

F. No. 4(4)/57/224/2013-RoB
 Government of India
 Planning Commission
 Unique Identification Authority of India

Tower-I, 2nd Floor, Jeevan Bharati Building
 Connaught Circus, New Delhi-110001
 Dated: 20 February, 2014

OFFICE MEMORANDUM

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 - Imp't.
 - Circulate to To,
 all EAs
 - Upload
 m/website
 via
 Aadhar

1. The All State/non State Registrars
2. All UIDAI Regional Offices
3. All Enrolment Agencies

Sub : Rationalisation of penalty structure for delay in upload, Demographic Errors and Process Error.

Based on the feedback received from UIDAI enrolment eco system partners on the subject matter during National Consultations held on 19th December 2013 and further consultations with registrars and enrolment agencies, the existing penalty structures were reviewed and competent authority has approved the revised structure as given below:

Miss Arjuna / Mr. Raj
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 4/3/14

1. Penalty for delay in upload of enrolment packet

Sr. No.	Delay in upload from date of enrolment in number of days	Penalty per Packet(In Rs)
1	21-90 days after enrolment	Rs. 1 per day per packet
2	>90 days	Rs 100 per packet
3	Packets lost by Registrars / EAs	In case a packet is lost due to hardware failure/crash/theft, the concerned Registrars/EA, shall inform the respective UIDAI Regional Office (RO) and Tech Centre within 20 days from the date of enrolment of such packets . All relevant procedures including filing of FIR are also to be completed by the Registrars within 20 days from date of enrolment. The Regional office in co ordination with Tech Centre will get such packets marked as lost by the EA from the sync data base within 20 days of reporting of such cases. No penalty shall be levied on such cases.
4	Registrars want to get some synced packet marked lost from sync data base.	There may be cases of lost packet due to hardware failure/crash/theft but not covered under para 3 above. In such cases Registrars/EAs shall inform the EID detail to respective RO and the Tech Centre giving reasons for such cases. The RO in co ordination with the Tech Centre will get such packets marked as lost by EAs from sync data. The penalty of such packets shall be Rs100 per packet. The RO shall provide this information to UIDAI HQ within 20 days from receipt of such request from Registrar/EA.
5	Packets not uploaded beyond 90 days	As on last day of month, no. of packets pending for upload shall be levied a penalty of Rs.20 per packet. The penalty shall be levied every month on cumulative no. of packets pending for upload.

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सचिव कोषांग
 सूचना प्रौद्योगिकी विभाग,
 आरक्षण, राजीव
 2545
 4/3/14

2. Forfeiture and Penalty for Demographic Error

- a. An amount of Rs. 100/- per DE error packet will be withheld for a period of 60 days.
- b. The Registrars / EAs will have an opportunity to re-enrol the resident within 60 days of notification of such cases.
- c. On completion of 60 days, if the re-enrolment has been done, Rs. 50/- will be released while Rs. 50/- will be forfeited.
- d. In case re-enrolment is not done within 60 days the entire amount of Rs. 100/- will be forfeited as penalty.
- e. Penalties on packets processed up to 19.02.2014 shall be subject to older rates.
- f. The information of such errors provided on portals shall be deemed to have been notified to registrars/EAs.
- g. The verification of re-enrolment shall be done by the respective RO of UIDAI, and the RO shall submit the report in a prescribed template to be provide by this Division for effecting the payment @ Rs 50 per re-enrolment, with forfeiture of Rs 50 per case. This will be in addition to payment based on Aadhaar generation.

3. Forfeiture and Penalty for Process Error


3.1 Biometric Error

- a. An amount of Rs.200 per packet shall be withheld for 60 days from the overall payment due to the registrar / EA for Biometric Error cases.
- b. The Registrars / EAs will have an opportunity to re-enrol the resident within 60 days of notification of such cases.
- c. Out of Rs. 200 withheld for 60 days if enrolment done, Rs. 150/- will be released and Rs. 50/- will be forfeited and if re-enrolment is not done, the entire Rs. 200/- will be forfeited as penalty.
- d. Information of such errors provided on portals shall be deemed to have been notified to registrars/EAs.
- e. The verification of re-enrolment shall be done by the respective RO and the RO shall submit the report in pre specified template for effecting the payment @ Rs. 150/- per re-enrolment.
- f. Penalties on packets processed up to 19.02.2014 shall be subject to older rates.

3.2 Photo on Photo

- a. In case of BE exception with "photo on photo" cases, Rs.500/- per packet shall be forfeited.

The above revised penalty structure shall be effective from 20.02.2014.


(Arun Singh Rawat)
Dy Director, RoB Division