

कार्यालय महालेखाकार (ले व ह)-II, महाराष्ट्र, नागपुर

संख्या : एचआरएम-I/AEBAS/ 14

दिनांक : 30-07-2025

परिपत्र / CIRCULAR

01-08-2025

मुख्यालय के निर्देशों के अनुसरण में, इस कार्यालय में आधार सक्षम बायोमेट्रिक्स उपस्थिति प्रणाली (एईबीएस) की प्रारंभिक प्रक्रिया लागू की जा रही है। ट्रायल रन 01 अगस्त 2025 से प्रभावी होगा और अगले आदेश तक भौतिक उपस्थिति के समानांतर चलेगा।

अतः सभी अधिकारी/कर्मचारी, सलाहकारों और संविदा कर्मचारियों को निर्देश दिया जाता है कि वे अपने व्यक्तिगत मोबाइल डिवाइस पर निम्नलिखित दो एप्लिकेशन डाउनलोड और इंस्टॉल करें और संलग्न पीडीएफ फाइल में उल्लिखित चरण-दर-चरण निर्देशों का पालन करें।

AadhaarFaceRD and AadhaarBAS

सभी अधिकारियों/कर्मचारियों, सलाहकारों और संविदा कर्मचारियों को कार्यालय समय (सुबह 9.30 बजे से शाम 6 बजे तक) का पालन करने और अपनी उपस्थिति दर्ज कराने का निर्देश दिया जाता है। सभी शाखा अधिकारी अपने अधिनस्थों द्वारा उपरोक्त निर्देशों का पालन सुनिश्चित करें।

In pursuance of Headquarters directions, the preparatory exercise of the Aadhaar Enabled Biometrics Attendance System (AEBAS) is being implemented in this office. The trial run will be effective from 01st August 2025 and will run parallel with the physical attendance until further orders.

Therefore, all Officers / staff, consultants and contractual staff are instructed to download and install the following two applications on their personal mobile devices and follow the step by step instructions mentioned in the attached pdf file. The applications are available on Google Play Store and Apple App Store.

AadhaarFaceRD and AadhaarBAS

All Officers / staff, consultants and contractual staff are instructed to adhere to office timings (9.30 AM to 6 PM) and mark their attendance. All Branch Officers are instructed to ensure compliance of above instructions by their subordinates.

Encl : AEBAS_Guidelines.pdf

Digitally signed by
Gupta Jitendra Bhudarbha
Date: 01-08-2025
15:59:11

वरिष्ठ उप महालेखाकार (प्रशासन)

संख्या : एचआरएम-I/AEBAS/ 14

दिनांक : 30-07-2025

प्रतिलिपि जानकारी एवं आवश्यक कार्यवाही हेतु : -

01-08-25

1. महालेखाकार के सचिव
2. सभी समूह अधिकारियों के सचिवालय
3. वरिष्ठ लेखा अधिकारी / एल एण्ड एस - II (4 प्रति नोटिस बोर्ड के लिए)
4. सभी अधिकारी / कर्मचारी (आईपी मेसेज द्वारा)
5. वरिष्ठ लेखा अधिकारी / ईआईएस (कार्यालय की वेबसाइट पर प्रकाशित करने हेतु)

6. परिपत्रक फाइल


वरिष्ठ लेखा अधिकार / स्चआरएम-।

ATTENDANCE MARKING THROUGH FACE RECOGNITION on :: PERSONAL MOBILE

AEBAS team has created software for FACE based Aadhaar authentication with UIDAI RD for attendance marking through Face Recognition. For face authentication, picture from the repository of CIDR of UIDAI would be used. In this process face biometric would be used in place of Fingerprint/Iris of the individual.

The application would work in the similar fashion as earlier with the only difference that individual's face would be used.

Earlier the attendance marking was facilitated through Biometric i.e. Fingerprint or Iris.

Keeping in mind the current situation where the world is in the middle of a pandemic, the attendance marking has now been initiated through Face.

The process for attendance marking would remain the same, where in the user would input his/her attendance ID and would be prompted to show the face. On successful attendance marking, the display would show attendance opening and/or attendance closing for that particular employee

The application is available for Android devices only (minimum requirement stated in the document).

Installation process for the same is explained below

If your attendance marking ID is 6- digit / 8-digit refer Annexure – A

In case of any query please contact: 1800 111 555 or raise ticket at <https://servicedesk.nic.in/>

General Attendance Marking Guidelines:

1. The individual marking attendance should ensure that there is Good Light on the face.
2. User should follow all the instructions shown on the RD screen.
3. There should not be any multiple objects/persons in the background.

Minimum Device Specification:

Android version above 9, RAM 4+GB, Camera 5 MP and above.
iOS software version 14 and above

Installation application initial steps:

1. Download and Install the Aadhaar Face RD APP from the Google Play Store/AppStore.

AadhaarFaceRD

Ministry of Information and Public Relations



2. Download and Install the AadhaarBAS App from the Google Play Store/AppStore.

AadhaarBAS

National Informatics Centre



May please refer Annexure -A for further action

3. To know your Geo Lat Long may please use the app present in your Employee Login:
<https://attendance.gov.in/update/employee/entryPoint>
Visit Organization URL.

In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

**** Please ensure that your office location is mapped correctly.**

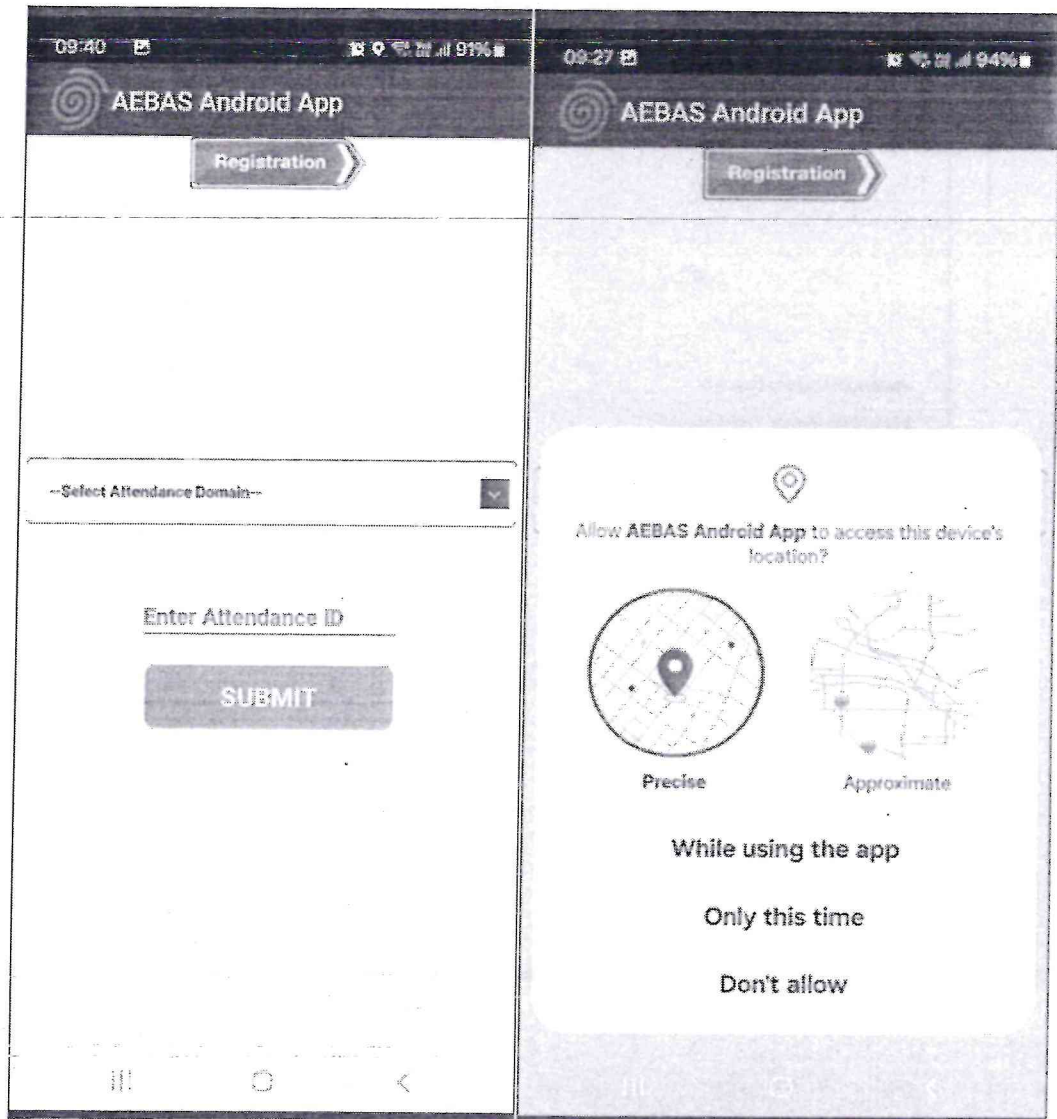
You may check it in employee login in the attendance portal

If office location incorrect, may please update the office location

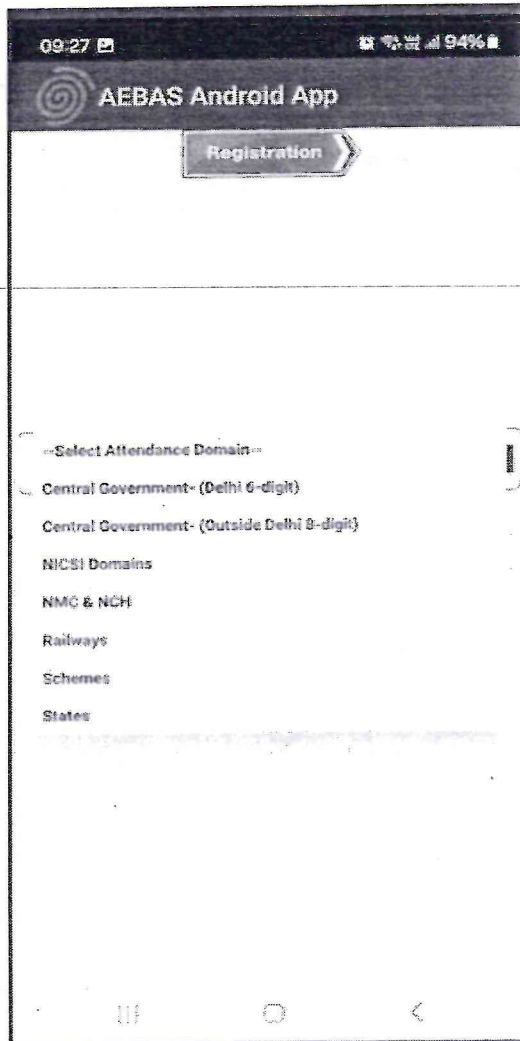
**** Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.**

Annexure A : Attendance Marking Screen for marking through Personal Device Android

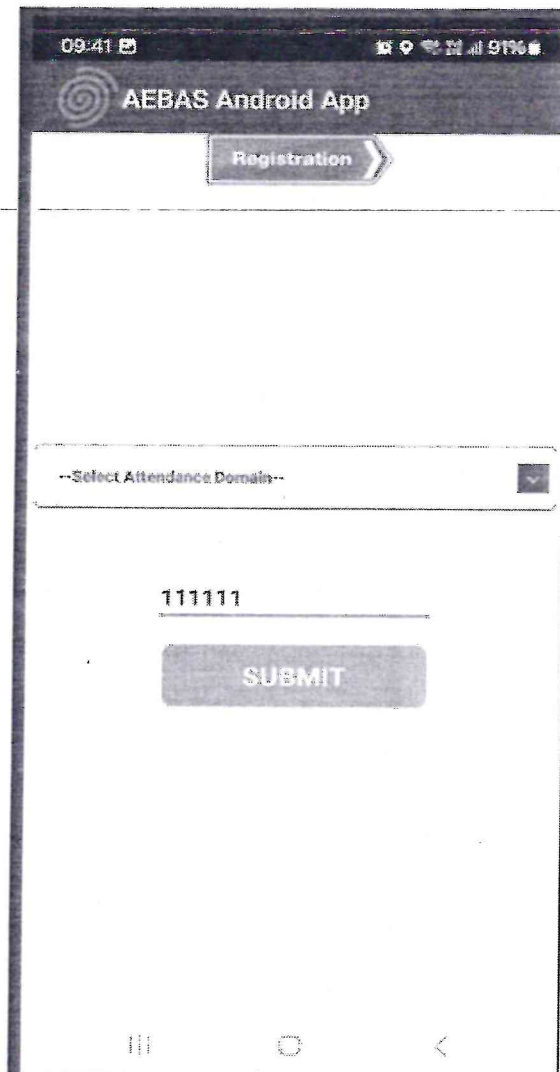
1. Open the FACE BAS APP



2. Select the Domain in which attendance is required to be marked (i.e. Delhi Central; attendance.gov.in /Central; central.attendance.gov.in/ States/Schemes)



3. Enter the attendance ID, in which the employee is registered (i.e. if Delhi Central 6 digit attendanceID ; or Central/State, etc.; central.attendance.gov.in, 8 digit attendanceID) and click on Submit



09:41 91%

AEBAS Android App

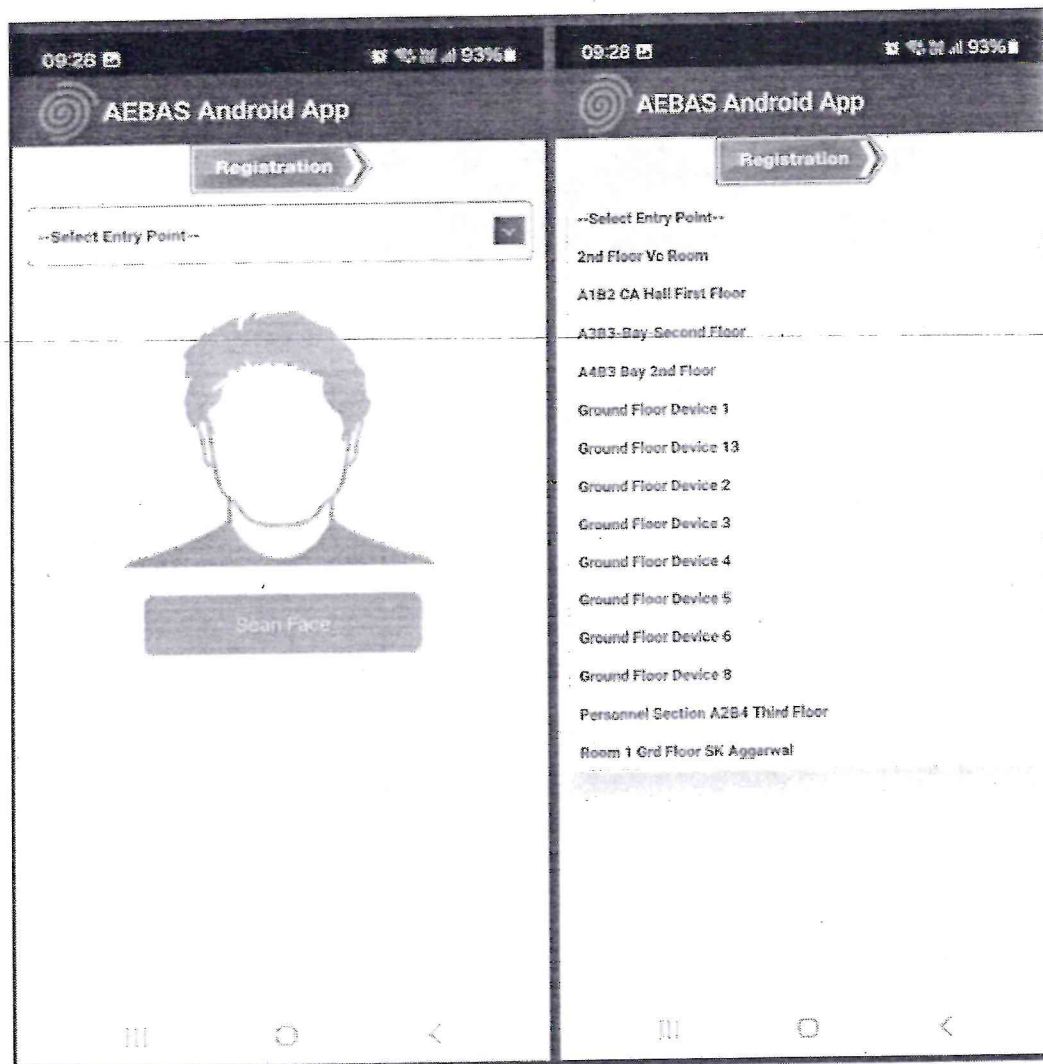
Registration

--Select Attendance Domain--

111111

SUBMIT

4. Choose the Entry point from where the employee will mark attendance.



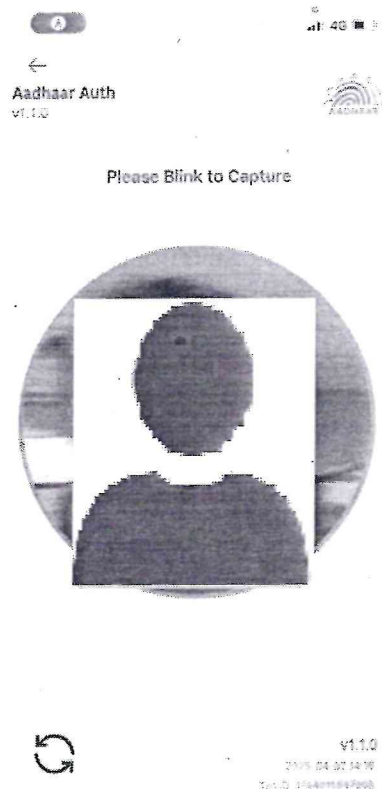
To know your Geo Lat Long use the may please download the app present in your Employee Login:

<https://attendance.gov.in/update/employee/entryPoint>

Visit Organization URL.

In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

Ensure the "Scan Biometric" is clicked and authentication is completed.



5. Attendance Marking screen will be prompted.
Ensure that the checkbox is clicked.

12:29 4G

https://attendance.gov.in

75, Organisation: National Informatics Centre

उपस्थिति क्रमांक/
Attendance Id 111111

PERSONAL BAS DEVICE ID: 111222

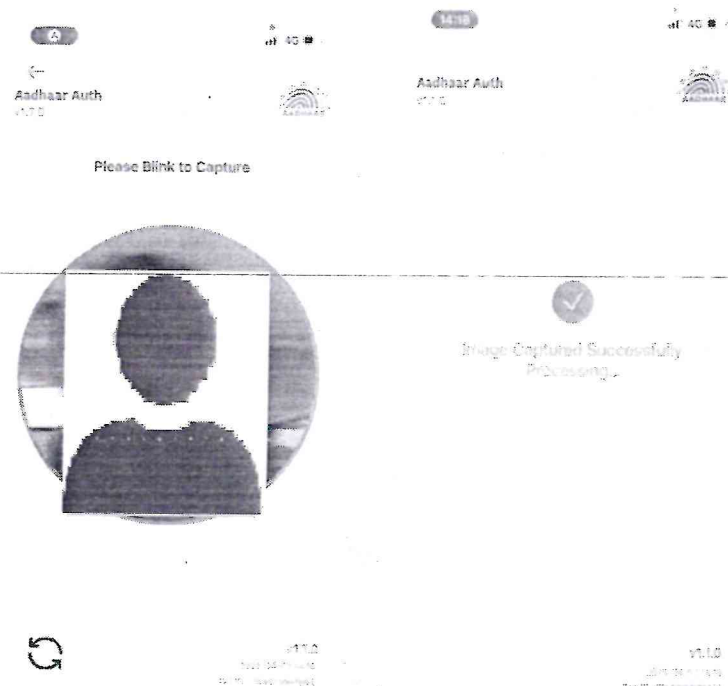
☐ मैं अपनी उपस्थिति दर्ज करने और अपने संगठन के साथ
अपना उपस्थिति डेटा साझा करने के लिए आधार
बायोमेट्रिक प्रमाणीकरण के लिए Melty NIC (AUA)
को अपनी सहमति देता हूँ। I give my consent to
Melty NIC (AUA) for Aadhaar Biometric
Authentication for marking my
attendance and sharing my attendance
data with my organization.

उपस्थिति आईडी दर्ज करें/ Enter Valid Attendance ID

1	2	3	Bksp
4	5	6	Reset
7	8	9	0

12:39 4 221228 20194

6. User will show the face and attendance will be marked

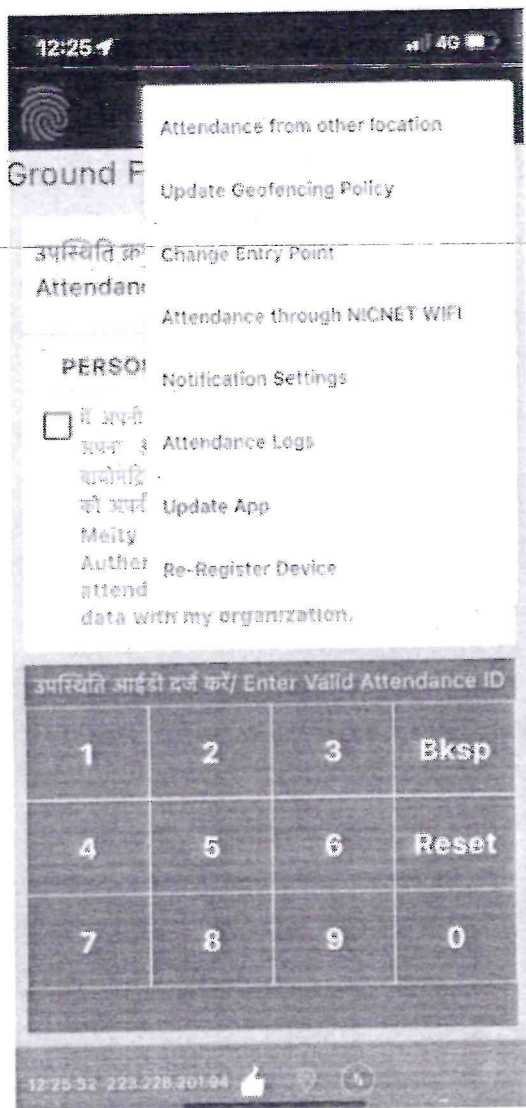


7. The attendance is successfully marked and the Attendance In/out would be recorded



4. Geo Fencing Policy Update

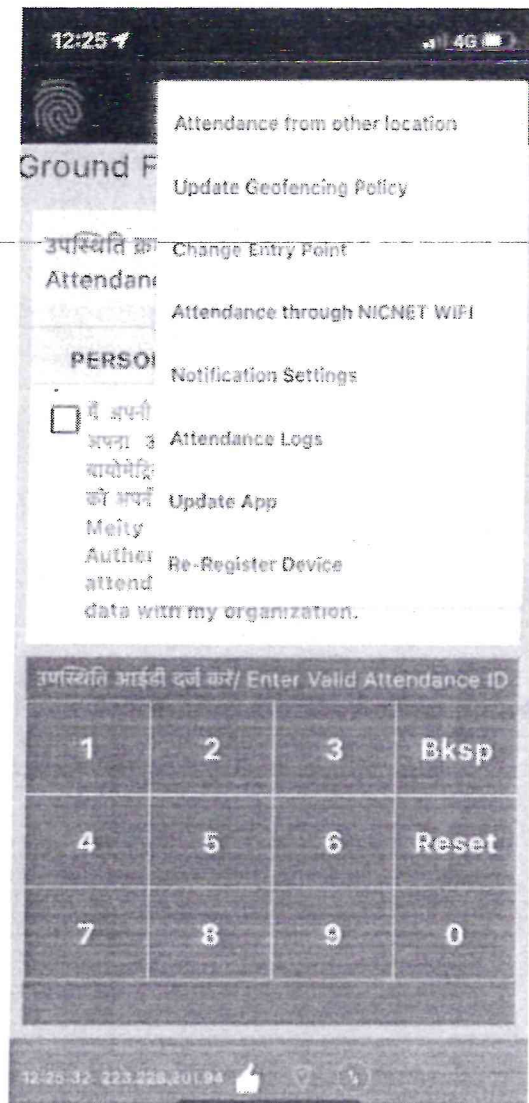
Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update



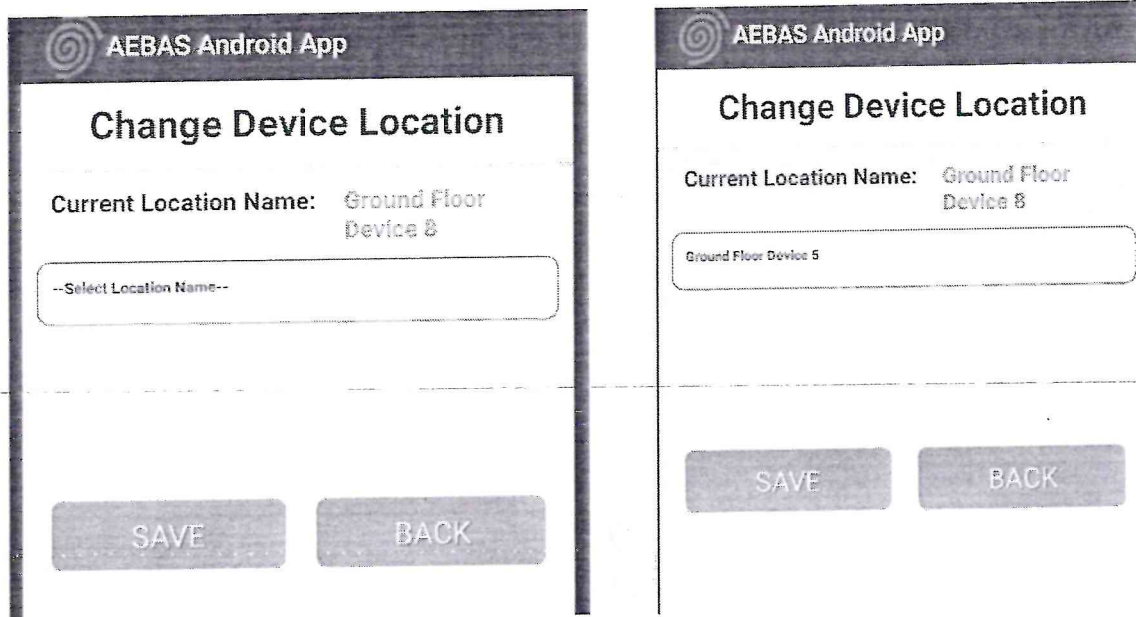
May click on "Update Geofencing Policy", if update is available, the policy will be updated

9. Change Device Location ::

Click on the 3 dots, on the extreme right panel to check for the Change of Device Location



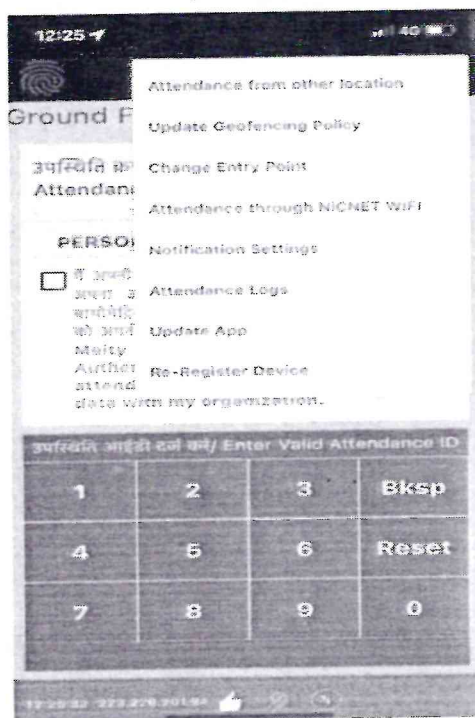
Choose the Device Location from the list specified



Save the location , the status will be updated on the user screen:

10. Notifications

Click on the 3 dots, on the extreme right panel to check for the Notifications Settings



This feature would allow the user to set the notification for Attendance Marking time in the morning and evening.

By using this feature, the user can set the time for which the notification is desired.

The screenshot shows a mobile application interface for 'Notification Settings'. At the top, the status bar shows the time 09:30 and battery level 93%. The app title 'Settings' is at the top left. Below it, the section 'Notification Settings:' is highlighted. A descriptive text states: 'Notification facility will remind you regarding marking of attendance when you are in office geolocation or IP range'. The first option is 'Do you want notification:' with radio buttons for 'Yes' (selected) and 'No'. The next section is 'Select days for notification' with checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Mon, Tue, Wed, Thu, and Fri are checked. The 'Select time range for notification:' section has two rows: 'Morning Time' with 'From 8:45' and 'To 9:15', and 'Evening Time' with 'From 17:15' and 'To 18:15'. Below this is a text input field for 'Time interval to check your location/IP (in minutes)'. The next section is 'Do you want to enter Office Wifi IP's' with radio buttons for 'Yes' and 'No' (selected). At the bottom are 'BACK' and 'SAVE' buttons. The Android navigation bar is visible at the very bottom.

A. User to choose if the notification is required

B. User to select the days for which the notification is required.

C. User to mention the start time and end time for morning notification and evening notification

Based on this the notification would be sent to the user

D. User to mention the office WiFi IPs, if the attendance is to be marked within the office network.

All the options chosen should be saved for successful notification on the user device.

11. Attendance Logs

All the Attendance marked on the personal device only would be shown with the Attendance ID, date, attendance marked time, the response code received from UIDAI and the status.

May note only 20 transactions would be displayed.



The screenshot shows a mobile application interface with a status bar at the top displaying the time 12:54 and signal/battery icons. The app title is 'Attendance Records'. Below the title is a table with 5 columns: 'Sl No.', 'Attendance ID', 'Date & Time', 'Response Code', and 'Status'. The table contains 7 rows of data. The 'Attendance ID' column has a text input field with the value '123456' for each row. The 'Status' column has a dropdown menu with the value '300' for the 6th row. At the bottom of the table is a 'Close' button. The bottom status bar shows the time 12:54, a signal strength indicator, and the IP address 10.198.160.119.

Sl No.	Attendance ID	Date & Time	Response Code	Status
1	123456	26-09-20 24 08:54:03	ce99b62eada14 bd18c1e8e7df9 6e9904	Opening
2	123456	25-09-20 24 17:31:34	2579c81627c64 d00bb2ca4e6e e83c6e8	Closing
3	123456	25-09-20 24 08:52:47	8828d229b17d 4bc587dc81a00 9284368	Opening
4	123456	24-09-20 24 17:20:45	49f7dcb4fba24 6a396b22b68e 70b6668	Closing
5	123456	24-09-20 24 08:30:06	2bf17839b1184 89e96a3484dfa 122118	Opening
6	123456	24-09-20 24 08:28:50	68793234fd794 460b1ba0b72b2 40e5fa	300
7	123456	23-09-20 24 13:08:13	e0050d43fdf24 7b08248c4654 9714794	Closing

12. Attendance from other Location

In this case the attendance would be recorded as Roaming and same would be displayed in the Nodal Login.

13. Re-Register Device

If the Employee has been transferred from Central to the State, the employee can now re-register the device with the attendance ID and mark attendance post successful registration of the device.

