PMKVY-Process for AADHAAR ENABLED BIOMETRIC ATTENDANCE SSYSTEM ON-BOARDING

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 is a pre-requisite to participate in PMKVY 2016-20

Type of Devices:
There are essentially 2 type of device for taking Biometric input and they are available in various configuration. The 2 ways to capture biometrics are
1.   Fingerprint
2.   Iris

The devices to capture these biometrics are available in various configurations like
-    Wall Mounted Device
-    Scanning device to use with Desktop

We recommend making available 1 wall mounted device for every 50 students. The USB devices (used with Desktop) can be used as a backup to the primary Wall Mounted Devices.
In case you would like to go for only USB based devices, we recommend procuring 1 device for every 20 students at the Center

Procuring / Obtaining the device:
We recommend procuring the device from DGS&D list of vendors. The list of vendors (DGS&D List) has been attached for your reference. The average cost of the Wall Mounted device (as per DGS&D rates) is INR 8600 while the costing is close to INR 2300 for the USB devices.

Registering the device:
The training center is required to nominate a Nodal Officer to oversee the entire management of the Attendance Portal and systems under his / her Center. The Nodal officer shall be required to submit a form <NGO Onboarding Appl format>, duly signed and stamped to NSDC at pmkvy@nsdcindia.org. The Nodal Officer shall also be required to fill an excel <AEBASFormatOrg_TC> with the required details. On successful processing of the forms, the Training Center would be provided with a unique url and login details for the Attendance portal (skill.attendance.gov.in)
                                                                The Nodal Officer would be required to then register the device to be installed at the Training Center and enable the same through a Device Manager. The Device Manager shall be nominated by the Nodal Officer. The Nodal Officer shall also be required to enroll / approve the list of candidates registering at the Training Center. The process has been described in detail in the Onboarding manual <Onboarding Manual AEBAS PMKVY 2> and the Nodal Officer Manual <Nodal Officer Manual PMKVY v2>.

Current Requirements from Training Centers:
We need the following inputs from Training Centers. The responses should be sent in a consolidated manner as a response to this email and marked to pmkvy@nsdcindia.org
 Filled, Signed, Stamped Training Center Onboarding Form (NGO Onboarding Appl format)
-    Complete Details of the Training Center (AEBASFormatOrg_TC)
-    Nomination for AEBAS Workshop (AEBAS Workshop Registration Form)

Best regards
PMU-PMKVY

List Of Parallel RCs
For Item : Biometric Attendance Terminals and Devices for
UIDAI Attendance System

Name of the Firm (RC No. & Date)	Validity	Amendments/ Date
1 ACCESS COMPUTECH PVT LTD BAS/ES-4/RC-711D0000/1216/34/F0844/36 01-DEC-16	22-DEC-16	BAS/ES-4/RC-711D0000/1216/34/F0844/36/59953 26-07-2016
2 BUSINESS WORLDWIDE BAS/ES-4/RC-711D0000/1216/34/06850/40 04-FEB-16	31-DEC-16	BAS/ES-4/RC-711D0000/1216/34/06850/40/57242 25-02-2016
3 DATAMINI TECHNOLOGIES (INDIA) LTD BAS/ES-4/RC-711D0000/1216/34/06643/37 06-JAN-16	13-NOV-16	
4 MANTRA SOFTECH INDIA PVT LTD BAS/ES-4/RC-711D0000/1216/34/06825/39 04-FEB-16	31-DEC-16	
5 PRECISION BIOMETRIC INDIA PVT LTD BAS/ES-4/RC-711D0000/1216/34/06860/38 27-JAN-16	31-DEC-16	
6 SMART CHIP PRIVATE LIMITED BAS/ES-4/RC-711D0000/1216/34/06857/41 04-FEB-16	31-DEC-16	

Appendix 'A' – Application format for Organization On-boarding

Organization Type	[ ] State PSU [ ] NGO [ ] Trust [ ] Others
Organization Name	
Address	
District	
State	
IT Coordinator Name/Mobile	
IT Coordinator e-Mail	
Website	
No. Of Employees	
Office Timings	

Nodal Officer Name	
Aadhaar No.	
Designation	
Mobile	
E-Mail	

[ ] We agree to abide by the policy decisions of Govt. of India for availing the software services and infrastructural facilities provided for Aadhaar Enabled Biometric Attendance System. We agree to pay for the above, according to the policy in force, failing which, the services may be withdrawn.

Name & Designation (with stamp)   Name & Designation (with stamp)

Head of Sponsoring Govt. Dept.   HOD with Signature & Seal

Date: Date:

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 Organisation Location, Candidate Designation and Division/Unit within the organization.

   Eg. Organisation Location: CGO Complex Block A, Vigyan Bhawan

   Candidate Designation: Trainee, Student, Trainer etc.

   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. Organisation Location & Candidate 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.

AEBAS Format_TC

Serial No	Training Center Name	SDMS TC ID	Nodal Officer Name	Aadhaar ID	Contact Number	Email	Design ation	Add ress