

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
AND  
THE REGISTRAR GENERAL OF INDIA  
FOR THE IMPLEMENTATION OF THE UID PROJECT**

This Memorandum of Understanding (MoU) has been executed on the 16<sup>th</sup> March, 2011 between the Unique Identification Authority of India (hereinafter referred to as "UIDAI") and the Registrar General of India (hereinafter referred to as "The RGI").

**Preamble**

Whereas, the Government of India has set up Unique Identification Authority of India (UIDAI) with the mandate to issue Unique Identification Numbers (called "Aadhaar numbers") to all residents of India (UID project).

Whereas, the RGI is creating the National Population Register (hereinafter referred to as "The NPR") under the Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003 read with the Citizenship Act, 1955.

Whereas, in order to achieve convergence in the implementation of the UID project and the NPR exercise, the RGI is entering into this MoU with the UIDAI.

Whereas, this MoU shall come into effect from the date of execution of this MoU.

**Definitions**

Unless the Context requires otherwise;

**Registrar** means any entity authorised or recognised by the UIDAI for the purpose of enrolling individuals for UID numbers. Registrars include Departments or Agencies of the Central Government/ State Government/Union Territory, who, in normal course of implementation of some of their programs, activities or operations interact with residents and are authorized by the Central Governments/State Governments/Union Territories to enrol residents into the UID System.

**Sub-Registrars** are agencies of the RGI for undertaking enrolment.

**Enrolling Agencies** are entities hired by the Registrars/Sub-Registrars to perform enrolment functions .

**UID Project and the scope of the MoU**

1. The UIDAI has the mandate from the Government of India to issue unique identification numbers (UID numbers) to residents of India based on demographic and biometric data of the individual. UIDAI will partner with Government and other agencies leveraging their existing infrastructure in order to implement the UID project. These Agencies will be called the Registrars of UIDAI.

2. Several Registrars are embarking on capturing the biometrics and are ready to enrol residents into the UID system for better targeting and improving their service delivery. UIDAI has created necessary infrastructure to issue UID numbers through Multiple Registrars.
3. UIDAI shall set standards and processes for enrolment to be uniformly followed by all Registrars and Enrolling Agencies. The UIDAI will issue UID numbers after checking that the resident applying for UID does not already have a record and number in the UID database. In addition, the UIDAI will provide online Authentication service.
4. This MoU between the UIDAI and the RGI, as a Registrar, sets out below, the general and broad-based intentions of both Parties for collaboration and as an umbrella understanding for facilitation of subsequent agreements and documents relevant for the implementation of the UID project.
5. The UIDAI shall prescribe standards, procedures and processes for enrolment and authentication of residents which will be adhered to by the RGI/Sub-Registrars of RGI and enrolling agencies appointed by the Sub-Registrars.
6. In the interest of clarity and to reduce ambiguity, the UIDAI may execute additional agreements and documents to capture details about implementation of UID Project with RGI as Registrar.
7. UIDAI shall-
  - a. Develop and prescribe standards for recording data fields, data verification and biometric fields.
  - b. Prescribe a process for enrolment of residents; this will include among other things the process for collection of biometric data.
  - c. Prescribe the standards and criteria to be fulfilled by an agency to be appointed as a Registrar.
  - d. Provide/prescribe the software that will be used for the enrolment of people into the UID database in order to issue the UID numbers.
  - e. De-duplicate the database of the residents on the basis of the Demographic and Biometric data and issue UID numbers to only those whose uniqueness of identity has been established and after ensuring that the person has not enrolled in the UID database before.
  - f. Issue a letter communicating the UID number directly to the person who has been allotted UID number after de-duplication. UIDAI will also communicate the UID number electronically with the RGI in UIDAI prescribed format.
  - g. Authenticate the identity of a person with a UID number as per the protocols prescribed by the UIDAI.



- h. Prescribe protocols for record keeping and maintenance of the information collected for the issuance of a UID number.
- i. Prescribe protocols for transmission of the data collected for de-duplication.
- j. Prescribe protocols to ensure the confidentiality, privacy and security of data.
- k. Prescribe limits for fees that could be charged for issuing a UID number.
- l. Prescribe protocols for spreading and communicating the message, content and intent of the UID project. Since the UID logo and brand name are properties of the UIDAI, the UIDAI will prescribe the manner and limits of the use of UIDAI logo, brand name, brand design and other communication and awareness materials.
- m. Prescribe other protocols, processes and standards that the UIDAI may deem necessary for the implementation of the UID project.
- n. Call for information and records, conduct inspections and enquiries and audit of the operations pertaining to the UID project.
- o. Conduct periodic audit of the enrolment process and to this end shall have the power to visit and inspect offices of the Sub-Registrar and Enrolling Agencies. Such audits are necessary to ensure the integrity of the enrolment process and to ensure uniformity across the country.
- p. Prescribe mechanisms for resolution of grievances that the residents may have during enrolment and authentication.

8. The RGI shall-

- a. Co-operate and collaborate with the UIDAI in conducting proof of concept (PoC) studies and pilots to test the working of the technology and process of enrolment into the UID database.
- b. Be the Registrar for the implementation of the UID project (including PoC and pilots) and shall do all that is necessary and required in order to effectively complete the PoCs and pilots.
- c. Put in place an institutional mechanism to effectively oversee and monitor the implementation of the UID project in general and monitor specifically enrolling agents.
- d. Cooperate and collaborate with and provide all assistance and support to the Deputy Director Generals (DDGs) concerned of the UIDAI and other staff members/consultants/advisors of the UIDAI to effectively implement the UID project.
- e. Provide logistic and liaison support to the staff and representatives of UIDAI when they visit the Enrolling agencies enrolling under the UID project on behalf of RGI.
- f. Work with the UIDAI to resolve difficulties faced on the ground in the implementation of the UID project.
- g. Follow the process set out by the UIDAI for resolution of difficulties and conflict regarding matters concerning the UID project.



9. The following is an indicative list of the obligations of the Registrar. Notwithstanding anything contained in this clause, this list can be expanded or elaborated as required to ensure integrity and uniformity of enrolment into the UID database. In order to implement the UID project, the RGI shall-

- a. Either do the enrolment directly or through Enrolment Agencies who shall be identified and appointed by RGI or his duly appointed agents (UIDAI may recommend certain criteria to be fulfilled to be an Enrolling Agency). The Enrolling Agencies will be working on behalf of RGI and their duly appointed agents and will be accountable to them. However, they should follow all the standards, protocols, processes laid down by the UIDAI to implement the UID project. RGI must ensure compliance by the Enrolling Agencies of the standards, protocols, processes laid down by the UIDAI on a continuous basis.
- b. Follow the standards for data fields, data verification and biometric fields prescribed by the UIDAI.
- c. Follow the process for enrolment of residents; this will include among other things the process for collection of biometric data prescribed by the UIDAI.
- d. Use the software developed by the UIDAI for the enrolment of people into the UID database for the issuance of the UID number.
- e. Use only those devices and IT systems whose specifications have been approved by the UIDAI.
- f. Follow the protocols prescribed by the UIDAI for record keeping and maintenance.
- g. Follow the process and systems prescribed by the UIDAI for transmission of the data collected for de-duplication.
- h. Follow the confidentiality, privacy and security protocols prescribed by the UIDAI.
- i. The Registrars can collect any data in addition to what is prescribed by the UIDAI for the purpose of rendering any service based on UID number.
- j. Follow protocols prescribed by the UIDAI for spreading and communicating the message, content and intent of the UID project, Since the UID logo and brand name are properties of the UIDAI, the UIDAI will prescribe the manner and limits of the use of UIDAI logo, brand name, brand design and other communication and awareness materials.
- k. Follow protocols, processes and standards prescribed by the UIDAI for the implementation of the UID project.
- l. Allow the UIDAI to conduct periodic audit of the enrolment process and to visit and inspect the offices and records of the Sub-Registrar and Enrolment Agencies and any other place the UIDAI or its empowered agency may deem necessary for their purpose.
- m. Submit information and records, allow inspections and inquiries and audit of the operations pertaining to the UID project.



- n. Submit periodic reports of enrolment to the UIDAI in the form and manner prescribed by the UIDAI.
- o. Provide logistic and liaison support to the staff and agents of UIDAI when they visit the offices of the RGI.
- p. Provide information related to the UID project to the UID from time to time as requested by the UIDAI.
- q. Work with the UIDAI to resolve difficulties faced on the ground in the implementation of the UID project.
- r. Follow the process set out by the UIDAI for resolution of difficulties and conflict regarding matters concerning the UID project.

### **Miscellaneous**

- 10. At the time of collecting data for the purpose of the UIDAI, RGI may collect data from the resident that is required for the purpose of creating NPR.
- 11. In situations where the processes and standards for enrolment set by the UIDAI are not followed or are violated (wilfully or otherwise) by the Sub-Registrar and/or an Enrolling agency, the UIDAI shall make reasonable attempts to discuss and attempt to resolve difficulties with RGI. Pursuant to which if the recommendations of the UIDAI are not implemented and the matter settled to the satisfaction of both the parties, the UIDAI shall have the option to de-register or demand replacement of the enrolling agency as the case maybe.
- 12. Any provision of this MoU may be amended or waived if, and only if, such amendment or waiver is evidenced by a written instrument signed by duly authorised representatives of the Parties, or, in the case of a waiver, by the Party against whom the waiver is to be effective.

**IN WITNESS WHEREOF**, the undersigned have executed this MoU, in duplicate, as of the date set forth above.

On behalf of UIDAI

On behalf of RGI



(Anil Khachi)



(K.S. Sawhney)

Deputy Director General

Joint Secretary & Joint Registrar General of India