

Copy of FIR? → R71

GOVERNMENT OF MAHARASHTRA

Directorate of Information Technology

Ref. No.: DIT 2011/4161/CR 199/39

Date: 29th July 2011

To,
All Enrolment Agencies

Subject: Compliance to Enrolment Process and Empanelment Conditions

This is to re-emphasize to the enrolment agencies to fully comply with the empanelment conditions and the enrolment process.

2. Further to the agreed conditions and processes, you are required to ensure the following:

- a) Install Aadhaar Client Software version 1.3 on all of your Aadhaar enrolment kits. The enrolment agencies should confirm to us officially regarding 100% compliance. Non-compliance to this direction may result in with-holding of payments.
- b) Should not work for other registrars in the State unless you deploy the committed number of kits for Government of Maharashtra at the designated centers. In case, the committed kits are diverted to other registrars or outsourced to other agencies, will result in termination of your contract with us.
- c) The kits should be registered in your name and also the supervisory machinery should be directly employed by you. You need to explicitly confirm this to us.
- d) The kits should be operational only at the locations as approved by District / Municipal authorities.
- e) The enrolment centers should be public places like government school, government / local body owned premises, where all public has free and easy access.
- f) If any of your enrolment kit deployed for Government of Maharashtra is lost / missing, you are required to immediately lodge a FIR. You are directed to share the copy of this FIR with us.
- g) Appropriate training should be imparted to your operators and only certified operators should operate. Also, none of the operator should authenticate the enrolment data

captured by other operator's. Non-compliance to these will result in seizure of your enrolment kits.

- h) As per our agreement with you, the data packets should reach the CIDR datacenter within 7 days of enrolment. Delay in this leads to the risk of data leakage. We will closely monitor any delays beyond 7 days and link your payments to timely uploading of the packets.
- i) The salary payments done to your staff should be through banking channels (i.e. bank transfer, cheque payment). Further, provide us the information regarding the payments done to the operators / supervisors, i.e. Staff Name, Bank Account where salary is credited. Also, provide us the bank account details from which the salary is paid out to the staff.
- j) In case of outsourcing done for enrolment, you need to provide us the contractual clause under which they have been outsourced and also provide the Agreement copies of such outsourcing arrangement.
- k) During the enrolment process, the operators should enquire with the residents that they have not been enrolled earlier under the Aadhaar program and if already enrolled, operators should discourage such enrolments.
- l) Share information from your MIS systems that is used to monitor your enrolment progress, operator performance, etc.

3. You are required to certify the above to us by 5th August 2011, failing which actions such as seizure of machines, with-holding processing of the packets at CIDR, with-holding of payments, blacklisting, etc will be taken by us.

4. You may contact Dr. Santosh Bhogle, Under Secretary – GAD(IT) and State Nodal Officer for UID at drsantoshbhogle@maharashtra.gov.in for any other information that may be needed.

Thanking You,



(Dr. Santosh Bhogle)
Under Secretary – GAD(IT)
State Nodal Officer - UID