

INSTRUCTIONS TO FOLLOW WHILE FILLING UP THE ENROLMENT FORM

Field 3: NAME	Write full name without salutations/titles. Please bring the original* Proof of Identity (POI) document. (See list A below). Variation in Resident's Name in contrast to POI is permissible as long as the change is minor spelling only, without altering the Name in POI document. For Example: If Resident's POI reads "Preeti", then "Priti" can be recorded if Resident wants so.
Field 5: DOB / AGE	Fill in Date of Birth in DDMMYYYY format. If exact Date of Birth is not known, approximate age in Years may be filled in the space provided. Please bring the original Proof of Date of Birth (DOB), if available. (See list D below). Declared checkbox may be selected if Resident does not have a valid proof of Date of Birth document. Verified checkbox is selected where Resident has provided documents as proof of Date of birth.
Field 6: ADDRESS	Write complete address. Please bring the original Proof of Address (POA) document. (See list B below). Please note that the Aadhaar letter will be delivered at the given address only. <ul style="list-style-type: none"> • To include name of Parent / Guardian / Spouse as part of the address, enter the name of person in the c/o field. • Minor Corrections / Enhancements are permissible to make the address complete without altering the base address as mentioned in POA document.
Field 7: RELATIONSHIP	In case of children below 5 years, it is mandatory to provide father/mother/guardian details with their Aadhaar or EID number. If the resident is not holding a Proof of Identity & using the Head of the Family identity for enrolment, it is mandatory to provide Head of the family's details with his/her Aadhaar or EID number. Please refer illustration below for filling EID. Please bring the original Proof of Relationship (POR) document. (See list C below). For other cases, it is optional for the resident to fill up the relationship details.
Field 8: DOCUMENTS	Write the name of Documents for POI and POA. In case proof of Date of Birth is available, then write the name of Date of Birth document. If the resident is not holding a Proof of Identity & using the Head of Family based enrolment, then write the name of Proof of Relationship document. For Valid list of documents, please refer list of Documents below.
Field 9 INTRODUCER/HOF	Resident who does not have POI and POA may get enrolled through an Introducer/ Head of Family. Pl contact nearest enrolment centre or your Registrar, for further details.

<p style="text-align: center;">LIST A. POI Documents</p> <p>POI (Proof of Identity) documents containing Name & Photo</p> <ol style="list-style-type: none"> 1. Passport 2. PAN Card 3. Ration/ PDS Photo Card 4. Voter ID 5. Driving License 6. Government Photo ID Cards/ Service photo identity card issued by PSU 7. NREGS Job Card 8. Photo ID issued by Recognized Educational Institution 9. Arms License 10. Photo Bank ATM Card 11. Photo Credit Card 12. Pensioner Photo Card 13. Freedom Fighter Photo Card 14. Kissan Photo Passbook 15. CGHS/ ECHS Photo Card 16. Address Card having Name and Photo issued by Department of Posts 17. Certificate of Identity having photo issued by Gazetted Officer or Tehsildar on letterhead 18. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations 19. Bhamashah Card 20. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes for orphanages, homes etc on their official letterhead 21. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor on letterhead 22. Certificate of Identity having photo issued by Village Panchayat Head or Mukhiya (for rural areas) 23. Gazette notification for name change 24. Marriage certificate with photograph 25. RSBY Card 26. SSLC book having candidates photograph 27. ST/ SC/ OBC certificate with photograph 28. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing name and photograph 29. Extract of School Records issued by Head of School containing name and photograph 30. Bank Pass Book having name and photograph 31. Certificate of Identity containing name and photograph issued by Recognized Educational Institution signed by Head of Institute 	<ol style="list-style-type: none"> 7. Government Photo ID cards/ service photo identity card issued by PSU 8. Electricity Bill (not older than 3 months) 9. Water Bill (not older than 3 months) 10. Telephone Landline Bill (not older than 3 months) 11. Property Tax Receipt (not older than 1 year) 12. Credit Card Statement (not older than 3 months) 13. Insurance Policy 14. Signed Letter having Photo from Bank on letterhead 15. Signed Letter having Photo issued by registered Company on letterhead 16. Signed Letter having Photo issued by Recognized Educational Institution on letterhead or Photo ID having address issued by Recognized Educational Institution 17. NREGS Job Card 18. Arms License 19. Pensioner Card 20. Freedom Fighter Card 21. Kissan Passbook 22. CGHS/ ECHS Card 23. Certificate of Address having photo issued by MP or MLA or MLC or Gazetted Officer or Tehsildar on letterhead 24. Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) 25. Income Tax Assessment Order 26. Vehicle Registration Certificate 27. Registered Sale/ Lease/ Rent Agreement 28. Address Card having Photo issued by Department of Posts 29. Caste and Domicile Certificate having Photo issued by State Govt 30. Disability ID Card/ handicapped medical certificate issued by the respective State/ UT Governments/ Administrations 31. Gas Connection Bill (not older than 3 months) 32. Passport of Spouse 33. Passport of Parents (in case of Minor) 34. Allotment letter of accommodation issued by Central/ State Govt. (not more than 3 years old) 35. Marriage Certificate issued by the Government, containing address 36. Bhamashah card 37. Certificate from Superintendent/ Warden/ Matron/ Head of Institution of recognized shelter homes for orphanages, homes etc. on letter head 38. Certificate of address having photo issued by Municipal Councillor on letterhead 39. Identity Card issued by recognized educational institutions 40. SSLC book having photograph 41. School Identity card 42. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Address 43. Extract of School Records containing Name, Address and Photograph issued by Head of School 44. Certificate of Identity containing Name, Address and Photograph issued by Recognized Educational Institution signed by Head of Institute 	<p style="text-align: center;">LIST C. POR Documents</p> <p>POR (Proof of Relationship) documents containing Name of applicant and Name of HoF (Head of Family)</p> <ol style="list-style-type: none"> 1. PDS Card 2. MNREGA Job Card 3. CGHS/ State Government/ ECHS/ ESIC Medical card 4. Pension Card 5. Army Canteen Card 6. Passport 7. Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc. 8. Any other Central/ State government issued family entitlement document 9. Marriage Certificate issued by the government 10. Address card having name and photo issued by Department of Posts 11. Bhamashah card 12. Discharge card/ slip issued by Government hospitals for birth of a child 13. Certificate of Identity having photo issued by MP or MLA or MLC or Municipal Councillor or Gazetted Officer on letterhead 14. Certificate of Identity having photo and relationship with HoF issued by village panchayat head or mukhiya (for rural areas)
<p style="text-align: center;">LIST B. POA Documents</p> <p>POA (Proof of Address) documents containing Name & Address</p> <ol style="list-style-type: none"> 1. Passport 2. Bank Statement/ Passbook 3. Post Office Account Statement/ Passbook 4. Ration Card 5. Voter ID 6. Driving License 	<p style="text-align: center;">LIST D. DOB Documents</p> <p>DOB (Date of Birth) documents containing Name and DOB</p> <ol style="list-style-type: none"> 1. Birth Certificate 2. SSLC Book/ Certificate 3. Passport 4. Certificate of Date of Birth issued by Group A Gazetted Officer on Letterhead 5. A certificate or ID Card having photo and Date of Birth (DOB) duly signed and issued by a Government authority 6. Photo ID card having Date of Birth, issued by Recognized Educational Institution 7. PAN Card 8. Marksheets issued by any Government Board or University 9. Government Photo ID Card/ Photo Identity Card issued by PSU containing DOB 10. Central/ State Pension Payment Order 11. Central Government Health Service Scheme Photo Card or Ex-Servicemen Contributory Health Scheme Photo card 12. School Leaving Certificate (SLC)/ School Transfer Certificate (TC), containing Name and Date of Birth 13. Extract of School Records issued by Head of School containing Name, Date of Birth and Photograph 14. Certificate of Identity containing Name, DOB and Photograph issued by Recognized Educational Institution signed by Head of Institute 	

Illustration for filling up EID No.

Acknowledgement/ Consent for enrolment / पावती / नामांकन हेतु सहमति

Enrolment No/ नामांकन संख्या: 00081234500020 ***This is not the Aadhaar Number*** Date/ तिथि: 28/04/2011 15:50:16

OR EID No: 00081234500020 28042011155016

Note: In instances where original documents are not available, copies attested / certified by a public notary/gazetted officer will be accepted.