

भारतीय भेषजी परिषद्

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक 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



कामये दुःखतदानाम् प्राणिनामार्तिनाशनम्

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

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

Circular

Date: 01.07.2025

To All,

- Approved Pharmacy Institutions
- Examining Authority (Universities/Boards)
- State Governments

Subject: FAQ's regarding Implementation of Aadhar Enabled 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
- Council's circular No. 539 dated 13.06.2025

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 procurement of the AEBAS devices, onboarding and registrations and further processing for the implementation by nodal officers.

In continuation to this, Council is releasing the FAQs to assist institutions in smooth implementation of the AEBAS across all Pharmacy Institutions. The list of FAQs is attached below for your kind information:

1. What happens after Institution has completed onboarding on central.pci.ac.in?

A: Once your onboarding is successfully submitted, please allow some time for processing. Once your onboarding is approved, you will receive the login credentials on your registered email address with the assigned domain (attendance URL).

However, if your onboarding application is rejected then you'll need to re-apply again with the rectification of the cited reason in the previous rejected application.

2. Why haven't I received my temporary number yet?

A: This delay is typically due to network connectivity issues and thus, kindly recheck whether any temporary number is received or not. Thus, you are advised to submit the grievance on PCI Official website with the following steps:

- Step 1: Click on <https://digipharmed.pci.gov.in/#/login-issue>
- Step 2: Select User Type as "Institution".
- Step 3: Enter Email and other relevant details.
- Step 4: Select Issue type as "AEBAS Temporary Code Not Received"
- Step 5: Validate OTP and Submit Grievance.

3. What should I do if my submission is rejected because the information doesn't match?

A: In such cases, you will be required to re-submit your application with accurate and verified details such as a valid nodal officer in alignment with the faculty tool on the DIGI-PHARMed portal and submit the correct information.

4. Why haven't I received my domain yet?

A: The process for the verification of institution's takes time and thus, if the application is successfully submitted then the domain will be shared to institutions automatically via mail. In addition, it is kindly request that the Institutions are requested to reconfirm whether the application is complete with all the documents signed and checked.

5. I have received the login credentials. What's the way forward?

A: Please go through the "Nodal Officer Manual" located in the FAQ section for comprehensive instructions. Further, following these guidelines nodal officer is required to add Divisions, Employee Designations, Office Location, Device Location, Office Timings, Biometric Admin and Activation Code etc. The steps to view the nodal officer manual are as below:

- Step 1: Go to central.pci.ac.in
- Step 2: Go to the FAQ Section on the right column.
- Step 3: Click on "Nodal Officer Manual" in the Dropdown.
- Link: https://central.pci.ac.in/assets/doc/pci_portal_manual/Nodal_officer_manual_Updated_V_2_0.pdf

6. Why my users are unable to add divisions or units?

A: Please ensure that all the divisions are Active in the division menu on your admin login.

7. How do I install a biometric attendance system as faculty?

A: Installation assistance will be provided by your designated vendor from where you have purchased the device. Once the device is set up, please ensure it is updated and registered on the AEBAS portal.

8. What is the procedure to download the AEBAS application onto a biometric device?

A: Please follow the steps as given below:

- Step 1: Go to your Designated Attendance URL.
- Step 2: Login with your credentials.
- Step 3: Go to “Console” Menu.
- Step 4: You’ll find the link to download software on the top right section.
- Step 5: Please download the BAS software for Desktop/Tablet.
- Step 6: After installation, the software will ask to enter a device activation code.
- Step 7: Select the entry point and authenticate with the Biometric admin.

Note: Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops). Biometric admin can be added via referring to the nodal officer manual.

9. What is the procedure for user (faculty) registration?

A: Kindly follow the steps below:

- Step 1: Go to your institution’s designated attendance URL.
- Step 2: Click on “Organization Registration” on the left panel.
- Step 3: Fill up the details as required. Kindly note that “Candidate Id” used in the faculty registration is BH-P-Number i.e. Centralised portal number.
- Step 4: Review the information you've entered carefully before submitting the form.
- Step 5: Further, user can also check the user manual as uploaded by council dt. 13.06.2025 and available on the link <https://pci.gov.in/en/blog/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/>

10. What should I do if my username doesn’t match the one registered on the DIGI-PHARMed portal?

A: In such cases, Council has allowed the temporary access to the edit profiles on the DIGI-PHARMed Portal by following the steps as per mentioned below:

- Step 1: Click on the DIGI-PHARMed portal
<https://digipharmed.pci.gov.in/#/digipharmed>
- Step 2: Login to portal from your faculty profile using the correct login details.
- Step 3: Go to your profile section and

- Step 4: Click on “Edit Profile” and validate OTP.
- Step 5: User can update their Name as per their Aadhar Card.

Kindly note that this is a temporary option available for all the Pharmacists and thus, all users are requested to please update their name as per the Aadhar Card.

11. What is the process for submitting the grievance or raising any issues?

A: It is requested to visit the grievance portal <https://digipharmed.pci.gov.in/#/login-issue> and select the department as “IT” and submit the grievance citing the issues related to the AEBAS from the dropdown in Issues Type.

In addition, it is directed that no institutions or any user should drop any email or grievance to the Hod-mohfw@nic.in.

All request should be submitted on the grievance portal only.

12. How should I mark Attendance on the Biometric Device?

A: After successful user (faculty) registration, Institutions need to approve the request of faculty from the nodal admin portal via logging from the respective attendance URL.

Further, after faculty registration, each individual will receive the attendance ID on their registered mobile number. In continuation, faculty can fill the attendance ID on the device and mark their attendance.

Therefore, it is directed that all institutions must adhere to all the circular published by council for the implementation of AEBAS with strict compliance.

Yours Faithfully

ANIL MITTAL

(Registrar-Cum-Secretary)

**ANIL
MITTAL**

Digitally signed
by ANIL MITTAL
Date: 2025.07.01
18:45:33 +05'30'