

STANDARD OPERATING PROCEDURE FOR DEPARTMENTS

GOVERNMENT OF PUDUCHERRY
Department of Planning & Research (P&R)

UNIFIED DATA HUB (UDH)


The Planning and Research department has decided to provide Online validation, de-duplication and cross reference facilities to the welfare schemes departments by maintaining a Unified Data Hub with the technical support of NIC, Puducherry. For this purpose, the beneficiary data of Civil supplies and Consumer affairs will be considered as Base (mother) data which consists of aadhaar numbers of all the members of the households. The base data will be made available in a central repository, with a Aadhaar data vault, which will be taken for all the identified objectives of UDH.


In this regard, the technical steering constituted under the chairmanship of the Principal secretary and Development commissioner, Government of Puducherry has decided to prepare a SoP for the stakeholders to follow necessary guidelines. The UDH requires first time upload as well as incremental uploading of beneficiary data periodically for the updated information in UDH. Examples for the relevant data upload is as follows:


- Civil supplies -- to provide the ration card data of all the households
- Social Welfare -- to provide differently abled beneficiary data.
- Fisheries and Fishermen welfare -- To provide the fishermen beneficiaries data.

The identified parameters of the departments shall be pushed by all the respective departments. The data shall be received through API based integration. The departments, which have their web enabled beneficiary can integrate with the central repository to share data related to all the cross-referencing departments as well as for availing the online validation and de-duplication facilities.

The SoP will help the department to prepare the data in suitable formats for periodical upload as well as aware on the steps involved to utilize the UDH services.


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STANDARD OPERATING PROCEDURE (SOP) FOR DEPARTMENTS

The SOP requires definition of processes carried out using the Online validation and verification of beneficiaries' data as well as the roles and responsibilities of departments which has to be communicated to all the departments. Therefore, the proposed SOP is submitted as follows:

| Sl. No | Processes | Department and Role |
|------------------------------------|--|--|
| Pre-Onboarding Requirements | | |
| 1. | <ul style="list-style-type: none"> Setting up of Regulatory framework Manpower and development resources Notification to comply with Aadhaar act. MoU to be signed for setting up Aadhaar vault. Cloud resources for Aadhaar vault and applications. Administrative approval for UAT and hosting the applications. | P&R |
| Onboarding Process | | |
| 1. | <ul style="list-style-type: none"> System and network are required in the premises of the department. Defining the list of welfare schemes of the onboarding departments. Defining the parameters to be shared to UDH The On-boarding department requires access for proper authentication. Nodal officer have to be identified by the department for using the login credentials. Upload the data by defining the schemes and beneficiary data by department. | <ul style="list-style-type: none"> Recommended System specifications and network speed to be provided by NIC. P&R Department(s) and P&R NIC / P&R Department using the login credentials and uploading specifications. Software and training by NIC. Welfare Departments. |
| First time Upload | | |
| 1. | <p>One-Time transfer of Ration Cards/Beneficiaries' data to transfer their existing ration card/beneficiaries' data as per data fields mentioned.</p> <p>Nodal person identified have to prepare and upload the data with the approval of Director, DCS&CA.</p> <p>Data will be validated and invalid data will be sent back to department through dashboard.</p> | <p>Data format will be finalized by DCS&CA and P&R.</p> <p>Web service will be enabled to DCS&CA for transfer by NIC.</p> <p>Web service document will be prepared by NIC and shared to the concerned.</p> <p>Software will have dashboard features.</p> |

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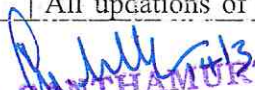
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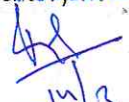
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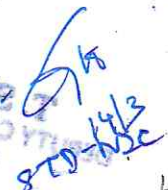
| Sl. No | Processes | Department and Role |
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| | <p>Dashboard showing the uploaded details, accepted and rejected.</p> <p>All the rejected data will be collected by the department and rectification of errors.</p> <p>Valid data will be pushed to Aadhaar vault and reference key will be obtained.</p> <p>Aadhaar number will be mapped with reference keys will be sent to department for all their references.</p> | <p>ADV will be maintained for storing Aadhaar and generating reference keys.</p> |
| 2. | <p>One-Time transfer of Welfare Scheme Beneficiaries' data to transfer their existing Welfare schemes beneficiaries' data as per data fields mentioned.</p> <p>Nodal person identified have to prepare and upload the data with the approval of Director of respective departments.</p> <p>Data will be validated and invalid data will be sent back to department through dashboard.</p> <p>Dashboard showing the uploaded details, accepted and rejected</p> <p>All the rejected data will be collected by the department and rectification of errors.</p> <p>Valid data will be updated in UDH using Aadhaar / Reference keys.</p> | <p>Data format will be finalized by Welfare scheme departments and P&R.</p> <p>Web service will be enabled to Department for transfer by NIC</p> <p>Web service document will be prepared by NIC and shared to the concerned.</p> <p>UDH will provide necessary dashboard to the user departments for viewing uploaded details,</p> <p>Rectification of errors will be the responsibility of the department.</p> |
| Periodical Upload | | |
| 1. | <p>Periodical transfer of incremental ration cards/beneficiaries' data by DCS&CA: Incrementally, using this web-service, DCS&CA shall transfer incremental data i.e. addition of new ration cards, members, modification/changes in existing data, etc. with the UDH on regular basis.</p> <p>New additions will be added in ADV.</p> <p>All updations of existing data will be done</p> | <p>NIC will provide necessary software option for incremental upload.</p> <p>DCS&CA will upload the incremental data as per the data specifications given.</p> <p>Frequency of updation to be decided by DCS&CA and P&R.</p> <p>Web service document will be prepared by NIC</p> |

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| | <p>using reference keys.</p> <p>The frequency of updation will be based on the Data Updation policy. In this regard, Web Service document will be shared to the department</p> | |
| 2. | <p>Periodical transfer of incremental ration cards/beneficiaries' data by Welfare departments: Incrementally, using the web-service, welfare scheme departments shall transfer incremental data i.e. addition of new beneficiaries, members, modification/changes in existing data, etc. with the UDH on regular basis.</p> <p>New additions will be added in ADV.</p> <p>All updations of existing data will be done using reference keys.</p> <p>The frequency of updation will be based on the Data Updation policy. In this regard, Web Service document will be shared to the department.</p> | <p>NIC will provide necessary software option for incremental upload</p> <p>Welfare scheme departments will upload the incremental data as per the data specifications given.</p> <p>Frequency of updation to be decided by department and P&R.</p> <p>Web service document will be prepared by NIC.</p> |
| Training Requirements | | |
| 1. | <p>Training can be attended through Web link / Offline by following COVID-19 compliance rules.</p> | <p>Training materials and session will be arranged by NIC.</p> <p>Training session will be conducted by P&R.</p> |
| Help Desk | | |
| 1. | <p>For all queries from departments / officials a help desk will be made available. In addition, the technical queries within the scope of UDH will be handled through email.</p> | <p>Help Desk contact numbers and official will be arranged by P&R.</p> <p>Technical queries will be replied by NIC in consultation with P&R.</p> |

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