<u>**Important Circular**</u>

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कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10

Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010

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No. AN/III/3012/Misc/BAS

Dated: 20.02.2015

To

The All PCsDA/CsDA/Pr.IFAs/IFAs

Sub: Biometric Attendance System- Preparatory steps to be taken by Departments.

Please find enclosed a copy of GOI, Ministry of Defence Sena Bhavan, New Delhi letter No. A-36012/1/2015-D(Est.I/Gp.I) dated 09.01.2015, GOI Ministry of Personnel, Public Grievance & Pensions Department of Personnel & Training New Delhi. No-11013/9/2014-Estt(A-III) dated 21.11.2014 and Department of Electronic & Information Technology (DeitY) DO letter dated 4-8-14 along with its enclosures, forwarded by MoD(Fin.), regarding implementation of Aadhar Enabled Biometric Attendance system(AEBAS) in offices for marking attendance, for information and compliance.

It is therefore, requested to kindly take immediate measures/ preparatory steps like nomination of Nodal officer for coordination with NIC and UIDAI, enrolment of all staff/officers for Aadhar no. so that all the employees under your jurisdiction may be registered on the attendance portal of Aadhar Enabled Biometric Attendance system and attendance may be marked through AEBAS.

Any technical assistance in this regard, if required, may directly be obtained from EDP section HQrs office. Progress in this regard may please be sent to HQrs regularly.

This issues with the approval of Jt.CGDA(AN).

(R.K.Gandhi)
For CGDA

Copy to:-

EDP Section: With request to kindly upload the circular on CGDA Website

(R.K.Gandhi)
Sr. AO(AN)

Subject :-   **Monitoring of marking of attendance under Biometric Attendance System – reg.**

A copy each of Ministry of Defence Office Memorandum No.A-36012/1/2015-D(Est.I/Gp.I) dated the 09th January, 2015 (along with enclosures) on the subject mentioned above is forwarded herewith, for information and strict compliance.

Encl: *As above.*

Hedk.

(AMIYA HALDAR)
ASSISTANT FINANCIAL ADVISER (E)
TEL. NO: 2379 2205

~~Joint CGDA (AN), Office of CGDA, Ulan Batar Road, New Delhi.~~
M/o Defence (Finance) I.D. No.A-45(06)/2014-Estt.I dated the 16th January, 2015.

रलेसंमनि(प्रशा) / Jt. CGDA (AN)
रलेउमनि(प्रशा) / Dy CGDA (AN)
रलेवमनि(प्रशा) / Sr. ACGDA (AN)
कलेअ / लेअ(प्रशा) / SAO/AO (AN) –IV

CAO (AN-III)

AAO (ANI-IV)

र ले सं म नि (ए.एन.डी)
Jt CGDA (AND)
डायरी सं / Diary No. 378
दिनांक / Date 3/2/15

रक्षा लेखा उप महानियंत्रक (प्रशा०)
Dy. C G D A (AN)
डायरी सं. / Dy. No. 290
दिनांक / Date 04/02/15

Sena Bhavan, New Delhi
January 9 , 2015.

Office Memorandum

Subject :-   Monitoring of marking of attendance under Biometric Attendance System.

Department of Electronics and Information Technology (DeitY) has operationalised Biometric Attendance System in most of the major offices of Delhi. The system has to be implemented in all Central Government Offices. However, it is noticed that only 82 organisations of Ministry of Defence have been registered so far on the attendance portal (www.attendance.gov.in). A list of registered organisations is attached herewith for ready reference.

2.   It is understood that there are many more organisations under the Ministry of Defence which are yet to respond to the instructions contained in communication dated 4.8.14 of DeitY and DOPT O.M. dated 21.11.14 (Copies enclosed). These communications have already been circulated by this Section.

3.   In this context, it is re-iterated that now attendance marking is compulsory for all employees of Central Government, including those under all organisations of Ministry of Defence. Therefore Heads of all organisations under Ministry of Defence may please be advised to take immediate measure for registration of all the employees of their organisations as per their respective pay registers and to start monitoring their "in-time" and "out-time". Suitable administrative action must also follow in all cases of violation of these instructions.

6.   For any technical help in implementing Biometric Attendance System, following officers of NIC may be contacted :-

(a)   Shri Anil Kashyap, PSA , NIC (Defence)
Email : Kashyap@nic.in Mobile – 9868547045.

(b)   Shri Deepak Khare, STD, NIC,
Email : dkhare@nic.in Mobile : 9968684904

(c)   Shri Subodh Shukla, STD, NIC,
Email : Subodh@nic.in, Mobile : 9868820133

(d)   Dr. Shefali S Dash, Deputy Director General, NiC,
Email : dash@nic.in

(Surya Prakash)
Director (Establishment)

To
Office of all JS level officers in MoD (Secretariat) including MoD (Finance)

MoD ID Note No. A-36012/1/2015-Gp.I dated January 5, 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

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. Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:
All Ministries/ Departments (As per standard list)

भारत सरकार
संचार और सूचना प्रौद्योगिकी मंत्रालय
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग
Government of India
Ministry of Communications &
Information Technology
Department of Electronics &
Information Technology (DeitY)
Date: 4.08.2014

Dear Sir,

Subject: **Biometric Attendance System – Preparatory steps to be taken by Departments**

It has been decided to introduce Aadhaar Enabled Biometric Attendance System (AEBAS) in the Central Government offices located at New Delhi, to begin with. This would include the attached/ subordinate offices in your Ministry/ Department based in Delhi. The Department of Electronics & Information Technology (DeitY) has been assigned the nodal responsibility to liaise with all the Central Ministries/ Departments and ensure its effective implementation, in a time-bound manner.

2.   The proposed System would enable an employee, with an Aadhaar Number, to register his/her attendance (arrival/departure) in the office through biometric authentication. For the aforesaid purpose, necessary arrangements are being put in place by DeitY (through NIC), including the installation of the Authentication Tablets/ Desktop Authentication Devices in each of the offices of Central Ministries/ Departments. Further, a 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.

3.   While the implementation of the system will require a number of steps, following preparatory steps are required to be taken by each Department:

(i)   Nominate an officer **not below the level of Joint Secretary** in your Ministry/ Department as a Nodal Officer, for coordination with NIC, UIDAI and other agencies, to ensure timely implementation of the proposed system. The name and contact details of the above Nodal Officer be immediately mailed to Ms. Shefali S. Dash, Dy. Director General, NIC (email: dash@nic.in). Nodal Officers of NIC posted in each department will provide necessary technical support to the department and administrative support will be provided by the Nodal Officer in each Department.

(ii)   Identify the officers/ officials, who have not enrolled for Aadhaar Number so far. UIDAI is being requested to organise Aadhaar enrolment camps at various locations in Central Government Offices so that the employees who do not have Aadhaar numbers can enroll themselves. The details in this regard (employee name and meial/mobile. no.) be mailed to Shri Yashwant Kumar ADG, UIDAI (email: yas_its@hotmail.com) with cc to Ms. Shefali S. Dash, Dy. Director General, NIC (email: dash@nic.in). UIDAI will then convey the locations of enrolment stations to all the departments. They are also being requested to generate the Aadhaar numbers within a week of enrolment date. The Nodal Officer of your Department

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may be required to arrange a suitable space in your office premises for organizing the aforesaid special enrolment camps.

(iii) Initially, each Department would be required to register itself with the Attendance System by following the steps given in Annexure-I. The representative of NIC posted in your Department would assist the Nodal Officer of your Department in completing the required formalities.

(iv) Consequent to registration as mentioned at sub-para (iii) above, every employee will need to register him/her in the attendance system. The process of registration is fairly simple and involves providing certain basic information. The nodal officers may ensure that the registration process is started immediately, by arranging special counters in adequate numbers. A brief note in regard to registration and attendance recording is attached as Annexure-II, which explains as to how to go about registration of employees. The nodal officers will also make arrangements for verification of registration done so as to ensure that (i) the data is correct and (ii) only authorized persons are able to register for attendance. To begin with (i) regular employees (ii) Consultants and (iii) contract employees may be included in the system. Later, this can be expanded to cover outsourced personnel and other categories also. The representative of NIC posted in your Department would assist the Nodal Officer in completing the required formalities.
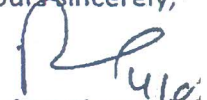
4.   Necessary briefing about the system has been given to NIC representatives of all departments. Meetings, as and when required would be convened with the Nodal Officers in due course with a view to sensitize them about other operational arrangements, necessary for early implementation of the System.

5.   I may add that the aforesaid attendance system has been in operation in the State of Jharkhand since 1st January 2014 and is being recently tried on Pilot Basis in the Department of Electronics & IT, Ministry of Communications & IT, New Delhi. You may like to visit the dashboard of the aforesaid system at *attendance.jharkhand.gov.in* and *deity.gov.in/attendance* respectively for familiarization.

6.   I request you to please take the above preparatory steps by 10th August, 2014 latest, keeping in view the urgency in the matter.

Regards,

Yours sincerely,

(R S Sharma)

Encl: as above.

Shri Radha Krishna Mathur
Secretary
Ministry of Defence
101, South Block
New Delhi

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.

(attendance.gov.in)

Organization On-boarding Form

Organization Type	[ ] Ministry [ ] Department under Ministry [ ] 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

HOW 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.