AEBAS (AADHAAR ENABLED BIOMETRIC ATTENDANCE SYSTEM)

GUIDELINES to TP/TCs for Organization ON-BOARDING and AEBAS Compliant Device Installation Process

Dear **Training Partner,**

In continuation to our efforts to seamlessly onboard your Training Centers for PMKVY 2016-20, we would like to assist you with the process of setting up the Aadhar Enabled Biometric Attendance System (AEBAS). **Recording of candidate attendance via the Aadhar Enabled Biometric System through http://skill.attendance.gov.in/ is a pre-requisite to participate in PMKVY 2016-2020.**

It is mandatory to install Wall mounted (Tablet) device and it is recommended to install one device for every 30-40 students (each batch) along with a backup device in case primary device fails. There is requirement of Wi-Fi and 3G data Sim to be used for wall mount devices.

Procurement of Aadhar Enabled Biometric Device: The procuring of these devices is a parallel process in addition to Organization onboarding process.

We recommend procuring DGS&D Approved Biometric Devices for UIDAI Attendance System. Now we have one stop Government marketplace (GeM) to facilitate online procurement [http://www.gem.gov.in.](http://www.gem.gov.in)

TP / TC's may buy AEBAS Wall Mounted Devices through GEM Portal also with following Mandatory Technical Specifications compliance.
1. NIC AEBAS (Aadhaar Enabled Biometric Attendance System) Compliant Wall Mount Tablet and
2. UIDAI Approved ; and
3. Android 4.4. & Android 5.1 or above; and
4. STQC approved FPS integrated Tablet

The Device KYC form is required to be filled by each centre for device site readiness before installation of device.

1.   Kindly explore the skill attendance portal: http://skill.attendance.gov.in in advance with FAQs.

2.   Kindly download the organization Onboarding form from below URL: http://skill.attendance.gov.in/assets/doc/OrganizationRegistration.pdf

3.   Kindly fill up the Organization Onboarding form for each Training centre and get it signed by training head of respective training centre and send hard copy to below mentioned address of NSDC for their approval and counter signature & seal.

   AEBAS Helpdesk Team
   National Skill Development Centre
   301-306, 3rd floor, West Wing,
   World Mark 1, Aerocity
   New Delhi -110037
   Phone- **011-47451663/64 and Ext-754**

4.   After approval and counter signature from NSDC, Organization On- Boarding form is put forth for further process. The team will make the master entry of the organization on http://skill.attendance.gov.in

5.   AEBAS team will intimate the Nodal officer on his/her email-id **(**kindly check SPAM folder**)** to onboard the organization with all the steps. Nodal officer is requested to continuously check their email-id, the organization may check their organization master entry in organization registration module of http://skill.attendance.gov.in portal available at following url: http://skill.attendance.gov.in/register/organization

Select your Organization name in Organization drop down list and follow the **Steps to complete the Organization On-boarding Process mentioned on the right side at URL: http://skill.attendance.gov.in/register/organization**

6.   The **sub-domain/URL** of the organization will be created by NIC and email will be sent with login credentials to Nodal officer on his/her

Email-id after completion of above steps as mentioned at **point 6 above.**
(The above process may take 2-5 working days).

7.   It should be ensured that the username and password kept with the organization Nodal Officer only. In case of password reset request it should be sent by Nodal officer on the same mail from which you have received credentials from AEBAS Team.

8.   First of all the Nodal Officer has to complete the portal related activities as mentioned at **point 10 below**, **without this device can't be activated**.

9.   Nodal officer has to make necessary global master entry after logging in Portal with the credentials received from AEBAS team.

B. Manage Masters
   (i)   Division Units e.g. Trade/Job profile.
   (ii)   Designation e.g. Trainee, Trainer etc.
   (iii) Office location (sent with credentials)
   (iv)   Device location e.g. first floor, ground floor, reception etc.
   (v)   Shifts Batches (Add shift)
   (vi)   Office timings (TC time e.g. 8.00 to 18 or 20 hrs).

10. Once the above master entry as mentioned in **point 10** above are made by Nodal officer, candidate may register themselves on the respective TC URL (allocated by AEBAS Team) without login by choosing.**Candidate Registration tab** and fill the **Personal details** like Candidate Name, Aadhar no, D.O.B etc. and **Organization Details** like Candidate type i.e. **Non-Government**, designation as **Trainee/Trainer/Training Head** as may be applicable etc., Division Unit – Job Trade e.g. BEAUTY, TELECOM Sector etc.

11. Once candidates are registered on portal, Nodal officer may go to **Manage Candidates ->Aadhar by pass option-> process** (if all details found **OK** and make them **active**, if details are not correct please **reject** and register again)

12. Make one of the candidate (Trainer/Training Head) etc. as Biometric Administrator, go to **Mange Device->Add Biometric Admin** (Please ensure that the person to whom you are making biometric admin must be registered and activated on the portal).

13. Nodal officer may generate activation code for Biometric Admin (Go to **Manage device->Activation Code**).

14. Now use AEBAS Wall mount DEVICE preconfigured by Vendor or download software through URL: http://basreports.attendance.gov.in/downloads/

15. Open the AEBAS application in the wall mount device, select domain as **skill development** and enter the activation code generated at **Step 15** above and click on **lock icon**.

16. Select Entry point i.e. Device location entered by Nodal officer.

17. Scan finger of biometric admin for whom Activation code was generated.

18. After Scanning finger of Biometric Admin, in case of **Invalid Activation code** Please check the Device location in the portal, Status must be like this as shown below, here **Deactivate** means device location is **Activated**:

| 2 | Marvel CityRatia RoadTohana | Reception. | ☑ Edit | ⊗ Deactivate |

D. How to mark the Attendance:

After registration of all the candidates by Nodal officers or Candidate by themselves on the URL (Provided to TP/TCs by helpdesk team).The Attendance ID will be generated from your Aadhaar number, the last 8 digit number of their Aadhar is attendance id for each student. The attendance ID will only be active to mark attendance only when your Aadhaar information is verified by UIDAI and activated by Nodal officer.

- Attendance ID has also been sent by SMS to your registered Mobile Number.
- Enter your 8-digit Attendance ID on Screen.
- A Red light will start to glow on Finger Print Scanner (Wall mount Tablet/USB device).
- Now put any one of your fingers on the Finger Print Scanner.
- DO NOT move your finger on scanner otherwise finger prints will not be properly scanned.
- DO NOT Press very hard on Finger Print Scanner.
- Once the screen shows "Authenticating, Please Wait". Remove your finger from the scanner.
- A pop-up screen will show your Photo and Attendance Type as "Opening" for the first time you mark the attendance for that day.
- If Attendance Type is "Closing" then it will be counted as OUT Time. However, OUT time would be the LAST "Closing" time marked by you. Any "Closing" time in-between "Opening" time and Last "Closing" time would be ignored.
- If, you see a CROSS instead of your photo, then some ERROR has occurred while marking attendance.
- You will be able to mark your attendance in any bio-metric terminal installed by TP/TC.
- You can also mark your attendance in any of finger print devices (USB), which have been connected on Windows 7 or Windows OS. Presently client attendance software is not available for MAC OS.
- If you are having difficulty in marking attendance-using fingerprints scanning devices, please try marking your attendance through Iris Device.

Error Code Description

What each ERROR code means (for more details refer to Error codes in FAQ on http://skill.attendance.gov.in)

300	Biometric data did not match.
330	Biometric locked. Kindly contact UIDAI Helpline.
500	Invalid encryption of Skey.
502	Invalid encryption of PID.
511	Invalid PID XML format.
561	Request expired.
562	Timestamp value is future time (value specified "Pid->ts" is ahead of authentication
	Server time beyond acceptable threshold).
800	Invalid biometric data.
811	Missing biometric data in CIDR for the given Aadhaar number.
951	Biometric lock related technical error. Kindly contact UIDAI Helpline.
997	Biometric corrupt at UIDAI.
998	Template not in Aadhaar. Try after 15 minutes after first Try.
1201	ASA Connectivity Lost to UIDAI.
1204	No Response UIDAI.
1205	Delay in response from AUA/ASA to UIDAI.
9901	Technical Error.
9902	User Not Registered.
9903	Invalid Device.
9904	Delay in response from AUA/ASA to UIDAI.

9904-ADelayed Reply from AUA/ASA.

Abbreviation and Meaning

Skey – Sesssion Key

PID – Personal Identity Data.

CIDR – Central Identities Data Repository.

UIDAI - Unique Identification Authority of India.

ASA - Authentication Service Agency.

AUA - Authentication User Agency.

E. How to Generate Attendance Reports

Nodal officer can Generate Attendance Reports of the candidates as per requirement. Types of

Reports:

1. Attendance Today
2. Attendance Register
3. Advance Reports
4. Dynamic Advance Reports
5. Date wise Attendance
6. Dynamic Date wise Attendance
7. Weekly/Monthly Report
8. Shift Report etc.

Students may also check their attendance itself by choosing Candidate Login tab and enter their attendance ID, an OTP will sent to Candidate's registered mobile no. for login.

2. Helpdesk Support

For support send email to :

1. Helpdesk-skill@gov.in
2. aebashelpdesk@nsdcindia.org
3. In case of issue not been resolved mark a cc to : pallavi.supriya@nsdcindia.org

You can also call on - **011-47451663/64 and Ext-754**

For further assistance may contact: https://servicedesk.nic.in/
Helpline Number (Toll free): 1800 111 555

Government of India
National Informatics Centre
Aadhaar Enabled Biometric Attendance System

Appendix 'A' – Application format for Organization On-boarding
(http://skill.attendance.gov.in/)

Organization Type	NSDC/NISE / PSDM [] Govt ITI [] NGO [] Trust [] Private [] Others		
Organization Name (Training Center)	TC Code-		
Associated Training Partner's Name	TP Code-		
District		Pin Code :	
State			
*Office (Training Center) Location			
** Device Location			
IT Coordinator Name/Mobile			
IT Coordinator e-Mail			
Subdomain : (To be allocated by NIC)			
No. Of Candidates (Trainees &other Staff)			
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.

*   Office location- e.g. Bhawan/Building Name or Landmark (other than office address).

** Device location- e.g. Reception/ground floor/first floor or (where the AEBAS wall mount device is to be installed).

Name & Designation (with stamp)
Head of Sponsoring Govt. Dept.(MSDE/NSDC)

Name & Designation (with stamp)
Training Head/Manager /Training Center I/C