

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF INFORMATION TECHNOLOGY & ELECTRONICS
MONI BHANDAR (5TH & 6TH) FLOOR, BLOCK- EP&GP,
SECTOR-V, SALT LAKE, KOLKATA-700 091.
Phone : 2357-2545, Fax : 2357- 2534.

Circular

No: 454-Estt/IT/O/37/2022

Dated:31.3.2023.

In partial modification to this Department's Circular No 1090-Estt-IT/O/37/2022 dated 15.12.2022, the undersigned is directed to state that Unique Document Identification Number (UDIN) is a platform-based 25-digit system generated alpha-numeric unique number for the documents uploaded on various domains, e-signed by Department of Information Technology and Electronics, on a self-attestation basis.

All kinds of documents including Self-Declaration by individuals, certificates, NOCs, permits, etc. issued by Government Departments/Agencies, contractual agreements amongst multiple parties, etc.

- can be uploaded on this platform verified by their Aadhaar through OTP verification,
- with a particular time period as fixed by the uploader,
- accessible to the owners, Government and public, as decided by the uploader,
- stored on Blockchain making it immutable,
- can be shared with others by merely sharing the UDIN of the document
- whose validity can be verified through the platform,
- which is available in a smart, machine-readable format through its meta-data,
- And is 24*7 available, accessible and verifiable.

It is decided that various Departments/Agencies/Organisations of the Government of West Bengal would upload their certificated/permits/licenses, etc. on UDIN Platform, and the citizens would be given the UDIN of the document so generated, which they can access through this portal against a small nominal user charge.

The respective Departments/Agencies/Organisations/Entities of the State Government will need to issue a notification to this effect.

The following process flow can be followed:

1. The concerned official of the relevant State Government Entity would generate the required document (license, certificate, permit, NOC, etc) on UDIN platform in a fixed format through API service, after e-signing through Aadhaar.
2. The UDIN Platform would generate a Unique Document Identification Number for the document so uploaded.
3. The UDIN would be shared with the citizen/applicant/beneficiary through SMS Gateway.
4. The citizen/beneficiary would be directed to the UDIN Platform, wherein they will enter their Mobile Number, OTP, Aadhaar, and the UDIN Number so provided by the concerned Department.
5. They will be re-directed to pay the document management and usage fees of Rs. 100 through GRIPS.
6. On the completion of the payment, the document can be accessed by them, and will be linked to their profile on UDIN Platform.

The charges applicable on UDIN generation and storage will depend on:

- Type of documents
- Nature of Entity uploading the document (private or Government)
- In case of Government being the entity generating the UDIN, whether the payment is charged by the respective department or the UDIN Platform
- The size of the document
- The tenure for which the documents is desired to be stored by the UDIN portal.

The rates are as follows:

(a) Where the Uploaders are Non-Government Entities:

- Where the File Size is upto 5 MB

No of years of Storage	Single-party Document	Multi-party Document
1	100	200
5	150	300
10	200	400
50	500	1000
99	1000	1500

- Rs. 10 will be charged additionally for increase in file size in slabs of 5 MB

(b) Where the Uploaders are Government Entities:

- When the user charges are charged at the end of the respective Department:
 - Same rates as applicable in Non-Government uploaders as in (a) above
- When the user charges are charged by the UDIN Portal when the citizen tries to access the document:
 - For document size upto 5 MB:
 - Rs, 150 for storage for 1 year
 - Rs. 300 for storage upto 10 years
 - Rs.500 for storage between 11-20 years
 - Rs. 1000 for storage between 21-50 years
 - Rs. 1500for storage beyond 50 years
 - For document size above 5 MB:
 - Rs. 20 will be charged additionally in slabs of 5 MB.

(c) Where the document is in the nature of Self-Declaration , etc. as required by Government Departments:

-Rs. 100 per Declaration will be charged.

Types of UDIN on Verification:

Thus, on verification, the UDIN portal may show any of the 4 results depending upon the type:

1. Generated and Activates
2. Generated but not yet activated (as payment pending)
3. Deactivated;
 - a. Because of deletion by the Owners of Document
 - b. Because of expiry of the tenure of the document
4. Non-Existent.

All other contents of this Department's earlier Circular as mentioned above will remain unchanged.

This has the approval of the competent authority of this Department.

Sd/-
Joint Secretary to the
Government of West Bengal
Information Technology & Electronics Department

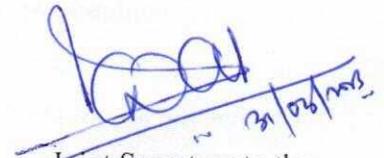
No: 454/1(85)-Estt/IT/O/37/2022

Dated: 31.3.2023.

Copy forwarded for kind information and necessary action to :-

- The Secretary to the Government of India, Department of Telecommunications, Sanchar Bhawan, New Delhi 110001.
- The Secretary to the Government of India, Ministry of Electronics & Information Technology, 6, CGO Complex, New Delhi-110003.
- The Additional Chief Secretary / Principal Secretary/ Secretary, Department(all).
- The Managing Director, WBEIDC Ltd, Block – EP & GP, Sector-V, Salt Lake, Kolkata-700 091.
- The Dy Director General, LSA, West Bengal, 82, Ballygunj Place, 2nd Floor, Kolkata-700 019.
- The District Magistrate, District(all), West Bengal.
- The OSD to the Chief Secretary, Govt. of West Bengal.
- The PS to the Hon'ble MIC(IT&E Department),GoWB.
- The Sr. PS to the Principal Secretary to the Govt. of West Bengal, IT&E department.
- The Chief Executive Officer, Webel Technology Limited, BP-5, Sector-V, Salt Lake, Kolkata-700091.

- The Administrator, SNLTR, Moni Bhandar, 6th Floor, EP & GP block, Sector V, Salt Lake, Kolkata 700091
- The Advisor, Telecom Regulatory Authority of India, Kolkata Regional Office, Bharat Bhawan, 1st Floor, 3, C.R. Avenue, Kolkata 700072.
- The Director General, COAI, Sector 2, 14, Bhai Vir Singh Marg, Sector 4, Gole Market, New Delhi, Delhi 110001.
- The Director General, DIPA, 2nd & 3rd Floor, 7, Bhai Veer Singh Marg, Gole Market, New Delhi-110 001.



Joint Secretary to the
Government of West Bengal
Information Technology & Electronics Department