

AEBAS Features

Simple to Deploy : No hardware locking

- Tablet/PC
- Fingerprint/Iris Scanner Device
- Ready to use software (installs within seconds)
- Connectivity

Affordable (Cost per device is less than Rs.10,000)

Portable and easily re-locatable

Fallback options for internet

- Works on LAN, WiFi as well as GPRS, WiFi being the primary. In case of WiFi failure the system automatically switches to GPRS mode.
- Remembers multiple WiFi's.

Multiple Access Points : Employee marks attendance from any location/Office. A person working in State Office can mark his attendance in a District/Block Office

Online Self Registration requiring only Aadhaar, a scanned photograph and a working mobile number

WORKFLOW

Onboarding

- Onboarding Organization to the Kerala Portal. Submission of duly filled proforma

Master Entries

- Nodal officer will be provided login credentials to do the master entries
- Divisions, Locations, Designations, Device Locations, Sub nodal officers
- Creation of Biometric Admins specific to locations

User Registration

- User Registration - PEN Number, Mobile Number, Aadhaar number are mandatory
- Nodal Officer/admins need to verify the employee & Activate

Device Installation

- Activation code generation by Nodal Officer
 - Installation of the application
 - Marking the Attendance

Requirements for implementation of AEBAS

- Aadhaar number of the employee is mandatory
- Mobile number should be registered with their Aadhaar number
- Network Connectivity
- Only STQC certified UIDAI registered Biometric Devices can be used for AEBAS authentication

On-boarding guidelines for Government of Kerala

- Identification of Nodal Officer
- On-boarding/registration of department
- Registration of Employees
- Network/Biometric Terminals/Devices
- One time verification of employees
- Marking of attendance by employees
- Customized reports

Identification of Nodal Officer

- To facilitate the implementation and thereafter operate the Biometric attendance system, it is desired that each Department shall nominate a Nodal Officer as a Single Point of Contact (SPoC) for driving the Bio-metric attendance initiative.
- It is recommended that Government of Kerala may identify sub nodal officers district wise for effective management.
- The user manual for nodal officer is given on the portal <https://kerala.attendance.gov.in/assets/doc/Dashboard.pdf>.

Responsibilities of the Nodal Officer

- Nodal Officer User Manual is available on the link - https://kerala.attendance.gov.in/assets/doc/Nodal_manual.pdf
- Onboarding the organization/department
- Manage Master entries
 1. Adding Locations/Divisions/Units in the department
 2. Selecting Locations of Office & Designations (Pre-defined)
 3. Adding Biometric Admins specific to locations
 4. Office Timings
- Manage Device - Adding Biometric Admins & Generating Activation code
- Manage Employee - Activate/DeActivate/block/Transfer Out Employees
- User Manager – Adding Sub Nodal Officers/Admins
- All attendance related queries including RTIs and Court Cases related to Kerala State will be handled by nodal officer(s) for Kerala state.

Registration of department

- Government of Kerala may download the form for capturing the details of the department as well as Nodal Officer towards registration/on-boarding to the state attendance portal from the link

<https://kerala.attendance.gov.in/assets/doc/attendanceOrganizationRegistration.pdf>

- The downloaded form may be filled up with required information with sign, seal of the Head of the Department and organization seal.
- The domain name and NIC coordinators contact details, department wise, will be published on the SPARK portal.
- Scan the filled, signed and sealed form and save it as a .jpg format with a maximum file size of 200 kb and send the scanned form to NIC Co-ordinator by email for further processing.
- 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 nodal officer will receive user id and password to his/her mobile number

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

Organization Type	<input type="checkbox"/> Ministry <input type="checkbox"/> Department under Ministry <input type="checkbox"/> Attached Office <input type="checkbox"/> Autonomous Body <input type="checkbox"/> Central Office <input type="checkbox"/> Semi Government Office <input type="checkbox"/> State Government <input type="checkbox"/> Central Public Sector Unit <input type="checkbox"/> Statutory
Organization Name	
Address	
District	
State	
NIC/IT Coordinator Name	
NIC/IT Coordinator Mobile	
NIC/IT Coordinator e-Mail	
Organisation's Website	
No. of Employees	
Office Timings	

Nodal Officer Name	
Aadhaar No	
Designation	
Mobile	
E-Mail	

We agree to abide by the policy decisions of Govt. of India for availing the software services and infrastructural facilities provided for Aadhaar Enabled Biometric Attendance System. We agree to pay for the above, according to the policy in force, failing which, the services may be withdrawn

Note :Only official email id's requests will be accepted and treated as authenticated.

Date:

Name & Designation
Head of the department with Signature & Seal



Registration of Employees

- Once the domain, locations and designations of the department are registered on the attendance portal, employees of the department are required to do online registration on <https://klxxx.attendance.gov.in> portal where xyz is the department name for enabling them to mark attendance.
- The employees need 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 Nodal Officer of the department for verification.
- After the approval from the nodal officer, the employee becomes active in the attendance portal and can mark his/her attendance through the devices installed.
- Employee manual is available on the URL - https://kerala.attendance.gov.in/assets/doc/employee_manual_v1.pdf

Details to be entered for Employee On-boarding

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data
6. Enter your email.
7. Enter your 10 digit mobile number.
8. Enter Organization Employee code (**PEN Number**)
9. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
10. Select Employee Type
11. Select the name of your Division/Unit within the Organization
12. Select your Designation (only when Employee Type is Government)
13. Select your office location. (e.g. your office building name)
14. Upload your recent scanned photo in ".jpg" format of max file size 100 KB.
15. Please enter the captcha code.
16. Please Check the consent box.
17. Please review the form before submission.



Dashboard

User Registration

Announcement **NEW**

FAQ

Login

User Registration create on-boarding request

Personal Details

Organization Details

User Full Name *

Enter User Full Name

Date of Birth

dd-mm-yyyy

Gender *

Gender

Enter Aadhaar Number *

Enter Aadhaar Number

E-Mail

E-Mail

Mobile No. *

eg 9876512345

Next

Personal Details

Organization Details

Organization Name

Land Revenue Department, Palakkad

User Type *

Select

Division/Unit within Organization *

- Select Division/Unit -

Designation *

- Select Designation -

District*

Select District

Office Location *

- Select Office Location -

Organization User Code *

Enter Employee Code

Photograph (only .jpg format and size upto 150 KB) *

Choose File

No file chosen

Enter the code exactly as it appears: * **ABaAAb** [Not readable? Change text.](#)

Confirmation Code

Disclaimer: I, owner of above Aadhaar Number, agree that the Aadhar Enabled Biometric Attendance System (AEBAS) uses my Aadhaar Number for authentication with UIDAI data repository for creating attendance record. I have no objection to the same as per Aadhaar Act 2016. MeitY / NIC have informed me that my biometric data will not be stored or shared except as per provisions of Aadhaar Act 2016.

Submit



Network Connectivity

- Redundant network connectivity with sufficient bandwidth from two different service providers for access to NIC Cloud is a mandatory requirement for marking attendance.
- In case of network failure, employee will not be able to mark attendance. Such risks will have to be addressed through suitable mitigation plan.
- Sufficient number of LAN & Wifi access points with good network strength for connecting the wall mounted android tablets.
- Access points should be connected on PoE switches. The access points if connected with adapters should be powered through UPS points.

Biometric Terminals/Devices

- Tablet –The wall mounted devices 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 sim card for GPRS connectivity for network failover support. Now tablets are available with Ethernet LAN ports also. To get an idea of the indicative price, the approximate price of the tablet as per GeM portal is Rs. 10,000. In offices having upto 50 employees, one tablet is required.
- Desktop PC or laptops with finger print reader - Desktops with Windows 7/8/10 can also be used to run the BAS software which capture the fingerprints of the user.
- Iris scanner – these are used to capture the IRIS image of the user and do iris authentication

Biometric Terminals/Devices

- As per AEBAS manual, for every 50 employees, a wall mounted device or for every 20 employees, one finger print scanner connected to desktop should be provisioned. Depending on the number of employees in each department, sufficient number of devices with redundancy should be provisioned.
- Departments may conduct site survey to identify locations for installation of access points and AEBAS devices.
- The entry and exit points in each location/building may be ideal locations for installation of AEBAS devices.
- The number of devices may be estimated according to the movement of officials through these entry and exit points.
- The locations where the wall mounted devices are to be installed with redundant UPS power supply should be identified and necessary electrical wiring to be done.
- Identified Heads of Departments may be provided with finger print scanners connected to their desktop.

Biometric Terminals/Devices

- It is recommended that both wall mounted devices and finger print scanners be provisioned for marking of attendance in parallel or redundant mode.
- Finger print scanners compatible with windows / Android and few devices with Embedded LINUX
- Only STQC certified UIDAI registered Devices can be used for AEBAS authentication. The cost of the devices should include RD services on the devices.
- The compatible list of AEBAS devices is available on -
https://attendance.gov.in/faq/compatible_devices &
https://uidai.gov.in/images/resource/List_of_UIDAI_Certified_Biometric_Devices_13072017.pdf .
- Please note that only the devices listed on the portal to be procured.
- An IRIS device may be provisioned where an employee is unable to mark attendance with preregistered biometrics.
- The physical security of the AEBAS devices and associated ICT infrastructure at each location/department should be ensured.
- SLA may be signed with the vendors of the devices and connectivity providers and provision of spares may be ensured.

Marking of attendance by employees

- Every employee will need to enter his/her 8 digit unique id on the touch screen of the tablet and then present his/her bio-metric (finger print/ iris) for authentication. This may initially take up to 30 seconds to 1 minute depending on number of attempts required. With some practice and training, the time for giving bio-metric attendance by each employee may reduce to less than 10 seconds.

Error Codes

While marking attendance employees may encounter various error codes. For details of these error codes please visit

http://attendance.gov.in/faq/error_code

Roles and Responsibilities of NIC

- Provisioning of infrastructure and Ensure the availability of service
- AEBAS data exchange will be done through API at one point
- Registration of department and addition of Locations & Designations
- Guidance to the implementation team
- On-board offices which are coming in free category
- NIC will train identified nodal officers and master trainers of the departments in on-boarding process and in using the AEBAS system. However the logistics for the training need to be arranged by the department.
- Any onboarding issues may be escalated to SPARK PMU/helpdesk who in turn will try to resolve and escalate to NIC if not resolved.
- NIC will make available the solution in central server and facility to download the solution for desktops / tablets.
- NIC will not be responsible for procurement and installation of devices, connectivity or any other infrastructure items.

Roles and Responsibilities of Government of Kerala

- Define and identify the organizational units for AEBAS implementation
- Designate nodal officers in the identified organizational units
- Identify master trainers (at least 2 in each department or per district)
- Master trainers in turn to train other employees as required
- Government of Kerala may establish a PMU and helpdesk with necessary infrastructure.
- Nodal officers will be responsible for on-boarding the employees and to help the administration in monitoring of attendance.
- Maintaining Holiday List
- Verification of Employee records
- Data interpretations/Inferences from AEBAS Data.
- All attendance related queries including RTIs and Court Cases related to Kerala State will be handled by nodal officer(s) for Kerala state.

Cost implications

- Organisations on-boarded on Aadhaar Enabled Biometric Attendance System (AEBAS) are primarily divided in **two categories** :
 1. **Central and State Governments Offices - are on-boarded on free basis (subject to further decision, if any).**
 1. **All Central & state Government PSUs/Commercial or Profit making entities/ Autonomous Offices / Municipal Corporation /Authorities/ Projects like Skill Development projects etc - are to be on boarded on paid basis. Such Organisations have to pay to NICSI for use of AEBAS system services.**

The approximate Charges will be Rs. 3.21/- per registered employee/candidate per month, with the minimum limit of Rs.10,700/- per year excluding GST.

FAQs

Q.1 Will an employee be able to mark his attendance on any Biometric Attendance System (BAS) terminal installed in any Building?

Ans. It is possible for state government employees to mark their attendance on Biometric Attendance System terminals installed in any building in their respective states, using the attendance id provided to them. The dashboard reports would be able show the location/building from where an employee has marked his attendance

FAQs

Q.2 What is RD service?

Ans. 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.

Q.3 How safe is the Aadhaar information when used for marking attendance?

Ans. At the time of registration, employees provide basic details of Aadhaar for verification by UIDAI. At the time of marking attendance, only the unique attendance id provided to the employee is accepted and verified. Otherwise, Aadhaar details are masked and encrypted in the system; hence the Aadhaar information is safe.

FAQs

Q.4 Is there any provision in BAS for shift duty?

Ans. No there is no provision for shift duty in BAS because the work hours are calculated for 24 hours and after 12 midnight a date change comes into effect.

Q.5 What happens if I punch out more than once in a day?

Ans. The very first time an employee marks attendance in a day is taken to be his In- time. The last attendance marked in the day is considered to be the Out-time. This means attendances marked in between the first and the last punch are not considered.

Thanks