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Government of India
Ministry of Electronics & Information Technology
Digital Governance Group

Electronics Niketan, New Delhi-110003
Dated: 16.11.2023

OFFICE MEMORANDUM

Subject: Policy for Aadhaar Enabled Biometric Attendance System (AEBAS) platform.

The undersigned is directed to forward herewith a copy of Aadhaar Enabled Biometric Attendance System (AEBAS) Policy outline the use of AEBAS platform design & developed by NIC for various government institutions and agencies.

This issue with the approval of Secretary, MeitY

Sagar

(D.K.Sagar)
Deputy Secretary to the Govt. of India
Tel : 011-24301234

Encl: as above

To

1. All Ministries/Departments of Government of India
2. All Departments of State Governments.

Copy to:

1. Secretary, MeitY
- ✓ 2. DG(NIC)
3. Joint Secretary, Digital Governance Division, MeitY

. DDG (RR)

महानिदेशक कार्यालय (स.सू.वि.के.)
उपरी श्रेणी
प्राप्ति दिनांक. 16-11-23
निकासी दिनांक. 19-11-23

Recd. at 14.53pm.
D. Kumar
17/11/23



सत्यमेव जयते

AEBAS implementation Policy

Of

Government of India

October 2023
Version 1.1

Ministry of Electronics and Information Technology
National Informatics Center
Government of India
New Delhi - 110003

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1. Introduction

1.1. The AEBAS (Aadhaar Enabled Biometric Attendance System) system was developed and implemented in the Central Government offices including attached/ Sub-ordinate offices in India, as per the Office Memorandum No. 11013/9/2014- Estt (A-III) dated 24th November 2014 issued by DoPT (Department of Personnel & Training), Ministry of Personnel, Public Grievances & Pensions, made operational. The AEBAS services were extended to State Government and other Government organizations. Now, the service is being used by the Government and its' associated organizations (like attached offices, Subordinate offices, Autonomous bodies), PSUs, Boards, Corporations, Authorities, Trusts, Societies etc. (henceforth known as Organization [1] for this policy document). The service is extended to the employees of the Universities and Colleges of Central and State Government.

1.2. This policy of Government of India lays down the guidelines with respect to use of AEBAS service by Central Government, State Government and its' associated organizations including Government Schemes. The implementing agency, to provide the AEBAS service shall be NICS (National Informatics Centre Services Incorporated), with technical supervision of the NIC (National Informatics Centre) under the MeitY (Ministry of Electronics and Information Technology).

2. Scope

2.1. To make AEBAS as self-sustainable service.

2.2. The AEBAS service provided by NIC may be used by any kind of Government Organization/ Schemes etc. for marking attendance.

3. Objective

3.1. The objective of this policy is to facilitate the user [2] to mark their attendance digitally from anywhere through UIDAI registered devices by various method like finger-print, face authentication, Iris etc. and facilitate the organization to monitor.

3.2. The AEBAS service would be offered free to Central Government Ministries / Departments/ subordinate /attached offices. It will be also free

of cost to Judicial Bodies, Apex Bodies and State Government Ministry/
Departments / Directorates only.

3.3. The services will be offered on paid basis to all other offices of Central and State Government including Autonomous Bodies, Boards, Authority, Corporations, PSUs, Commissions, Societies, Trusts, Councils, Central/State Universities, Government schemes etc.

3.4. Any other policies, guidelines or instructions previously issued on AEBAS shall be superseded by this policy.

3.5. AEBAS services are provided within India only.

4. Basic requirements for availing AEBAS Service of GoI

4.1. Onboarding AEBAS service by any organization

4.1.1. The organization willing to avail AEBAS services must identify an officer as Nodal Officer ^[3] for implementation. The Nodal Officer will be the SPOC (Single Point of Contact) for NIC/NICSI, for smooth and successful implementation of AEBAS.

4.1.2. The nodal officer may get registered Organizations' domain name with any domain registrar or may request NIC for domain name registration depending on the requirement.

4.2. Responsibilities of User Organizations

4.2.1. The details of the nodal officer must be kept updated at all the time on the portal.

4.2.2. The responsibility to purchase, installation, maintenance etc. of the physical device for marking attendance lies with the respective organization.

4.2.3. It is suggested that UIDAI guidelines to be followed regarding the attendance devices. BAS supports all UIDAI certified devices. However, before buying any devices please ensure that the devices are compatible with AEBAS.

4.2.4. before availing the services, the organization must sign MoU with implementing agency and ensure that the pre-requisites are met.

4.2.5. Competent Authority [4] of the concerned organization should ensure dissemination of the AEBAS policy.

4.2.6. The user organization will be responsible to give replies related to RTI, Parliament Questions, Court cases, grievances, legal matter and any kind of other query related to attendance.

4.3. Responsibilities of the Nodal Officer

4.3.1. The nodal officer will function as overall administrator related to the operations of AEBAS, he/she will be responsible for all activities to maintain

the attendance portal related to his/ her domain. The ownership of the attendance data lies with the respective nodal officer.

- 4.3.2. The payment (if applicable) will be based on registered users. The Nodal Officer has to ensure that the users are as per his/her organization and download the attendance data regularly.
- 4.3.3. For continuity of services, the nodal officer must ensure timely payment of the services. Failing to which, the services may be stopped. The detailed responsibilities of Nodal Officer are mentioned in MoU/ Agreement.

5. Responsibilities of NICSI

- 5.1.1. NICS I will be Implementing Agency for AEBAS system.
- 5.1.2. MoU must be signed between NICS I and concerned organization.
- 5.1.3. Performa Invoice/ bill and other financial related matters will be dealt by NICS I with user department. NICS I has to ensure that timely payment is received from organization for smooth operations of AEBAS services.
- 5.1.4. The AEBAS charges will be fixed by NICS I and can be revised time to time.
- 5.1.5. NICS I will provide all the necessary assistance for cloud infrastructure, manpower and other resources for sustainability of AEBAS services.

6. Responsibilities of NIC

- 6.1.1. NIC will be responsible to provide technical solution to user organizations including operation and maintenance.
- 6.1.2. NIC shall maintain attendance data of the user for a period of five years. (two years online and three years in archival mode only).
- 6.1.3. NIC may use the attendance data for analytics, as and when required by the Government.

7. Attendance data of the Organization

On request of the Nodal Officer, NIC shall enable related APIs to download the employees' attendance record of the organization. The organization can generate any kind of report using this data. Once the data is downloaded by the organization, NIC does not have any responsibility of the data security, accuracy and privacy etc.

8. SLA (Service-Level Agreement)

- 8.1.1. NIC will establish support channel in consultation with user.
- 8.1.2. NIC will manage the services through PMU for routine operations and resolution of issues.
- 8.1.3. Operations AEBAS depends on many factors like Data Centers, Network services, integration with UIDAI for real-time authenticated for attendance

marking, etc., NIC will provide the best of services for the user for marking of attendance. However, any unforeseen disruption for marking of attendance will be notified as Downtime on the Portal.

8.1.4. All pre-planned maintenance activity will be notified to the user.

9. Legislative framework

The respective user organizations shall comply with Aadhaar act, Personal Data Protection Bill, IT Act., any law or regulatory guidelines, Circulars etc. issued by GoI/UIDAI etc. issued from time-to-time.

10. Exception

10.1.1. Any exception encountered and technically feasible, while implementing the policy, shall be approved by the competent authority.

10.1.2. Within the ambit of AEBAS system, any requirement which is generic and technically feasible in nature may be taken for implementation within reasonable timeframe and priority as decided by NIC.

GLOSSARY

| S.No | TERM | DEFINITION |
|------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Organization | For this policy, organization refers to all Central and State Ministries, Departments, statutory bodies, attached offices, Subordinate offices, Autonomous bodies, PSUs, Boards, Corporations, Authorities, Trusts, Societies, Judicial Bodies, Apex Bodies, UTs, Academic Institutes (Universities, Colleges and Schools) of the State and Central Government etc. |
| 2 | Users | Refers to Government/State/UT employees/Student of any University, College, School, Institute, and Organization who can mark their attendance digitally using AEBAS services. |
| 3 | Nodal Officer | Officer responsible for all matters relating to this policy whowill manage the operational part of the portal and coordinate on behalf of the Organization |
| 4 | Competent Authority | Officer responsible for taking and approving all decisionsrelating to this policy in his Organization |

Annex-1

Abbreviations used

| <u>Sr.No.</u> | <u>Abbreviation</u> | <u>Description</u> |
|---------------|---------------------|---------------------------------------------------|
| 1 | AEBAS | Aadhaar Enabled Bio-metric Attendance System |
| 2 | API | Application Programming Interface |
| 3 | CERT-in | India's Computer Emergency Response Team |
| 4 | DoPT | Department of Personnel and Training |
| 5 | GoI | Government of India |
| 6 | IT Act | Information Technology Act |
| 7 | MeitY | M/O Electronics and Information Technology |
| 8 | MoU | Memorandum of Understanding |
| 9 | NIC | National Informatics centre |
| 10 | NICSI | National Informatics Centre Services Incorporated |
| 11 | PSU | Public Sector Undertakings |
| 12 | RD | Registered Device |
| 13 | RTI | Right to Information |
| 14 | SLA | Service-Level Agreement |
| 15 | SPOC | Single Point of Contact |
| 16 | UIDAI | Unique Identification Authority of India |
