



Government of Goa
General Admn. Department,
Secretariat, Porvorim. 403521

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C I R C U L A R

Government has decided to implement the Aadhaar Enabled Bio Metric Attendance System (AEBAS) in all Government Departments in the State of Goa. For the successful implementation of the said AEBAS system, certain preliminaries are required to be completed in a time bound manner as detailed below:-

- (I) (A) Appointment of one Technical Nodal Officer (TNO) by each HoD/ MD for Boards/ Corporations, Details of these TNOs to be provided as details in the On-boarding form attached at Annexure---A (The person to be appointed as TNO should have sound knowledge of IT operations & awareness on computer usage.)
- (B) The duly filled up on-boarding Form (Annexure A) is to be signed & stamped by the concerned HoD/MD of that dept./Board / Corporation. Upload this filled form (only jpeg format) at <http://goa.attendance.gov.in/register/organization> to register their department on the portal. Instructions for filling the form is attached at Annexure-B.
- (C) Meeting of TNOs from all depts./Boards /Corporations to be held at various stages to provide overview of attendance system and to convey the roles and responsibilities of TNOs.
- (II) (A) Directions be issued to all employees of departments, who still don't have Aadhaar number, to get enrolled and obtain their Aadhaar numbers from the permanent Aadhar Camp.
- (III) Department wise list of employees working in Directorates / Boards/ Corporations and their field offices located at different locations are required to be compiled by the respective HoDs/MDs. (as per Annexure-C).
- (IV) The Technical Nodal Officers (TNO) are required to feed their employees data at their department attendance portal along with Scanned Photograph of each employee.


(V) TNOs at HQ/Directorate level will coordinate with its District Head Quarter (DHQ) for seeding/ registering the employees data at attendance portal. DHQs location will be added by TNO at HQ subdomain to facilitate DHQ employees to register. HQ level TNO will identify technical resource at DHQ level offices. Overall responsibility will lie with HQ level TNO.

(VI) Requirements/ Procurement of AEBAS devices:

Formula for accessing number of AEBAS devices and WiFi Accessing Points will be

- a) For every 20 staff one AEBAS finger-print devices.
- b) 1-2 Tablet AEBAS for each floor.
- c) One finger print device to each officer and his/her staff.

All the Head of Department/ Head of offices are hereby required to complete all the aforesaid preliminaries and furnish the requisite information by 30/06/2017 in a prescribed format (as per Annexure-D). Separate annexures should be used for each office or sub-office.


(Varsha S. Naik)
Under Secretary (GA)

To,

- 1) All the Heads of Departments.
- 2) All Corporations/Autonomous bodies.

Annexure - A

Organization Type	<input type="checkbox"/> Ministry <input type="checkbox"/> Department under Ministry <input type="checkbox"/> Attached Office <input type="checkbox"/> Autonomous Bodies <input type="checkbox"/> Central Offices <input type="checkbox"/> Semi Government Office <input type="checkbox"/> State Government <input type="checkbox"/> Central Public Sector Unit
Organization Name	
Address	
District	
State	
NIC Coordinator Mobile	
NIC Coordinator e-Mail	
Website	
No. Of Employees	
Office Timings	

Nodal Officer Name	
Aadhaar No	
Designation	
Mobile	
E-Mail	

Note : Only official (Govt.) email ids - @nic.in / @gov.in will be accepted and treated as authenticated for both NIC co-ordinator & Nodal Officer.

Date:

Name & Designation
Head of the department with Signature & Seal

Instructions for Organization On-Boarding

1. After submission of the online form, the application will undergo an approval process.
2. Upon approval, the nodal officer will be provided with login credentials to the portal.
3. The **sub-domain website** of the organization will also be created, which should be used for employee registration and all activities concerned to the organization.
4. It should be ensured that the username and password are received by the organization admin user.
5. Necessary **master data** should be created in the system before the commencement of employee registration on the organization attendance website. While most of the designation and Office locations are readily available to be mapped in the system, there might be some missing designation & office location for which request can be sent to the helpdesk for inclusion in the global master.
6. The master data sets referred to are **Office Location, Employee Designation** and **Division/Unit** within the organization.
Eg. **Office Location:** CGO Complex Block A, Vigyan Bhawan
Employee Designation: Deputy Secretary, Joint Secretary
Division/Unit: Administration, Training etc.
7. Division/Unit within the organization should be carefully mapped and created so that the employees are grouped accordingly.
8. Office Location & Employee Designation are required to be added from the global master to the organization office location and designation, while the division/unit are required to be created by the nodal officer. The above steps will help in simplifying the generation of reports from the system.

Annexure - B

Steps to complete the Organization On-boarding Process :

1. Download the Organization On-boarding form from <http://goa.attendance.gov.in/register/organization> link.
2. Fill the downloaded form with the required information and get it signed by the Head of the organization/department, with the organization stamp/seal.
3. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 200 Kb. The scanned file should be uploaded along with the web form.
4. Steps to fill the online form
 - o Select the name of your organization, it will assist you in completing the name as you key in, if the name is available in our database. If your organization name does not show please get in touch with our help desk.
 - o Enter the communication address of the organization
 - o Select the state. (currently only for Delhi)
 - o Enter your pin code
 - o Enter the landline phone number.
 - o Enter the email address of NIC Co-ordinator
 - o Enter the name of the nodal officer
 - o Provide the Aadhaar number of the nodal officer
 - o Please enter the designation of the nodal officer
 - o Enter the Mobile number of the nodal officer
 - o Please select the scanned file which you need to upload with the form
5. Please review the form before submission.

Note:

- a. After submitting the form, a One Time Password (OTP) will be sent to the nodal officer email and mobile, to verify the form data submitted.
- b. After your request is processed, you will receive an email with your account details.
- c. If your organization does not feature in the list, please get in touch with the Attendance helpdesk, or email us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Annexure D

Hardware and BAS details

1. Name of the Office with complete Address:
2. Total Number of Employees in this location:
(Include Contractual & Outsourced Employees)
3. Total Number of employees entered in attendance System.
4. Total No. of Desktop in working condition:
5. Total No. of Printers in working condition:
6. Network Connectivity:
LAN Yes/No If Yes. No. of nodes:
Wi-Fi Yes/No If Yes. No. of access Points:
7. Electrical points at AEBAS instaliation Premise:- Yes/No
If Yes, details:-
8. No. of AEBAS devices already installed:-
9. IS AEBAS implemented?
10. IS UPS Power Supply available?
If Yes. Capacity of UPS:
Backup time: