

Aadhar Enabled Biometric Attendance System (AEBAS)

Roles & Responsibility for Nodal Officer (AEBAS Implementing Office)

1. 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 helpdesk-attendance@gov.in giving a copy to aktar@nic.in.

Note: NIC Coordinator Mobile No will be 9432371786, NIC Coordinator e-Mail will be aktar@nic.in on Organisation Onboarding form.

2. Instructions for Organization On-Boarding

- After sending the on-boarding form, the application will undergo an approval process.
- Upon approval, the nodal officer will be provided with **login credentials** to the portal.
- The **sub-domain** website of the organization will also be created, which should be used for **employee registration** and **all activities** concerned to the organization.
- It should be ensured that the username and password are received by the organization admin user.

[Ex: if loginID is abcd then portal address will be abcd.attendance.gov.in]

Login in abcd.attendance.gov.in portal with Nodal Officer loginID and Password

- Necessary master data should be created in the system before the commencement of employee registration on the organization attendance website. While most of the designation and Office locations are readily available to be mapped in the system, there might be some missing designation & office location for which request can be sent to the helpdesk for inclusion in the global master.
- The master data sets referred to are Office Location, Employee Designation and Division/Unit within the organization.

Eg. Office Location: CGO Complex Block A, Vigyan Bhawan
Employee Designation: Deputy Secretary, Joint Secretary
Division/Unit: Administration, Training etc
- Division/Unit within the organization should be carefully mapped and created so that the employees are grouped accordingly.
- Office Location & Employee Designation are required to be added from the global master to the organization office location and designation, while the division/unit are

required to be created by the nodal officer. The above steps will help in simplifying the generation of reports from the system.

i. Create Biometric Admin under **User Manager** menu

Note: Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).

3. 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 central.attendance.gov.in.

- Employees will register into the system through online facility from the <subdomain>.attendance.gov.in

- Employee registration will be created on the <subdomain>.attendance.gov.in portal

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name, date of birth (format DD-MM-YYYY)
2. Select your Gender.
3. Please provide your 12 digit Aadhaar number, email and 10 digit mobile number.
4. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
5. Select Employee Type, name of your Division/Unit within the Organization, your Designation (only when Employee Type is Government) and your office location.(e.g. your office building name)
6. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
7. Please enter the captcha code.
8. Please review the form before submission.

Note:

a. Nodal Officer login not required for employee registration

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.

c. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

d. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk-attendance@gov.in .

4. 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

5. 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 Directorate of Census Operation (DCO) office, West Bengal for enrollment of employees not having Aadhaar numbers. DCO contact details are given below:

Sr No	Contact Name / Officer / Portal	Address	Contact Nos. and Email
1.	UIDAI Portal https://uidai.gov.in	Locate Aadhaar Enrolment Centre: https://appointments.uidai.gov.in/easearch.aspx State Resource Person Nabanna, Howrah	1947 (Toll Free) help@uidai.gov.in 0651-6450145 ro.helpdesk@uidai.net.in 033 22525474 subrata.saha@uidai.net.in

6. Procurement of Devices

Please note the following steps for biometric device procurement procedures:

1. Please go to the **Government e Marketplace**(GeM) portal [<https://gem.gov.in>]
2. Register in GeM portal
3. You will get the UserId and password through email
4. Login GeM portal
5. Go to the search option --- **AEBAS, Finger Print Scanner, IRIS, Visiontek, Matrix Aadhaar**
6. You will get the all the aadhaar enable Biometric devices

Compatible Devices: on Biometric Attendance System (BAS)

The Biometric Attendance System Client application currently supports the following biometric devices.

SrNo	Biometric Device Vendors	Model	Contact Nos
AEBAS DESKTOP DEVICES Note: Windows 7 or above.			
1	MANTRA SOFTECH INDIA PVT LTD	MFS100	Kolkata: 07228067012, Arpan Mondal, arpan.mondal@mantratec.com Anglo Swiss: 9230023018, Delhi: 9327020417, 7964506243, hiren@mantratec.com , 9891043318 pradeep.malik@mantratec.com
2	ACCESS COMPUTECH PVT LTD	Startek FM220 – ACPL	9327238565, 912652642978, ajay@acpl.ind.in , 9811423619, pankaj@acpl.ind.in Kolkata: 7044064287/033 0416 565
3	SECUGEN CORPORATION	HAMSTER PRO 20	
4	BIOENABLE TECHNOLOGIES PVT LTD	Nitgen eNBioScanC1(HFDU08)	Mr. Munna, Delhi 08750051602, Kolkata: 8910046349
5	SMART CHIP PRIVATE LIMITED	Idemia Identity & Security MSO 1300 E2/E3	9582430663, 0120-407 2900 vishal.pandole@morpho.com
6	PRECISION BIOMETRIC INDIA PVT LTD	PB ABAS 300	9500064072 (Mr Ravichandran), 044-3301 5000, mravi@precisionit.co.in , Kolkata: 9007071004, 9836695692, souravmitra@precisionbiometric.co.in
AEBAS WALL MOUNT (Wifi) DEVICES			
1	MATRIX COMSEC PVT LTD	COSEC VEGA (optional - LAN, POE, RFID CARD, IP65) Note: SIM / External dongle will be required for geotagging.	Aveek C Vora, AFS Control System, 68 Netaji Subas Road, 033 22684624/5602, 9874872888, av@afscontrol.com
2	LINKWELL TELESYSTEMS PVT LTD	VISIONTEK GL-11 (optional - Linux v3.0.35, LAN, RFID CARD, GPS, IP54, IRIS)	9089857234, 9007000180, 033 24540179
AEBAS TABLET DEVICES			
Note: Android tablet should be version 4.4 or above, "Registered Device" service enabled, SafetyNet passed and un-rooted.			
1	MANTRA SOFTECH INDIA PVT LTD	MSFTAB	9327020417, 7964506243, hiren@mantratec.com , 9891043318 pradeep.malik@mantratec.com Kolkata: 07228067012, Arpan Mondal, arpan.mondal@mantratec.com , Gem Link: MFSTAB 3g https://mkp.gem.gov.in/tablet-based-biometric-attendance-system/mantra-msftab/p-5116877-74998254483-cat.html MFSTAB 4g WIFI LAN https://mkp.gem.gov.in/tablet-based-biometric-attendance-system/mantra/p-5116877-29612249341-cat.html
2	BIOENABLE TECHNOLOGIES PVT LTD	Realtime T502 (optional - LAN)	Mr. Munna, 08750051602, Kolkata: 8910046349, Amtel Comm: Joydip Bhattacharyya, 8336069121 https://mkp.gem.gov.in/tablet-based-biometric-attendance-system/aadhar-enabled-biometric/p-5116877-26278687188-cat.html
3	PRECISION BIOMETRIC INDIA PVT LTD	PB ABAS 100	9500064072 (Mr Ravichandran), 044-3301 5000, mravi@precisionit.co.in

			Kolkata: 9007071004, 9836695692 souravmitra@precisionbiometric.co.in
4.	DATAMINI TECHNOLOGIES INDIA LTD.	TPOS7 (with Idemia Identity & Security CBM E2/E3)	18002240021, 022 28473782 / 6071, 022 4005 3782 Kolkata: Sonai Das, 9126264897, 9136000557
5.	HP INDIA SALES PVT LTD	mDESK8 (HP Pro 8 with Mantra)	
6.	BEST IT WORLD (INDIA) PVT LTD	Iball Slide (Optional - LAN)	
AEBAS IRIS DEVICE			
1.	Iritech Inc.	IriShield-USB	9958383999, 011 4608 9696 pankajintekmicro@gmail.com , iris@intekmicro.com
2.	Biomatiqués Identification Solutions Pvt. Ltd.	EPI-1000	
3.	MANTRA SOFTECH INDIA PVT LTD	MIS100 V2	

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.

Employees authentication takes approx. 1 - 2 seconds on WIFI and 8 – 11 on GPRS (SIM) depending upon the speed of internet connectivity of the device. Therefore WIFI connectivity is recommended for large organisation.

The system uses multiple Internet connectivity (GPRS / WI-FI using NICNET / Broadband) channels and has an inbuilt fallback mechanism. The biometric device works on any available connectivity that is supported by the device on which the application is installed. The tablet application uses WI-FI as well as GPRS with an auto switch mechanism to determine the best connectivity option. The desktop application can be used over WI-FI, Ethernet or Data Card connectivity option and Android tablet application can be used over WI-FI, GPRS /WCDMA options. So therefore at least two types of connectivity should be provide to the biometric system.

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 coonction 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 device vendors.