ASSOCIATION OF RADIO & TELEVISION ENGINEERING EMPLOYEES

Office : Room No. 134, Tower-B, Doordarshan Bhawan,
Copernicus Marg, Mandi House, New Delhi - 110001

Largest Employee Welfare Association of Electronic Media in India

Web Site : www.arteeindia.org

ARTEE

Affiliated to B.M.S. and U.N.I. Geneva
BMS
UNI global union

Regd. & Recognised by Govt. of India

ARTEE/P/91/06/2018   20.06.18

Ref.No.............   Date.................................

The Chief Executive Officer,
Prasar Bharati, Copernicus Marg,
New Delhi – 110001

Subject : **Representation to consider complications in Implementing Adhar Enabled Bio Metric Attendance systems (AEBAS) for Shift Duty Staff in AIR and DD Stations.**

Respected Sir,

With warm regards, the present letter is in continuation of our previous letter ARTEE/P/011/02/2015 dated 04.02.15 **(copy enclosed as Annexure-I)**. We have come to know that Adhar enabled Bio Metric Attendance system is being implmented for Shift Staff in Stations. We want to submit following points on the subject for you kind consideration.

[1]. Internet Connectivity :

As per Clause 7 of Clarifications available in FAQ section of www.attendance.gov.in It is clear that Network Availability is must for implementing Adhar Enabled Attendance system and our stations are situated in remote areas where connectivity is a big problem. In such case It is difficult to mark attendance in Adhar Enabled Attendance system. **(copy enclosed as Annexure-II)**

[2]. Adhar Enabled Bio Metric Attendance System not designed for Shift Staff :

In Clause 18 of Clarifications available in FAQ section of www.attendance.gov.in It is clearly mentioned that Adhar Bases Attendance system is not designed for Shift Staff. It is pertinent to mentio that our Staff works as per Transmission requirement and often required to stay beyond duty hour and we can not leave the duty place till transmission is continue or releiver has not arrived.

[3]. Practical Problems related to our functioning :

In many of our stations studios and Transmitters are situated at far distances. Often establishments are far from City also. The Staff assembles in Stations and then go to Transmitter. All the modelities are to decided in such cases. Due to such practical problems, Adhar enables Biometric could not be implemented in Railways which is one of the largest department in the country. **(copy enclosed as Annexure-III).**

We request your high office that implementation of Adhar enabled system may be put on hold till all such modelities are decided as already a Bio Metric System is in place in all the stations in consultation from ADG(E) of Zones..

Thanking You,
Yours faithfully,

Umesh Chandra
President, ARTEE
9871765714,
umsharma01@gmail.com

Umesh Chandra,

Enclosed as above.

Office Copy.

CC for Information & n/a to
① DG(AIR) Akashvani Bhawan, NewDelhi-1
② DG(DD), Doordarshan Bhawan, New Delhi-1

Q.1 How does an organization start Biometric Attendance System (BAS) for their employees?

Ans. Please submit details of the nodal officer and upload a signed request by the head of the department on attendance.gov.in portal. System would send OTP to the mobile number/official email id of the nodal officer which needs to be entered again on the portal for verification. Back-end administrator would then check the details of the organization submitted and make the organization active by assigning it a unique sub-domain which will be the first name of the website. Nodal officer will then be sent an email by the system giving username (which will be the sub-domain name assigned to the organization) and a password.

Q.2 What are the steps for starting registration of employees by the Nodal Officer?

Ans. Nodal officer would need to login on to the assigned [subdomain].attendance.gov.in with the user name and password sent on completion of step 1 and then create master list of locations of their offices, designation of their offices along with designation equivalence and divisions/units/groups within their organization.

Q.3 How does employee start registering on the portal?

Ans. After nodal officer completes step 1 & 2, employee can start registering on-line either at [organizationdomain].attendance.gov.in by submitting their details along with their Aadhaar number.

Q.4 What are the steps for verification of employees?

Ans. Nodal Officer would need to verify details submitted by the employee including whether Aadhaar number entered by the employee belongs to them. After completing of the above verifications, employee would be informed by SMS/Email that his registration process is completed on the attendance portal.

Q.5 Will an employee be able to mark his attendance on any Biometric Attendance System (BAS) terminal installed in any Building?

Ans. It is possible for central and state government employees to mark their attendance on Biometric Attendance System terminals installed in any building in their respective states only, using the attendance id provided to them. The dashboard reports would be able show the location/building from where an employee has marked his attendance

Q.6 How can an employee mark attendance if he/she is not having Aadhaar number?

Ans. It is mandatory for employees to have a valid Aadhaar number to start marking attendance. Without an Aadhaar number, the employees will not be able to mark attendance.

For information regarding Aadhaar enrollment centers please contact 1947 (UIDAI Helpline)

> **Q.7 Is network connectivity essential for marking attendance?**
> **Ans.BAS - is an online attendance system. Network connectivity - is essential for the working of the devices used for marking attendance. Devices will work through Wi-Fi access points, 2G/3G/4G activated SIM cards for GPRS connectivity and in LAN based devices.**

Q.8 What is the number of biometric terminals required?

Ans. Every employee will need to enter his 6/8 digit unique id on the touch screen of the tablet and then present his bio-metric (finger print/ iris) for authentication. This may initially take up to 30 seconds to 1 minute depending on number of attempts required. With some practice and training, the time for giving bio-metric attendance by each employee may reduce to less than 10 seconds. Therefore one bio-metric terminal may be sufficient for about 30 to 40 employees during 30 minute peak load time. Assuming 50% to 70% employees will be coming to office during the peak timings, one bio-metric terminal can be planned for catering to every 50 employees in the department. Also, multiple machines will be put in the entry gate which can be commonly used by employees of different ministries/departments; waiting time in the queue will further reduce.

Q.9 Where should tablet based terminals be installed?

Ans. It is suggested to install multiple BAS terminals at the entry/exit gates of the buildings where security is positioned round the clock.

Q.10 Where should the desktop based finger print devices be installed?

Ans. It is suggested to install desktop finger print devices on Windows desktop PCs connected on LAN in order to avoid rush at the attendance terminals installed at the entry gates.

Q.11 Who would maintain the attendance terminals, connectivity and attendance software for desktop PCs?

Ans. It would be responsibility of the organization for the maintenance of attendance terminals, connectivity and attendance software for desktop PC's.

Q.12 What are the types of reports available on dashboard?

Ans. There is a wide range of reports that can be generated for the organization. However on the dashboard, one can see the reports for the number of registered employees, employee's present and active devices.

Q.13 Expected Role of IT coordinators and Nodal Officers in Departments.

Ans. Miety/NIC/NICSI/UIDAI are the implementing agencies for BAS. The nodal officer of that office will identify locations where attendance terminals are to be

installed in the office location. Since, internet connectivity is a pre-requisite for running BAS, Departments should ensure proper LAN/alternate connectivity at all device locations/points. Nodal officers will envisage registration of all employees on their attendance portal before starting marking of attendance.

Q.14 What is RD service?

Ans. RD services were introduced effective June 2017, following the guidelines issued by UIDAI. It then became mandatory for devices to be registered with UIDAI. This added another security layer which aimed at curbing/reducing the chances of hacking into the database.

Q.15 What are non- standard tablets?

Ans. Tablets which are not SafetyNet Passed and rooted fall under the category of non standard tablets.

Q.16 How can attendance devices be procured?

Ans. Users can check the compatible device on http://attendance.gov.in/faq/compatible_devices and then procure them from GEM.

Q.17 How safe is the Aadhaar information when used for marking attendance?

Ans. At the time of registration, employees provide basic details of Aadhaar for verification by UIDAI. At the time of marking attendance, only the unique attendance id provided to the employee is accepted and verified. Otherwise, Aadhaar details are masked and encrypted in the system; hence the Aadhaar information is safe.

Q.18 Is there any provision in BAS for shift duty?
Ans. No there is no provision for shift duty in BAS because the work hours are calculated for 24 hours and after 12 midnight a date change comes into effect.

Q.19 What happens if I punch out more than once in a day?

Ans. The very first time an employee marks attendance in a day is taken to be his In- time. The last attendance marked in the day is considered to be the Out-time. This means attendances marked in between the first and the last punch are not considered.

Q.20 What are the various errors that are incurred while marking attendance?

Ans. While marking attendance employees may encounter various error codes. For details of these error codes please visit http://attendance.gov.in/faq/error_code

Association of Radio & Television Engineering Employees

Ref : ....ARTEE/P/011/02/2015   Date 04.02.15

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South Zone
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The Chief Executive Officer,
Prasar Bharati, PTI Building,
New Delhi-110001.

Subject : **Request to take decision to exclude operational staff from Bio Metric System due to impracticability in LPTs , HPTs and LRSs.**

Respected Sir,

       With warm regards , this in reference of your instruction as per discussion in Office Council Meeting of Doordarshan on 11.11.14 on the subject stated above. This Association is in full support of punctuality in performing duties by staff Members but after receiving. It is absolutely impractical to implement Bio Metric System in our LPTS due to following practical problems.

[1]. Staff posted in stations of AIR and DD are operational Staff and recently Railway Board has taken a decision (copy enclosed) to exempt Operational Staff from Bio Metric System. Pl. refer clause 2 of enclosed order of Railway Board.

[2]. All LPTs/LRSs are suffering from Acute Staff Shortage and are being run by staff which is inadequate to run the shifts to cover full transmission. Sometime a single person perform duty. So as an adjustment staff perform duties in more than one, two and sometimes more than two shifts without any compensation for extra duties. If staff record Attendance through Bio Metric it shall be against the law and not sustainable. If staff does do this kind of Adjustment it will not be possible to run the LPTs due to staff shortage.

o/c

[3]. Due to fund shortage, department is not in a position to provide conveyance to staff after performing duties in ODD hours and staff is bound to remain in the transmitters because in the Morning again he has to start the Transmission.

It is requested to take a decision in this regard at the earliest.

Thanking you ,

Yours faithfully,

UMESH CHANDRA, 04/2/15
President, ARTEE,
0-9871765714,
umsharma01@yahoo.com

enclosed as above

UMESH CHANDRA 04/2/15

Cc for information to

[1]. DG(AIR), Akashwani Bhawan, New Delhi
[2]. DG(DD), Doordarshan Bhawan, New Delhi
[3]. Office Copy.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. E(G)2014/LE 1-27

Dated: 30-12-2014

All General Managers, Zonal Railways/
Production Units/ Metro/Kolkata,
CORE/Allahabad, DG/ RDSO & CAOs/PUs

Sub: <u>Introduction of Biometric Attendance System on Indian Railways</u>

As per decision of government contained in Department of Personnel & Training OM no.11013/9/2014/Estt.(A-III) dated 21st November 2014 (copy enclosed), Biometric Attendance System has to be implemented on Indian Railways by 26th January, 2015. An Aadhar based Biometric Attendance System has already been successfully put in place at the Railway Board office and it has been decided to replicate the same on Zonal Railways in a phased manner.

2. In the first phase of this project it has been decided to cover those staff working at Zonal HQ office, administrative office of Production Units, RDSO, Kolkatta Metro, CORE Allahabad and Divisional headquarter offices who do not fall under shift duty roster. Attached offices falling under the Zonal HQ and Divisional HQ offices shall not be included in the project at present.

3. A compilation of processes for implementation of AEBAS activities as compiled by C&IS Dte. of Railway Board is enclosed for guidance. Railway offices may encourage the staff to obtain Aadhar Registration numbers and also organise camps on their premises for this purpose to facilitate the process.

4. Zonal Railways and Production Units may take necessary steps to put in place an operational Biometric Attendance System at the earliest, for which devices may be procured as per standard procedure through DGS&D rate contracts. The items have been approved by Department of Electronics and Information Technology (DeitY)/NIC, and come with inbuilt warranty for specific periods. <u>The warranties as available to DeitY should be obtained by the purchasing units as well.</u>

5. The vendor list, specification and prices etc for procuring the devices may be obtained from the official website of National Informatics Centre Services Inc. (NICSI) by navigating through the following links :-

NICSI (official website) → *OFFERINGS* → *HARDWARE PERIPHERALS*→

FINGER SCANNERS/BIOMETRICS → *AEABS PRODUCTS.*

6. It is presumed that the offices chosen for introduction of Biometric attendance system in the first phase already have functional network facility. A small amount is however being sanctioned for upgrading the networking facility and contingency expenses as required. Tele Directorate of Railway Board has made the following observations regarding networking:-

a. Wall mounted devices have provision for SIM slots. This to be used for net connectivity.

b Railway may strengthen their existing (if available) WLAN network utilising the networking cost provisioned for this purpose.

c. Railways to provide WLAN network, if not available, and strengthen its railnet network, if required from its own resources.

7. The following guidelines/yardsticks are being laid down for operationalizing this system.

- Overall one device for every 15 employees for every unit (Zone, PU, Division, RDSO, METRO, CORE).

- One wall mounted or PC based device for every 20 staff members (other than Head of Department/Branch Officer).

- Wall mounted and PC based device to be split in 40: 60 ratio, broadly.

- One PC based device for every HOD and above in HQ/PU/RDSO/METRO/CORE and for every Branch Officer in Division.

Iris scanners for employees who cannot use finger based device maybe installed as under:-
-5 each for old railways
-3 each for new railways and 30 big divisions.
-2 each for PUs, others and 40 small divisions.

- 20 percent variation in number of devices may be made to suit local conditions and provision may be made for spares as well.
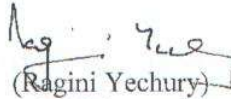
- Rs. 2.0 lacs for every old railway Zonal HQ and big divisions (> 25000 employees) and Rs. 1.5 lacs for others, for network upgradation and other contingent expenses.

8. The introduction of Biometric attendance system does not alter in any way the provisions for late attendance and debiting of leave account and instructions issued on this subject shall apply under the new system as well. Further instructions regarding marking of attendance by staff on duty shall follow. In the meantime Railways may start procuring and installing the system and test it out for a month, before making it compulsorily functional.

9. Instructions regarding provisioning of funds and their accountal shall follow after consultation with Accounts Directorate.

Railways may in the meantime start their planning for implementation of this system.

DA: As above.

(Ragini Yechury)
Executive Director/IR

Representation to consider complications in Implementing Adhar Enabled Bio Metric Attendance systems (AEBAS) for Shift Duty Staff in AIR and DD Stations.

Umesh C Sharma <**umsharma01@gmail.com**>

4:38 PM (0 minutes ago)

to ceo.pbi, adg-admin, LAL, Fayyaz

Respected Sir,

With warm regards, we are submitting this representation for your kind consideration of some of the practical difficulties which are likely to come in the way to implement AEBAS in Stations of AIR and DD where staff is doing duties in shifts.

It is pertinent to mention that in Railways Shift staff is exempted from this system.

We request you to duly consider these points.

Regards.

Umesh C Sharma,
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