Government of West Bengal
Food & Supplies Department
11A, Mirza Ghalib Street, Kolkata – 700 087

Memo. No. 2064- FS/P/Sectt./IT -12/2014(pt)   **Dated - 25 /06/2021**

From :   The Secretary to the Govt. of West Bengal.

To   :   1) The Commissioner,
        Kolkata Municipal Corporation

     2) The District Magistrate (All)

     Sub : Aadhar/mobile number seeding with Digital Ration Card and biometric authentication by e-KYC method through house to house visit.

Madam/Sir,

In referring the discussion of the Video Conference on 14th June, 2021 and this office memo no. 1765-FNS-17013/1/2021/IT Section dt.17.06.2020 regarding Aadhar and mobile number seeding and biometric authentication of PDS beneficiary against Digital Ration Card, this is to inform you that personnel of Webel Technology Limited will start visiting house to house for seeding Aadhaar and mobile number and validation of Aadhar through e-KYC method on and from 1/7/2021.

As per the mandate of the authority Aadhar and mobile number seeding and validation of Aadhar shall be completed within two months and to complete it in the time bound manner, the work needs good planning and close monitoring on daily basis.

The Webel Technology Limited has assigned a supervisory staff as Nodal Officer for each district who will provide the names and contact numbers of the block/municipality level Nodal Officers to keep contact with the BDOs and SDOs for guiding and monitoring. District wise, name and contact number of the Nodal Officers are enclosed herewith. To achieve 100% coverage of the targeted beneficiaries, WTL shall make a plan and share with you for circulation and wide publicity. Also enclosed Standard Operating Procedure for your reference.

DCF&S/DDR and his team will perform necessary function under your guidance keeping liaison with SDOs and BDOs. All the Gram Panchayat and Municipalities may be requested for wide publicity of the programme to inform the people of their area so that the people may cooperate with the representative of the Webel Technology Limited and also ensure that all the people are covered within this short time.

After first round of house to house visit, a first mop up round of house to house visit will be done by the surveyor to cover the left out families.

Para/ locality wise camp for left out beneficiaries after house to house visit programme (2nd mop up) of all families should be arranged. The schedule (date, time & venue) of such camps should be prepared in consultation with block/municipality administration in advance, and informed to the people of locality/households, who could not be covered during house to house visit, may visit the para/locality wise camp. These camps may be arranged at a school/ICDS centres as may be decided by BDOs/Executive Officers of the Municipalities.

In addition to the above, camps at Gram Panchayat office/ward office for residual/left over beneficiaries after para/locality wise camp should also be arranged.

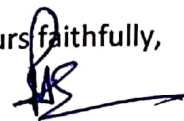## Tentative timeline for linking of Aadhaar and Mobile at various levels

Round	Activities	Duration	Tentative time line	Where to conducted
1st	Door to door survey by surveyor	20 days	1st July to 20th July, 2021	Door to door of DRC holder.
2nd (Also called as 1st mop up round)	Door to door survey by surveyor for left out families and DRC holder.	10 days	22nd to 31st July, 2021.	Door to door of such families only, those were not available at the time of 1st round door to door survey.
3rd (Also called as 2nd mop up round)	Camp will be organised at Para locality for left out DRC holder who were not available at the time of door to door survey.	14 days	1st August to 14th August, 2021.	School or ICDS centres, will be decided by BDOs/Executive officer.
4th	Camp will be organised at GP/Ward office after organization of camp at Para locality, for left out DRC holder who were not covered	16 days	16th to 31st August, 2021.	GP/Ward/Borough
5th	Another camp will be organised at Para locality, if there is considerable number of left out beneficiaries.	2 to 3 days, (if required)	1st September to 4th September, 2021.	School or ICDS centres

WTL will submit the weekly progress report to the DCF&S/DDRs who will place the same to you for monitoring the progress and the intermediary target fixed for WTL as mentioned in the aforesaid work order and it should be adhered to strictly.

Such a huge exercise involving large no. of public will not be possible without active involvement of you and your good office. The department requests you to issue necessary instructions to district level officers of the concerned department, SDOs and BDOs accordingly.

Enclo- List of Nodal persons
Standard Operating Procedure.

Yours faithfully,

Secretary

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Copy forwarded for information and necessary action to:

1. Principal Secretary, School Education Department, Govt of West Bengal. Bikash Bhawan. Saltlake, with request to inform all district level officials under his control accordingly to provide rooms in the School building, if required.

2. Secretary, Social Welfare Women and Child Development Department, Govt. of West Bengal, with request to inform all district level officials under her control accordingly to provide ICDS centres, if required.

3. Secretary in F&S Department.

4. The Director, DDP&S, F&S Dept.

5. The Director, Rationing, F&S Dept.

6. Chief Executive Officer, Webel Technology Limited with request to instruct all the engaged Agencies to deploy manpower and start survey accordingly.

7. The Joint Secretary (Reform Cell), F&S Dept, with a request to make a provision for MIS report (Date range wise) in Departmental portal (preferably under RCMS portal) from where DCF&S/DDR wise seeding and validation data can be obtained in a drill down manner upto Block and FPS level. This report can be made available under all officials log in from Inspector F&S onwards.

8. DCF&S -------(All)

9. DDR ----------(All)

10. Sr PA to Secretary, F&S Dept.

11. PS to HMIC, F&S Department.

Special Secretary

DCF&S and DDR wise list of contact persons for Aadhaar seeding

District Name	District Cordinator Name	Mobile No.	Agency Name under WTL
DCFS-MALDAH	Sujay Rudra	9851558301	Linkwell Telesystems Pvt. Limited
DCFS-BANKURA	Niladri Shekhar Choudhuri	9932853493	
DCFS-COOCH BEHAR	Mukul Das	7047230181	
DCFS-PURBA MIDNAPORE	Sourav Chakraborty	9733038616	
PARGANAS	Samrat Majumder	9333781555	
DDR-Barrackpore	Sukanta Dutta	9062464642	
DCFS-PASCHIM MIDNAPORE	Sk. Mustak Ali	7076608138	
DCFS-PURULIA	Hare Krishna/Debashis Chakraborty	9932452478/9933588509	
DCFS-DAKSHIN DINAJPUR	Sanjay Mahata	9474103407	
DCFS-UTTAR DINAJPUR	Tapas Mondal	8653203234	
DCFS-ALIPURDUAR	Abhishek Sarkar	8240407648	BNK Capital Group
DCFS-PASCHIM BARDHAMAN	Sanjay Adhikary	9830940313	
DDR-Asansol	Suvam Chakrovorty	9609117556	
DDR-Kolkata North	Deep	9088276259	Smart IT Services Pvt. Limited
DDR-Kolkata South	Tejbul	9647197677	
DCFS-NADIA	Mohan Giri	8873090881	
DCFS-SOUTH TWENTY FOUR PARGANAS	Biswajit Bikash Manna	8697707315	Phocom Net Pvt. Limited
	SK. Giyasuddin	8697707313	
DCFS-HOOGHLY	LITON SAMADDER	9123371794	Youth Infosolution Pvt. Limited
DDR-Hoogly	KAUSHIK MUKHERJEE	9831390488	
DCFS-BARDHAMAN	BASUDEB MONDAL	9735613201	
DCFS-HOWRAH	RAJA MUKHERJEE	6290854475	
DDR-Howarh	RAJA MUKHERJEE	6290854475	
DCFS-JHARGRAM	Chatterjee	9153626364/9064218794	AM Insystec
DCFS-DARJEELING	Ranjit Roy	7386803714	
DCFS-KALIMPONG	Mir Mark Chettri	7363059214	
DCFS-JALPAIGURI	Saheb Dey	7586803714	
DCFS-MURSHIDABAD	Assottom Ghosh	9230512447	Emdee Digitronics (P) Ltd
DCFS-BIRBHUM	Mukul Das	8336971121	

Standard Operating Procedure for Aadhar seeding with Digital Ration Card through Biometric Authentication

1) WTL engaged Surveyor will visit all the houses under his assigned area.

2) Normally, adequate nos. of surveyors / operators will be deployed per GP or Ward of a municipality in such a way that all houses and all RC holders of those are covered in 20 days.

3) Each Surveyor shall keep the Identity Card (issued by WTL) displayed in his person in a visible manner at all times while on visit.

4) He/She will carry a Mobile Phone and a Biometric Scanner.

5) At the doorstep of each family, he will disclose his identity and request all the members of the family to bring their Ration Card and Aadhar Cards. (Children up to the age of 5 years may not have Aadhaar.)

6) On production of Ration Card and Aadhaar, he will do the following process in mobile application.

   a) Will enter category (AAY/PHH/SPHH/RKSY-I&II) and DRC No. of any of the family member. GEN (non-subsidised) ration card will not be seeded.

   b) Details of all cards against that family will be displayed along with Aadhaar verification status, "**Not Verified**" &"**Verified**".

   c) Then the surveyor will proceed to capture Aadhaar number of all "**Aadhar not verified**" family members one by one in the following ways:

      i) Caption "**Not Verified**" will be clicked against any family member present before him.

      ii) A screen to showing the status (**Present, Not Available (not present now), Shifted/Migrated, Dead and No Aadhar**) with radio button against each will appear. **The applicable radio button should be selected and CONFIRM button will be clicked. If present is selected**

      iii) If "**Present**" is selected Aadhaar capturing screen will appear, else it will go details of family members as noted at Sl. No.(b).

      iv) Number as shown on Aadhaar (physically) will be entered correctly in the space. Then "**ATTEMPT CAPTURE**" button will be pressed.

      v) A message for consent of the ration card holder will pop up with **YES &NO** option. **YES** should be selected.

      vi) Icon of Biometric Scanners will pop-up for selection.

      vii) The attached type of Biometric Scanner shall be selected.

      viii) Now, DRC holder will be asked to put his THUMB in Fingerprint Scanner.

      ix) If verification is successful, following message will appear on screen : 1) Name in RC and Name in Aadhar, 2)Gender in RC and Gender in Aadhar, 3) DOB in RC and DOB in Aadhar, 4) Guardian/Father Name in RC and Guardian/Father Name in Aadhar and 5) a question, "**RC person and Aadhar person same?**" with two radio buttons for option, "**Yes**" and "**No**"

      x) If the verification is not successful as mentioned in above (para-ix), an error code with reason of failure like, fingerprint does not match with Aadhar etc. will appear in the screen. Then corrective measures shall be taken as per Error code (List of error code with solution will be provided). A pdf version shall also be in the phone of the surveyor or operator. A downloadable version will also be available on the portal / in the app.

      xi) In case verification successful, mismatch of spelling in name and DOB will be overlooked but if the name of the RC holder and guardian/father name are totally different or gender is different or difference in age more than 10 years then displayed information will be read out loudly and the DRC holder will be asked whether the RC person and Aahdar person are same. If the answer is acceptable and logical to the surveyor as a man of general prudence then "**YES**" radio button will be pressed, else "**NO**".

      xii) If "**YES**" radio button is selected, a box with caption "RC name and Aadhar name same?" with two radio buttons, "**Yes**" and "**No**" and a push button, CONFIRM will appear. If spelling of name in RC and Aadhar matches then "Yes" will be selected, else "No" and then CONFIRM push button will be pressed. Mismatch in spelling is just for record. It has no effect on CONFIRM button.

xiii) **"RC person and Aahdar person not same"** may happen in two cases. (1) Due to over speeding or assembling of many persons at a time, RC may be selected for one person and thumb impression is taken of another person. (2) Impersonation, it may rarely take place.

d) If the RC person and Aahdar person is not same and consequently "NO" button is selected then the buttons "Retake / Cancelled" will appear. Retake is meant for re-capturing the thumb impression of the right DRC holder in case it was taken of a wrong person. In case, it is found that someone has deliberately provided the Aadhar number of a wrong person or someone was trying to impersonate or Aadhar number of a person who has already died was given, the same button **"Retake/Cancel"** button should be pressed.

e) If, there are more name of DRC holders in the family list who are not present at the time of biometric authentication then he will read out the name(s) of the rest member(s)and ask why they are absent and take step as per para c(ii). Give the following information to the family members present:

i) In case of temporary absence, he will inform that absentee may link Aadhaar at 1st round mop-up door to door visit or at FPS/GP/Municipality level mop-up camp or through Bangla Sahayata Kendra.

ii) In case of permanent shifting he will inform that shifted person may transfer his RC or link Aadhaar at FPS/GP/Municipality level mop-up camp or at Bangla Sahayata Kendra (BSK)

f) If RC of some family members is already seeded and validated, it will show as "**Verified**" against the name of RC holder. No need to capture the Aadhar of these family members again.

g) After completion of seeding of Aadhar or noting the status ("**Present, Not Available, Shifted/Migrated, Dead and No Aadhar**") of all members of the family, **one mobile number of said family will be seeded and verified through OTP.** If a mobile number is already seeded that should also be verified through OTP.

h) Then he will move to next family.

7) **If it is found that in any family, DRC of all family members is shown as "Verified", surveyor need not to do anything for this family. He will go to the next family.**

8) After completion of Door to door survey, one mop up round (1st mop up) of door to door visit will be held for ten (10) days to cover the families or left DRC holders of the family already covered who were left out at the time of 1st round door to door survey.

9) After completion of 1st mop up of door to door visit, Para/locality wise camp will be organised for fourteen (14) days to cover the left out DRC holders who are till date not covered under both round of door to door survey.

10) Adequate publicity should be made and families with leftover DRC holders and local people in general should be informed about the date, time and venue / place where the surveyor/ operator will be available during the para/ locality wise camp after 1st mop or 2nd house to house.

11) A final round of camp will be organised at GP/ Ward / Borough level for sixteen (16) days to cover the left out DRC holder who are still not covered under any of the above method.

12) If any area still has a large no. of left over DRC holders then another para / locality wise camp for 2-3 days shall again be arranged.

13) The DCFS / DDR will coordinate the entire exercise, under overall guidance of the DM and ADM of the District and the Commissioner, in case of KMC.

14) The date, time and venue of both the camps (locality / para wise and GP / ward wise) will be fixed by the BDO/SDO and in case of KMC by KMC Commissioner and will be well publicized beforehand.

15) The block / municipality wise nodal representative of WTL will submit report daily basis on progress of survey to the Inspector/SCF&S/RO who will appraise the BDO/SDO.

16) Similarly, the district wise nodal representative of WTL will submit report daily basis on progress of survey to the DCF&S/DDR who will appraise the DM/ADM and Commissioner KMC.

17) The daily/ weekly and date range wise progress report can also be downloaded from the portal.

18) WTL shall confirm on 1st July, 2021 the district wise nos. of surveyors / operators deployed.

19) There shall be a facility in Login of DSCF/ DDRs, SCFS/ RO and Inspectors where the names of Surveyors/ operators can be downloaded.