



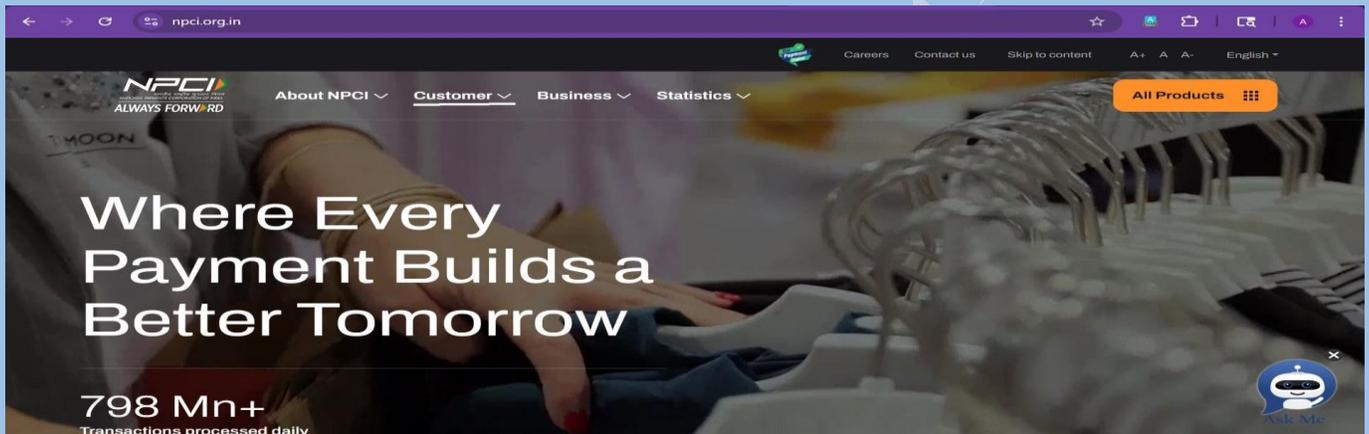
Backward Classes Development Department
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STANDARD OPERATING PROCEDURE (SOP)

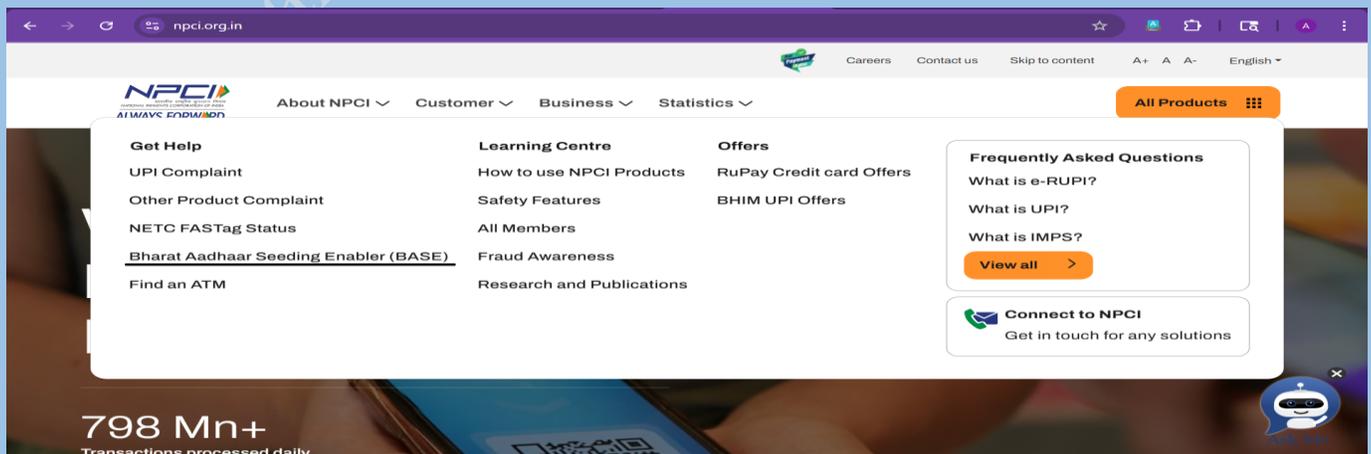
Aadhaar Seeding & Mapping Status Verification through NPCI BASE Portal

1. Procedure for Aadhaar Seeding:

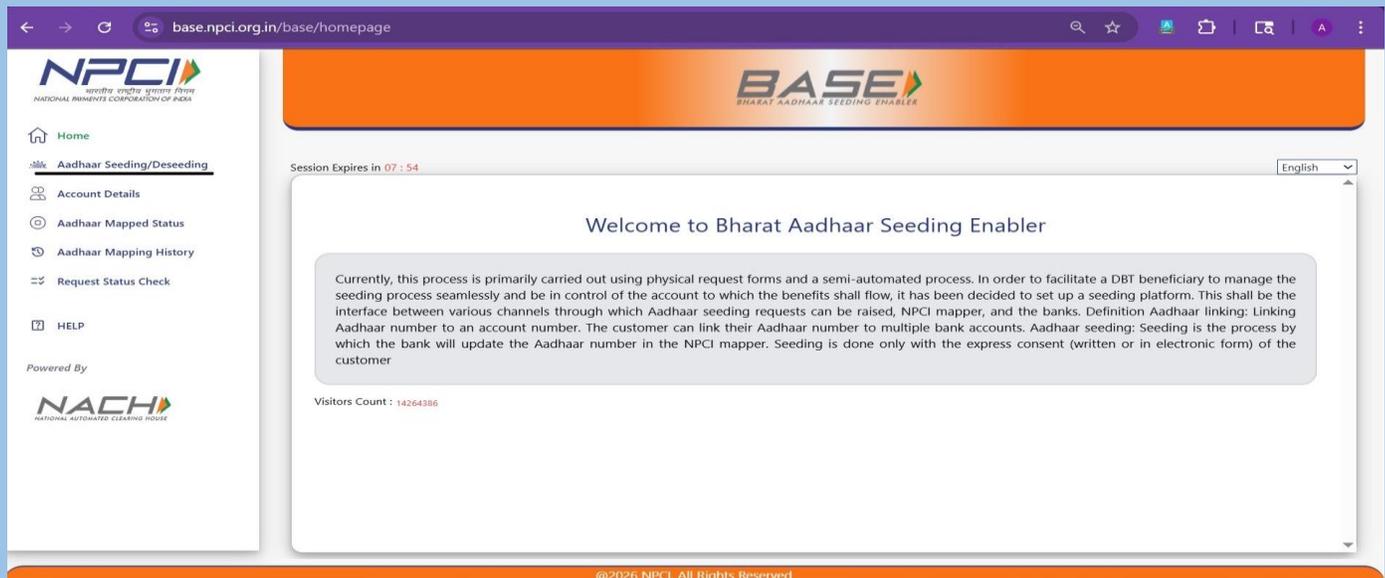
- Open a web browser. Go to the official National Payments Corporation of India website <https://www.npci.org.in/> , Once the homepage loads, Click on “**Customer**” option in the top menu bar.



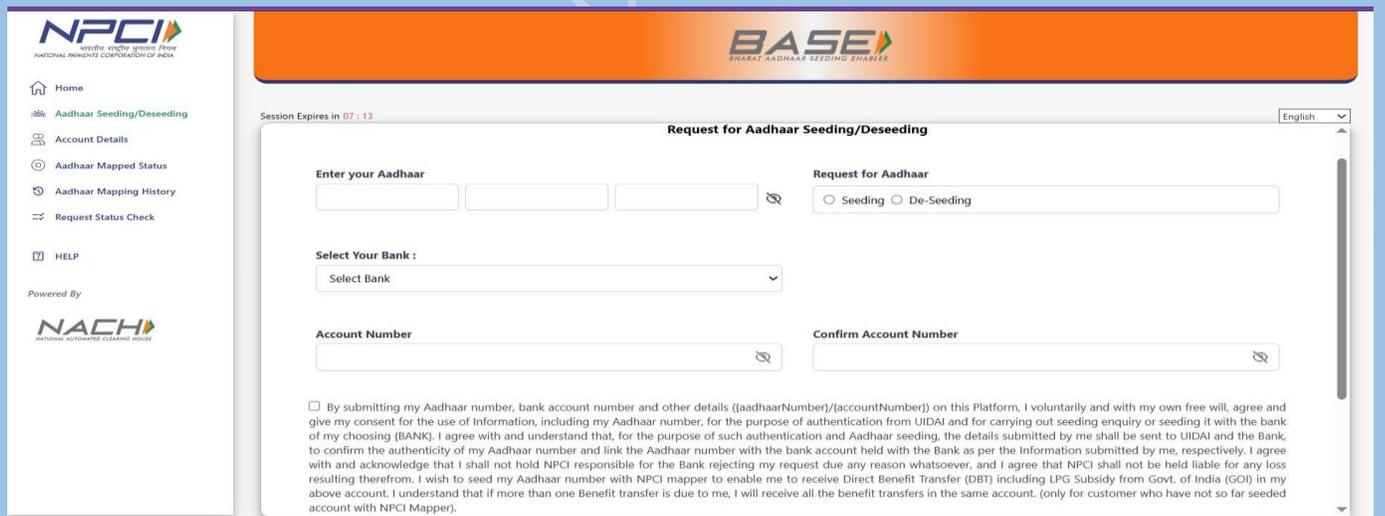
- After clicking on the **Customer** section on the National Payments Corporation of India website, a dropdown menu will appear. From the available options, locate “**Bharat Aadhaar Seeding Enabler (BASE)**”. Click on **BASE** to proceed to the Aadhaar seeding verification page



- Click on the “**Aadhaar Seeding/De-seeding**” option available on the left side of the **Bharat Aadhaar Seeding Enabler (BASE)** page



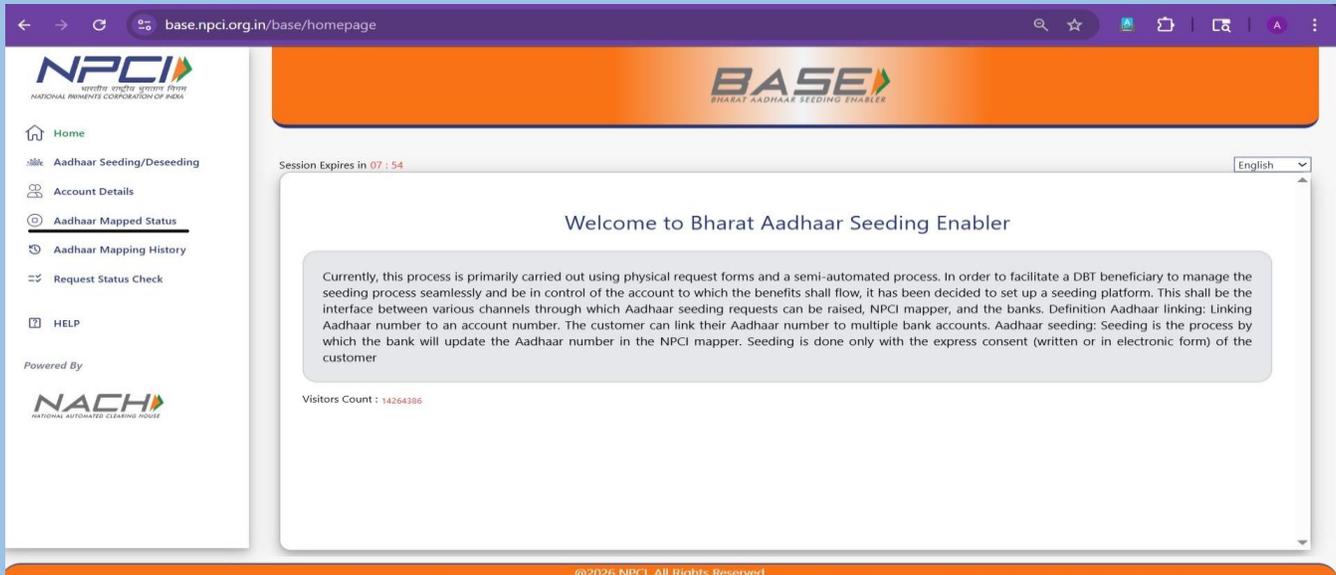
- In the “**Aadhaar Seeding/De-seeding**” page, enter the **Aadhaar number** of the beneficiary, select the “**Seeding**” option, choose the respective **Bank** and enter the **Account Number**, re-enter the Account Number for confirmation, accept the **Consent Declaration**, enter the **captcha** code displayed on the screen, and submit the request to complete the process



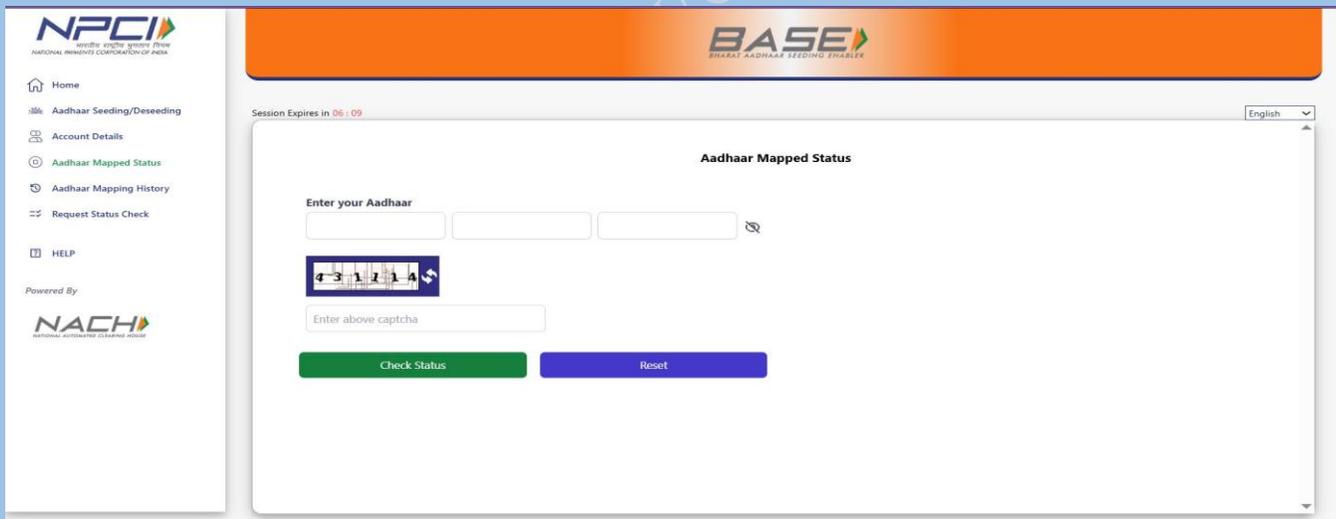
- After submitting the request, an **Aadhaar OTP** will be received on the Aadhaar-linked mobile number; upon entering the OTP, wait for the system response, and once the request is successfully processed, the Aadhaar will be seeded with the selected bank account

2. Procedure for Aadhaar Mapping Status Check:

- Click on the “**Aadhaar Mapped Status**” option available on the left side of the **Bharat Aadhaar Seeding Enabler (BASE)** page in the National Payments Corporation of India



- Enter the **Aadhaar Number** and **Captcha**, then click on “**Check Status**”.



- After submitting the request, an **Aadhaar OTP** will be received on the Aadhaar-linked mobile number; upon entering the OTP, the mapping result will be displayed as “**Mapped**” or “**Not Mapped**”. If it is mapped, the system will show the bank name along with the last four digits of the bank account to which the Aadhaar is mapped

Important Instructions:

- Aadhaar seeding must be done only with beneficiary consent.
- Only one bank account can be active for DBT.
- Latest seeding overrides previous mapping.
- Errors must be resolved through the bank.

Backward Classes Development Department