

Request For Proposal

For Selection of Enrollment Agency for Aadhaar Project

Date: 28th January 2011

Union Bank of India

Alternate Channels and New Initiative Dept.

12th Floor, Union Bank Bhavan,

239, Vidhan Bhawan Marg,

Nariman Point, Mumbai - 400092

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INVITATION FOR PROPOSAL

Dated: 28-01-2011

- 1. Union Bank of India invites Techno Commercial bids for Selection of Enrolment Agencies empanelled by UIDAI for carrying out the enrolment functions for the implementation of UID Project for existing and prospective customers of bank, entire population of Varanasi district and other geographic areas covering approximately 1.6 Crores residents.
- 2. The Request for Proposal (RFP) includes the following sections:

Invitation for Proposal

Instruction to Bidders

Scope of Work

Technical Proposal

Commercial / Financial Proposal

Annexures including Standard Contract

3. The "Request for Proposal" is available on the website *www.unionbankofindia.co.in* for free download. The response to the RFP should to be submitted on or before 17.02.2010 4 p.m. at the address for communication given below:

The General Manager Alternate Channels and New Initiative Dept. Union Bank of India, Union Bank Bhawan, 12th Floor,239, Vidhan Bhawan Marg Nariman Point Mumbai - 400092

- 4. The *Union Bank of India* reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
- 5. Address for Communication:

The General Manager Alternate Channels and New Initiative Dept. Union Bank of India, Union Bank Bhawan, 12th Floor,239, Vidhan Bhawan Marg Nariman Point Mumbai – 400092

6. Important Dates

Date of Publication of RFP	28 th January 2011
Last Date of Requesting Clarifications	7 th February 2011
Last date and time of submission of Bids at the Union Bank of India as per address given	17 th February 2011 at 4.00 PM
Date and time for opening of Technical Bid at Union Bank of India	17 th February 2011 at 4.30 PM
Bid Document Availability	On Bank's Website: www.unionbankofindia.co.in

INTRODUCTION

2.1 About Union Bank of India

Union Bank of India is a leading Public Sector Bank with around 3040 Branches spread across the country and all are covered under Core Banking Solution (CBS). The Bank has a three tier organizational setup – Branches, Regional Offices & Head Office. Presently, there are 55 Regional Offices which are reporting to Head Office. Bank has implemented several Banking services viz. Internet Banking, Mobile Banking, SMS Banking, Tele Banking, RTGS, NEFT etc and also planning to launch few other applications very soon. Bank has a Primary Data Centre (PDC) at Mumbai. All the live applications are running through the Primary Data Centre.

Bank is working as Registrar to UIDAI for implementation of UID project by allotment of UIDs to public at large. The Bank as a Registrar shall select Enrolment Agencies which shall capture Know Your Resident (KYR) demographic data and biometric data from the residents to be given to UIDAI for issuance of UID number (also called Aadhaar). Along with KYR data, Enrolment Agencies will also capture additional fields desired by the bank which may be called as KYR+.

2.2 About UID Project

The Government of India (GoI) has embarked upon an ambitious initiative to provide a Unique Identification (UID) to every resident of India and has constituted the Unique Identification Authority of India (UIDAI) for this purpose. The timing of this initiative coincides with the increased focus of the GoI on social inclusion and development through massive investments in various social sector programs, and transformation in public services delivery through e-Governance programs. The UID has been envisioned as a means for residents to easily and effectively establish their identity, to any agency, anywhere in the country, without having to repeatedly produce identity documentation to agencies. More details on the UIDAI and the strategy overview can be found on the website: http://www.uidai.gov.in

The widespread implementation of the UID project needs the reach and flexibility to enroll residents across the country. To achieve this, the UIDAI proposes to partner with a variety of agencies and service providers (acting as Registrars, Sub-registrars and Enrolling Agencies) to enroll residents for UID. By participating in enrolling residents, registrars and enrolment agencies across the country would be part of a truly historic exercise, one which can make our welfare systems far more accessible and inclusive of the poor, and also permanently transform service delivery in India. In this context, the Registrars shall engage enrolment agencies empanelled by UIDAI for carrying out the various functions and activities related to UID enrolment such as setting up of enrolment centers, undertaking collection of demographic and biometric data for UID enrollment and any other data required by the Registrar for the effective implementation of their projects. This Request for Proposal document is intended to invite bids from only those agencies which are empanelled by UIDAI for undertaking demographic and biometric data collection for enrolment of residents.

INSTRUCTION TO BIDDERS - STANDARD

PART I

STANDARD

	a. " Purchaser " means the agency with which the selected Bidder signs the Contract for the Services. In this project, the 'Purchaser' is the <i>Union</i> <i>Bank</i> of <i>India</i> .
Definitions	b. "Bidder" means any entity that may provide or provides the Services to the Purchaser under the Contract.
	c. "Bid" means the Techno commercial Proposal.
	d. "Instructions to Bidders" means the document which provides interested Bidders with all information needed to prepare their Proposals.
	e. "Scope of Work" (SoW) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Purchaser and the Bidder.
1. Introduction	1.1 This RFP (Request for Proposal) is being issued only to the Enrolling Agencies empanelled by UIDAI for undertaking the Demographic and Biometric data collection of Residents meeting eligibility criteria fixed by Bank.
	1.2 All the provisions listed out in the Request for Empanelment (RFE) issued by the UIDAI and Terms and Conditions of Empanelment shall be binding upon the participating bidders of this RFP.

	1.3 The detailed Scope of assignment / job has been described in Scope of Work.
	1.4 The date, time and address for submission of the proposals have been given in Part II Data Sheet.
	1.5 Interested Bidders are invited to submit Commercial bids for providing services required for the assignment named in the Data Sheet.
	1.6 The Purchaser is not bound to accept any bids, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.
	1.7 Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.
Only one Bid	1.8 A Bidder shall only submit one proposal. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.
Bid Validity	1.9 The Part II Data Sheet to Bidder indicates how long Bidders' bid must remain valid after the submission date.
Consortium Members	1.10Consortium Bids will not be accepted.
Clarification and Amendment of RFP Document	2.1 Bidders may request a clarification in the RFP document up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Purchaser's address indicated in the Data Sheet.

	2.2 At any time before the submission of Proposals, the Purchaser may amend the RFP by issuing an addendum/ corrigendum in writing or by standard electronic means. The addendum/ corrigendum shall be sent to all Bidders and will be binding on them.
	3.1 The preparation of bid as well as all related correspondence exchanged by the Bidders and the Purchaser shall be written in English.
Preparation of Bids	3.2 The Commercial Bids should be prepared using the attached Standard Forms The Financial. Bids shall not include any conditions attached to it and any such conditional Financial Bid shall be summarily rejected.
	3.3 The Bidder shall submit a copy of the letter of Empanelment issued by UIDAI duly indicating the level and tier as well as the list of States the Bidders is eligible to work in. Non- submission of the letter of empanelment may be grounds for disqualification.
	3.4 The purchaser shall verify the contents of the 'Letter of Empanelment' with the list of empanelled agencies provided by UIDAI to check the eligibility of the Bidders.
Taxes	3.5 The Bidder may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on nonresident Foreign Personnel, duties, fees, levies) on amounts payable by the Purchaser under the Contract. Bidders shall include such taxes in the financial proposal.
	3.6 Bidders should provide the price of their services in Indian Rupees.

	3.7 Earnest Money Deposit
Earnest Money Deposit (EMD) and Performance Guarantee	 An EMD of Rs. Ten lakhs, in the form of DD drawn in favour of Union Bank of India payable at Mumbai, must be submitted along with the Proposal. Proposals not accompanied by EMD shall be rejected as nonresponsive. No interest shall be payable by the Purchaser for the sum deposited as earnest money deposit. IV No bank guarantee will be accepted in lieu of the earnest money deposit. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract. In case the bidder is diaqualified by UIDAI, the bank will have the right to forefeit the EMD.
	3.8 The EMD shall be forfeited by the
	Purchaser in the following events:
	 3.8.1 If Proposal is withdrawn during the validity period or any extension agreed by the Bidder thereof. 3.8.2 If the Proposal is varied or modified in a manner not acceptable to the Purchaser after opening of Proposal during the validity period or any extension thereof. 3.8.3 If the Bidder tries to influence the evaluation process. 3.8.4 If the First ranked Bidder withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Bidder).
	3.9 Tender Fees: All Bidders are required to pay Rs. 5000 towards Tender Fees in the form of

	Demand Draft drawn in favor of Union Bank of India payable at Mumbai. The
	Bank of India payable at <i>Mumbai</i> . The Tender Fee is Non-Refundable.
	3.10 Performance Bank Guarantee
	I. The selected Bidder shall be required to furnish a Performance Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of Union Bank of India for the entire period of contract with 90 days claim period.
	II. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting / recovering any dues Recoverable/payable from/by the Bidder on any account under the contract.
	III. On submission of this performance guarantee and after signing of the contract, EMD amount will be refunded.
Submission, Receipt and Opening of Proposals	4.1 The Technical and Commercial proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the proposal must initial such corrections.
	4.2 An authorized representative of the Bidders shall initial all pages of the original Technical and Commercial

	 Proposals. The authorization shall be in the form of a written power of attorney accompanying the technical and Commercial Proposals or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Commercial Proposals shall be marked "ORIGINAL". 4.3 The original Technical Bid shall be placed in a sealed envelope clearly marked "Technical Bid". Similarly, the original Commercial Bid shall be placed in separate envelopes, sealed and clearly marked "COMMERCIAL BID". The envelopes containing the
	Technical Bid, Financial Bid, EMD, and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked.
Right to accept/ reject the Application	4.5 Purchaser reserves the right to accept or reject any Proposal and to annul the RFP process and reject all such Proposals at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.
5. Public Opening and Evaluation of Financial	5.1 Commercial proposals of only those firms who pass the Technical stage shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Bidders' representatives who choose to attend.
Proposals	 5.2 For each zone, the Contract shall be awarded to the lowest bidder L-1 alongwith three more vendors L-2, L-3 & L-4 subject to their matching L-1 prices. In case L-2, L-3 and L-4 do not agree to match prices, the option will go to L-5, L-6 in that order.

	Purchaser may at its sole discretion and at
	any time during the evaluation of application, disqualify any applicant, if the applicant:
7. Disqualification	(i) Submitted the application after the response deadline;
	(ii) Made misleading or false
	representations in the forms, statements and attachments
	submitted in proof of the eligibility
	requirements;
	(iii) Exhibited a record of poor
	performance such as abandoning works, not properly completing
	the contractual obligations,
	inordinately delaying completion
	or financial failures, etc. in any
	project in the preceding three years;
	(iv) Submitted an application that is
	not accompanied by required
	documentation or is non-
	responsive; (v) Failed to provide clarifications
	related thereto, when sought;
	(vi) Submitted more than one
	application either as a Single Agency/ Prime Agency/
	Agency/ Prime Agency/ consortium member;
	(vii) Was declared
	ineligible/blacklisted by the
	Government of India/State/UT Government;
	(viii) Is in litigation with any
	Government in India;
	7.1 After Commercial Evaluation the
	Purchaser shall issue a Letter of
	Intent to the selected Bidder, and
8. Award of Contract	promptly notify all Bidders who have submitted proposals about the
	decision taken.
	7.2 The Bidders will sign the contract
	after fulfilling all the formalities/pre-
	conditions mentioned in the standard
	form of contract, within 15 days of issuance of the letter of intent.
	7.2 The Ridder is expected to commence
	7.3 The Bidder is expected to commence the assignment on the date and at
	the location specified in the Part II

	Data Sheet. In case the winning Bidder fails to start the enrolment work within 30 days of issue of Letter of Award of Work/ Letter of Intent, then the Registrar may cancel the award of work.Information relating to evaluation of Proposals and recommendations concerning
9. Confidentiality	awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal.
10. Liquidated Damages	If the supplier fails to deliver any or all of the products or to perform the services within the time period(s) specified in the contract, the Bank may, without prejudice to its other remedies under the contract, and unless otherwise extension of time is agreed upon, deduct from the contract price, as liquidated damages. The amount specified hereunder shall be construed as reasonable estimate of the damages and supplier agree to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.
	The amount of liquidated damages for services under this Contract shall not exceed the Contract Price.
	The liquidated damages shall be applicable under the following circumstances: (a) If the Supplier fails to perform the services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the value of the services supplied beyond stipulated delivery schedule for each week or part thereof of delay until actual delivery of performance, subject to a maximum of 10% of the value of the such services.

		 (b) In addition, the Supplier is liable to the Purchaser for payment of penalty as specified in the SLA (c) If the services supplied do not meet the minimum specifications and standards as per the Contract, and the same is not modified to meet the requirements within 14 days of being informed by the Purchaser, the Purchaser shall be free to impose any penalty as deemed fit. In addition, the Purchaser shall reserve the right to terminate the contract and recover the liquidated damages by forfeiting the performance guarantee submitted by the Supplier.
11. ·	Repeat Order	Bank at its discretion would have option to place repeat orders for enhancing the no of enrollments and additional geographies at the prices and terms as decided above, to meet its requirements

INSTRUCTION TO BIDDERS – DATA SHEET

PART II Data Sheet

Paragraph Reference	
	Name and Details of the Purchaser:
1.1	The General Manager Alternate Channels and New Initiative Dept. Union Bank of India, Union Bank Bhawan, 12 th Floor,239, Vidhan Bhawan Marg Nariman Point Mumbai - 400092 Contact number : 022-22896664, 22896668 email ID : uid@unionbankofindia.com Website : <u>https://www.unionbankofindia.co.in</u>
	Method of selection:
	a) Technical Evaluation of eligible Bidders
	b) Commercial Evaluation.
	c) Bank intends to empanel four vendors per zone for each zone for the project. Accordingly after deciding the L-1, vendor counter offer shall be given to L2, L3, L-4 etc. at the rates quoted by L-1 and the technically compliant vendors willing to match L-1 rates will be considered for empanelment. It will be endeavored to distribute work evenly among all the empanelled vendors. However, the vendor giving better performance may be given preference.
1.2	Name of the assignment : Selection of Enrolment Agencies for enrolment of residents into UID System.
1.3	The Proposal submission address is: The General Manager Alternate Channels and New Initiative Dept. Union Bank of India, Union Bank Bhawan, 12 th Floor,239, Vidhan Bhawan Marg Nariman Point Mumbai - 400092
	Bids (Commercial Proposals) in separate sealed envelopes, EMD, and Tender Fee) must be submitted no later than the following date and time: Date: 17.02.2011
	Time: 4 pm

1.4	Proposals must remain valid for 120 days after the submission date.
2	Clarifications may be requested not later than 7 th Feb'10 i.e. 10 days before submission date. The address for requesting clarifications is: Union Bank of India Union Bank Bhavan, Central Office 12 th Floor, Alternate Channels and New Initiative Dept. 239, Vidhan Bhawan Marg Nariman Point Mumbai – 400092 Mail : uid@unionbankofindia.com
3.1 The estimated tenure of contract is two years from the date signing of the contract.	
3.2	Bidder must submit the following:a) Technical Proposal in originalb) Original of the Financial Proposal.
3.3	The extension of the contract can be done with mutual agreement of the "purchaser" and "supplier" with no price variation.
4	"Purchaser" reserves right to suspend or terminate the contract at any time. "Purchaser" reserves the right to terminate the contract in case of failure on part of supplier in deploying minimum number of active enrolment station as defined in service levels under Scope of Work.

5.1	Qualification Criteria			
	A Single company/ organization (e.g. Govt./ Semi-Govt./ Private/ PSU/ Microfinance Institution) registered in India are eligible to submit proposals for carrying out the enrolment work as per this RFP.			
	 The Bidder should have been in existence in India for a period of at least 2 years as of 31-3-2010. 			
	 The Bidder must be incorporated or registered in India under the Indian Companies Act, 1956 (including Section – 25 of the Act), the Partnership Act, 1932, Societies Registration Act 1860, the Indian Trusts Act 1882/ it's equivalent in the respective states OR Proprietorship entities having a PAN number. 			
	3. The Bidder should be in the panel of UIDAI as EA having pan India enrollment authorisation.			
	 The Bidder must be classified as min. T2/F4 category by UIDAI in their official notification. 			
	T2: Organisations which are already into the business of undertaking biometric enrolments can directly get empanelled into Level T2, provided the organisation has completed 50,000 biometric enrolments in the last 3 financial years.			
	F4: Net Worth in the last financial year being greater that 20 Crores			
	 The Bidder must have conducted a similar project with biometrics and demographic data capture for a PSU or Govt. Dept. / Body. The bidders will have to submit an appropriate document to prove the same. 			
	 The Bidder should not have been blacklisted by Central, or any State/ UT Government. 			
	7. The services of the Bidder should not have been terminated for unsatisfactory work or fraudulent activity by Central, or any State/ UT Government. Only those bidders who meet the eligibility criteria specified above will be eligible to respond to this RFP. The bidder's proposal shall contain the relevant information & supporting documents (as specified below) to substantiate the eligibility of the bidder vis-à-vis the Technical criteria.			

The li are:	st of mandatory supporting documents to be submitted
1.	Certificate of Incorporation from Registrar Of Companies (RoC) or Certificate of Registration/ Evidence of legal status of Bidder (Single Agency/ all Consortium members).
2.	Letter of Association in case of Consortium/ certified true copy of the consortium agreement between the Prime Bidder and the other members of the consortium, describing the respective roles and responsibilities of all the members, in meeting the overall scope and requirements of the proposed Project.
3.	Company Auditor Certified Financial Statements (of Single Agency/Prime Agency in case of consortium) for the financial years 2009-10 and 2008-09 (Please include the sections on P&L, Turnover, Assets and Balance Sheet) should be provided by all types of bidders.
4.	Declaration from the senior management citing that the organization has not been blacklisted by Central/ State/ UT Government and has not been charged for any fraudulent activity.
5.	Declaration from the Senior Management citing that the service of the organization has not been terminated for unsatisfactory work or fraudulent activity by any Central/ State/ UT Government.
6.	Proof for Organization PAN number, VAT/ Service Tax number
7.	Profile of the Organization giving relevant details of nature of work, experience, infrastructure, resources etc.
8.	Letter of empanelment of UIDAI showing Technical and Financial rating.

SCHEDULE	ZONE_NAME	UNION BANK'S REGION_NAME	Target Population
		AHMEDABAD	
1	AHMEDABAD	BARODA	4,14,000
		RAJKOT	4,14,000
		SURAT	
		BANGALORE	
		BELGAUM	
2	BANGALORE	HYDERABAD	6,60,000
-	D, and, alone	NELLORE	0,00,000
		VIJAYAWADA	
		VISAKHAPATNAM	
		BHOPAL	
3	BHOPAL		5,30,400
_		JABALPUR	, .,
	ļ	RAIPUR	
		CHENNAI	
4	CHENNAI	KOZHHIKODE	9,45,600
		SALEM	
			•
5	DELHI	DELHI-SOUTH JAIPUR	7,44,000,
5		JALANDHAR	7,44,000,
		KARNAL	
		LUDHIANA	1
		BHUBANESWAR	
		BURDWAN(SILIGURI)	
		CALCUTTA	1
6	KOLKATTA	DURGAPUR	10,57,200
_		GUWAHATI	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
		PATNA	1
		RANCHI	1
		VARANASI	
		AGRA	1
		ALLAHABAD]
7	LUCKNOW	DEHRADUN	20 42 000
/	LUCKNUW	GORAKHPUR	30,43,800
		KANPUR	
		LUCKNOW	
		MEERUT	
8	MUMBAI	Mumbai	5,71,800

		GOA	
9	DUNE	KOLHAPUR	F F0 000
	PUNE	NAGPUR	5,52,000
		NASIK	
		PUNE	
	103		
	Aadarsh		
	Grams (List		
	Enclosed IN		
	Annexure		
*	VIII)	PAN INDIA	2,50,000
	3159		
	Villages		
	(List		
	Enclosed in		
	Annexure		
*	VII)	PAN INDIA	72,85,000
		TOTAL	1,60,54,600

*Aadarsh Grams and 3159 villages are located Pan India and the rates applicable to them will be the rates quoted for the respective zones.

** The Population/target figures are only indicative and actuals may vary.

**** Bank's decision on allotment of geography to the selected bidders will be final and binding on the bidders.

**** In case of non-performance by any bidder Bank would have discretion to allot the no of population to one or more amongst the selected bidders for a given geography

*****The scope of the present RFP covers enrollment under Phase 1 plan covering approximately 1,60,54,600 enrollments. On successful completion of phase 1 and / or satisfactory performance of bidders in the respective zones, bank may consider extending services for Phase 2 enrollment plan on the same terms and conditions as applicable to phase 1.

SCOPE OF WORK

The Functional scope of work of the Enrolling Agency (EA) is defined below:

Functional scope

The functional scope of this engagement shall include all the steps from setting up an enrolment station/center for enrolment of residents for the *UID Project* up to providing requisite MIS reports to Registrar and UIDAI on enrolments completed on a daily basis till the whole enrolment operation for the targeted population is completed. The functional scope shall also include the collection of demographic details as per the KYR+ data requirements of Union Bank of India. The Enrolling Agency shall also be responsible for delivering additional services as required by the Registrar through this RFP. The enrolment agencies shall have to visit any of the branches of Union Bank of India.

Procure Biometric Devices as per UIDAI Specifications

The enrolling agency should themselves procure web/digital camera and biometric devices (for fingerprint and iris capture), used for capture of biometric data at the enrolling station, which conform to UIDAI specifications and certified by UIDAI appointed agencies.

Setting up of Enrolment Stations and Enrolment Centers

The number of enrolment stations / centers and the duration shall be decided by the Bank taking into account a number of factors like population density, geographical and topographical features, accessibility etc. The process for setting up Enrolment centre is defined in 4.3 Set up Enrolment centre sub process flow in Annexure V at the end of this document. The minimum facilities in the setup are as below.

a. Setting up of Enrolment station

Enrolment Station refers to an individual enrolment booth/enclosure inside the Enrolment Centre. The capture of Demographic and Biometric data is done in this Station.

 An enrolment station including a mobile enrolment station shall be equipped with all the necessary machinery as specified by UIDAI and published on its website. It includes:

	Mandatory Requirements
А	Enrolment Station
A.1	Laptops with OS
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)
A.7	White back ground screen 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 as per UIDAI standards
A.10	Working of all equiment at every station tested
A.11	Data backup device (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	GPS Receiver (USB/built in)
A.15	AntiVirus / Anti Spyware checks
A.16	Data Card /Internet connectivity for Enrolment Client to be online every 24-48 hrs
A.17	All Operators and Supervisors enrolled into AADHAAR and registered with CIDR
A.18	The pre-enrolment data from the Registars, if used, is available for import on laptops
A.19	If Registrar has additional fields to be captured , then the KYR+ software for capturing the KYR+ fields is configured and tested

b. Setting up of Enrolment Centre

Enrolment Centre refers to the premises located in the area where the enrolment is being carried out. The location for the enrolment center and number of enrolment stations per center shall be determined by the Enrolling agency and approved by the Registrar.

The process for setting up Enrolment centre is defined in 4.3 Set up Enrolment centre sub process flow in Annexure V at the end of this document. The minimum facilities in the setup are as below.

The enrolment plan and schedule for the center shall be prepared by the Enrolment Agency and shared with the registrar. One Enrolment Centre can host a single or multiple Enrolment Stations. Following are the specifications for a stationary/mobile enrolment center.

	Mandatory Requirements			
В	Enrolment 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			
B.4	Preprinted Bubble Envelopes size 10, for pen drive transfer to CIDR via India Post (2 Envelopes/day/centre. Enrolment Centre should maintain a stock of 20 days)			
B.5	Adequate lighting, fans & power points for plugging various biometric devices available			
B.6	Local authorities informed of enrolment schedule			
B.7	Introducers informed of enrolment schedule			
B.8	Banner for the Enrolment Centre placed at entrance			
B.9	Posters depicting enrolment process in English & the local language present in visible places			
B.10	Greivance handling Helpline Number and other important numbers displayed prominently inside/outside the enrolment centre			
B.11	The User Manual of the software available for ready reference & operators aware of the same			
B.12	Sponge for wetting and hand-cleaning cloth available			

- i. An enrolment center shall be manned by a supervisor and technical personnel in addition to the operators at the enrolling stations. A ratio of 5:1 operators to supervisors as well as operators to technical staff subject to a minimum of one technical staff per one enrolment centre should be maintained by the Enrolment Agency.
- ii. The premises of the enrolment center are expected to be provided by the Government authorities wherever available. However the enrolling agency shall ensure required infrastructure like connectivity, power (if not already available) etc with the help of the local body authorities. In cases where such facilities are not available, the enrolling agency shall be responsible for providing alternate arrangements like power generator etc.
- iii. An area in the enrolment center shall be clearly demarcated for enrollees waiting to be enrolled and facilities for seating should be provided.
- iv. In case of mobile enrolment centers/stations, the decision on frequency/period of availability shall be decided by the Registrar based on density of population, geographical terrain etc.

Hiring Manpower:

The Enrolling Agency shall hire manpower to operate the enrolment station/center as per the guidelines prescribed by UIDAI.

Operator: The enrolling agency shall hire manpower (operator) to execute enrolment at the enrolment stations as per the criteria provided below:

- 1. The operator should have passed Matriculation.
- 2. The operator should have a basic understanding of operating a computer and should be comfortable using the computer.
- 3. The operator should have undergone training on the various equipment and gadgets as specified in 1.a above.
- 4. The operator should have passed the Operator test for UID enrolment and certified from a testing and certifying agency authorized by UIDAI.

Supervisor: The enrolling agency shall hire Supervisors to supervise enrolment at the enrolment centers as per the criteria provided below:

- 1. The supervisor shall preferably a graduate.
- 2. The supervisor shall have a good understanding and experience in using a computer.
- 3. The supervisor should have undergone training on the various equipment and gadgets as specified in 1.a above.
- 4. The operator should have passed the Supervisor test and certified from a testing and certifying agency authorized by UIDAI.

Technical personnel: The enrolling agency shall hire Technical personnel to provide technical support during enrolment at the enrolment centers as per the criteria provided below:

- 1. The Technical personnel shall be a Graduate and have a certification/experience on hardware/software trouble shooting and maintenance.
- 2. The Technical personnel shall have a good understanding and experience in using a computer.
- 3. The Technical personnel should have undergone training on the various equipment and gadgets as specified in 1.a above.
- 4. The Technical personnel should have passed the Technical personnel test and certified from a testing and certifying agency authorized by UIDAI.

Training of Manpower:

The EA may also opt to identify resources to employ in the Enrolment operations, get them trained and certified and then deploy them on the enrolment stations. UIDAI shall empanel training institutes to impart training in UIDAI prescribed enrolment operations. EAs may opt or engaging specialized training agencies (only those who have been empanelled with UIDAI) for providing training to its enrollment personnel. However the enrolling agencies may also train their own manpower subject to certain conditions as prescribed below:

- 1. The training schedule and content shall be as prescribed by UIDAI on its website.
- The enrollment agency may prefer to have master trainers onboard. Master trainers shall be identified by the enrollment agency from its pool of trainers and get them trained by UIDAI/ its representative as per its schedule. Master trainers shall train the trainers.
- 3. The enrollment agency shall have the requisite number of trainers for training its personnel. Trainers have to be trained by the Master trainers and should have passed the certification exam.
- 4. The training and enrolment operations shall be separate activities.
- 5. Duration of the training will vary depending on the category/ level of the participant and shall be prescribed by UIDAI on its website.
- 6. The enrolling agency involved in training shall translate the training material into local language and hand it over to the course participants.
- 7. The enrollment agency shall ensure the availability of the requisite infrastructure for imparting training which shall include:
 - a. Availability of at least two sets of the equipment and gadgets listed in 4.1.2.a above.
 - b. Certified trainers
- 8. The size of a batch for training shall not exceed 40 per batch.
- 9. The training schedule and contents for training shall be defined by UIDAI/its representative.
- 10. The manpower trained by the Enrolling Agency/Empanelled training agency shall be considered qualified only after passing the Certifying test conducted by a Testing and Certifying Agency authorized by UIDAI. Therefore the agency shall coordinate with the testing agency for testing and certifying its trainees.
- 11. The agency shall be subject to process audits for training from time to time by UIDAI/ its representative.

Indicative training modules and duration is provided in Annexure VII B. Alternatively an individual can undergo self training based on the content provided on the UIDAI website and attend the certification test. Upon successful certification the individual is deemed competent to perform in the role he is certified and can be hired by the Enrolment agencies for enrolment operations.

Conduct Enrolment Operations as per Standard Processes specified by UIDAI/Registrar

Prior to the commencement of the Enrolment operations the Enrollment Agency shall work closely with the local governing bodies, key introducers in publicizing the UID, its importance and schedule for UID registration in that location. During the enrolment operation also publicity and awareness shall be done in coordination with the local authorities to encourage UID registrations. All content and material for such publicity will be jointly worked by UIDAI/Registrar and shall conform to specifications laid down by UIDAI.

UIDAI has defined clear-cut standard processes for enrolment as mentioned hereunder.

The Enrolment Agencies would use the software provided by the UIDAI/Registrar for the collection of demographic data and the biometric data. The software will be supported by a User Manual.

Step 1a: Collect demographic data after due verification as prescribed by UIDAI

Please refer to 5.1.1, 5.1.2 in Annexure V for detailed standards and guidelines for demographic data collection. Please refer to process 4.5 for the detailed process flow of capturing Demographic and Biometric data capture.

Step 1b: Collect demographic data after due verification as prescribed by Bank

Bank proposes to collect additional information (called KYR+), wherever available or applicable, during enrolment process. The KYR+ data and guidelines for capture of the details are given in Annexure VI.

Step 2: Collect Biometric data from the enrollees as prescribed by the UIDAI.

Please refer to 5.1.4 & 5.1.5 in Annexure V for detailed standards and guidelines for capture of Biometric data. Please refer to the process flow 4.5 and 4.6 Capture Demographic & Biometric Data & Ready for Transfer Sub Process Description of Annexure IV for detailed steps involved in Biometric data collection.

Step 3: Get consent letter and generate acknowledgement receipt.

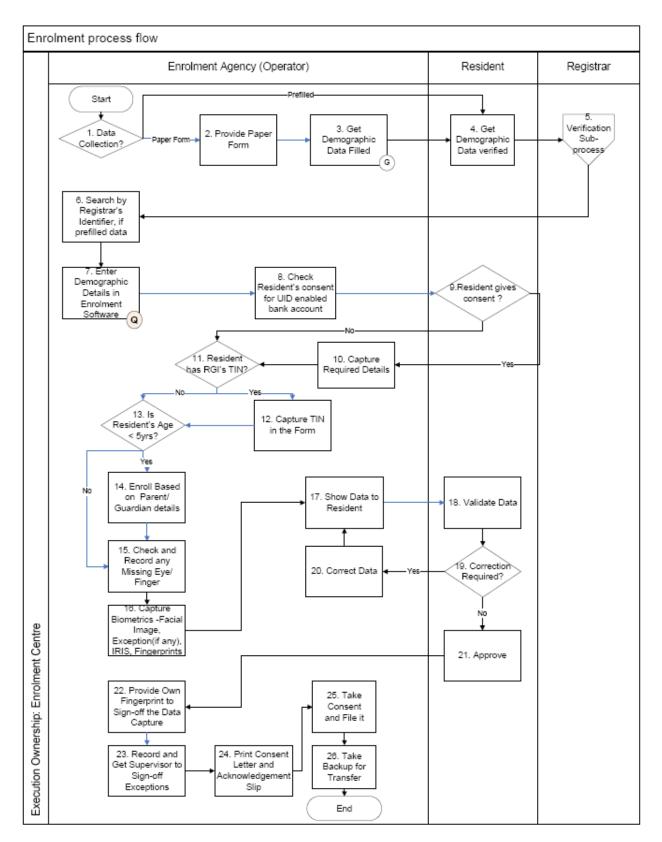
After the demographic and biometric details are captured the enrolment operator shall show the demographic data to the enrollee and get his consent. If needed any corrections are made to the data and signed off by the operator by providing his finger prints. All exceptions need to be signed off by the Supervisor. A consent letter has to be printed and the signature/thumb impression of the enrollee obtained and the letter filed. An acknowledgement receipt is then printed and provided to the enrollee as a reference.

Step 4: Data backup and transfer:

The data thus collected would be transmitted to the UIDAI for a process of de-duplication and allotment of the AADHAAR Number.

Please refer to the Guidelines for enrolment for detailed process flows of the various activities in the Enrolment process as prescribed by UIDAI.

Process flow for Enrolment operations is as given below:



Send Enrolment Data to Registrar

The UIDAI will separately prescribe the methods by which the data has to be transferred to the Authority for storage in Central Identities Data Repository (CIDR). The guidelines from UIDAI will relate to the transfer of data into specific memory devices and transporting them through a secure network or physically by the postal or courier services to the address which will be specified. The enrolling agencies are therefore advised to obtain these instructions before they proceed to collect the demographic and Biometric Data of the willing enrollees. The UIDAI will also issue separate instructions on the form of capture and storage for the PoI and PoA documents. UIDAI will not be responsible for storage of POA/POI documents.

Privacy & Security

Enrolling agencies are responsible to make sure that the data is kept in a very secure and confidential manner and under no circumstances, shall they neither use the data themselves nor part with the data to any other agency other than the UIDAI. Mechanisms to ensure the same have to be put in place by the Enrolling agency and shall be subject to audit by UIDAI/Registrar/their representative from time to time.

Provide Electronic MIS Reports on Enrolment Status Daily

Operator shall send enrollment statistics on enrolment status to Registrar/UIDAI on a daily basis. The formats and contents of the MIS reports shall be decided by the UIDAI/Registrar.

SI. No	Performance Indicator for each schedule of geographical area	Service level Metric / Targets	Penalty on breach of service level (imposed monthly)
1	Enrollment population target for the first three months from the date of signing of contract(1st to 3rd month)	5 % of the target population as per the work order.	1% of unit cost multiplied by deficit of target population
2	Enrollment population target for the next three months (4th to 6th month)	10% of the target population as per the work order.	2% of unit cost multiplied by deficit of target population
3	Enrollment population target for the next six months (7th to 12th month)	30% of the target population as per the work order.	3% of unit cost multiplied by deficit of target population
4	Enrollment population target for the next six months (13th to 18th month)	30% of the target population as per the work order.	4% of unit cost multiplied by deficit of target population
5	Enrollment population target for the next six months (19th to 24th month)	25% of the target population as per the work order.	5% of unit cost multiplied by deficit of target population
6	Availability of Enrollment Station (ES) at the particular locality identified for setting up of ES as per the work plan	The ES should be operational within 30 days after the registrar approves the work plan/ issues letter of Intent	Rs. 5000 per month per instance of violation in a particular area.
7	Deployment of Mobile Enrolment Stations	The number of mobile enrolment stations operating in any specific geographic location should be in line with the work plan.	Rs. 5000 per month per instance, if not rectified within 30 days of notification by Registrar.
8	Data Transfer to UIDAI and the Registrar/agency nominated by the registrar (excluding the data related to residents getting enrolled through introducers.	3 days from the date of enrollment.	Rs. 5000 for every day or delay.

** In case the Enrollment agency fails to begin the enrollment within 6 moths of the award of the tender, the contract will stand terminated.

Roles and Responsibilities

The roles and responsibilities of the various parties involved in the Enrolment process are defined below:

ROLE	RESPONSIBILITY
Enrolment Agency	Procure certified biometric devices.
	Procure other hardware & infrastructure for enrolments.
	 Ensure enrolment software is installed on required laptops / desktops.
	 Load pre-enrolment residents data on enrolment stations laptop, where applicable
	 Pre-populate bank's existing customer details in Enrollment software.
	 Ensure UIDAI processes & standards are followed.
	Assist Registrar develop enrolment schedules.
	 Work closely with the Registrar in enrolment publicity & awareness at grass-root level.
	 Ensure availability of certified operators & supervisors at enrolment centres.
	 Ensure printing and display of Posters, Banners, leaflets and Enrollment Form in format and branding strictly as prescribed by UIDAI.
	 Ensure adequate number of stationary, display materials are available
	 Ensure adequate backup arrangement at enrolment centre. Setup enrolment stations.
	 Capture demographic and biometric data.
	 Capture KYR+ deatails as per the template of the bank.
	 Handle exception cases during capture of data.
	 Obtain consent letters and make corrections in data recorded, if required.
	 Provide acknowledgement slips to Residents.
	 Handle issues and concerns of operators and residents.
	Ensure audit feedback, if any, incorporated in process.
	Enable successful data transfer to CIDR.
	 File, back up & store enrolment data as per UIDAI guidelines.
	 Take remedial / corrective action in case of process / quality
	deviations.
Union Bank of India	Audit of Enrolment Centres' readiness.
	Audit of enrolment agency processes and their
	effectiveness.
	 Verify PoI, PoA, DoB documents in case of document based verification.
	 Define enrolment plan including locations & timeframe.

	 Identify suitable locations for setting up enrolment centres. Ensure pre-enrolment data, where applicable, is available to Enrolment Agency. Ensure list of Introducers is available with their demographic, biometric details and UID numbers. Ensure communication reaches the target beneficiaries / residents. Provide template for paper-based enrolment form containing KYR & KYR+ fields. Setup mechanism for periodic process & data quality. Confirm the identity of the resident by giving his/her UID and fingerprints for verification. 	
UIDAI	Facilitate certification of biometric devices Provide training content Appoint a training and certification agency and provide testing content to this agency Provide required standards & guidelines Vet awareness & publicity content	

Timelines

Sr. No	Zone	Start Date	End Date
1	Ahmedabad	1/5/2011	30/04/2013
2	Bangalore	1/5/2011	30/04/2013
3	Bhopal	1/5/2011	30/04/2013
4	Chennai	1/5/2011	30/04/2013
5	Delhi	1/5/2011	30/04/2013
6	Kolkatta	1/5/2011	30/04/2013
7	Lucknow	1/5/2011	30/04/2013
8	Mumbai	1/5/2011	30/04/2013
9	Pune	1/5/2011	30/04/2013

Payment to the Enrolment Agency

Payments shall be made to the Enrolment Agency by the Registrar on a monthly basis based on the number of enrolments completed for which UIDAI has released the grant-in to the bank and coverage of the scope of work based on the following terms:

- 1. 90% of the payment based on number of the enrolments (i.e. successful generation of UID)
- 2. 10% payment will be retained and released only after a tenure of 6 months.

Technical Proposal

The Technical Proposal shall consist of the Technical Proposal Submission Form and the Technical Proposal Application Form and the documents required as per the list of mandatory documents. It is the responsibility of the applicants to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by *Union Bank of India* is not provided by applicant, *Union Bank of India* shall proceed with evaluation based on information provided and shall not request the applicant for further information. Hence, responsibility for providing information as required in this form lies solely with applicant. Non-submission of any of the required documents as per the list of mandatory documents of the Data Sheet shall be grounds for rejection of the Proposal.

Technical Proposal Submission Form

The Bidders shall submit the Technical Submission Form as given in Annexure I

Technical Proposal Application Form

The Bidders shall submit the Technical Proposal Application Form as given in Annexure II. The Bidders shall also submit all the mandatory documents as given in Para 5.1 of the Data Sheet.

FINANCIAL / COMMRCIAL PROPOSAL FORMS

The bidder shall quote the total cost for providing services as per the Scope of Work given in the RFP which shall include the cost for collection of demographic and biometric details of residents as per the requirements of the *Union Bank of India* and UIDAI and the cost for providing other additional services specified in the Scope of Work. The total cost quoted shall be inclusive of all expenses like travel and lodging, cost of setting up enrolment centers and mobile units, taxes and duties.

Financial Proposal Covering Letter

The Bidders shall submit the Financial Proposal Covering Letter as given in Annexure III.

Financial Proposal Form

The Bidders shall submit the Financial Proposal Form as given in Annexure III. Financial Proposals which are not submitted as per the Financial Proposal Form shall be summarily rejected. Any conditional bids shall also be rejected during the evaluation of the financial proposals.

Annexure I – Technical Proposal Covering Letter

(To be submitted on the Letter head of the applicant)

To,

General Manager Alternate Channels and New Initiative Dept. Union Bank of India Union Bank Bhavan, Central Office 239, Vidhan Bhawan Marg Nariman Point Mumbai - 400092

Dear Sir,

Ref: Request for Proposal (RFP) Notification dated 28-01-2011

- 1. Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP Notification dated 28-01-2011 for UID Project, in full conformity with the said RFP document.
- 2. We have read the provisions of the RFP document and confirm that these are acceptable to us. Hence, we are hereby submitting our Proposal, which includes this Technical Proposal, and Financial Proposal sealed in separate envelopes.
- 3. We further declare that additional conditions, variations, deviations, if any, found in our RFP shall not be given effect to.
- 4. We agree to abide by this RFP, consisting of this letter, the detailed response to the RFP – Technical proposal and financial proposal and all attachments, for a period of 60 days from the closing date fixed for submission of proposal as stipulated in the RFP document.
- 5. We would like to declare that we are not involved in any litigation with any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
- 6. We hereby declare that we have not been blacklisted by any Central/ State/ UT Government.
- 7. We hereby declare that we have not been charged with any fraudulent activities by any Central/ State/ UT Government.
- 8. We hereby declare that all the information and statements made in this RFP are true and accept that any misrepresentation contained in it may lead to our disqualification.
- 9. We understand that Union Bank of India *is* not bound to short-list / accept any proposal received in response to this RFP.
- 10. In case we are engaged by the Union Bank of India as an Enrolling Agency, we shall provide any assistance/cooperation required by Union Bank of India, UIDAI

appointed auditing agencies/ UIDAI officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of service.

11. In case we are engaged as an Enrolling Agency, we agree to abide by all the terms & conditions of the Contract that will be issued by Union Bank of India.

Our correspondence details with regard to this RFP are:

No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this RFP	
4.	Telephone number of the Contact Person	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL	

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[Applicant's Name with seal] Name: Title:

Signature: Date:

Annexure II Technical Proposal Application Form

Sr. No.	Information Required	Information to be provid	ded by Bidders
1	Name of the Bidder		
2	 Legal Status of the Bidder: a. Whether Government/Semi-Government/PSU/Not for Profit/ Private etc: b. PAN Number of the organization c. VAT/Service Tax Registration of the organization 		
3	Date of Incorporation of the Bidder		
4	Brief Write-up on the Organization's Activities and Business Areas in case of Private/Commercial/PSU/Govt. Company/Autonomous Body		
5	Contact Name, Designation, Address, E-Mail & Phone Numbers:		
6	Net Worth of the Bidder as on 31 March 2010. In Case of a private/ commercial organization/ PSU/ Govt. Company/ Autonomous Body duly certified by the company Auditor.	Total Net Worth as of 31 st March 2010 (A-B):	
7	Turn over of Bidder in the previous two financial years in case of Private/ Commercial Organization/ PSU/ Govt. Company/Autonomous Body, duly certified by the auditor and as evidenced from the provided Financial Statements	Financial Year 2008-09 2009-10	Turn Over in INR Lakhs

8	Locations where the organization has offices:		
9	Number of Employees of Organization		
10	Wheter the bidder is certified as T2 / F4 by UIDAI	O YES	O NO
12	Nature of project of similar nature done by the bidder		
	Name of the Govt. Dept / PSU		

The applicant should submit information in the above format and should mandatorily provide all supporting documents as required in the application form.

Signature / Seal

Annexure III – Financial Proposal Covering Letter

(To be submitted on the Letter head of the applicant)

To, General Manager Alternate Channels and New Initiative Dept. Union Bank of India Union Bank Bhavan, Central Office 239, Vidhan Bhawan Marg Nariman Point Mumbai - 400092

Dear Sir,

Ref: Request for Proposal (RFP) Notification dated 28-01-201

- We, the undersigned, offer to provide services to Union Bank of India for carrying out the enrolment functions for the Unique Identification (UID) project of Government of India in accordance with your Request for Proposal dated 28-01-2011.
- 2. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
- 3. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".
- 4. We understand you are not bound to accept any Proposal you receive.
- The financial proposal submitted by us for evaluation of L-1 takes care of entire operational, technical and functional cost for providing services as per scope of work defined in the RFP and the customers shall not be charged over and above price mentioned in Commercial Bid.

We remain, Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory: Name of Firm: Address:

Annexure IV – Financial Proposal Form

Financial Bid for undertaking enrolment activities:

ITEM A	ZONE	Cost Per Unit in INR (per successful enrollment) B
Total Cost* for undertaking demographic and biometric enrolment activities as well as delivering additional services for the issuance of one UID Enabled.	AHMEDABAD	
	BANGALORE	
	BHOPAL	
	CHENNAI	
	DELHI	
	KOLKATTA	
	LUCKNOW	
	MUMBAI	
	PUNE	

* The total cost shall include all costs like the equipment costs, manpower costs, vehicle costs, travel and lodging costs, taxes and duties and any other miscellaneous costs.

*Bidders will have to mandatorily quote the rates for all the zones.

Signature / Seal

Annexure V – Guidelines for Enrollment

How to Read This Document

This process document is organised into below sections:

1. Process Overview

- a) Goals and Objectives: The section provides a description of what this process document intends to accomplish. The objectives represent specific measurable outcomes of this process document.
- b) **Scope:** This section lists the key activities covered in this process document.
- c) **Prerequisites for Process:** This section lists criteria that need to be fulfilled before the enrolment process covered in the scope of this document begins.
- d) End of Process: This section informs what is the output of the Resident Enrolment Process.

2. Process Details

- a) Process Flowcharts: Flowchart diagrams are used to define process in this document, showing the steps as boxes of various kinds, and their order by connecting these with arrows. This diagrammatic representation gives a step-bystep process flow. Process step is represented in these boxes, and arrows connecting them represent flow / direction of flow of data/information. Refer the Legends section to understand the significance of various symbols used in flowchart.
- b) Process Description: Process description is used for each flowchart to convey to the reader, a detailed description of each process step and references to annexure/other processes and sub processes. Refer Abbreviations used section for deciphering abbreviations used in the descriptions.

3. Annexure

- a) Standards and Guidelines: This section describes the standards recommended by UIDAI that need to be referred to during the enrolment process. Guidelines are provided to streamline the processes and help achieve better quality output.
- b) Formats, Templates and Checklists: This section consists of sample formats of various forms and checklists used in the scope of this process.

Legends

	Signifies Start /End of Process
	Signifies Activity/Task
	Signifies an off page reference of a Sub Process
\diamond	Signifies a Decision Box
\bigcirc	Signifies a Reference to either a Guideline(G), Form(F) or Quality Check point (Q) depending on the text used inside the circle
	Signifies an external process being referred

Abbreviations used

- UID Unique Identification
- UIDAI Unique Identification Authority of India
- DDSVP Demographic Data Standards and Verification Procedure
- KYR Know Your Resident
- KYR+ Fields required in addition to KYR fields required by the Registrars
- PoI Proof of Identity
- PoA Proof of Address
- DoB Date of Birth
- RGI Registrar General of India
- TIN Temporary Identification Number provided by RGI
- NGO Non Government Organisation
- CSO Civil Society Outreach
- FI Financial Inclusion

Process Overview

Goals and Objectives

This document is intended to provide necessary inputs to the Enrolment Agency to make sure that the data capture is done in a proper manner and also the verification of the details given is done as prescribed for the process of issuing AADHAAR. The objective is to provide detailed guidelines for the enrolment process which consists of setting up enrolment centres, capturing demographic data and biometric data, handling exceptions, and storage of data.

Scope

- Readiness of Enrolment Centres in terms of logistics, devices, hardware, software and trained operators.
- Verification of Resident's information according to prescribed verification procedure.
- The exercise of collection of demographic data, biometric data and storage.
- Readiness for submission of enrolment data by Enrolment Agencies.

Prerequisites for Process

- Enrolment Agencies appointed by Registrars
- Registration number provided to registrars, enrolment agencies and enrolment centre (Registrar On-Boarding Process)
- Introducers identified (Introducer Enrolment and Monitoring Process).
- Client enrolment software shared with enrolment agencies (Registrar On-Boarding Process).
- Grievance handling and technical support for enrolment agencies and residents in place (Grievance Handling Process).
- Training and certification modules for enrolment agencies in place.
- Communication content and methodology for residents defined (Resident Awareness and Demand Generation Process).

End of Process

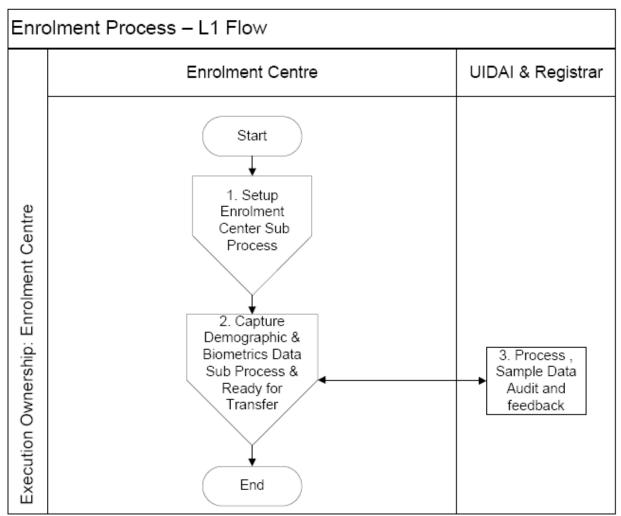
• UID data and biometrics for residents captured and ready to be taken to a designated location for transfer to CIDR (1st Mile Logistics Process)

Roles and Responsibilities

	-			
Role	Organization	Responsibilities		
Enrolment	Enrolment	 Procure certified biometric devices 		
Agency Point of Contact	Agency	 Procure other hardware and infrastructure for enrolments 		
		 Ensure enrolment software is installed on required laptops / desktops 		
		 Load pre-enrolment residents data on enrolment stations laptop, where applicable 		
		 Ensure UIDAI processes and standards are followed 		
		 Assist Registrar develop enrolment schedules 		
		 Work closely with the Registrar in enrolment publicity and awareness at grass-root level 		
		 Ensure availability of certified operators and supervisors at enrolment centres 		
		 Ensure adequate stationary is available 		
		 Ensure adequate backup arrangement at enrolment centre 		
		Take remedial / corrective action in case of process / quality deviations		
		Enable successful data transfer to CIDR		
Enrolment	Enrolment	Setup enrolment station		
Centre Supervisor	Agency	Supervise enrolment process		
Supervisor		 Handle issues and concerns of operators and residents 		
		 Act as an operator, when required 		
		Ensure checklists are filled		
		 Ensure audit feedback, if any, incorporated in process 		
		 Take enrolment data to a designated location for transfer to CIDR 		
		 File, back up and store enrolment data as per UIDAI guidelines 		
Enrolment	Enrolment	Capture demographic and biometric data		
Operator	Agency	 Handle exception cases during capture of data 		
		 Obtain consent letters and make corrections in data recorded, if required 		
		Provide acknowledgement slips to Residents		
Registrar's	Registrar	Audit of Enrolment Centres' readiness		
Supervisor		 Audit of enrolment agency processes and their effectiveness 		
		Verify PoI,PoA,DoB documents in case of document based verification		

Role	Organization	Responsibilities		
Registrar point of	Registrar	 Define enrolment plan including locations and timeframe 		
contact		 Identify suitable locations for setting up enrolment centres 		
		 Ensure pre-enrolment data, where applicable, is available to Enrolment Agency 		
		 Ensure list of Introducers is available with their demographic, biometric details and UID numbers 		
		 Ensure communication reaches the target beneficiaries / residents 		
		 Provide template for paper-based enrolment form containing KYR and KYR+ fields 		
		 Setup mechanism for periodic process and data quality audit 		
UIDAI point	UIDAI	Facilitate certification of biometric devices		
of contact		Provide training content		
		 Appoint a training and certification agency and provide testing content to this agency 		
		 Provide required standards and guidelines 		
		 Vet awareness and publicity content 		
Introducer	Registrar	 Confirm the identity of the resident by giving his/her UID and fingerprints for verification 		
Resident		 Provide demographic and biometric information 		
		 Provide authentic documentation or be introduced by an Introducer 		

4.1 Resident Enrolment Process Flow

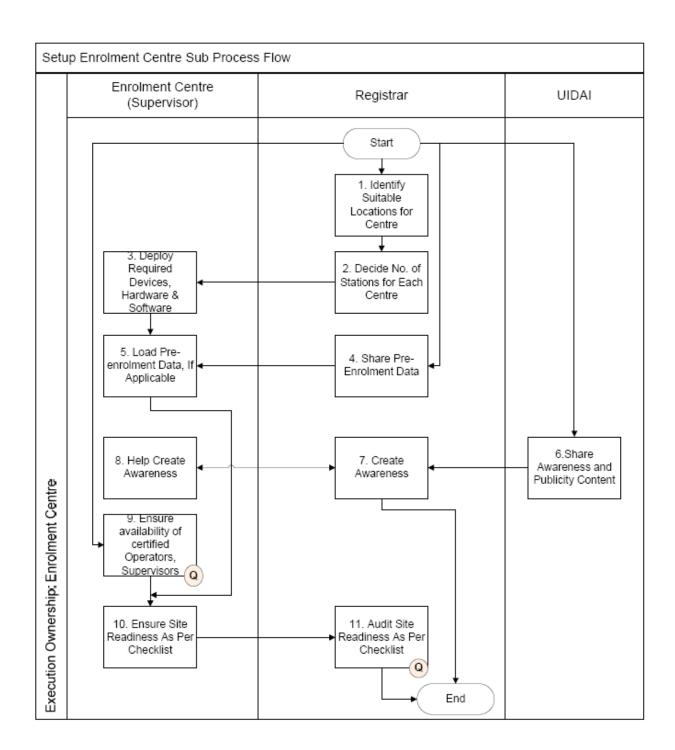


4.2 Resident Enrolment Process Description

S.No	Step	Responsibility	Reference
	Start This process begins when an Enrolment Agency is ready to start enrolling residents. To begin enrolments, Enrolment Agency needs to Setup Enrolment Centre. Go to Step 1.		
1.	Setup Enrolment Centre Initiate sub process 4.3 Setup Enrolment Centre. This contains details on setting up an enrolment centre.	Enrolment Agency	<u>4.3 Setup</u> Enrolment Centre

S.No	Step	Responsibility	Reference
2.	Capture Demographic and Biometric Data and Ready for Transfer After an enrolment centre is ready, Enrolment Agencies can begin the process of capturing residents' demographic and biometric data. For details on how to capture data, go to sub process 4.5 Capture Demographic and Biometric Data. After Data Capture, Data files are to be ready at identified/specified location for transfer to CIDR. Refer external process for 1 st Mile logistics which prescribes the methods by which the data has to be transferred to the Authority. The enrolling agencies are therefore advised to obtain these instructions before they proceed to collect the demographic and biometric data of the willing enrollees. The Unique Identification Authority of India (UIDAI) accords highest importance and primacy to the security of data collected on the enrollees who enrol themselves to obtain Unique Identification Numbers. It is the responsibility of the enrolling agencies to make sure that the data is kept in a very secure and confidential manner and under no circumstances shall they use the data themselves nor part with the data to any other agency than the UIDAI. Privacy of an individual's data is accorded utmost importance by the UIDAI. If there is any violation of privacy by the enrolling agency or through its	Enrolment Agency	4.5 Capture Demographic and and Biometric Data and Ready for Transfer Sub Process External process for 1 st Mile Mile logistics Process Stress
3.	 employees, contractual or otherwise, there shall be a breach of contract, apart from attracting the penal provisions of the Act which will govern the operations of the Authority. Process, Sample Data Audit and feedback UIDAI may do sample data audits for quality. This will reduce the chances of enrolment failures/rejections later due to poor data quality. Registrar should audit adherence to process by enrolment agency to prevent malpractices. These audits may be conducted by the Registrar, a 3rd party appointed by the Registrar. UIDAI may also undertake sample process audit during enrolment and also provide feedback on the audit conducted by the Registrar. Based on feedback, Enrolment Agency may need to make some adjustments/changes in its process. 	UIDAI and Registrar	
	End		

4.3 Setup Enrolment Centre Sub Process Flow



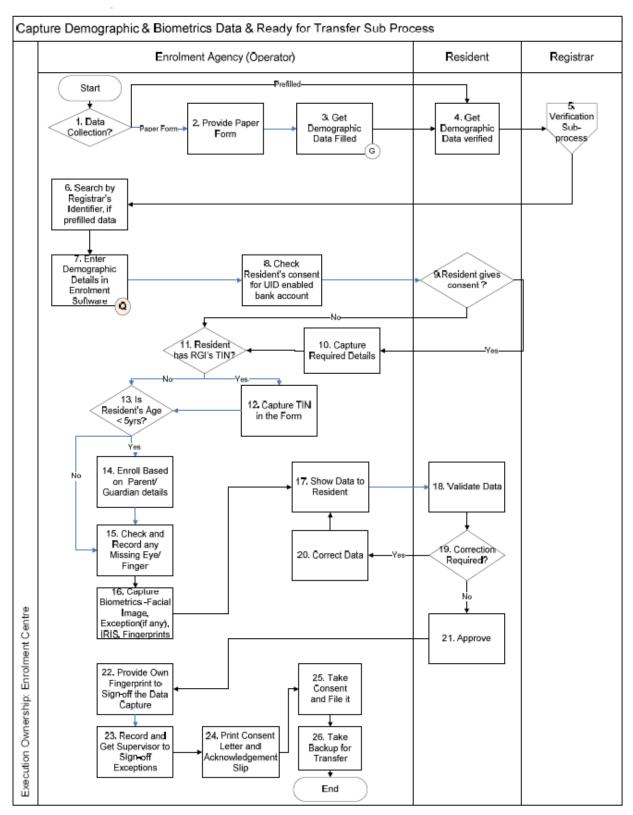
4.4 Setup Enrolment Centre Sub Process Description

S.No	Step	Responsibility	Reference
1.	 Start To setup enrolment centres, activities that need to be initiated are: Step 1 Identify suitable locations for Enrolment Step 4 Share Pre-Enrolment Data, if used Step 6 Ensure Availability of Certified Operators, Supervisors Step 7 Share Awareness and Publicity Content Identify Suitable Locations for Centre Registrar identifies suitable locations where enrolment centres may be setup as follows: Assess details of the area including the terrain, local weather conditions, law and order situation, logistics support etc. The enrolment Centre selected must be secured and protected from the natural elements so that there is no damage or loss to the devices and data. Co-ordinate with the local district administration right from the planning stage to the actual roll-out of the enrolment. In order to cover the difficult-to-reach areas and villages where proper premises are not available, it may be necessary to have mobile enrolment centres. The list of difficult areas will be available with the State Government. In case of mobile enrolment centres/stations, the decision on frequency/period of availability shall be decided by the Registrar based on density of population, geographical terrain etc. 	Registrar	
2.	Decide Number of Stations for Each Centre The number of stations can be decided based on the target number of days for completion of enrolment in the particular area or the district and the expected number of enrollees in the area. It should be borne in mind that only 60-70 enrolments can be done by one station in a day. Typically, the Enrolment Centres set up in an area / district should be able to complete the coverage in 20 – 25 days. This would help focus the efforts of the district/ area administration in the area and also ramp up the publicity in all the modes so as to bring the residents to the Enrolling Centres for the enrolment.	Registrar	

S.No	Step	Responsibility	Reference
3.	Deploy Hardware, Software for Enrolment Ensure all hardware and software as mentioned in the 5.2.1 are deployed at the enrolment centre. Test the hardware / software for proper working.	Enrolment Agency	<u>5.2.1 Checklist</u> for Setting up <u>Enrolment</u> <u>Centre</u>
4.	Share Pre-enrolment Data Available, if Used Where applicable, share the pre-enrolment data / beneficiary database with Enrolment Agencies for carrying out the enrolments. The details of the database need to be discussed and sent to UIDAI in advance in prescribed format and aligned to UIDAI requirements as per technology integration toolkit.	Registrar	5.1.1 <u>KYR Standards</u> for Collecting <u>Demographic</u> <u>Data</u>
5.	Load Pre-enrolment Residents Data on the Enrolment Station Laptop Load and test beneficiary database on enrolment centre laptops / desktops and ensure it is accessible / searchable.	Enrolment Agency	
6.	Share Awareness and Publicity Content Share awareness and publicity content, as detailed in the external process, with the Registrar. Guide them in adapting the content / communication.	UIDAI	
7.	Create Awareness in Target Beneficiaries / Residents Ensure right communication reaches the target resident groups with respect to timing and location for enrolment centres, benefits of enrolling etc.	Registrar	
8.	Help Create Awareness Enrolment Agency needs to assist the Registrar in communication and generating resident awareness. The role of the enrolment agency should be limited to publicising the content provided by the UIDAI/ Registrars. The EA should not add to / modify/delete the content provided by Registrar/ UIDAI.	Enrolment Agency	
9.	Ensure Availability of Certified Operators, Supervisors Although training is not mandatory, certification is mandatory for Operators. Ensure certified Operators and Supervisors are available at enrolment centres. The no. of certified Operators should be more than the no. of stations for job rotation and avoiding Operator fatigue.	Enrolment Agency	
	The supervisor is required to handle any situation that requires immediate attention and handle exceptions 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 so that the downtime can be minimized.		
	Proceed to Step 10. Ensure Site Readiness and Fill Checklist.		

S.No	Step	Responsibility	Reference
10.	Ensure Site Readiness and Fill Checklist Ensure the enrolment centre is setup as per <u>5.2.1 Checklist for</u> <u>Setting up Enrolment Centre</u> . Document exceptions, if any, and sign-off the checklist.	Enrolment Agency	<u>5.2.1 Checklist</u> for Setting up Enrolment <u>Centre</u>
11.	Audit Site Readiness Audit enrolment centre for readiness using <u>5.2.1 Checklist for</u> <u>Setting up Enrolment Centre</u> . The Registrar's supervisor will also sign-off the checklist.	Registrar (Supervisor)	
	End		

4.5 Capture Demographic and Biometric Data and Ready for Transfer Sub Process Flow



4.6 Capture Demographic and Biometric Data and Ready for Transfer Sub Process Description

S.No	Step	Responsibility	Reference
	Start		
	This is the sub-process where actual resident enrolment begins. This process begins when a resident approaches an Enrolment Centre for enrolment.		
1.	Pre-Filled Data? Initial collection of demographic data can happen via multiple channels. The data can be either extracted from a pre-filled database OR the data can be filled in a paper-based form when a resident approaches an enrolment centre. If pre-filled data is not available, proceed to Step 2. Provide Paper Form Else go to step no. 4.	Enrolment Agency (Operator)	
2.	Provide Paper Form Enrolment forms (containing KYR fields) must be filled up at the enrolment centre along with Resident's signature. A Registrar can choose to have the Enrolment form as a part of their enrolment form OR to have separate forms for capturing KYR and KYR+ fields. These paper-based forms are to be maintained at enrolment centres.	Enrolment Agency (Operator)	<u>5.2.2 Enrolment</u> Form
3.	Get Demographic Data Filled Up Guide resident in filling up and signing the form. If the Resident is unable to fill the form himself / herself, operator may take assistance from local support such as (but not limited to) Village Accountant, Field Inspector, Introducer, NGOs / CSOs etc. Refer standard 5.1.1 for details on capturing the KYR field. Refer guideline 5.1.2 for details on capturing resident demographic information.	Enrolment Agency (Operator)	<u>5.1.1. KYR</u> <u>Standards for</u> <u>Collecting</u> <u>Demographic</u> <u>Data</u> <u>5.1.2. Detailed</u> <u>Guidelines for</u> <u>Recording</u> <u>Demographic</u> <u>Data</u>
4.	Get demographic data verified. Resident needs to get the demographic data provided by him/her verified. Resident need to carry Original documents and a photocopy of PoI,PoA,DoB for verification.	Resident	
5.	 Refer Verification Sub Process Flow for details 2 Distinct methods of verification are discussed in this document Based on supporting documents Based on introducer system 	Registrar (Supervisor)	
6.	Retrieve by Registrar's Identifier, if prefilled data If the resident is already a part of the Registrar's beneficiary	Enrolment Agency	

	database astrians and dant's daman and bis data's and a	(Operator)
	database, retrieve resident's demographic details using the Registrar's Identifier. Some examples are (but not limited to)	(Operator)
	 Ration card no (Food and Civil Supplies Department as Registrar) 	
	 Job card no (Rural Development Department as Registrar) 	
	 Policy no (LIC as Registrar) 	
	 TIN (RGI as Registrar) 	
	 EPIC no (Election Commission as Registrar) 	
	PAN no (Income Tax Department as Registrar)	
7.	Enter Demographic Details in Enrolment Software	Enrolment
	Enter the verified demographic details in the enrolment software. The software has built-in features to ensure completion of mandatory data fields.	Agency (Operator)
	In case data has been retrieved using Registrar's identifier, then check and correct/complete the demographic data.	
8.	Check Resident's Consent to participate in FI?	Enrolment
	Check with resident if he/she wants to participate in the scheme of financial inclusion (FI) by linking his current Bank A/C to his UID or by opening a new Bank A/C on the basis of his UID.	Agency (Operator)
9.	Resident gives consent	Resident
	If the resident has consented with a "Yes" to participate in financial inclusion and linking/opening a bank A/C with his UID, proceed to step 10 to Capture Required Details. If resident does not give his/her consent, proceed to step 11 Resident has RGI's TIN?	
10.	Capture Required Details	Enrolment
	If the resident has an existing bank A/C, the following details must be procured:	Agency (Operator)
	Name, Bank, Bank Branch, A/C Number and IFSC Code(to be filled in by the enrolment operator from the dropdown he'll have access to, in case the resident is unaware of the same).	
	Irrespective of the registrar being a bank or non-bank, the above details have to be mandatorily filled in the enrolment form. Any additional information that a bank registrar would want to process may well be done after the above requirements are fulfilled.	
	If a resident has consented to participate in FI, and doesn't have an existing bank A/C, then the enrolment station must procure from the resident his preferred bank in which he	
	wants to open a UID enabled bank account from the list of banks available with the enrolment station, and fill in the BIN (Bank Identification Number) for the same.	

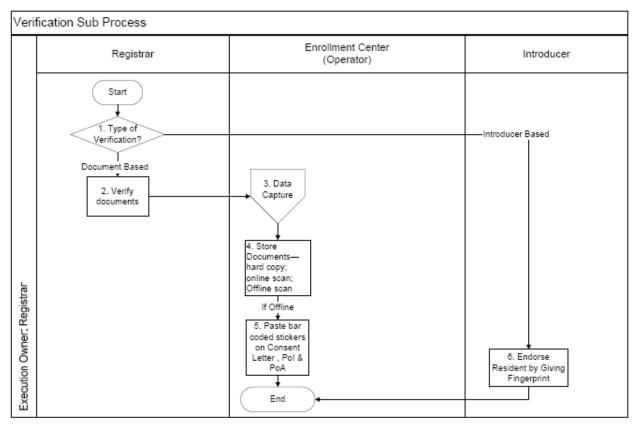
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	the resident has an existing A/C in this Registrar's bank. In such a case, an existing A/C in any other bank will mean the same as having 'No' bank account.		
	If the registrar is a bank, then their own BIN must be entered. This is subject to the approval of the resident's consent to open a new account with the registrar bank. If the resident denies doing so, proceed to check in step 11.		
11.	Resident has RGI's TIN?	Enrolment	
	The Operator should check with the resident if the RGI (census) officials have visited his / her household for the census survey.	Agency (Operator)	
	If yes, proceed to Step 12. Capture TIN in the Form		
	 If no, proceed to next check in Step 13. Is Resident's Age< 5yrs? 		
12.	Capture TIN in the Form	Enrolment	
	The RGI official would have provided a TIN / schedule no. to the household / individual. Capture the same in the enrolment software. Operator can inform the resident that this will be used for sharing resident's AADHAAR number with RGI. The resident may already have an AADHAAR prior to RGI process.	Agency (Operator)	
13.	Is Resident's Age< 5yrs?	Enrolment	
	Check if the resident's age is less than 5 years.	Agency (Operator)	
	If yes, proceed to Step 14. Enrol based on Parent/Guardian Details		
	If no, proceed to Step 15. Check and Record for any Eye/ Finger Missing		
14.	Enrol based on Parent/Guardian Details	Enrolment	
	In case of children below the age of 5 years one of the parents' or guardian's name shall be recorded and UID or Enrolment Number (either of the two numbers) shall be recorded. This is mandatory.	Agency (Operator)	
	If the child is being enrolled along with his father /mother / guardian, first enrol the parent / guardian and record the parent's enrolment no. in the child's form.		
	If the father /mother / guardian of the child has either not enrolled or does not possess AADHAAR number at the time of enrolment, the enrolment of that child cannot be done unless the above requirements are fulfilled.		
15.	Check and Record for any Eye/ Finger Missing	Enrolment	
15.	Check resident's eyes and fingers for fitness (missing/amputated). If the resident has any deformities, these also have to be captured on the Demographic screen.	Agency (Operator)	
	Enter Details of "Missing Eye Indication" or		

	"Missing Finger Indication" as appropriate.		
	In such a case, the operator shall assist the resident in the fingerprint capture to avoid capture of the extra finger/s.		
16.		Enrolment	5.1.4
10.	Capture Biometrics - Facial Image, IRIS and Fingerprints	Agency (Operator)	<u>Biometric</u> <u>Data Capture</u> <u>Standards</u>
	Guide the resident to occupy the chair in front of the enrolment station. The resident should be instructed to be seated properly with their back upright and their face towards the camera.		<u>5.1.5</u> <u>Detailed</u> <u>Guidelines</u> for Collecting
	The images of all the ten fingers are to be captured. The fingerprints must be captured in the sequence of slaps of four fingers of left hand, right hand followed by the two thumbs.		<u>Biometric</u> Data
	The Operator can visually verify facial image quality. Apart from this in-built quality checks in the software indicate the quality of biometrics at each stage. If any biometric exceptions have been specified on the demographic screen, these should be captured as		
	photographs on the Photograph screen.		
	The software forces re-captures for a fixed number of times when quality is not OK. Afterwards the Operator may try capture again but will not be forced by the system. However, it should be borne in mind that the forced capture should not become harassment for the resident.		
	If required, ask resident to clean hands on towel and/or help to apply little more pressure on hand while taking image again. Similarly, guide resident to get appropriate quality of iris and facial images.		
	Policies for biometric capture:		
	Iris - above 5 yrs mandatory (also used for de- duplication)		
	Fingerprint - above 5 yrs capture		
	Fingerprint - above 15, treated like adult		
	Face - all mandatory including infants		
	Below 5 yrs - guardian/parent mandatory, after that		

	optional		
	Any biometric exception (any finger missing, any eye missing) - extra photo as well as supervisor signature		
	AADHAAR Enrolment Client software automatically takes care of enforcing these policies. UIDAI may, from time to time, make modifications to these policies		
17.	Show Data to Resident The Operator shows the data entered to the resident on a monitor facing the resident and if required, reads out the content to the enrollee, to ensure that all details captured are correct.	Enrolment Agency (Operator)	
18.	Validate data	Resident	
	The resident will ensure that all details entered in Demographic form are correct.		
19.	Correction Required?	Resident	
	In case any errors are pointed out to the		
	Operator. go to step no.20, Correct Data Else go to step no.21, Approve.		
20.		Canalas ent	
20.	Correct Data The EA Operator then corrects the errors pointed out and again shows the data to the resident.	Enrolment Agency (Operator)	
21.	Approve	Resident	
	If no corrections are required, resident will approve the data.		
22.	Provide Own Fingerprint to Sign-off the data capture	Enrolment Agency	
	The Operator will then provide own Fingerprint to sign-off the data captured.	(Operator)	
	CIDR will process for an operator that is enrolled and has been added to valid operator list by EA.		
23.	Record and Get Supervisor to Sign Off Exceptions	Enrolment Agency	<u>5.1.6</u> Handling
	The Supervisor may sign off any exceptions observed in Data Collection.	(Operator)	Exceptions
24.	Print Consent Letter and Acknowledgement	Enrolment	5.2.3
	Print Acknowledgement slip and provide to	Agency (Operator)	Acknowledge ment Slip

	resident.		<u>and Consent</u> Letter(draft format)
25.	Take Consent and file it Operator will take Resident's consent (signature/thumb impression) and file this copy.	Enrolment Agency (Operator)	
26.	Take Backup for Transfer Operator maintains backup of data captured. Also, Operator exports data to a memory stick and keeps it ready for transfer at a specified location. Refer 1 st Mile Logistics Process for Data Transfer flow and Guidelines	Enrolment Agency (Operator)	External Process Refer 1 st Mile Logistics Process for Data Transfer flow and Guidelines
	End		

4.7 Verification Sub Process Flow



4.8 Verification Sub Process Description

S. No	Step	Responsibility	Reference
	Start It is essential that key demographic data is verified properly.		
1.	 Type of Verification 2 Distinct methods of verification are discussed in this document Based on supporting documents Based on introducer system 	Registrar	
2.	Verify Documents Registrar's Supervisor verifying the documents should be a pre enrolled resident. He may be covered during the special drive for Introducers. For Verification based on Documents, the Registrar's Supervisor present at the Enrolment Centre will verify the documents and sign/stamp the documents as a proof of Verification. If pre-enrolment data is used Registrar's Supervisor will verify those documents (like Ration Card, NREGA job card	Registrar (Supervisor)	<u>5.1.3.</u> <u>Documents for</u> <u>Verifying PoI,</u> <u>PoAand DoB</u>

—	etc.).		
	In case Enrolment form is used for filling demographic data, then Supervisor will verify form details against PoI, PoA, DoB documents.		
	Verify Name, Date of Birth, Address against PoI, DoB and PoA documents. Refer Guideline <u>5.1.3</u> for list of applicable documents.		
	Verify Name and UID of Parent/Guardian in case of children.		
	Registrar's Supervisor will then sign and stamp the photocopy of documents verified.		
3.	Capture Demographic and Biometrics Data and Ready for Transfer Sub Process	Enrolment Agency (Operator)	4.5 Capture Demographic
	After verification by Registrar, the Operator will follow the process of capturing Demographic and Biometrics Data and keep it ready for transfer to CIDR.		and Biometrics Data and Ready for Transfer Sub Process
	Refer 4.5 Capture Demographic and Biometrics Data and Ready for Transfer Sub Process		
4.	Store Documents	Enrolment Agency	
	These documents need to be maintained by the Registrar at least for 7 years from the date of capture or as specified by UIDAI from time to time.	(Operator)	
	In case of any legal requirements, Registrar shall furnish necessary documents as required by UIDAI.		
	The Registrar may store documents in either		
	Hard copy or		
	 Digitise documents by online scanning during the process of data capture or 		
	 Digitise documents offline and allot Document Identification Number(DIN) – barcode 		
	Registrar to prescribe suitable documentation management system for easy tracking and retrieval of documents.		
	If Scanned offline, bar coding can be useful in tracking, as explained in step no.5.		
	Else End.		
5.	Paste bar coded stickers on Consent Letter, PoI and PoA	Enrolment Agency	
	To save on online scanning cost and time, a Registrar may opt for offline scanning of documents. If this is the case, the Operator will paste pre-printed bar coded stickers on these documents. The bar code will be read and stored on the Resident file.	(Operator)	
	When scanning of documents will take place at a later stage, then the bar code reader will read the bar code on any of these documents. PoI, PoA documents will then be scanned and attached to the data file of the Resident that is retrieved using bar code.		

6.	Endorse Resident by giving fingerprint	Introducer	
	The Introducer will go through all the details to ensure that he endorses correctly. The Introducer ensures that all the residents that he is about to endorse are known and given particulars are correct. The concept of inclusiveness should not take away the credibility of the Introducer system. Any false verification by Introducer shall make him liable for legal action.		
	The Introducer can endorse a resident and vouch for the validity of Resident's information by giving his/her thumbprint in the enrolment software's "Review" tab. In addition he/she should sign the Enrolment form endorsing the resident. Introducer will validate by giving fingerprint.		
	End		

5. Appendix

5.1 Standards and Guidelines

Information	Fields	Verification Required	Verification Procedure
Personal	Name	Yes	 Any of the POI documents Introducer for people who have no documents
Details	Date of Birth ##	No	
	Gender	No	
Address Details	Residential Address(For UID letter delivery and other communications)	Yes	 Any of the POI documents Introducer for people who have no documents Address will be physically verified during UID letter delivery. But Resident's physical presence not required during letter delivery
Parent/ Guardian Details	Father's/ Husband's/ Guardian's Name* Father's/ Husband's/ Guardian's UID* Mother's/ Wife's/ Guardian's Name* Mother's/ Wife's/ Guardian's UID*	Conditional Conditional Conditional Conditional	 No Verification of Father/ Husband/Guardian in the case of adults No Verification of Mother/ Wife/Guardian in the case of adults
Introducer Details	Introducer Name** Introducer's UID**	Yes	 Introducer's Name, UID on the form Introducer's thumbprint endorsing the resident in the Review tab of the enrolment software. In case Introducer is not present at the time of enrolment, he/she can review the list later and endorse.
G + + D + "	Mobile Number	No	
Contact Details	Email Address	No	

5.1.1 KYR Standards for Collecting Demographic Data

A flag is maintained to indicate if Date of Birth (DoB) is verified, declared, or approximate. In case exact DoB is not known, resident should indicate the age only. Enrolment software has the provision to capture age & calculate the year of birth.

* For infants, Father/ Mother/ Guardian's name (at least one) and UID is mandatory.

* For children under a particular age, biometric de-duplication will not be done. Hence their UID will be flagged as such until they are biometrically de-duplicated at a later age. Their UID will be linked to at least one of the parent's UID.

* In the case the adult is not in a position or does not want to disclose, name of either Father/ Husband/ Guardian or Mother/ Wife/ Guardian, select the flag in the enrolment software to indicate that resident has not given the relationship details.

** For residents with no document proof, an "Introducer" should certify his/ her identity.

5.1.2 Detailed Guidelines for Recording Demographic Data

i. Name

- 1. The Enrolment Agency should verify the proof of identity documents produced by the individual before recording the name.
- 2. The name of the person **in full** should be entered in the boxes provided for this purpose. Leave single box between two separate words.
- 3. It is very important to write the person's name very carefully and correctly. For example, the respondent may tell that his name is V. Vijayan whereas his full name may be Venkatraman Vijayan and similarly R. K. Srivastava's full name may actually be Ramesh Kumar Srivastava. Similarly, a female enrollee may tell her name as K. S. K. Durga while her full name may be Kalluri Surya Kanaka Durga.
- 4. Ascertain from her/him the expansion of her/his initials and check the same in the documentary evidence produced before recording the name in full.
- 5. In case of difference in the name declared and the one in document (PoI), the name as declared by the resident may be recorded by the Enrolment Agency provided the difference is only in spelling.
- 6. If two documentary proofs produced by the enrollee have variation in the same name (i.e., with initials and full name), the enrollee's preferred name should be recorded.
- 7. Sometimes the infants and children may not have been named yet. Please try to ascertain the intended name for the child by explaining to the enrollee the importance of capturing the name of the individual for allotting UID.
- 8. In case of non availability of supporting documents for Pol, the name should be recorded with the assistance of the Introducer.

ii. Date of Birth (DoB)

- 1. Write date of birth of Enrolment Agency, indicating day, month and year in the relevant boxes provided. Record the day (2 digits), month (2 digits) and year (4 digits).
- 2. In the Date of Birth Field, depending on the clarity / proof provided by the resident, following should be captured:
 - "V" When the DoB can be verified from a documentary evidence
 - "D" When resident declares the DoB without any documentary evidence

"A" – When the resident is unable to give exact DoB and the approximate age has been

iii. Gender:

given

1. Gender has to be recorded by the Enrolment Agency as declared by the enrollee in the box provided by recording Male, Female or Transgender 'M' or 'F' or 'T' respectively.

iv. Residential Address:

- 1. Record the residential address in the boxes provided.
- 2. The address should be recorded as available in the documentary evidence produced by the enrollee. Leave space between two words. Please ensure that the particulars are filled up correctly.
- 3. In line 1 of the address capture "care of" persons name if any. (Usually this has to be captured for children and old age people living with parents and children respectively). If not available, leave the Address line 1 blank.
- 4. Generally in rural areas, Building number, House number etc. are not available. If not available leave the address line 2 blank.
- 5. Write the Street Name, if any, in Address line 3, otherwise leave it blank.

- 6. Write major/minor landmark if any in address line 4 otherwise leave it blank.
- 7. Write name of Mohalla/Locality/Post Office in address line 5, otherwise leave it blank.
- 8. Name of the village/town/city is to be written in address line 6.
- 9. Write the name of District and State in address line 6 and 7.
- 10. Ascertain the Postal Index Number Code(PIN code) and record in the boxes.

v. Parent/ Spouse /Guardian Information (Conditional)

- 1. Filling the father / husband / guardian or Mother / Wife / Guardian field is mandatory for all. If they are enrolled their UID should be recorded.
- 2. In case the adult is not in a position or does not want to disclose, xxx should be recorded in the field.
- 3. In case of children below the age of 5 years one of the parents' or guardian's name is recorded and UID or Enrolment Number is recorded. It is mandatory.
- 4. If the child's father /mother / guardian has / have not enrolled and / or do / does not possess an UID at the time of enrolment, the enrolment of that child cannot be done unless the above requirements are fulfilled.

vi. Relationship type (Conditional):

- 1. This field is mandatory if the information in the above field is available, otherwise leave this field as blank.
- 2. Here the relationship type of the above field to be recorded as "F" for Father, "M" for Mother, "H" for Husband, "W" for Wife and "G" for Guardian.

vii. Introducers Name (Conditional):

- 1. Name of the Introducer has to be recorded in this field in case where enrollee is not able to produce any documentary evidence as Pol and PoA.
- 2. When the enrollee depends on Introducer for proof of verification, the UID of the Introducer is mandatory.

viii. Mobile Number (optional):

1. If the enrollee possesses and is willing to provide his/her mobile/landline number, this optional field can be filled in.

ix. Email address (optional):

1. If the enrollee possesses and is willing to provide his/her e-mail ID, this optional field can be filled in.

5.1.3 Documents for Verifying Pol, PoA and DoB

Suppo	Support PoI Documents Containing Name and Photo			
3uppo 1.	Passport			
2.	PAN Card			
3.	Ration/ PDS Photo Card			
3. 4.	Voter ID			
5.	Driving License			
6.	Government Photo ID Cards			
7.	NREGS Job Card			
8.	Photo ID issued by Recognized Educational Institution			
9.	Arms License			
10.	Photo Bank ATM Card			
11.	Photo Credit Card			
12.	Pensioner Photo Card			
12.	Freedom Fighter Photo Card			
13.	Kissan Photo Passbook			
14.	CGHS / ECHS Photo Card			
16.	Address Card having Name and Photo issued by Department of Posts			
17.	Certificate of Identify having photo issued by Group A Gazetted Officer on letterhead			
	rted PoA Documents Containing Name and Address			
1.	Passport			
2.	Bank Statement/ Passbook			
3.	Post Office Account Statement/Passbook			
4.	Ration Card			
5.	Voter ID			
6.	Driving License			
7.	Government Photo ID cards			
8.	Electricity Bill (not older than 3 months)			
o. 9.	Water bill (not older than 3 months)			
9. 10.	Telephone Landline Bill (not older than 3 months)			
11.	Property Tax Receipt (not older than 3 months)			
12.	Credit Card Statement (not older than 3 months)			
12.	Insurance Policy			
14. 15.	Signed Letter having Photo from Bank on letterhead Signed Letter having Photo issued by registered Company on letterhead			
15.	Signed Letter having Photo issued by Recognized Educational Instruction on letterhead			
	NREGS Job Card			
17.	Arms License			
18.				
19.	Pensioner Card Emodem Fichter Card			
20.	Freedom Fighter Card			
21.	Kissan Passbook			
22.	CGHS / ECHS Card			
23. Jattarb	Certificate of Address having photo issued by MP or MLA or Group A Gazetted Officer on			
letterhe				
24.	Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas)			
25.	Income Tax Assessment Order			
26.	Vehicle Registration Certificate			
27.	Registered Sale / Lease / Rent Agreement			
28.	Address Card having Photo issued by Department of Posts Casta and Deminila Cartificate baying Photo issued by State Cavt			
29.	Caste and Domicile Certificate having Photo issued by State Govt. rted Proof of DoB Documents			
Suppo 1.	Birth Certificate			
	SSLC Book/Certificate			
2.				
3.	Passport Certificate of Date of Birth issued by Group A Gazetted Officer on letterhead			
4.	Certificate of Date of Diffit issued by Group A Gazetted Officer off fetterhead			

5.1.4 Biometric Data Capture Standards

The biometrics are to be collected by the Enrolling Agency based on the standards laid down by the UIDAI. The recommended standards for the capture of facial image, finger prints and the iris are as follows:

i. Face Image Capture

Key Decisions	Summary of Decisions		
Enrolment			
Image capture	Full frontal, 24 bit colour		
Digital / Photographic requirements	Per ISO 19794-5 Section 7.3, 7.4, 8.3 and 8.4 with Section 8.3 of Technical Corrigendum 2.		
	Inter-eye distance – minimum 120 pixels.		
Pose	Per ISO 19794-5 Section 7.2.2		
Expression	Neutral expression. Specified as best practices.		
Illumination	Per ISO 19794-5 Section 7.2.7		
Eye Glasses	Per ISO 19794-5 Section 7.2.11		
Accessories	Permissible for medical and ethical reasons only.		
Multiple samples of face	Yes. Recommended for automatic face recognition.		
Operational	Per ISO 19794-5 Section 7.2.4 – 7.2.10		
Assistance Yes. Specified as best practices.			
Segmentation and feature extraction	Recommended for automatic face recognition		
Quality check	Yes. Specified as best practice.		
Storage and compression	Uncompressed image strongly recommended. For legacy reasons, lossless JPEG 2000 colour accepted.		
Authentication			
Image capture	Same as enrolment		
Compression	JPEG 2000 colour compression recommended. Compression ratio to be less than 10:1		
Number of Images	One full frontal image		

ii. Finger Print Capture

Key Decisions Summary of Decisions		
	Enrolment	
Image capture		
Plain or rolled	Plain, live scan	
Number of fingers Ten		
Device characteristics Setting level 31 or above, EFTS/F certified		
Quality check Yes – Specified as best practice. Avoid NFIQ quality 4 and 5 level fingerprints.		
Operational		

Key Decisions	Summary of Decisions	
Assistance	Yes – Specified as best practice	
Corrective measure	Yes – Specified as best practice	
Storage and transmission Compression	Uncompressed image strongly recommended. For legacy reasons, JPEG 2000 or WSQ compression accepted.	
Storage format	Per ISO Section 8.3 No deviation necessary	
Minutiae format	Per ISO Section 8.3. No deviation necessary	
Multi-finger fusion algorithm	Recommended. Application dependent.	
Authentication		
Image capture		
Number of fingers	No minimum, no maximum. Application dependent. Recommended as best practice	
Any finger option	Yes. Recommended as best practice	
Retry	Maximum 5. Recommended as best practice.	
Device characteristics	Setting level 28 or above	
Transmission format	Per ISO. No tailoring necessary	
Compression	JPEG 2000 compression recommended. Compression ratio to be less than 15:1	
Minutiae format	Per ISO 19794-2. No tailoring necessary	

Key Decisions	Summary of Decisions	
Enrolment		
Image	Two eyes, > 140 pixel image diameter (170 pixel preferred), image margin 50% left and right, 25% top and bottom of iris diameter	
Device Characteristics	Tethered, autofocus, continuous image capture, exposure < 33 mille-second, distance >300 mm for operator control, > 100mm Enrolee control	
Operational	Operator controlled strongly preferred. No direct natural or artificial light reflection in the eye, capture location: indoor.	
Segmentation	Non-linear segmentation algorithm	
Quality Assessment	Per IREX II recommendations	
Compression and Storage	ISO 19794-6 (2010) data format standard as tailored in Section 11 JPEG 2000 or PNG lossless compression, KIND_VGA of Table A.1 of ISO 19794-6 (2010)	
Authentication	Same as enrolment except One and / or two eyes JPEG 2000	

5.1.5 Detailed Guidelines for Collecting Biometric Data

i. Fingerprint Capture

a. Left Hand Fingerprints: The Enrolee should be requested to place all four fingers of the left hand to platen of the fingerprint scanner for the four-finger capture to ensure good contact and maximize the area of the captured fingerprints.

b. If **automatic** capture does not happen, the operator should force the capture through option available in the enrolment software. The capture software will allow forced capture only after at least one attempted automatic capture for that Enrolee.

c. The operator should visually check the image for quality and for typical problems. In case there are problems go back to steps above to retry the capture.

d. If capture is still not possible, move on to the next step to capture the fingerprints of the right hand.

e. **Right Hand Fingerprints:** The Enrolee should be requested to place all four fingers of the **Right Hand** to platen of the fingerprint scanner for the four-finger capture to ensure good contact and maximize the area of the captured fingerprints.

f. If **automatic** capture does not happen, the operator should force the capture through option available in the enrolment software. The capture software will allow forced capture only

after at least one attempted automatic capture for that Enrolee.

g. Visually check the image for quality and for typical problems. In case there are problems go back to steps above to retry the capture.

If capture is still not possible, move on to the next step to capture the fingerprints of the two thumbs.

i. **Two Thumbs:** The Enrolee should be requested to place **Two Thumbs** to platen of the fingerprint scanner for the capture to ensure good contact and maximize the area of the captured fingerprints.



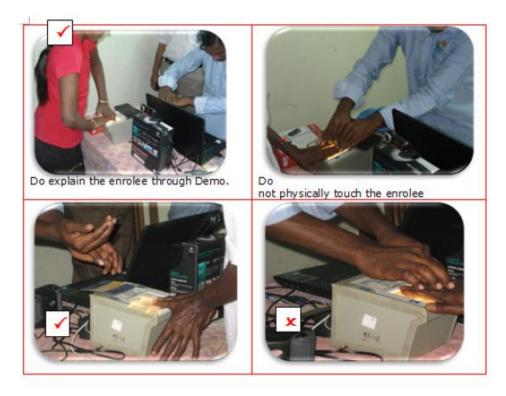




j. If **automatic** capture does not happen, the operator should force the capture through option available in the enrolment software. The capture software will allow forced capture only after at least one attempted automatic capture for that Enrolee.

k. Visually check the image for quality and for typical problems. In case there are problems go

back to steps above to retry the capture.



ii. Facial Image Capture

a. **Enrolee Position:** For capturing facial image, it is advisable for the operator to adjust the camera instead of the Enrolee to position herself/himself at the right distance or in the right posture.

b. Focus: The capture device should use auto focus and auto-capture functions. The output image should not suffer from motion blur, over or under exposure, unnatural coloured lighting, and radial distortion. Interlaced video frames are not allowed.

c. Expression: Expression strongly affects the performance of automatic face recognition and

also affects accurate visual inspection by humans. It is strongly recommended that the face should be captured with neutral (non-smiling) expression, teeth closed and both eyes open.

d. **Illumination:** Poor illumination has a high impact on the performance of face recognition. It is difficult for human operators to analyze and recognize face images with poor illumination. Proper and equally distributed lighting mechanism should be used such that there are no shadows over the face, no shadows in eye sockets, and no hot spots.



e. Eye Glasses: If the person normally wears glasses, it is recommended that the photograph be taken with glasses. However, the glasses should be clear and transparent so that pupils and iris are visible. If the glasses are with tint, then direct and background lighting sources should be tuned accordingly.

- f. Accessories: Use of accessories that cover any region of the face is not permitted.
- g. However, accessories like eye patches are allowed due to medical reasons.
- h. Further, accessories like turban are also allowed as religious practices.
- i. Operators need to be trained to obtain the best possible face images that satisfy requirements.

iii. Iris Capture

a. Iris pattern of each eye is not correlated, and gives two independent biometric feature sets. It assures correct assignment of left and right eyes and allows for more accurate estimation of roll angle.

b. In order to obtain good quality template, the iris image diameter should be a minimum of 170 native pixels.

c. In order to retain sufficient image surrounding the iris for the purpose of identifying the left or right eye as well as for a more accurate iris segmentation, the margins around the iris portion of the image need to be at least 50% of the iris diameter on



the left and right sides of the image, and a least 25% of the iris diameter on the top and bottom of the image.

d. The capture device should be more than 300 mm away from the Enrolee to be considered nonintrusive.

e. The capture device should use auto focus and auto-capture functions.

f. In special circumstances where the Enrolee has to position herself or himself, the capture device should be more than 100mm away but the device should use a visor or other mechanical alignment aid to enable the Enrolee to position themselves.

g. In order to provide an acceptable level of usability and ease of alignment, the camera must allow for some variability in the position of the iris centre relative to the camera. This variability is defined by position tolerances in the horizontal, vertical, and axial dimensions that together define a volume (the "capture volume") within which the centre of the iris must be located in order to enable image capture.

h. For two eye capture devices, the capture volume dimensions for devices without mechanical alignment aids are 19 mm wide, 14 mm high, and 20 mm deep, and for devices with such aids, 19 mm wide, 14 mm high, and 12 mm deep.

i. The iris image capture device must be capable of capturing light in the range of 700 to 900 nanometres. The camera's near infrared illuminator(s) must have a controlled spectral content, such that the overall spectral imaging sensitivity, including the sensor characteristics, transfers at least 35% of the power per any 100 nm-wide sub-band of the 700 to 900 nm range.

The iris image capture sensor shall use progressive scanning.

k. Illumination shall be compliant with illumination standard IEC 825-1 and safety specification ISO 60825-1.

 In order to achieve acceptable recognition accuracy, the iris acquisition sensor must achieve a signal-to-noise ration of at least 36dB.

m. Within the frequency range of interest, 700 to 900 nm, the iris sensor shall generate images with at least 8 bits per pixel.

n. The operator and not the Enrolee will handle the capture device.

 The Enrolee will be required to sit (or stand) in a fixed position, like taking a portrait photograph.

p. The iris capture device or the connected computer would be able to measure the iris image quality. An initial image quality assessment would be done to provide feedback to the operator during the capture process. The device alerts the operator if the captured iris image is of insufficient quality.

q. The iris capture process is sensitive to ambient light. No direct or artificial light should directly reflect off Enrolee's eyes.

5.1.6 Handling of Exceptions

There would be instances where the enrollee would not be in a position to give complete set of biometrics as required by the UIDAI owing to reasons such as injury, amputation of the fingers / hands and similar problems with the eyes. The following sets of guidelines are to be borne in mind while handling such exceptions.

i. Exceptions in capturing Facial Image capture

S.No	Problem	Suggestions
a.	Unable to capture	 No flash is to be used.
	image due to poor light:	b. Contact the local state government authorities to improve the ambient light.
		c. If there is inadequate lighting because of low voltage, use the generator backup to improve the lighting.
		 Consider moving the enrollment station to a location in the room with better light.
		e. The non-capture could be because of bright light behind the
		backdrop. The backdrop should be preferably placed against an opaque wall/partition.
b.	Unable to crop image	a. If it is strict religious attire, choose the manual capture option.
	because of turban /	b. If the headgear can be removed this may be requested politely by
	head scarf:	the operator.
		c. In the case of lady enrollees, it would be advisable for a lady
		operator, or volunteer to undertake this process.
c.	Enrollee unable to keep	Assistance may be provided to the enrollee. In case of lady enrollees,
	head / torso still and	assistance is to be provided by the lady operators or volunteers.
	vertical:	

ii. Exceptions in handling Fingerprint Image capture

S.No	Problem		Suggestions
a.	Missing /	i.	I
	amputated /	ii.	The fingerprints of remaining fingers are captured by the operator
	bandaged fingers		
b.	Unable to crop	i.	If it is strict religious attire, choose the manual capture option.
	image because of	ii.	If the headgear can be removed this may be requested politely by
	turban / head scarf		the operator.
		iii.	In the case of lady enrollees, it would be advisable for a lady
			operator, or volunteer to undertake this process.
с.	Fingerprint	i.	If standard image of the finger prints are not possible for an
	captured is not of		enrollee despite repeated attempts, the operator should politely ask
	the requisite quality		the enrollee to wash his hands. The operator can provide a wet
			sponge or towel available in the centre.
		ii.	The operator can request the enrolled to apply pressure on the
			platen to increase the area of contact and thereby obtain image of the requisite quality.
		iii.	For applying pressure he would firstly rely on efforts of the
			enrollee. If not successful, the operator can take the permission of
			the enrollee and assist her/him in applying the pressure to capture
			the image.
		iv.	It has to be ensured that assistance to women enrollees has to be
			provided by women operators / volunteers.
		v.	The operator would make a reasonable number of attempts to
			capture the biometrics of the resident. The number of attempts that
			can be made is built into the software.
d.	Inability to flatten	1.	The operator with due permission from the enrollee may assist the
	the fingers		enrollee in order to attempt capture of the fingerprints.

S.No	Problem	Suggestions
		 ii. In case this is not successful, the operator may try to obtain fingerprints to the extent that the enrollee is able to flatten and place her / his fingers on the platen. iii. The enrollee can then be made to move to the next set of fingerprints of the other hand or the two thumbs.
e.	Worn out ridges or hands blackened through mehendi or any other substance	 a. Attempt a manual capture b. Proceed to capture fingerprints of fingers which are not blackened or without worn out ridges.

iii. Exceptions in handling Iris Image capture

If capturing Iris image is not possible due to non-existence of one or both eyes or bandage across one or both eyes / any other deformity or disease the same has to be recorded in the system.

S.No	Problem	Suggestions	
a.	Squint / disoriented eye	a. If the capture of both eyes at a time is not possible, the single eye iris scan device may be usedb. In case the single eye iris device is not available, the operator can make use of the dual eye device to capture one of the irises correctly	
b.	Inability to open the eyes properly	a. Guide the enrollee to open the eyes wide to enable the captureb. Manually assist the enrollee to open the eyes with the help of his own hands so that the iris can be scanned.	

iv. General exceptions

The enrollee may not be in a position to keep herself / himself in correct posture for reaching biometric instruments or for photograph due to old age or sickness. In such cases the operator should arrange to take the biometric data by moving the equipment close to the enrollee.

5.2 Formats, Templates and Checklists

	Mandatory Requirements		
А	Enrolment Station		
A.1	Laptop available		
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)		
A.7	White back ground screen 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 as per UIDAI standards		
A.10	Working of all equiment at every station tested		
A.11	Data backup device (4 GB pen drive sufficient for 1 centre/day i.e. ~5 stations.Enrolment Centre should maintain a stock of 20 days)		

Checklist for Setting up Enrolment Centre

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	GPS Receiver (USB/built in)	
A.15	AntiVirus / Anti Spyware checks	
A.16	Data Card /Internet connectivity for Enrolment Client to be online every 24-48 hrs	
A.17	All Operators and Supervisors enrolled into AADHAAR and registered with CIDR	
A.18	The pre-enrolment data from the Registars, if used, is available for import on laptops	
A.19	If Registrar has additional fields to be captured , then the KYR+ software for capturing the KYR+ fields is configured and tested	
	Mandatory Requirements	
В	Enrolment 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	
B.4	Preprinted Bubble Envelopes size 10 , for pen drive transfer to CIDR via India Post (2 Envelopes/day/centre. Enrolment Centre should maintain a stock of 20 days)	
B.5	Adequate lighting, fans & power points for plugging various biometric devices available	
B.6	Local authorities informed of enrolment schedule	
B.7	Introducers informed of enrolment schedule	
B.8	Banner for the Enrolment Centre placed at entrance	
B.9	Posters depicting enrolment process in English & the local language present in visible places	
B.10	Greivance handling Helpline Number and other important numbers displayed prominently inside/outside the enrolment centre	
B.11	The User Manual of the software available for ready reference & operators aware of the same	
B.12	Sponge for wetting and hand-cleaning cloth available	
	Desired	
С	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 and moisturizer	
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 enrollees	
C.7	Hall / room spacious & furniture organized to minimize movement of enrollee while capturing biometric information	

C.8	At least one station is suitable for physically challenged, pregnant women, women with infants and elderly enrollees. 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 enrollees	
C.14	Security arrangement in place to stop enrollees 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	Scanner (Optional as per Registrar's mandate)	
C.19	Bar Coded Stickers (Optional as per Registrar's mandate)	
C.20	Bar Code Reader (Optional as per Registrar's mandate)	
	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	

The formats for Enrolment Form, Acknowledgement slip and Consent Slip shall be prescribed by the Registrar/UIDAI.

Annexure VI – Target Geographical Areas

PHASE 1:

SCHEDULE	ZONE_NAME	REGION_NAME	Target Population
		AHMEDABAD	
1	AHMEDABAD	BARODA	4,14,000
I		RAJKOT	4,14,000
		SURAT	
		BANGALORE	
		BELGAUM	
2	BANGALORE	HYDERABAD	6,60,000
2	DANGALORE	NELLORE	0,00,000
		VIJAYAWADA	
		VISAKHAPATNAM	
		BHOPAL	
3	BHOPAL	INDORE	5,30,400
Ŭ	BHOTAL	JABALPUR	0,00,100
		RAIPUR	
		CHENNAI	
		COIMBATORE	
4	CHENNAI	KOZHHIKODE	9,45,600
		MADHURAI	0,10,000
		SALEM	
		TRIVANDRUM	
		CHANDIGARH	
		DELHI-NORTH	
_	DELLU	DELHI-SOUTH	7 44 000
5	DELHI	JAIPUR	7,44,000,
		JALANDHAR	
		KARNAL	
6	κοικάττα		10 57 200
0	NULNATIA		10,37,200
	LUCKNOW	-	
7			30,43,800
		_	
6	KOLKATTA	LUDHIANA BHUBANESWAR BURDWAN(SILIGURI) CALCUTTA DURGAPUR GUWAHATI PATNA RANCHI VARANASI AGRA ALLAHABAD DEHRADUN GORAKHPUR KANPUR	10,57,200

		LUCKNOW MEERUT	
8	MUMBAI	Mumbai	5,71,800
9	PUNE	GOA KOLHAPUR NAGPUR NASIK PUNE	5,52,000
*	103 Aadarsh Grams (List Enclosed in Annexure VIII)	PAN INDIA	2,50,000
*	3159 Villages (List Enclosed in Annexure VII)	PAN INDIA	72,85,000

*Aadarsh Grams and 3159 villages are located Pan India and the rates applicable to them will be the rates quoted for the respective zones.

** The Population/target figures are only indicative and actuals may vary.

**** Bank's decision on allotment of geography to the selected bidders will be final and binding on the bidders.

**** In case of non-performance by any bidder Bank would have discretion to allot the no of population to one or more amongst the selected bidders for a given geography

*****The scope of the present RFP covers enrollment under Phase 1 plan covering approximately 1,60,54,600 enrollments. On successful completion of phase 1 and / or satisfactory performance of bidders in the respective zones, bank may consider extending services for Phase 2 enrollment plan on the same terms and conditions as applicable to phase 1.

Annexure VII – Target 3159 Villages

SI.	Region	
No.	Name	Name of Village
1	Hyderabad	Chowlur
2	Hyderabad	Gollapuram
3	Hyderabad	Santhebidanur
4	Hyderabad	Bhopalpatnam
5	Hyderabad	Vedurugatta
6	Hyderabad	Katne Pally
7	Hyderabad	Keshavapur
8	Hyderabad	Thimmapur
9	Hyderabad	Dabba
10	Hyderabad	Erdandi
11	Hyderabad	Kamalanagar
12	Hyderabad	Komatikondapur
13	Hyderabad	Varshakonda
14	Hyderabad	Anthargam
15	Hyderabad	Morapalli
16	Hyderabad	Thatipalli
17	Hyderabad	Ambala
18	Hyderabad	Madannapeta
19	Hyderabad	Gudur
20	Hyderabad	Kanaparthi
21	Hyderabad	Shanigaram
22	Hyderabad	Bommena
23	Hyderabad	Thakkallapalli
24	Hyderabad	Bheemaram
25	Hyderabad	Kalvakota
26	Hyderabad	Mannegudem
27	Hyderabad	Muthyampet
28	Hyderabad	Myadampalli
29	Hyderabad	Thakkallapalli
30	Hyderabad	Thatipalli
31	Hyderabad	Annaram
32	Hyderabad	Devampalli
33	Hyderabad	Munjampalli
34	Hyderabad	Veldi

35	Hyderabad	Aravelli
36	Hyderabad	Deshrajpally
37	Hyderabad	Vedira
38	Hyderabad	Polkampalle
39	Hyderabad	Tatikonda
40	Hyderabad	Gudianarva
41	Hyderabad	Khanapur
42	Hyderabad	Burgupalle
43	Hyderabad	Aloor
44	Hyderabad	Fathepur
45	Hyderabad	Maddelabanda
46	Hyderabad	Thatikunta
47	Hyderabad	Marikal
48	Hyderabad	Gorita
49	Hyderabad	Pullagiri
50	Hyderabad	Chinakodur
51	Hyderabad	Allipur
52	Hyderabad	Machapur
53	Hyderabad	Peddakodur
54	Hyderabad	Kanchanpalle
55	Hyderabad	Regatla
56	Hyderabad	Ponugode
57	Hyderabad	Gaddamvari Yadavalli
58	Hyderabad	Jangam
59	Hyderabad	Vailapalle
60	Hyderabad	Chillapuram
61	Hyderabad	Kudbakshpalle
62	Hyderabad	Lankalpalle
63	Hyderabad	Indurthi
64	Hyderabad	Damara Bheemanpalli
65	Hyderabad	Pothangal
66	Hyderabad	Kosli
67	Hyderabad	Nagepur
68	Hyderabad	Mokanpalle
69	Hyderabad	Dharyapur
70	Hyderabad	Narepalle
71	Hyderabad	Pratapsingaram
72	Hyderabad	Korremul
73	Hyderabad	Kondapur
74	Hyderabad	Edulabad
75	Hyderabad	Rural
76	Hyderabad	Rural
77	Hyderabad	Rural
78	Nellore	Anupalle
79	Nellore	Narsingpalle

80	Nellore	Nounipalle
81	Nellore	Thotakanuma
82	Nellore	Krishnapuram
83	Nellore	Nernipalle
84	Nellore	Patrapalle
85	Nellore	Bodiguttapalle
86	Nellore	Gonumakulapalle
87	Nellore	Kumbarlapalle
88	Nellore	Bairupalle
89	Nellore	Pedda Bharanipalle
90	Nellore	Padigalakuppam
91	Nellore	Kongatam
92	Nellore	Panuganipalle
93	Nellore	Madireddipalle
94	Nellore	Konapalle
95	Nellore	Madhavram
96	Nellore	Nekunampeta
97	Nellore	Chintareddipalem
98	Nellore	Kakupalle - I
99	Nellore	Vellanti
100	Nellore	Visavaviletipadu
101	Nellore	Illavara
102	Nellore	Rachapudi
103	Nellore	Koppolu
104	Nellore	Devarapalli
105	Nellore	Ippagunta
106	Nellore	Mattipadu
107	Nellore	Poluru
108	Nellore	Patchava
109	Nellore	Yedlurupadu
110	Vijaywada	Pesarlanka
111	Vijaywada	Kondaveedu
112	Vijaywada	Ganapavaram
113	Vijaywada	Perali
114	Vijaywada	Annavaram
115	Vijaywada	Palaparru
116	Vijaywada	Basvapuram
117	Vijaywada	Medapalli
118	Vijaywada	Chandrala
119	Vijaywada	Ganapavaram
120	Vijaywada	Pedapulipaka
121	Vijaywada	Kudapa
122	Vijaywada	Pangapuram
123	Vijaywada	Rudravaram
124	Vijaywada	Tadepalle

125	Vijaywada	Surappagudem
126	Vijaywada	Kothagudem
127	Vijaywada	Gudiganta
128	Vijaywada	Pangidigudem
129	Vijaywada	M Nagulapalli
130	Vijaywada	Gunnampalle
131	Vijaywada	Kasipadu
132	Vijaywada	Jagannadhapuram
133	Vijaywada	Mangapathidevipet
134	Vijaywada	Racherla
135	Vijaywada	Kunchanapalle
136	Vijaywada	Peddevam
137	Vijaywada	Tirugudumetta
138	Vijaywada	Vellamilli
139	Vishakhapatnam	Godi
140	Vishakhapatnam	Peda Sankarlapudi
141	Vishakhapatnam	Lampakalova
142	Vishakhapatnam	China Sankarlapudi
143	Vishakhapatnam	Yeluru
144	Vishakhapatnam	Ithakota
145	Vishakhapatnam	Devarapalle
146	Vishakhapatnam	Kolimeru
147	Vishakhapatnam	Marriveedu
148	Vishakhapatnam	J. Annavaram
149	Vishakhapatnam	Peravaram
150	Vishakhapatnam	Marturu
151	Vishakhapatnam	Kapuluppada
152	Vishakhapatnam	Chapaluppada
153	Vishakhapatnam	Lakkavaram
154	Vishakhapatnam	Dalivalasa
155	Vishakhapatnam	Singannadorapal
159	Guwahati	Luashur
160	Guwahati	Bala Bhaita Rampur
161	Guwahati	Bar Bamakhata
162	Guwahati	Barbang
163	Guwahati	Chaishimana NC
164	Guwahati	Jakhli Bilpather
165	Guwahati	Kaimari
166	Guwahati	Sat Bainer Tup
167	Guwahati	Gangapur
168	Guwahati	Bhotpukhuri
169	Guwahati	Chagalchara Pt-III
170	Guwahati	Adabari Pt II
171	Guwahati	Adabari Pt I
172	Guwahati	Rakhaldubi

173	Guwahati	Darirpar
174	Guwahati	Roumari
175	Guwahati	Goalpara MB W/no. 8
176	Guwahati	Rakhalkillah
177	Guwahati	No. 1 Mohbandha Grant
178	Guwahati	Bangaon
179	Guwahati	Dhuhi No. 1
180	Guwahati	Dhuhi No. 2
181	Guwahati	Sikarhati
182	Guwahati	Karatipam
183	Guwahati	Khring Khring
184	Guwahati	Bashbari
185	Guwahati	Dakhin Patgaon
186	Guwahati	Maligaon Forest Vill
187	Guwahati	Pachim Patgaon
188	Guwahati	West Maligaon FV
189	Guwahati	Karatipam
190	Guwahati	Jhargaon
191	Guwahati	Ajar Bari
192	Guwahati	Jay Sagar
193	Guwahati	Kachari Gaon
194	Guwahati	Lachit Pathar
195	Guwahati	Ram Nagar 2
196	Guwahati	Rani Pukhuri
197	Guwahati	Kendukuchi
198	Guwahati	Balikuria Kharjara
199	Guwahati	Ambikapur Nagar Gaon
200	Guwahati	Dighal Tarang TE 121/122/118
201	Guwahati	Baghjan gaon
202	Guwahati	Diamuli TE 11 WL
203	Guwahati	Bandarkhati Gaon
204	Guwahati	Lunpuria Bongali Village
205	Guwahati	Magar Gaon
206	Guwahati	Hahkhati TE Gt. No. 1 Nlr
	Guwahati	Samdung T. E. 48 FS Block
207	Guwahati	(A) Hijuguri Gaon (OG)
208	Guwahati	Aljuguri Gaon (OG) Samdung TE 48 FS (B)
209		. ,
210	Patna	Chhatiauna
211	Patna	Dhama
212	Patna	Rahua
213	Patna	Rupauli
214	Patna	Bara
215	Patna	Dhamaul
216	Patna	Dhondar

217	Patna	Gangapur
218	Patna	Gauhana
219	Patna	Ibrahimpur
220	Patna	Khaira
221	Patna	Khemkaran Saray
222	Patna	Kod marai
223	Patna	Pinjranwan
224	Patna	Sachai
225	Patna	Tola Mania
226	Patna	Ahpura
227	Patna	Dhamanian
228	Patna	Khandaul
229	Patna	Kurkuri
230	Patna	Parura
231	Patna	Rampur
232	Patna	Baghela
233	Patna	Gorhiari
234	Patna	Panchobh
235	Patna	Phulwaria
236	Patna	Rampur Dih
237	Patna	Daulatpur
238	Patna	Amain
239	Patna	Dhana Dihri
240	Patna	jhunathi
241	Patna	lakahapur
242	Patna	sohariya
243	Patna	Bahar khal
244	Patna	balarampur
245	Patna	baura
246	Patna	bhatwara
247	Patna	bhemial
248	Patna	fatehpur
249	Patna	kanta
250	Patna	madhura
251	Patna	maheshpur
252	Patna	makhdumpur
253	Patna	manman
254	Patna	mohadipur
255	Patna	nakipur
256	Patna	pawai
257	Patna	pellagor
258	Patna	Raipur(hardar)
259	Patna	sadlapur kalan
260	Patna	sadlapur khurd
261	Patna	sandalpur

288	Patna	Baisagopalganj
289	Patna	Bhag Baisa
290	Patna	Gorukhal
291	Patna	Jhantipari Anarkali
292	Patna	Kalidas
293	Patna	Koimari
294	Patna	Phala
295	Patna	Sargora
296	Patna	Singahri gobindpur
297	Patna	Amahara
298	Patna	Dhanari
299	Patna	Ganga Sarai
300	Patna	Kacchina
301	Patna	Rahua
302	Patna	Saitna Salaunja
303	Patna	Saibelli chitahi
304	Patna	Gazipur
305	Patna	Gonalli
306	Patna	Khaira
307	Patna	Rampur
308	Patna	Rampur Bisai
309	Patna	Sarauna
310	Patna	anantphurgani
311	Patna	Bahuarba
312	Patna	banauli
313	Patna	basant mailhaul
314	Patna	bhadai
315	Patna	bharatpatti
316	Patna	Basant bharatpatti
317	Patna	ekma
318	Patna	gopalpur
319	Patna	harpur
320	Patna	mathurapur
321	Patna	sahijeevar
322	Patna	tulsi anantpur
323	Patna	basolibaburam
324	Patna	basoli nankar
325	Patna	berai hardas
326	Patna	bhusahi
327	Patna	bishnupur harnarayan
328	Patna	chanpur bharath
329	Patna	chanpur madan
330	Patna	Jagai Manjholia
331	Patna	Konhara ragho
332	Patna	Konhara hardas

333	Patna	Manpur
334	Patna	Milki Chak
335	Patna	Muradpur kashi
336	Patna	Pakri Subhankar
337	Patna	Radha
338	Patna	Raghopatti
339	Patna	Akhitiarpur
340	Patna	Bakhri
341	Patna	Bakauri
342	Patna	Basaitha
343	Patna	Basghutta
344	Patna	Bardwada
345	Patna	Deogan
346	Patna	Dhanaur
347	Patna	Dumri
348	Patna	Ekri
349	Patna	Mohanpur
350	Patna	Patauri
351	Patna	Rajadih
352	Patna	Sonepur
353	Patna	Andama
354	Patna	Bangra
355	Patna	Baigni
356	Patna	Bandhpura
357	Patna	Barai
358	Patna	basant
359	Patna	Chak Haji
360	Patna	Chahauli
361	Patna	Daraul
362	Patna	Madhopur
363	Patna	Nawada
364	Patna	Kul
365	Patna	Ranipur
366	Patna	Bansipurandaha
367	Patna	Bardela
368	Patna	Belchand Sukhia
000	Detre	Belchand Sukhia
369	Patna	(Radhanagar)
370	Patna	Bishunpur Patti
371	Patna	Dharhara Congonur
372	Patna	Gangapur
373	Patna	Harpur
374	Patna	Itahari
375	Patna	Jianganj Kiakuraura Dakura
376	Patna	Kishunupur Balua

377	Patna	Kauri
378	Patna	Kauri
379	Patna	Majhwa
380	Patna	Mali
381	Patna	Naulakhi
382	Patna	Pirankar
383	Patna	Sahoria Subhai
384	Patna	Satmi
385	Patna	Sukhsena
386	Patna	Tarauni Milik
387	Patna	Thari
388	Patna	Gauspur
389	Patna	Harewa
390	Patna	Mahthi Tola Alampur
391	Patna	Belsandi Dih
392	Patna	Kodaria
393	Patna	Nawada
394	Patna	Ajnaul
395	Patna	Sambhupatti
396	Patna	Barah Batta
397	Patna	Bakhri Buzrug
398	Patna	Darsur
399	Patna	Basantpur Raman
400	Patna	Singahi
401	Patna	Takia
402	Patna	Amghatta Bhagwatipur
403	Patna	Madhopur Roshan
404	Patna	Mehthi
405	Patna	Anuhar Shekh
406	Raipur	Lehgaon
407	Raipur	Rudari
408	Raipur	Gangrel
409	Raipur	Achota
410	Raipur	kutharail
411	Raipur	Dhanora
412	Raipur	Piparsatti
413	Raipur	Kirari
414	Raipur	Serwandi
415	Raipur	Mandanpur
416	Raipur	kapot
417	Raipur	Batra
418	Raipur	Sheopur
419	Raipur	managamar
420	Raipur	Belsonda
421	Raipur	Bunda

422	Raipur	Aurda
423	Raipur	Kandekala
424	Raipur	Urmal
425	Raipur	Mudagaon
426	Raipur	Chandanidih
427	Raipur	Deopuri
428	Raipur	Charkapur
429	Raipur	Fingeshwar
430	Raipur	Dumartarai
431	Raipur	Sarona
432	Raipur	Tendua-1
433	Delhi (N)	Dayalpur
434	Delhi (N)	Gokalpur
435	Delhi (N)	Johripur
436	Delhi (N)	Ghari Mandu
437	Delhi (N)	Sherpur
438	Goa	Talalulim
439	Goa	Panchwadi
440	Goa	Uguem
441	Goa	Portem
442	Goa	Dharbadora
443	Goa	Pillen
444	Goa	Callen
445	Ahmedabad	Devadthal
446	Ahmedabad	Shiyal
447	Ahmedabad	Durgi
448	Ahmedabad	Bakrol (Bhuv)
449	Ahmedabad	Bhuvaldi
450	Ahmedabad	Kujad
451	Ahmedabad	Zanu
452	Ahmedabad	Khapa
453	Ahmedabad	Lorvada
454	Ahmedabad	Gheda
455	Ahmedabad	Vachhol
456	Ahmedabad	Bhatram
457	Ahmedabad	Alwada
458	Ahmedabad	Saral
459	Ahmedabad	Samarwa
460	Ahmedabad	Vachhadal
461	Ahmedabad	Siholimoti
462	Ahmedabad	Magodi
463	Ahmedabad	Chekhlapagi
464	Ahmedabad	Vasnachaudhari
465	Ahmedabad	Isand
466	Ahmedabad	Dhamasna

467	Ahmedabad	Khorajdabhi
468	Ahmedabad	Devrasan
469	Ahmedabad	Hathipura
470	Ahmedabad	Padla
471	Ahmedabad	Sipur
472	Ahmedabad	Kunvar
473	Ahmedabad	Nagvasna
474	Ahmedabad	Mudana
475	Ahmedabad	Gadha
476	Ahmedabad	Vagdi
477	Ahmedabad	Khadol
478	Baroda	Manej
479	Baroda	Isarama
480	Baroda	Rupiyapura
481	Baroda	Khadana
482	Baroda	Trambovad
483	Baroda	Bhadkad
484	Baroda	Runaj
485	Baroda	Virol (Sojitra)
486	Baroda	Deva Vanta
487	Baroda	Ahima
488	Baroda	Virod
489	Baroda	Dena
490	Baroda	Dhaniyavi
491	Baroda	Sayar
492	Baroda	Rumadiya
493	Baroda	Athadungari
494	Baroda	Thadgam
495	Baroda	Ranu
496	Baroda	Varsang
497	Baroda	Chandna
498	Baroda	Jaliya
499	Baroda	Karoli
500	Baroda	Amsaran
501	Baroda	Heranj
502	Baroda	Siholdi
503	Baroda	Dethli
504	Baroda	Kamla
505	Baroda	Khad Godhra
506	Baroda	Pipalvada
507	Baroda	Samli
508	Baroda	Jitpura
509	Baroda	Padedi Ador
510	Baroda	Vankdi
511	Baroda	Sanbar

512	Baroda	Shir
513	Baroda	Moti Rel
514	Baroda	Nani Rel
558	Surat	Sanjali
559	Surat	Dehri
560	Surat	Tumb
561	Surat	Tembhi
562	Surat	Kanbhai
563	Surat	Godthal
564	Surat	Mandavkhadak
565	Surat	Zari
566	Surat	Dholumbar
567	Surat	Kalmtha
568	Surat	Bharthana Kosad
569	Surat	Abrama
570	Surat	Dhoran
571	Surat	Pardi
572	Surat	Shekhpora
573	Surat	Velanja
574	Surat	Kanav
575	Surat	Khutadia
576	Chandigarh	Ayakli
577	Chandigarh	Chindar
578	Chandigarh	Dhani Thoban
579	Chandigarh	Dharnia
580	Chandigarh	Tamaspura
581	Chandigarh	Biwana
582	Chandigarh	Lamba
583	Chandigarh	Dharshul Kalan
584	Chandigarh	Nandheri
585	Chandigarh	Indachoi
586	Chandigarh	Chander Kalan
587	Chandigarh	Depal
588	Chandigarh	Ramayan
589	Chandigarh	Dhanderi
590	Delhi (S)	Hayatpur
591	Delhi (S)	Rehna
592	Karnal	Daryalpur
593	Karnal	Lilas
594	Karnal	Deoband
595	Karnal	Gumthala
596	Karnal	Ferozpur
597	Karnal	Chajpur Kalan
598	Karnal	Chajpur Khurd
599	Karnal	Dhansoli

600	Karnal	Rana Majra
601	Karnal	Jalalpur
602	Karnal	Bubail
603	Karnal	Binjhol
604	Karnal	Ugrakheri
605	Karnal	Risalu
606	Karnal	Garhi Chaju
607	Karnal	Sahar Malpur
608	Karnal	Rampura
609	Chandigarh	Raipur Sahoran
610	Ranchi	Taar Mohanpur
611	Ranchi	Gaichanda
612	Ranchi	Baru
613	Ranchi	Baradih
614	Ranchi	Araldih
615	Ranchi	Chilgara
616	Ranchi	Kusumdih
617	Ranchi	Chorkatta
618	Ranchi	Benashol
619	Ranchi	Luppi
620	Ranchi	Mahaur
621	Ranchi	Akdoni Khurd
622	Ranchi	Bhandaridih
623	Ranchi	Baidih
624	Ranchi	Barhi East
625	Ranchi	Hewai
626	Ranchi	Bengwari
627	Ranchi	Pandu
628	Ranchi	Pagar
629	Ranchi	Pachanra
630	Ranchi	Peto
631	Ranchi	Salga
632	Ranchi	Bundu
633	Ranchi	Birbanki
634	Ranchi	Naudih
635	Ranchi	Bekobar South
636	Ranchi	Chackari
637	Ranchi	Lupung
638	Ranchi	Dedeya
639	Ranchi	Hindridih
640	Ranchi	Ulilohar
641	Ranchi	Bhadhudih
642	Ranchi	Asanbani
643	Ranchi	Kislarparsad Ogairah
644	Ranchi	Kunirta

645	Ranchi	Meromhonor
646	Ranchi	Bera Thartharia
647	Ranchi	Roladih
648	Bangalore	Sakalwara
649	Bangalore	Hullahalli
650	Bangalore	Basvanpura
651	Bangalore	Vaderhalli
652	Bangalore	Rayasandra
653	Bangalore	Kalkere
654	Bangalore	Pillaganahalli
655	Bangalore	Papinayakanahalli
656	Bangalore	Kumtoor
657	Bangalore	Gownipalli
658	Bangalore	Harvi
659	Belgaum	Saidapur
660	Belgaum	Bisanal
661	Belgaum	Hansanoor
662	Belgaum	Madhabhavi
663	Belgaum	Marapur
664	Belgaum	Soragoan
665	Belgaum	Inamhongal
666	Belgaum	Halashi
667	Belgaum	Kabbur
668	Belgaum	Mamadapur
669	Belgaum	Hanchinal
670	Belgaum	Navage
671	Belgaum	Ugar Khurd
672	Belgaum	Soundatti
673	Belgaum	Shiragaon
674	Belgaum	Ainapur
675	Belgaum	Nandagaon
676	Belgaum	Godachinamalaki
677	Belgaum	Dadibhavi Salapu
678	Belgaum	Chikalwal
679	Belgaum	Hebbal
680	Belgaum	Hebbal
681	Belgaum	Ammanagi
682	Belgaum	Anantapur
683	Belgaum	Anigol
684	Belgaum	Bad
685	Belgaum	Bastawad
686	Belgaum	Belkud
687	Belgaum	Bellambi
688	Belgaum	Bijagarni
689	Belgaum	Borgal

690	Belgaum	Chikalgud
691	Belgaum	Halagatti
692	Belgaum	Hallur
693	Belgaum	Herenandi
694	Belgaum	Honaga
695	Belgaum	Kamatanur
696	Belgaum	Karagaon
697	Belgaum	Karajage
698	Belgaum	Kempwad
699	Belgaum	Kenganoor
700	Belgaum	Kesti
701	Belgaum	Kochari
702	Belgaum	Lokur
703	Belgaum	Maladinni
704	Belgaum	Mouje Nandgad
705	Belgaum	Mudenur
706	Belgaum	Muragundi
707	Belgaum	Nandihalli
708	Belgaum	Sanganakeri
709	Belgaum	Sarapur
710	Belgaum	Shindhogi
711	Belgaum	Shiragur
712	Belgaum	Suttatti
713	Belgaum	Suttatti
714	Belgaum	Teggihal
715	Belgaum	Umrani
716	Belgaum	Yalimunoli
717	Belgaum	Halasangi
718	Belgaum	Shivanagi
719	Belgaum	Kakhandaki
720	Belgaum	Ainapur
721	Belgaum	Bommanahalli
722	Belgaum	Ukkund
723	Belgaum	Yalavatti
732	Bhopal	Sohagpur
733	Bhopal	Kolu Khedi Kalan
734	Bhopal	Bhauri
735	Bhopal	Jamuniya
736	Bhopal	Khirsadoh Mal
737	Bhopal	Lendhori
738	Bhopal	Ner
739	Bhopal	Sirgora
740	Bhopal	Khandoli
741	Bhopal	Sehori
742	Bhopal	Gudha Chambal

743	Bhopal	Nandpura
744	Bhopal	Padhawali
745	Bhopal	Sikrauda
746	Bhopal	Sarsaini
747	Bhopal	Tilawali
748	Bhopal	Syarda
749	Bhopal	Pancho
750	Bhopal	Semalkhedi
751	Bhopal	Garetha
752	Indore	Jhopali
753	Indore	Khandwa
754	Indore	Bangrada Bada
755	Indore	Bangrada Chhota
756	Indore	Nainod
757	Indore	Jamburdi Hapsi
758	Indore	Sad
759	Indore	Dhudhi
760	Indore	Gujarmohna
761	Indore	Gulawad
762	Indore	Jalud
763	Indore	Mohana
764	Indore	Pathrad Khurd
765	Indore	Jhawal
766	Indore	Dantodiya
767	Indore	Gunawad
768	Indore	Riyawan
769	Indore	Semliya
770	Indore	Kapaliya
771	Indore	Khedawad
772	Indore	Mangalaj
773	Indore	Polaya Khurd
774	Indore	Salsalai
775	Indore	Simrol Shujalpur
877	Rewa	Owari
878	Rewa	Banjari
879	Rewa	Gadaigaon
880	Rewa	Chamrach
881	Rewa	Kachara
882	Rewa	Bharsedi
883	Rewa	Mahuagaon
884	Rewa	Niaous
885	Rewa	Nigari
886	Rewa	Daga
887	Rewa	Dogri
888	Rewa	Barahpan

889	Rewa	Khanua nava Tola
1078	Guwahati	Anogiri
1079	Bhubaneswar	K.Benthapur
1080	Bhubaneswar	Turang
1081	Bhubaneswar	Hirapur
1082	Bhubaneswar	Srikona
1083	Bhubaneswar	Kharmunda
1084	Bhubaneswar	Khandhata
1085	Bhubaneswar	Khaliapali
1086	Bhubaneswar	Jamurda
1087	Bhubaneswar	Barahaguda
1088	Bhubaneswar	Padhanpali
1089	Bhubaneswar	Jhar
1090	Bhubaneswar	K. Sitapur
1091	Bhubaneswar	Bachhala
1092	Bhubaneswar	Tina
1093	Bhubaneswar	Fatepur
1094	Bhubaneswar	Kapila
1095	Bhubaneswar	Kalyanpur
1096	Bhubaneswar	Samalpur
1097	Bhubaneswar	Chikana
1098	Bhubaneswar	Pairakh
1099	Bhubaneswar	Andola
1100	Bhubaneswar	Panasa
1101	Bhubaneswar	Ayaba
1102	Bhubaneswar	Ayatpur
1103	Bhubaneswar	Baripal
1104	Bhubaneswar	Badapadara
1105	Bhubaneswar	Balia
1106	Bhubaneswar	Tandapalli
1107	Bhubaneswar	Damodarpur
1108	Bhubaneswar	Talamala
1109	Jalandhar	Pasnawal
1110	Jalandhar	Babri Nangal
1111	Jalandhar	Zaffarwal
1112	Jalandhar	Lehal
1113	Jalandhar	Boparai Kalan
1114	Jalandhar	Mianwal
1115	Jalandhar	Udesian
1116	Jalandhar	Bullowal
1117	Jalandhar	Umrewal Billa
1118	Jalandhar	Baghela
1119	Ludhiana	Mehta
1120	Ludhiana	Malwala
1121	Ludhiana	Chak Attarsinghwala

1122	Ludhiana	Bajak
1123	Ludhiana	Khemuana
1124	Ludhiana	Jhandawala
1125	Ludhiana	Jeeda
1126	Ludhiana	Pacca
1127	Ludhiana	Habib K
1128	Ludhiana	Chapar
1129	Ludhiana	Rasin
1130	Ludhiana	Umedpur
1131	Ludhiana	Bhootan
1132	Ludhiana	Shankar
1133	Ludhiana	Khanpur
1134	Ludhiana	Thakarwal
1135	Ludhiana	Phemipura
1136	Jaipur	Kayampura
1137	Jaipur	Patan
1138	Jaipur	Rajoosi
1139	Jaipur	Baghsuri
1140	Jaipur	Leeri
1141	Jaipur	Bidkachiyawas
1142	Jaipur	Maagaliyawas
1143	Jaipur	Samriya
1144	Jaipur	Jhoopel
1145	Jaipur	Talphara
1146	Jaipur	Abhaurra
1147	Jaipur	Torda
1148	Jaipur	Gangadwari
1149	Jaipur	Agawali
1150	Jaipur	Farraspura
1151	Jaipur	Gadhora
1152	Jaipur	Jur
1153	Jaipur	Kharda
1154	Jaipur	Bhawad
1155	Jaipur	Morukalan
1156	Jaipur	Amargarh
1157	Jaipur	Jatwara Kalan
1158	Jaipur	Gudli
1159	Jaipur	Chandesara
1160	Jaipur	Vijanwas
1164	Chennai	Tirumanikkuli
1165	Chennai	Thenambakkam
1166	Chennai	Vadakukppattu
1167	Chennai	Echoor
1168	Chennai	Santhavelur
1169	Chennai	Thirumangalam

1170	Chennai	Molachur
1171	Chennai	Salamedu
1172	Chennai	Vazhudareddi
1173	Chennai	Pidagam
1174	Chennai	Kandampakkam
1175	Coimbatore	Andipalayam
1176	Coimbatore	Chetikkapalayam
1177	Coimbatore	Kappalankarai
1178	Coimbatore	Sirukulandai
1179	Coimbatore	Devarayapuram
1180	Coimbatore	Sulakkal
1181	Coimbatore	Pannimadai
1182	Coimbatore	Kondekavundanpalayam
1183	Coimbatore	Puravipalayam
1184	Coimbatore	Karavallimathapur
1191	Coimbatore	Nattarmangalam
1192	Coimbatore	Ramalingapuram
1193	Coimbatore	Siruvayalur
1194	Coimbatore	Thirani
1195	Coimbatore	Chatramanai
1196	Coimbatore	Velur
1197	Coimbatore	Anukkur
1198	Coimbatore	Mettupalayam
1202	Coimbatore	Neikulam
1203	Coimbatore	Uttathur
1213	Madurai	Karunganni
1214	Madurai	Keelaiyur
1215	Madurai	Dharmadanapuram
1216	Madurai	Melappuduvayal
1217	Madurai	Manaviduthy
1218	Madurai	Maravamadurai
1219	Madurai	Edayathur
1220	Madurai	Lembalakudi
1221	Madurai	Melavaniangudi
1222	Madurai	Edayathi north
1223	Madurai	Kalathur west
1224	Madurai	Kalathur east
1225	Madurai	Punavasal west
1226	Madurai	Seruvaviduthi vadapathi
1227	Madurai	Seruvaduthi thepathi
1228	Madurai	Thuravikkadu
1229	Madurai	Marakkavalasai
1230	Madurai	Umathanadu
1231	Madurai	Allur

1232	Madurai	Konarirajapuram
1239	Madurai	Pandavarmangalam
1240	Madurai	Muthusamipuram
1241	Madurai	Solaicheri
1242	Madurai	Zamin Nallamangalam
1243	Madurai	Nallamanaickenpatti
1244	Madurai	Chockanathanputhur
1245	Madurai	Melur Duraisamypuram
1246	Madurai	North Devadanam
1247	Madurai	Sundaranachiarpuram
1248	Madurai	Sundararajapuram
1249	Madurai	Therku Devadanam
1250	Madurai	Kariseri
1251	Madurai	Sengamalanachiarpatti
1252	Madurai	Sengamalapatti
1253	Madurai	Soolakarai
1254	Madurai	Kottaiyur
1255	Madurai	Sethunarayanapuram
1256	Salem	Chinnaveerasangili
1257	Salem	Kambuliampatti
1258	Salem	Moongilpalayam
1259	Salem	Periyaveerasangili
1260	Salem	Vijayapuri
1261	Salem	Mamundi agraharam
1262	Salem	Mangalam
1263	Salem	Paruthipalli
1264	Salem	Chenrayapalayam
1265	Salem	Kattuveppilaipatti
1266	Salem	Muthampatti
1267	Salem	Savarapoondi
1268	Salem	Narasingapuram
1269	Salem	Thachambadi
1270	Salem	Panaiolaipadi
1271	Salem	Vasudevampattu
1272	Salem	Veeranandal
1273	Salem	Nagarikuppam
1274	Salem	Thiriyalam
1275	Salem	Vettapattu
1276	Salem	Kilmuttukur
1277	Salem	Velampattu
1278	Salem	Veppur
1279	Salem	Paramithampatti
1280	Salem	Thandalamkrishnapuram
1281	Salem	Kainoor
1282	Salem	Athurkuppam

1283	Salem	Chiknankuppam
1284	Salem	Katheri
1285	Salem	Mallangunta
1286	Salem	Nayanaseruvu
1287	Salem	Thumberi
1288	Salem	Arigilapadi
1289	Salem	Mangattucheri(Kadambanallur)
1290	Durgapur	Karori
1291	Durgapur	Chechuri
1292	Durgapur	Chakta
1293	Durgapur	Ankhona
1294	Durgapur	Berugram
1295	Durgapur	Chinispur
1296	Durgapur	Kojalsa
1297	Durgapur	Kantadhi
1298	Durgapur	Ehiapur
1299	Durgapur	Dadhia
1300	Durgapur	Pandugram
1301	Durgapur	Khatundi
1302	Durgapur	Raikha
1303	Durgapur	Khanji
1304	Durgapur	Argun
1305	Durgapur	Sitalgram
1306	Durgapur	Kanaidanga
1307	Durgapur	Golahat
1308	Durgapur	Bhatsala
1309	Durgapur	Manganpur
1310	Durgapur	Bandpur
1311	Durgapur	Akuni
1312	Durgapur	Pakur
1313	Durgapur	Alipur
1314	Durgapur	Dudhkalmi
1315	Durgapur	Lakshmanpur
1316	Durgapur	Gopalnagar
1317	Durgapur	Prasadpur
1318	Durgapur	Krishna Nagar
1319	Durgapur	Paschimbhatjangla
1320	Durgapur	Dakshinjhitkipota
1321	Durgapur	Durgapur
1322	Durgapur	Bikrampur
1323	Durgapur	Sali
1324	Durgapur	Purshuri
1325	Durgapur	Kasbapatapur
1326	Durgapur	Tupchibar
1327	Kolkata	Khosh Kadambapur

1328	Kolkata	Layek Bazar
1329	Kolkata	Kanaidanga
1330	Kolkata	Metekhal
1331	Kolkata	Bhadua
1332	Kolkata	Jalamadul
1333	Kolkata	Gangadharpur
1334	Kolkata	Manirampur
1335	Kolkata	Joka
1336	Kolkata	Basngalpur
1337	Kolkata	Adra
1338	Kolkata	Murgaberia
1339	Kolkata	Ulanpara
1340	Kolkata	Haturekandarpapur
1341	Kolkata	Khanpur
1342	Kolkata	Harop
1343	Kolkata	Agunsi Bhuinara
1344	Kolkata	Naoapara
1345	Kolkata	Kalyanpur
1346	Kolkata	Dwipamalita
1347	Kolkata	Birampur
1348	Kolkata	Panitras
1349	Kolkata	Rasti
1350	Kolkata	Mahadebpur
1351	Kolkata	Ramchantrapur
1352	Kolkata	Urban Khalor (CT)
1353	Kolkata	Jayrampur
1354	Kolkata	Jujarsaha
1355	Kolkata	Kuldanga
1356	Kolkata	Ranihati
1357	Kolkata	Sankhali
1358	Kolkata	Gondalpara
1359	Kolkata	Khasjalalsi
1360	Kolkata	Gangadharpur
1361	Kolkata	Jaynagar
1362	Kolkata	Urban Bikihakola (CT)
1363	Kolkata	Banibhan
1364	Kolkata	Karatber
1365	Kolkata	Rajapur
1366	Kolkata	Brindabanpur
1367	Kolkata	Basudebpur
1368	Kolkata	Barramnagar
1369	Kolkata	Surikhali
1370	Kolkata	Barbangalpur
1371	Kolkata	Palara
1372	Kolkata	Joargor

1373	Kolkata	Jagarampur
1374	Kolkata	Baragram
1379	Kolkata	Sitakundu
1380	Kolkata	Ramnagar
1381	Kolkata	Dudhnai
1382	Kolkata	Sankharipur
1383	Kolkata	Balbalia
1384	Kolkata	Keshabpur
1385	Kolkata	Nor
1389	Kolkata	Bakrahat
1390	Kolkata	Chak Sukdeb
1391	Kolkata	Nadabhanga
1392	Kolkata	Sultanganja
1393	Kolkata	Bahirkunji
1394	Kolkata	Telari
1395	Kolkata	Muchisha
1396	Kolkata	Baratala
1397	Kolkata	Gaja
1398	Kolkata	Sahebanumedpur
1399	Kolkata	Chaulkhola
1400	Kolkata	Laskarpur
1401	Kolkata	Sonaria
1402	Kolkata	Poali
1403	Kolkata	Chak Etbari
1404	Kolkata	Ghanasyambati
1405	Kolkata	Kalinagar
1406	Kolkata	Kalikapur
1407	Kolkata	Natagachhi
1408	Kolkata	Benebou
1409	Siliguri	Jajnanagar
1410	Siliguri	Khayrakuri
1411	Siliguri	Srikrishnapur Pakhuria
1412	Siliguri	Chakaipur
1413	Siliguri	Chandpur
1414	Siliguri	Ekpara
1415	Siliguri	Tentulia
1416	Siliguri	Kalipur
1417	Siliguri	Sukhdhanerkuti
1418	Siliguri	Khidirpur
1419	Siliguri	Parbingtar
1420	Siliguri	Pudung Khasmahal
1421	Siliguri	Yang Makum Khasmahal
1422	Siliguri	Ranidanga
1423	Siliguri	Rangapani
1424	Siliguri	Talgachhi

1425	Siliguri	Kariali
1426	Siliguri	Masaldaha
1427	Siliguri	Mohanpur
1428	Siliguri	Manoharpur
1429	Siliguri	Goalpara
1430	Siliguri	Gangapur
1431	Siliguri	Kaladanga
1432	Siliguri	Madanpur
1433	Siliguri	Ajodhya Nagar
1434	Siliguri	Haridasmati
1435	Siliguri	Fatesingdiar
1436	Siliguri	Nima Bahadurpur
1437	Siliguri	Kunia
1438	Siliguri	Jhikarhati
1439	Siliguri	Ramnachandpur
1440	Siliguri	Chandkati
1441	Siliguri	Nait Baidara
1442	Siliguri	Sendajamuar
1443	Siliguri	Mandalpur
1821	Azamgarh	Abhaipur
1822	Azamgarh	Bishunpura
1823	Azamgarh	Gaoro
1824	Azamgarh	Gazandhar Patti Bhadaura
1825	Azamgarh	Khuraso
1826	Azamgarh	Kusmahara
1827	Azamgarh	Laidora
1828	Azamgarh	Oril
1829	Azamgarh	Pakari
1830	Azamgarh	Shambhu Pur
1831	Azamgarh	Shamshabad
1832	Azamgarh	Pachari
1833	Azamgarh	Pakardeeha
1834	Azamgarh	Rataupar
1835	Azamgarh	Amuwari Narayanpur
1836	Azamgarh	Bankatiya
1837	Azamgarh	Berma
1838	Azamgarh	Bharauli
1839	Azamgarh	Changaipur
1840	Azamgarh	Jami Harkhoi
1841	Azamgarh	Kasba Sagari
1842	Azamgarh	Khalispur
1843	Azamgarh	Mohmaddpur Jameen Mo.P.
1844	Azamgarh	Allauddinpatti
1845	Azamgarh	Ashrafpur
1846	Azamgarh	Balliya Kalyanpur

1847	Azamgarh	Barohi Fatehpur
1848	Azamgarh	Bindwal
1849	Azamgarh	Chihi
1850	Azamgarh	Jameen Rasulpur
1851	Azamgarh	Jolhapur
1852	Azamgarh	Kapsa
1853	Azamgarh	Lado
1854	Azamgarh	Madhanapur
1855	Azamgarh	Miriya Rerha
1856	Azamgarh	Naseerpur Fatehpur
1857	Azamgarh	Patila Gauspur
1858	Azamgarh	Piprha Duliyapar
1859	Azamgarh	Shekhupur
1860	Azamgarh	Arazi Azgara Magravi
1861	Azamgarh	Arazi Devara Karkhiya
1862	Azamgarh	Arazi Dewara Nainijor
1863	Azamgarh	Benway
1864	Azamgarh	Chaklal Chandra
1865	Azamgarh	Devara Ismailpur
1866	Azamgarh	Devara Khas Raja
1867	Azamgarh	Gadruwa
1868	Azamgarh	Gangeypur
1869	Azamgarh	Jokhara
1870	Azamgarh	Karhikiya Rustam Sarai
1871	Azamgarh	Karmaini
1872	Azamgarh	Mau Kuchupur
1873	Azamgarh	Sirhi
1874	Azamgarh	Bhujni
1875	Azamgarh	Brahtil Jugdeeshpur
1876	Azamgarh	Dharvara
1877	Azamgarh	Gaodhura
1878	Azamgarh	Kolhakhur
1879	Azamgarh	Kunji Or Bundi
1880	Azamgarh	Laisipur
1881	Azamgarh	Mandeypur Or Mandey
1882	Azamgarh	Mustafabad
1883	Azamgarh	Rampur
1884	Azamgarh	Vohna
1885	Azamgarh	Zigar Sindi
1886	Azamgarh	Bhaurali
1887	Azamgarh	Bhilampur Chapra
1888	Azamgarh	Bhima Kool
1889	Azamgarh	Ishwaur Pawani
1890	Azamgarh	Karmaha Dingurpur
1891	Azamgarh	Kauriya

1892	Azamgarh	Laharpur
1893	Azamgarh	Mukhalispur
1894	Azamgarh	Pipri
1895	Azamgarh	Rasulpur Pasipur
1896	Azamgarh	Sariya Ratnwa
1897	Azamgarh	Sherawa
1898	Azamgarh	Tahar Kishundevpur
1899	Azamgarh	Usur Kurhwa
1900	Azamgarh	Vazidpur
1901	Azamgarh	Bahadurpur
1902	Azamgarh	Basahi
1903	Azamgarh	Bghavanpur
1904	Azamgarh	Chevar West
1905	Azamgarh	Chirkhit
1906	Azamgarh	Kaithishankarpur
1907	Azamgarh	Kalichabad
1908	Azamgarh	Kariya Gopalpur
1909	Azamgarh	Kasba Deoga
1910	Azamgarh	Khaniyara
1911	Azamgarh	Kota Buzurg
1912	Azamgarh	Mai Kharagpur
1913	Azamgarh	Masirpur
1914	Azamgarh	Monipur Nai Kot
1915	Azamgarh	Rampur Barna
1916	Azamgarh	Rampur Kathrava
1917	Azamgarh	Revta Chandrabhanpur
1918	Azamgarh	Sofipur
1919	Azamgarh	Vairideeh
1920	Azamgarh	Arazi Amani
1921	Azamgarh	Bachuwara
1922	Azamgarh	BurhaVehiSamunddinpur
1923	Azamgarh	Chewata
1924	Azamgarh	Devara Harkhapur
1925	Azamgarh	Devara Jadid
1926	Azamgarh	Devara Kadim
1927	Azamgarh	Harakhpur Khas
1928	Azamgarh	Jameelpur
1929	Azamgarh	Naubara Devara J.D 1
1930	Azamgarh	Raghunathpur
1931	Azamgarh	Saidpur
1932	Azamgarh	Shivpur
1933	Azamgarh	Terhi Jameen Terhi
1934	Azamgarh	Amgaon
1935	Azamgarh	Bangaon
1936	Azamgarh	Barra

1937	Azamgarh	Belvana
1938	Azamgarh	Bhado
1939	Azamgarh	Chitra Mahmoodpur
1940	Azamgarh	Jugdeesh
1941	Azamgarh	Kasba Fattepur
1942	Azamgarh	Kaurvi
1943	Azamgarh	Kavara Gahani
1944	Azamgarh	Khas Deeh
1945	Azamgarh	Kohrauli
1946	Azamgarh	Kurivanava
1947	Azamgarh	Kushva
1948	Azamgarh	Lasda Khurd
1949	Azamgarh	Mahujanevada
1950	Azamgarh	Narve
1951	Azamgarh	Nonari
1952	Azamgarh	Pakraul
1953	Azamgarh	Para
1954	Azamgarh	Purandarpur
1955	Azamgarh	Rang Deeh
1956	Azamgarh	Sikraur Sahabari
1957	Azamgarh	Sisvara
1958	Azamgarh	Sohouali
1959	Azamgarh	Surhan
1960	Azamgarh	Amari
1961	Azamgarh	Bachchaval
1962	Azamgarh	Barva Sagar
1963	Azamgarh	Beerbhanpur
1964	Azamgarh	Bhinapur
1965	Azamgarh	Bishunpur
1966	Azamgarh	Chakvara
1967	Azamgarh	Deodut
1968	Azamgarh	Gahuni
1969	Azamgarh	Ganjaur
1970	Azamgarh	Gaura
1971	Azamgarh	Gopalpur
1972	Azamgarh	Guretha
1973	Azamgarh	Jamki
1974	Azamgarh	Kamhariya
1975	Azamgarh	Kernhauva
1976	Azamgarh	Kharagpur
1977	Azamgarh	Lodah Imadpur
1978	Azamgarh	Manpur
1979	Azamgarh	Nai
1980	Azamgarh	Pandaha
1981	Azamgarh	Sapnahar Rudrapur

1982	Azamgarh	Banveer Pur	
1983	Azamgarh	Barhariya	
1984	Azamgarh	Binapur	
1985	Azamgarh	Khandwari	
1986	Azamgarh	Khautali	
1987	Azamgarh	Kuziyari	
1988	Azamgarh	Manzeer Patti	
1989	Azamgarh	Mirzapur	
1990	Azamgarh	Mudiyar	
1991	Azamgarh	Niyauz	
1992	Azamgarh	Pedra Gangapur	
1993	Azamgarh	Rajapur Sikraur	
1994	Azamgarh	Rasulpur	
1995	Azamgarh	Sherwa	
1996	Azamgarh	Sidha Sultanpur	
1997	Azamgarh	Toba	
1998	Azamgarh	Ambarpur	
1999	Azamgarh	Asadha	
2000	Azamgarh	Barideeh, Gambhirpur	
2001	Azamgarh	Bisham Mirzapur	
2002	Azamgarh	Chau	
2003	Azamgarh	Dharnipur Bisya	
2004	Azamgarh	Dyalpur Khas	
2005	Azamgarh	Gosari	
2006	Azamgarh	Gothawan	
2007	Azamgarh	Kalandarpur	
2008	Azamgarh	Kamrawan	
2009	Azamgarh	Koilari Buzurg	
2010	Azamgarh	Luhsa Mubrakpur	
2011	Azamgarh	Mangrawa Raipur	
2012	Azamgarh	Qyamuddin Patti	
2013	Azamgarh	Sindhara	
2014	Azamgarh	Zafarpur	
2015	Azamgarh	Asausa	
2016	Azamgarh	Basupur	
2017	Azamgarh	Dharnipur Rampur	
2018	Azamgarh	Ismailpur Bharthipur	
2019	Azamgarh	Khursokhas	
2020	Azamgarh	Lahuva Khurd	
2021	Azamgarh	Lahuwakala	
2022	Azamgarh	Maholi	
2023	Azamgarh	Mahuvari	
2024	Azamgarh	MalpAr	
2025	Azamgarh	Pakri Kala	
2026	Azamgarh	Pavani Kala	

2027	Azamgarh	Singhpur	
2028	Azamgarh	Azampur	
2029	Azamgarh	Baddopur	
2030	Azamgarh	Bhaduli	
2031	Azamgarh	Gelwara	
2032	Azamgarh	Haidarabad Or Chakwara	
2033	Azamgarh	Jamalpur Baj Bahadur	
2034	Azamgarh	Kakarhatta	
2035	Azamgarh	Karandduwa	
2036	Azamgarh	Karanpur	
2037	Azamgarh	Kol Baz Bahadur	
2038	Azamgarh	Manchobha	
2039	Azamgarh	Muzaffarpur	
2040	Azamgarh	Palhani	
2041	Azamgarh	Sehda	
2042	Azamgarh	Sespur	
2043	Azamgarh	Tamauli	
2044	Azamgarh	Zafarpur	
2045	Azamgarh	Bagh Bahar	
2046	Azamgarh	Balaipur	
2047	Azamgarh	Godhana	
2048	Azamgarh	Hadiya	
2049	Azamgarh	Hamirpur	
2050	Azamgarh	Kalfatpur	
2051	Azamgarh	Khemipur	
2052	Azamgarh	Kohra	
2053	Azamgarh	Maksudiya	
2054	Azamgarh	Mitupur	
2055	Azamgarh	Nizampur	
2056	Azamgarh	Pawai Khas	
2057	Azamgarh	Sumadeeha	
2058	Azamgarh	Bhakhara	
2059	Azamgarh	Bhoramau	
2060	Azamgarh	Bibiganj	
2061	Azamgarh	Dariyapur	
2062	Azamgarh	Guvani	
2063	Azamgarh	Kaneri	
2064	Azamgarh	Katar	
2065	Azamgarh	Khanjahanpur	
2066	Azamgarh	Kharshan Kala	
2067	Azamgarh	Nevada	
2068	Azamgarh	Phoolpur Dehat	
2069	Azamgarh	Pook	
2070	Azamgarh	Rajapur	
2071	Azamgarh	Rammopur	

2072	Azamgarh	Rasavana	
2073	Azamgarh	Sadarpur Baurauli	
2074	Azamgarh	Saidpur	
2075	Azamgarh	Shekhpur Pipri	
2076	Azamgarh	Teuga	
2077	Azamgarh	Udpur	
2078	Azamgarh	Dodopur	
2079	Azamgarh	Ghambhirvan	
2080	Azamgarh	Rudri	
2081	Azamgarh	Sethwal	
2082	Azamgarh	Shahkhujara	
2083	Azamgarh	Sonwara	
2084	Azamgarh	Adampur	
2085	Azamgarh	Avanva	
2086	Azamgarh	Avari	
2087	Azamgarh	Bamhaur	
2088	Azamgarh	Bihrojpur	
2089	Azamgarh	Chak Sakari	
2090	Azamgarh	Gajahara	
2091	Azamgarh	Gujarapar	
2092	Azamgarh	Jamuri	
2093	Azamgarh	Kasba Sariya Or Chak Sariya	
2094	Azamgarh	Kashipur	
2095	Azamgarh	Kerma	
2096	Azamgarh	Khameupur	
2097	Azamgarh	Lohra	
2098	Azamgarh	Mahuva Murarpur	
2099	Azamgarh	Mohabatpur	
2100	Azamgarh	Mustafabad Khas	
2101	Azamgarh	Naithi	
2102	Azamgarh	Narava	
2103	Azamgarh	Ojhaouli	
2104	Azamgarh	Phai Jameen Patti	
2105	Azamgarh	Sameha (Sameda)	
2106	Azamgarh	Siktishah Mohdpur	
2107	Azamgarh	Singhi	
2108	Azamgarh	Sonpar	
2109	Azamgarh	Surai	
2110	Azamgarh	Badsara Aima	
2111	Azamgarh	Basahi Jarmejpur	
2112	Azamgarh	Bhormik Belpur	
2113	Azamgarh	Chandabhari	
2114	Azamgarh	Gaura	
2115	Azamgarh	Madhshiya	
2116	Azamgarh	Mahuwar	

2117	Azamgarh	Medhi	
2118	Azamgarh	Mehmauni	
2119	Azamgarh	Naipura	
2120	Azamgarh	Ora	
2121	Azamgarh	Pashim Patti	
2122	Azamgarh	Purab Patti	
2123	Azamgarh	Basgaon	
2124	Azamgarh	Belhadeeh	
2125	Azamgarh	Bhilihili	
2126	Azamgarh	Bibipur	
2127	Azamgarh	Dandaval	
2128	Azamgarh	Jiyapur	
2129	Azamgarh	Mehnajpur	
2130	Azamgarh	Mokalpur	
2131	Azamgarh	Navrasiya	
2132	Azamgarh	Rastipur	
2133	Azamgarh	Tadva Khas	
2134	Azamgarh	titra	
2135	Azamgarh	Tiyara	
2136	Azamgarh	Uchuacha	
2137	Azamgarh	Amavar	
2138	Azamgarh	Asvaniya	
2139	Azamgarh	Avdah Khas	
2140	Azamgarh	Bakesh	
2141	Azamgarh	Baragahan	
2142	Azamgarh	Belau	
2143	Azamgarh	Bhaiya Khur	
2144	Azamgarh	Bharasari	
2145	Azamgarh	Bhuulandeeh	
2146	Azamgarh	Bijauli	
2147	Azamgarh	Chauku Bardah	
2148	Azamgarh	Dariyapur Basahi	
2149	Azamgarh	Gomadeeh	
2150	Azamgarh	Irani	
2151	Azamgarh	Ishaqpur	
2152	Azamgarh	Jamuva Ban	
2153	Azamgarh	Khamauli	
2154	Azamgarh	Kudihar	
2155	Azamgarh	Munhar	
2156	Azamgarh	Pasika	
2157	Azamgarh	Sarvan	
2158	Azamgarh	Sarya Paltu	
3011	Gorakhpur	Bhikaripur	
3013	Gorakhpur	Hardholi	
3014	Gorakhpur	Rampur	

3015	Gorakhpur	Bhelwar Changari	
3016	Gorakhpur	Piwatal	
3017	Gorakhpur	Wadrao	
3018	Gorakhpur	Punapur	
3019	Gorakhpur	Katihari Buzurg	
3020	Gorakhpur	Achhar	
3021	Gorakhpur	Thakurmanpura	
3022	Gorakhpur	Harpur	
3023	Gorakhpur	Khandaraipur	
3024	Gorakhpur	Bahirpur	
3025	Gorakhpur	kasimpur	
3026	Gorakhpur	Baijapur	
3027	Gorakhpur	Raini	
3028	Gorakhpur	Sultanpur Banora	
3029	Gorakhpur	Barlai	
3030	Gorakhpur	Sarba	
3031	Gorakhpur	Ranbirpur	
3032	Gorakhpur	Rakouli	
3033	Gorakhpur	Ameri	
3034	Gorakhpur	Kanakpur	
3035	Gorakhpur	Khiria	
3036	Gorakhpur	Daulsepur	
3037	Gorakhpur	Kamalsenpur	
3038	Gorakhpur	Saraudha	
3039	Gorakhpur	Chapra	
3040	Gorakhpur	Pachista Melnapur	
3041	Gorakhpur	Aaripur	
3042	Gorakhpur	Faridpur	
3043	Gorakhpur	Itoura Chowbeypur	
3044	Gorakhpur	Makri	
3045	Gorakhpur	Madahpatti	
3046	Gorakhpur	Bhatkol	
3047	Gorakhpur	Nagripar	
3048	Gorakhpur	Saidpur	
3049	Gorakhpur	Khatibaha	
3050	Gorakhpur	Samsawad	
3051	Gorakhpur	Yakubpur	
3052	Gorakhpur	Aurola	
3053	Gorakhpur	Devsipur	
3054	Gorakhpur	Ngpur	
3055	Gorakhpur	Bhatri	
3056	Gorakhpur	Mahapur	
3057	Gorakhpur	Bandikala	
3058	Gorakhpur	Surhurpur	
3059	Gorakhpur	khadgilia	

3060	Gorakhpur	Tulsipurkudhwa	
3061	Gorakhpur	Barhadpur	
3062	Gorakhpur	Bhatikala	
3063	Gorakhpur	Suthrahi	
3064	Gorakhpur	Bhiswa	
3065	Gorakhpur	Gofa	
3066	Gorakhpur	Pidsu Ahiladpur	
3067	Gorakhpur	Surgaha Mehndipur	
3068	Gorakhpur	Kuranga	
3069	Gorakhpur	Kardinarayanpur	
3070	Gorakhpur	Rasulpur Imanudin	
3071	Gorakhpur	Baloli Sonwarsha	
3072	Gorakhpur	Chakauth	
3073	Gorakhpur	Bela Kasula	
3074	Gorakhpur	Chak Manav Dargaha	
3075	Gorakhpur	Bhais Khadar	
3076	Gorakhpur	Sikdikol	
3077	Gorakhpur	Nasrulapur	
3078	Gorakhpur	Rasulpur Adampur	
3079	Gorakhpur	Katghara Shankar	
3080	Gorakhpur	Sultanpur Wargawa	
3081	Gorakhpur	Nandaur	
3082	Gorakhpur	Lakhnor	
3083	Gorakhpur	Dalai Firozpur	
3084	Gorakhpur	Basti Barsindhiya	
3085	Gorakhpur	Losath	
3086	Gorakhpur	Zamilsahrulla	
3087	Gorakhpur	Chikor Kardohi	
3088	Gorakhpur	Tarbadiha	
3089	Gorakhpur	Aailakh	
3091	Gorakhpur	Nagwa	
3092	Gorakhpur	Bhudsuri	
3093	Gorakhpur	Ghada	
3094	Gorakhpur	Bhadaliwadanpura	
3095	Gorakhpur	Khalispur	
3096	Gorakhpur	Mustafawad	
3097	Gorakhpur	Makhna	
3098	Gorakhpur	Nasirawad kala	
3099	Gorakhpur	Mubarakpur	
3100	Gorakhpur	Dataura	
3101	Gorakhpur	Italy	
3102	Gorakhpur	Kaunsa	
3103	Gorakhpur	Mauri Kala	
3104	Gorakhpur	Gulaura	
3105	Gorakhpur	Pahdewajit	

3106	Gorakhpur	Bukchdidadhi	
3107	Gorakhpur	Modikala	
3108	Gorakhpur	Itaura	
3109	Gorakhpur	Jamdra	
3110	Gorakhpur	Jamalpur Buland	
3111	Gorakhpur	Sahuari	
3112	Gorakhpur	Jagdishpur	
3113	Gorakhpur	Sahupur	
3114	Gorakhpur	Gehna	
3115	Gorakhpur	Mu Barhiya	
3116	Gorakhpur	Samrajpur	
3117	Gorakhpur	Pindohari	
3118	Gorakhpur	Sidhwal	
3119	Gorakhpur	Kutubpur	
3120	Gorakhpur	Bsarathpur	
3121	Gorakhpur	Adari	
3122	Gorakhpur	Bada	
3123	Gorakhpur	Chorpakhurd	
3124	Gorakhpur	Jamalpur Mirzapur	
3125	Gorakhpur	Maurbhoj	
3126	Gorakhpur	Manikpur Zamin	
3127	Gorakhpur	Hajipur	
3128	Gorakhpur	Karisath	
3129	Gorakhpur	Itaura Douripur	
3130	Gorakhpur	Belasultanpur	
3131	Gorakhpur	Mongmas	
3132	Gorakhpur	Samri Jamalpur	
3133	Gorakhpur	Lakhni Mubarakpur	
3134	Gorakhpur	Manikpur Asana	
3135	Gorakhpur	Dharauli	

Annexure VIII – Target 103 Aadarsh Grams

SI. No.	Region	Branch/VKC	Adopted Village
1	Guwahati	Patshala	Dubi-mallpara
2	Guwahati	J B Gaon	Gholichuba
3	Guwahati	Nagaon(B)	Barbilla
4	Guwahati	Sundaridla	Keotkuchi
5	Patna	Rupauli Buzurg	Rupauli Buzurg
6	Patna	Bihar Sharif	Kosuka
7	Patna	Chautham	Malpa
8	Patna	Jamalpur Gogri	Pipaunjhia
9	Ranchi	ltki	Kulli
10	Ranchi	Bengabad	Mahuar
11	Siliguri	Shaldahmore	Joypur
12	Siliguri	BhalukaRoad	Talgachhi
13	Siliguri	Jangipur	Kharibano
14	Durgapur	Masat	Aushbali
15	Kolkata	Bakhrahat br.	Makhalia
16	Kolkata	Mohanpur br.	Aryapara
17	Kolkata	J.K.Danga br.	Deulpur
18	Kolkata	Uluberia	Khalisani
19	Bhubaneshwar	Baragarh	Barhguda
20	Delhi (N)	Mukhmelpur	Jindpur
21	Delhi (S)	Manesar	Baghanki
22	Chandigarh	Ambala Cantonment.	Tandwalli
23	Jalandhar	Chogetti	Bhojowal
24	Jaipur	Gagwana	Nimbukia ki Dhani
25	Jaipur	Kurawad	Suro ka guda
26	Jaipur	Gandrawa	Gandrawa
27	Karnal	Bhapra	Shaharmalpur
28	Karnal	Kaithal(M)	Titram
29	Chennai	Cuddalore	Thirumankuzhi
30	Coimbatore	Keerambur	Keerambur
31	Coimbatore	Negamam	K.G.Palayam
32	Salem	Pallikonda	Gollamangalam

33	Madurai	Nechandupatti	Kottur
34	Madurai	Kottampatti	Ganpathi Sundra Nachiarpuram
35	Madurai	Watrap	Sethunarayanpuram
36	Ernakulam	Neerpara	Kulayettikara
37		Annakara	Chellarkovil
38	Trivandrum	Nedumkandam	Parathodu
39	Trivandrum	Chinnakodur	Machapur
40	Hyderabad	Sivannaguda	D B Pally
41	Hyderabad	Karalapalem	Tummalapalli
42	Vijayawada Vijayawada	Uppalapadu	Uppalapdu
43	Vijayawada	Vedureswaram	Vedureswaram
44	Vizag	Mysore	Ayerhalli
45	Bangalore	Kalkere	Sakalwara
46	Bangalore	Bommanhalli	Yaliwal
47	Belgaum Ahmedabad	Raigadh	Mali
48		Gabat	Vasadara
49	Ahmedabad	Deesa	Sanath
50	Ahmedabad	Kathor	Hamboli
50	Surat	Kamlapur	Kamlapur
52	Rajkot	Negerpipalia	Negerpipalia
52	Rajkot Baroda	Kwant	Rumadia
54	Baroda	Sojitra	Limbali
55	Pune	Rashin	Deshmukhwadi
56		Ghulewadi	Jawalekadlag
57	Pune Pune	Sonai	Vanjarwadi
58		Patur	Charangan
59	Nagpur Nagpur	Wardha br	Yakurli
60	Nasik	Ghoti	NAGOSALI
61	Kolhapur	Dattawad	Junedanwad
62	Kolhapur	Sangola	Kamalpur
63	Mumbai (N)	Awale	Manivali
64	Mumbai (N)	Anagaon	Anagaon
65	Lucknow	Behata	Pegra Mau
66	Lucknow	Behrauli	Bachan Khera
67	Agra	Govardhan	Nagla Bari
68	Agra	Malpura	Nanglarevati
69	Meerut	Behat	Ratanpur Kalyan Pur
	meerut		

70	Allahabad	Rotaha	Pachhpatiya
71	Allahabad	Vidura Bazar	Dasarathpur
72	Azamgarh	Sagri	Berma
73	Azamgarh	Atraulia	Thiraipatti
74	Ghazipur	Nandganj	Barahapur
75	Ghazipur	Mohammadabad	Malikpura
76	Ghazipur	Jakhania	Kudila
77	Jaunpur	Jalalpur	Dareshpur
78	Jaunpur	Machlishahar	Karvaha
79	Varanasi	Rajatalab	Nagepur
80	Varanasi	Chandoli	Sirsi
81	Varanasi	Chahania	Surtapur
82	Varanasi	Shamalpur/ Harua	Krishnapur
83	Varanasi	Chakia	Piparhat
84	Gorakhpur	Narai Bandh	Dr.Ambedkar Nagar gram
85	Gorakhpur	Garwar	Dharmpur
86	Gorakhpur	Madhuban	Nandaur
87	Gorakhpur	Rudrapur	Tarasara
88	Kanpur	Raebareli	Bhuemau
89	Kanpur	Fardapur	Kauthelia
90	Dehradun	Sahaspur	Shankarpur
91	Bhopal	Vidisha	Karai Haat
92	Bhopal	Ashok Nagar	Bamovital
93	Jabalpur	Bilha	Bilkhrwa
94	Indore	Jaora	Kerwasa
95	Indore	Dakachya	Dakachya
96	Indore	Mhow	Kewati
97	Indore	Gandinagar	Limbodagari
98	Rewa	Shahdol	Dijauri
99	Rewa	Raipur (K)	Palia-351
100	Rewa	Sagra	Sagra
101	Rewa	Kuchwahi	Tendua
102	Kozhikode	Vadanappally	Talikulam
103	Goa	Devgad	Talawade