

## Checklist for Setting Up Enrolment Centre

Registrar: \_\_\_\_\_

Enrolment Agency: \_\_\_\_\_

Enrolment Center Location: Complete Address \_\_\_\_\_

\_\_\_\_\_

Enrolment Station Codes: All Stations \_\_\_\_\_

\_\_\_\_\_

Enrolment Agency Supervisor Name: \_\_\_\_\_

S. No	Checkpoints	Enrolment Agency Supervisor
<b>Mandatory Requirements</b>		
<b>A Station</b>		
A.1	Laptop/Desktop available(4 USB /USB hub for connecting biometric devices; Windows OS and other System requirements are defined in FAQ_UID on UIDAI website under Downloads/Documents/Admin Training Module )	
A.2	UIDAI software installed,tested,configured,registered with CIDR as per installation and configuration manual	
A.3	List of Introducers loaded on laptop	
A.4	Iris capturing device available(record Make & Model)	
A.5	Fingerprint capturing device available(record Make & Model)	
A.6	Digital Camera (Record Make & Model) must conform to UIDAI's specifications.	
A.7	White back ground screen,non reflecting, opaque, ~3ft wide, and with stand ,available for taking photographs	
A.8	Extra monitor for residents to verify their data (15-16" with a resolution above 1024x768)	
A.9	All devices necessary for enrolment must conform to UIDAI's specifications	
A.10	Working of all equipment at every station tested	
A.11	Memory Stick for data transfer (4 GB pen drive sufficient for 1 centre/day i.e. ~5 stations.Enrolment Centre should maintain a stock of 20 days )	
A.12	Printer ( A4 laser printer; must print photo with good quality receipt)	
A.13	Printer Paper( Inventory for 5 stations for 10 days ~ 20 rims)	
A.14	AntiVirus / Anti Spyware checks	
A.15	Data Card /Internet connectivity for Enrolment Client to be online every 24-48 hrs	
A.16	All Operators and Supervisors enrolled into AADHAAR and registered with CIDR	
A.17	The pre-enrolment data from the Registrars,if used, is available for import on laptops	
A.18	If Registrar has additional fields to be captured , then the KYR+ software for capturing the KYR+ fields is configured and tested	
A.19	Sponge for wetting and hand-cleaning cloth available	
<b>B Centre</b>		
B.1	Backup power supply (generator) of 2 KVA capacity for every five enrolment stations kept in a centre	
B.2	Fuel to run the generators	
B.3	Printed enrolment forms for filling data available in sufficient numbers,if used	
B.4	Bubble packed ,water resistant ,envelopes(CD mailer) for pen drive transfer to CIDR (2 Envelopes/day/centre. Enrolment Centre should maintain a minimum stock of 20 days)	

### Checklist for Setting Up Enrolment Centre

B.5	Preprinted pre-addressed labels for envelopes(2 /day/centre. Enrolment Centre should maintain a minimum stock of 20 days)	
B.6	Photocopier for xerox of resident's PoI,PoA documents	
B.7	Data Backup of each station at least twice a day on an external hard disk (backup should be maintained for a minimum period of 60 days).	
B.8	Adequate lighting, fans & power points for plugging various biometric devices available	
B.9	Local authorities informed of enrolment schedule	
B.10	Introducers informed of enrolment schedule	
B.11	Banner for the Enrolment Centre placed at entrance	
B.12	Posters depicting enrolment process in English & the local language present in visible places	
B.13	Greivance handling Helpline Number and other important numbers displayed prominently inside/outside the enrolment centre	
B.14	The User Manual of the software available for ready reference & operators aware of the same	
B.15	Ink pad for taking thumb impressions on consent where resident/introducer is unable to sign	
B.16	External Hard disk for taking backup	
<b>Desired</b>		
<b>C Other Logistics</b>		
C.1	Mobile phone/ Land phone/Internet available for immediate communication with UIDAI /Registrars etc	
C.2	Extension box for Power Cord	
C.3	Water, soap and towel for cleaning hands	
C.4	Drinking water facility available	
C.5	Sufficient number of tables and chairs for enrolment station operators	
C.6	Chairs/benches available in shade for waiting enrolees	
C.7	Hall / room spacious & furniture organized to minimize movement of enrolee while capturing biometric information	
C.8	At least one station is suitable for physically challenged, pregnant women, women with infants and elderly enrolees. This station is clearly marked with a visible banner.	
C.9	Carry cases for all devices available	
C.10	Material for cleaning biometric instruments and laptops as specified by device manufacturers	
C.11	A separate enclosure to enrol "purdah-nasheen" women available	
C.12	Sufficient no. of operators available for job rotation & preventing operator fatigue	
C.13	Lady operators / volunteers to assist women enrolees	
C.14	Security arrangement in place to stop enrolees from carrying bags / suitcases or any other material into the enrolment centres	
C.15	A ramp is provided for disabled and old age people	
C.16	First aid kit available	
C.17	ORS kit available for areas in extreme heat conditions	
C.18	GPS Receiver (USB/built in)	
<b>Enrolment Center - Health &amp; Safety Considerations</b>		
D.1	All the electrical equipment are properly earthed	
D.2	All wiring on the floor or along the walls properly insulated	
D.3	Wiring required for the generator backup and for connecting the various devices used for enrolment neatly organized	

Checklist for Setting Up Enrolment Centre

D.4	Fuel for generator or any other inflammable material stored away from the enrolment area	
D.5	Fire safety equipment available handy	
D.6	Power generator kept sufficiently away from the enrolment stations	
D.7	Local Emergency Help numbers available at the center & operators aware of the same	

Not Required

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Sign**