

Operational Instructions for Post Offices to act as Registrar to Unique Identification Authority of India (UIDAI)

A Memorandum of Understanding (MoU) has been signed between Department of Posts and Unique Identification Authority of India (UIDAI) on 18 September, 2010 to act as registrar for UIDAI. Identified Post Offices will work as enrollment Stations for residents of India to obtain **Unique Identification Number**. UIDAI has empanelled private enrollment agencies (EA) to work with registrar. Selected EAs will work in the Post offices.

- a) Circles will sign an agreement with selected EAs. Selection of EAs is being finalized at Directorate level with the help of UIDAI for all the circles. EA would be initially engaged for a period of one year and would be paid only on successful enrolment i.e. only in those cases where a unique identification number is allotted to the citizen.
- b) Circles will make payment to EAs only after the same is received from UIDAI. Draft agreement between EA and Circle will be provided by Directorate.
- c) Enrolment stations would be set in the Identified Post Offices by the engaged EA keeping in view the details elaborated subsequently. Concerned Circle Heads will identify the Post Offices for this purpose.
- d) A space of size approx. 10 ft.X7 ft. has to be earmarked in a Post Office where the enrolment station would function.
- e) This space for enrolment station can be either in a room or can be behind unused Post Office counters.
- f) Keeping in view the size of the Post Office, expected footfalls and space available, more than one enrolment station can be set up in a Post Office.
- g) This space should have sufficient ventilation, air circulation and light. Five ampere power connection should be available in this space. Power supply will be provided by the PO. If unlimited down load broad band connectivity is available, same can be provided to EA.
- h) One office table of size approx. 5 ft. X 6 ft. and two chairs (swivel preferred), one for enrolment agent and one for the citizen is to be provided in Enrolment station.

- i) In addition, waiting chairs for at least three persons have to be provided either inside the Enrolment station or at any other suitable place in the Post Office.
- j) Suitable signage(s) has to be provided to indicate to the citizen that the facility of enrolment is available in the Post Office.
- k) The Enrolment station would operate during the normal working hours of the Post Office.
- l) The Enrolment agency would depute one or more Operator (one Supervisor if considered necessary may also be deputed by EA) to each Enrolment station. EA will arrange all the necessary hardware (Laptop, Printer, iris reader, finger print scanner etc.) and box to keep them. EA will arrange the necessary forms required for registration.
- m) Postmaster and Sub Postmaster of Post Office would be required to securely keep the hardware brought by EA(s) after office hours.
- n) The resident at the time of enrolment would bring along with the original as well as the photo copy of (i) Proof of Identification (POI); and (ii) Proof of Address(POA)(out of the standard list of documents prescribed by the UIDAI, this will be provided by UIDAI during training). EA will provide necessary forms to be filled by the resident.
- o) A Postal Assistant of the Post Office to be designated for the purpose would be required to compare the photo copy with the original documents and put the remark "compared with the original" on the photo copy of the document and initial the same with date.
- p) The enrolment activity would, thereafter, be carried out by the EA in the Enrolment station.
- q) At the end of the process of enrolment of the resident, a registration certificate would be printed by EA in duplicate. One copy of which would be handed over to the resident and the second copy along with the photo copies of POI and POA would be stapled and kept by EA.
- r) Manner of transferring of this record by EA to UIDAI will be prescribed by UIDAI.
- s) At the end of the day, the electronic data captured by EA in the post Office would be sent by EA to UIDAI Office in Bangalore through internet on daily basis or by Speed Post at prescribed interval. Speed post charges will be borne by the EA.

- t) On receipt of data UIDAI will allot the Unique Id number and send it directly to the resident.
- u) UID server will generate an MIS of details of enrolments carried out by EA, date wise, post office wise and circle wise to be accessible to Department of Posts so as to review the traffic pattern.
- v) At the end of month UIDAI would draw the data from its server and consolidate total successful enrolment made in a Circle in the month.
- w) Accordingly UIADI would make the payment to the Circle on agreed rate (of per successful enrolment) for the month on total successful enrolment made in the Circle in the month through ECS. UIDAI would transfer the amount to the account of the Postmaster of Post office designated by the Circle office for the purpose. UIADI would also provide data of successful enrolment per post office in the month in the Circle as supporting document.
- x) Circle office would check the amount received in the Post Offices viz-a-viz total successful enrolments in the Circle in the month and the agreed rate.
- y) Thereafter Circle office would sanction the amount due to the EA in the month following the codal formalities as per the agreed rate between the Circle and EA for payment through a account payee cheque to be drawn by the post office attached with the Circle office.
- z) The amount received from UIDAI by the Post office will be entered in the receipt side of HO Summary and Cash Book under the heading 'Received from UIDAI'.
- aa) The amount will be credited under UID head of account to be prescribed for the purpose.
- bb) The amount payable to EA will be debited under UID head of account to be prescribed for the purpose.
- cc) The amount paid to EA by the designated Head Post office (through account payee cheque) will be entered in the payment side of HO Summary and HO Cash Book under a new heading 'Amount Paid to EAs'