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Government of India Ministry of Electronics and Information Technology National Informatics Centre

(Personnel Division)

A-Block, CGO Complex Lodhi Road, New Delhi – 110 003 Dated: 12th September 2024

Circular

Subject: Marking of attendance on the Aadhaar Enabled Biometric Attendance System (AEBAS) by human resources deployed under contract

- 1. Identified human resources are deployed under various projects and procurement contracts that are implemented or supervised by NIC, either directly or jointly with NICSI, in which NICSI-empanelled vendors, facility management and other managed service providers, outsourcing agencies, individual consultants and other NICSI-engaged vendors (hereinafter collectively referred to as "contracted parties") are also at times deployed.
- 2. For the purposes of ensuring proper supervision, due provision of human resource in accordance with contract, financial accountability and auditability, it is necessary to have in place a non-repudiable system of attendance that may be relied upon for the monitoring of deliverables and due checking of invoices raised by the parties contracted to provide human resource.
- 3. Pursuant to instructions issued by the Department of Personnel and Training from time to time, the Aadhaar Enabled Biometric Attendance System (AEBAS) has been implemented as an enabling platform across Ministries, Departments and organisations of the Central Government for registering the biometric data of human resources employed there and marking their attendance. This has helped ensure easy, reliable and non-repudiable means of recording attendance of deployed human resource. These benefits and securing of the purposes referred to in paragraph 2 may be ensured through adoption of AEBAS for human resources as referred to in paragraph 1 as well.
- 4. Towards this end, the NIC Heads in charge of the NIC Divisions/Units/Centres deployed at the Headquarters and at various Ministries/Departments/organisations of the Central Government, State / Union Territory (UT) / District Centres and Centres of Excellence (hereinafter referred to as "HoD") are instructed to ensure the following, namely:—
 - (a) To coordinate with every contracted party for the creation of profiles of such resources by such contracted party using its login account created on AEBAS by NIC's Procurement Division or NICSI's Project Division concerned, as the case may be, on the recommendations of the HoD concerned;

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- (b) To ensure such profile creation by 15.10.2024 in respect of resources currently deployed, and at the time of deployment after the said date;
- (c) To activate on AEBAS the created profiles expeditiously and not later than seven days from the date of their creation, after checking the project/contract particulars and relevant operational details such as the Division and location concerned;
- (d) To deactivate the profile on AEBAS, as and when the resource concerned is no longer deployed on the project/contract for which she/he was engaged, or to revise the project/contract particulars in case the resource is subsequently engaged for a different project/contract and reactivate the same; and
- (e) To generate the Monthly Progress Report (MPR) for resources/services for the project/contract concerned through the NIC Digital portal (https://digital.nic.in) for submission to the Procurement Division, NIC or NICSI's Project Division concerned, as the case may be, as an artefact in support of the verification done in respect of the invoices submitted by the contracted party.
- 4.1 The HoD concerned may, in respect of a deployed resource, grant permission to not mark her/his attendance on AEBAS in case there are adequate reasons for so permitting, such as the resource has otherwise rendered due service as required. In all such cases, the HoD shall record such reasons in the MPR. Further, in case the number of days in the period pertaining to an MPR for which such permission is to be granted exceeds three days, permission for such excess number of days shall require approval in MPR by the Head of Group concerned or the State Informatics Officer in respect of the State/UT/District Centre concerned (hereinafter referred to as "HoG"). NIC's Procurement Division shall, from time to time, analyse such permissions with a view to minimise the resort to the same only to the extent required and to identify any cases that appear doubtful and may require looking into.
- 4.2 In respect of MPRs for the month of November 2024 and subsequent months, payments against human resources as aforesaid shall be made only on the basis of invoices verified with the system-generated MPR as the supporting artefact.
- 5. The NIC Office Automation Division shall, by 10.10.2024, develop the interface for
 - (a) the creation of logins for contracted parties;
 - (b) project/contract-wise creation of profiles;
 - (c) mapping of the logins and profiles to the HoD(s) and HoG(s) concerned;
 - (d) privileges by HoDs, and any officer(s)-in-charge for whom a profile is created by the HoD concerned and who is authorised in this behalf by such HoD, for defining the working hours of resources; and
 - (e) generation of MPRs that incorporate attendance as recorded on AEBAS and permissions granted under paragraph 4.1, using the NIC Digital portal.
- 6. The Aadhaar Services Division shall develop the requisite functionalities and APIs for supporting the implementation of the above instructions.

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7. The Procurement Division shall monitor the implementation of these instructions, including the creation and activation of profiles within the timeframes specified by all HoDs and necessary technical enablement by the Office Automation and Aadhaar Services Divisions. It shall also effect necessary coordination with NICSI and take all necessary steps, including proposing through the Personnel Division for approval of the Director General any further instructions or clarifications that may be required to achieve the objectives set out in this circular.

8. This issues with the approval of the Director General.

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Director
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Copy to:

- 1. Office of Director General, NIC
- 2. All Heads of Group (HoG), Heads of Division and State Coordinators, NIC
- 3. Managing Director, NICSI
- 4. HoG (Administration) / HoG (Procurement) / HoG (Aadhar Services Division) / HoG (Office Automation Division), NIC Headquarters, New Delhi
- 5. The Heads of the Software Development Unit, Pune, the National Infrastructure Units at Hyderabad/Bhubaneshwar and all Centres of Excellence of NIC
- 6. All State Informatics Officers (SIOs), Additional SIOs, District Informatics Officers and Additional DIOs, NIC
- 7. Director, Vigilance Unit, Ministry of Electronics and Information Technology, New Delhi
- 8. Vigilance Officer, NIC
- 9. Hindi Section, NIC Headquarters, New Delhi, for Hindi translation
- 10. Guard file / Notice Board IntraNIC