अभी तक आधार के लिए नामांकित नहीं हुए हैं, को आधार नामांकन की सुविधा का प्रस्ताव करना अपेक्षित है और यदि संबंधित ब्लॉक अथवा तालुक या तहसील में आधार नामांकन केन्द्र अवस्थित न हो तो विनियामक को अपने कार्यालय अथवा मध्यवर्तियों के जरिए यूआईएडीआई के विद्यमान रजिस्ट्रार के समन्वय के साथ अथवा स्वयं यूआईएडीआई रजिस्ट्रार बनकर सुविधाजनक स्थानों पर नामांकन की सुविधा उपलब्ध कराना अपेक्षित होगा।

परन्तु यह कि जब तक व्यक्ति को आधार न दिया जाए तब तक उक्त योजना के अधीन लाभ निम्नलिखित दस्तावेज प्रस्तुत करने के अध्यक्षीन होगा, अर्थात्:—

(क) (i) यदि नामांकन करवाया हो तो आधार नामांकन आईडी पर्ची; अथवा

(ii) नीचे दिए गए पैरा 2 के उप-पैरा (ख) में निर्दिष्ट किए गए अनुसार आधार नामांकन संबंधी अनुरोध की प्रति; और

(ख) (i) फोटो सहित बैंक अथवा डाकघर पासबुक; या (ii) स्थायी खाता संख्या (पैन) कार्ड; या (iii) पासपोर्ट; या (iv) राशन कार्ड; या (v) सरकारी कर्मचारी पहचान-पत्र; या (vi) मतदाता पहचान-पत्र; या (vii) मनरेगा कार्ड; या (viii) किसान फोटो पासबुक; या (ix) मोटर वाहन अधिनियम, 1988 (1988 का 59) के अधीन लाइसेंस प्रदान करने वाले प्राधिकारी द्वारा जारी ड्राइविंग लाइसेंस; या (x) किसी राजपत्रित अधिकारी अथवा तहसीलदार द्वारा शासकीय शीर्ष पत्र पर जारी पहचान प्रमाण-पत्र, जिस पर सदस्य का फोटो लगा हो; या (xi) विनियामक द्वारा विनिर्दिष्ट कोई अन्य दस्तावेज।

परन्तु यह कि उपर्युक्त दस्तावेज की जांच उक्त प्रयोजन हेतु विनियामक द्वारा विशेष रूप से पदाभिहित किसी अधिकारी द्वारा किया जाएगा।

2. योजना के अधीन फायदाग्राहियों को सुविधाजनक तथा निर्विघ्न लाभ उपलब्ध कराने के उद्देश्य से विनियामक अपने कार्यालय तथा मध्यवर्तियों के जरिए सभी अपेक्षित व्यवस्थाएं करेगा जिनमें निम्नलिखित शामिल हैं अर्थात्:—

(क) मीडिया तथा व्यक्तिगत सूचना के जरिए व्यापक प्रचार करके फायदाग्राहियों को योजना के अधीन आधार की आवश्यकता की जानकारी दी जाए और यदि वे आधार के लिए पहले से नामांकित न हों तो उन्हें अपने क्षेत्र में उपलब्ध निकटतम आधार नामांकन केंद्र में 15 जून, 2017 तक नामांकन करवाने की सलाह दी जाए। स्थानीय रूप से उपलब्ध नामांकन केंद्रों की सूची (सूची [www.uidai.gov.in](http://www.uidai.gov.in) पर उपलब्ध) उन्हें उपलब्ध कराई जाए।

(ख) यदि योजना के फायदाग्राही अपने निकटवर्ती क्षेत्रों, जैसे ब्लॉक अथवा तालुक या तहसील में नामांकन केंद्रों के उपलब्ध न होने के कारण आधार के लिए नामांकन न करवा सकें तो विनियामक को अपने कार्यालयों और मध्यवर्तियों के जरिए सुविधाजनक स्थान पर आधार नामांकन की सुविधा उपलब्ध करना अपेक्षित है और फायदाग्राहियों को इस प्रयोजन हेतु अपना नाम, पता, मोबाइल संख्या तथा पैरा 1 के उप-पैरा (3) के परंतुक में यथा विनिर्दिष्ट, अन्य ब्यौरा वेब पोर्टल के जरिए या विनियामक के संबंधित पदधारी अथवा मध्यवर्ती को उपलब्ध कराना होगा।

3. यह अधिसूचना असम, मेघालय और जम्मू - कश्मीर को छोड़कर सभी राज्यों तथा संघ राज्य क्षेत्रों में राजपत्र में प्रकाशन की तारीख से प्रभावी होगी।

[फा. सं. 11/14/2016-पीआर]

सुचीन्द्र मिश्र, संयुक्त सचिव



**MINISTRY OF FINANCE**  
**(Department of Financial Services)**  
**NOTIFICATION**

New Delhi, the 11th May, 2017

**S.O. 1512(E).**—Whereas, 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 and Aadhaar obviates the need for producing multiple documents to prove one's identity;

And whereas, the Department of Financial Services (hereinafter referred to as the Department), Ministry of Finance in the Government of India is administering the Scheme of Atal Pension Yojana (APY) (hereinafter referred to as the Scheme) as notified under Gazette Notification dated the 16th October, 2015 and as amended *vide* notifications dated the 19th January, 2016 and 22nd March, 2016 for its subscribers (hereinafter referred to as the beneficiaries). The Pension Fund Regulatory and Development Authority (PFRDA) (hereinafter referred to as the Regulator) regulates and lays down the procedure for identification of the beneficiaries under the Scheme. The Scheme is implemented through the Regulators' Offices and branches of the Banks and Post offices (hereinafter referred to as the Intermediaries);

And whereas, the Central Government guarantees the minimum monthly pension and makes its co-contribution (hereinafter referred to as the benefits) for the eligible beneficiaries for which the expenditure is incurred from the Consolidated Fund of India;

Now, therefore, in pursuance of the provisions of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) (hereinafter referred to as the said Act), the Central Government hereby notifies the following, namely:—

1. (1) An individual eligible for receiving the benefits under the Scheme is hereby required to furnish proof of possession of Aadhaar number or undergo Aadhaar authentication.
- (2) Any individual desirous of availing or receiving benefits under the Scheme but does not possess the Aadhaar number or, has not yet enrolled for Aadhaar, is hereby required to make application for Aadhaar enrolment by 15<sup>th</sup> June, 2017 provided she or 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 Unique Identification Authority of India (UIDAI) website [www.uidai.gov.in](http://www.uidai.gov.in)) to get enrolled for Aadhaar.
- (3) As per regulation 12 of Aadhaar (Enrolment and Update) Regulations, 2016, the Regulator through its offices and the Intermediaries, which requires an individual to furnish Aadhaar, 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 Regulator through its offices and the Intermediaries is required to provide Aadhaar enrolment facilities at convenient locations in coordination with the existing Registrars of UIDAI or by becoming UIDAI Registrar themselves:

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

- (a) (i) if she or he has enrolled, her or his Aadhaar Enrolment ID slip; or
- (ii) a copy of her or his request made for Aadhaar enrolment, as specified in sub-paragraph (b) of paragraph 2 below; and
- (b) (i) Bank or Post office Passbook with Photo; or (ii) Permanent Account Number (PAN) Card; or (iii) Passport; or (iv) Ration Card; or (v) Employee Government ID Card; or (vi) Voter Identity Card; or (vii) MGNREGS card; or (viii) Kisan Photo passbook; or (ix) Driving license issued by Licensing Authority under the Motor Vehicles Act, 1988 (59 of 1988); or (x) Certificate of identity having photo of such member issued by a Gazetted Officer or a Tehsildar on an official letter head; or (xi) Any other document as specified by the Regulator;

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

2. In order to provide convenient and hassle free benefits to the beneficiaries under the Scheme, the Regulator through its Offices and the Intermediaries shall make all the required arrangements including the following, namely:—

(a) Wide publicity through media and individual notices shall be given to the beneficiaries to make them aware of the requirement of Aadhaar under the Scheme and they may be advised to get themselves enrolled at the nearest Aadhaar enrolment centres available in their areas by 15th June, 2017, in case they are not already enrolled. The list of locally available enrolment centres (list available at [www.uidai.gov.in](http://www.uidai.gov.in)) shall be made available to them.

(b) In case, the beneficiaries of the Scheme are not able to enroll for Aadhaar due to non-availability of enrolment centres in the near vicinity such as in the Block or Taluka or Tehsil, the Regulator through its offices and the Intermediaries are required to create Aadhaar enrolment facilities at convenient locations, and the beneficiaries may be requested to register their requests for Aadhaar enrolment by giving their names, addresses, mobile numbers and other details as specified in the proviso to sub-paragraph (3) of paragraph 1, with the concerned official of the Regulator or the Intermediary or through the web portal provided for the purpose.

3. This notification shall come into effect from the date of its publication in the Official Gazette in all States and Union territories except the States of Assam, Meghalaya and Jammu and Kashmir.

[F. No. 11/14/2016-PR]

SUCHINDRA MISRA, Jt. Secy.



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 मार्केट, नई दिल्ली-110001  
Aadhaar H.Q., Bangla Sahib Road, Behind Kali Mandir,  
Gole Market, New Delhi-110001

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

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

## CIRCULAR

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

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

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

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

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

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

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

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

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

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

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

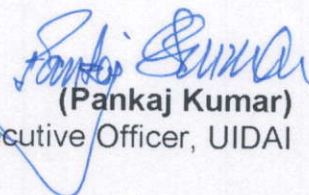
5. As per provisions in the Aadhaar and Other Laws (Amendment) Act, 2019, the State Governments can henceforth, mandate use of Aadhaar authentication for the beneficiaries under section 7 of the Aadhaar Act 2016 in those schemes which are funded out of Consolidated Fund of the State. In order to do so,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

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

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

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

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

  
(Pankaj Kumar)  
Chief Executive Officer, UIDAI

Enclosures:

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

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

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

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

**NOTIFICATION**

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

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

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

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

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

Now, therefore, in pursuance of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) (hereinafter referred to as the said Act), the government of *[insert name of the relevant state]* hereby notifies the following, namely:-

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

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

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

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

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

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

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

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

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

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

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

[F.No. ....]

(Name.....)

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



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

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

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

NOTIFICATION

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

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

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

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

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

Now, therefore, in pursuance of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) (hereinafter referred to as the said Act), the government of *[insert name of the relevant state]* hereby notifies the following, namely:-

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

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

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

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

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

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

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

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

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

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

[F.No.....]

(Name:.....)

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

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

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

Office Memorandum

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

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

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

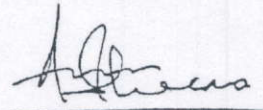
A. For extending benefits to beneficiaries who do not possess Aadhaar, the following mechanism may be adopted:

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

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

- i. Departments and Bank Branches may make provisions for IRIS scanners along with fingerprint scanners, wherever feasible.
  - ii. In cases of failure due to lack of connectivity, offline authentication system such as QR code based coupons, Mobile based OTP or TOTP may be explored.
  - iii. In all cases where online authentication is not feasible, the benefit/ service may be provided on the basis of possession of Aadhaar, after duly recording the transaction in register, to be reviewed and audited periodically.
3. In view of above, DBT implementing Ministries/ Departments and State Governments are requested to implement proper exception handling mechanism in conformity with the Aadhaar Act 2016 and subsequent regulations and guidelines issued from time to time. A robust mechanism for ensuring their compliance and its periodic monitoring may also be put in place.

Enclosure: As above



(Arun Sharma)  
Director (DBT)

Tel - (011) 23343860 Ext: 318

To:

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

Copy to:

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

NOO:

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

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



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

No. 23011/Gen/2014/Legal-UIDAI

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

**Circular**

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

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

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

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

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

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

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

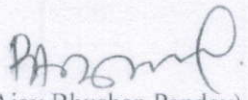
- a. Till the time Aadhaar is assigned to a beneficiary, he/she shall be provided subsidy, benefit or service based on alternate identification document as notified by the Ministry/Department in the relevant notification issued under the provision of Section 7 of the Aadhaar Act, 2016. The notifications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



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

  
(Dr. Ajay Bhushan Pandey)  
Chief Executive Officer

To  
All Ministries/Departments  
All State Governments