

Exit Policy 2

Sno	Activity	Responsibility	Status	Date of completion	Comments/Remarks
Stage 1 : Inform all Stakeholders					
	Inform All Registrars with which the EA needs to be decommissioned, and UIDAI Nodal Officer to initiate decommissioning activity. Inform Effective Date and time of Exit that will be treated as the cut off Date and time for all Decommissioning activities (The enrolments after this date and time will not be considered by CIDR for processing). Note that Exit date with various Registrars may be different.				
1.1	Inform UIDAI Techsupport and UIDAI Contact Centre	EA, UIDAI Nodal Officer			
1.2	Submit all documents to Registrar District Office or Intimate UIDAI DMS agency for document collection (depending upon the agreement with Registrar for document submission)	EA, Registrar			
1.3	Inform various departments of UIDAI (Rob, QA, Logistics, IEC, Finance, FI, Technology, and other ROs) to start Stage 2	UIDAI Nodal Officer			
Signed by: UIDAI Nodal Officer EA Nodal Officer Registrar 1 Nodal Officer Registrar 2 Nodal Officer Registrar 3, 4 ... Nodal Officer					
Stage 2 : Stakeholder Activities					
	Block any enrolment packets from being processed for the particular Enrolment Agency-Registrar combination that have an enrolment date and time stamp after the EA Exit Date for each Registrar.				
2.1	Create a new state for EA with limited rights on portal after notification date ; EA can no more ammend Operators/Supervisors information	Tech team			
2.2		Techsupport			
j) Machine Decommissioning - Data Packet Upload and Reconciliation					

	Syncn all stations; Deregister machine (Tech team needs to provide a facility for Deregistration of machine which allows bulk export of data packets from a machine; The De-registration should be an online activity which also confirms to the client that client is ready for de-registration-- It would mean that all syncn information is received successfully at CIDR with number of data packets expected from the machine , All EIDs from this machine are marked for Priority Processing at server, and machine can no more do enrolments but can only be used for syncn and export)	EA, CIDR Tech team				
2.3	Bulk Export all data packets from the Enrolment stations ,registered for the particular Registrar, and Upload to CIDR	EA				
2.4	Take Backup of the Stations after bulk export	EA				
2.5	Inform techsupport, Registrar and RO that all stations are synched and packets uploaded	EA				
2.6	All data packets from decommissioning machines to be Priority processed	CIDR Tech team				
2.7	Syncn all stations again after 10 days and then export so that any packet marked for resending gets exported; Re-Upload such packets to CIDR	EA				
2.8	Reconcile data packets sent from stations and received at CIDR	CIDR Tech team				
2.9	CIDR must provide a Reconciliation report by EID which covers all packets received as well as that are corrupt and cannot be recovered, to the EA, Registrar and contact centre ; A sign off must be taken on this report from EA and Registrar	CIDR Tech team, Registrar and EA				
2.10						
2.11	The Registrar can arrange to inform these residents for re-enrolment through address and contact information available in Resident documents or KYR+ data	Registrar				
2.12	Contact Centre gets a list of EID for which packets are corrupt beyond recovery. In case of any call received for these EIDs , Contact Centre must inform resident to re-enrol.	Contact Centre				
2.13	EA must destroy Backup data after Reconciliation Report sign off. Registrar must make sure that this is done.	EA, Registrar				
2.14	The Machine is now considered decommissioned. EA can uninstall Aadhaar software from the station.	EA				
2.15	All de-commissioned machines are reflected with appropriate status on portal	Techsupport				

