No.E-12013/1(e-Office)/2015-IT
भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless

Block No-9, CGO Complex
Lodhi Road, New Delhi
Date: 26th May, 2025

CIRCULAR

Subject: - Implementation of FACE-based Aadhaar Authentication for Attendance Marking on AEBAS – reg.

The undersigned is directed to refer to DoPT's OM No. 11013/13/2023-Pers.Policy-A.III dated 15.06.2024 and this Directorate's OM No. A-15018/1/O.O/2023-Ad.I dated 27.06.2024 regarding observance of punctuality through AADHAAR Enabled Bio-metric Attendance System (AEBAS) and to state that all officers/officials of this Directorate are hereby directed to strictly adhere to the guideline contained in the aforementioned OMs.

2. All establishments under the Directorate of Coordination Police Wireless (DCPW), including the DCPW HQ, 31 ISPW Stations, Central Police Radio Training Institute (CPRTI), Regional Police Wireless Training Institutes (RPWTIs), and POLNET Hub Offices, are currently utilizing the Fingerprint based Aadhaar Enabled Biometric Attendance System (AEBAS) for attendance marking.

3. In alignment with government initiatives to leverage advanced technology and enhance user experience, it has been decided that, all DCPW offices shall implement the FACE-based Aadhaar authentication for attendance through AEBAS. (Detailed enrollment process is enclosed at **Annexure-A**)

4. All DCPW Officers/Officials must mark attendance in the BAS and In-Charge of All section HQrs/CPRTI/POLNET Hub/ALL ISPW Stations/All RPWTIs should regularly use the Monitoring Group feature to track attendance / punctuality report of their subordinates. In case of transfer of I/C, proper handover of the group is mandatory. Any changes or discrepancies must be reported to the BAS Nodal Officer for necessary updates.

5. This issues with the approval of Director, DCPW.

26/05/2025
(K Saha)
Deputy Director(IT)/
BAS Nodal Officer

Copy to:

1. PPS to Director : for kind information
2. PA to Addl. Director (HQ) / PA to Addl. Director (OPS) : for kind information
3. All Joint Directors/ Deputy Directors
4. All Assistant Directors/ Joint Assistant Directors
5. All Station In-charges
6. AD(IT)- for uploading on the website of DCPW

ATTENDANCE MARKING THROUGH FACE RECOGNITION on :: PERSONAL MOBILE

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.
Keeping in mind the current situation where the world is in the middle of a pandemic, the attendance marking has now been initiated through Face.

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

The application is available for Android devices only (minimum requirement stated in the document).
Installation process for the same is explained below
If your attendance marking ID is 6- digit / 8-digit refer ***Annexure – A***

In case of any query please contact: 1800 111 555 or raise ticket at https://servicedesk.nic.in/

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:

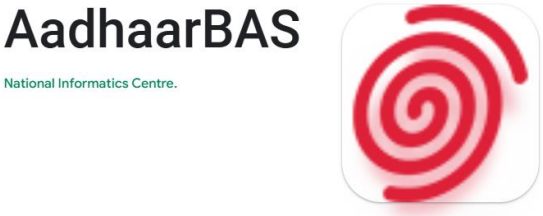
Android version above 9, RAM 4+GB, Camera 5 MP and above.
ioS software version 14 and above

AEBAS

Installation application initial steps:

1. Download and Install the Aadhaar Face RD APP from the Google Play Store/AppStore.

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



   May please refer Annexure -A for further action

3. To know your Geo Lat Long may please use the app present in your Employee Login:
   https://attendance.gov.in/update/employee/entryPoint
   Visit Organization URL.

   In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

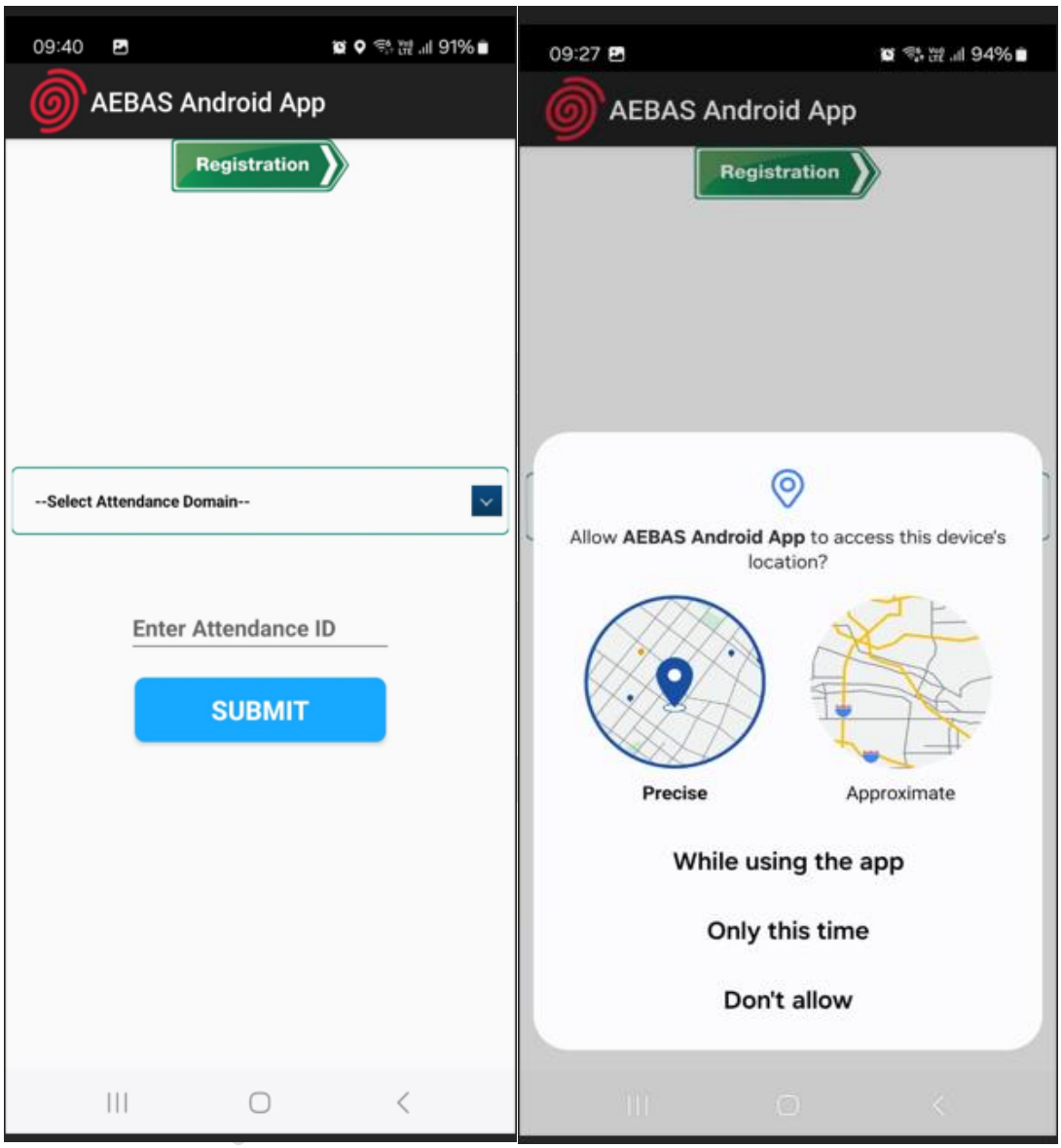
   ** *Please ensure that your office location is mapped correctly.*
   You may check it in employee login in the attendance portal
   If office location incorrect, may please update the office location

   ** *Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.*

AEBAS

Annexure A : Attendance Marking Screen for marking through Personal Device Android

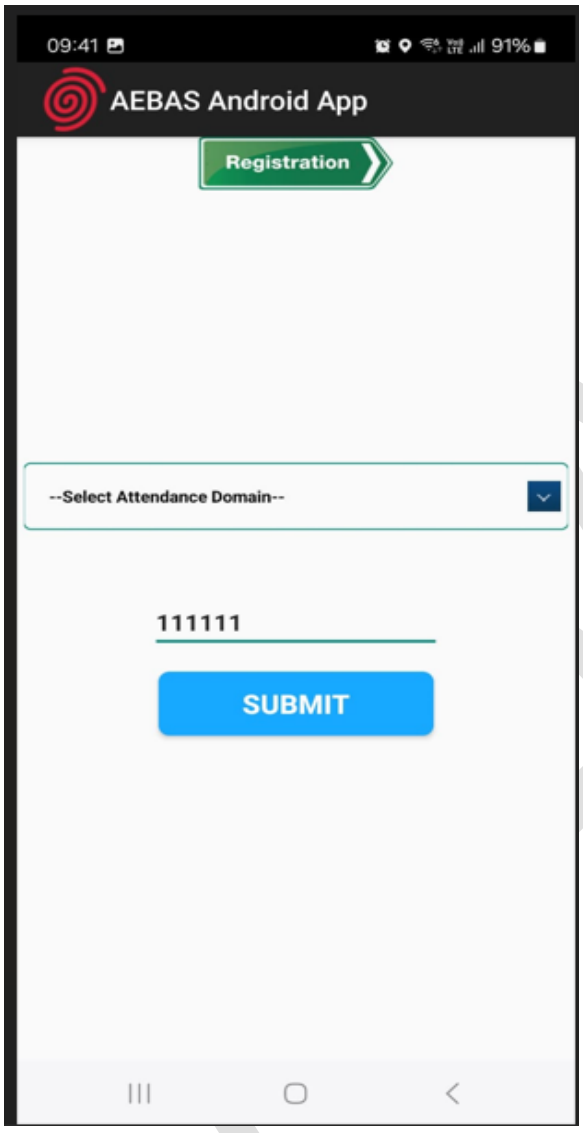
1. Open the FACE BAS APP



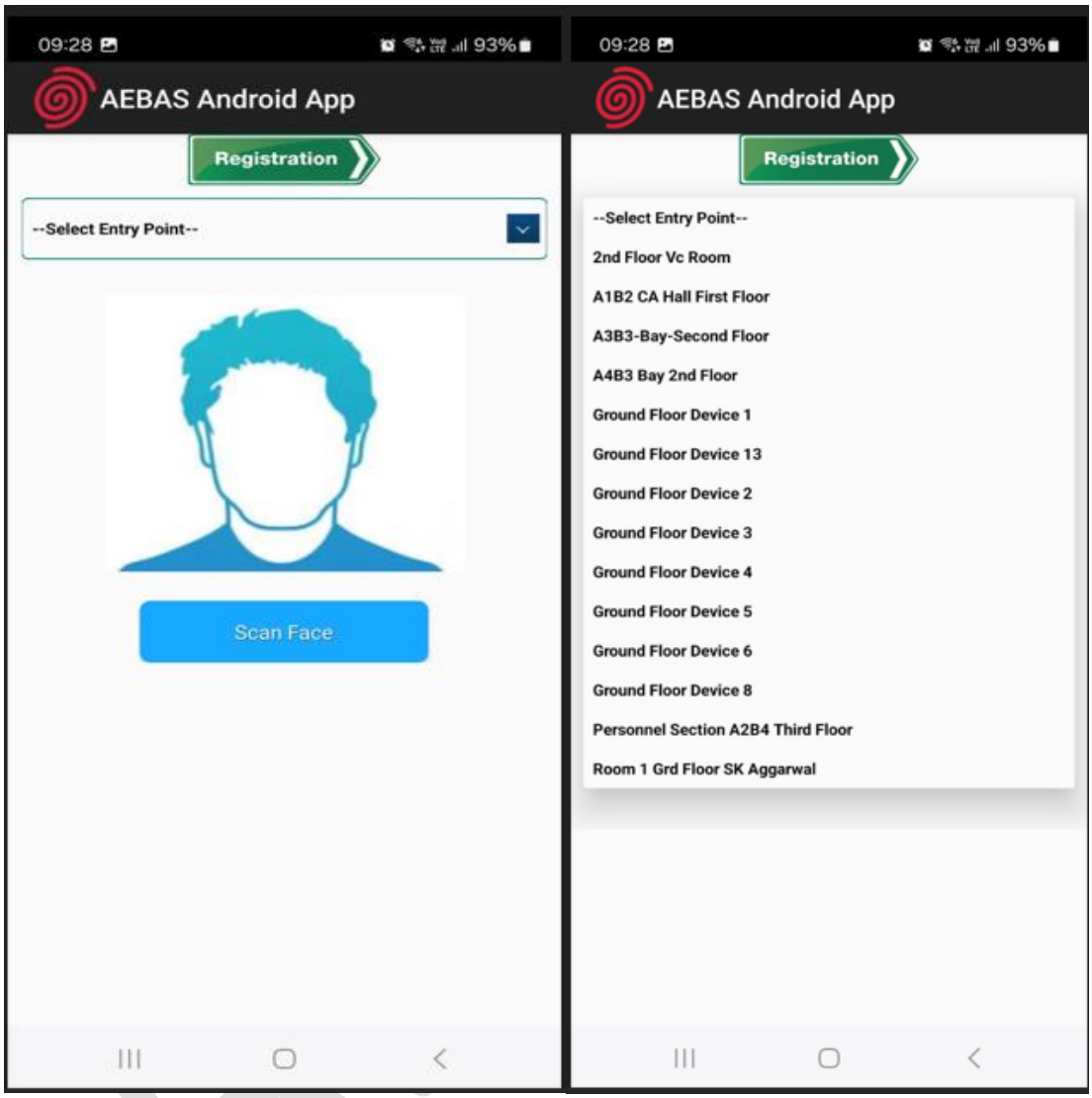
2. Select the Domain in which attendance is required to be marked (i.e. Delhi Central; attendance.gov.in /Central; central.attendance.gov.in/ States/Schemes)

For All the establishment of DCPW
Select Central Government- (Delhi 6-digit)

3. Enter the attendance ID, in which the employee is registered (i.e. if Delhi Central 6 digit attendanceID ; or Central/State, etc.; central.attendance.gov.in, 8 digit attendanceID) and click on Submit



4. Choose the Entry point from where the employee will mark attendance.



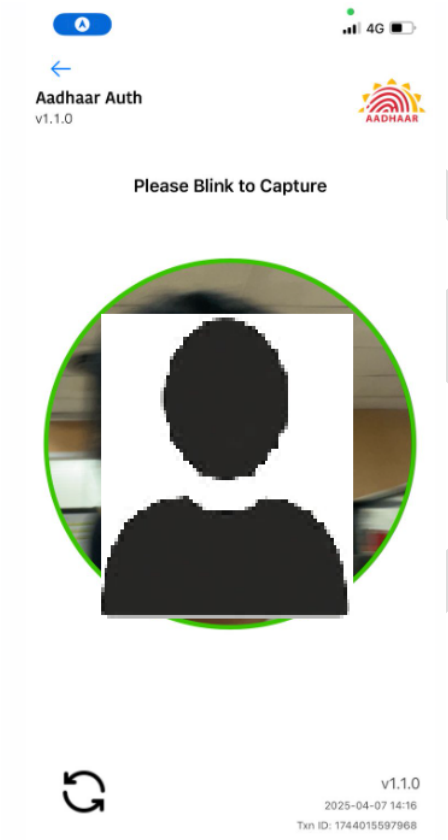
DCPW's Users select the respective office location like DCPW HQ, CPRTI, POLNET Hub, Name of RPWTI/ISPW Station etc.

To know your Geo Lat Long use the may please download the app present in your Employee Login:
https://attendance.gov.in/update/employee/entryPoint
Visit Organization URL.

****

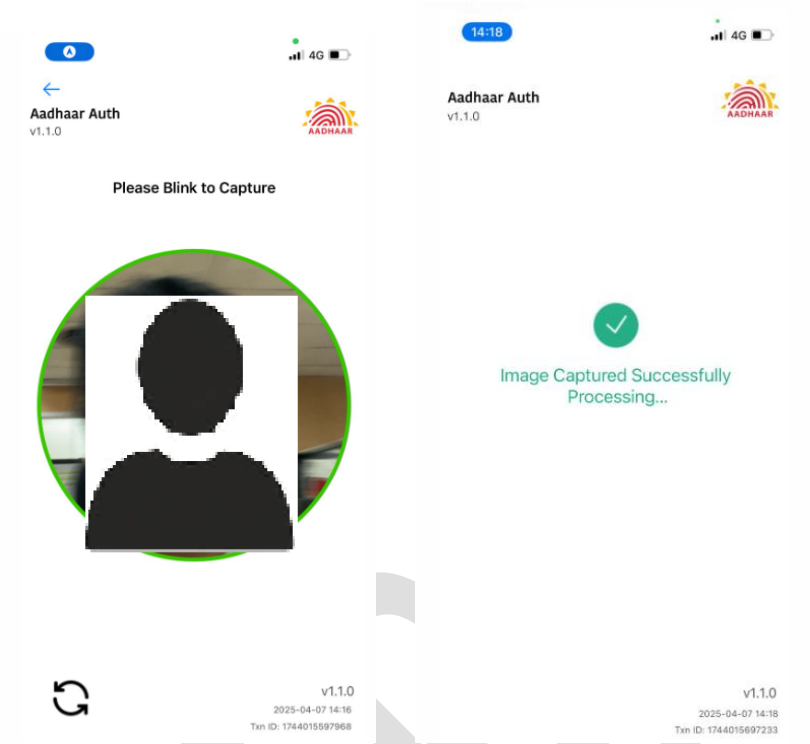
In case, if latitude - longitude not configured with your entry point. Share your Attendance_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

Ensure the "Scan Biometric" is clicked and authentication is completed.

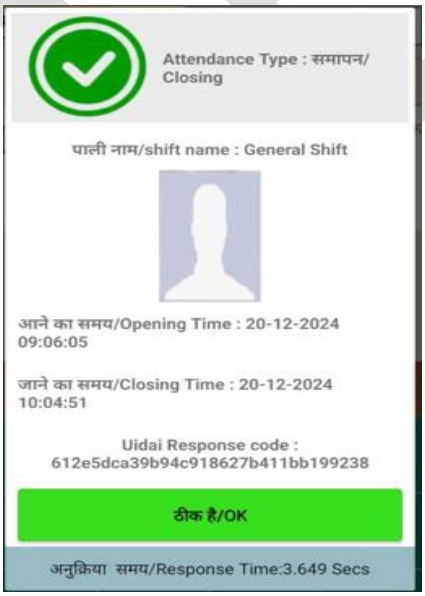


5. Attendance Marking screen will be prompted. Ensure that the checkbox is clicked.

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



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



8. *Geo- Fencing Policy Update ::*

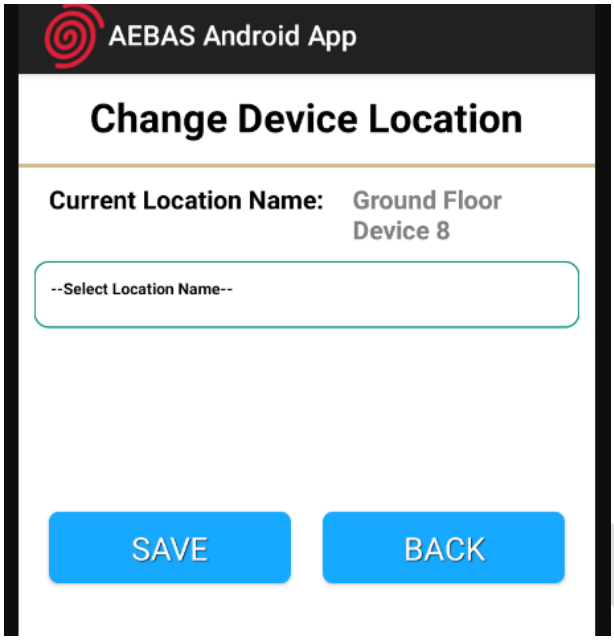
Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update

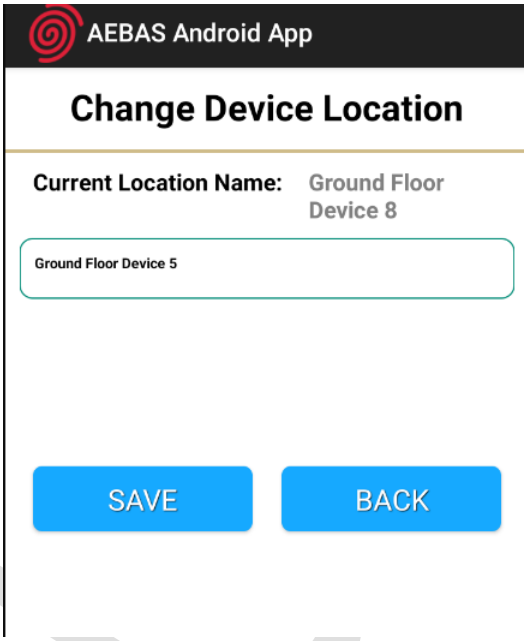
May click on "Update Geofencing Policy", if update is available, the policy will be updated

9. *Change Device Location ::*

Click on the 3 dots, on the extreme right panel to check for the Change of Device Location

Choose the Device Location from the list specified



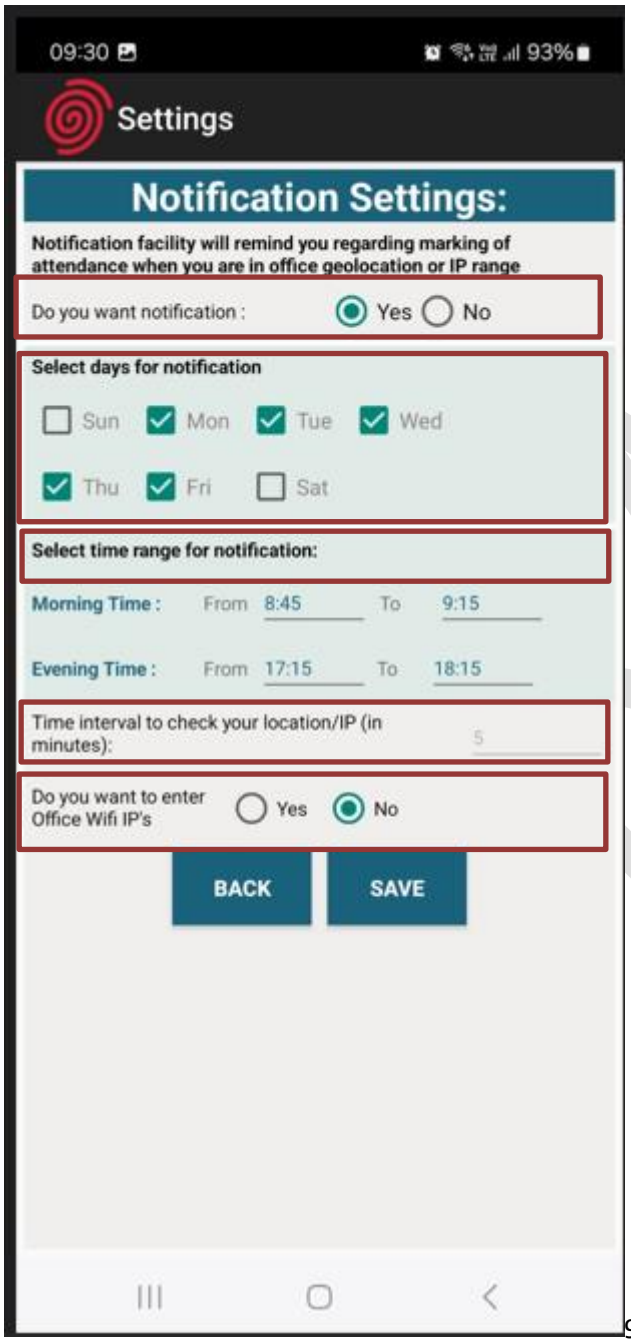


Save the location , the status will be updated on the user screen:

10. 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.

9-+

All the options chosen should be saved for successful notification on the user device.

11. Attendance Logs

All the Attendance marked on the personal device only 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.

12. Attendance from other Location

In this case the attendance would be recorded as Roaming and same would be displayed in the Nodal Login.

13. Re-Register Device

If the Employee has been transferred from Central to the State, the employee can now re-register the device with the attendance ID and mark attendance post successful registration of the device.

AEBAS