

SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES,

RAEBARELI ROAD, LUCKNOW= 226014

e-Office computer no: 911370 2025

30 Date: 28-June-2025

OFFICE ORDER

Subject: FACE-Based Attendance through AEBAS for Faculty and Residents as per NMC

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 Director Office Order PGI/DIR/701/2025 dated: 29-04-2025 it is hereby directed that:

- 1. All Nodal Officers (NMC related work) of all departments are requested to register themselves and all faculty /residents of their department on the NMC dashboard. SOP for registering on NMC dashboard is available on SGPGI websiteand also attached herewith.
- With effect from16 July 2025, all Faculty and Residents are requested to mark their attendance through the FACE-Based Aadhaar Authentication system on the NMC AEBAS platform ONLY.
- 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 available on SGPGI website and attached herewith.
- 4. For any issue in registering and marking of attendance on NMC dashboard, Faculty/Residents are requested to contact:
 - a. Mr. Prashant Sharma, Programmer & NO, Biometric Attendance, (CUG:4183)
 - b. Ms. Prabha Manoj Kumar, NMC Cell, (CUG-3133)

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.

Prof.Shaleen Kumar Officiating Director

Copy to

- 1. Additional Director, SGPGIMS
- Dean/ER/JDA/JDMM/FO
- 3. Prof. Vimal. K. Paliwal, Chairman, BAS
- All HOD's/Nodal Officer's
- 5. Dr. Neha Nigam, Sub-Dean, NMC Cell
- 6. Mr. Prashant Sharma, Programmer & NO, BAS
- 7. Dr.A.K.Sarkar, System Manager to kindly upload on website

Prof.Shaleen Kumar Officiating Director



SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES, RAEBARELI ROAD,

OFFICE OF THE DIRECTOR
phones: 0522-2668112, 0522-2494059, 0522-2494001, 0522-2494003, 0522-2494280
FAX: 91-522-2668129

701 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:

- 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.
- 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).
- 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).
- 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 $\underline{Annexure} - \underline{A}$

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.

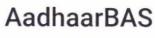
Installation application initial steps:

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





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



National Informatics Centre.

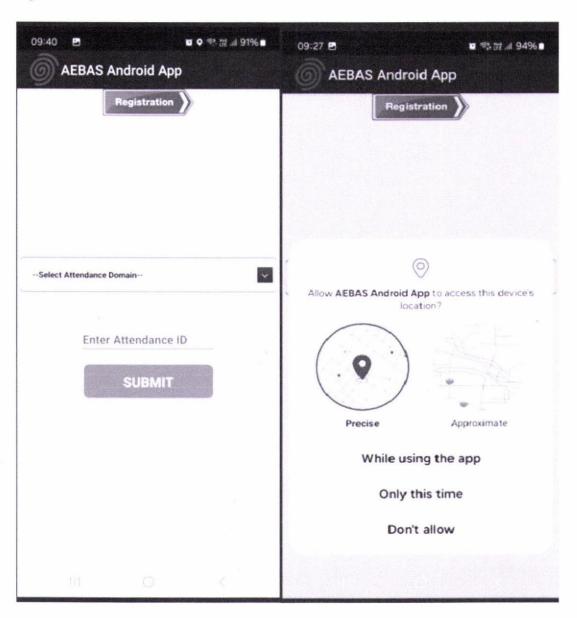


May please refer Annexure - A for further action

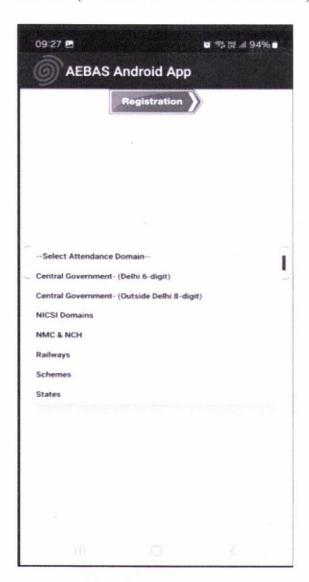
- 3. Ensure that NMC has whitelisted the GPS Lat long for your organization. May Please refer **Annexure-I** for further action.
 - ** Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.
 - ** The <u>AadharFace RD logos shown above represent the respective</u> <u>platforms: the first is for iOS devices, and the second is for Android devices.</u>

<u>Annexure A: Attendance Marking Screen for marking through Personal Device</u> <u>Android</u>

1. Open the FACE BAS APP



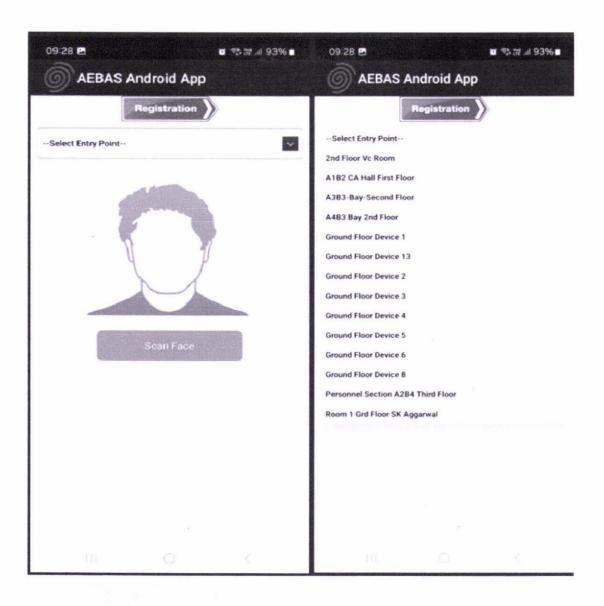
2. Select the Domain NMC&NCH in which attendance is required to be marked (i.e. NMC central.nmcindia.ac.in).



3. Enter the attendance ID, in which the employee is registered (8 digit attendanceID) and click on Submit



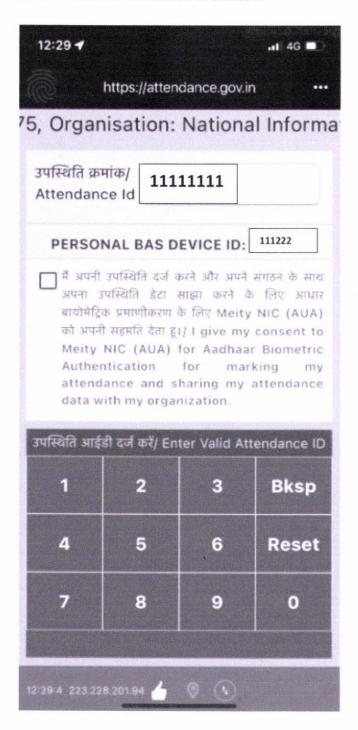
4. Choose the Entry point from where the employee will mark attendance.



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



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



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

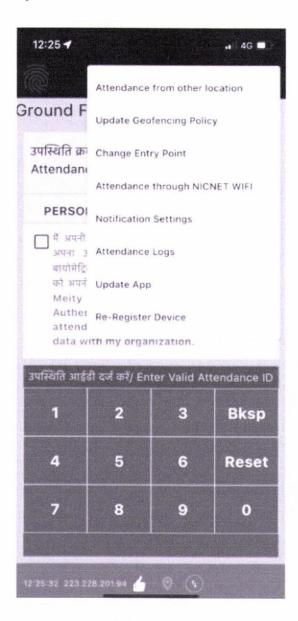


7. The attendance is successfully marked and the Attendance In/out would be recorded



8. Geo-Fencing Policy Update:

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



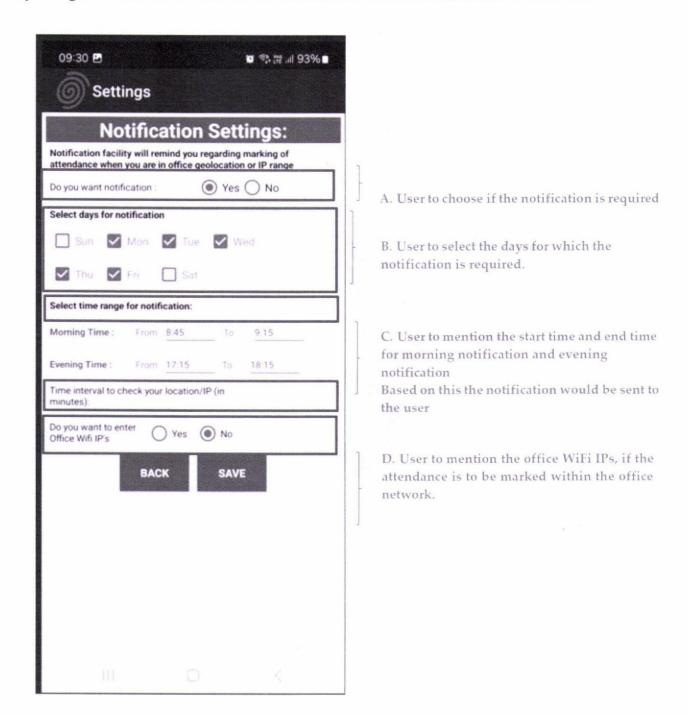
May click on "Update Geofencing Policy", if update is available, the policy will be Updated.

9. 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.

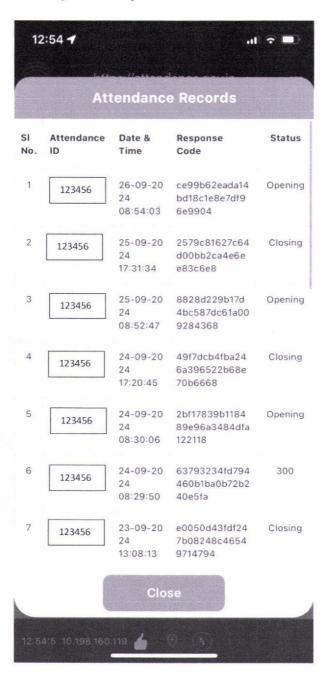
By using this feature, the user can set the time for which the notification is desired.



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.



Registration for Faculty and Residents in NMC Dashboard

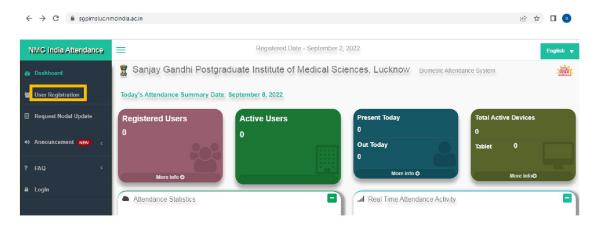
Please find the Steps to register in the NMC Dashboard which is to be filled

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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

N-16015(20)/6/2025-IT-NMC I/3758946/2025

No.N-16015(20)/6/2025-IT-NMC (Comp. No. 8330607) Government of India National Medical Commission (IT division)

Sector 8, Dwarka, New Delhi-110077 Dated: 16-04-2025

Public Notice

Subject: Implementation of FACE based Aadhaar Authentication Application - reg

All Medical Colleges/ Institutions under National Medical Commission (NMC) are presently marking attendance through NMC AEBAS system. To leverage the latest technology and to make the attendance process user friendly, NMC has decided to fully shift to FACE based Aadhaar authentication for marking attendance on NMC AEBAS from **01**st **May 2025.** The FACE based Aadhaar authentication with UIDAI RD is currently in use in various Government Offices through NIC.

- 2. Following steps shall be followed by all Medical Colleges/Institutions for smooth implementation of FACE AEBAS:
 - a. Sharing of GPS location of different points in the college with NMC: Attendance can be marked within 100 meter radius of a given GPS location in the college. College will have to share GPS locations (in the attached format, Annexure-I) of points where it wants convenience of attendance marking via mobile App.
 - b. Colleges will have to share the information mentioned in para (a) above to NMC through email id **support.aebas@nmc.org.in** by **20th April, 2025**, with signature & stamp of the Dean/ Principal of the College/Institute. The subject of the email should be in the format "Face AEBAS <College Full Name> <College City>".
 - c. The email should contain contact details of concerned Nodal Officer of the college.
 - d. Thereafter, all faculties will have to install the FACE based Aadhaar Authentication App. (mobile phone based) to their mobile phones. The App. is available on Android Playstore and Apple Appstore. The user manual for installation of the App is enclosed as Annexure-II.
 - 3. The FACE Authentication App. shall be activated from 24-04-2025 and any college/ institution facing difficulties shall bring to the notice of technical team before 30-04-2025.
 - 4. From 01st May, 2025, marking of attendance on NMC AEBAS vide Finger Authentication device will be discontinued and only the Face biometric Authentication (vide Mobile based App and/or wall mount device) on NMC

N-16015(20)/6/2025-IT-NMC 1/3758946/2025

AEBAS will be permitted.

5. Dean/ Principals of all Medical Colleges/ Institutions shall take necessary action for installation of above application to mobile phones of all faculties of their institution.

Encl. as above.

Digitally signed by DR.RAGHAV LANGER Date: 16-04-2025

13:19:33

(Dr. Raghav Langer) Secretary

To,

i. Principals/ Deans of all Medical Colleges/ Institution under NMC : (for necessary action please)

Copy to (for kind information please),

- a. Addl. CS/Pr. Sec./ Sec. of Health & ME Deptt. of all States/ UTs.
- b. PPS to Chairman, NMC
- c. PPS to President, PGMEB/ UGMEB/ MARB/ EMRB, NMC
- d. PPS to Addl. Secretary (ME), Ministry of Health & FW, GoI
- e. PPS to Sh. Manish Bharadwaj, DDG, UIDAI
- f. Directorate of Medical Education of all States/ UTs.
- g. PPS to DG, NIC
- h. DS (Publication), NMC
- i. Guard File

Annexure I: Subject: Submission of Latitude and Longitude Details for College Premises

It is requested that each college provide the latitude and longitude coordinates covering the entire campus area. Please ensure that the coordinates are provided for multiple points within the campus such that each point covers a radius of 100 meters, thereby ensuring full coverage of the premises.

Kindly submit the details in the following format:

S. No.	College	Point	Latitude	Longitude	Remark
	Name	Location			
		(Address)			
1	[Enter	[Enter	[Enter Lat]	[Enter Long]	If any
	College	Address]			
	Name]				

[Name]
Dean/Principal
(Signature and Stamp)

Note: Multiple entries may be provided for a single college if required to ensure full coverage.

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 $\underline{Annexure} - \underline{A}$

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.





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



National Informatics Centre.

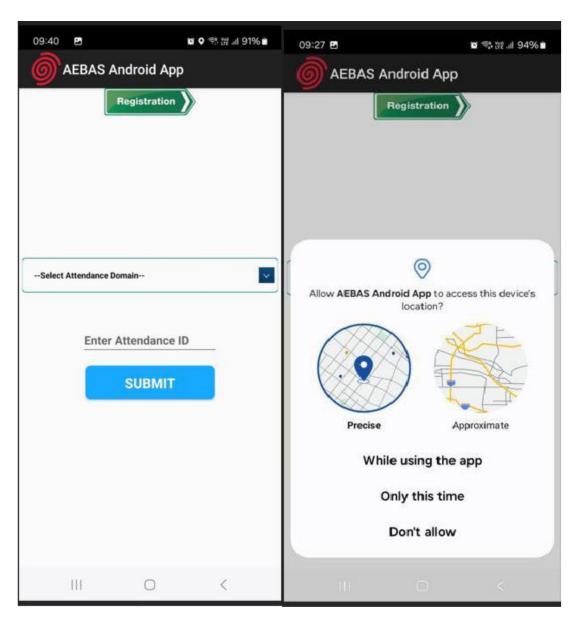


May please refer **Annexure - A** for further action

- 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 <u>AadharFace RD logos shown above represent the respective</u> <u>platforms: the first is for iOS devices, and the second is for Android devices.</u>

<u>Annexure A : Attendance Marking Screen for marking through Personal Device</u> <u>Android</u>

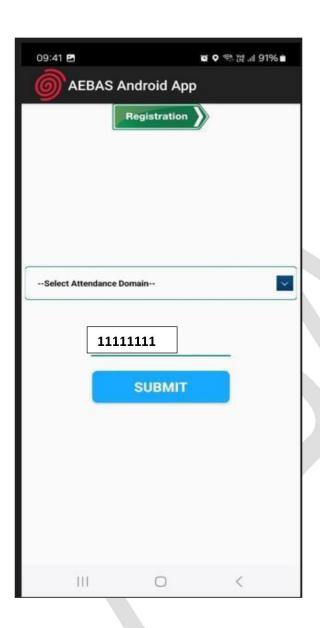
1. Open the FACE BAS APP



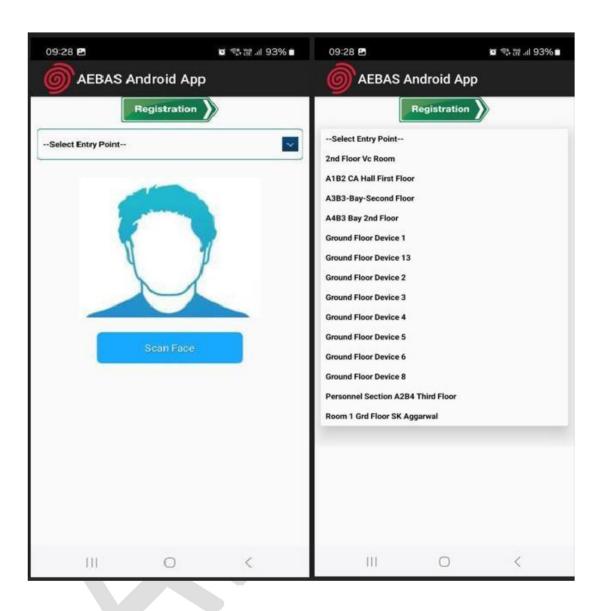
2. Select the Domain NMC&NCH in which attendance is required to be marked (i.e. NMC central.nmcindia.ac.in).



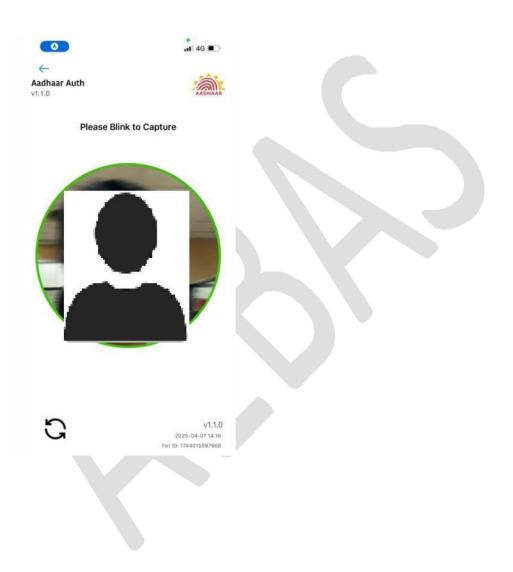
3. Enter the attendance ID, in which the employee is registered (8 digit attendanceID) and click on Submit



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



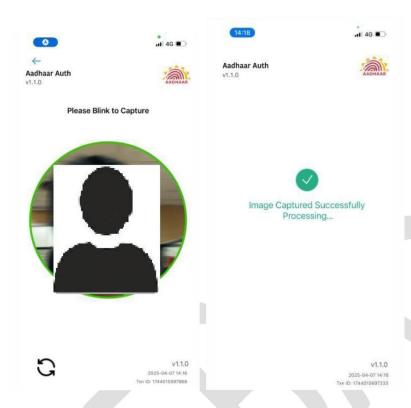
Ensure the "Scan Biometric" is clicked and authentication is completed.



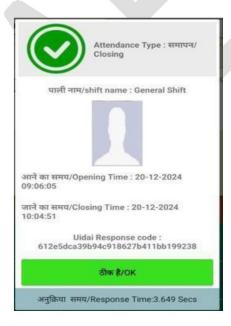
5. Attendance marking screen will be prompted. Ensure that the checkbox is clicked.



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

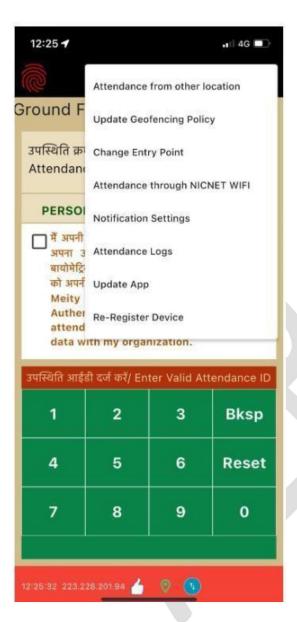


7. The attendance is successfully marked and the Attendance In/out would be recorded



8. Geo-Fencing Policy Update:

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



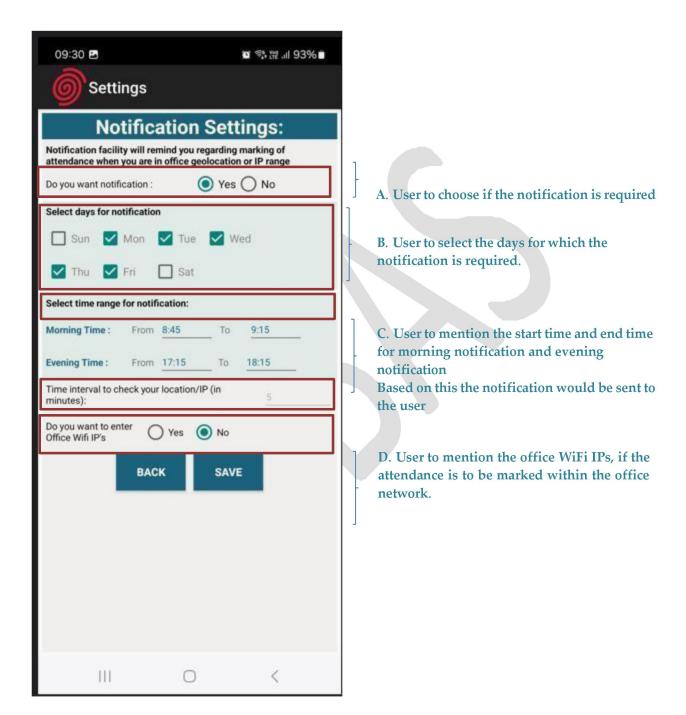
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9. Notifications

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.

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