

16/06/20

Office of the Dy. Commissioner, Una (H.P.)  
Endst. No. DRD/SA(Rev) Aadhkar - 757-62

Dated: 29-06-2020

A copy is forwarded to the following  
for information and further n/a pl.

- (1) Manager, Lead Bank Una
- (2) Superintendent Post office Una
- (3) C.M.O Una.
- (4) Dy. Director of Education (Higher Ele.) Una
- (5) Operator Aadhkar Enrolment Centre  
Una.

For Deputy Commissioner  
Una (H.P.)

Endst No: EDNU(Rev) Aadhkar/2020-688- dt 2-7-2020  
Office of the Dy Director of Higher Education, Una (H.P.)  
Copy to:

All the Headset Govt/Non Govt Sr Sec/High School, of  
Una Dist. for information and necessary action.

Dy. Director Higher Education  
Una District Una (H.P.)  
2/7/20

DIT-F(4)1/2008-Aadhaar Enrolment-Loose -30  
Department of Information Technology  
Government of Himachal Pradesh

From

Secretary (IT) to the  
Government of Himachal Pradesh

To

All the Deputy Commissioner's  
Government of Himachal Pradesh

Dated: Shimla-171013, the

10<sup>th</sup> June, 2020

Subject: - Regarding restarting of Aadhaar Enrolment/ Update activities at Aadhaar Enrolment Centres.

Sir,

Kindly refer to the letter No. 4(4)/57/122/2012/UIDAI/pt dated: 28.04.2020 received from Deputy Director (E&U), Ministry of Electronics and Information Technology, Government of India regarding restarting of Aadhaar Enrolment/ Update activities at Aadhaar Enrolment Centres. It is pertinent to mention that Aadhaar enrolment centres were suspended across the country to limit the fallout of the novel corona virus (COVID-19) pandemic and limiting direct social contact and visit to public places (Copy enclosed).

Keeping in view the difficulties being faced by beneficiaries of various DBT schemes, Aadhaar Service Centres may now be re-opened for Aadhaar Enrolment/ update activities in the State.

In view of the above mentioned circular issued by UIDAI, MeitY, GoI, all the Deputy Commissioners are hereby directed that Aadhaar enrolment/ update may now be started keeping in mind the safety & social distancing norms (Annexure-A of the above circular) along with directions issued by Ministry of Health & Family Welfare, Government of India from time to time.

Yours faithfully,

  
Secretary (IT) to the  
Government of Himachal Pradesh

Dated:

June, 2020

Endst. No. as above

Copy forwarded to:

The Deputy Director (E&U), UIDAI, Ministry of Electronics and Information Technology, Government of India, Bangla Sahib Road, Gole Market, New Delhi-110001 w.r.t your letter dated: 28.04.2020 for favour of information please.

  
Secretary (IT) to the  
Government of Himachal Pradesh

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F. No.4(4)/57/122/2012/UIDAI/pt  
Government of India  
Ministry of Electronics and Information Technology  
Unique Identification Authority of India (UIDAI)

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UIDAI Hqrs. Building, Bangla Sahib Road,  
Dated: 28<sup>th</sup> April, 2020.

Circular

**Sub: Guidelines for restarting Aadhaar Enrolment/Update activities at Aadhaar Enrolment Centres closed to contain spread of Novel Corona Virus (COVID -19)- Reg.**  
**Ref: Advisory No. F. No.4(4)/57/122/2012/UIDAI/pt. dated 20.03.2020.**

With a view to limit the fallout of the novel corona virus (COVID-19) pandemic, and limiting direct social contact and visit to public places, as per the directions of the Central Government, State Governments and District Authorities the Aadhaar enrolment/update activities were suspended across the country.

2. Keeping in view the difficulties being faced by beneficiaries of various DBT schemes, the Central / State Governments and district authorities are issuing directives on opening of services/activities in certain districts/ local areas where it is considered feasible depending on the situation in that area. Government of Karnataka has sought permission to start enrolment of migrant workers and other homeless resident at shelter camps using mobile registration teams. Government of Bihar has issued directions to open Aadhaar Centres run by State Government, except those in hotspot/containment zones, for DBT beneficiaries.

3. Keeping in view the position above, the following guidelines are issued for immediate compliance with regard to restarting Aadhaar enrolment/update activities at Aadhaar Service Centers across the country:

- 3.1 Aadhaar Service Centers may be re-opened based on specific directions of the Central/State Government or District Administration.
- 3.2 The UIDAI Regional Offices shall co-ordinate with the State/District authority and help the eco system partners to implement such directions of State/District authorities.
- 3.3 Registrars, Enrolment Agencies, ASK service providers and other stake holders shall ensure strict compliance with safety and social distancing norms (see Annexure) along with directives issued by the Ministry of Health & Family Welfare, Government of India from time to time.

4. This issues with the approval of Competent Authority.



Prabhakaran C R  
Deputy Director (E&U).

To

1. All Registrars/EAs
2. ASK Service Providers
3. All UIDAI Regional Offices
4. Tech Centre

Copy to

1. DDG (E&U)
2. Guard File



Annexure

Precautions to be taken at Aadhaar Enrolment Centres

1. All Aadhaar Kendra Premises as well as devices shall be sanitized frequently.
2. All Operators and other staff at the Aadhaar Kendra shall follow all personal hygiene directions issued by the authorities such as frequent washing of hands using soap/ using sanitizer etc.
3. The staff shall avoid touching their nose/ eyes/mouth while working.
4. Staff and Residents should wear face mask at the centre all the time. Residents shall remove the mask briefly only at the time of capturing facial image.
5. Residents visiting Aadhaar Kendra should follow the personal hygiene directions.
6. The operator shall clean the biometric devices after every enrolment/update.
7. Aadhaar Kendra management may ensure physical distancing (minimum 1 meter) between tables/operator stations. Number of online appointments may be limited accordingly. Walk in residents without appointment should not be allowed in Aadhaar Kendra offering online appointment to avoid overcrowding.
8. Resident may be advised to occupy alternate chairs to ensure social distancing. Encourage open air seating wherever practical with adequate distancing.
9. Residents or staff members experiencing symptoms like cough, fever, breathing difficulties etc. should be advised to avoid coming to the centre.
10. Every enrolment centre shall display advisory for residents as per the template provided by UIDAI.
11. Staff members at Aadhaar Kendra should keep themselves up to date on the latest COVID-19 hotspots and avoid travel to such areas.
12. Aadhaar Kendra management should advise residents from COVID-19 hotspots to avoid coming to Aadhaar Kendra.