



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड Railway Board

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**Office Order No. 57 of 2024**

**Sub : Monitoring of Attendance and Punctuality of Officials working in Board's Office.**

Aadhar Enabled Biometric Attendance System (AEBAS) was enabled for registering Attendance with a view to ensuring and effectively monitoring attendance and punctuality of all its officials as a means to efficient transaction of the office works. In this regard, instructions have been issued from time to time on marking of attendance and adhering to the guidelines on punctuality, the last being vide Office Order No. 40 of 2024.

2. Despite these instructions, it has been noticed that maintenance of punctuality is steadily declining over a period of time. There are also cases where employees are not marking their attendance in AEBAS. In few cases, disciplinary action has also been initiated/taken, based on attendance report. It is reiterated that employees should record their attendance in AEBAS without fail, both at the time of coming and leaving office. In this regard, surprise physical checking of attendance of officials in Branch/Cells/Unit would also be done by O&M Unit.

3. The Desktop Biometric machines are being installed in all the branches/Cells/Units in Board's Office by RBCC. The said Machines are also being provided to Officers (JD/DS and above level Officers) in Board's office. Further, Attendance may also be marked through face-based authentication applications through Android/IOS based phones within the Rail Bhawan premises. Guidelines for marking of attendance through Android/IOS based phones are attached.

4. Instructions for registration in Biometric Attendance System and monitoring of attendance has already been issued vide Office Order No.40 of 2024. Any issues related to registration/marketing of attendance in AEBAS or monitoring of attendance may be reported to Sr. Programmer/RBCC.

5. The above instructions may be adhered to by all officers/staff without fail.

No.2024/O&M/9/1

Dated: 13.09.2024

(T. Srinivas)

Joint Secretary/ Railway Board

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All Officers/Branches in Board's Office, COFMOW Building and at Dayabasti, New Delhi.

EDPG/MR, JDPG/MoSR(S), Sectt. of MoSR(R)

भारत सरकार/ GOVERNMENT OF INDIA  
रेल मंत्रालय/ MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/ RAILWAY BOARD)

2024 का कार्यालय आदेश सं. 57

**विषय: बोर्ड कार्यालय में कार्यरत अधिकारियों की उपस्थिति और समयपालन की निगरानी।**

कार्यालय संबंधी कार्यों के कुशल संचालन के साधन के रूप में अपने सभी कर्मचारियों की उपस्थिति और समयपालन सुनिश्चित करने और प्रभावी निगरानी करने की दृष्टि से उपस्थिति दर्ज करने के लिए आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (ईडीबीएस) को सक्षम बनाया गया था। इस संबंध में, उपस्थिति दर्ज करने और समयपालन के दिशानिर्देशों का पालन करने के लिए समय-समय पर अनुदेश जारी किए गए हैं, पिछली बार इन्हें 2024 के कार्यालय आदेश संख्या 40 के माध्यम से जारी किया गया है।

2. इन अनुदेशों के बावजूद, यह देखा गया है कि समयपालन बनाए रखने में समय के साथ लगातार कमी आ रही है। ऐसे मामले भी हैं जहां कर्मचारी आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में अपनी उपस्थिति दर्ज नहीं कर रहे हैं। कुछ मामलों में उपस्थिति रिपोर्ट के आधार पर अनुशासनिक कार्रवाई भी शुरू की गई है। यह दोहराया जाता है कि कर्मचारियों को कार्यालय आने और छोड़ने, दोनों के समय आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में अपनी उपस्थिति अवश्य दर्ज करनी चाहिए। इस संबंध में, ओएंडएम शाखा द्वारा शाखा/प्रकोष्ठों/इकाइयों में अधिकारियों की उपस्थिति की औचक भौतिक जांच भी की जाएगी।

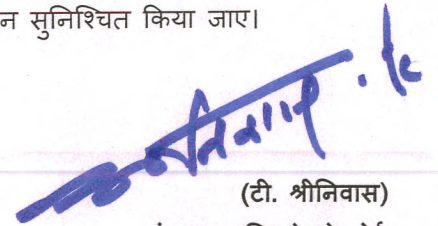
3. आरबीसीसी द्वारा बोर्ड कार्यालय की सभी शाखाओं/प्रकोष्ठों/इकाइयों में डेस्कटॉप बायोमेट्रिक मशीन लगाई जा रही हैं। उक्त मशीनों को बोर्ड कार्यालय में अधिकारियों (संयुक्त निदेशक/उपसचिव और उससे उपर स्तर के अधिकारियों) को भी उपलब्ध कराई जा रही है। इसके अलावा रेल भवन परिसर के भीतर एंड्रॉयड/आईओएस आधारित फोन के माध्यम से चेहरा आधारित सत्यापन एप्लीकेशनों के जरिए भी उपस्थिति दर्ज की जा सकती है। एंड्रॉयड/आईओएस आधारित फोन के माध्यम से उपस्थिति दर्ज करने के लिए दिशानिर्देश संलग्न हैं।

4. बायोमेट्रिक उपस्थिति प्रणाली में उपस्थिति दर्ज करने और उपस्थिति की निगरानी के संबंध में अनुदेश 2024 के कार्यालय आदेश संख्या 40 के अंतर्गत पहले ही जारी किए जा चुके हैं। आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में पंजीकरण/उपस्थिति दर्ज करने अथवा निगरानी करने से संबंधित किसी भी मामले के बारे में सीनियर प्रोग्रामर/रेलवे बोर्ड कंप्यूटर सेल (आरबीसीसी) से संपर्क करें।

5. उपरोक्त अनुदेशों का सभी अधिकारियों/कर्मचारियों द्वारा कड़ाई से अनुपालन सुनिश्चित किया जाए।

सं. 2024/ओएंडएम/9/1

दिनांक: 13.09.2024



(टी. श्रीनिवास)

संयुक्त सचिव/रेलवे बोर्ड

टेलीफोन नं. 011-23387446

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बोर्ड कार्यालय, कॉफ़मो और दयाबस्ती, नई दिल्ली के सभी अधिकारी और शाखाएं।

कार्यपालक निदेशक/जन शिकायत, संयुक्त निदेशक जन शिकायत/रेल राज्य मंत्री (एस), रेल राज्य मंत्री (आर) का सचिवालय

## ATTENDANCE MARKING THROUGH AADHAAR FACE AUTHENTICATION on :: PERSONAL MOBILE

Aadhaar FACE authentication based AEBAS client is available for installation and attendance marking through Aadhaar Face Authentication. For Aadhaar face authentication, photo of the resident available in 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.

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 in Annexure – 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.

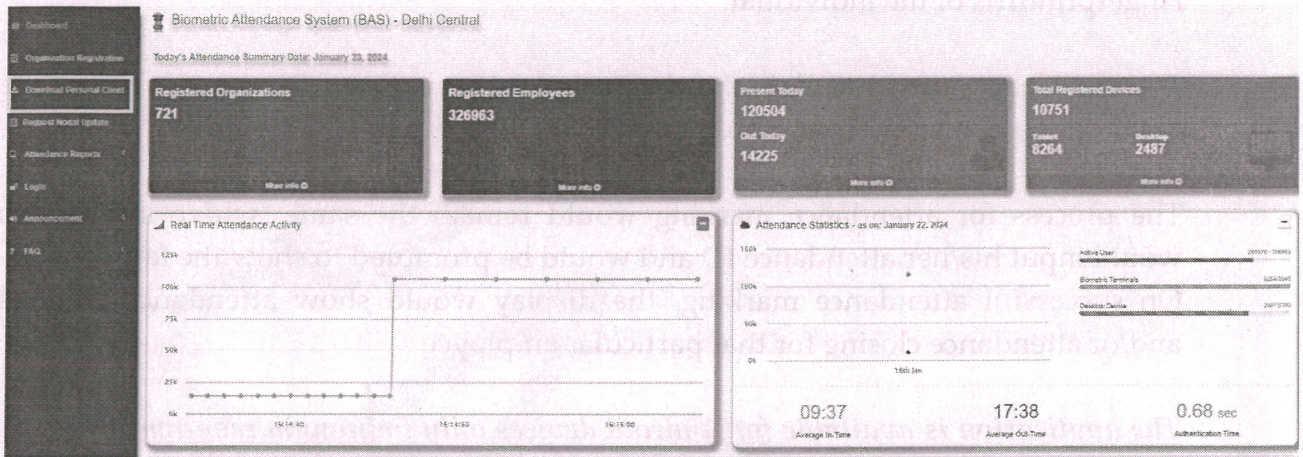
### Minimum Device Specification:

For Android Phone :: Android version above 9, RAM 4+GB, Camera 5 MP and above.

For iOS : iOS version 14 and above

Attendance Client Installation steps:

1. Download and Install the AadhaarFaceRd APP from the Google Play Store.  
Refer page 5
2. **For Android Phones ::** Download and Install the latest Face Personal Client from the <https://attendance.gov.in> or <https://central.attendance.gov.in>
3. **For iOS Phone ::** Install the AadhaarBAS App for AppStore.



## Click on Download Personal Client

4. Enter the Attendance ID and the Captcha Code

Attendance

Dashboard

User Registration

Download Personal Client

Request Nodal Update

Announcement

FAQ

Login

Login to BAS

Attendance ID \*  
123456

Enter the code exactly as it appears: \* **EDecAA** Not readable? Change text.

EDecAA

Generate Login OTP

## Click on Generate OTP

*If your Organisation has been permitted for Attendance Marking through Face Personal Device, OTP would be sent on the registered mobile number as present in the attendance records*

*Else, message would be displayed that Organisation has not permitted Attendance Marking through Face Personal Device, may Contact Organisation Nodal Officer*

5. If the Organisation has allowed Attendance Marking through Face Personal Device, OTP is sent and below screen would be shown.

The screenshot shows the 'Employee Corner Login' page. On the left is a dark sidebar menu with the following items: Dashboard, User Registration, Download Personal Client, Request Nodal Update, Announcement, FAQ, and Login. The main content area has a title 'Employee Corner Login' and a hamburger menu icon. Below the title are two input fields: 'Attendance ID \*' containing '123456' and 'OTP \*' containing 'Confirmation OTP'. Below these is a captcha section with the text 'Enter the code exactly as it appears: \* a6E3aE' and a link 'Not readable? Change text.' followed by an input field containing 'a6E3aE'. At the bottom is a 'Login' button.

6. User to enter the OTP and the Captcha as shown on the screen and click on Login

This screenshot is identical to the previous one, but the 'OTP \*' field now contains the number '509072' and the captcha input field contains 'a6E3aE'. The 'Login' button remains at the bottom.

7. Pop up would be displayed, may click on download Client

Client is applicable for Android Phone users OS version 9.0 and above ONLY.  
Attendance marking through Personal mobile device will work only when attendance marking allowed for entry point of your location GPS Lat - Long is configured for your Organisation. If not configured, contact the Nodal officer for addition of location.



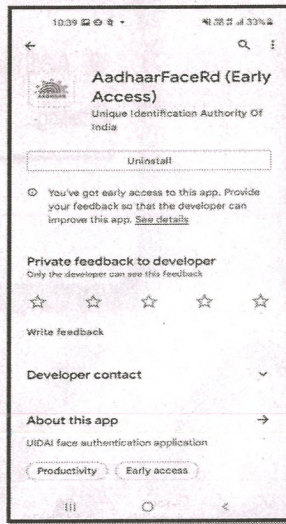
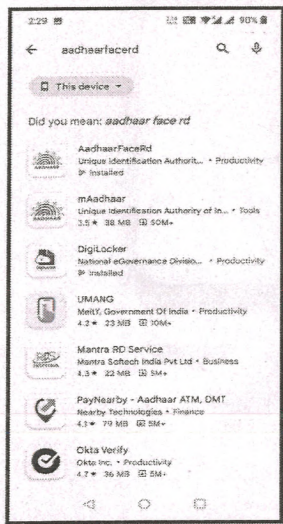
Refer Annexure – A for Installation of Client

AEBAS

### Installing Face RD ::

Download and Install the AadhaarFaceRd APP from the Google Play Store.  
If IoS, download the AadhaarFaceRD App from AppStore.

#### Step-1: Download and Install AadhaarFaceRd App from Google Play Store



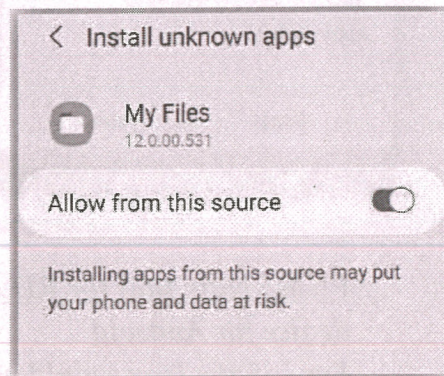
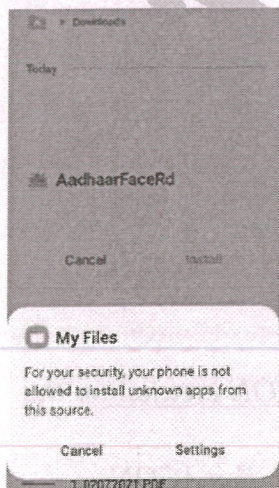
- Open Google Play Store, search for "aadhaarfacerd".
- Install the AadhaarFaceRd.
- If you face any issue in locating the app in play store kindly refer to slide number: 10



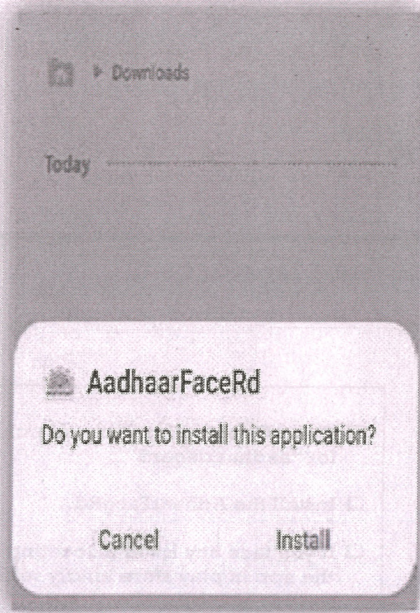
★ This Application is for android users only

Screen 1 :

Screen 2 :



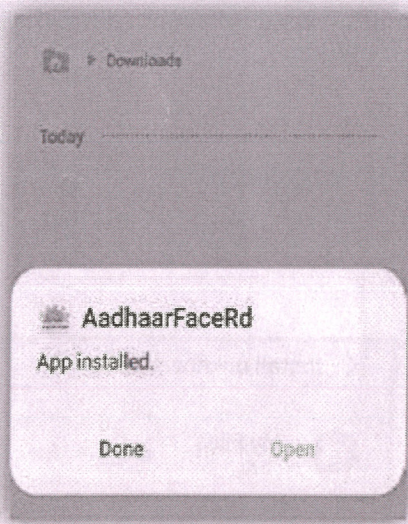
Screen 3 :



Screen 4:



Screen 5 :



Please Note that for RD application there would be no ICON created on the device for Android

For iOS the Icon would be created, however do not click on this ICON



**For Android Phone ::**

1. Download and Install the client for attendance marking from Employee Login.
2. After successfully downloading the client, click on the AEBAS application

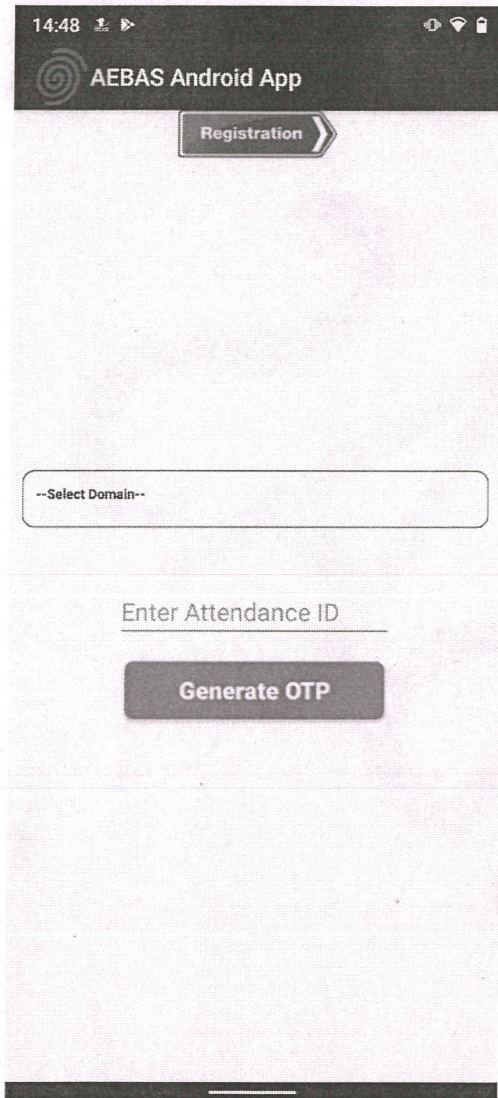
**For iOS Phone ::**

1. Download the App, AadhaarBAS from App Store
2. After successfully downloading the client, click on the AadhaarBAS application

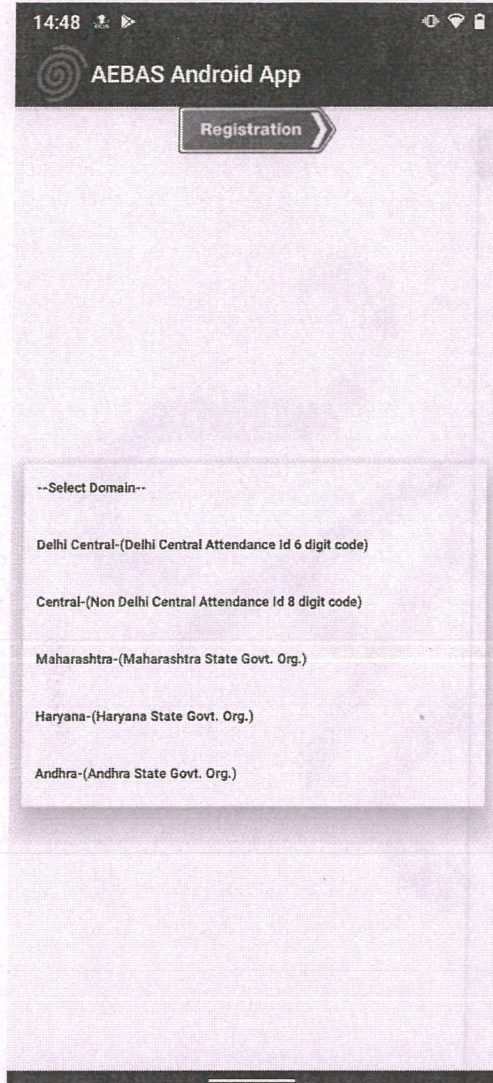
# AEBAS

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

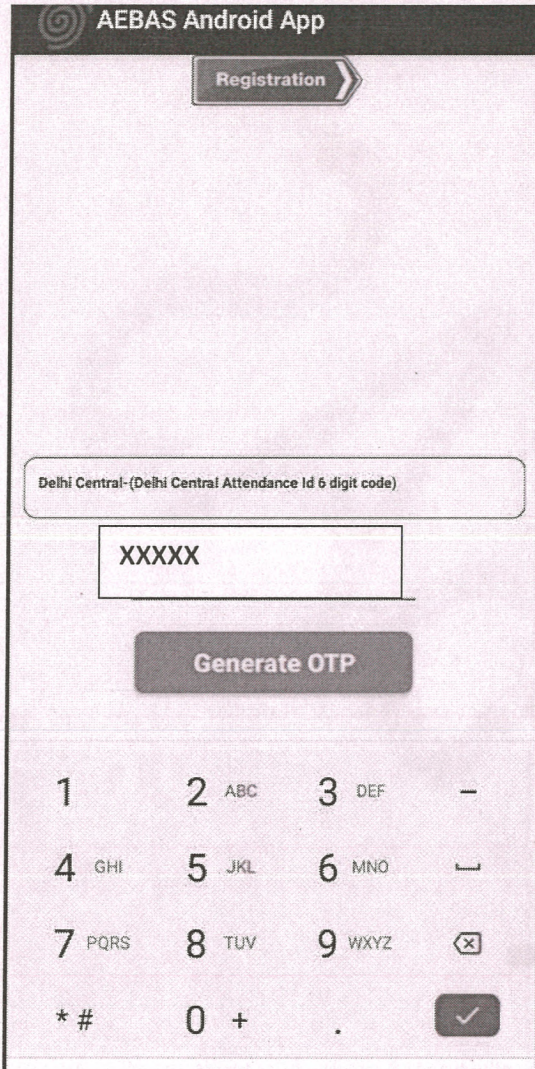
1. Open the AEBAS Face APP



2. Select the Domain in which attendance is required to be marked (i.e. if Delhi Central: 6 digit attendance ID or Central: 8 digit attendance ID central.attendance.gov.in )



1. Enter the attendance ID, in which the employee is registered (i.e. if Delhi Central: 6 digit attendance ID or Central: 8 digit attendance ID central.attendance.gov.in ) and click on Generate OTP



AEBAS Android App

Registration

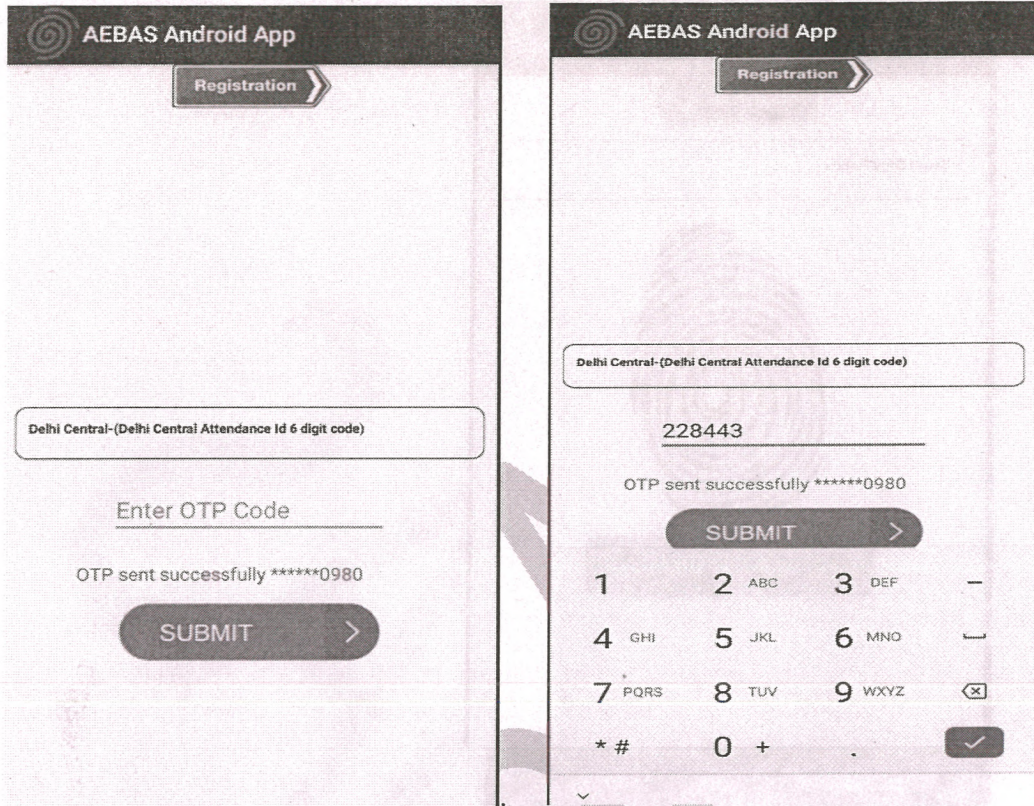
Delhi Central-(Delhi Central Attendance Id 6 digit code)

XXXXXX

Generate OTP

1	2 ABC	3 DEF	-
4 GHI	5 JKL	6 MNO	⌋
7 PQRS	8 TUV	9 WXYZ	⊗
* #	0 +	.	✓

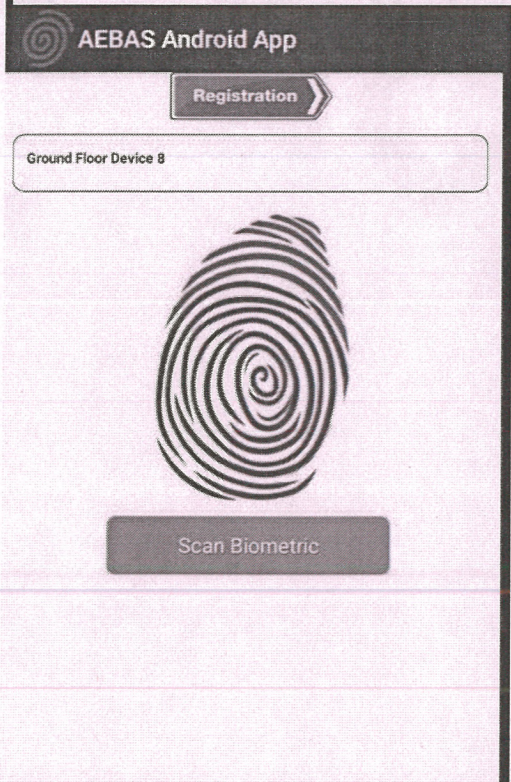
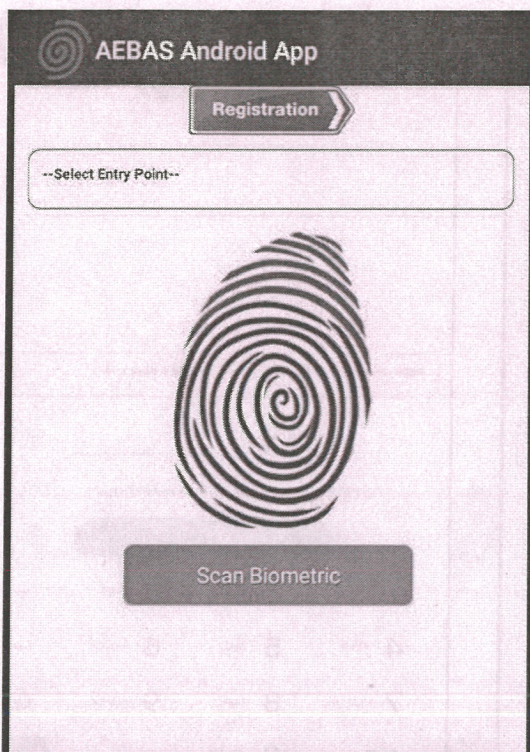
2. Enter the OTP received on the registered mobile number and click on Submit



AEBAS



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



To know your Geo Lat Long use the may please download the app present in your Employee Login:

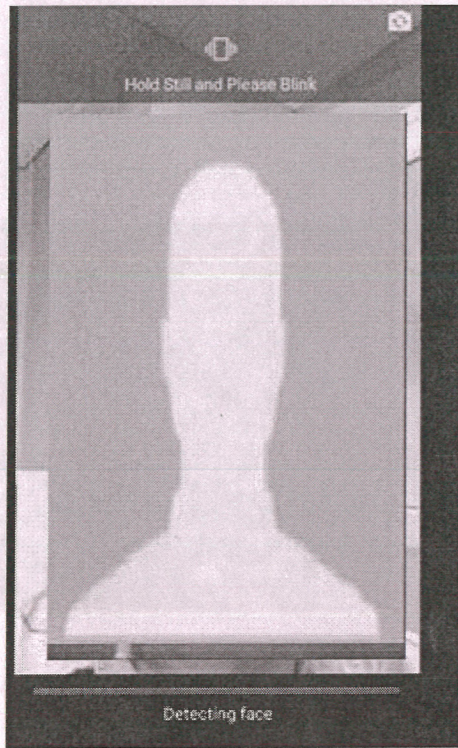
<https://attendance.gov.in/update/employee/entryPoint>

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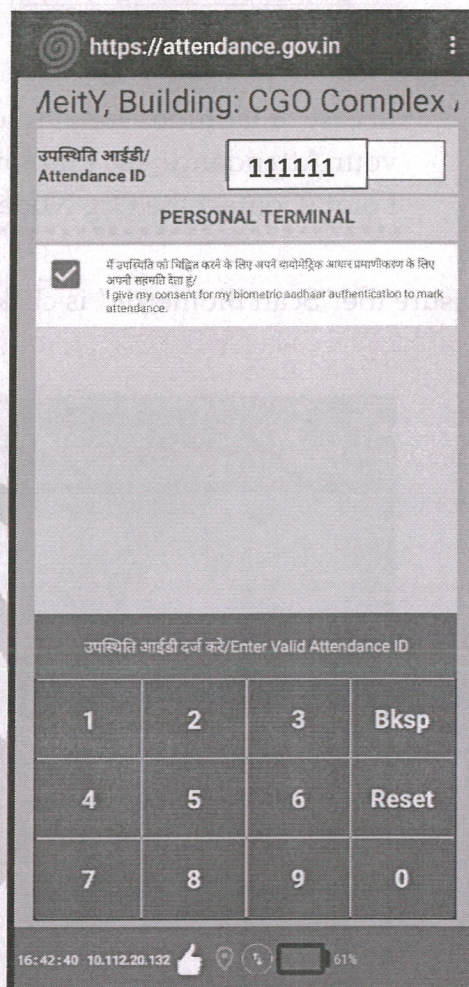
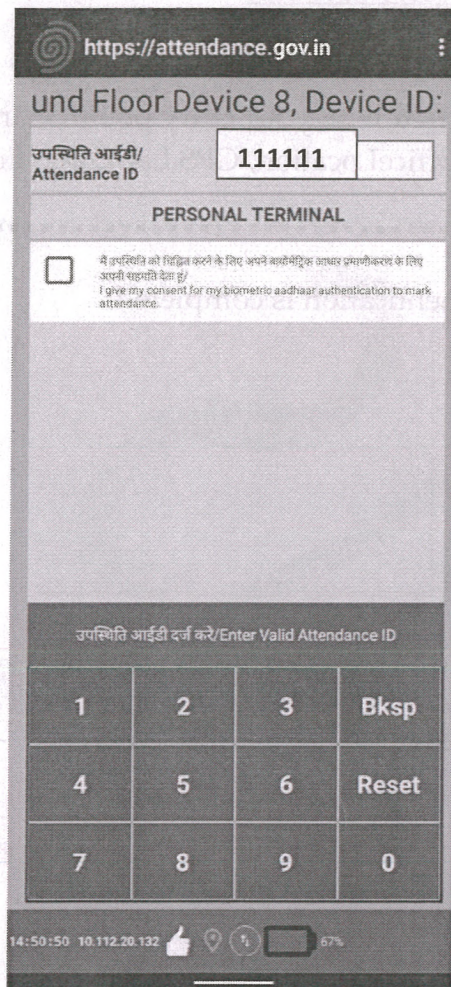
In case, if latitude - longitude not configured with your entry point. Share your Attendance\_ID, Employee Name, OfficeLocation, GPS Lat-Long, Entry Point (Contact the Org Nodal Officer)

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

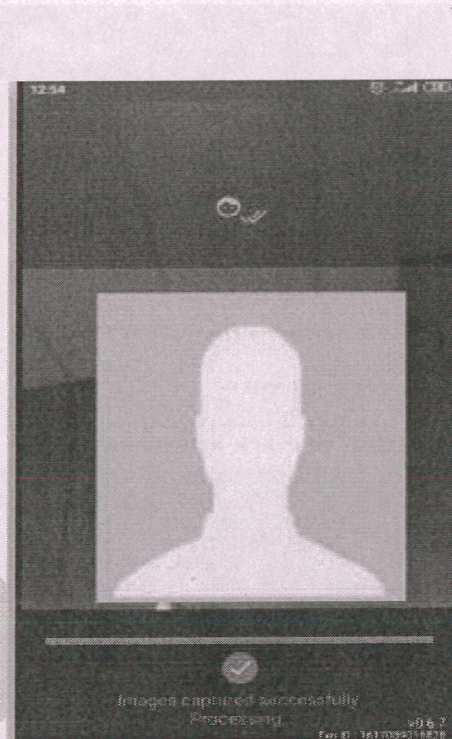
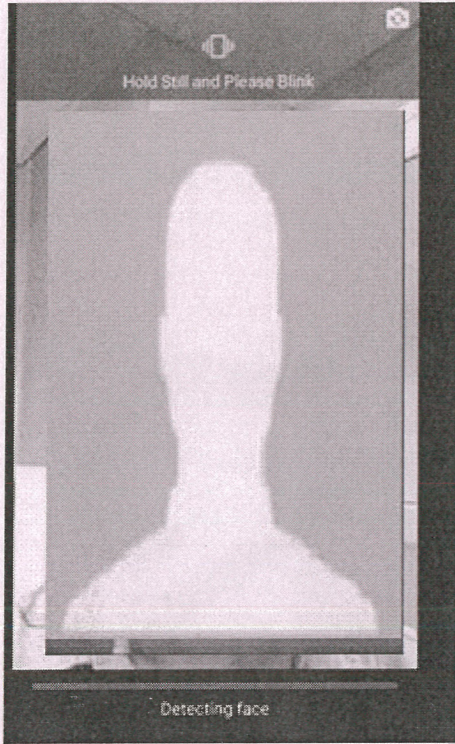


- 4. Attendance Marking screen will be prompted.  
Ensure that the checkbox is clicked.

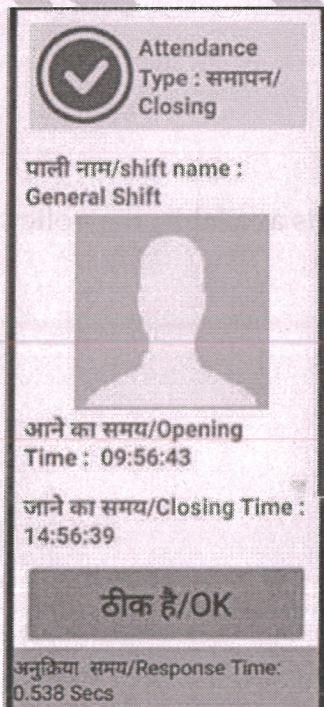




5. User will show the face and attendance will be marked

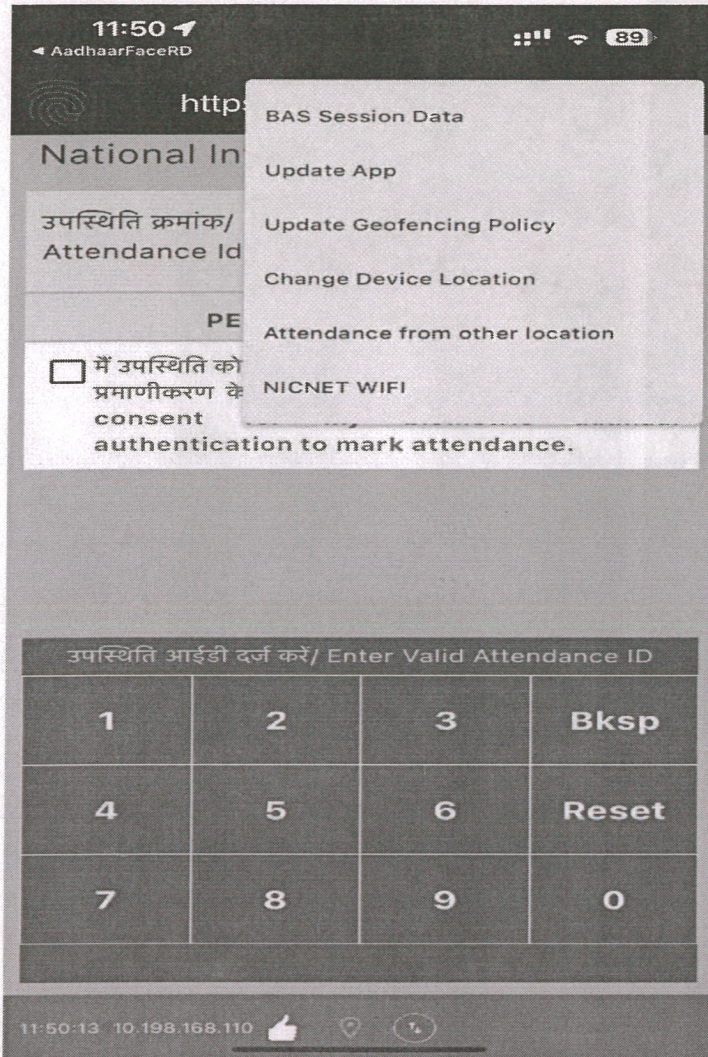


6. The attendance is successfully marked and the Attendance In/out would be recorded



Geo- Fencing Policy Update ::

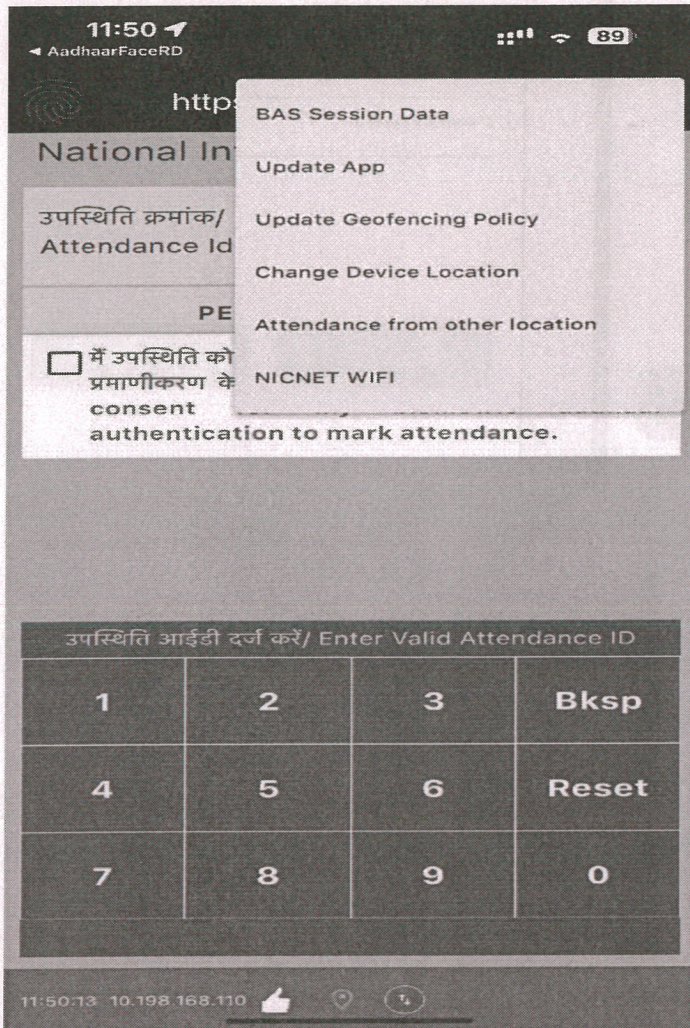
Click on the 3 dots, on the extreme right panel to check for the geo fencing policy update



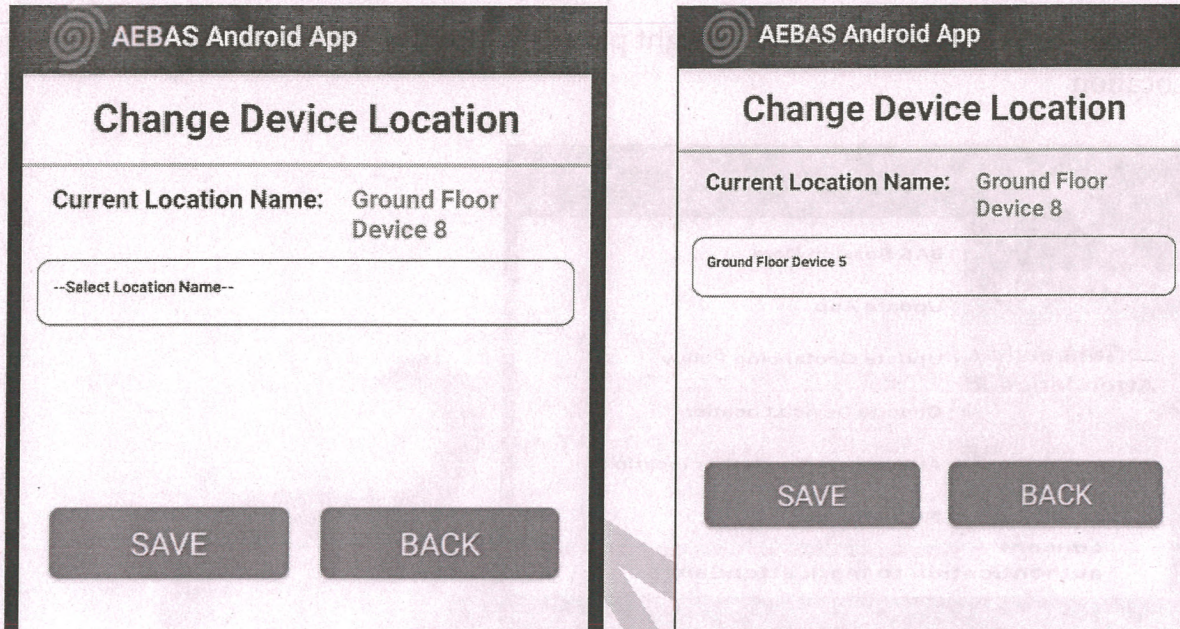
May click on "Update Geofencing Policy", if update is available, the policy will be updated

Change Device Location ::

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



Choose the Device Location from the list specified



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

