GOVERNMENT OF RAJASTHAN

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Standard Operating Procedure (SOP) for granting access to Aadhaar Authentication Services to State Departments/Organizations/PSUs of GoR

Department of Information Technology and Communication (DoIT&C), Govt. of Rajasthan is registered as an AUA (Authentication User Agency) & ASA (Authentication Service Agency) with UIDAI. AUA-DoIT&C provides access to Aadhaar Authentication web services to State Departments/Organizations/PSUs of GoR for verification of residents in order to deliver benefits of various important public beneficiary schemes.

Following Standard Operating Procedure (SOP) is defined for granting access to Aadhaar Authentication Services to State Departments/Organizations/PSUs of GoR:-

1. **Publishing of gazette notification by applicant department:-** The department who is willing to utilize Aadhaar Authentication Services shall publish a notification in state gazette under Section-7 or Section 4(4)(b)(ii) of Aadhaar Act, 2016 (as applicable) as per guidelines mentioned the DoIT&C circular number F11(76)/DoITC/2022/Vol-6/03211/2023 dated 27-06-2023. This process is to be completed at the level of concerned department only.

2. **Submission of application to DoIT&C:-** After publishing the notification in the state gazette, concerned department shall submit an application along with cover letter and gazette notification to DoIT&C requesting access to Aadhaar Authentication services. The department shall clearly mention the purpose and type of authentication required in the application form.

3. **Approval of applications:-** AUA, DoIT&C shall take the necessary approval from the Competent Authority, IT&C on the applications received from departments for Aadhaar Authentication services.

4. **Testing in Pre-production environment:-** After receiving the approval on the applications, AUA, DoIT&C shall grant access of Aadhaar Authentication service in pre-production environment to the applicant department. Following steps shall be followed in this regard:-

   - Generation of pre-production Sub-AUA code.
   - Sharing Pre-production Sub-AUA code and License key on email of authorized TPOC of applicant department.
   - Whitelisting of server IP of application in pre-production environment.
   - Analysis of transaction logs and front-end application of applicant department for following:
     - Generation of request XML in the format prescribed by UIDAI.
     - Sharing of 'appname' in the request XML.
     - Ensuring compliance of Consent related guidelines of UIDAI in UI of application.

- o Storage of transaction logs.
- o Storage of consent information.
- o Implementation of Aadhaar Data Vault if Aadhaar number is stored in plain text by applicant department.
- o Compliance of any other requirements as defined by UIDAI.

5. **Access to Production Services:-** After successful completion of testing in pre-production environment, following steps are to be followed for granting access to Production Services:-

   - Concern department shall submit an application security audit certificate (to be done after pre-production testing)
   - Generation of production Sub-AUA code.
   - Sharing production Sub-AUA code and License key on email of authorized TPOC of applicant department.
   - Whitelisting of server IP of application in production environment.

This bears approval of competent authority.

(R.L.Solanki)
Technical Director