# General Instructions for Technical Nodal Officers (TNOs)

1. **Requirement of BAS devices in your organization:** It is proposed to use following formula for assessing number of BAS devices

   **a)** One Wi-Fi BAS tablet for approximate 40 employees

   **b)** One Finger Print to each Officer.

   **c)** One Finger Print device in each Branch preferably with Superintendent.

   DGS&D rate contract for BAS devices (Wi-fi Tablet & Finger Print Device) is available. It is pertinent to mention here that Wi-Fi Tablet need not require PC but Finger Print (FP) device requires PC for installation of BAS software.

   The requirement of these devices must also be made keeping in mind the number of floors in a building, concentration of employees, no. of deptts/ divisions in your building etc.

   As per the DGS&D Rate Contract:

   a) One Finger Print Device amounts to Rs. 2,278/- + CST/VAT.

   b) One integrated Wi-Fi BAS Tablet amounts to Rs. 9,500/- + CST/VAT.

   c) One Wi-Fi Access Point for use by BAS Tablet costing Rs. 670/- + CST/VAT

2. **Requirement of WiFi facility for operations of BAS Devices:** The BAS tablets will require Wi-Fi internet connectivity to connect to Aadhar Server to authenticate the employee and to mark the attendance. Therefore, Wi-Fi network is required at the targeted locations. LAN Cabling with an Internet node will be required at the location of BAS Tablet device(s) for establishing Wi-Fi Connectivity. Wi-Fi based Internet connectivity is required (through NICNET/HR-SWAN / Lease line, Broad Band) at the location of Tablet or 3G SIM Card for each tablet).

3. **Assessment & Identification of locations for installing these BAS & WiFi Devices**: TNO will have to work out the location of BAS Devices keeping in mind the convenience of employees in marking the attendance. Accordingly the location of WiFi Devices is to be decided, which should be placed as near to BAS Device as possible.

4. **Collection of digitized data of your organization employees in the specified format:** The TNO has to ask the department Nodal Officer to collect the employee's data in the specified format attached along with. These details, along with a digital photograph (in .jpg format, max. size 150 KB), are required for seeding employees data in attendance portal.

5. The Nodal Officer has to identify employees of his/ her organization who donot have an Aadhar Card. He/ She has to ensure enrolment of same through special Aadhar Camps. For any query, UIDAI may be contacted.

6. TNO would get the requisite On-boarding form duly filled up from the Department Nodal Officer, duly signed & stamped by the Head of Deptt/ Office for on-boarding of that organisation.

7. All Nodal Officers/ Technical Nodal Officers are requested to thoroughly go through the FAQs section available on http://haryana.attendance.gov.in. This will help in clearing a lot of doubts. All DGS&D Rate Contracts for BAS Devices are also available in this section. For any further query, NIC Helpline nos. 0172-2728229 & 2700275 can be contacted.