

Aadhar Enabled Biometric Attendance System (AEBAS)

Roles & Responsibility for Nodal Officer (AEBAS Implementing Office)

1. Initial Step to make available organisation name in the drop down box of the organisation registration form of <http://attendance.gov.in>

- Fill the Organisation On-boarding form, which is attached, 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 (< 200 KB)
- Send it as attachment to **anands@nic.in, helpdesk-attendance.gov.in** giving a copy to aktar@nic.in
- The organisation will be made available in the drop down box in the attendance.gov.in.
- Verify the availability of organisation name in the drop down box, if made available please proceed.

2. Organisation On-boarding Form [pg-19, sec 5.2, pg-27 appendix B]

- When the office/dept will be made available in the drop down box in the organisation registration menu in attendance.gov.in fill in the forms given in two tabs, one for organisation and the other for nodal officer and upload the file created in Step 1 under the organisation registration menu.
- The max file size of jpg file should not exceed **200 KB**.

3. Registration of Organization on attendance.gov.in portal and verification [pg-19, sec 5.2, pg-27, appendix B]

- 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.
- After your request is processed, you will receive an email with your account details.
- If your organization does not feature in the list, please get in touch with the Attendance helpdesk at helpdesk-attendance@gov.in.

4. Registration of Employees [pg-19, sec 5.3, pg 28, appendix C]

- Once the organization is registered by Nodal Officer, a subdomain for the concerned office will be created under attendance.gov.in.
- Employees will register into the system through online facility from the <subdomain>.attendance.gov.in

- 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.
- 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.
- Upload scanned/digital picture in ".jpg" format of max file size **150 KB**

5. Verification of Registration of Employees [pg-17 para 2]

- Verification of employees data will also be done by the nodal officers of the department whereas QC team of UIDAI will be assisting in verification of Aadhaar data of employees. You are welcome to send feedback and suggestions in helpdesk-attendance@nic.in

6. Arrangement of Aadhaar enrollment camps [pg 18 5.1 , pg-20 5.4]

Nodal officers will get the details of all employees entered on the portal and also organize special camps in their Bhawans with help of UIDAI regional office, Delhi for enrollment of employees not having Aadhaar numbers. Also look into other Aadhaar related issues like Best Finger Detection etc. UIDAI contact details are given below:

Sr. No.	Contact Name / Officer	Address	Contact Nos. and Email
1.	Assistant Director General	The Office of the UIDAI, Regional Office, 1st Floor, RIADA, Central Office Building, Namkum Industrial Area, Near STPL Lowadih, Ranchi - 834 010	0651-2460290 nandana.munshi@uidai.net.in
2.	Unique Identification Authority of India	Planning Commission Government of India 3rd Floor, Tower II Jeevan Bharati Building Connaught Circus New Delhi - 110001	011 2375 2675, 011 2346 6835 dg@uidai.gov.in TOLL FREE 1800-300-1947

7. Procurement of Devices [pg-23 5.8]

- The Agencies registering in phase-II shall procure the wall mounted and desktop devices from the DGS&D. DGS&D is in process of empanelling vendors for supplying the devices required for installing AEBAS. The Agencies have the option of selection following array of devices for implementing AEBAS.
- Devices can readily be purchased from NICS through empanelled vendors.
- Organizations can also procure the devices through open tender.

- Organization need to procure GSM 2G/3G SIM for backup connectivity.

Sr. No.	Contact address	Contact No & Email
1.	Akhilesh Kumar, IIS Director (QA), DGS&D Nizam Place, 2 nd M.S. Building, 8 th Floor 234/4, Acharya J.C. Bose Road, Kolkata-700020. Anil Gupta, ADQA	2289-5195, Fax: 22879115 akhileshkumar.dgsnd@nic.in akhilesh@dgsnd.gov.in kumar.akhilesh@gmail.com anilguptacute@gmail.com
2.	Saibal Chakraborty Senior Manager, NICSI, Kolkata National Informatics Centre Bidyut Bhaban, Ground Floor DJ-Block, Sector-II, Salt lake City, Kolkata-700091	033-2334 2859 8902499662 saibal.chakraborty@nic.in

The DGS&D Rate Contracts status for West Bengal are given below:

Sr. No.	Items	Tender No	Tender Opening Date	Rate Contract Date
1	Integrated Attendance Device Type -I (2G)	BAS/ES-4/RC-711D0000/1215/34	10-12-2014	Expected date of finalization not known
2	Integrated Attendance Device Type -I (3G)			
3	Integrated Attendance Device Type -II (2G)			
4	Integrated Attendance Device Type -II (3G)			
5	Finger Print scanner Device for use with desktop			
6	IRIS Authentication Device for use with Desktop			
7	WI-FI access point for connecting with existing LAN			
8	AMC for Biometric Attendance Terminals			

Implementing office may write to

SMI Tanvir
Director (S)
ES Directorate
Jeevan Tara Building
5, Parliament Street
New Delhi - 110 001
Contact No. 011 23342412
Email: smitanvir@dgsnd.gov.in

8. Procurement of Connectivity [pg-24 5.9]

AEBAS device connecting to attendance portal requires internet / LAN connectivity for communicating to attendance server as well as Aadhaar server. The Agencies registering in phase – II shall procure connectivity (GPRS / Wi-Fi using NICNET / Broadband) from the ISPs as suitable.

Looking the high traffic load during peak hours (8 am -11.00am and 4pm – 7pm), the minimum 1mbps of bandwidth connectivity would be required for proper functioning of AEBAS.

9. Site Identification & Preparation [pg-25 5.10]

- Biometric attendance system requires the following –

220V/5A electrical points, suitable security within premises, protection from environmental conditions like rain, sunlight etc, LAN point for connection of Wi-Fi access devices, data connectivity through GPRS/3G as backup connectivity

10. Installation and Maintenance of Biometric attendance system [pg-25 5.11]

- Organization shall take up installation, commissioning and maintenance of Biometric attendance terminals in their premises with help of vendors empanelled by DGS&D.

Mantra Central Help Desk

Support and services with escalation matrix for India:

Support Help Desk: +91-9227266229 / +91-8347002127

Timings: Monday to Friday (10:00AM to 6:00PM) during all working days

**Authorized Support and service Representative for India at Central Help Desk
Mr. Bhavika Patel,**

Escalation Matrix (India)

SR NO	STAGE	NAME OF PERSON	CONTACT NO AND MAIL ID
01	STAGE-1	SHRUTI PATEL	+91-9725140050 shruti.patel@mantratec.com
02	STAGE-2	JITENDRA AIDASANI	+91-9227266212 jitendra@mantratec.com
03	STAGE-3	BHAVYEN BHANDARI	+91-9227266202 bhavyen@mantratec.com

Mr Hiren

Aryabandhu Ahlawat

Pradeep Malik

hiren@mantratec.com

aryabandhu@mantratec.com

pradeepmalik2003@gmail.com