

F. No.4(4)/57/122/2012/UIDAI/pt  
Government of India  
Ministry of Electronics and Information Technology  
Unique Identification Authority of India (UIDAI)

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UIDAI Hqrs. Building, Bangla Sahib Road,  
Dated: 28<sup>th</sup> April, 2020.

Circular

**Sub: Guidelines for restarting Aadhaar Enrolment/Update activities at Aadhaar Enrolment Centres closed to contain spread of Novel Corona Virus (COVID -19)- Reg.**

**Ref: Advisory No. F. No.4(4)/57/122/2012/UIDAI/pt. dated 20.03.2020.**

With a view to limit the fallout of the novel corona virus (COVID-19) pandemic, and limiting direct social contact and visit to public places, as per the directions of the Central Government, State Governments and District Authorities the Aadhaar enrolment/update activities were suspended across the country.

2. Keeping in view the difficulties being faced by beneficiaries of various DBT schemes, the Central / State Governments and district authorities are issuing directives on opening of services/activities in certain districts/ local areas where it is considered feasible depending on the situation in that area. Government of Karnataka has sought permission to start enrolment of migrant workers and other homeless resident at shelter camps using mobile registration teams. Government of Bihar has issued directions to open Aadhaar Centres run by State Government, except those in hotspot/containment zones, for DBT beneficiaries.

Annexure

**Precautions to be taken at Aadhaar Enrolment Centres**

1. All Aadhaar Kendra Premises as well as devices shall be sanitized frequently.
2. All Operators and other staff at the Aadhaar Kendra shall follow all personal hygiene directions issued by the authorities such as frequent washing of hands using soap/ using sanitizer etc.
3. The staff shall avoid touching their nose/ eyes/mouth while working.
4. Staff and Residents should wear face mask at the centre all the time. Residents shall remove the mask briefly only at the time of capturing facial image.
5. Residents visiting Aadhaar Kendra should follow the personal hygiene directions.
6. The operator shall clean the biometric devices after every enrolment/update.
7. Aadhaar Kendra management may ensure physical distancing (minimum 1 meter) between tables/operator stations. Number of online appointments may be limited accordingly. Walk in residents without appointment should not be allowed in Aadhaar Kendra offering online appointment to avoid overcrowding.
8. Resident may be advised to occupy alternate chairs to ensure social distancing. Encourage open air seating wherever practical with adequate distancing.
9. Residents or staff members experiencing symptoms like cough, fever, breathing difficulties etc. should be advised to avoid coming to the centre.
10. Every enrolment centre shall display advisory for residents as per the template provided by UIDAI.
11. Staff members at Aadhaar Kendra should keep themselves up to date on the latest COVID-19 hotspots and avoid travel to such areas.
12. Aadhaar Kendra management should advise residents from COVID-19 hotspots to avoid coming to Aadhaar Kendra.