Ref. No: F11(76)/DoIT&C/2022/Vol-1-00143   **Date:** e-Signed date

<u>Revision 2.0</u>

<u>Standard Operating Procedure (SOP) for granting access to Aadhaar Authentication Services to State Departments / Organizations / PSUs of GoR</u>

Department of Information Technology and Communication (DOIT&C), Government of Rajasthan is registered as an AUA (Authentication User Agency) & ASA (Authentication Service Agency) with UIDAI. AUA-DOIT&C provides access to Aadhaar based authentication web services to state departments/organizations/PSUs of GoR for verification of residents in order to deliver benefits of various important public beneficiary schemes.

In suppression of SOP issued vide ref. no.: F11(76)/DoIT&C/2022/Vol-1-00143-Part File (1)/8230879 Dated: 12-07-2024, following Standard Operating Procedure (SOP) is defined for granting access to Aadhaar Authentication Services to departments/organizations/PSUs of GoR: -

1. **Publishing of Gazette Notification by Applicant Department:** The department who is willing to utilize Aadhaar Authentication Services shall publish a Notification in State Gazette following a due process as per applicability of particular section of Aadhaar Act, 2016. This process is to be completed at the level of concerned administrative department only.

   A department may seek approval for usage of Aadhaar based authentication under following sections of Aadhaar Act, 2016 namely: -

   - Section 7
   - Sub-clause (i) of clause (b) of sub-section (4) of Section 4
   - Sub-clause (ii) of clause (b) of sub-section (4) of Section 4
   - Sub-section (7) of Section 4

   a) **Section 7 of Aadhaar Act, 2016:** For state governments, this section permits the usage of Aadhaar based authentication for the schemes in which an individual should undergo authentication for receipt of a subsidy, benefit or service for which the expenditure is incurred from, or the receipt therefrom forms part of the consolidated fund of state. For the complete guideline regarding applicability of Section 7, circulars of UIDAI issued on dated: 25-11-2019 and 20-12-2024 may be referred. For the template of notification under Section 7, UIDAI circular dated: 20-12-2024 may be referred. *(see Annexure- A)*

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation : Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

RajKaj Ref No.: 14133386

b) **Sub-clause (i) of clause (b) of sub-section (4) of Section 4 of Aadhaar Act, 2016:** This clause of Aadhaar Act, 2016 permits the usage of Aadhaar authentication under the provisions of any other law (except Aadhaar Act) made by Parliament.

* Only central govt. can publish notification under this section. However, state government may seek approval for usage of Aadhaar authentication under the provisions of notification published by central govt.

c) **Sub-clause (ii) of clause (b) of sub-section (4) of Section 4: -** This section permits the usage of Aadhaar authentication for the following purposes as defined in the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020: -

- usage of digital platforms to ensure good governance.
- prevention of dissipation of social welfare benefits.
- enablement of innovation and spread of knowledge.

Ministry of Electronics and Information Technology (MeitY), GoI has defined a process vide their circular dated: 18-08-2020 *(see Annexure-A)* to obtain approval for usage of Aadhaar authentication under these rules as below:

- The department of the state government, desirous of utilizing Aadhaar authentication shall prepare a proposal in the annexure provided in the aforesaid circular with justification in regard to such purpose for which Aadhaar authentication is sought and submit the same to MeitY. Department shall follow the guidelines as available at https://swik.meity.gov.in/ while preparing the proposal.

- The proposal is to be submitted online by the concerned department on Aadhaar Good Governance Portal (https://swik.meity.gov.in). Department shall follow the SOP defined by MeitY in this regard. May please refer *Annexure-A* for the said SOP.

- MeitY issues an authorization letter against the proposal of the department. Then, the department shall publish a notification in the gazette for Rajasthan for usage of Aadhaar authentication under Sub-clause (ii) of clause (b) of sub-section (4) of Section 4 of Aadhaar Act, 2016 on basis of authorization letter.

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation : Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

d) **Sub-section (7) of Section 4: -** This section state that '*mandatory authentication of an Aadhaar number holder for the provision of any service shall take place if such authentication is required by a law made by Parliament*'.

* Only central govt. can publish notification under this section. However, state government may seek approval for usage of Aadhaar authentication under the provisions of notification published by central govt.

2. **Submission of Application to DOIT&C:** Along-with gazette notification, concern department shall submit the following documents in original duly seal & signed to DOIT&C requesting access to Aadhaar Authentication Services as per UIDAI circular dated: 07-02-2025: - *(see Annexure-A)*

S. No.	Documents required
i.	Covering Letter addressed to Secretary & Commissioner, DOIT&C, Jaipur.
ii.	Annexure-I of UIDAI circular dated: 07-02-2025 i.e. duly sealed and signed Application form for appointment as Sub-AUA and Sub-KUA along-with relevant annexures as below *(see Annexure-A)*: - a) point 1(b)- Copy of Certificate of Incorporation/registration to be attached in case of "other than Govt. entities" (For PSUs) b) point 1(f)- GSTN registration Form-06 c) point 1(g)- Copy of TAN d) point 1(i)- Authorization letter issued by Head of Department (HoD). *(see Annexure-A)* e) point 1(j)- Copy of relevant gazette notification. f) *Point 1(l)- Copy of approval letter issued by MeitY, GoI, if applying under section 4(4)(b)(ii). g) Point 4(g)- Copy of UIDAI's Information Security Policy- External Ecosystem-Authentication User Agency/ KYC User Agency v6.0 duly sealed and signed by authorised signatory. h) Point 4(h)- Copy of UIDAI's Modal Privacy Policy for protecting personal data of Aadhaar number holder by requesting entities, duly sealed and signed by authorised signatory.
iii.	Joint Undertaking (Annexure-II) in the format as per UIDAI circular dated: 07-02-2025 and executed on non-judicial stamp paper of Rs. 100/- *(see Annexure-A)*

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

RajKaj Ref No.: 14133386

3. **Approval of Application:** OIC-Aadhaar Authentication Project, DOIT&C shall review the application & documents received from departments as mentioned above. DOIT&C shall forward the application of department to UIDAI Head Office, New Delhi for Sub-AUA/Sub-KUA registration after obtaining approval of competent authority.

Thereafter, UIDAI, through their internal vetting and approval process, issues Sub-AUA/Sub-KUA appointment letter.

4. **Payment of Sub-AUA/Sub-KUA Licence Fee:** As per Circular No. 1 of 2021 vide Ref. No.: K-11022/632/2017-UIDAI (Auth-II) Dated: 09-02-2021 and Circular No. 2 of 2021 vide Ref. No.: K-11022/632/2017-UIDAI (Auth-II) Dated: 03-03-2021, the license fee has been levied on all Sub-AUA/Sub-KUA @ Rs. 3.00 Lakh (exclusive of applicable taxes) for a period of two years.

Along-with appointment letter, UIDAI also issues an invoice for payment of license fee. DoIT&C shall make the payment against the invoice to the UIDAI from the sanctioned budget-head and shall share the payment details like payment sanction order and Unique Transaction Reference (UTR) with the UIDAI for generation of Pre-Production Sub-AUA/Sub-KUA code and license key.

The license fee is to be paid to UIDAI in every two years against the invoice generated by UIDAI.

5. **Integration, testing in Pre-Production Environment and IS Audit:** Upon generation of pre-production Sub-AUA code by UIDAI, AUA-DOIT&C shall grant access of Aadhaar Authentication Service in pre-production environment to the applicant department. Following steps shall be followed in this regard: -

a) Mapping of pre-production Sub-AUA/Sub-KUA Code and license key in pre-production environment of AUA application.

b) Generation of Application Code, Encryption key, whitelisting of DNS and Server IP address of Sub-AUA/Sub-KUA application in pre-production environment of AUA.

c) Sharing Pre-Production Sub-AUA/Sub-KUA code, License Key, App Code and Encryption key in a password protected pdf on e-mail of authorized TPOC (Technical Point of Contact) of applicant department.

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation : Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

RajKaj Ref No.: 14133386

Department of Information Technology & Communication, Rajasthan

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication
IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005,
Website: www.doitc.rajasthan.gov.in

d) Review of transaction logs and front-end application of Sub-AUA/Sub-KUA for following: -

- o Compliance of UIDAI's Aadhaar API Version 2.5.

- o Ensuring compliance of consent related guidelines of UIDAI in UI of application.

- o Review of source code of Sub-AUA/Sub-KUA application in context to Aadhaar Authentication Services.

- o Storage of transaction logs.

- o Storage of consent information.

- o Integration with Aadhaar Data Vault.

- o Compliance of any other requirements as defined by UIDAI.

Information Security Audit

Upon successful integration and testing in pre-production environment, DoIT&C shall issue a work order to CERT-In empanelled auditor to conduct the Information Security Audit of newly appointed Sub-AUA/Sub-KUA as per compliance audit checklist defined by UIDAI for Sub-AUA/Sub-KUA. Concerned Sub-AUA/Sub-KUA shall ensure the compliance of all the controls during the audit and shall submit a fully compliant Information Security audit report to DoIT&C.

6. **Production Services:** Thereafter, DoIT&C shall submit the Information Security audit report of newly appointed Sub-AUA/Sub-KUA to UIDAI. UIDAI reviews the audit report and if found appropriate, issues and shares production Sub-AUA/Sub-KUA code and license key with DoIT&C. Following steps are to be followed for granting access to Production Services: -

a) Mapping of production Sub-AUA/Sub-KUA Code and license key in production environment of AUA application.

b) Generation of Application Code, Encryption key, whitelisting of DNS and Server IP address of Sub-AUA/Sub-KUA application in production environment of AUA.

c) Sharing Production Sub-AUA/Sub-KUA code, License Key, App Code and Encryption key in a password protected pdf on e-mail of authorized TPOC (Technical Point of Contact) of applicant department.

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation : Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

RajKaj Ref No.: 14133386

![DoIT.C logo] Department of Information Technology & Communication, Rajasthan

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication
IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005,
Website: www.doitc.rajasthan.gov.in

7. **Periodic review of Sub-AUA/Sub-KUA applications: -** In order to ensure the security measures in the Sub-AUA/Sub-KUA applications, AUA-DoIT&C shall conduct a periodic review of all Sub-AUA/Sub-KUA applications in every six months. A calendar for the same shall be issued by DoIT&C for this purpose in advance. AUA-DoIT&C shall also maintain a report of these reviews.

8. **Period Security Audit and Source Code review: -** All the Sub-AUAs/Sub-KUAs registered under AUA-DoIT&C shall mandatorily get their applications and source code audited by a third party CERT-In auditor once in every financial year and submit security audit and source code review report to AUA-DoIT&C.

9. **Annual IS Audit of AUA, ASA & Sub-AUAs/Sub-KUAs by CERT-In auditor: -** DoIT&C shall mandatorily conduct the Information Security Audit of all the registered Sub-AUAs/Sub-KUAs along-with AUA & ASA once during each financial year as per audit checklist defined by UIDAI and share the audit report with UIDAI before closing of financial year. The audit shall be conducted by a CERT-In empanelled auditor only.

DoIT&C-AUA, ASA and all the Sub-AUAs/Sub-KUAs registered/to be registered under DoIT&C shall strictly adhere to this SOP and guidelines/directions issued by UIDAI time-to-time.

This bears approval of competent authority.

(R. L. Solanki)
Technical Director

Ref. No: F11(76)/DoIT&C/2022/Vol-1-00143   **Date:** e-Signed date
Copy to following for information and necessary action please: -
1. Sr. P.S. to Secretary and Commissioner, DoIT&C, Jaipur.
2. All Group Heads/Project OICs, DoIT&C/RISL, Jaipur.
3. OIC-Website to upload on the DoIT&C website.
4. All Sub-AUAs/Sub-KUAs registered under DoIT&C.
5. Guard file.

(R. L. Solanki)
Technical Director

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation: Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

Annexure-A

S. No.	Document Name	Link
1.	UIDAI circular dated: 25-11-2019 and 20-12-2024 regarding Section 7 guidelines.	https://aadhaar.rajasthan.gov.in/policyguideline.aspx?id=0DE17F4
2.	Ministry of Electronics and Information Technology (MeitY), GoI circular dated: 18-08-2020	
3.	Standard Operating Procedure for submission and approval of proposals for processing on the Aadhaar Good Governance Portal under Section 4(4)(b)(ii)	
4.	UIDAI circular dated: 07-02-2025 regarding amended Sub-AUA, Sub-KUA application form and Joint Undertaking formats	
5.	Authorization letter format	
6.	UIDAI's Information Security Policy- External Ecosystem- Authentication User Agency/ KYC User Agency v6.0	
7.	UIDAI's Modal Privacy Policy for protecting personal data of Aadhaar number holder by requesting entities	

Signature valid

Digitally signed by Rameshwar Lal Solanki
Designation: Technical Director
Date: 2025.03.19 09:56:06 IST
Reason: Approved

RajKaj Ref No.: 14133386