

**STANDARD OPERATING PROCEDURE  
FOR DATA SHARING OF UDID  
THROUGH API**

**About UDID Project:** The objective of the “Unique Disability ID (UDID)” project is to create a National Database for all Persons with Disabilities (PwDs) along with their socio-economic details. The project also facilitates the issuance of a UDID card to all “Divyangjan” through a single online portal across all States/UTs in India.

**Purpose:-**The purpose of this SOP is to articulate the steps involved to share the UDID Data through API with other departments/Organizations.

### **Steps for on Boarding of Organization to consume API**

If any Department/Organization has to use the API provided by DEPwD,

1. A MoU as per the Annexure-I has to be signed between the department and the user Department/Organization.
2. Once the MoU is signed, User department has to register on NAPIX platform using the link <https://dev.napix.gov.in/nic/depwd/user/login>
3. The Department of Empowerment of Persons with Disabilities will issue approval and inform NIC either through mail or e-office about the confirmation of completion of MoU and acceptance of the on boarding of the user department to consume the UDID API.
4. After user registration and confirmation of Department for on-Boarding the Department/Organization, NIC-DEPwD will activate the NAPIX account of the User department.
5. The development team of Silver Touch Technologies Ltd will white list the IP address of the User, allowing access to consume the API.
6. The User department/ Organization will receive an activation link and user has to activate the account.
7. The User department then needs to create an application on the NAPIX platform, ensuring it has a proper name for easy recognition.
8. Once Application is created the user organization can access the API.

In case of expire of the MoU between the Department of Empowerment of Persons with Disabilities and the User Department/ Organization the access to the API will be terminated until a new MoU is signed.

### **Steps for De-Activation of user Department/Organization**

1. In case of expire of the MoU the Department DEPwD will intimate the Technical Team of NIC and Silver Touch Technologies Ltd through e-mail/e-office.
2. NIC-DEPwD will disable the user/application on NAPIX platform so the access to the API is restricted for the concerned Department or Organization.
3. Silver Touch Technologies will have to remove the IP address of the concerned department/ Organization so that UDID Data is not sent.

## Memorandum of Understanding (MoU)

This Memorandum of Understanding (MoU) is entered into between the Department of Empowerment of Persons with Disabilities (DEPwD) and [Name of the Agency/Organization], collectively referred to as "the Parties," to establish the terms and conditions for sharing Unique Disability ID (UDID) data.

1. Objective: The objective of this MoU is to facilitate the sharing of UDID data between the DEPwD and [Name of the Agency/Organization] to enhance the delivery of services and benefits to persons with disabilities through two ways API.

2. Scope of Collaboration:

2.1 The DEPwD will provide access to UDID data through two ways API, which includes personal information and disability-related details of Persons with Disabilities (PwDs) registered under the **www.swavlambancard.gov.in**.

2.2 [Name of the Agency/Organization] will utilize the UDID data received solely for the purpose of providing services, benefits, or support to persons with disabilities in accordance with their respective mandates.

2.3 The Parties may collaborate on data analysis, research, and development of policies and programs related to disability empowerment based on the UDID data, subject to mutually agreed terms.

3. Data Protection and Confidentiality:

3.1 The Parties acknowledge that UDID data contains sensitive personal information and shall handle such data in strict compliance with applicable laws and regulations, including data protection and privacy laws.

3.2 The Parties shall take appropriate measures to ensure the security and confidentiality of the UDID data, including implementing necessary safeguards against unauthorized access, loss, or disclosure.

3.3 The Parties shall not disclose or share the UDID data with any third party without obtaining prior written consent from the DEPwD.

4. Data Usage and Ownership:

4.1 The DEPwD retains ownership of the UDID data and any derivative works generated through data analysis or research activities.

4.2 [Name of the Agency/Organization] shall use the UDID data solely for the purpose specified in this MoU and shall not use it for any other commercial or non-commercial purposes without obtaining explicit consent from the DEPwD.

4.3 [Name of the Agency/Organization] shall not modify, tamper with, or alter the UDID data unless authorized in writing by the DEPwD.

**5. Data Sharing Mechanism:**

5.1 The DEPwD shall provide [Name of the Agency/Organization] with secure access to the UDID data through a mutually agreed-upon method, such as two ways API or a secure online portal.

5.2 [Name of the Agency/Organization] shall ensure that its systems and infrastructure comply with necessary security standards and protocols to safeguard the UDID data during transmission, storage, and processing.

5.3 [Name of the Agency/Organization] shall ensure to provide the details of those Persons with Disabilities (PwDs) who have been benefited with the schemes/programmes of the [Name of the Agency/Organization] through the system of two ways API. The concerned [Name of the Agency/Organization] shall develop API for the data sharing for the said purpose.

**6. Duration and Termination:**

6.1 This MoU shall come into effect on the date of its execution and shall remain valid for a period of 3 years or unless terminated earlier by mutual agreement or upon written notice of 30 days by either Party.

6.2 Upon termination, the Parties shall cease sharing and using the UDID data and return or destroy any copies of the data in their possession, as instructed by the DEPwD.

**7. Data Sharing Mechanism**

7.1 Any access has to be through NAPIX only so that the Department is able to track which records are accessed, how many times, and whether there are any attempts for data scraping through automated scripts.

7.2 The agency getting data access must inform in real time what use it made of our data and what benefit was given to PwDs through API or excel sheet or by some other mechanism. In case data sharing is stopped by agency, the Dept. would temporarily stop data sharing

8. Dispute Resolution:

8.1 Any dispute arising out of or in connection with this MoU shall be resolved amicably through mutual consultation and negotiation between the Parties. If the Parties fail to resolve the dispute, it shall be referred to arbitrator to be nominated by Secretary, Department of Legal Affairs ("Law Secretary") in accordance with the Arbitration and Conciliation Act, 2015 (Amendment) amended from time to time. The award of the Arbitrator shall be binding upon parties to the disputes.

9. Entire Agreement: This MoU constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes all prior agreements, understandings, or representations, whether written or oral.

10. Execution: This MoU is executed in duplicate, with each Party holding one original copy.

For the Department of Empowerment of Persons with Disabilities:

[Name]

[Designation (Officer not below the rank of Joint Secretary)]

[Department of Empowerment of Persons with Disabilities]

Date: \_\_\_\_\_

For [Name of the Agency/Organization]:

[Name]

[Designation of competent signing authority]

[Agency/Organization]

Date: \_\_\_\_\_

### Department/Agency Registration form

**Table 1**

Department Name	
Address	
Contact Person	
Designation	
Email	
Mobile	
Phone	
City	
State	
Pin code	
Category	Government / PSU / Private

**Table 2. Application Registration Form**

Application Name	
Description	
Contact Person	
Email	
API access required for	
Public IP (s) of the Department for which access to be provided	

**Signature and Stamp of the Authorized Person**

**Note:** Fill separate application registration form for multiple applications that need to be registered against the department.

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