



संजयगाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान  
Sanjay Gandhi Postgraduate Institute of Medical Sciences  
Rae Bareli Road, Lucknow-226014 (India)

e-office computer No -  
Ref: — 379449/2024

Date: 09-Oct-2024

Office Order

SGPGIMS has initiated the process for deployment of Facial Based Dynamic Biometric Attendance System (for non-teaching employees/Officers) and AADHAR enabled Biometric Attendance Services as per NMC norms (AEBAS) for teaching (Faculty/Residents). The aim of this system is to monitor, check and control attendances, to improve organizational efficiency towards patient care and to fulfill NMC norm. The following is to be followed:

1. The Biometric Attendance electronic timekeeping shall be effective from 01-Nov-2024.
2. All non-teaching permanent Officers/employees must get themselves enrolled in Facial Biometric Attendance Services (Form attached and available on SGPGI website).
3. The employee/Officer should make themselves available at the given time/venue with filled form, a copy of self-attested SGPGI identity card (original must be carried). ONLY newly joined employees and those who are yet to get their identity cards should get the enrolment form forwarded by HOD/Nodal Officer.
4. The capturing of facial biometric/entering of details will take time, so cooperation of everyone is solicited.
5. Details of venue/date/time for department/areas are attached with the circular.
6. Any employee/officer who is not able to enroll themselves at the given time/venue for a valid reason may visit Room No-102, e-Office, ADM Block, Ground Floor for enrolment after 22-Oct-2024 from 3:00 PM-5:00 PM.
7. All Officers/employees are required to "clock in" and "clock out" at their entry and exit time according to their work schedule on any Dynamic Facial based machine.
8. All faculty/residents have to get themselves registered for AADHAR ENABLED

- BIOMETRIC ATTENDANCE SERVICE (AEBAS). Details for enrollment/registration and frequency of registering attendance will be issued by Nodal Officer, NMC cell.
9. The Biometric Attendance Machines are being installed at various locations of the institute. (List of Locations attached)
  10. Dynamic facial biometric equipment is not to be touched in any case as this may result in damage to equipment. Nodal Officer (Security) to direct the concerned to ensure safety of Biometric Attendance equipment.
  11. Nodal Officer NMC cell will provide verified monthly Attendance Report of faculty/Residents enrolled in AEBAS to Chairman Biometric Attendance Services for the purpose of generating bills by 05<sup>th</sup> of every month.
  12. Medical Superintendent will have complete administrator rights on the Biometric Attendance System and Nodal Officer NMC cell for AEBAS.
  13. Detailed SOP for Biometric Attendance Services will be circulated in due course of time.
  14. Nodal Officer CCTV should ensure that all Biometric Attendance equipment is under CCTV surveillance.
  15. For any difficulty you may contact:
    1. Prof. Shalini Singh, Nodal Officer, NMC Cell (faculty/Residents) (CUG-4372)
    2. Mr. Prashant Sharma, Programmer/Nodal Officer, Biometric Attendance Services (CUG-4183)

  
(Prof. R.K. Dhiman)  
Director

**Copy to:**

1. Additional Director, SGPGIMS
2. Dean/ER/JDA/JDMM/FO
3. Prof. V.K. Paliwal, MS and Chairman, BAS
4. All HOD's/Nodal Officer's
5. Prof. Shalini Singh, Nodal Officer, NMC Cell
6. Sh. Prashant Sharma, Programmer/Nodal Officer, Biometric Attendance Services.
7. Dr. A.K. Sarkar, System Manager to kindly upload on website

  
(Prof. R.K. Dhiman)  
Director



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**Sanjay Gandhi Postgraduate Institute of Medical Sciences,  
Lucknow**

**Form for enrolment in Dynamic Face based Biometric Attendance System**

Particulars		
1.	Employee ID	
2.	First Name	
3.	Last Name	
4.	Designation	
5.	Department & Work Area	
6.	Mobile No	
7.	Date of Joining	
8.	Date of Birth	
9.	Email id (if any)	

**I hereby declare all the information given above is correct.**

Signature of Officer/ Employee

**Note:**

1. It is mandatory to enclose self attested SGPGIMS Identity- card.
2. **ONLY newly joined employees who are yet to get their identity cards should get this form forwarded by HOD/Nodal Officer of the department.**

**\*\*\*\*\*This form is only for non-teaching permanent staff\*\*\*\*\***

**Schedule for Enrolment for Biometric Attendance**

**(Dynamic facial based ) non-Teaching permanent Employees/Officers**

<b>Areas</b>	<b>Venue</b>	<b>Date</b>	<b>Time</b>	<b>Employee/Officers working areas</b>	<b>Team</b>
ADM BLOCK	e-Office, Ground Floor, ADM Block	14-Oct-2024	10.30 AM to 01:00 PM	JDMM camp/Vehicle Cell/Engineering (first Floor)/Research Cell/Estate/ Recruitment/NMC Cell/RSD Cell	<b>Team 1,2,3,4</b>
		14-Oct-2024	02:00 PM to 04:30 PM	ER Office/Dean Office/Finance Office/Security	
		15-Oct-2024	10.30 AM to 01:00 PM	AD camp/JDA Camp/Director Camp/Legal/Contract/ Examination	
		15-Oct-2024	02:00 PM to 04:30 PM	General Hospital/Central Library Building, Guest House/ Nursery School/Hobby Center and all areas ADM block	
CMS Office	CMS OFFICE	16-Oct-2024	10.30 AM to 01:00 PM	CMS Office/Neurology Lab/PRO Counter/All wards in Old OPD area/Animal House	<b>Team 1,2</b>
		16-Oct-2024	02:00 PM to 04:30 PM	All wards in Old OPD area, Engineering Service Block/Mechanical Workshop/Biomedical/Medical Gas/Laundry, CSSD/HRF/IRF	
		17-Oct-2024	10.30 AM to 01:00 PM	All floors "A" Block/ "C" Block/ "E" Block/ "F" Block / "G" Block / "H" Block/ "I" Block OT/ CCM / Neurosurgery OT / ICU, Dialysis	
			02:00 PM to 04:30 PM		
		18-Oct-2024	10.30 AM to 01:00 PM	All floors "A" Block/ "C" Block/ "E" Block/ "F" Block / "G" Block / "H" Block/ "I" Block OT/ CCM / Neurosurgery OT / ICU, Dialysis	
			02:00 PM to 04:30 PM		

**Schedule for Enrolment for Biometric Attendance  
(Dynamic facial based ) non-Teaching permanent Employees/Officers**

<b>Areas</b>	<b>Venue</b>	<b>Date</b>	<b>Time</b>	<b>Employee/Officers working areas</b>	<b>Team</b>
PMSSY	Room of MS and Chairman PMSSY Ground Floor	16-Oct-2024	10.30 AM to 01:00 PM	All area Ground Floor/ First Floor	<b>Team 3,4</b>
			02:00 PM to 04:30 PM		
		17-Oct-2024	10.30 AM to 01:00 PM	All area Second Floor, Third, Fourth Floor	
			02:00 PM to 04:30 PM		
		18-Oct-2024	10.30 AM to 01:00 PM	All areas PMSSY	
			02:00 PM to 04:30 PM		
NEW OPD	Room of Incharge OPD Second Floor	19-Oct-2024	10.30 AM to 01:00 PM	All Areas Ground/First/Second floors /PRA/OPD Pharmacy	<b>Team 1,2</b>
			02:00 PM to 04:30 PM		
		21-Oct-2024	10.30 AM to 01:00 PM	All Areas Third/Fourth/Fifth floors/CMT/CON/ADC	
			02:00 PM to 04:30 PM		
EMRTC	Hall in front of Cash Counter	19-Oct-2024	10.30 AM to 01:00 PM	All Areas Ground /First/Fourth Floors	<b>Team 3,4</b>
			02:00 PM to 04:30 PM		
		21-Oct-2024	10.30 AM to 01:00 PM	All Areas Second/ Third floors	
			02:00 PM to 04:30 PM		
ATC	Office of Dr R Harshvardhan Ground Floor	22-Oct-2024	10.30 AM to 01:00 PM	All Areas Ground/First/Second	<b>Team 3,4</b>
			02:00 PM to 04:30 PM		
		23-Oct-2024	10.30 AM to 01:00 PM	All Areas Third/Fourth/Fifth	
			02:00 PM to 04:30 PM		
e-Office, Room No-102, ADM Block		22-Oct-2024 onwards	03:00 PM to 04:30 PM	All areas SGPGIMS	<b>Team 1</b>

<b>Locations of Dynamic facial Biometric &amp; Adhaar enabled Attendance device at SGPGIMS</b>			
<b>SL No</b>	<b>Location</b>	<b>Number and Type of Device</b>	
		<b>Dynamic FACE Based for Permanent Officers/Employees</b>	<b>AADHAR Based for faculty and Residents</b>
1	ADMIN BLOCK	2	0
2	GENERAL HOSPITAL	1	0
3	DATA CENTRE	1	2
4	STAFF ENTRANCE CORRIDOR STAFF OPPOSITE CENTRAL LIBRARY BUILDING	2	2
5	CENTRAL LIBRARY (Front)	1	1
6	CENTRAL LIBRARY (inside near Electrical unit)	0	2
7	NEAR CSSD	1	2
8	C BLOCK & LTU CROSSING	1	2
9	LTU Parking entrance LIFT	1	2
10	Main Entrance Near CMSOffice	2	2
11	PMSSY BLOCK (front)	1	2
12	PMSSY BLOCK (Back)	1	1
13	NEW OPD (Back Side)	1	2
14	NEW OPD (Front Side)	1	2
15	TELEMEDICINE ENTRANCE	1	2
16	EMRTC BLOCK Near Lift Staff Parking	2	2
17	EMRTC BLOCK (Front)	1	2
18	COLLEGE OF MEDICAL TECHNOLOGY	1	1
19	ATC	2	2