

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION  
ANDHARA PRADESH :: AMARAVATI  
Present :- K Sandhya Rani., I.Po.S.,

Re.No. 57/IT-cell (PMU)/Bio-Metric (POC)/2016

Dated: 13/02/2017.

Sub: School Education –Implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) in the Department of School Education – certain guidelines issued– Reg.

Ref:- 1. Directions of Honourable CM garu & Minister for HRD in review meetings and Collector's Conferences  
2. Letter dt 03-10-2016 addressed to District Collectors on collection of biometrics for students.  
3. APTS letter No. APTS/HWP1/8045/e-Devices/2016, dated 07.10.2016  
4. Minutes of the Meeting at CSE office Dated 17-10-2016  
UIDAI email dated 27-10-2016 from Y.Sreerivasa Rao, Asst. Director General, Hyderabad,  
5. Our office Lr Re.No. 58/IT CELL (PMU)/2016, dated 02-11-2016 addressed to UIDAI.  
6. This office letter even no addressed to all District Collectors in the state.

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All the Regional Joint Directors of School Education and District Educational Officers in the state are informed that as directed by Hon'ble Chief Minister, the School Education Department is implementing the Aadhar Enabled Biometric Attendance System (AEBAS) in 40,000 Government Schools covering about 35,00,000 students and 1,70,000 teachers, Teacher Education Institutions and other administrative offices.

Vide reference 2<sup>nd</sup> cited, APTS has finalised the tender and informed that M/s Karvy Data Management Services Ltd., Hyderabad and M/s Analogics Tech India Ltd., Hyderabad are the L1 vendors for supply of Biometric and Iris based Devises/TABs respectively. Accordingly the School Education Department has signed MOU with both the vendors on 18-11-2016 for supply of Bio Metric and Iris devices to the School/office point. After several rounds of discussions and testing, it is decided to utilise the software applications developed by CGG and APOnline for AEBAS at school level.

In this context, the District Collectors are hereby requested to effectively implement the AEBAS across all schools and Offices in School Education Department.

1. The Offices of CSE, SCERT, RJDs, DEOs, MEOs and Schools of all categories including Government, Zilla Parishad, KGBVS and AP Model Schools are to be covered. Teacher Education Institutions, including IASEs, CTEs and DIETs are also to be covered.
2. Considering the large number of schools involved and the level of coordination of various agencies involved and processes to be followed, it is proposed to deploy the devices in a phased manner to all the schools and offices. The 3 phases of implementation and tentative dates are as indicated below:

<b>Phases</b>	<b>Institutions to be covered</b>	<b>No. to be covered</b>	<b>Time Schedule</b>
I	All High Schools, Offices of CSE and SCERT	4,680	15-02-2017
II	All Model Primary Schools, UP Schools, DEOs, IASEs, CTEs and DIETs	8,789	28-02-2017
III	Remaining Schools	25,890	31-03-2017
	<b>TOTAL</b>	<b>39,359</b>	

3. M/s Analogics Tech India Ltd., Hyderabad will supply 7" tablet based AEBAS with STQC certified IRIS scanners @ one per school. M/s Karvy Data Management Services Ltd., Hyderabad will supply 7" tablet based AEBAS with STQC certified finger print scanners @ one device per 100 students. The Hardware Vendors are to supply the devices as well as maintain them for three (3) years. The terms and conditions of contract with the Vendors is at **Annexure 1**.
4. The Software application developed by CGG and APOnline is to be tested and utilized in the Schools and Teacher Education Institutions. It is also proposed to make use of these applications as well as NIC application for the offices of CSE, SCERT, DEOs and MEOs. The User Manuals for implementing AEBAS are enclosed and available at [www.cse.ap.gov.in](http://www.cse.ap.gov.in). The procedures/process to be followed at the school or at the office point is detailed in **Annexure II**. Instructions are to be issued to all the Headmasters and Teachers to carefully read and understand the

procedures to be followed while implementing AEBAS in their schools/offices.

5. The Head Master and one Nodal Teacher should be made responsible for ensuring that attendance is taken on the devices in their respective school
6. The AEBAS devices/TABs will be supplied to the school/office point after preloading with the necessary application, integration with the central Server and will be embedded with SIM cards. Respective Service providers like Airtel, BSNL, Idea etc., will be providing the necessary data services upto 500 MB capacity.
7. As you are aware, as on date the data of 99.75% of all students enrolled in government schools is Aadhaar integrated. Some students have EID and 0.25% (17,150) need to enroll and obtain Aadhaar number. Please facilitate the process for getting Aadhaar enrolled and for collection of biometrics for students who do not have the same.
8. In some districts, like West Godavari, AEBAS is already being implemented in DEOs offices and in some schools. While the DEOs offices AEBAS may continue to be linked to the NIC system, it will be better for the schools AEBAS is integrated into the CGG and APOnline applications for smooth reporting, consolidations and appropriate linking to CORE Dashboard. Action may be taken to take up for Aadhaar seeding of employees data to their Treasury ID and ensure completion by 20.2.2017.
9. In order to ensure/achieve 100 % effective implementation of AEBAS all the District Educational Officers, DYEOs, Principals of TEIs, MEOs and Head Masters should ensure the following:
  - a. Ensure wide publicity on implementation of AEBAS and conduct workshops and orientation programs for Dy.EOs, Principals, MEOs, HMs and others on the process for registering, validating, and facilitating AEBAS in the schools and offices in the District. Complete
  - b. Nominate a Divisional Level Nodal Persons (Dy.E.O/MEO) to monitor the implementation of AEBAS in the district.
  - c. Appoint one Nodal Person to support and coordinate implementation of AEBAS in the district in all schools and offices of School Education Department from among the team members of the PMU/IT Cell

constituted recently. Contact details of the same may be communicated on or before 15.02,2017.

- d. Nodal persons will be provided with TABs to keep track of emerging issues, grievances, monitor reports and dash boards relating to utilization and performance of the schools, for appropriate escalations and ensuring effective implementation of AEBAS.
- e. Monitor the AEBAS through dash board provided at <https://cse.ap.gov.in>.

All the Regional Joint Directors of School Education and District Educational Officers are hereby instructed to ensure that the Aadhaar Enabled Biometric Attendance Systems is effectively implemented in the schools, offices and Training Institutions in the district.

All the Regional Joint Directors of School Education and District Educational Officers are hereby instructed to attend a video conference which is scheduled on 14-02-2017 at 02.00 PM to 04.00 PM.

There will be an Explain on the implementation strategy and a brief demo by various stake holders involved in implementation of AEBAS and also instructed to attend the Video Conference with well preparation as per the instructions mentioned above.

Sd/- K Sandhya Rani

Commissioner of School Education

To

All the Regional Joint Directors of School Education in the state

All the District Educational Officer in the state

Copy to all District Collectors in the state.

Copy to the Project Officers, SSA in the state

Copy to the State Project Director, SSA for information.

Copy submitted to the Principle Secretary, School Education, Govt. of A.P., for favour of kind information.

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## Annexure-I

### **Terms & Conditions of Contract with the Vendors for supply and maintenance of Devises for Aadhaar Enabled Biometric Attendance in Schools**

#### **1. Hardware Installation:**

- a. The Vendor is responsible for supply, unpacking, assembling, wiring, installations, cabling between units and connecting to power supplies.
- b. The Vendor will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.
- c. The Vendor should provide necessary technical support to the Software application provider, i.e., CGG and APOnline in this regard.
- d. Vendor will assign the Machines in presence of District (IT CELL) as per availability of network given (copy of network is appended).
- e. AEBAS systems will be authorized by the Concerned Head Master/Teacher will be authenticated through IRIS/Finger Print of the device provided.

#### **2. Training:**

- a. The training will be given at district head quarter to the master trainers of district IT Cell.
- b. For each hardware component installed, for AEBAS systems the vendor shall be required to train the designated HM/Teacher to enable them to effectively operate the total system. Operational training at school for at least two teachers.
- c. The training schedule will be given by both Vendors and District Educational Officer. The training to Mandal Resource Teachers (Two Teachers identified for the schools) will be given at Mandal/Divisional Point identified by District IT cell.
- d. Software Service Provider (Application Form developer) to provide training on Application software to master trainers of department (District IT Cell).

### **3. Incidental services**

a. The Vendor may be required to provide any or all the following services, including additional services, such as Performance or supervision or maintenance and/or repair of the supplied goods and services, for a period of time agreed.

#### **b. Spare parts:**

- i. The Vendor shall be required to provide any or all of the following materials, notifications and information pertaining to spare parts manufactured or distributed by the Vendor.
- ii. The Vendor shall maintain minimum 1% buffer stock of offered equipment at each district head quarter/ Revenue divisions.
- iii. The Vendor shall ensure availability of spares in stock at his nearest service center for immediate delivery such spare parts as: (a) are necessary for a minimum of 3 years of operation (b) are necessary to comply with specifications.
- iv. Such spare parts as the Purchaser may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor of any warranty obligations under the Agreement and in the event of termination of production of the spare parts, an advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements.

#### **c. Warranty**

- i. The Vendor warrants that the goods and services supplied under the Agreement are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.
- ii. The Vendor further warrants that all goods and services supplied under this Agreement shall have no defect arising from design, materials or workmanship or from any act or omission of the Vendor that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- iii. The Vendor shall, in addition, comply with the performance guarantees specified under the contract. If, for reasons attributable to the Vendor, these guarantees are not attained in whole or in part, the Vendor shall, make such changes, modifications, and/or additions to the goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Agreement at its own cost and expenses and to carry out further performance tests.
- iv. The equipment supplied should achieve required up time.
- v. Head Master/Teacher shall promptly notify the Vendor in writing of any claims arising under this warranty through Online only.
- vi. Upon receipt of such notice, the Vendor shall, within the reasonable period and with all reasonable speed, repair or replace the defective goods and services or parts thereof, without costs to the user.
- vii. If the Vendor, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser/user may proceed to take such remedial action as may be necessary, at the Vendor's risk and expense and without prejudice to any other rights
- viii. Any Physical Damage on account of Miss handling of device and accessories such as cables and other will not be covered under warranty. For Such Damages the Concerned Head Master/Teacher will be responsible to replace the ANBAS Machines.
- ix. Penalty for failure to maintain during warranty period or AMC:
  - a. For any delay beyond permissible down time, a penalty of Rs.200/- will be levied for each week or part there of subject to a maximum of total equipment cost.
  - b. The penalty amount will be deducted from the amounts payable to Vendor by the Commissioner of School Education.

**d. UP TIME**

- a. The Vendor has to ensure uptime of devices for 85% of the institutions working days in a month. Any failure caused because of factors/services outside the scope of the vendor (such as connectivity, application, intentional physical damage) will not be considered while arriving uptime by the department. To ensure uptime the following will adhere:
- b. For the offices at District Head Quarters, the Vendor should resolve the breakdown calls on the same day of call reporting. If not feasible should be resolved by 11:00 AM on the next working day.
- c. For the offices at other sites, the Vendor should resolve the breakdown calls within 24 Hours of call reporting. Failing which penalty is applicable as per terms & conditions.
- d. If any spare parts are to be replaced, the call shall be completed within 48 Hours excluding holidays from the date of attending the call. If the device is irreparable it should be replaced with an equivalent or better device.



## **Annexure II**

### **Procedure for implementing Aadhaar Enabled Biometric Attendance System in Schools & Offices of School Education Department**

#### **Procedure at Schools –**

The Step by step process is defined in User Manual. In brief the process/procedures to be ensured are detailed below:

#### **1. Preparatory work**

- a. Head Master and Nodal Teacher should confirm to themselves that the devise supplied to their school complies with the specifications given in **Annexure 1**
- b. The Devise should be handled with utmost care. It should not be dropped, scratched or subject to any misuse. It should be stored in safe place after utilization
- c. The devise may be affixed to a wall or placed on a Table or can be taken to each class for taking attendance of the students and teachers.
- d. Based on the Aadhaar seeded student id details a QR Code is generated for every student and is printed with self-adhesive sticker given . This should be stuck on the note book/ pad.
- e. Toll Free Number and the contact details of the Mandal Cluster Resource Persons to be provided by the Vendors should be displayed at Head Masters Office/MEO/DyEO/Principal offices.
- f. The concerned Nodal persons should maintain a Register for noting complaints raised by the schools.

#### **Process for Attendance taking & Authentication**

- g. After scanning the QR code, the student should place his fingers at the given slot for biometric scanning. In real time the biometrics of the student/teacher/employee are authenticated with the Aadhaar Server and confirmed.
- h. In case there is a repeated failure of biometric authentication for any particular students/teacher, the Iris based devise should be used

and attendance is to be given through the Eye of the student/teacher.

- i. The students are to authenticate their attendance once in the morning, while the teachers are to authenticate their attendance twice a day (morning/evening) through AEBAS
- j. The existing Physical Attendance System may also be continued till the AEBAS stabilizes.
- k. The whole process of authentication could take between 10-30 Minutes.

## **2. Reports**

- a. There are several reports that would be made available at [www.cse.ap.gov.in](http://www.cse.ap.gov.in) relating to AEBAS.
- b. Supervising and Inspecting Officers are instructed to refer to these Reports and take necessary action where required.
- c. All Reports will be linked to the Honorable CM's CORE Dash Board and also will be available in public domain and visible real time.

## **3. Trouble shoot & support**

- a. During the first 3 months of implementation of the project the vendor is to place maintenance support at the district/division/mandal level. For any problem that the Headmaster may contact support or raise in RTS.
- b. If data services are disturbed and not working for some reason, the Headmaster may contact support or raise in RTS.
- c. The Software providers have set up a Request Tracking System (RTS) and it can be accessed at [www.cse.ap.gov.in](http://www.cse.ap.gov.in) and in device it self.
- d. The District Educational Officers in state are informed that to identify the Nodal Team at different levels within the district and inform the same to this office in the following format.

<b>Level</b>	<b>Contact Person</b>	<b>Contact Details</b>
		Phone, email, etc.
Mandal		
District		
State		