

F. no. HQ-16011/2/2022-EU-I-HQ-Part(1)
Unique Identification Authority of India (UIDAI)
(Enrolment & Update-I Division)

7th Floor, UIDAI Head Office
Behind Kali Mandir, Bangla Sahib Road
Gole Market, New Delhi-110 001
Dated: August, 2026

Office Memorandum

Subject: Business hours to conduct Aadhaar enrolment and update transactions – reg.

In supersession of the OM issued in F.no. HQ-16024/3/2020-EU-I-HQ dated 27.5.2021 regarding the corrective action against operators/machines carrying out enrolment during odd hours, a revised OM is being issued herewith.

2. Aadhaar enrolment and update transactions performed during irregular or unusual timings have implications from the perspective of operational oversight. To improve monitoring of the Aadhaar enrolment and update ecosystem, the business hours for carrying out Aadhaar enrolment and update transactions shall be as under:

- a) Operations carried out in Aadhaar enrolment & update centers : 0900 hrs to 1900 hrs
- b) Operations performed in camp mode : 0700 hrs to 2100 hrs

3. Regional Offices are requested to ensure compliance by Registrars and Enrolment Agencies (EAs).

4. Additionally, following measures shall be implemented by the Technology Centre to prevent transactions during unauthorised hours:

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- a) Suitable message shall prominently be displayed on the client informing the operator of the business hours.
- b) Creation of SID shall be barred outside the business hours. In addition, suitable alert shall be displayed on the client, upon detecting (failed) SID creation attempts in off-business hours. An SID generated prior to the end of business hours, pertaining to an ongoing transaction may be permitted to be submitted. However, no new SID shall be generated post business hours.

ECMP

- c) Suitable message shall prominently be displayed on the client informing the operator of the business hours.
- d) Packets received with EID creation timestamp falling outside the prescribed business hours shall be rejected. The resident shall be informed of the reason for such rejection by an SMS that shall also carry the specified rejection code.

- e) Concerned Registrar/EA and Operator shall be notified about such rejections through a weekly scheduled job. Registrars/ EAs shall take corrective action based on the report. ROs are requested to review this activity by the registrars.

5. This issues with approval of the competent authority.

Digitally signed by

Himanshu

Date: 20-08-2026

19:13:36

(Himanshu)

Deputy Director

To:

1. UIDAI Regional Offices (*to notify Registrars/Enrolment agencies/Operators*)
2. UIDAI Technology Centre, Bengaluru
3. Enforcement Division, UIDAI HO, New Delhi.