

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)
03 MAY 2019
शिमला-1

No. EDN-H(Ele)(1)B/2019(Misc)-Vol-I,
Directorate of Elementary Education,
Himachal Pradesh, Lalpani, Shimla-1

Dated: Shimla-171001, the May, 2019

To

All the Deputy Directors of
Elementary Education, HP.

Subject: - Regarding updation of Name, Gender and Date of Birth in the Aadhaar records.

Memo,

Please find enclosed herewith the photocopy of Memo No. 4(4)/57/159/2016-E&U dated 1st April, 2019 received from Deputy Director (E&U-1) Government of India, Ministry of Electronics & IT, Unique identification Authority of India (Enrolment & Update division) through the Director, Department of Information Technology, Himachal Pradesh on the subject cited above.

In this context, you are directed to comply with the guidelines issued by the Deputy Director (E&U-1), Government of India and take further necessary action in the matter accordingly.

(Hitesh Azad) HAS,
Joint Director (Admn.)
Directorate of Elem. Edu.
Himachal Pradesh, Shimla-1,
eleeduhp@rediffmail.com
0177-2658044.

Endst. No. Even Dated Shimla-171001 May, 2019

Copy to:-

1. The Director, Department of information Technology, HP w.r.t. their letter no. DIT F(4)1/2008-Aadhaar Enrolment-62, dated 09th April, 2019 for information please.
2. Branch Officer/Supdt. IT, Directorate of Elementary Education, Shimla-1 with the remarks to upload the same on the deptt. Website.

sd.-
Joint Director (Admn.)
Directorate of Elem. Edu.
Himachal Pradesh, Shimla-1,

1627
4/05/19
ENDER NO.: EDN-H(Ele)(1)B/2019(Misc)-1697
O/O Dy Director Elem. Edu.

UNA Distt. Una, 4/05/19
Copy is being forwarded to all the Principal/Headmaster
BFEED's / Prt school regarding updation of Name, Gender and date
of Birth in Aadhaar record. Its for your information and etc.

Deputy Director of Elementary
Education Una, Distt. Una (H.P.)

- 62

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

From

The Director,
Department of Information Technology,
Himachal Pradesh

To

All Deputy Commissioners to the,
Government of Himachal Pradesh

All the Heads of the Departments to the,
Government of Himachal Pradesh

All the Aadhaar Operators,
Department of Information Technology,
Govt. of Himachal Pradesh

Dated: Shimla-171013

the

9th April, 2019


Subject:

Regarding updation of Name, Gender and Date of Birth in the Aadhaar records.

Sir/Madam

With reference to the subject cited above, I am directed to enclose herewith the copy of Office Memorandum No- 4(4) 57 159/2016-Adt dated 03/04/2019 received from Deputy Director (Enrolment & Update Division), UIDAI, HQ, New Delhi for your kind information and necessary action please.

Yours faithfully


Additional Director (Admn.),
Department of Information Technology,
Himachal Pradesh

7th Floor, UIDAI Headquarters,
Bazargah Shahib Road, Behind Kali Mandir,
Gole Market, New Delhi 110001.
Dated 1st April, 2019.

Office Memorandum

Sub: Modification in O.M dated 24.09.2018 & 07.02.2019 regarding updation of Name Gender and Date of Birth - **reg.**

Please refer to UIDAI HQ O.M No. 411/57/159/2016 E&U dated 24.09.2018 and 07.02.2019 regarding updation of Name, Gender and Date of Birth in the Aadhaar records. The OM stands modified as below.

2. The Aadhaar (Enrolment and Update) Sixth amendment Regulations, 2018 provides that the date of birth of resident can be updated only once. Similar decision has been taken for updation of Name which can be updated twice and Gender which can be updated once. In case the date of birth, Name or Gender is to be updated more than prescribed limit, it can be done through an excep for handling process which may require the resident to visit Regional Office (RO) of the UIDAI.

3. Vide OM dated 07.02.2019, it was further decided to allow change of Date of Birth to maximum of plus or minus three years of the date of birth recorded during Aadhaar enrolment. In case the date of birth is to be updated more than this limit, it can be done through an exception handling process which may require the resident to visit Regional Office (RO) of the UIDAI.

4. At the time of Aadhaar enrolment, resident who submits prescribed document for date of birth, his/her date of birth is recorded as Verified. In case resident do not provide any prescribed proof document for Date of Birth, his/her date of birth is recorded as declared or approximate. However for update of date of birth, resident is required to submit any of the prescribed documents to prove date of Birth.

5. Considering the difficulties raised by the residents and ecosystem partners the following modifications are made with immediate effect in regard to update/correction in Date of Birth.

i) Update request received from residents for change in Date of Birth from Declared / Approximate to verified will be allowed once in life time, irrespective of range/limit of change. The resident need to submit prescribed proof document for the same.

ii) Update request received from residents for change of DOB whose date of birth is already Verified will not be allowed. In case the date of birth is to be

updated where its date of birth was already verified, it can be done through an exception handling process which may require the resident to visit Regional Office (RO) of the UIDAI.

5. Exception Handling Process

For cases requiring exception handling process for update of Name, Date of Birth and Gender, following process shall be followed

a) Resident may update the name, Date of Birth or Gender over and above prescribed limit or restriction as the case may be from any of the Aadhaar Enrolment / Update Centre in their area as per the list available on UIDAI web site. All registrars of UIDAI facilitate the same irrespective of the restrictions mentioned in above paras.

b) In case the update requires exception handling process as stated in above paras, resident may send his/her request to accept the update through exception handling process to respective regional office of UIDAI through email or by post along with copy of URN slip, Aadhaar detail and relevant proof detail. Resident may also call 1047 or send email to help@uidai.gov.in. **Resident are not required to physically visit Regional offices unless specifically asked to visit.**

c) RO shall do due diligence and ascertain whether the update request beyond the prescribed threshold is genuine. RO may seek additional information from the resident or carry out a field investigation as may be required.

d) In case RO ascertain the said update request to be genuine, case shall be sent to Tech Centre for processing/reprocessing the request.

6. This issues with the approval of CEO, UIDAI.

(Pradhikaran C-8)
Deputy Director (ESD-1)

To

1. All Registrar/ enrolment agencies.
2. Regional Offices of UIDAI
3. Tech Centre of UIDAI.

4
Be
Lg