Standard Operating Procedure for submission and approval of proposals of entities other than Government entities for processing on the **Aadhaar Good Governance Portal**

VERSION 1.0

<u>Standard Operating Procedure for submission and approval of proposals of entities other than Government entities on the Aadhaar Good Governance Portal (swik.meity.gov.in) as per the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 (as amended in 2025)</u>

1. **Submission of the proposal of entity by the concerned Ministry/Department**

   An organisation incorporated and registered in India seeking Aadhaar authentication must identify the specific use case(s) permitted under rule 3 of the *Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020(as amended in 2025)*. The use case will need to be submitted to the concerned Ministry/Department[1] in the prescribed application format (**Annexure-2)[2]** for its review and finalisation by the said Ministry/Department in accordance with the aforesaid rules.

   The organisation must provide details including service use case, justification in regard to the Aadhaar based authentication being sought for the purpose specified in rule 3, brief description of the initiative, its users/ beneficiaries, ecosystem involved in achievement of the benefit, among others.

   The concerned Ministry or Department shall review the proposal received from the entity and if, the proposal submitted thereunder fulfils a purpose specified in rule 3 and is in the interest of State, it shall submit the proposal, along with its recommendations, to MeitY on the **Aadhaar Good Governance Portal (swik.meity.gov.in)**.

2. **Review of proposal by MeitY**

   MeitY shall review the application, note key observations, and if deemed appropriate, forward it to UIDAI for examination. The proposal may be returned to concerned Ministry, in case of any query.

3. **Examination of proposal by UIDAI**

   UIDAI shall examine the proposal application in accordance with the purposes mentioned in rule 3 of the aforesaid rules and the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016. Upon its satisfaction, UIDAI shall inform MeitY that the entity may be allowed to perform Aadhaar authentication

4. **Authorization by MeitY**

   Based on the recommendation received from UIDAI, MeitY shall authorise the concerned Ministry/Department to notify the use-case in the Gazette, in the prescribed template.
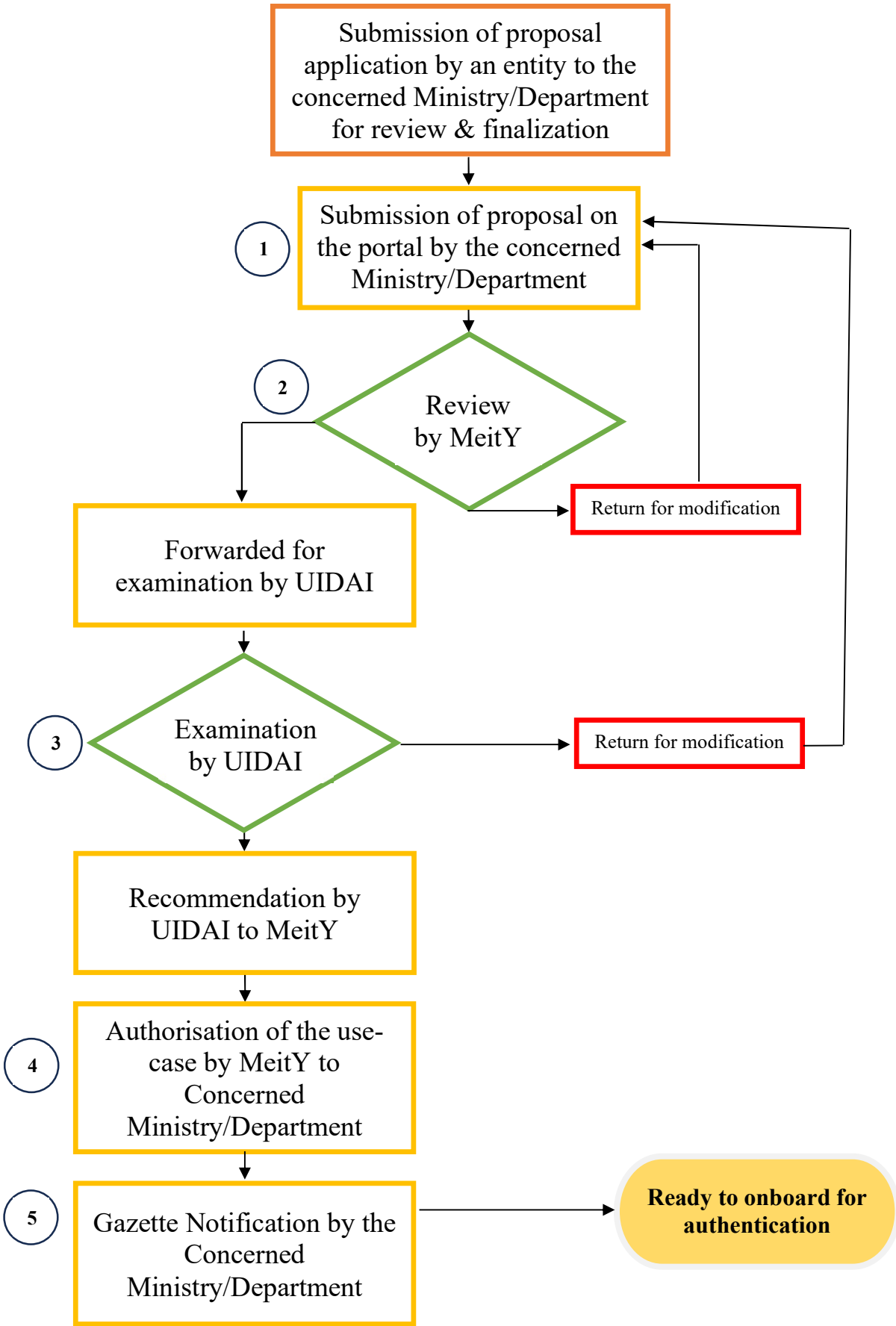
5. **Issuance of official notification by the concerned Ministry/Department**

   Upon receipt of authorisation from MeitY, the concerned Ministry/Department shall issue a notification in the Gazette.

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[1] Such Ministry/Department of the appropriate government in which business related to that purpose is transacted under the rules of business made under article 77 or 166 of the constitution, as the case may be. The **Annexure-1** having sector-wise possible use-cases and the concerned Ministry may also be referred.

[2] The application format is also available on the Aadhaar Good Governance Portal [swik.meity.gov.in]

Process flow for submission & approval of proposals of entities other than Government entities for Aadhaar authentication under the Aadhaar Authentication for Good Governance (SWIK) Rules, 2020

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┌─────────────────────────────┐
│  Submission of proposal     │
│  application by an entity to │
│  the concerned Ministry/     │
│  Department for review &     │
│  finalization               │
└─────────────────────────────┘
              │
              ▼
①  ┌─────────────────────────────┐
    │  Submission of proposal on  │ ◄──────┐
    │  the portal by the concerned│ ◄──┐   │
    │  Ministry/Department        │    │   │
    └─────────────────────────────┘    │   │
              │                         │   │
              ▼                         │   │
②        ◇ Review by MeitY ◇           │   │
          │        │                    │   │
          │        └──► ┌──────────────────┐│
          │             │Return for        ││
          │             │modification      ││
          ▼             └──────────────────┘│
   ┌─────────────────────┐                  │
   │  Forwarded for      │                  │
   │  examination by     │                  │
   │  UIDAI              │                  │
   └─────────────────────┘                  │
              │                             │
              ▼                             │
③      ◇ Examination    ──────► ┌──────────────────┐
        by UIDAI ◇               │Return for        │─┘
              │                  │modification      │
              ▼                  └──────────────────┘
   ┌─────────────────────┐
   │  Recommendation by  │
   │  UIDAI to MeitY     │
   └─────────────────────┘
              │
              ▼
④  ┌─────────────────────┐
    │  Authorisation of   │
    │  the use-case by    │
    │  MeitY to Concerned │
    │  Ministry/Department│
    └─────────────────────┘
              │
              ▼
⑤  ┌─────────────────────┐      ┌──────────────────┐
    │  Gazette            │─────►│ Ready to onboard │
    │  Notification by the│      │ for authentication│
    │  Concerned Ministry/│      └──────────────────┘
    │  Department         │
    └─────────────────────┘
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**Possible use cases under the Aadhaar Authentication for Good Governance
(Social Welfare, Innovation, Knowledge) Rules, 2020 (as amended in 2025)**

Sector/ Type of entity	Concerned Ministry/Department of Central Government (and its equivalent Ministry/Department in States/UTs, where applicable)	Associated Use Cases
Hospitality & Tourism	Ministry of Civil Aviation	Online booking of tickets by airline company
		Staff attendance in office and airport
	Ministry of Road Transport and Highways	eKYC verification of users by rental service provider
	Ministry of Tourism	ekyc verification of guests during reservation process at hotels, resorts, homestays, resorts and other places of visits by online booking services aggregators
		Online booking of tickets via travel booking services aggregator
Health Care	Department of Health and Family Welfare (Ministry of Health and Family Welfare)	Staff attendance in hospitals, diagnosis centres and other institutes
		Registration of patients and health record access management
		Authentication during processing of mediclaim and issuance of discharge summary
		Customer onboarding on online pharmacy portal
		Customer onboarding and booking of appointment on consultation portals
E-commerce Services	Department for Promotion of Industry and Internal Trade (Ministry of Commerce and Industry)	Authentication during assigning of delivery partner by service aggregator companies
		Customer onboarding
		Staff attendance
Radio Taxi and Cab aggregators	Ministry of Road Transport and Highways	Authentication during assigning of cab driver by cab service aggregator service providers
		Customer/Rider onboarding
		Staff attendance
Credit Rating Bureau/ agencies	Department of Financial Services (Ministry of Finance)	ekyc verification and obtaining of consent from subscribers
Stock trading and Mutual funds	Department of Economic Affairs (Ministry of Finance)	ekyc verification and obtaining of consent from subscribers by SEBI-registered brokers
Educational institutions	1. Department of School Education and Literacy, or 2. Department of Higher Education (Ministry of Education)	Registration of students for admission and scholarship
		Attendance of students and faculty
Professional examinations	1. Department of Personnel & Training, or 2. Department of Higher Education (Ministry of Education)	Candidate registration during examination conducted by institutes.

Sector/ Type of entity	Concerned Ministry/Department of Central Government (and its equivalent Ministry/Department in States/UTs, where applicable)	Associated Use Cases
Skill assessment agencies	Ministry of Skill Development and Entrepreneurship	Candidate registration during examination conducted by institutes.
Pharmaceuticals Companies	Department of Pharmaceuticals (Ministry of Chemicals and Fertilizers)	Customer onboarding/registration
		Staff attendance
		Authentication during assigning of delivery partner by service aggregator companies
Security Companies	Department of Internal Security (Ministry of Home Affairs)	Customer onboarding/registration
		Staff attendance
		Authentication while managing cash logistics
Financial Institutions	Department of Financial Services (Ministry of Finance)	Delivery of financial services
		Customer/Merchant onboarding

<u>Forwarding Application of Entities other than Government Entities to MeitY for allowing use of Aadhaar authentication</u>
<u>via Aadhaar Good Governance Portal (swik.meity.gov.in)</u>

{under Rule 4 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 (as amended in 2025)}

To,

      The Secretary,
      Ministry of Electronics and Information Technology,
      Government of India,
      Electronics Niketan,
      6, CGO Complex,
      Lodhi Road, New Delhi – 110 003.

Sir/Madam,

The ………………….. (Name of Entity) would like to use Aadhaar authentication services for ……………….…………………………….(use-case) as per the provisions of section 4(4)(b)(ii) of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, read with, the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 (as amended in 2025) {said rules'}. This application is being made under Rule 4 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 to the Central Government for approval of the purpose of use of Aadhaar authentication.

2.   The proposal has been examined and the Ministry/Department is of the opinion that the proposal submitted by the entity fulfils a purpose specified in rule 3 of said rules and <u>is in the interest of State</u>. The proposal of the entity is being recommended for allowing use of Aadhaar authentication.

3.   The proposal is being submitted on <u>Aadhaar Good Governance Portal (swik.meity.gov.in)</u>. Any other information/ document will be provided to the MeitY or UIDAI, as and when required.

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(Signed by)
Secretary of the Ministry/Department[1]

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[1]In case, the covering letter is not being signed by the Secretary. The signatory of letter shall mention in the letter that the proposal has the approval of Secretary of the Ministry.

APPLICATION TO CONCERNED MINISTRY FOR ONWARD SUBMISSION TO MEITY FOR ALLOWING USE OF AADHAAR AUTHENTICATION

{under Rule 4 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 (as amended in 2025)}

Ref. no.   Date:

To,

     The Secretary,
     [Concerned Ministry]

Sir/Madam,

     The ………………….. (Name of Entity) would like to use Aadhaar authentication services for …………….………………………….(use-case) as per the provisions of Section 4(4)(b)(ii) of the Aadhaar (Targeted Delivery of Financial and OtherSubsidies, Benefits and Services) Act, 2016. This application is being made under Rule 4 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 (as amended in 2025) for approval of the purpose of use of Aadhaar authentication.

     The details of the use-case, applicable purpose, justification and proposed Authentication User Agency/KYC User Agency etc. are provided in the prescribed format at Annexure-2. Any other information/ document will be provided immediately to the concerned Ministry, MeitY or UIDAI, as and when required.

                                    Signature of Authorised Signatory

                                             Seal of Entity

Aadhaar Authentication Application form for entities other than Government entities

Applicant Details:	
1. Name of the Entity: *	2. CIN No.:*
3. TAN No.:*	4. GSTIN No.:*
5. Registered Address:*	6. Corporate Address:*

7. Key Management Person Details:*

a. Name:	b. Designation:	c. E-Mail:
d. Mobile No.:		e. Office No. with STD Code:

8. Entity Details:*

a. Annual Turnover for last 3 years:	b. Company Size: *(No. of employees based in India)*

c. Estimated Transactions Per Year:
- ☐ upto 5 lakh transactions
- ☐ 5 lakh to 20 lakh transaction
- ☐ More than 20 lakh transactions

9. Brief Description of the Initiative/Scheme:

a) What is initiative/scheme*	(max words 100)
b) Benefit from implementation of initiative/scheme*	(max words 100)
c) Eco-system and the processes involved in achievement of the benefit *	(max words 100)
d) Who are users/beneficiaries	(max words 100)

Authentication Requirements

10. Proposed Aadhaar Authentication Service Use Case* (max words 100)
Briefly define the use-case for which Aadhaar authentication being sought under the said use case.

11. Aadhaar Authentication service use case will meet the following purposes(s)*

(Ref: Rule 3 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020)

☐ Usage of digital platforms to ensure good governance

☐ Prevention of dissipation of social welfare benefits and

☐ Enablement of innovation of spread of knowledge

☐ Promoting ease of living of residents and enabling better access of services for them

12. Justification for the Use-case to be considered for the above purpose (please select whichever is applicable)*

Basis the option opted from the below, please share the brief justification about the use-case along with necessary policy/operating procedure/internal document & etc.

Justification	Explanation	Attachment
☐ To prevent impersonation	Brief explanation must be provided	If any
☐ To prevent fraudulent activity	Brief explanation must be provided	If any
☐ Efficient and timely verification	Brief explanation must be provided	If any
☐ Data accuracy and integrity	Brief explanation must be provided	If any
☐ Quick & Hassel free services to residents	Brief explanation must be provided	If any
☐ To establish authenticity and genuineness of the applicants/users	Brief explanation must be provided	If any
☐ Court order/Government policy	Brief explanation must be provided	If any
☐ Others	Brief explanation must be provided	If any

13. Name of the proposed Authentication User Agency (AUA)/e-KYC User Agency (KUA) for the use of Aadhaar Authentication facilities*

Please select proposed AUA/KUA from the list or select "Other" (Proposed name of the requesting entity) in case the entity itself wants to become an AUA/KUA

(Please select proposed AUA/KUA from the list (https://uidai.gov.in/en/ecosystem/authentication-devices-documents/authentication-document.html) or select "other" incase if the entity itself wants to become AUA/KUA)

14. Aadhaar authentication facilities proposed to be used (Please select one) *

☐ Yes/No Authentication only

☐ Yes/No and e-KYC

15. Mode of Authentication*

☐ Biometric-Based authentication and OTP

☐ Biometric-Based authentication and Demographic Authentication

☐ Biometric-Base authentication, OTP and Demographic Authentication

Other Details*

16. Provision for alternate and viable means of identification (Multiple options may be selected)

> Please provide alternate and viable means (other than Aadhaar based authentication) for identification of beneficiaries under said scheme/initiative, like Bank or Post office passbook with photo; or Permanent Account Number (PAN) Card; or Passport; or Ration Card; or Voter Identity Card; etc.

17. Aadhaar Authentication Application Flow Diagram including deployment strategy of Application such as On-Premise/Cloud and deployment of HSM & ADV*

> Please attach Aadhaar Authentication Application process flow architecture showcasing connectivity of proposed application with security components of DC/DR, Servers, Database, Hardware Security Module, Aadhaar Data Vault, whether in-premise or on cloud, and its established communication of AUA/ASA with UIDAI HDC & MDC.

18. Service Delivery Process using Aadhaar authentication and e-KYC (in the form of flow chart and including alternate means of identification)

> Please attach service delivery process using Aadhaar based authentication in the form of flowchart that includes alternate viable means for identification of the beneficiary.

19. I hereby declare that-

☐ I am the authorized signatory to submit the application on behalf of the entity.

☐ The information provided in this application is true and accurate to the best of our knowledge.

☐ I agree to comply with all applicable laws, rules, regulations, and guidelines issued by UIDAI and the Government of India.

☐ Aadhaar Authentication Application and related infrastructure will be on-premise or on Government Community Cloud Service Providers only.

☐ I understand that, if found in violation of applicable laws, rules, regulations, and guidelines, the applicant entity shall not be eligible to be appointed as requesting entity of UIDAI until:

(i) a period of 5 years has not elapsed from the date of imposition of disincentives/penalty on the applicant entity by UIDAI;

(ii) a period of 5 years has not elapsed from the date of expiry of any sentence resultant of conviction or disqualification of applicant entity or its management under any law for the time being in force; and/or

(iii) a period of 5 years has not elapsed since the date the applicant entity or its management is disqualified by or disassociated by the regulator concerned.

Date: Signature of Authorised Signatory

Seal of Entity