



**Kerala Prisons &
Correctional Services**

Prisons & Correctional
Services Headquarters
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Endt No: E1-33281/2022/PrHQ ; Dated : 12-01-2023

പൊതുഭരണ (ഏകോപനം) വകുപ്പിന്റെ 09.01.2023 തീയതിയിലെ സി.ഡി.എൻ 4/151/2018/പൊഭവ പാർട്ട്-2 നമ്പർ സർക്കുലർ അറിവിലേക്കും തുടർനടപടികൾക്കുമായി ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

Joyi T
For Director General of Prisons & Correctional Services

To : അക്കൗണ്ട്സ് ഓഫീസർ
ജയിലാസ്ഥാനകാര്യലയം

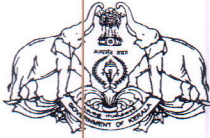
Copy To : 1. സൂപ്രണ്ട്
പ്ലാനിംഗ് സെക്ഷൻ
2. ടെക്നിക്കൽ സെൽ



E1-33281/2022/PrHQ



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കേരള സർക്കാർ
പൊതുഭരണ (ഏകോപനം) വകുപ്പ്

നം.സിഡിഎൻ.4/151/2018/പൊഭവ-പാർട്ട്-2

തീയതി, തിരുവനന്തപുരം, 09.01.2023.

സർക്കുലർ

വിഷയം:-പൊതുഭരണ വകുപ്പ്- സ്റ്റാർക്ക് മുഖേന ശമ്പള ബിൽ തയ്യാറാക്കുന്ന സംസ്ഥാനത്തെ എല്ലാ സർക്കാർ സ്ഥാപനങ്ങൾ, അർദ്ധ സർക്കാർ സ്ഥാപനങ്ങൾ, സ്വയംഭരണ സ്ഥാപനങ്ങൾ, ഗ്രാൻഡ് ഇൻ എയ്ഡ് സ്ഥാപനങ്ങൾ എന്നിവയിൽ സ്റ്റാർക്ക് ബന്ധിത ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം നടപ്പിലാക്കുന്നതിന്റെ മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നത് -സംബന്ധിച്ച്

സൂചന :- 1) സ.ഉ(സാധാ) നം.192/2020/പൊഭവ തീയതി 13.01.2020
2) 16.12.2022 ലെ ഈ വകുപ്പിന്റെ ഇതേ നമ്പർ സർക്കുലർ

സ്റ്റാർക്ക് മുഖേന ശമ്പള ബിൽ തയ്യാറാക്കുന്ന സംസ്ഥാനത്തെ എല്ലാ സർക്കാർ സ്ഥാപനങ്ങൾ, അർദ്ധ സർക്കാർ സ്ഥാപനങ്ങൾ, സ്വയംഭരണ സ്ഥാപനങ്ങൾ, ഗ്രാൻഡ് ഇൻ എയ്ഡ് സ്ഥാപനങ്ങൾ എന്നിവയിൽ സ്റ്റാർക്ക് ബന്ധിത ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം നടപ്പിലാക്കുന്നത് സംബന്ധിച്ച് ചുവടെപ്പറയുന്ന മാർഗ്ഗ നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

- ആധാർ സ്റ്റാർക്ക് അധിഷ്ഠിത ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം നടപ്പിലാക്കുന്ന സ്ഥാപനങ്ങൾ ആയത് എങ്ങനെയാണ് സ്റ്റാർക്കുമായി ബന്ധപ്പെടേണ്ടത് എന്നത് സംബന്ധിച്ച ടെക്നിക്കൽ ഡോക്യുമെന്റ് **ഇതോടൊപ്പം അനുബന്ധമായി ചേർക്കുന്നു.** ആയത് പ്രകാരം മെഷീനുകൾ സ്ഥാപിച്ചു കഴിഞ്ഞാൽ ഉടൻ ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം സ്റ്റാർക്കുമായി ബന്ധപ്പെടേണ്ടതാണ്.
- വിവിധ വകുപ്പുകളിലും സ്ഥാപനങ്ങളിലും ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം നടപ്പിലാക്കുന്നത് സംബന്ധിച്ച കാര്യങ്ങൾ ഏകോപിപ്പിക്കുന്നതിന് ഓരോ വകുപ്പ് മേധാവികളുടേയും ഓഫീസുകളിലും ഒരു നോഡൽ ഓഫീസറെ നിയമിക്കേണ്ടതാണ്. ഇത് സംബന്ധിച്ച നിർദ്ദേശം സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. ടി നോഡൽ ഓഫീസർ മുഖേനയാണ് വകുപ്പുകൾ മെഷീനുകൾ സ്ഥാപിച്ചു കഴിഞ്ഞാൽ ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം സ്റ്റാർക്കുമായി ബന്ധിപ്പിക്കേണ്ടത്. കൂടാതെ വകുപ്പ് മേധാവികളുടെ ഓഫീസുകളിലെ നോഡൽ ഓഫീസർ ഇത്തരത്തിൽ വകുപ്പിന് കീഴിലെ മറ്റ് ഓഫീസുകളിലും (ജില്ലാ ഓഫീസ്, സബ് ഓഫീസ് തുടങ്ങിയവ) ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം സ്റ്റാർക്കുമായി ബന്ധിപ്പിക്കേണ്ടതാണ്.
- സെക്രട്ടേറിയറ്റിലെ വിവിധ വകുപ്പുകളിൽ ചുമതലപ്പെടുത്തിയ അഡീഷണൽ സെക്രട്ടറി/ജോയിന്റ് സെക്രട്ടറി തലത്തിലുള്ള നോഡൽ ഓഫീസർമാർ വകുപ്പിന് കീഴിലുള്ള ഓഫീസുകളിൽ പബ്ലിംഗ് നടപ്പാക്കുന്നതിന് സ്വീകരിക്കുന്ന നടപടികൾ നിരീക്ഷിക്കേണ്ടതും ആയത് സംബന്ധിച്ച പുരോഗതി റിപ്പോർട്ട് ചീഫ് സെക്രട്ടറിയും സെക്രട്ടറിമാരുമായുള്ള പ്രതിമാസ യോഗത്തിൽ അവലോകനത്തിനായി അതാത് വകുപ്പ് സെക്രട്ടറിമാർക്ക് നൽകേണ്ടതുമാണ്.
- നിരവധി വകുപ്പുകൾ/സ്ഥാപനങ്ങൾ ഇതിനകം ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം സ്ഥാപിക്കുകയും എന്നാൽ ആയത് സ്റ്റാർക്കുമായി ബന്ധിപ്പിക്കാതിരിക്കുന്നതായും സർക്കാരിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ടി സാഹചര്യത്തിൽ ഇത്തരം സ്ഥാപനങ്ങൾ വളരെ അടിയന്തിരമായി ബയോമെട്രിക് പബ്ലിംഗ് സംവിധാനം സ്റ്റാർക്കുമായി ബന്ധിപ്പിക്കേണ്ടതാണ്.

കെ.ആർ.ജ്യോതിലാൽ
അഡീഷണൽ ചീഫ് സെക്രട്ടറി

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും, പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും, സെക്രട്ടറിമാർക്കും
എല്ലാ ജില്ലാ കളക്ടർമാർക്കും
എല്ലാ വകുപ്പ് മേധാവികൾക്കും

പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ & ഇ/ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം
 എല്ലാ പൊതുമേഖലാ/സ്വയംഭരണ സ്ഥാപനങ്ങളുടേയും മേധാവികൾക്കും
 ചീഫ് എൻജിനീയർ,പൊതുമരാമത്ത് (കെട്ടിട വിഭാഗം),പബ്ലിക് ഓഫീസ്, മ്യൂസിയം പി.ഒ, തിരുവനന്തപുരം
 സീനിയർ ടെക്നിക്കൽ ഡയറക്ടർ, എൻ.ഐ.സി, കേരള സ്റ്റേറ്റ് സെന്റർ, ബിൽഡിംഗ്,
 വെള്ളയമ്പലം,തിരുവനന്തപുരം.
 സീനിയർ കൺസൾട്ടന്റ്, സ്റ്റേറ്റ് ഗവർണ്ണൻസ് മിഷൻ ടീം, കേരള സ്റ്റേറ്റ് ഐ.റ്റി.മിഷൻ, വെള്ളയമ്പലം,
 തിരുവനന്തപുരം
 മാനേജർ, സ്പാർക്ക്, പി.എം.യു ഓഫീസ്, ഡി.പി.സി ബിൽഡിംഗ്, കേരള യൂണിവേഴ്സിറ്റി ക്യാമ്പസ്,
 പാളയം, തിരുവനന്തപുരം - 695 001
 മാനേജിംഗ് ഡയറക്ടർ, കെൽട്രോൺ. സെക്യൂരിറ്റി & സർവൈലൻസ് ഗ്രൂപ്പ്, കരകുളം, തിരുവനന്തപുരം
 ഗവർണ്ണറുടെ സെക്രട്ടറി, രാജ് ഭവൻ, തിരുവനന്തപുരം
 സെക്രട്ടറി, നിയമസഭാ സെക്രട്ടേറിയറ്റ്, തിരുവനന്തപുരം
 സെക്രട്ടറി, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, തിരുവനന്തപുരം
 രജിസ്ട്രാർ,കേരള അഡ്മിനിസ്ട്രേറ്റീവ് ട്രൈബ്യൂണൽ,തിരുവനന്തപുരം
 രജിസ്ട്രാർ, കേരള ഹൈക്കോടതി, എറണാകുളം
 രജിസ്ട്രാർ, കേരള ലോകായുക്ത, തിരുവനന്തപുരം
 മെമ്പർ സെക്രട്ടറി, സംസ്ഥാന ആസൂത്രണ ബോർഡ്, പട്ടം, തിരുവനന്തപുരം
 സെക്രട്ടറി, സംസ്ഥാന വിവരാവകാശ കമ്മീഷൻ, തിരുവനന്തപുരം
 രജിസ്ട്രാർ, കേരള /കാലിക്കറ്റ്/ കസാറ്റ് /കണ്ണൂർ/മഹാത്മാഗാന്ധി - സർവ്വകലാശാലകൾ
 രജിസ്ട്രാർ, കേരള കാർഷിക സർവ്വകലാശാല, മണ്ണുത്തി, തൃശൂർ
 രജിസ്ട്രാർ, ശ്രീ ശങ്കരാചാര്യ സംസ്കൃത സർവ്വകലാശാല, കാലടി. പി.ഒ, എറണാകുളം
 രജിസ്ട്രാർ, കേരള യൂണിവേഴ്സിറ്റി ഓഫ് ഹെൽത്ത് & അലൈഡ് സയൻസസ്, തൃശൂർ- 680 596
 രജിസ്ട്രാർ, കേരള വെറ്റിനറി & ആനിമൽ സയൻസസ് യൂണിവേഴ്സിറ്റി, ക്യാമ്പസ് ഓഫീസ്, പൂക്കോട്, വയനാട്
 രജിസ്ട്രാർ, കേരള യൂണിവേഴ്സിറ്റി ഓഫ് ഫിഷറീസ് ആന്റ് ഓഷൻ സ്റ്റഡീസ്, പനങ്ങാട്, കൊച്ചി
 ഡയറക്ടർ, വിവര പൊതുജന സമ്പർക്ക വകുപ്പ് (മാധ്യമങ്ങളിലൂടെ വിപുലമായ പ്രചരണത്തിന്)
 വെബ് & ന്യൂ മീഡിയ (സർക്കാർ വെബ്സൈറ്റിൽ ചേർക്കുന്നതിന്
 പൊതുഭരണ (കമ്പ്യൂട്ടർ സെൽ വകുപ്പ് (പൊതുഭരണ വകുപ്പിന്റെ വെബ് സൈറ്റിൽചേർക്കുന്നതിന്)
 കരുതൽ ഫയൽ/ഓഫീസ് പകർപ്പ്

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

AEBAS

Aadhaar Enabled Biometric Attendance System

**A project initiated by General Administration Department
Government of Kerala**

Technical Document

**Government of India
Ministry of Electronics & Information Technology
Department of Information Technology
National Informatics Centre
Kerala State Centre, Trivandrum-33**

Background

Government of Kerala initiated the biometric enabled attendance system in Government Secretariat, Thiruvananthapuram some time back with technical assistance from a state Government PSU. Later on for effective monitoring of attendance, it was decided to link it with SPARK, the HR portal of the Government. As the HR portal was designed and developed by NIC Kerala, NIC was asked to do the needful for integrating the attendance system with SPARK database and to facilitate necessary modules for effective monitoring of attendance. Necessary APIs were exposed in SPARK for pushing the punching data. On the successful implementation of the same in Government Secretariat, it was decided to implement the biometric attendance system in all state Government establishments. Government constituted a technical committee vide G.O(Rt)No.8153/2018/GAD dated 17-12-2018 and NIC was a member in the committee. Based on the inputs of NIC in the committee meeting regarding AEBAS and MoM of the meeting held on 08.03.2019, NIC was asked to submit a detailed proposal for implementation of AEBAS for Government of Kerala.

About Aadhaar Enabled Biometric Attendance System (AEBAS)

As part of the "Digital India" Programme of Government of India, it has been decided to implement common Aadhaar Enabled Biometric Attendance System (AEBAS) in the Central Government Offices (Agencies). Later it extended to the State Governments with separate domains for each state. The proposed system would enable an employee to register attendance by presenting his/her biometric (finger print/Iris) which will be authenticated online by doing one to one match with the bio-metric stored in the UIDAI data base against the employee's Aadhaar number.

The Aadhaar Enabled Biometric Attendance System (AEBAS) has the following features:

- Cloud-based attendance software installed and operated from NIC National Data Centre.
- Dedicated secure high speed connectivity provided between National Data Center and UIDAI Data Center by NIC for authentication
- Offices using the system will procure and install biometric enabled terminals / devices in decentralized manner through open tender/GeM to mark attendance; the number and location of required devices will be assessed by the offices; the offices concerned will be responsible for day-to-day maintenance of the devices
- Network Connectivity of terminals / devices to be established through Wi-Fi/GPRS
- Customized reporting formats for various levels of employees developed by UIDAI/NIC
- Facility for centralized compilation and publication of attendance data in public domain provided as per requirements
- This Biometric Attendance System is based on Aadhaar Authentication (Fingerprint and Iris Based Authentication).
- It is an attendance system with real time monitoring
- Time taken to Record Attendance is as low as 1-2 Seconds on Wi-Fi and 8-11 Seconds on GPRS (SIM)

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- System is tightly integrated with the communication channel of SMS. A user gets SMS's from the systems at various levels like after registration, on non-marking of attendance and other conditions to empower the users of the system.
 - The system maintenance is largely automated. Examples are: centralized monitoring of devices - through a dash-board, push-based updating of software on devices and PCs over the air, automatic fall back on SIM based connectivity once the Wi-Fi connectivity goes down and centralized scheduling of shut-down of devices during out of office hours. The efforts are on to make the system even smarter in future.

Features of the System

Hardware: The system is simple to deploy due to no hardware lock in or vendor dependency. The hardware used for this system is neither specially manufactured nor is based on a technology patented by a particular company. This means that this system can be installed on any tablet working on android operating system or any desktop personnel computer or even a laptop working on windows platform. The system requires one STQC certified Fingerprint/Iris Scanner Device that follows the specifications of the UIDAI has to be attached to the host device.

Software: The client software for the biometric attendance system has been made in house and is readily available. There are two separate versions of software available for desktop PCs running windows and android based tablets. All the supported biometric devices are integrated into the application. The software is a simple client application with no special algorithms. Modification and incorporation of additional features in the software is easy.

Connectivity: The system uses multiple internet connectivity channels and has an inbuilt fallback mechanism. The biometric device works on any available connectivity that is supported by the device on which the application is installed. The Tablet application uses Wi-Fi as well as GPRS with an auto switch mechanism to determine the best connectivity option. The desktop application can be used over Wi-Fi, Ethernet or Data Card connectivity option and Android tablet application can be used over Wi-Fi, GPRS/WCDMA, Ethernet options.

Accessibility for the employee: In order to make this system portable, it has been designed on a central architecture. Every client system is connected to the server in real time, the employee data resides on the central server and the changes are also made in the database of the central server for any transaction at any client at any location. This means that employees are not restricted to mark attendance from a designated client or a location. There is a strong client management and analysis system inbuilt which is capable of analyzing the transaction data of the clients for any anomalies.

Scalability: The system has been built with scalability in mind. Therefore any new office, employee or client can be on-boarded easily. The system can support practically unlimited number of clients.

Security: There is a proper mechanism of registration of any new client or any piece of hardware in the system before allowing it to be active to ensure safety of the

system. Aadhaar authentication is highly secure system of biometric authentication, which adds to the security of the system. As the system uses this service, the sensitive biometric data resides in the secure Central Identities Data Repository of UIDAI. The biometric data captured locally by client is securely communicated to the UIDAI server for authentication and not stored in the system at any point of time.

Ease of Use: This is an extremely user friendly system where the employees can do online self-registration, update of their profile and details. The registered employees also get SMS Alerts on events of importance. This system can also monitor the health of attendance terminals centrally which makes is easier for the implementers to do maintenance work.

The **BAS manual** is available at https://kerala.attendance.gov.in/assets/doc/bas_manual.pdf

Objective

The objective is to implement AEBAS in the establishments of the Kerala state Government integrated with the HR application (SPARK) of the state Government.

On-boarding guidelines for Government of Kerala

Portal <https://kerala.attendance.gov.in> has been created and around Forty (40) departments have already on boarded on the portal. The screenshots of the portal given in Appendix B.

The guidelines for on-boarding are given below:

Identification of Nodal Officer

To facilitate the implementation and thereafter operate the Biometric attendance system, it is desired that the Ministry/Department shall nominate a Nodal Officer as a Single Point of Contact (SPoC) for driving the Bio-metric attendance initiative.

It is recommended that Government of Kerala may identify nodal officer department wise or district wise for effective management. The user manual for nodal officer available on the link https://kerala.attendance.gov.in/assets/doc/Nodal_manual.pdf

Registration of Organization

Government of Kerala (Directorates/departments) may fill up the **Organization registration form** for capturing the details of the organization as well as Nodal Officer towards registration/on-boarding to the state attendance portal. Once the registration of the organization is complete, the organization will be listed in the portal for the enrolment of the employees and generation of various types of reports pertaining to the organization. Step towards Organization registration is available in the link https://kerala.attendance.gov.in/org_onboarding

The NIC coordinator can be the NIC Officer working on projects for that particular department. Government of Kerala can have domains department wise on the <https://kerala.attendance.gov.in> portal and all the Kerala departments will have prefix "kl". Please find examples of department's on boarded in the following table

| | | |
|---|--|---|
| Department of Dairy Development, Thiruvananthapuram | | https://kldddttvc.attendance.gov.in |
| Department of Legal Metrology | | https://klldlm.attendance.gov.in |
| Land Revenue Department, Thiruvananthapuram | | https://klldrtvc.attendance.gov.in |
| Directorate of Culture | | https://klculture.attendance.gov.in |
| Department of Museums and Zoos | | https://klmuszoo.attendance.gov.in |
| Directorate of Agriculture Development and Farmers Welfare Department | | https://kladafwd.attendance.gov.in |

Registration of Employees

Once the domain of the organization is registered on the attendance portal, employees of the organization are required to do online registration on <https://klxyz.attendance.gov.in> portal where xyz is the department name for enabling them to mark attendance. The employees need to fill an online form using the link 'User Registration' on the attendance portal. Once the details are filled, the employee data goes to the quality check team - Nodal Officer of the organization for verification. After the approval from the nodal officer, the employee becomes active in the attendance portal and can mark its attendance through the devices installed.

The details required for on boarding of employees in the attendance portal can be found in **Appendix 'A'**. The user manual for employees are available at https://kerala.attendance.gov.in/assets/doc/employee_manual_v1.pdf

Biometric Terminals (Devices)

The biometric terminals installed for the purpose of attendance punching act as an interface for the end user to punch his attendance in the system, which in turn interacts with various API's to record the event in the central database.

The Biometric terminals may typically use the following components:

List of compatible devices is listed is available at https://kerala.attendance.gov.in/faq/compatible_devices

a. Tablet -The wall mounted devices are Android OS running tablets, with either finger print reader or iris scanner together housed in a cabinet to present an integrated device feel. The BAS software for android is readily available for download from the portal. Since network connectivity is mandatory for working these tablet devices are connected through Wi-Fi access points and are also equipped with a 2G sim card for GPRS connectivity for network failover support. Now tablets are available with Ethernet LAN ports also. To get an idea of the indicative price, the approximate price of the tablet as per GeM portal is Rs. 10,000. In offices having upto 50 employees, one tablet is required.

b. Desktop - PC or laptops running Windows 10 and above can also be used to run the BAS software.

c. Fingerprint reader – these refer to the biometric fingerprint reader devices which capture the fingerprints of the user. Approximate price

d. Iris scanner – these are used to capture the IRIS image of the user and do iris authentication

The biometric terminals can be setup using either of the above combinations. For other devices not listed in Appendix D, the AEBAS system requires STQC certified fingerprint/IRIS scanner device that should be registered device as per the procedure mentioned on UIDAI site <https://uidai.gov.in/ecosystem/authentication-devices-documents/biometric-devices.html>.

Once, the registration of the employees and verification by nodal officer is complete, the employee can mark his/her attendance from the devices installed.

Customized reports for attendance monitoring

Various reports such as attendance register, Advance Report, Date wise Attendance and Weakly/Monthly reports can be generated by the nodal officer.

1. Attendance Register: To get Attendance Register report between the date range.
2. Advance Report: To generate the advance report and Export the data into Excel format.
3. Date wise Attendance Report: To get the date wise report and Export the data into excel.
4. Weakly/Monthly Report: To generate the weakly/monthly report and data into excel

The following are the mandatory requirements and major concerns for implementation of AEBAS for Government of Kerala:

- a. Aadhaar number for the employee is mandatory
- b. Mobile number should be registered with the Aadhaar number
- c. Only STQC certified UIDAI registered devices can be used
- d. Finger print scanners compatible with WINDOWS and tablets support Android. Few devices compatible with embedded LINUX.
- e. Night shift duty is not provisioned in AEBAS as on date.
- f. Network connectivity and access to NIC Cloud is a mandatory requirement for marking attendance. If the network fails, employee will not be able to mark attendance.

Integration with SPARK

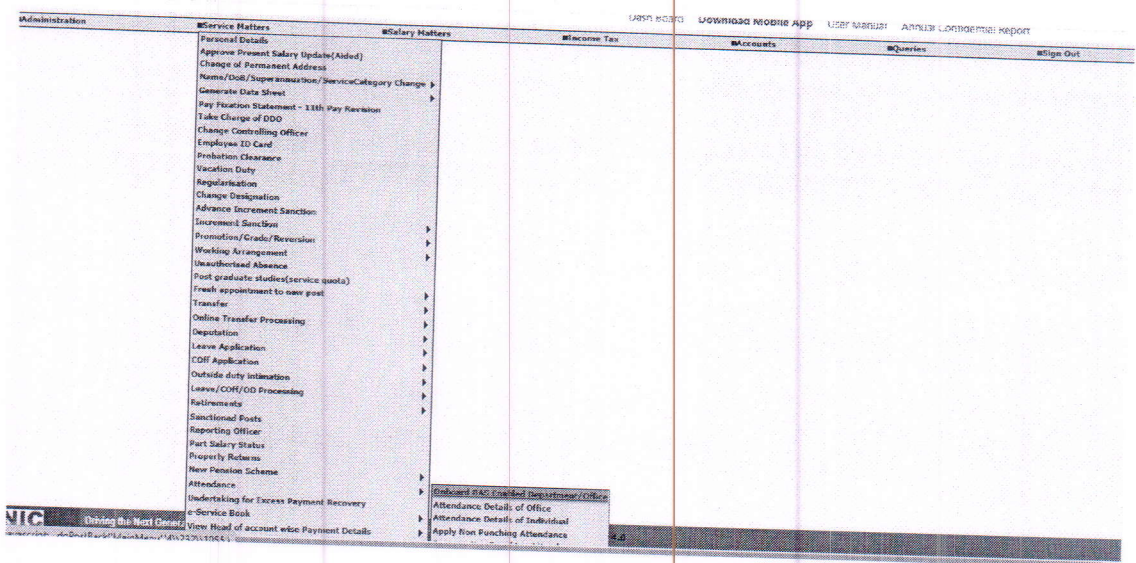
AEBAS provides necessary APIs for pulling attendance data. Using these APIs, punching data can be pulled and stored in SPARK. While on-boarding the employees in to the AEBAS system, the field 'organisational employee code' may be entered carefully. Organizational employee code refer to the Permanent Employee Number (PEN) used in SPARK. As this attribute is optional in the AEBAS portal, sufficient care should be taken to ensure that all employees update their PEN in the system. This can be verified before formally starting the attendance monitoring.

SPARK has provision for online monitoring of attendance and has necessary reports built in to the portal.

On boarding biometric attendance system in SPARK

The attendance data need to be pulled from AEBAS system or any other BAS system (like the one implemented in Secretariat by Keltron) for attendance monitoring purposes. To enable data pulling in to SPARK, the nodal officer should onboard the BAS in SPARK using the below interface.

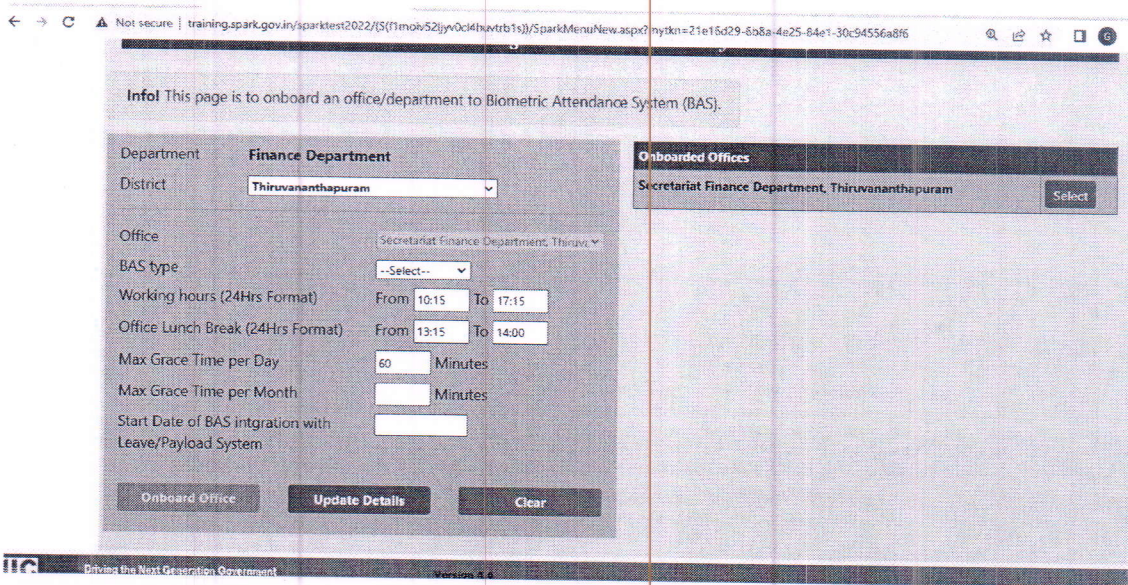
Menu: Service Matters -> Attendance -> Onboard BAS Enabled Department/Office.



Select the onboarded offices based on the department and district.

Select the BAS type then update details (Date, Time, Lunch brak an Grace Time etc..)

After that click 'Update Details' Button.



Project Monitoring Unit & Help desk

There are about 5 lakhs employees in 30,000+ establishments across 100+ line departments falling under 41 Administrative departments in Government of Kerala. Implementing AEBAS in such a large number of offices is really a challenging task. The nodal officers and other employees may have several issues / doubts and all such issues need to be clarified and way out suggested and helped out during the implementation period. It is suggested that Government may augment the existing SPARK PMU under Finance Department with sufficient man power and other resources to address this. The man power deployed in the help desk can be trained along with the departmental master trainers.

Cost

As on date the AEBAS is provided, free of cost to pure Government departments (non profit making). However, in case of any future policy decision by the Ministry to charge Government departments, the charges will be levied accordingly.

PSU's, missions, boards, Institutes, Colleges, Local bodies, Skill development centres are chargeable through NICS. Current charges are Rs. 3.21 per registered employee per month with the minimum limit of Rs. 10,700 per year excluding GST. The actual amount and account details will be mentioned in the Proforma Invoice (PI) from NICS. Any changes in the charges are liable to be paid.

Roles and Responsibilities

NIC

1. NIC will train identified nodal officers and master trainers of the departments in on-boarding process and in using the AEBAS system. However the logistics for the training need to be arranged by the department.
2. Any onboarding issues may be escalated to PMU/helpdesk who in turn will try to resolve and escalate to NIC if not resolved.
3. NIC will make available the solution in central server and facility to download the solution for desktops / tablets.
4. NIC will not be responsible for procurement and installation of devices, connectivity or any other infrastructure items.

Departments / Offices/Government of Kerala

1. Define and identify the organizational units for AEBAS implementation
2. Designate nodal officers in the identified organizational units
3. Identify master trainers (at least 2 in each department)
4. Master trainers in turn to train other employees as required
5. Government of Kerala may establish a PMU and helpdesk with necessary infrastructure.
6. Nodal officers will be responsible for on-boarding the employees and to help the administration in monitoring of attendance.

For more details, please visit
<https://kerala.attendance.gov.in/> FAQ Section

Appendix A

Details to be entered for Employee On-boarding

Instructions for filling the Employee On-boarding request form:

1. Kindly fill the entries as mentioned in the aadhaar card.
2. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
3. Please review the form before submission.

Note:

- If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.
- For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

Employee Registration

| | |
|--|-------------------------------------|
| Personal Details | Organization Details |
| Employee Name * | |
| <input type="text" value="Enter Employee Name"/> | |
| Date of Birth | Gender * |
| <input type="text" value="dd-mm-yyyy"/> | <input type="text" value="Gender"/> |
| Enter Aadhaar Number * | |
| <input type="text" value="Enter Employee Name"/> | |
| E-Mail | |
| <input type="text" value="E-Mail"/> | |
| Mobile No. * | |
| <input type="text" value="eg 9876512345"/> | |
| <input type="button" value="Next"/> | |

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Employee Registration

Personal Details Organization Details

Organization Name
Land Revenue Department, Thiruvananthapuram, Kerala

Employee Type * Division/Unit within Organization *
select - Select Division/Unit -

Designation *
- Select Designation -

Office Location *
- Select Office Location -

Organization Employee Code
Enter Employee Code

Photograph (only .jpg format and size upto 150 KB) *
Choose File No file chosen

Enter the code exactly as it appears * 6e9e0E Not readable ? change text

Confirmation Code

Consent: I, owner of above Aadhaar Number, agree that the Aadhar Enabled Biometric Attendance System (AEBAS) uses my Aadhaar Number for authentication with UIDAI data repository for creating attendance record. I have no objection to the same as per Aadhaar Act 2016. MeitY / NIC have informed me that my biometric data will not be stored or shared except as per provisions of Aadhaar Act 2016.

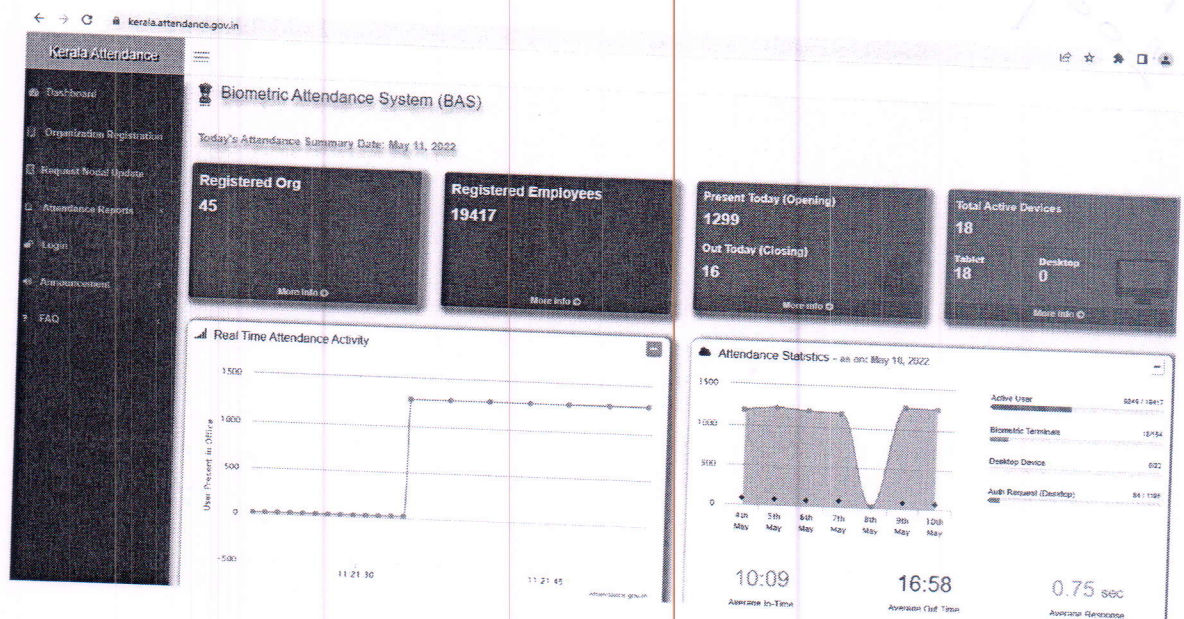
सहमति: मैं, ऊपर के आधार संख्या का धारक, सहमत हूँ कि आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (एईबीएएस) में उपस्थिति रिकार्ड करने के लिए यूआईडीआईआई डेटा भंडार के साथ प्रमाणीकरण के लिए मेरा आधार संख्या का उपयोग करता है। आधार अधिनियम 2016 के अनुसार मुझे इसके लिए कोई आपत्ति नहीं है। एमईआईटीवाई / एनआईसी ने मुझे सूचित किया है कि आधार अधिनियम 2016 के प्रावधानों के अनुसार मेरे बायोमेट्रिक डाटा को संग्रहित या साझा नहीं किया जाएगा।

Submit

Note:

- a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.
- c. For any other assistance please get in touch with the Attendance Helpdesk through <https://servicedesk.nic.in>

Appendix B



Dashboard Reports Organizations

Organization Registered

| S. No | Organization Name | Average In-Time (in hrs) | Average Out-Time (in hrs) | Average Stay (in hrs) | Average Response Time (in sec) | Website |
|-------|---|--------------------------|---------------------------|-----------------------|--------------------------------|---|
| 11 | DIRECTORATE OF EMPLOYMENT | 00:00 | 00:00 | 00:00 | 0:00 | https://bioemp.attendance.gov.in |
| 12 | Directorate of Environment and Climate Change | 14:13 | 14:15 | 00:01 | 0:52 | https://denvc.attendance.gov.in |
| 13 | Directorate of Indian Systems of Medicine | | | | | https://disystem.attendance.gov.in |
| 14 | Directorate of Prosecution | 11:07 | 11:08 | 00:00 | 0:52 | https://diprosecution.attendance.gov.in |
| 15 | Directorate of Technical Education | 09:59 | 17:03 | 07:03 | 0:53 | https://ditec.attendance.gov.in |
| 16 | Directorate of Training, Industrial Training Department, Trivandrum | 17:02 | 17:02 | 00:00 | 1:27 | https://ditindia.attendance.gov.in |
| 17 | DIRECTORATE OF TREASURIES | 11:14 | 17:24 | 06:10 | 0:58 | https://ditr.attendance.gov.in |
| 18 | District Collectorate, Pathanamthitta, Kerala | 00:00 | 00:00 | 00:00 | 0:00 | https://ditcpathamthitta.attendance.gov.in |
| 19 | District office of Department of Economics and Statistics, Wayanad | | | | | https://ditdes.attendance.gov.in |
| 20 | Drugs Control | 11:53 | 18:15 | 05:21 | 0:81 | https://dicscr.attendance.gov.in |

Important links

| | |
|-------------------------------|---|
| Organization registration | https://kerala.attendance.gov.in/org_onboarding |
| BAS manual | https://kerala.attendance.gov.in/assets/doc/bas_manual.pdf |
| Nodal Officer Manual | https://kerala.attendance.gov.in/assets/doc/DesktopDevice_Installation.pdf |
| Employee user manual | https://kerala.attendance.gov.in/assets/doc/employee_manual_v1.pdf |
| Device installation procedure | https://kerala.attendance.gov.in/assets/doc/DesktopDevice_Installation.pdf |
| General Queries | https://kerala.attendance.gov.in/faq/public_faq |
| BAS compatible devices | https://kerala.attendance.gov.in/faq/compatible_devices |