DNO / SNO REGISTRATION FAQ's

Important Note:

INO and HoI both should ensure that their Aadhar should be updated in their respective NSP logins before any of them going for BioAuth.

Any Aadhaar related changes/updation (i.e., Changes in Aadhaar no. or Name or Gender or Mobile no.) in their NSP profile (i.e., either INO or HoI) would nullify their BioAuth status from NSP and they must have to perform BioAuth again (if done earlier).
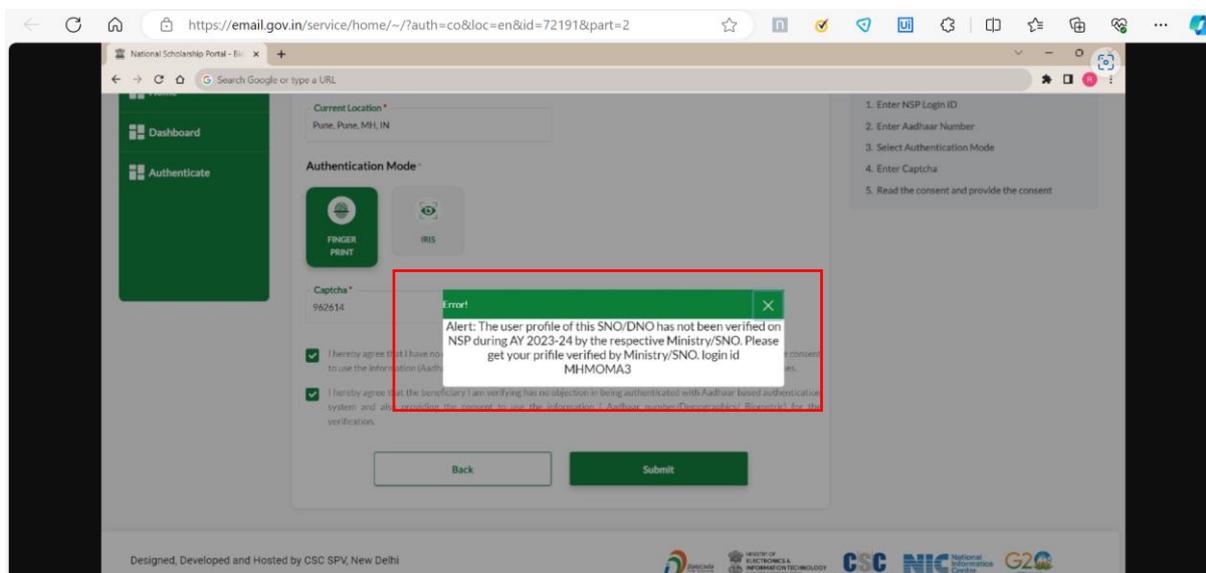
महत्वपूर्ण सूचना :-

समस्त INO और HoI को सलाह दी जाती है की BioAuth करवाने जाने से पहले दोनोंलोग (HoI और INO) अपनी आधार सम्बंधित इनफार्मेशन अपने NSP लोगिन्स में अपडेट करवा लें। BioAuth होने के पश्चात् INO अथवा HoI में से किसी एक के लॉगिन में आधार अपडेशन की दशा में HoI को पुनः BioAuth करवाना होगा। अतः BioAuth होने के पश्चात केवल अपरिहार्य कारणों जैसे स्थानांतरण अथवा UIDAI में आधार सम्बंधित (आधार नंबर, नाम , जेंडर अथवा मोबाइल नंबर) परिवर्तनों या अन्य अपरिहार्य कारणों की दशा में ही, NSP पर अपने HoI / INO लॉगिन में आधार अपडेट करवाएं।

Q1. What are the Pre-requisites for DNO / SNO before proceeding for BioAuth at CSC?

Ans. DNO / SNO should check the below steps:

1. Ensure that their NSP profile must be verified. DNO's profile will be verified by SNO and SNO's profile will be verified by the Scheme Owner Ministry. In-case the SNO / DNO profile is not verified then the error message will be reflected in the CSC portal (as shown in the below screenshot).
2. After Verification the SNO / DNO shall login on NSP.

Q2. How will SNO verify the profile of DNO on NSP portal (which is mandatory for getting BioAuth of DNO) ?

Ans. Please see the below screen. Herein, the first step is that SNO will login on NSP. After that he will click on '**Administration'** Section in the left side panel and go to '**Change / Verify scheme DNO'**. Then the below screen will appear, after the OTP authentication. The necessary

instructions to verify the DNOs are mentioned in the below screenshot.

Verification of DNOs by SNOs

Modify Button for change/update nodal officer details. **Through this option SNO can change the existing DNO**

View and verify button is mandatory for starting in academic year for existing DNOs (i.e. even if the same DNO is there as shown in details, then SNO should verify DNO through this option)

Sr. #	District Name	Nodal officer Name	Address	Mobile Number	Contact Person Name	Contact Person Number	aadhar demo-auth status	Verification status	Action	Action
1	SAHARANPUR	GOND	Vikas bhawan, S	64	LAL GOND	85	Yes	Not approved yet	Modify	view and verify
2	MUZAFFARNAGAR	JID	bhawan muzaffarnagar	63	prajapati	30	Yes	Not approved yet	Modify	view and verify
3	BIJNOR	HUSAIN	v n bijnor	63	HUSAIN	63	Yes	Not approved yet	Modify	view and verify
4	MORADABAD		Vikas Bhawan d	53	SIROHE	453	Yes	Not approved yet	Modify	view and verify
5	RAMPUR		RAMPUR	55	MOHD	355	Yes	Not approved	Modify	view and verify

Q3. The BioAuth is completed by DNO / SNO. However, in-case there is a change in DNO / SNO Aadhaar information later, should DNO / SNO do their BioAuth again?

Ans. Yes, In-case there is any change in Aadhaar related information (Name, Gender and Mobile no.) of DNO / SNO after completion of the BioAuth, then DNO / SNO shall get the same updated on NSP and then proceed further to get the BioAuth process again.

Q4. How will the DNO / SNO know which all institutes BioAuth is completed or not?

Ans. To see the list of institutes the DNO / SNO will login into their NSP profile and then go to the 'Report' Section and click on 'List of Institutes (other than identified by MoMa during AY 2022-23) for

BioAuth'. The screen then displays the report and DNO / SNO can see the institute details which shows 'INO BioAuth Status' as 'Done' or 'Not Done'. The list of institutes having 'INO BioAuth Status' as 'Done' means that institute BioAuth is completed and list of institutes having 'INO BioAuth Status' as 'Not Done' means that institute BioAuth is not completed. The SNO / DNO can also down this detailed report as well.

Q5. How will the DNO / SNO know which all HoI's and INO's institutes BioAuth is Done or Not Done?

Ans. To see the list of institutes whose HoI and INO BioAuth is done or not done, the DNO / SNO will login into their NSP profile and then go to the 'Report' Section and click on 'List of Institutes (other than identified by MoMa during AY 2022-23) for BioAuth'. The screen then displays the report and DNO / SNO can understand the details as mentioned below:
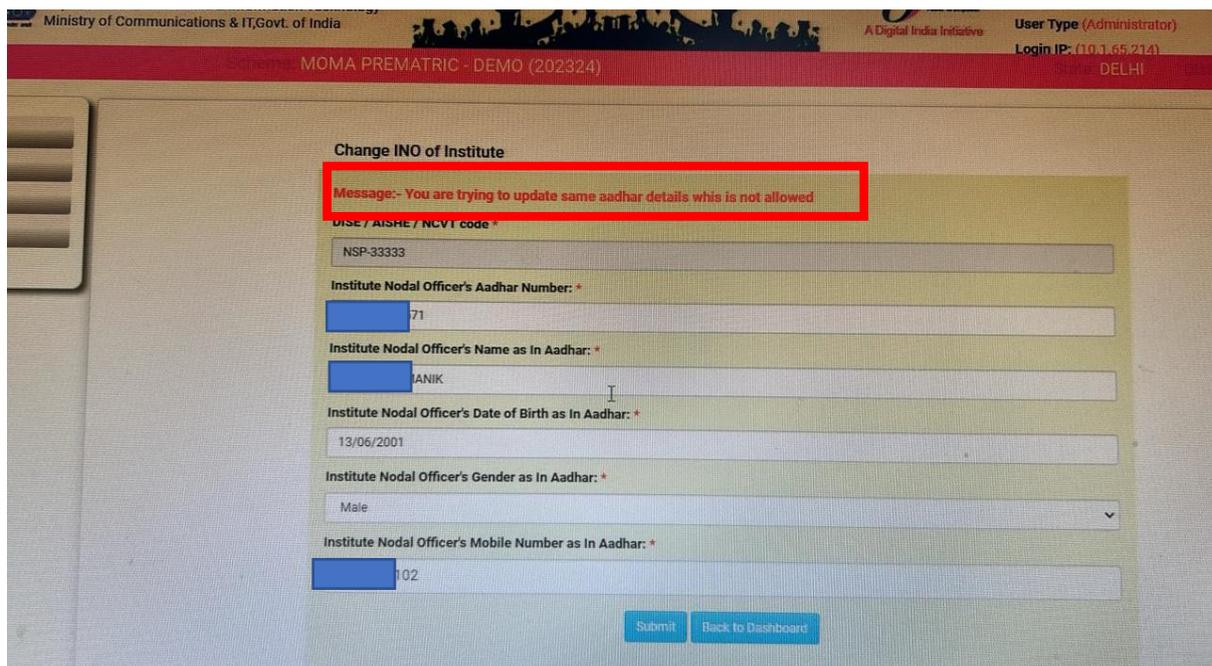
1. The detail of the column showing 'INO BioAuth Status' as 'Done' means that the INO BioAuth is completed and having 'INO BioAuth Status' as 'Not Done' means those INO whose BioAuth is not completed.
2. The detail of the column showing 'HoI BioAuth Status' as 'Done' means that the HoI BioAuth is completed and having 'HoI BioAuth Status' as 'Not Done' means those HoI whose BioAuth is not completed.

Q6. In-case there is an Institute which is not reflecting in the reports associated with the BioAuth drive available in the SNO and DNO login. What should DNO / SNO shall suggest the Institute as next steps?

Ans. The Institute is not getting reflected because, its KYC has not been done yet. For the BioAuth, the KYC registration of the

institute is a must as first step. For detailed information the Institute is advised to follow the steps mentioned in the below link ('How to fill registration Form') . https://nsp.gov.in/public/manual/Operational_Steps_Involved_In_Filling_Institute_Registration_Form.pdf

Q7. The highlighted Alert message will appear when DNO / SNO is trying to update the Aadhaar details (Aadhaar no., Name, Mobile no., and Gender) of INO / HoI which are already registered on NSP portal for the same INO / HoI. Why is it shown?

Ans. DNO / SNO are advised not to update same Aadhaar details which are already registered against the INO / HoI.