

## AEBAS HELP FILE

This is for the information of all employees of Jammu province under Directorate of School Education, Jammu. A lot of queries are pouring in from the employees registered under AEBAS, (**AADHAAR BASED BIOMETRIC ATTENDANCE SYSTEM**). The transferees from different districts of School Education Deptt of Jammu province can contact the following Admins through the email-ids provided against each district for getting themselves transfer in/ transfer out of their respective districts with the following particulars.

1. Name of the Candidate.
2. Designation.
3. Previous Place of Posting.
4. AADHAAR last eight digits

S.No	District	Name of the Contact Person	Mobile Number	e-mail id for getting user name & password
1	Jammu	Anil Sharma	9906127187, 7889556310	jdksejammubiometric@gmail.com
2.	Kathua	Satender Singh	9419270189	basedu.kathua@gmail.com
3.	Udhampur	Sanjeev	9419158643	basedu.udhampur@gmail.com
4.	Rajouri	Harjeet Sharma	9419172517	basedu.rajouri@gmail.com
5.	Poonch	Naveed Danish	7006898379, 8803652285	basedu.poonch@gmail.com
6.	Doda	Vikrant Singh	9596940999	basedu.doda@gmail.com
7.	Samba	Vikas Sharma	7780851235	basedu.samba@gmail.com
8.	Reasi	Surjeet Singh	9419904459	basedu.reasi@gmail.com
9.	Ramban	Ajay Kumar	9086100699	basedu.ramban@gmail.com
10.	Kishtwar	Sartaj	9906080121	jdkkis@nic.in

In addition to this, those DDOs who have not yet installed AEBAS machines should immediately make their machines functional. In this regard it is once again quoted that softwares are available online on **basreports.attendance.gov.in/downloads**. The installation process is very simple and once the machines are installed, DDOs can ask for the activation codes from the Admins of the district. They can also seek the help of the cluster higher secondary schools staff for installation in case they come across any such problem. This Directorate is rendering full support to the institutions from installation to the day to day problems.

For monitoring the attendance of the institutions, the institutions have been provided with the login **username and password**. Through this login the institutions can monitor their attendance. Though the number of institutions

mapped under one portal are getting monitored through their admins, but they can keep a record of the attendance with them in pdf format which can be shown to inspecting officer during their visit in the institution. Those who don't possess the username and passwords, but their machines are functional, they should immediately send their request letter for the same from a unique official email-id to the respective admin email-id given in the above table.

A system generated username and password is sent to their respective e-mail ids by the BAS. Using this login username and password they can login through their district portals. e.g for Jammu district the portal is **jdksejammu.attendance.gov.in**. So the DDOs of this district can login by typing the given address in the address bar of the browser. **DDOs are instructed not to share the username and passwords with any vendor or outsider.**

Each DDO of a particular district can transfer the candidate to an institution which falls under the same portal (say district). Some easy steps need to be followed for this.

1. Login into the portal of their district using the username and password.
2. Go to the **Manage Employee Menu** and select New Registered Employees.
3. A list of all employees is displayed with **EDIT AND PROCESS** option against each employee.
4. Click on **PROCESS** option. Employee detail will be displayed. Under **Action to be taken** select **Activate** from the two options ( **Activate or Reject** ) and write word **Transfer** in the area under **Remarks**. Employee will be activated and his details are moved to the **Active Employees** option under **Manage Employee** menu.
5. Click on the **Active Employees option** and select **EDIT** option available against the employee details.
6. Go to the **organization details** tab and select Office **Location** from the combo available for selection name of the Institution.
7. Click on next and submit buttons.

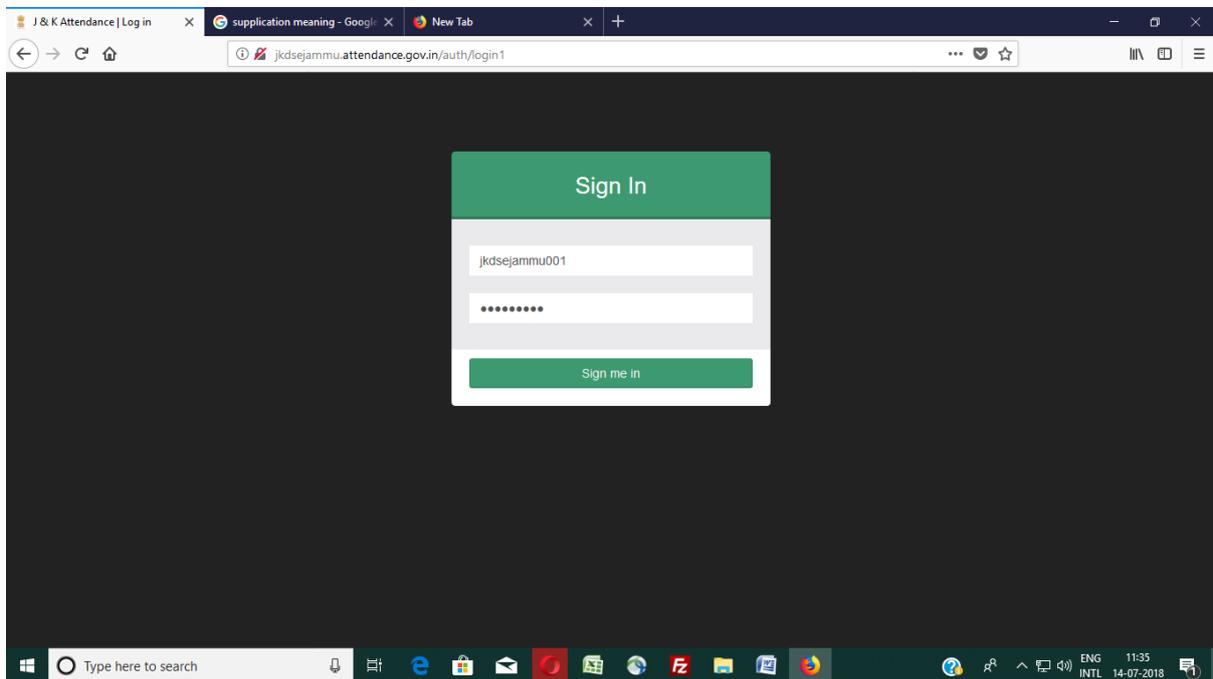
This way the candidate can be transferred to the new institution.

Similarly one can explore different options available under the Dashboard.

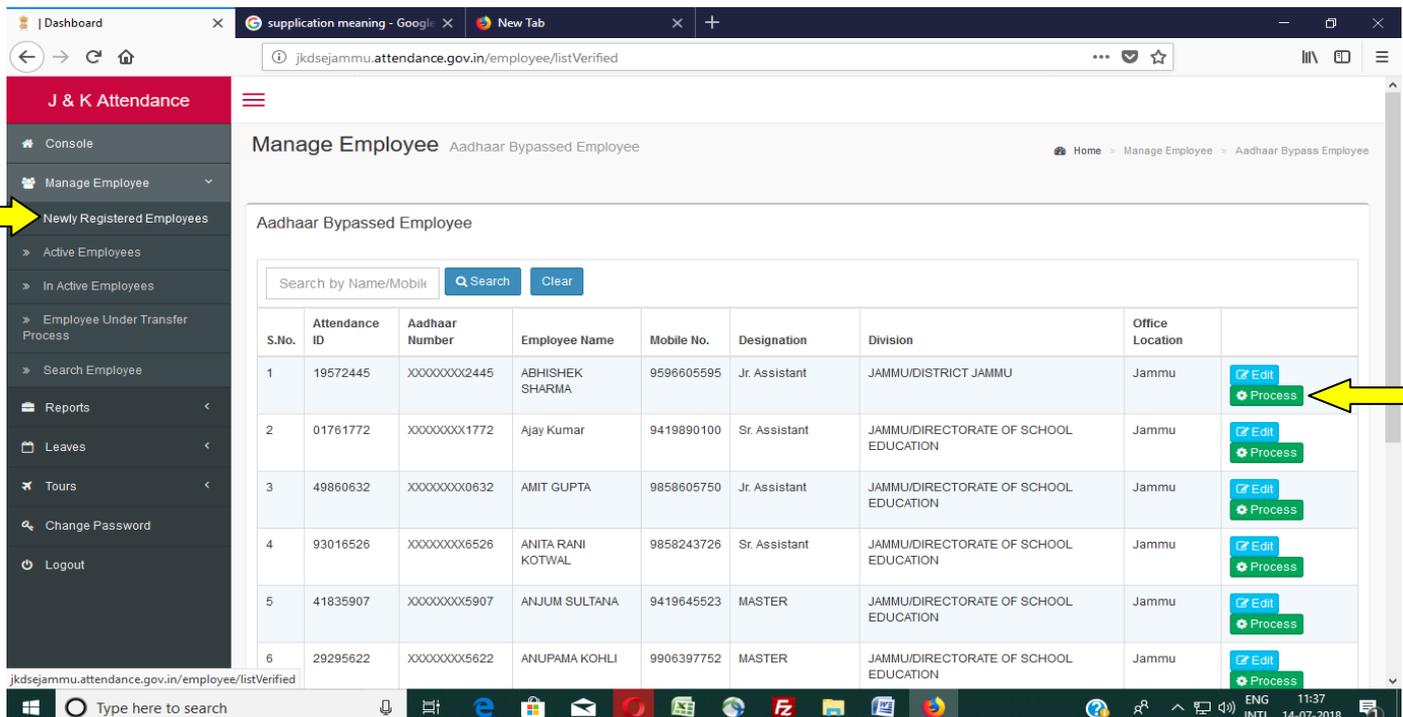
Open **jdksejammu.attendance.gov.in** and click on login as shown in fig. Enter the username and password as provided through email.

Enter the Login details from the received email from BAS. Enter Username as shown in email and for password press **(Ctrl + B)** before entering password, if password is contained in a strong tag as shown **<strong>23djjgj </strong>**.

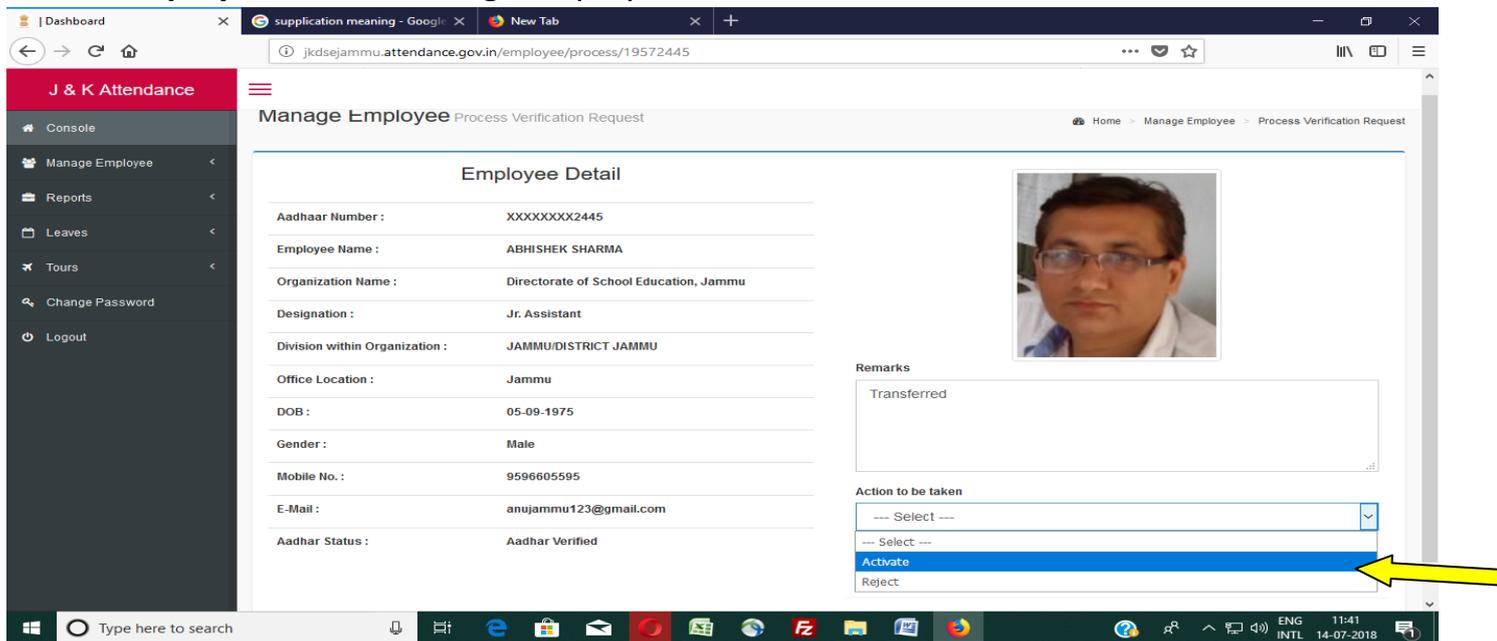
Try with the given username and password unless below given screen is shown. Once this screen is shown enter username and password and the dashboard is displayed.



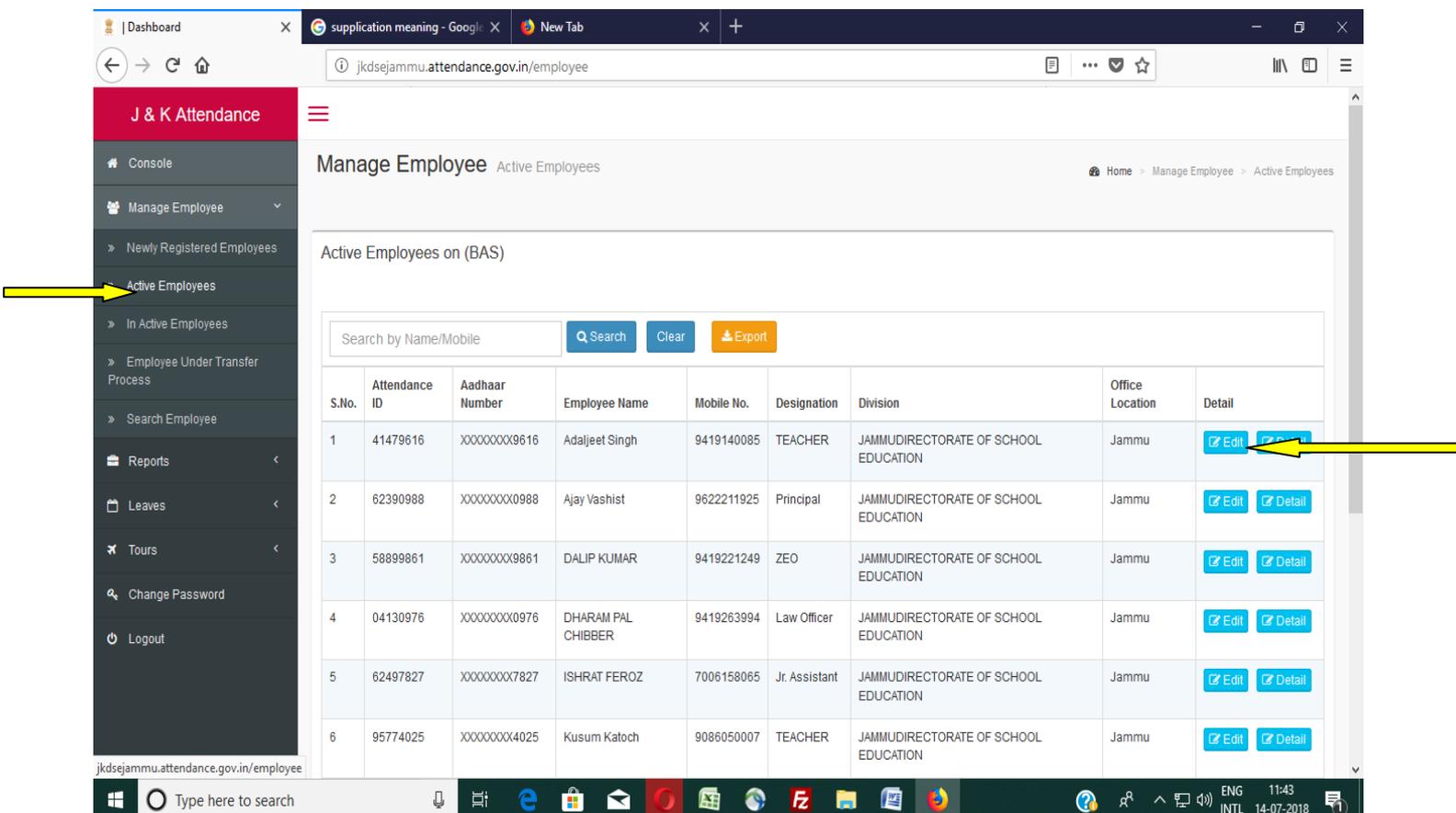
Now for transferring the candidates from one institution to another click on **Newly Registered Employee** under **Manage Employee** menu. An alphabetical list of all the employees of the institution will be displayed with **EDIT** and **PROCESS** buttons against each employee. The employee who needs to be transferred requires to be **activated first**. For this Click on **Process** button available against the employee.

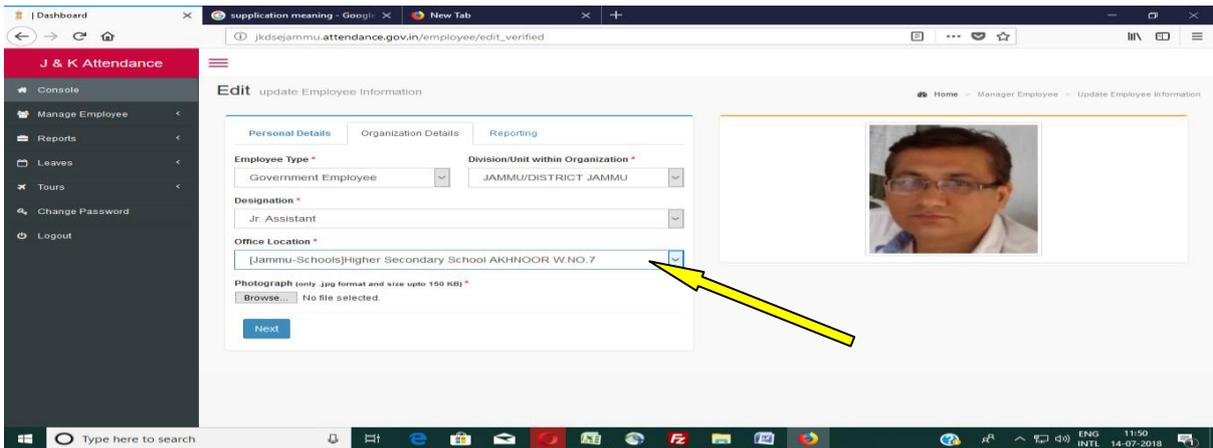


Once process button is clicked, write Transfer in the area under **REMARKS** and select **Active**. The employee is now activated and is now seen under **Active employees** under Manage employee menu.



Click on **Active employees** under Manage Employee and select **Edit** against the employee. Edit page will be displayed.





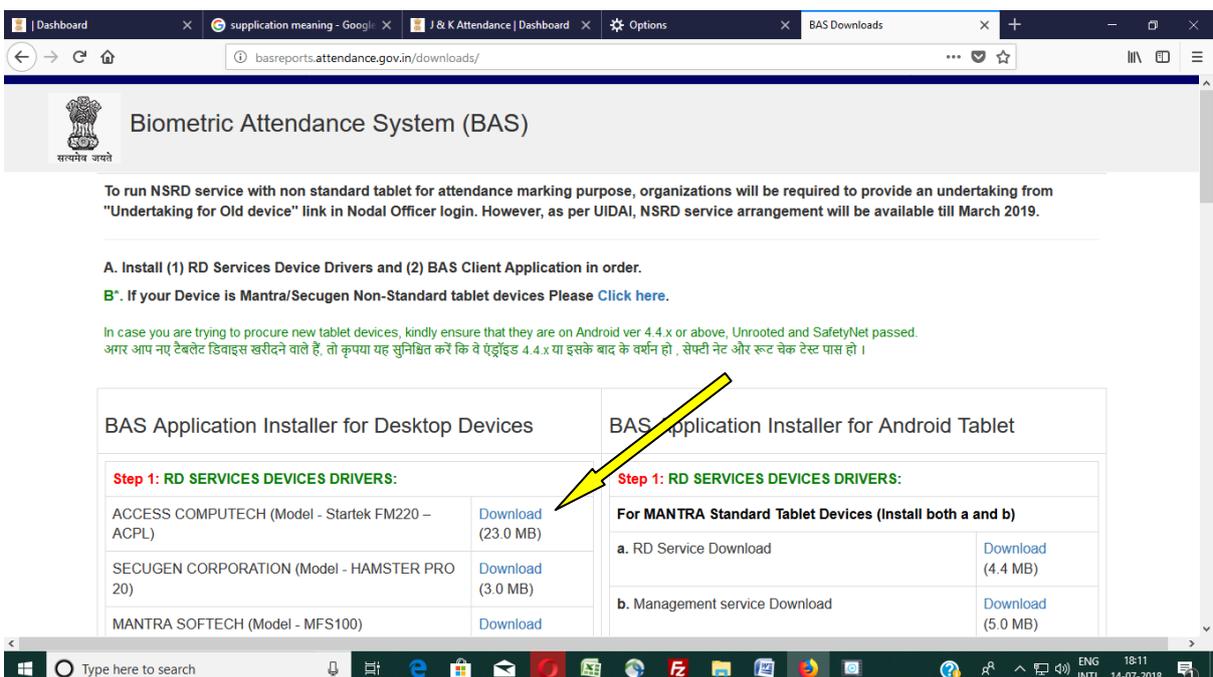
Select office location from the **EDIT** page and **submit**. The candidate will be transferred to the new office location.

### Installation procedure.

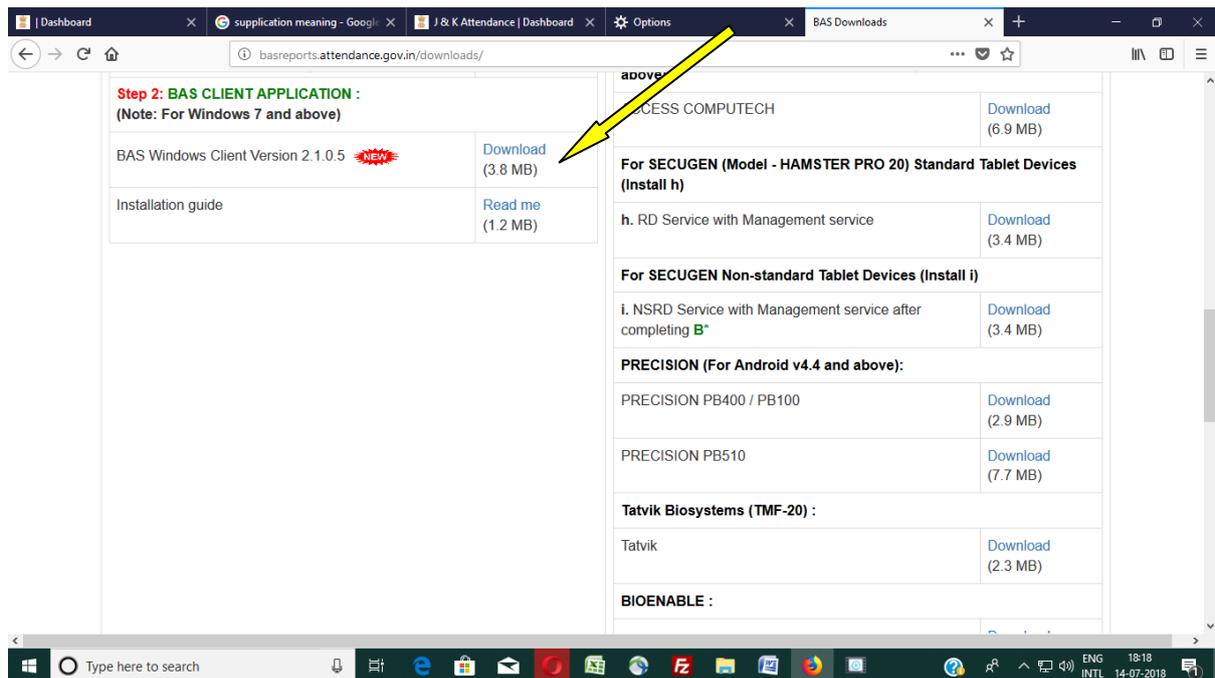
The installation softwares for Desktop based devices and Android based Tablets is available on **basreports.attendance.gov.in/downloads**. In this help file we will takeup the installation of **Startek FM 220 Desktop** based machines and installation of other machines shall be taken accordingly.

**Note: All the Desktop based machines need minimum Windows 7 OS. Though softwares are easily installed, but sometimes they require .Net framework 4 or 4.5 and sometimes need for Windows service pack 1 needs to be installed.**

**Step 1.** Type **basreports.attendance.gov.in/downloads** in the address bar. Following screen will be displayed. Download RD Services Devices Drivers software at Step 1. i.e **ACCESS Computech model, 23.0 MB**.



Step 2. Download **BAS client application software** 3.8 MB as indicated by an arrow.



This software will be downloaded in the download folder of your system. Unzip the zip files.

The RD services software **StarTek\_FM220\_RD\_service** at step 1 holds three files

1. **Setup\_FM220\_RDservice.msi**
2. **Setup\_FM220\_Support.msi**
3. **StarTek\_RD\_SERVICE\_Manual**

4. Step 3. Install 1st. **Setup\_FM220\_RDservice.msi** and 2nd. **Setup\_FM220\_Support.msi**

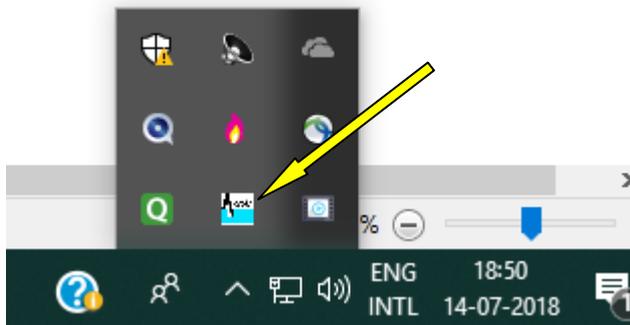
one by one and follow the instructions available in the RD service manual available at No. 3. Though installation is a simple procedure, one can make use of this RD service manual.

Now again go to the download folder and look for the **BAS Client Application Software** 3.8 MB, which was downloaded earlier. On unzipping this file we get one **Setup.msi** file inside it. Double clicking the setup file will install BAS Client Application Software.

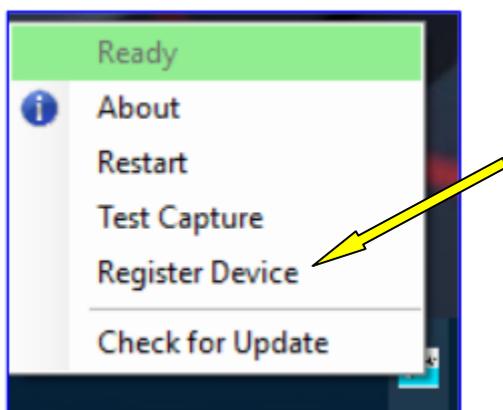
Once the installation is done. Restart the machine. Once the system is booted, you will find two icons on the desktop. ACPL is automatically loaded with system software. Before clicking on BAS shortcut, one must check the working

of APCL available on the right side of system hidden programmes, which are shown when ^ is clicked.

Now right click on the icon shown by the arrow below.



A Menu as shown below will be displayed. If Service is running and device is connected, then ready status will be displayed in green colour.

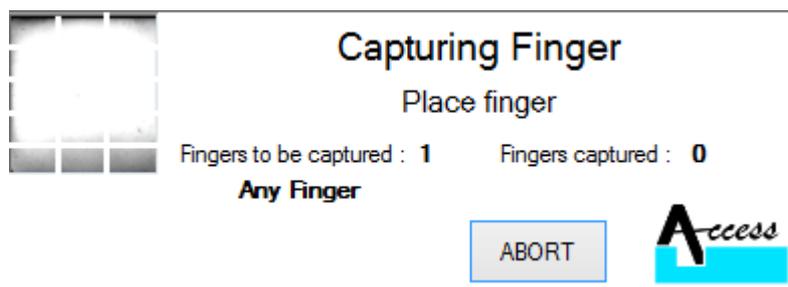


Click on **Register Device** and wait. If the device is registered it will display as shown below. Once **Registration Success** is observed Now click on **Test Capture**. If **Registration success is not observed, it means FM220 is not registered. Then vendor or company needs to be consulted. Email the machine serial number given at the bottom of the machine to the admin also.**



Capturing Finger dialog box displays on the screen and a RED coloured LED of FM220 machine starts blinking. Put your finger on the scanner

and let the scanner scans the pattern on the finger. Finally if it shows Success. Close it and now click on BAS



Finally if it shows Success. BAS .exe file needs to be initialized using the shortcut available on the Desktop.

Now one Biometric Admin of the location ( School/ Office) needs to be registered by the Nodal Officer of the portal for this he/ she must send the following particulars authenticated by the Head of the institution to the Nodal Officer, concerned.

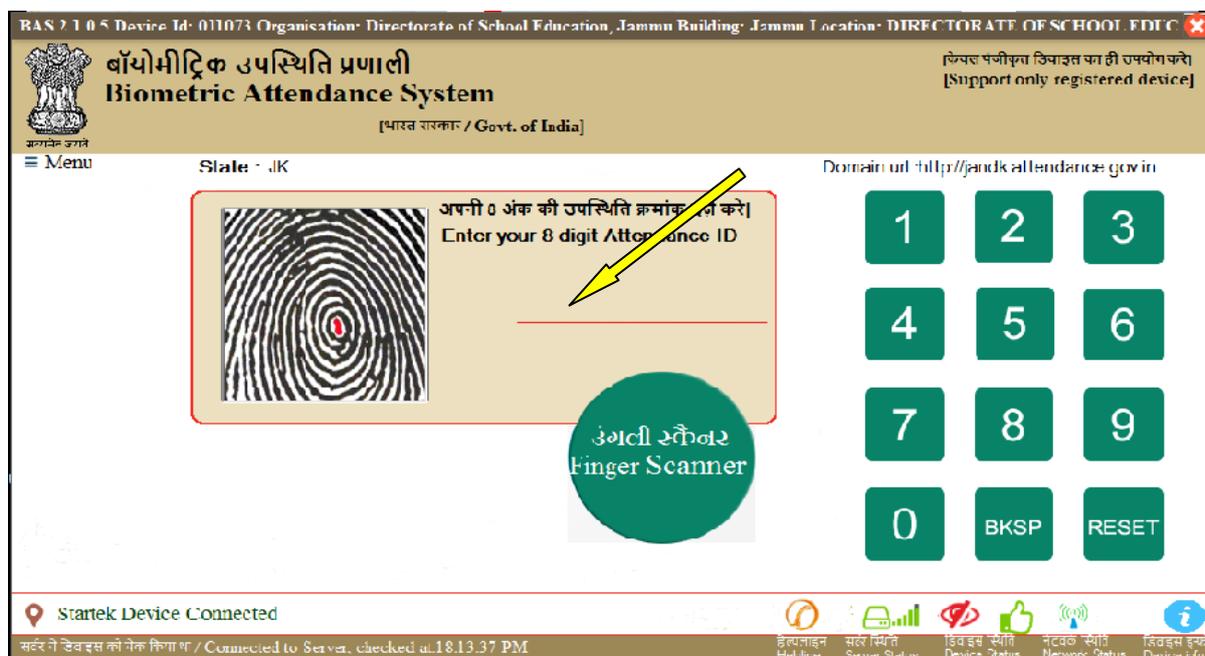
1. Name of the Employee
2. AADHAAR Number
3. Mobile No.
4. Email-Id of the employee.

1. The Nodal Officer then generates an activation Code. The generated code is also sent to the Biometric admins mobile no through an SMS and also sent to his/her registered email-id.
2. Once the activation key is received by the admin, click on the BAS shortcut and select Domain name from the dialog box. In our case select JK from the drop down menu.
3. Now the dialog box shall ask for the Activation key. Type the activation key in the available text box. (Note: One Activation key is valid for 6 to 8 hrs for same day only), if it is ok location of machine (created by the Nodal Officer) needs be selected and click on Verify.
4. Once Verify is clicked, LED of machine scanner starts blinking for scanning the finger of the Biometric Admin. Please ensure that at this particular moment the Biometric Admin of the machine needs to be there as in his absence the machine cannot be authenticated by someone else and the machine will not start.
5. As soon as Biometric Admin puts his fingers on the scanner authentication process starts and finally a message is displayed.

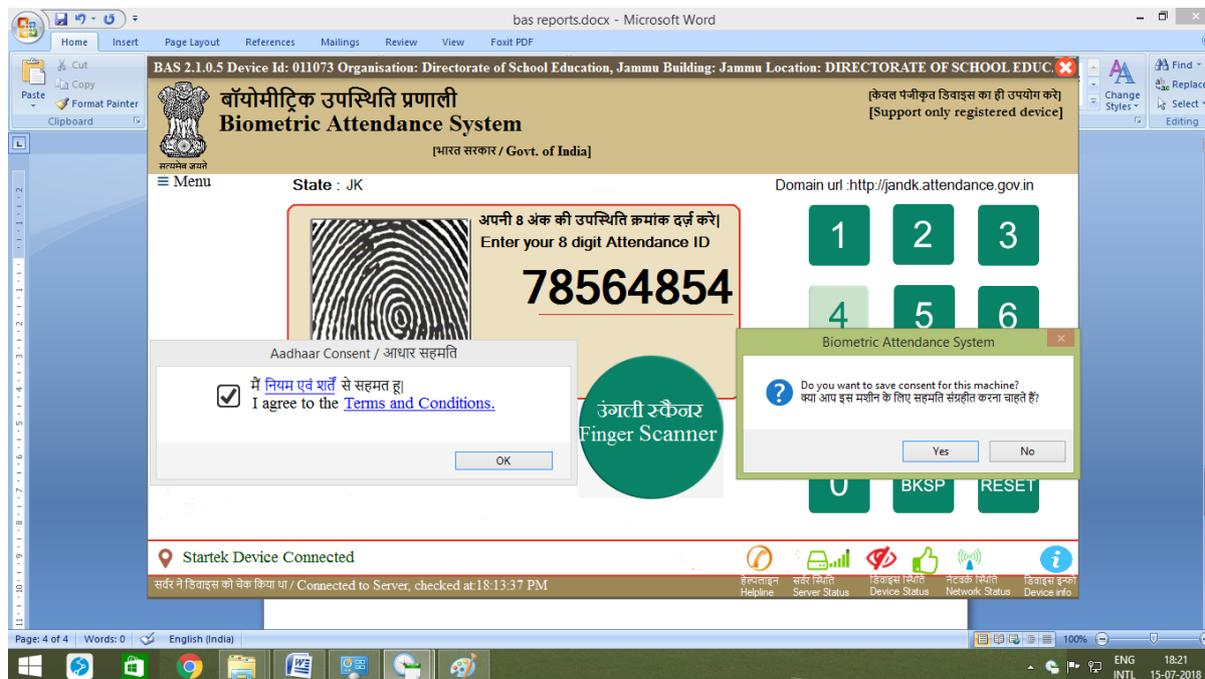
## “Authorization done, stop and start again.”

Now the machine becomes ready for attendance.

6. Double click on BAS shortcut, and let the system displays the modal window for BAS, Wait till cursor starts blinking under “ Enter your 8 digit Attendance ID” space. As AADHAARS last 8 digits is Attendance ID, type these digits in the available space.



Once the digits are entered, the BAS system displays one Aadhaar consent dialog box followed by one more message box asking for saving content for the machine. This message is displayed when ever a new number is entered for the first time through a machine. Click on the check box available on the message box and click on Yes button. Also click on YES button on the second message box and re-enter the eight digit attendance ID or press enter key to get the previous number. Now immediately put finger on the scanner as soon as it starts blinking, a little delay can lead to 730 Error which is timeout error given by the server. Since the attendance is marked on Real time basis, therefore speed of internet matters.



Immediately if AADHAAR is verified with the scanned finger a graphic appears on the screen and photograph of the candidate is displayed on the screen with punched time.

This way attendance is marked by the employee during morning and evening hrs.

**Note:** The candidates who find difficulty in scanning their fingers on the BAS machine or whose fingers are not scanned on the BAS scanners need to go the authorized centres of AADHAAR for getting re-scanning of their finger images.

### **Note:**

Employees who don't find their name in their institution list and their attendance is marked somewhere else, can verify their location of marked attendance by following the following steps either on computer system or on their mobiles, provided they have not changed their mobile numbers since their last registration process.

### **Steps:**

1. Go to any attendance portal say [jdksejammu.attendance.gov.in](http://jdksejammu.attendance.gov.in)
2. Click on Employee login
3. Type the employee id ( Last 8 aadhar digits) and enter the given code.
4. One 6 digit OTP is sent to its registered mobile number.
5. Type this OTP into the space provided and again enter the computer code.
6. Particulars of the candidate shall be displayed once he clicks on the update option.

Browser tabs: M (no subject), M Transfer of e..., JKPPD Bill S..., Add Web br..., Dashboard, Attendance..., Directorate C..., f (69) Director..., 1223828706

Address bar: jkeducation.attendance.gov.in/update/emplogin

Search: Search with Google Search

Navigation: Flipkart, Jabong.com, Amazon.in, AliExpress, eBay

### J & K Attendance

- Dashboard
- Employee Registration
- Employee Login
- FAQ
- Login
- Go to jk.attendance.gov.in

## Employee Corner

Attendance ID \*

Enter the code exactly as it appears: \* **8A818** Not readable? Change

Confirmation Code

[Generate Login OTP](#)

**Instructions for using Employee Corner:**

1. Enter the 8 digit Attendance/Registration ID.
2. Enter Captcha code as displayed in image.
3. Generate OTP to sign in to employee corner

Login to the Employee corner to update employee information, set reminders , add leave and tour records.

**Note:**

- a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
- b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.
- c. If you have already generated an OTP which is valid, you can try to login directly using the same.
- d. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Browser tabs: M (no subject), M Transfer of e..., JKPPD Bill S..., Add Web br..., Dashboard, Attendance..., Directorate C..., f (69) Director..., 1223828706

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### J & K Attendance

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## Employee Corner Login

Attendance ID \*

OTP \*

Enter the code exactly as it appears: \* **a5A0A1** Not readable? Change

Confirmation Code

[Login](#)

[Generate Login OTP](#)

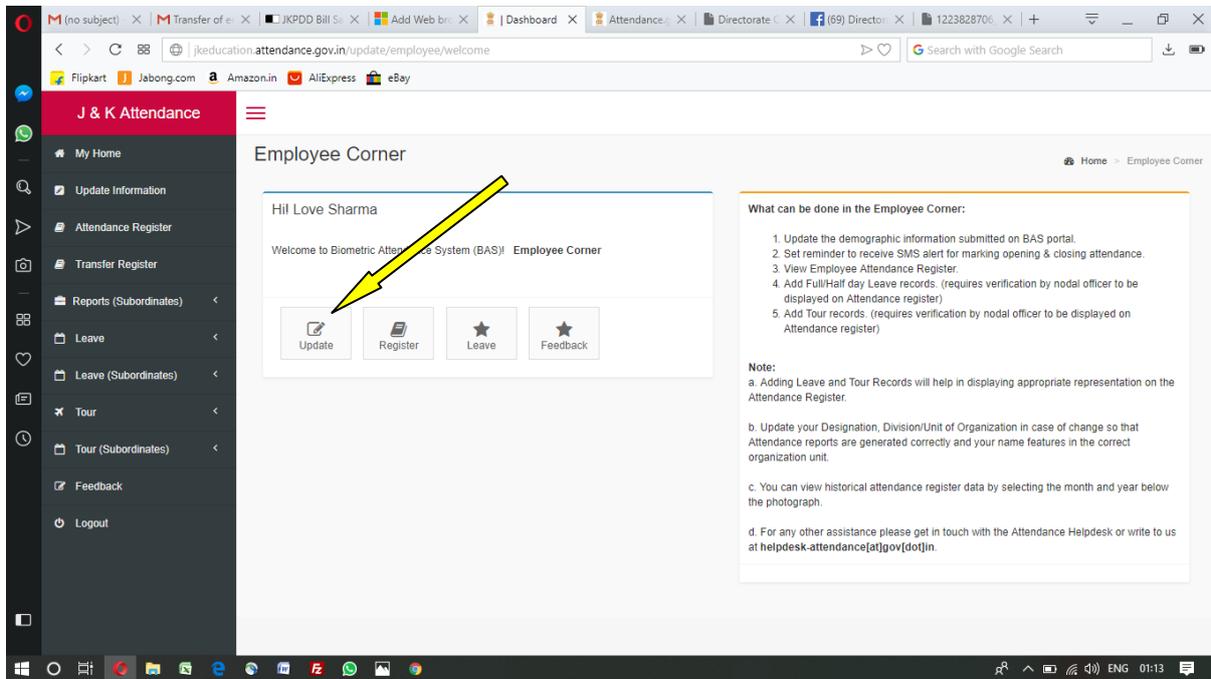
**Instructions for using Employee Corner:**

1. Enter the 8 digit Attendance/Registration ID.
2. Enter One Time Password (OTP) as received.
3. Enter the captcha code as displayed in image.
4. Press Login button to sign in to Employee Corner.

Login to the Employee corner to update employee information, set reminders , add leave and tour records.

**Note:**

- a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
- b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.
- c. If you have already generated an OTP which is valid, you can try to login directly using the same.
- d. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).



Candidate can also monitor his attendance this way. Login page shows complete detail of the candidate this way.

**Note:**

All DDOs are asked to send the serial numbers of the machines, to [jkdsejammubiometric@gmail.com](mailto:jkdsejammubiometric@gmail.com) through their district Nodal Incharge, where RD services registration has not been done before. It is once again impressed upon getting the devices RD compliant. UIDAI has exempted the charges on RD services for the machines used in Schools for attendance purpose.

For this contact the Nodal Officer, Directorate of School Education, Jammu through [jkdsejammubiometric@gmail.com](mailto:jkdsejammubiometric@gmail.com). or BAS help desk. A lot of machines serial numbers have already been mapped through NIC for RD services registration.

**More Help Files will follow soon..... Nodal Officer**

**Contact no of the BAS helpdesk:**

In case the internet connectivity is good but sometimes the candidates are unable to mark the attendance in time rather if machines don't respond at peak hours they may contact the below given number...  
 .....**011 24305997.**