



- (i)
- 'Whispered complaints' on wages are below par, could lead to theft
 - Unplaced is 7 or 20 days
 - Nothing on protection of confidentiality of do

Rajesh Aggarwal, IAS
Secretary – Information Technology

Ref. No. DIT/2011/4161/CR-199/39
Date: 10th Aug 2011

To
All Enrolment Agencies

Subject: Affidavit regarding compliance to Enrolment Process and Empanelment Conditions

Reference: Letter from Shri. R. S. Sharma, DG – UIDAI (ref: D.O. No. A-11016/73/10-UIDAI/2217) dated 27th July 2011.

This is in reference to the letter received from Shri. R. S. Sharma, Director General & Mission Director – UIDAI, regarding the issues observed with respect to compliance to enrolment process and empanelment conditions for the Enrolment Agency.

2. It has been re-emphasized that the enrolment agencies need to fully comply with the empanelment conditions and the enrolment process. In this regards, all enrolment agencies need to provide an Affidavit. The format and contents of the Affidavit is attached herewith.
3. You are required to provide the Affidavit to us by 22nd August 2011.

Annexure I

List of personnel on the rolls of (Company Name) working full time in the UID project in Maharashtra as on date

Sl. No.	Name	Role in Project	Personnel's Monthly Salary paid to Bank & Branch Name , A/c No.	(Company Name)'s Bank & Branch Name, A/c No. from where the salary is paid

Note:

1. As per Section 4.1.2 – b-I of the Tender for selection of Enrolment Agencies it has been mentioned that “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.”
2. The above information should be certified by the Chartered Accountant.

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,



(Rajesh Aggarwal)

Annexure II

List of Operators appointed by (Company Name) to work in Maharashtra as on date

Sl. No.	Operator Name	Operator ID	Operator's Company Name	Operator's Monthly Salary paid to Bank & Branch Name, A/c No.	(Operator Company Name)'s Bank & Branch Name, A/c No. from where the salary is paid

Sl. No.	Operator's Company Name	Operator's Payment paid to Bank & Branch Name, A/c No.	Monthly (Company Name)'s Bank & Branch Name, A/c No. from where the Operator's Company payment is paid

Note:

1. The above information should be certified by the Chartered Accountant.

आर. एस. शर्मा, भा.प्र.से.
महा निदेशक एवं मिशन निदेशक
R. S. Sharma, IAS
Director General & Mission Director

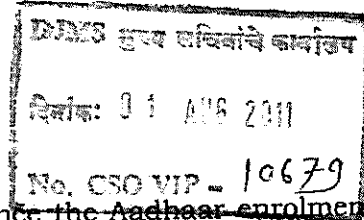


भारत सरकार, योजना आयोग
भारतीय विशिष्ट पहचान प्राधिकरण
नई दिल्ली-110 001
Govt. of India, Planning Commission
Unique Identification Authority of India (UIDAI)
New Delhi-110 001

D. O. No. A-11016/73/10-UIDAI | 2217

Dated: 27th July, 2011

Dear Shri Gaikwad,



We have come a long way since the Aadhaar enrolment process was launched in July-August, 2010 and today I am happy to inform you that we have enrolled nearly 4 crores residents till date and the pace is increasing with your support & guidance in the State. Nevertheless, there are some issues which need immediate attention at the ground level. As you are aware, the Aadhaar enrolment process is based on a partnership model with the State Governments and Financial Institutions. Accordingly, MoUs have been signed with the respective partners which lay down the roles and responsibilities of both the UIDAI & the Registrars. As per the MoU, the Registrars are required to engage Enrolment Agencies to carry out the enrolment work, provide convenient enrolment centres, and ensure safe and healthy working conditions. However, visits to enrolment centres tell different stories. Whispered complaints have also been received that payment to operators are below the minimum wages. The conditions of the

D/A ml RFE for empanelment of EAs stipulates that -

*no any gain
is suitable
according to legal provisions / N/A
संश्लेषण / मं. प्र. से.
नियम प्रतिक*

(i) Sub-Contracting of Enrolment Work is not allowed for private/
commercial Organizations/PSUs/Government Companies
/Autonomous bodies.

(ii) EAs must ensure compliance to Labour laws and all statutory provisions in various Labour regulations that is PF, ESI Industrial Disputes Act, Contract Labour Act, Minimum Wages etc.



Annexure III

Details of machines imported by (Company Name) for the UID project in Maharashtra


Sl. No.	Import Consignment No.	No. of machines	Procured from company	Procured in the name of company	Presently in the name of company

2. I would therefore, request to ensure that the EAs engaged by your Registrars do not sub-contract the enrolment work. Further, it needs to be ensured that payments to operators by EAs are made on time and in conformity with the labour laws and Minimum Wages Act. We would suggest that these payments are made through cheques or through bank accounts of the individual operators/supervisors. Similarly the environment in and around the enrolment centre should be conducive for enrolments, such as adequate space for residents & enrolment operators, basic lighting in the enrolment centres, crowd control management, availability of document verifiers etc.

3. I hope the above suggestions will find favour with you and appropriate directions will be issued to the Nodal Department and Registrar Department for taking necessary action.

With regards,

Yours Sincerely


R.S Sharma

**Shri Ratnakar Gaikwad
Chief Secretary,
Govt of Maharashtra
Mumbai-400001**

Annexure IV

Approval for sub-contracting taken from Govt. of Maharashtra

As per Clause 3.6 of the Tender for selection of Enrolment Agencies it has been mentioned that "The bidder may be allowed to subcontract some of the personnel to be deployed for enrolment. However, the personnel should be trained and certified as per the guidelines of UIDAI. Also, **prior permission needs to be taken from Govt. of Maharashtra for subcontracting.** Notwithstanding the same, the complete project ownership, including all liabilities etc shall solely lie with the bidder, which can't be delegated to the subcontractor under any circumstances" – In accordance, confirmation needs to be provided if any sub-contracting has been done with prior approval of Govt. of Maharashtra

Sl. No.	Sub contracting done (Yes/No)	Area of sub contracting	No. of people/resources sub contacted	Details of letter to Govt. of Maharashtra for permission	Details of letter from Govt. of Maharashtra with permission

Affidavit on Stamp Paper of Rs 100 by authorized signatory

I, (name)..... son/daughter of (father's name)..... Resident of (address) and working with (company name) in the capacity of (designation) do hereby affirm and declare on the behalf of (company name) that:

1. The kits deployed in the UID project have been procured in the name of (Company Name) and continues to remain in the name of the organization and has not been sold off to any other organization
2. The supervisory/key staff are on the rolls of (Company Name) and has not been outsourced
3. The main project responsibility and ownership has not been outsourced to any other company and lies with (Company name)
4. (Company Name) is not operating out of any unauthorized locations and is working only at public places owned/managed by the State Government / Urban Local Bodies/Panchayats with easy and free access to the general public and has received explicit written approvals to work at all those locations from the State Government
5. All payments/wages being paid to the staff/operators etc. are in accordance with various Labour regulations, PF, ESI Industrial Disputes Act, Contract Labour Act, Minimum Wages Act, Service Tax, Tax Deduction at Source & Income Tax Act, etc. and are made through cheques/bank transfers only and no cash payment has been made.
6. The enrolment centers have all the basic minimum requirement as mandated by UIDAI and the State Government
7. The data collected by us is stored securely and uploaded to UIDAI CIDR within the stipulated timeframe of 7 days.
8. (Company Name) will not work for other registrars in the State unless we deploy the committed number of kits for the Government of Maharashtra at the designated centers. (Company Name) will not divert the existing operators and enrolment kits to the other registrars.

I, (name) also confirm that we (Company Name) have received the following communications from Govt. of Maharashtra and would abide by the guidelines of the project as detailed in the said communications apart from the RFP, subsequent corrigendum, contract signed with Govt. of Maharashtra, empanelment contract with UIDAI:

- a) Minutes of Meeting of the State Apex Committee dated 7th July 2011

Annexure V

Details of UID enrolment locations / centers in Maharashtra

Sl. No.	Name of the Center with Full Address	Enrolment Station / Kit ID Numbers deployed at the center	Center approved by whom – Name, Designation and Address of the Approving Authority	Center premises owned by whom – Details of the premise owner.

b) Letter/email from Govt. of Maharashtra with subject line "Working of the Non State Registrar in the State of Maharashtra" dated 16th July 2011.

I, hereby also confirm that the Annexure I, II, III, IV and V are part of the Affidavit.

Verified at _____ on this _____th Day of _____, 2011 that the contents of the above affidavit are true and correct to the best of my knowledge and no part of it is false and nothing material has been concealed there from.

Name:

Date:

Signature:

Company Seal:

—

—