

MINUTES OF THE REVIEW MEETING WITH AADHAAR VENDORS

Date : 24.09.2019
Time : 1.00 P.M.
Venue : Conference Room, General Administration Department,
2nd Floor, Block-A, Janata Bhawan, Dispur

List of members present is at Annexure I.

The Meeting was chaired by Sri G.D. Laskar, A.C.S., Secretary to the Govt. of Assam, General Administration Department.

Initiating the discussion, Sri Nabadeep Pathak, A.C.S., Deputy Secretary to the Govt. of Assam, General Administration Deptt. welcomed all the members present in the meeting and initiated the discussion on the Actions taken / to be taken on the Minutes of the Meeting earlier held on 04.09.2019.

Sl. No.	Agenda Points	Discussions	Actions taken / to be taken
1.	Issue of release of funds from Home & Political Deptt. to the vendors for Biometric Enrolment (BME) process	The vendors informed that they are unable to pay salaries to the workers due to non-release of BME funds. It has been reported that in many instances Home Deptt. had released the funds, but these had been put on hold by the Offices of the DCs.	GAD is to write to Home & Political Deptt. to expedite the process of release of outstanding dues.
2.	Changes in Enrolment centres	The respective DCs are to hold detailed discussions with the vendors on the matter of change of Aadhaar Enrolment centres as per demand of the public in some areas.	The Offices of the DCs are to intimate this Department regarding any change in Enrolment centres. This Deptt., in turn, is to approve the same after obtaining the views of the State Level Aadhaar Implementation Committee.
3.	Engagement of qualified and well-trained verifiers for the Enrolment exercise	Vendors apprised that huge penalties to the tune of 10% cost on every card generated is levied due to errors of the verifiers. This can be attributed to most of the verifiers being of the Grade IV category. Request had been made not to penalize the vendors for the inefficiencies on the part of the verifiers.	Offices of DCs are to intimate GAD about the names, contact nos. and designations of the verifiers. It is to be ensured that the verifiers engaged are, at least of Grade III posts and above, as per norms of UIDAI. Targets need to be set for verifiers to produce 40-50 cards per day. Attendance / punctuality of the verifiers to be regulated. Verifiers to be made obligatory to be on job from 9.30 A.M. to 5.00 P.M.
4.	Requisition of fund by DCs under 04-OE	(1) The DCs were instructed vide this Deptt.'s Letter No. GAG(B)425/2017/249, dtd. 12.09.2019 to submit their demands under the Head "04-OE" to meet expenses in respect of stationeries, power back-up, 24x7 internet connectivity, etc. (2) Vendors may apprise Nodal Officers of respective districts for proposals related to Office Expenses.	GAD may issue Reminders to the Office of DCs for submission of proposals on OE.

5.	Fixed target of Aadhaar card generation to be revised	The operators requested to revise the 1000 cards per month target to a feasible generation of 700 cards per month.	This request for revision may be put up for recommendation of the State Level Aadhaar Implementation Committee.
6.	Constraints in resuming Aadhaar exercise in a full-length mode	The operators requested to be judicious on flexible resumption of the Aadhaar process	This Deptt. is to request the DCs to be flexible in their demands for Aadhaar resumption keeping into account the impending financial, as well as other physical constraints being faced by the operators in the districts at present.
7.	Issues related to granting special consideration to Franco Enterprise, with respect to Karbi Anglong, West Karbi Anglong and Dima Hasao districts.	Franco Enterprise had requested to grant permission to set up special camps for Aadhaar generation in certain remote areas of the hill districts	(1) Franco Enterprise is to submit necessary proposal. (2) GAD to grant permission with due approval from the State Level Aadhaar Implementation Committee.
8.	Aadhaar Whatsapp group	Creation of a Whatsapp group is mooted for keeping everyone concerned with the Aadhaar process abreast of the on-goings, problems being faced, issues encountered, etc.	All people concerned with implementation of the Aadhaar process in Assam are to be included in the group for a hassle free exercise and helping to keep each other updated about everything related.
9.	Information regd. malfunctions, etc. district-wise / centre-wise / firm wise	The vendors informed that there are several infrastructural inadequacies in the Aadhaar centres set up in the districts. These inadequacies are to be sorted out for smooth functioning of Aadhaar centres.	All vendors are requested to submit district-wise details of the centres which require the necessary infrastructural support.
10.	Nodal Coordinators of all vendors	Vendors are requested to identify and designate single coordinator for the districts allotted for ensuing Aadhaar operation	The list of Nodal Coordinators should be submitted by the vendors latest by 30.09.2019.
11.	Submission of MIS Reports	Vendors are to compile Aadhaar generation report and to send to GAD via mail	Sri Kshirod Sarma, Jr. A. A., GAD to compile the MIS reports and put up for perusal of authority.

The Meeting ended with a vote of thanks from the Chair.

Munika
Secretary to the Govt. of Assam,
General Administration Department

Memo No. GAG(B)345/2019/06-A

Dated Dispur the 25th September, 2019

Copy to:

1. P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, for kind appraisal of Comm. & Secy.
2. All vendors.

By order etc.,

[Signature]
Deputy Secretary to the Govt. of Assam,
General Administration Department