

- Identify institutions and list of students eligible for any scholarship programme and availability of Aadhaar with them.
- Students not having Aadhaar may be taken to the nearest Permanent Enrolment Centres (PEC) for their Aadhaar enrolment by the respective Institute. List and address of PECs is available on resident portal (<https://resident.uidai.net.in/> on Locate Enrolment Centre tab). In case numbers of students not having Aadhaar are large in number, enrolment camp in the institution itself may be organised.
- It may be ensured that during Aadhaar enrolment, mobile and email of either the student or his parent or any family member is captured. This will facilitate communication about Aadhaar generation, download of eAadhaar, retrieval of Aadhaar Number etc. through his/her mobile once his/her Aadhaar number is generated.
- The District Collectors may be advised to map the institutions and enrolment centres available in the district and also prepare a roster for organising enrolment camps wherever required. For monitoring of Aadhaar enrolment, the District Collectors may be required to hold weekly coordination meetings with education officials, and District Coordinator of CSCs and enrolment agencies empanelled with UIDAI.
- A special cell may be created in State Higher Education Department and each district to resolve any difficulty being faced by any institution during enrolment. State Higher Education Secretary may also hold weekly VC meeting with all District collectors, District Education officials, officials incharge of various scholarships, officials of CSC-SPV at the state levels and enrolment agencies along with officers of UIDAI regional offices.
- Those students who have already enrolled for Aadhaar and have not received Aadhaar letter, may download Aadhaar from resident portal (<https://resident.uidai.net.in/>). The facility to download Aadhaar is also available through PECs. In addition, District officials and District Collectors can be provided with advance search facility to help such children. The help of UIDAI Regional office may also be taken on such cases.
- In addition, the beneficiary bank account is required to be linked with his/her Aadhaar to enable Aadhaar based payment of scholarship. Banks require written mandate of beneficiary for this purpose. A Sample Bank Seeding Form is attached (Annexure-II) which may be signed by the beneficiary students. Seeding of Aadhaar with bank account can be checked either at resident portal ([https://resident.uidai.net.in](https://resident.uidai.net.in/)) or by using NPCI service by dialling \*99\*99#

BANK  
The Branch Manager  
Bank .....  
Branch.....  
Date: \_\_\_\_\_

Dear Sir/Madam,  
Bank Account No ..... in my name Linking of  
Aadhaar / UID Number with the account

I am maintaining a Bank Account number ..... With  
your Branch (Branch name.....). I submit my Aadhaar  
number and voluntarily give my consent to;

Seed of my Aadhaar/UID number issued by the UIDAI, Government of India  
in my name with my aforesaid account.

Map it at NPCI to enable me to receive Direct Benefit Transfer (DBT) from  
Government of India in my above account. I understand that if more than  
one Benefit transfer is due to me , I will receive all Benefit Transfers in this  
account

Use my Aadhaar details to authenticate me from UIDAI

Use my mobile number mentioned below for sending SMS alerts to me

The particulars of the Aadhaar/ UID letter are as under:

Aadhaar/ UID number: .....

Name of the Aadhaar Holder as in Aadhaar card:  
.....

I have been given to understand that my information submitted to the bank  
herewith shall not be used for any purpose other than mentioned above, or  
as per requirements of law.

Yours faithfully,

(Signature/ Thumb impression of the account holder)/ one of parents

Name: .....

Mobile No. ....

Email:

.....

Signature of Headmaster/Principal of the School

Enclosure: copy of the Aadhaar letter and bank passbook self attested,

Confirmation of insertion / linking of Aadhaar number with Bank Account:

The Account number ..... of Shri. /Smt.

.....with .....

(Bank) Branch ..... has been linked with  
Aadhaar/UID number ..... and mobile number

\_\_\_\_\_

Date .....

**(Bank's authorized official)**