

Ministry of Minority Affairs

Nodal Officer and Applicants Bio-Metric Authentication
and Application Re-validation Drive

SOP for Hol and INOs Bio-Metric
Authentication

Step 1:- Step 1:- Updation of Head of Institute and Institute Nodal Officers' profile on NSP

- (a) DNO is responsible for updating the Aadhaar details of Hol/INO before commencing biometric authentication for them.
- (b) The SNO/DNO can change the Hol/INO through their NSP login with the help of provided option **(Administration→ Change Hol/INO of institute)**
- (c) SNO/DNO can change Hol/INO details on NSP by entering their Aadhaar details which will be authenticated (Demo-Auth) by UIDAI.

Step 2:- Biometric Authentication of DNO/SNO

- a) Biometric authentication of the L2 level verifying officers (DNOs/SNOs) will be performed first as authenticated DNOs/SNOs are supposed to carry out verification drive of Hols and INOs.
- b) MoMA can update/change the SNO details from their NSP Login.
- c) SNOs can change the DNOs from their NSP logins by exercising the option **(Administration→ Change/verify scheme DNO)**

Step 3:- Bio-metric Authentication of Hols/INOs

- a) Hols/INOs will report to CSC VLE / Operator with their NSP login ID and copy of Aadhaar Card. In presence of DNO, CSC VLE / Operator will validate information reported by Hols/INOs through the NSP-Biometric Authentication Utility. After validating login ID and Aadhaar from NSP, through API, CSC will proceed for Biometric authentication of Hols/INOs.
- b) The bio-metric authentication is to be performed in the chronological order as mention below:
 - SNO/DNO
 - Hol
 - INO
 - Applicant
- c) SNO/DNO to ensure the above mentioned chronology for bio-metric authentication in the field.

Broad level portal changes affecting other onboarded Ministries/Departments

- Entire portal will be stopped for other schemes for AY 2022-23.
- Portal will be opened for nodal officers of four MoMA schemes for AY 2022-23 with limited options
- MoMA SNOs can change/updated DNOs under their purview.
- Like wise DNOs can change Hol/INOS under their purview.



SOP for Student bio-metric Authentication

Step 1:- Submission of Aadhaar by applicant

Finally verified applicant who has not submitted the aadhaar has to submit their Aadhaar on NSP. In case of student below 18 year of age (**on 1st July 2022**) and not having Aadhaar would be required to submit their parent/legal guardian aadhaar.

Step 2:- Bio-metric Authentication of applicant

The finally verified applicants are required to perform their bio-metric authentication through CSC. CSC will be sharing the result with NSP through APIs.

Step 3:- Application re-validation by INO/DNO

- a) Finally verified and successfully authenticated (Aadhaar based bio-metric) applications will be made available in the INO logins for re-validation.
- b) Re-validation will be opened for INO, only if bio-auth of Hol and INO of that institute is successful.
- c) Applicants will not be allowed to change any information in their applications. However, those who have not provided their will be allowed to add their aadhaar.
- d) The list of identified applicants along with their status will be provided to Ministry for reference and these applications will be sent back to the INO login for re-verification.
- e) Ministry to provide the OM for carrying out this exercise on NSP portal.
- f) Same OM will be uploaded on portal for information to the student. SMS will also be sent to these students informing that their application is reverted to their INOs for re-validation.
- g) In case applications are not re-validated by INO till the last date of application re-validation by INO, the applications will be escalated to SNO's/DNO's login for re-validation.
- h) While re-validation by L1 or L2 officers the application will be marked Accepted or Rejected. No other option will be available during re-validation.

Thank You

