

**ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN 304501**

F.N.6(76)/Adm.I/AEBAS/2016 /2186

Dated :27.08.2016

Circular

It is hereby directed to every employee of this Institute to mark his/her attendance on the AEBAS enabled devices installed at various locations in this institute from **01st September, 2016 onwards** but reckoning the fact that not all the AEBAS devices installed are in fully functional form (**which has been conveyed to the Datamini, Service Centre and will be taken care off by their service support team in due course of time.**), the attendance at those places wherein, the AEBAS device is not fully functional may be marked at the old Biometric Machines (Non AEBAS devices) installed at those places, till the AEBAS devices at those place becomes fully active.

It is also conveyed that employees, who have not been registered under AEBAS, may contact I/C AKMU along with their Aadhar Card, in original for registration.

Following useful instructions are hereby also conveyed to the employees for better and effective implementation of AEBAS at the Institute (as mentioned in the Council's Circular F. No.Admn./8/3/2014-W.S. Dated the 24 December, 2014):

- a) To ensure correct attendance ID is entered and try authenticating again with another finger.
- b) During authentication failure, different finger can be used for authenticating in different attempts.
- c) To ensure finger is placed correctly, position of finger should be appropriate-not tilted backwards or sideways.
- d) To ensure fingers are clean.
- e) To ensure finger is not very dry and also not very wet.
- f) To ensure fingerprint scanner is clean.

In the event of a genuine problem with the quality of the users biometric signature (i.e. poor skin prints), the employee may get his Best Finger Detection (BFD) done and if that also does not help they are advised for re-enrolment of Aadhaar.

This is issued with the approval of the Director.


(Rakesh Kumar)

Chief Administrative Officer

Distribution:

1. The HODs/Section In Charges at the Main Institute.
2. Head(s)/OIC of the Regional Sub Stations (ARC, Bikaner/NTRS, Garsa/SRRC, Mannavanur)
3. The I/C AKMU for information and uploading this circular on the institute website.
4. The Under Secretary, eGovernance Division, ICAR through email namrata.icar@nic.in