



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
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LGB REGIONAL INSTITUTE OF MENTAL HEALTH
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LGB/ACA/PSY/DMMP-MCI/3038/16/Vol-I/ 2422

Dated: 01/05/25

NOTIFICATION

Leveraging the latest technology and to make the attendance process user-friendly, National Medical Commission (NMC) has decided to fully shift to FACE based Aadhar authentication for marking attendance on NMC AEBAS from **01st May, 2025** (vide Public Notice dated 16.04.2025).

All Medical Personnel (Doctors) of all Departments are hereby requested to install the FACE based Aadhar Authentication App. (mobile phone based) to their mobile phones. The App. is available on Android Playstore and Apple Appstore. The instructions for installation of the App. and marking of attendance is enclosed as Annexure. Attendance can be marked within 100 meter radius of three (03) given GPS locations for the Institute; Academic Building, Hospital Building Dome C and Administrative Building.

From 01st May, 2025, marking of attendance on NMC AEBAS vide Finger Authentication device will be discontinued and only FACE Biometric Authentication on NMC AEBAS will be permitted.

Any difficulties encountered, may kindly be addressed to Dr. Vijay Gogoi, Associate Professor, Dept. of Psychiatry.

(Dr. H. Dutta)
OSD, Deputy Director
LGBRIMH, Tezpur

Copy to:

1. MS/DMS/AMS
2. Head of Department/ In-Charge (Psychiatry, Biochemistry, Microbiology, Pathology, Radiology, Anaesthesiology, Addiction, Child & Adolescent, Geriatric).
3. Dr. S. Sengupta, Academic In-charge, Dept. of Psychiatry
4. Dr. Vijay Gogoi, Associate Professor, Dept. of Psychiatry.
5. PA to The Director
6. Office Copy

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.

Installation application initial steps:

1. Download and Install the Aadhaar Face RD APP from the Apple AppStore / Google Play Store.



2. Download and Install the AadhaarBAS App from the Google Play Store/Apple AppStore.

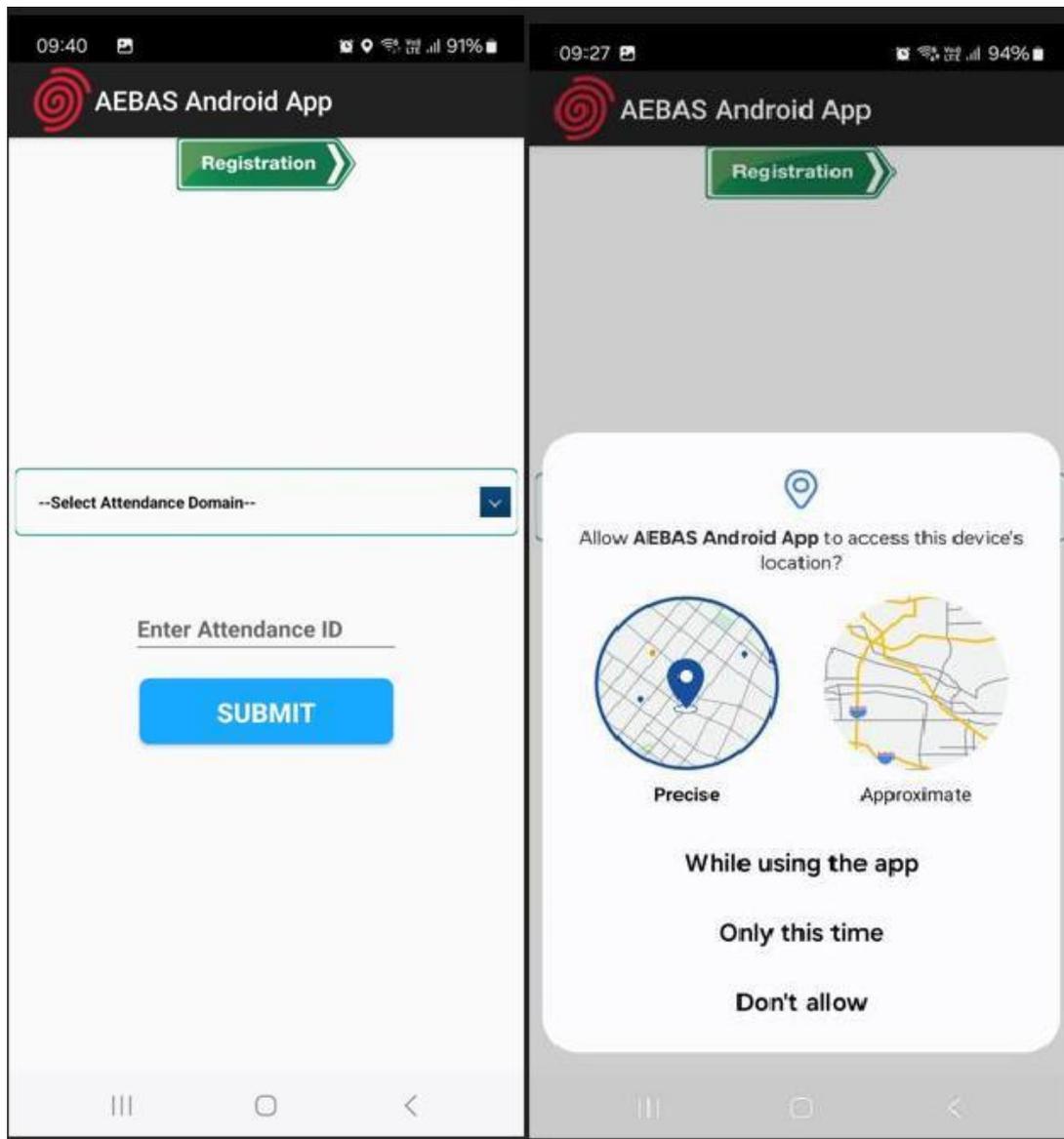


***** Ensure that latest versions of AadhaarFaceRD and AadhaarBAS App are installed/used for usage of APP.***

***** The AadhaarFace RD logos shown above represent the respective platforms: the first is for iOS devices, and the second is for Android devices.***

Annexure A : Attendance Marking Screen for marking through Personal DeviceAndroid

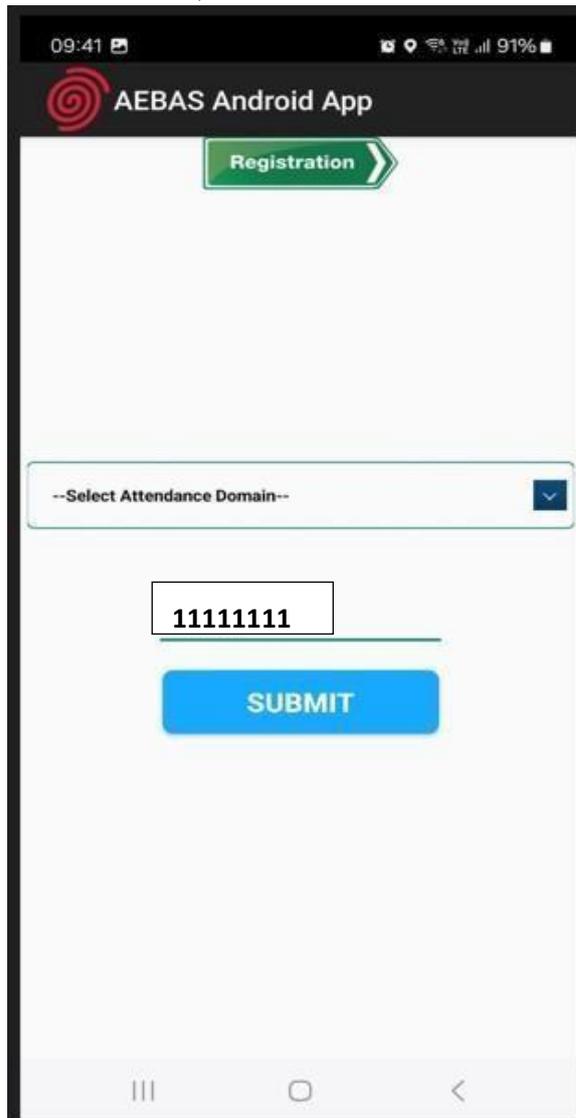
1. Open the FACE BAS APP



2. Select the Domain NMC&NCH in which attendance is required to be marked (i.e. NMC central.nmcindia.ac.in).



3. Enter the attendance ID, in which the employee is registered (8 digit attendanceID) and click on Submit



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

There are 3 entry points marked for our institute:

1. Academic Building
2. Hospital Building
3. Administrative Building

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

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

12:29 4G

https://attendance.gov.in

75, Organisation: National Informa

उपस्थिति क्रमांक/
Attendance Id 11111111

PERSONAL BAS DEVICE ID: 111222

मैं अपनी उपस्थिति दर्ज करने और अपने संगठन के साथ अपना उपस्थिति डेटा साझा करने के लिए आधार बायोमेट्रिक प्रमाणीकरण के लिए Meity NIC (AUA) को अपनी सहमति देता हूँ। / I give my consent to Meity NIC (AUA) for Aadhaar Biometric Authentication for marking my attendance and sharing my attendance data with my organization.

उपस्थिति आईडी दर्ज करें/ Enter Valid Attendance ID

1	2	3	Bksp
4	5	6	Reset
7	8	9	0

12:29:4 223.228.201.94

- User will show the face and attendance will be marked by blinking the eyes.

7. [Attendance Logs](#)

All the Attendance marked on the personal device would be shown with the Attendance ID, date, attendance marked time, the response code received from UIDAI and the status. May note only 20 transactions would be displayed.

8. Notifications

Click on the 3 dots, on the extreme right panel to check for the Notifications Settings

This feature would allow the user to set the notification for Attendance Marking time in the morning and evening.

By using this feature, the user can set the time for which the notification is desired.

09:30 93%

Settings

Notification Settings:

Notification facility will remind you regarding marking of attendance when you are in office geolocation or IP range

Do you want notification : Yes No

Select days for notification

Sun Mon Tue Wed
 Thu Fri Sat

Select time range for notification:

Morning Time : From 8:45 To 9:15
Evening Time : From 17:15 To 18:15

Time interval to check your location/IP (in minutes): 5

Do you want to enter Office Wifi IP's Yes No

BACK SAVE

B. User to select the days for which the notification is required.

C. User to mention the start time and end time for morning notification and evening notification
Based on this the notification would be sent to the user

D. User to mention the office WiFi IPs, if the attendance is to be marked within the office network.