पत्रांक-स्था0/वि0-09-02/2020-3631/

बिहार सरकार
गृह विभाग
(विशेष शाखा)

प्रेषक,

अनिमेश पाण्डेय,
सरकार के संयुक्त सचिव।

सेवा में,

सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव, बिहार, पटना।
पुलिस महानिदेशक, बिहार, पटना।
प्रबंध निदेशक, बेल्ट्रॉन, बिहार, पटना।
सभी विभागाध्यक्ष, बिहार, पटना।
सभी निदेशालयों के महानिदेशक/निदेशक, बिहार, पटना।

पटना, दिनांक-11/04/2022

विषय :– Aadhaar Enabled Biometric Attendance System (AEBAS) के क्रियान्वयन के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में आपका व्यक्तिगत ध्यान दिनांक-08.04.2022 को मुख्य सचिव, बिहार की अध्यक्षता में वीडियो कॉन्फ्रेंसिंग के माध्यम से Aadhaar Enabled Biometric Attendance System (AEBAS) के क्रियान्वयन के संबंध में आहूत बैठक में हुई विस्तृत चर्चा के क्रम में दिये गये निदेश की ओर आकृष्ट करते हुए कहना है कि:–

1. राज्य के मुख्यालय (सचिवालय तथा निदेशालय सहित) स्थित कार्यालयों में, जिनमें SecLAN नेटवर्क की सुविधा उपलब्ध है, वहाँ Aadhaar Enabled Biometric Attendance System (AEBAS) के माध्यम से सभी कार्यरत सरकारी पदाधिकारी एवं कर्मचारी सहित संविदा के आधार पर नियोजित कर्मियों के दैनिक उपस्थिति की व्यवस्था की जानी है।

2. विदित है कि उपर्युक्त प्रणाली में NIC द्वारा तैयार की गई Software का प्रयोग किया जाना है।

3. इस क्रम में सभी विभाग/निदेशालय के आई0टी0 मैनेजर एवं नोडल पदाधिकारी द्वारा अपने-अपने कार्यालय में कार्यरत सभी सरकारी पदाधिकारी एवं कर्मचारी सहित संविदा के आधार पर नियोजित कर्मियों का ससमय पंजीकरण किया जाना होगा।

4. सभी विभाग/निदेशालय द्वारा AEBAS प्रणाली के क्रियान्वयन हेतु GeM Portal पर उपलब्ध निर्धारित मानक वाले Biometric Devices का क्रय कर आपूर्तिकर्त्ताओं द्वारा NIC के Software के साथ Integrate करते हुए विभाग/निदेशालय में पूर्व से चिन्हित स्थानों पर कार्यरत कर्मियों की संख्या के आधार पर पर्याप्त संख्या में उक्त उपस्करों का अधिष्ठापन सुनिश्चित किया जाना होगा।

5. पंजीकरण एवं अधिष्ठापन का कार्य पूर्ण होने पर संबंधित विभाग/निदेशालय में दैनिक उपस्थिति दर्ज करने की कार्रवाई प्रारंभ की जा सकेगी। सभी सरकारी पदाधिकारी एवं कर्मचारी सहित संविदा के आधार पर नियोजित कर्मियों द्वारा प्रतिदिन अपने-अपने कार्यालयों में उपस्थिति ससमय दर्ज की जानी अपेक्षित होगी।

कृ0पृ0उ0

6. Aadhaar Enabled Biometric Attendance System (AEBAS) के सफल एवं समुचित क्रियान्वयन हेतु विभिन्न अव्यवों के संबंध में कार्रवाई हेतु निर्धारित समय–सीमा का अनुपालन आवश्यक होगा, जिसकी विवरणी निम्नवत है:–
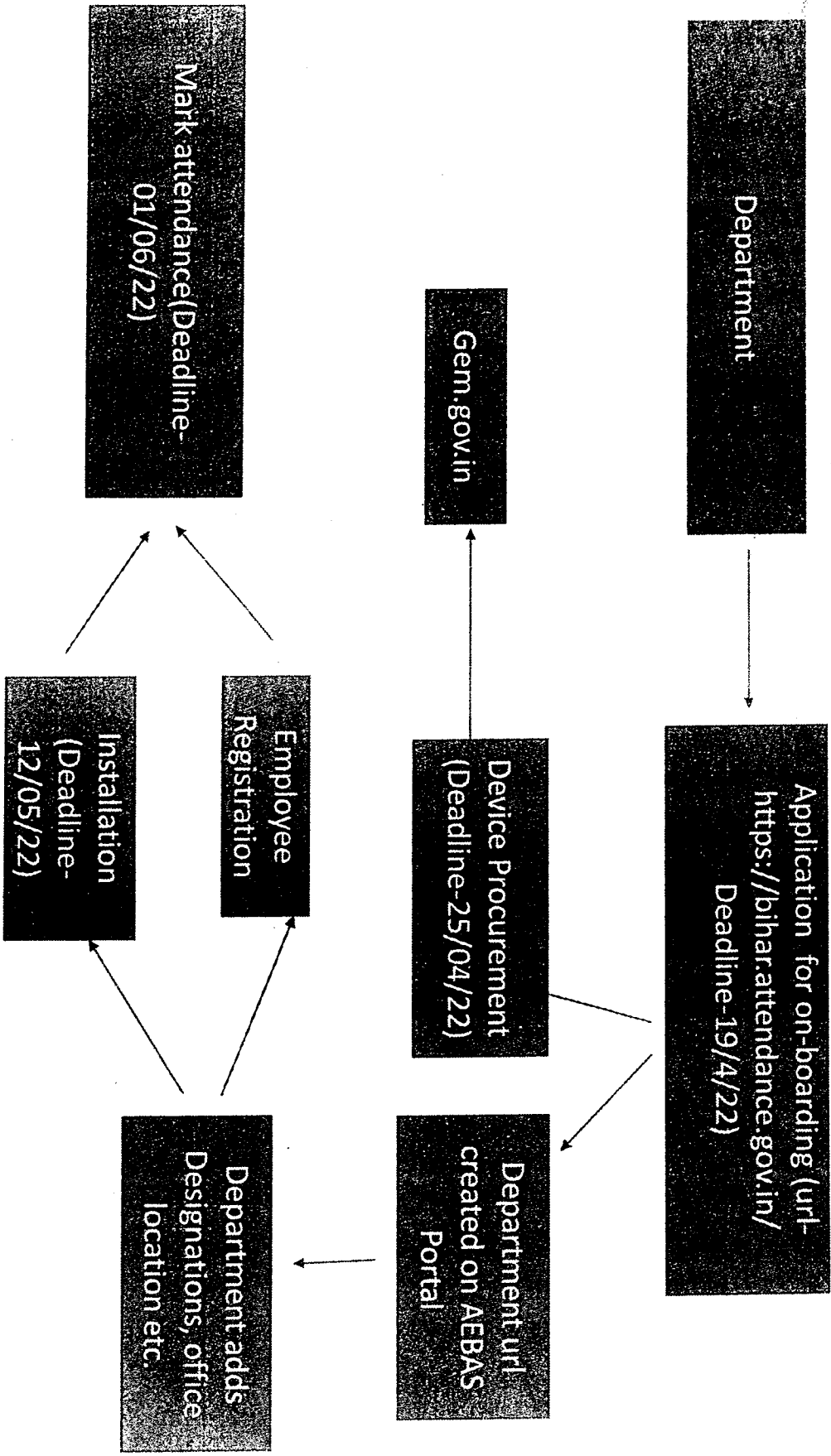
<u>समय–सीमा (Time-line)</u>

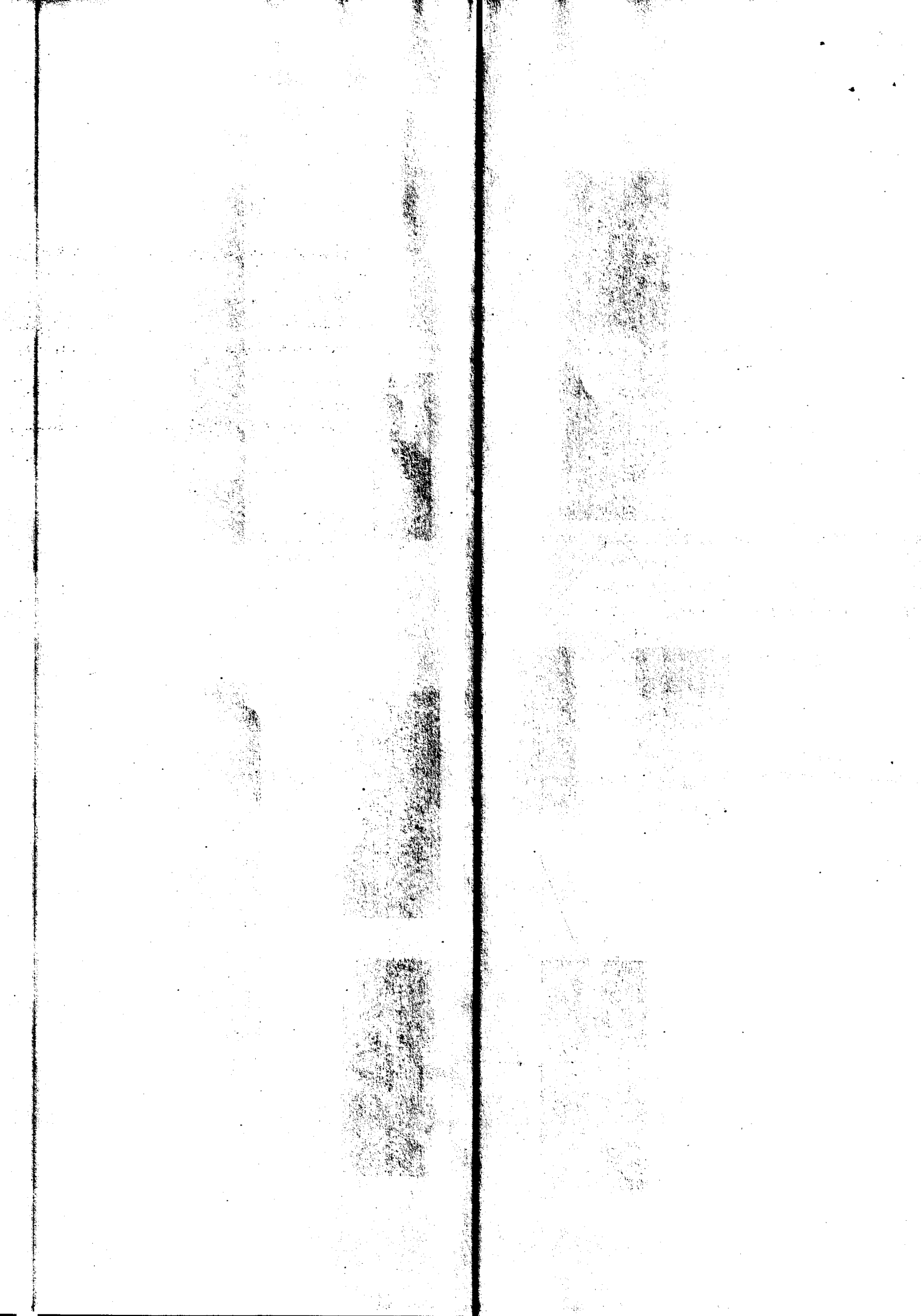| क्र0सं0	समय सीमा	कार्रवाई
1.	20 अप्रैल, 2022 तक	ऑन बोर्डिंग/Registration की प्रक्रिया पूर्ण कर लिया जाय।
2.	25 अप्रैल, 2022 तक	Biometric Devices का क्रय कर लिया जाय।
3.	12 मई, 2022 तक	Biometric Devices के Installation (अधिष्ठापन) का कार्य पूर्ण कर लिया जाय।
4.	01 जून, 2022 से	सभी विभाग/निदेशालय में AEBAS के माध्यम से दैनिक उपस्थिति दर्ज करने की कार्रवाई प्रारंभ की जाय।

सुलभ संकेत हेतु User-Manual एवं Work Flow की प्रति संलग्न कर अनुरोध है कि Aadhaar Enabled Biometric Attendance System (AEBAS) के क्रियान्वयन हेतु समय–सीमाबद्ध कार्रवाई सुनिश्चित कराने एवं दिनांक–01.06.2022 से AEBAS प्रणाली के माध्यम से उपस्थिति दर्ज कराने की प्रक्रिया प्रारंभ कराने की दिशा में सभी संबंधित को आवश्यक निदेश देने की कृपा की जाय। इसके अतिरिक्त विभागीय नोडल पदाधिकारी का नाम एवं सम्पर्क संख्या उपलब्ध कराने तथा AEBAS प्रणाली के कार्यान्वयन से संबंधित कठिनाई के निराकरण हेतु श्री उमर फारूख, आई0टी0 मैनेजर, गृह विभाग (मो0 नं0–9771361868), बिहार, पटना से सम्पर्क करने का निदेश संबंधित को देने की कृपा की जाय।

अनु0:–यथोक्त।

विश्वसभाजन

(अनिमेश पाण्डेय)

सरकार के संयुक्त सचिव।

```
Department
   │
   ▼
Application for on-boarding (url-
https://biharattendance.gov.in/
Deadline-19/4/22)
   │
   ├──────────────┐
   ▼              ▼
Device         Department url
Procurement    created on AEBAS
(Deadline-     Portal
25/04/22)          │
   │               ▼
   ▼           Department adds
Gem.gov.in     Designations, office
               location etc.
                   │
         ┌─────────┴─────────┐
         ▼                   ▼
   Installation          Employee
   (Deadline-            Registration
   12/05/22)                │
         │                  │
         └────────┬─────────┘
                  ▼
         Mark attendance(Deadline-
         01/06/22)
```

Biometric Attendance System

Preface

Biometric Attendance System (BAS) is a part of the "Digital India" program of Government of India that was implemented in the Central and State Government Offices. The system enables the employees to register attendance by simply presenting their biometrics (finger print/Iris) in the installed biometric devices, that is authenticated online from the biometrics (Aadhaar) stored in Unique Identification Authority of India (UIDAI).

The purpose of this document is to serve as a handbook for the Government (Centre and State) agencies that use and are to use BAS for their employee's presence.

Targeted Audience

This document is intended for the following envisaged Agencies;

- Ministries and Departments of Central Government organizations.

- Autonomous Central Government bodies, institutions and offices

- States, Districts and other Semi Government bodies like municipalities

- Central Public Sector Units

Contents

Biometric Attendance System

Government of India employs several thousand officials working across Ministries, Departments and various organizations under itself. The management of attendance for employees is a complex but necessary task, since the presence of officials in offices directly impacts productivity and efficiency. Traditionally, attendance was managed through registers where officials marked their attendance upon arrival in office. However, supervision of this system was difficult and liable to incorrect information being entered into the system. Late arrival and early departure of employees was a common occurrence across organizations and created a situation where the sincere and punctual employees felt discouraged and de-incentivized.

Several offices have implemented electronic attendance systems in recent times, where the manual entries into the registers have been replaced by electronic-attendance marked through smart-cards or biometric systems. These systems have allowed easy compilation and scrutiny of attendance data leading to better supervision and monitoring. However, such systems are often stand-alone systems and do not permit easy sharing of attendance data across various levels within the system, except with the officials authorized for monitoring the attendance information. Such systems are also often implemented independently by various offices leading to duplication of cost and effort.

Therefore, it became imperative to develop and implement a centralized system for monitoring attendance in all government offices. Such system should leverage on existing identity infrastructure created by Aadhaar which will result in cost, efficiency and scalability advantages. Not limited to this, the system also encourages Green India by abolishing paper usage there by making it environment friendly.

The Traditional Attendance System

The traditional attendance monitoring systems faced the following challenges:

- Largely manual – register based systems

- Electronic systems are implemented in silos, uneasy to monitor across various levels

- Card-based systems are liable for misuse or proxies.

- Several officials work across multiple locations, or move elsewhere for official duties to different locations. Standalone systems cannot collate their presence in such cases and are registered absent during such instances.

- Compilation and monitoring of attendance data in standalone systems is difficult.

- No proper MIS facilities available for future use.

- No real time check available in traditional systems.

- Employees stay duration hours not properly reflected over productivity.

- More wastage of Papers and environment unfriendly.

Evolution of BAS

BAS was started as the 1st Digital India Project during September 2014, to prune the conflicting effects of traditional attendance system. Its operations started from Central Government Offices in Delhi and scaled up horizontally henceforth. Organizations on-boarded the system with the front end devices (Android Tablets / Desktop devices) installed in their premises and the same was co-ordinate by the BAS Helpdesk in getting all tasks done in a speedy and smooth mode.

The employees registered their attendance by presenting their biometrics that is authenticated real time from UIDAI. The objective of bringing transparency in employee's presence and their work duration hours was effectively realized through this mechanism. Surveys that were carried out during the time reflected a steady increase in the performance of employee's presence.

In the first phase of implementation, approximately 150 central Government organizations on boarded more than 40,000 employees on common attendance portal i.e. attendnace.gov.in. 1000 wall mounted bio-metric attendance terminals, 5000 finger print scanning devices and 200 IRIS devices were procured by NICSI which were installed in around 100 Government Bhawans/buildings.

Since users were not fully aware of handling and installation of biometric attendance devices, workshops were conducted to educate the users. Feedbacks were taken regularly to improve the system in the path of smooth attendance marking.

The BAS's success helped in extending the hands to State bound offices. Till date, over **7440** Central and State Government Organizations have on boarded about **9 Lakh** Central and **17 Lakh** State employees in the system (attendnace.gov.in/central.attendnace.gov.in/ "state".attendance.gov.in) with **80K** active devices.

BAS & its Salient Features

The management of attendance for employees is a necessary task for all organizations because officials' presence in offices directly impacts productivity and efficiency. Since the supervision of traditional attendance system was difficult and liable to incorrect information being entered, the government decided to implement a common biometric based attendance system across India with a basic requirement, an Aadhaar number.

BAS Features:

- Cloud-based software & hardware installed operated from NIC National Data Centre.
- Dedicated secure connectivity between National Data Center and UIDAI.
- Real time monitoring and user friendly online registration.
- Works in Simple Android, Windows based Devices.
- Built-in Leave Management features.
- Integrated with SMS & Email facilities.
- Access to the system through simple Internet setup.
- Connectivity of terminals / devices established through Wi-Fi/GPRS.
- The system has comprehensive MIS.
- No Hardware lock-in for devices.
- Centralized dashboard facilities in attendance portals broadcasted.
- Marking of Attendance anytime / anywhere.
- Access to past attendance records anytime.

How BAS Works

The Front End System would be any device (Tablet or Iris or a desktop) having hardware and client attendance application. The device would wait for the user to enter his/her attendance id. Once the attendance id is captured, the application would prompt the user to provide the biometric data required for Aadhaar online authentication.

Then, the system encrypts the request as per the security standards and sends it to UIDAI for real time authentication and gets a simple "Yes" or "No" or an error message, if any, in response.

The Back End System or attendance server then accepts the response and records the response as "In-time" or "Out-time" or "Error codes" in to the Attendance Database that is reflected in the screen of that person who marked attendance.
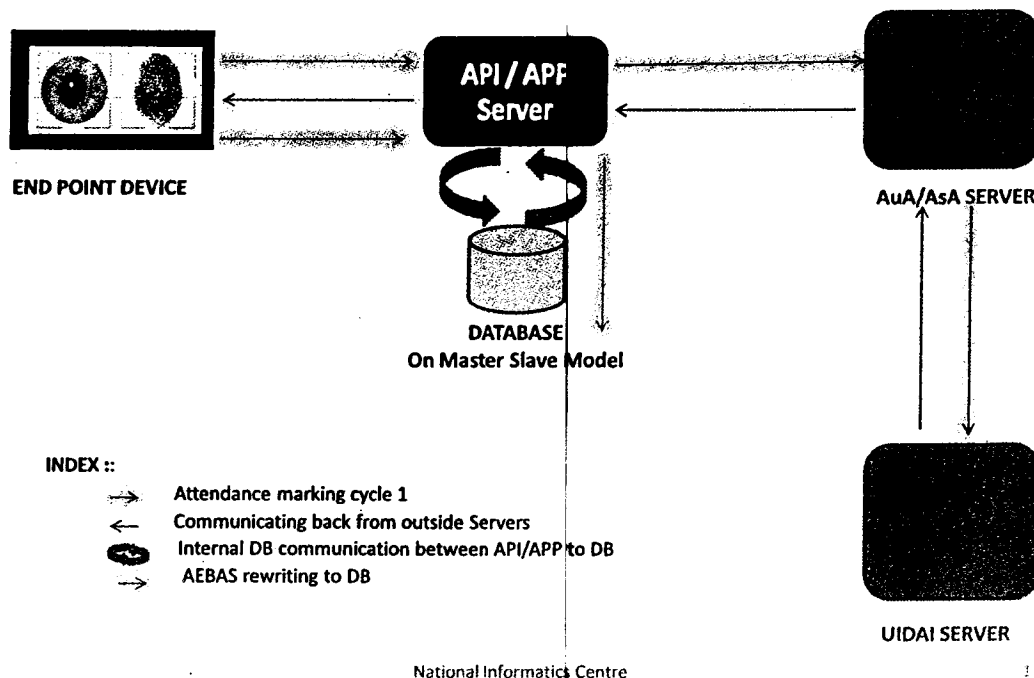
How BAS Works ?

END POINT DEVICE

API / APF Server

DATABASE
On Master Slave Model

AuA/AsA SERVER

UIDAI SERVER

INDEX ::
- → Attendance marking cycle 1
- ← Communicating back from outside Servers
- ⟳ Internal DB communication between API/APP to DB
- → AEBAS rewriting to DB

National Informatics Centre

Figure: 1

Bringing BAS to Your Organization

If Orgn. belongs to Ministry, Govt. Department, Attached office, Central Offices, Semi Govt., State Govt., Central PSU, Statutory or MSDE

Helpdesk adds Designations and office locations
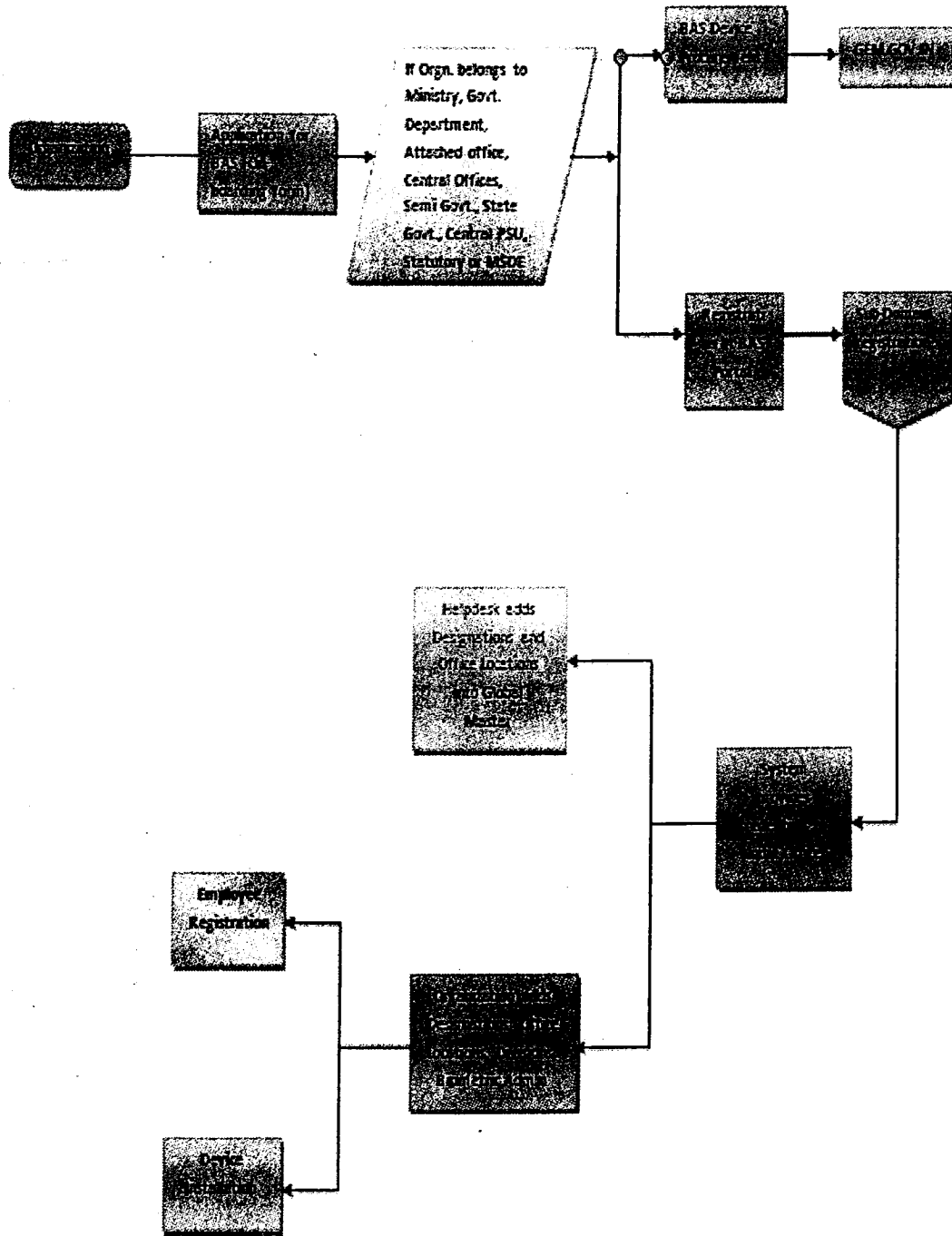
Employee Registration

Figure: 3 BAS Application Overview

On-boarding guidelines

Organizations interested in using BAS are required to follow process guidelines for smooth switchover to the modern and futuristic BAS.

Identification of Nodal Officer

To facilitate the implementation and thereafter operate the Biometric attendance system, it is desired that the Ministry/Department shall nominate a Nodal Officer for acting as a Single Point of Contact (SPoC) for driving the Bio-metric attendance initiative. The Nodal Officer shall be responsible for:

- Monitoring and coordinating with the stakeholders for smooth functioning of the Bio-metric attendance system

- Providing update facility for biometric updating in case of poor bio-metric capture during enrolment process.

- Generating attendance reports.

- Installation of device.

- Appointing a biometric admin for managing device registrations in Organizations.

The agencies may use the format placed at *Appendix 'A'* for capturing the details of the organization as well as Nodal Officer.

Registration of Organization

The Organizations are required to register online (once) on the portal for using attendance.gov.in/central.attendance.gov.in/Haryana.attendance.gov.in by giving number of employees and their existing website name. Once the registration of the organization is complete, the organization will be listed in the portal for the enrolment of the employees and generation of various types of reports pertaining to the organization. The steps for on-boarding organization in the attendance portal can be found in Appendix 'B'.

ORGANISATION ON-BOARDING:

The Attendance process is initiated by the Nodal Officer when he sends a request to BAS for registering an Organization.

- Visit the attendance portal, select *'Organization Registration'* (Registration forms can be filled and submitted offline and online)
- In case of offline registration, *Download the On boarding form,* from the portal. This form is shown in *Appendix A.*
- The Nodal Officer fills up the form and gets it signed and stamped by the Head of the Organization. The scanned copy of the form is then forwarded to the BAS Helpdesk.
- The Helpdesk adds the organization and replies to the Nodal Officer informing him/her the organization added.
- Helpdesk provides a URL of the Organizations attendance portal to the Nodal Officer. User Id and Password are sent on his email id and mobile number through SMS.
- The *Office Location* and *Designation* is sent to the Helpdesk.
- Helpdesk adds the Office Location and Designation and again replies to inform Nodal Officer about it.

The Online form is different from the offline form and the user is required to fill up the following form accordingly. The fields in the form are self explanatory and *response is mandatory for most of the fields.*

Figure: 4(a)

Figure: 4(b)

- The form shown in figure, 4(a) and 4(b) is filled by Nodal Officer online.

- A *Temporary Organization Number* is sent to the Nodal Officer on his email id and registered mobile number.

- By clicking on the Manage Organization On-boarding Form button, the information provided in the form can be edited multiple times before it is sent to the Helpdesk.

The *Temporary Organization Number* and *OTP* are required to edit the information on the form.

- Helpdesk has the option to review all new and under process requests.
- The Organization and Domain registration request goes through 2 levels before it is approved. Once the verification is done it goes to the helpdesk for final processing. The information about the approval or rejection is sent to the Nodal Officer.
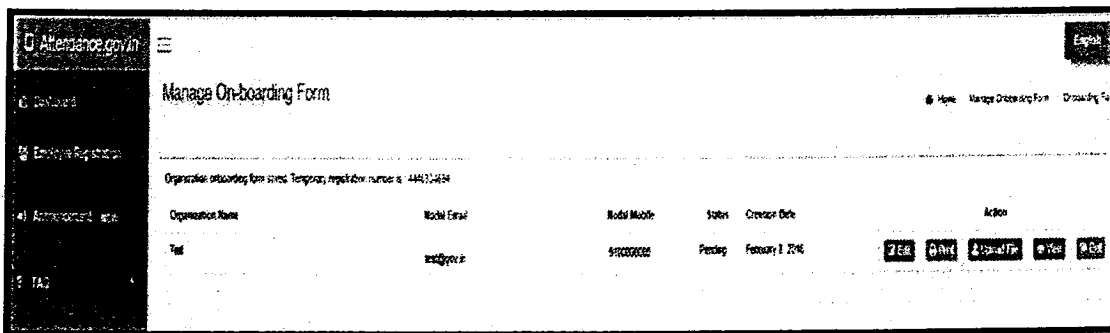

Figure: 5

Having submitted the form, the details such as *Organization Name, Nodal Email, Nodal Mobile, Status and Creation date will reflect on the screen along with the Actions that can be taken- Edit, Print, Upload File, View and Exit.* A Temporary Registration Number is sent on the mobile/email. Keep the temporary registration number safe as it will be required to login for Edit/Upload/Print of organization details before approval from our Helpdesk Team. If required the details can be edited and once it is done, the form can be submitted for processing. Upon submitting the form, the following screen will appear-
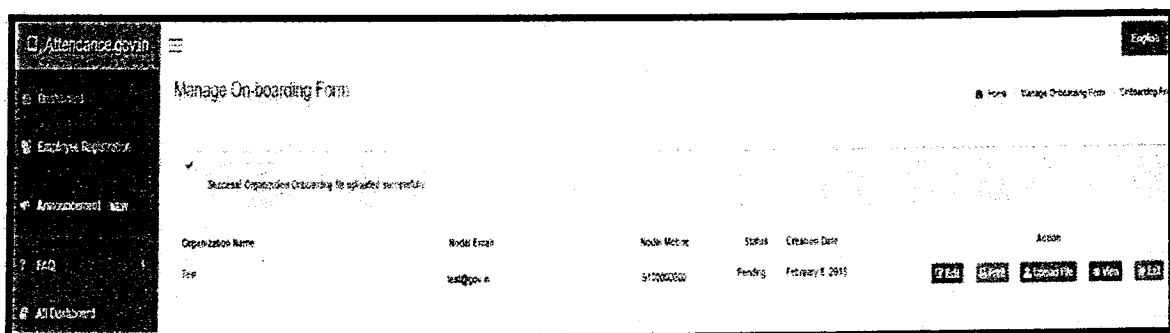

Figure: 6

The form is uploaded successfully. The system generates a *Temporary Registration Number* and sends it on Nodal Officers mobile number& Email.

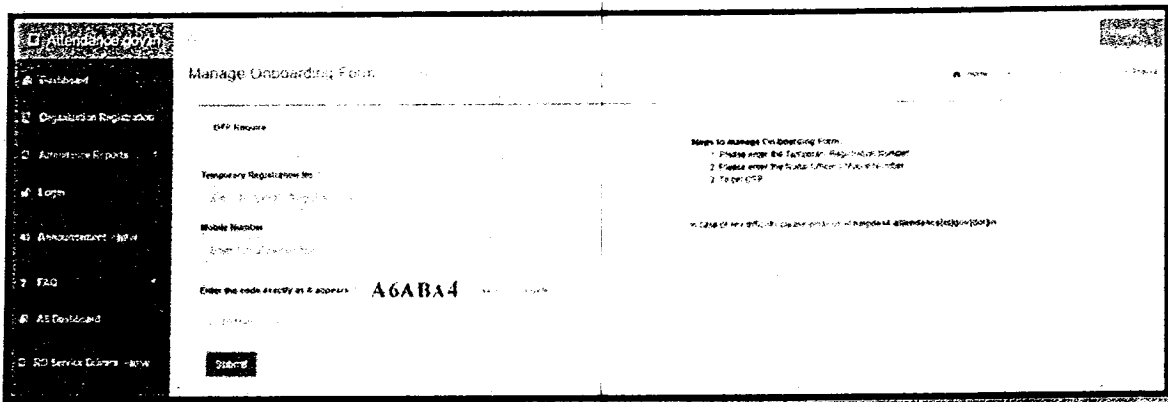When the user clicks on *Exit*, the following screen will appear-

Figure: 7

The information provided in the form earlier can be edited entering

- *Temporary Registration Number'* sent on Nodal Officers mobile
- Mobile Number.
- Typing the Security Code shown.
- Clicking on Submit

Another screen will appear which will ask the user to enter the *OTP* sent on the Nodal Officers mobile. Having entered the OTP, a system generated confirmatory mail is sent to the Nodal Officer, which has a link. When he clicks on the link the following screen appears-
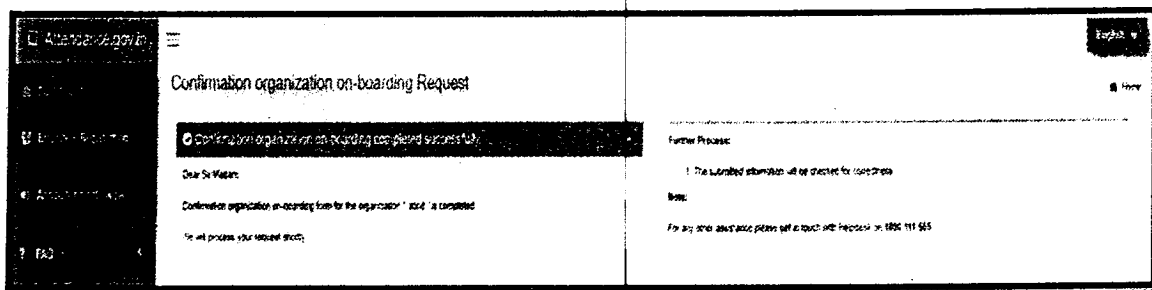

Figure: 8

The request is then sent to the Helpdesk Team. Once it is approved; organization attendance URL and nodal credential are shared. This process takes 2-3 days.

Thereafter; nodal can login into its own attendance portal and get employee registration and other modules ready accordingly.

Registration of Employees

Once the organization is registered with the attendance portal, the Nodal Officer will log on to attendance.gov.in with the user name and password provided to him and create a master list of Office Location along with Designation, Divisions/Units within the organization. The employees of the organization are required to register online on attendance.gov.in portal for enabling them to mark attendance.

The Employees have to fill an online form using the link 'Employee Registration' on the attendance portal. Once the details are filled, the employee data goes to the quality check team of UIDAI/Nodal Officer of the organization for verification. After the approval from the nodal officer, the employee becomes active in the attendance portal and can mark his attendance through the devices installed. The details are required for on boarding of employees in the attendance portal can be found in *Appendix 'C'.*

EMPLOYEE REGISTRATION:

In order to Login and Register, the user will visit the organizations attendance portal. The Employee will register as explained below-

- Click on *Employee Registration* and the following form registration form will be displayed as shown in figure below.
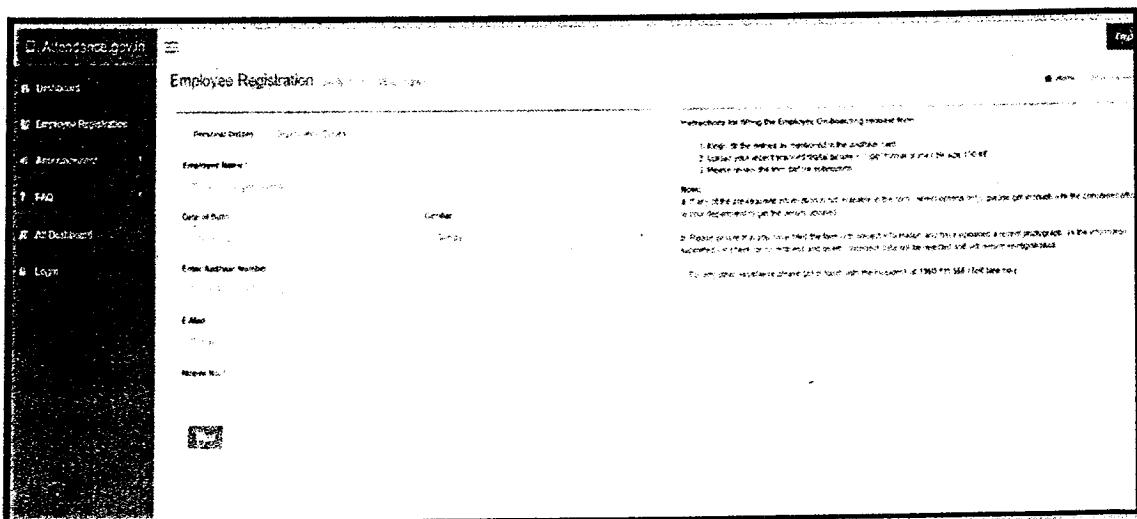

Figure: 9

- The employee will enter the personal details like *Name, Date of Birth, gender, Aadhaar Number, Email address and Mobile Number*. All the fields are mandatory.

- Next the user will click on the Organization Details tab and enter *Organizations Name, Employee type, Division/Unit within the Organization, Designation, Office Location, Organization Code, will upload a photo of himself (in .jpg format and size up to 150 KB).*

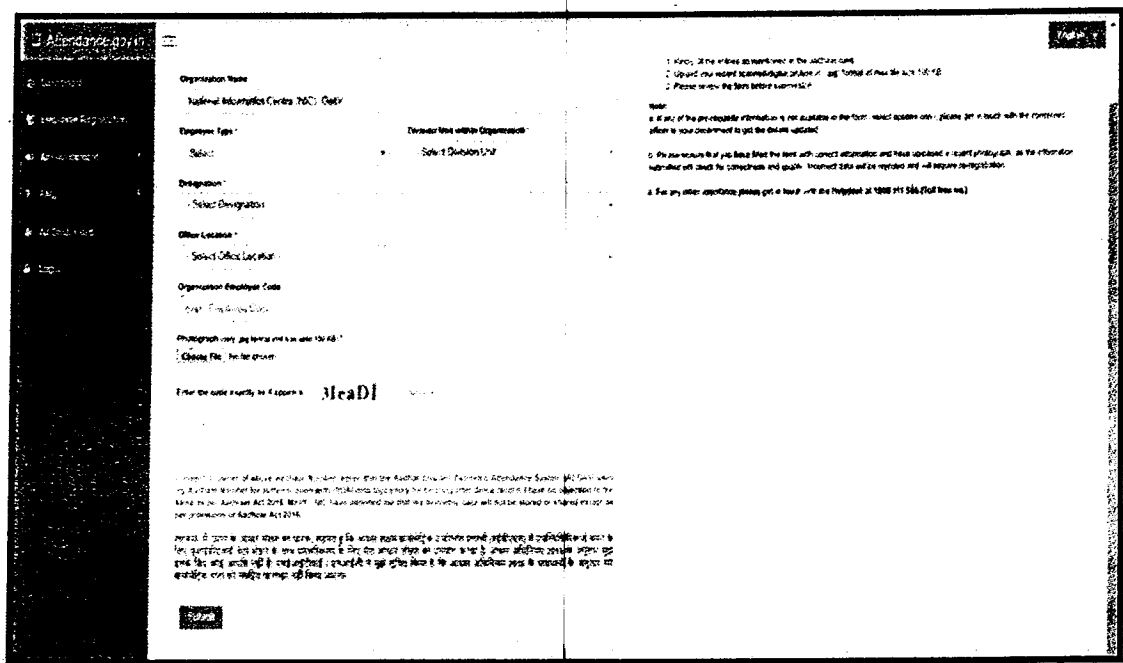- He will then the *Confirmation Code*, select the consent box and click on *Submit* button.

Figure: 10

- Once the user submits the form, an Attendance Id will be sent to him through SMS and mail. The same Id will be displayed on the screen as well.

- Using the attendance id sent, the employee will then login to BAS by clicking on the Login option from the menu.

- If the user is logging in for the first time, the user will click on the *Don't have an account* option.

- Fill in the *Attendance Id* and generate an *OTP*, that is sent on the mobile and login with that OTP code.

- Employee can reset the password Click on the mode by which he wants the OTP has to be sent- SMS or Mail. An OTP is sent; using which the user can reset the password and login.

The Nodal officer verifies the details provided by the employee, including the Aadhaar number entered by the employee. After all details are verified, the employee is informed by SMS /Email about his registration being complete on the attendance portal.

Biometric Terminals (Devices)

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a. **Tablet** – Android or Linux based machines with the capability to run BAS.

b. **Desktop** – Mini Mouse type devices attached to window PCs or laptops.

c. **Iris scanner** – these are used to capture the IRIS image of the user and do iris authentication.

(Specification mentioned in Appendix 'D')

i. **Tablet** setup - The wall mounted devices used are Android OS running tablets, with either finger print reader or iris scanner together housed in a cabinet to present an integrated device feel. The BAS software for android is readily available for download from the portal. Since network connectivity is mandatory for working these tablet devices are connected through Wi-Fi access points and are also equipped with a 2G/3G/4G SIM card for GPRS connectivity for network failover support.

ii. **Desktop** setup - Normal PCs on which the BAS windows version application can be run and the finger print or iris scanner are attached through usb ports are also being used to mark the attendance. The PCs are generally connected through the Office LAN network and alternatively dialup or broad band connections can be used for network connectivity. The fingerprint and iris scanners are readily available with drivers for windows platform, use of Office PCs can be the shortest route to get started with BAS as the requirement would be procurement of biometric scanner devices.

Procurement of Devices

The Organizations that have already registered but need additional devices, can procure the wall mounted bio-metric attendance terminals, desktop finger print and iris scanning devices through the following methods:

a. **Direct–** The devices can be purchased directly from Vendors as vendor details are available but device specification should adhere to Appendix 'D'.

b. **GEM -** Government e-Marketplace (https://gem.gov.in). GEM has been requested to empanel vendors for supplying the devices required for installing bio-metric attendance system using common back-end infrastructure at NIC data centers.

The organizations will have the option of selection of devices according to their requirement for implementing BAS.

Note: the Bio-metric attendance system is to be implemented using wall mounted devices for the employees at large. However, for senior level officers or in a section, there is provision of installing Bio-metric attendance system using USB based finger print scanning device/IRIS with a Windows 7/8 Desktop PC.

It is estimated that for every 50 employees, one wall mounted bio-metric attendance terminal would be sufficient and for every 20 employees one finger print scanning device on a desktop would be sufficient. Therefore, the total requirement of wall mounted biometric terminals as well as desktop devices could be estimated based on total number of employees in the department. However, depending upon the on-ground circumstances, the organizations can procure additional number of devices, if required, for smooth implementation of BAS. The indicative specifications of the devices required for the installation of the BAS can be found in Appendix 'D'.

Internet Connectivity

Biometric attendance terminals installed at client locations would need Internet connectivity for communicating with back-end servers and UIDAI for attendance marking. The organizations would need to procure internet connectivity through any of the means (GPRS/Wi-Fi router using NICNET/Broadband) from suitable service providers.

Site Identification and Preparation

The wall mounted biometric terminals are to be preferably placed at the entry/exit points with 24 hours security for enabling easy access to the employees for marking attendance.

The organizations on-boarding on BAS shall ensure the locations identified for installing biometric attendance devices should have the following:

- 220V/5A Electrical points
- Suitable security within the premises
- Protection from environmental conditions like rain, sun, etc.
- LAN point for connecting Wi-Fi access devices
- Good data connectivity through GPRS/3G as a backup connectivity.

Installation of Devices

The Organizations shall take up the installation, commissioning and maintenance of the Biometric attendance terminals in their premises.

Installation of a Desktop Device-

- Open BAS client application setup folder and double click on the setup file.
- Click on *Next*
- Read License agreement and click *Next.*
- Click on *Install* tab.
- Click *Finish* once installation is complete.
- Login using the Nodal Officers credentials and *generate an Activation Code.*
- Connect the device to the computer and double click on *BAS.*
- A list of domains comes up. Select the *Domain* where the attendance portal is registered.
- Enter *Activation code*
- Once the activation code is verified, select *Entry Point/Device Location.*
- Click on *Verify.*
- *Scan biometric* for authentication. Device is activated after the successful verification.
- *Restart* the device and it will be ready for attendance marking.

Installation of Tablets-

- Download BAS App
- Download Vendors RD Service App
- Click on the *Install* Button
- When the application is installed, Press *Open* and choose the Domain Name.
- Enter the *Activation Code* generated by the Nodal Officer
- Press *Lock* Button
- Select *Entry Point*
- Press *Scan Biometric* Button
- Place any finger on the scanner and start marking attendance

Operations & Maintenance

The Organizations are responsible for maintenance of the devices installed in their premises. The agencies will also be responsible for taking suitable on-site warranty support for smooth functioning of BAS. Listed below are few points to be kept in mind to keep the device in good working condition and ensure proper functioning of the device-

- Availability of strong internet Connection
- Wi-Fi Router should be placed near the device.
- Wait for the signals if there is no signal
- Proper Power Provision
- Regular cleaning of the scanner to reduce errors
- Device should be placed away from heat and water

Portal Functionalities

The attendance portal is used for employee registration and all other attendance related activities concerned with the organization. It ensured Role based access to the Users, thus giving the required privileges and access on the basis of the Role. The main amongst them are-

- Nodal Officer
- Biometric Admin
- Employee
- Attendance Marking Device

NODAL OFFICER

The Ministry/Department nominates a Nodal Officer to make the implementation and operation of the Attendance system easier. An on-boarding form is filled by the Nodal Officer to get the organization onboard. On-boarding forms can be filled both online and offline. Nodal Officer will log on the attendance portal to:

Manage Masters

1. *ADD DIVISIONS*

   ➤ **Manage Master-> Division/Units**

- A pop box appears where the Nodal Officer types the name of the Organization and submits it.
- The Division will reflect in the list. In case it does not get added, a request is sent to the Helpdesk to add the Office location. Helpdesk will add the location and then the Nodal Officer will also add the location by logging in using his user id and password.

2. *EMPLOYEE DESIGNATIONS*

   ➤ **Manage Master->Employee Designation**

- Choose the *Designation Type- Government or Non Government and Designation.*
- If the Designation does not appear in the list then the Nodal Officer sends a request to the Helpdesk for adding Designation. The Helpdesk adds the designation in the list, the Nodal Officer logs in to the portal using his user id and password and again add the Designation.

3. OFFICE LOCATION

> **Manage Master-> Office Locations**

- The Office Location is selected from the list.

4. DEVICE LOCATION

> **Manage Master-> Device Location**

- Device Location and Office Location are entered to add the device location.

5. OFFICE TIMINGS

> **Manage Master-> Office Timings**

- Office In and Out time is selected from the list and added.

6. DAILY ATTENDANCE HOG/HOD MAPPING

> **Manage Master-> Daily Attendance HOG/HOD Mapping**

- An Attendance report goes to the HOG's or HOD's on a daily basis.
- The daily mail status can be seen here i.e. if mails are sent daily or not. The status can be edited.
- The Email Id of the HOD and HOG can also be edited.

Manage Device

The Nodal Officer creates a Biometric Admin when the device is installed for the first time at an Office Location. Biometric Admin is required at the time of Activation of devices, as his biometrics is authenticated and he is responsible for authorizing the device for attendance marking. An *Employee Registration* form is filled up providing basic information like Name, Date of Birth *(in dd/mm/yyyy format)*, Gender, Aadhaar Number of the Employee, Email Address and Mobile Number. Besides this organization details also have to be provided like Organization Name, Employee Type, Division/Unit, Designation, Office Location and a photograph *(in .jpg format)*. Response for most of the fields is mandatory. Before the form is submitted, user consent is required to let UIDAI use Aadhaar for the purpose of authentication, so the check box has to be selected.

1. **BIOMETRIC ADMIN**

   ➢ **Manage Device->Biometric Admin**

   • A Biometric Admin can be added by clicking on the Add Biometric button.

   • Fill Office Building Location, Aadhaar No, Name, Mobile No and Email Id of the designated Employee for Biometric Admin. Then Click 'Add Biometric Admin' button.

2. **ACTIVATION CODE**

   ➢ **Manage Device->Activation Code**

   • Having created a Biometric Admin, the Nodal Officer generates an Activation Code for the device installation.

   • Select the Office Location, corresponding Biometric Admin and the Device Type. Click on *Generate Activation Code* tab to send the activation code to the biometric Admin' mobile number and email id.

3. **ACTIVE DEVICE**

   ➢ **Manage Device->Active Device**

   The Nodal Officer can view all the Active Devices within the organization, with information like Device Id, Device Type etc.

4. **INACTIVE DEVICE**

   ➢ **Manage Device->Inactive Device**

   • All the Inactive Devices in the Organization can also be viewed by the Nodal Officer.

5. **UNDERTAKING FOR OLD DEVICE**

   ➢ **Manage Device->Undertaking for Old Device**

   • The Nodal Officer has to give an undertaking for old devices which do not meet the standard RD service guidelines issued by UIDAI. These devices are however allowed by UIDAI.

   • The user is able to view details like Device Id, Created By, Creation Date, Status and Action t be taken.

   • User can View, Print and Upload Signed Document.

6. ISSUED DEVICES

> **Manage Device->Issued Device**

- A summary of the devices that have been issued can also be viewed.
- The Issued Device Summary includes details such as Device Type and Number of Devices.

7. INSTALLED DEVICES

> **Manage Device->Installed Device**

- A summary of all the installed devices can be viewed along with their status i.e. if they are Active or Inactive.

8. AMC REQUESTED STATUS

> **Manage Device->AMC Requested Status**

- The status of AMC request can be viewed by the Nodal Officer.
- Details like Bio Device No., Device Id, Building Name, Entry Point, CPU Id, Request Date, Status and Action are displayed.

9. AMC CONFIRMED DEVICE

> **Manage Device->AMC Confirmed Device**

- Details of the devices for which AMC has been confirmed for can be seen here.
- Click on the AMC Confirmed Device and details like Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date are displayed.

10. AMC DONE DEVICE

> **Manage Device->AMC Done Device**

- The user can gain information about the devices for which AMC is done.
- Through this screen details like the Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date can be viewed.

11. DEAD DEVICE

> **Manage Device->Dead Device**

- The details of all devices that are not functional and in Dead Status can be seen here.

MANAGE EMPLOYEES

- Nodal Officers can update employee records like making employee active, inactive, transferring etc. through this functionality. From the menu select Manage Employee

1. *AADHAAR VERIFIED EMPLOYEE*

   ➤ **Manage Employees->Aadhaar Verified Employee**

- A list of all Employees who's Aadhaar has been verified will reflect here.
- Nodal Officers can edit personal as well as organization details of employees.

2. *ACTIVE EMPLOYEES*

   ➤ **Manage Employees->Active Employees**

- Nodal Officer can write Remarks and Take Action i.e. make the employee *Active* if the report is satisfactory or *Reject* if the provided information is not satisfactory or wrong.
- A list of all Active employees is displayed on the opening screen.
- After the Aadhaar is verified and processed, the Employee becomes Active and can start marking his attendance.
- The Nodal Officer can edit personal and Organization details of the employee.
- An employee can be Deactivated and Transferred on this screen.

3. *INACTIVE EMPLOYEES*

   ➤ **Manage Employees->Inactive Employees**

- Inactive Employees can be made Active or Transferred by the Nodal Officer.
- Clicking on the *Inactive Employees* option, displays a list of inactive employees.
- Such employees can mark attendance but it does not reflect in the reports.
- A list of all Transferred employees can be viewed through this screen.
- Nodal Officer can Transfer employees, after specifying the reason for transfer and the organization.

4. *TRANSFER EMPLOYEES*

   ➤ **Manage Employees->Transfer Employees**

- Old Transferred Employees details can be viewed from this screen.

- Enter Employee Id and click Submit to find the old Transferred Employee.

- *After the employee is transferred by the Nodal Officer from the Active Employee screen, the name will start reflecting here and shall be visible to all Nodal Officers.*

5. KYC FAILED EMPLOYEES

> **Manage Employees-> KYC Failed Employees**

- KYC stands for Know Your Customer. It is a process where the identity of the employees is verified before they start marking attendance.

- The employees who's Name. Date of Birth, gender and Aadhaar details do not match are listed in KYC Failed Employees.

- Besides viewing the personal and organizational details, the Nodal Officer can *edit* employee details by clicking on the Edit button after requesting the employee to give a copy of his Aadhaar.

6. SEARCH EMPLOYEES

> **Manage Employees->Search Employees**

- Details of a single employee can also be seen by the Nodal Officer.

- Enter Employee Name and Attendance Id. Click on submit button to get the employee's details.

7. BLOCK EMPLOYEE

> **Manage Employees->Block Employee**

- Nodal Officers can Block Employee from marking attendance.

- Enter the Employee Id and click on Block Employee button.

- On the pop up screen select the reason for blocking- *Retire, Resigned, Expired, Registered Under Incorrect Organization, Armed Forces Personnel posted out of their respective unit and Employees Transfer from other station.*

8. VIEW BLOCKED EMPLOYEES

> **Manage Employees->View Blocked Employees**

- User can view the blocked employee where his employee id, mobile number, designation, division and office location are also listed.

- Nodal Officer can *Unblock* the Employee by clicking on the Unblock button.

9. ALL EMPLOYEES

> **Manage Employees->All Employees**

- A list of all the employees can be seen by clicking on the '*All Employees*' button. The list shows details such as *Attendance Id, Employee Name, Mobile Number, Designation, Division, Office Location and Status* i.e. if the employee is in Active, New Registration or Blocked

10. NODAL OFFICER UPDATES

> **Manage Employees-> Nodal Officer Updates**

- Updates from and about the Nodal Officer can be viewed.
- The Nodal Officer can himself update the screen in case he is handing over the responsibility to someone else. The changes can be done in Nodal Officer Name, Designation, Mobile Number and Nodal Email.
- Click Submit once the changes are done.

MONITORING GROUP

The Reporting Officer creates a group, which includes all people reporting to him, so that he is able to view their attendance.

1. MANAGE GROUPS

> **Monitoring Group->Manage Group**

A name is assigned to groups and the user can click on the group name to view the attendance of all members of the group for that day.

- The Attendance Id, Name of the Employee, Designation, punch In-Time, punch Out-Time and Status (Absent/ Present) are displayed in the report.
- New members can be added and the owner of the group can be changed by the Nodal Officer.
- On clicking View Register button, the employee's daily attendance for the current month can be seen.
- A member can be deleted by clicking on the Delete Member tab.

SHIFT GROUP

Shifts of the employees can be managed through this functionality.

1. _MANAGE SHIFT_

   ➤ **Shift Group->Manage Shift**

   • Details of groups and their shifts can be viewed.

   • Information like employee name, mobile number, designation, office location, status (Absent/Present), is displayed in a tabular form. The top of the screen however displays the group name, number of members, shift start and end date and the shift creation date.

   • A new shift can be added, where the user will have to give response for all the fields (Shift Name, Shift Date Range and Shift Type), as all are mandatory.

ATTENDANCE REGISTER

Various attendance reports can be generated for the organization.

1. _ATTENDANCE REGISTER_

   ➤ **Reports->Attendance Register**

   • The user selects the office location, division/unit and sets the date range and the attendance report for a specified day can be viewed by the user.

2. _ADVANCED REPORTS_

   ➤ **Reports->Advanced Reports**

   • Attendance reports can be generated based on parameters such as- daily, weekly, bimonthly and monthly.

3. _DATE WISE ATTENDANCE_

   ➤ **Reports->Date Wise Attendance**

   • Date wise attendance reports can be generated by the Nodal Officer by selecting the date for which report is sought.

4. CUSTOMIZED MONTHLY REPORTS

> ## Reports->Customized Monthly Reports

- Nodal Officers can generate customized reports for different employee categories (Government/Non-Government) in a division/Unit.
- This report displays the employee name, employee code, designation; attendance marked during working days, attendance not closed during working days, average in time, average stay per day, tour/leave and stay during holidays.

5. WEEKLY/MONTHLY REPORT

> ## Reports->Weekly/Monthly Report

- Weekly or Monthly attendance reports can be generated for employees.
- The user is required to set the date range for the report.

6. BAS REPORTS

> ## Reports->B.A.S Reports

- Attendance Reports can be generated for different attendance portals i.e. for different sates, Delhi Central and Central governments individually as well.
- The user selects the URL, types the nodal officers email id and password and clicks on submit button.

Various report links are available on the screen and the user can select the link based on the requirement. The different links are-

> *No. of employees Vis- a- Vis Attendance Hours-* User can see a consolidated report of the number of hours an employee puts in on a daily basis in a year. This report classifies the employees on the basis of *people working less than 4 hrs, employees working between 4 to 8.5 hours, employees working for more than 8.5 hours and employee working before 9.30am to more than 8.5 hours.*

> *Employee registered but never marked attendance since registration-* A report showing all employees who have registered themselves on the attendance portal but are not marking the attendance are listed here. The report can be generated for both categories- Government and Non-Government.

> *No. of employees working less than 4 hrs excluding Saturday, Sunday & holidays-* Select the year and the month for which the report is required and click on submit. It will give a list of employees who work for less than 4 hours, other than Saturday, Sunday

& holidays. The user can select the employee name and the whole month's attendance will be displayed.

➤ *Employees Date of Birth is null, less than 18 years & greater than 60 years-* This report will show the name of the organization, number of employees registered and then show the number of employees listed under the three categories- DOB null, Employees less than 18 years and employees greater than 60 years.

➤ *Employees coming Sat, Sun & holiday-* All registered employees who are working on sat, sun & holiday are listed once the user selects the year and the month for which report is required.

➤ *Employee Division wise Report-* Division wise attendance reports can be generated by selecting the year, month and the division/unit for which the report is needed. The report includes the division name, office location, employee name, employee id, less than 4 hrs, more than equal to 4 hrs and less than equal to 8.5 hrs, more than 8.5 hrs and less than equal to 9.5 hrs, less than 9.5 hrs and total number of days.

➤ *Date and Time wise Reports-* Date and Time wise reports can be generated on the basis of –

- *No. of employees coming after specific time on a particular date.*
- *No. of employees who worked less than 8 hrs on any particular date.*
- *No. of employees working less than 40 hrs in a week.*
- *No. of employees working less than 42.5 hrs in a week.*

➤ *Employee Total Stay Hrs, In Time Average & Out Time Average in a month-* After specifying the Year and month, a report can be generated which will provide a designation wise stay in hrs, in time average and out time average in a month.

➤ *Employee Attendance by Attendance Id-* Attendance report can also be viewed for a single employee by entering the employee id. This will display the *total working hours in a moth, unclosed attendance, average in time, in time trend, average out time, out time trend and average stay per day.*

➤ *Attendance Report Name Wise-* Attendance reports can be viewed by entering the first name or the full name of an employee. In case the first name is entered, then the employees with the same first name will appear in the list.

➤ *Attendance Report Designation Wise-* The user can view attendance reports of employees with the same designation by selecting the designation.

> *Repeated Late Comers List-* A names of all the employees who repeatedly come late are listed, after the user provides the designation, start date, end date, time after(the office time) and the late days.

> *Attendance log of Employee-* An employee's attendance log is available. This log provides information like- device id, bhawan, device location, attendance date- time, device type, attendance type, bio device make address, response time in sec, authentication status and error/opening/closing code.

NOTE: The user can click on the Details tab and view the graphical representation of the employees daily in and out time. Clicking on Register allows the user to view the page where the presence, leaves, tours and holidays of the employee can be viewed. The details of his/her work hours can also be seen in terms of in-location with time, out-location with time, total number of in hours and status can be viewed by clicking on the Details tab.

7. *B.A.S GRAPHICAL REPORTS*

> **Reports->B.A.S Graphical Reports**

• A plethora of graphically represented reports are available for the user. This facilitates better understanding of the facts and figures pertaining to the attendance mechanism.

> *Stay Duration-* The stay duration of the employees in the office is represented in a pie chart form where different colors represent the categories in which the stay of employees in the office is classified. The department and the date range have to be selected.
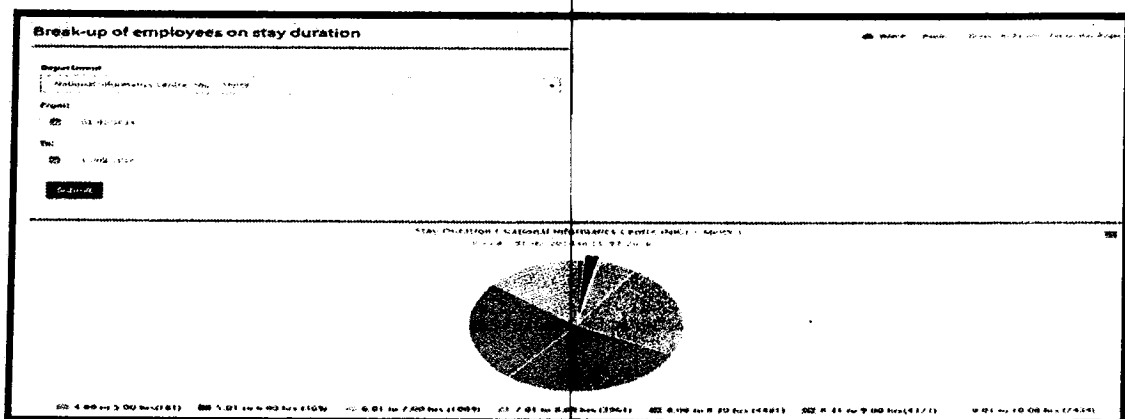

Figure: 10

➤ *Error Type Percent-* This is represented through a pie diagram and the user on feeding in information like the department, date range and device type will be able various error codes that employees may have come across while marking attendance for the period specified.

➤ *Employee Name Wise Attendance-* A name wise report of the employees can be generated by the Nodal officer upon providing details like department, employee name, date range. This is also represented as a pie chart.

➤ *Employee Id Wise Attendance-* Based on the employees id an attendance report can be generated as a pie chart. The attendance trends (incoming status and outgoing status) and details of the report   can be viewed by clicking on the respective buttons.

➤ *Search Employee-* By selecting the department and designation and entering the name of the employee, one can find attendance for the employee for a specified period as a pie chart.

➤ *Employee Performance-* User can generate a performance report for government/non government/all the employees in the department. It will provide success percent, total success, 300 and other errors. This is represented in the form of a bar diagram.
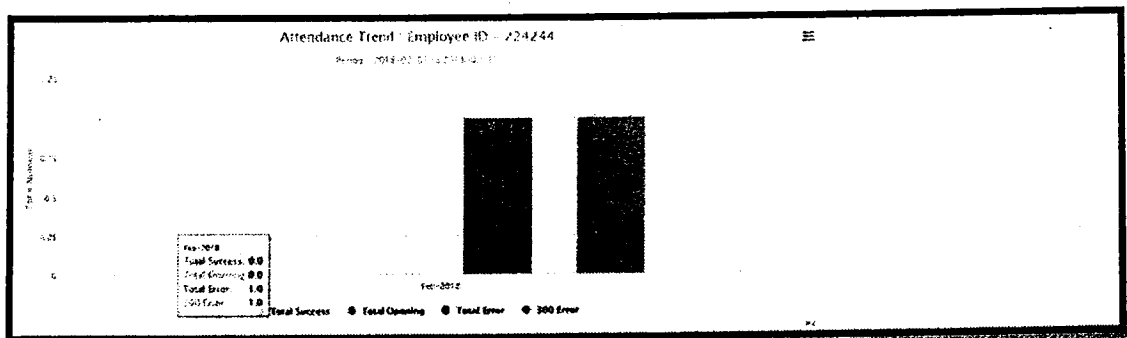

Figure 11

➤ *Device Wise Attendance-* A device wise attendance report is displayed in the form of a pie diagram. It shows the error with their description that may have occurred while marking attendance on a specific device once its id is entered.

➤ *Device Number Wise Attendance-*

➤ *Device Type Status-* This report displays the device type error status, i.e. the percentage of errors that occurred on various device types (desktop/ tablet/iris). This is represented through a bar diagram.

➤ *Device Marking Status-* By selecting the device type, a report can be generated which will display the errors occurring on a particular device type as well. It will show the

device id, device type, bio device make, total marking and average authorizations given.

➢ *Attendance Incoming-* Using a pie diagram, this report shows the percentage of employees recording their attendance in different time slots (9-9.30/9.30-10 etc) in a department.

➢ *Attendance Outgoing-* The punch out time of employees in various time slots (3-4/5-6/7-8) is recorded and depicted as a pie diagram.

➢ *Employee Marking Attendance in Other Organization-* This report shows a list of employees who mark their attendance in other organizations be it incoming/outgoing/both. The attendance marked in other organization will be highlighted in red. This is not represented graphically.

➢ *Employee Marking Attendance-* The user can view a list of employees who have marked attendance during the period specified. This list can be sorted category wise (Government and Non-Government).

➢ *Attendance Trends-* A graphically represented report depicts the number of employees who marked attendance during the specified period and the errors that may have occurred during the same time.

➢ *Error Trends-* Through this graph the user can view which was the most frequently occurring error during the time period specified. Here at least two error codes have to be selected.

LEAVES

Leaves of the employees can be managed by the Nodal Officer through this functionality.

1. **ADD LEAVE RECORD**

   ➢ **Leaves->Add Leave Record**

- The Nodal Officer has the option of adding the leave record of an employee.
- From the following screen he can also accept or reject the leave, by clicking on the Cancel button.
- The system will ask for a confirmation. If confirmed the leave request gets cancelled.

2. **APPROVED LEAVES**

   ➢ **Leaves->Approved Leaves**

- The user can view a list of all the already approved leaves

- Here the reason for which leave was requested is mentioned.
- Nodal Officer has the authority to cancel the leave if it is not availed.

3. LEAVE REQUESTS

> **Leaves->Leave Requests**

- Fresh leave requests of the employee are reflected in this report.
- Details of leave request include the employee id, employee name, organization name, leave category, leave type, leave start date, leave end date, reason for leave and the action taken (Accept/Reject) on it can be seen here.

TOURS

Employees on tours have to be accounted for, so that they are not considered absent. This can be done through this functionality.

1. ADD TOURS

> **Tours->Add Tours**

- Select *Employee Name.*
- Select *Tour Category* (Full Day/Half Day)
- Set the *Tour Start and End Dates.*
- Enter the *Reason* for Tour
- Click on *Submit.*
- The Nodal Officer can cancel the Tour in case the employee is not going.

2. APPROVED TOURS

> **Tours->Approved Tours**

- The user can view a list of all the already approved tours
- The *Reason* for tour can be viewed here.
- Nodal Officer has the authority to cancel the tour if it is not required or if employee does not go for the tour.

3. TOUR REQUESTS

> *Tours->Tour Requests*

- Fresh tour requests from the employee are reflected in this report.

- Details of tour request include the employee id, employee name, organization name, tour category, leave type, tour start date, tour end date, reason for tour and the action taken (Accept/Reject) on it can be seen here.

HOLIDAYS

Nodal Officer is authorized to add leaves in the system, if they are not already added or have been declared later.

> **Holidays->Add Holiday**

- Click on *Add Holiday*
- User selects the *Date*
- Enters *Name* of the Holiday and *Description*
- Click on *Submit.*
- User can also *Deactivate* a holiday which is already added in the system.

USER MANAGER

The Nodal Officer can add a Nodal Admin and a Nodal Report Viewer.

1. *ADD USER*

   > **User Manager->Add User**

- Enter the *User Name* and   his *Email Id.*
- Select the *User Type.*
- If the user selected *Nodal Admin* as the user type, the system will prompt user to select the *Office Location* and *Division* from the list available
- Click on *Submit* button.
- Once the nodal admin is registered, the user can view the last IP address and last login time and date.
- The nodal admin can be deactivated and in addition his *Email Id* and *Password* can be reset through this screen.

2. *VIEW NODAL ADMIN*

   > **User Manager->View Nodal Admin**

- User can view a list of all the Nodal Admin here along with the last IP address and last login time and date.

- The nodal admin can be deactivated and in addition his email id and password can be reset through this screen.
- The nodal admin can also be deleted.

3. VIEW NODAL REPORT VIEWER

> **User Manager->View Nodal Report Viewer**

- User can view a list of all the Nodal Report Viewer here along with the last IP address and last login time and date.
- The nodal report viewer can be deactivated and in addition his email id and password can be reset through this screen.
- The Nodal Report Viewer can also be deleted.

SETTINGS

- The Nodal Officer can *Activate* or *Deactivate* the daily SMS and Email service using this functionality.
- Nodal Officer may want to send SMS or Email or both related to attendance marked. This can be done by clicking on the *Add New* button.
- The user will have to enter the *Name, Email Id and Mobile Number* of the concerned person.
- Select if *SMS and Emails* have to be sent.
- Select if the services have to be *Enabled* or *Disabled*.
- Click *Submit*.

CHANGE PASSWORD

- The Nodal Officer can reset his Password.
- He will enter the *Old Password* and then the new one. *Confirm* the new password.
- Click *Submit*.

The Nodal Officer logs out after completing all activities.

EMPLOYEE:

<u>**Update Information**</u>

- Employees can update their profile using the available link.
- The personal and organizational details can be updated here
- Click on Submit button.

<u>**Reports**</u>

1. *SUBORDINATE REPORT*

    ➤ **Reports->Subordinate Report**

- If an employee is a reporting officer, he can generate a report of the subordinates.
- The report shows subordinates attendance id, name, mobile number, designation, office location, status (present/absent) and the reporting officer can also view the register.

2. *ATTENDANCE REGISTER*

    ➤ **Reports->Attendance Register**

- This report enables the employee view the attendance register graphically along with details like office location, in time and out time, stay in hours and status (closed/open).

3. *B.A.S REPORT*

    ➤ **Reports->B.A.S Report**

- Select the URL
- Login using employee attendance id and password
- Click on *Employee Attendance*
- Select the *Year* and *Month*
- Click *Submit*
- The Employee Attendance Report for the month and year selected will be displayed. It is divided into three sections
- The top section contains employee details like employee id, designation, date of birth, current organization and email id. The Nodal Officer name, designation and email id can also be seen in this section.
- In the middle section one can view the total working hours during the month, unclosed attendance, total attendance, average in time, in time trend, average out time, out time trend, average stay per day.

- In the last section, attendance details are seen and the employee can see which category (based on the number of hours worked on a daily basis) he falls in. The categories are depicted using three colours.

Reminders

The employee can set reminders for to mark attendance at a specific time.

1. *OPENING ATTENDANCE*

   ➤ **Reminders->Opening Attendance**

- **Select Opening Attendance Reminder Time**
- **Type in a reminder message**
- **Click on Reminder Active/ Reminder Deactivated button**
- **Click on Update.**

2. *CLOSING ATTENDANCE*

   ➤ **Reminders->Closing Attendance**

- Select *Closing Attendance Reminder Time*
- Type a reminder message
- Click on *Reminder Active/ Reminder Deactivated* button
- Click on *Update.*

LEAVES

Employees can manage their leaves through this functionality. They can apply for leaves and view the status here.

1. *APPLY LEAVE*

   ➤ **Leaves->Apply Leave**

- Select the *Leave Type*- CL, CCL, HPL etc.
- Select the *Leave Category*- Half Day/ Full Day
- In case of full day leave set the *Leave Start Date* and *Leave End Date.* For half day leave, set the leave date and time period- after noon /fore noon
- Enter the *Description* (reason for taking leave)
- Click on *Submit.*

Note:

- o *The employee will only be allowed to apply for a leave if the reporting officer has been assigned.*
- o *Once the user clicks on submit button, the reporting officer will be informed through SMS and Email. The reporting officer can approve or reject the leave.*

2. *VIEW LEAVE*

> **Leaves->View Leave**

- Employee can view the status of the leaves applied by them on the View Leave screen.
- Details of the leave request entered by the employee along with status are displayed.

LEAVE (SUBORDINATES)

The reporting officer can view the Leave Requests and the Approved/Cancelled Leaves through this functionality.

1. *LEAVE REQUESTS*

> **Leave (Subordinates)->Leave Requests**

- A summary of the leave requests by employees under the reporting officer can be viewed here. This list also includes the leaves which are in Pending status.

2. *APPROVED/CANCELLED LAEVES*

> **Leave (Subordinates)->Approved/cancelled Leaves**

- A summary of those employee leave requests which have been approved/rejected can be viewed here.

TOURS

An employee can put in a request for a tour if he has to carry out official duties outside the office premises and also view the status of the request. This is done so that he is not marked absent.

1. *APPLY TOUR*

> **Tour->Apply Tour**

- Select the *Tour Category*- Full Day/Half day

- Select the *Start Date* and the *End Date* for the tour for a full day tour and for a half day tour, the employee will enter the *Tour Date* and the *Time Period* for the tour.
- Enter the reason for tour as *Description* in the text box.
- Click *Submit*.

2. VIEW TOUR

> **Tour->View Tour**

- The user can view the status of the tour that was applied for.
- Details of the tour request entered along with the status are displayed.

TOUR (SUBORDINATES)

The reporting officer can view the Tour Requests and the Approved/Cancelled Tours through this functionality.

1. TOUR REQUESTS

> **Tour (Subordinates)->Tour Requests**

- A summary of the tour requests by employees under the reporting officer can be viewed here. This list also includes the tours requests which are in Pending status.

2. APPROVED/CANCELLED TOURS

> **Tour (Subordinates)->Approved/cancelled Tour**

- A summary of Approved/ Rejected employee tour requests can be viewed here.

FEEDBACK

Employees can give their feedback about their attendance marking experience and the problems the encounter in the process.

- Enter the *Subject* of the feedback in the text box available.
- Select the *Feedback Type*
- Enter *Description* in the text box. The description should not be more that 200 words.
- Click on *Submit*.

The employee feedback is recorded.

CHANGE PASSWORD

- The Employee can reset his password.
- He will enter the *Old Password* and then the new one. *Confirm* the new password.
- Click *Submit.*

The Employee can log out after completing all activities.

TRANSFER

Employees get transferred from time to time. Hence, they should be able to register their attendance upon taking charge in the other organization. The Transfer module is used to transfer an employee previously registered on other organizations attendance portal to the new organizations portal. This is done without any loss of time. Following are the steps followed for transferring an employee-

- Select *Manage Employees* from the menu
- Click on *Active Employees*
- A list of Employees is available to the Nodal Officer with an option to View and Edit employee details.
- Nodal Officer can search the Employee using his Name/Mobile No.
- Click on *Detail*
- A new screen with the Employee details will appear.
- To initiate the Transfer of an employee, Click on the *Transfer* tab.
- A pop up window comes up
- Select the *Organization* where the employee is being transferred to
- Enter the *Reason* for Transferring the Employee.
- Click *Submit.*
- The Nodal Officer of the new organization gets a message through SMS and on his Email.
- He will log on using his credentials and follow the same procedure use to transfer out the employee.
- On reaching the screen with the Employee details, Click *Process* button.
- A new window with Employee details will come up.
- Change the Organization Details
- Click on Submit button.
- The Employee is transferred successfully and is Active in the new organization to start marking attendance.

Note:

1. If an employee is transferred to an organization which is not registered on the attendance portal, then the Nodal Officer of the old organization will block the employee so that he is neither able to mark attendance nor feature in any of their reports. However, later if the new organization gets registered on the same portal and employee tries to register, he will get a message saying Aadhaar already registered. The employee will contact the helpdesk so that he is unblocked and transferred from the old Organization to the new organization.

2. A central government employee can only get transferred to organizations in the central government (i.e. Organizations listed on the portal) and not to any state government organizations. Likewise, a state government employee can get transferred within the state and not in any other state or centre.

OS Ticketing

BAS offers hassle free resolution of user complaints. The user can register his complaint through two methods-

- Service Desk- It is an external body and which gets complaints for all NIC projects and it then forwards the complaints to the concerned team.
- Help Desk- It is an internal support system, which gets only BAS related complaints from users.

SERVICE DESK

Users can register complaints on the service desk, either by calling on the Toll Free number **1800111555** or by going to the URL **servicedesk.nic.in**. An online ticket can be generated by the user once he registers himself here. Users get an acknowledgement of the complaint and he can even view the progress made on his complaint from here.

HELPDESK

The helpdesk is an internal support system which provides resolution for the problems encountered by users while trying to mark attendance. Users can go to the URL, **support.attendance.gov.in** and register the complaint directly. Alternately, they can mail their complaints to **helpdesk-attendance@gov.in**. In both cases, a ticket is generated for the registered complaint and an acknowledgement is sent to the user. The helpdesk resolves the complaint and sends it to the user.

What's New?

Since the governments focus was to cleanse the attendance marking system and bring about transparency to increase efficiency and eventually integrate all other programs with Aadhaar, it became imperative to enhance security features in the system. RD services were introduced effective June 2017, following the guidelines issued by UIDAI. It then became mandatory for devices to be registered with UIDAI. This added another security layer which aimed at curbing/reducing the chances of hacking into the database.

BAS has extended services to many other programs and schemes started by the government. Skill India is one such campaign, where the students enrolled for technical/ vocational training mark their attendance through biometric attendance system. Based on the attendance marked, government releases the funds to the training.

The launch of BAS and its integration with developmental schemes has benefitted the poorer sections. It has reduced the role of middle men and has led to Direct Benefit Transfer, where the subsidy or the welfare amount is transferred to the beneficiary's bank account, instead of the existing practice of giving bankers cheque or cash.

As of today 92 centrally sponsored schemes from 19 ministries are implemented where BAS plays an important role to help verify the claim of the beneficiary and transfer subsidy.

Appendix 'A' – Application format for Organization On-boarding

Organization Type	[ ] Ministry [ ] Department under Ministry [ ] Attached Office Organization Type [ ] Autonomous Body [ ] Central Office [ ] Semi Government Office [ ] State Government [ ] Central Public Sector Unit [ ] Statutory
Organization Name	
Organization Website	
Address	
District	
State	
Nodal Officer Name	
Aadhaar No	
Designation	
Mobile	
E-Mail	
No. Of Employees	
Office Timings	

NIC/IT Coordinator Name	
NIC/IT Coordinator Mobile	
NIC/IT Coordinator e-mail	

Date:

Name & Designation

Head of the department with Signature & Seal

Appendix 'B' – Steps for on-boarding an Organization in the attendance portal

1. Select the 'Organization Registration' link in the attendance portal
2. Fill the downloaded form with the required information and get it signed by the Head of the organization/department, with the organization stamp/seal.
   Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 200 Kb. The scanned file has to be uploaded in the online form in the attendance portal.

Steps to fill the online form in the attendance portal

- Select the name of your organization. If the organization name does not show then please get in touch with the Attendance help desk.
- Enter the communication address of the organization
- Select the state (as applicable)
- Select the District (as applicable)
- Enter the Mobile number of NIC coordinator
- Enter the email address of NIC coordinator
- Enter the name of the nodal officer
- Provide the Aadhaar number of the nodal officer
- Enter the designation of the nodal officer
- Enter the Mobile number of the nodal officer
- Select the scanned file which you need to upload with the form

Review the form for any changes before submission.

Note:

a. After submitting the form, a One Time Password (OTP) will be sent to the nodal officer email and mobile, to verify the form data submitted.
b. After your request is processed, you will receive an email with your account details.
c. If your organization does not feature in the list, please get in touch with the Attendance helpdesk at <u>helpdesk-attendance@gov.in</u>.

Appendix 'C' – Details required for registration of employees in Attendance portal

1. Enter Full Name.
2. Enter Date of Birth (format DD-MM-YYYY)
3. Select Gender.
4. Please provide 12 digit Aadhaar number
5. Enter Email.
6. Enter 10 digits Mobile Number.
7. Select the name of Organization. If the organization does not list, please get in touch with Organization's Nodal Officer to get your organization listed.
8. Select Employee Type
9. Enter the name of Division/Unit within the Organization (you can choose from suggestions)
10. Select Designation (only when Employee Type is Government)
11. Select office location.(e.g. your office building name)
12. Enter Organization Employee Code
13. Upload scanned/digital picture in ".jpg" format of max file size 150KB.
14. Please enter the captcha code.
15. Please review the form before submission.

Note:

a. If Organization does not feature in the Organization list, please get in touch with your Nodal officer for getting the Organization on-boarded in the Attendance system.

b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

For any other assistance please get in touch with the Attendance Helpdesk at helpdesk-attendance@gov.in.

Appendix 'D' – Indicative specifications of BAS Devices

- The rugged casing should be inflexible, durable and any other tough material of atleast 5mm thickness with black and the like colors to withstand daily usage.
- The casing should not suffer any damage or disfiguration on being dropped from a height of up to 2 meters. Display screen can be vertically/horizontally oriented in the casing.
- The casing should be designed to cover/hide android taskbar of the tablet, to prevent misuse of any other functionality.
- The casing should have provision to access the power/reset button of the tablet. The access should be easy but controlled. The vendor should make arrangements to provide an external tool to perform the power on/off and/or reset function of the tablet through the casing.
- The fingerprint scanner should be ergonomically placed to support ease of usage for biometric attendance in standing posture of the users.
- Inbuilt replaceable battery with min. battery backup of up to120 minutes. Charging/operation on AC 100-240 volt range with inbuilt surge protection.

Connectivity Requirements
- Mandatory Edge/3G mobile data support.
- Wi-Fi IEEE 802.11b/g/n or LAN (Ethernet) interface or both.

Operating system
- Android 4.4 OS or above (1.0 GHz Processor or above) for Tablets
- Embedded Linux OS (800 MHz ARM Cortex A8 based Processor or above) for Wall mounted Devices
- Windows 7.0 and above (for Desktop Devices)

Software Requirements
- SafetyNet pass and un-rooted devices
- Full featured Web Browser
- STQC certified Single Finger-print biometric device for Aadhaar Authentication with driver, in-built template extractor software/SDK (mandatorily with license, if required)
- API/SDK for Android (4.4 and above) platform.
- Device should be plug & play without any need of additional license to be deployed.
- The device should have integrated micro USB or standard USB type connector.

Tablets / Wall mount Devices
- RAM- 512 MB or above
- Internal Storage- 4GB or above
- Expandable storage through micro SD, minimum 8 GB in Android/4 GB in Linux
- USB Port- Minimum one Micro USB port and an optional additional USB Port.
- Front facing Camera with VGA resolution (if any)
- Internal Speakers (if any)
- Sufficient display capacitive touch screen and resolution.
- GSM SIM card slot/GPRS Dongle
- SAR (radiation values) within acceptable range.
- Min. Battery backup up to 120 minutes/External UPS/POE (Power Over Ethernet)
- Separate charging non-USB port with AC adapter 200-240 volt range.

Desktop Devices and Iris Devices
- STQC certified single finger-print biometric device for Aadhaar Authentication and extractor software/SDK (STQC Certificate must be submitted).
- API/SDK for Windows (7.0 and above) platform.
- Device should be plug & play with any Windows (7.0 and above) without need of any additional license to be deployed.
- The device should have integrated USB 2.0 type connector.
- Device must come with connector cables to allow connection of the device to Micro USB and Standard USB ports.

Vendor has to provide all necessary technical support for integration of their device drivers with the attendance software and associated UIDAI applications.

Appendix 'E' – ERROR CODES

ERROR CODES	DESCRIPTION
300	• Biometric mismatch
330	• Biometric locked. Kindly contact UIDAI helpline.
500	• Invalid encryption of Skey
502	• Invalid encryption of PID
511	• Invalid PID XML format
561	• Request expired
562	• Device time is wrong
800	• Invalid Biometric Data
811	• Missing biometric data in CIDR for the given Aadhaar number
951	• Biometric lock related error. Kindly contact UIDAI helpline
997	• Biometric corrupt in UIDAI
998	• Template not in Aadhaar. Try after 15 minutes
1201	• ASA connectivity lost to UIDAI
1204	• No response from UIDAI
1205/9904/9904A	• Delay in response from AUA/ASA to UIDAI
9901	• Technical error
9902	• User not registered
9903	• Invalid Device

RD SERVICE ERROR CODES

521/524/527/812	• Failure from device vendor Service. Please try later or contact vendor
700	• Scan your finger within the stipulated time period.
720	• Device initialization error due to communication/link failure. Restart device or Contact Vendor
730	• Finger capture issue. Place finger properly on the scanner
740	• Device not registered. Contact Vendor
822	• Internal error, reboot device
900	• Device not authorized for BAS. Contact vendor
Data Sign Failed	• Go to Settings->Apps->Mantra Management Client-> Storage and clear data
Initialization Error	• Restart device or contact vendor

Abbreviation and Meanings:

Skey-	*Session Key*	
PID-	*Personal Identity Data*	
CIDR-	*Central Identities Data Repository*	
UIDAI-	*Unique Identification Authority of India*	
ASA-	*Authentication Service Agency*	
AUA-	*Authentication User Agency*	