

STANDARD OPERATING PROCEDURE REGARDING ON-LINE AADHAAR-AUTHENTICATION PROCESS OF POST-MATRIC SCHOLARSHIP APPLICANTS IN PRERANA PORTAL AND FOLLOW UP ACTION

All the applications in PRERANA portal at any point of time shall be tagged in the following manner:

Particulars	Tagging message in Individual Application ID
Success in Bulk-Authentication report of OCAC	Successfully Verified
Failure in Bulk-Authentication report of OCAC	Not Verified
Applications not yet processed for Bulk Authentication	To Be verified

- The Applications tagged as **Aadhaar Verified**, will be allowed for processing at all levels.
- The Applications tagged as **Aadhaar Not Verified** will be auto-rejected to the Student Login directly by the Portal for necessary action by the Applicants.
- A new TAB "**KNOW YOUR AADHAAR VERIFICATION STATUS**" is provided in the Applicant's login page to check his Aadhaar Verification Status and to know what steps to be taken in case the Aadhaar has not been verified. The Applicants tagged as **Aadhaar Not Verified** are also being notified through SMS in their registered mobile with a request to take necessary steps for correction of Aadhaar details
- All applicants shall therefore be advised to **LOGIN** in their **USER ID** and check their AADHAR verification status in "**KNOW YOUR AADHAAR VERIFICATION STATUS**" new tab given in their login page.
 - i. The Applicants for whom the ID is showing Aadhaar Verification Status as **SUCCESSFULLY VERIFIED** need not to take any action for Aadhaar Correction.
 - ii. The Applicants for whom the ID is showing Aadhaar Verification Status as **PERSONAL DETAILS MISMATCH** need to take FOLLOWING ACTIONS:
 - In case Applicant has provided someone's else Aadhaar, Applicant has to provide his/ her own Aadhaar in the prescribed box. Advise the applicant to ensure beforehand that the Name, Gender and D.O.B in Aadhaar and PRERANA shall exactly match. If all or any of these are not matching, Applicant need to correct

the same in PRERANA by clicking "**Edit Personal Details**" **hyperlink** Upon completing the above process, Applicant need to lock his/ her application through "**EDIT- LOCK-PRINT Application**" option.

- In case the Aadhaar provided was of the Applicant and there is variance in either any or all of the following i.e. Name, Gender and D.O.B as reflected in Aadhaar and as provided in PRERANA.
 - ✓ If the Name/ Gender/ DOB is incorrect in PRERANA, Applicant need to correct the same in "**Edit Personal Details**" **hyperlink** exactly as per the Aadhaar. Thereafter, Applicant has to provide his/ her own Aadhaar in the prescribed box and the lock the Application through "**EDIT- LOCK-PRINT Application**" option.
 - ✓ In case, the Applicant's Name/ Gender/ DOB is incorrect in Aadhaar, Applicant need to visit the nearest Aadhaar Enrolment Centre for necessary correction in Aadhaar. Upon correction in Aadhaar, they are required to re-login to his/ her ID and provide his/ her own Aadhaar in the prescribed box namely "**Enter Your Aadhaar No**" inside **KNOW YOUR AADHAAR VERIFCATION STATUS** tab. Upon completing the above process, Applicant need to lock his/ her application through "**EDIT- LOCK-PRINT Application**" option.
- In cases where Aadhaar Verification Status shown as either **INVALID/ CANCELLED/ SUSPENDED BY UIDAI**, Applicant need to visit any nearest Aadhaar Enrolment Centre for necessary action. Upon correction in Aadhaar, they are required re-login to his/ her ID and provide his/ her own Aadhaar in the prescribed box namely "**Enter Your Aadhaar No**" inside **KNOW YOUR AADHAAR VERIFCATION STATUS** tab. Upon completing the above process, Applicant needs to lock his/ her application through "**EDIT- LOCK-PRINT Application**" option.

iii. Applicants whose AADHAAR status was "**NOT-VERIFIED**" may be due to **PERSONAL DETAILS MISMATCH / INVALID/ CANCELLED/ SUSPENDED BY UIDAI** and correction has already been made by student, such Applications will again go through the Bulk-Authentication process. Such applicants are requested to wait till

proper tagging is done in their LOGIN. Till the time status will be shown "**TO BE VERIFIED**".

IMPORTANT

ALL THE APPLICANTS ARE REQUIRED TO RE-ENTER THEIR AADHAAR NUMBER IN THE PRESCRIBED BOX GIVEN IN **KNOW YOUR AADHAAR VERIFICATION STATUS** TAB NECESSARILY EVEN IF THEIR PERSONAL DETAILS IN PRERANA ARE CORRECT, OTHERWISE AADHAAR WILL NOT BE CAPTURED IN PRERANA ONLINE WHICH WILL CREATE DIFFICULTY IN PROCESSING OF THE APPLICATION.