



CBSE/ A&L/ Aadhaar EC

09.05.2017

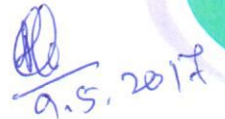
CIRCULAR

Sub: CBSE Affiliated Schools as "Aadhaar Enrolment Centre" for registration of students and teachers/ staff.

The Union Government has been emphasising on Aadhaar enrolment to provide unique identity to all the citizens: **Mera Aadhaar, Meri Pehchaan**. Aadhaar is essentially online-anytime identity assigned to a resident to cover his/her lifetime. It is the foundation on which the various delivery systems shall be built. In spite of full impetus on the project, it has been observed that school children can be enrolled easily if the schools are made "Aadhaar Enrolment Centre". CBSE has wide network of schools across the country and therefore has partnered with Unique Identification Authority of India (UIDAI) as 'Registrar' to collect demographic & biometric data from residents directly or through Enrolment Agencies.

2. CBSE has always received whole hearted support from all its affiliated schools in various endeavours initiated by it. In this new venture also, CBSE seeks full cooperation from its affiliated schools in enhancing the coverage of Aadhaar enrolment among the students studying in schools, who don't have Aadhaar number, and of new admissions at the primary stage itself.
3. To implement this national project, CBSE desires to make all its affiliated schools as 'Aadhaar Enrolment Centres' with following terms and conditions:
 - a) Schools shall setup the 'Enrolment Centre' to facilitate their bonafide students, teachers/staff and their family members only to enrol for Aadhaar as well as for corrections and / or updations.
 - b) Schools shall collect demographic and biometric data of all students/ teachers/ staff and their family members as per UIDAI enrolment process.
 - c) Schools shall only use the latest Aadhaar software provided by UIDAI for enrolment purpose and configure the same in the laptops earmarked for enrolment purpose.
 - d) Schools shall procure devices and other equipment as per UIDAI checklist themselves for setting up of Enrolment Centre. The equipment such as computer, printer, biometric devices and other accessories shall have to be procured by schools as per the specification prescribed by the UIDAI from time to time.
 - e) The biometric devices used for enrolment shall meet the specification prescribed by Authority as well as certified as per the process prescribed by the UIDAI.

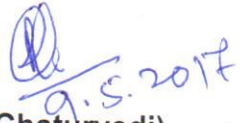
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- f) Schools shall engage Operators and Supervisors for the enrolment process shall enrol them and register / activate them at UIDAI. Schools may also register them for certification exam by Testing and Certification Agency (TCA).
- g) Schools shall collect the physical/electronic copy of supporting document or convert it into electronic format as per the process defined by UIDAI.
- h) Schools shall notify the enrolment schedule to students, teachers/ staff, CBSE and UIDAI in advance.
- i) Schools shall be empanelled by UIDAI and paid by CBSE for successful Aadhaar Generation @ Rs.30/- per Aadhaar enrolment based on the data provided by each school to CBSE. The payment shall be directly transferred by CBSE to schools' account through Electronic Fund Transfer (EFT).
- j) Schools shall not charge any fee for Aadhaar enrolment.
- k) Schools shall be responsible for field level execution and audit. The school shall allow the UIDAI / CBSE authorities to have reasonable access to the premises occupied by it and also extend reasonable facility for examining any books, records, documents and computer data in the possession of school and also provide copies of the document or other materials which, in the opinion of the UIDAI / CBSE authorities are relevant for the purpose of audit.
- l) Schools shall at all times abide by the Code of Conduct prescribed by UIDAI for enrolment agencies as well as instructions issued by CBSE for registration of Aadhaar from time to time.
- m) Schools shall adhere to the various process, policies and guidelines, checklists, forms, and templates issued by UIDAI Authority from time to time.

The schools volunteering and desirous to extend their facilities for 'Aadhaar Enrolment Centre' shall have to sign separate Memorandum of Understanding (MoU) with CBSE/UIDAI, as the case may be.


(R K Chaturvedi)
I.A.S
Chairman, CBSE

To

All the Head of Schools affiliated to CBSE