

File No. CW-II-30/72/2018-CW-II
Government of India
Ministry of Women & Child Development

Shastri Bhawan, New Delhi
Dated: 7th Feb, 2019

To

All Pr. Secretaries/Secretaries of State/UT Administration concerning Women & Child Development

Subject: Standard Operating Procedure for missing children shared by UIDAI as an addendum -reg.

Sir/Madam

The undersigned is directed to refer to MHA's letter no. 15011/55/2018-SC/ST-W dated 16th November, 2018 on the subject, "NHRC notice on missing children" and to draw your attention towards the SOP for missing children which was issued on 23rd November, 2016 by this Ministry.

2. UIDAI has now shared a Procedure for missing children. It is requested to be issued as an addendum to the existing SOP for missing children and to be circulated in your entire State/UT so that efforts towards re-uniting missing children with their families can be more braced up.

In case missing children is found, then following Procedure can be used:

- a. The children in Care and Institutions, orphanages or in any other institution or found elsewhere may be enrolled for Aadhaar by taking them to the nearest Aadhaar Enrolment Centre. These enrolment centres are being run by Post offices, Banks and State Government. The updated list of such Aadhaar Centers are provided on UIDAI website www.uidai.gov.in.
- b. The required proof of identify, address and date of birth for Aadhaar enrolment may be provided by a gazetted officer in charge of these Institutions.
- c. Alternatively, Department in-charge of these institution at State level may itself become UIDAI Registrar and provide enrolment facility to the children in these institution.
- d. In case the child, prior to being lost, was already having Aadhaar then the new enrolment done will be rejected by the UIDAI system being the duplicate. The UIDAI provides the earlier Aadhaar to the child.
- e. Based on details such as address in the already existing Aadhaar, child can be identified and reunited with their guardian.

3. It is also requested that Child Welfare Committee (CWC) ensures Aadhar verification of children found. If the Aadhar details of a particular child are not available, then CWC should get that child enrolled for Aadhar.

This issues with the approval of competent authority.

Yours faithfully,



(Samir Sinha)

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Copy To:

1. Deputy Secretary, WS Division, MHA, 2nd Floor, Open gallery Building, M.D. National Stadium, New Delhi (Kind Attention: Sh. S.K. Gupta)