

# **Procedure of Registration for Aadhaar based Biometric Attendance System (BAS)**

## **For Division heads/Nodal Officers**

- 1. For procurement of the devices make sure that the device is Aadhaar-BAS compliant and the configuration and installation of the device should be done by the vendor from which the device is procured. Aadhaar devices need internet connectivity and some devices work on WiFi. Procurement of the device may be done accordingly.**
- 2. Once the device has been procured and is ready for installation, your organization unit needs to be added to attendance portal by JKSPDC super admin. For adding your Division/Unit in the biometric system, please send duly filled form (BAS Unit Registration Form), available in “Downloads” section of JKSPDC’s website [www.jkspdc.nic.in](http://www.jkspdc.nic.in), from your official email id to [it\\_mgmt@jkspdc.com](mailto:it_mgmt@jkspdc.com). The form has the following details :**
  - a. Full Name of the Sub Division/Division/Unit where one or more biometric devices are expected to be installed.**
  - b. Full details of the location/s of office/s, where one or more device/s are to be installed for the organizational unit.**
  - c. Biometric admin’s details.**
  - d. Number of devices to be installed.**
  - e. Make and model of the BAS compliant device/s**

**NOTE: No request on SMS/Phone/Whatsapp/etc will be accepted.**

- 3. Once the device is ready to be configured, [it\\_mgmt@jkspdcl.com](mailto:it_mgmt@jkspdcl.com), will revert with “Device Id” for each device which needs to be entered once during setup in the BAS device by the device administrator.**
- 4. The device will then be ready and should be tested by the administrator or from the vendor from whom the device is procured.**
- 5. The procedure for self registration of employees once the unit/division is registered will be sent through email to the biometric admin of the unit/division on the email id specified in the form.**