ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ
ਪੰਜਵੀ ਮੰਜਿਲ, ਈ-ਬਲਾਕ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ-8, ਐਸ.ਏ.ਐਸ ਨਗਰ।
(ਵਜੀਫਾ ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

      ਸਮੂਹ ਸਕੂਲ ਮੁਖੀ/ਪ੍ਰਿੰਸੀਪਲ
      ਪੰਜਾਬ ਰਾਜ।

      ਮੀਮੋ ਨੰ. 8/3-17 ਵਜੀਫਾ(6)
      ਮਿਤੀ:- ੧੦-੧੨-੧੯

ਵਿਸ਼ਾ:-   **Mandatory Biometric Updation in Aadhaar on attaining age of 5 years and 15 years.**

      ਉਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ Registrar UID-cum-Principal Secretary, Food & Civil Supplies, Anaaj Bhawan, Sector-39 C, Chandigarh ਤੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਆਪ ਨੂੰ ਭੇਜ ਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਸਟੇਟ ਵਿੱਚ 5 ਸਾਲ ਦੀ ਉਮਰ ਤੋਂ ਜਿਆਦਾ ਦਾ ਅਧਾਰ ਹੈ। ਈ-ਪੰਜਾਬ ਸਕੂਲ ਪੋਰਟਲ ਤੇ 90% ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਅਧਾਰ ਫੀਡ ਹਨ। ਉਪਲਬੱਧ ਅੰਕੜਿਆਂ ਅਨੁਸਾਰ 17.5 ਲੱਖ ਬੱਚਿਆਂ (5 ਤੋਂ 15 ਸਾਲ ਦੀ ਉਮਰ ਦੇ) ਦਾ ਬਾਇਓਮੈਟ੍ਰਿਕ ਅਪਡੇਸ਼ਨ ਲਾਜਮੀ ਪੈਡਿੰਗ ਹੈ। ਪੈਡਿੰਗ ਵਿਦਿਆਰਥੀਆਂ ਦਾ ਡਾਟਾ ਈ-ਪੰਜਾਬ ਪੋਰਟਲ ਤੇ ਸੌਅ ਕੀਤਾ ਜਾਵੇਗਾ, ਜਿਸ ਵਿੱਚ ਦਰਸਾਇਆ ਗਿਆ ਹੈ ਕਿ ਕਿੰਨੇ ਵਿਦਿਆਰਥੀਆ ਦੇ ਅਧਾਰ ਕਾਰਡ ਨਹੀਂ ਬਣੇ ਹਨ ਅਤੇ ਕਿੰਨੇ ਵਿਦਿਆਰਥੀਆ ਦੇ ਅਪਡੇਟ ਹੋਣ ਤੋਂ ਰਹਿੰਦੇ ਹਨ।

      ਇਸ ਤੋਂ ਇਲਾਵਾ Registrar UID-cum-Principal Secretary ਤੋਂ ਸਕੂਲਾਂ ਵੱਲੋਂ ਕੀਤੇ ਜਾਣੇ ਕੰਮਾਂ ਦੇ ਵੇਰਵਿਆਂ ਬਾਰੇ ਡਰਾਫਟ ਆਪ ਨੂੰ ਭੇਜ ਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਮੂਹ ਸਕੂਲ ਮੁਖੀ/ਪ੍ਰਿੰਸੀਪਲ ਅਧਾਰ ਬਣਾਉਣ ਵਾਲੀ ਟੀਮ ਨੂੰ ਪੂਰਾ ਸਹਿਯੋਗ ਦੇਣ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲ ਈ-ਪੰਜਾਬ ਪੋਰਟਲ ਤੋਂ ਪੈਡਿੰਗ ਵਿਦਿਆਰਥੀਆ ਦੀ ਸੂਚਨਾ ਪ੍ਰਾਪਤ ਕਰਕੇ ਉਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਅਧਾਰ ਬਣਾਉਣ ਅਤੇ ਅਪਡੇਟ ਕਰਨ ਲਈ ਅਗਵਾਈ ਦੇਣ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਕੂਲ ਮੁਖੀ/ਪ੍ਰਿੰਸੀਪਲ ਅਧਾਰ ਬਣਾਉਣ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਤੋਂ ਕੋਈ ਵੀ ਡਾਕੂਮੈਂਟ ਨਾ ਮੰਗਣ ਬਲਕਿ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਸੂਚਨਾ ਭਰ ਕੇ ਵਿਦਿਆਰਥੀਆ ਦੇ ਅਧਾਰ ਕਾਰਡ ਬਣਾਏ ਜਾਣ।

ਨੱਥੀ:- 1) ਡਰਾਫਟ।

      2) ਪ੍ਰੋਫਾਰਮਾ।

                                10/12/19
                      ਨੋਡਲ ਅਫਸਰ (ਅਧਾਰ)

Draft letter to School Principals

Sub: Mandatory Biometric Updation in Aadhaar on attaining age of 5 years and 15 Years.

I would like to inform that most of the population above 5 years of age in the State of Punjab has Aadhaar . In the epunjab school portal the Aadhaar of 90% students is feeded. As per the Aadhaar Act, mandatory biometric updation of children is to be carried out once the child attain the age of 5 years and 15 years else Aadhaar can be suspended. As per the data available mandatory biometric updation of 17.5 lakh children (between 5 to 15 Years of age) is pending . Additionally approximately 10 Lakh who have crossed the age of 15 also need Biometric updation .

The State of Punjab through Department of Food and Civil Supply is in the process to purchase 294 Aadhaar Enrolment kits and hiring of Service provider to operate these kits. To carry out the biometric update activity of 27 lakh students and to make new Aadhaar for the left out population the following actions are to be taken:

1. Block level Nodal officers have to prepare a monthly roster plan for the movement of kits depending upon the pending population . The details of pending students will be made available on the epunjab portal.

2. A kit can carry updation of about 60 to 80 students in a day and will work only one hour beyond the school hours. A suitable official may be deputed to supervise the work.

3. In Mandatory Biometric updation facial image , finger prints and iris scan of student are taken. Mobile number and Email id can also be added. No document is required for these updations. However student be advised to carry his Aadhaar . No payment is to be made to the service provider for this purpose.

4. For new Aadhaar enrolment of left out population School Principal need to prepare a certificate on School letterhead showing detail of the student as per

school record. (Sample certificate attached for reference). Parents are to be called in the school to give consent for the new Aadhaar enrolment of minor (Signatures on the enrolment forms will be required) . No payment is to be made to the service provider for the new Aadhaar enrolment .

5. For any demographic data updation of students like name, address etc. if required , document as per the approved list (copy attached) will be required. School Principal can also issue the certificate as per the school record . To verify the documents as per the approved list school teacher will act as verifier. Rs. 50/- will be charged by the Service provider for any type of demographic updation.

6. The Principal have to arrange electric supply, separate room with proper lighting system, necessary furniture (Two Chairs & one Table).

7. All the above activities should be monitored by school official and advance preparations should be carried out as the kit will remain in the school for a fixed time period only.

In view of above, kindly take the advance action immediately under intimation to this office.   Progress in this regard will be monitored on Weekly basis. For any clarification   Sh._____, Ph: and email id _____ is the nodal officer.

LIST OF ACCEPTABLE SUPPORTING DOCUMENTS FOR VERIFICATION

POI (Proof of Identity) documents containing Name and Photo

1. Passport
2. PAN Card
3. Ration/ PDS Photo Card
4. Voter ID
5. Driving License
6. Government Photo ID Cards/ Service photo identity card issued by PSU
7. NREGS Job Card
8. Photo ID issued by Recognized Educational Institution
9. Arms License
10. Photo Bank ATM Card
11. Photo Credit Card
12. Pensioner Photo Card
13. Freedom Fighter Photo Card
14. Kissan Photo Passbook
15. CGHS/ ECHS Photo Card
16. Address Card having Name and Photo issued by Department of Posts
17. Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
18. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
19. Bhamashah Card
20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councilor on UIDAI standard certificate format for enrolment/ update
22. Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
23. Gazette notification for name change
24. Marriage certificate with photograph
25. RSBY Card
26. SSLC book having candidates photograph
27. ST/ SC/ OBC certificate with photograph
28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph
29. Extract of School Records issued by Head of School containing name and photograph
30. Bank Pass Book having name and photograph
31. Certificate of Identity containing name and photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update.
32. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)

1. PDS Card
2. MNREGA Job Card
3. CGHS/ State Government/ ECHS/ ESIC Medical card
4. Pension Card
5. Army Canteen Card
6. Passport
7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc.
8. Any other Central/ State government issued family entitlement document
9. Marriage Certificate issued by the government
10. Address card having name and photo issued by Department of Posts
11. Bhamashah card
12. Discharge card/ slip issued by Government hospitals for birth of a child
13. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor or Gazetted Officer on UIDAI standard certificate format for enrolment/ update
14. Certificate of Identity having photo and relationship with HoF issued by Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update

DOB (Date of Birth) documents containing Name and DOB

1. Birth Certificate
2. SSLC Book/ Certificate
3. Passport
4. Certificate of Date of Birth issued by Group A Gazetted Officer on UIDAI standard certificate format for enrolment/ update
5. A certificate (on UIDAI standard certificate format for enrolment/ update) or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority
6. Photo ID card having Date of Birth, issued by Recognized Educational Institution
7. PAN Card
8. Marksheet issued by any Government Board or University
9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB
10. Central/ State Pension Payment Order

AADHAAR

Mera Aadhaar, Meri Pehchaan

11. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card
12. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth
13. Extract of School Records issued by Head of School containing Name, Date of Birth and Photograph
14. Certificate of Identity containing Name, DOB and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
15. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

POA (Proof of Address) documents containing Name and Address

1. Passport
2. Bank Statement/ Passbook
3. Post Office Account Statement/ Passbook
4. Ration Card
5. Voter ID
6. Driving License
7. Government Photo ID cards/ service photo identity card issued by PSU
8. Electricity Bill (not older than 3 months)
9. Water Bill (not older than 3 months)
10. Telephone Landline Bill (not older than 3 months)
11. Property Tax Receipt (not older than 1 year)
12. Credit Card Statement (not older than 3 months)
13. Insurance Policy
14. Signed Letter having Photo from Bank on letterhead
15. Signed Letter having Photo issued by registered Company on letterhead
16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution
17. NREGS Job Card
18. Arms License
19. Pensioner Card
20. Freedom Fighter Card
21. Kissan Passbook
22. CGHS/ ECHS Card
23. Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on UIDAI standard certificate format for enrolment/ update
24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) on UIDAI standard certificate format for enrolment/ update
25. Income Tax Assessment Order
26. Vehicle Registration Certificate
27. Registered Sale/ Lease/ Rent Agreement
28. Address Card having Photo issued by Department of Posts
29. Caste and Domicile Certificate having Photo issued by State Govt
30. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations
31. Gas Connection Bill (not older than 3 months)
32. Passport of Spouse
33. Passport of Parents (in case of Minor)
34. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old)
35. Marriage Certificate issued by the Government, containing address
36. Bhamashah card
37. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes or orphanages etc. on UIDAI standard certificate format for enrolment/ update
38. Certificate of Address having photo issued by Municipal Councillor on UIDAI standard certificate format for enrolment/ update
39. Identity Card issued by recognized educational institutions
40. SSLC book having photograph
41. School Identity card
42. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address
43. Extract of School Records containing Name, Address and Photograph issued by Head of School
44. Certificate of Identity containing Name, Address and Photo issued by Recognized Educational Institution signed by Head of Institute on UIDAI standard certificate format for enrolment/ update
45. Certificate of identity containing Name, DOB and Photograph issued by Employees' Provident Fund Organisation (EPFO) on UIDAI standard certificate format for enrolment/ update

- **Bring original documents for Enrolment/ Update. No photocopy required.**
- **Original documents are scanned and given back to you.**

CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE

Instructions: *(To be valid for 3 months from date of issue)*   Date: | D | D | | M | M | | Y | Y | Y | Y |

To be printed on plain A4 paper size ; Not required to print on letter head;   *All details to be filled in Block Letters*

Resident's Details

☐ Resident   ☐ Non-Resident Indian (NRI)   ☐ New Enrolment   ☐ Update Request

Aadhaar Number
(For update only)

Resident's Recent Colour Photograph
Cross Signed and Cross Stamped by the Certifier.

Full Name:

Resident's Name

Resident's Address

C/o:

House No./ Bldg./ Apt:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

Date of Birth: | D | D | | M | M | | Y | Y | Y | Y |
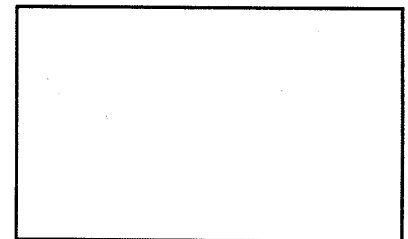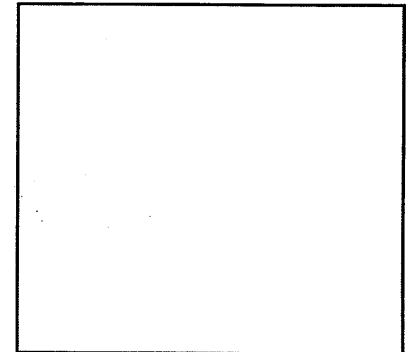
Signature of the Resident/ Thumb/
Finger Impression

To be filled by the certifier Only

I hereby certify above mentioned details of the resident

All details to be filled in Block Letters

Certifier's Details

Name of the Certifier:

Designation:

Address:

Contact Number:

I, the certifier, am: *(Please tick appropriate bex below)*

☐ Gazetted Officer - Group A   ☐ Gazetted Officer - Group B

☐ Village Panchayat Head or Mukhiya   ☐ MP/ MLA/ MLC/ Muncipal Councilor

☐ Tehsildar   ☐ Head of Recognized Educational Institution

☐ Superintendent/ Warden/ Matron/ Head of Institution of Recognized shelter homes/ Orphanages
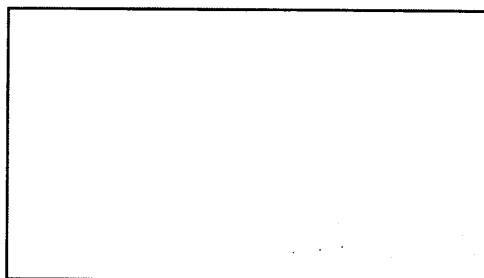
Signature of the Certifier   *Stamp of the Certifier*
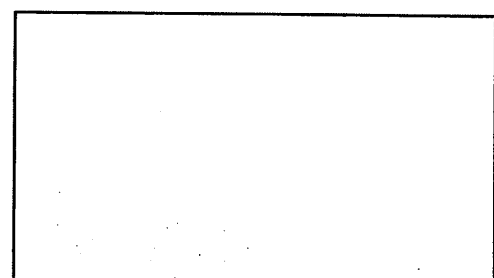
NOTE: This format is applicable for POI documents at Sl. Nos. 17, 20, 21, 22 & 31; POA documents at Sl. Nos. 23, 24, 37, 38 & 44; POR documents at Sl. Nos. 13 & 14 DOB documents at Sl. Nos. 4, 5 & 14 of Schedule II of the Aadhaar (Enrolment and Update) Regulations , 2016, as amended from time to time.