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PGI/DIR/DC/ /2025

Date: 29-04-2025

OFFICE ORDER

Subject: Implementation of FACE-Based Attendance through AEBAS for Faculty and Residents

In compliance with directives issued by the National Medical Commission (NMC), Government of India (Ref: No. N-16015(20)6/2025-IT-NMC (Comp No. 8330607), dated 16-04-2025) and as per the decisions taken in the meeting held on 24-04-2025, it is hereby directed that:

1. With effect from **01st May 2025**, all Faculty and Residents are requested to mark their attendance through the **FACE-Based Aadhaar Authentication** system on the NMC AEBAS platform.
2. All Faculty /Residents are requested to register themselves on the NMC dashboard. SOP for registering on NMC dashboard is herby attached as *Annexure–1*. For any assistance in registering on NMC dashboard, Faculty/Residents are requested to contact Ms.Prabha Manoj Kumar, NMC Cell, (ext-4996, CUG-3133).
3. **FACE-Based Aadhaar Authentication** system leverages Aadhaar-enabled biometric authentication (FACE Authentication) using UIDAI RD service, which is currently being used widely in various Government Offices through NIC. The user manual issued by NMC for marking face-based attendance is attached with this office order as *Annexure 2*.
4. The **Biometric Attendance Committee** is instructed to expedite the installation of wall-mounted devices in key areas of the Institute.

All Faculty and Residents are requested to extend full cooperation to ensure seamless transition to the new attendance system as mandated by the National Medical Commission.

This Office Order along with the SOP for registering on the NMC Dashboard, and the user manual for marking FACE-Based attendance (issued by NMC) is also available on the Institute's website under the section "AEBAS for Faculty and Residents."

Radha Krishan Dhiman
Director

Copy to

1. Additional Director, SGPGIMS
2. Dean/ER/JDA/JDMM/FO
3. Prof.Vimal.K.Paliwal, Chairman , BAS
4. All HOD's/Nodal Officer's
5. All Residents/Students
6. Dr.Neha Nigam, Sub-Dean, NMC Cell
7. Dr.A.K.Sarkar, System Manager to kindly upload on website
8. All Notice Boards

Radha Krishan Dhiman
Director

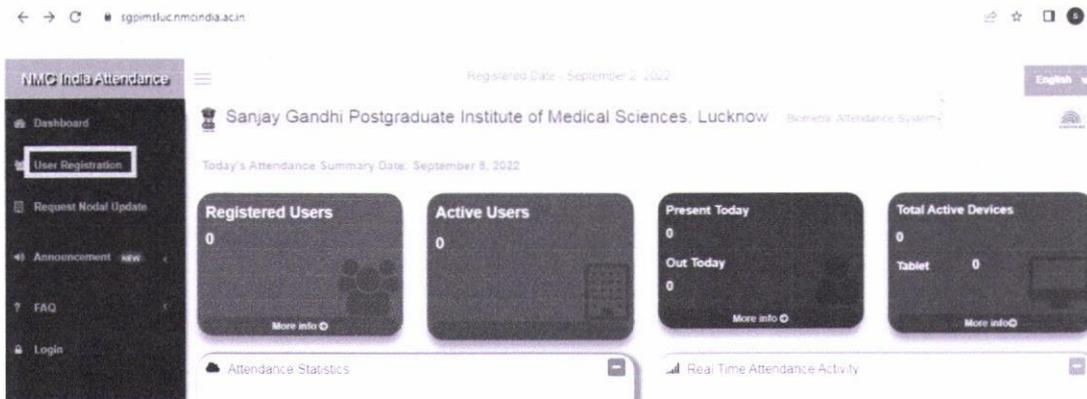## Registration for Faculty and Residents in NMC Dashboard

Please find the Steps to register in the NMC Dashboard which is to be filled

Kindly treat it as urgent.

Go to https://sgpimsluc.nmcindia.ac.in/

(Keep your Aadhar Details with you and scanned photograph (Passport size not more than 100 kb)

Left side click on the User Registration

Instructions for filling the User On-boarding request form:

Enter your Full Name as per Aadhar

1. Enter date of birth (format DD-MM-YYYY).
2. Select your Gender.
3. Please provide your 12 digit Aadhaar number.
4. **User's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data.**
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select User Type.
9. Select the name of your Division/Unit within Organization within the Organization.
10. Select your Designation.
11. Select your Office Location.(e.g. your office building name).
12. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
13. Please enter the captcha code.
14. Please Check the consent box.
15. Please review the form before submission.

Note:
a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at **support[dot]aebas[at]nmc.org.in**. or Contact NMC Cell, SGPGIMS (between 10.30 am to 1 pm) extn. 4996.

By Order of Dean

Annexure II: ATTENDANCE MARKING THROUGH FACE RECOGNITION on:: PERSONAL MOBILE

User Manual

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.

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

Installation process and attendance for the same is explained below in *Annexure – A*

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 Apple AppStore / Google Play Store.

AadhaarFaceRD

Unique Identification Authority Of India

AADHAAR

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

AadhaarBAS

National Informatics Centre.

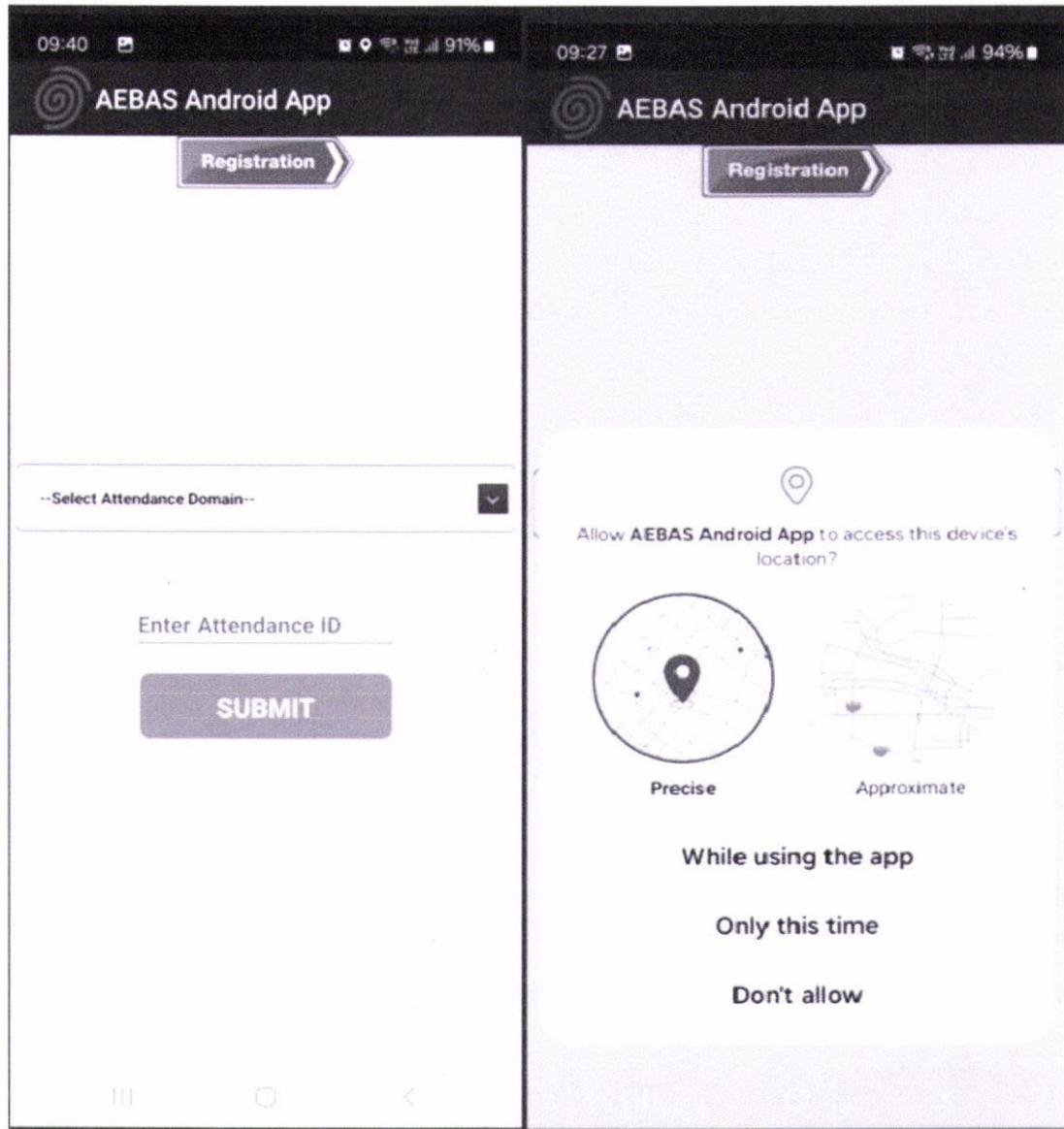May please refer Annexure -A for further action

3. Ensure that NMC has whitelisted the GPS Lat long for your organization. May Please refer **Annexure-I** for further action.

** *Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.*
** *The AadharFace RD logos shown above represent the respective platforms: the first is for iOS devices, and the second is for Android devices.*

1. Open the FACE BAS APP

2. Select the Domain NMC&NCH in which attendance is required to be marked (i.e. NMC central.nmcindia.ac.in).
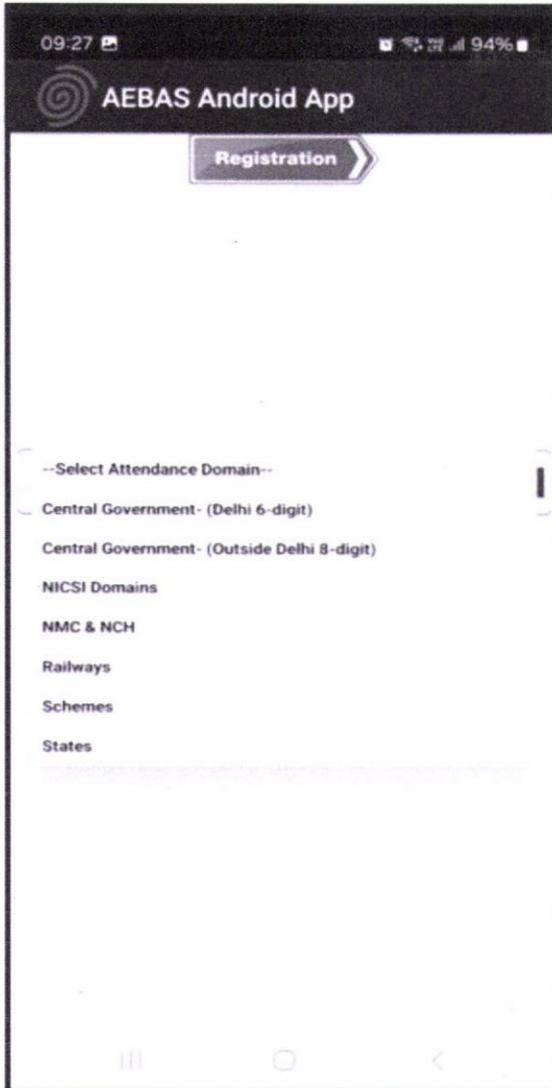
3. Enter the attendance ID, in which the employee is registered (8 digit attendanceID) and click on Submit
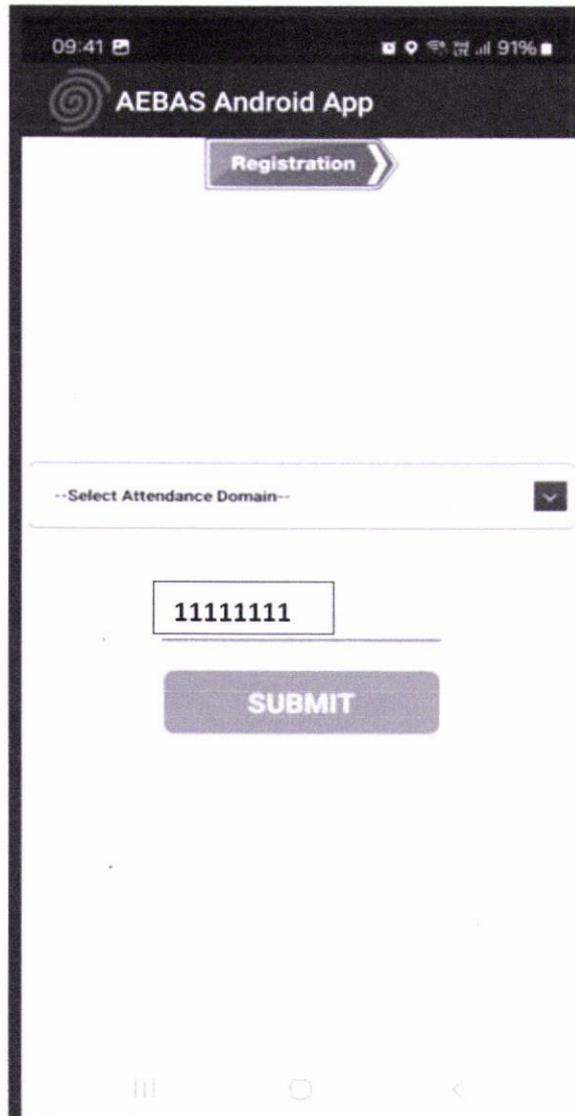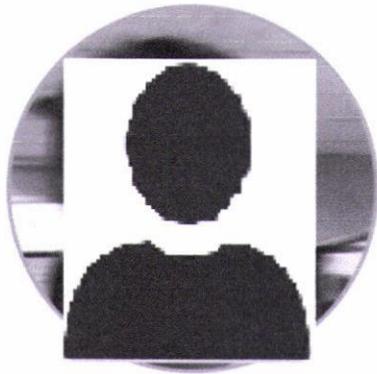
4. Choose the Entry point from where the employee will mark attendance.
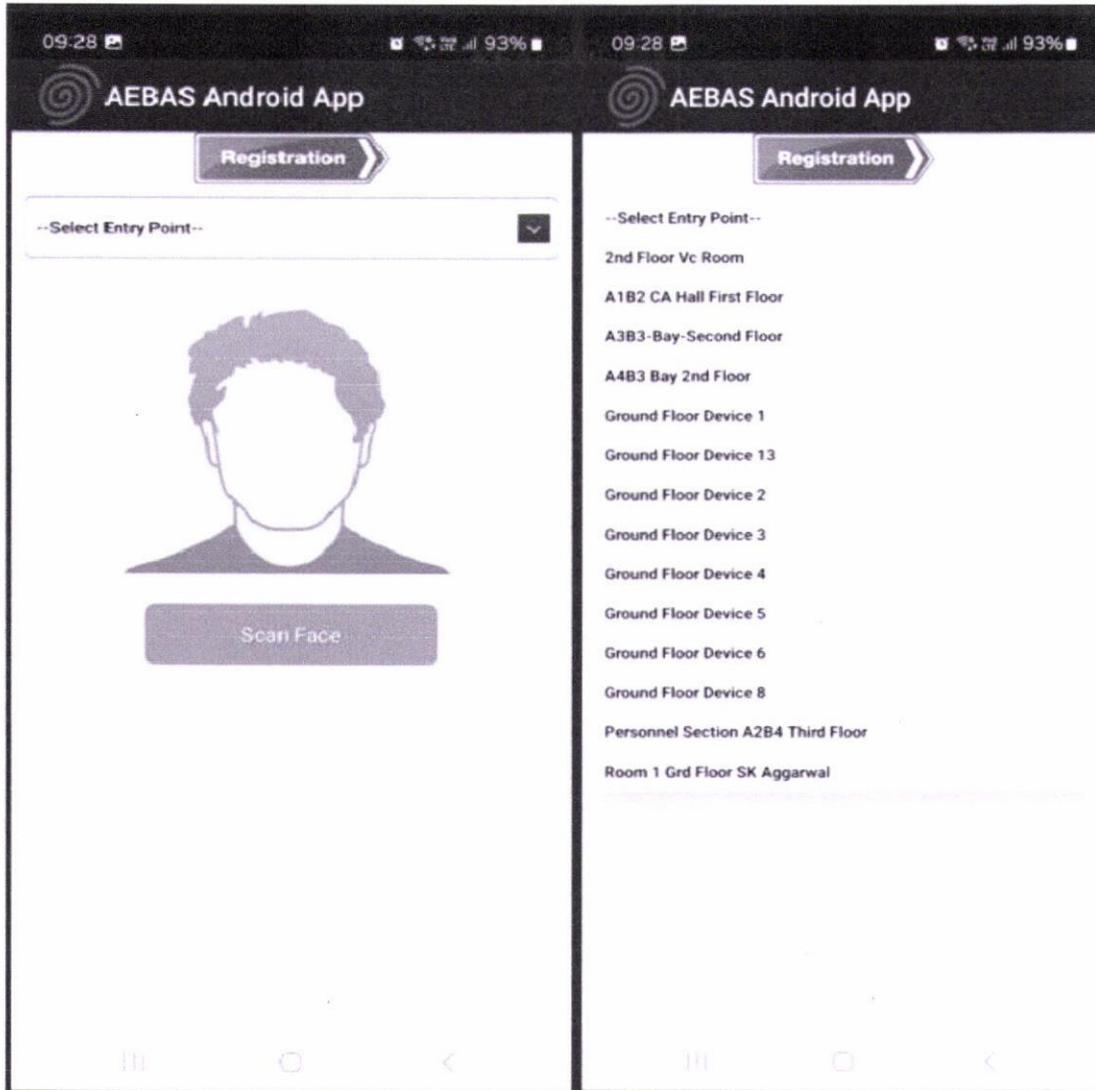
Ensure the "Scan Biometric" is clicked and authentication is completed.

Please Blink to Capture

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

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

Please Blink to Capture

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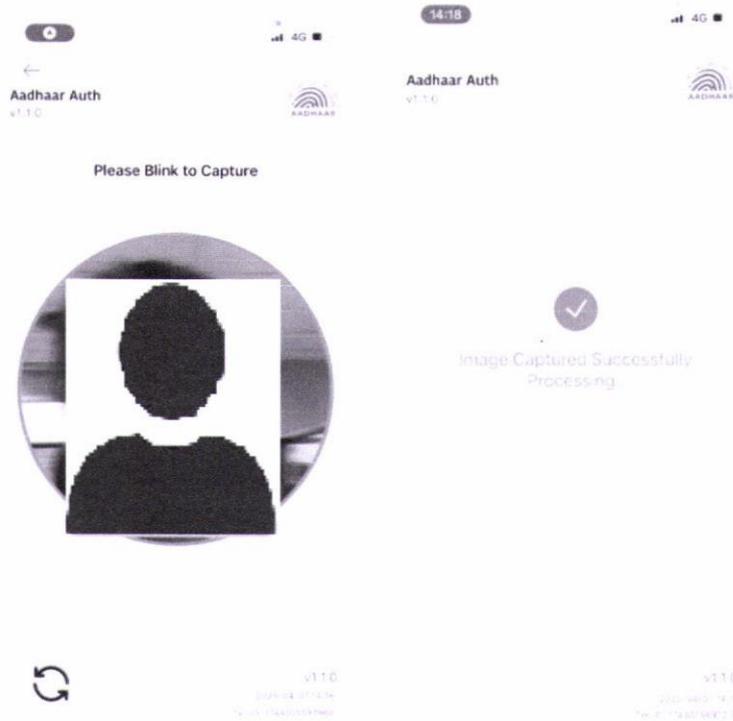
7. The attendance is successfully marked and the Attendance In/out would be recorded

Attendance Type : समापन/ Closing

पाली नाम/shift name : General Shift

आने का समय/Opening Time : 20-12-2024 09:06:05

जाने का समय/Closing Time : 20-12-2024 10:04:51

Uidai Response code : 612e5dca39b94c918627b411bb199238

ठीक है/OK

अनुक्रिया समय/Response Time:3.649 Secs
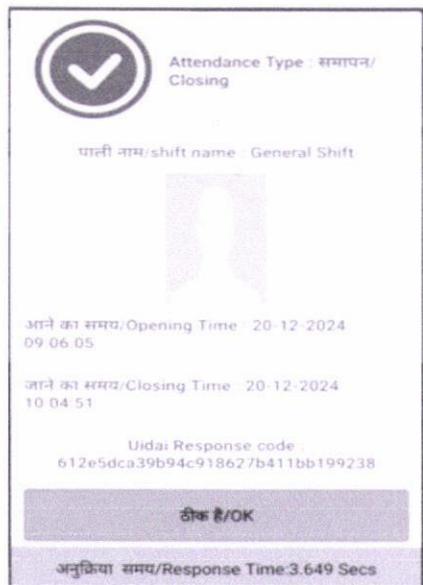
8. *Geo- Fencing Policy Update:*

Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update
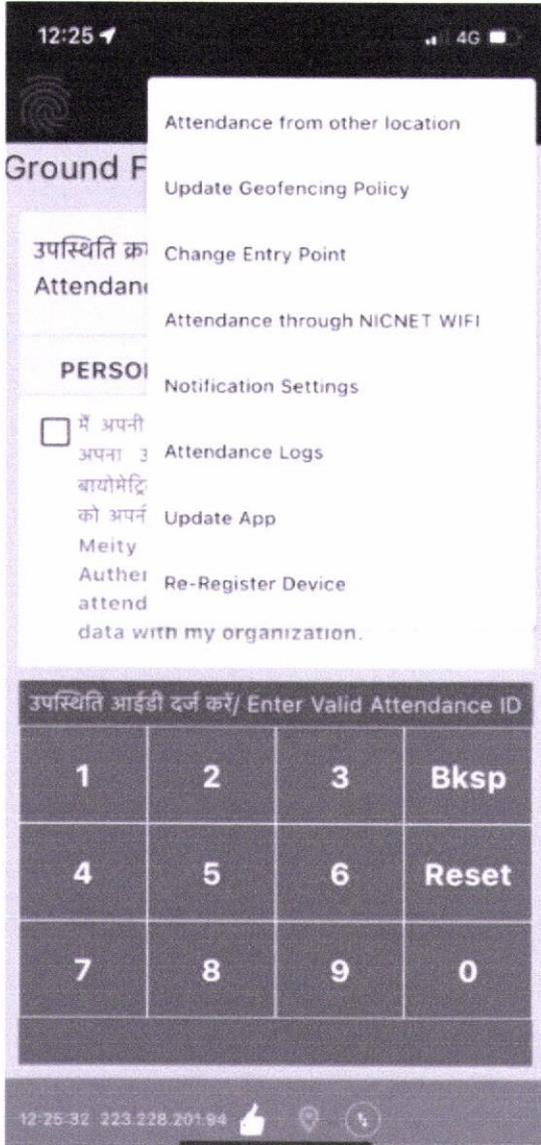
May click on "Update Geofencing Policy", if update is available, the policy will be Updated.

9. 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 IPs, 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.

10. Attendance Logs

All the Attendance marked on the personal device 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.

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Attendance Records

SI No.	Attendance ID	Date & Time	Response Code	Status
1	123456	26-09-2024 08:54:03	ce99b62eada14 bd18c1e8e7df9 6e9904	Opening
2	123456	25-09-2024 17:31:34	2579c81627c64 d00bb2ca4e6e e83c6e8	Closing
3	123456	25-09-2024 08:52:47	8828d229b17d 4bc587dc61a00 9284368	Opening
4	123456	24-09-2024 17:20:45	49f7dcb4fba24 6a396522b68e 70b6668	Closing
5	123456	24-09-2024 08:30:06	2bf17839b1184 89e96a3484dfa 122118	Opening
6	123456	24-09-2024 08:29:50	63793234fd794 460b1ba0b72b2 40e5fa	300
7	123456	23-09-2024 13:08:13	e0050d43fdf24 7b08248c4654 9714794	Closing

Close

12:54:5 10.198.160.119 👍