

Planning/Arun Parivar Patra/2024-25 /362
GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PLANNING & INVESTMENT
CIVIL SECRETARIAT, BLOCK 1, 4th FLOOR, ITANAGAR

Date: 14th May 2025

To,

- 1) The Principal Chief Conservator of Forest
Department of Forest and Environment
Government of Arunachal Pradesh.
- 2) All Principal Secretaries/Commissioners/Secretaries/Special Secretaries
Government of Arunachal Pradesh.

Subject: Request for Feedback on Data Collection Forms under Arun Parivar Patra Rules, 2025

Sir/Madam,

The State Government has framed the Arunachal Pradesh Arun Parivar Patra Rules, 2025 under the powers conferred by Section 40 of the **Arunachal Pradesh Arun Parivar Patra Authority Act, 2025 (Act No. 6 of 2025)**. The Rules lay down the procedural framework for enrolment, authentication, data governance, and service delivery under the Arun Parivar Patra system.

As part of the implementation framework, the Rules include standardised data collection forms (**Form I to Form VIII**), which are to be used for enrolment, verification, and delivery of public welfare schemes and services.

In this regard, your department's feedback is solicited on the following aspects:

- Adequacy and relevance of the fields included in the prescribed forms
- Suggestions for improvement based on operational or scheme-specific requirements
- Integration feasibility with existing beneficiary databases or MIS platforms
- Any practical constraints foreseen in collecting, verifying, or using the prescribed data fields

You are kindly requested to review the forms appended to the Rules and provide your feedback to this Department on or before 21st May, 2025, to facilitate the timely finalization and operational rollout.

Enclosed: The Arunachal Pradesh Arun Parivar Patra Rules, 2025

Yours faithfully,

Yash
14/05/25
(Yashwant Meena), IAS
OSD Planning & Investment

Memo no. Planning/Arun Parivar Patra/2024-25 /362

Date: 14th May 2025

Copy to:

1. The US to the Ld. Chief Secretary, Govt of Arunachal Pradesh
2. The PA to Secretary (Planning & Investment), Govt of Arunachal Pradesh
3. All Directors, Govt of Arunachal Pradesh
4. All Chief Engineers, Govt of Arunachal Pradesh
5. Office Copy.

Yash
14/05/25
(Yashwant Meena), IAS
OSD Planning & Investment

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PLANNING & INVESTMENT

NOTIFICATION

Itanagar, _____2025

In exercise of the powers conferred by section 40 of the Arunachal Pradesh Arun Parivar Patra Authority Act, 2025 (Act No. 6 of 2025), the State Government hereby makes the following rules, namely:

CHAPTER-I
PRELIMINARY

1. Short title and commencement

- (1) These Rules may be called the Arunachal Pradesh Arun Parivar Patra Authority Rules, 2025.
- (2) They shall extend to the whole of the State of Arunachal Pradesh.
- (3) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

- (1) In these rules, unless the subject or context otherwise requires;
 - (a) “Act” means the Arunachal Pradesh Arun Parivar Patra Authority Act, 2025 (Act No. 6 of 2025);
 - (b) “Annual report” means the annual report referred to in section 30 of the Act;
 - (c) “Authentication facility” means the facility provided by the Authority for verifying the identity information of a member of the Arun Parivar Patra ID holder family through the process of authentication;
 - (d) “Authentication record” means the record of the time of authentication and identity of the requesting entity and the response provided by the Authority thereto;
 - (e) “Authentication Service Agency” means an entity providing necessary infrastructure for ensuring secure network connectivity and related services for enabling a requesting entity to perform authentication using the authentication facility provided by the Authority;
 - (f) “Authentication User Agency” means a requesting entity that uses the Yes/No authentication facility provided by the Authority;
 - (g) “Arun Parivar Patra Enrolment Number” means an enrolment ID allocated to a family at the time of enrolment;
 - (h) “Arun Parivar Patra ID Block” means the Family or member Identity Data element, which includes necessary identity information and/or One Time Pin

collected from the Arun Parivar Patra ID holder family or member during authentication;

- (i) “e-FA” means a type of electronic Family Authentication as carried out under rule 4;
- (j) “e-FA authentication facility” means a type of authentication facility in which Arun Parivar Patra ID and, Aadhaar number or registered mobile phone number of the Head of the Family are securely submitted by a requesting entity or the Head of the Family with the consent of the Head of the Family, is matched against the data available in the Arun Parivar Patra Resident Data Repository, and the Authority returns a digitally signed or e-signed response containing e-FA data along with other technical details related to the authentication transaction;
- (k) “e-FA data” means identity information and photographs of the Family and its members;
- (l) “e-MA” means a type of electronic Authentication of a member of a Family as carried out under rule 4;
- (m) “e-MA authentication facility” means a type of authentication facility of a member of a Family in which Arun Parivar Patra ID and, Aadhaar number or registered mobile phone number of the member are securely submitted by a requesting entity or the member with the consent of the member, is matched against the data available in the Arun Parivar Patra Resident Data Repository, and the Authority returns a digitally signed or e-signed response containing e-MA data along with other technical details related to the authentication transaction;
- (n) “e-MA data” means identity information, photograph, and record of entitlement of the member of the Arun Parivar Patra ID holder family;
- (o) "Common Service Centre" means a service kiosk with all the infrastructural facilities to function as a “permanent enrolment centre”;
- (p) “Enrolment centre” means a centre or temporary centre set up by an enrolling agency for carrying out the enrolment of families and updating their information;
- (q) “Form” means form appended to these rules;
- (r) “Funds” means the funds of the Arunachal Pradesh Arun Parivar Patra Authority;
- (s) “Information security policy” means the policy specified by the Authority under rule 29;
- (t) “Operator” means the certified personnel employed by enrolling agencies to

execute the process of enrolment at the enrolment centres;

(u) “Rule” means the Arunachal Pradesh Arun Parivar Patra Authority Rules, 2025.

(v) “Schedule” means the Schedule appended to these rules;

(w) “Section” means the section of the Act;

(x) “Seeding” means the process of electronically inserting Arun Parivar Patra ID, Aadhaar Number, bank account number of a family or any of its members, in the databases of the public welfare schemes or services being provided by the Government bodies;

(y) “Service provider” includes all entities engaged in discharging any function related to the enrolment or updating process;

(z) “Verifier” means the Government official authorised by the Authority for verification of the documents and information given by the Head of the Family or any member of the family at the time of enrolment; and

(za) “Yes/No authentication facility” means a type of authentication facility in which the Arun Parivar Patra ID along-with Aadhaar Number or registered mobile phone number securely submitted through a requesting entity, is then matched against the data available in the Arun Parivar Patra Resident Data Repository, and the Authority responds with an encrypted response containing “Yes” or “No”, along with other technical details related to the authentication transaction but without sharing any identity information.

(2) All other words and expressions used but not defined in these rules and defined in the Act or Information Technology Act, 2000 (Central Act No.21 of 2000) shall have the same meanings as assigned to them in the Act or Information Technology Act, 2000 (Central Act No.21 of 2000), as the case may be.

CHAPTER-II

AUTHENTICATION

3. Types of Authentication:

There shall be two types of authentication facilities provided by the Authority, namely:

- (i) Yes/No authentication facility, which may be carried out using any of the modes specified in sub-rule (2) of rule 4; and
- (ii) e-FA/e-MA authentication facility, which may be carried out only using One Time Pin as specified in sub-rule (2) of rule 4.

4. Modes of Authentication:

(1) An authentication request shall be entertained by the Authority only upon a request sent by a requesting entity or a person electronically in accordance with these rules and conforming to the specifications laid down by the Authority.

(2) e-FA/e-MA based Authentication may be carried out through the following modes, namely:

(a) Identity authentication:

The Arun Parivar Patra ID and identity information of the Arun Parivar Patra ID holder obtained from the Arun Parivar Patra ID holder is matched with the identity information of the Arun Parivar Patra ID holder in the Arun Parivar Patra Resident Data Repository.

(b) One-time PIN-based authentication:

(i) A One Time Pin with limited time validity is sent to the mobile number and/ or e-mail address of the Arun Parivar Patra ID holder registered with the Authority, or generated by other appropriate means. The Arun Parivar Patra ID holder shall provide this One Time Pin along with his Arun Parivar Patra ID, along with the registered mobile phone number during authentication, and the same shall be matched with the One Time Pin generated by the Authority.

(ii) Authentication based on the Aadhaar Authentication Framework as described in clauses (b) and (c) of sub-regulation (2) of regulation 4 of the Aadhaar (Authentication) Regulations, 2016.

(3) A requesting entity may choose a suitable mode of authentication from the modes specified in sub-rule (2) for delivery of a particular service as per its requirement, including multiple-factor authentication for enhancing security. To avoid doubt, it is clarified that e-FA/e-MA authentication shall only be carried out as specified under clause (b) of sub-rule (2).

5. Information to the Arun Parivar Patra ID holder:

At the time of authentication, a requesting entity or a person shall inform the Arun Parivar Patra ID holder of the following details, namely:

- (a) The nature of information that will be shared by the Authority upon authentication.
- (b) The uses to which the information received during authentication may be put.
- (c) Alternatives to the submission of identity information.

6. Consent of the Arun Parivar Patra ID holder:

(1) After communicating the information in accordance with rule 5, a requesting entity or a person shall obtain the consent of the Arun Parivar Patra ID holder for the authentication.

(2) A requesting entity or a person shall obtain the consent referred to in sub-rule (1) above in physical or preferably in electronic form and maintain logs or records of the consent obtained in the manner and form as may be specified by the Authority for this purpose.

7. Devices, client applications, etc., used in authentication:

(1) All devices and equipment used for authentication shall be certified as required and

according to the specifications issued by the Authority from time to time for this purpose.

(2) The client applications, i.e., software used by the requesting entity or a person for the purpose of authentication, shall conform to the standard Application Programming Interfaces and specifications laid down by the Authority from time to time for this purpose.

8. Process of sending authentication requests:

(1) After collecting the Arun Parivar Patra ID or any other identifier provided by the requesting entity or a person which is mapped to Arun Parivar Patra ID and necessary identity information and/ or One Time Pin from the Arun Parivar Patra ID holder, the client application shall immediately package and encrypt these input parameters into Arun Parivar Patra ID block before any transmission, as per the specifications laid down by the Authority, and shall send it to server of the requesting entity or a person using secure protocols as may be laid down by the Authority for this purpose.

(2) After validation, the server of a requesting entity or a person shall pass the authentication request to the Arun Parivar Patra Resident Data Repository, through the server of the Authentication Service Agency or a person, as per the specifications laid down by the Authority. The authentication request shall be digitally signed or e-signed by the requesting entity and/or by the Authentication Service Agency, as per the mutual agreement between them.

(3) Based on the mode of authentication request, the Arun Parivar Patra Resident Data Repository shall validate the input parameters against the data stored therein and return a digitally signed or e-signed Yes or No authentication response, or a digitally signed or e-signed e-FA/e-MA authentication response with encrypted e-FA/e-MA data, as the case may be, along with other technical details related to the authentication transaction.

(4) In all modes of authentication, the Arun Parivar Patra ID is mandatory and is submitted along with the input parameters specified in sub-rule (1) above, such that authentication is always reduced to a 1:1 match.

(5) A requesting entity shall ensure that the Arun Parivar Patra ID Block is encrypted at the time of capture on the authentication device, as per the processes and specifications laid down by the Authority.

9. Notification of authentication to Arun Parivar Patra ID holder:

As determined by the Authority, the Arun Parivar Patra ID holder may be notified of one-time PIN-based authentication at the time of authentication through the registered email and/or mobile phone number of the Arun Parivar Patra ID holder.

10. Storage and maintenance of authentication transaction data:

The Authority shall store and maintain authentication transaction data, which shall contain the following information, namely:

- (a) authentication request data received, including Arun Parivar Patra ID block;
- (b) authentication response data sent;
- (c) metadata related to the transaction;
- (d) any authentication server-side configurations as may be necessary:

Provided that the Authority shall not, in any case, store the purpose of authentication.

11. Duration of storage:

- (1) The Authority shall retain Authentication transaction data for six months and archive it for five years thereafter.
- (2) Upon expiry of the period of five years specified in sub-rule (1), the authentication transaction data shall be deleted except when such authentication transaction data are required to be maintained by a court or in connection with any pending dispute.

12. Access by Arun Parivar Patra ID holder:

- (1) Arun Parivar Patra ID holder family shall have the right to access its authentication records, subject to conditions laid down and payment of such fees as prescribed by the Authority, by making requests to the Authority within the period of retention of such records before they are archived.
- (2) The Authority may provide mechanisms such as an online portal, a mobile application, or designated contact centres for Arun Parivar Patra ID holders to obtain their digitally signed or e-signed authentication records within the period of retention of such records before they are archived as specified in these rules.
- (3) The Authority may provide digitally signed or e-signed e-FA/e-MA data to the Arun Parivar Patra ID holder through One Time Pin authentication or Aadhaar based authentication as per sub-clause (ii) of clause (b) of sub-rule (2) of rule 4, subject to payment of such fees and processes as specified by the Authority,
- (4) The authentication records and e-FA/e-MA data shall not be shared with any person or entity;
 - a) other than with the Arun Parivar Patra ID holder to whom the records or e-FA/e-MA data relate in accordance with the verification procedure specified. Arun Parivar Patra ID holder may share their digitally signed or e-signed authentication records and e-FA/e-MA data with other entities, which shall not further share with any other agencies without obtaining consent of the Arun Parivar Patra ID holder every time before such sharing; and
 - b) except in accordance with the Act.

CHAPTER-III ENROLMENT

13. Enrolment:

(1) The enrolling agencies shall set up enrolment centres for the enrolment of families and the correction or updating of information. The opening of enrolment centres, the services offered, and other guidelines for their operations shall be in accordance with the procedure as may be specified by the Authority, from time to time, for this purpose.

(2) Enrolment shall be carried out at Common Service Centres (CSCs) and through temporary enrolment centres set up for this purpose.

(3) The Authority shall facilitate enrolment for the families directly through the online platform.

14. Use of equipment, software, etc. in enrolment:

(1) The enrolling agencies shall use only the online software facility provided or authorised by the Authority for enrolment purposes.

(2) The enrolment or update software shall have such security features as the Authority may specify.

(3) All equipment used in enrolment, such as computers, printers, and other accessories, shall be according to the specifications issued by the Authority for this purpose.

15. Submission of information:

(1) The family seeking enrolment shall be required to submit identity information, photographs and record of entitlement of its members in Form-I and details of Identification Verification Documents in Form-II along with self-attested copies of supporting documents for proof of identity, address, entitlement record and other information at an enrolment centre or through online portal provided by the Authority for this purpose.

(2) The Schedule specifies an indicative list of supporting documents to be accepted for verifying different information.

16. Capturing of information at enrolment centres:

(1) The operator at the enrolment centre shall capture information submitted by a family under rule 15 through online portal.

(2) After capturing the information under sub-rule (1), the family shall be given an opportunity to verify such information.

(3) The operator, during enrolment, shall scan the documents provided by the family for its enrolment, including Form I and Form II, and shall upload them through the online portal.

(4) Upon uploading the documents under sub-rule (3), the operator shall return all the copies of such documents to the family concerned.

(5) In case a family member cannot provide documentary proof of identity or proof of address, such a member can be enrolled through the Head of such Family who shall introduce and vouch for the validity of information of such member of the family. The Head of the Family shall verify such information by affixing the signature or the thumb impression on Form I.

17. Completion of the enrolment process at the enrolment centre:

(1) On completion of the enrolment process at the enrolment centre under rules 15 and 16, an acknowledgement slip containing the Arun Parivar Patra enrolment number and other enrolment details signed by the operator shall be provided to the family seeking enrolment.

(2) The procedures, standards, and guidelines to be followed during enrolment and the formats, templates, and checklists to be used for carrying out enrolment shall be as per procedures as may be specified by the Authority for this purpose.

18. Verification of the information:

(1) First verification of the information submitted by the family in Form I and Form II under rule 15 shall be electronically carried out by such officer, as may be authorised in this behalf by the State Government, from time to time, within ten days from the date of receipt of such information or of any additional information required by him/her.

(2) The officer authorised under sub-rule (1) shall, after due verification of the information, submit the information for further verification to such other officer, as may be authorised in this behalf by the State Government from time to time, whereupon such other officer shall, within ten days from the date of the receipt of such information further verify the same and send it for next level of enrolment process.

(3) The information submitted and verified under sub-rule (1) and sub-rule (2) shall be randomly checked as to its correctness by a quality control team constituted by the Authority for the purpose.

19. Rejection of enrolment due to duplicity, etc.

(1) The information verified under rule 18 by the officer concerned shall be submitted to the system for further electronic checking of errors, such as duplicity, and other checks as may be specified by the Authority. If duplicity is found, the system shall route such cases of enrolment for verification of the duplicity to the officer concerned, who shall verify the duplicity and submit their confirmation to the Authority.

(2) The Authority may reject an enrolment due to duplicate enrolments by the family or any of its members, quality, or any other technical reason.

(3) In case of rejection of enrolment, the family may be informed through electronic

means.

20. Departments or Agencies requiring conditions for receipt of service, etc.

Any department or agency which requires an individual or requires a family or any of its members to undergo authentication or furnish proof of possession of Arun Parivar Patra ID as a condition for receipt of any subsidy, benefit or service pursuant to sections 3 and 14 of the Act, shall ensure enrolment of its beneficiaries who are yet to be enrolled, through appropriate measures, including co-ordination with the Authority and setting up enrolment centres at convenient locations.

21. Generation of Arun Parivar Patra ID: After thorough checking under rule 19, the Authority shall generate the Arun Parivar Patra ID of each enrolled family. The data shall be sent to the Arun Parivar Patra Resident Data Repository, and also for printing the Arun Parivar Patra card.

22. Delivery of Arun Parivar Patra Cards:

(1) Upon generation of the Arun Parivar Patra ID under rule 21, the resident family concerned shall be issued an Arun Parivar Patra card in Form-III.

(2) The Authority may also issue an Individual Arun Parivar Patra Card in Form-IV to any individual member of a Arun Parivar Patra ID holder family, upon receipt of an application in writing in this behalf from the individual member along with such fees as may be specified by the Authority, from time to time.

(3) The Authority shall arrange for the dispatch of the Arun Parivar Patra Card or the Individual Arun Parivar Patra Card, as the case may be, in physical form, by registered post or speed post or through any other mode as the Authority may deem fit, as well as by communication thereof in electronic form to the family or the individual member which shall be made available for download through the official website of the Authority or through mobile App.

(4) All agencies that may be engaged by the Authority to print, dispatch, and perform other functions related to delivering Arun Parivar Patra cards to families shall comply with the applicable processes.

23. Conditions for accepting the Arun Parivar Patra Card as proof of address:

The address of a person to be proved by the Arun Parivar Patra Card shall mean the present address and not the permanent address of the person concerned, and the Arun Parivar Patra Card shall not be accepted as proof in lieu of a bona fide resident certificate of a person.

24. Cases requiring omission or cancellation of Arun Parivar Patra ID:

(1) The Arun Parivar Patra ID of the Arun Parivar Patra ID holder family shall be cancelled in the following circumstances, namely:

- (a) If it is established that more than one Arun Parivar Patra ID has been issued to the same family, the Arun Parivar Patra ID assigned from the earlier enrolment shall be retained, and all subsequent Arun Parivar Patra IDs shall be cancelled.
 - (b) Any other case requiring cancellation owing to the enrolment appearing fraudulent to the Authority.
 - (c) Any such other case as the Authority may notify, from time to time.
- (2) Upon cancellation of the Arun Parivar Patra ID under sub-rule (1), the services provided by the Authority to the Arun Parivar Patra ID holder family concerned shall be disabled permanently under the cancelled Arun Parivar Patra ID.
- (3) Notwithstanding the above, the services availed on the cancelled Arun Parivar Patra ID shall remain in the history of the benefits/services of the cancelled Arun Parivar Patra ID.

25. Cases requiring deactivation of Arun Parivar Patra ID:

- (1) The Arun Parivar Patra ID of an Arun Parivar Patra ID holder family shall be deactivated in the following circumstances, namely:
- (a) Where it is found at a later stage that enrolment has been carried out without valid supporting documents, the Arun Parivar Patra ID shall be deactivated till it is updated by the Arun Parivar Patra ID holder's family after furnishing valid supporting documents;
 - (b) Where the information captured has been flagged as having bad data and requiring update (such as abusive/expletive words and un-parliamentary language in resident demographics, multiple names in single name using 'urf' or 'Alias'), the Arun Parivar Patra ID shall be deactivated till it is updated by Arun Parivar Patra ID holder family;
 - (c) Where it is found that the name of a family member appears in more than one family, all such Arun Parivar Patra IDs shall be deactivated till they are updated;
or
 - (d) Any other case requiring deactivation as may be deemed appropriate by the Authority.
- (2) Upon deactivation, benefits and services provided to the Arun Parivar Patra ID holder family shall be discontinued temporarily until the Arun Parivar Patra ID holder family updates or rectifies the information owing to which its Arun Parivar Patra ID has been deactivated by the Authority.

26. Inquiry into cases requiring omission or deactivation:

- (1) Any case reported or identified as a possible case requiring omission or deactivation may require a field inquiry, which may include hearing the persons whose Arun Parivar

Patra ID is sought to be omitted or deactivated.

(2) An agency nominated by the Authority shall examine/inquire and submit a report to the Authority as per the procedures as may be specified by the Authority for this purpose.

(3) Upon receiving the report, the Authority may initiate necessary action, and it shall decide whether to omit or deactivate an Arun Parivar Patra ID.

27. Communication to the Arun Parivar Patra ID holder:

(1) The Arun Parivar Patra ID holder family shall be informed of the omission/cancellation or deactivation of their Arun Parivar Patra ID along with reasons through SMS at the registered mobile phone number, registered e-mail address, tele-calling, letter, or through such other means as may be deemed fit by the Authority.

(2) Any complaint of an Arun Parivar Patra ID holder family regarding such omission or deactivation may be addressed to the Authority through the grievance redressal mechanism set up by the State Government.

28. Rectification action: In case of deactivation, a family shall be required to update its demographic information and record of entitlement, partly or fully, as required under these rules.

CHAPTER-IV

ARUN PARIVAR PATRA RESIDENT DATA REPOSITORY AND PROTECTION OF INFORMATION

29. Measures for ensuring information security:

(1) The Authority may specify an information security policy setting out, *inter alia*, the technical and organisational measures to be adopted by the Authority and its personnel and security measures to be adopted by agencies, advisors, consultants, and other service providers engaged by the Authority, Registrar, enrolling agency, and requesting entities.

(2) Such information security policy may provide for;

- (a) identifying and maintaining an inventory of assets associated with the information and information processing facilities;
- (b) implementing controls to prevent and detect any loss, damage, theft, or compromise of the assets;
- (c) allowing only controlled access to confidential information;
- (d) implementing controls to detect and protect against virus/malware;
- (e) a change management process to ensure information security is maintained during changes;
- (f) a patch management process to protect information systems from vulnerabilities and security risks;

- (g) a robust monitoring process to identify unusual events and patterns that could impact the security and performance of information systems, and a proper reporting and mitigation process;
- (h) partitioning of Arun Parivar Patra Resident Data Repository network into zones based on risk and trust;
- (i) deploying necessary technical controls for protecting the Arun Parivar Patra Resident Data Repository network;
- (j) service continuity in case of a disaster;
- (k) monitoring of equipment, systems, and networks;
- (l) measures for fraud prevention and effective remedies in case of fraud;
- (m) requirement of entering into non-disclosure agreements with the personnel;
- (n) provisions for audit of internal systems and networks;
- (o) restrictions on personnel relating to processes, systems, and networks;
- (p) Security and confidentiality obligations should be included in the agreements or arrangements with the agencies, consultants, advisors, or other persons engaged by the Authority.

(3) The Authority shall monitor compliance with the information security policy and other security requirements through internal audits or through independent agencies.

(4) The Authority shall designate an officer as its Chief Information Security Officer to disseminate and monitor its information security policy and other security-related programs and initiatives.

30. Security obligations of the personnel:

(1) The personnel shall comply with the information security policy and other policies, guidelines, procedures, etc., issued by the Authority from time to time.

(2) Without prejudice to any action that may be taken under the Act, the personnel shall be liable to any action in accordance with the Information Security Policy and such other policies and procedures specified by the Authority under sub-rule (1):

Provided that no such action shall be taken without giving the personnel concerned a reasonable opportunity to be heard.

31. Security obligations of service providers, etc.

The agencies, consultants, advisors, and other service providers engaged by the Authority for discharging any function relating to its processes shall;

- (a) ensure compliance with the information security policy and such other policies and procedures specified by the Authority;
- (b) periodically report compliance with the information security policy and other policies and procedures and contractual requirements, as required by the Authority;

- (c) report promptly to the Authority about any security incidents affecting the confidentiality, integrity, and availability of any information related to the Authority's functions;
- (d) ensure that records related to the Authority shall be protected from loss, destruction, falsification, unauthorised access, and unauthorised release;
- (e) ensure confidentiality obligations are maintained during the term and on termination of the agreement;
- (f) ensure that appropriate security and confidentiality obligations are provided for in their agreements with their employees and staff members;
- (g) ensure that the employees having physical access to the Arun Parivar Patra Resident Data Repository and logical access to centres undergo necessary background checks;
- (h) Define the security perimeters holding sensitive information and ensure that only authorised individuals are allowed access to such areas to prevent data leakage or misuse.

32. Audits and inspections of service providers, etc.

- (1) All agencies, consultants, advisors and other service providers engaged by the Authority and ecosystem partners such as the Registrar, requesting entities, Authentication User Agencies and Authentication Service Agencies shall get their operations audited by an information system's auditor certified by a recognised body under the Information Technology Act, 2000 (Central Act No.21 of 2000) and furnish certified audit reports to the Authority, upon request or at time periods specified by the Authority.
- (2) In addition to the audits referred to in sub-rule (1), the Authority may conduct audits of the operations and systems of such entities or persons, either by itself or through an auditor appointed by the Authority.

33. Confidentiality:

All procedures, orders, processes, standards, and protocols related to security, which are designated as confidential by the Authority, shall be treated as confidential by all its personnel and shall be disclosed to the parties concerned only to the extent required for giving effect to the security measures. The nature of information that cannot be shared outside the Authority unless mandated under the Act includes, but not limited to, information in Arun Parivar Patra Resident Data Repository, Technology details, Network Architecture, Information security policy and processes, software codes, internal reports, audit and assessment reports, applications details, asset details, contractual agreements, present and future planned infrastructure details, protection services, and capabilities of the system.

34. Sharing of information by the Authority:

- (1) The identity information, photograph and record of entitlement of a member of a Arun Parivar Patra ID holder family collected by the Authority under the Act may be shared by the Authority with a requesting entity in response to an authentication request for e-FA/e-MA data pertaining to such member, upon the requesting entity obtaining consent from the Arun Parivar Patra ID holder for the authentication process, in accordance with the provisions of the Act and these rules.
- (2) The Authority shall share authentication records of the Arun Parivar Patra ID holder with him/her in accordance with rule 12.

35. Responsibility of any agency or entity other than the requesting entity with respect to Arun Parivar Patra ID:

- (1) Any individual, agency, or entity that collects Arun Parivar Patra ID or any document containing the Arun Parivar Patra ID shall;
 - (a) collect, store, and use the Arun Parivar Patra ID for a lawful purpose;
 - (b) Inform the Arun Parivar Patra ID holder of the following details, namely:
 - (i) the purpose for which the information is collected;
 - (ii) whether submission of Arun Parivar Patra ID or proof of Arun Parivar Patra for such purpose is mandatory or voluntary, and if mandatory, the legal provision mandating it;
 - (iii) alternatives to submission of Arun Parivar Patra ID or the document containing Arun Parivar Patra ID, if any;
 - (c) Obtain consent from the Arun Parivar Patra ID holder for the collection, storage, and use of his Arun Parivar Patra ID for the specified purposes.
- (2) Such individual, agency, or entity shall not use the Arun Parivar Patra ID for any purpose other than those specified to the Arun Parivar Patra ID holder at the time of obtaining his consent.
- (3) Such individual, agency, or entity shall not share the Arun Parivar Patra ID with any person without the consent of the Arun Parivar Patra ID holder.

36. Restrictions on displaying, circulating, or publishing of Arun Parivar Patra ID:

- (1) The Arun Parivar Patra ID shall not be published, displayed, or posted publicly by any person, entity, or agency.
- (2) Any individual, entity, or agency that is in possession of the Arun Parivar Patra ID of an Arun Parivar Patra ID holder shall ensure the security and confidentiality of the Arun Parivar Patra ID and of any record or database containing the Arun Parivar Patra ID.
- (3) Without prejudice to sub-rules (1) and (2), no entity, including a requesting entity, which is in possession of the Arun Parivar Patra ID of an Arun Parivar Patra ID holder,

shall make public any database or record containing the Arun Parivar Patra ID of individuals, unless the Arun Parivar Patra ID have been redacted or blacked out through appropriate means, both in print and electronic form.

(4) No entity, including a requesting entity, shall require an individual to transmit their Arun Parivar Patra ID over the Internet unless such transmission is secure and the Arun Parivar Patra ID is transmitted in encrypted form, except where transmission is required for correction of errors or redressal of grievances.

(5) No entity, including a requesting entity, shall retain Arun Parivar Patra ID or any document or database containing Arun Parivar Patra ID for longer than is necessary for the purpose specified to the Arun Parivar Patra ID holder at the time of obtaining consent.

37. Liability for contravention of the rules:

Without prejudice to any action that may be taken under the Act, any contravention of rule 33, 34, 35, and 36 shall constitute a violation of section 10 of the Act.

38. Request for updation of information:

Head of the Family or an adult member of the Arun Parivar Patra ID holder family may seek alteration of identity information, photographs and record of entitlement of its any member or may request for addition and deletion of any of its members in, or from Arun Parivar Patra ID in accordance with update procedure specified in this Chapter.

Provided that the Name, Date of Birth, and Gender of any Head of the Family or a member can be altered only once.

39. Equipment, software, etc., to be used for the update:

(1) The Registrar and enrolling agencies involved in the update process shall use only the software provided or approved by the Authority for updating purposes.

(2) The standard update software shall have the security features as laid down by the Authority for this purpose.

(3) All equipment used for updating purposes, such as computers, printers, and other accessories, shall be according to specifications laid down by the Authority from time to time.

40. Mode of updating information:

(1) The process of updating the family's identity information, photographs, and record of entitlement in the Arun Parivar Patra Resident Data Repository may be carried out through the following modes, namely:

(a) At any enrolment centre with the assistance of the operator:

The Head of the Family or any member of the family shall be biometrically authenticated through Aadhaar number authentication and shall be required to

provide the documents supporting the information sought to be updated.

(b) Online:

The Head of the Family or any member of the family shall be authenticated through One Time Pin upon submission of Arun Parivar Patra ID and registered mobile phone number or Arun Parivar Patra ID and Aadhaar number. Authentication will be carried out through a One-time Password sent to the registered mobile number and shall be required to provide the documents in support of the information sought to be updated.

(2) The family or member concerned may track the status of such a request for an update through the Arun Parivar Patra ID.

(3) The information sought to be updated under sub-rule (1) shall be verified according to the procedure laid down under rules 18 and 19.

(4) The revised Arun Parivar Patra Card may be made available to the family, upon request, in physical or electronic form upon payment of such fee, if any, as may be specified by the Authority.

41. Convenience fee:

The Authority may authorise the Registrar and enrolling agencies to charge a convenience fee from the families not exceeding an amount specified by the Authority, for an update of identity information, photographs, and the record of entitlement.

CHAPTER-V

DIRECT TRANSFER OF PUBLIC WELFARE BENEFITS AND DELIVERY OF SERVICES

42. Seeding of the database:

(1) All the Government bodies shall, before delivery of benefit or service to the existing beneficiaries in scheme databases under public welfare benefit schemes and/or services, ensure that Arun Parivar Patra ID, Aadhaar number, bank account and mobile phone number of such beneficiary is captured in the scheme and/or service databases of the Government bodies.

(2) If the Government official does not seed under sub-rule (1), the seeded data shall be verified by the scheme sanctioning authority of the Government bodies.

(3) All the seeded and verified data under sub-rule (2) shall be reverse-seeded in the beneficiary profile at the Arun Parivar Patra Resident Data Repository.

(4) All the Government bodies shall ensure that before approval of entitlement of a beneficiary under a public welfare benefit scheme and/or service, the beneficiary's demographic information and record of entitlement should be derived from the Arun Parivar Patra Resident Data Repository.

(5) All entitlement approvals under sub-rule (4) shall be reverse-seeded in the beneficiary

profile at the Arun Parivar Patra Resident Data Repository.

43. Transferring the public welfare benefits to the beneficiary:

(1) All the Government bodies shall, subject to the provisions of section 3, ensure that every transaction relating to transfer of benefit and services under a public welfare scheme to a beneficiary, is shared with the Arun Parivar Patra Resident Data Repository, which shall be reflected in the transaction records of the beneficiary and shall also be communicated to beneficiary via suitable modes such as tele-calling, text messaging service, e-Mail etc.

(2) In the event that an entitlement to a beneficiary is ceased for any reason whatsoever, it shall be the responsibility of the Government body to share the information to this effect with the Arun Parivar Patra Resident Data Repository.

44. Conducting social audit of the official record:

The official record pertaining to the delivery of public welfare benefits shall be uploaded to the Arun Parivar Patra Resident Data Repository at the interval of six months to make it available to the Gram Sabha/Ward Committee concerned for public information. Objections, if any, regarding entitlement, benefit transfers, etc., shall be invited and disposed of properly by the officer concerned with the delivery of public welfare benefits.

CHAPTER-VI

ARUNACHAL PRADESH ARUN PARIVAR PATRA AUTHORITY

45. Powers of the Authority to issue directions, etc.

The Authority shall have the power to issue directions, orders, and guidelines to the Government bodies, Registrars, and other agencies to carry out its functions.

46. Allowances payable to the non-official members: The non-official members of the Authority shall only be entitled to receive conveyance allowance for attending local meetings and travelling and daily allowance for attending outside meetings of the Authority at the rates admissible to Government Servants belonging to Category 'A' under the OM No. FIN/E-II/28/2016 dated 2nd April 2018.

47. Preparation and submission of budget:

(1) The budget estimates of the Authority for every financial year shall be prepared by the Chairperson or such employee of the Authority as may be authorized by the Chairperson on this behalf, in Forms V to IX.

(2) A copy of the budget estimates so prepared shall be sent to each member at least fourteen days before the meeting of the Authority at which such estimates are to be considered.

(3) The Authority shall consider and sanction the budget estimates with such changes as it thinks fit at the meeting fixed for the purpose or at any other meeting to which the consideration of the budget estimates is adjourned.

(4) The budget estimates prepared by the Authority shall be forwarded to the State Government by such date as determined by the latter.

48. Supplementary budget:

The Authority shall, where necessary, also forward to the State Government the supplementary budget in respect of the financial year to which it relates, in Forms V to IX, before such date as may be specified by the State Government.

49. Preparation and submission of annual report and annual accounts:

(1) The Chairperson or such employee of the Authority, as may be authorized by the Chairperson on this behalf, shall prepare, as soon as may be after the commencement of such financial year;

(a) The annual report

(b) The annual statement of accounts.

(2) The annual report shall include an account of the activities of the Authority during the previous financial year on the following matters, namely:

(i) a statement of corporate and operational goals and objectives of the Authority;

(ii) annual targets and physical and financial terms set for various activities in the background of clause (i) above, together with a brief review of the actual performance with reference to those targets;

(iii) an administrative report on the activities of the Authority during the previous financial year and an account of the activities which are likely to be taken up during the next financial year;

(iv) a summary of the actual financial results during the previous financial year and the year of report, as indicated by way of statement of (a) income and expenditure, (b) sources and applications of funds, and (c) cash flow;

(v) important changes in policy and specific measures either taken or proposed to be taken, which have influenced or are likely to influence the profitability or functioning of the Authority;

(vi) new projects or expansion schemes contemplated together with their advantages, financial implications, and programme for execution;

(vii) important changes in the organizational setup of the Authority;

(viii) report on employer-employee relations and welfare activities of the Authority; and

(ix) report on such other miscellaneous subjects as deemed fit by the Authority or the

State Government for reporting to the latter.

(3) The annual report shall be adopted in the Authority meeting, signed by the Chairperson or, in his absence, by two members authorized for the purpose by the Chairperson, and authenticated by fixing the Authority's common seal. Required copies thereof shall be submitted to the State Government.

(4) The annual accounts of the Authority, after approval of the Authority, shall be signed on behalf of the Authority by its Chairperson or in his absence by two members authorized for the purpose by the Authority and authenticated by affixing the common seal of the Authority and shall be forwarded for audit to the Accountant General, Government of Arunachal Pradesh by such date as determined by the State Government.

(5) The Accountant General, Government of Arunachal Pradesh shall audit and report on the annual accounts of the Authority and certify whether in his/her opinion the accounts contain all particulars and are properly drawn up as to exhibit a true and fair state of affairs of the Authority and in case he/she has called for any information from the Authority or any of its officers, whether it has been given and whether it is satisfactory.

(6) The Authority shall be bound to give information and explanation in its annual report containing *inter-alia* duly audited accounts or in an addendum thereto on every reservation, qualification or adverse remarks contained in the Audit reports duly signed by its Chairperson or in his/her absence by two members so authorized by the Authority and authenticated by affixing common seal of the Authority.

(7) The annual accounts and Audit report thereon, along with the annual report, shall be submitted to the State Government by such date as determined by the State Government.

50. Cost of Audit:

The Authority shall arrange to pay to the Accountant General, Government of Arunachal Pradesh, the expenditure incurred by him/her in connection with the annual audit of its accounts, within three months from the date on which any demand is made by him/her.

Form-I
(see rule 15)
Form for Enrolment of Family for obtaining Arun Parivar Patra

Name of the head of the family: _____

Scheduled Tribe: _____

Category of the land holder: Small Farmer/Marginal Farmer/Other category/Landless

Type of land: Irrigated/Unirrigated/both

Residential address: _____

District _____ PIN _____ Arunachal Pradesh

Telephone No _____

Mobile No _____

E-mail ID _____

Name of the bank of the family _____

Name of the branch of the bank _____

Bank account number of head of the family _____

House category: Independent House/ Bungalow/ Apartment/ Rented Accommodation

Type of house: Pakka/Semi-Pakka/ Kachcha /Homeless

Period of living at this address: Year _____

Months _____

Sl.	Aadhar No.	Relation with head of the Family	Name	Father's Name	Mother's Name	Gender	Date of Birth/Age (D/M/Y)	Marital Status	Name of Husband/Wife	Education Level	Occupation	Disabled Person	Annual Income (Rs.)	Resident Category	Name of Bank with Branch	Bank Account No.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Column No.3– Relation with head of family

(1) Self, (2) Wife/husband, (3). Son/daughter (4) Son-in-law/daughter-in-law (5) Grandson/Granddaughter (6) Father/mother (7) Father-in-law/Mother-in-law (8) Great Grandson/Great Granddaughter

Column No.7– Gender

(1) Male (2) Female (3) Transgender

Column No.9– Marital Status

(1) Unmarried (2) Married (3) Widow/Widower (4) Divorcee (5) Deserted (6) Other

Column No.11– Education level

(1) Illiterate (2) 5th Pass (3) 8th Pass (4)10th Pass (5) 12th Pass (6) Graduate (7) Post Graduate (8) Others

Column No.12– Occupation

(1) State Employee (2) Central employee (3) Private sector employee (4) Self-Employed (5) Business (6) Laborer (7) Farmer (8) Unemployed (9) Other

Column No.13– Disabled person:

(1) Visually Impaired (2) Hearing Impaired (3) Locomotor (4) Other

Column No.14– Yearly income:

(1) Less than 50,000 (2) 50,000 – 2,00,000 (3) 2,00,00 -5,00,000 (4) 5,00,000 – 10,00,000 (5)More than 10,00,000

Column No.15– Resident category

(1) Resident (2) Non-resident (3) Non-resident Indian

Signature of the applicant/Left-hand thumb impression

Name_____

Form-II (see rule 15)
Identification Verification Document

Category of Ration card: Antyodaya / Priority Household/ General Category

Electricity Account No_____

Water supply Account No_____

Gas connection No_____

Gas Agency's name_____

MGNREGA Card No_____

PMJAY/CMAAY Enrolment No_____

Sl	Name	Voter ID Card No.	PAN No.	Driving License No.	Passport No.	NPR receipt No.	Employment Registration No.	Government Servant's ID No.	Social Security Scheme ID	Mobile No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Type of verification: (1) Digital online-based verification, (2) Verified by verifier after enquiring in the area.

All particulars and facts mentioned above are correct to the best of my knowledge, and no material fact has been concealed.

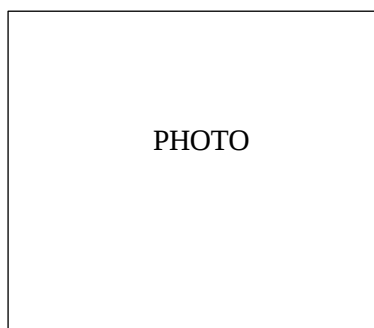
Dated:

Signature of the first verifier,
(Name, Designation, and Seal)

Name & Signature of the applicant/Left-hand thumb impression

ARUN PARIVAR PATRA

Form-III (see rule 22)



Family identification No.....

Name of the head of family.....

Gender:

Date of Birth:

Individual Identification No.....

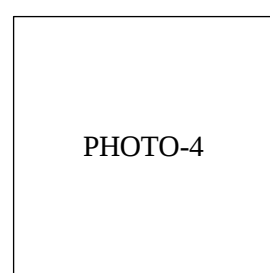
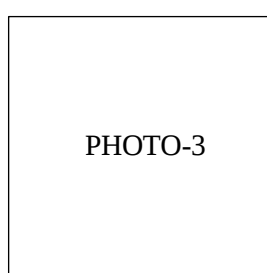
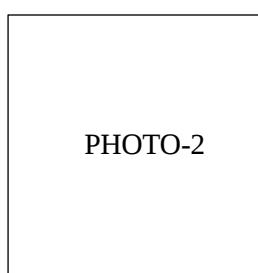
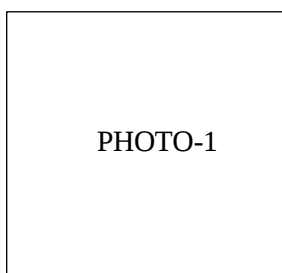
Family Bank Account No.....

Permanent Address.....

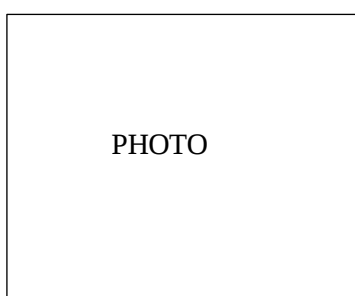
Details of family members

Sl.	Name	Gender	Relation with head of family	Date of birth	Individual identification No.

PHOTOS



Form-IV (INDIVIDUAL ARUN PARIVAR PATRA) (see rule 22)



Name.....

Gender.....

Date of birth.....

Individual identification No.....

Form-V
(see rule 47)

Budget Estimates for the year _____

Combined abstract of Budget Estimates for the year _____
(In lacs of rupees)

RECEIPTS

Head of accounts	Actual	Budget estimate	Revised estimate	Budget estimate
1	2	3	4	5

PAYMENTS

Head of accounts	Actual 20____	Budget estimates 20____	Revised estimates 20____	Budget estimates 20____
1	2	3	4	5

Form-VI
(see rule 47)

Budget Estimates for the year _____

Detailed Budget estimates of each individual account

RECEIPTS

(In lacs of rupees)

Head of account	Actual 20____	Budget estimates 20____	Revised estimates 20____	Variation Between Col.(3)& (4) 20____	Budget estimates 20____	Variation Between Col.(4)& (6) 20____	Explanation
1	2	3	4	5	6	7	8

PAYMENTS

Head of account	Actual	Budget estimate	Revised estimate	Variation Between Col.(3) & (4) 20____	Budget estimate	Variation Between Col.(4)& (6) 20____	Explanation
1	2	3	4	5	6	7	8

Form-VII
(see rule 47)

Budget Estimates for the year _____

Schedule containing new items of expenditure other than Works and Schemes

(In lacs of rupees)

Sl	Head of Account	Particulars of the Items	Amount proposed: Total distribution over 20____	Ground for expenditure or reference to sanction No.& date	Remarks
1	2	3	4	5	6

Note: (1) For additional establishment, the categories of posts, scales of pay, and the date from which the posts are required should be specified.

(2) If any permanent post is proposed to be reduced or kept in abeyance, or any temporary post is proposed to be discontinued, the details thereof should be furnished in a separate statement.

Form-VIII
(see rule 47)

Budget Estimates for the year_____

Schedule of Schemes in progress_____

(In lacs of rupees)

[illegible]

Form-IX
(see rule 47)

Budget Estimates for the year _____

Schedule of approved New Schemes _____

(In lacs of rupees)

Name of the scheme	Estimated cost total distribution over 20__	Targeted year of completion	Reference No. of administrative approval/ technical Sanction	Proposed Budget estimates for 20__	Remarks
1	2	3	4	5	6

Note: While including new schemes in the budget estimates, the following points shall be examined:

- (1) Whether the plans and the estimates have been prepared and approved.
- (2) Whether site or land is available and possession has been taken; and
- (3) Whether all the prescribed formalities will be over by the end of the current financial year.

SCHEDULE

(see rule 15)

List of acceptable supporting documents for verification

I. For Proof of Identity, address, relation with the HoF, category, ration card number, electricity connection number, water connection number, MGNREGA number, LPG connection number, date of birth/age, marital status

1. Caste Certificate,
2. Birth Certificate,
3. 10th Class Certificate,
4. Permanent Residence Certificate
5. Aadhar Card
6. Passport,
7. Ration Card,
8. Voter Identification Card,
9. MNREGS Job Card,
10. PAN Card,
11. Driving License,
12. Photo Identity Card,
13. Electricity/Water/Telephone Bill (not older than three months),
14. LPG connection Diary,
15. Bank/Post Office pass-book,
16. Life Insurance Policy,
17. Pay slip issued by the Central Government/State Government/Public Sector Undertakings,
18. Affidavit verified by the First Class Magistrate/Notary Public,
19. Income Tax Assessment Order, Certificate issued by Member of Parliament/ Member of Legislative Assembly/ PRI Member/Gazetted Officer bearing postal address.

II. For proof of Bank Account details:

Pass book

III. For category of land holder and type of land:

LPC/ Land Revenue passbook and/or Verification by DLRSO, PRI Members

IV. For disabled persons:

Medical Certificate

V. For status of citizenship and income:

Verification by verifier/ self-declaration