

No.CW-II-30/32/2022-CW-II (e-101560)
Government of India
Ministry of Women and Child Development
(Child Welfare - II Section)

Room No.310, A-Wing,
Shastri Bhawan,
New Delhi – 110001
Dated: 25.06.2025

To,

The Principal Secretaries/Secretaries
Department of Women and Child Development/
Social Justice/Social Security/Social Welfare,
(All States/UTs)

Subject: Revised Updated Standard Operating Procedure (SoP) for Aadhaar enrolment of Children in difficult circumstances including missing children - Reg.

Madam/Sir,

In supersession of earlier SoP issued by this Ministry vide letter No.CW-II-30/32/2022-CW-II(e101560) dated 20.12.2022, I am directed to forward herewith the Revised SoP (**Annexure**) for Aadhaar enrolment of Children in difficult circumstances including missing children in consultation with Unique Identification Authority of India (UIDAI) for compliance.

Yours faithfully,

Encl. : As Above.



(M. K. Prabhat)

Under Secretary to the Govt. of India

Copy to:

1. Shri Bhuvnesh Kumar,
Chief Executive Officer (CEO), UIDAI,
Bangla Sahib Road,
Behind Kali Mandir,
Gole Market, New Delhi - 110001

2. PS to HMWCD

Annexure

The Ministry of Women and Child Development administers the Juvenile Justice (Care and Protection of Children) Act, 2015 (as amended in 2021) and various institutional and non-institutional services are provided to the Children in Need of Care and Protection and Children (CNCP) and Children in Conflict with Law (CCL) through the Centrally Sponsored Scheme Mission Vatsalya.

2. As per Section 2(14)(vii) of JJ Act, 2015, a child who is missing or run away child, or whose parents cannot be found after making reasonable enquiry in such manner as may be prescribed is included as a Child in Need of Care and Protection, among others. Such children are to be produced before the Child Welfare Committee (CWC) for their appropriate rehabilitation or restoration based on individual care plan.

3. Many missing children or those who have run away from their homes/families, when found by authorities, are produced before CWCs and are placed in Child Care Institutions (CCIs) till they are restored to their parents. It is in the interest of the children to enroll for Aadhaar so that they may have easy access to various government schemes and benefits. In case of a previous Aadhaar enrolment, then such Aadhaar details may also help re-unite them with their families.

4. In the above background and in supersession of this Ministry's earlier SOP issued vide letter No.CW-II-30/3212022-CW-II(e101560) dated 20.12.2022, a revised updated Standard Operating Procedure (SOP) for Aadhaar enrolment of Children in difficult circumstances including missing children has been prepared in consultation with Unique Identification Authority of India (UIDAI).

This mentions Step-wise procedure along with the role of District Child Protection Officer (DCPO) and Superintendent/Person-in-charge of Child Care Institution (CCI) mentioned as follows:

Step 1: Initiated by the District Child Protection Officer (DCPO)-

The process of Aadhaar enrolment shall be initiated consequent to the issuance of a UIDAI Standard Certificate (as per enclosed format) by the District Child Protection Officer (DCPO), in favour of the child seeking to enroll. This certificate may be used as Proof of Identity (POI) and Proof of Address (POA) document for the purpose of Aadhaar enrolment of the child.

Step 2: Superintendent/Person-in-charge of CCI

The Superintendent/Person-in-charge of CCI may take the child to an Aadhaar enrollment Centre along with the following documents:

- i. UIDAI Standard Certificate issued by DCPO as mentioned in Step 1 and
- ii. Order of Placement of Child in the CCI issued by CWC in Form 18 of the Juvenile Justice Model Rules, 2016 (as amended in 2022). The **Form 18 will be uploaded using the Aadhaar enrolment client software (copy of the form shall not be retained at the centre).**

Step 3: The Superintendent/Person-in-charge of CCI shall fill the Aadhaar enrolment form and sign the same on behalf of child.

Step 4: The child providing biometric and demographic information

The child undergoes the process of Aadhaar enrolment by providing biometric and demographic information and on presentation of documents as mentioned in Step 2 to the Aadhaar enrolment operator.

Scenarios:

Case-I: Child had previously been issued Aadhaar and biometrics are available with UIDAI

(i) In case the child had previously been issued an Aadhaar number and his biometric information is available with UIDAI then the new enrolment request will automatically be rejected by UIDAI system. Enrolment ID(EID) pertaining to previous Aadhaar enrolment would be shared by UIDAI through SMS.

(ii) Such Aadhaar number may be obtained by the child by visiting an Aadhaar enrolment centre and carrying out biometric authentication using the EID received on SMS. The Aadhaar letter or e-Aadhaar may also be printed at any Aadhaar enrolment centre or downloaded from myAadhaar Portal of UIDAI.

(iii) Based on demographic details such as name, address etc., in the Aadhaar the child may be identified and restored to his/her parents/guardian.

Case-II: No Previous Aadhaar detected by UIDAI system

- a. In case no previous Aadhaar is detected by the UIDAI system, UIDAI shall verify the documents submitted using the Mission Vatsalya Portal and the unique profile ID available on the Form 18. Aadhaar shall only be generated if the documents are successfully verified. **For this purpose, login credential shall be created for UIDAI Headquarters by the Ministry of Women and Child Development.**
- b. Such process of Aadhaar enrolment for children in difficult circumstances including missing children shall only be carried out at one Aadhaar enrolment centre per district which shall be designated by the District Level Aadhaar Monitoring Committee (DLAMC).

CERTIFICATE FOR AADHAAR ENROLMENT/ UPDATE (TO BE USED ONLY AS PROOF OF ADDRESS*)

Instructions: All details to be filled in Block Letters

(To be valid for 3 months from date of issue)

To be printed on plain A4 paper size;

Not required to be printed on letter head;

Resident's Details☐

Resident

☐

Non-Resident Indian (NRI)

☐

New Enrolment

☐

Update Request

Aadhaar Number:
(For update only)

Full Name:

C/o:

House No./ Bldg./ Apt:

Street/ Road/ Lane:

Landmark:

Area/ Locality/ Sector:

Village/ Town/ City:

Post Office:

District:

State:

PIN Code:

Date of Birth:

Signature of the Resident/
Thumb/ Finger ImpressionResident's Recent
Colour Photograph
3.5cm x 4.5 cmCross Signed and
Cross Stamped
by the Certifier.**NB: DO NOT
OVERLAP WITH
TEXT BOXES****Certifier's Details (To be filled by the certifier Only)**

Name of the Certifier:

Designation:

Office Address:

Contact Number:

I hereby certify above mentioned details of the resident
and I am a.... (Tick appropriate box below)

- ☐ Gazetted Officer - Group A
☐ Village Panchayat Head or Mukhiya
☐ Gazetted Officer - Group B
☐ MP/ MLA/ MLC/ Municipal Councillor
☐ Tehsildar
☐ Head of Recognized Educational Institution
☐ Superintendent/ Warden/ Matron/ Head of Institution
of Recognized shelter homes/ Orphanages
☐ EPFO Officer

Checklist for Certifier

- ☐ No overwriting ☐ Issue date is filled ☐ Resident's signature ☐ Certifier's details
☐ Resident's Photo is cross signed and cross stamped (paper to photo or photo to paper)

Signature & Stamp of the Certifier

*To be used as Proof of Identify (PoI) only in specific cases as mentioned in the list of applicable supporting documents.