No. I-11011/40/2012-DCT
Government of India
Planning Commission
(DCT Division)

Yojana Bhawan, Sansad Marg,
New Delhi 110 001.
Dated the 8th January 2013.

OFFICE MEMORANDUM # 2

Sub: Direct Benefits Transfer – Procedure for seeding Aadhaar Numbers in (i) Beneficiary Data Base by the Implementing Agency (ii) In Beneficiary Bank Account by the Banks concerned.

The following guidelines are hereby issued on the procedure for seeding Adhaar numbers in (i) Beneficiary Data Base by the Implementing Agency (ii) In Beneficiary Bank Account by the Banks concerned.

Seeding Aadhaar into Beneficiary Data Base by the Implementing Agency

1.   Multiple methods have been prescribed by UIDAI for seeding of Aadhaar in the beneficiary/bank databases. (http://uidai.gov.in/images/aadhaar_seeding_v_10_280312.pdf).   These include -

   a. **Organic seeding.**

   b. **Inorganic seeding.**

2.   **Organic seeding** – This process involves manually collecting the Aadhaar/EID data from the beneficiary in a camp mode and entering the same in the database. Further, Organic Seeding may be expedited by use of e-KYC service currently being provided by the UIDAI.

   Note: e-KYC – In case e-KYC service is used, UIDAI will provide the demographic data and photograph to the service agency on the basis of resident authorization in the form of Aadhaar biometric or One Time Password (OTP) authentication. This may be useful for seeding Government database with Aadhaar.

3.   **Inorganic seeding** - This process of seeding involves electronic matching of two different data sets. Additionally, the inorganically seeded data may be verified using the **Demographic Authentication** service provided by the UIDAI.

*Note: **Demographic authentication** – In this type of authentication, demographic details of beneficiary such as beneficiary name, address, gender, date of birth etc. along with Aadhaar number of the beneficiary may be provided to the central server of UIDAI, which will return a success or failure message on the name, address, gender, date of birth etc. data fields.*

3.1. While the extant guidelines issued by UIDAI (http://uidai.gov.in/images/aadhaar_seeding_v_10_280312.pdf) provide a ready means of undertaking the critical activity of Aadhaar seeding, and may be adopted detailed guidelines for organic seeding of beneficiary database adopting the camp approach have been issued by DeitY (on 26th December, 2012 to all the districts)(Annexure).

4.   **In Beneficiary Bank Account linking with Aadhaar by the Bank concerned.**

   a. The data collected by the Departments/Ministries/Implementing agency concerned can be used for seeding the bank account details in the Core Banking System (CBS) of banks with Aadhaar.

   b. Department/Ministry/Implementing agency concerned will send bank wise details of the beneficiary name, address, bank account number and Aadhaar details of the beneficiary as verified to Bank concerned.

   c. Banks will use this information to seed beneficiary bank account with Aadhaar.

   d. Banks will provide this information on a daily basis to the NPCI for mapping.

5.   Seeding of Aadhaar number in the beneficiary data base as well as in the beneficiary bank account may also be done using the Central Plan Scheme Monitoring System (CPSMS), operated by the Controller General of Accounts (CGA), Ministry of Finance. Guidelines for using CPSMS are being issued separately.

(Nidhi Khare)
Adviser (DCT)
Planning Commission

Guidelines on step-by-step approach for the Aadhaar Seeding at Camps.

As per the instructions of the Planning Commission special camps have to be organized for seeding Aadhaar Numbers in the beneficiary databases of the schemes identified for Direct Cash Transfers. The following step-by-step procedure is recommended for seeding the Aadhaar number in the beneficiaries list through the Camp approach.

1. The list of beneficiaries of each scheme should be captured in an Excel Sheet as per the format prescribed by the Planning Commission. It shall be loaded on the PC/Laptop to be deployed in the camps.
2. The list of beneficiaries for each scheme may be sorted village-wise and in alphabetical order of names of beneficiaries before the commencement of the Camp.
3. In case a joint camp is to be organized for multiple schemes, the lists of the respective schemes can be loaded in different Excel Sheets on the same PC/Laptop.
4. Depending on the expected turnout the number of PC/Laptop counters may be increased
5. A print out of the village-wise, alphabetically-ordered-beneficiary-list may also be kept handy at the camp for better crowd management.
6. An advance publicity campaign should be organized requesting the beneficiaries of relevant schemes to visit the camp along with Aadhaar Card.
7. The name of the beneficiary could be searched in the Excel sheet either alphabetically by name or by using the Control + F function. On finding the beneficiary name, the Aadhaar Number may be entered in the appropriate column in the Excel Sheet. The operator should doubly verify the Aadhaar number so as to avoid any mistake in entering the 12 digit number. In case, there are more than one search results with same or similar names, the identification may be confirmed using the other fields like address.
8. If the person is the beneficiary in the multiple schemes for which the Camp is organized the above process (Step 7 & 8) can be repeated for each of the Schemes, preferably at the same counter.
9. The beneficiary database containing Aadhaar number of the beneficiaries may be compiled at the end of each day and validated in batch mode with the help of UIDAI officials. If there are any errors thrown up in such validation, the relevant record has to be verified and Aadhaar number to be re-entered correctly, by calling the beneficiary again with the Aadhaar card.

Responsibilities

1. The district administration will make arrangements for the camps as per the instructions of the Planning Commission.
2. DIO of NIC shall give full technical guidance/support to the Departments and to the implementing agencies at the district level. More specifically, the guidance/support shall be with regard to:
   a. creation of data entry format prescribed by the Planning Commission to create the list of the beneficiaries in Excel format.
   b. taking out the print-outs after sorting the same village-wise and Beneficiary-wise (alphabetically)
   c. giving training to data entry operators deployed at the camps
   d. coordinating with UIDAI officials in respect of validation of the Aadhaar data.
3. DIO will also help the district officials in collating the data emanating from different camps into a single Excel sheet taking adequate precautions to see that there are no omissions or duplications.
4. The District Collectors may engage the services of the IT Service Providers locally available for undertaking the data entry work at the camps at the recommended rates as shown in the Annexure.
5. The District Collectors (DCs) may also consider the option of using Village Level Entrepreneurs (VLEs) of CSCs operating in the village or in the neighboring villages of where the camps are held, by paying them appropriate remuneration as shown in the Annexure.
6. In case of any difficulty of securing data entry operators by the above two methods, the DCs may contact the agencies shown in Annexure, who are empanelled by NICSI at the National level.

Sno.	Name of Agency
1	M/s CyberQ Consulting Pvt. Ltd. 31, Ist Floor, Krishna Market, Kalkaji, New Delhi -110019 Phone No. 41603597 E-mail : cyberq@cyberqindia.com
2.	M/s Eyeglobal Technologies Pvt. Ltd 203/211, "Kuntal", Modi Estate, LBS Marg, Ghatkopar (W), Mumbai 400058, Phone No. : 022-32207586/89 E-Mail:info@eyeglobal.com
3.	M/s G.A. Digital Web Word Pvt Ltd. 1, Hargobind Enclave, Vikas Marg Extension, Delhi-92 Ph.No. : 011-22373618
4.	M/s Shriram New Horizon Ltd. 1212, !2th Floor, Kailash Building, 26 KG Marge, N.Delhi-110001 Phone 011-43144100
5.	M/s The Provider Management Informatics (P) Ltd. SCO-83, 2nd Floor, Sector -38 C, Chandigarh. Ph. : 0172-4604770, E-mail : provider_chd@yahoo.co.in

The current hiring charge for one DEO is Rs 10484 per month only.