

Guideline for Adhaar Enabled Biometric Attendance System

1. Before Applying TBN on CSSDA Portal-Nodal Admin and Biometric Admin Detail are to be filled inside VTP Login, Following fields are required:
 - a. VTP Registration No
 - b. VTP Name
 - c. VTP Address
 - d. District
 - e. Nodal Admin Name
 - f. Nodal Designation
 - g. Nodal Email ID
 - h. Biometric Admin Adhaar Number
 - i. Biometric Admin Name
 - j. Biometric Admin Mobile Number
 - k. Biometric Admin Email Id
 - l. Biometric Admin Designation
2. After filling above details on CSSDA portal, intimate to State CSSDA , then Office Location (Same as VTP Name) is sent to Delhi NIC from State for activation.
3. After activation of Office Location: - Office location, Device Location and Nodal Officer is created from State Login on cncssda.bas.nicsi.com portal, and then credential is sent to Nodal Officer's email id as filled on CSSDA Portal by VTP.

Then it is informed to VTP to add biometric Admin/Trainer/Trainee in User Registration Form on [cncssda](https://cncssda.bas.nicsi.com) portal

<https://cncssda.bas.nicsi.com/register/myemp>

छोटे-छोटे कदम आसमान छूने का दम...

The screenshot shows the 'User Registration' page with the 'Personal Details' tab selected. The form includes fields for User Name, Date of Birth, Gender, Aadhaar Number, E-Mail, and Mobile No. A 'Next' button is at the bottom. To the right, there are instructions for filling the form and a note about pre-requisite information.

Personal Details

User Name *

Date of Birth dd-mm-yyyy

Gender *

Enter Aadhaar Number *

E-Mail

Mobile No. *

Next

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY).
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number.
5. Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data.
6. Enter your email.
7. Enter your 10 digit mobile number.
8. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
9. Select Candidate Type.
10. Select the name of your Division/Unit within Organization within the Organization.
11. Select your Designation.
12. Select your Office Location (e.g. your office building name).
13. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
14. Please enter the captcha code.
15. Please Check the consent box.
16. Please review the form before submission.

Note:

a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

1. In Personal Details Biometric Admin name, Date of Birth, Gender, AdhaarNumber, Email Id and Mobile number is to be filled.

The screenshot shows the 'User Registration' page with the 'Organization Details' tab selected. The form includes fields for Organization Name, Candidate Type, Division/Unit within Organization, Designation, District, Office Location, Organization Candidate Code, and a Photograph upload button. A captcha code 'ade5EF' is displayed. To the right, there are instructions for filling the form and a note about pre-requisite information.

Organization Details

Organization Name

Candidate Type *

Division/Unit within Organization *

Designation *

District *

Office Location *

Organization Candidate Code

Photograph (only .jpg format and size upto 150 KB) *

Enter the code exactly as it appears: * ade5EF Not readable? Change text.

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY).
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number.
5. Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data.
6. Enter your email.
7. Enter your 10 digit mobile number.
8. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
9. Select Candidate Type.
10. Select the name of your Division/Unit within Organization within the Organization.
11. Select your Designation.
12. Select your Office Location (e.g. your office building name).
13. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
14. Please enter the captcha code.
15. Please Check the consent box.
16. Please review the form before submission.

Note:

a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at

2. In Organizational Detail Form-Information like
 - a. Candidate Type(Non Government)
 - b. Division(JobRoleName)[in case of Biometric Admin select division as Biometric Admin]
 - c. Designation (Biometric Admin/Trainer/Trainee)

- d. Organization Candidate Code(**Roll no-for Trainee, Trainer Id-for Trainer**, Blank-for Biometric Admin)
- e. Photograph is uploaded
- f. Confirmation code(Captcha)is entered and declaration is accepted the form is Submitted.

4. After completing User Registration (Biometric Admin / Trainer / Trainee) VTP inform to State then Biometric Admin is added from State Login and Activation code is generated that is automatically sent to Biometric Admin's Email Id and mobile number.

5. After AEBAS machine installation as per guideline provided in VTP registration

Section;https://cssda.cg.nic.in/Global/VTP_Registration.aspx

<https://basreports.attendance.gov.in/downloads/softwares.php?portal=basnicsi>

Biometric Device App is Activated using Activation Code sent to Biometric Admin.

Then Nodal have to login on BAS Portal <https://cncssda.bas.nicsi.com/> to view various reports, Edit Details of employees (Trainee / Trainer).

In Manage Employee Section->Active Employee, Candidate details like Organization Candidate Code, Candidate Name etc can be edited. From this report candidate's attendance id is to be noted that is used for attendance on Biometric Machine for candidate attendance.

Note:-

1. Roll No. and Trainer ID is available in VTP Login on CSSDA Portal. Organization Candidate Code on BAS portal is compulsory.
2. You don't need to send any Nodal and biometric Admin Detail including Adhaar number to State, just have to fill a form on CSSDA Portal before applying TBN.
3. Regarding Any Issue contact to Arun Kumar Nirmalkar-NIC Programmer.
Contact number-8817337958,
Mail Id-Arun Kumar Nirmalkar<arunnirmal00@gmail.com>