



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: 26<sup>th</sup> 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 HQs/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.

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

**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

Installation application initial steps:

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

**AadhaarFaceRD**

Unique Identification Authority Of India



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

**AadhaarBAS**

National Informatics Centre.



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***

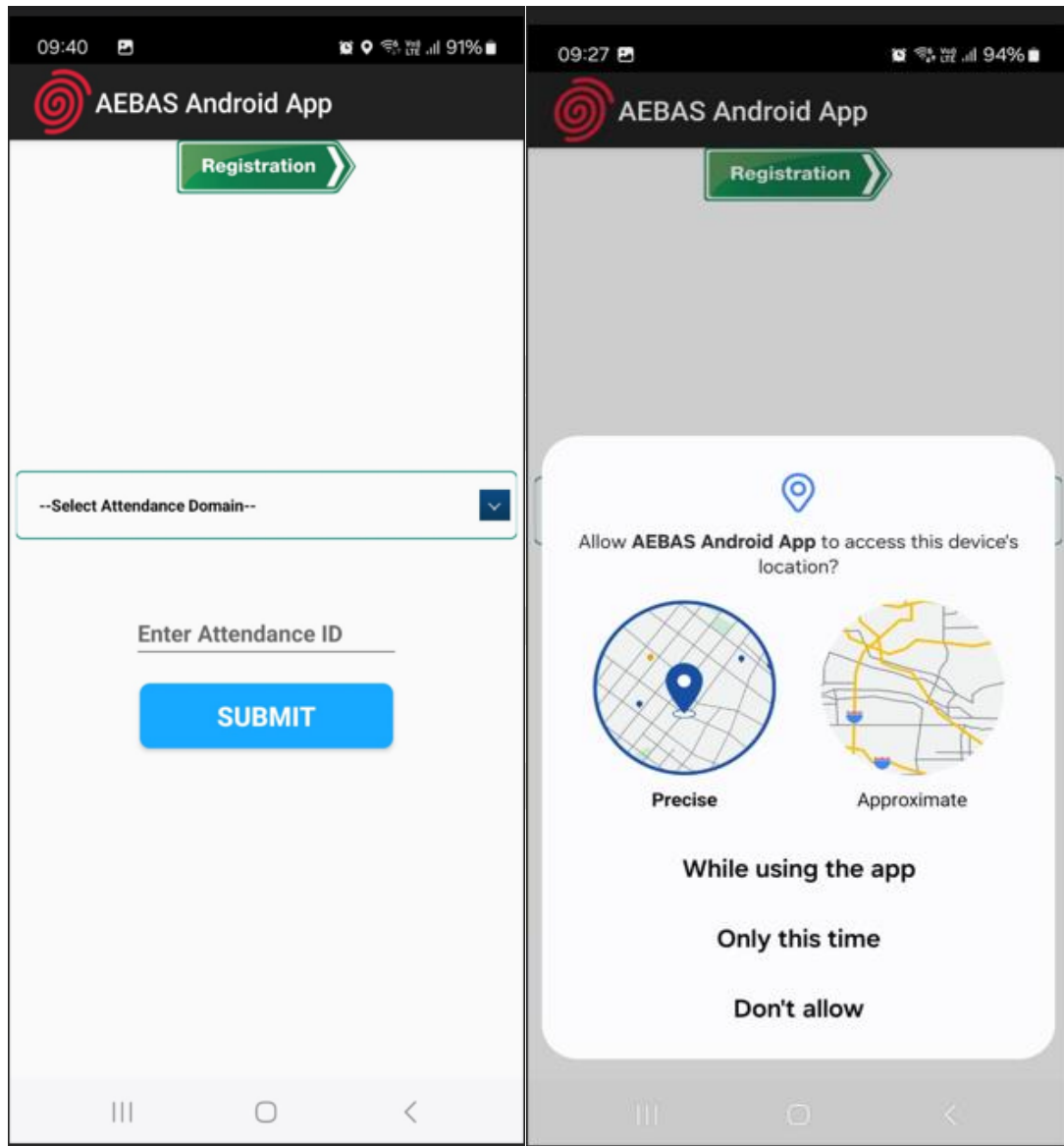
***If office location incorrect, may please update the office location***

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



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

1. Open the FACE BAS APP

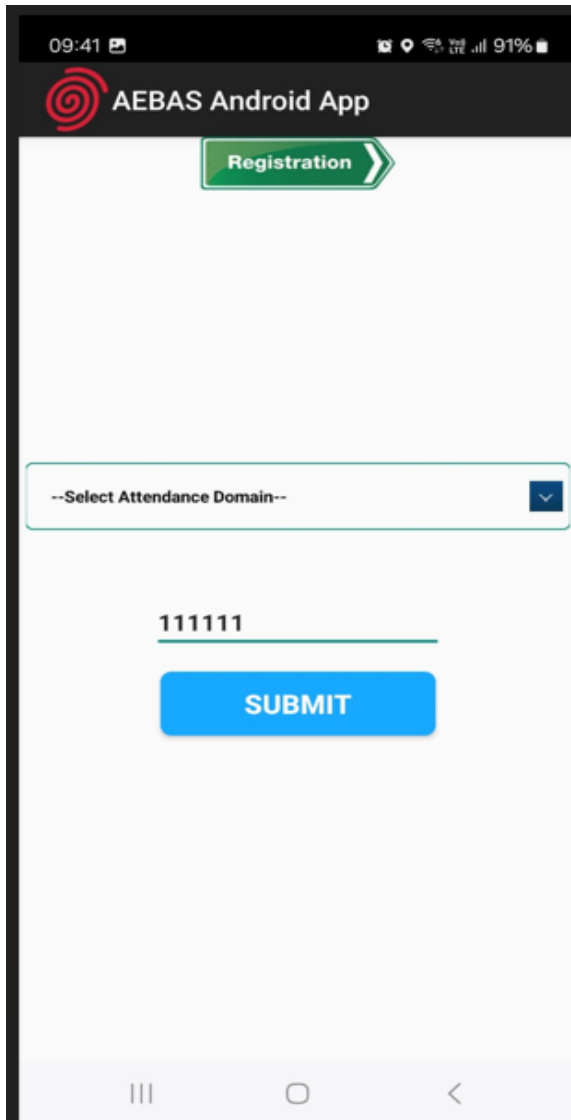


2. Select the Domain in which attendance is required to be marked (i.e. Delhi Central; attendance.gov.in /Central; central.attendance.gov.in/ States/Schemes)



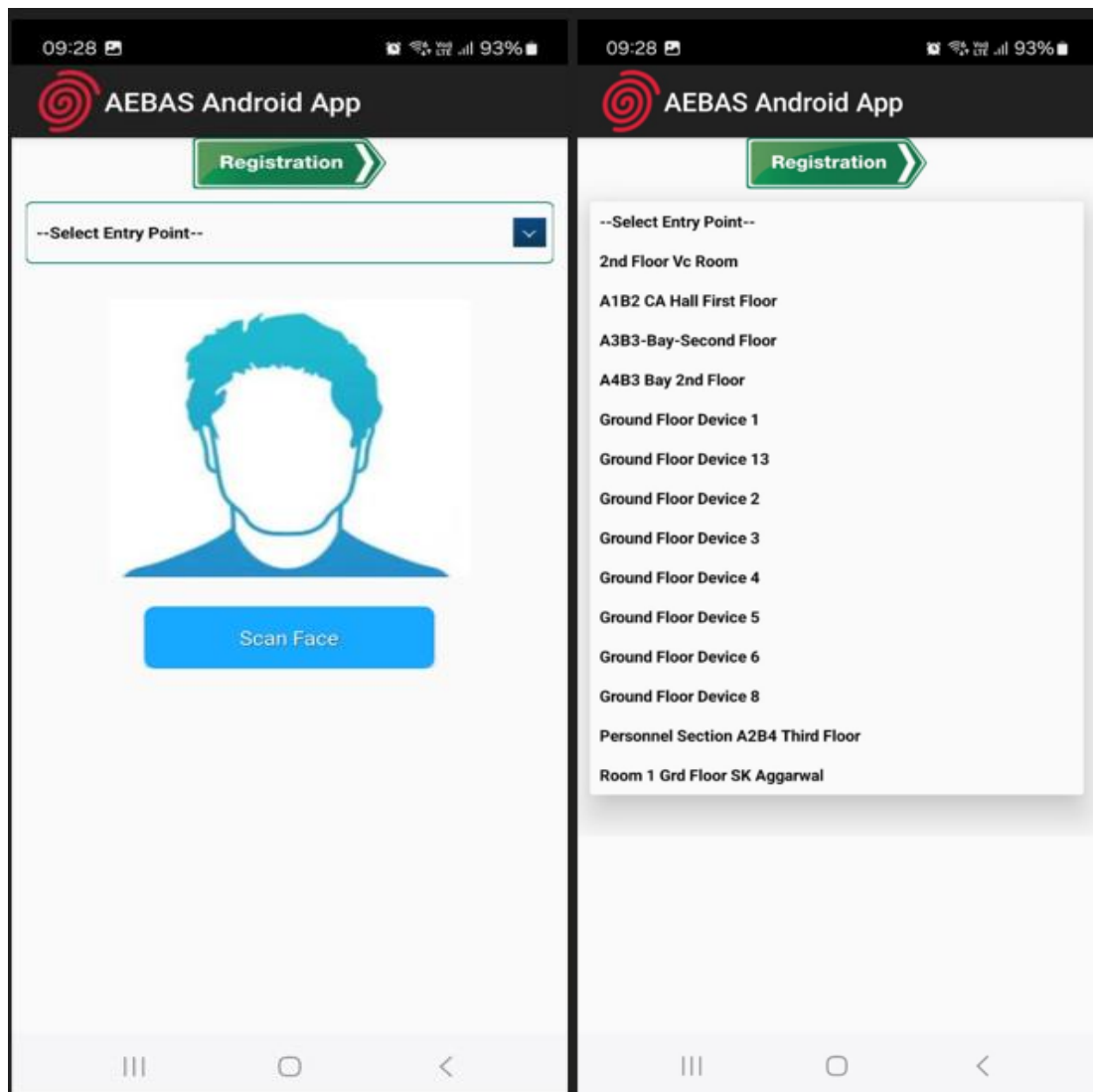
For All the establishment of DCPW  
Select Central Government- (Delhi 6-digit)

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



The screenshot shows the 'Registration' screen of the AEBAS Android App. At the top, the status bar displays the time 09:41 and battery level at 91%. The app header includes the AEBAS logo and the title 'AEBAS Android App'. Below the header, a green 'Registration' button with a right-pointing arrow is visible. The main form area contains a dropdown menu labeled '--Select Attendance Domain--' with a blue downward arrow icon. Below the dropdown, the number '111111' is entered into a text field. A blue 'SUBMIT' button is positioned below the text field. The bottom of the screen shows the standard Android navigation bar with three icons: a square, a circle, and a triangle.

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>

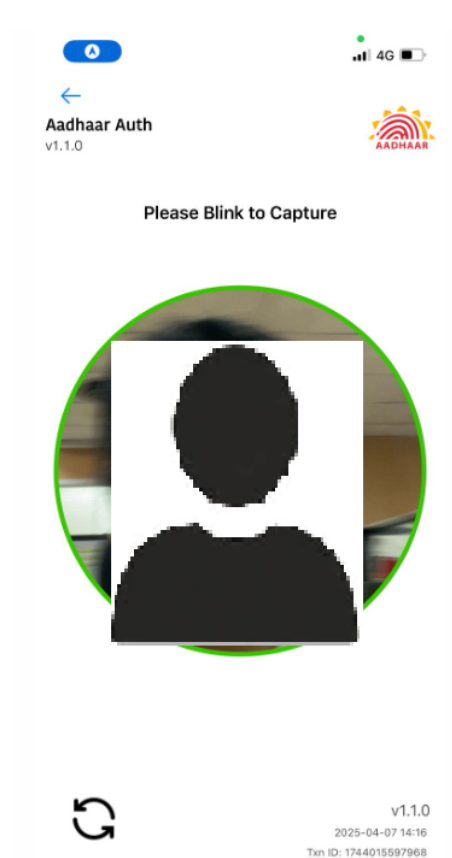
Visit Organization URL.

\*\*\*\*\*

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.

12:29 4G

https://attendance.gov.in

75, Organisation: National Informa

उपस्थिति क्रमांक/  
Attendance Id 111111

PERSONAL BAS DEVICE ID: 111222

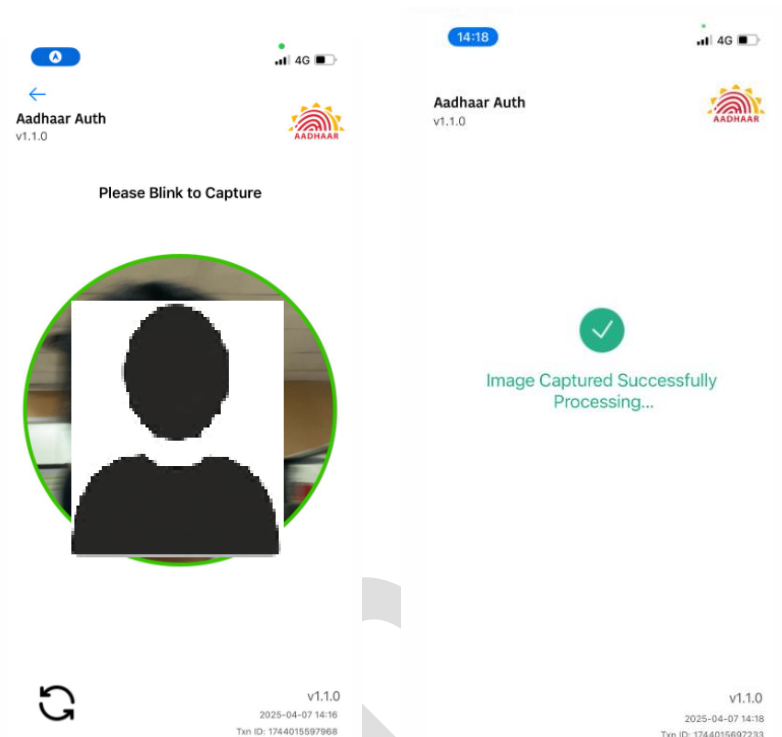
☐ मैं अपनी उपस्थिति दर्ज करने और अपने संगठन के साथ अपना उपस्थिति डेटा साझा करने के लिए आधार बायोमेट्रिक प्रमाणीकरण के लिए Meity NIC (AUA) को अपनी सहमति देता हूँ। / I give my consent to Meity NIC (AUA) for Aadhaar Biometric Authentication for marking my attendance and sharing my attendance data with my organization.

उपस्थिति आईडी दर्ज करें/ Enter Valid Attendance ID

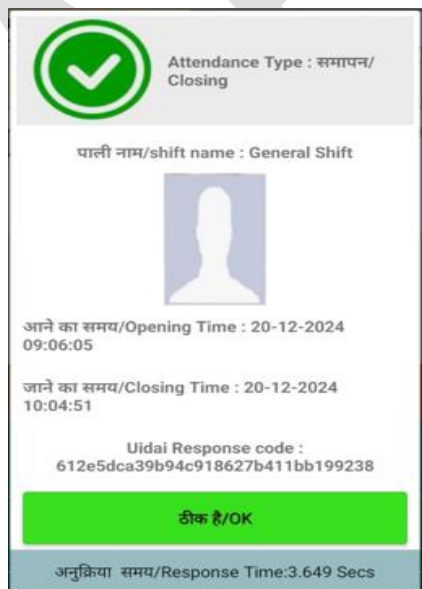
|   |   |   |       |
|---|---|---|-------|
| 1 | 2 | 3 | Bksp  |
| 4 | 5 | 6 | Reset |
| 7 | 8 | 9 | 0     |

12:29:4 223.228.201.94

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

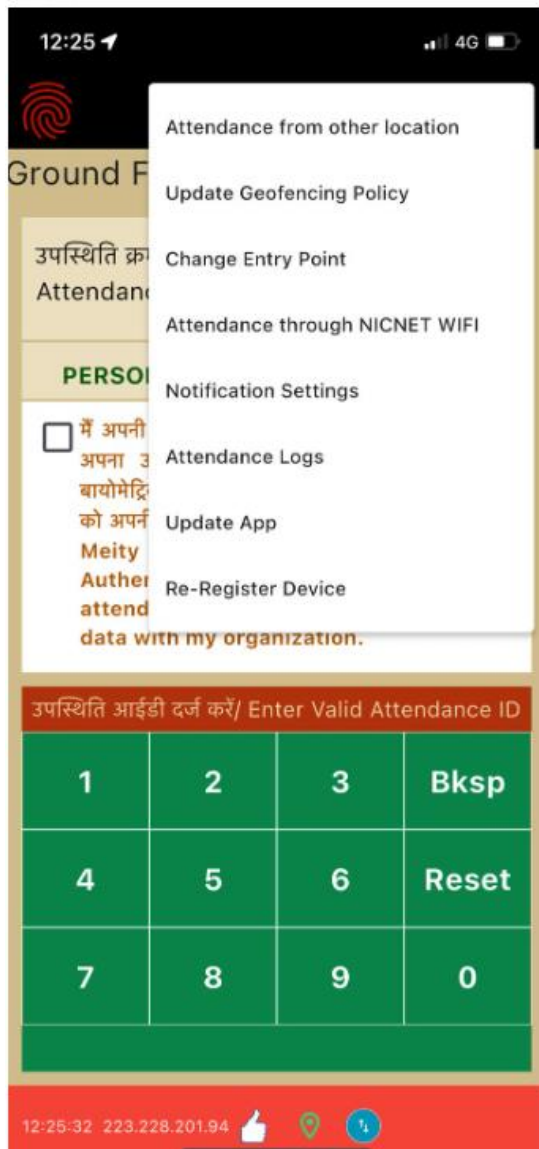


7. The attendance is successfully marked and the Attendance In/out would be recorded



### 8. Geo- Fencing Policy Update ::

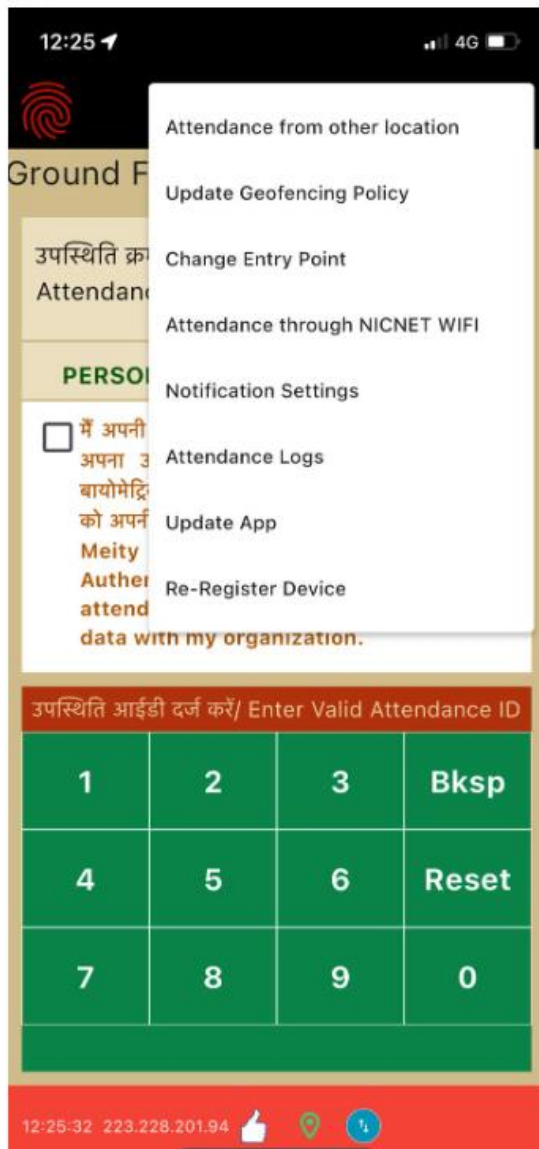
Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update



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

**AEBAS Android App**

### Change Device Location

**Current Location Name:** Ground Floor Device 8

--Select Location Name--

**SAVE** **BACK**

**AEBAS Android App**

### Change Device Location

**Current Location Name:** Ground Floor Device 8

Ground Floor Device 5

**SAVE** **BACK**

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

12:25 4G

**Ground Floor**

उपस्थिति क्रम  
Attendance

**PERSONAL**

☐ मैं अपनी  
अपना उप  
बायोमेट्रि  
को अपनी  
Meity  
Authen  
attend  
data with my organization.

Attendance from other location  
Update Geofencing Policy  
Change Entry Point  
Attendance through NICNET WIFI  
Notification Settings  
Attendance Logs  
Update App  
Re-Register Device

उपस्थिति आईडी दर्ज करें/ Enter Valid Attendance ID

|   |   |   |       |
|---|---|---|-------|
| 1 | 2 | 3 | Bksp  |
| 4 | 5 | 6 | Reset |
| 7 | 8 | 9 | 0     |

12:25:32 223.228.201.94



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.

09:30 93%

## Settings

### Notification Settings:

Notification facility will remind you regarding marking of attendance when you are in office geolocation or IP range

Do you want notification : ☒ Yes ☐ No

Select days for notification

☐ Sun ☒ Mon ☒ Tue ☒ Wed  
☒ Thu ☒ Fri ☐ Sat

Select time range for notification:

Morning Time : From 8:45 To 9:15  
Evening Time : From 17:15 To 18:15

Time interval to check your location/IP (in minutes): 5

Do you want to enter Office Wifi IP's ☐ Yes ☒ No

BACK SAVE

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.

### 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.



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

Close

### 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.