

NO. HPPES-SS-MIS-02/2003-XII- 2223
OFFICE OF THE STATE PROJECT DIRECTOR, SS
HIMACHAL PRADESH SCHOOL EDUCATION SOCIETY

Dated : Shimla-1 the 18th November, 2024.

To

All the Principals/Headmaster/Head of Institute
All the Govt. and Private Schools
Himachal Pradesh

Subject: Regarding APAAR Implementation in Himachal Pradesh.

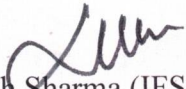
Sir,

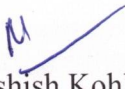
This is in continuation of this office letter No. HPPES-SS-MIS-02/2023-XII-1661 dated 21st September, 2024 on the subject cited above. In this regard, it is submitted that a detailed guidelines were received from GoI to create APAAR IDs of all the students enrolled in your school. Instructions were issued to all the Govt. and Private schools through all the Dy. Directors as per this office letter No. mentioned above. But, the progress revealed that only 3261 schools started generation of APAAR ID on UDISE+ portal out of 17301 schools and only 9.83% students have generated APAAR ID. In view of that GOI has taken a serious review on APAAR held on dated 12-11-2024.


You are, therefore, requested to complete the APAAR creation upto 31st December, 2024. Kindly follow the guidelines/instruction mentioned in the enclosures during creation of APAAR IDs in your schools. Before creation of APAAR ID, it may be insured that student name, Mother's/Father's name, Gender, DOB and other required details of the student must match with school record, UDISE+ as well as AADHAAR. Once APAAR ID created will never be changed.

For more info: <https://apaar.education.gov.in/resource>

Yours faithfully,


Rajesh Sharma (IFS)
State Project Director (SS),
Himachal Pradesh, Shimla-1.


Ashish Kohli
Director
Elementary Education, HP


Dr. Amarjeet Sharma
Director
Higher Education, HP

Endst. No. : Even

Dated:

Copy forwarded for information to:

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
2. All the DPOs-cum-Dy. Director (Quality Control), DIETs for information please.
3. All the Dy. Director Higher Education, Himachal Pradesh
4. All the Dy. Director Elementary Education, Himachal Pradesh

State Project Director (SS),
Himachal Pradesh, Shimla-1.



STUDENTS REGISTRATION PROCESS-FLOW

APAAR ID Creation Process-Flow through the UDISE+ Portal

- **Step-1:** Organize a Parent-Teacher Meeting (PTM): Schools shall arrange and conduct a PTM to introduce APAAR & its unique use cases and Create "STUDENTS APAAR IDs".
- **Step-2:** Distribute Consent Forms: Schools provide physical consent forms to parents.
- **Step-3:** Obtain Parental Consent: For minors, parents should fill up and sign the consent form, while the school verifies student and parent identities.
- **Step-4:** Educate on APAAR: Schools shall provide a complete overview of APAAR to students and their parents.
- **Step-5:** Capture Consent: Schools must collect & store the "physical consent form" from parents. The PTM may be disbursed post consent form collection.
- **Step-6:** Access APAAR Module: The school UDISE Coordinator or Class Teacher logs into the UDISE+ portal after the PTM and navigates to the APAAR Module tab.
- **Step-7:** Authenticate Information: School authorities authenticate student details **only for the students whose consent has been received** (e.g., name, gender, DOB, parents' names, Aadhaar number) to create the APAAR ID through the UDISE+ APAAR Module.
- **Step-8:** Generate APAAR ID: The UDISE Coordinator or Class Teacher creates the APAAR ID upon successful verification of Students details. It is then securely pushed to the student's DigiLocker account. A confirmation SMS will be delivered to the parents through their registered mobile number linked to their UDISE+ account.
- **Step-9:** Share APAAR ID: After successful APAAR ID creation, schools provide "APAAR ID" to students and their parents. Additionally, School authorities mention APAAR ID number in their School ID Card as well. A **confirmation SMS will be delivered to the parents through their registered mobile number updated in UDISE+ system.**
- **Step-10:** Failed to Create APAAR ID: Upon unsuccessful validation of Students details or any other errors, UDISE portal will highlight the Error message to the school authority. School may redirect the parents to the Common Service Centre (CSC) for the required corrections.





ACTIONABLE POINTS FOR SCHOOLS



1. Organize Parent-Teacher Meetings (PTMs) in a phased manner while prioritizing from Class-IX to Class-XII.
2. For the PTM, School authority may invite either of the parents along with their AADHAAR card or any other photo ID proof.
3. In every PTM, conduct a 15-20 minute awareness session on APAAR.
4. Provide detailed information on APAAR to students and parents during the PTM.
5. APAAR introduction videos & document (FAQ) maybe circulated or shown at the time of PTM.
6. Ensure parental consent is collected physically for APAAR ID creation.
7. Parents need not be asked to stay for creation of APAAR IDs after PTM.
8. Verify and authenticate Students Name, Father's/Mother's Name, Gender, DOB, and other required details collected under UDISE+ portal, and it should match student AADHAAR details.
9. Ensure parental consent has been collected both physically and updated digitally on UDISE+ portal during the APAAR ID creation.
10. Following day the teacher shall share the APAAR IDs to students.
11. Student School ID card issued after the creation of APAAR ID, must contain the students APAAR ID.
12. Complete any additional tasks assigned by regulatory bodies or the education department.
13. Collect audio/video bytes or testimonials about APAAR from Students, their parents, or from teachers.

