

**IMPORTANT
IMMEDIATE**

**Indian Council of Agricultural Research
Krishi Bhavan, New Delhi**

F.No. Admn/8(3)/2014-WS

Dated ^{26th} November, 2014

To,

All the Directors of Institutes/National Research
Centres/Bureaux/Directorates/Zonal Project Directors under ICAR

**Subject: Implementation of the Aadhaar Enabled Biometric Attendance
System (AEBAS)-regarding.**

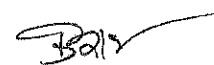
Sir/Madam

It has been decided to use an Aadhaar Enabled Biometric Attendance System (AEBAS) in all offices of the Central Government, including attached/sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/New Delhi by 31st December, 2014. In other places this may be installed by 26th January, 2015. A copy of DOPT's OM No. 11013/9/2014-Estt. (A-III) dated 21st November, 2014 in this regard is enclosed. This system would enable an employee, with an Aadhaar Number to register his/her attendance (arrival/departure) in the office through biometric authentication. This web-based application software system will enable online recording of attendance. The dash-board relating to real-time attendance and related statistics, can be viewed by everyone including the Controlling Officer concerned, with adequate safeguards. This system would cover all the employees including consultants and those appointed on contract/outsourced personnel

Consequently for implementing the AEBAS in the ICAR institutes as well as its regional centres, KVKs and any other units under it, as per the time line indicated in the above para all the institutes are requested to take immediate steps to appoint a suitable Nodal Officer. The Nodal Officer of the institute may fill up the enclosed Organization on boarding form (Annexure-I) and mail the same to Deputy Secretary(GAC) on knchoudhary.icar@nic.in who is the Nodal Officer for ICAR Headquarters for getting the institute registered on the system through NIC.

Consequent to the above registration of the Nodal Officer and the institute, every employee will need to register himself/herself in the Attendance System. The procedure for registration of the employees in the attendance system and how to use the biometric devices are also enclosed (Annexure-II & III). The Nodal Officer may ensure that the registration process starts immediately and ensure that verification of registration is done so that data is upto date and correct and only authorized persons are able to register for attendance. As a prerequisite to implementing this system, it is necessary for all the employees to obtain an Aadhaar number. Therefore, necessary steps may also be taken to ensure that all the employees have their Aadhaar Cards/Number. The UIDAI offices located in your region may be approached for this purpose.

The biometric devices may be procured by the institutes concerned as per specification of DeitY (Department of Electronics and Information Technology). For


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installing the devices, the regional/district level office of NIC may be approached for providing technical guidance.

This matter may be kindly accorded **'Top Priority'**.

Yours faithfully,



(K.N. Choudhary)

Deputy Secretary (GAC)

Nodal Officer for the System

Email: knchoudhary.icar@nic.in

Ph. 011-23071147 (O) Mob. 9818117339

Enclosed : As above

Distribution:-

1. All Officers/ Sections/Divisions at ICAR including KAB-I/II, NASC Complex, New Delhi
2. Sr. PPS to DG, ICAR & Secretary, DARE
3. PPS to Secretary, ICAR
4. PPS to AS & FA, DARE/ICAR
5. Director (DARE)
6. Deputy Secretary (GAC), ICAR, New Delhi
7. Secretary, ASRB
8. Sh. Hans Raj, Information System Officer, DKMA, ICAR, KAB-I for putting on the ICAR website.
9. Cdn. Section, ICAR for giving index number.

No: 11013/9/2014- Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances, & Pensions
Department of Personnel & Training

New Delhi, dated 21st November 2014.

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31st December 2014. In other places this may be installed by 26th January 2015

2. The equipment will be procured by the Ministries/ Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.

3. The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.

4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government

(contd....)

(Handwritten signature)


No: 11013/9/2014- Estt (A-III), dated 21-11-2014

-2-

servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.

6. All Ministries/ Departments are requested to bring this to the notice of all concerned.



(J.A. Valdyanathan)
Director (Establishment)
Tel: 23093179

To:

All Ministries/ Departments (As per standard list)

Aadhaar based Biometric Attendance System
(attendance.gov.in)

Organization On-boarding Form

Organization Type	<input type="checkbox"/> Ministry <input type="checkbox"/> Department under Ministry <input type="checkbox"/> Attached Office
Organization Name	
Address	
District	
State	
Phone	
e-Mail	
Website	
Desired Username	

Nodal Officer Name	
Aadhaar No	
Designation	
Mobile	
E-Mail	

Date:

Signature & Seal

Head of Department

Steps for Organization On-Boarding on Biometric Attendance System (BAS)

1. Download the PDF form from the website (attendance.gov.in)
2. The downloaded form should be filled up accordingly and signed by the head of the department.
3. The physical form should now be scanned and saved in jpg format of file size less than 200 kb.
4. After Step 1-4, the user has to visit the website attendance.gov.in and click Create On-boarding Request, on which a web form is loaded in the screen.
5. The web form should be duly filled and the scanned image file of the physical form should be uploaded along the web form.
6. After successful creation of request a One Time Password (OTP) is sent to the Nodal Officer's mobile, which he has to enter to verify the data being submitted by the user. In case the OTP verification fails the user registration is cancelled and a new request has to be submitted again.
7. On submission of the web form the, the account creation request form is sent to the reviewer, who will review the data submitted by the user.
8. After the reviewer approves the form, the application will send out a welcome mail and the user website is also created.

Pre-requisites for Organization on-boarding

- a. Nomination of nodal officer
- b. Contact details of nodal officer
- c. Department information

Aadhaar based Biometric Attendance System
(attendance.gov.in)

Employee On-boarding Form (to be filled online only)

Aadhaar Number		
Employee Name		
Organization Name		
Designation		
Organization Employee ID		
GPF Number		
Department		
Office Location		
DOB (dd-mm-yyyy)		Gender: M/F/T
Communication Address		
District		
State		
Phone		
e-Mail		
Photograph		

Instructions:

- a. Aadhaar number is mandatory for on-boarding in the system
- b. Please provide a valid e-mail & mobile number for system alerts.

ANNEXURE-IIIHOW TO USE THE WALL MOUNTED BIO-METRIC DEVICE

1. Marking of attendance on the device is based on the Aadhaar number allotted to an individual.
2. For marking attendance, first of all, register yourself on the attendance registration form available on internet at URL(<http://attendance.gov.in>).
3. Please touch the panel and fingerprint device very gently. The system recognizes even a very soft / light touch. Please do not put pressure on the touch panel or the finger print device.
4. For marking attendance, just type your 06 digit ID number very lightly and then place your finger on the fingerprint reader, very softly. The moment your fingerprint appears on the screen, you can remove your finger. If the word "authenticate" appears on the screen, touch the word "authenticate" to approve. Once your attendance has been accepted, it gives an OK message. Touch the word "OK" to complete the process. If the number has not been typed correctly, select reset for typing the correct number and put your fingerprint again.
5. In case, the device does not recognize one of your fingers, please try another finger. Though, this happens in a few cases, whenever it happens, one can try all the fingers, one by one, till one of the fingers is accepted.
6. Please note that any of the ten fingers can be used for marking attendance.

HOW TO USE THE DESKTOP BIO-METRIC DEVICE

1. Marking of attendance on the device is based on the Aadhaar number allotted to an individual.
2. For marking attendance, first of all, register yourself on the attendance registration form available on internet at URL (<http://attendance.gov.in>).
3. Please double click **DesktopAttendanceClient.exe** shortcut available on desktop in order to run the application.
4. For marking attendance, just type your 06 digit ID number and then place your finger on the fingerprint reader, very softly. The moment your fingerprint appears on the screen, you can remove your finger. If the word "authenticate" appears on the screen, touch the word "authenticate" to approve. Once your attendance has been accepted, it gives an OK message. Touch the word "OK" to complete the process. If the number has not been typed correctly, select reset for typing the correct number and put your fingerprint again.
5. In case, the device does not recognize one of your fingers, please try another finger. Though this happens in a few cases, whenever it happens, one can try all the fingers, one by one, till one of the fingers is accepted.
6. Please note that any of the ten fingers can be used for marking attendance.