AADHAAR

Setting up and Managing an Enrolment Centre

UIDAI

Unique Identification Authority of India

Version: 2.0.0.6

Release date: 02-11-2012

<div style="background:red;color:white;text-align:center;font-size:2em">**Preface**</div>

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

Target Audience

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

Dependent or Related Modules

To read this manual, you should have a prior knowledge of the following modules:

- UIDAI and Aadhaar
- Aadhaar Enrolment Process

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Introduction

Objective of UIDAI is to issue a unique identification number, now called Aadhaar, to all residents of India. Aadhaar will be issued based on the demographic and biometric data corresponding to each resident. Collection of this data will be undertaken by Enrolment Agencies who will setup Enrolment Centres across the country. The entire success of Aadhaar hinges on how efficiently Enrolment Centres can be setup while ensuring:

- Minimal inconvenience to residents

- Optimum working conditions for Enrolment Centre staff

- Speedy enrolments without compromising data quality

Objectives

At the end of this module, you will learn about:

- The entities involved in Enrolment Centre setup

- The role of each entity in the setup process

- The different steps in setting up an Enrolment Centre

- The guidelines for setting up the Enrolment Centre

Who has to be involved in Enrolment Centre Setup

Setting up an Enrolment Centre requires the active participation of

- UIDAI (Unique Identification Authority of India)

- Registrar

- Enrolment Agency

1. **UIDAI**

   a. Provides required standards and guidelines to the Registrar for setting up the Enrolment Centres

   b. Verifies and approves plans for Enrolment Station deployment

   c. Facilitates the certification of Biometric Devices

   d. Provides material required for creating awareness and publicizing Aadhaar

2. **Registrar**

   a. Identifies appropriate locations for setting up Enrolment Centres

   b. Develops the Enrolment Station deployment plan

   c. Provides pre-enrolment data (if available)

   d. Makes residents aware of Aadhaar and its benefits

   e. Checks readiness of Enrolment Centre

3. **Enrolment Agency**

   a. Arranges for complete infrastructure required for running the Enrolment Centre

   b. Deploys Enrolment Stations as per plan

c. Arranges for staff who will man the Enrolment Centres including trained and certified Operators and Supervisors

d. On boards Operators, Supervisors and Introducers

e. Uses the provided checklist to ensure that the centre is ready for enrolment, in all respects

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

Exercise 1: Responsibilities

Ms. Heeralal & Co. have been appointed as an Enrolment Agency by the Registrar, LIC of India, for the State of Gujarat. The EA has been asked to setup an Enrolment Centre in the Bhalamanas district of the state.

In the Table below, list the responsibility of each organization in setting up the Enrolment Centre:

UIDAI	LIC India	Heeralal & Co.

Verify your response by comparing with what is given in the preceding content

Eleven Steps to Setting up an Enrolment Centre

Let us see the steps required in Setting up of an Enrolment Centre

Figure 1: Enrolment Centre Setup Steps

| Step	Description
1	Registrar Identifies Suitable Locations for Enrolment Centres and number of Enrolment Stations required
2	UIDAI RO (Regional Office) Approves Station Deployment Plan
3	Enrolment Agency Deploys Required Hardware Devices and Software for Enrolment
4	Registrar loads KYR+ Application and provides residents' Pre-enrolment Data / Beneficiary Database If Available
5	Registrar Checks Pin Code Data for its Correctness and Completeness
6	UIDAI Provides Content to the Registrar for Awareness and Publicity
7	Registrar along with the Enrolment Agency creates Awareness among residents / Target Beneficiaries
8	Enrolment Agency Ensures Availability of Active Operators and Supervisors
9	Enrolment Agency Ensures On Boards Operators, Supervisors and Introducers (OSI)
10	Enrolment Agency ensures Site Readiness as per Checklist
11	Registrar Audits Site Readiness as per Checklist

Note

An **Audit** is a process where one or more persons verify that the correct procedures are being followed while doing some work.

For example, in "Audit Site Readiness" it is checked whether the enrolment site is prepared according to the guidelines or not.

Step 1: Registrar Identifies Suitable Locations for Enrolment Centres and Number of Enrolment Stations Required

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

Scenario 1: Identifying premises for Enrolment Centre
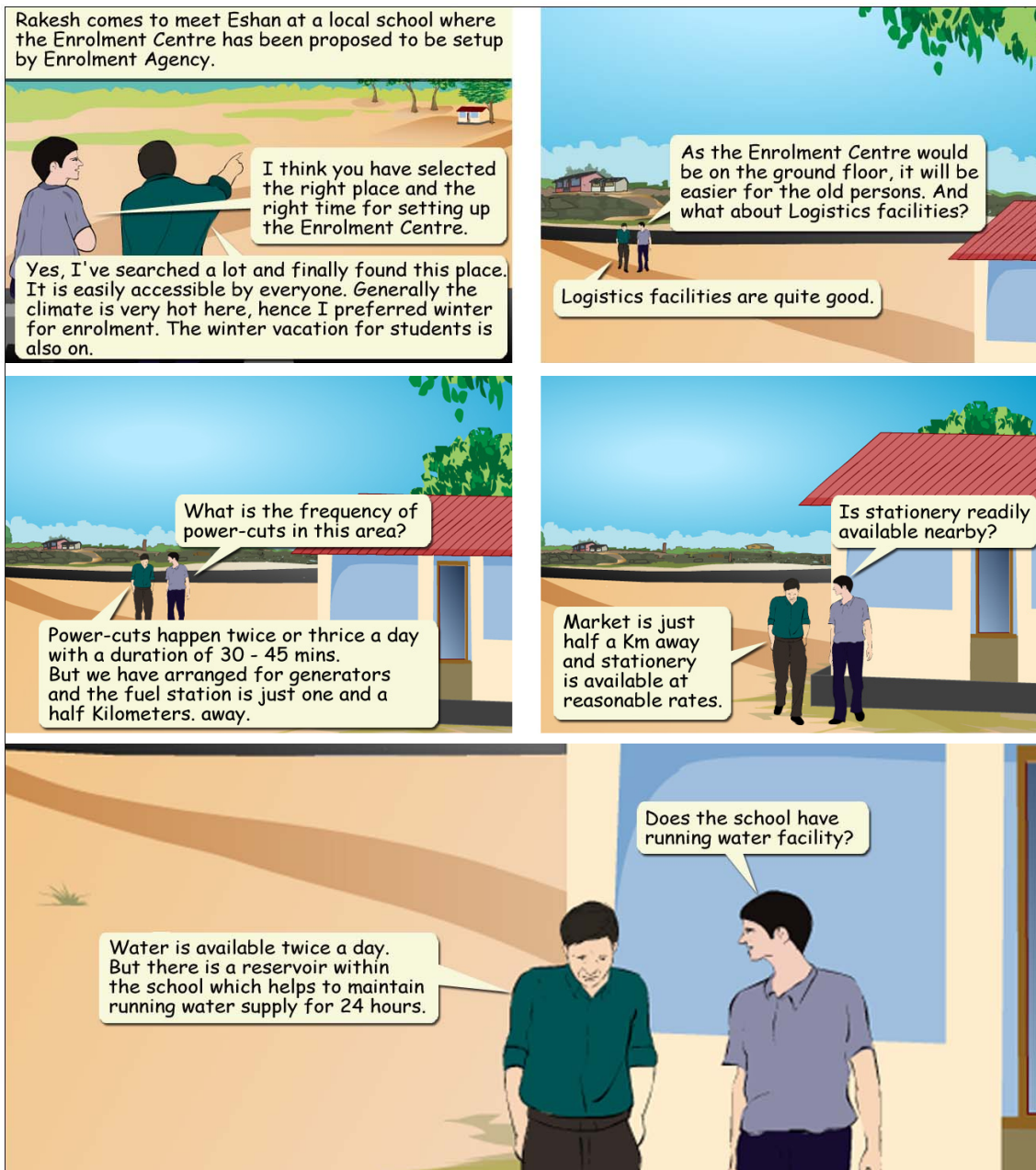
- **Shelter and protection from natural elements** – The Enrolment Centre will be using a number of expensive devices for enrolment. Besides, the data resulting from each enrolment needs to be protected from any kind of damage.

  o Excessive heat (summer sun) can prevent efficient operation of devices and ultimately lead to devices malfunctioning.

  o Water seeping in through the roof (if it rains) can also damage equipment.

  o Falling debris can damage equipment and cause injury to residents as well as the persons manning the centre.

- **Local Help** – The Registrar and the Enrolment Agency will need support for not only setting up Enrolment Centres but also for day to day operations which only the local authorities will be able to provide.

  For example in case of a fire, the centre will have to depend upon the fire brigade, police and medical units which are normally managed by the local district administration.

  This will be possible only if the Registrar and the EA interacts with these local authorities from the planning stage onwards and right up to the time that all enrolments for that area are complete.

  The local administration will also facilitate the creation of awareness about Aadhaar, its benefits and will help in publicizing the enrolment schedule to the residents.

- **Remote and difficult to reach areas** – Whenever enrolment has to be done for residents who are located in remote and hard to reach areas, where proper infrastructure for setting up Enrolment Centres are not readily available, it may become necessary to use **mobile and temporary Enrolment Centres**.

  The Enrolment Agency along with the Registrar will decide on the number of such mobile Enrolment Centres and also the duration for which they will function.

  The list of difficult areas will be available with the State Government. The frequency of visits to such locations, and the period over which the station is open for enrolment will be decided by the Registrar based on parameters like:

  o Density of population to be covered

  o Prevailing weather conditions

  o Geography of the region

Note
The process of setting up of enrolment centre is explained in the section "Guidelines for Setting up the Enrolment Centre".

Figure 2: Mobile Enrolment Centre

- **Number of Enrolment Stations to be deployed**

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

  Parameters to be considered are:

  1. Minimum number of days over which the enrolments will happen

  2. Approximate number of enrolments in a day

  3. Distance between the Enrolment stations

  4. Area required for each station

  5. Area available at the Enrolment Centre

  6. Number of working days in a year

  7. Number of enrolments per Enrolment station in a year

  8. Duration of the program

  9. Average number of enrolments per Enrolment station during the project duration

  10. Total expected registrations as a percentage of the population

Model RFP published on UIDAI website provides an excel sheet for facilitating calculation of number of stations.

Exercise 2: Selection of EC Location

- List the parameters to be considered while deciding on a location for the Enrolment Centre.

- An Enrolment station consists of

  ✓ Table with a Laptop, Iris Scanner, Fingerprint Scanner, Web Camera, Scanner, Printer, GPS Dongle

  ✓ Two chairs, one for the Operator and one for the resident.

  Based on the above information can you estimate, roughly, the space required for an Enrolment Station?

Step 2: UIDAI RO (Regional Office) Approves Station Deployment Plan

Enrolment agencies (EA) have to undergo an on-boarding process for enrolment stations, during which,

- EAs provide enrolment station deployment plans

- EAs show that they have certified and active operators, requisite machines and hardware available for deployment.

- EAs show that they have the staff and capability to supervise the centres.
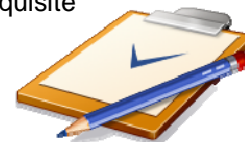
EA has to update Enrolment Centre information on the UIDAI portal http://qamis.uidai.gov.in/es/.

The Registrar will approve the centre plan and UIDAI RO will monitor the same and may intervene where required.

Step 3: Enrolment Agency Deploys Required Hardware Devices and Software for Enrolment

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

Hardware

- Computers – Laptops or Desktops (with minimum recommended configuration)

- Digital Camera (with stand)

- Iris Scanner

- Fingerprint Scanner

- Printer

- GPS dongle

- UPS

- Generator

Software

- Operating System – Windows XP-SP3 (with Service Pack 3) or Windows 7

- Aadhaar Enrolment Client Software (Latest Version)

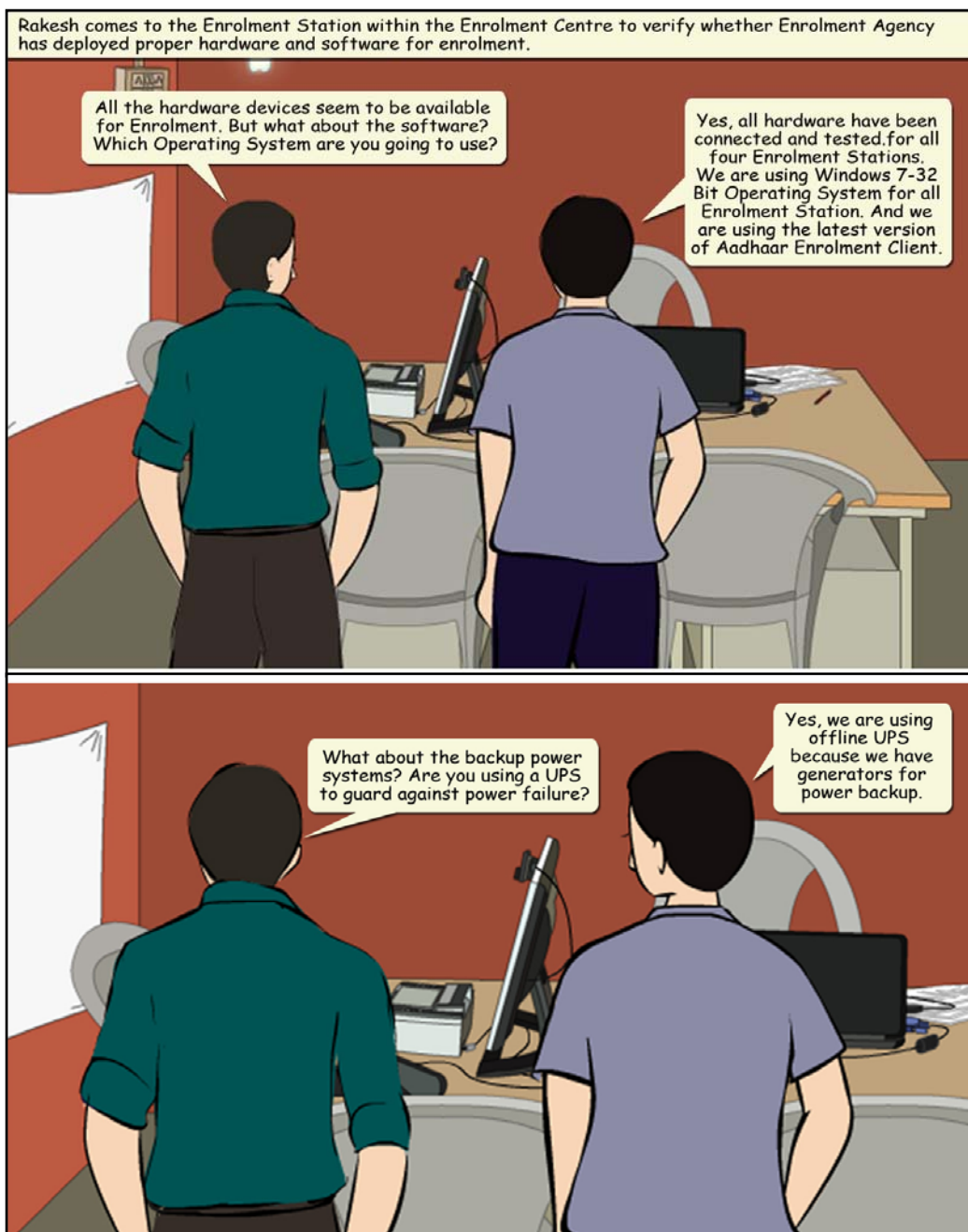- Pre-enrolment database and KYR+ Application (if available)

Exercise 3: Do you know...

What is the latest version of the Aadhaar Enrolment Client?

Who will provide the KYR+ application software?

**Other points to be taken care:**

- All the equipment must be installed and tested thoroughly before the Enrolment Centre can be declared as 'ready to launch'.

- The equipment must also be tested every day before starting enrolments to ensure that residents are not inconvenienced by equipment failure.

- In any case, sufficient backup equipment must be maintained to minimize waiting time and delays in case of any equipment failure while enrolments are going on.

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

Scenario 2: Enrolment Station Preparation

Step 4: Registrar loads KYR+ Application and provides residents' Pre-enrolment Data / Beneficiary Database If Available

Figure 3: Pre-Enrolment Data and KYR+ Data Capture
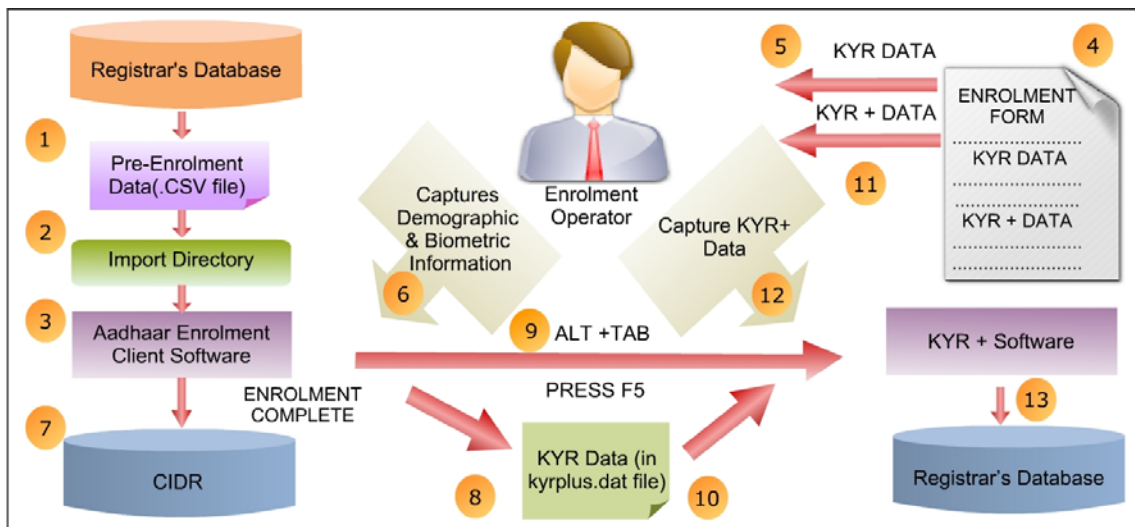
- **KYR+ Application**

  o KYR+ application software which is provided by Registrar, can be used if additional data like annual income, educational qualification, marital status, etc. is required.

  o KYR data captured by Aadhaar Enrolment Client can be integrated into the KYR+ software after every enrolment and the KYR+ application can then be used to enter KYR+ data.

  o Refer to Figure 3 for a broad understanding of Pre-enrolment and KYR+ data capture process.

- **Pre-Enrolment data**

  o It is the demographic information about some residents that may already be available in databases maintained by State Governments for various schemes like PDS, RSBY or MNREGA.

  o The Registrar has to share the Pre-Enrolment Data, in the format specified by UIDAI (CSV format), with the Enrolment Agency.

  o The pre-enrolment data provided by the Registrar contains fields that are additional to those captured by the Aadhaar Enrolment Client.

  o The pre-enrolment data provided by the Registrar is imported into the enrolment client software.

  o The Enrolment Agency tests the beneficiary database (provided by the Registrar) on Enrolment Station in advance and ensures that it is accessible and searchable.

  o The EA while capturing the profile of the resident will retrieve the pre-enrolment data and update it before capturing Biometric information.

  o The Aadhaar Enrolment client also has an option, called ECMP Lite, to create a pre-enrolment database, named ECMP Lite.

Refer to **Annexure A** for more information on Pre-enrolment data.

Exercise 4: Check your understanding

Are AEC and KYR+ applications installed on two different computers?

Note

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

Step 5: Registrar Checks Pin Code Data for its Correctness and Completeness

Registrar ensures that Pin code data for planned enrolment locations is checked in Pin Master of Aadhaar software for its correctness and completeness.

Let us see what all things that registrar needs to check:

Pin Code: 600 078

- Registrar reviews and reports missing / incorrect Pin codes to UIDAI and gets these corrected.
- Registrars / EAs must also report transliteration errors of PIN code data in local language and get it corrected in the Pin Code master.
- Pin code master data contains the details of Village/Town/City, District, P.O. and State against each Pin code.

Note

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

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

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

Content Designing:

- While designing final content for advertisements, registrar should consider the profile of the local population and their needs will have to be considered.
- The activity should ideally begin **four weeks before the date of enrolment** in a centralized Taluka level location with adequate arrangements.

Awareness Campaign:

- The awareness campaign targets the Enrollers, State Government Officials, elected representatives of Panchayats, local bodies – urban and rural and Key Influencers (Introducers and Key Village people like Teachers, Doctors), people who will be the **face of Aadhaar** for the individual residents and also aid the process.

Key Objectives:

- The key objective of this phase of communication is to ensure, thorough education, the benefits, process and requirements of Aadhaar as also training them on what they should convey about Aadhaar.

Learning/ Training Material:

- Learning / Training material, primarily in the form of posters, flip-charts and videos should be used.

- These can be developed using standardized material that UIDAI would create, adequately customized in terms of language.

- The participants should be given some take-away material also.

Step 7: Registrar along with the Enrolment Agency creates Awareness among residents / Target Beneficiaries

Figure 4: Creating Awareness

Spreading awareness before the actual enrolment day:

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

- Communication to residents can start **seven days before the actual start of enrolment**. The Gram Sabhas can be held to focus on Aadhaar related procedures and spread awareness.

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

- This activity would require using media like loudspeakers, pre-recorded speeches, posters, banners, wall writings, stickers, leaflets, booklets and vehicles covered with Aadhaar information and billboards.

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

On the day of the enrolment:

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

- This activity would thus require posters and banners, vehicles covered with Aadhaar information, TV with Videos explaining process, branded apparel, trained manning personnel.

Figure 5: Typical awareness activities
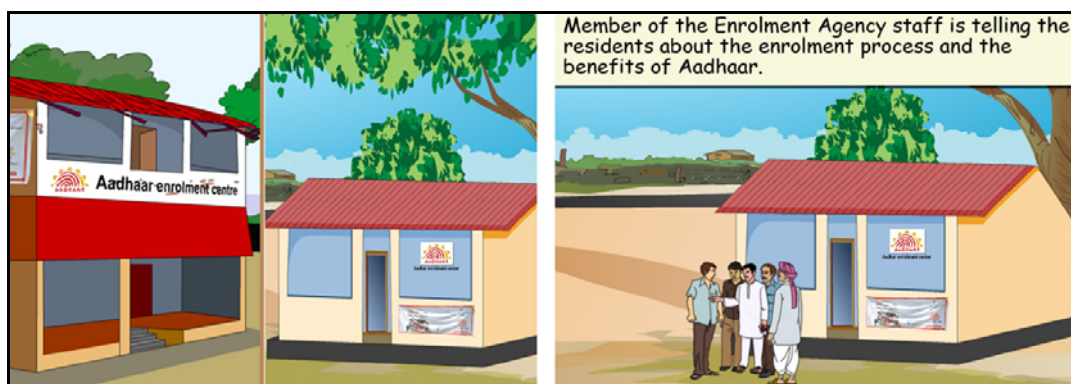
Exercise 5: Planning on how to spread awareness

List down some innovative ways, that you can think of, to spread awareness of Aadhaar. Share them with your colleagues, trainer. You can suggest some of the practical solutions to the EA who employs you

Step 8: Enrolment Agency Ensures Availability of Active Operators and Supervisors

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

Activating Operators and Supervisors:

- The Aadhaar or Enrolment Number with Date is mandatory before activating the Operators and Supervisors in the admin/technology portal (https://portal.uidai.gov.in) of UIDAI.

- The Enrolment Agency is also required to have a unique Operator ID for each of their Operators and Supervisors to activate them.

- Any name mismatch between the enrolment and the Certification Agency data, needs to be approved by the UIDAI Regional Office for activation.

- The Enrolment Agency is required to login to the portal and download **master data file**, **registrar's data file** and the **user credentials file** and then import them into the Aadhaar Enrolment Client (using ECA login).

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

Scenario 3: Hiring of Certified staff
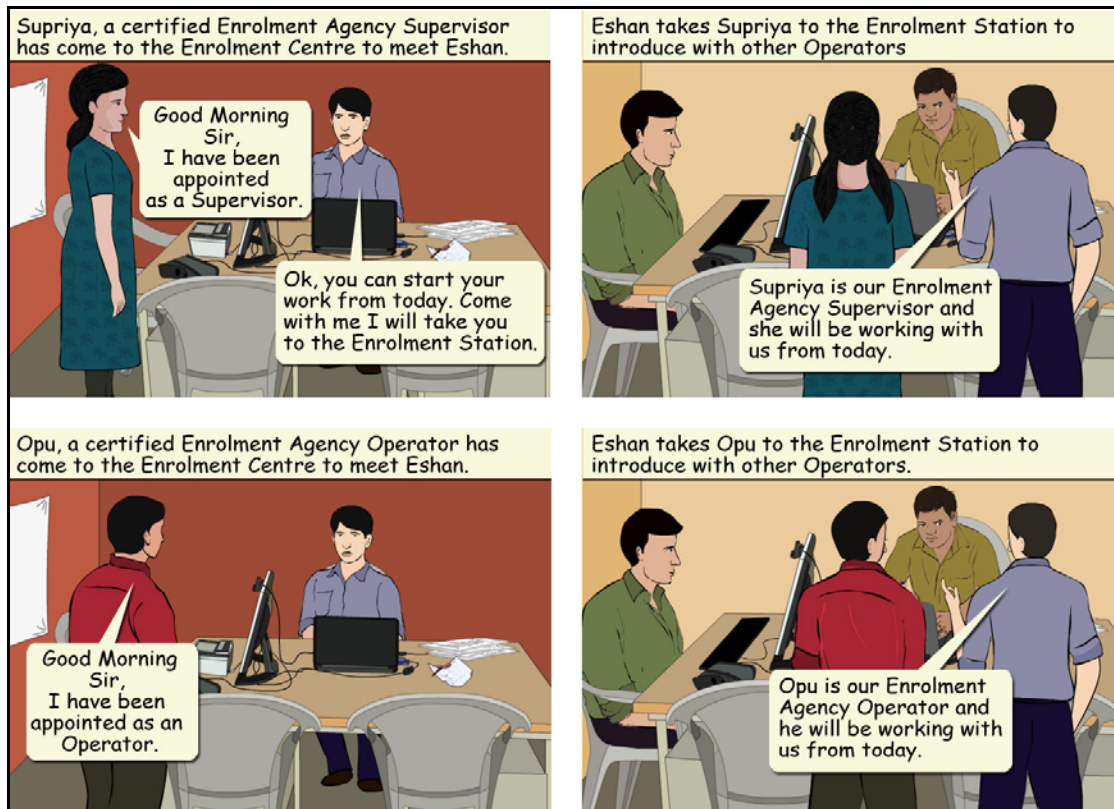
The Enrollment Agency should ensure that each Enrolment Centre is under the control of a certified Supervisor.

Role of Supervisor:

- The Supervisor ensures smooth enrolment and provides guidance to the Operators and enrollees, especially in handling exceptional cases.

- The Supervisor is required to handle any situation that requires immediate attention at the Enrolment Centre itself and inform the Registrar subsequently.

Role of Technical Personnel:

- Technical personnel for attending power /system / biometric instrument related maintenance problems should be available on call.

- It should be in a centrally located place covering about six Enrolment Centers (recommended), so that the downtime can be minimized.

Exercise 6: Test your understanding

1. The operators should be located such that they can be moved immediately to an Enrolment Centre that requires their services

2. There should be many Supervisors in an Enrolment Centre

3. The Technical person should be well versed with computers and have the capability to handle typical problems that may arise during Enrolment Centre operations

Which of the above three statements would you agree with?

Step 9: Enrolment Agency On-Boards Operators, Supervisors and Introducers (OSI)

Enrolment Agency should ensure **on-boarding** of Operators, Supervisors and Introducers (OSI) in the Aadhaar Enrolment Client.

During on-boarding, biometrics of OSI are stored in the Aadhaar Enrolment Client after authentication and validation.

- Aadhaar Enrolment Client needs to be connected to internet during the process of on-boarding.

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

Step 10: Enrolment Agency ensures Site Readiness as per Checklist

After the Enrolment Centre has been set up, the Supervisor of the Enrolment Agency should tick each item as per their readiness against them in the checklist from the UIDAI as shown in the table in "**Annexure B – Checklist for Setting up Enrolment Centre**".

The Supervisor also has to document exceptions, if any. In the end, the Enrolment Agency's Supervisor will also sign-off the checklist.

Step 11: Registrar Audits Site Readiness as per Checklist

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

Exercise 7: Find out..

1. What is On-boarding?

2. How do Operators, Supervisors and Introducers (OSI) get on-boarded?

[For Answers refer to Module 3B]

Exercise 8: Do you know the roles in an EC

Subhash has informed Jatin and Paresh that all the Enrolment stations must be tested and any problems must be sorted out within the next 2 days as he is expecting an audit to be carried out by Anjali.
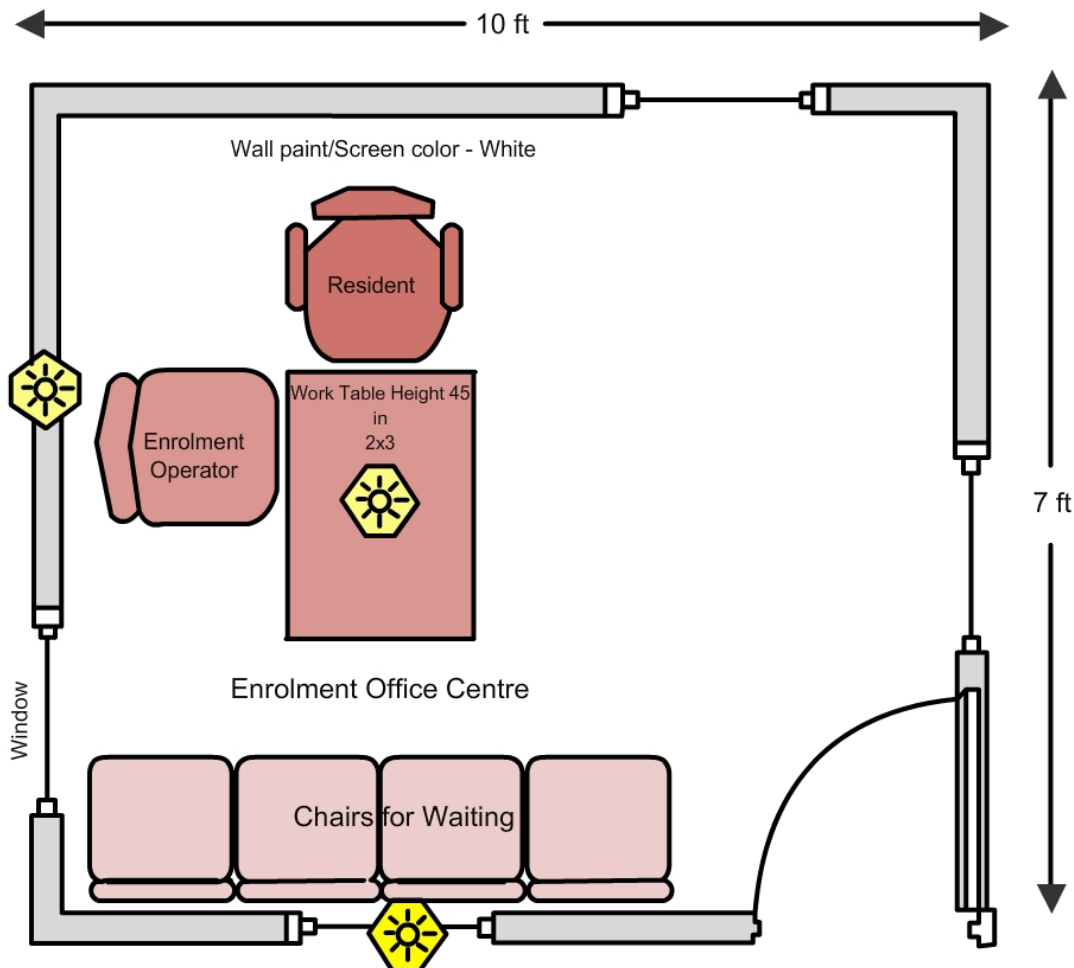
Kajal, Radha, Kiran, Arjun, Kailash and Chandan have been on-boarded. They are ready to enroll residents once the enrolment starts.

Fill in the Roles against the names of the individuals in the table below:

Name of EC Personnel	Role in EC
Arjun	
Anjali	
Chandan	
Kajal	
Kailash	
Kiran	
Jatin	
Paresh	
Radha	
Subhash	

Guidelines for Setting up the Enrolment Centre

Figure 6: Suggested Enrolment Centre layout

10 ft

Wall paint/Screen color - White

Resident

Enrolment
Operator

Work Table Height 45 in
2x3

7 ft

Enrolment Office Centre

Window

Chairs for Waiting

i.   The layout of stations should be in such that the process in one station should not disturb the people in another station i.e., stations should be located as far apart as possible.

ii. The layout and the furniture in the enrolment centre should provide maximum comfort to the enrollee and minimum fatigue to the Operator during enrolment process.

iii. The Enrolment Centre selected must be secured and protected from the natural elements like wind/rain/sunlight so that there is no damage or loss to the devices and data.

Figure 7: Examples of Enrolment Centre Setup

iv.   The laptop / desktop and all biometric devices, peripherals are to be maintained in a state of operational readiness by undertaking the maintenance routines as prescribed in the technical manuals.

Figure 8: Enrolment Station Layout

v.   Sufficient backup devices and spares are required to be available at the Enrolment Centre so that the process of enrolment does not halt at any stage. The enrolling agency may note that liquidated damages / penalties will be levied if the enrolment is stopped due to reasons attributable to them.

vi.   The enrolling agency should endeavor to provide a ramp at the Enrolment Centres wherever required. A sturdy ramp made of wooden planks may be used for this purpose.

Exercise 9: Any clue?

Why should there be a 'ramp' at Enrolment Centres?
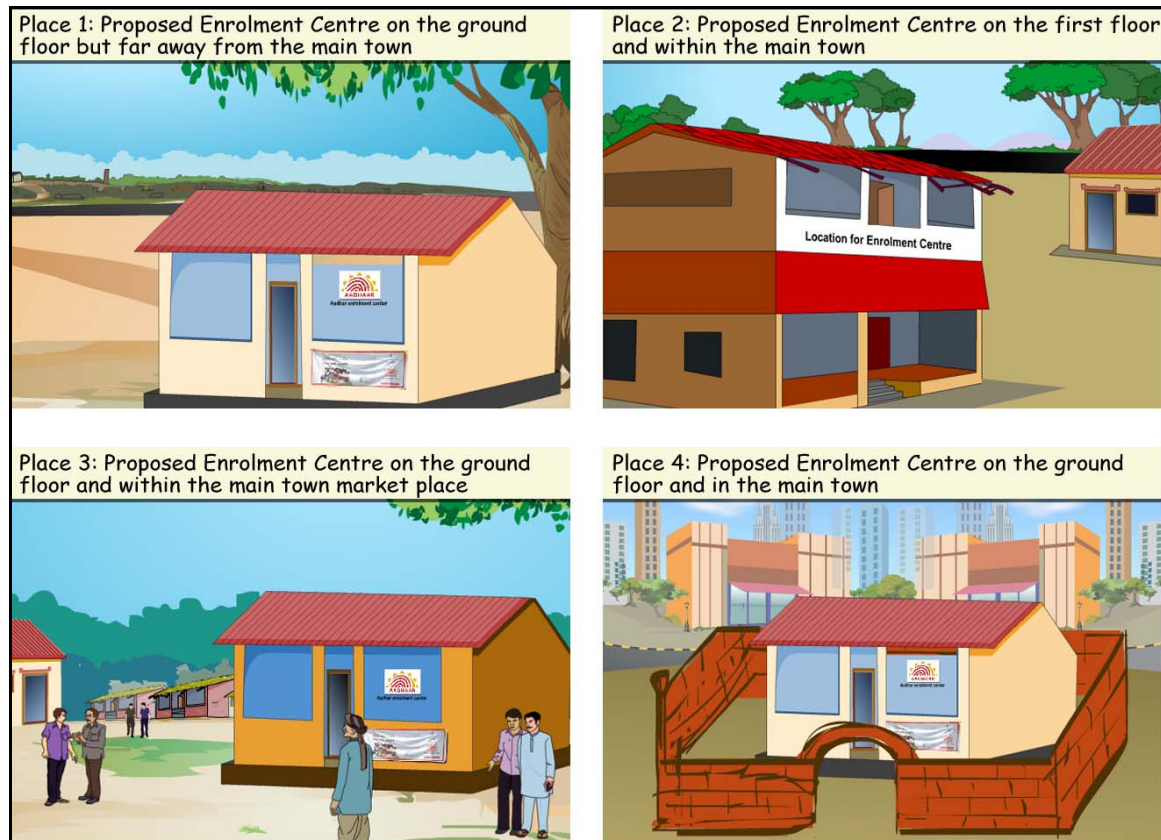
Figure 9: Posters of Enrolment Process

Figure 10: Help Desk for Form filling and Enquiry

Figure 11: Resident waiting area

Figure 12: Selection of Premises for an Enrolment Centre

Place 1: Proposed Enrolment Centre on the ground floor but far away from the main town

Place 2: Proposed Enrolment Centre on the first floor and within the main town

Location for Enrolment Centre

Place 3: Proposed Enrolment Centre on the ground floor and within the main town market place

Place 4: Proposed Enrolment Centre on the ground floor and in the main town

Exercise 10: Whats your choice?

Which above the above four locations do you think is most suitable for setting up your Enrolment Centre?

Scenario 4: Selection of Premises for Enrolment Centre

Scenario 5: Verifying suitability of location

Enrolment Centre - Best Practices

- Area around 500 sq. ft. built up area (can be two rooms). Open spaces for accommodating queues

- Good approach roads/streets, ideally ground floor

- Well laid out stations setup without any clutter & sufficient

- Well light and proper white background for photo capture

- Keep crowd away from enrolment area

- Effective token system with sufficient number of stations to avoid long waits

- Provide comfortable sitting area with water and other basic amenities

Enrolment Station Layout:

Figure 13: Enrolment Station Layout
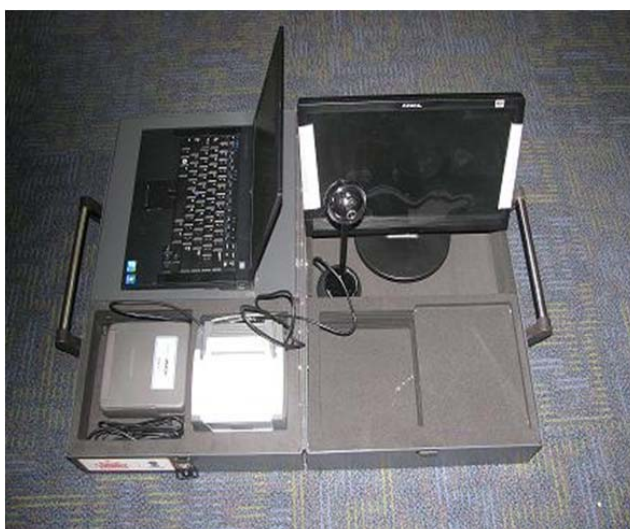
While setting up an Enrolment Centre, the Enrolment Agency has to procure the necessary hardware, software and other infrastructure.

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

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

Basic Requirements:

i. Each station should have adequate lighting appropriately located so as to capture good quality facial images of the enrollees.

ii. A white background should be maintained for the purpose of capturing the facial image.

iii. At least one enrolling station in each centre should be earmarked for physically challenged, pregnant women, women with infants and senior residents.

   o This station should be clearly marked with a visible banner

   o Apart from the regular Operator, one assistant to assist enrollees should be present at this station.

   o This station should have the facility to capture biometric data from enrollees using a wheel chair, without asking them to shift to the normal chair or make them stand etc.

iv. The furniture (tables and chairs used for Operator and the enrollee) laid out should be ergonomic and should minimize unnecessary movements of the enrollee during the biometric capture process.

v. All the Operators should be given adequate training in biometric data capture to avoid trouble or inconvenience to the enrollees.

vi. Lady Operator:

   o It is recommended that lady Operators shall be deployed for enrolling female residents.

   o In case it is not possible, lady assistants should be available to assist female enrollees.

   o It would be advisable to enlist the help of volunteers from the village where the Enrolment Centre has been set up.

   o With some minimal training the lady volunteer would be able to render the required help to the female enrollees during the biometric capture process.

vii. To avoid fatigue to the Operators, the enrolling agency should not use the services of the same Operator continuously – preferably two Operators should manage a station alternatively i.e., two shifts covering forenoon and afternoon of the day.

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

ix. Daily backup of the data of each station has to be taken immediately after the last enrolment for the day. The backup media should be kept securely away from the Enrolment Centre.

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

Note

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

Table 1: Items required for Enrolment Stations

Sr. No.	Item	Comment
1	Laptop	
2	UIDAI enrolment software loaded on the laptops	Should be installed, tested, configured, and registered with CIDR as per installation and configuration manual.
3	List of Introducers loaded on laptop	
4	Iris capturing device	Record Make & Model
5	Fingerprint capturing device	Record Make & Model
6	Digital Camera	Record Make & Model
7	White back ground screen	For taking facial photographs backdrop
8	Extra monitor (15-16" with a resolution above 1024x768)	For residents to verify their data
9	Portable External Hard Disk Drive	For exporting captured data and also for daily backup. Enrolment Centre should maintain a stock of External Hard Disks.
10	GPS Dongle	To identify the physical location of the enrolment station
11	Printer – Ink Jet or Laser	A4 or bigger printer; printer should be able to print facial image.
12	Printer Paper	Should maintain inventory for 5 Enrolment Stations for 10 days i.e. approximately 20 rims.
13	Antivirus / Anti Spyware software loaded on the laptops	
14	Data Card /Internet connectivity	For on-boarding of the users and online Syncing of Enrolment Client with CIDR every 24-48 hrs (7 to 8 days for remote locations). The application will stop enrolments if the client is not synched at least once in 10 days
15	Download and install latest version of Aadhaar SFTP client from http://upload.uidai.gov.in/	For packet upload to CIDR. SFTP Client may be installed only on those stations which will be used for data packets upload.
16	All Operators and Supervisors should be enrolled into Aadhaar, certified, activated in tech portal and on-boarded.	
17	The pre-enrolment data from the Registrars, if used, should be available for import on laptops.	
18	If Registrar has additional fields to be captured then the KYR+ software for capturing the KYR+ fields is configured and tested.	
19	Make sure all deployed machines are active at technology portal and machines no longer used in enrolment are decommissioned as per policy.	

Laptop with Biometric Devices

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

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

- **Steps to setup the Laptop:**

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

- **To connect the Biometric Devices and GPS Dongle:**

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

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

Exercise 11: Check your understanding

1. What is the advantage of having a Lady Operator at an Enrolment Centre?

2. How will you position the extra monitor on your Enrolment Station?

3. You are unable to enroll residents on your Enrolment Station since today morning. You had no such problem yesterday. What is the most probable reason?

4. How will having additional Operators help the Enrolment Centre?

5. How many USB ports would you require for each Enrolment Station?

Annexure A – Pre-Enrolment Data Integration

In the case where Registrar has resident's demographic database, it can be used by the Aadhaar Enrolment Client as pre-populated data file.

This data is required to reduce the effort and time of the Enrolment Operators during enrolment capture process.
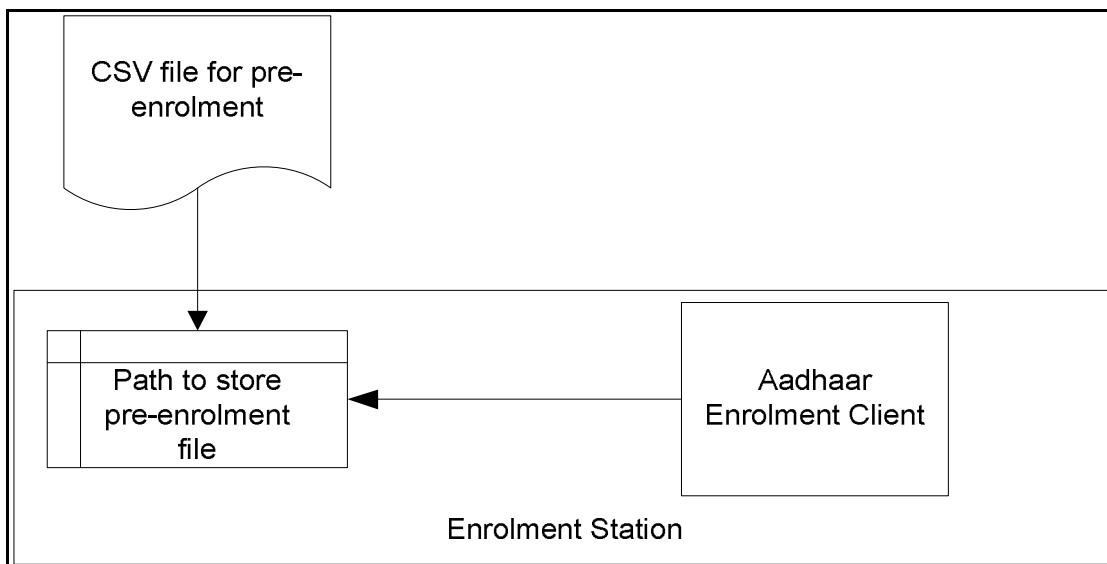
The typical process to integrate the pre-enrolment data file with the Aadhaar Enrolment Client application is as follows:

- Prepare a CSV (Comma Separated Value) file for the pre-enrolment data in the specified template.

- Ensure that the CSV file is stored in the pre-defined location of the enrolment station as suggested in the installation guide.

The CSV file will contain the headers and all these headers should feature in the same CSV file.

The Registrar should make sure that the labels are not missing from the CSV file though the field level value may or may not be available for that label.

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

Mandatory	Optional
Pre Enrolment ID, LocalLanguageCode	FullName, FullName_LL, DateOf Birth, Gender, AddrCareOf, AddrCareOf_LL, AddrBuilding, AddrBuilding_LL, AddrStreet, AddrStreet_LL, AddrLandmark, AddrLandmark_LL, AddrLocality, Addr Locality_LL, AddrVTC, AddrVTC_LL, AddrDistrict, AddrDistrict_LL, AddrState, AddrState_LL, PinCode, RelativeName, RelativeName_LL, RelativeUID, RelationType, Mobile, Email, ApplicationNumber, TinNumber

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

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

- **LocalLanguageCode** - This is the local language code for all the Indian state official languages. The Registrar may select the appropriate language code in accordance to his data and should ensure that the details to be mentioned in all the labels suffixed with 'LL' should be in the same local language. This is a mandatory field. For example, 06-Hindi.

- **FullName** - This is the name of the resident in English. This shall adhere to the specified data type format.

- **FullName_LL** - This is the name of the resident in the local language as per the local language code mentioned.

- **DateOfBirth** - This is the date of birth of the resident. This should be in DDMMYYYY format.

- **Gender** - This is the gender of the resident. For example, M (Male), F (Female), T (Transgender).

- **AddrCareof** - This is the 'Care of' details of a resident in English.

- **AddrCareOf_LL** - This is the 'Care of' detail in the local language as per the local language code mentioned.

- **AddrBuilding** - This is the 'building' detail of resident in English.

- **AddrBuilding_LL** - This is the 'building' detail in the local language as per the local language code mentioned.

- **AddrStreet** - This is the 'Street' detail of resident in English.

- **AddrStreet_LL** - This is the 'Street' detail in the local language as per the local language code mentioned.

- **AddrLandmark** - This is the 'landmark' detail of resident in English.

- **AddrLandmark_LL** - This is the 'landmark' detail in the local language as per the local language code mentioned.

- **AddrLocality** - This is the 'locality' detail of resident in English.

- **AddrLocality_LL** - This is the 'locality' detail in the local language as per the local language code mentioned.

- **AddrVTC** - This is the 'Village/Town/City' detail of resident in English.

- **AddrVTC_LL** - This is the 'Village/Town/City' detail in the local language as per the local language code mentioned.

- **AddrDistrict** - This is the 'District' detail of resident in English.

- **AddrDistrict_LL** - This is the 'District' detail in the local language as per the local language code mentioned.

- **AddrState** - This is the 'State' detail of resident in English.

- **AddrState_LL** - This is the 'State' detail in the local language as per the local language code mentioned.

- **PinCode** - This is the Pin code details of the address of the resident.

- **RelativeName** - This is the 'Relative Name' detail of resident in English.

- **RelativeName_LL** - This is the 'Relative Name' detail in the local language as per the local language code mentioned.

- **RelativeUID** - This is the 'Relative Aadhaar or Enrolment ID' detail of resident in English.
- **RelationType** - This is the 'Relative Type' detail of resident in English.

    o   F - Father
    o   M - Mother
    o   H - Husband
    o   W - Wife
    o   G - Guardian

- **Mobile** - This is the Mobile number of resident in English.

- **Email** - This is the e-mail address of resident in English.

- **ApplicationNumber** - This is the application number printed on the paper form which the resident's fills for enrolment.

- **TinNumber** - This is the NPR receipt number provided by the RGI to the resident.

Annexure B – Checklist for Setting up Enrolment Centre

Registrar: _____

Enrolment Agency: _____

Enrolment Centre Location: Complete Address _____

_____

_____

Enrolment Station Codes: All Stations _____

_____

Enrolment Agency Supervisor Name: _____

S. No	Checkpoints	Enrolment Agency Supervisor
	Mandatory Requirements	
A	**Station**	
A.1	Laptop / Desktop available USB hub for connecting biometric and other devices; (Always check with techsupport@uidai.gov.in for latest requirements). For ECMP version 2.0: • 2 Ghz, Dual core CPU or later • 3 GB RAM or higher • 160 GB HDD • Dedicated USB 2.0 Port (minimum 5 ports required) (Note: Windows Vista/any 64 bit Operating System is not supported)	
A.2	UIDAI software installed, tested, configured and registered with CIDR as per installation and configuration manual. A new version must be installed latest by one month of release on all registered laptops. VDM installed and services for the devices are running.	
A.3	Iris capturing device available (record Make & Model)	
A.4	Fingerprint capturing device available (record Make & Model)	
A.5	Digital Camera (record Make & Model) must conform to UIDAI's specifications.	
A.6	White back ground screen, non-reflecting, opaque, ~3ft wide, and with stand, available for taking photographs	
A.7	Extra monitor for residents to verify their data (15''-16" with a resolution above 1024x768)	

A.8	All devices necessary for enrolment must conform to UIDAI's specifications	
A.9	Working of all equipment at every station tested	
A.10	External Hard Disk / Memory Stick (4 GB pen drive sufficient for 1 centre / day i.e. ~5 stations) for data transfer. Enrolment Centre should maintain a stock of 20 days.	
A.11	Printer (A4 laser printer; must print photo with good quality receipt)	
A.12	Printer Paper (Inventory for 5 stations for 10 days ~ 20 rims)	
A.13	Antivirus / Anti Spyware checks	
A.14	Data Card / Internet connectivity for Enrolment Client. t **Client sync is mandatory at least once in 10 days.**	
A.15	All Operators and Supervisors enrolled into Aadhaar, registered with CIDR, Certified and Activated	
A.16	All Operators, Supervisors and Introducers on boarded into Aadhaar client for local authentication.	
A.17	The pre-enrolment data from the Registrars, if used, is available for import on laptops	
A.18	If Registrar has additional fields to be captured, then the KYR+ software for capturing the KYR+ fields is configured and tested	
A.19	Sponge for wetting and hand-cleaning cloth available	
A.20	**GPS Receiver as per UIDAI specs**	
A.21	**Hardware keys for Enrolment Stations for security reason (may be prescribed after October 2012)**	
B	**Centre**	
B.1	Backup power supply (generator) of 2 KVA capacity for every five enrolment stations kept in a centre	
B.2	Fuel to run the generators	
B.3	Printed **Aadhaar Enrolment/Correction Forms** available in sufficient numbers at centre / pre-distributed.	
B.4	Bubble packed, water resistant, envelopes (CD mailer) for transferring External Hard Disks / Pen Drives to CIDR (2 Envelopes/day/centre. Enrolment Centre should maintain a minimum stock of 20 days)	
B.5	Download and install latest version of Aadhaar SFTP client if using online mode for data transfer to CIDR. **All packets need to be uploaded within 20 days of enrolment. The enrolment client will freeze if packet pending for uploads exceed 1000 on the station.**	
B.6	Photocopier for xerox of resident's PoI, PoA documents (or provisions as per contract); **Note - Scanner will be made mandatory from October 2012 for scanning documents during enrolment.**	

B.7	Data Backup of each station at least twice a day on an external hard disk (backup should be maintained for a minimum period of 60 days).	
B.8	Adequate lighting, fans & power points for plugging various biometric devices available	
B.9	Local authorities informed of enrolment schedule	
B.10	Introducers informed of enrolment schedule	
B.11	Banner for the Enrolment Centre placed at entrance	
B.12	Posters depicting enrolment process in English & the local language present in visible places	
B.13	Grievance handling Helpline Number and other important numbers displayed prominently inside/outside the Enrolment Centre	
B.14	The User Manual of the software available for ready reference & Operators aware of the same	
B.15	Ink pad for taking thumb impressions on consent where resident/introducer is unable to sign	
B.16	External Hard disk for taking backup	
B.17	Mobile phone / Land phone / Internet available for immediate communication with UIDAI / Registrars etc	
Desired		
C	**Other Logistics**	
C.1	Extension box for Power Cord	
C.2	Water, soap and towel for cleaning hands	
C.3	Drinking water facility available	
C.4	Sufficient number of tables and chairs for enrolment station Operators	
C.5	Chairs / benches available in shade for waiting enrolees	
C.6	Hall / room spacious & furniture organized to minimize movement of enrolee while capturing biometric information	
C.7	At least one station is suitable for physically challenged, pregnant women, women with infants and elderly enrolees. This station is clearly marked with a visible banner. Enrolment centre is preferably setup in ground floor.	
C.8	Carry cases for all devices available	
C.9	Material for cleaning biometric instruments and laptops as specified by device manufacturers	
C.10	A separate enclosure to enrol "purdah-nasheen" women available	
C.11	Sufficient no. of Operators available for job rotation & preventing Operator fatigue	
C.12	Lady Operators / volunteers to assist women enrolees	
C.13	Security arrangement in place to stop enrolees from carrying bags / suitcases or any other material into the Enrolment Centres	

C.14	A ramp is provided for disabled and old age people; It is recommended that the centre should be setup in the ground floor of the building	
C.15	First aid kit available	
C.16	ORS kit available for areas in extreme heat conditions	
	Enrolment Centre - 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 centre & Operators aware of the same	

_____   _____

Date   **Sign**

Abbreviations / Acronyms

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