

No.6/14/2015-MC
Government of Haryana
Monitoring & Coordination Cell

Haryana Civil Secretariat
Dated, Chandigarh, the 11th May, 2015

To

1. All Administrative Secretaries to Government Haryana
2. All Head of the Departments
3. All MDs of Boards & Corporations of Haryana Government.
4. All Divisional Commissioners
5. All Deputy Commissioners

Subject: Implementation of AEBAS (Aadhar Enabled Biometric Attendance System) in 2nd & 3rd Phase.

I am directed to refer to the subject noted above and to intimate that State Government has taken a decision on 03.03.2015 to implement Aadhar Enabled Biometric Attendance System in the State of Haryana. The system has been implemented successfully in 1st phase which has become operational wef 2nd May-2015. Hon'ble CM Haryana has instructed that AEBAS should cover all Govt. Offices in Haryana in the second & third phase. In the second phase all the Offices located at Chandigarh / Panchkula & at District HQrs shall be covered by 1st July 2015 & in third phase the Offices located at Tehsil & Block HQrs shall be covered by 1st August 2015. The action plan for 2nd phase is attached alongwith. This includes following major activities:

1. All Departmental Heads are requested to appoint one Technical Nodal Officer (TNO) for their departments. These Technical Nodal officers will be responsible for all activities of AEBAS viz. employee registration, activation of BAS Devices etc. Contact details of all TNOs are to be provided in prescribed attached format (Annexure-1) It may be noted that there shall be only one TNO for entire department who shall coordinate the project across the State as there is only one sub domain which shall be created for entire Deptt. For example for department PHED the domain created is :

<http://hrphed.attendance.gov.in>

There shall be only one Nodal Officer for this attendance web portal who shall be from HO of respective department/Board/Corporation located at Chandigarh/Panchkula or any other place. He shall coordinate the installation & activation of devices for entire Offices of his organization located at Chandigarh, Panchkula & all other locations in Haryana. This officer should have basic knowledge of Computers like checking & sending emails & installing Attendance software, etc.

3. All Administrative Secretaries shall issue directions to all employees of their departments to get their Aadhar Numbers generated (if not already having) at the Aadhaar Enrolment centres at their districts/sub-districts.

4. Administrative secretaries may also direct that for each location/building of their department, the HOD of that building/Office shall give a certificate in the format given in Annexure-2 by 25th June for Phase-2 & 20th July for Phase-3.
5. Activities/ timelines have been enclosed in Annexure 3 attached. It will be the responsibility of the Administrative Secretaries to ensure that activities pertaining to their department are carried out within the specified time frame.
6. The attendance has to be marked by all employees including Contractual, Work Charged, Outsourced etc.
7. You may ensure that this communication reaches in time to all locations of your Offices at Head Office & District Hqrs for 2nd Phase & SDM / Tehsil/ Block Hqrs for 3rd phase.

Yours faithfully,


Under Secretary, Coordination
for Chief Secretary to Govt. Haryana
Coordination Department

Annexure 1

Format for submitting Details of Technical Nodal Officers

1. Technical Nodal Officer Name:
2. Aadhaar Number:
3. Designation:
4. Mobile Number:
5. Email ID:

Annexure-2

To

Principal Secretary to Govt. Haryana,
Monitoring & Coordination Cell,
Haryana Civil Secretariat, Chandigarh.

Subject : Certificate regarding AEBAS

Sir,

It is certified that the details given below are accurate and correct of the best of my knowledge & belief & 100 % employees of the department working in this location have obtained Aadhar Card.

1. Name of the Office with complete Address :
2. Total Number of Employees of my department in this location:
(Include Contractual & Outsourced Employees)
3. Total Number of employees entered in attendance System.

(Name & Design of HOD)

- The certificate has to be given by HOD of each location of the Department separately.

Annexure-3

S.No.	Activities	Timeline	Status
1.	<p>Formation of Implementation Committee with PSEIT as chairman and following members:-</p> <ol style="list-style-type: none"> 1. Principal Secretary Coordination & Monitoring 2. Secy. GAD 3. Secy. Revenue-II, 4. MD-Hartron 5. SIO-NIC Haryana and 6. ASIO-NIC-Haryana (Mr. S.S. Duggal) as Member Secy. 		Committee already constituted during Phase I
2.	<p>Coordination & Monitoring is the Nodal Department for implementation of AEBAS in Haryana Govt.</p> <ol style="list-style-type: none"> a. Concerned HoD/ MD shall be General Nodal Officers for their departments/ boards/ corporations under the supervision of their respective Admin. Secy. b. Appointment of one Technical Nodal Officer (TNO) by each HoD/ MD for Boards/Corporations in Panchkula/Chandigarh. Details of these TNOs to be provided as detailed in the On-boarding Form attached at Annexure 1. (The person to be appointed as TNO should have sound knowledge of IT operations & awareness on computer usage) c. The duly filled up on-boarding form (Appendix A) is to be signed & stamped by the concerned HoD/ MD of that deptt./ board/ corporation. The scanned copy of the same is to be sent by mail to ssit@hry.nic.in with a copy to ravinder@hry.nic.in & duggal.ss@nic.in for on boarding of their organization on the Attendance Web Portal. d. Meeting of TNOs from all deptts/ boards/ corporations to be held at various stages. Meeting already held on 11/05/2015 & 21/05/2015 to provide overview of attendance system and to convey the roles and responsibilities of TNOs of some of the departments of Phase II 	<p>By June 10,2015</p> <p>TNOs meeting on June 10 & June 17,2015</p>	<p>Designated Nodal officers to send filled up Onboarding form (refer Appendix 'A') for release of login/ password to them for enabling employee registration on attendance portal. Those deptt./ boards/ corporations who have already sent & subdomain/ websites created, need not send again.</p>
3.	<p>➤ Directions to be issued to all employees of your organizations, who still don't have Aadhaar number, to get enrolled and obtain their Aadhaar numbers from the permanent Aadhar Camp running at all Mini Sectts in Haryana.</p> <p>➤ HoDs/ MDs of all deptts/ boards/ corporations at Panchkula and Chandigarh to issue necessary directions.</p> <p>[Action Concerned Department(s)/TNO]</p>	By 10 th June,2015	TNOs were communicated in both meetings to issue necessary instructions to their employees in this regard.

4.	<p>Department Wise digitized data / List of employees working in Directorates/ Boards/ Corporations and their field offices located at each DHQ are required to be compiled by the respective HoDs/ MDs, preferably from e-Billing/e-Salary Centralized System.</p> <p>[Action Concerned Department(s)/TNOs]</p>	12 th June,2015	<p>Data format attached at Annexure 4'.</p> <p>Same digitized data is used by TNO to seed/register Employees into attendance portal.</p>
5.	<p>The Technical Nodal Officers are required to seed their employees data with</p> <ol style="list-style-type: none"> 1) employees' mobile numbers and Aadhaar numbers in a prescribed format, and 2) scanned Photograph of each employee <p>to Register the employees in customized Haryana Attendance Portal</p> <p>Note: TNOs at HQ/Directorate level will coordinate with its DHQs for seeding/registering the employees data in attendance portal. DHQs location will be added by TNO at HQ subdomain to facilitate DHQ employees to register. HO level TNO will identify technical resource at DHQ level offices. Overall responsibility will lie with HQ level TNO.</p> <p>[Action: Technical Nodal Officers]</p>	Before 20th June,2015	No separate on boarding form is required from DHQ offices as DHQs employees are to be seeded in same Subdomain/website as of HQ/Directorate.
6.	<p><u>Requirements/Procurement of BAS devices:</u></p> <p>Identification of locations for installation of BAS devices to be identified & calculated based on formulae mentioned below and to be communicated to Secy. IT/ MD Hartron through HoD/ MD.</p> <p>Formula for assessing number of BAS devices and Wifi A.P.</p> <ol style="list-style-type: none"> a) 2-3 wifi Bas devices for each office building ramp & branches b) One Finger Print/Iris device to each Officer and all identified branches <p>Devices can be procured as per their DGS&D rate contracts.</p> <p>PO may be sent to Hartron through e-mail also mdhartron@gmail.com & md@hartron.org in advance, followed by Hard copy.</p>	<p>Requirements of BAS devices (including of district offices) from department reach to HARTRON before June 12, 2015.</p> <p>Order by Hartron ensuring delivery before June 29,2015</p>	<p>Combined list of requirements of BAS devices at HQ & DHQ offices be compiled by TNO at HQ level and sent to MD Hartron for further process.</p> <p>Email: mdhartron@gmail.com or md@hartron.org</p>
7.	<p>Estimated cost of devices is:</p> <ol style="list-style-type: none"> a) BAS devices each @ Rs. 9500+VAT b) Wi-Fi Access Points each @ Rs. 670+VAT 	Order by Hartron ensuring	

	<p>c) Finger Print Scanners each @ Rs. 2278+VAT {OR} IRIS Authentication Device (Rs. 8000)</p> <p>Budget shall be borne by the concerned Departments/ Boards/ Corporations for their office at Chandigarh/ Panchkula and District HQ Level offices.</p>	delivery by June 29,2015	
8.	<p>Requirements of Wi-Fi Internet facility in targeted locations:</p> <ol style="list-style-type: none"> 1) BAS tablets will require Wi-Fi internet connectivity or a 3G/2G Data Card Sim (<i>Minimum 256 KBPS Internet speed required</i>) to connect to Aadhaar Server to authenticate the employee and to mark the attendance. 2) LAN Cabling with an Internet node will be required at the location of BAS Tablet device(s) for establishing Wi-Fi Connectivity. 3) Cabling and power point for installation of tablets shall be done by concerned department on its own OR Hartron through its Empanelled vendors. 	Target June 20,2015	
9.	<p>Provisioning of Technical Support Manpower who will</p> <ol style="list-style-type: none"> a) Provide technical & operational support for AEBAS & Wi-Fi connectivity b) Provide day-to-day training and implementation support <p>One manpower be hired by each District through DITS for providing support to all DHQ level offices.</p> <p>[To be engaged through Hartron for Chandigarh and Panchkula and expenses/salary will be borne by State IT Society and at DHQs by District IT society in districts]</p> <p>Note: All technical Manpower engaged in Phase I & II are required to be sent to field offices in Chandigarh/Panchkula & District offices. Provision of Conveyance for them will also be provided by State IT society/District IT society as the case may be.</p>	Target 10 June,2015	<p>21 technical Manpower for Districts</p> <p>2 Nos Manpower (Junior Programmer) to support offices at Chandigarh</p> <p>2 Nos Manpower (Junior Programmer) to support offices at Panchkula [This Manpower is in addition to Manpower provided in Phase I]</p>

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

Organisation 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	
Pincode	
Landline Phone	
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

- Those Departments who have already send are not required to send again. Only 1 form for each department. No need of sending for other locations or field offices of the department
- Columns NIC Coordinator Mobile & email may be left blank.

Details of officials of

S. No.	Name	Date of Birth	Gender	Mobile No.	Designation	Email ID	Aadhar Number

Imp. Note: Apart from all these details, each employee's photograph in .jpg format (max. size 150 KB) is also required for seeding employees data in attendance portal.