



Government of Maharashtra

General Administration Department (IT)

Room 514 Annex, Mantralaya

Mumbai 400032

No: DIT File 2010/132/39

Date: January 23, 2011

To
All District Collectors,
All Municipal Commissioners,
Govt. of Maharashtra

Ref: No.: DIT File 2010/132/39 dated December 22, 2010

Subject: Regd. UID: Training of introducers and verifiers

The enrolment process has already started across the State on 10th Jan 2011. As introducers and verifiers are integral part of the enrolment process, their contribution in the enrolment process becomes equally important. Hence, you are requested to conduct training workshop for the introducers and verifiers at each taluka/ward level to facilitate understanding on their roles and responsibilities. As the State is committed to complete the enrolment process at the earliest, this training workshop needs to be completed before 31st January' 2011. The presentation detailing their roles and responsibilities can be downloaded from our site: <http://www.aadhaar.maharashtra.gov.in>. As part of their role and responsibility, introducers and verifiers should be present at the enrolment centres during the enrolment process. Hence, You are requested to direct the tehsildars/ward officers to ensure that the identified introducers and verifiers are stationed at their respective enrolment centres during the enrolment process.

Also, tehsildars/ward officers should be directed to check the readiness of the enrolment centers as per the checklist provided by UIDAI (Annexure A)

3. You may contact Dr. Santosh Bhogle, Under Secretary, GAD (IT) at 9869282041 or Shri Sumnesh Joshi, Asst. Director General, UIDAI at 7738001818 for further details that may be needed. You may also contact Consultant for UID, Mr. Amit Kumar Patjoshi at 9930844880 and Mr. Atul Ramuka at 9922943084 for any related queries.

Thanking You,

Yours Sincerely,

(Dr. Nitin Kareer)

Secretary (IT)

Checklist for Setting up Enrolment Centre

Mandatory Requirements	
A	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 equipment 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 Registrars, 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	
B	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	Grievance 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
C	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

