

## **AEBAS (AADHAAR ENABLED BIOMETRIC ATTENDANCE SYSTEM)**

### **GUIDELINES to TP/TCs for Organization ON-BOARDING and NIC AEBAS Compliant Device Installation Process**

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Dear **Training Partner**,

In continuation to our efforts to seamlessly onboard your Training Centers for PMKVY 2016-20, we would like to assist you with the process of setting up the Aadhaar Enabled Biometric Attendance System (AEBAS). **Recording of candidate attendance via the Aadhaar Enabled Biometric Attendance System through Skill.attendance.gov.in is a pre-requisite to participate in PMKVY 2016-20.**

**It is mandatory to install Wall mounted (Tablet) device and It is recommended to install one device for every 30-40 students (each batch). There is requirement of Wi-Fi and 3G data Sim to be used for wall mount devices.**

**Installation of AADHAR Enabled Biometric Device :** The procuring of these devices is a parallel process in addition to Organization onboarding process.

We recommend procuring DGS&D Approved Biometric Devices for UIDAI Attendance System (Pl refer to [FAQ ->DGS&D RCs for devices](#) though DGS&D Rate Contract has already expired on Dec 2016, So rates will not applicable but they are technical compliant).

Further above OEM's have provided their authorized Suppliers Name and Address / Contact Details etc. which is also attached for your ready reference. [Click below:](#)

**[List of Authorized NIC AEBAS Compliant Devices Vendors for PMKVY.](#)**

Now we have one stop Government eMarketplace (GeM) to facilitate online procurement <http://www.gem.gov.in>

TP / TC's may buy AEBAS Wall Mounted Devices through GEM Portal also with following Mandatory Technical Specifications compliance.

1. NIC AEBAS (Aadhaar Enabled Biometric Attendance System) Compliant Wall Mount Tablet and
2. UIDAI Approved ; and
3. Android 4.4. & Android 5.1 or above; and
4. STQC approved FPS integrated Tablet

The Device KYC form is required to be filled by each centre for device site readiness before installation of device.



## Instructions for Organization On-boarding on <http://skill.attendance.gov.in>

1. Kindly explore the skill attendance portal: <http://skill.attendance.gov.in> in advance with [FAQs](#).
2. Kindly download the organization Onboarding form from below Url: <http://skill.attendance.gov.in/assets/doc/OrganizationRegistration.pdf>
3. Kindly fill up the Organization Onboarding form for each Training centre and get it signed by training head of respective training centre and send hard copy to below mentioned address of NSDC for their approval and counter signature & seal.



AEBAS Helpdesk Team ,  
National Skill Development Centre,  
301-306, 3<sup>rd</sup> floor , West Wing,  
World Mark 1, Aerocity  
New Delhi -110037  
Ph:- 011-47451600 Ext. :- 102

4. After approval and counter signature from NSDC, Organization On-Boarding Form is sent to AEBAS team of NIC. The team will make the master entry of the organization on <http://skill.attendance.gov.in>
5. NIC AEBEAS team will intimate the Nodal officer on his/her email-id (**spam folder also**) to onboard the organization with all the steps. Nodal officer is requested to continuously check their mail-id also the organization may check their organization master entry in organization registration module of <http://skill.attendance.gov.in> portal available at following url: <http://skill.attendance.gov.in/register/organization>

Select your Organization name in Organization drop down list and follow the **Steps to complete the Organization On-boarding Process mentioned on the right side at url : <http://skill.attendance.gov.in/register/organization>**

6. The **sub-domain/URL** of the organization will be created by NIC and email will be sent with login credentials to Nodal officer on his/her



email-id after completion of above steps as mentioned at **point 6 above**.  
(The above process may take 2-5 days).

7. It should be ensured that the username and password kept with the organization Nodal Officer only, In case of password reset request it should be sent by Nodal officer on the same mail from which you have received credentials from NIC AEBAS Team.
8. First of all the Nodal Officer has to complete the portal related activities as mentioned at **point 10 below, without this device can't be activated**.
9. Nodal officer has to make necessary global master entry after logging in Portal with the credentials received from AEBAS team.

### Manage Masters

- (i) Division Units e.g. Trade/Job profile.
  - (ii) Designation e.g. Trainee, Trainer etc.
  - (iii) Office location (sent with credentials)
  - (iv) Device location e.g. first floor, ground floor, reception etc.
  - (v) Shifts Batches (Add shift)
  - (vi) Office timings (TC time e.g. 8.00 to 18 or 20 hrs).
10. Once the above master entry as mentioned at **point 10** above are made by Nodal officer, Candidate may register themselves on the respective TC URL (allocated by NIC AEBAS Team) without login by choosing **Candidate Registration tab** and fill the **Personal details** like Candidate Name, Aadhar no, D.O.B etc. and **Organization Details** like Candidate type i.e. **Non-Government**, designation as **Trainee/Trainer/Training Head** as may be applicable etc., Division Unit – Job Trade e.g. BEAUTY, TELECOM Sector etc.
  11. Once candidates are registered on portal, Nodal officer may go to **Manage Candidates ->Aadhar by pass option-> process** (if all details found **OK** and make them **active**, if details are not correct please **reject** and register again)

### Device Activation



12. Make one of the candidate (Trainer/Training Head) etc. as Biometric Administrator, go to **Mange Device->Add Biometric Admin** (Please ensure that the person to whom you are making biometric admin must be registered and activated on the portal).
13. Nodal officer may generate activation code for Biometric Admin (Go to **Manage device->Activation Code**).
14. Now use AEBAS Wall mount DEVICE preconfigured by Vendor or download software through URL: <http://basreports.attendance.gov.in/downloads/>
15. Open the AEBAS app in the wall mount device, select domain as **skill development** and enter the activation code generated at **step15** above and click on **lock icon**.
16. Select Entry point i.e. Device location entered by Nodal officer.
17. Scan finger of biometric admin for whom Activation code was generated.
18. After Scanning finger of Biometric Admin, in case of **Invalid Activation code** Please check the Device location in the portal, Status must be like this as shown below, here **Deactivate** means device location is **Activated**:



2	Marvel CityRatia RoadTohana	Reception.		
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## How to mark the Attendance:



After registration of all the candidates by Nodal officers or Candidate by themselves on the URL (Provided to TP/TCs by helpdesk team).

The Attendance ID will be generated from your Aadhaar number, the last 8 digit number of their Aadhar is attendance id for each student. The attendance ID will only be active to mark attendance only when your Aadhaar information is verified by UIDAI and activated by you Nodal officer.

- Attendance ID has also been sent by SMS to your registered Mobile Number.
- Enter your 8-digit Attendance ID on Screen.
- A Red light will start to glow on Finger Print Scanner (Wall mount Tablet/USB device).
- Now put any one of your fingers on the Finger Print Scanner.
- DO NOT move your finger on scanner otherwise finger prints will not be properly scanned.
- DO NOT Press very hard on Finger Print Scanner.
- Once the screen shows “Authenticating, Please Wait”. Remove your finger from the scanner.
- A pop-up screen will show your Photo and Attendance Type as “Opening” for the first time you mark the attendance for that day.
- If Attendance Type is “Closing” then it will be counted as OUT Time. However, OUT time would be the LAST “Closing” time marked by you. Any “Closing” time in-between “Opening” time and Last “Closing” time would be ignored.
- If, you see a CROSS instead of your photo, then some ERROR has occurred while marking attendance.
- You will be able to mark your attendance in any bio-metric terminal installed in your TP/TC.
- You can also mark your attendance in any of finger print devices (USB), which have been connected on Windows 7 or Windows OS. Presently client attendance software is not available for MAC OS.
- If you are having difficulty in marking attendance-using fingerprints scanning devices, please try marking your attendance through Iris Device.





## Error Code Description

What each ERROR code means (for more details refer to Error codes in FAQ on <http://skill.attendance.gov.in>)

- 300** Biometric data did not match.
- 330** Biometric locked. Kindly contact UIDAI Helpline.
- 500** Invalid encryption of Skey.
- 502** Invalid encryption of PID.
- 511** Invalid PID XML format.
- 561** Request expired.
- 562** Timestamp value is future time (value specified "Pid->ts" is ahead of authentication server time beyond acceptable threshold).
- 800** Invalid biometric data.
- 811** Missing biometric data in CIDR for the given Aadhaar number.
- 951** Biometric lock related technical error. Kindly contact UIDAI Helpline.
- 997** Biometric corrupt at UIDAI.
- 998** Template not in Aadhaar. Try after 15 minutes after first Try.
- 1201** ASA Connectivity Lost to UIDAI.
- 1204** No Response UIDAI.
- 1205** Delay in response from AUA/ASA to UIDAI.
- 9901** Technical Error.
- 9902** User Not Registered.
- 9903** Invalid Device.
- 9904** Delay in response from AUA/ASA to UIDAI.
- 9904-A** Delayed Reply from AUA/ASA.

### Abbreviations and Meanings

**Skey** - Session key.

**PID** - Personal Identity Data.

**CIDR** - Central Identities Data Repository.

**UIDAI** - Unique Identification Authority of India.

**ASA** - Authentication Service Agency.

**AUA** - Authentication User Agency.





**Helpdesk Support : [helpdesk-skill@gov.in](mailto:helpdesk-skill@gov.in)**

For support may you send email to :

1. For issues related onboarding [aebasonboarding-skill@gov.in](mailto:aebasonboarding-skill@gov.in)
2. For issues related to Login Credential [bas-msde@gov.in](mailto:bas-msde@gov.in)
3. For issues related to Biometric Devices [aebasdevice-skill@gov.in](mailto:aebasdevice-skill@gov.in)
4. **[List of Authorized NIC AEBAS Compliant Devices Vendors for PMKVY](#)**

If Problem not resolved at L1 & L2 may Contact at L3 & L4 Level and may Whats App on : **9868547045, 9643402065**

Or Telegram : <https://t.me/joinchat/AAAAAAo8xvFmeTHL8qt8oQ>

**Helpdesk Escalation Matrix for Support ( <http://skill.attendance.gov.in> )**

TP/TCs are requested to follow the below Escalation matrix for resolution of queries.

Query Related	L1 Support	L2 Support	L3 Support	L4 Support
<b>Organization onboarding Related</b>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:aebasonboarding-skill@gov.in">aebasonboarding-skill@gov.in</a>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:bas-msde@gov.in">bas-msde@gov.in</a>	Mob :- 9643402065, Email:- <a href="mailto:aebasmgr-skill@gov.in">aebasmgr-skill@gov.in</a>	Ph:- 9868547045 Email:- kashyap@nic.in
<b>BAS Device Related</b>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:aebasdevice-skill@gov.in">aebasdevice-skill@gov.in</a>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:bas-msde@gov.in">bas-msde@gov.in</a>	Mob :- 9643402065, Email:- <a href="mailto:aebasmgr-skill@gov.in">aebasmgr-skill@gov.in</a>	Ph:- 9868547045 Email:- kashyap@nic.in
<b>Sub Domain Activation Related</b>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:helpdesk-skill@gov.in">helpdesk-skill@gov.in</a>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:bas-msde@gov.in">bas-msde@gov.in</a>	Mob :- 9643402065, Email:- <a href="mailto:aebasmgr-skill@gov.in">aebasmgr-skill@gov.in</a>	Ph:- 9868547045 Email:- kashyap@nic.in
<b>Credentials Related</b>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:helpdesk-skill@gov.in">helpdesk-skill@gov.in</a>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:bas-msde@gov.in">bas-msde@gov.in</a>	Mob :- 9643402065, Email:- <a href="mailto:aebasmgr-skill@gov.in">aebasmgr-skill@gov.in</a>	Ph:- 9868547045 Email:- kashyap@nic.in
<b>Candidate Registration Related</b>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:helpdesk-skill@gov.in">helpdesk-skill@gov.in</a>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:bas-msde@gov.in">bas-msde@gov.in</a>	Mob :- 9643402065, Email:- <a href="mailto:aebasmgr-skill@gov.in">aebasmgr-skill@gov.in</a>	Ph:- 9868547045 Email:- kashyap@nic.in
<b>Software Download and Other Query</b>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:helpdesk-skill@gov.in">helpdesk-skill@gov.in</a>	Ph: +91-11-47451600 Ext. :- 102, Email:- <a href="mailto:bas-msde@gov.in">bas-msde@gov.in</a>	Mob :- 9643402065, Email:- <a href="mailto:aebasmgr-skill@gov.in">aebasmgr-skill@gov.in</a>	Ph:- 9868547045 Email:- kashyap@nic.in







## How to Generate Attendance Reports

Nodal officer can Generate Attendance Reports of the candidates as per requirement.

Types of Reports:

1. Attendance Today
2. Attendance Register
3. Advance Reports
4. Dynamic Advance Reports
5. Date wise Attendance
6. Dynamic Date wise Attendance
7. Weekly/Monthly Report
8. Shift Report etc.

Students may also check their attendance itself by choosing Candidate Login tab and enter their attendance ID, an OTP will sent to Candidate's registered mobile no. for login.

For further assistance may contact:

<https://servicedesk.nic.in/>

Helpline Number (Toll free): 1800 111 555



## AEBAS Format \_ Training Centre



Serial No	Training Center Name	SD MS TC ID	Nodal Officer Name	Aadhaar ID	Contact Number	Email	Designation	Address

