

Skill Hub Initiative (SHI), Pradhan Mantri Kaushal Vikas Yojana (PMKVY)
Aadhaar Enabled Biometric Attendance System (AEBAS)
User Manual

Aadhaar enabled biometric attendance system(Aebas)



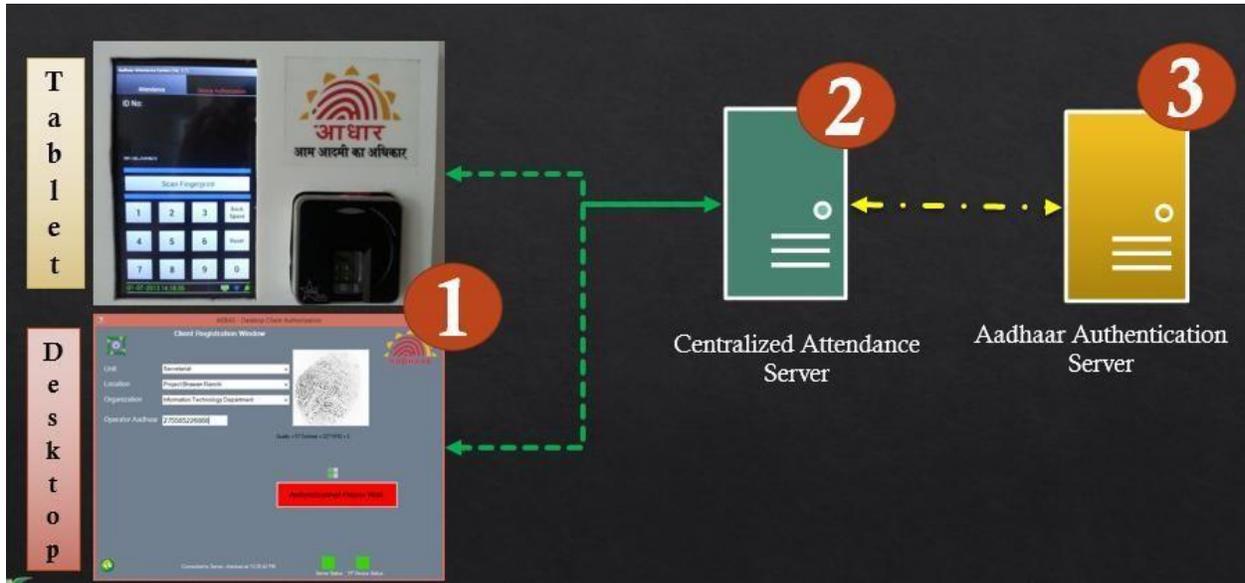
Introduction

Aadhaar Enabled Biometric Attendance system also referred as AEBAS, is a smart attendance management system. In real time, AEBAS collects and authenticates a candidate's attendance against the UIDAI database. As a result, the system will be more accountable, which reduces the risk of false enrolment/trainings. AEBAS has been widely used in PMKVY and other Govt. of India schemes as a dependable attendance tracking tool.

Why do we need AEBAS?

Unlike other biometric devices in the market, AEBAS is an intelligent attendance tracking system that records attendance in real time and authenticates a candidate's details on the UIDAI database using biometric data. The personalized AEBAS portal allows users to view their attendance. AEBAS makes data tampering and proxy attendance nearly impossible, making it a successful and reliable system.

How does AEBAS works?



Attendance is taken using an Aadhaar device and sent to the NIC backend server, where it is locally stored before being forwarded to the UIDAI server for authentication. When the candidate's biometric information is validated at the UIDAI server, the backend server sends an acknowledgment to the Aadhaar device. Attendance may be viewed and recorded in a various format on the Training Center portal for reporting reasons.

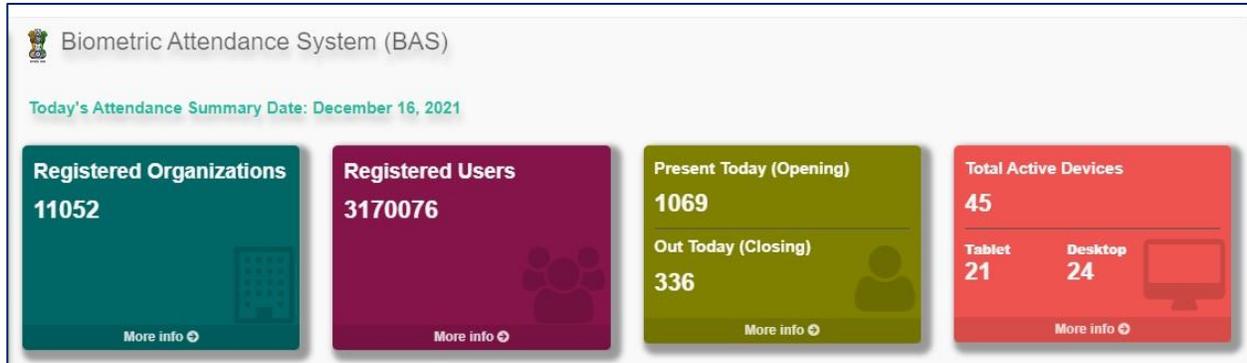
Importance of AEBAS under PMKV

In Skill Hub Initiative (SHI) the AEBAS compliance criteria will be basis 70% attendance achieved within the first 20 days from the batch start date.

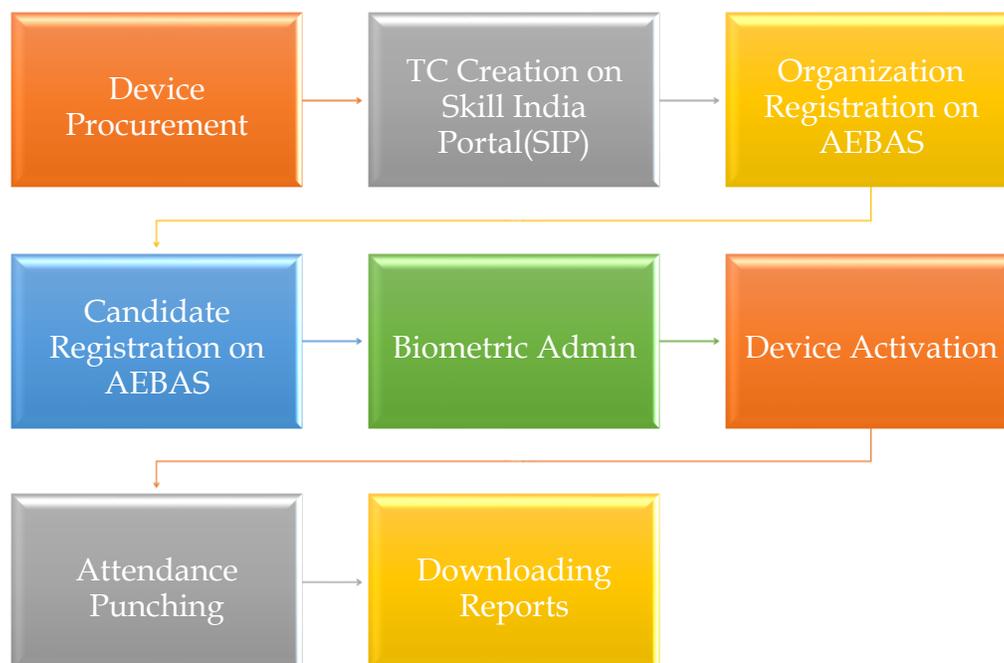
On the 21st day, batches that do not meet the 70% compliance threshold will be dropped out. By 70 percent attendance reasoning, we mean that candidate's attendance must be equal to or greater than the 70 percent attendance criterion on any given day throughout the first 20 days of the batch's commencement.

T1 will be initiated for the batches that fulfilled 70% attendance compliance criteria.

AEBAS Dashboard- at a glance



Process Flow



Center Accreditation and Affiliation Process

It is mandatory for a center to install an AEBAS device for A&A compliance prior to enrolling on AEBAS.

Device Procurement



- Users can purchase the AEBAS devices from <https://gem.gov.in/> portal.
- At this time, it is advised to ensure from the vendor that the device comes with the following technical requirements:
 - ✓ UIDAI (API 2.0) with L0 and RD compliant.
 - ✓ UIDAI Approved.
 - ✓ Android 4.4. & Android 5.1 or above.
 - ✓ BAS Windows Client version 7.1.0.1.
 - ✓ BAS Application Client APK version 6.0.
 - ✓ STQC approved FPS integrated Tablet. Safety net passed and unrooted.

Note: If the device is not pre-installed with the BAS client, then users can install the software by following the below steps:

- 1) Visit your TC portal
- 2) Login
- 3) Click on **Console Tab**
- 4) Click on **Software Download for Android/Desktop**

Types of Devices

There are three types of Biometric devices used in AEBAS:

- Wall mount Device (Recommended)
- USB Type Handheld Device (Backup)
- IRIS Device



Organization Onboarding on AEBAS

The data will flow into the AEBAS server automatically once the TC has registered itself on SIP.

Users can register on AEBAS by performing the steps below:

- Go to <https://skillhub.skillattendance.ac.in/>
- Go to **Organization Registration** Tab on the left panel of the portal.
- On the screen, users will see an online Organization On-boarding form.
- Enter TC id.
- Once the TC id is entered, the system will auto-fill all the other attributes in the form.
- Select type of Organization.
- Enter no. of approximate no. of candidates to be enrolled in your organization.
- Click on **Next** to proceed.
- Enter Aadhaar no. of the TC SPOC to authenticate the TC SPOC details in UIDAI.
- After successful authentication, enter the **confirmation code** and click on **Submit**.
- The system will provide a temporary Id for you to edit your form when you submit it. Please keep the Temporary id on hand for future reference.
- Now, download the on-boarding form and take a printout of the form. Sign and put TC stamp on the hardcopy of the form.
- Upload the signed and stamped on-boarding form.
- Submit.
- Once the application is submitted, it will be reviewed by PMU team. If the verification is successful, you'll receive an email from aebashelpdesk@nsdcindia.org with your credentials and the URL of your personalized AEBAS portal for e.g. <https://shxxxxxx.skillattendance.ac.in>

- You can log into your AEBAS portal and begin candidate registration after receiving your credentials.

User Registration on AEBAS

On AEBAS, candidates who are already enrolled in SIP can be registered. Users can follow the below process to register candidates on AEBAS:

- Visit your AEBAS portal (for e.g., <https://shxxxxxx.skillattendance.ac.in>)
- Click on **User Registration** Tab on the left panel on your TC portal
- You will see a candidate registration form on the screen
- Enter Candidate id "CAN_XXXXXXX"
- The system will authenticate the candidate data against the candidate id after you enter it.
- Details will auto-fill in the online candidate registration form after authentication is complete.
- Enter Aadhaar no. of the candidate.
- The system will verify candidate information against Aadhaar details in the UIDAI database.
- Enter Email id and Mobile no.
- Select Employee Type as Trainee.
- Select **Batch id** from dropdown.
- Select Designation.
- Select location.
- Upload Candidate photo.
- Enter Confirmation code.
- Submit the form
- Now you have successfully registered the candidate on AEBAS

Device Activation

- **Device Location**
- **Biometric Admin**
- **Activation Code**
- **Device Activation**

1) Device Location

To add Device location, please follow the below steps:

- Login into your portal, e.g., <https://shxxxxx.skillattendance.ac.in>
- Go to Manage Masters on the left panel of the portal.
- Now select Device location from the menu.
- Click on Add Device Location.
- Add Device location, for e.g., Reception, front office, Lobby etc.
- Now proceed to add Biometric Admin.

2) Biometric Admin

Biometric admin is a virtual post given to any candidate out of the registered candidate in order to activate the device.

Steps to appoint a biometric admin:

- Go to **Manage Device**.
- Click on **Biometric Admin**.
- Click on **Add Biometric Admin**.
- Select **Office Location**.
- Enter the Attendance id (Last 8-digit of the candidate Aadhaar no.)
- Select Admin's name.
- Enter Mobile no. and Email id of the Biometric Admin
- Click on **Add Biometric Admin**.

3) Activation Code

Users can follow the below steps to generate Activation code:

a) Go to **Manage Device**

- Go to **Activation Code**
- Office location will be pre-filled
- Select **Biometric Admin**
- Select Device Type:
Fixed- To view the Activation code on the portal
Mobile- To get the Activation code on message

b) Click on **Generate Activation Code**

- A six-digit Activation code is sent on the email and mobile of the selected biometric only
- The Activation code is valid only for 24 Hours

4) Device Activation

Device Activation can be done in 5 simple steps:

- Open the BAS Client on the Biometric device
- Select Domain- Skill Hub
- Enter Activation Code
- Click on  Lock icon
- Scan Biometric Admin's Finger for first time activation
- Device activation is only a one-time process.

Attendance Punching

Following the completion of the device activation process. Users now can punch the attendance through the Biometric Device. After the user punches the attendance, a confirmation message from UIDAI pops up on the Biometric Device, confirming that the user's attendance was successfully submitted.

Downloading Reports

In AEBAS, types of reports which can be downloaded are as follows:

- Attendance Today
 - Attendance Register
 - Advance Reports
 - Date-wise Reports
 - Weekly/Monthly Reports
 - Dynamic Advance Reports
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