

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

ONLINE NODAL OFFICER CHANGE REQUEST FORM

The New Nodal officer will follow the below mentioned procedure to change nodal officer of organization.

- On the Attendance portal, select 'Request Nodal Update' from the side menu.
- The New Nodal Officer fills up the Mobile No and Official Email Id for authentication.

The screenshot shows the 'Manage Nodal Form' page. The left sidebar contains navigation options: Dashboard, Employee Registration, Request Nodal Update, Employee Login, FAQ, and Login. The main content area has a form with the following fields: 'New Nodal Officer Mobile No.' with the value 'eg 9876512345', 'New Nodal Officer Email ID (Please enter official e-mail id only)' with the value 'Nodal Officer Email', and a CAPTCHA field with the code '11Idac'. A 'Generate OTP' button is located below the form. To the right, a box titled 'Steps to start nodal updation:' lists three steps: 1. Enter the New Nodal Officers Mobile Number and Email ID, 2. Click on Generate OTP (valid for 10 minutes), and 3. Click here for further action with request number. A link to the service desk is provided at the bottom of the instructions box.

Figure 1.1

- After Submitting Captcha Code and form, below screen appears.

The screenshot shows the 'OTP Verification' page. The left sidebar is the same as in Figure 1.1. The main content area has a form with the following fields: 'New Nodal Officer Mobile No.' with the value '9767939021', 'Enter OTP Received on Mobile' with the value 'Enter OTP Received on Mobile', 'New Nodal Officer Email ID (Please enter official e-mail id only)' with the value 'Sandeep@gov.in', 'Enter OTP Received on Email' with the value 'Enter OTP Received on Email', and a CAPTCHA field with the code 'EdI2A5'. A 'Submit' button is located below the form. To the right, a box titled 'Instructions:' lists four steps: 1. Enter One Time Password (OTP) as received on new nodal officer's mobile, 2. Enter One Time Password (OTP) as received on new nodal officer's email id, 3. Please enter the captcha code, and 4. Press Submit button. A link to the service desk is provided at the bottom of the instructions box.

Figure 1.2

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- Submit OTPs received on Mobile and in Email, for successful authentication.
- Now The Nodal Officer fills up the online form shown in the figure 1.3 and 1.4.

Central Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

All Login Passwords have been reset and the New Password has been sent on registered Email Ids.

Organization Nodal Form create nodal Form

Home > Organization Nodal Form

Nodal Officer Details NIC Coordinator Details

Organization Name *
National Informatics Centre (NIC)-Pune

Nodal Officer Name (As on Aadhaar) *
Nodal Officer Name

Aadhaar Number *
Nodal Officer Aadhaar

Designation *
Nodal Officer Designation

Mobile No *
9767939021

Landline Phone *
Eg.011123456789

E-mail (Please enter official e-mail id only) *
san@gov.in

Next

Steps to follow for Online Organization Nodal Change :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & temporary request number. [Click here](#)
- c. For any other assistance please get in touch with the NIC Service Desk at <https://servicedesk.nic.in>.

Figure 1.3

Central Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version

All Login Passwords have been reset and the New Password has been sent on registered Email Ids.

Organization Nodal Form create nodal Form

Home > Organization Nodal Form

Nodal Officer Details NIC Coordinator Details

State *
- Select State -

NIC Coordinator Details *
- Select State First-

NIC Coordinator Name *
NIC Coordinator Name

NIC Coordinator Mobile *
e.g. 09923456789

NIC Coordinator E-mail *
org@org.com

Enter the code exactly as it appears: * **E9I8aG** Not readable? Change text.

Confirmation Code

Submit

Steps to follow for Online Organization Nodal Change :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & temporary request number. [Click here](#)
- c. For any other assistance please get in touch with the NIC Service Desk at <https://servicedesk.nic.in>.

Figure 1.4

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

Having submitted the form, the system generates a Request Number and sends it on Nodal Officers mobile number. The details such as Organization Name, Nodal Officer's Name, Nodal Officer's Email, Nodal Officer's Mobile, Request Status and Creation Date will reflect on the screen along with the Actions that can be taken- Print, Upload File and Exit. A Request Number is sent through SMS/E-mail. Keep the Request Number safe as it will be required to login for Edit/Upload/Print of nodal details before approval from our Helpdesk Team. Then the following screen will appear-

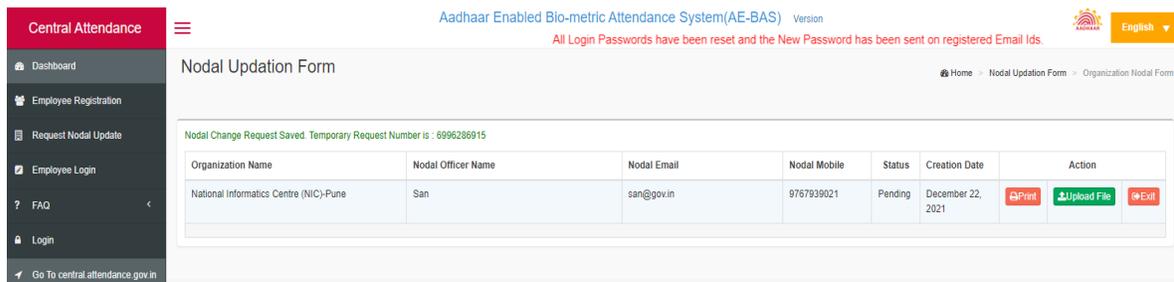


Figure 1.5

Print- The user will take a Print out of the form and get it signed and stamped, sothat it can be uploaded.

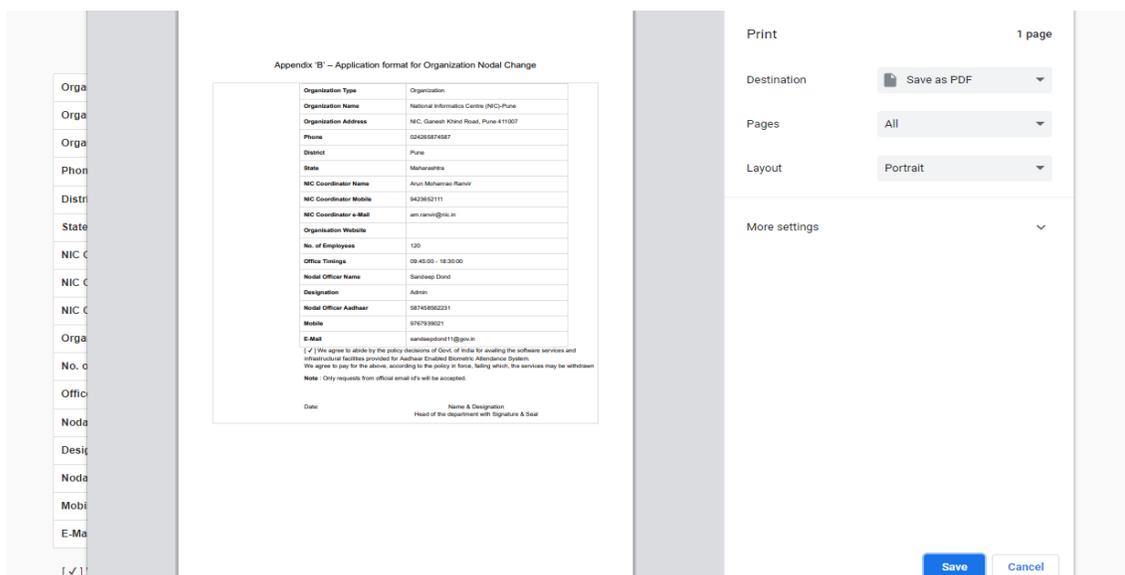


Figure 1.6

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

Upload File and Exit- The user will upload the document and submit the form for processing. When the user clicks on Upload File and Exit, the following screen will appear:

The screenshot shows the 'Nodal Updation Form' interface. The header includes 'Central Attendance' and 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version'. A notification states: 'All Login Passwords have been reset and the New Password has been sent on registered Email Ids.' The form title is 'Nodal Updation Form' with a 'Need OTP' status. The sidebar on the left lists: Dashboard, Employee Registration, Request Nodal Update, Employee Login, FAQ, and Login. The main form area has a 'Request No.' field, a 'Mobile Number' field, and a 'Confirmation Code' field. A captcha image displays the code 'B1aE8a'. A 'Submit' button is located at the bottom of the form. To the right, there are instructions: 'Steps to Manage Nodal Updation Form: 1. Please enter the Request Number. 2. Please enter the Nodal Officer's Mobile Number. 3. Please enter the captcha code. 4. Press submit button to get OTP.' A note below states: 'In case of any difficulty please email us at (<https://servicedesk.nic.in>)'.

Figure 1.7

Form can be uploaded as shown below-

- Enter the *Request Number*' which is sent on Nodal Officers as SMS/E-mail.
- Enter Mobile Number.
- Type the Security Code shown.
- Click on Submit

The screenshot shows the 'Organization Nodal Form' interface. The header includes 'Central Attendance' and 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version'. A notification states: 'All Login Passwords have been reset and the New Password has been sent on registered Email Ids.' The form title is 'Organization Nodal Form' with an 'OTP Verification' status. The sidebar on the left lists: Dashboard, Employee Registration, Request Nodal Update, Employee Login, FAQ, and Login. The main form area has a field for 'Enter OTP Number' and a 'Submit' button. To the right, there are instructions: 'Instructions: Please enter the OTP number received on mobile. OTP number valid for 10 minutes. Press submit button.'

Figure 1.8

- Enter the OTP sent on the mobile number of the Nodal Officer.

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Having submitted the form, the details such as *Organization Name, Nodal Email, Nodal Mobile, Status and Creation date* will reflect on the screen along with the Actions that can be taken- *Edit, Print, Upload File, View and Exit*. The following screen will appear.

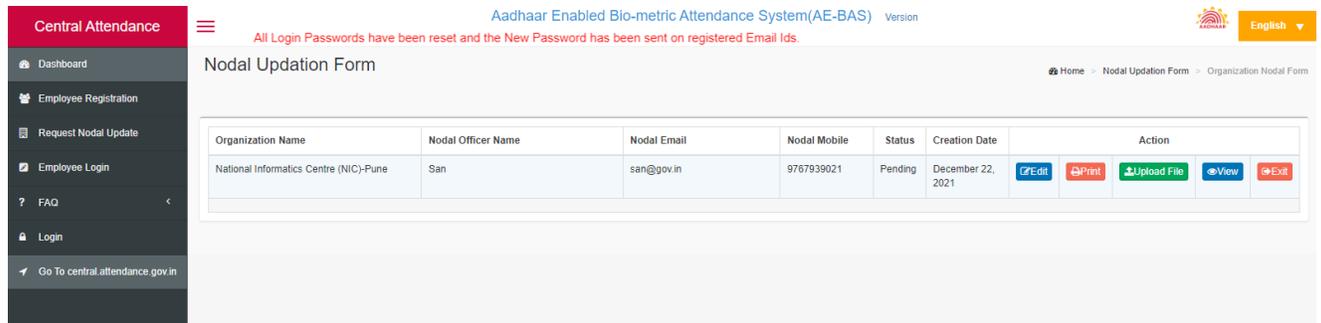


Figure 1.9

View- On selecting the **View** button, the following screen will appear where all details entered in the form can be seen and a checked for any errors.

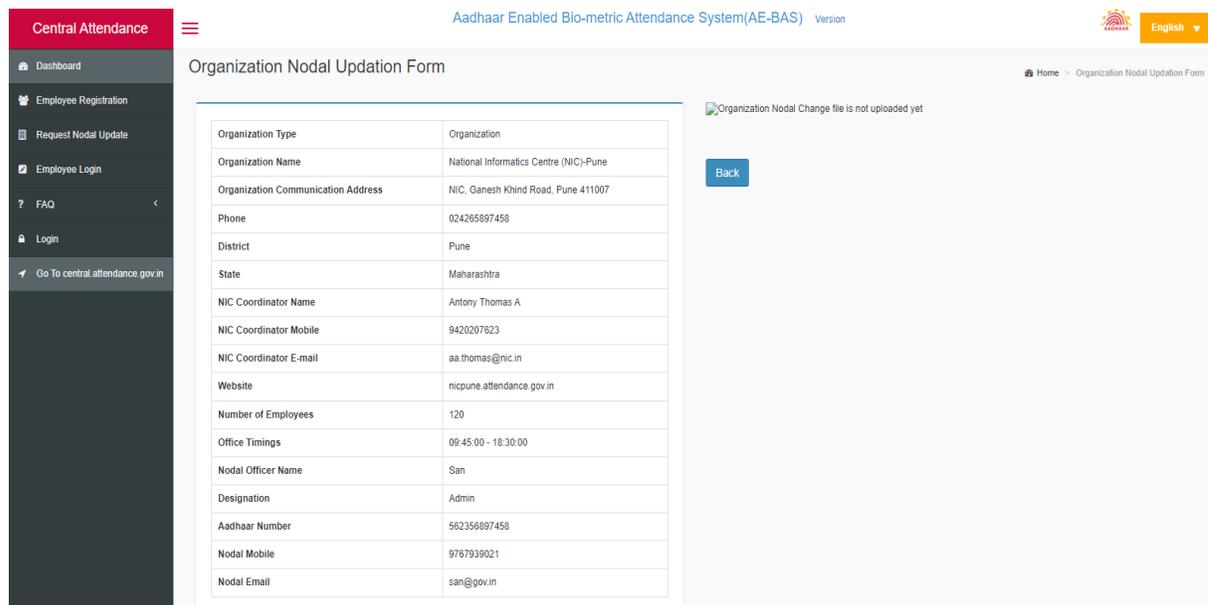


Figure 2.0

The user can select **Back** to go to the previous screen.

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Edit- In case of an incorrect entry in any of the fields, the information can be edited by clicking on the **Edit** button. The following screen will appear where changes can be made.

The screenshot shows the 'Edit organization nodal form' interface. The form is titled 'Edit organization nodal form' and has a 'Back' button at the top right. The form contains the following fields:

- Organization Name:** National Informatics Centre (NIC)-Pune
- Nodal Officer Name (As on Aadhaar):** Sandeep Dond
- Aadhaar Number:** 587458562231
- Designation:** Admin
- Mobile No:** 9767939021
- Landline Phone:** 024265874587
- E-mail (Please enter official e-mail id only):** sandeepdond11@gov.in

A 'Next' button is located at the bottom left of the form area.

Figure 2.1

Once the details in the screen are corrected, the form can be submitted, so that it can be processed.

Print- The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.

The screenshot shows the 'Appendix B' application form for Organization Nodal Change. The form is titled 'Appendix B' - Application format for Organization Nodal Change. The form contains the following details:

Organization Type	Organization
Organization Name	National Informatics Centre (NIC)-Pune
Organization Address	NIC, Gandhi Street Road, Pune-411007
Phone	02022271427
District	Pune
State	Maharashtra
NIC Coordinator Name	Avin Mishra/Ravi Ranvir
NIC Coordinator Mobile	9433631111
NIC Coordinator e-Mail	avin_ranvir@nic.in
Organization Website	
No. of Employees	120
Office Timings	09:45:00 - 18:30:00
Nodal Officer Name	Sandeep Dond
Designation	Admin
Nodal Officer Aadhaar	587458562231
Mobile	9767939021
E-Mail	sandeepdond11@gov.in

[I/We agree to abide by the policy decisions of Govt. of India for availing the software services and infrastructural facilities provided for Aadhaar Enabled Biometric Attendance System. We agree to pay for the above, according to the policy in force. Failing which, the services may be withdrawn. Note: Only requests from official email ID's will be accepted.

Date: _____ Name & Designation: _____ Head of the department with Signature & Seal

The print settings panel shows the following options:

- Print:** 1 page
- Destination:** Save as PDF
- Pages:** All
- Layout:** Portrait
- More settings:** (dropdown arrow)

Buttons for 'Save' and 'Cancel' are visible at the bottom of the print settings panel.

Figure 2.2

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Upload File- The user will upload a picture and submit the form for processing.

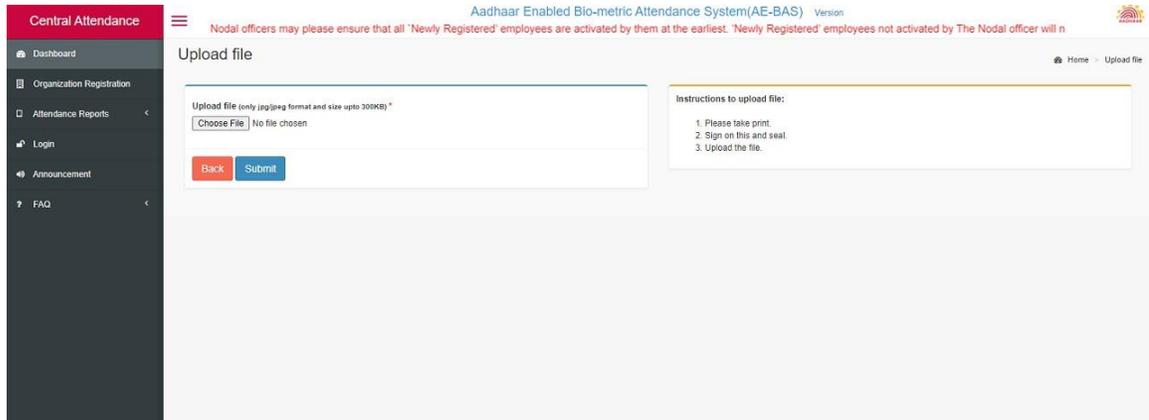


Figure 2.3

Upon submitting the form, the following screen will appear-

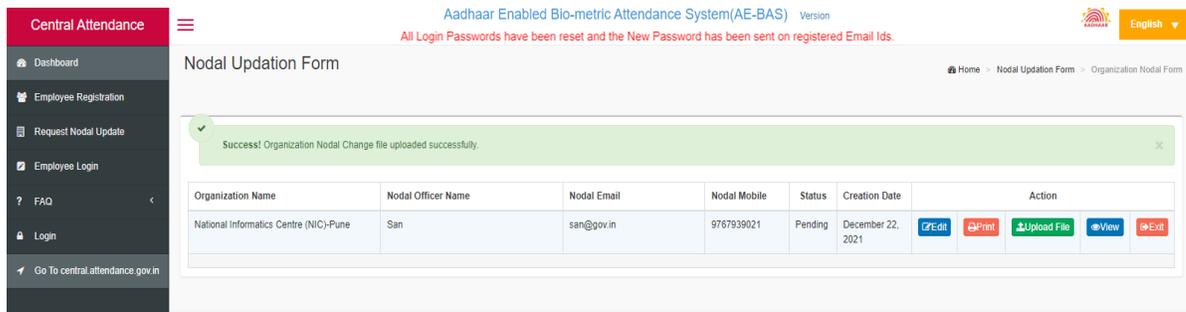


Figure 2.4

The form is uploaded successfully.

The request is then sent to the Helpdesk Team. Once the Nodal Change request is approved, an email is sent along with the new password for Nodal Officer's Login. This process may take 2-3 working days.

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