

Instructions for TNOs for Phase II AEBAS implementation in Haryana Govt offices

Briefs of Phase II

1. In the second phase all the Offices located at Chandigarh / Panchkula & at District HQrs shall be covered by 1st July 2015. & in third phase the Offices located at Tehsil & Block Hqrs shall be covered by 1st August 2015
2. The experience of first phase has shown that the desktop Finger Print devices are very reliable & cost effective compared to Wall mounted Tablet. It is suggested that few or very less number of tablets be ordered & instead order maximum desktop USB devices, ideally 1 each for 10 persons.

Works to be carried out by TNOs

1. List of offices situated at District HQs be prepared for implementation of AEBAS.
2. **Identify technical resource**, at least one, for each location. TNO will coordinate with him for implementing AEBAS in DHQ and guide him all activities. Make a list having names, contact numbers and e-mails of all technical resources in districts which will further help you in guiding them for implementing AEBAS in district offices.
3. TNO at HQ/Directorate level will **compile total requirements of BAS devices** (Finger Print, Tablet, Wifi) with the help of 'technical resource 'and send the same to Hartron. [Total requirements= HO/Directorate requirements + District offices requirements]. In this PO, complete delivery addresses of State/Districts offices and quantities be clearly mentioned.
4. It is further clarified that On boarding form (Appendix A) for creation of subdomain/website of department is required from Head office/Directorate office, not from all District offices. All district officials are required to be registered at HO/Directorate office subdomain. Only those offices if any, who are independent entities or whose HO/Directorate office are located at district, need to send onboarding form.
5. As you know that Aadhaar is mandatory for AEBAS, circular/instructions be issued in this regard for left out employees upto district level offices ,to get aadhaar numbers from Aadhaar centres.
6. **TNO have to do master entries**, facilitating District office employees to get registered:
 - **Office locations** will be created as per list prepared at Sr no 1. For eg
Health Department TNO will create office locations (suffixed with district name) as
--Civil Hospital, Ambala
--Civil Hospital, Yamunanagar and so on.
Note: Office locations are not enterable. You have to sent list of office locations to helpdesk-attendance@gov.in for creation. Once created, you have to add them for your organisation.[Always mention in e-mail FOR HARYANA STATE PORTAL in subject]
 - **Division/Unit within Organization** will be created as per district requirements suffixed with district name.
 - **Device location** will be added for each district locations.(at least one for each location)

7. **Employee registration** TNOs are advised to coordinate with identified 'technical resource' for employee registration of their district offices. Technical person at district level will compile list of employees data (Name, designation, aadhaar, mobile, e-mail along with Jpeg Pic <150KB) of respective location. TNO will share website of deptt with Technical person and ask him to do employee registration with his location [without providing credentials with distt offices]
8. **Software Installation** Following is needed for AEBAS software installation in district offices
 - Identified technical person at district will be made **BIOMETRIC ADMIN** of that location. [Biometric admin is a registered employee of organization who will entrusted the responsibility of software installation and activation of BAS devices (FP or Tablet) at his location by authenticating his any finger]
 - Biometric Admin will be assigned by TNO after logging in (**Manage Device-Biometric Admin-Add Biometric Admin**)
 - **Activation Code** for concerned location will be generated by TNO and shared with respective biometric Admin for activation of device. [**Manage device-Activation code**]
 - **BAS software** will be provided by TNO to all district offices as it is available after loginin. [**login-Console-'Download for Desktop'**]. Software installation process will also be shared by TNO.

TNO is advised to hold a meeting cum training program for identified technical resources at districts, for AEBAS implementation.

Note: As discussed above, following is broadly **work of identified technical person [TNO(d)]** at district offices

- **Employee registration**
- **Software Installation in desktops**
- **Activation of BAS devices (FP/Tablets)**
- **Training/sensitization program on AEBAS in district offices (Employee login, Reporting officer, leaves/tours etc)**
- **To get issued Circulars/instructions for left out employees to enroll with aadhaar.**
- **Any other queries/problems to be reported to TNO at HQ/Directorate level.**