14
UNIQUE INDENTIFICATION
(AADHAR)

**OFFICE OF DEPUTY
COMMISSIONER (NORTH WEST)
GOVT. OF NCT OF DELHI
KANJHAWLA: DELHI-110081**

No.F.1/DMU(NW)/2011/ 672-692

Dated the 25th March 2011

Subject:- Minutes of the 1st meeting of the Joint Working Group for North West District.

The first meeting of the Joint Working Group for North West District was held in the office chamber of Deputy Commissioner (North West) on 25th March 2011 at 11.00 A.M. at Kanjhawala, Delhi-110081 to discuss detailed strategy for implementation of the Unique Identification (UID) project.

2. The list of participants who attended the meeting is enclosed at **Annexure-I.**

3. **REGISTRAR READINESS CHECKLIST**: Deputy Commissioner (North West), while welcoming all members of the Joint Working Group gave a briefing on the roll out plan for AADHAAR. He stated that PIN code data has been given to UIDAI, digital signature has been obtained, bank account has been opened, 4 centres have been identified to start with for roll out, some introducers and verifiers have been identified, etc. The detailed "REGISTRAR READINESS CHECKLIST" for implementation of UID in North-West district is enclosed along with as **Annexure-II.**

4. **DECISIONS**: Certain decisions have already been taken at the level of Hon'ble Chief Minister and Respected Chief Secretary. Copy enclosed at **Annexure III.**

5. At the outset of the meeting UIDAI representatives informed the Committee that as per scheme of the Government of India, Rs. 50 will be credited into the account of Registrar on the successful generation of one AADHAR number. This amount has to be incurred by the Registrar for payment to the Enrolment Agency and other expenditure related to the enrolment process for providing AADHAR number to the residents of the District. The Committee was informed that approximately 50% of this amount is to be paid to the Enrolment Agency and the Registrar is left with the 50% of the amount. Therefore, in view of the population of North-West District, which is approximately 37 lakhs, there will be sufficient fund with the Registrar to incur on the essential ingredients necessary for enrolment process. Taking this aspect into account, after detailed deliberations following decisions were taken:

1. **VERIFIERS/CO-ORDINATOR/MONITORS:** The issue regarding acute shortage of man-power to strictly supervise and monitor the Enrolment Centres was deliberated in detail. Since additional staff for this purpose is not being provided by the Government of NCT of Delhi, representatives of UIDAI were requested to suggest some alternative source for the man-power. Shri Mehmood, ADG, UIDAI suggested that North-West District may follow the

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pattern of Pudduchery module where the Pudduchery Government has decided to engage staff on contract basis for this work. The same pattern was adopted by South-West district where Registrar South-West district has decided to appoint approximately 25 coordinators for UIDAI purpose in South-West District on a consolidated payment of Rs.8000/- Per Month, being the minimum wages payable to skilled workers as per Notification of Labour Department. Registrar South-West district has also decided that possibility of engaging retired Government servant may also be explored for which, an advertisement may be given in local news papers for inviting the candidates for walk-in-interview. Registrar South-West district has decided that the coordinators will work in coordination with Enrolment Agency, SDM concerned and the local residents to make the registration process smooth and also report to the SDMs of daily progress of registration at each centre and that one coordinator may be appointed for 2-3 centres.

2. In this background it was felt that it is better to use the services of Civil Defence Volunteers as additional verifiers/co-ordinator/monitors (apart from Government staff) instead of taking people on contractual basis, due to following reasons:-

   (a) Civil Defence Volunteers are recruited by a well established procedure including police verification of antecedents.

   (b) They are trained in basic disaster management practices and primary first aid. Since a lot of people will visit these enrolment centres, these skills of Civil Defence Volunteers will come handy.

   Shri Dina Nath, District In-charge (North West district), Directorate of Civil Defence stated that minimum qualification of their volunteers is matriculation. However, there are also people who are Graduate, Post Graduate, Lecturers and Principals (retired) etc. having computer knowledge also who will be available for the job of Additional verifiers/co-ordinators/monitors for each polling station. In addition to appointing such civil defence volunteers for each enrolment centre 4 such volunteers will also be appointed to assist Nodal Officer at DC Office as well as for each of the three SDMs.

3. One more meeting/training will be held with Civil Defence personnel for at least 50-60 persons by UIDAI. In the meantime Civil Defence will provide a list of 4 persons by Monday along with their names, addresses and other details to help all the three SDMs and District Mission Coordinator.

4. **GO-LIVE/ROLL OUT DATE**: To start with 4 centres will be opened on **4th April, 2011**, namely (a) DC office at Kanjhawala, (b) SDM(Narela) office, Naya Bans, (c) New SDM (Model Town) office, Azadpur (yet to be shifted) and (d) Bawana Village. Soon more centres would be opened throughout the district.

5. **ENROLLMENT AGENCY**: Major (Retd) Pankaj, from E.A. stated that for installation of 6 systems at one polling Centre, they will require minimum 3 tables (6x3 size) and 15 chairs with two power points apart from basic
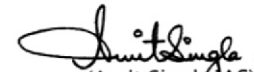
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amenities like drinking water etc. The E.A. will impart necessary training to the Introducers (around 40-50) on Tuesday the 29th March and their enrolment will also be done the same day. It was also clarified by Major (Retd) Pankaj that to cover the population of above 30 lakhs about more than 20,000 enrollments will have to be done every day in order to complete the process by 10.9.2011. Major (Retd) Pankaj was requested to keep ready adequate no. of operators/supervisors (fully trained) and machines, etc ready for inital 4 centres as well as for more centres which will be added every week.
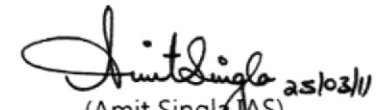
6. **ACTIONS AT SDM LEVEL**: Shri M.M. Rehman, ADG UIDAI requested that population-wise figures of all the 289 polling centers may be made available to them with a copy endorsed to the E.A. by 26.3.2011. Thereafter three meetings will be held in the office of SDM (Narela), SDM(SV) and SDM(MT) on Monday, Tuesday and Wednesday respectively at 11.00 A.M. in which SDM(Election), District Mission Coordinator (NW), Project Officer (UD), Major (Retd) Pankaj, Sh. Adeep Setia, PO, Shri Samant Kakkar, IEC Manager, UIDAI and District in-charge Civil Defence will also be associated. After holding these three meetings at sub-division level, the Enrollment Plan will be submitted by the E.A. to DC (North West) by 31.3.2011.

7. All the SDMs were asked to make contact with local police for maintaining law and order, DJB for providing adequate number of water tankers for drinking water and MCD for sanitation and other related works. It was suggested that public representatives i.e. MLA, Councillors and RWAs may be contacted and their cooperation solicited in this matter.

8. **DATABASE**: DC cum Registrar, North West district has sought clarification from Shri M.M. Rehman, ADG UIDAI about digital database for which reply is yet to be received. A similar reference will also be made about physical database of documents.

9. **IEC**: Shri Rehman and Shri Himanshu Dwivedi from UIDAI asked for the printing of IEC material at the earliest possible. It was informed that the customized templates for Delhi need to be finalized soon by Directorate of Information and Publicity. In fact approved rates of Directorate of Information and Publicity or South West district can be adopted for printing of IEC material. Sh Adeep Setia, PO was made IEC in-charge from the side of Registrar.

10. For any clarification following officers may be contacted:

(a) Sh. R. C. Antil, SDM(Election) cum Nodal Officer - 9711852061

(b) Sh. D. N. Kataria, DMU (Mission Convergence) - 8800580016

The meeting ended with a vote of thanks to the chair.

(Amit Singla, IAS)
DC cum Registrar
North West district

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(Amit Singla, IAS)
DC cum Registrar
North West district

1. Shri M.M. Rehman, Assistant Director General, UIDAI
2. Shri Himanshu Dwivedi, Deputy Director, UIDAI
3. Shri Samant Kakkar, IEC Member, UIDAI
4. Ms. Deeptui V Dutt, Process Member, UIDAI
5. Shri R.C. Antil, SDM (Election), District North West
6. Shri Ajay Kumar Chhikara, Technical Director NIC
7. Ms. Sulakshana, District Program Officer, DDMA (NW)
8. Shri Dina Nath, District I/C North West (Civil Defence)
9. Shri Amar Nath Pal, District I/C Outer (Civil Defence)
10. Maj (Retd) Pankaj, Strategic Outsourcing Services Pvt. Ltd.
11. Shri Ajay Kumar, SDM(SV)
12. Shri B.M. Mishra, SDM(Narela)
13. Shri Pradeep Baijai, SDM(MT)
14. PS to Chief Secretary
15. PS to Divisional Commissioner

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GOVERNMENT OF NCT OF DELHI
OFFICE OF THE CHIEF SECRETARY
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI·

**MINUTES OF THE FOLLOW UP MEETING ON THE ISSUES
RELATED TO 'AADHAR' (UNIQUE IDENTIFICATION NUMBER)
HELD ON 14TH MARCH, 2011 AT 10.00 A.M. IN THE CHAMBER OF
CHIEF SECRETARY, SHRI RAKESH MEHTA**

The list of officers who attended the meeting is enclosed at Annexure-I.

The Pr. Secretary (Revenue), while giving a briefing on the roll out plan for Aadhar, indicated that process of tender for remaining 7 districts would start from 14.03.2011 and the entire process of completion of enrollment would be completed by 30.09.2011. The special plans for roll out were also presented. It was pointed out by the Chief Secretary that since the UID number is to be allotted, there is a need to complete the process of enrollment by 10.09.2011 since the Hon'ble CM has already indicated that the number should be allotted by 02.10.2011.

In the last meeting of the UID taken by Hon'ble CM, which was attended by the Minister of Education and Minister of Revenue, it was decided that in order to overcome the problem of informing people for the enrollment process as well as informing people about the process, it was decided that the polling centers would be taken as the locations for doing the UID and maximum number of UIDs would be done between the summer vacations from 15.05.2011 to 15.07.2011. Hence the decision to have the enrollment centers in the schools has already been taken and needs to be communicated by the DCs to the Special Officer, DUSIB, who is the Coordinating Officer. The number of machines required would be worked out on the basis of the population figures available with them or either from Census or electoral rolls. It was also pointed out that during the vacation period, the enrollment agencies must double their working capacity so that maximum number of enrollment could be done during the school vacations by 15.07.2011.

One of the representatives of an enrollment agency stated that they are having security problems at some of the enrollment centers and it was decided that the nature of the problems and the list of centers would be communicated to the Commissioner of Police by the Chief Secretary when the period of enrollment is in progress, so that necessary security could be provided to the boys, girls and the equipment available at the enrollment centers.

Other issues like sending pin code data to the UIDAI, setting up of working group in each district, providing digital signatures and details of bank accounts, identification of introducers and verifiers would be finalized in the working group which has been set up for the purpose at the district level and the UID Authority would undertake a training of all the persons involved.

As regards cash transfers of welfare benefits to BPL categories, it was decided that Pr. Secretary (Revenue) would get in touch with the Commissioner (F&S) to get a list of suppliers in the BPL categories so that the process of .... to their bank accounts could be finalized.

In the end, the CEO, DUSIB was requested to move fast on the finalization of the enrollment agencies and the preliminary exercise for beginning the enrollment from 15.04.2011 could be initiated by the DCs. It was emphasized that the process has to be completed by 10.09.2011. Any additional locations that are required for setting up of the enrollment centers would be arranged by the DCs, who are fully aware of the local conditions.

Since the public information is a key to getting all the people to get enrolled, a major publicity campaign would be launched by the UIDAI and DIP. It was also decided that in this campaign, it should be made very clear that no one would get any benefit from the government, whether it is passport, driving licence, ration card, cash benefit, scholarship benefit etc. unless there is a UID number and a person is enrolled under the UID w.e.f. 02.10.2011.

(Rakesh Mehta)
Chief Secretary

No. CS/1065-1073   Dated: 14-03-2011

Copy to:-

1. Pr. Secretary to CM/Finance
2. Pr. Secretary (Revenue)
3. CEO, DUSIB
4. MD, SSS
5. Mrs. K. Ganga, Dy. Director General (Finance), UIDAI, 3rd Floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi.
6. All Dy. Commissioners, Govt. of NCT of Delhi.
7. Shri Mahmood Rehman, Asstt. Director General, UIDAI, 3rd Floor, Tower-II, Jeevan Bharti Building, Connaught Circus, New Delhi.
8. Shri Sunil Chadha, M/s. Strategic Outsourcing Services (P) Ltd., 92, Madangir, Near Span House, Pushp Vihar, New Delhi.
9. SO to CS for record

ROLL OUT PLAN FOR "AADHAR-UID NO."

S.No.	Action	Agency	Final date of completing action
1.	Floating of tender/RFQ for remaining 7 districts	High Power Committee headed by CEO, DTCSIB	14th March, 2011
2.	Pre-bid meeting for tender RFQ	------do------	21st March, 2011
3.	Bid opening	------do------	28th March, 2011
4.	Final Award of Tender	Revenue Department	8th April, 2011
5.	Sensitisation about Aadhar Project to all officers of Districts	UIDAI and DCs	8th March, 2011
6.	Providing digital signatures and details of bank accounts to UIDAI	All DCs (Revenue)	21st March, 2011
7.	Setting up of working groups at each Distt. Level	------do------	21st March, 2011
8.	Sending PIN Code Data to UIDAI	All Registrars (DCs)	21st March, 2011
9.	Identification of introducers	------do------	25th March, 2011
10.	Identification of verifiers	------do------	15th March, 2011
11.	EPIC card data	------do------	25th March, 2011
12.	Identification, Survey and finalization of sites for enrolment centres	------do------	4th April, 2011

13.	Finalising the plan of awareness campaign in consultation with UIDAI	------do------	30th March, 2011
14.	Setting up of enrolment centers	All Registrars & Enrolment Agencies	14th April, 2011
15.	Actual roll out of Enrolment begins	Enrolment Agencies of all 7 Distts	15th April, 2011
16.	Uploading of Enrolled data on to UIDAI server	Enrolment Agencies	Same to be by within 10 next enrolling from 15th
17.	Target date for minimum 70% enrolment completion	All Registrars & Enrolment Agencies	15th July, 2011
18.	Target date for minimum 90% enrolment completion	All Registrars & Enrolment Agencies	15th August, 2011
19.	For completion of Enrolment process	All Registrars & Enrolment Agencies	10th September, 2011

Implementation Roadmap of UID in NORTH-WEST district
Registrar Readiness Checklist

Sno	Activity	Status	Duty of	Expected Completion date	MARCH 2011	APRIL 2011	MAY 2011	JUNE 2011	JULY 2011	AUG 2011	SEPT 2011
				Stage 0: MoU Signing							
01	Setup State Implementation Committee sign MoU	DONE	REG								
0.2	Identify Registrar department & department to receive the financial payout from UIDAI	DONE	DC's registrar REG	26th FEB							
0.3	Identify Nodal Officer from Registrar and UIDAI	Sh. R.C Antil, SDM (Elections) is nodal officer from Registrar	DDG, REG	26th FEB							
				Stage 1: EA/SI RFP Submission							
				Entry: MoU Signed, Nodal officers Assigned							
1.1	Workshop for State Implementation Committee State secretaries and HoDs (State level	DONE	UIDAI, REG	24th FEB							
1.2	Setup JWG with process, tech, FI & IEC experts from UID & Registrar	DONE	UIDAI, REG	24th FEB							
1.3	Project Initiation Workshop on Enrolment process overview with JWG	DONE	UIDAI, REG	17th FEB							
	initiate the UIDAI IEC project planning document	IN PROCESS	ADG,ROB,IE	31st MARCH							

Sno	Activity	Status	Duty of								
	metric data need of registrar identified										
	Identify area of interest for Aadhaar identified	IN PROCESS	REG								
1.7	Identify govt remittances which can be routed through Aadhaar-enabled applications	IN PROCESS	UIDAI/REG								
1.8	RFP/RFQ for SI issued	DONE	REG								
1.9	Identify EA requirements; enrolment approach (phased, sweep etc); enrolment plan	IN PROCESS	REG, UIDAI	31st MARCH							
1.10	RFP/RFQ for EA issued	IN PROCESS	REG								
				Stage 2: EA/SI onboard, KYR Ready							
				Entry: EA and SI RFP issued, JWG planning done							
2.1	Provide registrar public key for data encryption	DONE	REG								
2.2	Correct pincode data	DONE	IMPL, REG								
2.3	Enrolment client released with pincode data correction, registrar public key and local	DONE	TS								
2.4	Successfully test data packet decryption	IN PROCESS	IMPL, REG								
2.5	Registrar to share preliminary campaign plan (mass media and others) and public	IN PROCESS	REG	31st MARCH							
2.6	EA onboard	DONE	REG	31st MARCH							
2.7	SI onboard	IN PROCESS	REG	31st MARCH							
				Stage 3: Registrar Process and Technology Finalization							
				Entry: EA/SI onboard, KYR ready							
3.1	EA/SI project mgt & Technology mgt identified and added in JWG	DONE	UIDAI, REG								

#	Description	Status	Owner	Date
3.2	Initiation Workshop for EA/SI to provide detailed enrolment process &	DONE	UIDAI, ROB	
3.3	**Process and enrolment Planning**			
3.31	Enrolment execution/planning workshop to discuss processes & plan(time frame and target enrolments in	IN PROCESS	REG, ADG	31ST MARCH
3.32	Finalize plan to include marginalized/vulnerable communities plan & areas for CSO	DUSIB	DUSIB	
3.33	Registrar to propose finalized budget for IEC activities	IN PROCESS	REG, IEC	31ST MARCH
3.34	Registrar to share and finalize detailed mass media	IN PROCESS	REG, IEC	31ST MARCH
3.35	Registrar to share and get UIDAI approval for final creative	IN PROCESS	REG, IEC	31ST MARCH
3.36	Registrar to share and finalize the on-ground activation plan (Village level activities,	IN PROCESS	REG, IEC	31ST MARCH
3.37	Finalize processes and required owners for the role	IN PROCESS	REG	31ST MARCH
3.371	Firm up Verification process and shortlist the Verifier	IN PROCESS	REG	-
3.372	Defining Introducer- set up	IN PROCESS	RGE	-
3.373	Enrolment (Pre-enrolment, verification, KYR & KYR+	IN PROCESS	REG	-
3.374	First mile process	IN PROCESS	EA	31ST MARCH
3.375	Enrolment form	DONE	REG	-
3.376	District level and Field level execution, monitoring and	IN PROCESS	REG	-
3.377	Resident grievance handling	DONE	ALL SDMs	-
3.4	**Registrar software readiness (tested and integrated)**			
3.41	Document storage and management	IN PROCESS	EA	31ST MARCH
...st Mile automation; Registrar packet & KYR+ data		IN PROCESS		

#	Description	Status	Owner	Date
	...cryption utility	IN PROCESS	REG, SI	31ST MARCH
3.45	Getting EID-UID mapping file from CIDR	IN PROCESS	REG, SI	31ST MARCH
3.45	Updating Registrar DBs with EID-UID mapping	IN PROCESS	UIDAI	31ST MARCH
3.46	CIDR ready for First mile & UID-EID file automation	IN PROCESS	UIDAI	31ST MARCH
3.5	**EA Training and "first operator and machine" setup**			
3.51	Procured initial set of devices as per "Enrolment Centre	IN PROCESS	EA	31ST MARCH
3.52	Provide registrar code and EA codes to registrar and EA. Send Registrar and EA setup	DONE	UIDAI	-
3.53	Confirmation on completion of registrar and EA setup	IN PROCESS	UIDAI	28TH MARCH
3.54	First "production machine" and "first operator" ready	IN PROCESS	EA	29TH MARCH
3.55	Training Agency selected, Training material ready for registrar process and technology	DONE	EA, REG	
3.56	First operator' certified	DONE	EA	-
3.57	Certified operator will enrol other trained operators and supervisors of EA. Trained and certified operators & supervisors undergo extensive practice for use of	DONE	EA	-

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		Status			
	Update pincode data for target enrolment area (if needed)	IN PROCESS	REG, ADG 28TH MARCH		
4.12	Enrolment client released with pincode data correction (if needed)	IN PROCESS	TS 28TH MARCH		
4.13	Procured set of enrolment devices as needed	IN PROCESS	EA		
4.14	Setup & registration of enrolment stations as production machines; Pre-enrolment data Loaded	IN PROCESS	EA, REG		
4.15	SFTP accounts setup ready for first mile upload	DONE	TS		
4.16	Excel file and data packets sent for operators/supervisors	IN PROCESS	EA		
4.17	Confirmation of operators/supervisors setup sent	IN PROCESS	TS		
4.18	UID communicated to operators/supervisors	IN PROCESS	TS		
4.19	Trained operators and supervisors with UID gets certified	IN PROCESS	EA		
4.2	**Introducers Setup**				
4.21	Identification of Introducers	IN PROCESS			
4.22	Workshop and enrolment for introducers	PARTLY READY	REG		
4.23	Send introducer data packets and introducer setup excel file	IN PROCESS	EA		
4.24	Confirmation of introducer setup and notification of their UIDs	IN PROCESS	TS		

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		Status	
3.6	**Contact Center and Technical Support Aligned**		
3.61	Send reqd info to technical support as reqd in predefined format	IN PROCESS	UIDAI 1ST APRIL
3.62	Send reqd info to Contact Center as reqd in predefined format	IN PROCESS	UIDAI 1ST APRIL
3.63	Technical Support ready to support registrar	DONE	TS
3.7	**Registrar district administration readiness**		
3.71	Identify owner for implementation within district	ALL SDMs	REG
3.72	District level registrar sensitization workshop	DONE	REG, UIDAI
3.73	Finalize district level detailed enrolment plan and route map	IN PROCESS	REG 31ST MARCH
3.74	Resident mobilization plan ready	IN PROCESS	REG 31ST MARCH
3.75	Communication and take-away material for Influencer/CSO workshops to be finalized with IEC	IN PROCESS	REG, IEC 31ST MARCH
3.76	Influencers and CSO awareness workshop conducted	IN PROCESS	REG, UIDAI 1ST APRIL
3.77	List of Introducers ready	PARTLY READY	
3.78	Registrar to share production quantities by district for each of the creative elements	IN PROCESS	REG, IEC 31ST MARCH

Title 4: Deployment (district wise)

Entry: Registrar Process & Technology ready, CC and TS

			Status
4.25	GO-LIVE		
	IEC Pre-enrolment awareness phase starts	IN PROCESS	REG 1ST APRIL
4.4	Send updated reqd info to Contact Center in predefined format	IN PROCESS	UIDAI 1ST APRIL
4.5	Dry run (enrol local admin personnel)	DONE	EA, REG 1ST APRIL
4.6	Execution of local awareness campaign	IN PROCESS	EA, REG 1ST APRIL

Description	Code
Registrar	REG
EA	EA
IT Consulting Company	SI
DDG/ADG	ADG
Registrar Onboarding Team	ROB
Technical Implementation Team	IMPL
Technical Support	TS
IEC Team	IEC
Logistics Team	LOG
Contact Center	CC

Status Codes to be Used

Description	Code
Not Started	NS
In Progress	IP
Done	DN
Delayed	DL
Not applicable	NA

MEMORANDUM
OF
UNDERSTANDING

UNIQUE IDENTIFICATION AUTHORITY OF INDIA
And
GOVERNMENT OF NCT, DELHI