



सत्यमेव जयते
महाराष्ट्र शासन

GOVERNMENT OF MAHARASHTRA

पशुसंवर्धन आयुक्तालय, महाराष्ट्र राज्य,
COMMISSIONERATE OF ANIMAL HUSBANDRY

स्पायसर मेमोरीअल कॉलेजसमोर, औंध रोड, औंध, पुणे- ४११ ०६७.

Opp. SPICER MEMORIAL COLLEGE, AUNDH ROAD, AUNDH] PUNE- 411 067.



E-mail: cah.gnl@gmail.com

☎: 020-25690480 Extn: 259

SOP:

अधिकारी/कर्मचारी यांची नोंदणी करण्यासाठी संबंधितांनी सर्वप्रथम आपल्या मोबाईलमध्ये / डिव्हाईसमध्ये 100 KB आकाराचा फोटो .jpg फॉर्मॅटमध्ये अद्ययावत करून ठेवणे आवश्यक आहे.

1. सर्वप्रथम मोबाईल किंवा संगणकातील ब्राऊजर (eg.Google) वर जाऊन <http://mhdahd.attendance.gov.in> ही लिंक Open करावी.
2. डॅशबोर्डवर दिसणाऱ्या लाल रंगाच्या तीन आडव्या लाईनवर क्लिक करावे. त्यानंतर Employee Registration हा टॅब निवडावा व खालीलप्रमाणे अचूक माहिती भरावी.

a. Enter the Employee Name as per Aadhaar

आधार कार्डावर जसे नाव आहे तसेच कर्मचारी नाव प्रविष्ट करा.

b. Enter Date of Birth as on Aadhaar

आधार कार्डावर नमूद केलेली जन्मतारीख तंतोतंत भरा.

c. Enter the valid Mobile Number for OTP

OTP (वन टाइम पासवर्ड) मिळण्यासाठी वैध मोबाईल क्रमांक टाका.

d. Please enter the captcha code.

स्क्रीनवर दिसणारा कॅप्चा कोड योग्य प्रकारे प्रविष्ट करा.

e. Click on Generate OTP

"Generate OTP" या बटणावर क्लिक करा.

f. Enter OTP and submit.

मोबाईलवर आलेला OTP टाका आणि सबमिट करा.

➤ **त्यानंतर वैयक्तिक माहिती (Personal Details) भरावी.**

g. Select your Gender.

आपले लिंग निवडा.

h. Please provide your 12 digit Aadhaar number

आपला १२ अंकी आधार क्रमांक प्रविष्ट करा.

i. Enter your email (not compulsory)

आपला ई-मेल आयडी भरा (अनिवार्य नाही).

j. Hit the Next button or click on Organization details tab to complete the second part of the form.

फॉर्मचा दुसरा भाग पूर्ण करण्यासाठी "Next" बटणावर क्लिक करा किंवा "Organization Details" टॅब निवडा.

k. Select Employee Type

आपला कर्मचारी प्रकार निवडा.

l. Select the name of your Division/Unit within the Organization

संस्थेतील आपल्या विभागाचे/युनिटचे नाव निवडा. (कार्यालयाचे नाव निवडावे)

m. Select your Designation (only when Employee Type is Government)

जर कर्मचारी प्रकार "Government" असेल तर आपले पद (Designation) निवडा.

n. Select your office location (e.g. Taluka Haveli District Pune)

आपल्या कार्यालयाचे ठिकाण (उदा. तालुका हवेली जिल्हा पुणे) निवडा.

o. Upload your recent scanned/digital picture in .jpg format of max file size 100 KB.

आपला अलीकडील स्कॅन केलेला/डिजिटल फोटो .jpg फॉर्मॅटमध्ये अपलोड करा (कमाल आकार 100 KB).

p. Please enter the captcha code.

पुन्हा एकदा स्क्रीनवर दिसणारा कॅप्चा कोड टाका.

q. Please Click the consent box.

संमती दर्शविण्यासाठी दिलेल्या चेकबॉक्सवर क्लिक करा.

r. Submit.

शेवटी "Submit" बटणावर क्लिक करून फॉर्म जमा करा.

उपरोक्तप्रमाणे कृती पूर्ण केल्यानंतर संबंधित अधिकारी/कर्मचारी यांची रजिस्ट्रेशन प्रक्रिया पूर्ण होईल. व भरलेल्या माहितीच्या अनुषंगाने Request नोडल अधिकारी (सहआयुक्त पशुसंवर्धन मुख्यालय) यांना प्राप्त होईल. नोडल अधिकारी यांनी मान्यता (Approval) दिल्यानंतर खालीलप्रमाणे तात्काळ कार्यवाही करावी.

टीप:- खालील कार्यवाही करताना आपल्या मोबाईल/डिव्हाईसचे इंटरनेट व डिव्हाईस लोकेशन सुरु ठेवणे आवश्यक आहे.

1. आपल्या मोबाईलवर / डिव्हाइसवर गुगल प्ले स्टोअरवरून Aadhaar FaceRD हे ॲप्लिकेशन इन्टॉल करून घ्यावे.
2. तदनंतर पुन्हा गुगल प्ले स्टोअरवरून Aadhaar BAS हे ॲप इन्टॉल करून घ्यावे व सदर ॲप्लिकेशन **Open करून खालीलप्रमाणे Registration प्रक्रिया पूर्ण करावी.**
 - a. Aadhaar BAS Privacy Policy सूचना वाचून close करावे.
 - b. Allow Aadhaar BAS to access this devices location असे दिसल्यानंतर while using the app वर क्लिक करावे.
 - c. Select attendance Domain पर्यायामधील **States** सिलेक्ट करावे.
 - d. त्याखाली दिलेल्या Select attendance Domain च्या पर्यायांमधील **Maharashtra** सिलेक्ट करावे.
 - e. त्यानंतर Enter Attendance ID यामध्ये आपल्या **आधार क्रमांकाचे शेवटचे 8 अंक** प्रविष्ट करून **सबमिट** करावे.
 - f. Select entry point वर क्लिक करून आपल्या कार्यालयाचे नाव Select करावे.
 - g. त्यानंतर आपला Face Scan करावा. (Please Blink To Capture) . आपली रजिस्ट्रेशन प्रक्रिया पूर्ण होईल.

➤ **आपली दैनंदिन उपस्थिती नोंदविण्याकरिता खालीलप्रमाणे कार्यवाही करावी.**

- ✓ प्रथम Aadhaar BAS हे ॲप्लिकेशन चालू करावे.
- ✓ “Attendance Marking screen will be prompted. Ensure that the checkbox is clicked.”
- ✓ Attendance (उपस्थिती) नोंदवण्यासाठी स्क्रीन आपोआप उघडेल. त्या स्क्रीनवर दिलेला check box (टिक मार्क बॉक्स) क्लिक/निवड करावा.
- ✓ “User will show the face and attendance will be marked.”
वापरकर्त्याने (User) आपला चेहरा कॅमेरासमोर दाखवायचा आहे. चेहरा ओळखल्यानंतर प्रणालीद्वारे उपस्थिती नोंदवली जाईल.
- ✓ “The attendance is successfully marked and the Attendance In/ out would be recorded.”
उपस्थिती यशस्वीरित्या नोंदवली जाईल आणि In (येण्याची वेळ) व Out (जाण्याची वेळ) दोन्ही वेळा प्रणालीमध्ये सेव्ह केल्या जातील.

Aadhaar BAS ॲप्लिकेशन च्या अधिक माहितीसाठी सोबत माहितीपत्रक जोडून देण्यात येत आहे. त्यानुषंगाने आवश्यक ती कार्यवाही करण्यात यावी.

ATTENDANCE MARKING THROUGH FACE RECOGNITION on :: PERSONAL MOBILE

AEBAS team has created software for FACE based Aadhaar authentication with UIDAI RD for attendance marking through Face Recognition. For face authentication, picture from the repository of CIDR of UIDAI would be used. In this process face biometric would be used in place of Fingerprint/Iris of the individual.

The application would work in the similar fashion as earlier with the only difference that individual's face would be used.

Earlier the attendance marking was facilitated through Biometric i.e. Fingerprint or Iris.

Keeping in mind the current situation where the world is in the middle of a pandemic, the attendance marking has now been initiated through Face.

The process for attendance marking would remain the same, where in the user would input his/her attendance ID and would be prompted to show the face. On successful attendance marking, the display would show attendance opening and/or attendance closing for that particular employee

The application is available for Android devices only (minimum requirement stated in the document).

Installation process for the same is explained below

If your attendance marking ID is 6- digit / 8-digit refer Annexure – A

In case of any query please contact: 1800 111 555 or raise ticket at <https://servicedesk.nic.in/>

General Attendance Marking Guidelines:

1. The individual marking attendance should ensure that there is Good Light on the face.
2. User should follow all the instructions shown on the RD screen.
3. There should not be any multiple objects/persons in the background.

Minimum Device Specification:

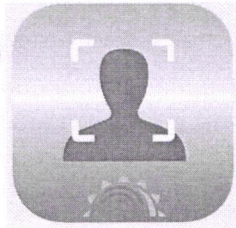
Android version above 9, RAM 4+GB, Camera 5 MP and above.
iOS software version 14 and above

Installation application initial steps:

1. Download and Install the Aadhaar Face RD APP from the Google Play Store/AppStore.

AadhaarFaceRD

Unique Identification Authority Of India



2. Download and Install the AadhaarBAS App from the Google Play Store/AppStore.

AadhaarBAS

National Informatics Centre.



May please refer Annexure -A for further action

3. To know your Geo Lat Long may please use the app present in your Employee Login:
<https://attendance.gov.in/update/employee/entryPoint>
Visit Organization URL.

In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

**** Please ensure that your office location is mapped correctly.**

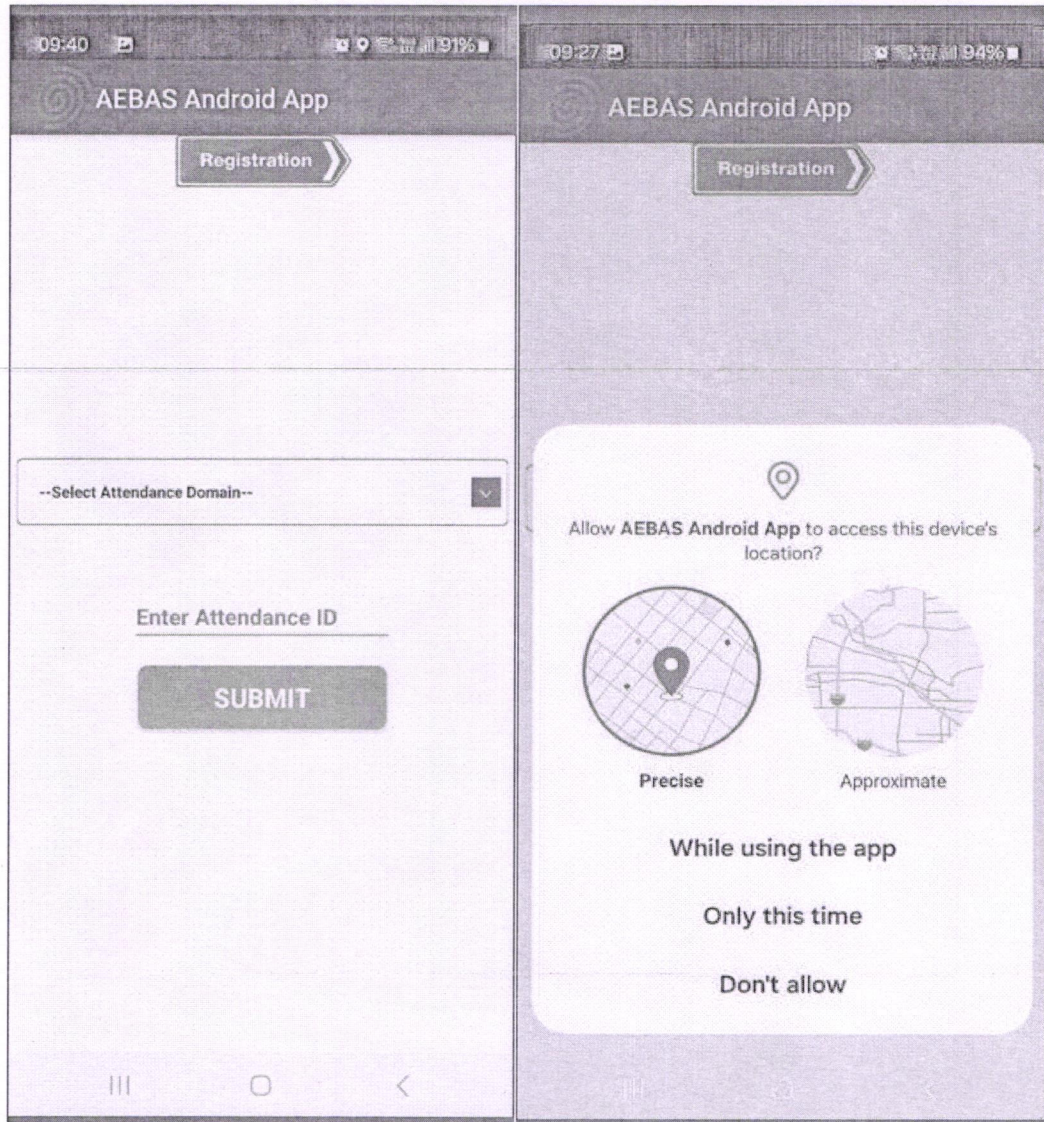
You may check it in employee login in the attendance portal

If office location incorrect, may please update the office location

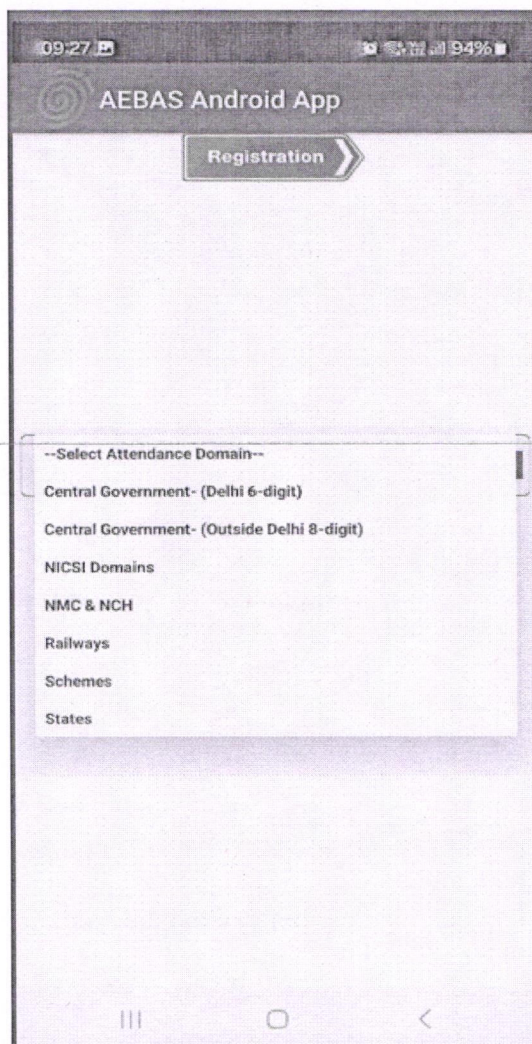
**** Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.**

Annexure A : Attendance Marking Screen for marking through Personal Device
Android

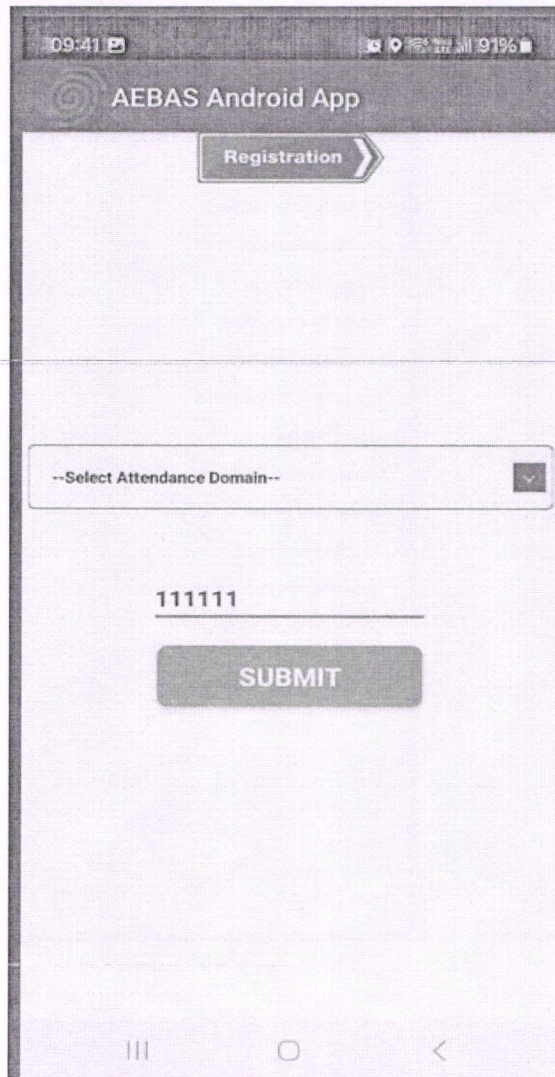
1. Open the FACE BAS APP



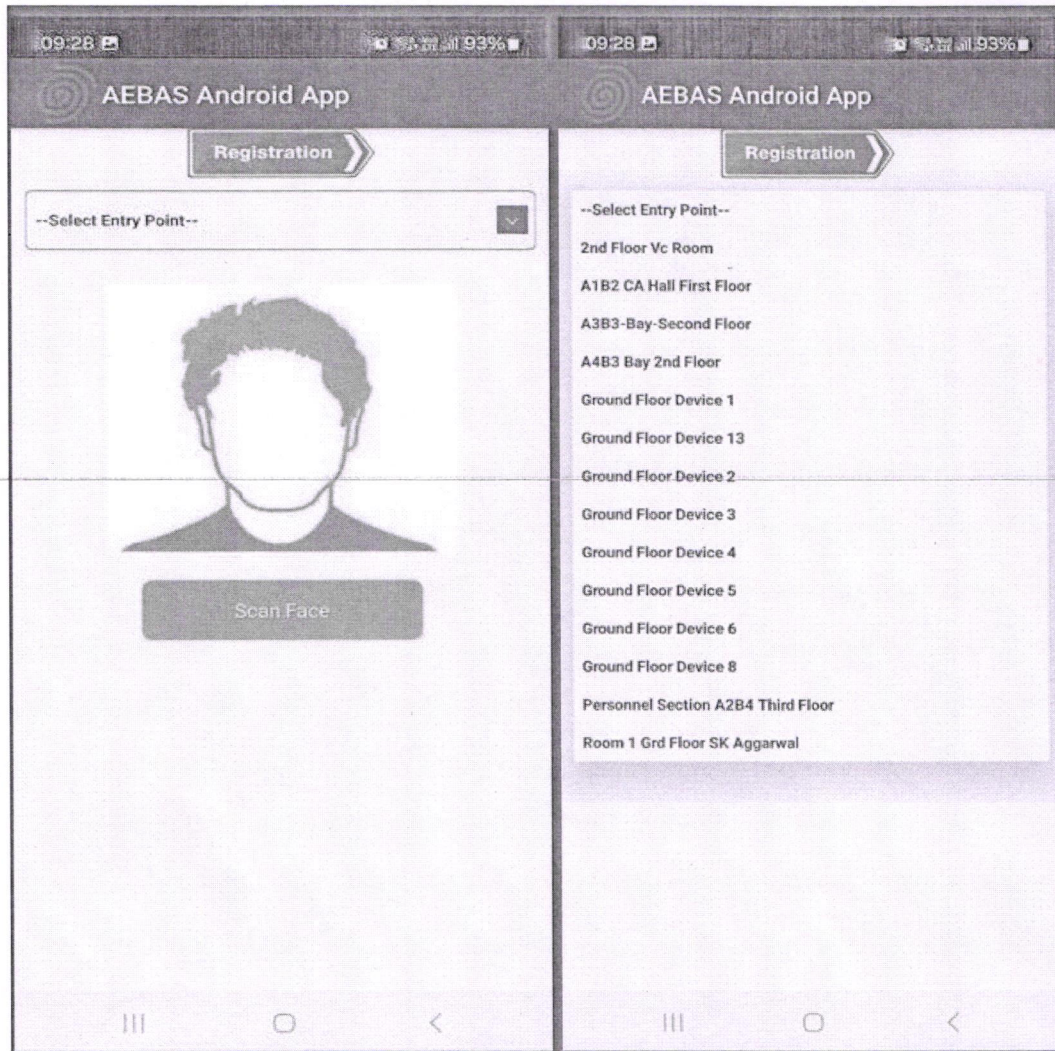
2. Select the Domain in which attendance is required to be marked (i.e. Delhi Central; attendance.gov.in /Central; central.attendance.gov.in/ States/Schemes)



3. Enter the attendance ID, in which the employee is registered (i.e. if Delhi Central 6 digit attendanceID ; or Central/State, etc.; central.attendance.gov.in, 8 digit attendanceID) and click on Submit



4. Choose the Entry point from where the employee will mark attendance.



To know your Geo Lat Long use the may please download the app present in your Employee Login:

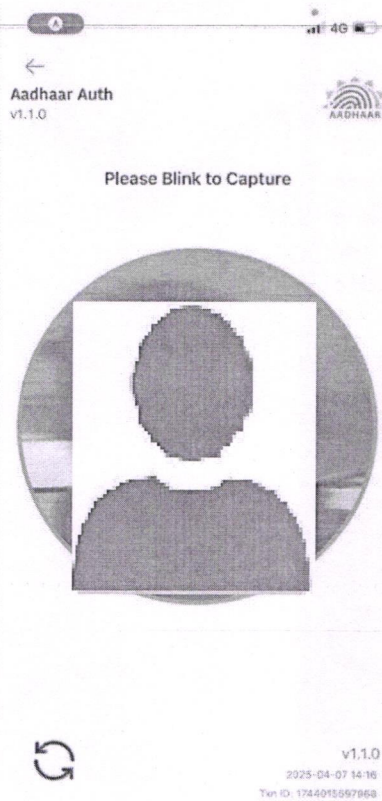
<https://attendance.gov.in/update/employee/entryPoint>

Visit Organization URL.

In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

.....

Ensure the "Scan Biometric" is clicked and authentication is completed.



5. Attendance Marking screen will be prompted.
Ensure that the checkbox is clicked.

12:29 4G

https://attendance.gov.in

75, Organisation: National Informa

उपस्थिति क्रमांक/
Attendance Id 111111

PERSONAL BAS DEVICE ID: 111222

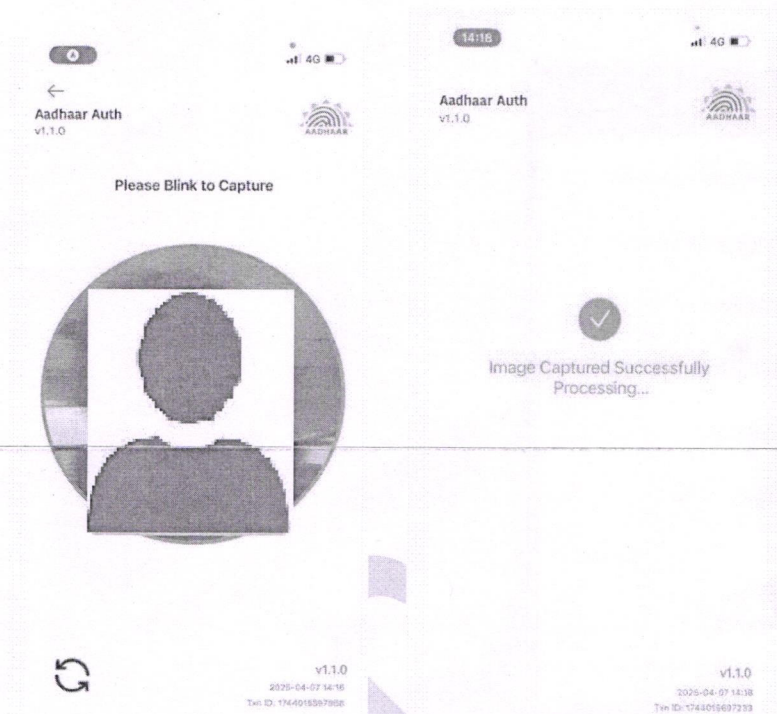
मैं अपनी उपस्थिति दर्ज करने और अपने संगठन के साथ अपना उपस्थिति डेटा साझा करने के लिए आधार बायोमेट्रिक प्रमाणीकरण के लिए Meity NIC (AUA) को अपनी सहमति देता हूँ। / I give my consent to Meity NIC (AUA) for Aadhaar Biometric Authentication for marking my attendance and sharing my attendance data with my organization.

उपस्थिति आईडी दर्ज करें/ Enter Valid Attendance ID

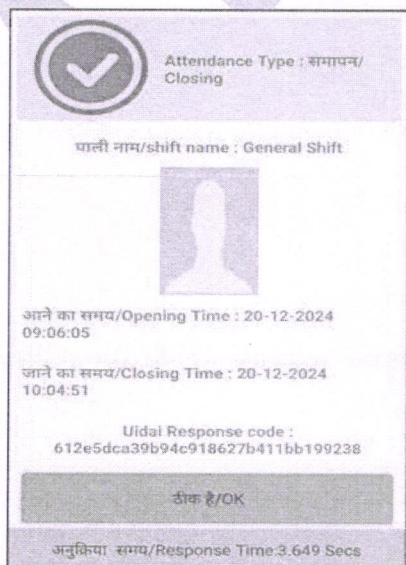
1	2	3	Bksp
4	5	6	Reset
7	8	9	0

12:29:4 223.228.201.94

6. User will show the face and attendance will be marked

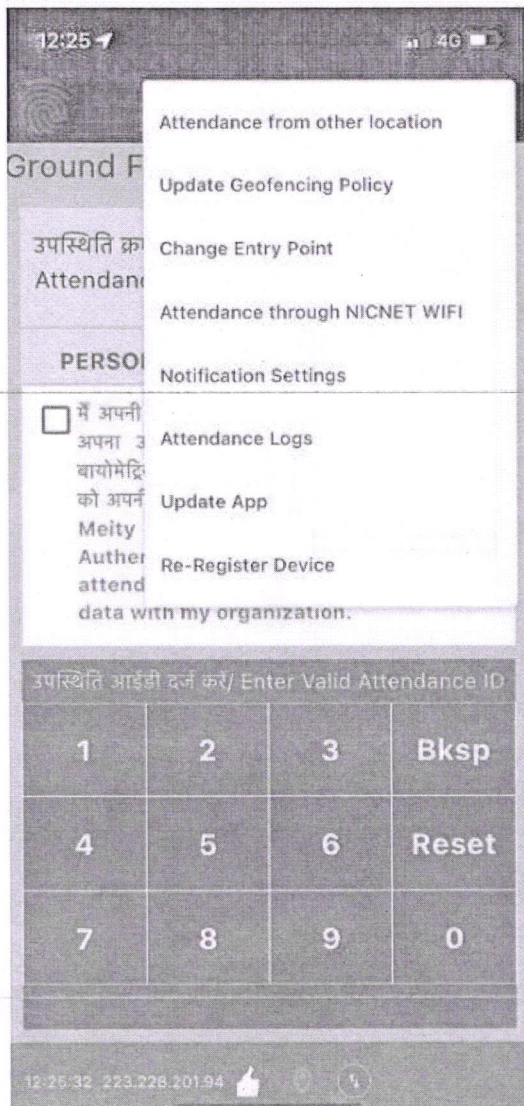


7. The attendance is successfully marked and the Attendance In/out would be recorded



8. Geo- Fencing Policy Update ::

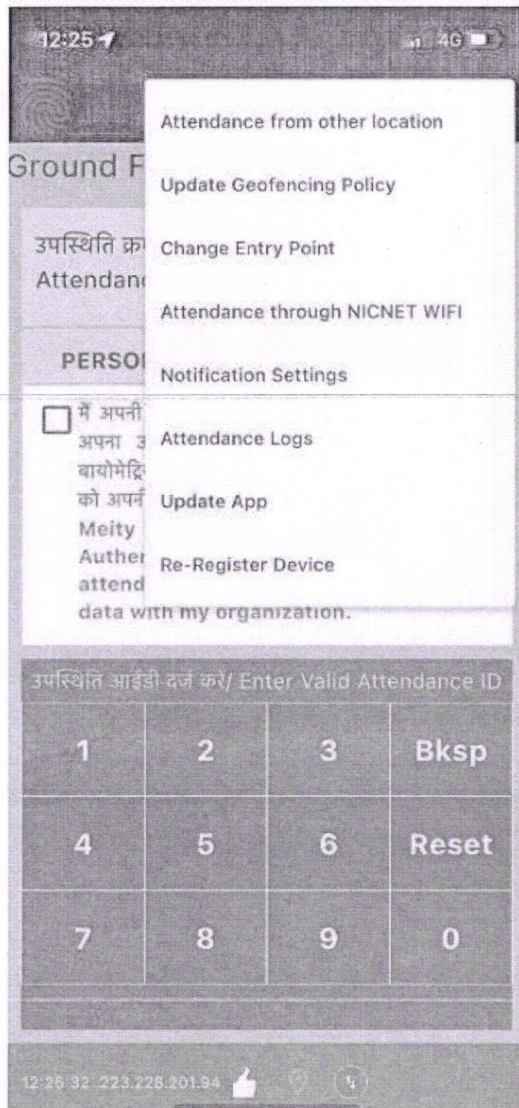
Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update



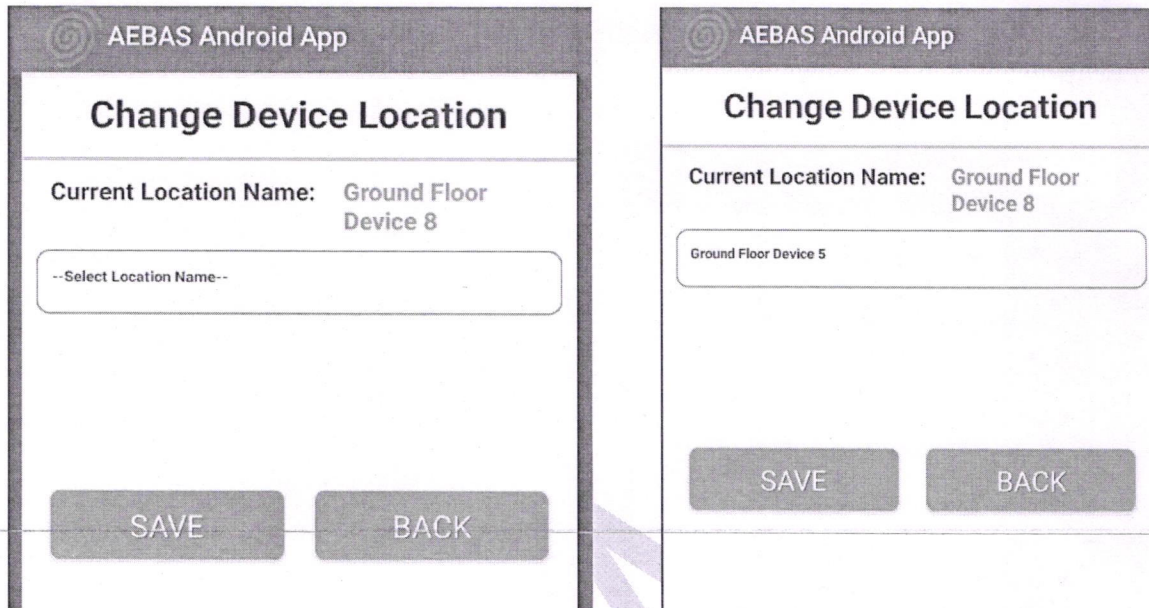
May click on "Update Geofencing Policy", if update is available, the policy will be updated

9. Change Device Location ::

Click on the 3 dots, on the extreme right panel to check for the Change of Device Location



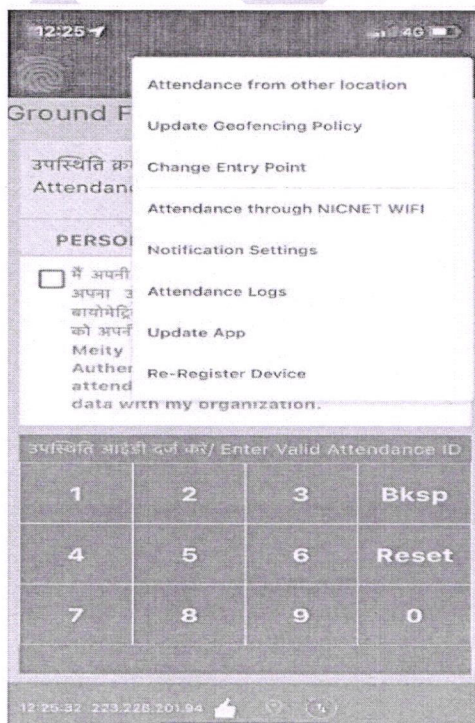
Choose the Device Location from the list specified



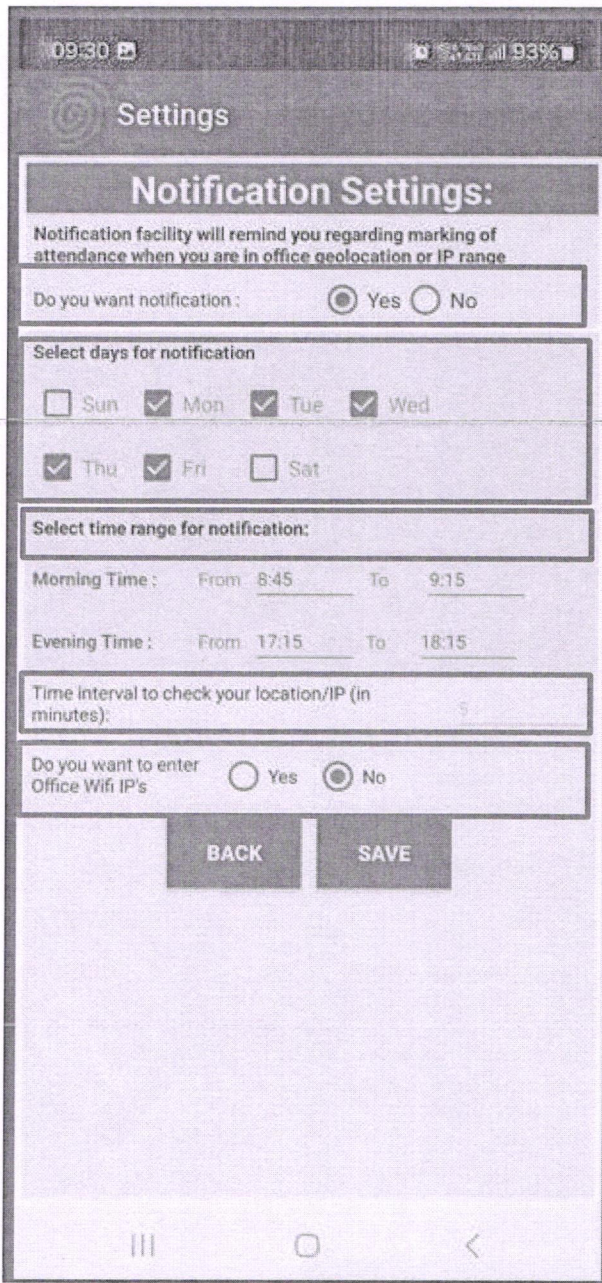
Save the location , the status will be updated on the user screen:

10. Notifications

Click on the 3 dots, on the extreme right panel to check for the Notifications Settings



This feature would allow the user to set the notification for Attendance Marking time in the morning and evening.
By using this feature, the user can set the time for which the notification is desired.



A. User to choose if the notification is required

B. User to select the days for which the notification is required.

C. User to mention the start time and end time for morning notification and evening notification
Based on this the notification would be sent to the user

D. User to mention the office WiFi IP's, if the attendance is to be marked within the office network.

All the options chosen should be saved for successful notification on the user device.

11. Attendance Logs

All the Attendance marked on the personal device only would be shown with the Attendance ID, date, attendance marked time, the response code received from UIDAI and the status.

May note only 20 transactions would be displayed.

SI No.	Attendance ID	Date & Time	Response Code	Status
1	123456	26-09-20 24 08:54:03	ce99b62eada14 bd18c1e8e7df9 6e9904	Opening
2	123456	25-09-20 24 17:31:34	2579c81627c64 d00bb2ca4e6e e83c6e8	Closing
3	123456	25-09-20 24 08:52:47	8828d229b17d 4bc587dc61a00 9284368	Opening
4	123456	24-09-20 24 17:20:45	49f7dcb4fba24 6a396522b68e 70b6668	Closing
5	123456	24-09-20 24 08:30:06	2bf17839b1184 89e96a3484dfa 122118	Opening
6	123456	24-09-20 24 08:29:50	63793234fd794 460b1ba0b72b2 40e5fa	300
7	123456	23-09-20 24 13:08:13	e0050d43fdf24 7b08248c4654 9714794	Closing

Close

12. Attendance from other Location

In this case the attendance would be recorded as Roaming and same would be displayed in the Nodal Login.

13. Re-Register Device

If the Employee has been transferred from Central to the State, the employee can now re-register the device with the attendance ID and mark attendance post successful registration of the device.

AEBAS