

भारत सरकार
Government of India
संचार एवं सूचना प्रौद्योगिकी मंत्रालय
Ministry of Communication & Information Technology
इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी 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 टेलीफोन/Telephone 03192-232733

संख्या: रा.सू.वि.के./अ.न.के.श.के./042015/113

दिनांक: 21/04/2015

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 (Aadhaar 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 letters dated 10/03/2015 & 07/04/2015 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 organised a "Registration-cum-Training on AEBAS" programme at our office on 10/04/2015, but only 4 departments have participated in the said program. Due to continuous pressure from GoI, all the heads of GoI offices of A & N Islands are once again requested to Identify nodal officers & depute them to the "Registration-cum-Training on AEBAS" program going to be conducted again on 29-04-2015 from 3 pm onwards without fail at NIC.

The AEBAS system is being monitored by GoI at highest level of PMO and all GOI Offices in the country have been instructed to implement AEBAS at the earliest.

The list of GoI Organizations in Port Blair **who attend/do not attend** the training program on 29/04/2015 at NIC, Port Blair will be sent to GoI, New Delhi.

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 on-boarding application & 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/ Nodal officer" for AEBAS and depute them for the programme. The "Administrator" should have Aadhaar card Number.
3. The "Administrator" will be trained on how to register employees of his 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 (अ.न.के.श.के.)
(आर नरसिंह राव)

आधार करैसक्षम बायोमीट्रिक उपस्थिति प्रणाली परियोजना समन्वयक

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	9474247132
NIC Coordinator e-Mail	anitha.s@nic.in
Website	—
No. Of Employees	
Office Timings	

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	

Date:

Name & Designation
Head of the department with Signature & Seal

Instructions for Organization On-Boarding

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.