

# भारतीय भेषजी परिषद्

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक निकाय)

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कामये दुःखतदानाम् प्राणिनामार्तिनाशनम्

**PHARMACY COUNCIL OF INDIA**  
(Statutory body under Ministry of Health & Family Welfare)  
**Government of India**

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## Circular

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

**Date: 13.06.2025**

To All,

- Approved Pharmacy Institutions
- Examining Authority (Universities/Boards)
- 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:

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

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:

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

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.

**Yours Faithfully**

**ANIL MITTAL**

Digitally signed by ANIL

MITTAL

Date: 2025.06.13 10:24:29

+05'30'

(ANIL MITTAL)

**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

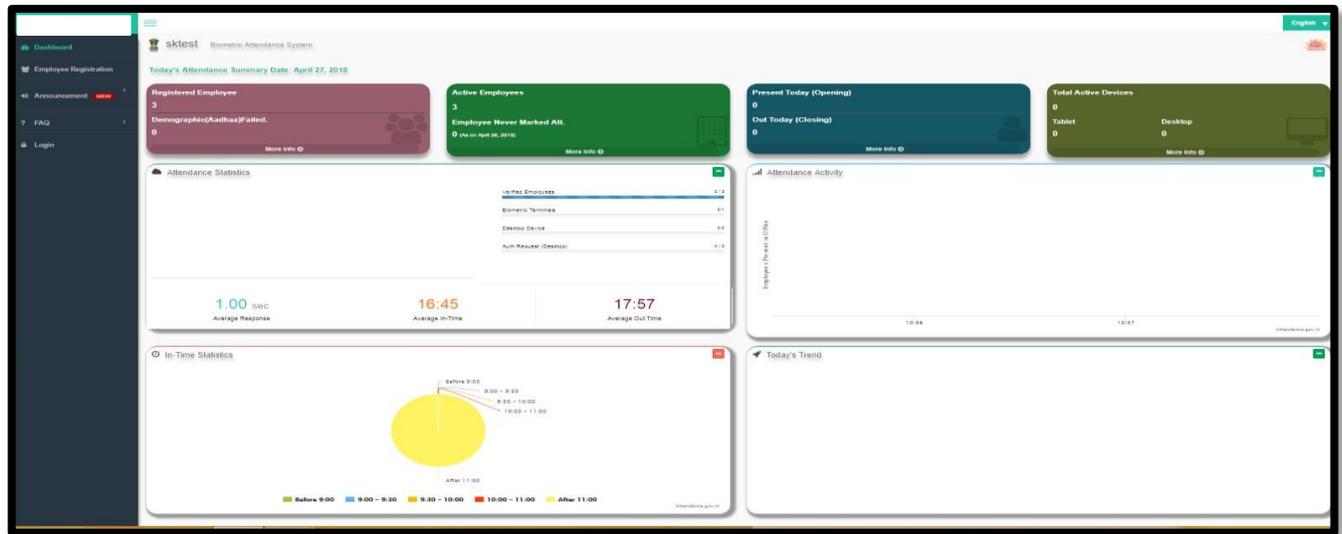


Figure: 1

### 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.

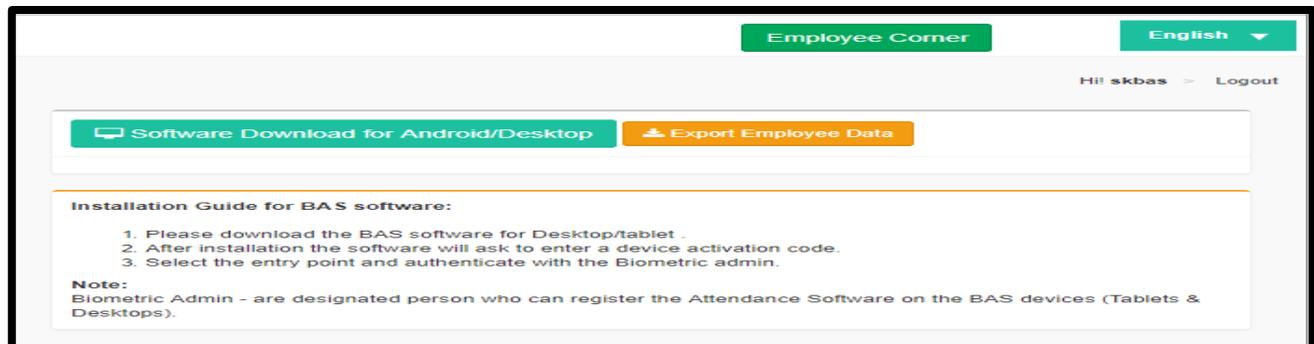


Figure: 2

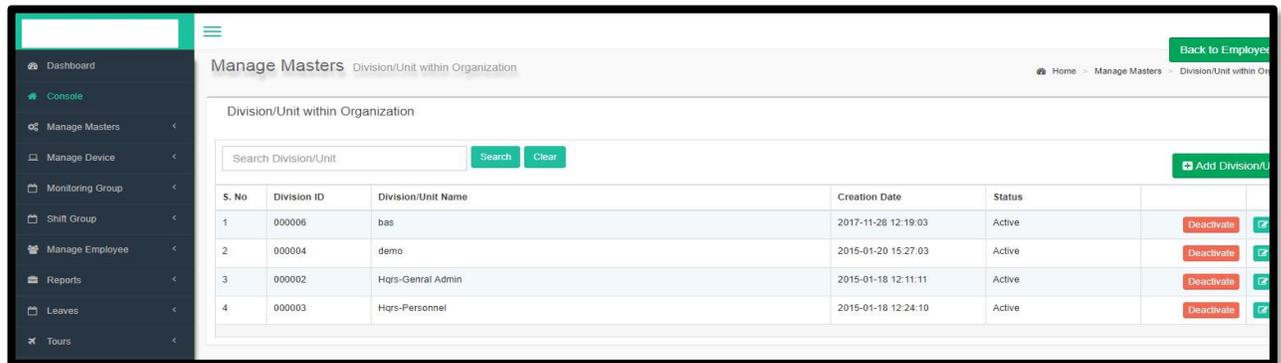
The Nodal Officer can perform the following activities on the portal-

## 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]*

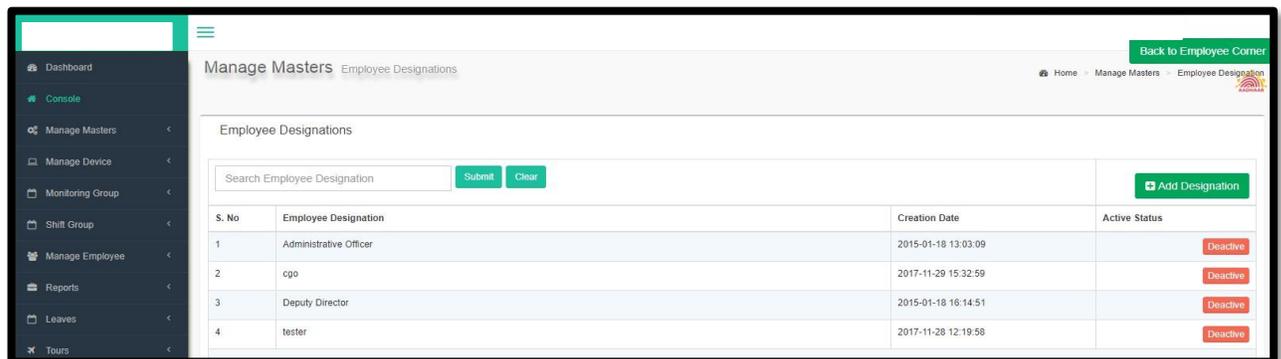


S. No	Division ID	Division/Unit Name	Creation Date	Status	
1	000006	bas	2017-11-28 12:19:03	Active	Deactivate
2	000004	demo	2015-01-20 15:27:03	Active	Deactivate
3	000002	Hqrs-Genral Admin	2015-01-18 12:11:11	Active	Deactivate
4	000003	Hqrs-Personnel	2015-01-18 12:24:10	Active	Deactivate

Figure: 3

### 2. EMPLOYEE DESIGNATIONS

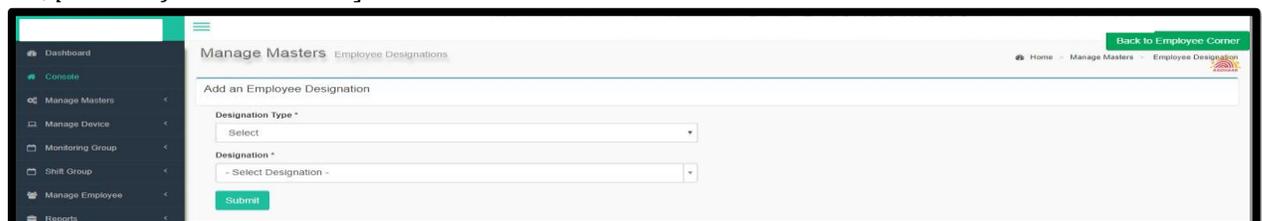
New designations can be added and also Activated/Deactivated through this functionality. By clicking on 'Add Designation', the Nodal Officer can map the designation within the organization.



S. No	Employee Designation	Creation Date	Active Status
1	Administrative Officer	2015-01-18 13:03:09	Deactive
2	cgo	2017-11-29 15:32:59	Deactive
3	Deputy Director	2015-01-18 16:14:51	Deactive
4	tester	2017-11-28 12:19:58	Deactive

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]*



Add an Employee Designation

Designation Type \*  
Select

Designation \*  
- Select Designation -

Submit

Figure: 5

### 3. OFFICE LOCATION

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

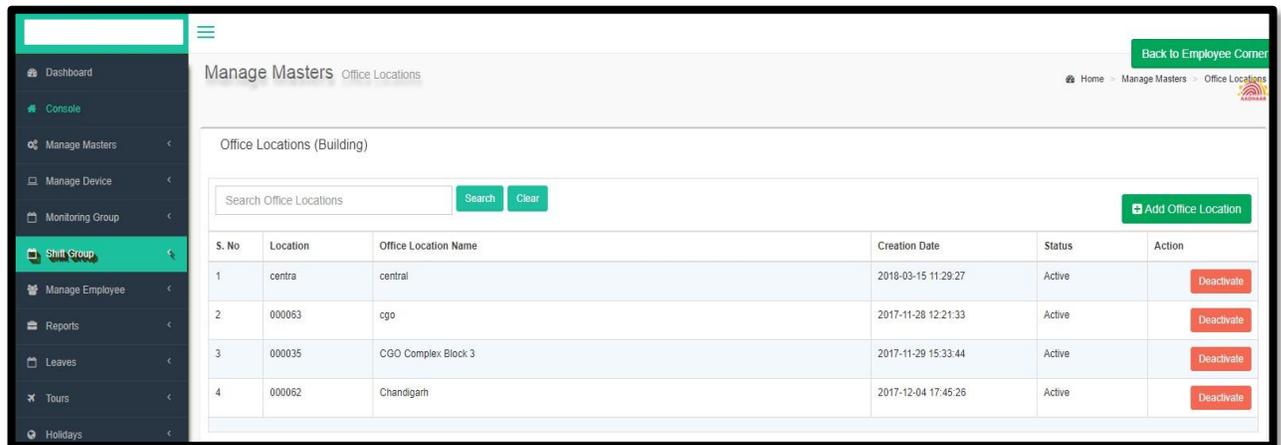


Figure: 6

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.

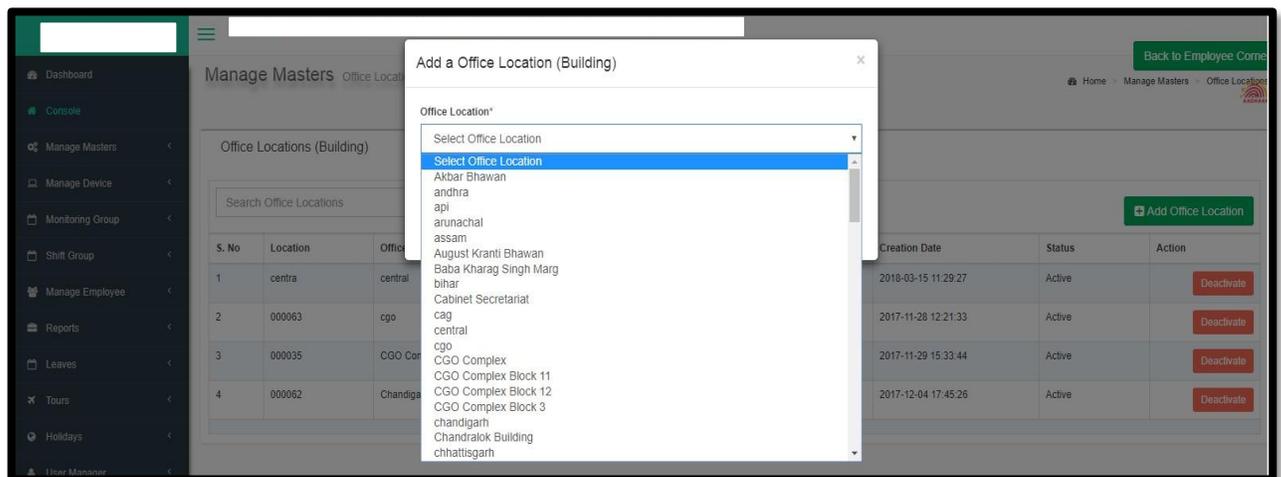


Figure: 7

### 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.

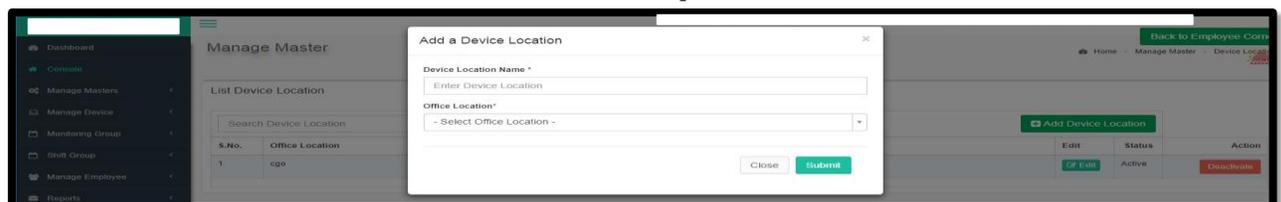
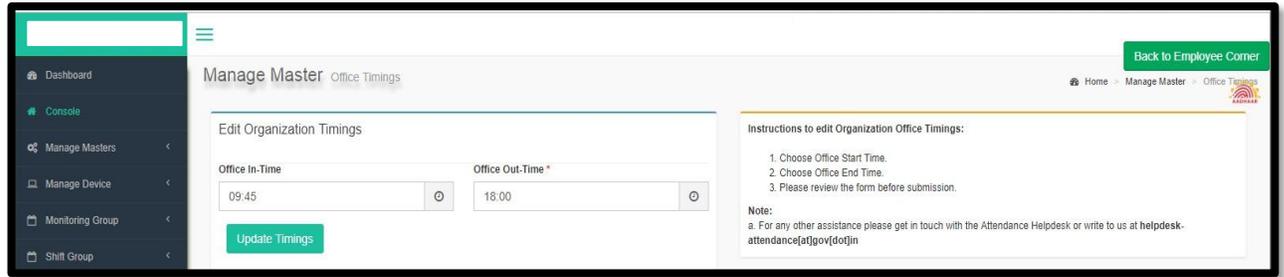


Figure: 8

## 5. OFFICE TIMINGS

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



**Manage Master** Office Timings

Back to Employee Corner

Home > Manage Master > Office Timings

Edit Organization Timings

Office In-Time: 09:45

Office Out-Time: 18:00

Update Timings

Instructions to edit Organization Office Timings:

1. Choose Office Start Time.
2. Choose Office End Time.
3. Please review the form before submission.

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

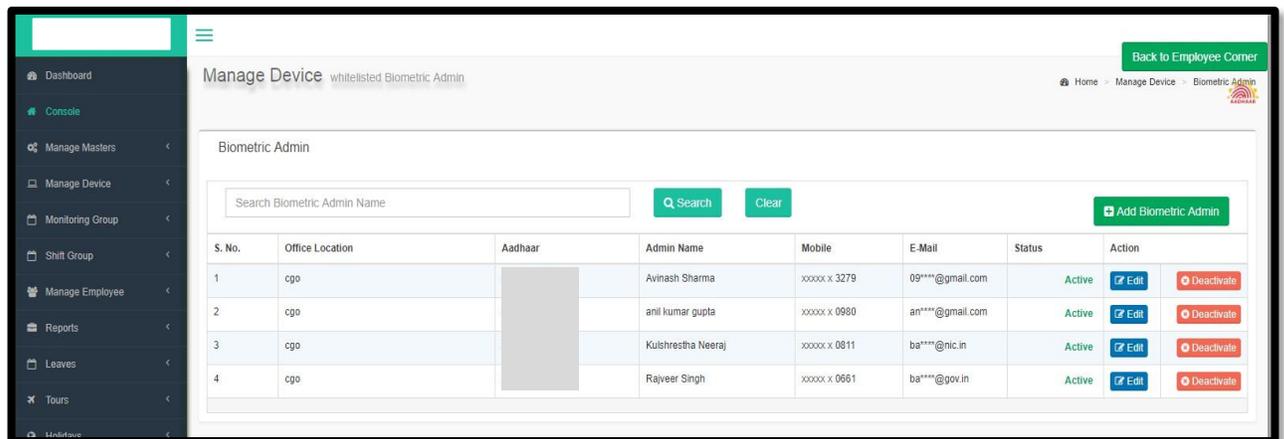
Figure: 9

## 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.



**Manage Device** whitelisted Biometric Admin

Back to Employee Corner

Home > Manage Device > Biometric Admin

Biometric Admin

Search Biometric Admin Name

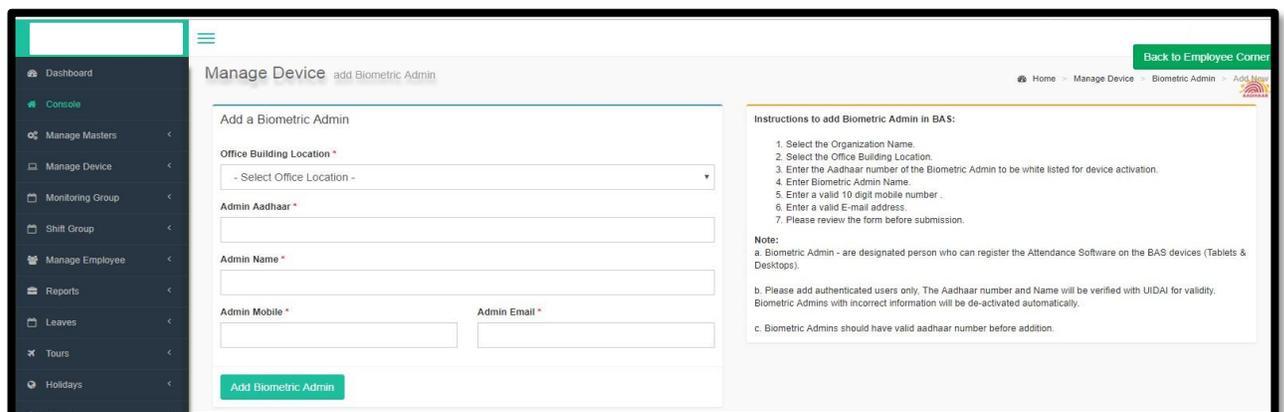
Search Clear

Add Biometric Admin

S.No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail	Status	Action
1	cgo		Avinash Sharma	xxxxxx x 3279	09***@gmail.com	Active	Edit Deactivate
2	cgo		anil kumar gupta	xxxxxx x 0980	an***@gmail.com	Active	Edit Deactivate
3	cgo		Kulshrestha Neeraj	xxxxxx x 0811	ba***@nic.in	Active	Edit Deactivate
4	cgo		Rajveer Singh	xxxxxx x 0661	ba***@gov.in	Active	Edit Deactivate

Figure: 10

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



**Manage Device** add Biometric Admin

Back to Employee Corner

Home > Manage Device > Biometric Admin > Add Biometric Admin

Add a Biometric Admin

Office Building Location \*

- Select Office Location -

Admin Aadhaar \*

Admin Name \*

Admin Mobile \*

Admin Email \*

Add Biometric Admin

Instructions to add Biometric Admin in BAS:

1. Select the Organization Name.
2. Select the Office Building Location.
3. Enter the Aadhaar number of the Biometric Admin to be white listed for device activation.
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.

Note:

a. Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).

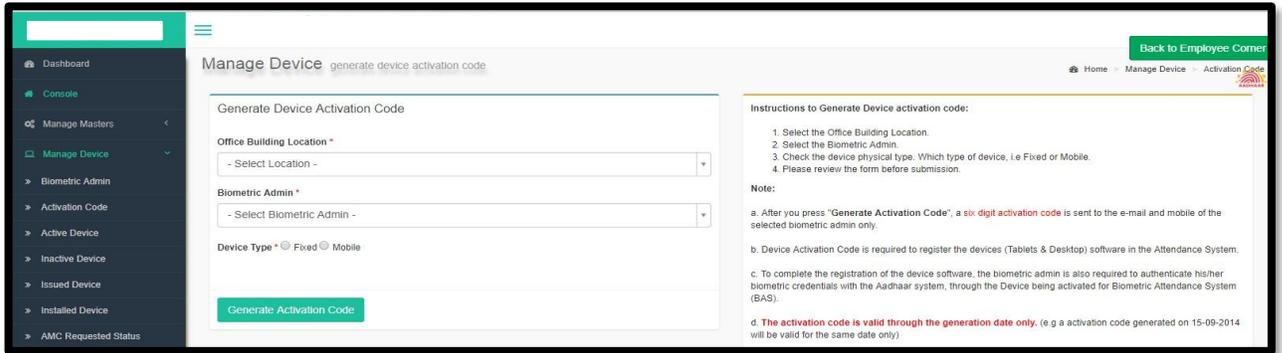
b. Please add authenticated users only. The Aadhaar number and Name will be verified with UIDAI for validity. Biometric Admins with incorrect information will be de-activated automatically.

c. Biometric Admins should have valid aadhaar number before addition.

Figure: 11

## 2. ACTIVATION CODE

Nodal Officer will generate an Activation Code for Device Installation.



**Manage Device** generate device activation code

Generate Device Activation Code

Office Building Location \*  
- Select Location -

Biometric Admin \*  
- Select Biometric Admin -

Device Type \*  Fixed  Mobile

**Generate Activation Code**

**Instructions to Generate Device activation code:**

1. Select the Office Building Location.
2. Select the Biometric Admin.
3. Check the device physical type. Which type of device, i.e Fixed or Mobile.
4. Please review the form before submission.

**Note:**

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.

b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.

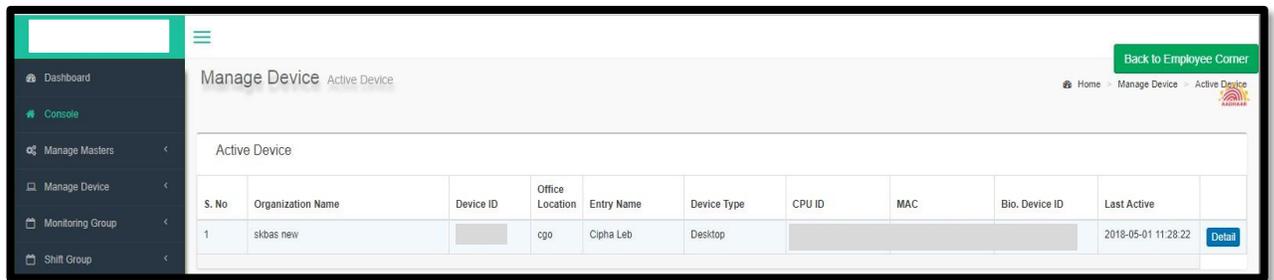
c. To complete the registration of the device software, the biometric admin is also required to authenticate his/her biometric credentials with the Aadhaar system, through the Device being activated for Biometric Attendance System (BAS).

d. The activation code is valid through the generation date only. (e.g a activation code generated on 15-09-2014 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.



**Manage Device** Active Device

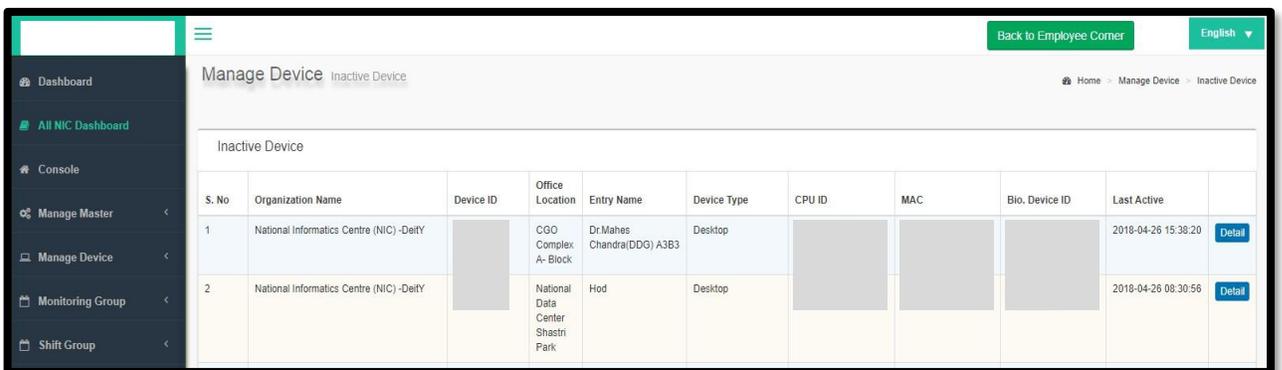
Active Device

S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	skbas new		cgo	Cipha Lab	Desktop				2018-05-01 11:28:22	<a href="#">Detail</a>

Figure: 13

## 4. INACTIVE DEVICES

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



**Manage Device** Inactive Device

Inactive Device

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) -Deity		CGO Complex A- Block	Dr.Mahes Chandra(DDG) A3B3	Desktop				2018-04-26 15:38:20	<a href="#">Detail</a>
2	National Informatics Centre (NIC) -Deity		National Data Center Shastri Park	Hod	Desktop				2018-04-26 08:30:56	<a href="#">Detail</a>

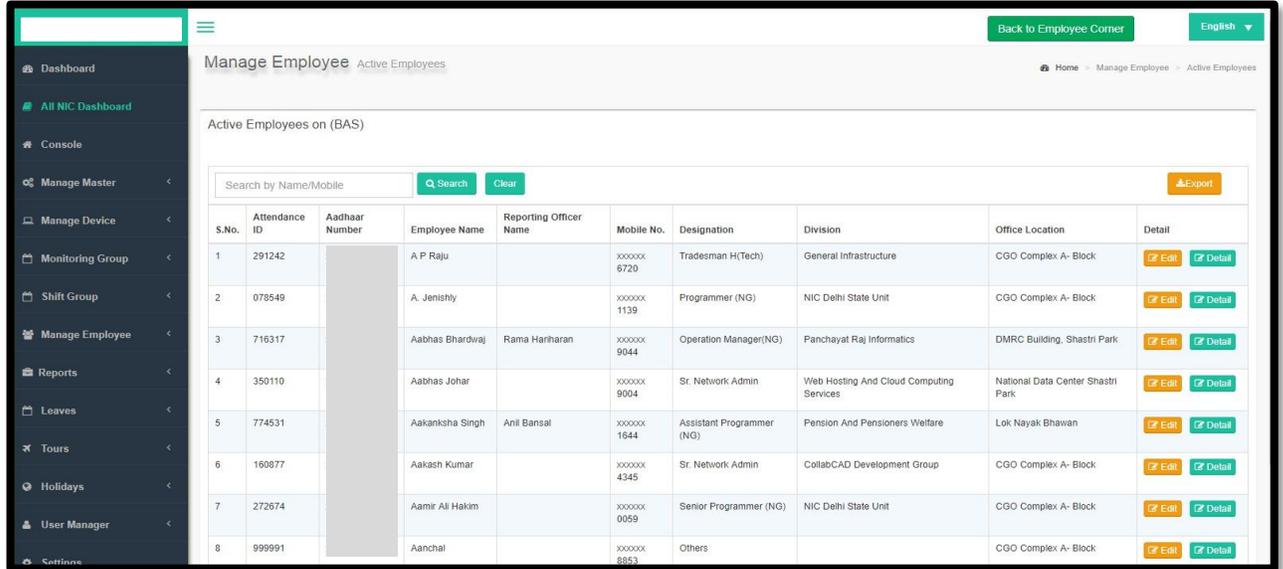
Figure: 14

## 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

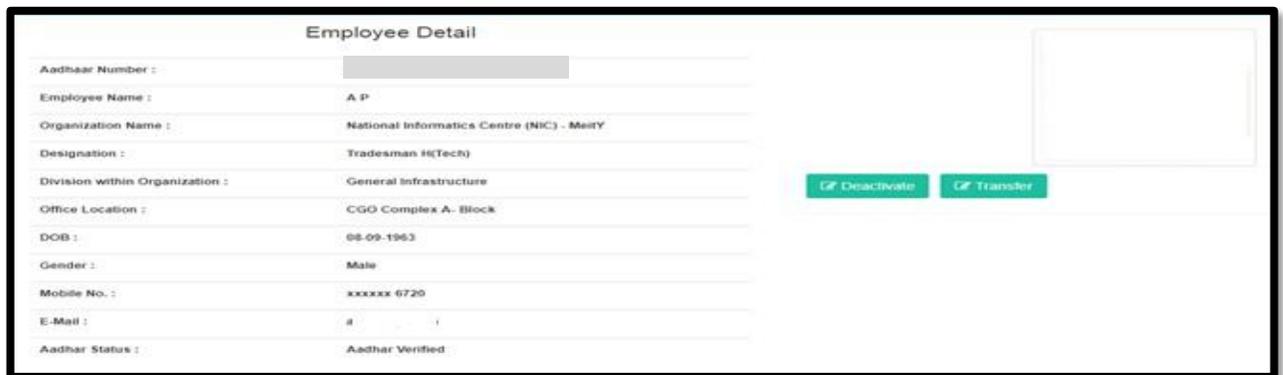
All the Active employees will be visible here after Nodal officer "Process" the profile from Aadhaar Verified Employee section. The Active employees can be Deactivated and Transferred using Details' tab.



The screenshot shows the 'Manage Employee' interface with a sidebar on the left and a main content area. The main content area displays a table of 'Active Employees on (BAS)'. The table has columns for S.No., Attendance ID, Aadhaar Number, Employee Name, Reporting Officer Name, Mobile No., Designation, Division, Office Location, and Detail. There are 'Edit' and 'Detail' buttons for each row. A search bar and an 'Export' button are also visible at the top of the table.

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

Figure: 15



The screenshot shows the 'Employee Detail' form. It contains the following fields and values:

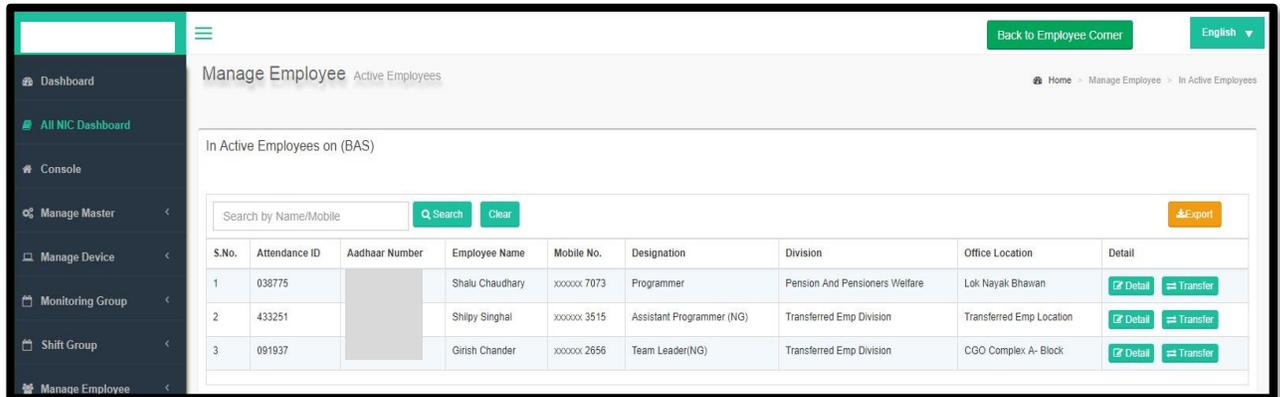
- Aadhaar Number : [Redacted]
- Employee Name : A P
- Organization Name : National Informatics Centre (NIC) - Meity
- Designation : Tradesman H(Tech)
- Division within Organization : General Infrastructure
- Office Location : CGO Complex A- Block
- DOB : 08-09-1963
- Gender : Male
- Mobile No. : xxxxxx 6720
- E-Mail : a . i
- Aadhaar Status : Aadhaar Verified

There are two buttons on the right side of the form: 'Deactivate' and 'Transfer'.

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

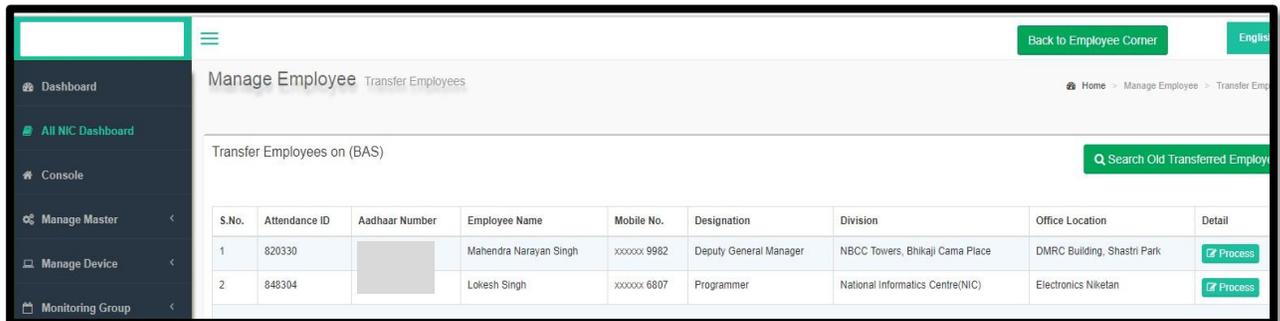


S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	038775		Shalu Chaudhary	xxxxxx 7073	Programmer	Pension And Pensioners Welfare	Lok Nayak Bhawan	<a href="#">Detail</a> <a href="#">Transfer</a>
2	433251		Shilpy Singhal	xxxxxx 3515	Assistant Programmer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

Figure: 16

## 3. 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		Mahendra Narayan Singh	xxxxxx 9982	Deputy General Manager	NBCC Towers, Bhikaji Cama Place	DMRC Building, Shastri Park	<a href="#">Process</a>
2	848304		Lokesh Singh	xxxxxx 6807	Programmer	National Informatics Centre(NIC)	Electronics Niketan	<a href="#">Process</a>

Figure: 17

## 4. SEARCH EMPLOYEE

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



Figure: 18

### 5. BLOCK EMPLOYEEE

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.*

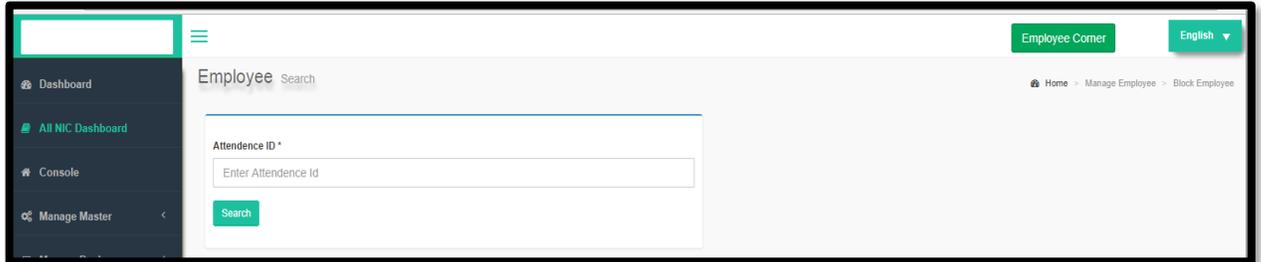


Figure: 19

### 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.

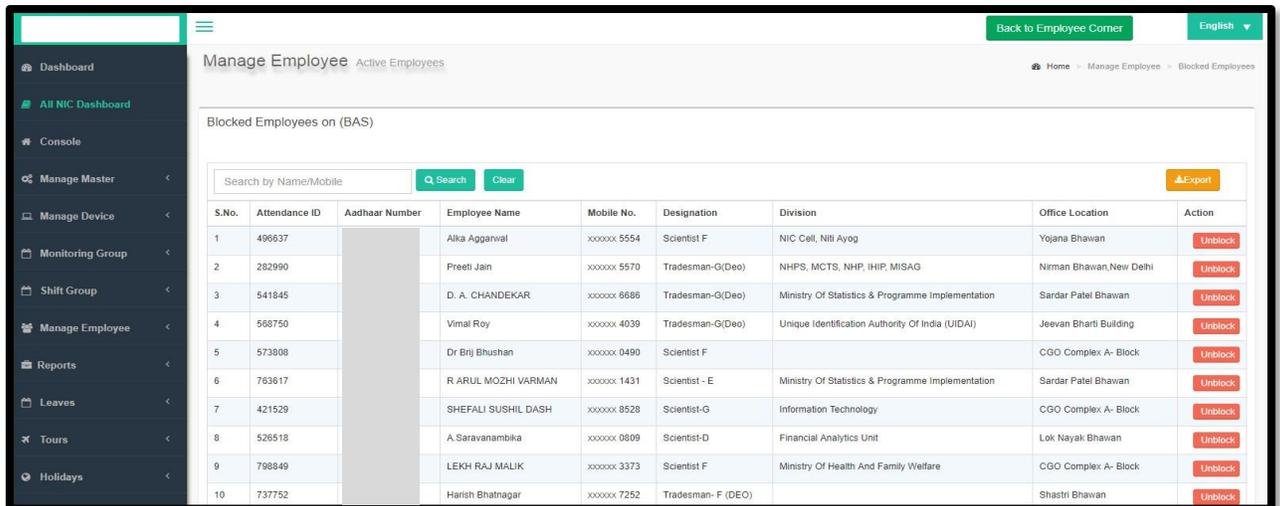


Figure: 20

### 7. ALL EMPLOYEEE

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.

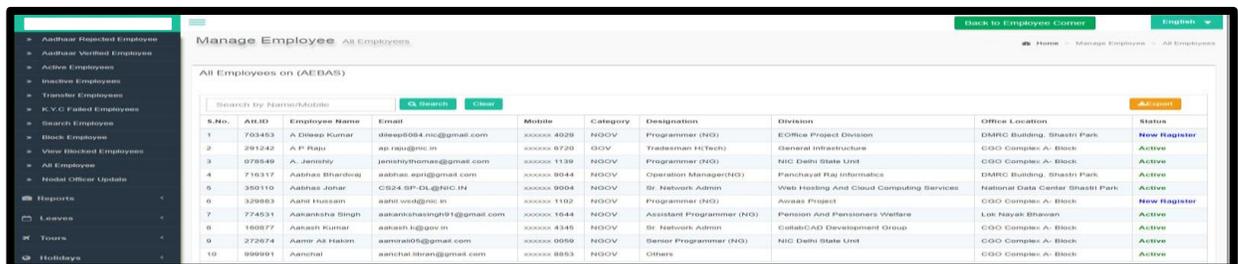


Figure: 21

## Reports

Various reports such as Attendance Register, Advance Report, Date wise Attendance and Weekly/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.

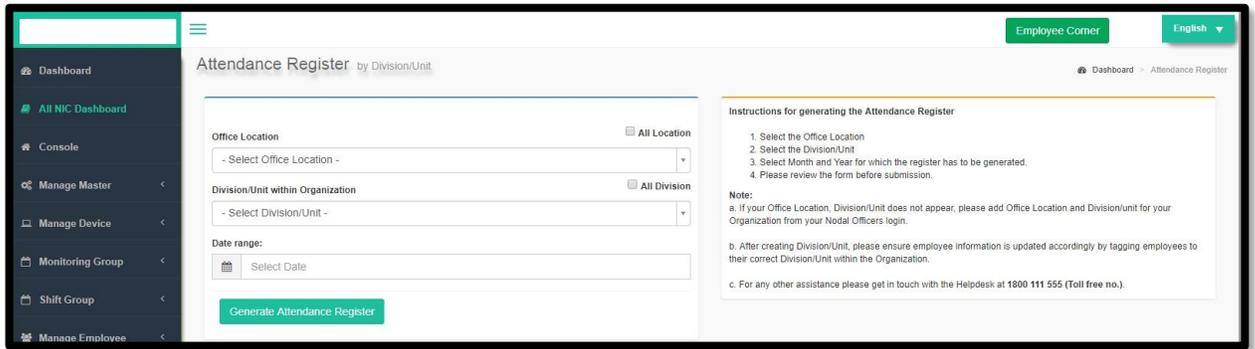


Figure: 22

### 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.

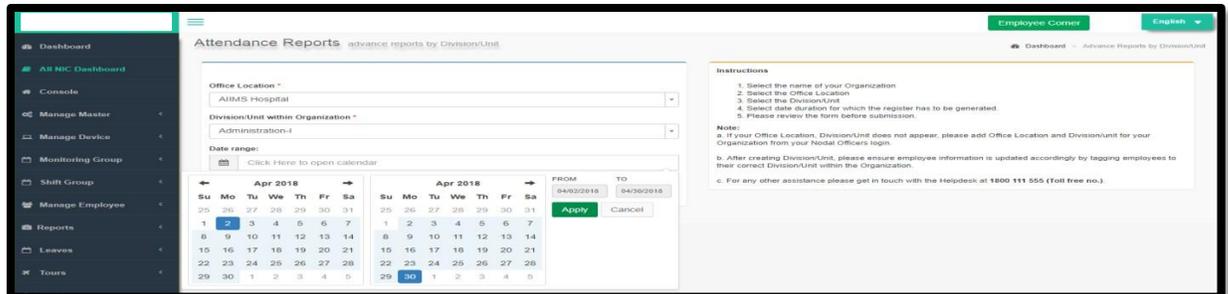
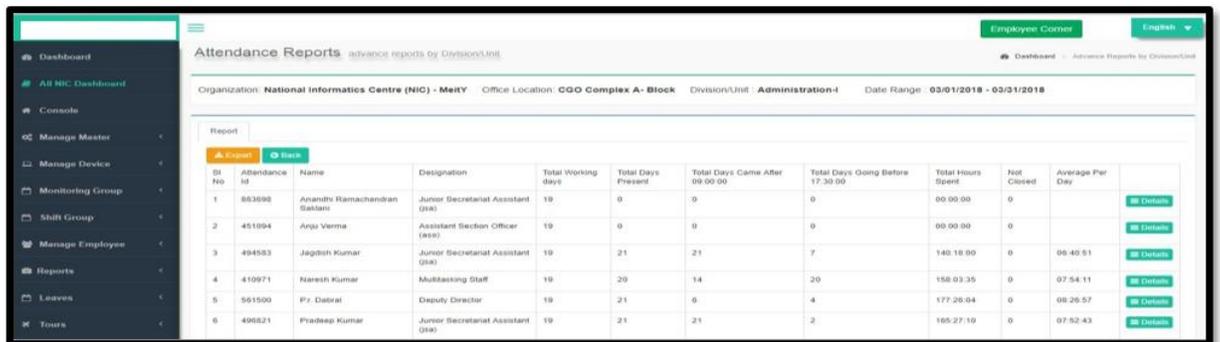


Figure: 23



Sl. No	Attendance No	Name	Designation	Total Working days	Total Days Present	Total Days Came After	Total Days Going Before	Total Hours Spent	Not Closed	Average Per Day
1	883998	Anandhi Ramachandran Balaji	Junior Secretariat Assistant (JSA)	19	9	0	0	00:00:00	0	
2	451094	Arjo Verma	Assistant Section Officer (ASO)	19	9	9	9	00:00:00	0	
3	494583	Jagdish Kumar	Junior Secretariat Assistant (JSA)	19	21	21	7	140:15:00	0	08:40:51
4	410971	Naresh Kumar	Multitasking Staff	19	29	14	20	158:03:35	0	07:54:11
5	561500	P. Dataraj	Deputy Director	19	21	6	4	177:26:04	0	08:26:57
6	496821	Pradeep Kumar	Junior Secretariat Assistant (JSA)	19	21	21	2	165:27:10	0	07:52:43

Figure 23 (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 states, 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*

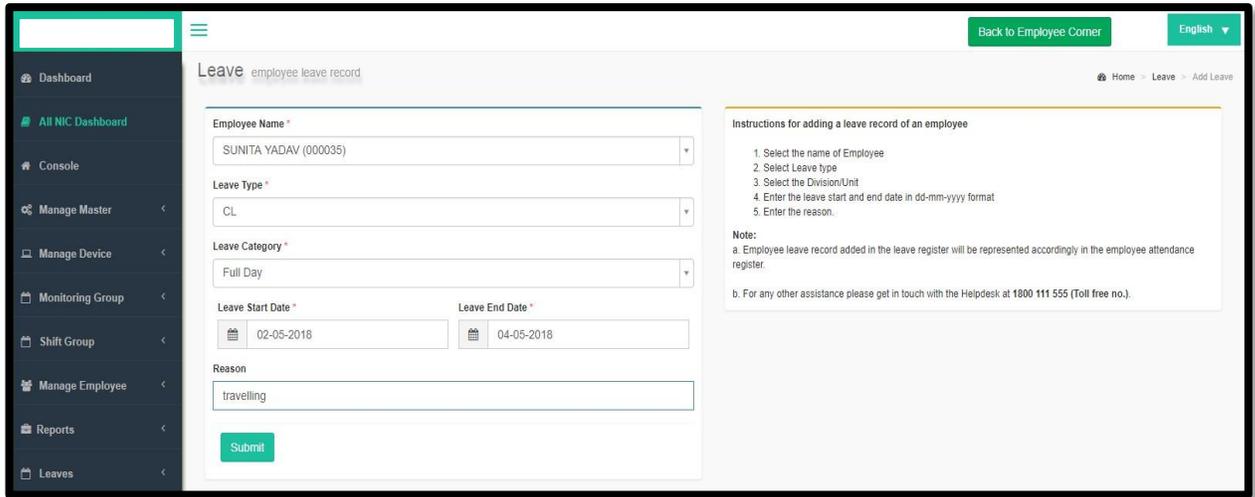
**NOTE:** *The user can click on the Details tab and view the graphical representation of the employees daily in and out time. Clicking on Register allows the user to view the page where the presence, leaves, tours and holidays of the employee can be viewed. The details of his/her work hours can also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



**Leave** employee leave record

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

Submit

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

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.

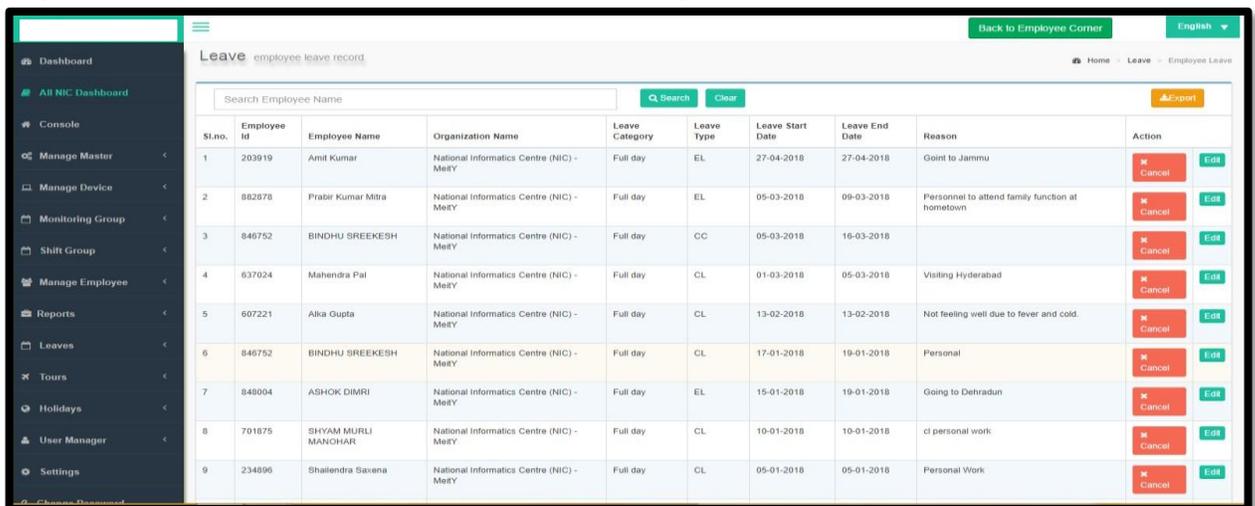
**Note:**

- 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 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.

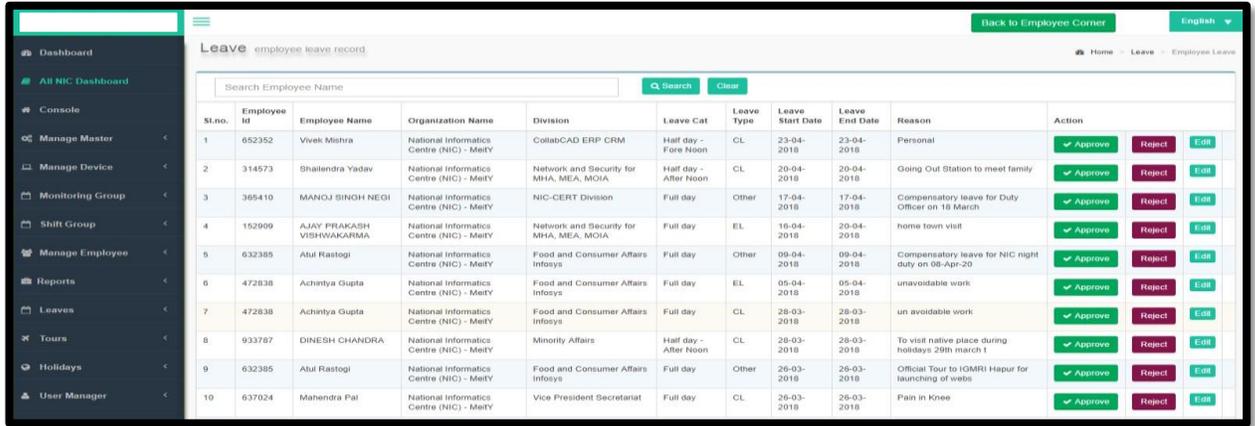


S.No.	Employee Id	Employee Name	Organization Name	Leave Category	Leave Type	Leave Start Date	Leave End Date	Reason	Action
1	203919	Amit Kumar	National Informatics Centre (NIC) - MeeY	Full day	EL	27-04-2018	27-04-2018	Going to Jammu	Cancel Edit
2	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeeY	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) - MeeY	Full day	CC	05-03-2018	16-03-2018		Cancel Edit
4	637024	Mahendra Pai	National Informatics Centre (NIC) - MeeY	Full day	CL	01-03-2018	05-03-2018	Visiting Hyderabad	Cancel Edit
5	607221	Alka Gupta	National Informatics Centre (NIC) - MeeY	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) - MeeY	Full day	CL	17-01-2018	19-01-2018	Personal	Cancel Edit
7	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeeY	Full day	EL	15-01-2018	19-01-2018	Going to Dehradun	Cancel Edit
8	701875	SHYAM MURLI MANCHAR	National Informatics Centre (NIC) - MeeY	Full day	CL	10-01-2018	10-01-2018	cl personal work.	Cancel Edit
9	234896	Shallendra Saxena	National Informatics Centre (NIC) - MeeY	Full day	CL	05-01-2018	05-01-2018	Personal Work	Cancel Edit

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.



S.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) - Meiy	CollabCAD ERP CRM	Half day - Fore Noon	CL	23-04-2018	23-04-2018	Personal	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
2	314573	Shalendra Yadav	National Informatics Centre (NIC) - Meiy	Network and Security for MHA, MEA, MOIA	Half day - After Noon	CL	20-04-2018	20-04-2018	Going Out Station to meet family	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
3	385410	MANOJ SINGH NEGI	National Informatics Centre (NIC) - Meiy	NIC-CERT Division	Full day	Other	17-04-2018	17-04-2018	Compensatory leave for Duty Officer on 18 March	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
4	152909	AJAY PRAKASH VISHWAKARMA	National Informatics Centre (NIC) - Meiy	Network and Security for MHA, MEA, MOIA	Full day	EL	18-04-2018	20-04-2018	home town visit	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
5	632385	Atul Rastogi	National Informatics Centre (NIC) - Meiy	Food and Consumer Affairs Infosys	Full day	Other	09-04-2018	09-04-2018	Compensatory leave for NIC night duty on 08-Apr-20	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
6	472838	Achintya Gupta	National Informatics Centre (NIC) - Meiy	Food and Consumer Affairs Infosys	Full day	EL	05-04-2018	05-04-2018	unavoidable work	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
7	472838	Achintya Gupta	National Informatics Centre (NIC) - Meiy	Food and Consumer Affairs Infosys	Full day	CL	28-03-2018	28-03-2018	un avoidable work	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
8	933787	DINESH CHANDRA	National Informatics Centre (NIC) - Meiy	Minority Affairs	Half day - After Noon	CL	28-03-2018	28-03-2018	To visit native place during holidays 28th march 1	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
9	632385	Atul Rastogi	National Informatics Centre (NIC) - Meiy	Food and Consumer Affairs Infosys	Full day	Other	28-03-2018	28-03-2018	Official Tour to OMARI Hapur for launching of webs	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>
10	637024	Mahendra Pal	National Informatics Centre (NIC) - Meiy	Vice President Secretariat	Full day	CL	26-03-2018	26-03-2018	Pain in Knee	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Edit</a>

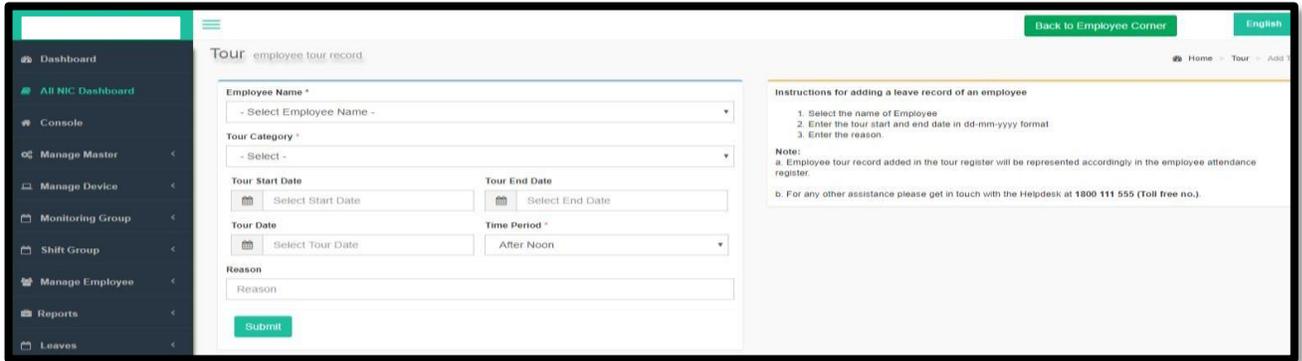
Figure: 26

## 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



**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.

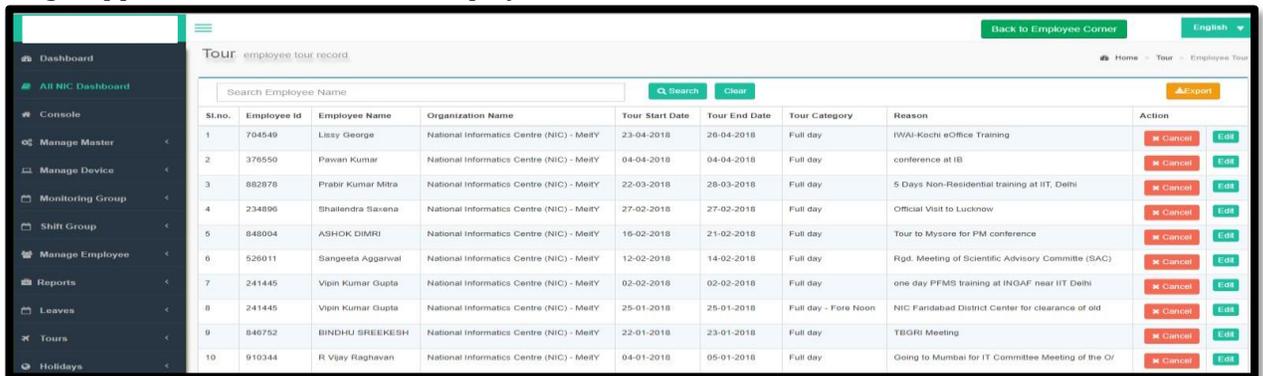
**Notes:**

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

Figure: 27

### 2. APPROVED TOURS

To get approved tour details of an employee.

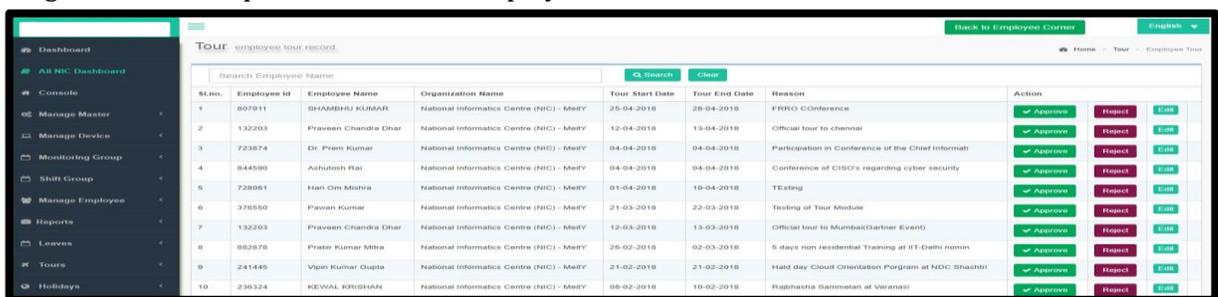


S.No.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Tour Category	Reason	Action
1	704549	Lissy George	National Informatics Centre (NIC) - MeitY	23-04-2018	26-04-2018	Full day	IWAI-Kochi eOffice Training	Cancel Edit
2	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Full day	conference at IIB	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	526011	Sangeeta Aggarwal	National Informatics Centre (NIC) - MeitY	12-02-2018	14-02-2018	Full day	Rqd. 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 INDAF 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	846752	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 O/	Cancel Edit

Figure: 28

### 3. TOUR REQUESTS

To get the Tour Request details of an Employee



S.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	FRISO 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(Partner Event)	Approve Reject Edit
8	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeitY	26-02-2018	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 Shastri	Approve Reject Edit
10	296324	KEVAL KRISHNAN	National Informatics Centre (NIC) - MeitY	08-02-2018	10-02-2018	Rajasthan Government at Varanasi	Approve Reject Edit

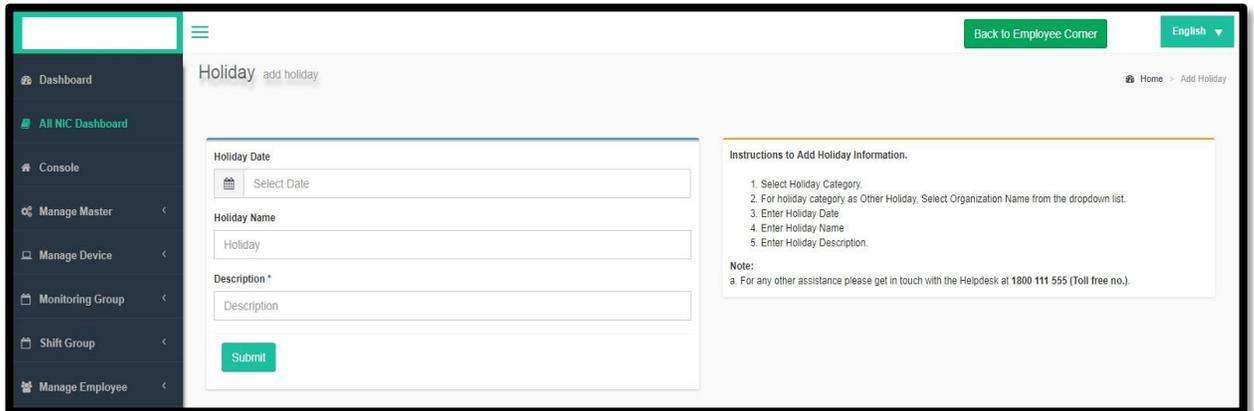
Figure 29

## 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.



**Holiday** add holiday

Back to Employee Corner English

Home > Add Holiday

**Holiday Date**  
Select Date

**Holiday Name**  
Holiday

**Description \***  
Description

Submit

**Instructions to Add Holiday Information.**

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
5. Enter Holiday Description.

**Note:**  
a. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.)

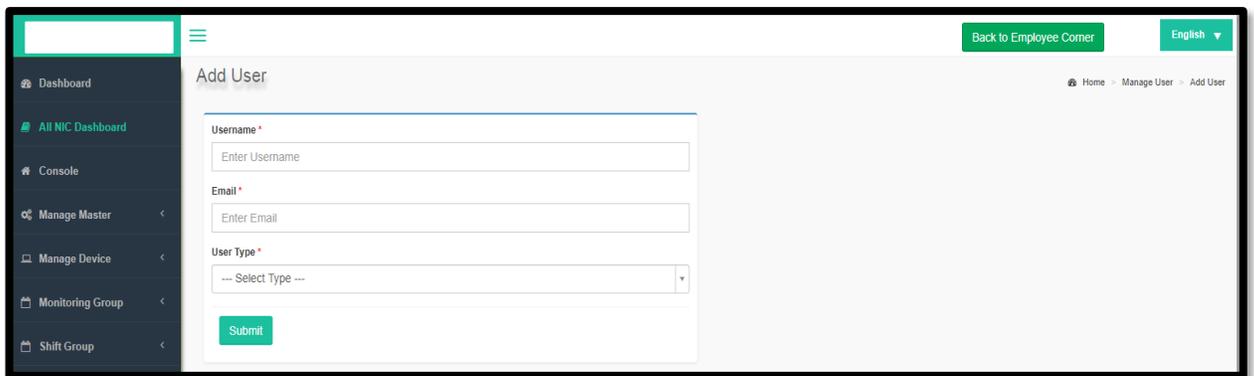
Figure: 30

## 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.



**Add User**

Back to Employee Corner English

Home > Manage User > Add User

**Username \***  
Enter Username

**Email \***  
Enter Email

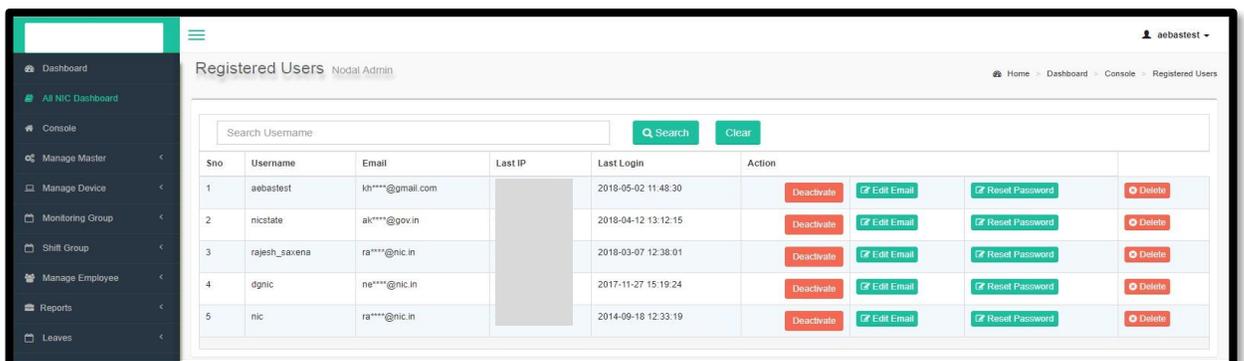
**User Type \***  
--- Select Type ---

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.



**Registered Users** Nodal Admin

Home > Dashboard > Console > Registered Users

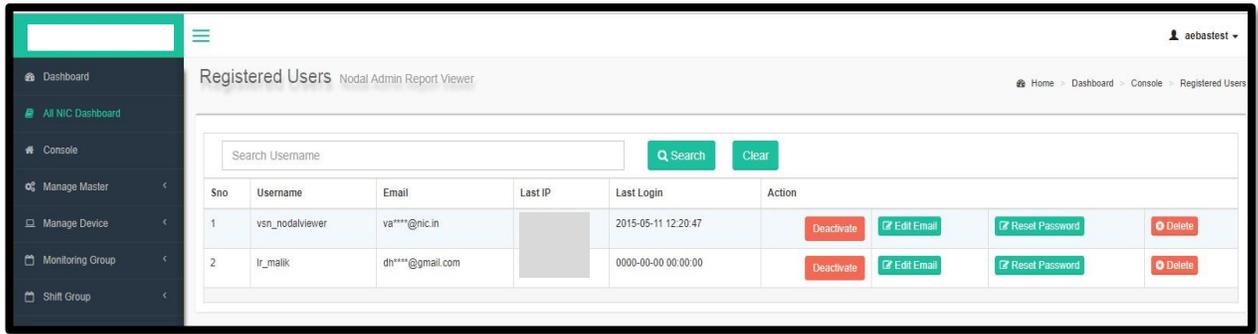
Search Username Search Clear

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

Figure: 32

### 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.

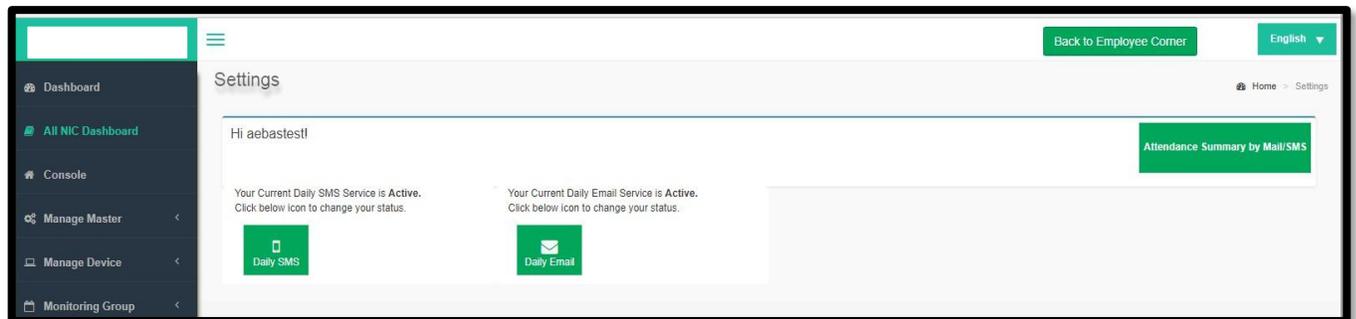


Sno	Username	Email	Last IP	Last Login	Action
1	vsn_nodalviewer	va****@nic.in		2015-05-11 12:20:47	Deactivate Edit Email Reset Password Delete
2	lr_malk	dh****@gmail.com		0000-00-00 00:00:00	Deactivate Edit Email Reset Password Delete

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*.



Hi aebastest!

Your Current Daily SMS Service is Active. Click below icon to change your status.

Your Current Daily Email Service is Active. Click below icon to change your status.

Attendance Summary by Mail/SMS

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.

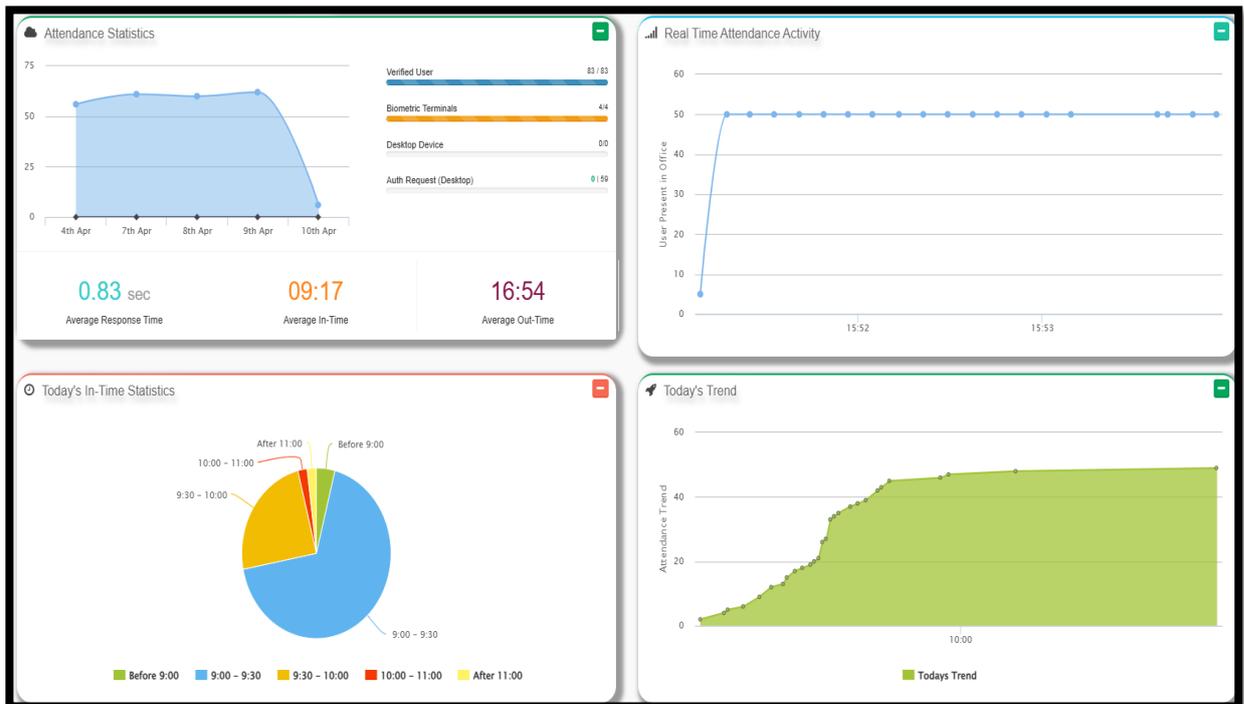
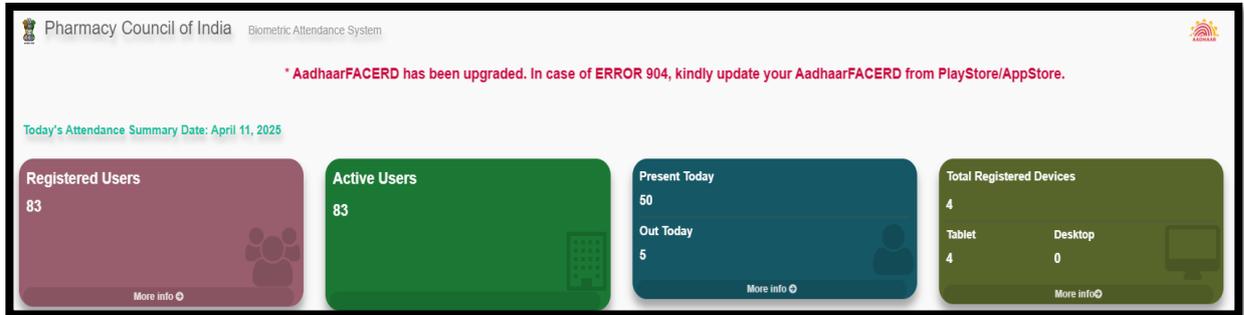


काममे दृढतावानाम् प्राणिनामतिनाथम्

# Annexure-B

## Aadhaar Enabled Biometric Attendance System (Employee User Manual)

### 1. Dashboard

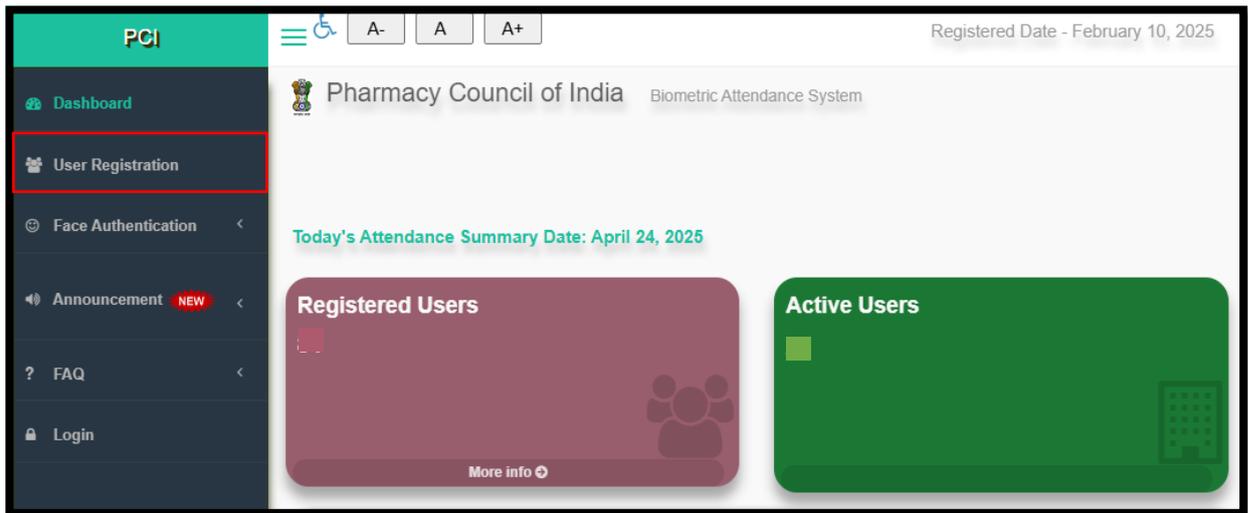


### 2. Registration

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: [xyz.pci.ac.in](http://xyz.pci.ac.in)

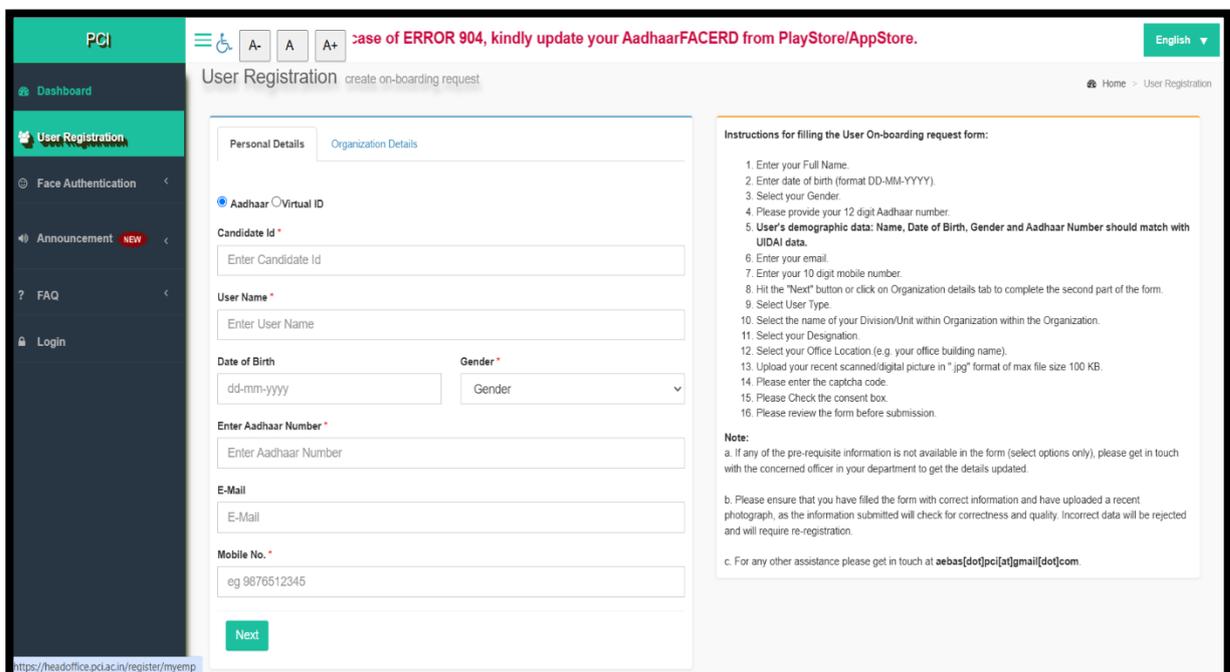


काममे दृढतावानाम् प्राणिनामतिनाशम्



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.



### Personal Details Form Layout



काममे दृष्टवानाम् प्राणिनामतिनाशम्

**PCI** \* AadhaarFACERD has been upgraded. In case of ERROR 904, kindly update your AadhaarFACERD English

User Registration create on-boarding request

Personal Details Organization Details

Organization Name  
Pharmacy Council of India

User Type \* Division/Unit within Organization \*  
Select - Select Division/Unit within Organization -

Designation \*  
- Select Designation -

District  
Select District

Office Location \*  
- Select Office Location -

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

Enter the code exactly as it appears: **7e715a** Not readable? Change text

Confirmation Code

Disclaimer: I, owner of above Aadhaar Number, agree that the Aadhaar 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. Maitry NIC has informed me that my biometric data will not be stored or shared except as per provisions of Aadhaar Act 2016.

Submit

Instructions for filling the User On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY).
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number.
5. User's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data.
6. Enter your email.
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. Select the name of your Division/Unit within Organization within the Organization.
11. Select your Designation.
12. Select your Office Location (e.g. your office building name).
13. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
14. Please enter the captcha code.
15. Please Check the consent box.
16. Please review the form before submission.

Note:

- a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.
- c. For any other assistance please get in touch of [aebas@dotpci\[at\]gmail\[dot\]com](mailto:aebas@dotpci[at]gmail[dot]com).

### 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** \* AadhaarFACI English

Login to Biometric Attendance System (BAS) - Delhi Central

Username

Password

Enter the code exactly as it appears: **GI8H1e** Change text

Confirmation Code

Forgot Password **Don't have an account? Click here**

Sign me in

Instructions for using Login:

1. To access the Employee corner, you can login using the 8 digit Attendance/Registration ID.

Please follow the below process to get an account

1. Click on the Do not have an account? Click Here.
2. Enter the 8 digit Attendance/Registration ID.
3. Enter Captcha code as displayed in image.
4. Generate OTP to sign in to employee corner

2. Once you create your account you can setup a password for regular usage, in case you forget the password you try to reset the password using the Forgot password link.
3. Nodal & Reporting officers can also login from, and the system would welcome you to the Employee corner and you can switch the view to the management console.

Note:

- a. If you have already generated an OTP which is valid, This OTP is now your password for login to BAS.

Contact - +91-9319009021 | Email - [aebas@dotpci\[at\]gmail\[dot\]com](mailto:aebas@dotpci[at]gmail[dot]com)  
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NATIONAL INFORMATICS CENTRE

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”.



काममे दृ-हतावानाम् प्राणिनामतिनाशम्

PCI

Dashboard

User Registration

Face Authentication

Announcement **NEW**

FAQ

Login

### Login to BAS

Attendance ID \*

Enter Attendance ID

Enter the code exactly as it appears: \* **aBEced** Not readable? Change text.

Confirmation 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 Logout

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

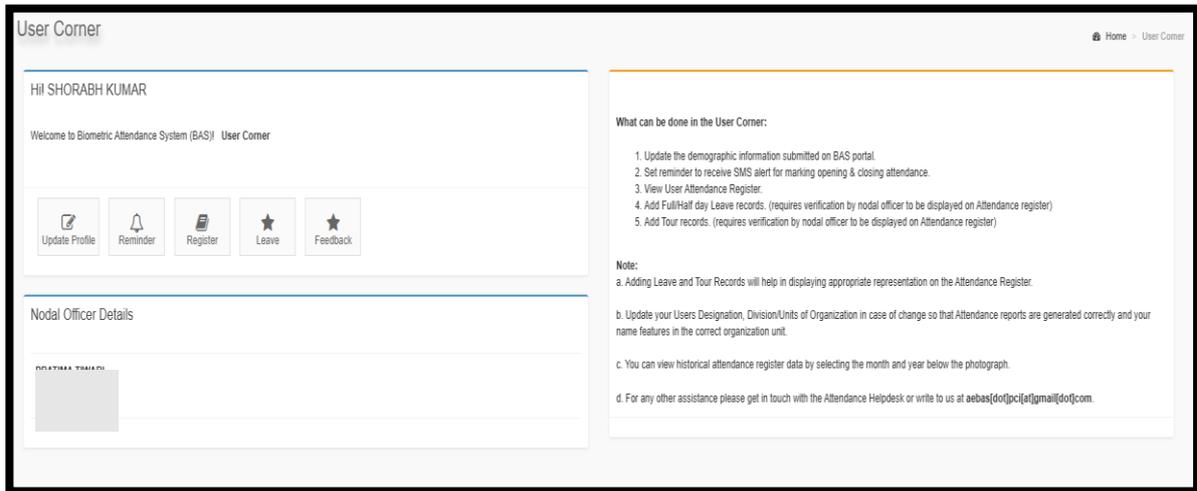
Post this, user will be redirected to login page and use your details to login on your portal.



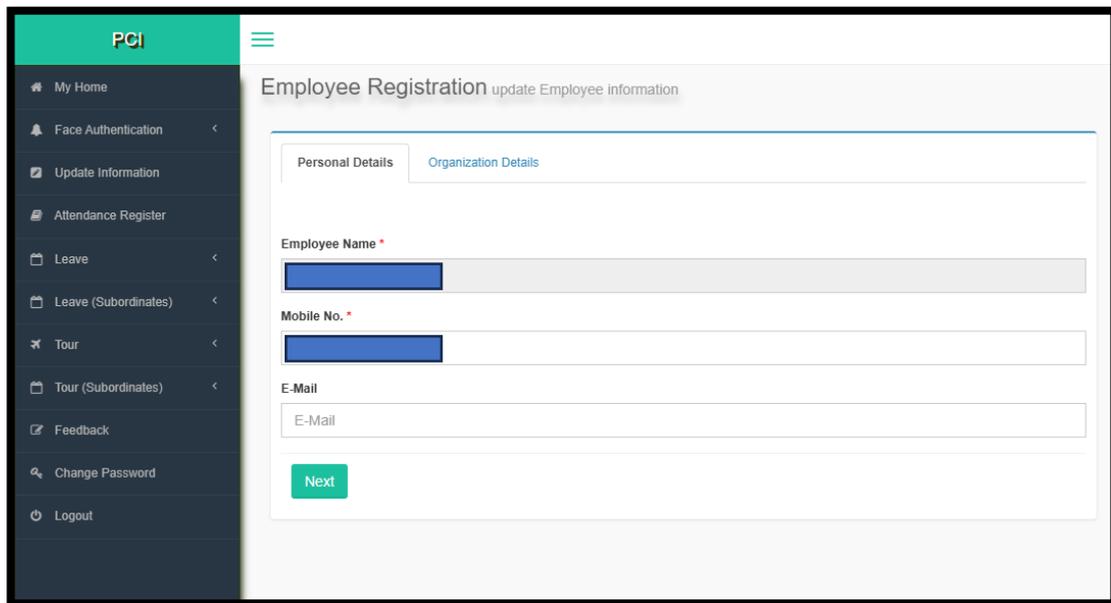
काममे दृढतावानाम् प्राणिनामर्तिनाथम्

## 4. My Home

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



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



## 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”.



काममे दृढतावानाम् प्राणिनामर्तिनाशम्

Employee Corner Attendance Register
Home Employee Corner View Attendance Register

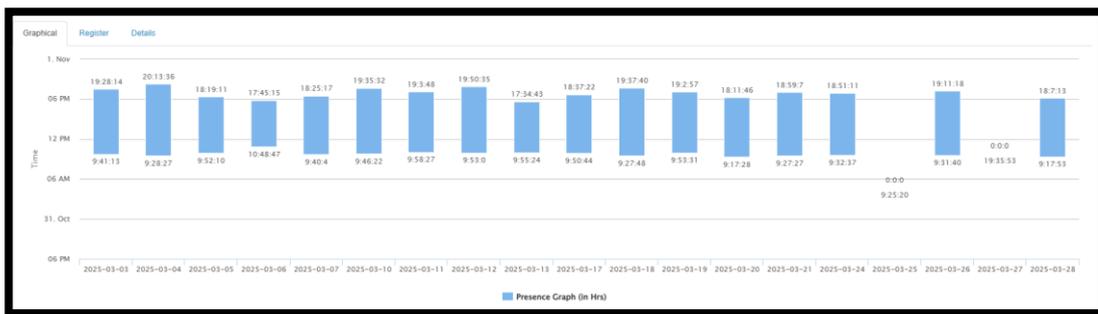
Profile  
Picture

Name	
Designation	
E-Mail	****
Mobile	xxxxx x 9389
Data for Month	04-2025
<a href="#">Load Register</a>	

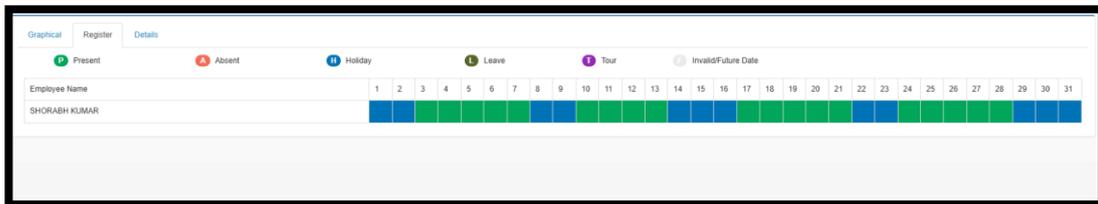
Organization	Pharmacy Council of India (Head Office)
Division/Unit	IT
Office Location	I Tower, 3rd Floor, World Trade Centre
<b>Activity Today</b>	
In Time	11.04.2025 09:09:27
Out Time	
Average Response Time	0.93

### 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**

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

The screenshot shows the 'Add Leave' form with the following fields and instructions:

- Leave Type \***: - Select -
- Leave Category \*\***: - Select -
- Description**: Reason
- Submit** button

**Instructions for adding a leave record**

1. Select Leave type
2. Select Leave category
3. Enter the leave start and end date in dd-mm-yyyy format
4. Enter the leave description.

**Note:**

- 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 Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

### 5.2 View Leave

The screenshot shows the 'View Leave' table with the following structure:

Sl.no.	Leave Type	Leave Start Date	Leave End Date	Description	Action
No Records					

## 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.

The screenshot shows the 'Add Tour' form with the following fields and instructions:

- Tour Category \***: - Select -
- Description**: Reason
- Submit** button

**Instructions for adding a tour record**

1. Enter the tour start and end date in dd-mm-yyyy format
2. Enter the tour description.

**Note:**

- a. Employee tour record added will be represented accordingly in the employee attendance register.
- b. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

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

The screenshot shows the 'View Tour' table with the following structure:

Sl.no.	Tour Category	Tour Start Date	Tour End Date	Description	Action
No Records					