



Government of Haryana

FAQ Document

(Parivar Pehchan Patra (PPP))

12th January 2021



**Parivar Pehchan Patra
Citizen Resource Information Department
Government of Haryana**

Parivar Pehchan Patra | FAQ Document

Last Updated: 12th January 2021

What is Parivar Pehchan Patra?

Parivar Pehchan Patra (PPP) aims to build a comprehensive, reliable and accurate database of families residing in the State which can be further utilized by various line departments for welfare scheme delivery across the State. It shall contain details such as the family's structure, its residential details, social and economic details of each member of the family.

A unique 8-digit ID is issued to each family registered in the PPP database. This ID can be used by the family members to apply for any services/schemes of the State linked to PPP.

1. How to enroll in Parivar Pehchan Patra?

Presently, PPP ID can be made through three channels.

- a) **CSC VLEs:** Common Service Centers managed by Village Level Entrepreneurs
- b) **SARAL Kendras:** Antyodaya Saral Kendras being managed by the State Government
- c) **PPP Operators:** Operators registered for the work of PPP across the State.

No application fee or monetary charge is required to be paid by the citizen. Citizen Resources Information Department (CRID), Government of Haryana (GoH) pays a per transaction fee to the operators by Direct Benefit Transfer. Three rounds of payments have already been made since November 2019 till January 2021.

2. What documents should one provide for creating Family Id on Parivar Pehchan Patra?

Documents required for all family members are:

- Aadhar Card*
- Voter ID Card (for members above 18 years)
- Bank Passbook/Statement (Name of account holder and the family member in PPP must be same)
- PAN Card (If available)

- BPL Card (If applicable)
- Any of the following as proof of Birth:
 - i. Birth Certificate
 - ii. Medical Certificate
 - iii. Matriculation Certificate
 - iv. School Leaving Certificate
 - v. Voter ID Card

*(*mandatory)*

3. How to edit information in Parivar Pehchan Patra?

Family data can be edited by two modes:

a) **Self-Update Mode** – A citizen can update his/her family ID using the “Update Family Details” tab provided on the Mera Parivar Portal (<https://meraparivar.haryana.gov.in/>). The citizen can key in his family ID, post which, an OTP is sent to the mobile number of Head of Family. The citizen can key in the OTP to authenticate himself and proceed for data update. The number of times updation can be done is restricted as per the rule/scenarios mentioned in response to the question on ‘How many times data can be edited/updated in PPP?’

Please Note: Citizen can only update the PPP ID details through the self-update module. Creation of a new Family Id through this mode is not available.

b) **Assisted Mode** – The citizen can reach out to his/her nearest CSC, SARAL Kendra or PPP Operator to update his/her family details. The operator keys in the family ID and edits the requisite information on the citizen’s behalf.

4. How many times can data be updated/edited in PPP?

As a principle, PPP does not permit updation of data after it has been signed and uploaded. However, as a one-time measure, an additional attempt at updation (one updation for each family member) has been permitted from 25th December 2020 onwards. Once the data for a family member has been updated, it shall be locked, while those of other family members shall still be available for updation, till such time that the family data is signed and uploaded again.

It is however to be noted that PPP continuously verifies data provided by a family through various sources electronically and through field verification wherever necessary. Once such verification is completed the field is treated as "Verified". Fields which are already verified in PPP cannot be edited.

5. What is the definition of a 'Family' in Parivar Pehchan Patra?

In principle, Parivar Pehchan Patra (PPP) is flexible in its definition of Family. Family is loosely defined as following in PPP:

"A unit of one or more persons of a household related by marriage, blood or adoption with head of the family and any other dependent person related to the head of the family or their spouse by blood or marriage who share a common kitchen and financial resources on a regular basis."

While the above definition provides some pointers to who can be member of a family, it is the choice of the Head of Family to choose its members. Therefore, since this is a loose definition, other members may be added in the PPP which may not be covered as per the above definition.

6. Who can be the 'Head of Family'?

Every Family is required to have exactly one 'Head of Family' in Parivar Pehchan Patra (PPP).

The family can select any adult member of the family as the 'Head of Family'(HoF). The Head is generally the eldest member of the family or a providing/earning member of the family. However, PPP, in principle, is flexible in its definition of HoF.

7. Who needs to enroll in Parivar Pehchan Patra?

The following type of families are required to enroll in PPP:

- a) **Permanent Family:** Any family currently residing in Haryana is required to enroll in PPP. Such a family shall be issued a permanent 8-digit family ID.
- b) **Temporary Family:** Any family residing outside Haryana but applying for any service/scheme of the State shall also be required to enroll themselves in PPP. Such a family shall be issued a 9-digit temporary family ID (which shall start with the letter 'T')

8. Is it mandatory to upload the signed document on the Mera Parivar Portal?

Yes, in order to complete the PPP Updation of a family, uploading the signed document (signed by a member of the Family) is mandatory.

9. How do I merge two families?

Yes, it is possible to merge the members of two families. This operation can only be done in an operator assisted mode (and not by self update). The operator shall have to get data from both the family Ids by selecting the 'Merge Family' option in his login. Thereafter, the members to be taken from one family and merged into another need to be selected and transferred to the destination family. After this, the Head of Family (HoF) for the new merged family can be defined as also the relationship of the different members to the HoF. Thereafter the submit button can be pushed to complete the process of merging.

10. Is it possible to delete a member from a family? How can it be done?

Yes, a member can be deleted from a family. At the time of updating data of a family, the 'Delete' option is available along with the 'Edit member'. If, however, a member has been merged from another family, or has been deleted from any other family in the past, then that member cannot be deleted from the current family. Further, if the family has exhausted its attempts for updation, it will not be possible to avail of the facility to delete a member.