No. 8/9-2/17/DE(S)Pt.
GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)

C I R C U L A R
Imphal, the 2nd August, 2017

PROCEDURAL GUIDELINES_AADHAAR ENROLMENT FOR SCHOOL CHILDREN

Enrolment of aadhaar for school going students is becoming a necessity. Education Department is providing various services for the students like Mid Day Meal, Free Text book, Free Uniform, Scholarship, Assessment Examinations/NAS, etc from the Central fundings. It has become a requirement for quoting Aadhaar Number of student for availing such services.

In order to facilitate and expedite aadhaar enrolment for students in a mission mode for school going students in Schools covered by Education(S), Aided and Autonomous District Councils the following organizational set-up and roles and duties are laid down:

A. Organisation Structure:

1. <u>Nodal Cell for Aadhaar Enrolment in Directorate</u>: There shall be a Nodal cell for Aadhaar Enrolment in the Directorate for a regular monitoring of the entire enrolment of school going students. An Asstt. Director with 2 supporting staff shall man the Nodal Cell.
2. <u>District Coordinator for Aadhaar Enrolment</u>: The districts/Zones shall identify 1 - 2 Officers preferably at the level of DI or AI who shall coordinate for implementation of the whole Aadhaar Enrolment. The District/Zonal teams shall report to the ZEOs and the Directorate of Education(S), Manipur.
3. <u>Clustering of Schools and AIs as Circle Coordinator</u>: The District/Zonal areas shall be re-grouped as cluster/sub-zones on functional, feasibility for children to access the Centres/Schools. All AIs concerned shall be responsible for the respective circles and cluster formation.

B. Roles & duties of various stakeholders:

The Aadhaar Enrolment exercise will require proper co-ordination of various stakeholders for effective and successful enrolment process. The roles and duties of each stakeholders is as defined below:

Sl. No	Stakeholder	Roles and Duties
1	Directorate of Education(S)	1) The Directorate of Education will be the overall coordinator, monitoring of the entire execution of roles and duties by all stakeholders. 2) A nodal cell shall be opened at the Directorate with 1 MES Officer and 2 supporting staff. 3) The Nodal Cell shall follow up all activities & progress in the respective Zones. 4) A clear cut zone and sub-zone status with timelines shall be approved and followed up.

		5) Estimation of budget requirement for execution of the whole enrolment exercise and finalization of timeline.
		6) Ensuring completion of 200 numbers of teachers for taking the examination of UIDIA and providing necessary equipments in consultation with Home Department. Finally planning out for deploying them.
		7) Nodal Cell for Aadhaar shall identify the best performing ZEO and another underperforming ZEO in the state.
		8) MDM Cell of the Directorate shall seed the aadhaar of the children with MDM portal.
		9) Scholarship cell of Directorate shall seed the Aadhaar of the students in relevant webpage.
		10) Issuance of instructions for mandatory aadhaar enrolment to all private schools in the state.
		11) Any other misc. matters not defined above.
2	Department of IT	Identification of functional and willing CSCs (Community Service Centres) for various Districts and Zones for Aadhaar enrolment of School going children in the State.
3	MANITRON and In-Media	1) Earmarking of Teams available in the District. 2) Scheduling the programme.
4	ZEOs	1) Identification of 1 or 2 nodal nodal officers. 2) Furnishing all contact details of link persons in the Zone and the cluster areas. 3) Finalization of Schedule and movement plan. 4) Formation of Sub-zones/cluster of schools keeping in mind the feasibility and convenience. 5) Providing basic minimal requirements in the Centre/School so selected. 6) Sub-allocation of Aaadhaar Capturing Teams in consultation with DC Concerned. 7) Ensuring visit of AIs and DIs concerned on the day of capture/enrolment. 8) Ensuring the teachers in such schools are aware of the ground work before the team reaches – preparation of students profiling, students' attendance on the date of enrolment, readiness of documents for POA/POI, etc. 9) Daily monitoring of all School aadhaar enrolment and maintenance of Registers in Zonal Office. 10) Ensuring smooth transition of teams from one Cluster to another cluster. 11) Identification of the best performing and another underperforming AI/DI within his/her Zone
5	AIs & DIs	1) Ensuring the Headmasters prepare the register wherein all student details along with Aadhaar details are captured as per template circulated. 2) Ensuring all children are available on the day of enrolment 3) Proper assessment & Estimation of number of possible Aadhaar Enrolment prior to the visit. 4) Ensuring readiness of PoI/PoA for children in the day of enrolment. 5) Collection of prescribed format of PoI/PoA. 6) Training of all Headmaster/Headmistress/Principal and

		Teachers (Govt./ Aided/District Council) and teachers about Aadhhar Enrolment.
		7) Identification of the best performing & cooperating and most underperforming School/Teacher within his Circle.
6	Headmaster/ Headmistress/ Principal	1) Ensuring all students about Aadhaar enrolment schedule.
		2) Preparation of registers before enrolment process.
		3) Ensuring availability of documents of the students.
		4) Recording of all Receipt generated for each student after Aadhaar enrolment in the register.
		5) Intimation of parents where ever possible.
		6) Regular and timely coordination with concerned AIs/DIs.

C. Monitoring & Reporting:

1) All concerned shall ensure daily reporting to the Aadhaar Enrolment Cell on a daily basis about the schools covered during the day, detailed number of students enrolled, number of students rejected, forwarding the information through email, etc.
2) Detailed reporting as per Template circulated.
3) Any issues arising out in the enrolment process should be immediately reported.
4) Timings of reporting shall be as scheduled and agreed upon for all the Zones.

(Th. Kirankumar) 2/8/2017
Director, Education(S)
Government of Manipur.

Copy to:
1. The Hon'ble Minister, Education, Manipur.
2. The Chief Secretary, Government of Manipur.
3. The Addl. Chief Secretary (Home), Government of Manipur.
4. The Principal Secretary, Education (S), Government of Manipur.
5. The Secretary, IT, Government of Manipur.
6. All Deputy Commissioner concerned.
7. The Addl. Director, IT, Manipur.
8. All ZEOs/Principals concerned.
9. The General Manager, MANITRON.
10. The State Coordinator, In-Meida, Maniput.
11. All Nodal Officers concerned.
12. All Officers concerned.