

F. No. HQ-13079/15/2024-AUTH-II HQ/15213

Unique Identification Authority of India
(Authentication and Verification Division)

UIDAI Head Office, Bangla Sahib Road
Behind Kali Mandir, Gole Market
New Delhi – 110 001
Dated 20 December 2024

Circular 3 of 2024

Subject: Guidelines on requiring Aadhaar number for receipt of subsidy, benefit or service under section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

Please refer to the following Circulars of UIDAI, a copy each of which is annexed herewith for ready reference, namely:—

- (a) Circular no. 23011/Gen/2014/Legal-UIDAI, dated 15.9.2016, on the subject “Notification for use of Aadhaar under Section 7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (“Aadhaar Act”) for targeted delivery of financial and other subsidies, benefits and services funded from Consolidated Fund of India” (**Annexure-II**); and
- (b) Circular no. 1-1/2019-UIDAI (DBT), dated 25.11.2019, on the subject “Guidelines on use of Aadhaar under section 7 of the Aadhaar Act 2016 (as amended by the Aadhaar and Other Laws (Amendment) Act, 2019) by the State Governments for the schemes funded out of Consolidated Fund of State” (**Annexure-III**).

2. On the basis of a review of the existing templates to take into account further evolution of the policies, procedures and systems for the issuing Aadhaar number and performing authentication thereof and with a view to offering greater clarity, in partial modification of the aforesaid Circulars, a revised template that may be used for the issuance of a notification pursuant to requirement of Aadhaar number under section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 is attached herewith (**Annexure-I**).

3. The revised template, among other things, makes clear the following:

- (a) The officer designated by the Ministry or Department concerned shall check the documents or information presented by an individual who is desirous of availing of subsidy, benefit or service but to whom Aadhaar number has not been assigned in the manner specified in clause (4) of paragraph 1 of the template. Accordingly, *the Enrolment ID (EID) contained in the enrolment acknowledgement must be used to check the status of the enrolment request by submitting the EID on myAadhaar portal (<https://myaadhaar.uidai.gov.in/portal>) to confirm that the EID is valid and that the enrolment request does not stand rejected.*
- (b) Where the authentication of the Aadhaar number of the beneficiary done through any of the biometric-based modes of authentication (namely, facial image,

fingerprints or iris scan based authentication) fails due to any reason, such as poor quality of biometric information, and where no other biometric-based or OTP-based mode of authentication is possible, the manner in which the genuineness of his Aadhaar number may be established through offline verification for giving him the benefit is specified in clause (b) of paragraph 3 of the template. Accordingly,—

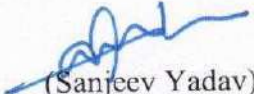
- (i) an Aadhaar card, Aadhaar letter or e-Aadhaar must be verified by scanning the QR code using the Aadhaar QR Scanner or mAadhaar apps. Both apps may be downloaded from the Google Play Store or iOS App Store; and
- (ii) an Aadhaar Paperless Offline e-KYC document must be verified through an application developed by the Ministry or Department or scheme implementing agency concerned. Details regarding such application may be accessed by searching on the UIDAI website for “About Aadhaar Paperless Offline e-KYC” or “Offline verification and role of OVSEs under Authentication Ecosystem”.

4. It is also requested that as and when any notification as aforesaid is issued, a copy of the published notification may be mailed to UIDAI at notification.auth-hq@uidai.net.in for information. Further, a set of all such previously published notifications may also please be mailed at the said address.

5. A copy of this Circular is available on UIDAI’s website (www.uidai.gov.in) and may be accessed by searching on it for “Template for section 7 notification”.

6. This issues with the approval of competent authority.

Encl.: as above


(Sanjeev Yadav)

Director

Tel.: 011-23478609

Email: dir2.auth-hq@uidai.net.in

To:

1. Secretaries in charge of Ministries and Departments in Government of India (as per list attached)
2. Chairperson and Chief Executive Officer, Railway Board
3. Chief Secretaries of State Governments (as per list attached)
4. Chief Secretary, Government of Jammu and Kashmir / National Capital Territory of Delhi / Puducherry / Andaman and Nicobar Islands Administration
5. Advisor to Administrator, Chandigarh Administration
6. Advisor to Lieutenant Governor, Ladakh Administration
7. Administrator, Dadra and Nagar Haveli and Daman and Diu Administration / Lakshadweep Administration

Copy, for information, to:

1. Advisor to Prime Minister, Prime Minister's Office
2. Chief Executive Officer, NITI Aayog
3. Secretary (Coordination), Cabinet Secretariat
4. All Deputy Directors General, UIDAI

List of addressee Secretaries

1. Secretary, Department for Promotion of Industry and Internal Trade, Vanijya Bhawan, New Delhi – 110 011
2. Secretary, Department of Administrative Reforms and Public Grievances, 513, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110 001
3. Secretary, Department of Agricultural Research and Education, First floor, Krishi Bhawan, New Delhi – 110 001
4. Secretary, Department of Agriculture and Farmers Welfare, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi – 110 001
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72. Secretary, Ministry of Tribal Affairs, B Wing, Shastri Bhawan, New Delhi – 110 001

73. Secretary, Ministry of Women and Child Development, Shastri Bhawan, A Wing, Dr Rajendra Prasad Road, New Delhi – 110 001

List of Chief Secretaries to State Governments

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3. Chief Secretary, Government of West Bengal, Nabanna, 13th floor, 325, Sarat Chatterjee Road, Shibpur, Howrah - 711 102, Email: cs-westbengal@nic.in
4. Chief Secretary, Government of Odisha, Odisha State Secretariat, Sachivalaya Marg, Unit-2, Bhubaneswar, Email: csori@nic.in
5. Chief Secretary, Government of Manipur, Babupara, Imphal West, Manipur – 795 001, Email: cs-manipur@nic.in
6. Chief Secretary, Government of Uttar Pradesh, 1st floor, Room no. 110, Lal Bahadur Shastri Bhawan, Lucknow – 226 001, Email: csup@nic.in
7. Chief Secretary, Government of Chhattisgarh, Mantralaya, Naya Raipur, Chhattisgarh - 492 002, Email: csoffice.cg@gov.in
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9. Chief Secretary, Government of Uttarakhand, 4 Subhash Road, Uttarakhand Secretariat, Dehradun - 248 001, Email: cs-uttarakhand@nic.in
10. Chief Secretary, Government of Madhya Pradesh, 4th floor, Mantralaya, Vallabh Bhavan-I, Bhopal – 462 004, Email: cs@mp.nic.in
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16. Chief Secretary, Government of Bihar, Main Secretariat, Patna – 800 015, Email: cs-bihar@nic.in
17. Chief Secretary, Government of Goa, Secretariat, Porvrom, Bardez – 403 521, Email: cs-goa@nic.in
18. Chief Secretary, Government of Gujarat, 1st Block, 5th floor, Sachivalaya, Gandhinagar, Email: chiefsecretary@gujarat.gov.in
19. Chief Secretary, Government of Haryana, 47, 9th floor, Haryana Civil Secretariat, Sector-1, Chandigarh - 160 001, Email: cs@hry.nic.in
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21. Chief Secretary, Government of Maharashtra, Main Building, Mantralaya, 6th floor, Madam Cama Road, Mumbai – 400 032, Email: chiefsecretary@maharashtra.gov.in
22. Chief Secretary, Government of Meghalaya, Main Secretariat Building, Rilang Building Meghalaya Secretariat, Shillong - 793 001, Email: cso-meg@nic.in
23. Chief Secretary, Government of Nagaland, Civil Secretariat, Kohima – 797 004, Email: csngl@nic.in
24. Chief Secretary, Government of Sikkim, New Secretariat, Gangtok – 737 101, Email: cs-skm@nic.in
25. Chief Secretary, Government of Tamil Nadu, Secretariat, Chennai – 600 009, Email: cs@tn.gov.in
26. Chief Secretary, Government of Tripura, New Secretariat Complex, Secretariat Agartala, West Tripura – 799 010, Email: cs-tripura@nic.in
27. Chief Secretary, Government of Mizoram, New Secretariat Complex, Aizwal – 796 001, Email: cs-mizoram@nic.in
28. Chief Secretary, Government of Rajasthan, Main Building, Secretariat, Jaipur – 302 005, Email: csraj@rajasthan.gov.in

Sample template for a notification pursuant to section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016

[TO BE PUBLISHED IN _____¹]

Government of _____²

_____³

Notification

_____⁴, the _____⁵, 20__⁶

S.O. ____ (E).—Whereas the use of Aadhaar number to establish identity enables individuals to receive subsidies, benefits and services in a convenient and seamless manner, obviates the need for multiplicity of documents to establish identity, simplifies processes and promotes transparency and efficiency:

And whereas the _____⁷ (hereinafter referred to as the said Ministry or the said Department, as the case may be) in the Government of _____⁸ (hereinafter referred to as the said Government) is administering _____⁹ (hereinafter referred to as the said scheme):

OR

And whereas _____¹⁰ (hereinafter referred to as the said agency) under the administrative purview of the _____¹¹ (hereinafter referred to as the said Ministry or the said Department, as the case may be) in the Government of _____¹² (hereinafter referred to as the said Government) is administering _____¹³ (hereinafter referred to as the said scheme):

And whereas _____¹⁴ (hereinafter referred to as the said benefit) is given to the _____¹⁵ (hereinafter referred to as the beneficiaries) under the said scheme and the instructions and guidelines issued in respect thereof:

¹ <THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3, SUB-SECTION (ii)> OR, in respect of a State, appropriate reference to the Official Gazette of the State concerned

² <India> OR name of State

³ Name of Ministry or Department or both

⁴ Name of city

⁵ Date and month

⁶ Year

⁷ Name of Ministry or Department

⁸ <India> OR name of State

⁹ Name of scheme

¹⁰ Name of scheme implementing agency, if other than Ministry or Department

¹¹ Name of Ministry or Department

¹² <India> OR name of State

¹³ Name of scheme

¹⁴ Subsidy, benefit or service for receipt of which proof of Aadhaar number is proposed to be made necessary

¹⁵ Description of class of individuals eligible to receive subsidy, benefit or service

And whereas expenditure for the said scheme is incurred from the Consolidated Fund of _____¹⁶.

And whereas the said _____¹⁷ is desirous that the said Government, for the purpose of establishing identity of a beneficiary as a condition for the receipt of the said benefit, require that such beneficiary undergo authentication, or furnish proof of possession of Aadhaar number or in the case of an individual to whom no Aadhaar number has been assigned, make an application for enrolment:

Now, therefore, in pursuance of the provisions of section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (hereinafter referred to as the said Act), the Government of _____¹⁸ hereby notifies the following, namely:—

1. (1) An individual desirous of availing of the said benefit under the said scheme shall be required to undergo authentication, or furnish proof of possession of Aadhaar number.

(2) In case such an individual has not been assigned an Aadhaar number, he shall be required to make an application for enrolment:

Provided that if that individual is a child, such application shall be made only with the consent of his parent or legal guardian.

(3) In accordance with the provisions of regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016, the said _____¹⁹ shall ensure enrolment of such beneficiaries who are yet to be enrolled, or update their Aadhaar details through appropriate measures, including coordination with Registrars and setting up enrolment centres at convenient locations or providing enrolment facilities by becoming a Registrar itself:

Provided that till such time an Aadhaar number is assigned to such beneficiary, he may establish his identity to avail of the said benefit, by presenting the following documents to which he is entitled and which are valid at the time of presentation, or, in case the software provided or authorised by the said _____²⁰ for such identification supports electronic obtaining of information evidencing the contents of such documents from the database of the authorities dealing with the preparation or maintenance thereof, by giving his consent for so obtaining, namely:—

For a child below 18 years of age to whom an Aadhaar number has not been assigned:

(a) The acknowledgement of the beneficiary having undergone the process of enrolment, provided by the operator at the enrolment centre, containing the Enrolment ID (EID); and

(b) Any one of the following documents to evidence that the beneficiary is a child below 18 years of age, namely:—

¹⁶ <India> OR <State>

¹⁷ <Ministry> OR <Department> OR <agency>

¹⁸ <India> OR name of State

¹⁹ <Ministry> OR <Department> OR <agency>

²⁰ <Ministry> OR <Department> OR <agency>

- (i) Certificate of birth given under the Registration of Births and Deaths Act, 1969, as extracted from the entry made in the register of births regarding the birth of the beneficiary;
 - (ii) Indian passport;
 - (iii) Certificate or statement of marks of matriculation or 10th class or higher secondary or 12th class, issued by a recognised board of school education;
 - (iv) In respect of a child in need of care and protection or a child in conflict with law, who is housed by Child Care Institution registered as such with the State Government concerned under the rules made by it under the Juvenile Justice (Care and Protection of Children) Act, 2015, certificate specifying his date of birth issued by the person-in-charge, superintendent, child welfare officer or probation officer of such institution; or
 - (v) In respect of a foreign national,—
 - (I) if he is an Overseas Citizen of India Cardholder, Overseas Citizen of India Card;
 - (II) if he is a Tibetan refugee, registration certificate issued by a Foreigners Regional Registration Office;
 - (III) if he is a national of Nepal or Bhutan, passport of Nepal or Bhutan;
 - (IV) if he is other than a Overseas Citizen of India Cardholder, Tibetan refugee or a national of Nepal or Bhutan, either an Indian visa along with foreign passport or a Long Term Visa to India along with currently valid or expired foreign passport; or
- (c) Any one of the following documents, having the photograph of the beneficiary, to evidence his relationship with the parent or legal guardian, namely:—
- (i) Ration card;
 - (ii) Caste certificate or domicile certificate, issued by a Gazetted officer who is an Executive Magistrate or a revenue officer of the State Government, not below the rank of Tahsildar;
 - (iii) Medical or insurance identity card issued by a government entity or public sector enterprise to a retired or serving public servant or his family member;
 - (iv) Indian passport;
 - (vi) Certificate or statement of marks of matriculation or 10th class or higher secondary or 12th class, issued by a recognised board of school education;
 - (vii) In respect of a child in need of care and protection or a child in conflict with law, who is housed by Child Care Institution registered as such with the State Government concerned under the rules made by it under the Juvenile Justice (Care and Protection of Children) Act,

2015, certificate specifying his date of birth issued by the person-in-charge, superintendent, child welfare officer or probation officer of such institution; or

- (viii) In respect of a foreign national,—
- (I) if he is an Overseas Citizen of India Cardholder, Overseas Citizen of India Card;
 - (II) if he is a Tibetan refugee, registration certificate issued by a Foreigners Regional Registration Office;
 - (III) if he is a national of Nepal or Bhutan, passport of Nepal or Bhutan;
 - (IV) if he is other than a Overseas Citizen of India Cardholder, Tibetan refugee or a national of Nepal or Bhutan, either an Indian visa along with foreign passport or a Long Term Visa to India along with currently valid or expired foreign passport; or
- (ix) In respect of a beneficiary who has a legal guardian, adoption order or other document to evidence legal guardianship, which is issued by a court of law or competent authority under the Guardians and Wards Act, 1890, the Juvenile Justice (Care and Protection of Children) Act, 2015, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 or the Rights of Persons with Disabilities Act, 2016 and the applicable rules and regulations made under the said Acts; or
- (x) Any other document as the said _____²¹ may specify.

For beneficiaries aged 18 years or more to whom an Aadhaar number has not been assigned:

- (a) The acknowledgement of the beneficiary having undergone the process of enrolment, provided by the operator at the enrolment centre, containing the EID; and
- (b) Any one of the following documents, having the beneficiary's photograph, namely:—
 - (i) Elector's Photo Identity Card issued by the Election Commission of India;
 - (ii) Ration card;
 - (iii) Caste certificate or domicile certificate, issued by a Gazetted officer who is an Executive Magistrate or a revenue officer of the State Government, not below the rank of Tahsildar;
 - (iv) Medical or insurance identity card issued by a government entity or public sector enterprise to a retired or serving public servant or his family member;
 - (v) Indian passport;

²¹ <Ministry> OR <Department>

- (vi) Certificate or statement of marks of matriculation or 10th class or higher secondary or 12th class, issued by a recognised board of school education;
- (vii) Identity card or other identity document issued to serving or retired public servant by a government entity or a public sector enterprise;
- (viii) Disability certificate issued by notified medical authority under Rights of Persons with Disabilities Rules, 2017, or Unique Disability Identification (UDID) card issued by the Department of Empowerment of Persons with Disabilities (*Divyangjan*), Government of India;
- (ix) Driving licence issued in India;
- (x) In respect of a child in need of care and protection or a child in conflict with law, who is housed by Child Care Institution registered as such with the State Government concerned under the rules made by it under the Juvenile Justice (Care and Protection of Children) Act, 2015, certificate specifying his date of birth issued by the person-in-charge, superintendent, child welfare officer or probation officer of such institution; or
- (ix) In respect of a foreign national,—
 - (I) if he is an Overseas Citizen of India Cardholder, Overseas Citizen of India Card;
 - (II) if he is a Tibetan refugee, registration certificate issued by a Foreigners Regional Registration Office;
 - (III) if he is a national of Nepal or Bhutan, passport of Nepal or Bhutan;
 - (IV) if he is other than a Overseas Citizen of India Cardholder, Tibetan refugee or a national of Nepal or Bhutan, either an Indian visa along with foreign passport or a Long Term Visa to India along with currently valid or expired foreign passport; or
- (x) In respect of a beneficiary who has a legal guardian, adoption order or other document to evidence legal guardianship, which is issued by a court of law or competent authority under the Guardians and Wards Act, 1890, the Juvenile Justice (Care and Protection of Children) Act, 2015, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 or the Rights of Persons with Disabilities Act, 2016 and the applicable rules and regulations made under the said Acts; or
- (xi) Any other document as the said _____²² may specify:

(4) An officer designated by the said _____²³ in this behalf shall check in respect of the documents presented or the information evidencing the contents thereof under clause (3),—

- (a) the status of the enrolment request by submitting the EID on myAadhaar portal (<https://myaadhaar.uidai.gov.in/portal>) to confirm that the EID is valid and that the enrolment request does not stand rejected; and
- (b) the other documents, and for this purpose, may take the assistance of and share the information presented with any government entity or an authority that deals with the preparation or maintenance of the information contained in such documents.

2. In order to enable beneficiaries to avail of the said benefits conveniently, the Ministry shall make all necessary steps to ensure wide publicity through media to make the beneficiaries aware of the requirement of Aadhaar number under the said scheme.

3. Where the authentication of the Aadhaar number of a beneficiary done through any of the biometric-based modes of authentication (namely, facial image, fingerprints or iris scan based authentication) fails due to any reason, such as poor quality of biometric information, the following remedial mechanisms shall be adopted, namely:—

- (a) In case any particular biometric-based mode of authentication is not successful, any other mode of biometric-based authentication or one-time pin (OTP) based authentication shall, wherever feasible and admissible, be offered;
- (b) In cases where biometric-based or OTP-based modes of authentication are not possible, benefits under the said scheme may, after establishing the genuineness of the Aadhaar number by doing offline verification of the digital signature certificate of UIDAI on the Aadhaar Secure Quick Response (QR) Code or the Aadhaar Paperless Offline e-KYC document, as the case may be, be given on the basis of any of the following:
 - (i) An Aadhaar Secure Quick Response (QR) Code containing Aadhaar card, Aadhaar letter (*i.e.*, the letter issued to an Aadhaar number holder on generation of his Aadhaar number) or e-Aadhaar (*i.e.*, the password-protected electronic copy of Aadhaar letter downloadable from the website of UIDAI or accessible using its mAadhaar app), after its genuineness is established through offline verification by scanning the QR code using the Aadhaar QR Scanner or mAadhaar apps.
 - (ii) Aadhaar Paperless Offline e-KYC document (downloadable from the website of UIDAI or accessible using its mAadhaar app), after its genuineness is established through offline verification of the digital signature certificate of UIDAI on the document through the application developed by the Ministry or Department or scheme implementing agency concerned for this purpose, in accordance with the details given in this regard on the website of UIDAI.

4. Notwithstanding anything contained hereinabove,—

- (a) benefit under the said scheme shall not be denied to a child—

²³ <Ministry> OR <Department>

- (i) in case of failure to establish his identity by undergoing authentication or to furnish proof of possession of Aadhaar number; or
 - (ii) in case of production of an application for enrolment where he has not been assigned an Aadhaar number; and
- (b) benefit under the said scheme shall be given to such a child by verifying his identity and establishing his relationship with his parent or legal guardian in the manner specified in the proviso to clause (3) of paragraph 1; and
- (c) where benefit is given under clause (b), a record shall be maintained in respect of the same, which shall be reviewed and audited periodically by the _____²⁴.

5. In order to ensure that *bona fide* beneficiaries who are aged 18 years or more are not deprived of the benefit due to them under the said scheme, the _____²⁵ shall follow the exception handling mechanism specified in the Office Memorandum no. D-26011/04/2017-DBT, dated the 19th December, 2017 of the Direct Benefit Transfer Mission, Cabinet Secretariat, Government of India (available on <https://dbtbharat.gov.in>).

6. This notification shall be effective from the date of its publication in the official Gazette.

[F. no. _____]

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²⁴ <Ministry> OR <Department>

²⁵ <Ministry> OR <Department> OR <agency>

²⁶ Name of officer

²⁷ Designation of officer