

INTEGRATED HEADQUATERS OF MIN OF DEFENCE (NAVY)

VICE CHIEF OF THE NAVAL STAFF

TY MEMO NO -T -34 / 2014

IMPLEMENTATION OF AADHAAR ENABLED BIOMETRIC

ATTENDANCE SYSTEM (AEBAS)

1. **Background.** Govt of India has decided to introduce Aadhaar Enabled Biometric Attendance System (AEBAS) in all Central Government offices located at New Delhi. The proposed System would enable an employee, with an Aadhaar Number, to register his/her attendance (arrival/departure) in the office through biometric authentication. A web-based application software system will enable online recording of attendance.
2. **Aadhaar Enrolment.** AEBAS requires the Aadhaar details of personnel. It is therefore mandatory for all civilian personnel to have Aadhaar number. Aadhaar enrolment centers at Room No 10, South Block and R No 143, B-wing, Sena Bhawan are facilitating registration for service and civilian personnel.
3. **Preparatory Actions.** Following preparatory steps are required to be undertaken for implementation of AEBAS for IHQ,MoD(N):-
 - (a) **Nodal Officer.** R Adm VK Saxena, ADG (Tech) / Project Seabird will be the Nodal Officer for the project.
 - (b) **Dy Nodal Officer.** Capt IJS Matharu, PDOA will be the Deputy Nodal Officer for the project. He will assist the Nodal Officer in the following responsibilities:-

(i) Coordinate with NIC, UIDAI and other agencies for timely implementation of the project. Necessary technical support would be provided by NIC rep and administrative support by DOA.

(ii) Registration of IHQ, MoD(N), as department of MoD, with the Attendance System by filling up Organisation On - Boarding Form (**Form A**).

(iii) Verification of registration of civilian personnel to ensure that data is correct and only authorized personnel register for attendance.

(iv) Responsibility of implementation of AEBAS would be as follows:-

(aa) NHQ Cadre Civilians : PDCPS

(ab) AFHQ Cadre Civilians : PDOA

(c) **Responsibility of Directorates.**

(i) Directorates are to ensure that all civilian personnel possess Aadhaar number. Personnel not yet enrolled for Aadhaar be directed to complete the same by 30 Dec 14.

(ii) To achieve smooth and time bound completion of registration in AEBAS, Directorates are to nominate a coordinating officer. Coordinating officer is to ensure that all civilian personnel fill up the personal particulars at **Form B**. He shall verify the information filled up by the civilian personnel, and ensure that all forms are countersigned by the Principal Directors.

(iii) Thereafter, all civilian personnel with Aadhaar number are to register in the attendance system (AEBAS) online at www.attendance.gov.in Coordinating Officer to ensure correctness of the particulars uploaded.

(iv) Original hard copy of **Form B**, duly authenticated by Principal Directors is to be sent to AEBAS verification team for verification of registration by the Nodal Officer.

(d) **AEBAS Verification Team**. DOA to provide three LDC / Data Entry Operator and nominate one Cdr for duration of two months to form AEBAS implementation Team. This team will assist the Nodal Officer in collation / compilation and verification process of registration details uploaded by the personnel of IHQ,MoD(N) borne in various Directorates / Controllerates at Delhi. Suitable office space alongwith furniture, one computer with internet connection and a printer is to be provided to the team by DOA.

4. These orders may be disseminated to all personnel at I Q,MoD(N) for compliance.

(Sunil Lanba)
Vice Admiral
VCNS

SO/DCNS

SO/COP

SO/COM

Copy to :-

NA/CNS

PDOA

PDCPS

Project Seabird

Form A

AADHAAR BASED BIOMETRIC ATTENDANCE SYSTEM

(attendance.gov.in)

ORGANISATION ON – BOARDING FORM

Organisation Type	<input type="checkbox"/> Ministry <input type="checkbox"/> Dept under Ministry <input type="checkbox"/> Attached Office
Organisation Name	
Address	
District	
State	
Phone	
e-mail	
Website	
Desired Username	
Nodal Officer Name	
Aadhaar Number	
Designation	
Mobile	
e-mail	

Date:

Signature & Seal
of Head of Department

AADHAAR BASED BIOMETRIC ATTENDANCE SYSTEM

(attendance.gov.in)

EMPLOYEE ON – BOARDING FORM

Aadhaar Number		
Employee Name		
Organisation Name		
Designation		
Organisation Employee ID		
GPF Number		
Department		
Office Location		
DOB (dd-mm-yyyy)		Gender :M/F/T
Communication Address		
District		
State		
Phone		
e-mail		
Photograph		

Instructions:

1. Aadhaar number is mandatory for on-boarding in the system.
2. Provide a valid e-mail and mobile number for system alerts.

INSTRUCTIONS FOR FILLING UPEMPLOYEE ON – BOARDING FORM

1. Fill up the Form B.
2. Get Form B verified by the Coordinating Officer.
3. Open employee registration page on www.attendance.gov.in.
4. Fill up the details as mentioned in Form B.
5. Upload scanned photograph.
6. Submit the details online.
7. Forward Form B duly approved by Principal Director to al Officer.