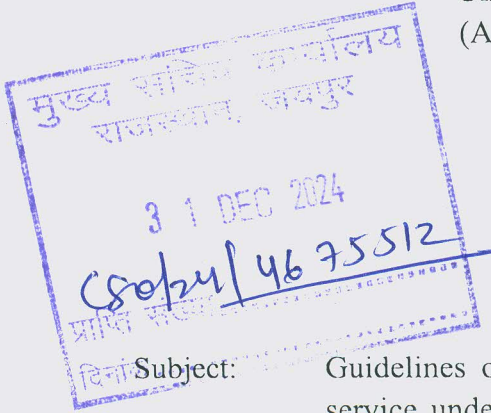


F. No. HQ-13079/15/2024-AUTH-II HQ/15213

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



(Sudhanshu Pant)
30/12/24

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,

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

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

- (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,

- (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:

²² <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. _____]
 _____²⁶
 _____²⁷

²⁴ <Ministry> OR <Department>

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

²⁶ Name of officer

²⁷ Designation of officer