F. No. M-11011/05/DMS-II/2016/E&U-II (Pt-I)
Government of India
Ministry of Communication & IT
Department of Electronics & Information Technology (DeitY)
Unique Identification Authority of India
****

2nd Floor, Tower-I, Jeevan Bharati Building,
Connaught Place, New Delhi-110001
Dated : 06.01.2017

OFFICE MEMORANDUM

Subject : Guideline for offline Scanning of ADMS documents and their Destruction

The undersigned is directed to enclose herewith a copy of Guidelines for offline Scanning of ADMS documents and their Destruction by Enrolment Agencies and Registrars as per Annexure A & B. ROs are requested to circulate Annexure A to all the registrars/EAs under their jurisdiction for implementation of the guideline immediately. RO's and Tech Centre are to take action as per Annexure B.

2.   It is requested that the weekly/monthly report as per the guidelines should be provided from this month i.e. by 31.01.2017.

Enc. As Above

(Col Rajeev Anand)
ADG (E&U-II)
Tel: 23466831

Copy to :-
1. ADG(DMS) – All ROs as per list
2. ADG(Opr.) Tech Centre, Bengaluru
3. PSO to CEO, UIDAI
4. PS to DDG(E&U)
5. PS to ADG(E&U-I & II)
6. Guard File

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Annexure-A

Guideline for offline scanning of AFIS documents and their Destruction:

Action by Registrar/EAs

As per UIDAI's Memorandum of Understanding (MoU) with Registrars, "*Registrar shall follow the process & protocols prescribed by UIDAI for document management, record keeping and maintenance*".

Therefore, Registrars and Enrolment agencies identified and appointed by Registrars are responsible for safekeeping of documents collected for the issuance of a UID number. It is understood that there are a large number of documents lying at enrolment centers, for which the EA is responsible for safekeeping. Thus, to mitigate Registrar and EAs liability in case of loss of documents, UIDAI is providing an opportunity for EAs to scan the pending documents at their end & upload to CIDR. After the upload, Reg/EAs will have to maintain the physical as well as the softcopy till UIDAI confirms for destruction. The following action is required by Reg/EAs:-

Action by Registrar/EAs

1. EAs will have to scan the enrolment documents available in pdf format and file name will be 14 digit EID NO followed by **DDMMYYYY HHMMSS**, without any spaces and separators. **Example 1218344320000411102015120517 as printed in enrolment receipt.**

2. PDF files have to be zipped in a zip file with file name as batch id **<Four Digit EA Code><Date in DDMMYYYY format><Three Digit Running Sl. No.>** Example 000029122016001. **Running Sl. No. can start from 001 on daily basis.**

3. The zip file is to be uploaded through SFTP with valid login credentials provided by Tech Centre for further processing.

4. EA should maintain the physical and soft copy till UIDAI confirms for destruction.

5. Registrars to monitor this activity regularly with the Enrolment agencies and share **weekly status report** with Regional Offices and HQ.

Process for disposal of physical documents with EAs:-

6. The physical copies of scanned documents can be destroyed only after receiving confirmation from Tech Centre in the presence of representatives from respective **Registrar** and **Enrolment Agency** and an official from **UIDAI Regional Office/State Government**.

7. **10% payment** against each sanction order will be **withheld** till **confirmation** is given by **Tech Centre, UIDAI** that all documents have been uploaded by the EA and received **correctly**.

Annexure-B
Guideline for offline scanning of ADMS documents and their Destruction:
Action by ROs and Tech Centre

As per UIDAI's Memorandum of Understanding (MoU) with Registrars, "*Registrar shall follow the process & protocols prescribed by UIDAI for document management, record keeping and maintenance*".

Therefore, Registrars and Enrolment agencies identified and appointed by Registrars are responsible for safekeeping of documents collected for the issuance of a UID number. It is understood that there are a large number of documents lying at enrolment centers, for which the EA is responsible for safekeeping. Thus, to mitigate Registrar and EAs liability in case of loss of documents, UIDAI is providing an opportunity for EAs to scan the pending documents at their end & upload to CIDR. After the upload, Reg/EAs will have to maintain the physical as well as the softcopy till UIDAI confirms for destruction. The following action is required by Reg/EAs:-

Action by Registrar/EAs

1. EAs have to scan the enrolment documents available in pdf format and file name will be 14 digit ENO followed by **DDMMYYYY HHMMSS**, without any spaces and separators. *Example 121834432000041110201512017 as printed in enrolment receipt.*

2. PDF files have to be zipped in a zip file with file name as batch id *<Four Digit EA Code><Date in DDMMYYYY format><Three Digit Running Sl. No.>* Example 000029122016001. **Running Sl. No. can start from 001 on daily basis.**

3. The zip file is to be uploaded through SFTP with valid login credentials provided by Tech Centre for further processing.

4. EA should maintain the physical and soft copy till UIDAI confirms for destruction.

5. Registrars to monitor this activity regularly with the Enrolment agencies and share **weekly status report** with Regional Offices and HQ.

Action by Tech Centre:

1. Tech Centre shall provide **login** credentials to access SFTP for uploading zip files.
2. Tech Centre shall develop **new** application/tool for uploading of scanned documents by enrolment agencies.
3. Tech Centre shall ensure no duplicate EIDs/PDFs are uploaded at CIDR and also verify the EIDs with legacy EIDs to validate the uploaded EIDs.
4. Tech Centre shall develop an application/tool for auto-generating a metadata(CSV) file with column description as
   - (a) **RequestId**   - Can assign zero
   - (b) **BatchId**   - 13 character value
   - (c) **EID**   - eid in format DDMMYYYY HHMMSS without space
   - (d) **Number of Pages**
   - (e) **tapeID**   - Can assign zero
5. Tech Cen shall upload the metadata file for all scanned documents received by it in the SFTP location for download and use by the EAs.
6. Tech Cen shall provide a **periodic report** on the files received and checked by it.

Process for disposal of physical documents with EAs:-

7. The physical copies of scanned documents can be destroyed only after receiving confirmation from Tech Centre in the presence of representatives from respective **Registrar** and **Enrolment Agency** and an official from **UIDAI Regional Office/State Government**.

8. **10% payment** against each sanction order will be **withheld** till **confirmation** is given by **Tech Centre** that all documents have been **received correctly**.