

General Guidelines for the Purchase and Installation of BAS.

The Aadhaar Enabled Biometric Attendance System (AEBAS) is for monitoring of attendance of Officers/Officials in the individual departments.

The following guidelines may be observed for the implementation of the BAS.

- I. The Biometric Attendance Device (BAS) to be used needs to be UIDAI compatible BAS device.**
- II. There are multiple types of the BAS devices available in the market. However the following two models/types of BAS devices available are relevant.**
 - a) Desktop based, finger scan type BAS device which is recommended for organizations with small manpower (say upto 10 employees)**
 - b) The wall mount, tab type, 3G enabled SIM based BAS device (finger scan) is recommended for organizations with large man power (say 20 and above).**
- III. The BAS device needs Internet connection for up linking of the device to the attendance portal (attendance.gov.in).**
- IV. Where there is no internet connectivity the user department may opt for 3G enabled SIM based BAS Tab. The organizations can also connect the Tab to Broad Band connectivity for which RJ connector is also available.**
- V. Device Safety**
 - a. The desktop based BAS device is often safe, since it is installed by connecting it to the desktop computer having internet connection operating within the office chambers.**
 - b. For safety of the wall mount based BAS device its safety should be taken into account and it must be preferably**

installed in a safe protected area inside the premises of the department.

VI. Registration

a. In each organization the Nodal Officer (Preferably District Officer himself or his nominated IT Official having Aadhaar no.) will register his organization on attendance portal by emailing the On-boarding Application form (available on attendance portal) duly attested and signed by the Head of the Department to webregistrar at helpdesk-attendance@gov.in email address. Once a domain is created for a Nodal Officer, he shall get the user ID and password for his created domain through email/sms and he shall be responsible person to administer the newly created domain. The Nodal Officer shall further create sub-sectors under his command on the domain and also shall generate the attendance reports. The contact no. of attendance helpdesk is 011-24305050, 011-24305059.

b. After domain creation, the BAS devices at various levels (if any) need to be registered with the attendance portal for activation purposes. Once the device is registered and activated, only then the employees need to get registered on the created domain. Once an employee is registered they can start marking attendance through the BAS device.

VII. The BAS devices may be purchased at the current DGSnD Rate Contract from any registered dealer or at the NICSI rate contract as per the suitability and requirement of the BAS device in their department. For bigger organizations the emphasis must be laid for getting the BAS device that supports the required no. of staff/users.

VIII. For further clarifications please read SOP-Aadhaar Based Attendance System available on <http://jkit.nic.in> website.

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For

District Administration Pulwama, J&K

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 Bodies <input type="checkbox"/> Central Offices <input type="checkbox"/> Semi Government Office <input type="checkbox"/> State Government <input type="checkbox"/> Central Public Sector Unit
Organization Name	
Address	
District	
State	
NIC Coordinator Mobile	
NIC Coordinator e-Mail	
Website	
No. Of Employees	
Office Timings	

Nodal Officer Name	
Aadhaar No	
Designation	
Mobile	
E-Mail	

Date:

Name & Designation
Head of the department with Signature & Seal