

# BIOMETRIC ATTENDANCE SYSTEM (NODAL OFFICER MANUAL)

The Ministry/Department nominates a Nodal Officer to make the implementation and operation of the Attendance system easier.

## HOME SCREEN

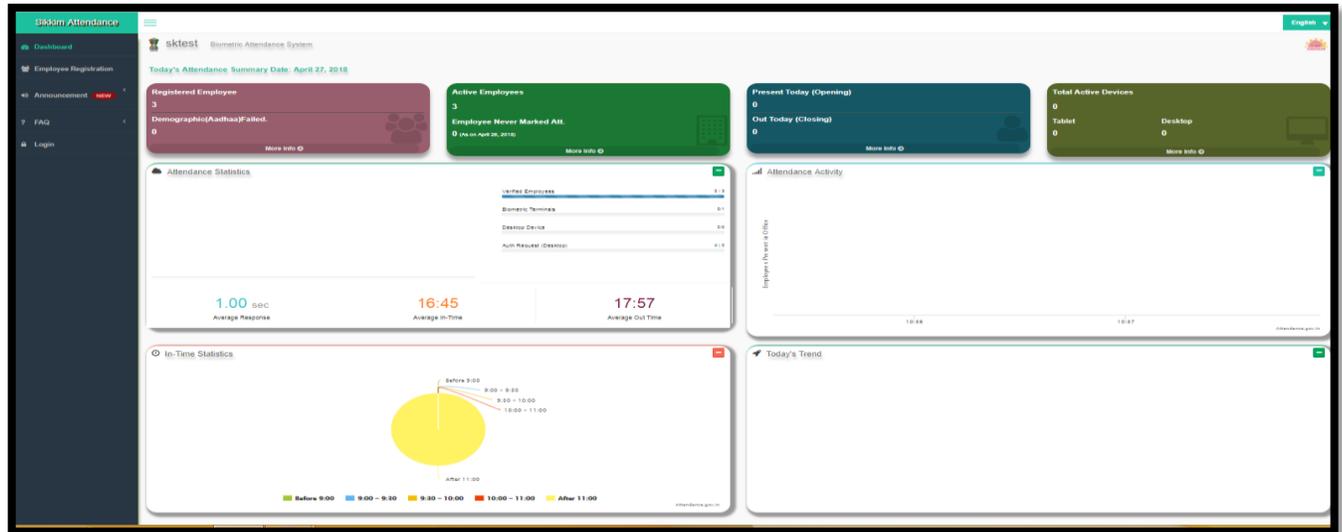


Figure: 1

## DASHBOARD

- Total organizations registered with BAS.
- Organization wise registered employees.
- Number of employee's present organization wise.
- Organization wise active devices.
- Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend Graph.

The Nodal can login into its own attendance portal and download Desktop Application and export Employee Data.

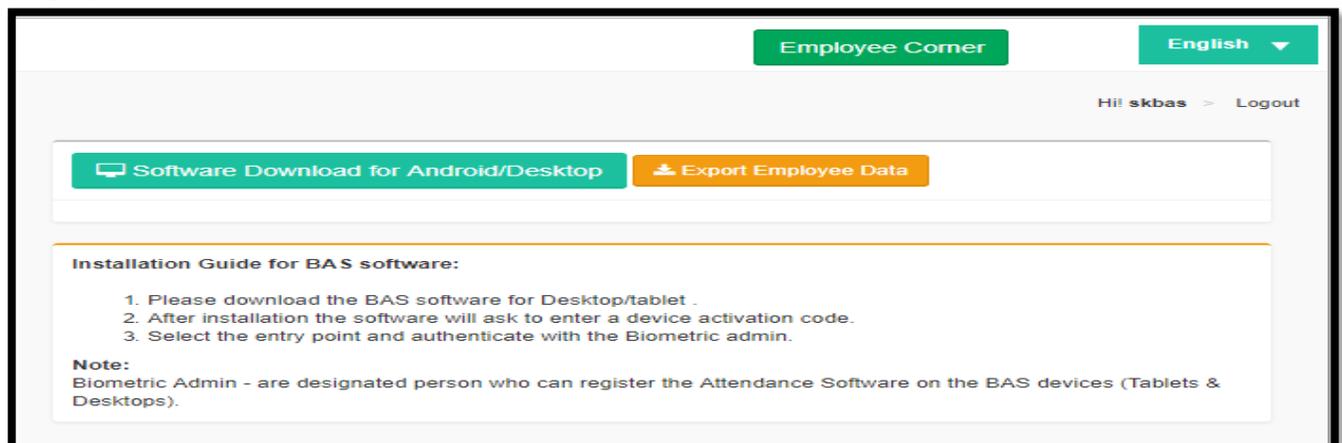


Figure: 2

The Nodal Officer can perform the following activities on the portal-  
**Manage Masters**

Nodal can manage Master details of the organization like Division, Employee Designation, Office Location, Device Location etc.

### 1. *ADD DIVISIONS*

Nodal Officer can search and add new divisions. Existing divisions can also be Activated/Deactivated through this functionality. *[For steps to get Division added in the list, please refer user manual]*

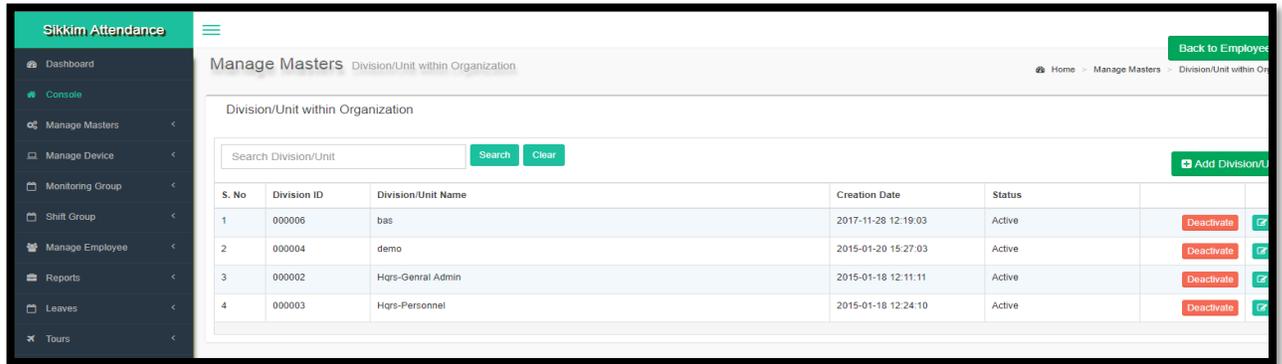


Figure: 3

### 2. *EMPLOYEE DESIGNATIONS*

New designations can be added and also Activated/Deactivated through this functionality. By clicking on 'Add Designation', the Nodal Officer can map the designation within the organization.

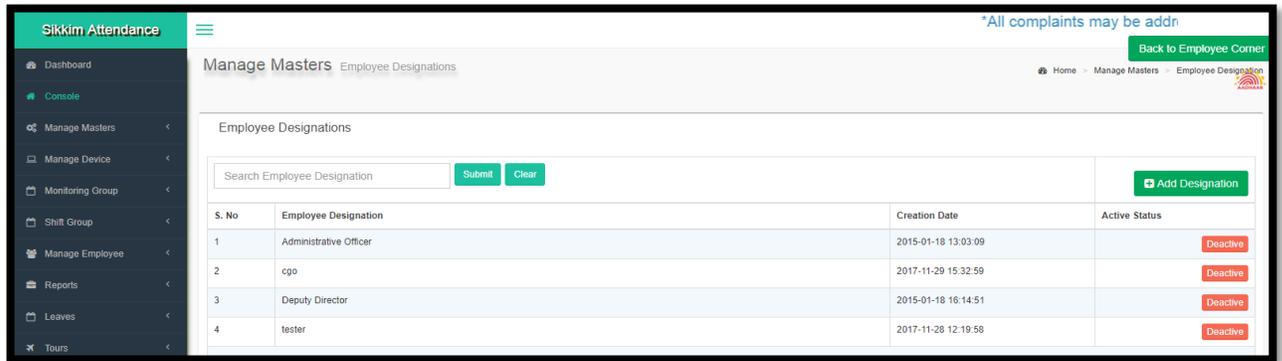


Figure: 4

Select designation from the drop down and click on 'Submit'. *[For steps to get designation added in the list, please refer user manual]*

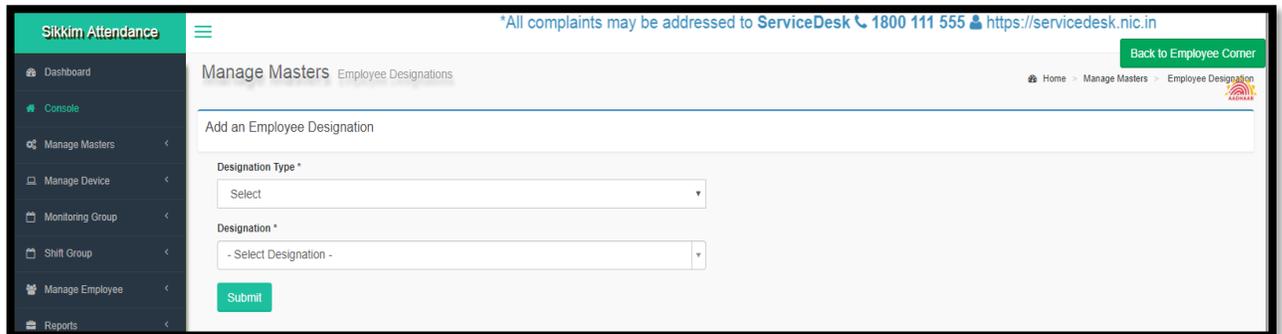


Figure: 5

### 3. OFFICE LOCATION

To Add (Mapping), Activate/Deactivate the office location (building).

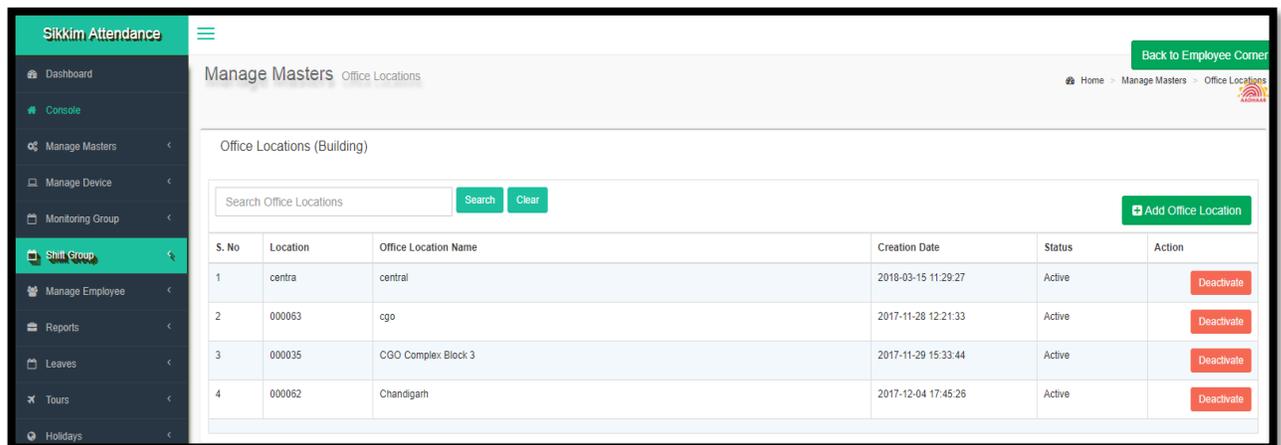


Figure: 6

By clicking on "Add Office Location"; Nodal Officer can map the location within the organization. Select an "Office Location" from the drop-down and then click on Submit.

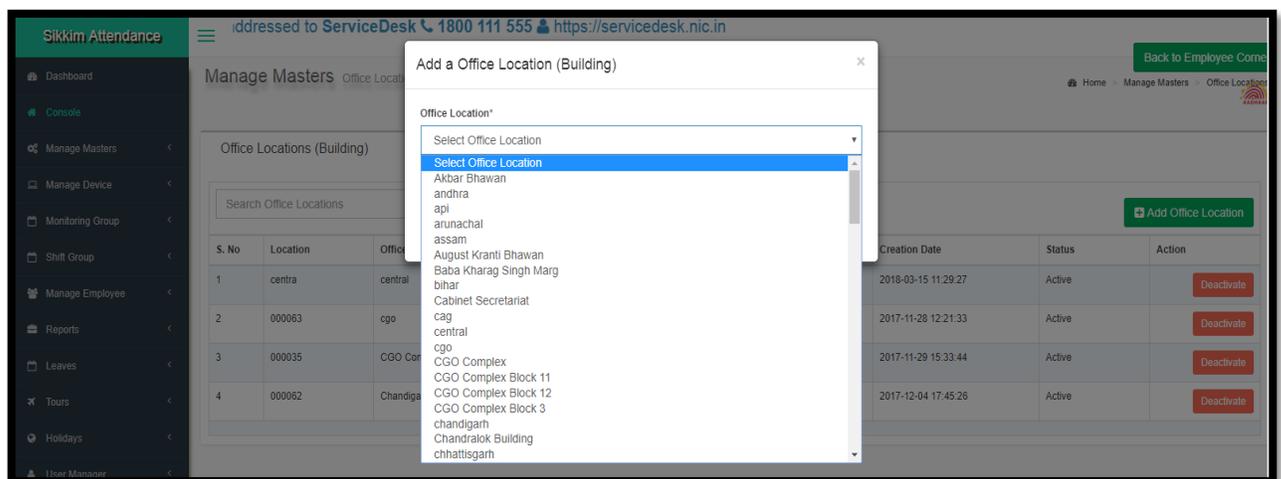


Figure: 7

### 4. DEVICE LOCATION

Nodal Officer can Search, Update, Deactivate and Add new Device Location. Device Location is entered and Office Location selected from the drop down to add the device location.

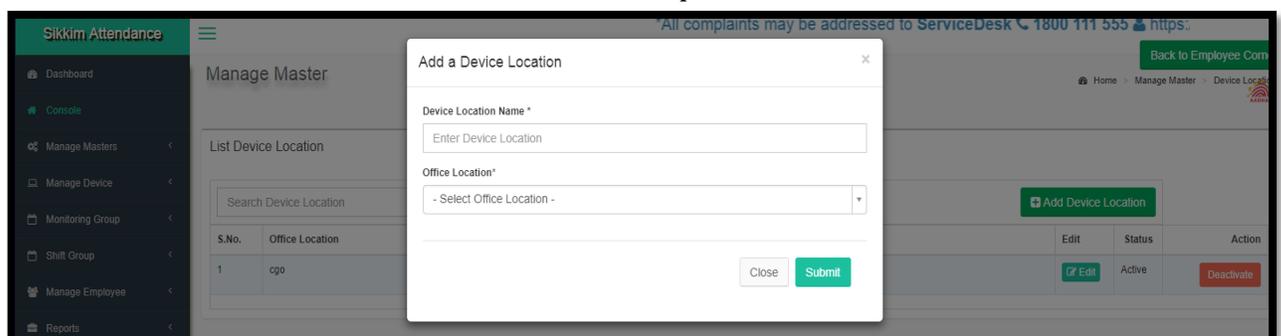


Figure: 8

## 5. OFFICE TIMINGS

Office In and Out timings can be set or updated by the Nodal Officer.

The screenshot shows the 'Manage Master Office Timings' interface. It includes a sidebar with navigation options like Dashboard, Console, Manage Masters, Manage Device, Monitoring Group, and Shift Group. The main content area has a header 'Manage Master Office Timings' and a sub-header 'Edit Organization Timings'. There are two input fields: 'Office In-Time' with the value '09:45' and 'Office Out-Time' with the value '18:00'. Below these fields is a green 'Update Timings' button. To the right, there is a box with 'Instructions to edit Organization Office Timings:' containing a numbered list: 1. Choose Office Start Time, 2. Choose Office End Time, 3. Please review the form before submission. Below the instructions is a 'Note:' section with a sub-note 'a. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk-attendance[at]gov[dot]in'.

Figure: 9

## 6. DAILY ATTENDANCE HOD/HOG MAPPING

An Attendance report goes to the HOG's or HOD's on a daily basis and the daily mail status can be viewed. The status and email id of HOD and HOG can be edited.

The screenshot shows the 'Daily Attendance HOG/HOD Mapping View' interface. It features a table with the following columns: S.No, Division/Unit Name, HOG Email, HOD Email, and Daily Mail Status. The table contains four rows of data, each with an 'Edit' button in the last column.

S.No	Division/Unit Name	HOG Email	HOD Email	Daily Mail Status	
1	bas		bas.support7@gov.in	Yes	Edit
2	demo		bas.support7@gov.in	Yes	Edit
3	Hqrs-General Admin		bas.support7@gov.in	Yes	Edit
4	Hqrs-Personnel		bas.support7@gov.in	Yes	Edit

Figure: 10

New email id of HOD/HOG can be added by going on 'Settings', click on 'Attendance Summary by Mail/SMS' button. On the new screen Nodal can add new HOD/HOG.

The screenshot shows the 'Settings' interface. It includes a sidebar with navigation options like Dashboard, Console, Manage Masters, Manage Device, Monitoring Group, Shift Group, Manage Employee, and Reports. The main content area has a header 'Settings' and a sub-header 'Hi skbast'. There are two status indicators: 'Your Current Daily SMS Service is Active. Click below icon to change your status.' and 'Your Current Daily Email Service is Active. Click below icon to change your status.' Below these indicators are two green buttons: 'Daily SMS' and 'Daily Email'. In the top right corner, there is a green button labeled 'Attendance Summary by Mail/SMS'.

Figure: 11

## Manage Devices

This enables Nodal Officer to manage the Organization Devices.

### 1. BIOMETRIC ADMIN

A Biometric Admin can be added by clicking on the Add Biometric button. Fill up the details like Office Building Location, Aadhaar No, Name, Mobile No and Email Id of the designated Employee for Biometric Admin. Click 'Add Biometric Admin' button.

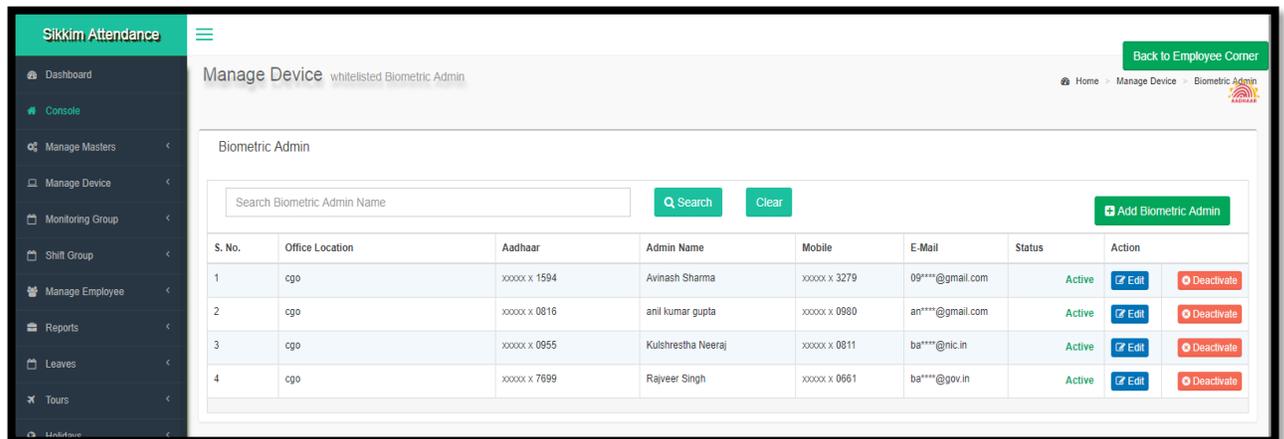


Figure: 12

Click on 'Add Biometric Admin' button and on the new screen information of the new biometric admin can be added.

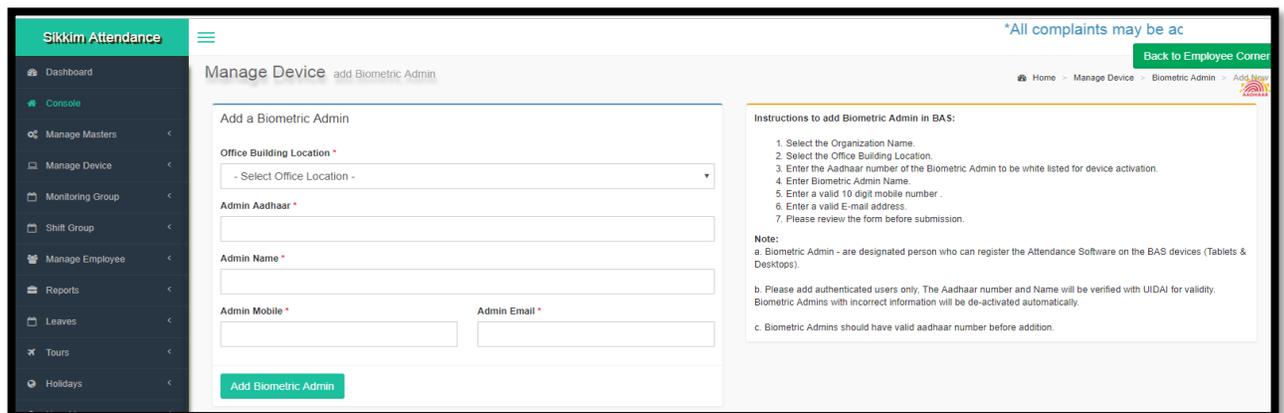


Figure: 13

### 2. ACTIVATION CODE

Nodal Officer will generate an Activation Code for Device Installation.

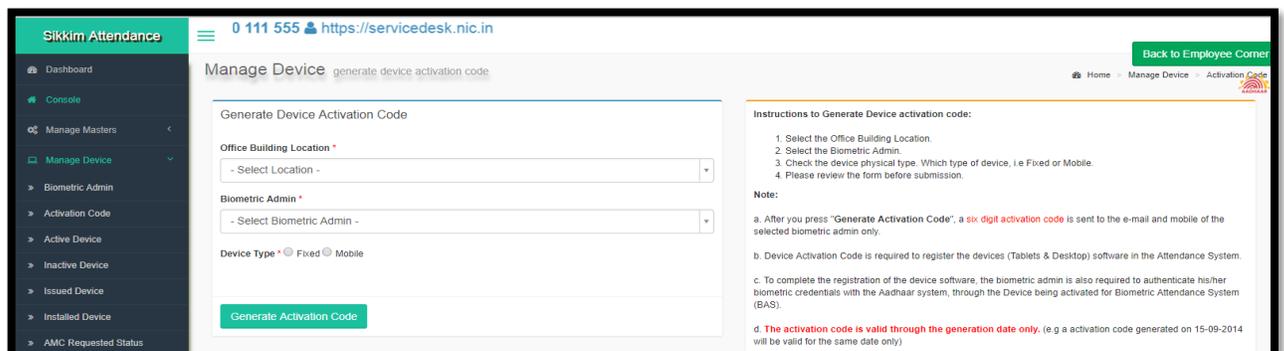


Figure: 14

### 3. ACTIVE DEVICE

The Nodal Officer can view all the Active Devices within the organization, with information like Device Id, Device Type etc.

S.No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	skbas new	000040	cgo	Cipha Lab	Desktop	BFEBFBFF000306C3	34:17:EB:E1:FA:92	Mantra@269475	2018-05-01 11:28:22	<a href="#">Detail</a>

Figure: 15

### 4. INACTIVE DEVICES

All the Inactive Devices in the Organization can also be viewed by the Nodal Officer.

S.No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	National Informatics Centre (NIC) -Delhi	000376	CGO Complex A- Block	Dr Mahes Chandra(DDG) A3B3	Desktop	BFEBFBFF000206A7	4C:72:B9:43:74:4B	Mantra211340	2018-04-26 15:38:20	<a href="#">Detail</a>
2	National Informatics Centre (NIC) -Delhi	002419	National Data Center Shastri Park	Hod	Desktop	BFEBFBFF000106E5	40:61:86:C7:A1:AE	Morpho293613987-14201049787	2018-04-26 08:30:56	<a href="#">Detail</a>

Figure: 16

### 5. UNDERTAKING FOR OLD DEVICE

Nodal Officer gives an undertaking for old devices which do not meet the standard RD service guidelines issued by UIDAI. These devices are however allowed by UIDAI. The user is able to view details like Device Id, Created By, Creation Date, Status and Action to be taken. User can View, Print and Upload Signed Document.

S.No.	Device Type	No. of Devices
1	Desktop	1800
2	Tablet	254
3	Iris	128
4	Wifi	6
Total		2188

Figure: 17

## 6. ISSUED DEVICE

A summary of the devices that have been issued can also be viewed. This Summary includes details such as Device Type and Number of Devices.

S.No.	Device Type	No. of Devices
1	Desktop	1800
2	Tablet	254
3	Iris	128
4	Wifi	6
Total		2188

Figure: 18

## 7. INSTALLED DEVICE

A summary of all the installed devices can be viewed along with their status i.e. if they are Active or Inactive.

S.No.	Device Type	Active	Inactive
1	Not Available	5	0
2	Tablet	20	6
3	Desktop	11	16
4	Mobile	1	36
5	Not Available	2	11
Total		39	69

Figure: 19

## 8. AMC REQUESTED STATUS

The status of AMC request can be viewed by the Nodal Officer. Details like Bio Device No., Device Id, Building Name, Entry Point, CPU Id, Request Date, Status and Action are displayed.

## 9. AMC CONFIRMED DEVICE

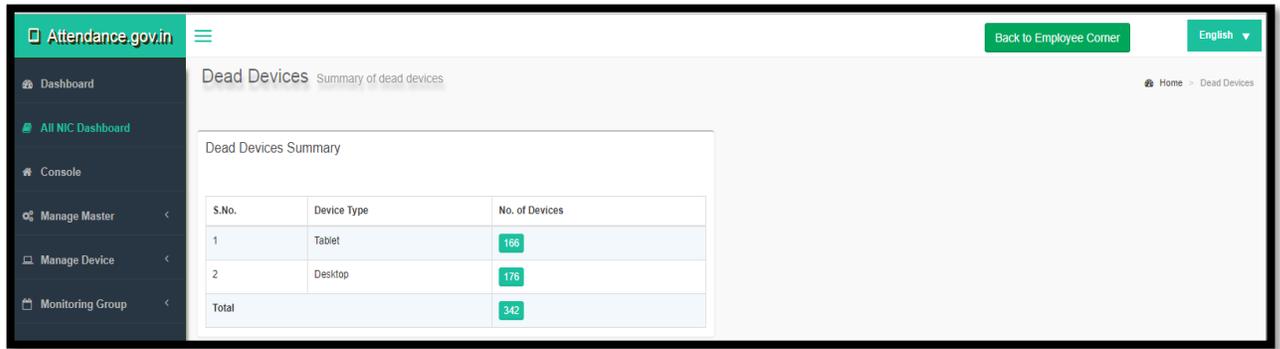
Details of the devices for which AMC has been confirmed for can be seen here. Click on the AMC Confirmed Device and details like Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date are displayed.

## 10. AMC DONE DEVICE

Information about the devices for which AMC is done are found here. Details like the Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date can be viewed.

## 11. DEAD DEVICE

All devices that are not functional and are in Dead Status can be seen here.



S.No.	Device Type	No. of Devices
1	Tablet	166
2	Desktop	176
Total		342

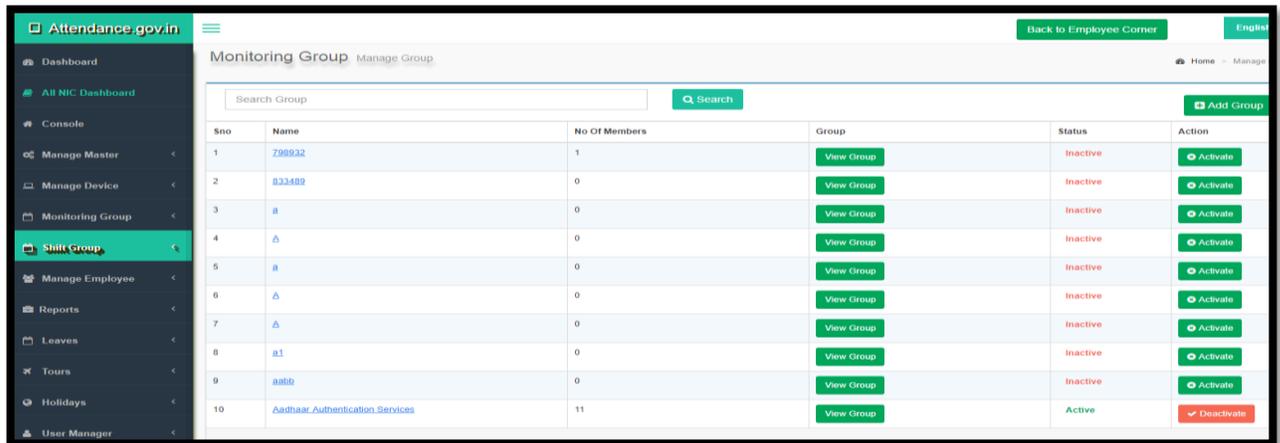
Figure: 20

## Monitoring Group

The Reporting Officer creates a group, which includes all people reporting to him, so that he is able to view their attendance.

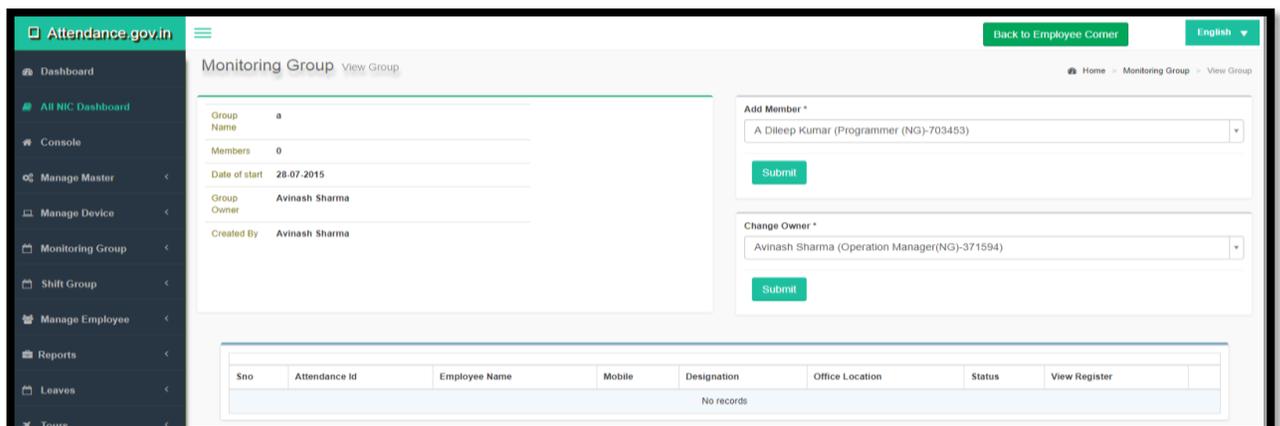
### 1. MANAGE GROUPS

A name is assigned to groups and the user can click on the group name to view the attendance of all members of the group for that day. Details of the group members can be edited as well.



Sno	Name	No Of Members	Group	Status	Action
1	798932	1	View Group	Inactive	Activate
2	833489	0	View Group	Inactive	Activate
3	#	0	View Group	Inactive	Activate
4	Δ	0	View Group	Inactive	Activate
5	#	0	View Group	Inactive	Activate
6	Δ	0	View Group	Inactive	Activate
7	Δ	0	View Group	Inactive	Activate
8	#1	0	View Group	Inactive	Activate
9	#abb	0	View Group	Inactive	Activate
10	Aadhaar Authentication Services	11	View Group	Active	Deactivate

Figure: 21



Sno	Attendance Id	Employee Name	Mobile	Designation	Office Location	Status	View Register
No records							

Figure: 21(a)

## Shift Group

Shifts of the employees can be managed through this functionality.

### 1. MANAGE SHIFT

Details of groups and their shifts can be viewed. Employee name, mobile number, designation, office location, status (Absent/Present), is displayed in a tabular form. The top of the screen displays the group name, number of members, shift start and end date and the shift creation date. A new shift can be added, where the user provides response for all the fields (Shift Name, Shift Date Range and Shift Type), as they are mandatory.

Sno	Name	No Of Members	Shift Start Date	Shift Start Time	Shift End Date	Shift End Time	Date of Creation	Status	Action
1	bas	1	07-03-2016	12:00:00	31-03-2016	00:00:00	28-03-2016	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
2	bas group	0	24-08-2016	00:00:00	30-08-2016	00:00:00	24-08-2016	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
3	bio	1	01-05-2016	16:00:00	22-05-2016	08:00:00	24-05-2016	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
4	biometric	1	01-05-2016	00:00:00	16-05-2016	00:00:00	24-05-2016	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
5	night	0	01-10-2015	22:00:00	20-10-2015	07:00:00	30-10-2015	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
6	peon	1	14-06-2016	00:00:00	19-07-2016	00:00:00	14-06-2016	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
7	Shift1	2	01-10-2015	13:00:00	31-08-2016	06:00:00	29-10-2015	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
8	test	3	04-11-2015	09:00:00	05-11-2015	17:00:00	29-10-2015	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
9	test2	0	01-10-2015	08:00:00	31-10-2015	16:30:00	29-10-2015	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>
10	test3	0	02-03-2017	09:00:00	16-03-2017	17:00:00	02-03-2017	Active	<a href="#">View Shift</a> <a href="#">Deactivate</a>

Figure: 22

## Manage Employee

This functionality helps to manage the new employee request, check his Aadhaar Status, verify the employee in attendance system active, Inactive and transfer of the employee.

### 1. AADHAAR VERIFIED EMPLOYEE

All Employees who's Aadhaar has been verified are a part of this list. Nodal Officers can edit and update personal as well as organization details of employees. This is mandatory to make the Employee Active.

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Action
1	703453	XXXXXXXX 3453	A Dileep Kumar	XXXXXXXX 4029	Programmer (NG)	EOffice Project Division	DMRC Building, Shastrri Park	<a href="#">Edit</a> <a href="#">Process</a>
2	329883	XXXXXXXX 9883	Aahil Hussain	XXXXXXXX 1102	Programmer (NG)	Awaas Project	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Process</a>
3	206226	XXXXXXXX 6226	Aanchal Arora	XXXXXXXX 3002	Programmer (NG)	Application Security	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Process</a>
4	441798	XXXXXXXX 1798	Abha Agarwal	XXXXXXXX 3855	Operation Manager(NG)	NIC Delhi State Unit	DMRC Building, Shastrri Park	<a href="#">Edit</a> <a href="#">Process</a>
5	457524	XXXXXXXX 7524	Abhijeet Ranjan	XXXXXXXX 0007	Assistant Programmer (NG)	NIC Delhi State Unit	NIC Delhi State Unit	<a href="#">Edit</a> <a href="#">Process</a>
6	150226	XXXXXXXX 0226	Abhilekh Singh	XXXXXXXX 3622	Assistant Programmer (NG)	Land Resource Informatics System	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Process</a>
7	235430	XXXXXXXX 5430	Abhinav Gupta	XXXXXXXX 5005	Team Leader(NG)	D.G.F.T	Udyog Bhawan	<a href="#">Edit</a> <a href="#">Process</a>
8	388005	XXXXXXXX 8005	Abhishek Raj	XXXXXXXX 5684	Programmer (NG)	SATCOM	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Process</a>

Figure: 23

## 2. ACTIVE EMPLOYEE

All the Active employees will be visible here after Nodal officer "Process" the profile from Aadhaar Verified Employee section. The Active employees can be Deactivated and Transferred using Details' tab.

S.No.	Attendance ID	Aadhaar Number	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail
1	291242	xxxxxxxx 1242	A P Raju		xxxxxxx 6720	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Detail</a>
2	078549	xxxxxxxx 8549	A. Jenishly		xxxxxxx 1139	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Detail</a>
3	716317	xxxxxxxx 6317	Aabhas Bhardwaj	Rama Hariharan	xxxxxxx 9044	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	<a href="#">Edit</a> <a href="#">Detail</a>
4	350110	xxxxxxxx 0110	Aabhas Johar		xxxxxxx 9004	Sr. Network Admin	Web Hosting And Cloud Computing Services	National Data Center Shastri Park	<a href="#">Edit</a> <a href="#">Detail</a>
5	774531	xxxxxxxx 4661	Aakanksha Singh	Anil Bansal	xxxxxxx 1644	Assistant Programmer (NG)	Pension And Pensioners Welfare	Lok Nayak Bhawan	<a href="#">Edit</a> <a href="#">Detail</a>
6	160877	xxxxxxxx 0877	Aakash Kumar		xxxxxxx 4345	Sr. Network Admin	CollabCAD Development Group	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Detail</a>
7	272674	xxxxxxxx 2673	Aamir Ali Hakim		xxxxxxx 0059	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Detail</a>
8	999991	xxxxxxxx 9991	Aanchal		xxxxxxx 8853	Others		CGO Complex A- Block	<a href="#">Edit</a> <a href="#">Detail</a>

Figure: 24

**Employee Detail**

Aadhaar Number : xxxxxxxx 1242

Employee Name : A P

Organization Name : National Informatics Centre (NIC) - Meity

Designation : Tradesman H(Tech)

Division within Organization : General Infrastructure

Office Location : CGO Complex A- Block

DOB : 08-09-1963

Gender : Male

Mobile No. : xxxxxx 6720

E-Mail : a . i

Aadhaar Status : Aadhaar Verified

[Deactivate](#) [Transfer](#)

Figure: 24(a)

## 3. IN-ACTIVE DEVICE

All employees who are rejected by Nodal from the Aadhaar Verified Employee section will be visible here. Nodal officer can also activate and get the list of In-active employees

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	038775	xxxxxxxx 8775	Shalu Chaudhary	xxxxxxx 7073	Programmer	Pension And Pensioners Welfare	Lok Nayak Bhawan	<a href="#">Detail</a> <a href="#">Transfer</a>
2	433251	xxxxxxxx 3251	Shiply Singhal	xxxxxxx 3515	Assistant Programmer (NG)	Transferred Emp Division	Transferred Emp Location	<a href="#">Detail</a> <a href="#">Transfer</a>
3	091937	xxxxxxxx 1937	Girish Chander	xxxxxxx 2656	Team Leader(NG)	Transferred Emp Division	CGO Complex A- Block	<a href="#">Detail</a> <a href="#">Transfer</a>

Figure: 25

#### 4. TRANSFER EMPLOYEES

A list of Employees transferred from other organizations can be viewed here.

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	820330	xxxxxxxx 0330	Mahendra Narayan Singh	xxxxxx 9982	Deputy General Manager	NBCC Towers, Bhikaji Cama Place	DMRC Building, Shastri Park	<a href="#">Process</a>
2	848304	xxxxxxxx 8304	Lokesh Singh	xxxxxx 6807	Programmer	National Informatics Centre(NIC)	Electronics Niketan	<a href="#">Process</a>

Figure: 26

#### 5. K.Y.C. FAILED EMPLOYEES

KYC stands for Know Your Customer. It is a process where the identity of the employees is verified before they start marking attendance. The employees whose Name, Date of Birth, Gender and Aadhaar details do not match are listed in KYC Failed Employees list. The Nodal Officer can *edit* employee details by clicking on the Edit button after requesting the employee to give a copy of his Aadhaar.

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Category	Designation	Division	Office Location	Detail
1	853800	xxxxxxxx 9395	Manju Joshi	xxxxxx 7444	GOV	Tradesman-G(Dao)	NIC Cell, Niti Ayog	Yojana Bhawan	<a href="#">Detail</a> <a href="#">Edit</a>
2	236324	xxxxxxxx 7178	KENIAL KRISHAN	xxxxxx 1413	GOV	Scientist-F	Indian Language Technology Support	CGO Complex A-Block	<a href="#">Detail</a> <a href="#">Edit</a>
3	600961	xxxxxxxx 7957	JOYDEEP SHOME	xxxxxx 4183	GOV	Scientist-F	Etransport MMP	CGO Complex A-Block	<a href="#">Detail</a> <a href="#">Edit</a>
4	502450	xxxxxxxx 8531	K.R. SADANANDAN	xxxxxx 3619	GOV	Scientist - E	GIS And Remote Sensing	CGO Complex A-Block	<a href="#">Detail</a> <a href="#">Edit</a>

Figure: 27

#### 6. SEARCH EMPLOYEE

This functionality helps to search the details of a single Employee by entering Employee Name and attendance id.

Employee Search

Employee Name \*  
Enter Employee Name

Attendance ID \*  
Enter Attendance Id

[Search](#)

Figure: 28

## 7. BLOCK EMPLOYEE

Nodal Officers can Block Employee from marking attendance. Enter the Employee Id and click on Block Employee button. On the pop up screen select the reason for blocking- *Retire, Resigned, Expired, Registered Under Incorrect Organization, Armed Forces Personnel posted out of their respective unit and Employees Transfer from other station.*

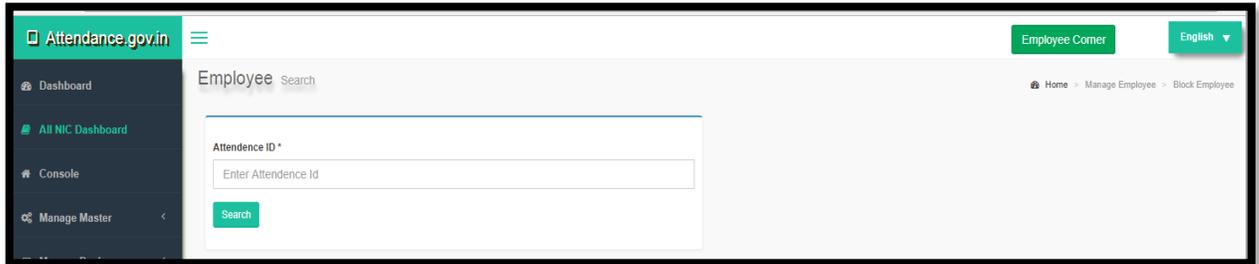


Figure: 29

## 8. VIEW BLOCKED EMPLOYEES

The Nodal Officer can view a list of all the Blocked Employees. The employee can be unblocked as well by clicking on the Unblock button.

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Action
1	496637	xxxxxxxx 5939	Alka Aggarwal	xxxxxxx 5554	Scientist F	NIC Cell, Niti Ayog	Yojana Bhawan	Unblock
2	282990	xxxxxxxx 4015	Preeti Jain	xxxxxxx 5570	Tradesman-G(Deo)	NHPS, MCTS, NHP, IHIP, MISAG	Nirman Bhawan, New Delhi	Unblock
3	541845	xxxxxxxx 0745	D. A. CHANDEKAR	xxxxxxx 6686	Tradesman-G(Deo)	Ministry Of Statistics & Programme Implementation	Sardar Patel Bhawan	Unblock
4	568750	xxxxxxxx 1852	Vimal Roy	xxxxxxx 4039	Tradesman-G(Deo)	Unique Identification Authority Of India (UIDAI)	Jeevan Bharti Building	Unblock
5	573808	xxxxxxxx 4404	Dr Birj Bhushan	xxxxxxx 0490	Scientist F		CGO Complex A- Block	Unblock
6	763617	xxxxxxxx 3965	R ARUL MOZHI VARMAN	xxxxxxx 1431	Scientist - E	Ministry Of Statistics & Programme Implementation	Sardar Patel Bhawan	Unblock
7	421529	xxxxxxxx 1717	SHEFALI SUSHIL DASH	xxxxxxx 8528	Scientist-G	Information Technology	CGO Complex A- Block	Unblock
8	528518	xxxxxxxx 4494	A.Saravanambika	xxxxxxx 0809	Scientist-D	Financial Analytics Unit	Lok Nayak Bhawan	Unblock
9	798849	xxxxxxxx 7948	LEKH RAJ MALIK	xxxxxxx 3373	Scientist F	Ministry Of Health And Family Welfare	CGO Complex A- Block	Unblock
10	737752	xxxxxxxx 3518	Harish Bhatnagar	xxxxxxx 7252	Tradesman- F (DEO)		Shastri Bhawan	Unblock

Figure: 30

## 9. ALL EMPLOYEE

A list of all the employees can be seen by clicking on the 'All Employees' button. The list shows details such as *Attendance Id, Employee Name, Mobile Number, Designation, Division, Office Location and Status* i.e. if the employee is in Active, New Registration or Blocked

S.No.	AttID	Employee Name	Email	Mobile	Category	Designation	Division	Office Location	Status
1	703453	A Dileep Kumar	dileep6084.nic@gmail.com	xxxxxxx 4029	NGOV	Programmer (NG)	EOffice Project Division	DMRC Building, Shastri Park	New Register
2	291242	A P Raju	ap.raju@nic.in	xxxxxxx 6720	GOV	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	Active
3	078549	A. Jenishy	jenishythomas@gmail.com	xxxxxxx 1139	NGOV	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Active
4	716317	Aabhas Bhardwaj	aabhas.epri@gmail.com	xxxxxxx 9044	NGOV	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	Active
5	350110	Aabhas Johar	CS24.SP-DL@NIC.IN	xxxxxxx 9004	NGOV	Sr. Network Admin	Web Hosting And Cloud Computing Services	National Data Center Shastri Park	Active
6	329883	Aahil Hussain	aahil.vrsd@nic.in	xxxxxxx 1102	NGOV	Programmer (NG)	Awaas Project	CGO Complex A- Block	New Register
7	774531	Aakanksha Singh	aakankshasingh91@gmail.com	xxxxxxx 1644	NGOV	Assistant Programmer (NG)	Pension And Pensioners Welfare	Lok Nayak Bhawan	Active
8	160877	Aakash Kumar	aakash.k@gov.in	xxxxxxx 4345	NGOV	Sr. Network Admin	CollabCAD Development Group	CGO Complex A- Block	Active
9	272674	Aamir Ali Hakim	aamirali05@gmail.com	xxxxxxx 0059	NGOV	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Active
10	999991	Aanchal	aanchal.libran@gmail.com	xxxxxxx 8853	NGOV	Others		CGO Complex A- Block	Active

Figure: 31

## 10. NODAL OFFICER UPDATE

Updates from and about the Nodal Officer can be viewed. The Nodal Officer can himself update the screen in case he is handing over the responsibility to someone else. The changes can be done in Nodal Officer Name, Designation, Mobile Number and Nodal Email. Click Submit once the changes are done.

The screenshot shows the 'Nodal Officer Update' page. On the left is a navigation menu with 'Manage Device' highlighted. The main form contains the following fields: Organization Name (National Informatics Centre (NIC) - MeitY), Nodal Officer Name (Dr. Ranjna Nagpal), Designation (Scientist-G), Mobile (9818899651), and Nodal Email (ranjna@nic.in). A 'Submit' button is at the bottom. On the right, there are instructions for updating nodal officer details and a note about the update process.

Figure: 32

## Reports

Various reports such as s Attendance Register, Advance Report, Date wise Attendance and Weakly/Monthly report can be generated for the organization..

### 1. ATTENDANCE REGISTER

One can get the Attendance Register Report between the date ranges by selecting the office location and division/unit.

The screenshot shows the 'Attendance Register' page. The form includes: Office Location (dropdown), Division/Unit within Organization (dropdown), and Date range (calendar icon and 'Select Date' text). A 'Generate Attendance Register' button is at the bottom. On the right, there are instructions for generating the Attendance Register and a note about the process.

Figure: 33

### 2. ADVANCE REPORTS

Attendance reports can be generated based on parameters such as- daily, weekly, bimonthly and monthly and the data can be exported in Excel.

The screenshot shows the 'Attendance Reports' page. It features a calendar for selecting a date range. The calendar shows April 2018 with dates 1 through 30. Below the calendar, there are 'FROM' and 'TO' date fields with 'Apply' and 'Cancel' buttons. On the right, there are instructions for generating the reports and a note about the process.

Figure: 34

SI No	Attendance Id	Name	Designation	Total Working days	Total Days Present	Total Days Came After 09:00:00	Total Days Going Before 17:30:00	Total Hours Spent	Not Closed	Average Per Day	
1	863998	Anandhi Ramachandran Saktiani	Junior Secretariat Assistant (JSA)	19	0	0	0	00:00:00	0		Details
2	451094	Anju Verma	Assistant Section Officer (ASO)	19	0	0	0	00:00:00	0		Details
3	494583	Jagdish Kumar	Junior Secretariat Assistant (JSA)	19	21	21	7	140:18:00	0	08:40:51	Details
4	410971	Naresh Kumar	Multitasking Staff	19	20	14	20	158:03:35	0	07:54:11	Details
5	561500	P. Dabral	Deputy Director	19	21	6	4	177:26:04	0	08:26:57	Details
6	496821	Pradeep Kumar	Junior Secretariat Assistant (JSA)	19	21	21	2	165:27:10	0	07:52:43	Details

Figure: 34(a)

### 3. DATE WISE ATTENDANCE REGISTER

Date wise attendance reports can be generated by the Nodal Officer by selecting the date for which report is sought. The data can be exported in Excel.

### 4. CUSTOMIZED ATTENDANCE REPORTS

Nodal Officers can generate customized reports for different employee categories (Government/Non-Government) in a division/Unit. Employee name, employee code, designation; attendance marked during working days, attendance not closed during working days, average in time, average stay per day, tour/leave and stay during holidays are displayed.

### 5. WEEKLY/MONTHLY REPORT

Weekly or Monthly attendance reports can be generated for employees. The user is required to set the date range for the report.

### 6. BAS REPORTS

Attendance Reports can be generated for different attendance portals i.e. for different sates, Delhi Central and Central governments individually as well. The user selects the URL, types the nodal officers email id and password and clicks on submit button. Various report links are available for the user to choose from-

- *No. of employees Vis- a- Vis Attendance Hours*
- *Employee registered but never marked attendance since registration*
- *No. of employees working less than 4 hrs excluding Saturday, Sunday & holidays*
- *Employees Date of Birth is null, less than 18 years & greater than 60 years*
- *Employees coming Sat, Sun & holiday*
- *Employee Division wise Report*
- *Date and Time Wise Reports*
- *Employee Total Stay Hrs, In Time Average & Out Time Average in a month*
- *Employee Attendance by Attendance Id*
- *Attendance Report Name Wise*
- *Attendance Report Designation Wise*
- *Repeated Late Comers List*
- *Attendance log of Employee*

**NOTE:** The user can click on the Details tab and view the graphical representation of the employees daily in and out time. Clicking on Register allows the user to view the page where the presence, leaves, tours and holidays of the employee can be viewed. The details of his/her work hours can also be seen in terms of in-location with time, out-location with time, total number of in hours and status can be viewed by clicking on the Details tab.

## 7. B.A.S GRAPHICAL REPORTS

A plethora of graphically represented reports are available for the user. This facilitates better understanding of the facts and figures pertaining to the attendance mechanism.

- *Stay Duration*
- *Error Type Percent*
- *Employee Name Wise Attendance*
- *Employee Id Wise Attendance*
- *Search Employee*
- *Employee Performance*
- *Employee Performance*
- *Device Number Wise Attendance*
- *Device Type Status*
- *Device Marking Status*
- *Attendance Incoming*
- *Attendance Outgoing*
- *Employee Marking Attendance in Other Organization*
- *Employee Marking Attendance*
- *Attendance Trends*
- *Error Trends*

**NOTE:** For explanation of the reports refer to the User Manual.

## Leaves

Leaves of the employees can be managed by the Nodal Officer through this functionality.

### 1. ADD LEAVE RECORD

The Nodal Officer has the option of adding the leave record of an employee. He can accept or reject the leave, by clicking on the Cancel button. The system will ask for a confirmation. If confirmed the leave request gets cancelled.

The screenshot displays the 'Add Leave Record' interface on the Attendance.gov.in portal. The form is titled 'Leave employee leave record'. It contains the following fields and values:

- Employee Name \***: SUNITA YADAV (000035)
- Leave Type \***: CL
- Leave Category \***: Full Day
- Leave Start Date \***: 02-05-2018
- Leave End Date \***: 04-05-2018
- Reason**: travelling

A green 'Submit' button is located at the bottom of the form. To the right of the form, there are instructions for adding a leave record and a note. The instructions are:

1. Select the name of Employee
2. Select Leave type
3. Select the Division/Unit
4. Enter the leave start and end date in dd-mm-yyyy format
5. Enter the reason.

The note states: 'a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register. b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).'

Figure: 35

## 2. APPROVED LEAVES

The user can view a list of all the already approved leaves. The reason for which leave was requested is mentioned. Nodal Officer has the authority to cancel the leave if it is not availed.

Sl.no.	Employee Id	Employee Name	Organization Name	Leave Category	Leave Type	Leave Start Date	Leave End Date	Reason	Action
1	203919	Anil Kumar	National Informatics Centre (NIC) - MeiY	Full day	EL	27-04-2018	27-04-2018	Going to Jammu	Cancel Edit
2	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeiY	Full day	EL	05-03-2018	09-03-2018	Personnel to attend family function at hometown	Cancel Edit
3	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeiY	Full day	CC	05-03-2018	16-03-2018		Cancel Edit
4	637024	Mahendra Pal	National Informatics Centre (NIC) - MeiY	Full day	CL	01-03-2018	05-03-2018	Visiting Hyderabad	Cancel Edit
5	607221	Alka Gupta	National Informatics Centre (NIC) - MeiY	Full day	CL	13-02-2018	13-02-2018	Not feeling well due to fever and cold.	Cancel Edit
6	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeiY	Full day	CL	17-01-2018	19-01-2018	Personal	Cancel Edit
7	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeiY	Full day	EL	15-01-2018	19-01-2018	Going to Dehradun	Cancel Edit
8	701875	SHYAM MURLI MANOHAR	National Informatics Centre (NIC) - MeiY	Full day	CL	10-01-2018	10-01-2018	of personal work	Cancel Edit
9	234896	Shalindra Saxena	National Informatics Centre (NIC) - MeiY	Full day	CL	05-01-2018	05-01-2018	Personal Work	Cancel Edit

Figure: 36

## 3. LEAVE REQUESTS

Fresh leave requests of the employee are reflected in this report. Details of leave request include the employee id, employee name, organization name, leave category, leave type, leave start date, leave end date, reason for leave and the action taken (Accept/Reject) on it can be seen here.

Sl.no.	Employee Id	Employee Name	Organization Name	Division	Leave Cat	Leave Type	Leave Start Date	Leave End Date	Reason	Action
1	652352	Vivek Mishra	National Informatics Centre (NIC) - MeY	CollabCAD ERP CRM	Half day - Fore Noon	CL	23-04-2018	23-04-2018	Personal	Approve Reject Edit
2	314573	Shalindra Yadav	National Informatics Centre (NIC) - MeY	Network and Security for MHA, MEA, MOIA	Half day - After Noon	CL	20-04-2018	20-04-2018	Going Out Station to meet family	Approve Reject Edit
3	365410	MANOJ SINGH NEGI	National Informatics Centre (NIC) - MeY	NIC-CERT Division	Full day	Other	17-04-2018	17-04-2018	Compensatory leave for Duty Officer on 18 March	Approve Reject Edit
4	152909	AJAY PRAKASH VISHWAKARMA	National Informatics Centre (NIC) - MeY	Network and Security for MHA, MEA, MOIA	Full day	EL	16-04-2018	20-04-2018	home town visit	Approve Reject Edit
5	632385	Atul Rastogi	National Informatics Centre (NIC) - MeY	Food and Consumer Affairs Infosys	Full day	Other	09-04-2018	09-04-2018	Compensatory leave for NIC night duty on 08-Apr-20	Approve Reject Edit
6	472838	Achintya Gupta	National Informatics Centre (NIC) - MeY	Food and Consumer Affairs Infosys	Full day	EL	05-04-2018	05-04-2018	unavoidable work	Approve Reject Edit
7	472838	Achintya Gupta	National Informatics Centre (NIC) - MeY	Food and Consumer Affairs Infosys	Full day	CL	28-03-2018	28-03-2018	un avoidable work	Approve Reject Edit
8	933787	DINESH CHANDRA	National Informatics Centre (NIC) - MeY	Minority Affairs	Half day - After Noon	CL	28-03-2018	28-03-2018	To visit native place during holidays 29th march 1	Approve Reject Edit
9	632385	Atul Rastogi	National Informatics Centre (NIC) - MeY	Food and Consumer Affairs Infosys	Full day	Other	26-03-2018	26-03-2018	Official Tour to IGMRI Hapur for launching of webs	Approve Reject Edit
10	637024	Mahendra Pal	National Informatics Centre (NIC) - MeY	Vice President Secretariat	Full day	CL	26-03-2018	28-03-2018	Pain in Knee	Approve Reject Edit

Figure: 37

## Tours

Employees on tours have to be accounted for, so that they are not considered absent. This can be done through this functionality.

### 1. ADD TOURS

To add the tour of an employee into the records

**Attendance.gov.in** | Home - Tour - Add

**Tour** employee tour record

Employee Name \*  
- Select Employee Name -

Tour Category \*  
- Select -

Tour Start Date  
Select Start Date

Tour End Date  
Select End Date

Tour Date  
Select Tour Date

Time Period \*  
After Noon

Reason  
Reason

**Submit**

**Instructions for adding a leave record of an employee**

- Select the name of Employee
- Enter the tour start and end date in dd-mm-yyyy format
- Enter the reason.

**Note:**  
a. Employee tour record added in the tour register will be represented accordingly in the employee attendance register.  
b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

Figure: 38

### 2. APPROVED TOURS

To get approved tour details of an employee.

**Attendance.gov.in** | Home - Tour - Employee Tour

**Tour** employee tour record

Search Employee Name

Sl.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Tour Category	Reason	Action
1	704549	Lissy George	National Informatics Centre (NIC) - MeitY	23-04-2018	26-04-2018	Full day	IWAI-Kochi eOffice Training	Cancel Edit
2	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Full day	conference at IB	Cancel Edit
3	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeitY	22-03-2018	28-03-2018	Full day	5 Days Non-Residential training at IIT, Delhi	Cancel Edit
4	234896	Shalendra Saxena	National Informatics Centre (NIC) - MeitY	27-02-2018	27-02-2018	Full day	Official Visit to Lucknow	Cancel Edit
5	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeitY	16-02-2018	21-02-2018	Full day	Tour to Mysore for PM conference	Cancel Edit
6	520011	Sangeeta Aggarwal	National Informatics Centre (NIC) - MeitY	12-02-2018	14-02-2018	Full day	Rgt. Meeting of Scientific Advisory Committee (SAC)	Cancel Edit
7	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	02-02-2018	02-02-2018	Full day	one day PFMS training at INGAF near IIT Delhi	Cancel Edit
8	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	25-01-2018	25-01-2018	Full day - Fore Noon	NIC Faridabad District Center for clearance of old	Cancel Edit
9	848752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeitY	22-01-2018	23-01-2018	Full day	TBGR Meeting	Cancel Edit
10	910344	R Vijay Raghavan	National Informatics Centre (NIC) - MeitY	04-01-2018	05-01-2018	Full day	Going to Mumbai for IT Committee Meeting of the CV	Cancel Edit

Figure: 39

### 3. TOUR REQUESTS

To get the Tour Request details of an Employee

**Attendance.gov.in** | Home - Tour - Employee Tour

**Tour** employee tour record

Search Employee Name

Sl.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Reason	Action
1	807911	SHAMBHU KUMAR	National Informatics Centre (NIC) - MeitY	25-04-2018	28-04-2018	FRRO Conference	Approve Reject Edit
2	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MeitY	12-04-2018	13-04-2018	Official tour to Chennai	Approve Reject Edit
3	723874	Dr. Prem Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Participation in Conference of the Chief Informati	Approve Reject Edit
4	844590	Ashutosh Rai	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Conference of CISO's regarding cyber security	Approve Reject Edit
5	728061	Hari Om Mishra	National Informatics Centre (NIC) - MeitY	01-04-2018	10-04-2018	Testing	Approve Reject Edit
6	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	21-03-2018	22-03-2018	Testing of Tour Module	Approve Reject Edit
7	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MeitY	12-03-2018	13-03-2018	Official tour to Mumbai(Gartner Event)	Approve Reject Edit
8	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeitY	28-02-2018	02-03-2018	5 days non residential Training at IIT-Delhi nomin	Approve Reject Edit
9	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	21-02-2018	21-02-2018	Half day Cloud Orientation Program at NDC Shashtri	Approve Reject Edit
10	236324	KEVAL KRISHAN	National Informatics Centre (NIC) - MeitY	08-02-2018	10-02-2018	Rajhasha Sammelan at Varanasi	Approve Reject Edit

Figure: 40

## Holidays

This functionality helps to add holidays in the records.

### 1. ADD HOLIDAYS

Nodal Officer is authorized to add holidays in the system, if they are not already added or have been declared later.

The screenshot shows the 'Add Holiday' form in the Attendance.gov.in system. The form has three main input fields: 'Holiday Date' with a calendar icon, 'Holiday Name', and 'Description \*'. A green 'Submit' button is located at the bottom left of the form. To the right of the form, there are 'Instructions to Add Holiday Information.' and a 'Note' section. The instructions list five steps: 1. Select Holiday Category, 2. For holiday category as Other Holiday, Select Organization Name from the dropdown list, 3. Enter Holiday Date, 4. Enter Holiday Name, and 5. Enter Holiday Description. The note states: 'a. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.)'. The sidebar menu on the left includes 'Dashboard', 'All NIC Dashboard', 'Console', 'Manage Master', 'Manage Device', 'Monitoring Group', 'Shift Group', and 'Manage Employee'. The top navigation bar shows 'Attendance.gov.in', 'Back to Employee Corner', and 'English'.

Figure: 41

## User Manager

The Nodal Officer admin roles and adding a new user as a new Admin can be managed from here.

### 1. ADD USER

A new user can be added by the Nodal Officer.

The screenshot shows the 'Add User' form in the Attendance.gov.in system. The form has three main input fields: 'Username \*', 'Email \*', and 'User Type \*'. A green 'Submit' button is located at the bottom left of the form. The sidebar menu on the left includes 'Dashboard', 'All NIC Dashboard', 'Console', 'Manage Master', 'Manage Device', 'Monitoring Group', 'Shift Group', and 'Manage Employee'. The top navigation bar shows 'Attendance.gov.in', 'Back to Employee Corner', and 'English'.

Figure: 42

### 2. VIEW NODAL ADMIN

User can view a list of all the Nodal Admin here along with the last IP address and last login time and date.

The screenshot shows the 'Registered Users' table in the Attendance.gov.in system. The table has a search bar at the top with 'Search Username' and buttons for 'Search' and 'Clear'. The table contains the following data:

Sno	Username	Email	Last IP	Last Login	Action
1	aebastest	kh****@gmail.com	10.1.13.87	2018-05-02 11:48:30	Deactivate Edit Email Reset Password Delete
2	nicstate	ak****@gov.in	10.128.68.39	2018-04-12 13:12:15	Deactivate Edit Email Reset Password Delete
3	rajesh_saxena	ra****@nic.in	10.25.97.69	2018-03-07 12:38:01	Deactivate Edit Email Reset Password Delete
4	dgnic	ne****@nic.in	10.1.9.25	2017-11-27 15:19:24	Deactivate Edit Email Reset Password Delete
5	nic	ra****@nic.in	10.1.12.72	2014-09-18 12:33:19	Deactivate Edit Email Reset Password Delete

Figure: 43

### 3. VIEW NODAL REPORT VIEWER

A list of all the Nodal Report Viewer along with the last IP address and last login time and date can be viewed. The nodal report viewer can be deactivated and in addition his email id and password can be reset through this screen. The Nodal Report Viewer can also be deleted.

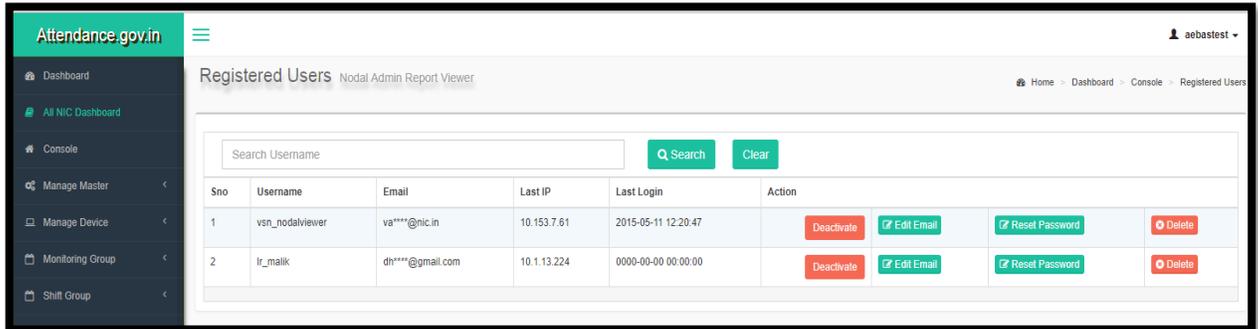


Figure: 44

### Settings

Nodal Officer can *Activate* or *Deactivate* the daily SMS and Email service using this functionality. He may want to send SMS or Email or both related to attendance marked. This can be done by clicking on the *Add New* button, entering the *Name*, *Email Id* and *Mobile Number* of the concerned person. Select if *SMS and Emails* have to be sent and if the services have to be *Enabled* or *Disabled*.

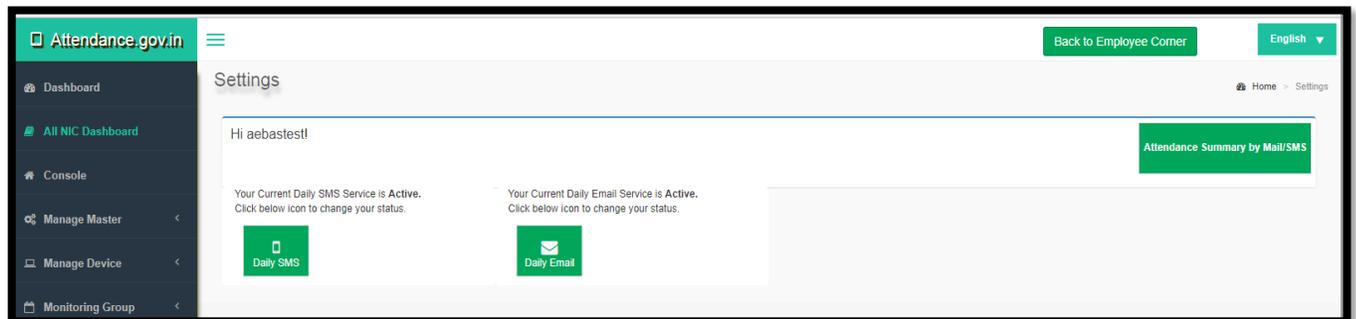


Figure: 45

### Change Passwords

The Nodal Officer can reset his Password by entering the *Old Password* and then the new one. Confirm the new password. Click on *Submit*.

Ensure logging out after completing all activities.

