

Appendix A – Application format for Organization On-boarding

Organization Type	<input type="checkbox"/> Ministry <input type="checkbox"/> Department under Ministry <input type="checkbox"/> Attached Office <input type="checkbox"/> Autonomous Body <input type="checkbox"/> Central Office <input type="checkbox"/> Semi Government Office <input type="checkbox"/> State Government <input type="checkbox"/> Central Public Sector Unit <input type="checkbox"/> Statutory
Organization Name	
Organization Address	
District	
State	
NIC Coordinator Name	
NIC Coordinator Mobile	
NIC Coordinator e-Mail	
Organisation Website (if any)	
No. of Expected Employees	
Office Timings	

Nodal Officer Name	
Designation	
Aadhaar No.	
Mobile	
E-Mail	

[✓] We agree to abide by the policy decisions of Govt. of India for availing the software services and infrastructural facilities provided for Biometric Attendance System. We agree to pay for the above, according to the policy in force, failing which, the services may be withdrawn

NOTE : Only official email id's requests will be accepted and treated as authenticated. Nodal Officer should be Under Secretary or above.

Date:

Name & Designation
Head of the department with Signature & Seal

Instructions for Organization On-Boarding

1. After submission of the online form, the application will undergo an approval process.
2. Upon approval, the nodal officer will be provided with login credentials to the portal.
3. The **sub-domain website** of the organization will also be created, which should be used for employee registration and all other activities concerned to the organization.
4. It should be ensured that the username and password are received by the organization admin user.
5. Necessary **master data** should be created in the system before the commencement of employee registration on the organization attendance website. While most of the designation and Office locations are readily available to be mapped in the system, there might be some missing designation & office location for which request can be sent to the NIC Servicedesk at 1800 111 555 for inclusion in the global master.
6. The master data sets referred to are **Office Location**, **Employee Designation** and **Division/Unit** within the organization.

Eg. **Office Location:** CGO Complex Block A, Vigyan Bhawan

Employee Designation: Director

Division/Unit: Administration, Training etc

7. Division/Unit within the organization should be carefully mapped and created so that the employees are grouped accordingly.
8. Office Location & Employee Designation are required to be added from the global master to the organization office location and designation, while the division/unit are required to be created by the nodal officer. The above steps will help in simplifying the generation of reports from the system.