

Aadhaar Enabled Biometric Attendance System

(Online Organization On-boarding Manual)

ONLINE ORGANIZATION ONBOARDING FORM

The Nodal officer will follow the below mentioned procedure to onboard his organization.

- On the attendance portal (<http://attendance.gov.in>), select '*Organization Registration*' from the side menu.
- The Nodal Officer fills up the online form shown in the figure 1.1 and 1.2.

Central Attendance Aadhaar Enabled Bio-metric Attendance System(AE-BAS) [Version](#)

et. Newly Registered employees not activated by The Nodal officer will not be able to mark attendance.

Organization Onboarding Form create on-boarding Form

[Home](#) [Organization Onboarding](#)

Organization Details **NIC Cardholder Details** **State/Other Details**

Organization Type *
Select Organization Type *

Organization Name *
Organization Name

Parent Organization (if any)
Select Parent Organization *

Organization Communication Address *
Communication Address

State * **District ***
Select State * Select State Pin *

Pincode * **Location Name ***
Pincode E.g. 011123456789

Organization Website (if any)
Website URL

Number of Employees *
Estimated Number of Employees

Office Start Time
03:00

Office End Time
17:30

All Salaried Off * Yes No

PRINT

Kindly read the Manual before submitting the Online Organization On-boarding. [Click here to Download Manual.](#)

Steps to follow for Online Organization On-boarding :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in 'pdf' format of max. size 200 KB. The scan must be without any shadow/blur along with the web form.
3. Please review the form before submitting.

Note:

1. After submitting the form, Take print out.
2. After your submission you can edit the data if require using IDP & temporary registration number. [Click here](#)
3. If your organization free does not feature in the list, please get in touch with the Attendance helpline. <http://www.attendance.gov.in>

Figure 1.1

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Central Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

Organization Onboarding Form create on-boarding Form

Organization Details NIC Coordinator Details Nodal Officer Details

NIC Coordinator Details *

Select State First-

NIC Coordinator Name *

NIC Coordinator Mobile *

NIC Coordinator E-mail *

Next

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Steps to follow for Online Organization On-boarding :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & temporary registration number. [Click here](#)
- c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. <https://servicesdesk.knic.in>.

Figure 1.2

Central Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

Organization Onboarding Form create on-boarding Form

Organization Details NIC Coordinator Details Nodal Officer Details

Nodal Officer Name (As on Aadhaar) *

Nodal Officer Aadhaar *

Designation *

Mobile No *

E-mail (Please enter official e-mail id only) *

Enter the code exactly as it appears: **De9aEe** Not readable? Change text.

Confirmation Code

Submit

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Steps to follow for Online Organization On-boarding :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & temporary registration number. [Click here](#)
- c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. <https://servicesdesk.knic.in>.

Figure 1.3

Having submitted the form, The system generates a *Temporary Registration Number* and sends it on Nodal Officers mobile number. Then the following screen will appear-

Central Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

Manage Onboarding Form Need OTP

OTP Require

Temporary Registration No. *

Mobile Number *

Enter the code exactly as it appears: **aGI712** Not readable? Change text.

Confirmation Code

Submit

Steps to manage On-boarding Form:

1. Please enter the Temporary Registration Number.
2. Please enter the Nodal Officer's Mobile Number.
3. To get OTP.

Figure 1.4

For uploading form it can be done as shown below-

- Enter the *Temporary Registration Number* which is sent on Nodal Officers mobile as SMS.
- Enter Mobile Number.

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- Type the Security Code shown.
- Click on Submit

The screenshot shows the 'Organization Onboarding Form' in the 'OTP Verification' stage. The page title is 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version'. A red warning message states: 'Nodal officers may please ensure that all 'Newly Registered' employees are activated by them at the earliest. 'Newly Registered' employees not activated by The Nodal officer will'. The form contains a text input field for 'Enter OTP Number' and a 'Submit' button. To the right, a box contains instructions: 'Please enter the OTP number received on mobile.' and 'OTP number valid for 10 minutes.' The left sidebar shows navigation options: Dashboard, Organization Registration, Attendance Reports, Login, Announcement, and FAQ.

Figure 1.5

- Enter the OTP sent on the mobile of the Nodal Officer.

Having submitted the form, the details such as *Organization Name, Nodal Email, Nodal Mobile, Status and Creation date* will reflect on the screen along with the *Actions that can be taken- Edit, Print, Upload File, View and Exit*. A temporary registration Number is sent on the mobile through SMS/E-mail. Keep the temporary registration number safe as it will be required to login for edit/upload/Print of organization details before approval from our Helpdesk Team. The following screen will appear.

The screenshot shows the 'Manage On-boarding Form' screen. The page title is 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version'. A red warning message states: 'Nodal officers may please ensure that all 'Newly Registered' employees are activated by them at the earliest. 'Newly Registered' employees not activated by The Nodal officer will'. The table below shows the details of the organization:

Organization Name	Nodal Email	Nodal Mobile	Status	Creation Date	Action
testng organisation			Keep26c	March 4, 2021	Edit Print Upload File View Exit

- **View-** On selecting the **View** button, the following screen will appear where all details entered in the form can be seen and a checked for any errors.

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Central Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

Nodal officers may please ensure that all 'Newly Registered' employees are activated by them at the earliest. 'Newly Registered' employees not activated by The Nodal officer will not

Organization onboarding form details

Organization Type	State
Organization Name	testing organisation
Address	pune
District	Pune
State	Maharashtra
Pincode	411054
Phone	024257484541
NIC Coordinator Name	Suryakant B Dhole
NIC Coordinator Mobile	9423102771
NIC Coordinator E-Mail	sdh19k@nic.in
Organization's Website (if any)	
No. of Employees	0
Office Start Time	09:00
Office End Time	17:30
Do you want to auto activate employee/candidate just after registration ?	Yes
Nodal Officer Name	Santoshraj
Designation	Admin
Mobile	9423102771
E-Mail	santoshraj11@centralbas.in

Back

Figure 1.6

The user can select **Back** to go to the previous screen.

- **Edit**- In case of incorrect entry in any of the fields, the information can be edited by clicking on the **Edit** button. The following screen will appear where changes can be made.

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Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

Nodal officers may please ensure that all 'Newly Registered' employees are activated by them at the earliest. 'Newly Registered' employees not activated by The Nod

Edit organization onboarding form

Organization Details | NIC Coordinator Details | Nodal Officer Details

Back

Organization Type *

State *

Organization Name *

Parent Organization(if any)

Government of Maharashtra

Organization Communication Address *

State *

Maharashtra

District *

Pune

Pincode *

411054

Landline Phone *

024257484541

Organization's Website (if any)

abc.gov.in

Number of Employees

0

Office Start Time

09:00

Office End Time

17:30

Figure 1.7

Once the details in the screen are corrected, the form can be submitted, so that it can be processed.

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- **Print-** The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.



Figure 1.8

- **Upload File-** The user will upload a picture and submit the form for processing.

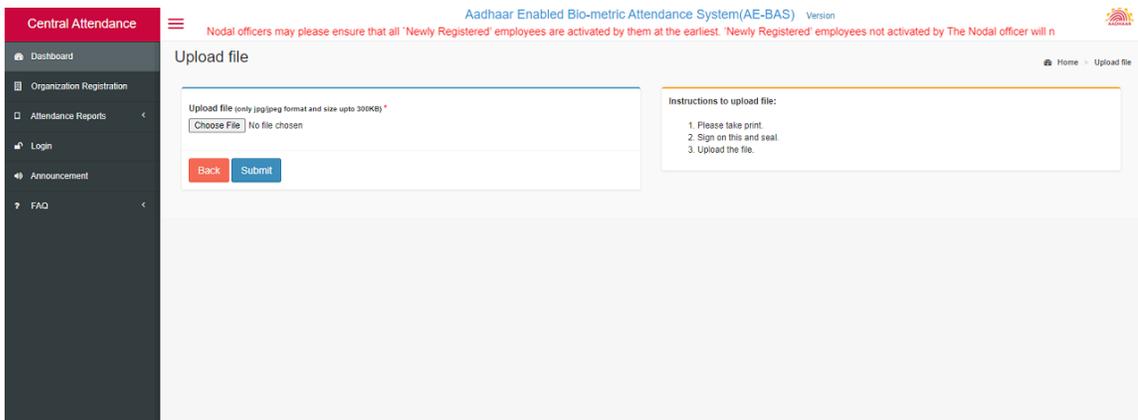


Figure 1.9

Upon submitting the form, the following screen will appear-

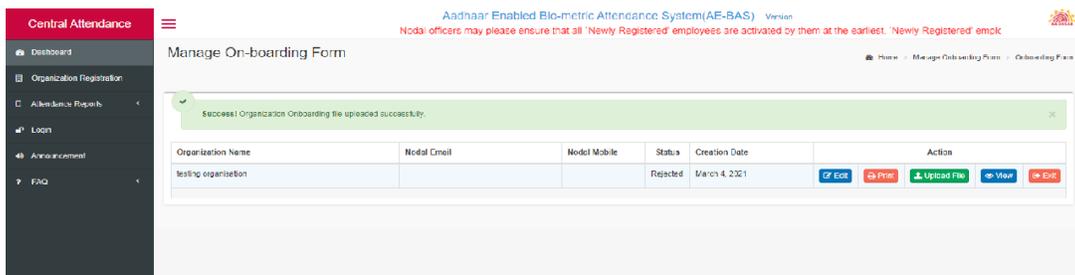


Figure 1.10

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The form is uploaded successfully. When the user clicks on Exit, the following screen will appear-

The screenshot shows the 'Manage Onboarding Form' page. The page title is 'Manage Onboarding Form' with a sub-header 'Need OTP'. The form contains the following fields:

- OTP Require (checkbox)
- Temporary Registration No. * (text input)
- Mobile Number * (text input)
- Enter the code exactly as it appears: * **aGI712** (text input)
- Confirmation Code (text input)
- Submit button

On the right side, there is a box titled 'Steps to manage On-boarding Form:' with the following steps:

1. Please enter the Temporary Registration Number.
2. Please enter the Nodal Officer's Mobile Number.
3. To get OTP.

Figure 1.11

A system generated confirmatory mail is sent on Nodal Officers Email.



Figure 1.12

The Nodal Officer clicks on the link sent through mail. The following screen will appear-

The screenshot shows the 'Confirmation organization on-boarding Request' page. The page title is 'Confirmation organization on-boarding Request'. The page contains the following information:

- Confirmation organization on-boarding completed successfully (green notification)
- Dear Sir/Madam,
- Confirmation organization on-boarding form for the organization "New District Test Org" is completed.
- We will process your request shortly.
- Further Process: 1. The submitted information will be checked for correctness.
- Note: For any other assistance please get in touch with Helpdesk on 1800 111 555.

Figure 1.13

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The request is then sent to the Helpdesk Team. Once it is approved; organization attendance URL and nodal credential are shared. This process may take 2-3 days.

Thereafter Nodal Officer can login into its own attendance portal and get employee registration and other modules ready accordingly.