भारतीय भेषजी परिषद् (स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत साविभिक निकाय) भारत सरकार आई-300, तीसरी मंजिल, टावर-1, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029 टेलीफोन नंबर 011-65218900-01 E-mail: registrar@pci.nic.in



PHARMACY COUNCIL OF INDIA (Statutory body under Ministry of Health & Family Welfare) Government of India I-300, 3rd floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029 Telephone No. 011-65218900-01 E-mail: registrar@pci.nic.in

<u>Circular</u>

File No-IT-12/3/2025-IT

Date: 13.06.2025

To All,

- a. Approved Pharmacy Institutions
- b. Examining Authority (Universities/Boards)
- c. State Governments

Subject: Guidelines for Nodal Admin and User for further process at the end of Institutions for the Biometric Attendance System (AEBAS) in all PCI Approved pharmacy institutions.

Ref:

- a. Council's circular No. 14-264/2020-Faculty Module/5527 dated 13.12.2023
- b. Council's circular No. 14-264/2020-Faculty Module/5556 dated 24.01.2025
- c. Council's circular No. 14-264/2020-Faculty Module/5874 dated 14.02.2025
- d. Gazetted Notification Number So. 1362 (E) dt. 21.03.2025
- e.

Sir/Madam,

This has a reference to the subject matter cited above where Council has already initiated the process for the implementation of AEBAS across all Pharmacy Approved Institutions and directed all institutions for the following:

- a. To purchase the AEBAS device as the first step for the implementation of this scheme across all institutions. (dt. 24.01.2025).
- b. To initiate the onboarding process for AEBAS through the portal at <u>https://central.pci.ac.in</u>.

In this connection, it's re-iterated that all institutions must complete the cited activity on immediate basis to avoid any withdrawal of decision letter due to non-compliance.

Once institution has completed their onboarding steps, specific URL for each institution will be shared on their registered email id to proceed ahead for the user (faculty) registration and set up of nodal admin in the AEBAS Portal. Therefore, the user manual for the same is attached herewith this circular for the nodal admin role (Annexure A) and faculty as (Annexure B).

This issues with the approval of the Competent Authority.

ANIL MITTAL Date: 2025.06.13 10:24:29 +05'30'

(ANIL MITTAL)

Yours Faithfully

Registrar-Cum-Secretary





BIOMETRIC ATTENDANCE SYSTEM (NODAL OFFICER MANUAL)

The Pharmacy Council of India (PCI) nominates a Nodal Officer to make the implementation and operation of the Attendance system easier.

HOME SCREEN

	=								Coglish (w
Deshboard	g sktest Biometric Attendance System								- Millio
😭 Employee Registration	Today's Attendance Summary Date: April 27, 2018								
+ Announcement	Registered Employee	Active En	nployees		Present Today (Oper 0	ning)	Total A	stive Devices	
7 FAQ <	Demographic(Aadhaa)Failed. 0	Sos Employee	Never Marked Att.		Out Today (Closing)		Tablet	Desktop	
A Login	Micro Info D	U Desta Ada	ak, 2016) M0	ore inito O		More Info Ø		More into ©	
	Attendance Statistics 1.00 sec	16:45	Varifaç Employeta Bonetiyi, Taminata Bastop Device Aufi Retueta (Destrop)	17:57	All Attendance Activ	ntx			B
	In-Time Statistics In-Time Statistics	- 1000 338 	00 - 916 F 10 - 10 00 10 - 0 - 11 00 0 - 00 - 11 00	*11:00 annum	Today's Teend	1014			

Figure: 1

DASHBOARD

- Total organizations registered with PCI.
- 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 **BAS Application** and export Employee Data.

	Employee Corner	English 👻
		Hi! skbas > Logou
Software Download for Android/Desktop	Le Export Employee Data	
Installation Guide for BAS software:		
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta	blet .	
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta 2. After installation the software will ask to enter a de	blet . vice activation code.	
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta 2. After installation the software will ask to enter a de 3. Select the entry point and authenticate with the Bis	blet . vice activation code. ometric admin.	
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta 2. After installation the software will ask to enter a de 3. Select the entry point and authenticate with the Bi Note:	blet . vice activation code. ometric admin.	



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*]

	=	≡							
a Dashboard	Mana	Manage Masters Division/Unit within Organization & Home > Manage Masters > Division/							
	Divisi	on/Linit within Or	agnization						
og Manage Masters <	Divisi		ganization						
Manage Device <	Sear	ch Division/Unit	Search Clear			Add Division/U			
Monitoring Group <	S. No	Division ID	Division/Unit Name	Creation Date	Status				
	1	000006	bas	2017-11-28 12:19:03	Active	Deactivate			
Manage Employee <	2	000004	demo	2015-01-20 15:27:03	Active	Deactivate			
Reports <	3	000002	Hqrs-Genral Admin	2015-01-18 12:11:11	Active	Deactivate			
	4	000003	Hqrs-Personnel	2015-01-18 12:24:10	Active	Deactivate			
	_								

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.

	=			Back to Employee Corner
📾 Dashboard	Manage	Masters Employee Designations	n Home	Manage Masters > Employee Designation
				ANDREAS
o\$ Manage Masters <	Employee	e Designations		
Manage Device	Course 5	seelense Designation		
🗂 Monitoring Group 🛛 <	Search	mpioyee Designation Creat		Add Designation
	S. No	Employee Designation	Creation Date	Active Status
🗑 Manage Employee 🔍	1	Administrative Officer	2015-01-18 13:03:09	Deactive
Benorts <	2	cgo	2017-11-29 15:32:59	Deactive
	3	Deputy Director	2015-01-18 16:14:51	Deactive
🛱 Leaves	4	tester	2017-11-28 12:19:58	Deactive
🛪 Tours <				

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]

		Back to Employee Comer
n Dashboard	Manage Masters Employee Designations	Home > Manage Masters > Employee Designation
Console	Add an Employee Designation	-Addition
ot Manage Masters <		
A Manage Device <	Designation Type *	
Monitoring Group <	Designation *	
🗂 Shift Group <	- Select Designation -	
👹 Manage Employee 🛛 <	Submit	
🚔 Reports 🗸 🤇		



3. OFFICE LOCATION

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

	=						Bask to Employee Oppose		
🏤 Dashboard	Mana	Aanage Masters Office Locations							
# Console							ALCHAAR		
🌣 Manage Masters 🔇	Office	Locations (Build	ng)						
😐 Manage Device 🔇		ah Office Leastings	Search Cloar						
🗂 Monitoring Group 🔇	Seal	ch Onice Locations					Add Office Location		
Shill Group.	S. No	Location	Office Location Name	Crea	tion Date	Status	Action		
👹 Manage Employee 🔇	1	centra	central	2018	-03-15 11:29:27	Active	Deactivate		
Reports <	2	000063	cgo	2017	-11-28 12:21:33	Active	Deactivate		
🗂 Leaves 🔇	3	000035	CGO Complex Block 3	2017	-11-29 15:33:44	Active	Deactivate		
¥ Tours <	4	000062	Chandigarh	2017	-12-04 17:45:26	Active	Deactivate		
O Holidays			* 						

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.

									-
Dashboard		Manag	ge Masters of	fice Locati	Add a Office Location (Building)	×		🏚 Home 🕫	Back to Employee Come Manage Masters > Office Locations
d Console					Office Location*	15			- Teansa
o: Manage Masters		Office	e Locations (Buildin	ig)	Select Office Location	v			
💷 Manage Device					Akbar Bhawan andhra	Î			_
🗂 Monitoring Group					api arunachal				Add Office Location
🗂 Shift Group		S. No	Location	Office	assam August Kranti Bhawan		Creation Date	Status	Action
👹 Manage Employee		1	centra	central	Baba Kharag Singh Marg bihar Cabinet Secretariat		2018-03-15 11:29:27	Active	Deactivate
🖨 Reports		2	000063	cgo	cag central		2017-11-28 12:21:33	Active	Deactivate
🗂 Leaves		3	000035	CGO Cor	cgo CGO Complex CGO Complex Block 11		2017-11-29 15:33:44	Active	Deactivate
¥ Tours		4	000062	Chandiga	CGO Complex Block 12 CGO Complex Block 3		2017-12-04 17:45:26	Active	Deactivate
Holidays					chandigarh Chandralok Building chhattisgarh				
A Dser Manager	8				3				

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.

@ Dashboard	Manage Master	Add a Device Location	×	a +	Back to Employee Corn- ome - Manage Master - Device Locate
		Device Location Name *			-223)
	List Device Location	Enter Device Location			
	The second se	Office Location*			
	Search Device Location	- Select Office Location -	*	C Add Device	Location
	S.No. Office Location			Edit	Status Action
	1 cgo		Close Submit	T2 EOR	Active Deactivate

Figure: 8



5. OFFICE TIMINGS

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

	=					
a Dashboard	Manage Master Office Timings		Back to Employee Corner			
	Edit Organization Timings		Instructions to edit Organization Office Timings:			
o \$ Manage Masters <		Office Out Time 5	1. Choose Office Start Time.			
Manage Device <	09:45 0	18:00	2. Choose Office End Time. 3. Please review the form before submission.			
Monitoring Group	Update Timings		Note: a. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk- attendence Place/dealing			
🗂 Shift Group 🔇	Charle minge		urenonuce/u/go/tav/m			



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.

	=								
🏤 Dashboard	Manage [Manage Device whitelisted Biometric Admin & Home						> Manage Devi	ce > Biometric Admin
									ANDIANE
o\$ Manage Masters <	Biometric	Admin							
😐 Manage Device 🤇	Roarch	Piomotric Admin Namo		O Sparch Clear					
🗂 Monitoring Group 🤇	Search	Biometric Admin Name		Q Search Clear				Add Biome	etric Admin
🗂 Shift Group 🛛 <	S. No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail	Status	Action	
🗑 Manage Employee 🔇 <	1	cgo		Avinash Sharma	xxxxx x 3279	09****@gmail.com	Active	C Edit	Oeactivate
Reports <	2	cgo		anil kumar gupta	XXXXX X 0980	an****@gmail.com	Active	C Edit	Oeactivate
	3	cgo		Kulshrestha Neeraj	XXXXXX X 0811	ba****@nic.in	Active	C Edit	Oeactivate
Leaves	4	cgo		Rajveer Singh	xxxx x 0661	ba****@gov.in	Active	C? Edit	3 Deactivate
★ Tours <									
Ω Halidave (

Figure: 10

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

	=					
a Dachboard		Back to Employee Corner				
a basiloond		Home > Manage Device > Biometric Admin > Add How				
# Console	Add a Biometric Admin	Instructions to add Biometric Admin in BAS:				
o\$ Manage Masters <		1. Select the Organization Name.				
Manage Device	- Select Office Location -	 Select the Office Building Location. Enter the Aadhaar number of the Biometric Admin to be white listed for device activation. 				
🗂 Monitoring Group 🛛 <	Admin Aadhaar *	4. Enter Biometric Admin Name. 5. Enter a valid 10 digit mobile number . 6. Enter a valid E-mail address.				
		7. Please review the form before submission.				
🗑 Manage Employee 🛛 <	Admin Name *	Note: a. Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).				
Reports <		b. Please add authenticated users only, The Aadhaar number and Name will be verified with UIDAI for validity. Riematric Admise with incorrect information will be de activated automatically.				
	Admin Mobile * Admin Email *	c. Biometric Admins should have valid aadhaar number before addition.				
Holidays <	Add Biometric Admin					



2. ACTIVATION CODE

Nodal Officer will generate an Activation Code for Device Installation.

	=	Bark In Employee Corner					
Dashboard	Manage Device generate device activation code	Back to Employee Conter Back to Employee Conter Back to Employee Conter					
# Console	Generate Device Activation Code	Instructions to Generate Device activation code:					
oc Manage Masters <	Office Building Logation *	1. Select the Office Building Location.					
😐 Manage Device 🛛 👻	- Select Location -	 Select the biometric Admin. Check the device physical type. Which type of device, i.e Fixed or Mobile. Please review the form before submission. 					
» Biometric Admin	Biometric Admin *	Note:					
» Active Device	- Select Biometric Admin -	a. After you press "Generate Activation Code", a six digit activation code is sent to the e-mail and mobile of the selected biometric admin only.					
» Inactive Device	Device Type * Fixed Mobile	b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.					
» Issued Device		c. To complete the registration of the device software, the biometric admin is also required to authenticate his/her biometric credentials with the Aadhaar system, through the Device being activated for Biometric Attendance System cross).					
» Installed Device	Generate Activation Code	(BAS). d. The activation code is valid through the generation date only. (e.g. a activation code generated on 15-09-2014					
» AMC Requested Status		will be valid for the same date only)					

Figure: 12

3. ACTIVE DEVICE

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

	=										
🏚 Dashboard	Mana	ge Device Active Device							£6 H	Back to Employment > Manage Device >	Active Device
											AADHAAR
og Manage Masters <	Activ	e Device									
Manage Device	S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
Monitoring Group <	1	skbas new		cgo	Cipha Leb	Desktop				2018-05-01 11:28:22	Detail
🗂 Shift Group 🔨									1		

Figure: 13

4. INACTIVE DEVICES

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

	≡								Back to Employee C	omer	English 🔻
🚳 Dashboard	Mana	age Device Inactive Device							🏚 Hom	e > Manage Device >	Inactive Device
All NIC Dashboard	Inac	tive Device									
希 Console	inde			Office							
©\$ Manage Master <	S. No	Organization Name	Device ID	Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
묘 Manage Device 〈	1	National Informatics Centre (NIC) -DeifY		CGO Complex A- Block	Dr.Mahes Chandra(DDG) A3B3	Desktop				2018-04-26 15:38:2	0 Detail
🗂 Monitoring Group 🔍	2	National Informatics Centre (NIC) -DeitY		National Data Center	Hod	Desktop				2018-04-26 08:30:5	6 Detail
🗂 Shift Group 🧹				Shastri Park							





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. 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.

									Back to Employee Corner	English 🔻
∰ Dashboard	Mana	age Empl	oyee Active	Employees					🚯 Home > Manage	Employee > Active Employees
All NIC Dashboard			(210)							
A Console	Active	Employees	on (BAS)							
o: Manage Master	Sea	arch by Name/	Mobile	Q Search	Clear					&Export
😐 Manage Device	S.No.	Attendance ID	Aadhaar Number	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail
🛗 Monitoring Group	1	291242		A P Raju		xxxxxxxx 6720	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	C Edit C Detail
🗂 Shift Group	2	078549		A. Jenishly		x00000X 1139	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	C Edit C Detail
🖀 Manage Employee	3	716317		Aabhas Bhardwaj	Rama Hariharan	X00000X	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	C Edit C Detail
Reports	4	350110		Aabhas Johar		3044 X00000X	Sr. Network Admin	Web Hosting And Cloud Computing	National Data Center Shastri	C Edit C Detail
🗂 Leaves	5	774531		Aakanksha Singh	Anil Bansal	9004 x00000x	Assistant Programmer	Pension And Pensioners Welfare	Park Lok Nayak Bhawan	CZ Edit CZ Detail
★ Tours	6	160977		Aakach Kumar		1644	(NG) Sr. Network Admin	CollebCAD Development Group	CGO Complex & Block	
Holidays		100077		Aurosi Kumu		4345		Construction Development Croup	CCC Complex A* block	
🛔 User Manager	7	272674		Aamir Ali Hakim		0059	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	C Edit C Detail
A Settings	8	999991		Aanchal		x000000X	Others		CGO Complex A- Block	C Edit C Detail



	Employee Detail	
Aadhaar Number :		
Employee Name :	AP	
Organization Name :	National Informatics Centre (NIC) - MeitY	
Designation :	Tradesman H(Tech)	
Division within Organization :	General Infrastructure	G# Deactivate G# Transfer
Office Location :	CGO Complex A- Block	
DOB :	08.09-1963	
Gender 1	Male	
Mobile No. :	RXXXXX 6720	
E-Mail :		
Aadhar Status :	Aadhar Verified	

Figure: 15(a)



2. IN-ACTIVE EMPLOYEE

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

	Ξ							Back to Employee	Corner English 🔻
B Dashboard	Mana	ige Employe	ee Active Employee	s				& Home ⇒ 1	Manage Employee 🗧 In Active Employees
All NIC Dashboard	- In Anti-	un Employeen e	- (BAC)						
🛪 Console	IN ACTIV	ve Employees of	n (BAS)						
¤\$ Manage Master	Sear	rch by Name/Mobi	le Q s	Search Clear					#Export
😐 Manage Device 🛛 <	S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
Munituding Comm	1	038775		Shalu Chaudhary	xxxxx 7073	Programmer	Pension And Pensioners Welfare	Lok Nayak Bhawan	I Detail ☐
	2	433251		Shilpy Singhal	xxxxxx 3515	Assistant Programmer (NG)	Transferred Emp Division	Transferred Emp Location	☑ Detail
🗂 Shift Group 🛛 <	3	091937		Girish Chander	xxxxx 2656	Team Leader(NG)	Transferred Emp Division	CGO Complex A- Block	I Detail ≓ Transfer
😤 Manage Employee 🤇									

Figure: 16

3. TRANSFER EMPLOYEES

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

	=							Back to Employee Corner	Englis
🕸 Dashboard	Mana	ge Employe	C Transfer Employe	ees				🍘 Home > Manage Emplo	oyee > Transfer Emp
All NIC Dashboard	Transfe		(PAC)						
# Console	Tansie	er Employees on	(BAS)					Q Search Old Tra	ansferred Employ
¢\$ Manage Master 〈	S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
🖵 Manage Device 🤇	1	820330		Mahendra Narayan Singh	xxxxxx 9982	Deputy General Manager	NBCC Towers, Bhikaji Cama Place	DMRC Building, Shastri Park	Process
🗂 Monitoring Group 🛛 <	2	848304		Lokesh Singh	xxxxxx 6807	Programmer	National Informatics Centre(NIC)	Electronics Niketan	Process

4. SEARCH EMPLOYEE

Figure: 17

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

	≡	Employee Corner English 🔻
🙆 Dashboard	Employee search	Home → Manager Employee > Search
All NIC Dashboard	Employee Name *	
# Console	Enter Employee Name	
🕫 Manage Master 🔇 <	Attendence ID * Enter Attendence Id	
🖵 Manage Device 🤇	Search	
🗂 Monitoring Group 🛛 <		

Figure: 18



5. 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.*

	=	Employee Corner English 🔻
🍘 Dashboard	Employee search	Home > Manage Employee > Block Employee
All NIC Dashboard	Attendence ID *	
# Console	Enter Attendence Id	
🕫 Manage Master 🗸 🤇	Search	

Figure: 19

6. 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.

		=							Back to Employee Corner	English 🔻
B Dashboard		Mana	ge Employe	ee Active Employe	es				▲ Home > Manage Employee	> Blocked Employees
All NIC Dashboard				(240)						
# Console		BIOCKE	a Employees or	I (BAS)						
🕫 Manage Master	<	Sear	ch by Name/Mob	le Q	Search Clear					#Export
😐 Manage Device	<	S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Action
Monitoring Group		1	496637		Alka Aggarwal	xxxxx 5554	Scientist F	NIC Cell, Niti Ayog	Yojana Bhawan	Unblock
		2	282990		Preeti Jain	xxxxxx 5570	Tradesman-G(Deo)	NHPS, MCTS, NHP, IHIP, MISAG	Nirman Bhawan,New Delhi	Unblock
🛗 Shift Group	۲.	3	541845		D. A. CHANDEKAR	xxxxxx 6686	Tradesman-G(Deo)	Ministry Of Statistics & Programme Implementation	on Sardar Patel Bhawan	Unblock
嶜 Manage Employee	<	4	568750		Vimal Roy	xxxxx 4039	Tradesman-G(Deo)	Unique Identification Authority Of India (UIDAI)	Jeevan Bharti Building	Unblock
🛱 Reports		5	573808		Dr Brij Bhushan	xxxxx 0490	Scientist F		CGO Complex A- Block	Unblock
		6	763617		R ARUL MOZHI VARMAN	x00000x 1431	Scientist - E	Ministry Of Statistics & Programme Implementation	on Sardar Patel Bhawan	Unblock
🗂 Leaves	<	7	421529		SHEFALI SUSHIL DASH	xxxxxx 8528	Scientist-G	Information Technology	CGO Complex A- Block	Unblock
⊀ Tours	<	8	526518		A.Saravanambika	xxxxx 0809	Scientist-D	Financial Analytics Unit	Lok Nayak Bhawan	Unblock
Holidays	<	9	798849		LEKH RAJ MALIK	xxxxx 3373	Scientist F	Ministry Of Health And Family Welfare	CGO Complex A- Block	Unblock
		10	737752		Harish Bhatnagar	xxxxx 7252	Tradesman- F (DEO)		Shastri Bhawan	Unblock

Figure: 20

7. 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.

	-								Back to Employee Corner	English 👻
> Aadhaar Rejected Employee	Mana	ge En	ployee Allen	ployees					de Home - Manager Frei	All Directoweek
	All Em	ployees	on (AEBAS)							
	1									
	Bena	rch by Na	me/Mobile	Q Dourch Clour						-Milisport
	S.No.	Att.ID	Employee Name	Email	Mobile	Category	Designation	Division	Office Location	Status
	1	703453	A Dileep Kumar	dileep5084.nic@gmail.com	2000008 4029	NOOV	Programmer (NG)	EOffice Project Division	DMRC Building, Shastri Park	New Register
View Blocked Employees	-2	201242	A P Raju	ap.raju@nic.in	XXXXXXX 6720	oov	Tradesman H(Tech)	General Infrastructure	GGO Complex A- Block	Active
All Employee	3	078549	A. Jenishly	Jenishiythomas@gmail.com	XXXXXXX 1139	NGOV	Programmer (NG)	NIC Dehi State Unit	CGO Complex A- Block	Active
Nodal Officer Update	4	716317	Aabhas Bhardwaj	aabhas.epri@gmail.com	2000000 0044	NGOV	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	Active
	5	350110	Aabhas Johar	CS24.SP-DL@NIC.IN	XXXXXX 9004	NGOV	Sr. Network Admin	Web Hosting And Cloud Computing Services	National Data Center Shastri Park	Active
Reports <	0	329883	Aabil Hussain	aahii.wsd@nic.in	2000000 1102	NGOV	Programmer (NG)	Awaas Project	CGO Complex A- Block	New Register
	7	774531	Aakanksha Singh	aakankshasingh91@gmail.com	2000000 1644	NGOV	Assistant Programmer (NG)	Pension And Pensioners Welfare	Lok Nayak Bhawan	Active
	0	160877	Aakash Kumar	aakash.k@gov.in	100000x 4345	NGOV	Br. Network Admin	CollabCAD Development Group	CGO Complex A- Block	Active
	0	272674	Aamir Ali Hakim	aamirali05@gmail.com	2000000 0059	NGOV	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Active
	10	000001	Aanchal	aanchal.librangggmail.com	1000000 8853	NGOV	Others		CGO Complex A- Block	Active

Figure: 21



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.

	≡	Employee Corner English 🔻
28 Dashboard	Attendance Register by Division/Unit	Dashboard > Attendance Register
		Instructions for generating the Attendance Register
# Console	Office Location All Location	1. Select the Office Location 2. Select the Division/Unit
o \$ Manage Master 〈	Select Office Location - The select office Location -	Select Month and Year for which the register has to be generated. Flease review the form before submission. Note:
I Manage Device <	- Select Division/Unit -	a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/unit for your Organization from your Nodal Officers togin.
🛱 Monitoring Group 🤇	Date range:	b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.
🗂 Shift Group 🛛 <	Generate Attendance Register	c. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).
🗑 Manage Employee 🔇		

Figure: 22

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.

Dashboard Attendance Reports advance reports by Division/Unit
All NIC Dashboard Instructions
Console Office Location* AllMS Hospital T
QC Manage Master Control Number of Control Numer of Control Number of Control Number of Control Number of Contr
Manage Device Automissication Automissication a. If your Office Leg Organization from 1 Organization from 1
Monitoring Group Click Here to open calendar De Affect Control open calendar
Shift Group C Apr 2018 - Apr 2018 - PROM TO C. For any other as
Manage Employee < 25 26 27 28 29 30 31 25 26 27 28 29 30 31 Apply Cancel
■ Reports < 1 2 3 4 5 6 7 1 2 3 4 5 6 7 8 9 10 11 12 13 14 8 9 10 11 12 13 14
Leaves

	=	ŧ									Employee C	Somer	Coges.
	A	tten	dance R	eports advance rep	ods by Division/Unit						 Dashbo 	and - Advance for	gente by Orien
		organiz	ation: Natio	nal Informatics Centre (03/01/2018 -	03/31/2018	02						
	-												
Manage Master		Repor	6										
	1.	Atte	o to	(B)						Telefort (
		No	id id	Name	Designation	days	Present	09.00.00	17.30:00	Spent	Closed	Day	
Monitoring Group		1	00000	Anandhi Ramachandran Saklani	Junior Secretarial Assistant (jsa)	10	0	0	0	00.00.00	0		III Octain
Shift Group		2	451094	Anja Vierma	Assistant fliection Officer (ass)	19	0	0	0	00.00.00	0		BE Detail
Manage Employee	<u></u>	3	494583	Jagdish Kumar	Junior Secretarial Assistant (394)	19	21	21	7	140.18:00	0	06-40-51	III Detail
		4	410971	Naresh Kumar	Multitacking Staff	19	20	14	20	158:03:35	0	07.54.11	In Detail
	1	5	561500	P.r. Dabral	Deputy Derector	19	21	0	4	177.28:04	0	08:26:57	I Detai
	12	6	496821	Pradesp Kumar	Jursor Secretariat Assistant	19	21	21	2	105:27:10	0	07:52:43	III Detter



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. WEKLY/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-

- i. No. of employees Vis- a- Vis Attendance Hours
- *ii.* Employee registered but never marked attendance since registration
- *iii.* No. of employees working less than 4 hrs excluding Saturday, Sunday & holidays
- iv. Employees Date of Birth is null, less than 18 years & greater than 60 years
- v. Employees coming Sat, Sun & holiday
- vi. Employee Division wise Report
- vii. Date and Time Wise Reports
- viii. Employee Total Stay Hrs, In Time Average & Out Time Average in a month
- ix. Employee Attendance by Attendance Id
- x. Attendance Report Name Wise
- xi. Attendance Report Designation Wise
- xii. Repeated Late Comers List
- xiii. 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 inlocation with time, out-location with time, total number of in hours and status can be viewed by clicking on the Details tab.



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.

	≡	Back to Employee Corner English 🔻
🍄 Dashboard	Leave employee leave record	
	Employee Name *	Instructions for adding a leave record of an employee
# Console	SUNITA YADAV (000035) +	1. Select the name of Employee 2. Select Leave type 3. Select the DivisionUnit
Q^e Manage Master 〈	CL.	4. Enter the leave start and end date in dd-mm-yyyy format 5. Enter the reason.
😐 Manage Device 🛛 <	Leave Category *	Note: a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.
🛱 Monitoring Group <	Leave End Date *	b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).
🛱 Shift Group 🤇		
🗑 Manage Employee 🔇 <	Reason travelling	
🚔 Reports 🛛 <		
🛱 Leaves 🗸 🤇	Sunni	

Figure 24

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.

									Back to Employee Corner	Eng	lish 👻	
n Dashboard	Leav	employe	e leave record						an⊔ Hom	e - Leave - Emplo	yee Leave	
	S	earch Employ	ree Name		Q Se	arch Clear	1					
	Sl.no.	Employee Id	Employee Name	Organization Name	Leave Leave Category Type		Leave Start Date	Leave End Date	Reason	Action		
OS Manage Master <	1	203919	Amit Kumar	National Informatics Centre (NIC) - MeitY	Full day	EL	27-04-2018	27-04-2018	Goint to Jammu	× Cancel	Edit	
교 Manage Device 〈	2	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) -	Full day	EL	05-03-2018	09-03-2018	Personnel to attend family function at	*	Edit	
🗂 Monitoring Group 🛛 <										Cancel		
🗂 Shift Group 🛛 <	3	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeitY	Full day	cc	05-03-2018	16-03-2018		× Cancel	Edit	
👹 Manage Employee 🧹 🤇	4	637024	Mahendra Pal	National Informatics Centre (NIC) - MeitY	Full day	CL	01-03-2018	05-03-2018	Visiting Hyderabad	× Cancel	Edit	
🚔 Reports 🤟 🤇	5	607221	Alka Gupta	National Informatics Centre (NIC) - MeilY	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) -	Full day	CL.	17-01-2018	19-01-2018	Personal		Edit	
				MeitY						Cancel		
🖓 Holidays 🤇	7	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeitY	Full day	EL	15-01-2018	19-01-2018	Going to Dehradun	× Cancel	Edit	
🛦 User Manager 🛛 <	8	701875	SHYAM MURLI MANOHAR	National Informatics Centre (NIC) - MeitY	Full day	CL	10-01-2018	10-01-2018	cl personal work	H Cancel	Edit	
© Settings	9	234896	Shailendra Saxena	National Informatics Centre (NIC) - MeitY	Full day	CL	05-01-2018	05-01-2018	Personal Work	× Cancel	Edit	
A Change Dessured		1944										

Figure: 25



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.

	=									Back to Emp	loyee Comer		English 👻
ab Dashboard	Lea	ve employ	ee leave record								da Home	Leave - E	mployee Leave
All NIC Dashboard	s	Search Emple	oyee Name			Q Search Clear							
🖶 Console	\$1.no.	Employee Id	Employee Name	Organization Name	Division	Leave Cat	Leave Type	Leave Start Date	Leave End Date	Reason	Action		
OC Manage Master <	1	652352	Vivek Mishra	National Informatics Centre (NIC) - MeitY	CollabCAD ERP CRM	Half day - Fore Noon	CL	23-04- 2018	23-04- 2018	Personal	Approve	Reject	Edit
🖽 Manage Device <	2	314573	Shailendra Yadav	National Informatics Centre (NIC) - MeitY	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
Monitoring Group <	3	365410	MANOJ SINGH NEGI	National Informatics Centre (NIC) - MeltY	NIC-CERT Division	Full day	Other	17-04- 2018	17-04- 2018	Compensatory leave for Duty Officer on 18 March	- Approve	Reject	Edit
🗂 Shift Group 🤟	4	152909	AJAY PRAKASH VISHWAKARMA	National Informatics Centre (NIC) - MeitY	Network and Security for MHA, MEA, MOIA	Full day	EL.	16-04- 2018	20-04- 2018	home town visit	✓ Approve	Reject	Edit
Manage Employee <	5	632385	Atul Rastogi	National Informatics Centre (NIC) - MeitY	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
📾 Reports 🛛 🗧 🤟	6	472838	Achintya Gupta	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	EL	05-04- 2018	05-04- 2018	unavoidable work	✓ Approve	Reject	Edit
🗂 Leaves 🗧 <	7	472838	Achintya Gupta	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	CL	28-03- 2018	28-03- 2018	un avoidable work	Approve	Reject	Edit
¥ Tours ←	8	933787	DINESH CHANDRA	National Informatics Centre (NIC) - MeitY	Minority Affairs	Half day - After Noon	CL	28-03- 2018	28-03- 2018	To visit native place during holidays 29th march t	✓ Approve	Reject	Edit
Holidays <	9	632385	Atul Rastogi	National Informatics Centre (NIC) - MeitY	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
📥 User Manager 🤇 <	10	637024	Mahendra Pal	National Informatics Centre (NIC) - MeitY	Vice President Secretariat	Full day	CL	26-03- 2018	26-03- 2018	Pain in Knee	✓ Approve	Reject	Edit

Figure: 26



<u>Tours</u>

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

	=	Back to Employee Corner English
deb Dashboard	Tour employee tour record	g Home > Tour > Add
All NIC Dashboard	Employee Name *	Instructions for adding a leave record of an employee
🔿 Console	- Select Employee Name - Tour Category *	1. Select the name of Employee 2. Enter the tous start and end date in dd-mm-yyyy format 3. Enter the reason.
o\$ Manage Master ≤	- Select -	Note: a. Employee tour record added in the tour register will be represented accordingly in the employee attendance
교 Manage Device 〈	Tour Start Date Tour End Date	register.
🗂 Monitoring Group 🧹	Tour Date Time Period *	b. For any other execution presserves to nouch that the trappletents rate of the addition the trap.
🗂 Shift Group 🧹	Select Tour Date After Noon	•
👹 Manage Employee 🛛 <	Reason Reason	
📾 Reports 🔍 <	Colored	
🗂 Leaves 🤟 🤇	SUDMI	

Figure: 27

2. APPROVED TOURS

To get approved tour details of an employee.

	=	-						, <u> </u>	Back to Employee Corner	60	iglish 👻
2 Dashboard		Tour	employee tou	ir record					eta Her	me - Tour - Em	ployse Tour
All NIC Dashboard	í í	Se	arch Employe	e Name		Q Searc	Clear		#Expr		
Gonsole		SI.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Tour Category	Reason	Action	
OS Manage Master		1	704549	Lissy George	National Informatics Centre (NIC) - MeitY	23-04-2018	26-04-2018	Full day	IWAI-Kochi eOffice Training	M Gancel	Edit
Manage Device		2	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Full day	conference at IB	R 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	St Cancel	Edit
Monitoring Group		4	234896	Shailendra Saxena	National Informatics Centre (NIC) - Meity	27-02-2018	27-02-2018	Full day	Official Visit to Lucknow	🛪 Gancel	Edit
🗂 Shift Group		5	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeitY	16-02-2018	21-02-2018	Full day	Tour to Mysore for PM conference	× Gancel	Edit
🗑 Manage Employee	< 7	6	526011	Sangeeta Aggarwal	National Informatics Centre (NIC) - MeitY	12-02-2018	14-02-2018	Full day	Rgd. Meeting of Scientific Advisory Committe (SAC)	× Cancel	Edit
n Reports	5	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 Deihi	× Cancel	Edit
	< 1 T	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
⊀ Tours		9	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeitY	22-01-2018	23-01-2018	Full day	TEGRI Meeting	* Gancel	Edit
Q Holidays		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 O/	S Gancel	Edit

Figure: 28

3. TOUR REQUESTS

To get the Tour Request details of an Employee

	=						De	ck to Employee Corner		English 👻
2 Dashboard	Tour	employee tou	r record					dia Hom	ne - Tour -	Employee Tour
All NIC Dashboard	В	earch Employe	e Name		Q Search					
🖶 Console	Si.no.	Employee id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Reason	Action		
	1	807911	SHAMBHU KUMAR	National Informatics Centre (NIC) - MeltY	25-04-2018	28-04-2018	FRRO COnference	- Approve	Ptoject	East
😐 Manage Device 🤇	2	132203	Praveen Chandra Dhar	National Informatics Centre (NiC) - MeitY	12-04-2018	13-04-2018	Official tour to chennal	- Approve	Reject	East
Monitoring Group 4	3	723874	Dr. Prem Kumar	National Informatics Centre (NIC) - Melty	04-04-2018	04-04-2018	Participation in Conference of the Chief Informat	- Approve	Reject	Edit
C Shift Group	4	844590	Ashutosh Rai	National Informatics Centre (NIC) - MeltY	04-04-2018	04-04-2018	Conference of CIBO's regarding cyber security	- Approve	Reject	12.000
		728061	Hari Om Mishra	National Informatics Centre (NIC) - MeltY	01-04-2018	10-04-2018	TEsting	🛩 Approve	Reject	Ean
Manage Employee	0	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	21-03-2018	22-03-2018	Testing of Tour Module	 Approve 	Reject	Edit
Reports <	7	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MellY	12-03-2018	13-03-2018	Official tour to Mumbai(Gartner Event)	🛩 Approvo	Reject	Ean
🗂 Leaves 🗧	0	002070	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeltY	26-02-2018	02-03-2018	5 days non residential Training at IIT-Delhi nomin	- Approvo	Roject	Edit
H Tours <	0	241445	Vipin Kumar Gupta	National informatics Centre (NIC) - MeltY	21-02-2018	21-02-2018	Hald day Cloud Orientation Porgram at NDC Sha	ishtri 🖌 Approve	Reject	E'dit.
G Holidays <	10	236324	KEWAL KRISHAN	National Informatics Centre (NIC) - MeitY	08-02-2018	10-02-2018	Rajbhasha Sammelan at Varanasi	- Approve	Reject	Edit

Figure 29



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.

	=	Back to Employee Corner English 👻
a Dashboard	Holiday add holiday	Home > Add Holiday
All NIC Dashboard		
🏘 Console	Holiday Date	Instructions to Add Holiday Information.
🕫 Manage Master 🛛 <	Holiday Name	2. For holidary category: 6 Other Holiday, Select Organization Name from the dropdown list. 3. Enter Holidary Date 4. Enter Holidary Date
🖵 Manage Device 🛛 <	Holiday	4. Enter Holiday Description. Note:
🗂 Monitoring Group 🔇	Description *	a. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).
🗂 Shift Group 🧹	Submit	
☆ Manage Employee <		

Figure: 30

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.

	=	Back to Employee Corner	English 🔻
en Bashboard €	Add User	B Home	> Manage User > Add User
All NIC Dashboard	Username *		
# Console	Enter Username		
🕫 Manage Master 🔇 <	Email		
🖵 Manage Device 🧹	User Type *		
🛱 Monitoring Group <	Select Type v		
🛱 Shift Group <	Submit		

Figure: 31

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.

	≡								1 aebastest -				
😤 Dashboard	Regis	Registered Users Nodal Admin & Home > Dashboard > Console											
	_												
# Console	Se	earch Username			Q Search	Clear							
ଦ\$ Manage Master <	Sno	Username	Email	Last IP	Last Login	Action							
😐 Manage Device 🛛 <	1	aebastest	kh****@gmail.com		2018-05-02 11:48:30	Deactivate	C Edit Email	Reset Password	C Delete				
Monitoring Group <	2	nicstate	ak****@gov.in		2018-04-12 13:12:15	Deactivate	C Edit Email	C Reset Password	O Delete				
🗂 Shift Group <	3	rajesh_saxena	ra****@nic.in		2018-03-07 12:38:01	Deactivate	C Edit Email	C Reset Password	Delete				
🗑 Manage Employee 🛛 <	4	dgnic	ne****@nic.in		2017-11-27 15:19:24	Deactivate	C Edit Email	Reset Password	© Delete				
Reports <	5	nic	ra****@nic.in		2014-09-18 12:33:19	Deactivate	🕼 Edit Email	C Reset Password	Delete				
🛱 Leaves 🤇 🤇													



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.

	≡								1 aebastest -
n Dashboard	Regis	stered Users No	🍰 Home > Dashboard	> Console > Registered Users					
# Console	S	earch Usemame			Q Search	Clear			
o\$ Manage Master <	Sno	Username	Email	Last IP	Last Login	Action			
🖵 Manage Device 🤇	1	vsn_nodalviewer	va****@nic.in		2015-05-11 12:20:47	Deactivate	C Edit Email	Reset Password	O Delete
Monitoring Group	2	Ir_malik	dh****@gmail.com		0000-00-00 00:00:00	Deactivate	C Edit Email	Reset Password	O Delete
🗂 Shift Group 🤇									
	_	_							

Figure: 33

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*.

	=		Back to Employee Corner English
a Dashboard	Settings		Ø Home ⇒ Setting
All NIC Dashboard	Hi aebastest!		Attendance Summary by Mail/SMS
# Console	Your Current Daily SMS Service is Active.	Your Current Daily Email Service is Active.	
🕫 Manage Master 🛛 <	Click below icon to change your status.	Click below icon to change your status.	
☐ Manage Device <	Daily SMS	Daily Email	
🛱 Monitoring Group 🔇			

Figure: 34

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.



Aadhaar Enabled Biometric Attendance System (Employee User Manual)

1. Dashboard



2. Registration

For employee login and registration open your organizations attendance portal as received on the registered mail id of your nodal officer. Sample attendance portal URL: <u>xyz.pci.ac.in</u>



PCI	= ⁶ A- A A+	Registered Date - February 10, 2025
🙆 Dashboard	Pharmacy Council of India Biometric Attendance System	
嶜 User Registration		
© Face Authentication <	Today's Attendance Summary Date: April 24, 2025	
4) Announcement NEW <	Registered Users Active Users	3
?FAQ <		
🔒 Login		
	More info ⊘	

Further, click on user registration on the menu bar on left hand side of the web portal to proceed for filling up the form.

On click shall open a new screen to register the profile. Read the instructions and fill the registration form. Registration is divided into two parts. Personal Details and Organization Details. Candidate ID is the BH-P Number of the Faculty and Institution must ensure that Faculty available in their faculty tool need to be onboarded on this portal and any other BH-P Number having not mentioned in the SIF should be rejected by the institutions.

PCI	≡ & A- A A+ case of ERROR 9	004, kindly update your AadhaarF/	ACERD from PlayStore/AppStore.			
B Dashboard	User Registration create on-boarding requ	lest	& Home > User Registration			
User Registration	Personal Details Organization Details		Instructions for filling the User On-boarding request form:			
Face Authentication	● Aadhaar ○Virtual ID		Energi you rou name: Energi you rou name: Energi ada of birth (format DD-MM-YYYY), Select your Cender: Distance growide users 12 deals Anthreas number			
Announcement NEW <	Candidate Id *		 Incase province you'r ac digir-Reannaer nandae. User's demographic ac Marken Date of Birth, Gender and Aadhaar Number should match with UIDAI data. Entry your email. 			
? FAQ <	User Name *		7. Enter your 10 digit mobile number. 8. Hit the "Next" button or click on Organization details tab to complete the second part of the form. 9. Select User Type. 10. Click the Division of t			
🔒 Login	Enter User Name		 Select the name of your Division/Unit within Organization within the Organization. Select your Designation. Select your Designation. 			
	Date of Birth 0	Gender *	 Select your Office Location.(e.g. your office building name). Upload your recent scanned/digital picture in ".iog" format of max file size 100 KB. 			
	dd-mm-yyyy	Gender v	14. Please enter the captcha code. 15. Please Check the consent box.			
	Enter Aadhaar Number *		16. Please review the form before submission.			
	Enter Aadhaar Number		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			
	E-Mail		b. Please ensure that you have filled the form with correct information and have uploaded a recent			
	E-Mail		photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.			
	Mobile No. *		c. For any other assistance please get in touch at aebas[dot]pci[at]gmail[dot]com.			
	eg 9876512345					
	Next					
https://headoffice.pci.ac.in/register/myei	mp					

Personal Details Form Layout



PCI	A At	In case of ERROR 904, kindly update your AadhaarFACERD English V
Dashboard	User Registration create on-boarding request	8 Hane > User Registration
🗑 User Registration	Personal Details Organization Details	Instructions for filling the User On-boarding request form:
© Face Authentication 〈	Organization Name	1. Enter your Full Name. 2. Enter date of birth (formal D-MM-YYY). 3. Select your Gender.
4) Announcement NEW c	Pharmacy Council of India User Type * Division Unit within Organization *	Plense provide your 12 dight Alarbane number: Plense provide your 12 dight Alarbane number: Su ters' developaghtic data: Name, Date of Birth, Gender and Alarbane Number should match with UIDAI data. Enter your email. Terter your email. Terter your email.
	Select Select Select Division/Unit within Organization - Select Division/Unit within Organization - Sel	He The "Next" buffue or click on Organization details tab to complete the second part of the form. Seek to the Type. 10 Seek to the most of your Division/Unit within Organization within the Organization.
Fror Codes Nodal Officer Manual	Select Designation -	11. Select your Designation. 12. Select your Office Location (e.g., your office building name). 13. Upload your nexest scame#digbtal picture in "jpg" format of max file size 100 KB. 14. Ploace and the Acrothen once
> Employee User Manual	Select District •	14. Transfer that the support block. 15. Plase for the consert bud. 16. Plase review the form before submission.
Dashboard Device Installation Transfer Manual	Office Location *	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.
DoPT Order Dated 22.06.2015 Note dated 02.06.2015	Photograph (only jup format and size upto 159 KG) ¹⁶ Choose File] No Sie chosen	b. Please ensure that you have filed 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.
» OM dated 21.11.2014	Either the code exactly as it appears: $7e715a$ Net instabilit? Charge text.	c. For any other assistance phase get in touch at aetoas(dor(pc)(at)gmail(dor)com.
🖬 Login	Confirmation Code	
	Disclaime: L, owner of above Aadhaar Number, agnee 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. MettY / NC have informed me that my biometric data will not be stored or shared except as per provisions of Aadhaar Act 2016.	
	Submit	

Organisation Details Form Layout

Select the disclaimer and click on submit to complete the registration process. Post this, faculty/student need to confirm with their institutions for the onboarding approval.

3. Employee Login

PCI	≡ & A- A A+			* AadhaarFACI Erro	rlish 🔻
B Dashboard	Login to Biometric Atten	idance System (BAS) - Delh	i Central	a∰ Home > Login1	to AEBAS
Organization Registration				Instructions for using Login:	_
Face Authentication	Username			1.To access the Employee corner, you can login using the 8 digit Attendance/Registration ID.	
Attendance Reports	Password			Please foliow the below process to get an account 1. Cick on the Do on three account? Cick Hen. 2. Enter the 8 aggl AltendanceRegistration ID. 3. Enter the 8 aggl system of maga.	
📭 Login	Enter the code exactly as it appears:	CISI1e Change feet		Generate OTP to sign in to employee corner Conce you create your account you can setup a password for regular usage, in case you forget the password you try to reset the password usit	ing
Announcement <		Giorre		the Forgot password link. 3. Nodal & Reporting officers can also login from and the system would welcome you to the Employee comer and you can switch the view to the	he
? FAQ <	Confirmation Code			management console.	
	Forgot Password	Don't have an account? Click here		Note: a. If you have already generated an OTP which is valid, This OTP is now your password for login to BAS.	
		Sign me in			_
			Contact - +91-9319009021 © 2014 - 2025 Attend	L Email - sebas(dot]pci[at]gmail(dot]com ance.gov.m. All rights reserved.	
			© Site is designed and hosted by Natio	nal Informatics Centre (NC), Government of India NUC NATIONAL CLOTHE	

First time Employee needs to click on "Don't have an account? Click here" as shown in above screenshot.

Further, the below added screenshot will pop up after clicking on "Don't have an account? Click here".



PGI	≡	
🚳 Dashboard	Login to BAS	
嶜 User Registration		
Face Authentication	Attendance ID *	
Announcement Kew <	Enter Attendance ID	
? FAQ <		
🖴 Login	Commination Code	
	Generate Login OTP	

Enter your Attendance ID and Generate login OTP to reset your password as received on your registered mobile number/email.

Fill the attendance Id and password. On successful Logged-in will take employee to Home Screen to reset the password.

PCI	
	Please Change Your Password
	Old Password *
	Old Password
	New Password *
	New Password
	Confirm New Password *
	Confirm New Password
	Submit
	Note: If you are facing problem in change password, please click on "Forgot Password" to reset password by SMS.
	Beta Version Best viewed on Chrome, Firefox, Explorer 11 and above © 2025

Post this, user will be redirected to login page and use your details to login on your portal.



4. My Home

You can view and update your profile using available links i.e. Update Profile, Reminder,

Feedback etc.

User Corner	Anne > User Currer
HII SHORABH KUMAR	
Welcome to Biometric Attendance System (BAS) User Corner	What can be done in the User Corner: 1. Update the demographic information submitted on EAS portal. 2. Set remains for receive SNS aiert for marking opening & closing attendance. 3. View User Attendance Register. 4. Add FullHait day Leave records. (requires verification by nodal officer to be displayed on Attendance register) 5. Add Turnecords. (requires verification by nodal officer to be displayed on Attendance register)
Update Profile Reminder Register Leave Feedback	Note: a. Adding Leave and Tour Records will help in displaying appropriate representation on the Attendance Register.
Nodal Officer Details	b. Update your Users Designation, Division/Units of Organization in case of change so that Attendance reports are generated correctly and your name features in the correct organization unit.
	 c. You can view historical attendance register data by selecting the month and year below the photograph. d. For any other assistance please get in touch with the Attendance Heipdesk or write to us at aebas(dot(pci[at]gmail[dot[com.

4.1 Update Information: To update your Personnel and organization details. Kindly note that the Employee Name cannot be edited.

PCI	
🖶 My Horne	Employee Registration update Employee information
Face Authentication	
Update Information	Personal Details Organization Details
Attendance Register	
🛱 Leave	Employee Name *
🗂 Leave (Subordinates)	Mobile No.*
≭ Tour	
🗂 Tour (Subordinates)	E-Mail
🕼 Feedback	E-Mail
& Change Password	Next
එ Logout	

4.2 Attendance Register

To check your attendance status of the month and punch in and out time details. Click on Attendance Register on the left menu bar and user needs to choose the month and click on **"load register".**



Employee Corner Attend	ance Register		Home > Employee Correr > Vew Attendance Register
Profile	Name Designation	Organization Division/Unit	Pharmacy Council of India (Head Office)
	E-Mail **** Mobile xxxxx x 9389	Office Location	I Tower, 3rd Floor, World Trade Centre
Picture	Data for Month	In Time	11.04.2025 09:09:27
	04-2025	Average Response Time	0.93
	Load Register		

4.3 Attendance Register View Options:

User can view their attendance register in three different forms i.e. Graphical view, Register view and Detailed report view as shown below.



Graphical View



Register View

Graphical	Register Details	5					
S. No	Date	Location (In)	Location (Out)	In Time	Out Time	Stay (in Hrs)	Status
1	01-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre	01-04-2025 09:51:54	01-04-2025 18:44:58	08:53:04	Closed
2	02-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
3	03-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
4	04-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
5	07-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
6	08-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
7	09-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
8	11-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
9	15-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
10	16-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
11	17-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
12	21-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
13	22-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed
14	23-04-2025	I Tower, 3rd Floor, World Trade Centre	I Tower, 3rd Floor, World Trade Centre				Closed

Detailed View



5. Leave

This section allows user to add or view the leaves of a specific employee.

5.1 Add Leave

Leave Type *		Instructions for adding a leave record
- Select -		1. Select Leave type
Leave Category *		2. Select Leave category 3. Enter the leave start and end date in dd-mm-yyyy format 4. Enter the leave description
- Select -	-	Note:
Description		 Employee leave record added in the leave register will be represented accordingly in the employee attendance register.
Reason		b. For any other assistance please get in touch with the Attendance Helpdesk or write to us beindesk-attendance/attonvidutiin

5.2 View Leave

Leave	employee leave recor	đ			💩 Home > 1	Employee Corner > Leave Recor
Start D)ate 💌		Search by Date	Q Search Clear		
SI.no.	Leave Type	Leave Start Date	Leave End Date	Description		Action

6. Tour:

This section allows user to add and view your Tour.

6.1 Apply Tour: To add tour by selecting tour category and input of description.

four Category *		Instructions for adding a tour record
- Select -	¥	1. Enter the tour start and end date in dd-mm-yyyy format
Description		2. Enter the lour description. Note:
Reason		 a. Employee lour record added will be represented accordingly in the employee attendance register.
Submit		b. For any other assistance please get in touch with the Attendance Helpdesk or write to us a helpdesk.attendance[af]gov[dot]in.
Submit		

6.2 View Tour: To view list of added tours by employee.

Tour e	employee tour record	đ		🚯 Home	Employee Corner > Tour Record
Start (Date	t Se	arch by Date	Q Search Clear	
SI.no.	Tour Category	Tour Start Date	Tour End Date	Description	Action
				No Records	
				No Records	