

## Circular

**Sub :- No denial of admission in schools for want of Aadhaar and Organising special Aadhaar Enrollment/update camps at schools - reg.**

As you are aware, Aadhaar number is being asked from school children for availing admissions obtaining scholarships, attending various Board and other examinations, participating in various competitive examinations. It is therefore necessary on schools to provide Aadhaar enrolment and biometric update facilities to students without causing any hardship to them or their parents.

2. Also, mandatory update of Biometrics in Aadhaar is also required for children on attaining the age of 5 /15 years to ascertain validity of their Aadhaar number assigned earlier.

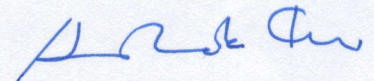
3. It must be ensured that no children are deprived/denied of their due benefits or rights for want of Aadhaar. Some instances have come to our notice that few schools are denying admission to children for want of Aadhaar. Such denials are invalid and not permitted under the law. It is also to be ensured that no child should be denied admission and other facilities for lack of Aadhaar.

4. For children who are not yet assigned an Aadhaar number or whose biometrics in Aadhaar database is not updated, it shall be the responsibility of the schools under Regulation 12A of Aadhaar (Enrolment and Update) Regulations to arrange to provide for Aadhaar enrolments and biometric update of such students. This should be facilitated by the schools by organizing special camps in their premises in coordination with local banks, post offices, state education department and district administration.

Till Aadhaar number is assigned or biometrics are updated for such students all facilities should be extended through alternate means of identification and by following the exception management process as laid down in Cabinet Secretariat's OM Dated 19th December 2017 (Annexure - A).

5. In order to avoid any hardship to children in availing the benefits or other purpose as mentioned above for want of Aadhaar, it is obligatory on State Government/s to arrange through its education department and district administration to organise Aadhaar enrolment camp in all the schools, at least twice a year by making school-wise roster for the same. In order to augment the state effort in organising enrolment camp, the State/s may also co-ordinate with banks and post offices either to organise camp in nearby schools or children may be arranged to be taken to Aadhaar Enrolment and Update centre/s located at nearby banks/post offices. The list of Aadhaar centres in banks and post offices are provided at [www.uidai.gov.in](http://www.uidai.gov.in).

6. This has approval of Competent Authority.



( Ashok Kumar)

Assistant Director General (E&U-I)

To

1. The Chief Secretaries of States/ Lt. Governor of UT.

Copy to

1. Secretary, School Education Department, Ministry of HRD.
2. All UIDAI Regional Offices.
3. UIDAI Tech. centre, Bangaluru.
4. All the Registrars and Enrolment Agencies including banks and post offices.
5. File.

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No. D-26011/04/2017-DBT  
Government of India  
Cabinet Secretariat  
(DBT Mission)

Dated: 19<sup>th</sup> December 2017

Office Memorandum

**Subject: Use of Aadhaar in Benefit Schemes of Government - Exception Handling - Regarding.**

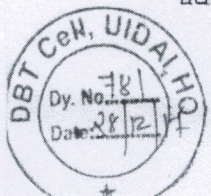
Aadhaar based DBT is a significant governance reform to ensure greater transparency and accountability in public service delivery through effective use of technology. Aadhaar as an identity proof obviates the need for producing multiple documents for proving one's identity, thereby simplifying procedures and eliminating fake/ ghost beneficiaries through de-duplication.

2. However, Government is sensitive to the fact that the Aadhaar enrolment process has not been completed and infrastructure constraints may pose difficulty in online authentication. To ensure that bona fide beneficiaries are not deprived of their due benefits, sufficient provisions have been made in the Aadhaar Act, 2016. UIDAI has also issued regulations to handle exceptions, ensuring that no beneficiary is denied benefits for want of Aadhaar, vide circular dated 24<sup>th</sup> October, 2017 (*copy enclosed for ready reference*). In accordance with the guidelines issued by UIDAI from time to time, the following may be considered:

A. For extending benefits to beneficiaries who do not possess Aadhaar, the following mechanism may be adopted:

- i. The beneficiary shall be provided subsidy, benefit or service based on alternate identification document as notified in the relevant notifications issued under the provisions of Section 7 of the Aadhaar Act, 2016.
- ii. Efforts should be made to ensure that all such beneficiaries are facilitated for enrolment under Aadhaar. The concerned Department through its Implementing Agencies may offer Aadhaar enrolment facilities for such beneficiaries at convenient locations through centres in the respective Block/ Taluka/ Tehsil (including through Post Offices, Banks, ICDS Centres etc).
- iii. As per regulation 12 of Aadhaar (Enrolment and Update) Regulations, 2016, the State Government/ Implementing Agencies should also make special arrangements for bed ridden, differently-abled, or senior citizens, who are unable to visit the registration centre(s), to get them enrolled for Aadhaar.
- iv. Till such time Aadhaar is assigned to a beneficiary, a separate register, preferably electronic, shall be maintained for recording such transactions, whenever the beneficiary is provided benefits/ services on the basis of alternative identification documents. This register may be periodically reviewed and audited.

B. In all such cases where Aadhaar authentication fails, the following mechanism may be adopted:



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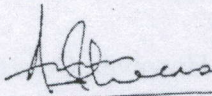
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27/12/17

ADG(DBT) - on leave 28/12/17  
Soc DBT

- i. Departments and Bank Branches may make provisions for IRIS scanners along with fingerprint scanners, wherever feasible.
- ii. In cases of failure due to lack of connectivity, offline authentication system such as QR code based coupons, Mobile based OTP or TOTP may be explored.
- iii. In all cases where online authentication is not feasible, the benefit/ service may be provided on the basis of possession of Aadhaar, after duly recording the transaction in register, to be reviewed and audited periodically.

3. In view of above, DBT implementing Ministries/ Departments and State Governments are requested to implement proper exception handling mechanism in conformity with the Aadhaar Act 2016 and subsequent regulations and guidelines issued from time to time. A robust mechanism for ensuring their compliance and its periodic monitoring may also be put in place.

Enclosure: As above



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To:

1. Secretaries to all Ministries/ Departments of Government of India
2. Chief Secretaries of all States/ Administrators of all UTs
3. CEO, UIDAI

Copy to:

1. Coordinators, DBT Cells in all Ministries / Departments
2. Coordinators, DBT Cells in all States / UTs.