BIOMETRIC ATTENDANCE SYSTEM (NODAL OFFICER MANUAL)

The Ministry/Department nominates a Nodal Officer to make the implementation and operation of the Attendance system easier.

HOME SCREEN

Sikkim Attendance	=			English 💌
🔹 Dashboard	2 sktest Biometric Attendance System			- Address - Addr
🖶 Employee Registration	Today's Attendance Summary Date: April 27, 2018			
49 Announcement	Registered Employee 3	Active Employees	Present Today (Opening) 0	Total Active Devices
7 FAQ <	Demographic(Aadhaa)Failed.	Employee Never Marked Att.	Out Today (Closing)	Tablet Desktop
A Login	More Info Ø	U (As on April 26, 2018) More info O	More Info Ø	More Into Ø
	Attendance Statistics		dl Attendance Activity	
		Verified Encloyees 2/3		
		Biometric Terminete du I		
		Desktop Device 00 Auth Results (Desktop) 819	et a O fit	
			e e Pre-	
			Earth particular and part	
	1.00 sec	16:45 17:57		
	Average Response Av	erage In-Time Average Out Time	toles	10.87 Attandarya.gor.in
	In-Time Statistics		🗣 Today's Trend	
		Before 9:00		
	E Malara 0.00 - 0.00 -	201 + 213 1000 - 1100 4000 - 1100 4000 - 1100 ■ 4000 - 1000 ■ 4000 ■ 4000 ■ 40000 ■ 400		

Figure: 1

DASHBOARD

- Total organizations registered with BAS.
- Organization wise registered employees.
- Number of employee's present organization wise.
- Organization wise active devices.
- Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend Graph.

The Nodal can login into its own attendance portal and download Desktop Application and export Employee Data.

	Employee Corner	English 🔫
		Hi! skbas > Logout
Software Download for Android/Desktop	📥 Export Employee Data	
Installation Guide for BAS software:		
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta	blet .	
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta 2. After installation the software will ask to enter a de	blet . avice activation code.	
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta 2. After installation the software will ask to enter a de 3. Select the entry point and authenticate with the Bi	blet . wice activation code. ometric admin.	
Installation Guide for BAS software: 1. Please download the BAS software for Desktop/ta 2. After installation the software will ask to enter a de 3. Select the entry point and authenticate with the Bi Note:	blet . evice activation code. ometric admin.	

The Nodal Officer can perform the following activities on the portal-

Manage Masters

Nodal can manage Master details of the organization like Division, Employee Designation, Office Location, Device Location etc.

1. ADD DIVISIONS

Nodal Officer can search and add new divisions. Existing divisions can also be Activated/Deactivated through this functionality. [*For steps to get Division added in the list, please refer user manual*]

Sikkim Attendance	=									
🚳 Dashboard		lanag	anage Masters Division/Unit within Organization & Home > Manage Masters > 1							
# Console		Divisio	p/Unit within Orga	nization				_		
🕫 Manage Masters <	١.	DIVISIO	n/onit within Orga							
🖵 Manage Device <		Search	n Division/Unit	Search Clear			Add Division	hru		
🗂 Monitoring Group 🤇	11	S. No	Division ID	Division/Unit Name	Creation Date	Status		-		
		1	000006	bas	2017-11-28 12:19:03	Active	Deactivate	ß		
👹 Manage Employee 🛛 <	1	2	000004	demo	2015-01-20 15:27:03	Active	Deactivate	ß		
🚔 Reports 🛛 <		3	000002	Hqrs-Genral Admin	2015-01-18 12:11:11	Active	Deactivate	ß		
🗂 Leaves 🔍 <		4	000003 Hgrs-Personnel 2015-01-18 12.24:10 Active							
	_							-		

Figure: 3

2. EMPLOYEE DESIGNATIONS

New designations can be added and also Activated/Deactivated through this functionality. By clicking on 'Add Designation', the Nodal Officer can map the designation within the organization.

Sikkim Attendance	=		*All complaints	may be addn
A Dachhoard	Managa	Mactere Employee Designations		Back to Employee Corner
	wanaye	VIASICIS Employee Designations	🚯 Home >	Manage Masters > Employee Designation
# Console				
¢\$ Manage Masters <	Employee	Designations		
Manage Device				
🗂 Monitoring Group 🛛 <	Search Er	nployee Designation Summer Clear		Add Designation
🗂 Shift Group <	S. No	Employee Designation	Creation Date	Active Status
Manage Employee <	1	Administrative Officer	2015-01-18 13:03:09	Deactive
Reports <	2	cgo	2017-11-29 15:32:59	Deactive
	3	Deputy Director	2015-01-18 16:14:51	Deactive
Leaves	4	tester	2017-11-28 12:19:58	Deactive
★ Tours <			1	

Figure: 4

Select designation from the drop down and click on 'Submit'. [For steps to get designation added in the list, please refer user manual]

Sikkim Attendance	=	*All complaints may be addressed to ServiceDesk & 1800 111 555 🛔 htt	ps://servic	edesk.nic.in	1
Summy manualiss	_			Back	to Employee Corner
B Dashboard	Manage Masters Employee Designations		🍪 Home	> Manage Masters	 Employee Designation
					AADHAAR
😋 Manage Masters 🔇 <	Add an Employee Designation				
Manage Device	Designation Type *				
	Select	Υ			
Monitoring Group <	Designation *				
🛱 Shift Group <	- Select Designation -	¥			
🗑 Manage Employee 🛛 <	Submit				
🚔 Reports 🗸 <					

Figure: 5

3. OFFICE LOCATION

To Add (Mapping), Activate/Deactivate the office location (building).

Sikkim Attendance	≡								
🔹 Dashboard	Manag	lanage Masters Office Locations & Manage Masters > Office Locations							
e Console						AADMAAR			
¢\$ Manage Masters <	Office	Locations (Building)							
🖵 Manage Device 🤇	Searc	h Office Locations	Search Clear		_				
🗂 Monitoring Group 🔇	Start	IT Office Locations			0	Add Office Location			
🗎 Shift Group, 🔦	S. No	Location	Office Location Name	Creation Date	Status	Action			
Manage Employee <	1	centra	central	2018-03-15 11:29:27	Active	Deactivate			
🚔 Reports 🔍 <	2	000063	cgo	2017-11-28 12:21:33	Active	Deactivate			
🛱 Leaves 🔍 <	3	3 000035 CGO Complex Block 3 2017-11-29 15:33:44 Active							
★ Tours <	4	000062	Chandigarh	2017-12-04 17:45:26	Active	Deactivate			
Holidays									

Figure: 6

By clicking on "Add Office Location"; Nodal Officer can map the location within the organization. Select an "Office Location" from the drop-down and then click on Submit.

Sikkim Attendance		_ Iddr	ressed to Servio	eDesk	Servicedesk.nic.in	_		
Dashboard	N	Manag	e Masters Offic	e Locati	Add a Office Location (Building)		a&a Home ⊳ Man	Back to Employee Corne age Masters > Office Locations
# Console					Office Location*			-AADMAA)
©© Manage Masters <		Office	Locations (Building)	Select Office Location			
Manage Device <			h Office Leastions		Akbar Bhawan andhra			_
🛗 Monitoring Group <					api arunachal		•	Add Office Location
🗂 Shift Group <		S. No	Location	Office	assam August Kranti Bhawan Daba (Krang Singh Marg	Creation Date	Status	Action
🔮 Manage Employee 🤇		1	centra	central	bihar Cabinet Secretariat	2018-03-15 11:29:27	Active	Deactivate
🚔 Reports 🧹		2	000063	cgo	cag central	2017-11-28 12:21:33	Active	Deactivate
🗂 Leaves 🔍		3	000035	CGO Co	cgo CGO Complex CGO Complex Block 11	2017-11-29 15:33:44	Active	Deactivate
X Tours <		4	000062	Chandig	a CGO Complex Block 12 CGO Complex Block 3	2017-12-04 17:45:26	Active	Deactivate
Holidays	1				chandigarh Chandralok Building chhatisgarh			
🔺 User Manager 🛛 <					· ·			

Figure: 7

4. DEVICE LOCATION

Nodal Officer can Search, Update, Deactivate and Add new Device Location. Device Location is entered and Office Location selected from the drop down to add the device location.

Sikkim Attendance		All complaints may be addressed to ServiceDesk & 1800 111 555 & https://						
		Add a Device Location	×			Ва	ick to Employee Corn	
Dashboard	Manage Master							
# Console		Device Location Name *					AADRA	
¢\$ Manage Masters <	List Device Location	Enter Device Location						
🖵 Manage Device <		Office Location*						
	Search Device Location	- Select Office Location -	Ŧ	∎ A		ocation		
	S.No. Office Location				Edit	Status	Action	
🗂 Shift Group <	1 cgo	Close	ıhmit		C# Edit	Active	Deactivate	
👹 Manage Employee 🛛 <					Lun		Deactivate	
🚔 Reports 🗸 <			_					

5. OFFICE TIMINGS

Office In and Out timings can be set or updated by the Nodal Officer.

Sikkim Attendance	*All complaints may be addressed to ServiceDesk &								
Dashboard	Manage Master Office Timings	Back to Employee Corner							
	Edit Organization Timings	Instructions to cells Oceanization Office Timinger							
Q Manage Masters <		Choose Office Start Time.							
Manage Device <	09:45 Office Out-	2. Choose Office End Time. 3. Please review the form before submission.							
🛱 Monitoring Group <	Update Timings	Note: a. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk- attendanceFalforvidentin							
🛱 Shift Group <									

Figure: 9

6. DAILY ATTENDANCE HOD/HOG MAPPING

An Attendance report goes to the HOG's or HOD's on a daily basis and the daily mail status can be viewed. The status and email id of HOD and HOG can be edited.

Sikkim Attendance	≡ 'Se	ExerciceDesk & 1800 111 555 & https://servicedesk.nic.in									
Dashboard	Manag	Manage Masters Daily Attendance HOG/HOD Mapping department wise Home In Manage Masters Daily Attendance HOG/HOD Mapping department wise									
onsole	Daily A	Deile Attendenes 100/10D Mensies Your									
🕫 Manage Masters 🔇 <	Duny										
🖵 Manage Device 🛛 <	S. No	Division/Unit Name	HOG Email	HOD Email	Daily Mail Status						
🗂 Monitoring Group 🛛 <	1	bas		bas.support7@gov.in	Yes	C Edit					
Shift Group	2	demo		bas.support7@gov.in	Yes	C Edit					
	3	Hqrs-Genral Admin		bas.support7@gov.in	Yes	C Edit					
e Manage Employee 🔇	4	4 Hqrs-Personnel bas support/@gov.in Yes Z Edit									
🚔 Reports 🛛 <											

Figure: 10

New email id of HOD/HOG can be added by going on 'Settings', click on 'Attendance Summary by Mail/SMS' button. On the new screen Nodal can add new HOD/HOG.

Sikkim Attendance	=	*All complaints may be addressed to ServiceDesk & 1800 111 555 🎍 https://servicedesk.nic.in
		Back to Employee Corner
B Dashboard	Settings	& Home > Solling
	Liskheel	
🕫 Manage Masters 🤇	ni skoasi	Attendance Summary by Mail/SMS
Manage Device <	Your Current Daily SMS Service is Active. Click below icon to change your status.	Your Current Daily Email Service is Active. Click below icon to change your status.
Monitoring Group <		
🗂 Shift Group <	Daily SMS	Daily Email
🖶 Manage Employee 🛛 <		

Figure: 11

Manage Devices

This enables Nodal Officer to manage the Organization Devices.

1. BIOMETRIC ADMIN

A Biometric Admin can be added by clicking on the Add Biometric button. Fill up the details like Office Building Location, Aadhaar No, Name, Mobile No and Email Id of the designated Employee for Biometric Admin. Click 'Add Biometric Admin' button.

Sikkim Attendance	=									Deals in C	
Dashboard	Ма	anage D	OEVICE whitelisted Biometric Admin					6	Home > M	anage Device	Biometric Admin
e Console											AADHAAR
og Manage Masters <	E	Biometric A	Admin								
Manage Device		Search B	liomatric Admin Nama		O Search Clear				_		
🗂 Monitoring Group <		Search B	Nonneuric Admini Name		Clear				₽ A	dd Biometri	ic Admin
🗂 Shift Group 🤇	S.	No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail	Status	Ac	Action	
😁 Manage Employee 🛛 <	1		cgo	xxxxx x 1594	Avinash Sharma	x0000x x 3279	09****@gmail.com	Ac	tive 🖸	Edit	Oeactivate
Reports <	2		cgo	X0000X X 0816	anil kumar gupta	X0000X X 0980	an****@gmail.com	Ac	tive 🛛	Edit	S Deactivate
	3		cgo	XXXXX X 0955	Kulshrestha Neeraj	x0000X X 0811	ba****@nic.in	Ac	tive 🔽	Edit	Oeactivate
Leaves	4		cgo	xxxx x 7699	Rajveer Singh	XXXXX X 0661	ba****@gov.in	Ac	tive 🛛	Edit	Deactivate
★ Tours <											
A Halidave (

Figure: 12

Click on 'Add Biometric Admin' button and on the new screen information of the new biometric admin can be added.

Sikkim Attendance	=	*All complaints may be ac
Dashboard	Managa Davida attraction total	Back to Employee Corner
22 Dashbuard	Ivia lage Device add Biometric Admin	Home > Manage Device > Biometric Admin > Add Hew
# Console	Add a Biometric Admin	Instructions to add Biometric Admin in BAS:
©© Manage Masters <	Office Building Location *	1. Select the Organization Name.
Manage Device <	- Select Office Location -	2. Select the Calibo Building Eduation. 3. Enter the Aadhaan number of the Biometric Admin to be white listed for device activation. 4 Enter Riometric Admin Name
Monitoring Group <	Admin Aadhaar *	5. Enter a valid 10 digit mobile number . 6. Enter a valid E-mail address.
🗂 Shift Group <		7. Please review the form before submission. Note:
😁 Manage Employee 🛛 <	Admin Name *	 Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).
🚔 Reports 🛛 <		b. Please add authenticated users only, The Aadhaar number and Name will be verified with UIDAI for validity. Biometric Admine with incorrect information will be deactivated automatically.
🗂 Leaves 🗸	Admin Mobile * Admin Email *	c. Biometric Admins should have valid aadhaar number before addition.
★ Tours <		
Holidays <	Add Biometric Admin	

Figure: 13

2. ACTIVATION CODE

Nodal Officer will generate an Activation Code for Device Installation.

Sikkim Attendance	0 111 555 & https://servicedesk.nic.in	
		Back to Employee Corner
Bashboard	Manage Device generate device activation code	Home > Manage Device > Activation Cade
	Generate Device Activation Code	Instructions to Generate Device activation code:
© Manage Masters <		1. Select the Office Building Location.
	Office Building Location *	 Select the Biometric Admin. Check the device physical type. Which type of device, i.e Fixed or Mobile.
n Diamatria Admin	- Select Location -	4. Please review the form before submission.
* Biometric Aumin	Biometric Admin *	Note:
» Activation Code	- Select Biometric Admin -	a. After you press "Generate Activation Code", a six digit activation code is sent to the e-mail and mobile of the
» Active Device		selected biometric admin only.
» Inactive Device	Device Type * Fixed Mobile	b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.
		c. To complete the registration of the device software, the biometric admin is also required to authenticate his/her
» Issued Device		biometric credentials with the Aadhaar system, through the Device being activated for Biometric Attendance System (BAS).
» Installed Device	Generate Activation Code	
» AMC Requested Status		 a. The activation code is valid through the generation date only. (e.g a activation code generated on 15-05-2014 will be valid for the same date only)

3. ACTIVE DEVICE

The Nodal Officer can view all the Active Devices within the organization, with information like Device Id, Device Type etc.

Sikkim Attendance	≡									Dealth Franks	0
Dashboard	Mana	anage Device Active Device & Home > Manage Device > Active Device									Active Device
											ALDRAAR
🕫 Manage Masters 🔇	Activ	e Device									
Manage Device	S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
🛱 Monitoring Group <	1	skbas new	000040	cgo	Cipha Leb	Desktop	BFEBFBFF000306C3	34:17:EB:E1:FA:92	Mantra@269475	2018-05-01 11:28:22	Detail
🗂 Shift Group 🤇											

Figure: 15

4. INACTIVE DEVICES

All the Inactive Devices in the Organization can also be viewed by the Nodal Officer.

Attendance.gov.in	≡		Back to Employee Corner		English 🔻							
AB Dashboard	Mana	Manage Device Inactive Device Manage Device > Inactive C										
All NIC Dashboard	Inact	Inactive Device										
A Console A Console A Provide Manage Master <	S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active		
Manage Device <	1	National Informatics Centre (NIC) -DeitY	000376	CGO Complex A- Block	Dr.Mahes Chandra(DDG) A3B3	Desktop	BFEBFBFF000206A7	4C:72:B9:43:74:4B	Mantra211340	2018-04-26 15:38:2	20 Detail	
🗂 Monitoring Group 🛛 <	2	National Informatics Centre (NIC) -DeitY	002419	National Data Center	Hod	Desktop	BFEBFBFF000106E5	40:61:86:C7:A1:AE	Morpho293613987- 14201049787	2018-04-26 08:30:5	56 Detail	
🗂 Shift Group 🧹				Shastri Park								



5. UNDERTAKING FOR OLD DEVICE

Nodal Officer gives an undertaking for old devices which do not meet the standard RD service guidelines issued by UIDAI. These devices are however allowed by UIDAI. The user is able to view details like Device Id, Created By, Creation Date, Status and Action t be taken. User can View, Print and Upload Signed Document.

Attendance.gov.in	≡				Back to Employee Corner
89 Dashboard	Issued Device	CS Summary of issued devices			🌚 Home
	Jaquad Daviana C				
A Console	Issued Devices Si	ummary			
🚓 Manage Master 🔇 <	S.No.	Device Type	No. of Devices		
I Manago Dovico	1	Desktop	1800		
in manage bevice	2	Tablet	254		
🗂 Monitoring Group 🛛 <	3	Iris	128		
🗂 Shift Group 🛛 <	4	Wifi	6		
😻 Manage Employee 🔇	Total		2188		
- munuge Employee					

Figure: 17

6. ISSUED DEVICE

A summary of the devices that have been issued can also be viewed. This Summary includes details such as Device Type and Number of Devices.

Attendance.gov.in	≡			Back to Employ	ee Corner	Eng
a Dashboard	Issued Devic	CS Summary of issued devices		🍘 Home	> Issued	
All NIC Dashboard	laural Davies 6					
# Console	Issued Devices S	summary				
🕫 Manage Master 🛛 <	S.No.	Device Type	No. of Devices			
C Margar Davies (1	Desktop	1800			
	2	Tablet	254			
Monitoring Group <	3	Iris	128			
🗂 Shift Group 🛛 <	4	Wifi	6			
Manage Employee <	Total		2188			
- , , ,						

Figure: 18

7. INSTALLED DEVICE

A summary of all the installed devices can be viewed along with their status i.e. if they are Active or Inactive.

Attendance.gov.in	≡				Back to Employee Corner	
øða Dashboard	Installed Dev	VICES Summary of Installed device	ces		& Home⇒	In
	Installed Devices	- 0				
# Console	Installed Devices	s Summary				
🕫 Manage Master 🛛 <	S.No.	Device Type	Active	Inactive		
Manage Device	1	Not Available	5	0		
	2	Tablet	20	6		
🗂 Monitoring Group 🛛 <	3	Desktop	11	16		
🗂 Shift Group 🛛 <	4	Mobile	1	36		
🐱 Manage Employee 🗸	5	Not Available	2	11		
a manage Employee	Total		39	69		
🚔 Reports 🛛 <						



8. AMC REQUESTED STATUS

The status of AMC request can be viewed by the Nodal Officer. Details like Bio Device No., Device Id, Building Name, Entry Point, CPU Id, Request Date, Status and Action are displayed.

9. AMC CONFIRMED DEVICE

Details of the devices for which AMC has been confirmed for can be seen here. Click on the AMC Confirmed Device and details like Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date are displayed.

10. AMC DONE DEVICE

Information about the devices for which AMC is done are found here. Details like the Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date can be viewed.

11. DEAD DEVICE

All devices that are not functional and are in Dead Status can be seen here.

Attendance.gov.in	≡									
B Dashboard	Dead D	Dead Devices Summary of dead devices								
All NIC Dashboard	Doad Doy	and Daviese Summer								
r Console	Dead De	vices Summary								
¢¢ª Manage Master <	S.No.	Device Type	No. of Devices							
Ci Managa Daviaa (1	Tablet	166							
in manage Device	2	Desktop	176							
Monitoring Group <	Total		342							
Monitoring Group <	Total		342							

Figure: 20

Monitoring Group

The Reporting Officer creates a group, which includes all people reporting to him, so that he is able to view their attendance.

1. MANAGE GROUPS

A name is assigned to groups and the user can click on the group name to view the attendance of all members of the group for that day. Details of the group members can be edited as well.

C Attendance.gov.in	=			Вас	k to Employee Corner	Englist					
øðe Dashboard	Monito	Monitoring Group Manage Group a									
All NIC Dashboard	Sear	Search Group Q Search									
	Sno	Name	No Of Members	Group	Status	Action					
OS Manage Master <	1	798932	1	View Group	Inactive	Activate					
므 Manage Device 〈	2	033489	0	View Group	Inactive	Activate					
🗂 Monitoring Group 🛛 <	3	a	0	View Group	Inactive	Activate					
🗈 Shift Group, 🔦	4	Δ	0	View Group	Inactive	O Activate					
o Manage Employee 〈	5	a	0	View Group	Inactive	Activate					
Beports <	6	۵	0	View Group	Inactive	Activate					
	7	Δ	0	View Group	Inactive	Activate					
	8	<u>a1</u>	0	View Group	Inactive	Activate					
a Tours <	9	aabb	0	View Group	Inactive	Activate					
♀ Holidays <	10	Aadhaar Authentication Services	11	View Group	Active	✓ Deactivate					
🚢 User Manager 🛛 <		1	1	1							

Figure: 21

Attendance.gov.in	=							Back to Er	mployee Corner	English 👻
88 Dashboard	Monitori	ng Group View Group							& Home ⊳ Monitoring Gro	up > View Group
All NIC Dashboard	Group	â				Add Member	•			
# Console	Name Members	0				A Dileep K	umar (Programmer (NG)-703453	3)		*
QG Manage Master <	Date of start	28-07-2015				Submit				
교 Manage Device <	Group Owner	Avinash Sharma				Change Owne	r.*			
🗂 Monitoring Group 🛛 <	Created By	Avinash Sharma				Avinash Si	harma (Operation Manager(NG)-	371594)		¥
🗂 Shift Group 🛛 <						Submit				
嶜 Manage Employee 🛛 <							•			
📾 Reports 🛛 <										
🗂 Leaves 🗧 <	Sno	Attendance Id	Employee Name	Mobile	Designatio	n urds	Office Location	Status	View Register	
M Toure (

Figure: 21(a)

<u>Shift Group</u>

Shifts of the employees can be managed through this functionality.

1. MANAGE SHIFT

Details of groups and their shifts can be viewed. Employee name, mobile number, designation, office location, status (Absent/Present), is displayed in a tabular form. The top of the screen displays the group name, number of members, shift start and end date and the shift creation date. A new shift can be added, where the user provides response for all the fields (Shift Name, Shift Date Range and Shift Type), as they are mandatory.

Attendance.gov.in	=								Back to Em	ployee Corner	English 🔻	
ø Dashboard	Shif	hift Group View Shift Group										
All NIC Dashboard	S	earch Group				Q Search					Add Shift	
# Console	Sno	Name	No Of Members	Shift Start Date	Shift Start Time	Shift End Date	Shift End Time	Date of Creation	Status	Action		
OS Manage Master <	1	bas	1	07-03-2016	12:00:00	31-03-2016	00:00:00	28-03-2016	Active	View Shift	✓ Deactivate	
묘 Manage Device 〈	2	bas grpoup	0	24-08-2016	00:00:00	30-08-2016	00:00:00	24-08-2016	Active	View Shift	✓ Deactivate	
🗂 Monitoring Group 🔇	3	bio	1	01-05-2016	16:00:00	22-05-2016	08:00:00	24-05-2016	Active	View Shift	✓ Deactivate	
🗂 Shift Group 🤇	4	biometric	1	01-05-2016	00:00:00	16-05-2016	00:00:00	24-05-2016	Active	View Shift	✓ Deactivate	
🖀 Manage Employee 🔍	5	night	0	01-10-2015	22:00:00	20-10-2015	07:00:00	30-10-2015	Active	View Shift	✓ Deactivate	
🛱 Reports	6	peon	1	14-06-2016	00:00:00	19-07-2016	00:00:00	14-06-2016	Active	View Shift	✓ Deactivate	
▲ Leaves <	7	Shift1	2	01-10-2015	13:00:00	31-08-2016	06:00:00	29-10-2015	Active	View Shift	✓ Deactivate	
M Tours	8	test	3	04-11-2015	09:00:00	05-11-2015	17:00:00	29-10-2015	Active	View Shift	✓ Deactivate	
A Tours	9	test2	0	01-10-2015	08:00:00	31-10-2015	16:30:00	29-10-2015	Active	View Shift	✓ Deactivate	
Holidays <	10	test9	0	02-03-2017	09:00:00	16-03-2017	17:00:00	02-03-2017	Active	View Shift	✓ Deactivate	



Manage Employee

This functionality helps to manage the new employee request, check his Aadhaar Status, verify the employee in attendance system active, Inactive and transfer of the employee.

1. AADHAAR VERIFIED EMPLOYEE

All Employees who's Aadhaar has been verified are a part of this list. Nodal Officers can edit and update personal as well as organization details of employees. This is mandatory to make the Employee Active.

Attendance.gov.in	=							Back to Employee Corner	English 👻				
a Dashboard	Mana	Vanage Employee Aadhaar Verified Employee Aadhaar Verified Employee > Aadhaar > Aadhaar > Aadhaar > Aadhaar > Aadh											
all NIC Dashboard		Aadhaar Vooffod Employoo											
🛪 Console	Aadha	Aadhaar Verified Employee											
¢ë Manage Master <	Sea	irch by Name/M	obile	Q Search Cle	ar				Æ Export				
🖵 Manage Device 🛛 <	S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location					
🗂 Monitoring Group 🛛 <	1	703453	x0000000x 3453	A Dileep Kumar	x00000x 4029	Programmer (NG)	EOffice Project Division	DMRC Building, Shastri Park	Ce Edit Process				
🗂 Shift Group 🧹	2	329883	20000000 9883	Aahil Hussain	x00000x 1102	Programmer (NG)	Awaas Project	CGO Complex A- Block	Car Edit Process				
🖶 Manage Employee 🛛 <	3	206226	xxxxxxx 6226	Aanchal Arora	x000000 3002	Programmer (NG)	Application Security	CGO Complex A- Block	Car Edit				
📾 Reports 🛛 <	4	441798	xxxxxxx 1798	Abha Agarwal	x00000X 3855	Operation Manager(NG)	NIC Delhi State Unit	DMRC Building, Shastri Park	CP Edit				
🗂 Leaves 🗸	5	457524	xxxxxx 7524	Abhijeet Ranjan	X00000X	Assistant Programmer	NIC Delhi State Unit	NIC Delhi State Unit	C Edit				
ar Tours ≺					0007	(NG)			• Process				
🛛 Holidays 🗸 <	6	150226	x0000000x 0226	Abhilekh Singh	300000X 3622	Assistant Programmer (NG)	Land Resource Informatics System	CGO Complex A- Block	Cr Edit Process				
🛎 User Manager 🛛 <	7	235430	xxxxxx 5430	Abhinav Gupta	x00000x 5065	Team Leader(NG)	D.G.F.T	Udyog Bhawan	Cr Edit Process				
Settings Change Decouvert	8	388005	xxxxxxx 8005	Abhishek Raj	xxxxxx 5684	Programmer (NG)	SATCOM	CGO Complex A- Block	C Edit				

Figure: 23

2. ACTIVE EMPLOYEE

All the Active employees will be visible here after Nodal officer "Process" the profile from Aadhaar Verified Employee section. The Active employees can be Deactivated and Transferred using Details' tab.

Attendance.gov.	n =	=						e de la companya de l								
e29a Dashboard		Mana	Vanage Employee Active Employees & Active Employees Active Employees > Active Employees													
All NIC Dashboard	All NIC Dashboard															
# Console		Active	Employees o	IN (DAS)												
🕫 Manage Master	¢	Sea	Irch by Name/N	Mobile	Q Search	Clear					≜ Export					
묘 Manage Device	¢	S.No.	Attendance ID	Aadhaar Number	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail					
🗂 Monitoring Group	<	1	291242	x0000000x 1242	A P Raju		x00000x 6720	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	Z Edit Z Detail					
🗂 Shift Group	¢	2	078549	xxxxxxx 8549	A. Jenishly		xxxxxxx 1139	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	C Edit C Detail					
🖀 Manage Employee	¢	3	716317	x0000000x 6317	Aabhas Bhardwaj	Rama Hariharan	xxxxxx 9044	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	C Edit C Detail					
📾 Reports		4	350110	x0000000x 0110	Aabhas Johar		x00000x 9004	Sr. Network Admin	Web Hosting And Cloud Computing	National Data Center Shastri Park	C Edit C Detail					
🗂 Leaves	¢	5	774531	xxxxxxx 4661	Aakanksha Singh	Anii Bansal	X00000X	Assistant Programmer	Pension And Pensioners Welfare	Lok Nayak Bhawan	C Edit C Detail					
★ Tours	< L						1644	(NG)								
Holidays	<	6	160877	x0000000x 0877	Aakash Kumar		xxxxxx 4345	Sr. Network Admin	CollabCAD Development Group	CGO Complex A- Block	C Edit C Detail					
🛓 User Manager	<	7	272674	x0000000x 2673	Aamir Ali Hakim		xxxxxx 0059	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	C Edit C Detail					
		8	999991	x0000000x 9991	Aanchal		X00000X	Others		CGO Complex A- Block	C Edit C Detail					

Figure: 24

	Employee Detail	
Aadhaar Number :	xxxxxxxx 1242	
Employee Name :	A P	
Organization Name :	National Informatics Centre (NIC) - MeitY	
Designation :	Tradesman H(Tech)	
Division within Organization :	General Infrastructure	Ø Deactivate Ø Transfer
Office Location :	CGO Complex A- Block	
00B :	08-09-1963	
lender :	Male	
Nobile No. :	XXXXXX 6720	
E-Mail :	a	
Aadhar Status :	Aadhar Verified	

Figure: 24(a)

3. IN-ACTIVE DEVICE

All employees who are rejected by Nodal from the Aadhaar Verified Employee section will be visible here. Nodal officer can also activate and get the list of In-active employees

Attendance.gov.in	≡					Back to Employee Corner English 🔻					
B Dashboard	Mana	Anage Employee Active Employees & Manage Employee > In Active									
All NIC Dashboard	In Arthu										
A Console	in Activ	In Active Employees on (BAS)									
¢& Manage Master <	Sear	ch by Name/Mobile	e Q S	earch					≜ Export		
😐 Manage Device 🧹	S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail		
A Monitoring Group	1	038775	xxxxxxx 8775	Shalu Chaudhary	xxxxxx 7073	Programmer	Pension And Pensioners Welfare	Lok Nayak Bhawan	Ø Detail		
	2	433251	x000000x 3251	Shilpy Singhal	xxxxx 3515	Assistant Programmer (NG)	Transferred Emp Division	Transferred Emp Location	☑ Detail ≓ Transfer		
🗂 Shift Group <	3	091937	20000000 1937	Girish Chander	xxxxx 2656	Team Leader(NG)	Transferred Emp Division	CGO Complex A- Block	☑ Detail ≓ Transfer		
😸 Manage Employee 🤇											

Figure: 25

4. TRANSFER EMPLOYEES

A list of Employees transferred from other organizations can be viewed here.

Attendance.gov.in	=					Back to Employee Corner	Englis					
Bashboard	Ν	lanag	ge Employe	C Transfer Employee		֎ Home ≥ Manage Employee ≥ Transfer Employee						
All NIC Dashboard	5	Transfor										
A Console	Ľ	TRUSIE	Employees on	(BAS)					Q Search Old Tran	Isferred Employe		
ପ\$ Manage Master <		S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail		
😐 Manage Device 🔍		1	820330	xxxxxxx 0330	Mahendra Narayan Singh	xxxxxx 9982	Deputy General Manager	NBCC Towers, Bhikaji Cama Place	DMRC Building, Shastri Park	Process		
Monitoring Group		2	848304	xxxxxxxx 8304	Lokesh Singh	xxxxxx 6807	Programmer	National Informatics Centre(NIC)	Electronics Niketan	Process		



5. K.Y.C. FAILED EMPLOYEES

KYC stands for Know Your Customer. It is a process where the identity of the employees is verified before they start marking attendance. The employees whose Name, Date of Birth, Gender and Aadhaar details do not match are listed in KYC Failed Employees list. The Nodal Officer can *edit* employee details by clicking on the Edit button after requesting the employee to give a copy of his Aadhaar.

Attendance.gov.in	≡								Back to En	Back to Employee Corner	
🚳 Dashboard	Mar	Manage Employee Demographics Failed Employees & Demographics Failed Employee > Demographics								aphics Failed Employees	
All NIC Dashboard	Dem	Demographics Failed Employaes on (BAS)									
希 Console		ographico r a	ind Employe	(5/10)							
🕫 Manage Master 🔇 <	S	Search by Name/Mobile Q Search Clear Export									
😐 Manage Device 🤇	S.No	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Category	Designation	Division		Office Location	Detail
🗂 Monitoring Group 🛛 <	1	853800	xxxxxxx 9395	Manju Joshi	xxxxxx 7444	GOV	Tradesman- G(Deo)	NIC Cell, Niti Ayog		Yojana Bhawan	C Detail C Edit
🗂 Shift Group 🛛 <	2	236324	xxxxxxxx 7178	KEWAL KRISHAN	xxxxxxx 1413	GOV	Scientist-F	Indian Language Technology Support		CGO Complex A- Block	C Detail
Manage Employee <	3	600961	x0000000x 7957	JOYDEEP	x00000X	GOV	Scientist-F	ETransport MMP		CGO Complex A- Block	C Detail
🚔 Reports 🛛 <			1001		1100						C' Edit
🗎 Leaves 🗸	4	502450	8531	K R SADANANDAN	3619	GOV	Scientist - E	GIS And Remote Sensing		CGO Complex A- Block	C Detail

Figure: 27

6. SEARCH EMPLOYEE

This functionality helps to search the details of a single Employee by entering Employee Name and attendance id.

Attendance.gov.in	=	Employee Corner English V
a Dashboard	Employee search	Home > Manager Employee > Search
All NIC Dashboard	Employee Name *	
A Console	Enter Employee Name	
🕫 Manage Master 🛛 <	Attendence ID * Enter Attendence Id	
교 Manage Device 〈	Search	
🛱 Monitoring Group 🤇		

Figure: 28

7. BLOCK EMPLOYEE

Nodal Officers can Block Employee from marking attendance. Enter the Employee Id and click on Block Employee button. On the pop up screen select the reason for blocking-*Retire, Resigned, Expired, Registered Under Incorrect Organization, Armed Forces Personnel posted out of their respective unit and Employees Transfer from other station.*

Attendance.gov.in	=	Employee Comer	English 🔻
🍘 Dashboard	Employee search	Home > Manage Employee >	Block Employee
All NIC Dashboard	Attendence ID *		
# Console	Enter Attendence Id		
🕫 Manage Master 🛛 <	Search		

Figure: 29

8. VIEW BLOCKED EMPLOYEES

9. ALL EMPLOYEE

The Nodal Officer can view a list of all the Blocked Employees. The employee can be unblocked as well by clicking on the Unblock button.

Attendance.gov	vin	≡	Back to Employee Corner English								
B Dashboard		Mana	Manage Employee Active Employees & Manage Employee > Blocked Employees								
All NIC Dashboard	All NIC Dashboard										
🖨 Console		DIOCKO	u Employees of	I (DAS)							
🕫 Manage Master	<	Sear	Search by Name/Mobile Q Search Clear Lear								
□ Manage Device	<	S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Action	
Monitoring Group	<	1	496637	хооссоох 5939	Alka Aggarwal	xxxxxx 5554	Scientist F	NIC Cell, Niti Ayog	Yojana Bhawan	Unblock	
gp		2	282990	x0000000x 4015	Preeti Jain	xxxxxx 5570	Tradesman-G(Deo)	NHPS, MCTS, NHP, IHIP, MISAG	Nirman Bhawan,New Delhi	Unblock	
💾 Shift Group	<	3	541845	x0000000x 0745	D. A. CHANDEKAR	XXXXXXX 6686	Tradesman-G(Deo)	Ministry Of Statistics & Programme Implementation	Sardar Patel Bhawan	Unblock	
嶜 Manage Employee	<	4	568750	x0000000x 1852	Vimal Roy	xxxxxx 4039	Tradesman-G(Deo)	Unique Identification Authority Of India (UIDAI)	Jeevan Bharti Building	Unblock	
🚔 Reports	<	5	573808	x0000000x 4404	Dr Brij Bhushan	xxxxxx 0490	Scientist F		CGO Complex A- Block	Unblock	
		6	763617	x0000000x 3965	R ARUL MOZHI VARMAN	xxxxxx 1431	Scientist - E	Ministry Of Statistics & Programme Implementation	Sardar Patel Bhawan	Unblock	
🖰 Leaves	<	7	421529	x0000000x 1717	SHEFALI SUSHIL DASH	x00000x 8528	Scientist-G	Information Technology	CGO Complex A- Block	Unblock	
⊀ Tours	<	8	526518	x0000000x 4494	A.Saravanambika	xxxxxx 0809	Scientist-D	Financial Analytics Unit	Lok Nayak Bhawan	Unblock	
G Holidays	<	9	798849	x0000000x 7948	LEKH RAJ MALIK	xxxxxx 3373	Scientist F	Ministry Of Health And Family Welfare	CGO Complex A- Block	Unblock	
		10	737752	x0000000x 3518	Harish Bhatnagar	xxxxxx 7252	Tradesman- F (DEO)		Shastri Bhawan	Unblock	

Figure: 30

A list of all the employees can be seen by clicking on the '*All Employees'* button. The list shows details such as *Attendance Id, Employee Name, Mobile Number, Designation, Division, Office Location and Status* i.e. if the employee is in Active, New Registration or Blocked

Attendance.gov.in	=								3ack to Employee Corner	English 👻	
» Aadhaar Rejected Employee	Mana	Manage Employee All Employees All Employees All Employees									
» Aadhaar Verified Employee											
» Active Employees	All Employees on (AEBAS)										
Inactive Employees	Aren	Dioyees	SIT (ALBAS)								
» Transfer Employees											
» K.Y.C Failed Employees	Sea	rch by Na	me/Mobile	Q Search Clear						AExport	
» Search Employee	S.No.	Att.ID	Employee Name	Email	Mobile	Category	Designation	Division	Office Location	Status	
» Block Employee	1	703453	A Dileep Kumar	dileep6084.nic@gmail.com	x00000x 4029	NGOV	Programmer (NG)	EOffice Project Division	DMRC Building, Shastri Park	New Ragister	
» View Blocked Employees	2	291242	A P Raju	ap.raju@nic.in	x00000x 6720	BOV	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	Active	
» All Employee	3	078549	A. Jenishly	jenishlythomas@gmail.com	x00000x 1139	NGOV	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Active	
» Nodal Officer Update	4	716317	Aabhas Bhardwaj	aabhas.epri@gmail.com	x00000x 9044	NGOV	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	Active	
	5	350110	Aabhas Johar	CS24.SP-DL@NIC.IN	xxxxx 9004	NGOV	Sr. Network Admin	Web Hosting And Cloud Computing Services	National Data Center Shastri Park	Active	
💼 Reports 🛛 <	6	329883	Aahil Hussain	aahil.wsd@nic.in	xxxxxx 1102	NGOV	Programmer (NG)	Awaas Project	CGO Complex A- Block	New Ragister	
🗂 Leaves 🗸 <	7	774531	Aakanksha Singh	aakankshasingh91@gmail.com	xxxxx 1644	NGOV	Assistant Programmer (NG)	Pension And Pensioners Welfare	Lok Nayak Bhawan	Active	
	8	160877	Aakash Kumar	aakash.k@gov.in	x00000x 4345	NGOV	Sr. Network Admin	CollabCAD Development Group	CGO Complex A- Block	Active	
¥ Tours ≺	9	272674	Aamir Ali Hakim	aamirali05@gmail.com	x00000x 0059	NGOV	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Active	
O Holidays <	10	999991	Aanchal	aanchal.libran@gmail.com	x00000x 8853	NGOV	Others		CGO Complex A- Block	Active	

Figure: 31

10. NODAL OFFICER UPDATE

Updates from and about the Nodal Officer can be viewed. The Nodal Officer can himself update the screen in case he is handing over the responsibility to someone else. The changes can be done in Nodal Officer Name, Designation, Mobile Number and Nodal Email. Click Submit once the changes are done.

Attendance.gov.in	=	Back to Employee Corner English v				
a Dashboard	Nodal Officer Nodal Officer Update	Home ⇒ Nodal Officer Detail Update ⇒ Uudate Nodal				
All NIC Dashboard	Organization Name	Instructions for updating nodal officer deatils				
# Console	National Informatics Centre (NIC) - MeitY	1. Enter the Nodal officer name. 2. Enter the Nodal officer designation.				
	Nodal Officer Name	3. Enter the Nodal officer Mobile. 4. Enter the Nodal officer Email Id.				
📽 Manage Master <	Dr. Ranjna Nagpal	Note:				
😐 Manage Device. 🔦	Designation	a. Nodal officer record updated in the nodal register will be represented accordingly in the nodal officer register.				
	Scientist-G	b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll tree no.).				
Monitoring Group <	Mobile					
🗂 Shift Group 🧹	9818899651					
N N C 1	Nodal Email					
Manage Employee <	ranjna@nic.in					
🚔 Reports 🧹	Submit					
🛱 Leaves <	SUUTE					

Figure: 32

Reports

Various reports such as s Attendance Register, Advance Report, Date wise Attendance and Weakly/Monthly report can be generated for the organization.

1. ATTENDANCE REGISTER

One can get the Attendance Register Report between the date ranges by selecting the office location and division/unit.

Attendance.gov.in	=	Employee Corner English 👻
28 Dashboard	Attendance Register by Division/Unit	Bashboard > Attendance Register
All NIC Dashboard		Instructions for generating the Attendance Register
# Console	Office Location All Location	Select the Office Location Select the Division/Unit Select Month and Year for which the register has to be generated
¢\$ Manage Master	Division/Unit within Organization	A detex mount and team to immunitie register into the generated. A Please review the form before submission. Note:
🖵 Manage Device <	- Select Division/Unit -	 If your Office Location, Division/Unit does not appear, please add Office Location and Division/unit for your Organization from your Nodal Officers login.
🛱 Monitoring Group <	Date range: Select Date	b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.
🗂 Shift Group 🛛 <	Generate Attendance Register	c. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).
🖀 Manage Employee <		

Figure: 33

2. ADVANCE REPORTS

Attendance reports can be generated based on parameters such as- daily, weekly, bimonthly and monthly and the data can be exported in Excel.

Attendance.gov.in		Employee Corner English 👻
🔹 Dashboard	Attendance Reports advance reports by Division/Unit	Dashboard = Advance Reports by Division/Unit
All NIC Dashboard		Instructions
🛪 Console	Office Location * AllMS Hospital	1. Select the name of your Organization 2. Select the Office Location 3. Select the Division/Unit
😋 Manage Master 🔍 <	Division/Unit within Organization *	 Select date duration for which the register has to be generated. Please review the form before submission.
	Administration-I v	Note: a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/unit for your Organization from your Nodal Officers Ionin
🗂 Monitoring Group 🛛 <	Date range: Image: Click Here to open catendar	 b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.
🗂 Shift Group 🔍	← Apr 2018 → Apr 2018 → FROM TO	c. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).
🗃 Manage Employee 🛛 <	Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa 25 26 27 28 29 30 31 25 26 27 28 29 30 31 Apply Cancel	
📾 Reports 🗸	1 2 3 4 5 6 7 1 2 3 4 5 6 7	
📛 Leaves 🔍	8 9 10 11 12 13 14 8 9 10 11 12 13 14 15 16 17 18 19 20 21 15 16 17 18 19 20 21	
at Tours <	22 23 24 25 26 27 28 22 23 24 25 26 27 28 29 30 1 2 3 4 5 29 30 1 2 3 4 5	

Attendance.gov.in	=									Employee C	corner	English
	Atter	ndance F	Reports advance rep		Dashboard > Advance Reports by DivisionRin							
	Organ	ization: National Informatics Centre (NIC) - MeitY Office Location: CGO Complex A- Block Division/Unit : Administration-I Date Range : 03/01/2018 - 03/31/2018										
	_											
00 Manage Master <	Rep	ort										
교 Manage Device 《		Export O Ba	Name	Designation	Total Marijan	Total Davis	Total Davis Come Affer	Total Davis Galas Batara	Total Maura	hist	Augenage Bar	
· Manifester Group	No	Id	Namo	Designation	days	Present	09:00:00	17:30:00	Spent	Closed	Day	
	1	863698	Anandhi Ramachandran Saklani	Junior Secretariat Assistant (jsa)	19	0	0	0	00:00:00	0		📰 Dotaila
Shift Group	2	451094	Anju Verma	Assistant Section Officer (aso)	19	0	0	0	00:00:00	0		I Ootails
Manage Employee <	3	494583	Jagdish Kumar	Junior Secretariat Assistant (jsa)	19	21	21	7	140:18:00	0	06:40:51	III Details
Reports <	4	410971	Naresh Kumar	Multitasking Staff	19	20	14	20	158:03:35	0	07:54:11	III Dotailo
	5	561500	P.r. Dabral	Deputy Director	19	21	6	4	177:26:04	0	08:26:57	🔳 Dotails
	6	496821	Pradeep Kumar	Junior Secretariat Assistant (jsa)	19	21	21	2	165:27:10	0	07:52:43	E Dotails

Figure: 34(a)

3. DATE WISE ATTENDANCE REGISTER

Date wise attendance reports can be generated by the Nodal Officer by selecting the date for which report is sought. The data can be exported in Excel.

4. CUSTOMIZED ATTENDANCE REPORTS

Nodal Officers can generate customized reports for different employee categories (Government/Non-Government) in a division/Unit. Employee name, employee code, designation; attendance marked during working days, attendance not closed during working days, average in time, average stay per day, tour/leave and stay during holidays are displayed.

5. WEKLY/MONTHLY REPORT

Weekly or Monthly attendance reports can be generated for employees. The user is required to set the date range for the report.

6. BAS REPORTS

Attendance Reports can be generated for different attendance portals i.e. for different sates, Delhi Central and Central governments individually as well. The user selects the URL, types the nodal officers email id and password and clicks on submit button. Various report links are available for the user to choose from-

- No. of employees Vis- a- Vis Attendance Hours
- Employee registered but never marked attendance since registration
- No. of employees working less than 4 hrs excluding Saturday, Sunday & holidays
- Employees Date of Birth is null, less than 18 years & greater than 60 years
- Employees coming Sat, Sun & holiday
- Employee Division wise Report
- Date and Time Wise Reports
- Employee Total Stay Hrs, In Time Average & Out Time Average in a month
- Employee Attendance by Attendance Id
- Attendance Report Name Wise
- Attendance Report Designation Wise
- Repeated Late Comers List
- Attendance log of Employee

NOTE: The user can click on the Details tab and view the graphical representation of the employees daily in and out time. Clicking on Register allows the user to view the page where the presence, leaves, tours and holidays of the employee can be viewed. The details of his/her work hours can also be seen in terms of inlocation with time, out-location with time, total number of in hours and status can be viewed by clicking on the Details tab.

7. B.A.S GRAPHICAL REPORTS

A plethora of graphically represented reports are available for the user. This facilitates better understanding of the facts and figures pertaining to the attendance mechanism.

- Stay Duration
- Error Type Percent
- Employee Name Wise Attendance
- Employee Id Wise Attendance
- Search Employee
- Employee Performance
- Employee Performance
- Device Number Wise Attendance
- Device Type Status
- Device Marking Status
- Attendance Incoming
- Attendance Outgoing
- Employee Marking Attendance in Other Organization
- Employee Marking Attendance
- Attendance Trends
- Error Trends

NOTE: For explanation of the reports refer to the User Manual.

Leaves

Leaves of the employees can be managed by the Nodal Officer through this functionality.

1. ADD LEAVE RECORD

The Nodal Officer has the option of adding the leave record of an employee. He can accept or reject the leave, by clicking on the Cancel button. The system will ask for a confirmation. If confirmed the leave request gets cancelled.

Attendance.gov.in	≡	Back to Employee Corner English 🔻
🏟 Dashboard	Leave employee leave record	Home > Leave > Add Leave
All NIC Dashboard	Employee Name *	Instructions for adding a leave record of an employee
# Console	SUNITA YADAV (000035) *	1. Select the name of Employee 2. Select Leave type 3. Select the DivisionUnit
ପଞ୍ଚ Manage Master <	CL v	 Enter the leave start and end date in dd-mm-yyyy format Enter the reason.
😐 Manage Device 🧹	Leave Category * Fuil Day	Note: a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.
🛱 Monitoring Group <	Leave Start Date * Leave End Date *	b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).
🛱 Shift Group <		
🗑 Manage Employee 🤇	Resson travelling	
🖻 Reports 🛛 <	Submit	
🛱 Leaves 🛛 <		

Figure: 35

2. APPROVED LEAVES

The user can view a list of all the already approved leaves. The reason for which leave was requested is mentioned. Nodal Officer has the authority to cancel the leave if it is not availed.

C Attendance.gov.in	=								Back to Employee Corner	Engli	sh 👻
ළු Dashboard	Lea	ve employee	e leave record						džis Home >	Leave > Employe	e Leave
All NIC Dashboard	8	earch Employ	ee Name		Q Searc	h Clear				≜ Export	
# Console	SI.no.	Employee Name Organization Name			Leave Category	Leave Type	Leave Start Date	Leave End Date	Reason	Action	
OG Manage Master <	1	203919	Amit Kumar	National Informatics Centre (NIC) - MeitY	Full day	EL	27-04-2018	27-04-2018	Goint to Jammu	× Cancel	Edil
Manage Device <	2	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeitY	Full day	EL	05-03-2018	09-03-2018	Personnel to attend family function at hometown	* Cancel	Edit
🗂 Monitoring Group 🛛 <	3	846752	BINDHU SREEKESH	National Informatics Centre (NIC) -	Full day	cc	05-03-2018	16-03-2018		×	Edit
🗂 Shift Group 🧹				MeitY						Cancel	_
🖶 Manage Employee 🛛 <	4	637024	Mahendra Pal	National Informatics Centre (NIC) - MeitY	Full day	CL	01-03-2018	05-03-2018	Visiting Hyderabad	× Cancel	Edit
📾 Reports	5	607221	Alka Gupta	National Informatics Centre (NIC) - MeitY	Full day	CL	13-02-2018	13-02-2018	Not feeling well due to fever and cold.	× Cancel	Edit
🛱 Leaves <	6	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeitY	Full day	CL	17-01-2018	19-01-2018	Personal	×	Edit
r¥ Tours ≺	7	848004	ASHOK DIMRI	National Informatics Centre (NIC) -	Full day	EL	15-01-2018	19-01-2018	Going to Dehradun		Edit
Holidays <				MeitY						Cancel	
🚢 User Manager 🧹 <	8	701875	SHYAM MURLI MANOHAR	National Informatics Centre (NIC) - MeltY	Full day	CL	10-01-2018	10-01-2018	ci personal work	× Cancel	Edit
Settings	9	234896	Shailendra Saxena	National Informatics Centre (NIC) - MeitY	Full day	CL	05-01-2018	05-01-2018	Personal Work	≭ Cancel	Edit
O Change Deseuverd											

Figure: 36

3. LEAVE REQUESTS

Fresh leave requests of the employee are reflected in this report. Details of leave request include the employee id, employee name, organization name, leave category, leave type, leave start date, leave end date, reason for leave and the action taken (Accept/Reject) on it can be seen here.

C Attendance.gov.in	=	Back to Employee Corner English											
ø20 Dashboard	Lea	AVC employee leave record 🔹 Home - Leav											mployee Leave
All NIC Dashboard	5	Search Emplo	oyee Name			Q Search Clear							
# Console	SI.no.	Employee Id	Employee Name	Organization Name	Division	Leave Cat	Leave Type	Leave Start Date	Leave End Date	Reason	Action		
08 Manage Master <	1	652352	Vivek Mishra	National Informatics Centre (NIC) - MeitY	CollabCAD ERP CRM	Half day - Fore Noon	CL	23-04- 2018	23-04- 2018	Personal	- Approve	Reject	Edit
I Manage Device <	2	314573	Shailendra Yadav	National Informatics Centre (NIC) - MeitY	Network and Security for MHA, MEA, MOIA	Half day - After Noon	CL	20-04- 2018	20-04- 2018	Going Out Station to meet family	- Approve	Reject	Edit
Monitoring Group <	3	365410	MANOJ SINGH NEGI	National Informatics Centre (NIC) - MeitY	NIC-CERT Division	Full day	Other	17-04- 2018	17-04- 2018	Compensatory leave for Duty Officer on 18 March	- Approve	Reject	Edit
🗂 Shift Group 🤇	4	152909	AJAY PRAKASH VISHWAKARMA	National Informatics Centre (NIC) - MeitY	Network and Security for MHA, MEA, MOIA	Full day	EL.	16-04- 2018	20-04- 2018	home town visit	🖌 Approve	Reject	Edit
Manage Employee <	0	632385	Atul Rastogi	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	Other	09-04- 2018	09-04- 2018	Compensatory leave for NIC night duty on 08-Apr-20	🖌 Approve	Reject	Edit
📾 Reports 🤇	6	472838	Achintya Gupta	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	EL	05-04- 2018	05-04- 2018	unavoidable work	Approve	Reject	Edit
🗂 Leaves 🤇	7	472838	Achintya Gupta	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	CL	28-03- 2018	28-03- 2018	un avoidable work	Approve	Reject	Edit
and Tours <	8	933787	DINESH CHANDRA	National Informatics Centre (NIC) - MeitY	Minority Affairs	Half day - After Noon	CL	28-03- 2018	28-03- 2018	To visit native place during holidays 29th march t	✓ Approve	Reject	Edit
Holidays <	9	632385	Atul Rastogi	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	Other	26-03- 2018	26-03- 2018	Official Tour to IGMRI Hapur for launching of webs	✓ Approve	Reject	Edit
🛎 User Manager 🤇 🤇	10	637024	Mahendra Pal	National Informatics Centre (NIC) - MeitY	Vice President Secretariat	Full day	CL	26-03- 2018	26-03- 2018	Pain in Knee	- Approve	Reject	Edit

Figure: 37

Tours

Employees on tours have to be accounted for, so that they are not considered absent. This can be done through this functionality.

- 1. ADD TOURS
 - To add the tour of an employee into the records

Attendance.gov.in	=			Back to Employee Corner English
ab Dashboard	Tour employee tour record			#b Home > Tour > Add 1
All NIC Dashboard	Employee Name *			Instructions for adding a leave record of an employee
# Console	- Select Employee Name -		•	1. Select the name of Employee 2. Enter the tour start and end date in dd-mm-yyyy format 3. Enter the reason.
©© Manage Master <	- Select -		•	Note: a. Employee tour record added in the tour register will be represented accordingly in the employee attendance
😐 Manage Device 🛛 🗧	Tour Start Date	Tour End Date		register.
🗂 Monitoring Group 🛛 <	Tour Date	Time Period *		5. For any order assistance presses get in ouch man are responsed in 1999 Th 200 (for new not).
🗂 Shift Group 🧹	Select Tour Date	After Noon	٠	
Manage Employee <	Reason			
📾 Reports 🔹 🤇	Cubwill			
🗂 Leaves 🤟 🤇	Submit			

Figure: 38

2. APPROVED TOURS

To get approved tour details of an employee.

Attendance.gov.in	=							Back to Employee Corner	En	alish 👻
an Dashboard	Tour	employee tou	r record					ab Hor	ne > Tour > Emp	ployee Tour
	Se	arch Employe	e Name		Q Search	Clear			≜Ехро	et
	SI.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Tour Category	Reason	Action	
Ø\$ Manage Master <	1	704549	Lissy George	National Informatics Centre (NIC) - MeitY	23-04-2018	26-04-2018	Full day	IWAI-Kochi eOffice Training	× Cancel	Edit
A Manage Device <	2	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Full day	conference at IB	* Cancel	Edit
	3	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeitY	22-03-2018	28-03-2018	Full day	5 Days Non-Residential training at IIT, Delhi	× Cancel	Edit
Monitoring Group	4	234896	Shailendra Saxena	National Informatics Centre (NIC) - MeitY	27-02-2018	27-02-2018	Full day	Official Visit to Lucknow	¥ Cancel	Edit
🗂 Shift Group 🤇	5	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeitY	16-02-2018	21-02-2018	Full day	Tour to Mysore for PM conference	× Cancel	Edit
嶜 Manage Employee 🛛 <	6	526011	Sangeeta Aggarwal	National Informatics Centre (NIC) - MeitY	12-02-2018	14-02-2018	Full day	Rgd. Meeting of Scientific Advisory Committe (SAC)	* Cancel	Edit
🛍 Reports 🛛 <	7	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	02-02-2018	02-02-2018	Full day	one day PFMS training at INGAF near IIT Delhi	* Cancel	Edit
	8	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	25-01-2018	25-01-2018	Full day - Fore Noon	NIC Faridabad District Center for clearance of old	🗙 Cancel	Edit
	9	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeitY	22-01-2018	23-01-2018	Full day	TEGRI Meeting	* Cancel	Edit
Holidays <	10	910344	R Vijay Raghavan	National Informatics Centre (NIC) - MeitY	04-01-2018	05-01-2018	Full day	Going to Mumbai for IT Committee Meeting of the O/	🔀 Cancel	Edit

Figure: 39

3. TOUR REQUESTS

To get the Tour Request details of an Employee

C Attendance.gov.in	=						Back to E	nployee Corner		English 👻
øð Dashboard	Tour	employee tou	r record			ø2e Ho	me > Tour >	Employee Tour		
All NIC Dashboard	Se	earch Employee	e Name		Q Search	Clear				
🐗 Console	SI.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Reason	Action		
Øg Manage Master <	1	807911	SHAMBHU KUMAR	National Informatics Centre (NIC) - MeitY	25-04-2018	28-04-2018	FRRO COnference	✓ Approve	Reject	Edit
교 Manage Device 〈	2	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MeitY	12-04-2018	13-04-2018	Official tour to chennai	✓ Approve	Reject	Edit
🗂 Monitoring Group 🛛 <	3	723874	Dr. Prem Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Participation in Conference of the Chief Informati	🗸 Approve	Reject	Edit
M Shift Group	4	844590	Ashutosh Rai	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Conference of CISO's regarding cyber security	✓ Approve	Reject	Edit
Managa Employee	5	728061	Hari Om Mishra	National Informatics Centre (NIC) - MeitY	01-04-2018	10-04-2018	TEsting	✓ Approve	Reject	Edit
Manage Employee	6	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	21-03-2018	22-03-2018	Testing of Tour Module	✓ Approve	Reject	Edit
📾 Reports 🛛 <	7	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MeitY	12-03-2018	13-03-2018	Official tour to Mumbai(Gartner Event)	✓ Approve	Reject	Edit
🗂 Leaves 🗸 <	8	882878	Prabir Kumar Mitra	National Informatics Centre (NIC) - MeitY	26-02-2018	02-03-2018	5 days non residential Training at IIT-Delhi nomin	✓ Approve	Reject	Edit
X Tours ≺	9	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	21-02-2018	21-02-2018	Hald day Cloud Orientation Porgram at NDC Shashtri	✓ Approve	Reject	Edit
Holidays <	10	236324	KEWAL KRISHAN	National Informatics Centre (NIC) - MeitY	08-02-2018	10-02-2018	Rajbhasha Sammelan at Varanasi	🗸 Approve	Reject	Edit

Figure: 40

Holidays

This functionality helps to add holidays in the records.

1. ADD HOLIDAYS

Nodal Officer is authorized to add holidays in the system, if they are not already added or have been declared later.

Attendance.gov.in	≡	Back to Employee Corner English 🔻
Bashboard	Holiday add holiday	🚯 Home > Add Holiday
All NIC Dashboard		
# Console	Holiday Date	Instructions to Add Holiday Information. 1 Select Holiday Category
¢\$ Manage Master 〈	Holiday Name	2. For holidary category of Other Holiday, Select Organization Name from the dropdown list. 3. Enter Holiday Date 4. Enter Holiday Date
🖵 Manage Device 🛛 <	Holiday	5. Enter Holiday Description. Note:
🗂 Monitoring Group 🛛 <	Description *	a. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toil free no.).
🛱 Shift Group <	Submit	
嶜 Manage Employee 🤇		

Figure: 41

User Manager

The Nodal Officer admin roles and adding a new user as a new Admin can be managed from here.

1. ADD USER

A new user can be added by the Nodal Officer.

Attendance.gov.in	=	Back to Employee Corner English 🔻
🍘 Dashboard	Add User	a& Home ⇒ Manage User ⇒ Add User
All NIC Dashboard	Username *	
# Console	Enter Username	
Ø6 Manage Master <	Email * Enter Email	
😐 Manage Device 🗸	User Type *	
🗂 Monitoring Group 🗸	Select Type *	
🛱 Shift Group 🤇	Submit	

Figure: 42

2. VIEW NODAL ADMIN

User can view a list of all the Nodal Admin here along with the last IP address and last login time and date.

Attendance.gov.in	≡								1 aebastest -		
🕸 Dashboard	Regist	istered Users Nodal Admin 💩 Home > Dashboard > Console > Registered									
All NIC Dashboard											
# Console	Sei	arch Username			Q Search Cl	ear					
o\$ Manage Master <	Sno	Username	Email	Last IP	Last Login	Action					
Manage Device	1	aebastest	kh****@gmail.com	10.1.13.87	2018-05-02 11:48:30	Deactivate	C Edit Email	Reset Password	O Delete		
🛱 Monitoring Group <	2	nicstate	ak****@gov.in	10.128.68.39	2018-04-12 13:12:15	Deactivate	C Edit Email	Reset Password	S Delete		
🗂 Shift Group 🛛 <	3	rajesh_saxena	ra****@nic.in	10.25.97.69	2018-03-07 12:38:01	Deactivate	C Edit Email	C Reset Password	O Delete		
📽 Manage Employee 🛛 <	4	dgnic	ne****@nic.in	10.1.9.25	2017-11-27 15:19:24	Deactivate	C Edit Email	Reset Password	O Delete		
Reports <	5	nic	ra****@nic.in	10.1.12.72	2014-09-18 12:33:19	Deactivate	C Edit Email	Reset Password	O Delete		
🛱 Leaves 🗸 🤇											

Figure: 43

3. VIEW NODAL REPORT VIEWER

A list of all the Nodal Report Viewer along with the last IP address and last login time and date can be viewed. The nodal report viewer can be deactivated and in addition his email id and password can be reset through this screen. The Nodal Report Viewer can also be deleted.

Attendance.gov.in	≡								1 aebastest 🗸
🔹 Dashboard	Regis	tered Users No	dal Admin Report Viewer					🏶 Home > Dashboard >	Console > Registered Users
All NIC Dashboard									
A Console	S	earch Username			Q Search	Clear			
¢\$ Manage Master <	Sno	Username	Email	Last IP	Last Login	Action			
☐ Manage Device <	1	vsn_nodalviewer	va****@nic.in	10.153.7.61	2015-05-11 12:20:47	Deactivate	C Edit Email	Reset Password	S Delete
Monitoring Group <	2	Ir_malik	dh****@gmail.com	10.1.13.224	0000-00-00 00:00:00	Deactivate	C Edit Email	Reset Password	O Delete
🗂 Shift Group <									
	_								

Figure: 44

Settings

Nodal Officer can *Activate* or *Deactivate* the daily SMS and Email service using this functionality. He may want to send SMS or Email or both related to attendance marked. This can be done by clicking on the *Add New* button, entering the *Name, Email Id and Mobile Number* of the concerned person. Select if *SMS and Emails* have to be sent and if the services have to be *Enabled* or *Disabled*.

Attendance.gov.in	=		Back to Employee Corner	English 🔻
🙆 Dashboard	Settings		é	B Home > Settings
All NIC Dashboard	Hi aebastest!		Attendance Summar	y by Mail/SMS
# Console	Your Current Daily SMS Service is Active.	Your Current Daily Email Service is Active		
¢\$ Manage Master <	Click below icon to change your status.	Click below icon to change your status.		
😐 Manage Device 🛛 <	Daily SMS	Daily Email		
🗂 Monitoring Group 🧹				

Figure: 45

Change Passwords

The Nodal Officer can reset his Password by entering the *Old Password* and then the new one. Confirm the new password. Click on *Submit*.

Ensure logging out after completing all activities.