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पॉकिट -14, सेक्टर-8, द्वारका,
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राष्ट्रीयआयुर्विज्ञानआयोग
National Medical Commission
(IT Section)

No. D-130024/07/2022/NMC/DMMP(Pt.)   Dated: 06 March, 2023

To,

    The Directors/ Principal/Deans
    All the Govt. / Private Medical Colleges/
    Medical Colleges of deemed universities
    All States & UTs

Subject: Transfer of AEBAS attendance ID– regarding.

Dear Madam /Sir,

    The National Medical Commission has been receiving several complaints regarding non-transfer of AEBAS IDs in cases of transfer/ appointment of employee from on Medical College (MC) / Institute to another, which leads to difficulty in marking attendance and subsequent issues for such person.

2.   You are requested to kindly refer to this Commission's Circular of even number dated 18-10-2022 (copy enclosed) regarding implementation of Adhaar Enabled Biometric Attendance System (AEBAS), Para 9 of which relates to blocking or transfer of AEBAS IDs from case to case basis, and to follow the advisory strictly to avoid undue delays in transfer of AEBAS IDs from one MC/ Institution to another. Copy of AEBAS Transfer Manual is also enclosed herewith for information and compliance.

3.   In case it is found that any MC/ Institute is not transferring AEBAS ID of employees/ faculty who by transfer/ resignation join another Medical College/ Institute, and the previous MC/ Institute fails to transfer of AEBAS ID in a timely manner, strict action will take against such MC/ Institute which may include de-recognition, denial in increase of UG/ PG seats etc.

4.   This issues with the approval of the Chairman, NMC.

                        (Pankaj Agrawal)
                              Director

Copy to:
    i. The ACS/Principal Secretaries/Secretaries, Department of Medical Education of all States/UTs.
    ii. DME of all States/UTs.
    iii. PPS to Hon'ble Chairman, NMC.
    iv. PPS to Presidents/Members, UGMEB, PGMEB, MARB, EMRB.

राष्ट्रीयआयुर्विज्ञानआयोग
National Medical Commission
(Administration Section)

F.No. D-130024/07/2022/NMC/DMMP

Dated 8 October, 2022

Circular

Subject: Guidelines for implementation of Aadhaar Enabled Biometric Attendance System in Medical Colleges- regarding.

Kindly refer to National Medical Commission's notifications 'Minimum Requirement for Annual M.B.B.S. Admissions Regulation, 2020', Section-A.1.15(a) and PGMER-2000, Section-11.1 wherein regular monitoring of regular attendance is stipulated.

2. In order to effectively implement the aforesaid regulations, the National Medical Commission vide its letter D-130021/07/2022/NMC/DMMP/028293 dated 1ST August, 2022 has issued instructions to implement AEBAS devices for biometric attendance.

3. The guidelines for implementation of AEBAS in all Medical Colleges/Standalone PG Institutes are attached herewith for necessary implementation by all Medical College/Standalone PG Institutes regulated by NMC.

4. This issues with the approval of Chairman, NMC.

Encl. As above.

(Dr. Sandhya Bhullar)
Secretary
National Medical Commission

To,

The Directors/Principals/Deans
All the Govt/Private Medical Colleges/
Medical College of deemed Universities
All States and UTs.

Copy to

(i) President/Member of all Boards, NMC
(ii) ACS/PS/Secretaries, Department of Medical Education- All States/UTs Governments.
(iii) DMEs- All States/UTs
(iv) Sh. Vaibhav Bajaj, PS to Hon'ble Minister MoHFW, Govt. of India, Room No- 346-A, Nirman Bhawan, New Delhi-110003.
(v) Director/Dy. Secretary- UGMEB/PGMEB/MARB/EMRB.
(vi) PPS to Chairman, NMC.

Guidelines for Aadhaar Enabled Biometric Attendance System (AEBAS) in Medical Colleges

1. It is mandatory for Medical Colleges to get registration of faculty/ demonstrators /tutors/Senior Resident in AEBAS system.

2. Medical Colleges should install the AEBAS devices in sufficient number as per need and each device should be connected with the WiFi/ optical fiber internet connection for above mention seamless marking of the attendance for medical people. Medical Colleges should maintain AEBAS machines in working condition. Any glitches, fault, damage or shutting of machines should be avoided or addressed immediately by the Medical College/Standalone PG Institute so that daily data related to biometric attendance can be obtained. NMC will view seriously if biometric attendance data is not generated continuously without any reasons for more than 2 days.

3. Medical Colleges/Standalone PG Institutes should use preferably wall mounted fingerprint Aadhaar enabled STQC certified devices. In case of issue with finger print authentication for user then in such cases wall mounted IRIS scan based/wall mounted face recognition STQC certified devices which should be AEBAS competent can be used.

4. Medical Colleges should notify the office timing and circulate such timing to all the faculties/staff for strict adherence. It is expected that all Faculties/other Staff should follow the office timings/shift duties allotted to them.

5. All the above mentioned staff categories should be instructed to mark their attendance through Aadhaar Enabled Biometric Machines (AEBAS) twice per day (i.e. when they come to Medical College and when they leave the Medical College after work). Occasional exemption in either not marking attendance in time or out time marking of attendance should be done with the approval because of acceptable reasons of the compliant authority.

6. Govt. Medical Colleges/Standalone PG Institutes must follow their respective State/UT/Central Govt. rules for taking action against the employees for not following office timings in marking attendance on AEBAS. Private Medical Colleges should follow their own guidelines which should be in sync with NMC's regulations or guidelines in this regard.

7. AEBAS is only an IT platform for attendance for capturing or record. There is no change in the instructions relating to office hours, late attendance etc.

8. The faculties/demonstrators/tutors/Senior Residents on leave/official duty should mandatorily enter such details in the AEBAS through add leave and add tour module respectively.

9. If any faculty/demonstrator/tutor/senior resident retire/or has resigned/ or taken VRS from the Medical Colleges/Standalone PG Institute, then in such case nodal officer should block the attendance ID of such employee. In case of transfer/appointment of employee from one Medical College/Standalone PG Institute to another, Nodal officer should use transfer-out module of AEBAS system and receiving medical college nodal officer should transfer-in such employees.

10. Any breach of the cyber security/hacking of the online attendance monitoring system in any medical college should be brought to the notice of the NMC immediately.

11. Marking attendance of faculty/sr. residents/tutors/demonstrators through AEBAS is to be implemented immediately on a daily basis by all Medical colleges/Standalone PG Institutes. For any future renewal, recognition, CoR (Continuation of Recognition), surprise inspections, increase UG/PG seats, approval PG course, College applying for new establishment should register while they submit their application form. New Medical College, data from AEBAS portal will be used for decision making.

12. All Medical College/Standalone PG Institute will be responsible for proper operation and maintenance of AEBAS system & machines.

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Transfer: Transfer module is used for transfer the employee from one organization/unit to another.

Steps for transferring the employee are as follows:

1. Go **Manage Employee** ⟶ » **Active Employees**

   Here Nodal Officer can view list of Employees with option to Edit and view employee Details.

Active Employees on (BAS)

S.No.	Attendance ID	Aadhaar Number	Employee Name	Reporting Officer Name	Mobile No.	Designation	Division	Office Location	Detail
1	XXXXXX	EXXXXXXX	A P Raju		XXXXXX	Tradesman G Technical	General Infrastructure	CGO Complex A-Block	Edit / Detail
2	XXXXXX	XXXXXXX	A. Jenishly		9XXXXXX	Programmer (NG)	NIC Delhi State Unit	CGO Complex A-Block	Edit / Detail
3	9XXXXXX	9XXXXXXXX	A. Ravikumar		XXXXXX	Scientist - E	IVFRT (FRT)	MEA - Jawaharlal Nehru Bhawan	Edit / Detail

2. Nodal Officer can search Employee by Name/Mobile No. and click on **Detail** to transfer a employee. A new screen will appear with complete employee detail.

Manage Employee View Employee Information   🏠 Home › Manage Employee ›

Employee Detail

Aadhaar Number :	XXXXXXXXXXXXXX
Employee Name :	A P Raju
Organization Name :	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Designation :	XXXXXXXXXXXX
Division within Organization :	General XXXXXXXX
Office Location :	XXXXXXXXXXXXX
DOB :	XXXXXXXXXX
Gender :	Male
Mobile No. :	XXXXXXXXXXXXXX
E-Mail :	XXXXXXXXXXXXXX
Aadhar Status :	Aadhar Verified

Deactivate   **Transfer**

3. For initiating the Transfer of Employee Click on "Transfer" . A Pop-up window will appear to choose an Organization to Transfer and with a reason.

4. On successful transfer following message will appear

> ✓ **Success!** Employee Transfer successfully.
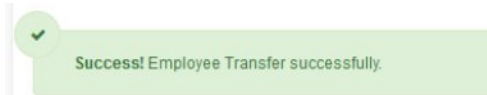
5. Now the nodal officer of the transferred organization should login with their credentials and Go to 👥 Manage Employee ➞ » Transfer Employees

Transfer Employees on (BAS)   🔍 Search Old Transferred Employees

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	XXXXXXX	XXXXXXX	Lokesh Singh	XXXXXXXX '	Programmer	National Informatics Centre(NIC)	Electronics Niketan	✏ Process

6. Click On "Process" button. This will open a new window showing employee details.

7. Now change the organization details and submit.

8. Now employee is transferred successfully and Active in your Organization for marking Attendance.