

Guideline for Adhaar Enabled Biometric Attendance System

1. Before Applying TBN on CSSDA Portal-Nodal Admin and Biometric Admin Detail are to be filled inside VTP Login, Following fields are required:
 - a. VTP Registration No
 - b. VTP Name
 - c. VTP Address
 - d. District
 - e. Nodal Admin Name
 - f. Nodal Designation
 - g. Nodal Email ID
 - h. Biometric Admin Adhaar Number
 - i. Biometric Admin Name
 - j. Biometric Admin Mobile Number
 - k. Biometric Admin Email Id
 - l. Biometric Admin Designation
2. After filling above details on CSSDA portal, intimate to State CSSDA , then Office Location (Same as VTP Name) is sent to Delhi NIC from State for activation.
3. After activation of Office Location: - Office location, Device Location and Nodal Officer is created from State Login on cncssda.bas.nicsi.com portal, and then credential is sent to Nodal Officer's email id as filled on CSSDA Portal by VTP.

Then it is informed to VTP to add biometric Admin/Trainer/Trainee in User Registration Form on [cncssda](https://cncssda.bas.nicsi.com) portal

<https://cncssda.bas.nicsi.com/register/myemp>

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The screenshot shows the 'User Registration' page in the BAS system. The 'Personal Details' tab is active, and the following fields are visible:

- User Name ***: Enter User Name
- Date of Birth**: dd-mm-yyyy
- Gender ***: Gender
- Enter Aadhaar Number ***: Enter Aadhaar Number
- E-Mail**: E-Mail
- Mobile No. ***: eg 9876512345

There is a 'Next' button at the bottom of the form. To the right, there are instructions for filling the form and a note about pre-requisite information.

1. In Personal Details Biometric Admin name, Date of Birth, Gender, AadhaarNumber, Email Id and Mobile number is to be filled.

The screenshot shows the 'User Registration' page in the BAS system, with the 'Organization Details' tab active. The following fields are visible:

- Organization Name**: CHHATTISGARH STATE SKILL DEVELOPMENT AUTHORITY
- Candidate Type ***: Select
- Division/Unit within Organization ***: - Select Division/Unit within ...
- Designation ***: - Select Designation -
- District ***: Select District
- Office Location ***: - Select Office Location -
- Organization Candidate Code**: Enter Organization Candidate Code
- Photograph** (only .jpg format and size upto 150 KB) *: Browse...

At the bottom, there is a CAPTCHA field with the code 'ade5EF' and a 'Not readable? Change text.' link. To the right, there are instructions for filling the form and a note about pre-requisite information.

2. In Organizational Detail Form-Information like
 - a. Candidate Type(Non Government)
 - b. Division(JobRoleName)[in case of Biometric Admin select division as Biometric Admin]
 - c. Designation (Biometric Admin/Trainer/Trainee)

- d. Organization Candidate Code(**Roll no-for Trainee, Trainer Id-for Trainer**, Blank-for Biometric Admin)
- e. Photograph is uploaded
- f. Confirmation code(Captcha)is entered and declaration is accepted the form is Submitted.

4. After completing User Registration (Biometric Admin / Trainer / Trainee) VTP inform to State then Biometric Admin is added from State Login and Activation code is generated that is automatically sent to Biometric Admin's Email Id and mobile number.

5. After AEBAS machine installation as per guideline provided in VTP registration

Section;https://cssda.cg.nic.in/Global/VTP_Registration.aspx

<https://basreports.attendance.gov.in/downloads/softwares.php?portal=basnicsi>

Biometric Device App is Activated using Activation Code sent to Biometric Admin.

Then Nodal have to login on BAS Portal <https://cncssda.bas.nicsi.com/> to view various reports, Edit Details of employees (Trainee / Trainer).

In Manage Employee Section->Active Employee, Candidate details like Organization Candidate Code, Candidate Name etc can be edited. From this report candidate's attendance id is to be noted that is used for attendance on Biometric Machine for candidate attendance.

Note:-

1. Roll No. and Trainer ID is available in VTP Login on CSSDA Portal. Organization Candidate Code on BAS portal is compulsory.
2. You don't need to send any Nodal and biometric Admin Detail including Adhaar number to State, just have to fill a form on CSSDA Portal before applying TBN.