



No. 16-2/2019-20/CSC-OUTSOURCE

Dated: 01.12.2020

To,

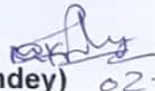
The Chief General Managers,  
Bharat Sanchar Nigam Limited,  
All Territorial Circles/Metro Districts.

**Subject:- Policy guidelines of outsource CSCs- in respect of carrying out Adhaar related activities.**

In continuation to earlier issued guidelines for ADHAAR activities at OCSC time to time, the following guidelines are hereby further issued.

1. Circles can relocate the available AEKs to any BSNL premises (CSC/non-CSC) where potential for their utilization as well as public footfall is expected to be better than the existing CSC location.
2. The number of AEKs at any particular centre/location can be decided as per requirement keeping in view of the public footfall at the centre.
3. The circles can explore the feasibility of setting up a few major Aadhar centers at prime/important locations in their cities / towns where higher number of AEKs (5 to 15 nos.) can be gainfully utilized by deploying one BSNL employee on full time basis for document verification at the Centre. "The NSEIT certified operators can be deployed either from a manpower hiring agency or from the CSC outsourcing agency on revenue sharing basis".
4. The circles can deploy one suitable BSNL executive/non-executive as document verifier to each outsourced CSC on part-time basis (i.e 1-2 hours daily), if they are unable to spare them on full time basis. In such cases, the timing of availability of verifier may be prominently displayed at the Centre for information of the common public. The same BSNL employee may verify the documents pertaining to all the AEKs available at the OCSC or any other AEK being operated by BSNL.
5. The Aadhar Centres which are currently manned by BSNL employee will continue as per existing arrangement.
6. All the Circles will ensure to migrate all the AEKs to their respective Registrar Code before outsourcing the CSCs/Aadhar Centres.
7. If login from any AEKs has not been made in last 30 days, it would be treated as non operational by UIDAI.
8. It is desirable by UIDAI that atleast 8 transactions per AEKs per day(working) should be done.
9. As per clause no. 1.4(vi) of OCSC Policy Guidelines issued on dated 15.01.2020 "the bidder shall be paid Rs 20/- per ADHAAR demographic/biometric or both updation and Rs 50/- per new ADHAAR generation (successful) or mandatory biometric update".

This issued with the approval of competent authority

  
(M.K.Pandey) 02-12-20  
GM (CS&CSC-CFA)