

No. E(G)2014/LE 1-27

Dated: 30-12-2014

All General Managers, Zonal Railways/
Production Units/ Metro/Kolkata,
CORE/Allahabad, DG/ RDSO & CAOs/PUs

Sub: Introduction of Biometric Attendance System on Indian Railways

As per decision of government contained in Department of Personnel & Training OM no.11013/9/2014/Estt.(A-III) dated 21st November 2014 (copy enclosed), Biometric Attendance System has to be implemented on Indian Railways by 26th January, 2015. An Aadhar based Biometric Attendance System has already been successfully put in place at the Railway Board office and it has been decided to replicate the same on Zonal Railways in a phased manner.

2. In the first phase of this project it has been decided to cover those staff working at Zonal HQ office, administrative office of Production Units, RDSO, Kolkatta Metro, CORE Allahabad and Divisional headquarter offices who do not fall under shift duty roster. Attached offices falling under the Zonal HQ and Divisional HQ offices shall not be included in the project at present.

3. A compilation of processes for implementation of AEBAS activities as compiled by C&IS Dte. of Railway Board is enclosed for guidance. Railway offices may encourage the staff to obtain Aadhar Registration numbers and also organise camps on their premises for this purpose to facilitate the process.

4. Zonal Railways and Production Units may take necessary steps to put in place an operational Biometric Attendance System at the earliest, for which devices may be procured as per standard procedure through DGS&D rate contracts. The items have been approved by Department of Electronics and Information Technology (DeitY)/NIC, and come with inbuilt warranty for specific periods. The warranties as available to DeitY should be obtained by the purchasing units as well.

5. The vendor list, specification and prices etc for procuring the devices may be obtained from the official website of National Informatics Centre Services Inc. (NICS) by navigating through the following links :-

***NICS (official website) → OFFERINGS → HARDWARE PERIPHERALS →
FINGER SCANNERS/BIOMETRICS → AEABS PRODUCTS.***

6. It is presumed that the offices chosen for introduction of Biometric attendance system in the first phase already have functional network facility. A small amount is however being sanctioned for upgrading the networking facility and contingency expenses as required. Tele Directorate of Railway Board has made the following observations regarding networking:-

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- a. Wall mounted devices have provision for SIM slots. This to be used for net connectivity.
- b. Railway may strengthen their existing (if available) WLAN network utilising the networking cost provisioned for this purpose.
- c. Railways to provide WLAN network, if not available, and strengthen its railnet network, if required from its own resources.

7. The following guidelines/yardsticks are being laid down for operationalizing this system.

- Overall one device for every 15 employees for every unit (Zone, PU, Division, RDSO, METRO, CORE).
- One wall mounted or PC based device for every 20 staff members (other than Head of Department/Branch Officer).
- Wall mounted and PC based device to be split in 40: 60 ratio, broadly.
- One PC based device for every HOD and above in HQ/PU/RDSO/METRO/CORE and for every Branch Officer in Division.

Iris scanners for employees who cannot use finger based device maybe installed as under:-

- 5 each for old railways
- 3 each for new railways and 30 big divisions.
- 2 each for PUs, others and 40 small divisions.

- 20 percent variation in number of devices may be made to suit local conditions and provision may be made for spares as well.

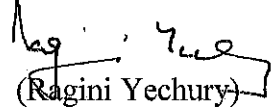
- Rs. 2.0 lacs for every old railway Zonal HQ and big divisions (> 25000 employees) and Rs. 1.5 lacs for others, for network upgradation and other contingent expenses.

8. The introduction of Biometric attendance system does not alter in any way the provisions for late attendance and debiting of leave account and instructions issued on this subject shall apply under the new system as well. Further instructions regarding marking of attendance by staff on duty shall follow. In the meantime Railways may start procuring and installing the system and test it out for a month, before making it compulsorily functional.

9. Instructions regarding provisioning of funds and their accountal shall follow after consultation with Accounts Directorate.

Railways may in the meantime start their planning for implementation of this system.

DA: As above.


(Ragini Yechury)
Executive Director/IR

No: 11013/9/2014- Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances, & Pensions
Department of Personnel & Training

New Delhi, dated 21st November 2014.

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31st December 2014. In other places this may be installed by 26th January 2015

2. The equipment will be procured by the Ministries/ Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.

3. The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.

4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government


(contd....)

C. Narayan

servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.

6. All Ministries/ Departments are requested to bring this to the notice of all concerned.


(J.A. Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:
All Ministries/ Departments (As per standard list)

AEBAS Activities for Implementation

Indicative! May require customization depending on site. Some activities may be done parallelly, to be determined by the implementer.

S. No.	Activity	Remarks
1.	Ensuring every employee has Aadhaar	<ul style="list-style-type: none"> Organize a camp in the campus to generate new ID's. cover all employees. For government organization UID shall provide Aadhaar in 3- 4 working days. Have a tie up with Enrolment agency to handle new arrivals
2.	Verification of employee's Aadhaar ID	<ul style="list-style-type: none"> Verify all Aadhaar submitted biometrically. This is required later for departmental verification. Seed the employee payroll database with the Aadhaar ID.
3.	Create an on boarding request on the NIC website for the organization	<ul style="list-style-type: none"> See http://attendance.gov.in
4.	Ask all employees to enroll themselves on website.	<ul style="list-style-type: none"> Each employee shall upload digital JPG photo of size specified on the website. Photo quality is important as incorrect / poor quality photos result in rejection by the UID verification check. Complete departmental verification of enrolled staff on the website.
5.	Purchase equipment	<ul style="list-style-type: none"> Normally buy the finger print scanner. However, for some persons IRIS scanners may be required. Place order for the AEBAS equipment. Presently available for New Delhi Area under NICSI. http://www.nicsi.nic.in/showitem_prd2.asp?cCode=2&iCode=12 Expected to be available under DGS&D for the rest of the country It takes about 10 second per person. Therefore in a window of 10 min (600 sec) theoretically 60 persons can be scanned. The normal heuristics for deployment are 1:30-to 1:40 per wall mount unit. 1:10 to 1:15 per desktop unit. Ensure good network connectivity of all devices to the internet.! Very Important
6.	Setting up the attendance system hardware.	<ul style="list-style-type: none"> Setup wall mount units in traffic areas. Setup desktop units in working areas. Use your best judgement ENSURE NETWORK CONNECTIVITY TO INTERNET.!!
7.	Start trial runs	<ul style="list-style-type: none"> Ensure that all employees have marked their attendance. Required to ensure that the biometric scanning works for all persons. The finger print scanners are true about 95% of times.

		<p>Expect 5% scanning errors. Normally rectifiable by another attempt. But for some persons the following action will be required</p> <ul style="list-style-type: none"> ○ Arranging for a Best Finger Detection Camp (BFD Camp) ○ Severe problems shall require UID intervention. ○ Worse case is to use IRIS scanners
8.	Issue instructions to start biometric attendance as per the DOPT directives.	<ul style="list-style-type: none"> ● See office memorandum 11013-9-2014-Estt-A-3 dated 21/11/2014.