Department letter head

**Aadhaar Enrollment Center**

Assistant Director General

UIDAI Regional Office, Delhi

Ground Floor, Pragati Maidan Metro Station,

New delhi-110001

Sub: Setting up Aadhaar Enrollment Center in Government premises

In reference to your office order A-11019/02/2017/UIDAI (RO-Delhi) dated 14.07.2017. Agency operator details are given below to provide approval to start enrollment center in our government department premises:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No | Details |  |  | Description | |  |
|  |  | | |  |  |  |
| 1 | Name & Full Address of Govt. Department | | |  |  |  |
|  |  | |  |  |  |  |
| 1 | Full Address of Center. | |  |  |  |  |
|  |  | |  |  |  |  |
| 2 | Government officials Details. | |  |  |  |  |
|  | (Responsible for proper working of | | the | a) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | center) |  |  |  |
|  |  |  |  |  |  |
|  | a) | Name of Government official |  | b) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | b) | Designation |  | c) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | c) | Landline No |  |  |
|  |  |  |  |  |
|  | d) | Email |  | d) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | |  |  | |  |
| 3 | Working hours of the center(Timing) | |  | On Weekday \_\_\_\_AM to \_\_\_\_PM | |  |
|  |  |  |  | On Holidays \_\_\_\_AM to \_\_\_\_PM (In case open) | |  |
|  |  | |  |  |  |  |
| 4 | Operator Detail | |  |  |  |  |
|  | a) | Name |  | a) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | b) | Mobile No |  | b) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | c) | Email |  |  |
|  |  |  |  |  |
|  | d) | Aadhaar No |  | c) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
|  |  |  |  | d) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |  |  |

Center will be run directly supervision by Government official and according the UIDAI guidelines.

Signature

(Gazetted Officer)

Copy to: 1) Additional Director (UID), Room No – 210, DoIT&C, Yojna Bhawan, Jaipur, Rajasthan.