No. 6/14/2015-MC

From

The Chief Secretary to Government Haryana

To

1. All Administrative Secretaries to Government Haryana
2. All Heads of Departments
3. The Divisional Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division
4. All the Managing Directors of Boards and Corporations in the Haryana State.
5. All the Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 27th March, 2015

Subject: **Implementation of AEBAS (Aadhar Enabled Biometric Attendance System).**

Sir/Madam,

As conveyed in the meeting held on 26.03.2015 at Main Committee Room, 4th Floor, Main Secretariat, State Government has decided to implement Aadhaar Enabled Biometric Attendance System (AEBAS) in the various offices of Haryana Government in 3 phases starting from 1st May, 2015. The decision taken in the aforementioned meeting have to be implemented in letter and spirit. The overall responsibility for implementation of this system will rest with the concerned Administrative Secretary and Deputy Commissioners. The list of decisions taken, activities to be performed alongwith timelines and list of departments/Boards/Corporations covered in 3 phases (namely from 1st May, 1st June and 1st July) is enclosed.

1. Principal Secretary, Coordination shall be General Nodal Officer for Haryana Civil Secretariat Building and Secretary, Revenue-II shall be General Nodal Officer for Haryana New Secretariat Building. The implementation of AEBAS system will be supervised by a Committee of the following officers:-

1.	Principal Secretary Information Technology	Chairman
2.	PS Monitoring & Coordination	Member
3.	Secy. GAD	Member
4.	Secretary Revenue-II	Member
5.	MD Hartron	Member
6.	SIO NIC Haryana	Member
7.	ASIO-NIC Haryana (MR. S.S. Duggal)	Member Secretary

2. All Administrative Secretaries will notify one Technical Nodal officer (TNOs each w.r.t. departments situated in HCS & HNS buildings and each for Boards/Corporations covered under AEBAS System by 1st April, 2015 and intimate the same to Secretary, Information Technology/MD HARTRON. These Technical Nodal officers will be responsible for all activities of BAS viz. employee registration, activation of BAS Devices etc. DIOs will be the TNOs in districts.

3. Contact details of all TNOs are to be provided to Secy. IT/MD Hartron in prescribed attached format, before 31st March by each Administrative Secretary.

4. A meeting of all TNOs would be held by Secy. IT/ MD(HARTRON) on 1st April and 6th April. All Administrative Secretaries are requested to ensure the presence of their TNOs for this meeting.

5. All Administrative Secretaries will issue directions to all employees of their departments to get their Aadhar Numbers generated (if not done already) during the special camps being organized from 27th March to 9th April, 2015 in Haryana Civil Secretariat, Haryana New Secretariat and Mini Secretariat in the districts for this purpose.

6. Activities/ timelines have been enclosed in Table 1. It will be the responsibility of the Administrative Secretaries to ensure that activities pertaining to their department are carried out within the specified time frame.

Yours faithfully,

RK Shame

Under Secretary Monitoring & Coordination
for Chief Secretary to Government Haryana.

Table - 1

Sr. No.	Activities	Timeline
1.	Designate Nodal / Coordinating Department : a) Coordination & Monitoring shall be Nodal Department for HCS & HNS (Haryana Civil Secretariat and Haryana New Secretariat) b) Secy. Coord. shall be General Nodal Officer for HCS and Secy. Revenue-II shall be General Nodal Officer for HNS. c) Concerned HoDs shall be General Nodal Officers for their departments under the supervision of Admin. Secy. For District Mini Secretariats, DCs shall be General Nodal Officer.	26th March
2.	Formation of Implementation Committee with PSEIT as chairman and following members:- 1. Principal Secretary Coordination & Monitoring 2. Secy. GAD 3. Secy. Revenue-II, 4. MD-Hartron 5. SIO-NIC Haryana and 6. ASIO-NIC-Haryana (Mr. S.S. Duggal) as Member Secy.	26th March
3.	Appointment of one Technical Nodal Officer (TNO) by each Administrative Secretary for Haryana Civil Secretary/Haryana New Secretariat and one each for Boards/Corporations in Panchkula/Chandigarh. Names of these TNOs shall be communicated to Secretary IT/MD Hartron.	By 1st April
4.	Meeting of Technical Nodal Officers from all Departments under Chairmanship of Secy EIT/ MD HARTRON	1st and 6th April
5.	Special Aadhaar Camps will be arranged for employees who still don't have Aadhaar Numbers at a) Haryana Civil Secretariat, b) Haryana New Secretariat, c) DHQs(DC Offices)/District Mini Secretariats, d) Panchkula Mini Secretariat will have additional Aadhar enrolment devices to cater to the employees of Directorates/Board/Corporations HQ [Action by Secy. IT]	27 March, 1, 6, 7,8,9 April
6.	➤ Directions to be issued to all employees, of identified organizations/locations, who still don't have Aadhaar number, to get enrolled and obtain their Aadhaar numbers. ➤ Administrative Secretaries at HCS & HNS, HoDs at Panchkula and DCs at Districts to issue necessary directions. [Action Concerned Department (s)]	By 31st March

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7.	The prescribed form to be filled by the concerned HoDs/ State Nodal Officers for on boarding their organization on the Attendance Web Portal and Organization structure needs to be created by them, as per prescribed format and to be ensured by General Nodal Officer under supervision of Administrative Secy.	1st April
8.	Department Wise digitized data / List of employees at ➢ HCS, ➢ HNS, ➢ District Mini Secretariats and ➢ identified Directorates at Panchkula are required to be compiled by the respective HoDs / DDOs, from e-Billing/e-Salary Centralized System.	6th April
9.	The Technical Nodal Officers are required to seed their employees data with 1) employees' mobile numbers and Aadhaar numbers in a prescribed format, and 2) scanned Photograph of each employee to Register the employees in customized Haryana Attendance Portal [Action: **Technical Nodal Officers**]	Before 10th April
10.	Requirements/Procurement of BAS devices: Formula for assessing number of BAS devices a) One Wi-Fi BAS tablet for approximate 40 employees b) One Finger Print/Iris device to each Officer (Level of JS/above) Devices can be procured as per their DGS&D rate contracts.	Order by Hartron ensuring delivery by 21st April
11.	Estimated Requirements for HCS & HNS each a) 20 nos. of BAS devices each (*Rs. 9500+VAT*) b) 20 nos. of Access Points each (*Rs. 670+VAT*) c) 100 nos. of Finger Print Scanners each (*Rs. 2278+VAT*) {OR} *IRIS Authentication Device (Rs. 8000 in NCR Region)* Budget shall be borne by Concerned Departments for individual offices. For HCS, Secy. Coordination and for HNS, Revenue Deptt shall provide budget respectively. For Districts, respective DCs/ DITS shall provide funds.	Order by Hartron ensuring delivery by 21st April
12.	Identification of Locations for BAS devices Installation a) Tentative locations in HCS & HNS have been worked out. b) For District Mini Secretariats, the DCs/DITS will work out the requirements and c) For identified Directorates at Panchkula, the concerned HoDs will estimate the requirements based on above formulae and communicate the same through TNOs to Secy. IT.	Target 6th April

13.	Requirements of Wi-Fi Internet facility in targeted locations: 1) BAS tablets will require Wi-Fi internet connectivity or a 3G Data Card Sim (*Minimum 256 KBPS Internet speed required*) to connect to Aadhaar Server to authenticate the employee and to mark the attendance. 2) LAN Cabling with an Internet node will be required at the location of BAS Tablet device(s) for establishing Wi-Fi Connectivity. 3) Cabling and power point for installation of tablets shall be done by Hartron through its Empanelled vendors.	Target 21st April
14.	Provisioning of Technical Support Manpower (05 persons) who will a) Provide technical & operational support for AEBAS & Wi-Fi connectivity b) Provide day-to-day training and implementation support [To be engaged through Hartron]	Target 6th April
15	Operational Training & Training of Trainers {ToT} 1) Specialized training will be provided to Nodal Officers & Trainers of concerned departments regarding functionalities and operations of BAS software implementation. 2) Training schedule shall be worked out in the meeting of Secretary EIT on March 30.	6th to 21st April

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Table-II: Phase wise Plan of Implementation

Sr. No.	Activities	Timeline
01	**Phase-I:** 1) Haryana Civil & New Secretariats, 2) All Districts Mini Secretariats, 3) Head Offices of PWD(Irrigation, Public Health Engineering, Building & Roads), HSIIDC, Power Corporations, Hafed	W.e.f. May 01, 2015
02	**Phase-II:** Head Offices of various Departments, Boards & Corporations located at Chandigarh, including 30 Bays Building.	W.e.f. June 01, 2015
03	**Phase-III:** Head Offices of remaining Departments, Boards & Corporations located at Panchkula.	W.e.f. July 01, 2015

Format for Details of Technical Nodal Officers

1. Technical Nodal Officer Name:

2. Aadhaar Number:

3. Designation:

4. Mobile Number:

5. Email ID: