

BIOMETRIC ATTENDANCE SYSTEM (NODAL OFFICER MANUAL)

The Pharmacy Council of India (PCI) nominates a Nodal Officer to make the implementation and operation of the Attendance system easier.

HOME SCREEN

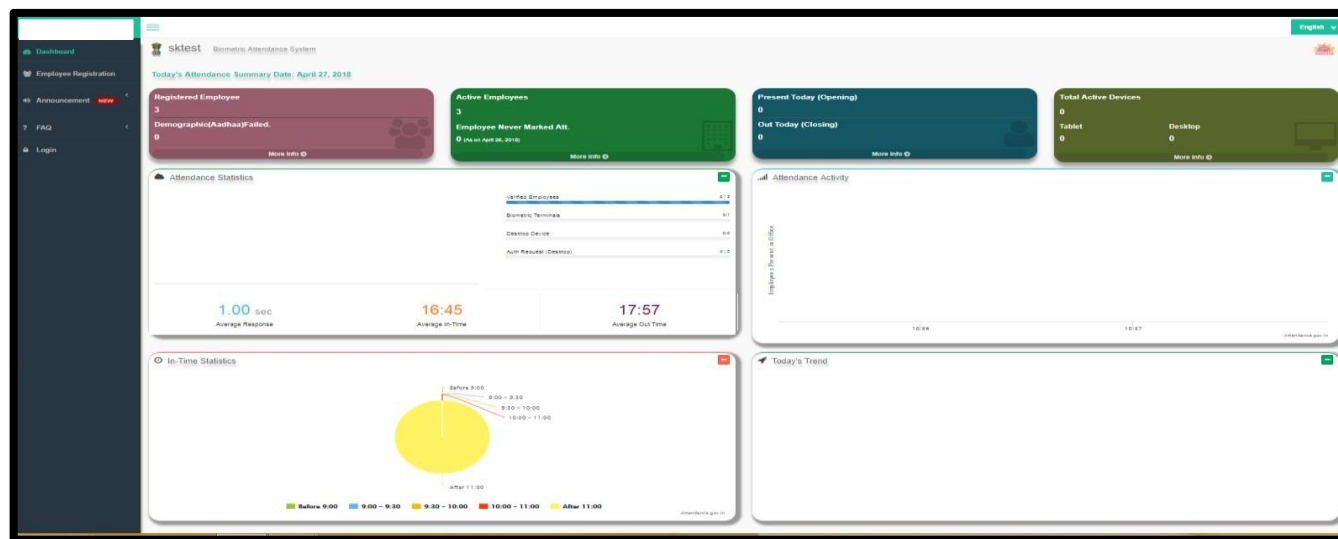


Figure: 1

DASHBOARD

- Total organizations registered with PCI.
- Organization wise registered employees.
- Number of employee's present organization wise.
- Organization wise active devices.
- Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend Graph.

The Nodal can login into its own attendance portal and download **BAS Application** and export Employee Data.

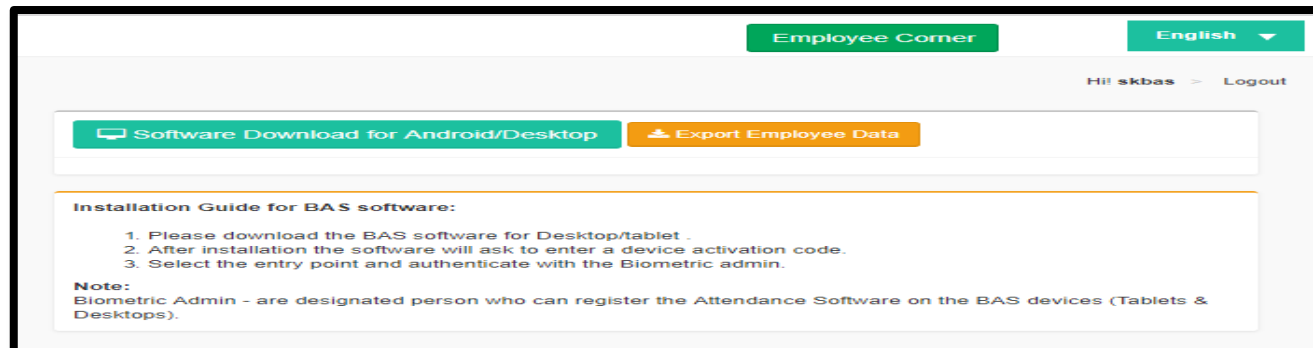


Figure: 2

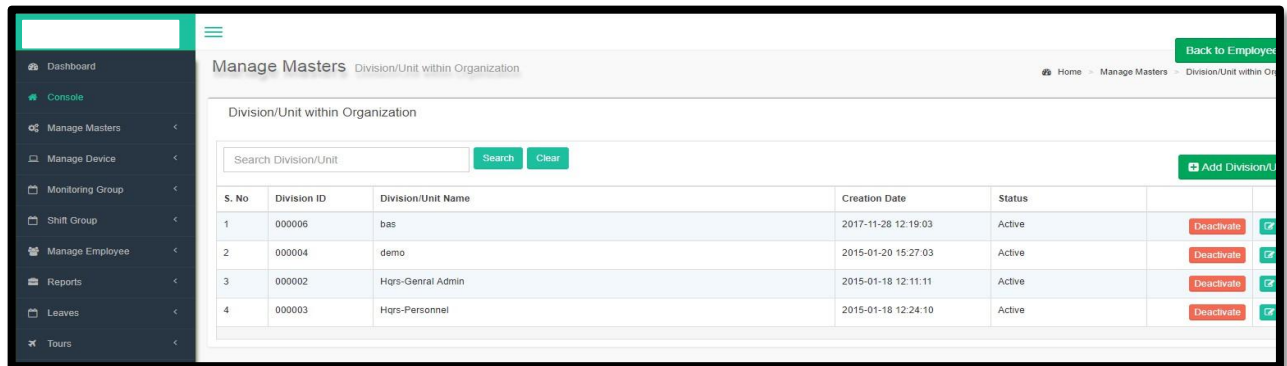
The Nodal Officer can perform the following activities on the portal-

Manage Masters

Nodal can manage Master details of the organization like Division, Employee Designation, Office Location, Device Location etc.

1. *ADD DIVISIONS*

Nodal Officer can search and add new divisions. Existing divisions can also be Activated/Deactivated through this functionality. *[For steps to get Division added in the list, please refer user manual]*

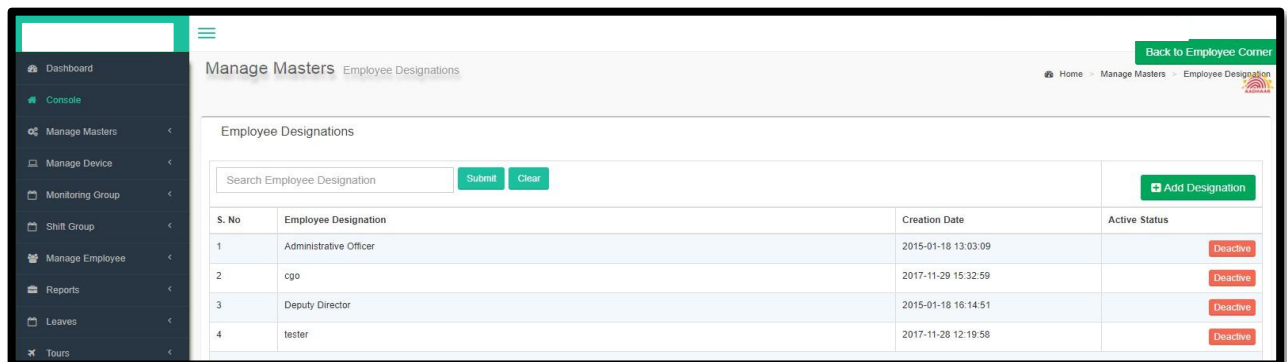


S. No	Division ID	Division/Unit Name	Creation Date	Status	
1	000006	bas	2017-11-28 12:19:03	Active	Deactivate
2	000004	demo	2015-01-20 15:27:03	Active	Deactivate
3	000002	Hqrs-Genral Admin	2015-01-18 12:11:11	Active	Deactivate
4	000003	Hqrs-Personnel	2015-01-18 12:24:10	Active	Deactivate

Figure: 3

2. *EMPLOYEE DESIGNATIONS*

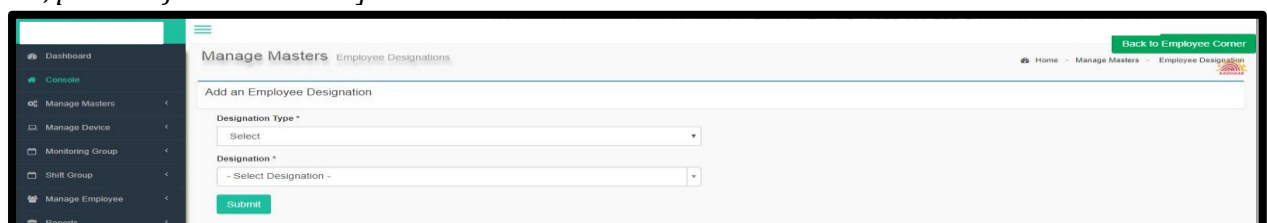
New designations can be added and also Activated/Deactivated through this functionality. By clicking on 'Add Designation', the Nodal Officer can map the designation within the organization.



S. No	Employee Designation	Creation Date	Active Status
1	Administrative Officer	2015-01-18 13:03:09	Deactive
2	cgo	2017-11-29 15:32:59	Deactive
3	Deputy Director	2015-01-18 16:14:51	Deactive
4	tester	2017-11-28 12:19:58	Deactive

Figure: 4

Select designation from the drop down and click on 'Submit'. *[For steps to get designation added in the list, please refer user manual]*



Designation Type *

Designation *

Submit

Figure: 5

3. OFFICE LOCATION

To Add (Mapping), Activate/Deactivate the office location (building).

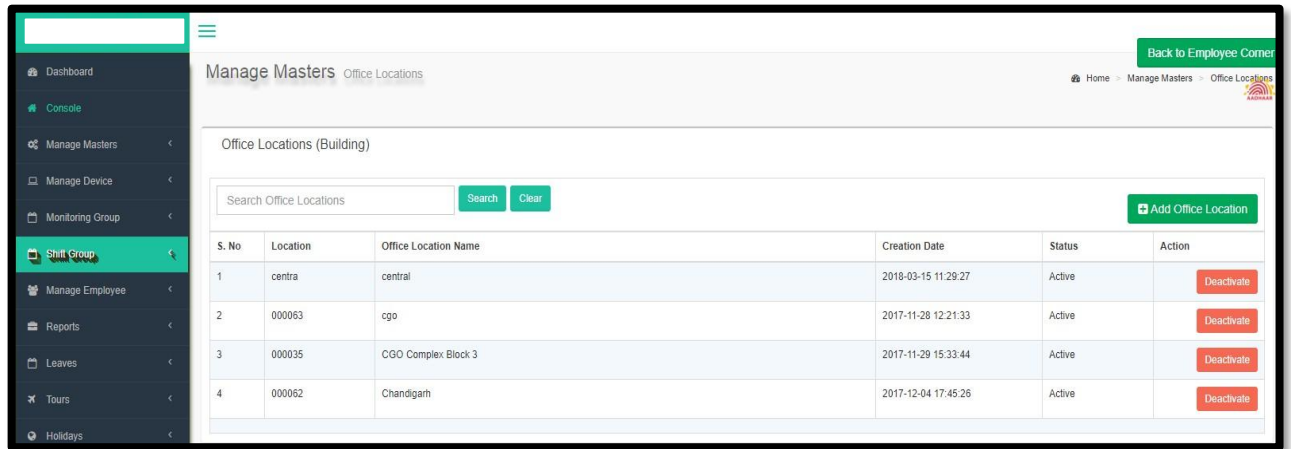


Figure: 6

By clicking on "Add Office Location"; Nodal Officer can map the location within the organization. Select an "Office Location" from the drop-down and then click on Submit.

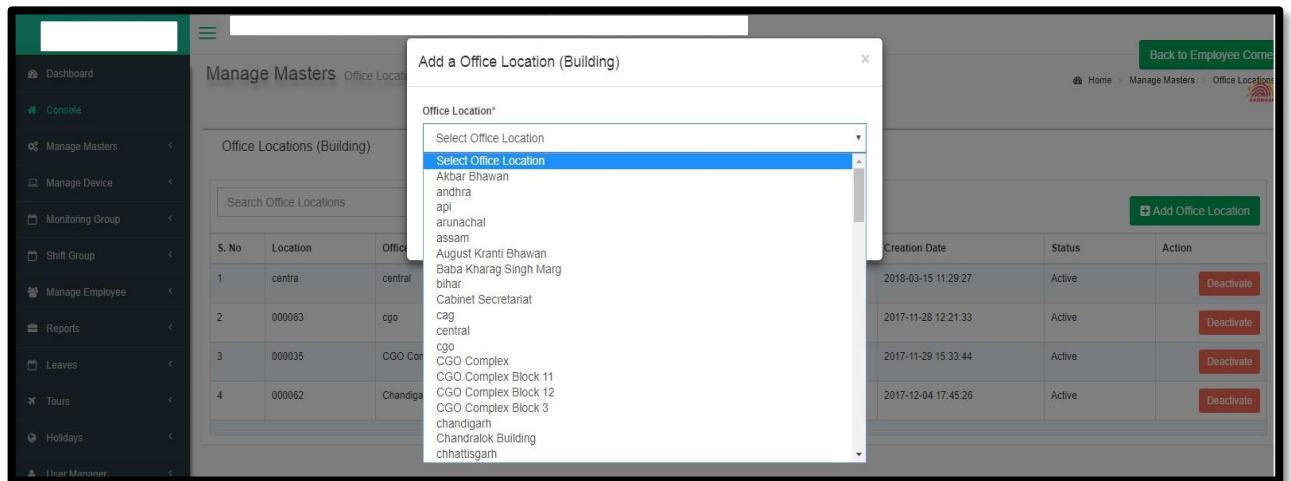


Figure: 7

4. DEVICE LOCATION

Nodal Officer can Search, Update, Deactivate and Add new Device Location. Device Location is entered and Office Location selected from the drop down to add the device location.

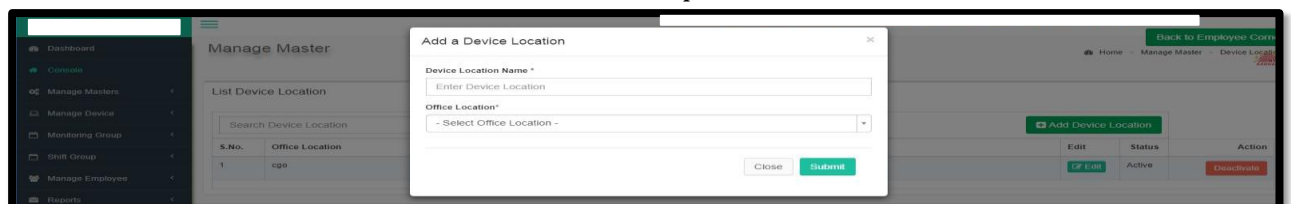


Figure: 8

5. OFFICE TIMINGS

Office In and Out timings can be set or updated by the Nodal Officer.

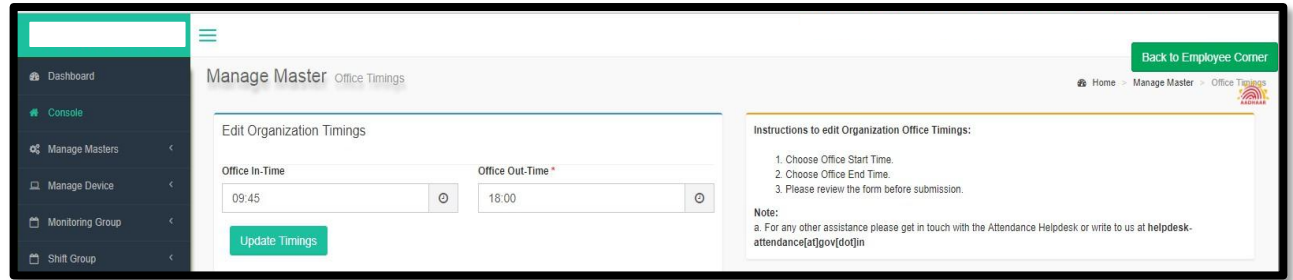


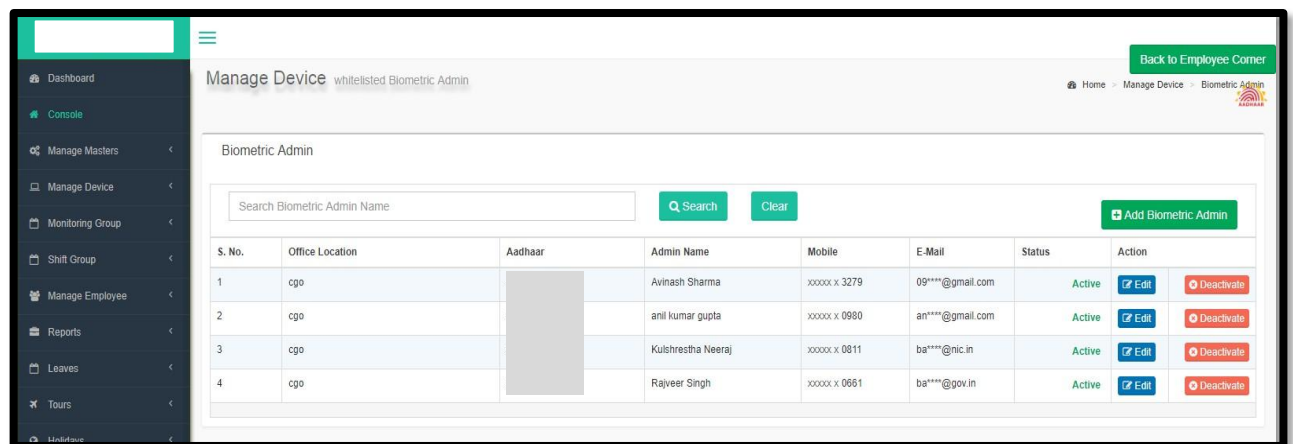
Figure: 9

Manage Devices

This enables Nodal Officer to manage the Organization Devices.

1. BIOMETRIC ADMIN

A Biometric Admin can be added by clicking on the Add Biometric button. Fill up the details like Office Building Location, Aadhaar No, Name, Mobile No and Email Id of the designated Employee for Biometric Admin. Click 'Add Biometric Admin' button.



S. No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail	Status	Action
1	cgo		Avinash Sharma	xxxxxx x 3279	09****@gmail.com	Active	[Edit] [Deactivate]
2	cgo		anil kumar gupta	xxxxxx x 0980	an****@gmail.com	Active	[Edit] [Deactivate]
3	cgo		Kulshrestha Neeraj	xxxxxx x 0811	ba****@nic.in	Active	[Edit] [Deactivate]
4	cgo		Rajveer Singh	xxxxxx x 0661	ba****@gov.in	Active	[Edit] [Deactivate]

Figure: 10

Click on 'Add Biometric Admin' button and on the new screen information of the new biometric admin can be added.

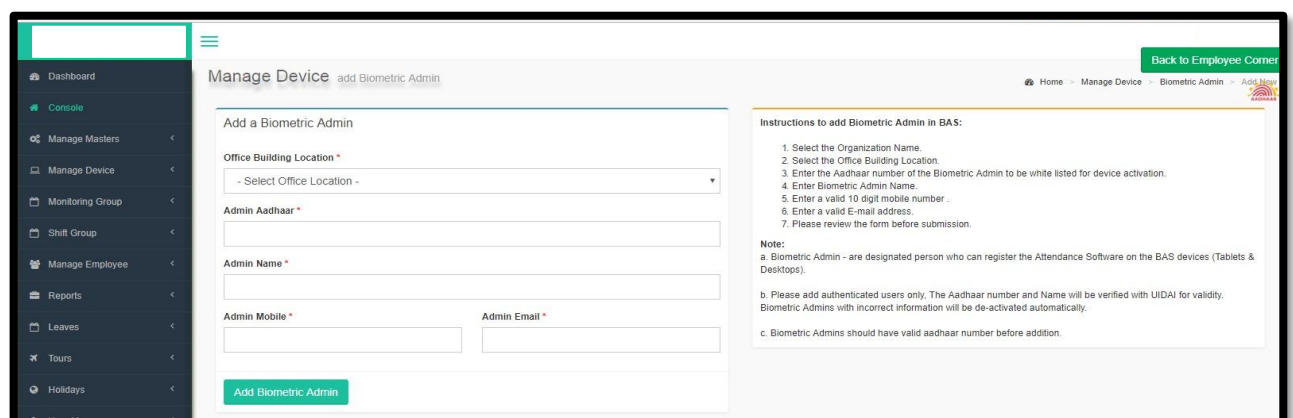
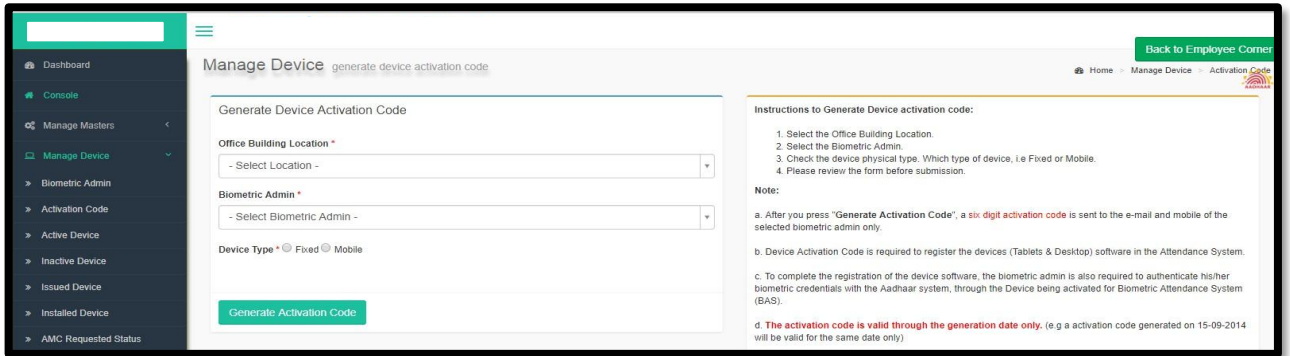


Figure: 11

2. ACTIVATION CODE

Nodal Officer will generate an Activation Code for Device Installation.



Manage Device generate device activation code

Generate Device Activation Code

Office Building Location *
- Select Location -

Biometric Admin *
- Select Biometric Admin -

Device Type * ☒ Fixed ☐ Mobile

Generate Activation Code

Instructions to Generate Device activation code:

1. Select the Office Building Location.
2. Select the Biometric Admin.
3. Check the device physical type. Which type of device, i.e. Fixed or Mobile.
4. Please review the form before submission.

Note:

a. After you press "Generate Activation Code", a six digit activation code is sent to the e-mail and mobile of the selected biometric admin only.

b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.

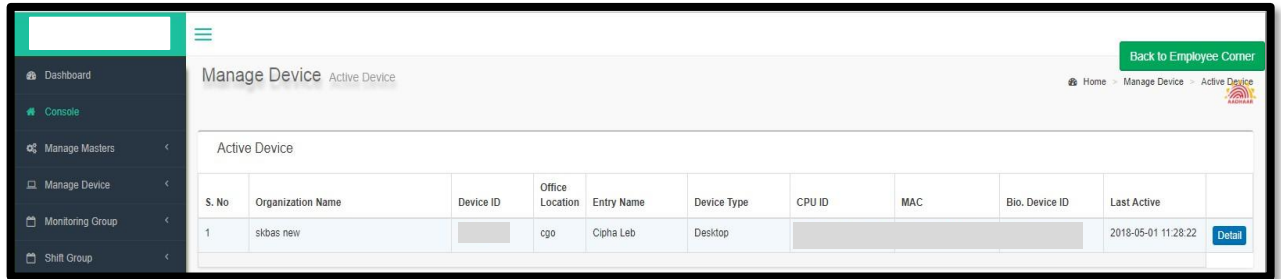
c. To complete the registration of the device software, the biometric admin is also required to authenticate his/her biometric credentials with the Aadhaar system, through the Device being activated for Biometric Attendance System (BAS).

d. The activation code is valid through the generation date only. (e.g. a activation code generated on 15-09-2014 will be valid for the same date only)

Figure: 12

3. ACTIVE DEVICE

The Nodal Officer can view all the Active Devices within the organization, with information like Device Id, Device Type etc.



Manage Device Active Device

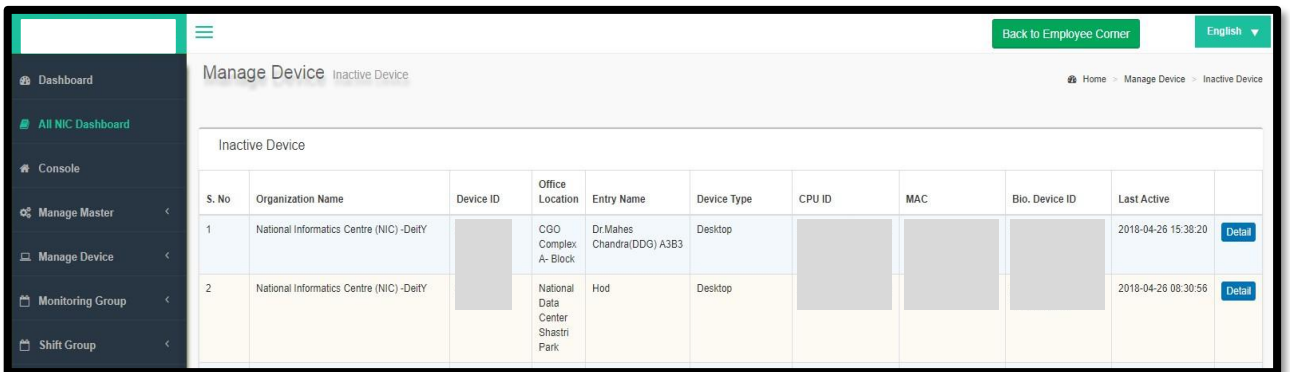
Active Device

S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	skbas new		cgo	Cipha Lab	Desktop				2018-05-01 11:28:22	Detail

Figure: 13

4. INACTIVE DEVICES

All the Inactive Devices in the Organization can also be viewed by the Nodal Officer.



Manage Device Inactive Device

Inactive Device

S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	National Informatics Centre (NIC) -DeItY		CGO Complex A-Block	Dr.Mahes Chandra(DDG) A3B3	Desktop				2018-04-26 15:38:20	Detail
2	National Informatics Centre (NIC) -DeItY		National Data Center Shastri Park	Hod	Desktop				2018-04-26 08:30:56	Detail

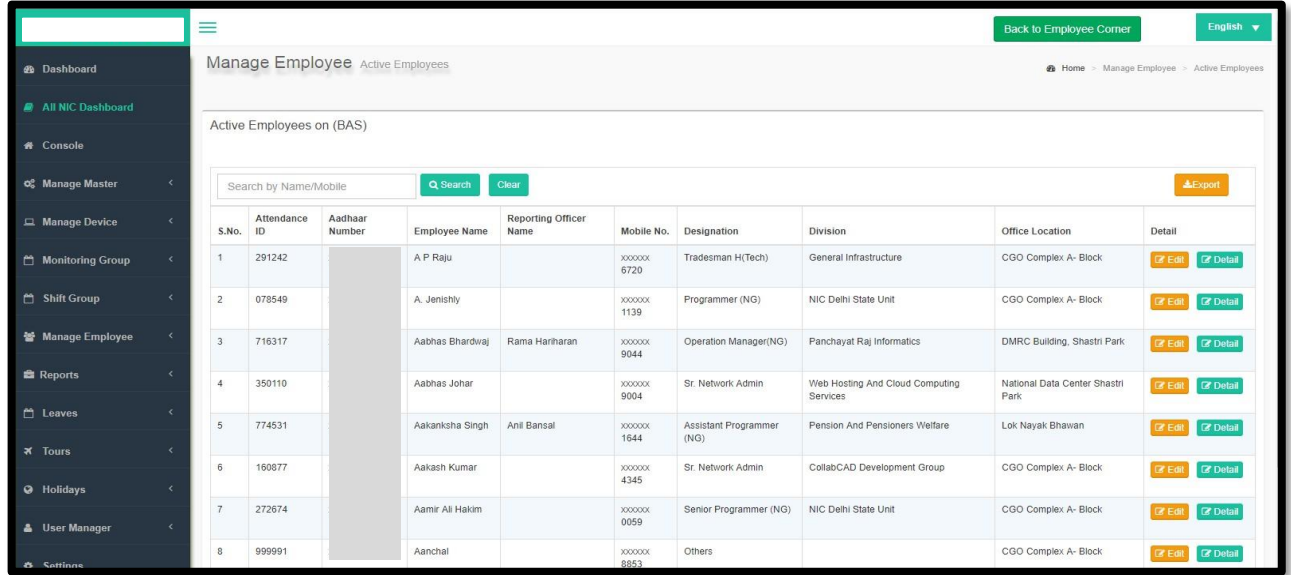
Figure: 14

Manage Employee

This functionality helps to manage the new employee request, check his Aadhaar Status, verify the employee in attendance system active, Inactive and transfer of the employee.

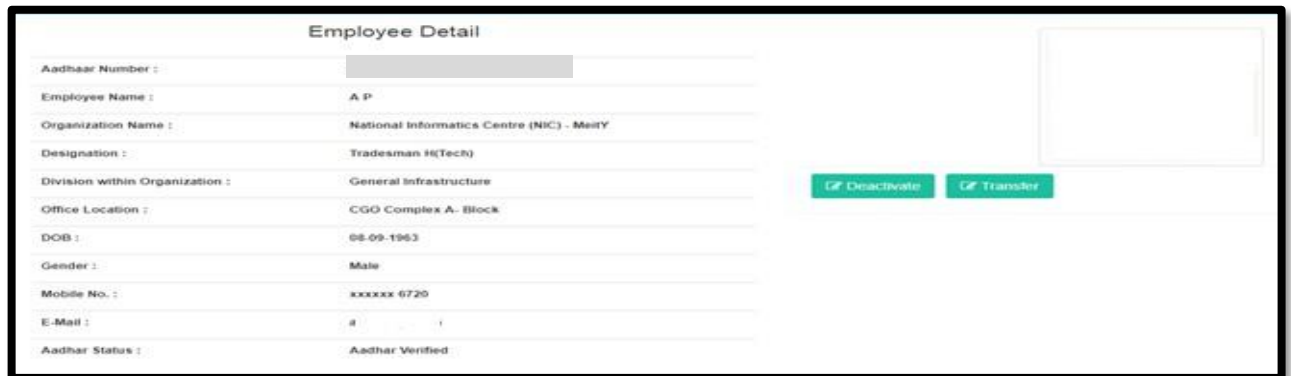
1. ACTIVE EMPLOYEE

All the Active employees will be visible here after Nodal officer "Process" the profile from Aadhaar Verified Employee section. The Active employees can be Deactivated and Transferred using Details' tab.



S.No.	Attendance ID	Aadhaar Number	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail
1	291242		A P Raju		XXXXXX 6720	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	Edit Detail
2	078549		A. Jenishly		XXXXXX 1139	Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Edit Detail
3	716317		Aabhas Bhardwaj	Rama Hariharan	XXXXXX 9044	Operation Manager(NG)	Panchayat Raj Informatics	DMRC Building, Shastri Park	Edit Detail
4	350110		Aabhas Johar		XXXXXX 9004	Sr. Network Admin	Web Hosting And Cloud Computing Services	National Data Center Shastri Park	Edit Detail
5	774531		Aakanksha Singh	Anil Bansal	XXXXXX 1644	Assistant Programmer (NG)	Pension And Pensioners Welfare	Lok Nayak Bhawan	Edit Detail
6	160877		Aakash Kumar		XXXXXX 4345	Sr. Network Admin	CollabCAD Development Group	CGO Complex A- Block	Edit Detail
7	272674		Aamir Ali Hakim		XXXXXX 0059	Senior Programmer (NG)	NIC Delhi State Unit	CGO Complex A- Block	Edit Detail
8	999991		Aanchal		XXXXXX 8853	Others		CGO Complex A- Block	Edit Detail

Figure: 15



Employee Detail

Aadhaar Number : [Redacted]

Employee Name : A P

Organization Name : National Informatics Centre (NIC) - Meity

Designation : Tradesman H(Tech)

Division within Organization : General Infrastructure

Office Location : CGO Complex A- Block

DOB : 08-09-1963

Gender : Male

Mobile No. : XXXXXX 6720

E-Mail : a . i

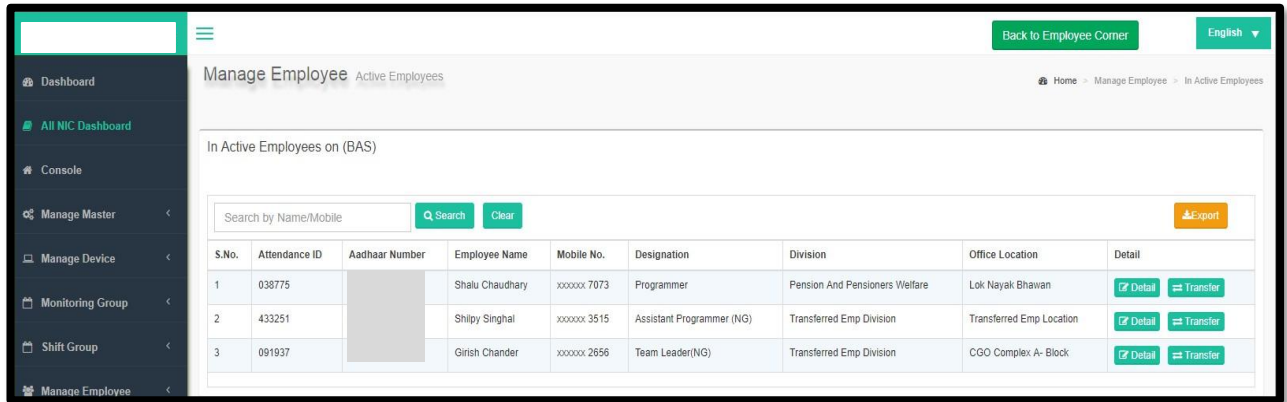
Aadhaar Status : Aadhaar Verified

[Deactivate](#) [Transfer](#)

Figure: 15(a)

2. IN-ACTIVE EMPLOYEE

All employees who are rejected by Nodal from the Aadhaar Verified Employee section will be visible here. Nodal officer can also activate and get the list of In-active employees

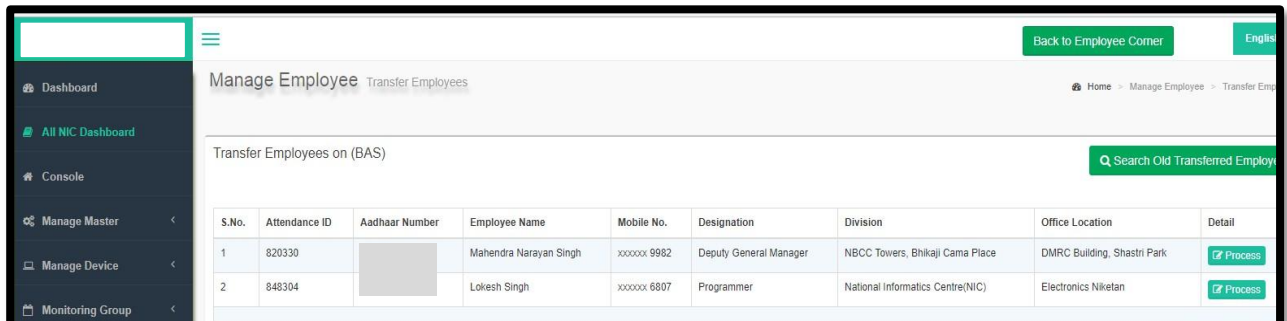


S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	038775		Shalu Chaudhary	xxxxxx 7073	Programmer	Pension And Pensioners Welfare	Lok Nayak Bhawan	Detail Transfer
2	433251		Shilpy Singhal	xxxxxx 3515	Assistant Programmer (NG)	Transferred Emp Division	Transferred Emp Location	Detail Transfer
3	091937		Girish Chander	xxxxxx 2656	Team Leader(NG)	Transferred Emp Division	CGO Complex A- Block	Detail Transfer

Figure: 16

3. TRANSFER EMPLOYEES

A list of Employees transferred from other organizations can be viewed here.

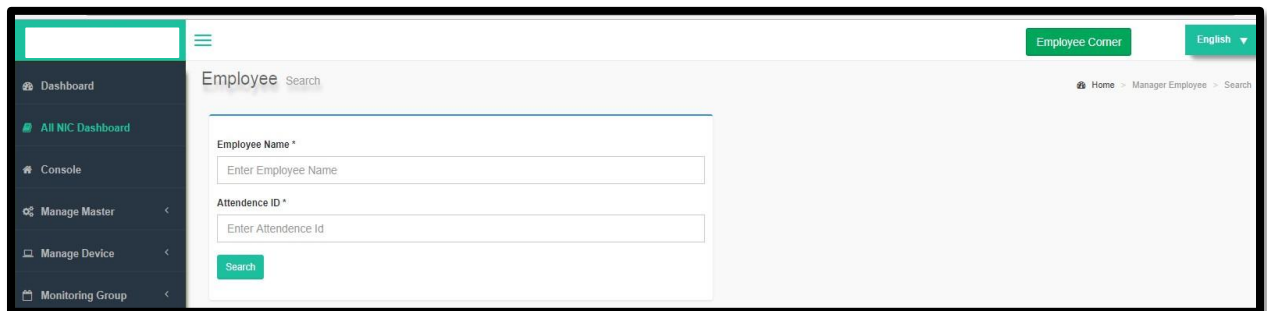


S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	820330		Mahendra Narayan Singh	xxxxxx 9982	Deputy General Manager	NBCC Towers, Bhikaji Cama Place	DMRC Building, Shastri Park	Process
2	848304		Lokesh Singh	xxxxxx 6807	Programmer	National Informatics Centre(NIC)	Electronics Niketan	Process

Figure: 17

4. SEARCH EMPLOYEE

This functionality helps to search the details of a single Employee by entering Employee Name and attendance id.



Employee Search

Employee Name *

Enter Employee Name

Attendance ID *

Enter Attendance Id

Search

Figure: 18

5. BLOCK EMPLOYEE

Nodal Officers can Block Employee from marking attendance. Enter the Employee Id and click on Block Employee button. On the pop-up screen select the reason for blocking- *Retire, Resigned, Expired, Registered Under Incorrect Organization, Armed Forces Personnel posted out of their respective unit and Employees Transfer from other station.*

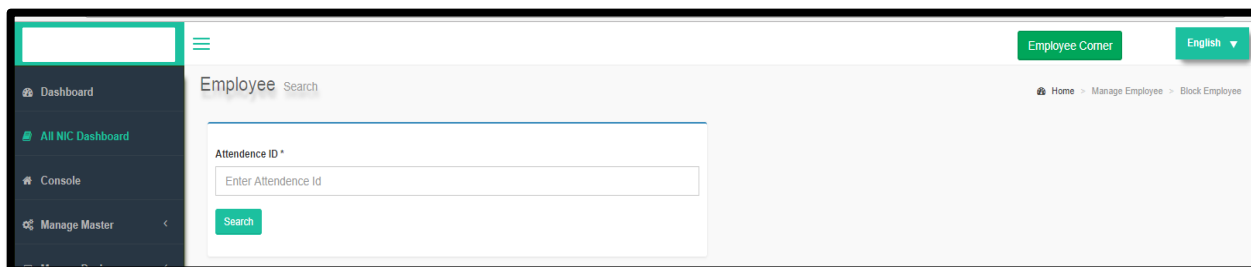
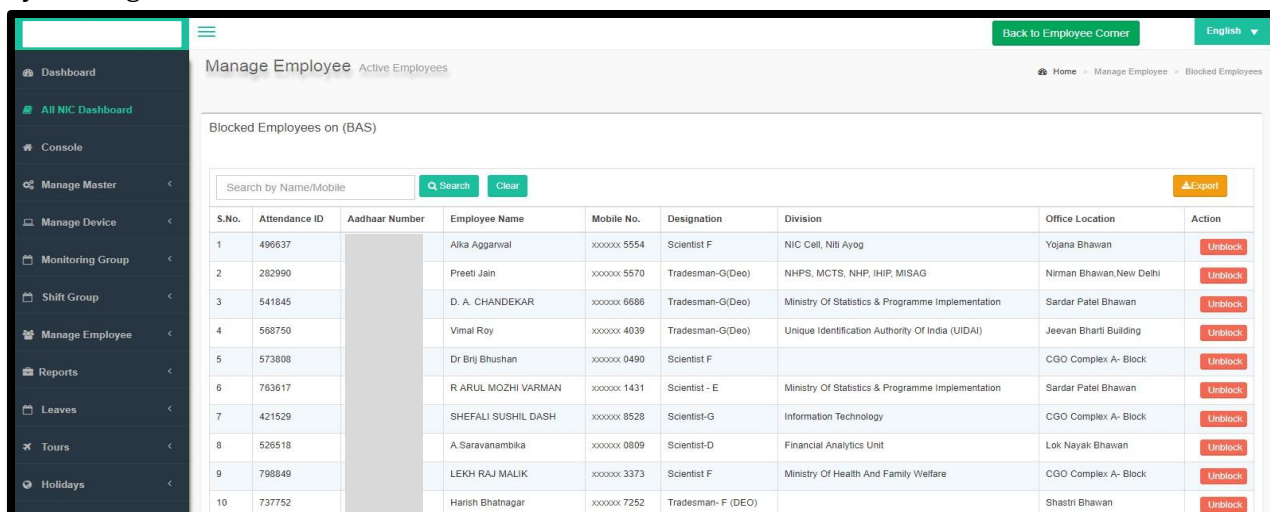


Figure: 19

6. VIEW BLOCKED EMPLOYEES

The Nodal Officer can view a list of all the Blocked Employees. The employee can be unblocked as well by clicking on the Unblock button.

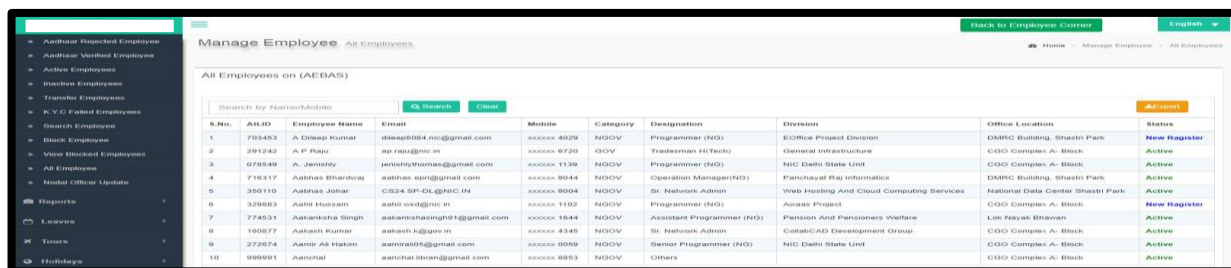


S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Action
1	496637		Alka Aggarwal	xxxxxx 5554	Scientist F	NIC Cell, NII Ayog	Yojana Bhawan	Unblock
2	282990		Preeti Jain	xxxxxx 5570	Tradesman-G(Deo)	NHPS, MCTS, NHP, IHIP, MISAG	Nirman Bhawan, New Delhi	Unblock
3	541845		D. A. CHANDEKAR	xxxxxx 6686	Tradesman-G(Deo)	Ministry Of Statistics & Programme Implementation	Sardar Patel Bhawan	Unblock
4	568750		Vimal Roy	xxxxxx 4039	Tradesman-G(Deo)	Unique Identification Authority Of India (UIDAI)	Jeevan Bharti Building	Unblock
5	573808		Dr Brj Bhushan	xxxxxx 0490	Scientist F		CGO Complex A- Block	Unblock
6	763617		R ARUL MOZHI VARMAN	xxxxxx 1431	Scientist - E	Ministry Of Statistics & Programme Implementation	Sardar Patel Bhawan	Unblock
7	421529		SHEFALI SUSHIL DASH	xxxxxx 8528	Scientist-G	Information Technology	CGO Complex A- Block	Unblock
8	526518		A Saravanambika	xxxxxx 0809	Scientist-D	Financial Analytics Unit	Lok Nayak Bhawan	Unblock
9	798849		LEKH RAJ MALIK	xxxxxx 3373	Scientist F	Ministry Of Health And Family Welfare	CGO Complex A- Block	Unblock
10	737752		Harish Bhatnagar	xxxxxx 7252	Tradesman-F (DEO)		Shastri Bhawan	Unblock

Figure: 20

7. ALL EMPLOYEE

A list of all the employees can be seen by clicking on the 'All Employees' button. The list shows details such as *Attendance Id, Employee Name, Mobile Number, Designation, Division, Office Location and Status* i.e. if the employee is in Active, New Registration or Blocked.



S.No.	AttID	Employee Name	Email	Mobile	Category	Designation	Division	Office Location	Status
1	703453	A. Deep Kumar	deep004.nc@gmail.com	xxxxxx 4026	NGOV	Programmer (NO)	Office Project Division	DMRC Building, Shastri Park	New Register
2	291242	A.P. Raju	ap.raju@nic.in	xxxxxx 8720	GOV	Tradesman H(Tech)	General Infrastructure	CGO Complex A- Block	Active
3	078549	A. Jenisty	jenistythomas@gmail.com	xxxxxx 1139	NGOV	Programmer (NO)	NIC Delhi State Unit	CGO Complex A- Block	Active
4	716317	Aashna Bhattacharya	aashna_sen@gmail.com	xxxxxx 8044	NGOV	Operation Manager(NO)	Panchsheel Raj Information	DMRC Building, Shastri Park	Active
5	350110	Aashna Jothar	C324.SP-OL@NIC.IN	xxxxxx 9004	NGOV	Sr. Network Admin	Web Hosting And Cloud Computing Services	National Data Center Shastri Park	Active
6	329883	Aashu Hussain	aashu_vsd@nic.in	xxxxxx 1102	NGOV	Programmer (NO)	Awaras Project	CGO Complex A- Block	New Register
7	774531	Aashanka Singh	aashankashsingh1@gmail.com	xxxxxx 1644	NGOV	Assistant Programmer (NO)	Pension And Pensioners Welfare	Lok Nayak Bhawan	Active
8	160877	Aakash Kumar	aakash.h@gmail.in	xxxxxx 4345	NGOV	Sr. Network Admin	CollabCAD Development Group	CGO Complex A- Block	Active
9	272674	Aamir Ali Habib	aamirali09@gmail.com	xxxxxx 0959	NGOV	Senior Programmer (NO)	NIC Delhi State Unit	CGO Complex A- Block	Active
10	999991	Aashish	aashish_dream@gmail.com	xxxxxx 8853	NGOV	Office		CGO Complex A- Block	Active

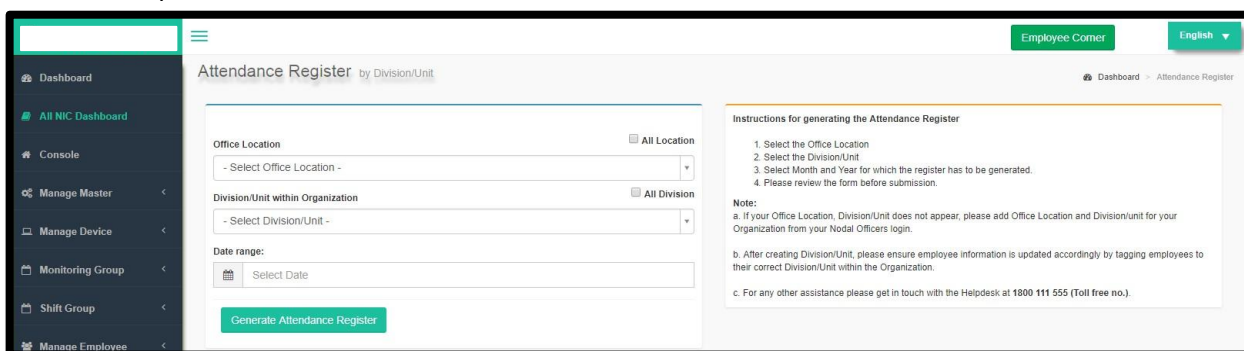
Figure: 21

Reports

Various reports such as s Attendance Register, Advance Report, Date wise Attendance and Weakly/Monthly report can be generated for the organization.

1. ATTENDANCE REGISTER

One can get the Attendance Register Report between the date ranges by selecting the office location and division/unit.



Attendance Register by Division/Unit

Office Location: All Location

Division/Unit within Organization: All Division

Date range: Select Date

[Generate Attendance Register](#)

Instructions for generating the Attendance Register

1. Select the Office Location
2. Select the Division/Unit
3. Select Month and Year for which the register has to be generated.
4. Please review the form before submission.

Note:

a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/unit for your Organization from your Nodal Officers login.

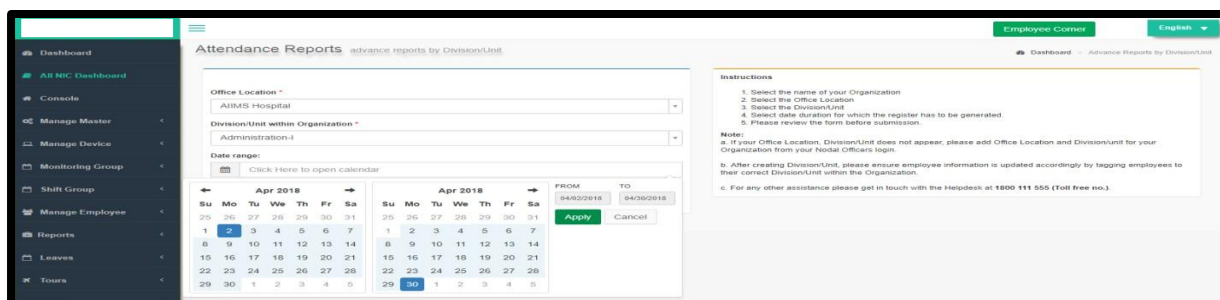
b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.

c. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

Figure: 22

2. ADVANCE REPORTS

Attendance reports can be generated based on parameters such as- daily, weekly, bimonthly and monthly and the data can be exported in Excel.



Attendance Reports advance reports by Division/Unit

Office Location: All Location

Division/Unit within Organization: All Division

Date range: Click Here to open calendar

FROM: 03/01/2018 TO: 03/31/2018

[Apply](#) [Cancel](#)

Instructions

1. Select the name of your Organization
2. Select the Office Location
3. Select the Division/Unit
4. Select date duration for which the register has to be generated.
5. Please review the form before submission.

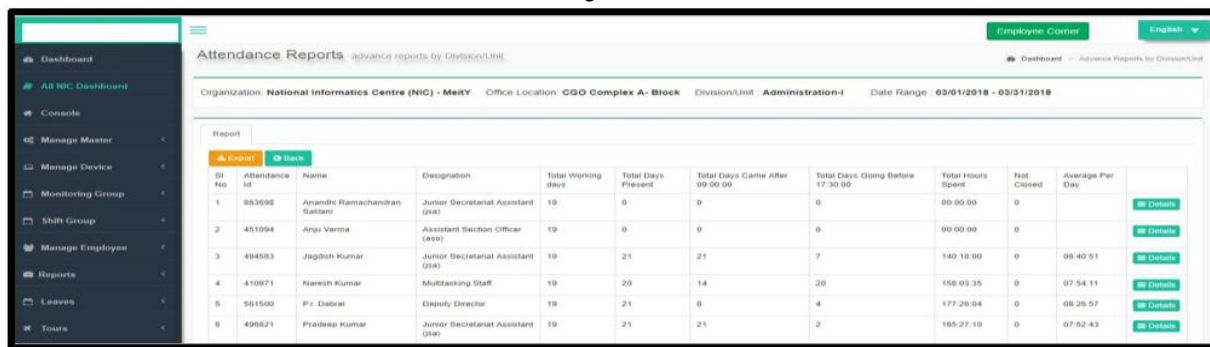
Note:

a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/unit for your Organization from your Nodal Officers login.

b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.

c. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

Figure: 23



Attendance Reports advance reports by Division/Unit

Organization: National Informatics Centre (NIC) - Maitry Office Location: CGO Complex A-Block Division/Unit: Administration-I Date Range: 03/01/2018 - 03/31/2018

Sl No	Attendance Id	Name	Designation	Total Working days	Total Days Present	Total Days Came After	Total Days Going Before	Total Hours Spent	Not Closed	Average Per Day
1	883598	Anandh Ramachandran	Junior Secretariat Assistant (JSA)	19	9	0	0	00:00:00	0	00:00:00
2	451094	Anu Verma	Assistant Section Officer (ASO)	19	9	0	0	00:00:00	0	00:00:00
3	494583	Jagdish Kumar	Junior Secretariat Assistant (JSA)	19	21	21	7	140:15:00	0	08:40:51
4	410971	Naresh Kumar	Multitasking Staff	19	20	14	20	158:03:35	0	07:54:11
5	561500	Pr. Datarai	Deputy Director	19	21	0	4	177:26:04	0	09:26:57
6	496521	Pradeep Kumar	Junior Secretariat Assistant (JSA)	19	21	21	2	165:27:10	0	07:52:43

Figure 23 (a)

3. DATE WISE ATTENDANCE REGISTER

Date wise attendance reports can be generated by the Nodal Officer by selecting the date for which report is sought. The data can be exported in Excel.

4. CUSTOMIZED ATTENDANCE REPORTS

Nodal Officers can generate customized reports for different employee categories (Government/Non-Government) in a division/Unit. Employee name, employee code, designation; attendance marked during working days, attendance not closed during working days, average in time, average stay per day, tour/leave and stay during holidays are displayed.

5. WEEKLY/MONTHLY REPORT

Weekly or Monthly attendance reports can be generated for employees. The user is required to set the date range for the report.

6. BAS REPORTS

Attendance Reports can be generated for different attendance portals i.e. for different sates, Delhi Central and Central governments individually as well. The user selects the URL, types the nodal officers email id and password and clicks on submit button. Various report links are available for the user to choose from-

- i. *No. of employees Vis- a- Vis Attendance Hours*
- ii. *Employee registered but never marked attendance since registration*
- iii. *No. of employees working less than 4 hrs excluding Saturday, Sunday & holidays*
- iv. *Employees Date of Birth is null, less than 18 years & greater than 60 years*
- v. *Employees coming Sat, Sun & holiday*
- vi. *Employee Division wise Report*
- vii. *Date and Time Wise Reports*
- viii. *Employee Total Stay Hrs, In Time Average & Out Time Average in a month*
- ix. *Employee Attendance by Attendance Id*
- x. *Attendance Report Name Wise*
- xi. *Attendance Report Designation Wise*
- xii. *Repeated Late Comers List*
- xiii. *Attendance log of Employee*

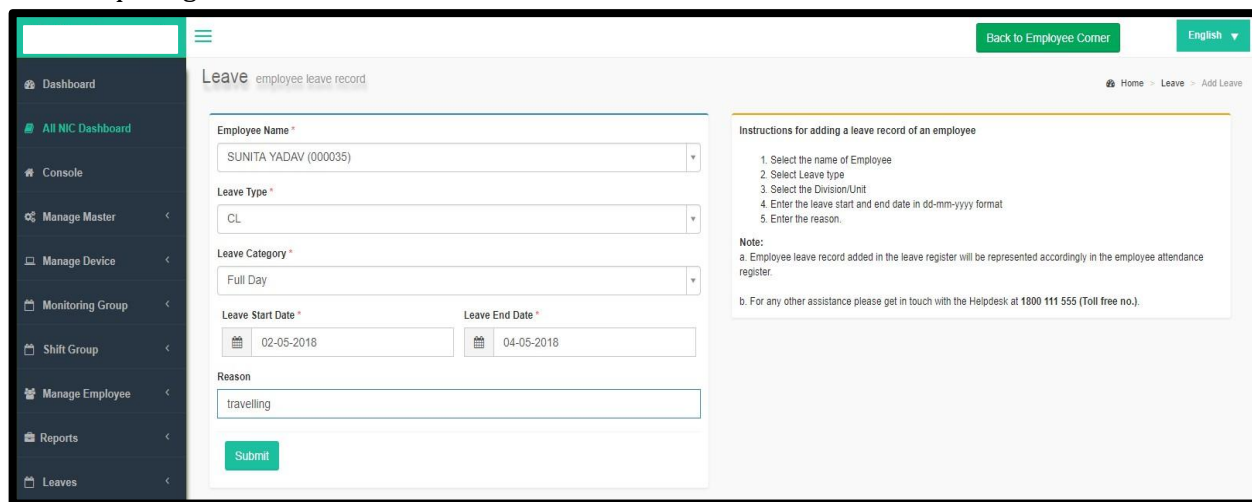
NOTE: The user can click on the Details tab and view the graphical representation of the employees daily in and out time. Clicking on Register allows the user to view the page where the presence, leaves, tours and holidays of the employee can be viewed. The details of his/her work hours can also be seen in terms of in-location with time, out-location with time, total number of in hours and status can be viewed by clicking on the Details tab.

Leaves

Leaves of the employees can be managed by the Nodal Officer through this functionality.

1. ADD LEAVE RECORD

The Nodal Officer has the option of adding the leave record of an employee. He can accept or reject the leave, by clicking on the Cancel button. The system will ask for a confirmation. If confirmed the leave request gets cancelled.



Leave employee leave record

Employee Name *
SUNITA YADAV (000035)

Leave Type *
CL

Leave Category *
Full Day

Leave Start Date *
02-05-2018

Leave End Date *
04-05-2018

Reason
travelling

Submit

Instructions for adding a leave record of an employee

1. Select the name of Employee
2. Select Leave type
3. Select the Division/Unit
4. Enter the leave start and end date in dd-mm-yyyy format
5. Enter the reason.

Note:

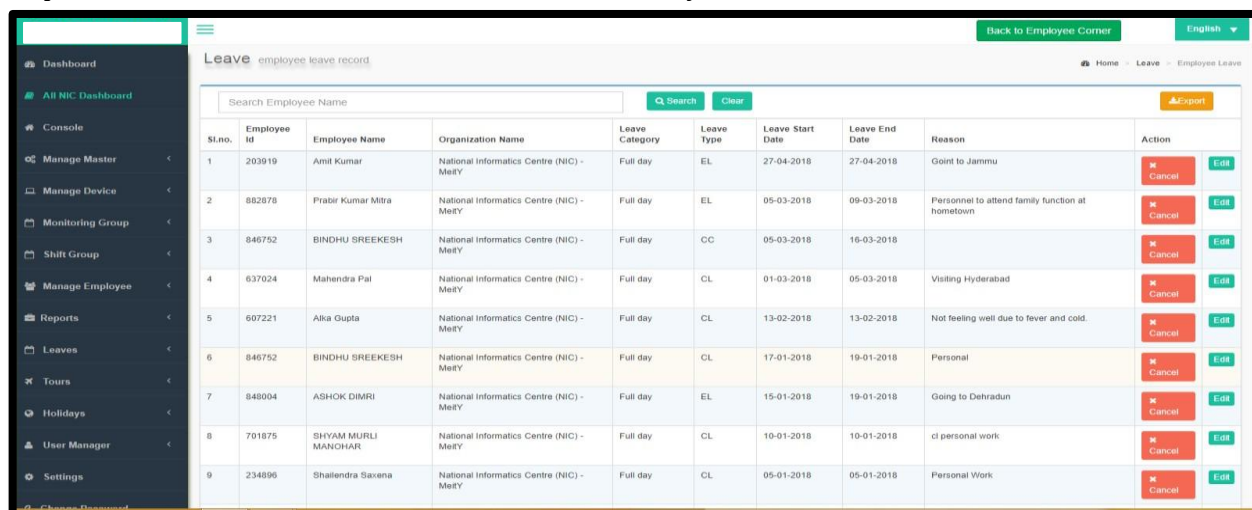
a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.

b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

Figure 24

2. APPROVED LEAVES

The user can view a list of all the already approved leaves. The reason for which leave was requested is mentioned. Nodal Officer has the authority to cancel the leave if it is not availed.



Leave employee leave record

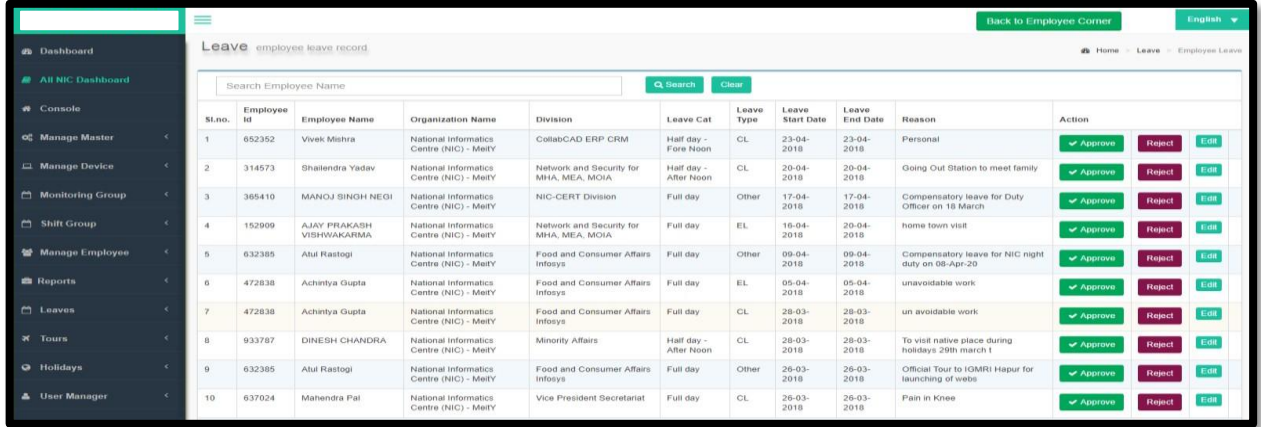
Search Employee Name **Q Search** **Clear** **Export**

S.No.	Employee Id	Employee Name	Organization Name	Leave Category	Leave Type	Leave Start Date	Leave End Date	Reason	Action
1	203919	Amit Kumar	National Informatics Centre (NIC) - Meiy	Full day	EL	27-04-2018	27-04-2018	Goint to Jammu	Cancel Edit
2	882678	Prabir Kumar Mitra	National Informatics Centre (NIC) - Meiy	Full day	EL	05-03-2018	09-03-2018	Personnel to attend family function at hometown	Cancel Edit
3	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - Meiy	Full day	CC	05-03-2018	16-03-2018		Cancel Edit
4	637024	Mahendra Pal	National Informatics Centre (NIC) - Meiy	Full day	CL	01-03-2018	05-03-2018	Visiting Hyderabad	Cancel Edit
5	607221	Alka Gupta	National Informatics Centre (NIC) - Meiy	Full day	CL	13-02-2018	13-02-2018	Not feeling well due to fever and cold.	Cancel Edit
6	846752	BINDHU SREEKESH	National Informatics Centre (NIC) - Meiy	Full day	CL	17-01-2018	19-01-2018	Personal	Cancel Edit
7	848004	ASHOK DIMRI	National Informatics Centre (NIC) - Meiy	Full day	EL	15-01-2018	19-01-2018	Going to Dehradun	Cancel Edit
8	701875	SHYAM MURLI MANOHAR	National Informatics Centre (NIC) - Meiy	Full day	CL	10-01-2018	10-01-2018	cl personal work	Cancel Edit
9	234896	Shalendra Saxena	National Informatics Centre (NIC) - Meiy	Full day	CL	05-01-2018	05-01-2018	Personal Work	Cancel Edit

Figure: 25

3. LEAVE REQUESTS

Fresh leave requests of the employee are reflected in this report. Details of leave request include the employee id, employee name, organization name, leave category, leave type, leave start date, leave end date, reason for leave and the action taken (Accept/Reject) on it can be seen here.



S.No.	Employee Id	Employee Name	Organization Name	Division	Leave Cat	Leave Type	Leave Start Date	Leave End Date	Reason	Action
1	652352	Vivek Mishra	National Informatics Centre (NIC) - MeitY	CollabCAD ERP CRM	Half day - Fore Noon	CL	23-04-2018	23-04-2018	Personal	Approve Reject Edit
2	314573	Shailendra Yadav	National Informatics Centre (NIC) - MeitY	Network and Security for MHA, MEA, MOA	Half day - After Noon	CL	20-04-2018	20-04-2018	Going Out Station to meet family	Approve Reject Edit
3	385410	MANOJ SINGH NEGI	National Informatics Centre (NIC) - MeitY	NIC-CERT Division	Full day	Other	17-04-2018	17-04-2018	Compensatory leave for Duty Officer on 18 March	Approve Reject Edit
4	152909	AJAY PRAKASH VISHWAKARMA	National Informatics Centre (NIC) - MeitY	Network and Security for MHA, MEA, MOA	Full day	EL	18-04-2018	20-04-2018	home town visit	Approve Reject Edit
5	632385	Atul Rastogi	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	Other	09-04-2018	09-04-2018	Compensatory leave for NIC night duty on 08-Apr-20	Approve Reject Edit
6	472838	Achintya Gupta	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	EL	05-04-2018	05-04-2018	unavoidable work	Approve Reject Edit
7	472838	Achintya Gupta	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	CL	28-03-2018	28-03-2018	un avoidable work	Approve Reject Edit
8	933787	DINESH CHANDRA	National Informatics Centre (NIC) - MeitY	Minority Affairs	Half day - After Noon	CL	28-03-2018	28-03-2018	To visit native place during holidays 28th march 1	Approve Reject Edit
9	632385	Atul Rastogi	National Informatics Centre (NIC) - MeitY	Food and Consumer Affairs Infosys	Full day	Other	28-03-2018	28-03-2018	Official Tour to ICMRI Hapur for launching of webs	Approve Reject Edit
10	637024	Mahendra Pal	National Informatics Centre (NIC) - MeitY	Vice President Secretariat	Full day	CL	26-03-2018	26-03-2018	Pain in Knee	Approve Reject Edit

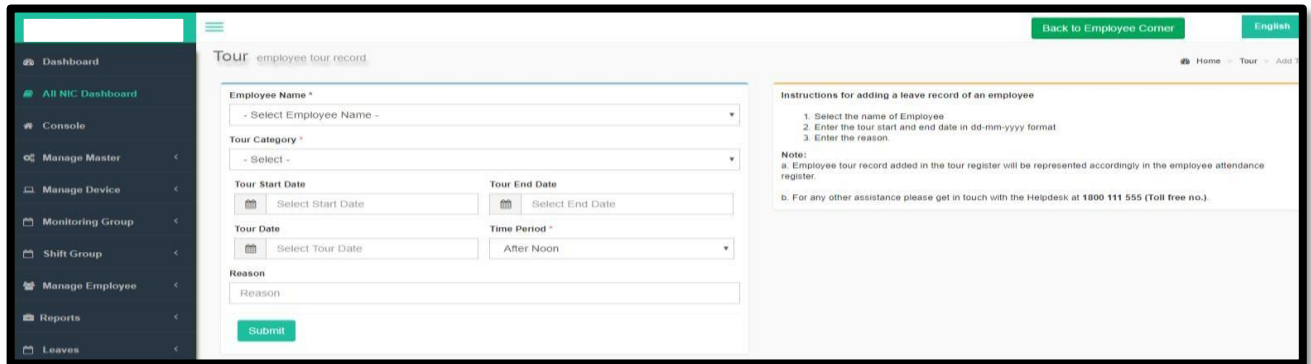
Figure: 26

Tours

Employees on tours have to be accounted for, so that they are not considered absent. This can be done through this functionality.

1. ADD TOURS

To add the tour of an employee into the records



Tour employee tour record

Employee Name *
- Select Employee Name -

Tour Category *
- Select -

Tour Start Date
Select Start Date

Tour End Date
Select End Date

Tour Date
Select Tour Date

Time Period *
After Noon

Reason
Reason

Submit

Instructions for adding a leave record of an employee

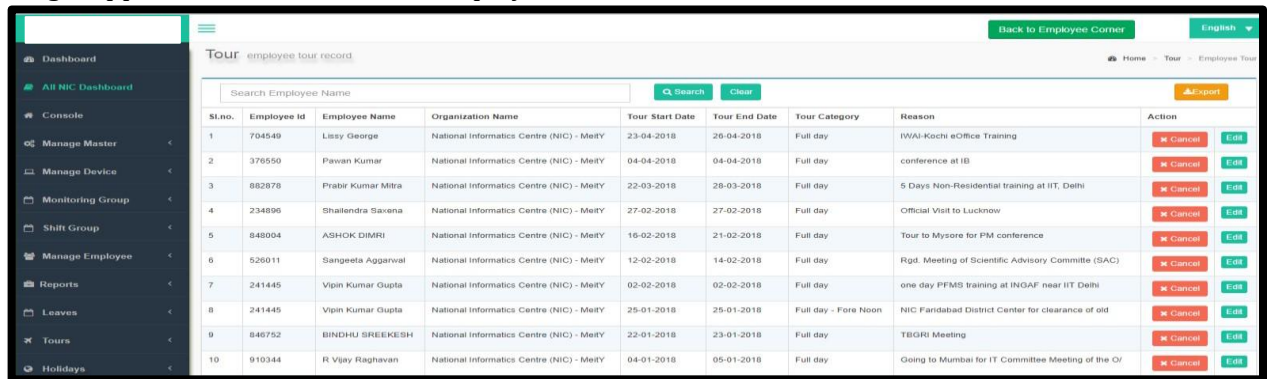
1. Select the name of Employee
2. Enter the tour start and end date in dd-mm-yyyy format
3. Enter the reason.

Note:
a. Employee tour record added in the tour register will be represented accordingly in the employee attendance register.
b. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

Figure: 27

2. APPROVED TOURS

To get approved tour details of an employee.

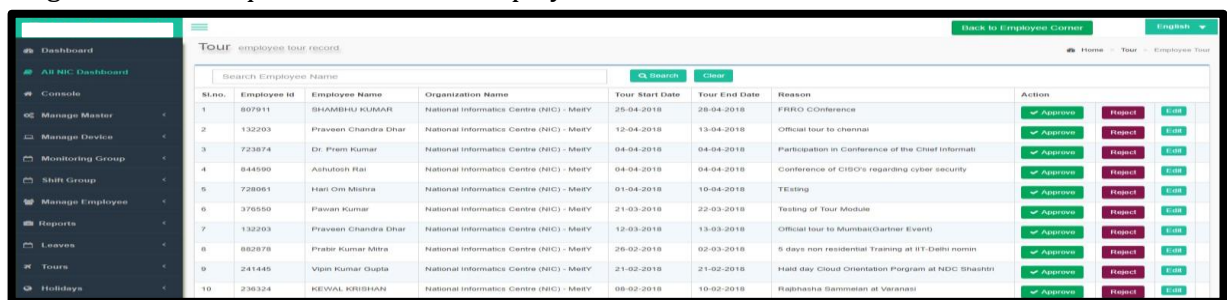


S.No.	Employee ID	Employee Name	Organization Name	Tour Start Date	Tour End Date	Tour Category	Reason	Action
1	704549	Lissy George	National Informatics Centre (NIC) - MeitY	23-04-2018	26-04-2018	Full day	IWAI-Kochi eOffice Training	Cancel Edit
2	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Full day	conference at IB	Cancel Edit
3	882878	Pratib Kumar Mitra	National Informatics Centre (NIC) - MeitY	22-03-2018	28-03-2018	Full day	5 Days Non-Residential training at IIT, Delhi	Cancel Edit
4	234896	Shalendra Saxena	National Informatics Centre (NIC) - MeitY	27-02-2018	27-02-2018	Full day	Official Visit to Lucknow	Cancel Edit
5	848004	ASHOK DIMRI	National Informatics Centre (NIC) - MeitY	16-02-2018	21-02-2018	Full day	Tour to Mysore for PM conference	Cancel Edit
6	526011	Sangeeta Aggarwal	National Informatics Centre (NIC) - MeitY	12-02-2018	14-02-2018	Full day	Rqd. Meeting of Scientific Advisory Committee (SAC)	Cancel Edit
7	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	02-02-2018	02-02-2018	Full day	one day PFMS training at INDIA near IIT Delhi	Cancel Edit
8	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	25-01-2018	25-01-2018	Full day - Fore Noon	NIC Faridabad District Center for clearance of old	Cancel Edit
9	848752	BINDHU SREEKESH	National Informatics Centre (NIC) - MeitY	22-01-2018	23-01-2018	Full day	TBGR Meeting	Cancel Edit
10	910344	R Vijay Raghavan	National Informatics Centre (NIC) - MeitY	04-01-2018	05-01-2018	Full day	Going to Mumbai for IT Committee Meeting of the Or	Cancel Edit

Figure: 28

3. TOUR REQUESTS

To get the Tour Request details of an Employee



S.No.	Employee ID	Employee Name	Organization Name	Tour Start Date	Tour End Date	Reason	Action
1	807911	SHAMBU KUMAR	National Informatics Centre (NIC) - MeitY	25-04-2018	28-04-2018	FRRO Conference	Approve Reject Edit
2	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MeitY	12-04-2018	13-04-2018	Official tour to Chennai	Approve Reject Edit
3	723874	Dr. Prem Kumar	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Participation in Conference of the Chief Informati	Approve Reject Edit
4	844590	Ashutosh Rai	National Informatics Centre (NIC) - MeitY	04-04-2018	04-04-2018	Conference of CISO's regarding cyber security	Approve Reject Edit
5	728861	Hari Om Mishra	National Informatics Centre (NIC) - MeitY	01-04-2018	10-04-2018	Testing	Approve Reject Edit
6	376550	Pawan Kumar	National Informatics Centre (NIC) - MeitY	21-03-2018	22-03-2018	Testing of Tour Module	Approve Reject Edit
7	132203	Praveen Chandra Dhar	National Informatics Centre (NIC) - MeitY	12-03-2018	13-03-2018	Official tour to Mumbai (Partner Event)	Approve Reject Edit
8	882878	Pratib Kumar Mitra	National Informatics Centre (NIC) - MeitY	26-02-2018	02-03-2018	5 days non residential Training at IIT-Delhi nomin	Approve Reject Edit
9	241445	Vipin Kumar Gupta	National Informatics Centre (NIC) - MeitY	21-02-2018	21-02-2018	Half day Cloud Orientation Program at NDC Shaan	Approve Reject Edit
10	276324	KEVAL KRISHNAN	National Informatics Centre (NIC) - MeitY	08-02-2018	10-02-2018	Rajasthan Government at Varanasi	Approve Reject Edit

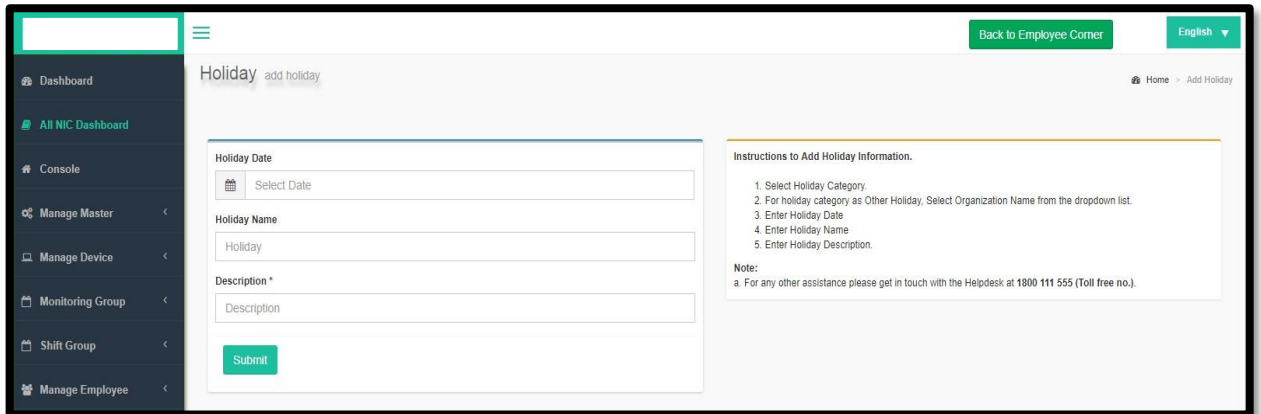
Figure 29

Holidays

This functionality helps to add holidays in the records.

1. ADD HOLIDAYS

Nodal Officer is authorized to add holidays in the system, if they are not already added or have been declared later.



Holiday add holiday

Home > Add Holiday

Holiday Date
Select Date

Holiday Name
Holiday

Description *
Description

Submit

Instructions to Add Holiday Information.

1. Select Holiday Category.
2. For holiday category as Other Holiday, Select Organization Name from the dropdown list.
3. Enter Holiday Date
4. Enter Holiday Name
5. Enter Holiday Description.

Note:
a. For any other assistance please get in touch with the Helpdesk at 1800 111 555 (Toll free no.).

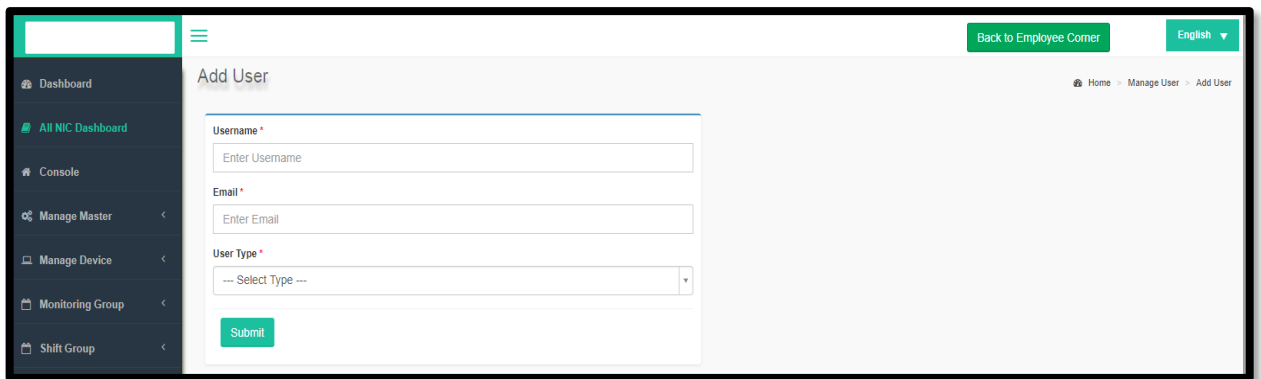
Figure: 30

User Manager

The Nodal Officer admin roles and adding a new user as a new Admin can be managed from here.

1. ADD USER

A new user can be added by the Nodal Officer.



Add User

Home > Manage User > Add User

Username *
Enter Username

Email *
Enter Email

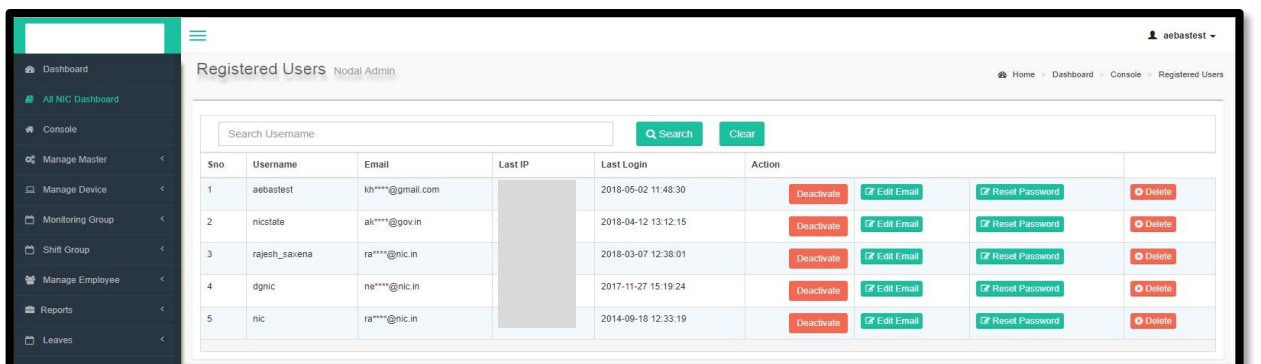
User Type *
--- Select Type ---

Submit

Figure: 31

2. VIEW NODAL ADMIN

User can view a list of all the Nodal Admin here along with the last IP address and last login time and date.



Registered Users Nodal Admin

Home > Dashboard > Console > Registered Users

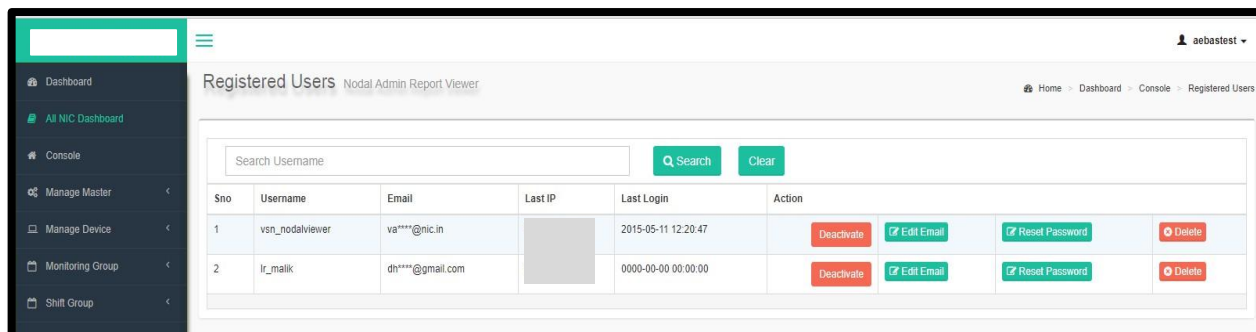
Search Username: [Search] [Clear]

Sno	Username	Email	Last IP	Last Login	Action
1	aebastest	kh****@gmail.com		2018-05-02 11:48:30	Deactivate Edit Email Reset Password Delete
2	micstate	ak****@gov.in		2018-04-12 13:12:15	Deactivate Edit Email Reset Password Delete
3	rajesh_savena	ra****@nic.in		2018-03-07 12:38:01	Deactivate Edit Email Reset Password Delete
4	dgnic	ne****@nic.in		2017-11-27 15:19:24	Deactivate Edit Email Reset Password Delete
5	nic	ra****@nic.in		2014-09-18 12:33:19	Deactivate Edit Email Reset Password Delete

Figure: 32

3. VIEW NODAL REPORT VIEWER

A list of all the Nodal Report Viewer along with the last IP address and last login time and date can be viewed. The nodal report viewer can be deactivated and in addition his email id and password can be reset through this screen. The Nodal Report Viewer can also be deleted.



Sno	Username	Email	Last IP	Last Login	Action
1	vsn_nodalviewer	va****@nic.in		2015-05-11 12:20:47	Deactivate Edit Email Reset Password Delete
2	lr_malik	dn****@gmail.com		0000-00-00 00:00:00	Deactivate Edit Email Reset Password Delete

Figure: 33

Settings

Nodal Officer can *Activate* or *Deactivate* the daily SMS and Email service using this functionality. He may want to send SMS or Email or both related to attendance marked. This can be done by clicking on the *Add New* button, entering the *Name*, *Email Id* and *Mobile Number* of the concerned person. Select if *SMS* and *Emails* have to be sent and if the services have to be *Enabled* or *Disabled*.

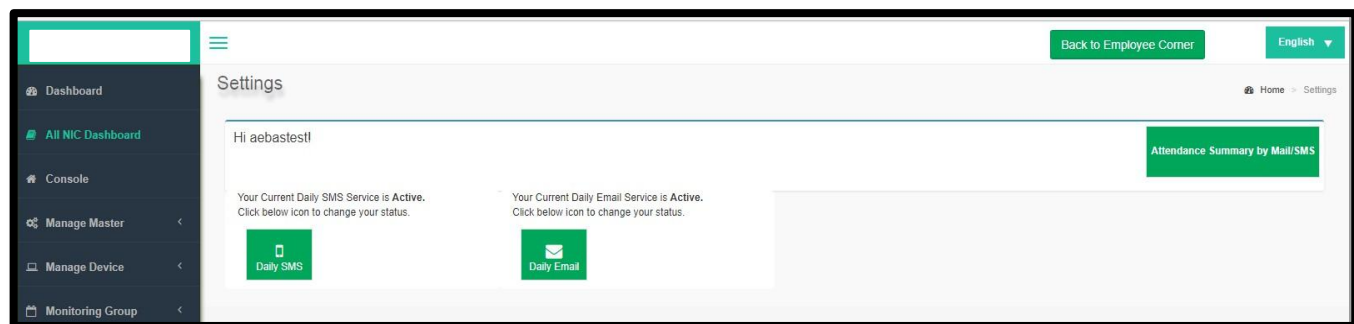


Figure: 34

Change Passwords

The Nodal Officer can reset his Password by entering the *Old Password* and then the new one. Confirm the new password. Click on *Submit*.

Ensure logging out after completing all activities.