

Guidelines for filling data for account creation

This sheet will serve as guideline to fill student data for DigiLocker Account Creation. Please confirm to the encoding of fields wherever required, otherwise data will not be processed. Note: When an Organization opts for NAD model, Organization needs to register on NAD portal.

	CSV Template Headers	Field Name	Description	Maandatory/Optional
O R G	COURSE DETAILS			
	ORG_CODE	Organization code	Unique organization code	M
	ORG_NAME	Display Name of the Organization	Organization Name	M
	DEPT_NAME	Department Name	Department Name of the student	O
	COURSE_NAME	Course Name	Course Name	O
	STD	Standard	Standard of the student in Roman letter. Eg. I, II and so on. Fill this only if you are an educaton board/School.	O
S T U D E N T	Student INFORMATION			
	REGN_NO	Student's Registration Number	Unique Registration number of Student	M
	AADHAAR_NO	Student's AADHAAR ID	Aadhaar number of the Student	O
	CNAME	Student's Name	Name of the Students to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	GENDER	Student's Gender	Gender of the Students (Should be matching the Gender in Aadhaar Card) M- Male, F- Female, T- Transgender	M
	DOB	Student's DOB	DOB of the Students to be appeared on the certificate (Should be matching the DOB in Aadhaar Card) in DD/MM/YYYY format	M
	MOBILE	Student's Mobile No	Students' mobile number (only 10 digits)	M
	EMAIL	Student's Email ID	Students' valid email ID	O
YEAR	Year in which data is being uploaded	Four digit year value (2021)	O	