OFFICE MEMORANDUM

Subject: Reconstruction of missing DMS documents

The Unique Identification Authority of India (UIDAI) is mandated to issue unique numbers (Aadhaar numbers) to every resident in the country. Aadhaar is expected to help the resident not only prove their identity but will also be useful in delivery of public services by various agencies. The documents collected at the time of enrolment are the physical proof of enrollments. Keeping in mind the importance of these documents, UIDAI has selected M/s HP as Aadhaar Document Management System (ADMS) Agency to store physical sets of records provided by the individual at the time of enrolment along with the consent slip both in electronic as well as physical form in a secured manner. Further, the ADMS agency has to make physical and electronic documents available as and when requested by the UIDAI.

2.   It has been observed that there is significant gap in enrollments done and documents submitted by Registrars/EAs to the DMS Agency for Phase I as well as Phase II. In order to minimize the gap, following steps for reconstruction of missing DMS are required to be initiated:

2.1   Action by the DMS Agency

a.   The DMS Agency shall prepare the list of such EIDs for which they have received the documents for DMS. This list shall be shared with the Tech Centre.

b.   The DMS Agency shall process the reconstructed DMS as per existing process on receipt of documents from Registrars/EAs.

c.   The DMS Agency shall share the list of EIDs for which document has been received against the EIDs for which document is missing with Tech Centre and ROs on weekly basis for monitoring the progress of reconstruction activity.

2.2 Action by the Tech Centre

    a. The Tech Centre shall compare the list of EIDs (as mentioned in 2.1 a) received from the DMS Agency and generate State/Registrar/EA wise list of such EIDs against which Aadhaar has been generated but DMS is missing. In addition to the EIDs, the list shall also have PoI/PoA details.

    b. The Tech Centre shall generate following data in CSV format for all the aforesaid EIDs having missing DMS:

Sr. No.	Enrolment Number	Name	Gender	Complete Address (Including C/O details)	Age*	DOB*	DOB (Declared /Verified)	Mobile No.	Email	Information Sharing Consent (Y/N)	Verification Type (D/I/H)**	Relative Name	Relation	DOB document (if verified)	PoI Document	PoA Document	HoF/PoR Document
1							D/V			Y/N	D/I/H						
2																	
3																	

*Age/DoB will be provided as per the date given by the resident at the time of enrolment

** D = document Based, I = Introducer Based, HoF - Head of Family Based

Above information shall be shared by the Tech Centre directly with Registrars as per existing mechanism. The Tech Centre shall also share the State/Registrar/EA wise list of EIDs with missing DMS with the ROs and DMS Agency. ROs will use the list for effective monitoring of the activity.

2.3 Action by Regional Offices

    a. RO shall provide guidance to Registrars/EAs for reconstruction process, if required.

    b. ROs shall monitor Registrar/EA wise progress of reconstruction as per their area of jurisdiction. It should be monitored on regular basis. Suggestive monitoring mechanism is:

        i. ROs will take the list of EIDs for which reconstruction of documents has been done from DMS Agency on weekly basis. Further ROs will have the list of Registrar/EA wise EIDs as provided by Tech Centre for which document are missing. ROs will compare both the list and monitor the progress and ensure pick up/ handover of such reconstructed

documents in close co-ordination with Registrars/EAs irrespective of volume of documents.

ii. ROs shall furnish monthly progress report (State/Registrar/EA wise) to HQ in the following format based on the master list of specified period provided by Tech Centre:

(Period ending...............)

No. of EIDs requiring reconstruction	No. of EIDs for which reconstruction completed	No. of EIDs for which reconstruction is yet to be completed

2.4 Action by Registrar/EAs:

a. Registrars to coordinate & forward information received from Tech Centre to its EAs for collection of missing documents.

b. EAs to print the information received through Registrars regarding EIDs to be reconstructed as per the template given below. The template is similar to consent slip. EAs need to collect the documents (PoI/PoA/PoR/DOB) as per the data filled in the form and get the form signed by the resident.

Aadhaar Form
Enrolment Number - *<<Enrolment Number>>*
Name - *<<Name>>*
Gender - *<<Male/Female>>*
<<S/o / D/o / W/o / C/o>> - <<Name>>
Full Address - *<Address>*
Relative Name - *<RelativeName><(Relation)>*

Age/Date of Birth - *<Age>/<DoB(Verified/Declared)>*	Mobile: *<Mobile No.>*

DOB doc : *<DoB Doc Name>*	Email: *<Email id>*
Documents/HoF Documents: *<PoI>*, *<PoA>*, *<PoR>*	
Information Consent: *<Yes/No>*	
Registrar: *<Registrar Name>*	Enrolment Agency: *<EA Name>*
	Resident Name (Signature/Thumbprint)

Note: Details mentioned in <<>> to be filled (& printed) from the information provided by Tech Centre to Registrars.

    c. EAs to submit the reconstructed documents to the DMS Agency as per the instruction of the respective RO. Each such reconstructed set should be so segregated that it should be identified easily by ADMS Agency from the existing EID set in the system. Signed form to be suitably stamped by EA to identify that these are reconstructed.

    d. Registrars to ensure reconstruction and accordingly send weekly status report to ROs.

3. The reconstruction activity may be undertaken forthwith by all stakeholders.

4. The earlier O.M. issued vide no. M-11011/02/DMS-II/2015/E&U-II dated 23.10.2015 stands modified to this extent.

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Deputy Director (E&U- II)

Copy to:
1. DDG, Tech Centre, Bengaluru   {}
2. DDGs of all ROs of UIDAI   {}
3. M/s HP India Sales Pvt. Ltd.   {}   for information and necessary action
4. All Registrars/EAs through {}
    concerned ROs
5. Guard File   {}