भारत सरकार
Government of India
संचार एवं सूचना प्रोद्योगिकी मंत्रालय
Ministry of Communication & Information Technology
इलेक्ट्रॉनिक्स एवं सूचना प्रोद्योगिकी विभाग
Department of Electronics & Information Technology
राष्ट्रीय सूचना विज्ञान केंद्र/National Informatics Centre
अंडमान तथा निकोबार केंद्र शासित केंद्र
Andaman & Nicobar UT Centre
पोर्ट ब्लेयर / Port Blair

संख्या: रा.सू.वि.के./अ.न.के.श.के./042015/९ऽ   दिनांक: 07/04/2015

सेवा में/To

भारत सरकार के कार्यालयों के सभी प्रमुख
अंडमान एवं निकोबार द्वीप समूह
पोर्ट ब्लेयर

विषय:/Sub : Registration of GoI offices in AEBAS system and Training for Bio Metric
Attendance System of GoI - Reg.

महोदय,

This is regarding implementation of "AEBAS (Aadhar Enabled Bio Metric Attendance System) of Govt of India" in offices of Govt of India located at Port Blair. Kindly also refer to our earlier letter dated 10/03/2015 on same subject. The AEBAS system has been implemented at NIC, Andaman state unit from 1st Mar 2015 and NIC will now provide technical support to GoI offices in Port Blair to implement the same in their individual office.

In this connection, we propose to organize a "Registration-cum-Training" programme at our office on 10/04/2015 at 3 pm onwards to all GoI offices in Port Blair. During the programme, following activities will be done :

1. Each individual office will be "Registered" in AEBAS system, in online mode. For this kindly fill & sign the enclosed application for on-boarding & bring on training day.
2. The "Administrator" details for each registered office will be updated in AEBAS system in online mode. It is requested that each office may identify "Administrator" for AEBAS and depute them for the programme. The "Administrator" should bring Aadhaar card Number & soft copy of photo in .jpg format (file size upto 200KB only).
3. The "Administrator" will be trained to register employees in their office (with Aadhaar card),in AEBAS system in online mode. To start with, the Administrator himself/herself will be registered as an employee. Once an employee is registered in AEBAS, he/she can register attendance daily at respective office, after installing AEBAS in the office.

We will also clarify doubts on AEBAS system during the programme. Kindly arrange to depute the officer identified as "Administrator" of your office to programme.

Thanking you,

भवदीय,

(आर नरसिंह राव)
आधार करेंसक्षम बॉयोमीट्रिक उपस्थिति प्रणाली परियोजना समन्वयक/
AEBAS Project Coordinator
9933246762/03192 - 232733

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

Organization Type	[ ] Ministry [ ] Department under Ministry [ ] Attached Office [ ] Autonomous Bodies [ ] Central Offices [ ] Semi Government Office [ ] State Government [ ] 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

1. After submission of the online form, the application will undergo an approval process.

2. Upon approval, the nodal officer will be provided with login credentials to the portal.

3. 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.

4. It should be ensured that the username and password are received by the organization admin user.

5. 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.

6. 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

7. Division/Unit within the organization should be carefully mapped and created so that the employees are grouped accordingly.

8. 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.