



West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No-818-MDC

Date:-12.02.2024

To
The District officer, Minority Affairs(All)

Sub:- Guidelines for Aadhaar Validation(SOP)

Sir,

With reference to the queries received from various districts, the guidelines for Aadhaar Validation is given below:-

- 1) If "Name as per aadhaar" column is matched with applicant's name, **approve** those applications one to be approved. An example is cited below-

Application ID	Applicant name	Name As Per Aadhaar	Father's Name	Mother's Name	Mobile No.	Applicant Aadhaar No.	Approve	Reject	Hold
SSP20230113003385535	Yashi Tamang	Asha Tamang	Pradip Tamang	Asha Tamang	86953xxxxx	Xxxxxxxxxx4902	<input checked="" type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Hold"/>

- 2) If "Name as per aadhaar" column is matched with any one of the applicants father's name/mother's name, then those applications are to be held for further verification. An example is cited below-

Application ID	Applicant name	Name As Per Aadhaar	Father's Name	Mother's Name	Mobile No.	Applicant Aadhaar No.	Approve	Reject	Hold
SSP20230113003385535	Yashi Tamang	Pradip Tamang	Pradip Tamang	Asha Tamang	86953xxxxx	Xxxxxxxxxx4902	<input checked="" type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Hold"/>

Note: All the "hold" cases will be sent to the respective institutes or DNO for capturing aadhaar details.

- 3) If "Name as per aadhaar" column is not matched with either the applicant's name his/her father's name/his/her mother's name, then those applications are to be rejected. An example is cited below-

Application ID	Applicant name	Name As Per Aadhaar	Father's Name	Mother's Name	Mobile No.	Applicant Aadhaar No.	Approve	Reject	Hold
SSP20230113003385535	Yashi Tamang	Krishna Tamang	Pradip Tamang	Asha Tamang	86953xxxxx	Xxxxxxxxxx4902	<input checked="" type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Hold"/>

Encl:- Flowchart of Aadhaar Validation Module

Yours faithfully,

General Manager(Scholarship)

No-818-(7)MDC

Date:- 12.02.2024

Copy forwarded for information to the :-

- 1) Manager (Scholarship), WBMDFC
- 2) PA to Chairman, WBMDFC
- 3) PA to Managing Director, WBMDFC
- 4) CA to Additional District Magistrate, Minority (All)
- 5) M/s Diligent Tech.
- 6) Office File

General Manager(Scholarship)



Flow Chart: Aadhaar Validation Module

