



**Training Module
on
Setting up & Managing
an Enrolment Centre**

UIDAI

Unique Identification Authority of India



Preface

This training manual introduces you to the various aspects of setting up an Enrolment Centre. The material commences with the brief introduction of different entities involved in setting up a centre. Checklists for various activities are an integral part of the module. The manual then describes the sequence of activities that are required for setting up an Enrolment Centre. The training manual concludes with the detailed steps for carrying out a fresh installation of the Aadhaar Enrolment Client.

Target Audience

- Registrar's Supervisor
- Enrolment Agency Supervisors
- Technical Support staff

Dependent or Related Modules

To read this manual, you should have a prior knowledge on the following module:

- UIDAI and Aadhaar
- Aadhaar Enrolment Process



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Objectives

At the end of this module, you will learn

- About the entities involved in Enrolment Centre setup
- The different steps in setting up an Enrolment Centre

Introduction

UIDAI was notified by the Planning Commission on 28th January, 2009 as an attached office under the Planning Commission with an initial team of 115 officials.

The aim was to provide unique 12 digit Aadhaar to every resident of India based on their

- Demographic information (name, location, etc.)
- Biometric information (fingerprints, Iris scans, facial image)

Aadhaar will focus on enabling the weaker sections to access benefits besides eliminating duplicate identities that are present in existing databases.

Aadhaar can be used to easily and inexpensively verify the identity of individual residents.

Enrolment Centres are being set up across the country to facilitate the capture of demographic and biometric data of all Indian residents. This requires a lot of planning and care needs to be taken while setting up these Enrolment Centres.

Entities Involved in Enrolment Centre Setup

The entities involved in the setup of Enrolment Centres are:

- UIDAI (Unique Identification Authority of India)
- Registrar
- Enrolment Agency

1. UIDAI provides required standards and guidelines to the Registrar for setting up the Enrolment Centres and audits the Enrolment Centre's readiness. The UIDAI also facilitates the certification of Biometric Devices.



2. Registrar is an entity or organization that has been recognized by the UIDAI for the purpose of enrolling individuals. Such entities include the government, public sector and other organizations.

3. Enrolment Agency is appointed by the Registrar for collection of the demographic and biometric data in the geographical area assigned by the Registrar. Each Enrolment Agency



will set up one or more Enrolment Centres to cover the area assigned to them by the Registrars.



Notes:

Enrolment Agencies will be appointed by the Registrar from an empanelled list of Enrolment Agencies provided by the UIDAI.



Steps to Setup Enrolment Centre

Table 1 shows the steps to setup Enrolment Centres and the entity responsible for that step:

Table 1: Steps to Setup Enrolment Centres

Sl. No	Steps
Step 1	Registrar Identifies Suitable Locations where Enrolment Centres may be Setup
Step 2	Registrar Decides Number of Stations for Each Enrolment Centre
Step 3	Enrolment Agency Deploys Required Hardware Devices and Software
Step 4	Registrar loads KYR+ Application and provides Residents' Pre-enrolment Data If Available
Step 5	Enrolment Agency Loads Residents' Pre-enrolment Data on the Computers of Enrolment Stations
Step 6	UIDAI Provides Content to the Registrar for Awareness and Publicity
Step 7	Registrar Creates Awareness among Residents
Step 8	Enrolment Agency Helps Registrar in Creating Awareness among Residents
Step 9	Enrolment Agency Ensures Availability of Active Operators and Supervisors



Sl. No	Steps
Step 10	On boarding of Operators, Supervisors and Introducers (OSI)
Step 11	Enrolment Agency Ensures Site Readiness and Fills Checklist
Step 12	Registrar Audits Site Readiness



Audit

An Audit is a process where one or more persons verify that the correct procedures are being followed while doing some work. For example, in “Audit Site Readiness” it is checked whether the enrolment site is prepared according to the guidelines or not.

Step 1: Registrar Identifies Suitable Locations where Enrolment Centres may be Setup

The Enrolment Agencies will setup Enrolment Centres in the geographical areas identified by the Registrar.

The Registrar may consider the following factors in deciding the location for Enrolment Centres:

Terrain – The Enrolment Centre must be located such that residents, including the aged and handicapped, are able to access the centre without much difficulty. For example, the centre should not be on a hill or in the middle of a forest. The approach should not be hazardous.







Weather Conditions – Ideally the Registrar may choose to start enrolments when the weather in that area is not extreme, like in the midst of the monsoon season.


Law and Order Situation – The existing law and order situation of the area needs to be considered before Enrolment centres are setup. If there has been recent unrest amongst the local population, setup of Enrolment centres may be deferred until the situation stabilizes or is brought under control by the concerned authorities.



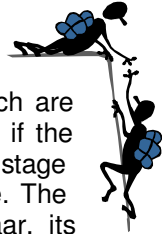
Logistics Support – A centre which is carrying out enrolments needs the following types of logistics support to be available on a daily basis:

- Carrier services, to deliver the enrolment data to CIDR 
- Availability of fuel, which is required to run power generators in case of failure in normal electric supply 
- Availability of stationary items like pen, paper, folders and files (for storing documents) and printer cartridges 
- Availability of water and electricity 

Shelter and protection from natural elements – The Enrolment centre will be using a number of expensive devices for enrolment. Besides, the data resulting from each enrolment needs to be protected from any kind of damage. Excessive heat (summer sun), due to poor construction of the building where the centre is located, can prevent efficient operation of devices and ultimately lead to devices getting damaged. Water seeping in through the roof (if it rains) can also damage equipment. If the structure of the centre is not sound, falling debris can damage equipment and cause injury to residents as well as the persons manning the centre.



Local Help – The Registrar and the Enrolment Agency will need support for not only setting up Enrolment centres but also for day to day operations which only the local authorities will be able to provide. For example in case of a fire, the centre will have to depend upon the fire brigade, police and medical units which are normally managed by the local district administration. This will be possible only if the Registrar and the EA interacts with these local authorities from the planning stage onwards and right up to the time that all enrolments for that area are complete. The local administration will also facilitate the creation of awareness about Aadhaar, its benefits and will help in publicizing the enrolment schedule to the residents.



Remote and difficult to reach areas – Whenever enrolment has to be done for residents who are located in remote and hard to reach areas, where proper infrastructure for setting up Enrolment centres are not readily available, it may become necessary to use mobile and temporary Enrolment centres. The Enrolment Agency along with the Registrar will decide on the number of such mobile Enrolment Centres and also the duration for which they will function. The list of difficult areas will be available with the State Government. The frequency of visits to such locations, and the period over which the station is open for enrolment will be decided by the Registrar based on parameters like

- Density of population to be covered
- Prevailing weather conditions
- Geography of the region

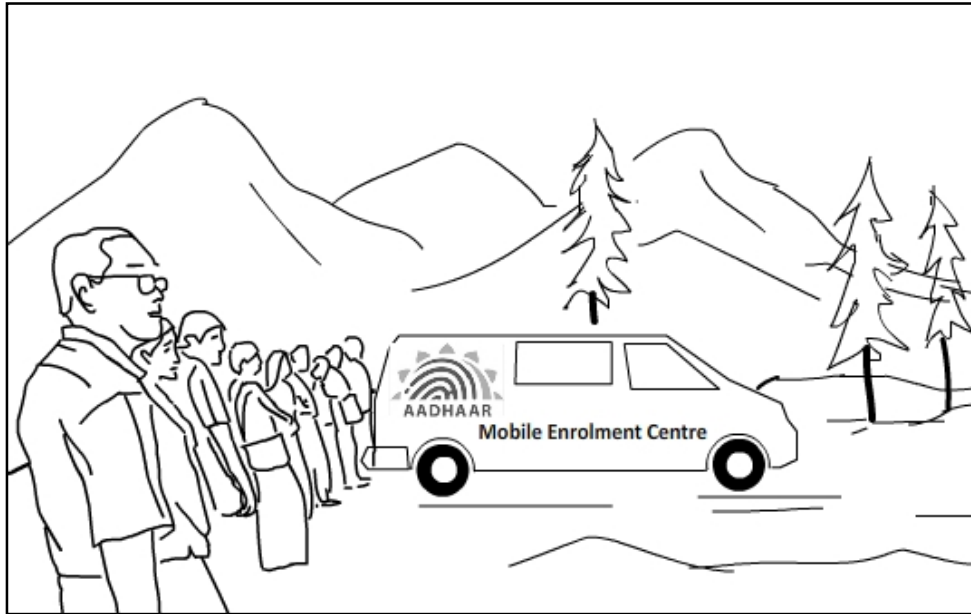


Figure 1: Mobile Enrolment Centre

Step 2: Registrar Decides Number of Stations for Each Enrolment Centre

UIDAI has provided guidelines and calculation work sheets to Registrars for working out the number of Enrolment stations required at an Enrolment centre. These guidelines are based on certain assumptions and the Registrar must, in consultation with the identified Enrolment Agencies, work out the numbers.



Parameters to be considered are

1. Minimum number of days over which the enrolments will happen
2. Approximate number of enrolments in a day
3. Distance between the Enrolment stations
4. Number of working days in a year
5. Number of enrolments per Enrolment station in a year
6. Duration of the program
7. Average number of enrolments per Enrolment station during the project duration
8. Total expected registrations as a percentage of the population

Step 3: Enrolment Agency Deploys Required Hardware Devices and Software

An Enrolment centre needs to have different types of equipment for smooth and efficient operations. This includes computers and related software. In fact the enrolment process cannot take-off in the absence of this equipment. The most critical pieces of equipment include:

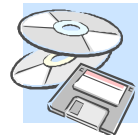
Hardware

- Computers – Laptops or Desktops (with minimum recommended configuration)
- Digital Camera (with stand)
- Iris Scanner
- Fingerprint Scanner
- Printer
- UPS
- Generator



Software

- Operating System – Windows XP-SP3 (with Service Pack 3) or Windows 7
- Aadhaar Enrolment Client Software (Latest Version)
- Pre-enrolment database and KYR+ Application (if available)



Other points to be taken care:

- All the equipment must be installed and tested thoroughly before the Enrolment centre can be declared as 'ready to launch'.
- The equipment must also be tested every day before starting enrolments to ensure that residents are not inconvenienced by equipment failure.
- In any case, sufficient backup equipment must be maintained to minimize waiting time and delays in case of any equipment failure while enrolments are going on.

A very important factor in Enrolment centre setup is the preparation of the Enrolment station.

For detailed procedure on "Aadhaar Enrolment Client installation", please refer to "Module 3B – Aadhaar Enrolment Client Installation and Configuration"



Note:

The PIN numbers for regions where enrolment is planned should be included and its correctness verified by Registrar. Registrar should provide this list of PIN numbers to CIDR.

Step 5: Enrolment Agency Loads Residents' Pre-enrolment Data on the Computers of Enrolment Stations

Registrars will provide data to the Enrolment Agency in the prescribed format (CSV Format). The EA while capturing the profile of the resident will retrieve the pre-enrolment data and update it before capturing Biometric information.



- The pre-enrolment data provided by the Registrar is imported into the enrolment client software
- The Enrolment Agency tests the beneficiary database (provided by the Registrar) on Enrolment Station laptops / desktops in advance and ensures that it is accessible / searchable
- The Aadhaar Enrolment client also has the option to capture and save only demographic data, in order to create a pre-enrolment database. The entire process of capturing pre-enrolment data in the Aadhaar Enrolment client is covered in the **"Module 6 – Aadhaar Enrolment Client"**



Note:

Even with pre-enrolment, all related documents need to be verified.

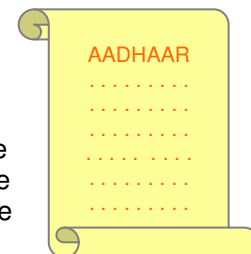
The KYR+ Application if available can be used by the Enrolment Operator to capture the Resident's KYR+ data.

Refer to **Figure 2** for a broad understanding of Pre-enrolment and KYR+ data capture process.

Step 6: UIDAI Provides Content to the Registrar for Awareness and Publicity

UIDAI will share key messages and sample content that can be used in awareness building activities. The Registrar in consultation with UIDAI can design final content that will be used in advertisements.

While doing this the profile of the local population and their needs will have to be considered. The activity should ideally begin four weeks before the date of enrolment in a centralized Taluka level location with adequate arrangements.



The awareness campaign targets the Enrollers, State Government Officials, elected representatives of Panchayats, local bodies – urban and rural and Key Influencers (Introducers and Key Village people like Teachers, Doctors), people who will be the face of Aadhaar for the individual residents and also aid the process. Hence, the key objective of this phase of communication is to ensure, thorough education, about the benefits, process and requirements of Aadhaar as also training them on what they should convey about Aadhaar.



Learning / Training material, primarily in the form of posters, flip-charts and videos should be used. These can be developed using standardized material that UIDAI would create, adequately customized in terms of language. The participants should be given some take-away material also.

Step 7: Registrar Creates Awareness among Residents

The Registrar will take the help of various marketing agencies (as decided by UIDAI) who will help in communicating with the target Resident groups. Residents will thus come to know about timing and location of Enrolment Centres, benefits of enrolling, etc.

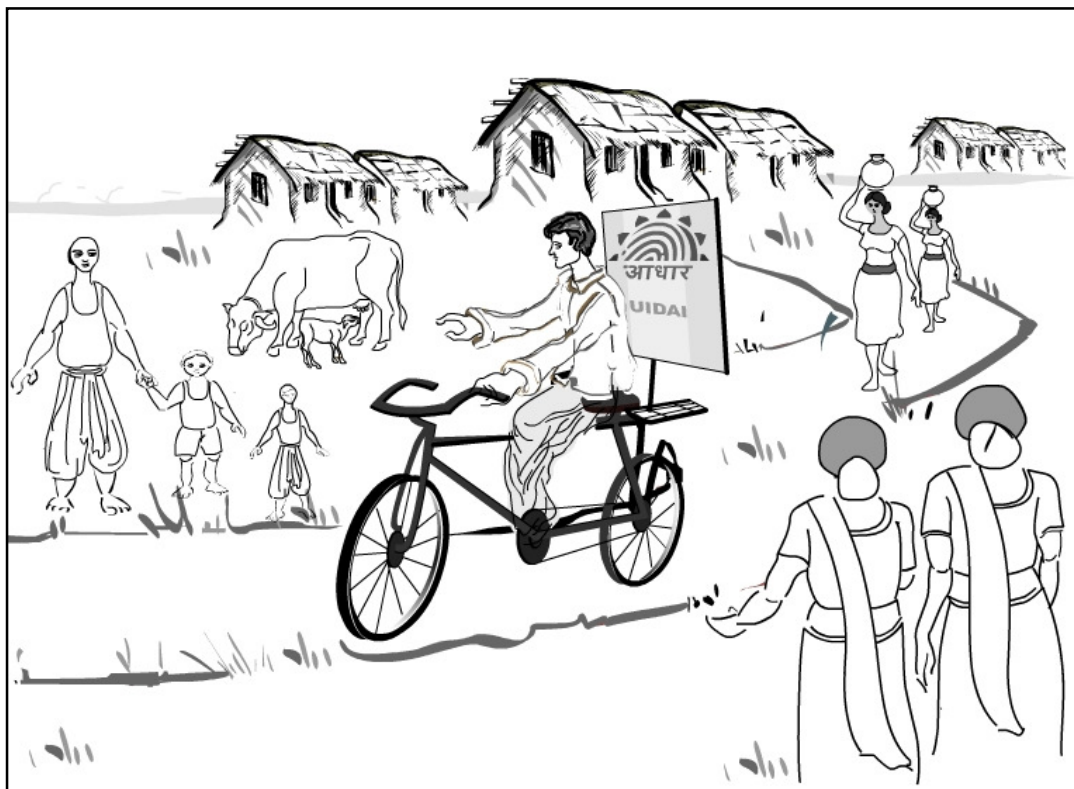


Figure 3: Creating Awareness



Approximately seven days before the actual enrolment day this type of practice can be targeted at all the residents of the specific Village / area where the enrolment is to happen. The Gram Sabhas can be held to focus on Aadhaar related procedures to spread awareness.

The key objectives here are generating ground-level awareness among residents on the timing of the practice to ensure maximum coverage and ensuring residents understand the requirements to be prepared for the enrolment.

This activity would require using media that will help generate awareness at grass-roots level like use of Loudspeakers, Pre-recorded speeches, Posters, banners, wall writings, stickers, leaflets, booklets and Vehicles covered with Aadhaar information and billboards.

Step 8: Enrolment Agency Helps Registrar in Creating Awareness among Residents

The Enrolment Agency will not be allowed to change or remove the material provided by Registrars/ UIDAI. Enrolment Agencies will help the Registrar in advertising Aadhaar.

On the day of the enrolment, the communication activities should be focused on making the Resident understand the exact process of enrolment (e.g., how to fill up form, biometric processes etc.) and what are the next steps / grievance handling procedure once they exit the enrolment station.



This activity would thus require Posters and banners, Vehicles covered with Aadhaar information, TV with Videos explaining process, Branded Apparel, Trained Manning personnel.

Step 9: Enrolment Agency Ensures Availability of Active Operators and Supervisors

Although training is not mandatory, certification is mandatory for Enrolment Operators and Supervisors. It is the duty of the concerned Enrolment Agency to ensure certified as well as **'activated'** Enrolment Operators and Supervisors are available at each Enrolment Centres.



The Aadhaar Number generation is mandatory before activating the Operators and Supervisors in the admin/technology portal (<https://portal.uidai.gov.in>) of UIDAI. The Enrolment Agency is also required to have a unique Operator ID of each of their Operator and Supervisor to activate them. Any name mismatch between the enrolment and the Certification Agency (Sify) data needs to be approved by the RO for activation.

The number of certified Enrolment Operators should be more than the number of Enrolment Stations for job rotation and avoiding Operator fatigue.

The Enrolment Agency should ensure that each enrolment Centre is under the control of a certified supervisor. The Supervisor ensures smooth enrolment and provides guidance to the operators and enrollees, especially in handling exceptional cases. The supervisor is required to



handle any situation that requires immediate attention at the Enrolment Centre itself and inform the Registrar subsequently.



Technical personnel for attending power /system / biometric instrument related maintenance problems should be available on call in a centrally located place covering about six enrolment centres (recommended) so that the downtime can be minimized.

Step 10: Enrolment Agency Ensures On Boarding of Operator, Supervisor and Introducer (OSI)



Enrolment Agency should ensure on boarding of OSI in the Aadhaar Enrolment Client. During the on-boarding biometrics of OSI are stored into Aadhaar Enrolment Client after authentication and validation. Enrolment client needs to be connected to internet during the process of on-boarding.

OSI can also be un-boarded from the Aadhaar Enrolment Client.

The detailed process of on boarding and un-boarding of OSI is covered in the "**Module 3B – Aadhaar Enrolment Client Installation and Configuration**"

Step 11: Enrolment Agency Ensures Site Readiness and Fills Checklist

After the Enrolment Centre has been set up, the Supervisor of the Enrolment Agency should tick each item as per their readiness against them in the checklist from the UIDAI as shown in the table in "**Annexure B – Checklist for Setting up Enrolment Centre**". The Supervisor also has to document exceptions, if any. In the end, the Enrolment Agency's Supervisor will also sign-off the checklist.



Step 12: Registrar Audits Site Readiness

The Registrar's Supervisor may audit site readiness of the enrolment centre from time to time to ensure that all the required items are present for smooth functioning of the enrolment.



Guidelines for Setting Up the Enrolment Centre

The Layout of Enrolment Centre is as follows:

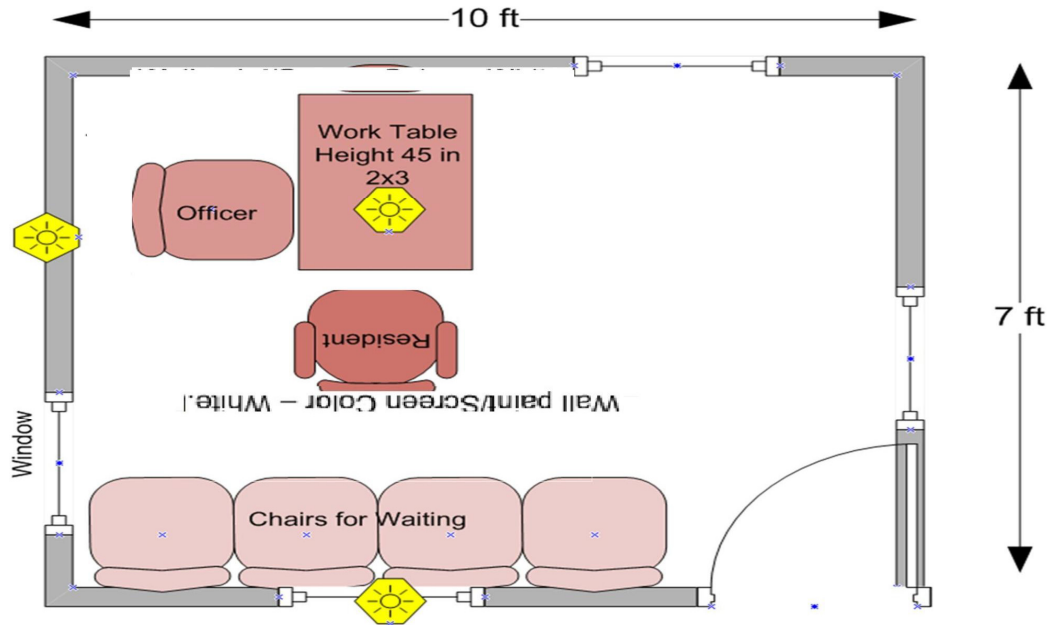


Figure 4: Layout of Enrolment Centre

- i. The enrolment centre must be set up as far as possible in a spacious hall / room so that there is enough space for movement of people. If a single large hall is not available, it would be advisable to set up the stations in contiguous rooms so that the area is spacious and the process can be properly coordinated.
- ii. The layout of stations should be in such a manner that the process in one station should not disturb the people in another station i.e., stations should be located as wide apart as possible.
- iii. The layout and the furniture in the enrolment centers should give maximum comfort to the enrollee and little fatigue to the operator during enrolment process.
- iv. The enrolment centre selected must be secured and protected from the natural elements like wind/rain/sunlight so that there is no damage or loss to the devices and data.
- v. The enrolment centre should have adequate lighting and facilities such as fans and sufficient electrical points so that the operators and enrollees can experience the enrolment process with reasonable comfort.



- vi. The laptop / desktop and all biometric devices, peripherals are to be maintained in a state of operational readiness by undertaking the maintenance routines as prescribed in the technical manuals.
- vii. Sufficient backup devices and spares are required to be held by the enrolling agency so that the process of enrolment does not halt at any stage. The enrolling agency may note that liquidated damages / penalties will be levied if the enrolment is halted for reasons attributable to them.
- viii. All enrolling stations should be easily accessible to the enrollees and they should be preferably located in the ground floor.
- ix. The enrolling agency should endeavor to provide a ramp at the enrolment centres wherever required. A sturdy ramp made of wooden planks may be used for this purpose.
- x. Posters depicting the process of the enrolment should be displayed at a prominent place at the enrolling centre in both English and the local language, preferably with photographs depicting the steps of biometric data capture. This will help the enrollees visualize the process to and thus making the enrolment process faster and efficient.
- xi. Sufficient shade and chairs/ benches should be provided for the enrollees waiting at the centre for their turn.

Items in each Enrolment Centre

Each Enrolment Centre should have the items as shown in the following table.

Table 2: Items for Enrolment Centre

Sl. No.	Item	Comment
1	A generator of 2 KVA capacity as the backup power supply	For every five Enrolment Stations of an Enrolment Centre
2	Fuel (like Petrol/Diesel/Kerosene)	For running the generators.
3	Printed enrolment forms in sufficient quantity	
4	Bubble packed water resistant, envelopes.	For pen drive transfer to CIDR via carrier (local courier service or post office) [2 Envelopes/day/centre. Enrolment Centre should maintain a stock of 20 days]
5	Preprinted pre-addressed bar coded stickers.	For pasting on the envelopes which is needed to transfer pen drive to CIDR.
6	External hard disk	For data backup of each station at least twice a day.
7	Adequate lighting, fans & power points	For plugging various biometric devices available
8	Banner for the Enrolment Centre	The banner should be placed at the entrance of the Enrolment Centre



Sl. No.	Item	Comment
9	Posters depicting enrolment process in English and the local language with photographs	Posters should be displayed in visible places
10	Grievance handling Helpline Number and Local Emergency Help numbers (such as police station, fire brigade etc.)	They should be displayed prominently inside and outside the Enrolment Centre.
11	The User Manual of the UIDAI enrolment software	For ready reference and operators should aware of the same
12	Sponge and hand-cleaning cloth	For wetting and cleaning hands.
13	Mobile phone / land line phone / Internet	For immediate communication with UIDAI /Registrars etc.
14	Extension box for Power Cord	
15	Water, soap and towel	For cleaning hands and drying
16	Drinking water facility	
17	Sufficient number of tables and chairs for enrolment station operators	
18	Chairs/benches available in shade	For the enrollees waiting for enrolment
19	Carry cases for all devices	
20	Material for cleaning biometric instruments and laptops as specified by device manufacturers	
21	A separate enclosure to enroll "purdah-nasheen" women	
22	Lady operators/volunteers to assist women enrollees	
23	Security arrangement for Enrollment Centre	To stop enrollees from carrying bags/suitcases or any other material into the enrolment centres
24	A ramp to enter into Enrolment Centre	For disabled and old people
25	First aid kit	For giving emergency medical care
26	ORS (Oral Rehydration Solution) kit	For areas in extreme heat conditions
27	Fire safety equipments like fire extinguisher, sand bucket etc.	For dousing small scale fires
28	Bar Coded Stickers	Optional (as per Registrar's mandate)
29	Bar Code Reader	Optional (as per Registrar's mandate)
30	Photocopier/Scanner	For making copies of documents submitted by resident

**Notes:**

A list of mandatory and optional / desired items for the enrolment centre and enrolment station is given in "**Annexure B – Checklist for Setting up Enrolment Centre**"





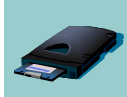
Enrolment Station Layout:

Figure 5: Enrolment Station Layout - 2

While setting up an Enrolment Centre, the Enrolment Agency has to procure the necessary hardware, software and other infrastructure.

The Registrar needs to ensure that every Enrolment Station only uses equipment which have been approved by the UIDAI and certified by an independent certifying agency/agencies empanelled by the UIDAI.

The software and hardware at the Enrolment Station should be tested to confirm that they are working properly.

- i. Each station should have adequate lighting appropriately located so as to capture good quality facial images of the enrollees. 
- ii. A white background should be maintained for the purpose of capturing the facial image.
- iii. At least one enrolling station in each centre should be earmarked for physically challenged, pregnant women, women with infants and senior residents. 
 - This station should be clearly marked with a visible banner
 - Apart from the regular operator, one assistant to assist enrollees should be present at this station.
 - This station should have the facility to capture biometric data from enrollees using a wheel chair, without asking them to shift to the normal chair or make them stand etc.
- iv. The furniture (tables and chairs used for operator and the enrollee) laid out should be ergonomic and should minimize unnecessary movements of the enrollee during the biometric capture process.
- v. All the operators should be given adequate training in biometric data capture without trouble or inconvenience to the enrollees.
- vi. It is recommended that lady operators shall be deployed for enrolling female residents. In case it is not possible, lady assistants should be available to assist female enrollees. It would be advisable to enlist the help of volunteers from the village where the enrolment centre has been set up. With some minimal training the lady volunteer would be able to render the required help to the female enrollees during the biometric capture process. 
- vii. To avoid fatigue to the operators, the enrolling agency should not use the services of the same operator continuously – preferably two operators should man a station alternatively i.e., two shifts covering forenoon and afternoon of the day.
- viii. Technical personnel for attending power/ system/ biometric instrument related maintenance problems should be available on call in a centrally located place covering about six enrolment centers so that the system downtime can be minimized. 
- ix. Daily backup of the data of each station has to be taken immediately after the last enrolment for the day. The backup media should be kept securely away from the enrolment centre. 



- x. All the systems and biometric devices should be cleaned and kept ready well before the starting time of the enrolments and the prescribed routine checks are to be carried out for the hardware used for the enrolment process.



Notes:

Clean and neat environment should be maintained around the enrolment stations.

Items in each Enrolment Station

Every Enrolment Station should have the items as shown in the following table.

Table 3: Items for Enrolment Station

Sl. No.	Item	Comment
1	Laptop	
2	UIDAI enrolment software loaded on the laptops	Should be installed, tested, configured, and registered with CIDR as per installation and configuration manual.
3	List of Introducers loaded on laptop	The detailed process of loading Introducers data into Aadhaar Enrolment Client is covered in the " Module 3B – Aadhaar Enrolment Client Installation and Configuration "
4	Iris capturing device	Record Make & Model
5	Fingerprint capturing device	Record Make & Model
6	Digital Camera	Record Make & Model
7	White back ground screen	For taking facial photographs backdrop
8	Extra monitor (15-16" with a resolution above 1024x768)	For residents to verify their data
9	Memory Stick	4 GB USB pen drive is sufficient for 1 Enrolment Centre/day assuming 5 Enrolment Stations are there. Enrolment Centre should maintain a stock of 20 days.
10	Printer – Ink Jet or Laser	A4 or bigger printer; printer should be able to print facial image.
11	Printer Paper	Should maintain inventory for 5 Enrolment Stations for 10 days i.e. approximately 20 rims.
12	Antivirus / Anti Spyware software loaded on the laptops	
13	Data Card /Internet connectivity	For Enrolment Client to be online every 24-48 hrs
14	All Operators and Supervisors of an Enrolment Station should be	

Sl. No.	Item	Comment
	enrolled into Aadhaar and registered with CIDR.	
15	The pre-enrolment data from the Registrars, if used, should be available for import on laptops.	
16	If Registrar has additional fields to be captured , then the KYR+ software for capturing the KYR+ fields is configured and tested	

Hardware setup can be of two different types

- Desktop with Biometric Devices
- Laptop with Biometric Devices

Desktop with Biometric Devices

It is the duty of the Technical Support person to setup the enrolment station. At first the setup of components of the Desktop is required. Then the different Biometric Devices setup needs to be done for performing enrolment process.

All the devices to be unpacked from the carry case and placed on the table where the enrolment station is needed to be setup.

Following are the steps to setup the components of desktop:

1. Connect one end of the Video Graphics Adapter (VGA) cable to the monitor and the other end to its respective port on the rear panel of the cabinet.

The following picture shows VGA cable:



Figure 6: VGA Cable

The following picture shows the VGA port to which the cable is connected:



Figure 7: VGA Port

The following figure shows how to connect the VGA cable:



Figure 8: Connecting VGA Cable

2. Connect the cord of Keyboard to the rear panel of the cabinet. Keyboard can be of two types according to ports.
 - Keyboard with PS2 Port

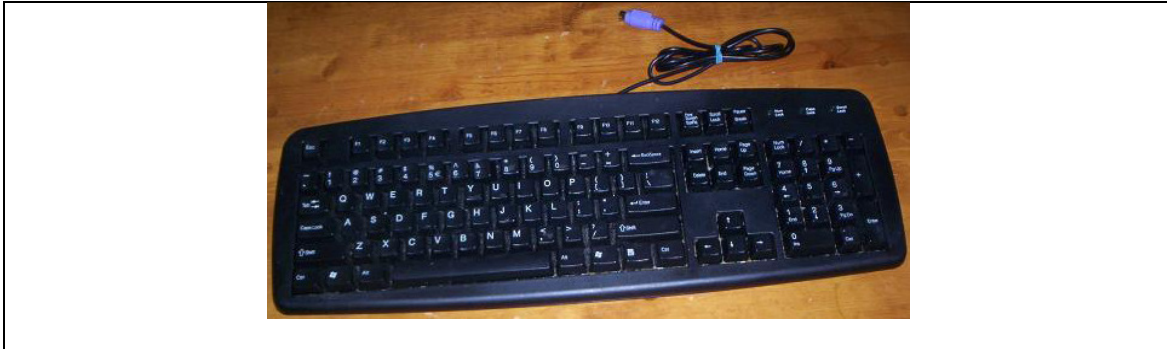


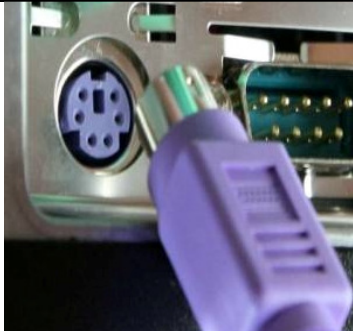


Figure 9: Keyboard with PS2 Port

		
<p>Figure 10: Keyboard PS2 Port</p>	<p>Figure 11: Keyboard PS2 cable</p>	<p>Figure 12: Connecting Keyboard to PS2 Port</p>

- Keyboard with USB Port

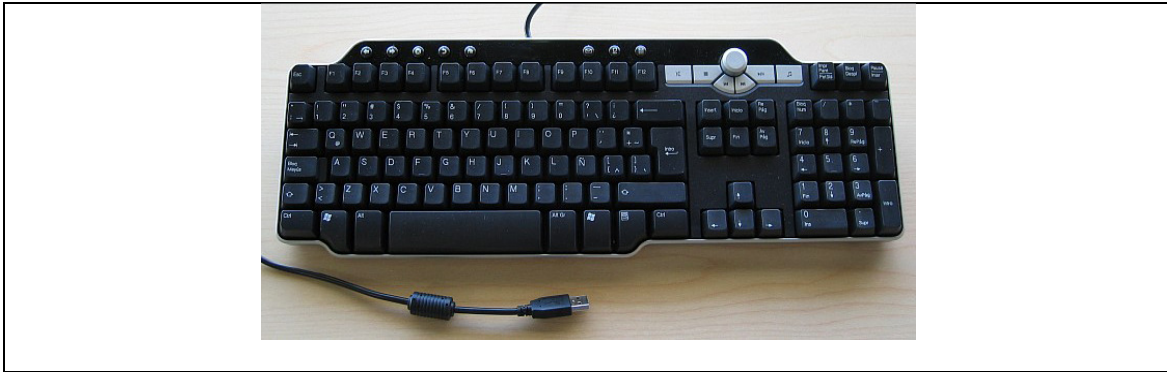


Figure 13: Keyboard with USB Port



Figure 14: USB Port

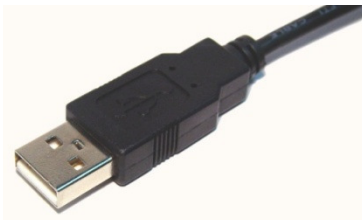


Figure 15: USB cable

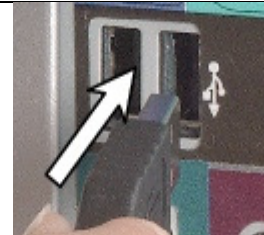


Figure 16: Connecting USB cable

3. Connect the Mouse jack on the rear panel of the computer. Mouse can be of two types according to ports.
 - o Mouse with PS2 port



Figure 17: Mouse with PS2 cable



Figure 18: PS2 Mouse port



Figure 19: PS2 Mouse cable



Figure 20: Connecting PS2 mouse

- Mouse with USB port



Figure 21: Mouse with USB cable

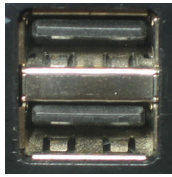


Figure 22: USB port

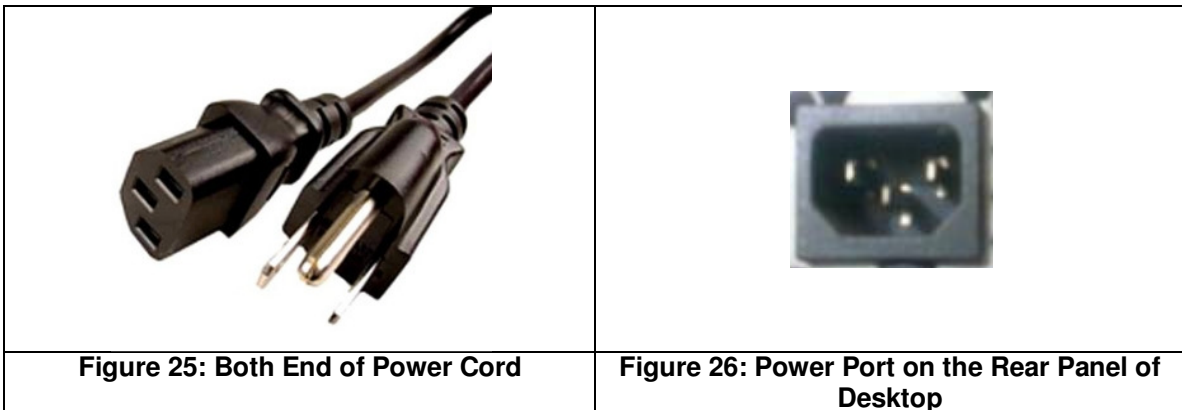


Figure 23: USB cable



Figure 24: Connecting USB mouse

4. Connect the Power Cord to the rear panel of the cabinet to its respective port. Then connect the other end to the power supply,



To connect the Biometric Devices:

1. Place the digital camera in proper position so that the facial image of the enrollee can be captured. Connect the camera to the USB port.



Figure 27: Digital USB Camera

2. Connect the Iris Scanner to the USB port.



Figure 28: Iris Scanner

3. Connect the Fingerprint Scanner to the USB port.



Figure 29: Fingerprint scanner

Laptop with Biometric Devices

The Technical Support person has to setup the enrolment station. At first the laptop and various software components need to be setup. Then the different Biometric Devices required for the enrolment process need to be connected and setup.

The carry case must be unpacked and all devices must be placed on the table where the enrolment station is to be setup.

Steps to setup the Laptop:

- Laptops do not require any setup, only the Power Adapter is to be connected to the Laptop to have a continuous power supply.

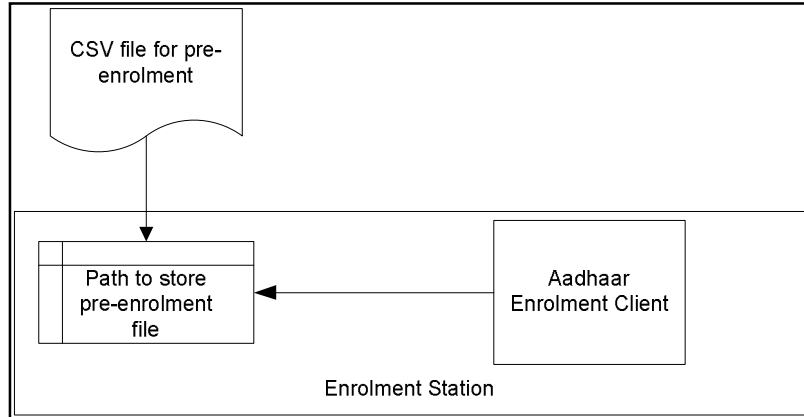
To connect the Biometric Devices:

1. Position the digital camera such that it can be easily adjusted to capture the photograph of the enrollee. Connect the camera to the USB port.
2. Connect the Iris Scanner to the USB port.
3. Connect the Fingerprint Scanner to the USB port.

FOR DETAILED INSTALLATION AND CONFIGURATION OF THE 'AADHAAR ENROLMENT CLIENT' SOFTWARE PLEASE REFER TO "MODULE 3B – AADHAAR ENROLMENT CLIENT INSTALLATION AND CONFIGURATION"

Annexure A – Pre-Enrolment Data Integration

In the case where Registrar has resident's demographic database, it can be used by the Aadhaar Enrolment Client as pre-populated data file. This data is required to reduce the effort and time of the Enrolment Operators during enrolment capture process.



The typical process to integrate the pre-enrolment data file with the Aadhaar Enrolment Client application is as follows:

- Prepare a CSV (Comma Separated Value) file for the pre-enrolment data in the specified template
- Ensure that the CSV file is stored in the pre-defined location of the enrolment station as suggested in the installation guide.

The CSV file will contain the headers and all these headers should feature in the same CSV file. The Registrar should make sure that the labels are not missing from the CSV file though the field level value may or may not be available for that label.

The table below shows the mandatory and optional fields of the CSV file.

Mandatory	Optional
PreEnrolmentID, LocalLanguageCode	FullName, FullName_LL, DateOfBirth, Gender, AddrCareOf, AddrCareOf_LL, AddrBuilding, AddrBuilding_LL, AddrStreet, AddrStreet_LL, AddrLandmark, AddrLandmark_LL, AddrLocality, AddrLocality_LL, AddrVTC, AddrVTC_LL, AddrDistrict, AddrDistrict_LL, AddrState, AddrState_LL, PinCode, RelativeName, RelativeName_LL, RelativeUID, RelationType, Mobile, Email

The labels which shall be part of the pre-enrolment CSV file are as explained as below:

- **PreEnrolmentID** - This is the document ID for the document which the resident has. For example, ration card number, passport number etc. This is a mandatory field.



- **LocalLanguageCode** - This is the local language code for all the Indian state official languages. The Registrar may select the appropriate language code in accordance to his data and should ensure that the details to be mentioned in all the labels suffixed with 'LL' should be in the same local language. This is a mandatory field. For example, 06-Hindi.
- **FullName** - This is the name of the resident in English. This shall adhere to the specified data type format.
- **FullName_LL** - This is the name of the resident in the local language as per the local language code mentioned.
- **DateOfBirth** - This is the date of birth of the resident. This should be in DDMMYYYY format.
- **Gender** - This is the gender of the resident. For example, M (Male), F (Female), T (Transgender).
- **AddrCareOf** - This is the 'Care of' details of a resident in English.
- **AddrCareOf_LL** - This is the 'Care of' detail in the local language as per the local language code mentioned.
- **AddrBuilding** - This is the 'building' detail of resident in English.
- **AddrBuilding_LL** - This is the 'building' detail in the local language as per the local language code mentioned.
- **AddrStreet** - This is the 'Street' detail of resident in English.
- **AddrStreet_LL** - This is the 'Street' detail in the local language as per the local language code mentioned.
- **AddrLandmark** - This is the 'landmark' detail of resident in English.
- **AddrLandmark_LL** - This is the 'landmark' detail in the local language as per the local language code mentioned.
- **AddrLocality** - This is the 'locality' detail of resident in English.
- **AddrLocality_LL** - This is the 'locality' detail in the local language as per the local language code mentioned.
- **AddrVTC** - This is the 'Village/Town/City' detail of resident in English.



- **AddrVTC_LL** - This is the 'Village/Town/City' detail in the local language as per the local language code mentioned.
- **AddrDistrict** - This is the 'District' detail of resident in English.
- **AddrDistrict_LL** - This is the 'District' detail in the local language as per the local language code mentioned.
- **AddrState** - This is the 'State' detail of resident in English.
- **AddrState_LL** - This is the 'State' detail in the local language as per the local language code mentioned.
- **PinCode** - This is the Pin code details of the address of the resident.
- **RelativeName** - This is the 'Relative Name' detail of resident in English.
- **RelativeName_LL** - This is the 'Relative Name' detail in the local language as per the local language code mentioned.
- **RelativeUID** - This is the 'Relative Aadhaar or Enrolment ID' detail of resident in English.
- **RelationType** - This is the 'Relative Type' detail of resident in English.
 - F - Father
 - M - Mother
 - H - Husband
 - W - Wife
 - G - Guardian
- **Mobile** - This is the Mobile number of resident in English.
- **Email** - This is the e-mail address of resident in English.

**Annexure B – 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
Mandatory Requirements		
A	Station	
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 new version must be installed latest by one month of release on all registered laptops.	
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	Centre	
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)	
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	Grievance 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	
Desired		
C Other Logistics		
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)	



Enrolment Center - Health & Safety Considerations		
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	
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**



Abbreviations/Acronyms

Term	Definition
CIDR	Central Identities Data Repository
NREGA	National Rural Employment Guarantee Act
UID	Unique Identification
UIDAI	Unique Identification Authority of India
DoB	Date of Birth
PoA	Proof of Address
Pol	Proof of Identity
KYR	Know Your Resident
RSBY	Rashtriya Swasthya Bima Yojna
PDS	Public Distribution System
ID	Identity
CSV	Comma-separated Values
USB	Universal Serial Bus