

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

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काम्ये दुःसंततानाम् प्राणिनामातिशयम्

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

Ref. No:IT-12/3/2025-IT

Circular

Dated:01.05.2025

To All,

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

Subject: Guidelines regarding registration of Institutions for the Biometric Attendance System (AEBAS) in all PCI Approved pharmacy institutions as per Gazetted Notification No. So. 1362 (E) dt. 21.03.2025.

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 to purchase the AEBAS device as the first step for the implementation of this scheme across all institutions.

In this regard, it is hereby notified that all institutions must strictly adhere to the latest Notification No. SO. 1362(E) (**Annexure A**), issued by the Ministry of Health and Family Welfare on 21.03.2025, which states as follows:

"Pharmacy Council of India may access the attendance data of officials, faculty and students of the Pharmacy Council of India-approved pharmacy colleges online from the centralised Aadhar Enabled Biometric Attendance System and shall adhere to the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, rules, regulations, or guidelines made thereunder and directions issued with respect to the use of Aadhaar authentication as laid down by the Unique Identification Authority of India or Central Government from time to time."

Further, it is hereby informed that all pharmacy Institutions must follow the second step for the implementation of AEBAS in order to comply with the cited notification as published in The Gazette of India. The steps to follow are as under:

1. All institutions are requested to initiate the onboarding process for AEBAS through the portal at <https://central.pci.ac.in>, in accordance with the user manual available on the site. A copy of the manual is also attached as **Annexure B**.
2. All institutions must ensure that accurate and up-to-date details of nodal officers are entered, specifically using official email addresses and mobile numbers. Personal email IDs or mobile numbers of nodal officers should not be used for registration purposes. Please note that requests for updating email addresses or mobile numbers will not be entertained in the future.
3. If any institution fails to initiate and complete the AEBAS implementation process—including the purchase of the AEBAS device, onboarding/registration, and submission of relevant details on the DIGI-Pharmed portal—within 30 days, the Council may withhold its decision regarding the institution.

This issues with the approval of the Competent Authority.

Yours Faithfully

Signed by

Anil Mittal

(Anil Mittal) 2025-01-05 14:50:12

Registrar-Cum-Secretary



भारत का राजपत्र The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 1344]

नई दिल्ली, शुक्रवार, मार्च 21, 2025/फाल्गुन 30, 1946

No. 1344]

NEW DELHI, FRIDAY, MARCH 21, 2025/PHALGUNA 30, 1946

स्वास्थ्य और परिवार कल्याण मंत्रालय

अधिसूचना

नई दिल्ली, 21 मार्च, 2025

का.आ. 1362(अ).—सुशासन के लिए आधार अधिप्रमाणन (समाज कल्याण, नवाचार, ज्ञान) नियमावली, 2020 के नियम 5 के साथ पठित आधार (वित्तीय और अन्य सहायकियों, लाभों और सेवाओं का लक्षित परिदान) अधिनियम, 2016 की धारा 4 की उप-धारा (4) के खंड (ख) के उपखंड (ii) के अनुसरण में, स्वास्थ्य और परिवार कल्याण मंत्रालय, केंद्र सरकार द्वारा प्राधिकृत होने पर भारत के राजपत्र, असाधारण, भाग II, खंड 3, उप-खंड (ii), तारीख 23 नवंबर, 2023 द्वारा प्रकाशित भारत सरकार, स्वास्थ्य और परिवार कल्याण मंत्रालय की अधिसूचना संख्यांक का.आ 5041(अ) तारीख 23 नवंबर, 2023 को संशोधित करता है, अर्थात:-

उक्त अधिसूचना में, “फार्मैसी काउंसिल ऑफ इंडिया (पीसीआई)” शब्दों से आरंभ होने वाले और “निर्देशों का पालन करेगी” शब्दों से समाप्त होने वाले पैरा के स्थान पर, निम्नलिखित पैरा रखा जाएगा, अर्थात:-

“भारतीय भेषजी परिषद, केंद्रीयकृत आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली से भारतीय भेषजी परिषद द्वारा अनुमोदित भेषजी महाविद्यालय के पदधारियों, शिक्षकवर्ग और छात्रों की उपस्थिति के डाटा को ऑनलाइन प्राप्त कर सकेगी और आधार (वित्तीय और अन्य सहायकियों, लाभों और सेवाओं का लक्षित परिदान) अधिनियम, नियमों, विनियमों के उपबंधों या इसके तहत बनाए गए मार्गदर्शक सिद्धांतों और भारतीय विशिष्ट पहचान प्राधिकरण या

केंद्रीय सरकार द्वारा समय-समय पर यथा अधिकथित आधार प्रमाणीकरण के उपयोग के संबंध में जारी निदेशों का पालन करेगी।”

[फा. सं. जेड-28020/86/2023-एएचएस]

वी. हेकाली झिमोमी, अपर सचिव

टिप्पण: मूल अधिसूचना भारत के राजपत्र, असाधारण, भाग II, खंड 3, उपखंड (ii) में तारीख 23 नवंबर, 2023 अधिसूचना संख्यांक का.आ. 5041(अ), द्वारा प्रकाशित की गई थी।

MINISTRY OF HEALTH AND FAMILY WELFARE

NOTIFICATION

New Delhi, the 21st March, 2025

S.O. 1362(E).—In pursuance of sub-clause (ii) of clause (b) of sub-section (4) of section 4 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 read with rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020, the Ministry of Health and Family Welfare, having been authorised by the Central Government, hereby amends the notification of the Government of India, Ministry of Health and Family Welfare number S.O. 5041(E) dated the 23rd November, 2023 published in the Gazette of India, Extraordinary, Part II, Section 3, sub-section (ii), dated the 23rd November, 2023, namely:-

In the said notification, for the paragraph beginning with the words “Pharmacy Council of India (PCI) shall adhere” and ending with the words “Central Government from time to time”, the following paragraph shall be substituted, namely:-

“Pharmacy Council of India may access the attendance data of officials, faculty and students of the Pharmacy Council of India-approved pharmacy colleges online from the centralised Aadhaar Enabled Biometric Attendance System and shall adhere to the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, rules, regulations, or guidelines made thereunder and directions issued with respect to the use of Aadhaar authentication as laid down by the Unique Identification Authority of India or Central Government from time to time.”

[F. No. Z-28020/86/2023-AHS]

V. HEKALI ZHIMOMI, Addl. Secy.

Note: The principal notification was published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), vide notification no. S.O. 5041(E), dated the 23rd November, 2023.



Aadhar Enabled Biometric Attendance System (AEBAS)-PCI

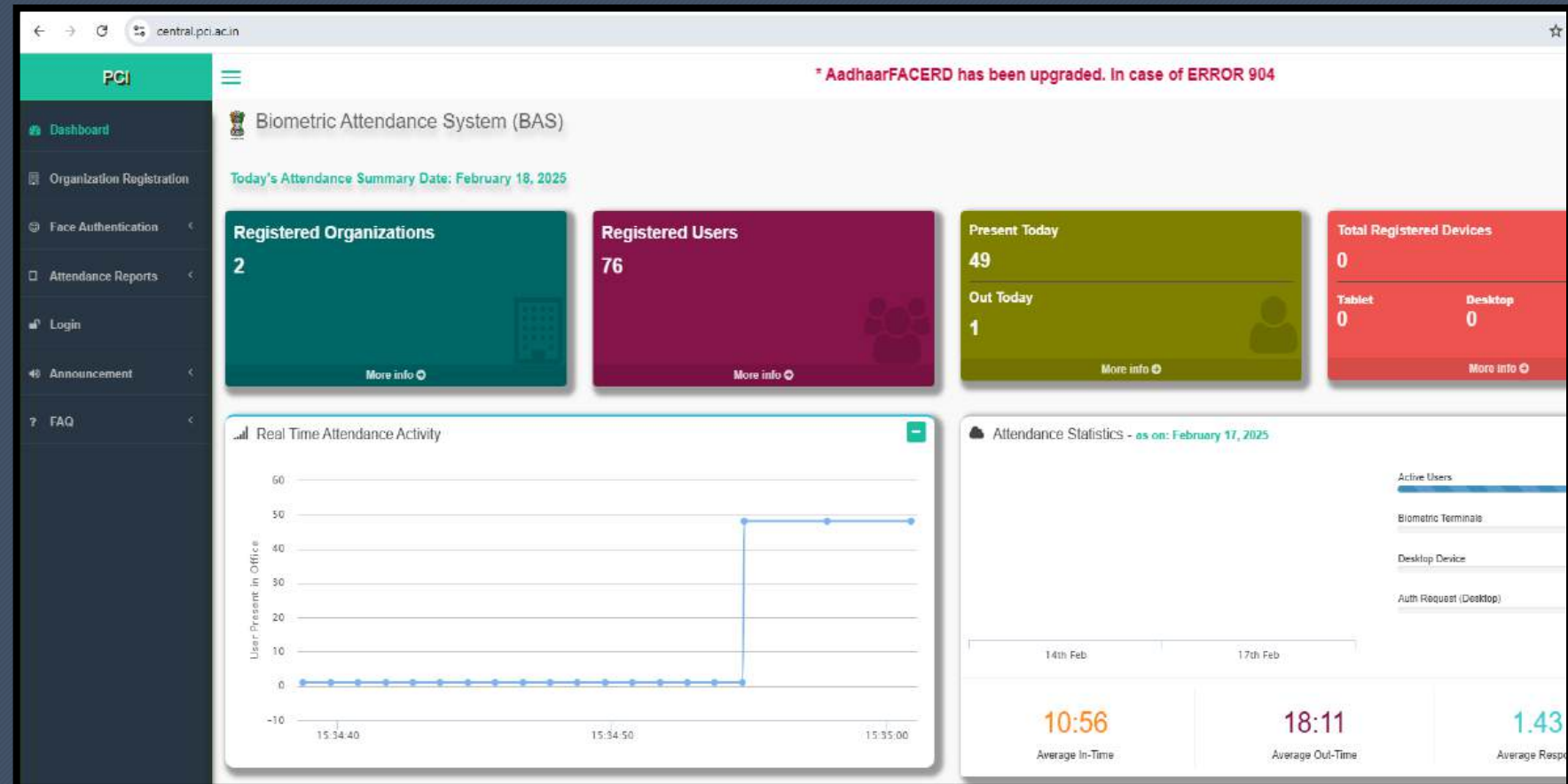
Institution Onboarding/Registration Process

Onboarding Steps for Institutions



कामये दुःखतप्तानाम् प्राणिनामर्तिनाशनम्

- All Pharmacy approved institutions are requested to initiate the onboarding/registration process on the central attendance scheme of the Pharmacy Council of India. The steps to follow for the onboarding/registration request are as follows in the continuing slides.



Onboarding Steps for Institutions



कामये दुःखतज्जानाम् प्राणिनामर्तिनाशनम्

Step 1

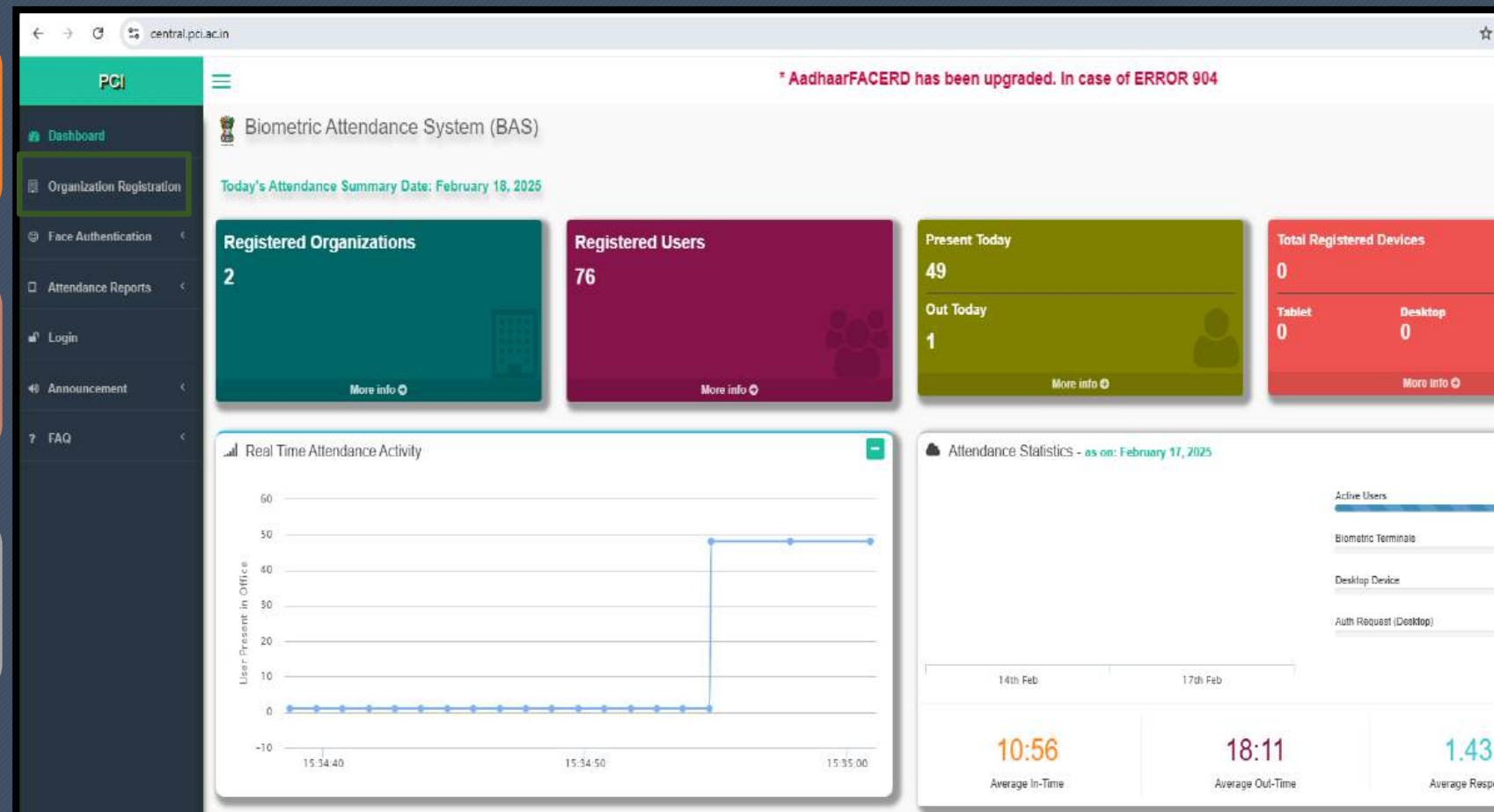
Institutions are requested to visit <https://central.pci.ac.in/> to initiate the onboarding process.

Step 2

Users will be redirected to the Central Attendance Portal of the Pharmacy Council of India.

Step 3

Click on Organisation registration tab as highlighted in this slide.



Onboarding Steps for Institutions



कामये दुःखतजानाम् प्राणिनामर्तिनाशनम्

Step 4

Users will be redirected to Organisation registration Page as shown in this slide and have the instructions on the right side of the screen.

Step 5

Users can download the manual and proceed ahead to fill the form as dividend in two sections:

1. Organisation Details.
2. Nodal Officer Details.

Step 6

Institutions are required to fill in the Organisation Details First as shown in Next Slide.

The screenshot shows the 'Organization Onboarding Form' interface. On the left is a dark sidebar with the 'PCI' logo and a menu containing: Dashboard, Organization Registration, Face Authentication, Attendance Reports, Login, Announcement, and FAQ. The main content area has a header with a notification: '* AadhaarFACERD has been upgraded. In case of ERROR 904, kindly update your AadhaarFAC'. Below the notification is the title 'Organization Onboarding Form' and a link 'create on-boarding Form'. The form is divided into two tabs: 'Organization Details' (active) and 'Nodal Officer Details'. The 'Organization Details' section contains the following fields: 'Organization Type *' (a dropdown menu showing '- Select Organization Type -'), 'PCI Code *' (a text input field with the placeholder 'Enter PCI Code'), 'Organization Name *' (a text input field with the placeholder 'Organization Name'), 'Parent Organization (If any)' (a dropdown menu showing '- Select Parent Organization -'), and 'Organization Communication Address *' (partially visible). On the right side of the form, there is a section titled 'Kindly read the Manual before submitting the Online Organization On-boarding. Click here to Download Manual.' followed by 'Steps to follow for Online Organization On-boarding :'. These steps are: 1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal. 2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form. 3. Please review the form before submission. Below the steps is a 'Note:' section with three points: a. After submitting the form, Take print out. b. After your submission you can edit the data if require using OTP & temporary registration number. Click here. c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. aebas[dot]pci[at]gmail[dot]com.

Organization Details Form



कामये दुःखतप्तानाम् प्राणिनारतिनाशनम्

Step 1

Select “Pharmacy Institutions (Private)” or “Pharmacy Institutions (Government)” as per the existing criteria in **Organisation Type**.

Step 2

Enter PCI Code as per the records of PCI in the format “PCI-XXXXX”. Ex. PCI-1234, PCI-4321, PCI-10234 etc.

After filling up PCI Code, Click Outside the box and wait for few seconds.

Step 3

Within Few Seconds, the necessary details will be automatically filled with remarks as “*PCI Code Authentication done Successfully*”.

Organization Details Nodal Officer Details

Organization Type *

Pharmacy Institutions (Government) Step 1

- Select Organization Type -

PCI Head Office

PCI Branch Office

Pharmacy Institutions (Private)

Pharmacy Institutions (Government)

Organization Details Nodal Officer Details

Organization Type *

Pharmacy Institutions (Government) Step 2 and 3

PCI Code Authentication done Successfully

PCI Code *

PCI-1234

Organization Name *

M E S College Of Pharmacy Ram Nagar Mehkar Tq Mehkar Dist Buldana

Parent Organization (If any)

- Select Parent Organization -

Organization Communication Address *

Z120007533, RAM NAGAR MEHKAR , MEHKAR , BULDHANA, MAHARASHTRA, 443301

State *

MAHARASHTRA

District *

BULDHANA

Pincode *

443301

Landline Phone *

Eg.011123456789

Organization Details Form



कामये दुःखतप्तानाम् प्राणिनामार्तिनाशनम्

Step 4

Select Parent Organisation as “Pharmacy Council of India” from the dropdown.

Step 5

After Validation and Step 4, Institutions are required to update other necessary fields as available in the form. Restricted fields are not editable.

Step 6

Please select **Yes** for the option “Do you want to auto-activate employee/candidate just after registration ?”

Parent Organization (If any)

Pharmacy Council of India

Step 4

- Select Parent Organization -

Pharmacy Council of India

State *

MAHARASHTRA

District *

BULDHANA

Pincode *

443301

Landline Phone *

Eg.011123456789

Organization Website (If any)

abc.gov.in

Step 5 and 6

Number of Employees

Estimated Number of Employees

Office Start Time

09:00

Office End Time

17:30

Do you want to auto activate employee/candidate just after registration ?

☐ Yes ☐ No

Please Note: Activated employee/candidate will only be able to mark attendance.

Nodal Officer Details Form



कामये दुःखतप्तानाम् प्राणिनामर्तिनाशनम्

Step 1

Institutions are requested to fill in the necessary details as available in the AADHAR for nodal officers. **Nodal officer must be the head of the institution.**

Step 2

Enter Aadhar details and wait for the verifications. Nodal officer Name must match with the Aadhar Details

Step 3

Click on submit once all details are filled and verified.

Organization Onboarding Form create on-boarding Form

Organization Details

Nodal Officer Details

Nodal Officer Name (As on Aadhaar) *

Nodal Officer Name

Aadhaar Number *

Nodal Officer Aadhaar

Designation *

Nodal Officer Designation

Mobile No *

Nodal Officer Mobile No

E-mail (Please enter official e-mail id only) *

Nodal Officer Email

Enter the code exactly as it appears: *

Aa4ABa

[Not readable? Change text.](#)

Confirmation Code

Submit

Organisation Onboarding Processing



कामये दुःखतप्तानाम् प्राणिनामार्तिनाशनम्

Step 1

Once all the details are filled and Submitted, A temporary number will be shared via email/text and also appear on the screen as a confirmation. Keep the temporary registration number safe.

Step 2

Institutions are requested to take a Print out of the form and get it signed and stamped so that it can be uploaded via login using temporary number.

Step 3

The user will upload a picture and submit the form for processing on this link
https://central.pci.ac.in/org_onboarding/manage_onboardingform#!

Manage Onboarding Form Need OTP

OTP Require

Step 2

Temporary Registration No. *

Enter Temporary Registration No.

Mobile Number *

Enter Nodal Mobile Number

Enter the code exactly as it appears: * **Ae3aDa** Not readable? Change text.

Confirmation Code

Submit

Steps to manage On-boarding Form:

1. Please enter the Temporary Registration Number.
2. Please enter the Nodal Officer's Mobile Number.
3. To get OTP.

In case of any difficulty please email us at [aebas\[dot\]pci\[at\]gmail\[dot\]com](mailto:aebas[dot]pci[at]gmail[dot]com)

Upload file

Step 3

Upload file (only jpg/jpeg format and size upto 300KB) *

Choose File No file chosen

Back

Submit

Instructions to upload file:

1. Please take print.
2. Sign on this and seal.
3. Upload the file.

Organisation Onboarding Processing



कामये दुःखतप्तानाम् प्राणिनामार्तिनाशनम्

Step 1



Once the onboarding application is successfully submitted, the Council will scrutinize the application accordingly. Based on the action, if approved, the nodal officer of the institution will receive a mail on the registered email id with confirmation link.


Step 2


Institutions are requested to confirm the link for further processing and the confirmation will be received post clicking the link.

Step 3

Post this, the Council will process the application accordingly and Once it is approved; the institution attendance URL and nodal credential are shared on the registered email ID.

English 

Confirmation organization on-boarding Request **Step 2** 

 Confirmation organization on-boarding completed successfully.

Dear Sir/Madam,

Confirmation organization on-boarding form for the organization "abcd" is completed.

We will process your request shortly.

Further Process:

1. The submitted information will be checked for correctness.

Note:

For any other assistance please get in touch with Helpdesk on 1800 111 555.