

NO.H.P.S.E.S.H.O.Community Mobilization-2024-25 (Vol.-XI) X 411
OFFICE OF THE STATE PROJECT DIRECTOR, SAMAGRA SHIKSHA,
HIMACHAL PRADESH SHIMLA-171001.

Dated: Shimla-1 5th Dec., 2024

From

The State Project Director (Samagra Shiksha)
Himachal Pradesh, Shimla -1

To

All the DPOs- cum -Deputy Directors (Quality),
Himachal Pradesh.

Subject:-

Regarding Informing Parents about APAAR ID Generation during Mega PTM on 9th
and 10th December 2024


Sir/Madam,

We are writing to inform you about the upcoming Mega Parent-Teacher Meeting (PTM) scheduled for **9th and 10th December 2024** at schools. During this PTM, we will provide important information to parents regarding the APAAR ID generation for their children. This initiative is part of our ongoing efforts to ensure smooth and efficient communication between the school and parents and to comply with the digital registration norms set by the Government of India. The necessary guidelines for conducting this mega PTM are attached herewith.

We request you to forward this information to all concerned stakeholders and guide parents on how they can generate the **APAAR ID** for their wards. A detailed step-by-step guide will be provided at the venue on the day of the PTM. Additionally, assistance will be available for parents who may face difficulties in completing the process during the event. Any technical support, if required, will be provided by the block/district-level MIS team.

You are also requested to provide your support in disseminating this information effectively, ensuring that all parents are informed and prepared to participate in the process during the Mega PTM on the aforementioned dates to make this initiative a success.


Yours faithfully,


State Project Director
Samagra Shiksha Shimla-1

Endst. No: Dated: Shimla- 171001, the Dec., 2024

Copy forwarded to:-

1. The Secretary Education to the Government of Himachal Pradesh, Shimla
2. The Director of Higher Education, Himachal Pradesh.
3. The Director of Elementary Education, Himachal Pradesh.
4. All the Deputy Directors (Secondary & Elementary) Himachal Pradesh.


State Project Director
Samagra Shiksha Shimla-1

G-D

SDDE

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6/12/24

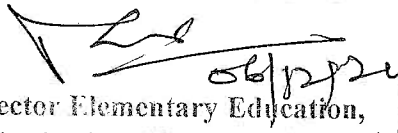
06/12/24

Endst. No. EDN-U(G-II)Gen/Misc/2024-4693

O/o the Dy. Director Elementary Education
Una Distt. Una (H.P.)

Dated: 06/12/24 Una, the

The copy of letter is being forwarded to all the Principals/
Headmasters/ In-Charges of GSSS/GHS/GMS & All BEEO's of Distt. Una for the
information and necessary actions.


Dy. Director Elementary Education,
Una, District Una Himachal Pradesh.

Guidelines for Mega PTM on APPAR ID

1. Objective

The primary objective is to generate APAAR IDs for all children, ensuring their unique identification and tracking of their academic progress.

2. **Goal:** Inform and guide parents about the significance of APPAR ID for children, and assist with the linking process for educational and government benefits.

2. Planning and Preparation

- **Date & Time:** 9th & 10th of every month will be designated as Mega APPAR DIWAS, with prior notice period. (in case of holidays, the subsequent working days shall be observed)
- **Venue:** A spacious, accessible location (school hall/community center), with a virtual option for remote participation.
- **Key Participants:** School administrators, teachers, local government representatives, UIDAI/Income Tax experts.

3. Communication

- **Invitation:** Send out invites via SMS, WhatsApp, email, and notice boards with a brief on APPAR ID's importance.
- **Pre-event Materials:** Share pamphlets/ videos/guides explaining APPAR ID, linking process, and benefits for children.

4. PTM Structure

- **Introduction (10 min):** Welcome address by the Principal, overview of the session.
- **Presentation (20 min):** Expert-led session on what APPAR ID is, how it's linked to children's records, and its benefits.
- **Live Demo (15 min):** Step-by-step guide on how to link Aadhaar for children.
- **Q&A (15 min):** Address parents' questions.
- **One-on-One Support:** Setup help desks or breakout sessions for individual consultations.

5. Follow-Up

- **Post-PTM Support:** Establish a hotline or email for ongoing assistance.
- **Feedback:** Collect feedback via forms to improve future PTMs.
- **Reminders:** Send follow-up reminders to parents who couldn't attend or complete the process.

6. Key Considerations

- **Celebration of APPAR DIWAS:** All schools across all management in the State will celebrate 9th & 10th December, 2024 as "Mega APPAR DIWAS" as per the guidelines of GoI.(attached)
- **Timeline for Saturation:** The primary focus should be to achieve maximum APPAR ID creation with a view to achieve near saturation within November 2024, with any

remaining cases to be completed by December, 2024. This exercise must be completed within this calendar year.

- **APAAR ID Documentation:** Schools must ensure that along with APAAR ID creation, printouts of the APAAR IDs stored in Digi Locker are provided to students/parents.
- **System Integration:** Integration of APPAR ID with IT systems linked to Vidya Samiksha Kendra is crucial as it will:
 - . Allow for macro and micro analysis of educational interventions.
 - . Facilitate comprehensive monitoring of students' educational journeys.
 - . Support data-driven decision-making at all administrative levels.
- **School Management System Updates:** All school IT systems must be upgraded to incorporate APAAR ID integration, making it the primary identifier APAAR ID for all academic and administrative processes.
- **Monitoring:** A daily monitoring mechanism during the Mega APAAR DIWAS will be established by the State followed by Districts to track progress and address any challenges immediately.
- **Inclusivity:** Cater to the diverse needs of the parent community.
- **Reporting:** It is mandatory to share the monthly report of the programme with the Samagra Shiksha Office on a priority basis.
- **Shiksha Samwad:** As Shiksha Samwad will also be celebrated in the month of December, it is suggested to collaborate Shiksha Samwad with this PTM.

7. Financial Expenditure:

- The expenditure for the said PTM will be incurred by the head of Community Mobilization.

These guidelines ensure the PTM is clear, concise and provides effective support for parents in linking their children's APPAR IDs.



State Project Director,
Samagra Shiksha, H.P.

सजय कुमार, भा.प्र.से
सचिव

Sanjay Kumar, IAS
Secretary



सत्यमेव जयते

स्कूल शिक्षा और साक्षरता विभाग

शिक्षा मंत्रालय

भारत सरकार

Department of School Education & Literacy

Ministry of Education

Government of India

D.O. No. 1-27/2023-DIGED-Part(1)

27th November, 2024

This is in reference to my D.O. letter of even number dated 2nd September 2024, wherein detailed guidelines for implementation of APAAR ID system were shared, including the process for creating APAAR IDs through UDISE+ portal and various support mechanisms put in place for this initiative.

I am pleased to acknowledge the commendable start made in implementing the APAAR ID system across the nation, with over 3.20 crore APAAR IDs already generated. The State/UT wise APAAR ID generation status and school coverage is attached for your reference. This achievement reflects the dedication and collaborative efforts of all stakeholders involved. However, considering the importance and relevance of this initiative, we need to further accelerate and regulate the APAAR ID creation process to achieve the objectives outlined in my previous communication.

May I request you to celebrate "**Mega APAAR DIWAS**" - a focused initiative to achieve complete saturation of APAAR ID creation and validation. All schools across all management types in your State/UT are requested to observe 09th and 10th December 2024 as "**Mega APAAR DIWAS.**" Furthermore, going forward, the 09th and 10th of every month may be designated as Mega APAAR DIWAS (in case of holidays, the subsequent working days shall be observed).

Key Action Points:

1. **Timeline for Saturation:** The primary focus should be to achieve maximum APAAR ID creation with a view to achieve near saturation within November 2024, with any remaining cases to be completed by December 2024. This exercise must be completed within this calendar year.
2. **APAAR ID Documentation:** Schools must ensure that along with APAAR ID creation, printouts of the APAAR IDs stored in DigiLocker are provided to students/parents.
3. **System Integration:** As highlighted in our previous communication, integration of APAAR ID with IT systems linked to Vidya Samiksha Kendra (VSK) is crucial as it will:

Enable visualization of learning pathways through VSK

- Allow for macro and micro analysis of educational interventions
- Facilitate comprehensive monitoring of students' educational journeys

Contd.2/-

124 'सी' विंग, शास्त्री भवन, नई दिल्ली-110001

124 'C' Wing, Shastri Bhawan, New Delhi-110001

Telephone: +91-11-23382587, +91-11-23381104 Fax : +91-11-23387589

E-mail: sacy.sel@nic.in

- Support data-driven decision-making at all administrative levels
- 4. School Management System Updates: All school IT systems must be upgraded to incorporate APAAR ID integration, making it the primary identifier for all academic and administrative processes.
- 5. Monitoring and Reporting: SPDs may establish a daily monitoring mechanism during the Mega APAAR DIWAS to track progress and address any challenges immediately.

The successful implementation of APAAR continues to be a top priority for achieving the goals envisioned under NEP-2020. I request your personal attention to ensure the success of **Mega APAAR DIWAS** and achievement of complete saturation within the stipulated timeline.

May I request you to bestow your personal attention and ensure that we successfully create and validate APAAR IDs for all students in all schools in your State / UT.

Yours sincerely,

Sd/-
(Sanjay Kumar)

Enclosure:- D.O. Letter 2nd September 2024
Current APAAR ID Generation Status

Additional Chief Secretary/Principal Secretary/Secretary (School Education), All States and UTs

Copy to:

1. State Project Director (School Education) of all States

27/09/2024 ..
(Sanjay Kumar)

NO. HPPES-SS-MIS-02/2003-XII- 2023
OFFICE OF THE STATE PROJECT DIRECTOR, SS
HIMACHAL PRADESH SCHOOL EDUCATION SOCIETY

Dated : Shimla-1 the 18th November, 2024.

To

All the Principals/Headmaster/Head of Institute
All the Govt. and Private Schools
Himachal Pradesh

Subject: Regarding APAAR Implementation in Himachal Pradesh.


Sir,


This is in continuation of this office letter No. HPPES-SS-MIS-02/2023-XII-1661 dated 21st September, 2024 on the subject cited above. In this regard, it is submitted that a detailed guidelines were received from GoI to create APAAR IDs of all the students enrolled in your school. Instructions were issued to all the Govt. and Private schools through all the Dy. Directors as per this office letter No. mentioned above. But, the progress revealed that only 3261 schools started generation of APAAR ID on UDISE+ portal out of 17301 schools and only 9.83% students have generated APAAR ID. In view of that GOI has taken a serious review on APAAR held on dated 12-11-2024.


You are, therefore, requested to complete the APAAR creation upto 31st December, 2024. Kindly follow the guidelines/instruction mentioned in the enclosures during creation of APAAR IDs in your schools. Before creation of APAAR ID, it may be insured that student name, Mother's/Father's name, Gender, DOB and other required details of the student must match with school record, UDISE+ as well as AADHAAR. Once APAAR ID created will never be changed.

For more info: <https://apaar.education.gov.in/resource>

Yours faithfully,


Rajesh Sharma (IFS)
State Project Director (SS),
Himachal Pradesh, Shimla-1.


Ashish Kohli
Director
Elementary Education, HP


Dr. Amarjeet Sharma
Director
Higher Education, HP

Endst. No. : Even

Dated:

Copy forwarded for information to:

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
2. All the DPOs-cum-Dy. Director (Quality Control), DIETs for information please.
3. All the Dy. Director Higher Education, Himachal Pradesh
4. All the Dy. Director Elementary Education, Himachal Pradesh

State Project Director (SS),
Himachal Pradesh, Shimla-1.



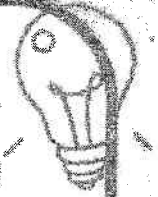
STUDENT REGISTRATION PROCESS-FLOW

APAAR ID Creation Process-Flow through the UDISE+ Portal

- **Step-1: Organize a Parent-Teacher Meeting (PTM):** Schools shall arrange and conduct a PTM to introduce APAAR & its unique use cases and Create "STUDENTS APAAR IDs".
- **Step-2: Distribute Consent Forms:** Schools provide physical consent forms to parents.
- **Step-3: Obtain Parental Consent:** For minors, parents should fill up and sign the consent form, while the school verifies student and parent identities.
- **Step-4: Educate on APAAR:** Schools shall provide a complete overview of APAAR to students and their parents.
- **Step-5: Capture Consent:** Schools must collect & store the "physical consent form" from parents. The PTM may be disbursed post consent form collection.
- **Step-6: Access APAAR Module:** The school UDISE Coordinator or Class Teacher logs into the UDISE+ portal after the PTM and navigates to the APAAR Module tab.
- **Step-7: Authenticate Information:** School authorities authenticate student details **only for the students whose consent has been received** (e.g., name, gender, DOB, parents' names, Aadhaar number) to create the APAAR ID through the UDISE+ APAAR Module.
- **Step-8: Generate APAAR ID:** The UDISE Coordinator or Class Teacher creates the APAAR ID upon successful verification of Students details. It is then securely pushed to the student's DigiLocker account. A confirmation SMS will be delivered to the parents through their registered mobile number linked to their UDISE+ account.
- **Step-9: Share APAAR ID:** After successful APAAR ID creation, schools provide "APAAR ID" to students and their parents. Additionally, School authorities mention APAAR ID number in their School ID Card as well. A confirmation SMS will be delivered to the parents through their registered mobile number updated in UDISE+ system.
- **Step-10: Failed to Create APAAR ID:** Upon unsuccessful validation of Students details or any other errors, UDISE portal will highlight the Error message to the school authority. School may redirect the parents to the Common Service Centre (CSC) for the required corrections.



ACTIONABLE POINTS FOR SCHOOLS



1. Organize Parent-Teacher Meetings (PTMs) in a phased manner while prioritizing from Class-IX to Class-XII.
2. For the PTM, School authority may invite either of the parents along with their AADHAAR card or any other photo ID proof.
3. In every PTM, conduct a 15-20 minute awareness session on APAAR.
4. Provide detailed information on APAAR to students and parents during the PTM.
5. APAAR introduction videos & document (FAQ) maybe circulated or shown at the time of PTM.
6. Ensure parental consent is collected physically for APAAR ID creation.
7. Parents need not be asked to stay for creation of APAAR IDs after PTM.
8. Verify and authenticate Students Name, Father's/Mother's Name, Gender, DOB, and other required details collected under UDISE+ portal, and it should match student AADHAAR details.
9. Ensure parental consent has been collected both physically and updated digitally on UDISE+ portal during the APAAR ID creation.
10. Following day the teacher shall share the APAAR IDs to students.
11. Student School ID card issued after the creation of APAAR ID, must contain the students APAAR ID.
12. Complete any additional tasks assigned by regulatory bodies or the education department.
13. Collect audio/video bytes or testimonials about APAAR from Students, their parents, or from teachers.

