

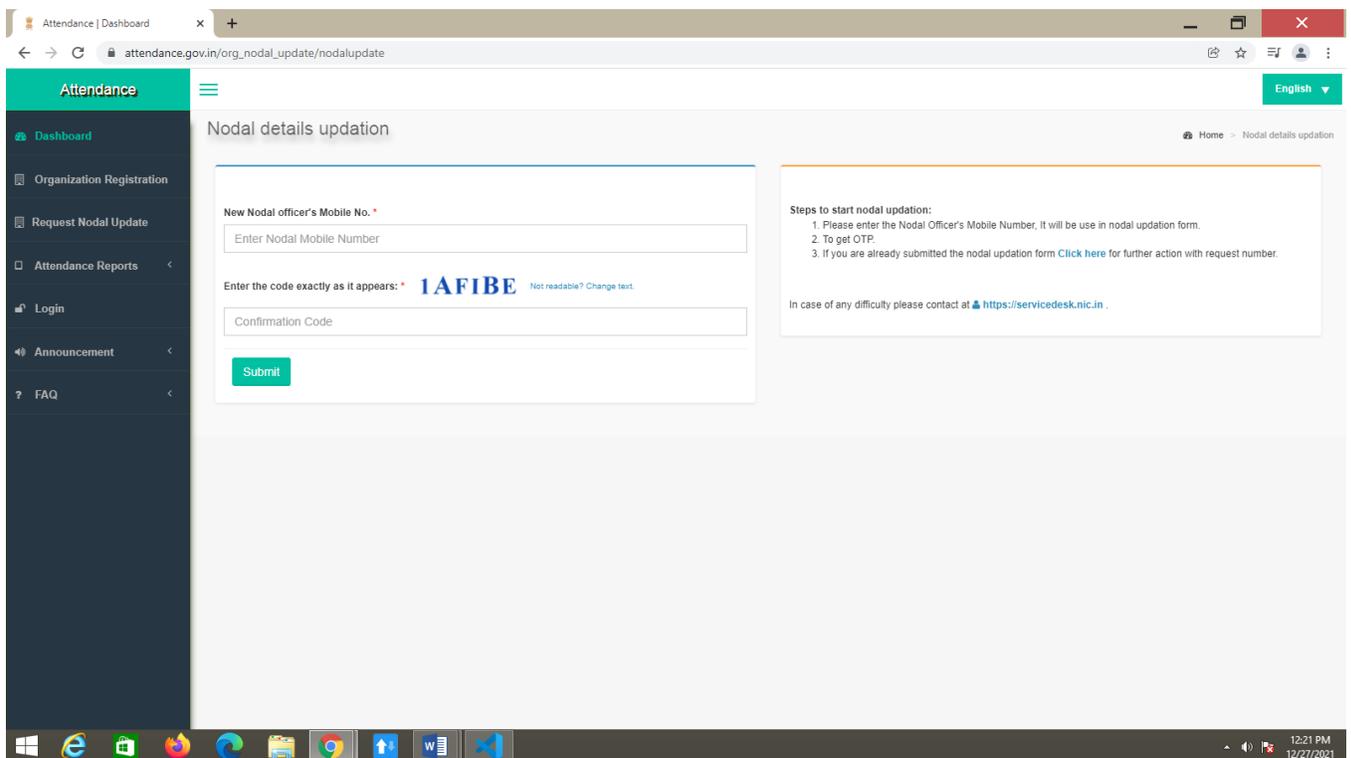
Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

ONLINE NODAL OFFICER CHANGE REQUEST FORM

The New Nodal officer will follow the below mentioned procedure to change nodal officer of organization.

- On the Attendance portal, select '*Request Nodal Update*' from the side menu.
- The New Nodal Officer fills up the Mobile No for authentication.



The screenshot displays a web browser window with the URL attendance.gov.in/org_nodal_update/nodalupdate. The page title is "Attendance" and the language is set to "English". The main content area is titled "Nodal details updation" and contains a form for updating the nodal officer's details. The form includes a field for "New Nodal officer's Mobile No." with a red asterisk, a text input field for "Enter Nodal Mobile Number", and a field for "Enter the code exactly as it appears:" with a red asterisk, a CAPTCHA image showing "1AFIBE", and a text input field for "Confirmation Code". A green "Submit" button is located below the form. To the right of the form, there are instructions: "Steps to start nodal updation:" followed by a numbered list: 1. Please enter the Nodal Officer's Mobile Number, It will be use in nodal updation form. 2. To get OTP. 3. If you are already submitted the nodal updation form [Click here](#) for further action with request number. Below the instructions, it says "In case of any difficulty please contact at <https://servicedesk.nic.in>". The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:21 PM on 12/27/2021.

Figure 1.1

- After Submitting Captcha Code and form, below screen appears.

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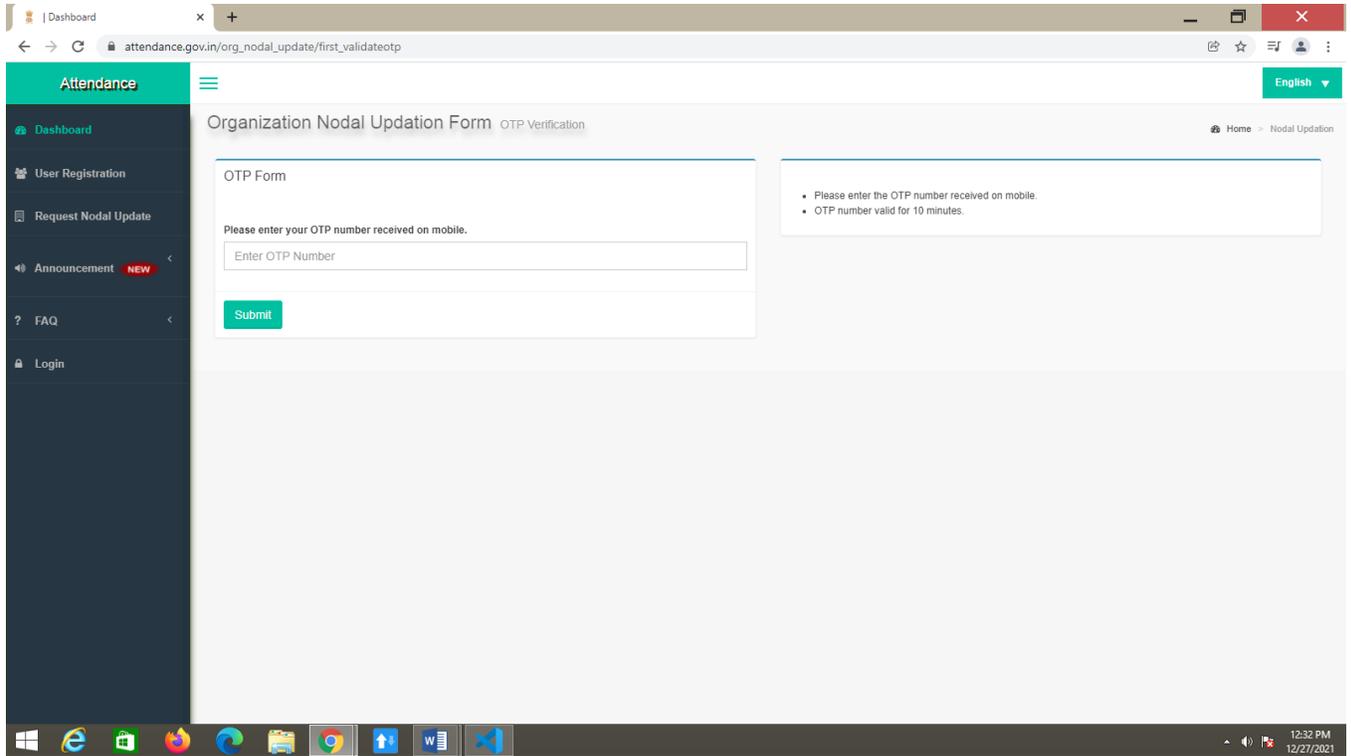


Figure 1.2

Aadhaar Enabled Biometric Attendance System

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- Submit OTP received on Mobile for successful authentication.
- Now The Nodal Officer fills up the online form shown in the figure 1.3 and 1.4.

Attendance | Dashboard x +

attendance.gov.in/org_nodal_update

Attendance English

Dashboard

Organization Registration

Request Nodal Update

Attendance Reports

Login

Announcement

FAQ

Organization Nodal Updation Form

Home > Nodal Updation

Organization Details Nodal Officer Details

Select Your Organization *

-Select Organization-

NIC Coordinator Details *

Enter Co-ordinator Name or Email or Department or Office Location

NIC Coordinator Name *

NIC Coordinator Name

NIC Co-ordinator E-mail *

org@org.com

Next

Steps to follow for Online Organization Nodal details updation :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & Request number. Click here
- c. In case of any difficulty, please get in touch with the Attendance helpdesk. <https://servicedesk.nic.in>

12:33 PM 12/27/2021

Figure 1.3

Attendance English

Dashboard

Organization Registration

Request Nodal Update

Attendance Reports

Login

Announcement

FAQ

Organization Nodal Updation Form

Home > Nodal Updation

Organization Details Nodal Officer Details

Nodal Officer Name (As on Aadhaar) *

Nodal Officer Name

Aadhaar Number *

Nodal Officer Aadhaar

Designation *

Nodal Officer Designation

Mobile No *

98****09

E-mail (Please enter official e-mail id only) *

Nodal Officer Email

OTP *

Generate OTP

Enter OTP for Email id verification

Enter the code exactly as it appears: * 6A5a71 Not readable? Change text.

Confirmation Code

Submit

Steps to follow for Online Organization Nodal details updation :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & Request number. Click here
- c. In case of any difficulty, please get in touch with the Attendance helpdesk. <https://servicedesk.nic.in>

3:18 PM 12/27/2021

Figure 1.4

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

- Ensure that the Email OTP is filled for the successful submission of the online form

Having submitted the form, the system generates a Request Number and sends it on Nodal Officers mobile number and E-mail. The details such as Organization Name, Nodal Officer's Name, Nodal Officer's Email, Nodal Officer's Mobile, Request Status and Creation Date will reflect on the screen along with the Actions that can be taken- Print, Upload File and Logout. A Request Number is sent through SMS/E-mail. Keep the Request Number safe as it will be required to login for Edit/Upload/Print of nodal details before approval from our Helpdesk Team. Then the following screen will appear-

The image shows a web interface for an application form. On the left is a vertical sidebar with a list of fields: Orga, Orga, Orga, Phon, Distri, State, NIC C, NIC C, NIC C, Orga, No. o, Offic, Noda, Desig, Noda, Mobi, E-Ma, and a checkmark icon [✓]. The main content area is titled 'Appendix B' – Application format for Organization Nodal Change'. It contains a form with the following fields:

Organization Type	Organization
Organization Name	National Informatics Centre (NIC)-Pune
Organization Address	NIC, Ganesh Khind Road, Pune 411007
Phone	02025574587
State	Pune
State	Maharashtra
NIC Coordinator Name	Arun Maheshwar Raut
NIC Coordinator Mobile	9423622111
NIC Coordinator e-Mail	am.raut@nic.in
Organization Website	
No. of Employees	120
Office Timings	09:45:00 - 18:30:00
Nodal Officer Name	Sandeep Dand
Designation	Admin
Nodal Officer Aadhaar	98748562231
Mobile	976739021
E-Mail	sandeepdand11@gmail.in

Below the form is a disclaimer: '[✓] We agree to abide by the policy decisions of Govt. of India for availing the software services and infrastructural facilities provided for Aadhaar Enabled Biometric Attendance System. We agree to pay for the above, according to the policy in force. Sailing which, the services may be withdrawn. Note: Only requests from official email id's will be accepted.'

At the bottom of the form, there is a 'Date:' field and a line for 'Name & Designation' and 'Head of the department with Signature & Seal'. To the right of the form is a print settings panel with 'Print' (1 page), 'Destination' (Save as PDF), 'Pages' (All), 'Layout' (Portrait), and 'More settings'. At the bottom right are 'Save' and 'Cancel' buttons.

Figure 1.5

Print- The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.

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(Online Nodal Officer Change Request Manual)

The screenshot displays a web browser window with the URL `attendance.gov.in/org_nodal_update/orgnodalupdate_form_action/31#1`. The page title is "Manage Nodal Updation Form". On the left, there is a dark sidebar menu with the following items: "Attendance" (highlighted), "Dashboard", "User Registration", "Request Nodal Update", "Announcement" (with a "NEW" badge), "FAQ", and "Login". The main content area shows a table with the following data:

Organization Name	Nodal Email	Nodal Mobile	Status	Creation Date	Action
Facility Management Services	ab*****in	98*****06	Pending	December 27, 2021	Edit Print Upload File View Logout

The Windows taskbar at the bottom shows the system clock as 12:47 PM on 12/27/2021.

Figure 1.6

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(Online Nodal Officer Change Request Manual)

Upload File and Logout- The user will upload the document and submit the form for processing. When the user clicks on Upload File , the following screen will appear:

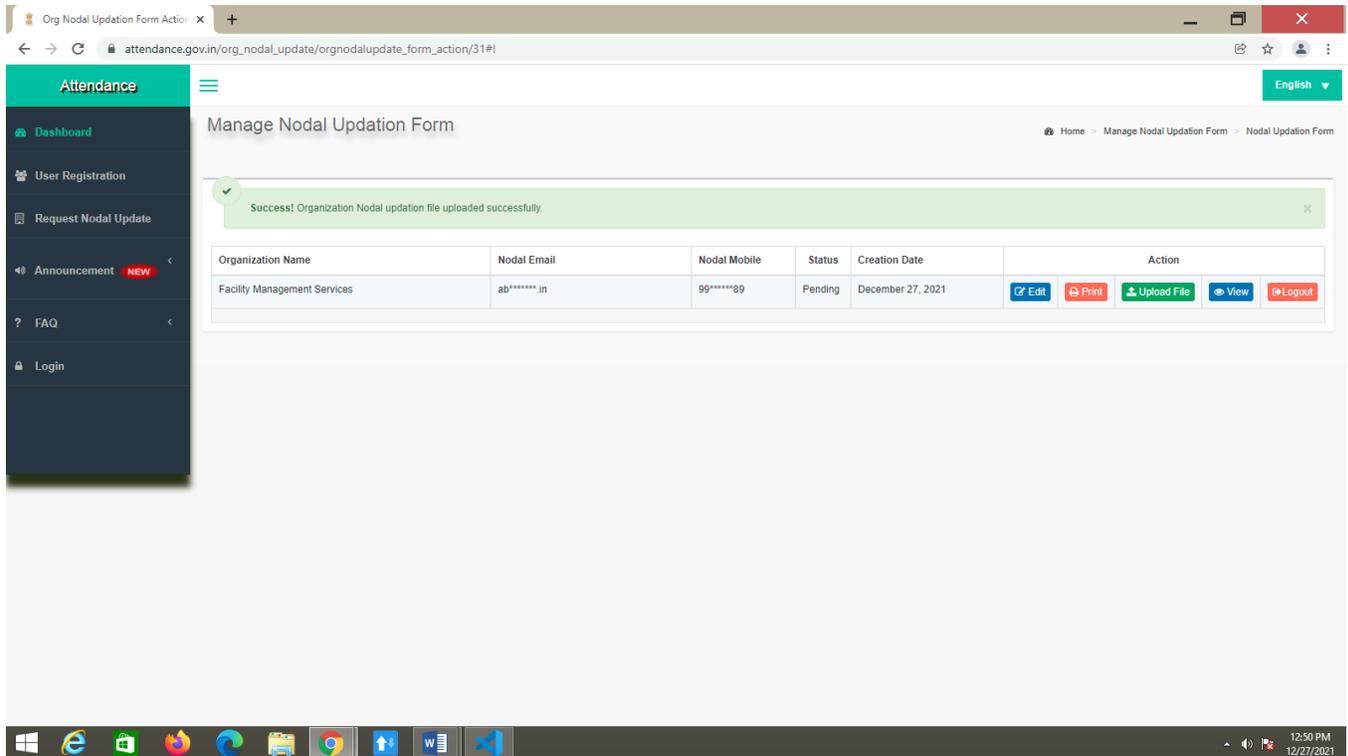


Figure 1.7

if you again want to make any changes in the form then Form can be updated as shown below- Please open the link https://attendance.gov.in/org_nodal_update/manage_onboardingform

- Enter the *Request Number* which is sent on Nodal Officers as SMS/E-mail.
- Enter Mobile Number.
- Type the Security Code shown.
- Click on Submit
- Enter the OTP sent on the mobile number of the Nodal Officer.

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

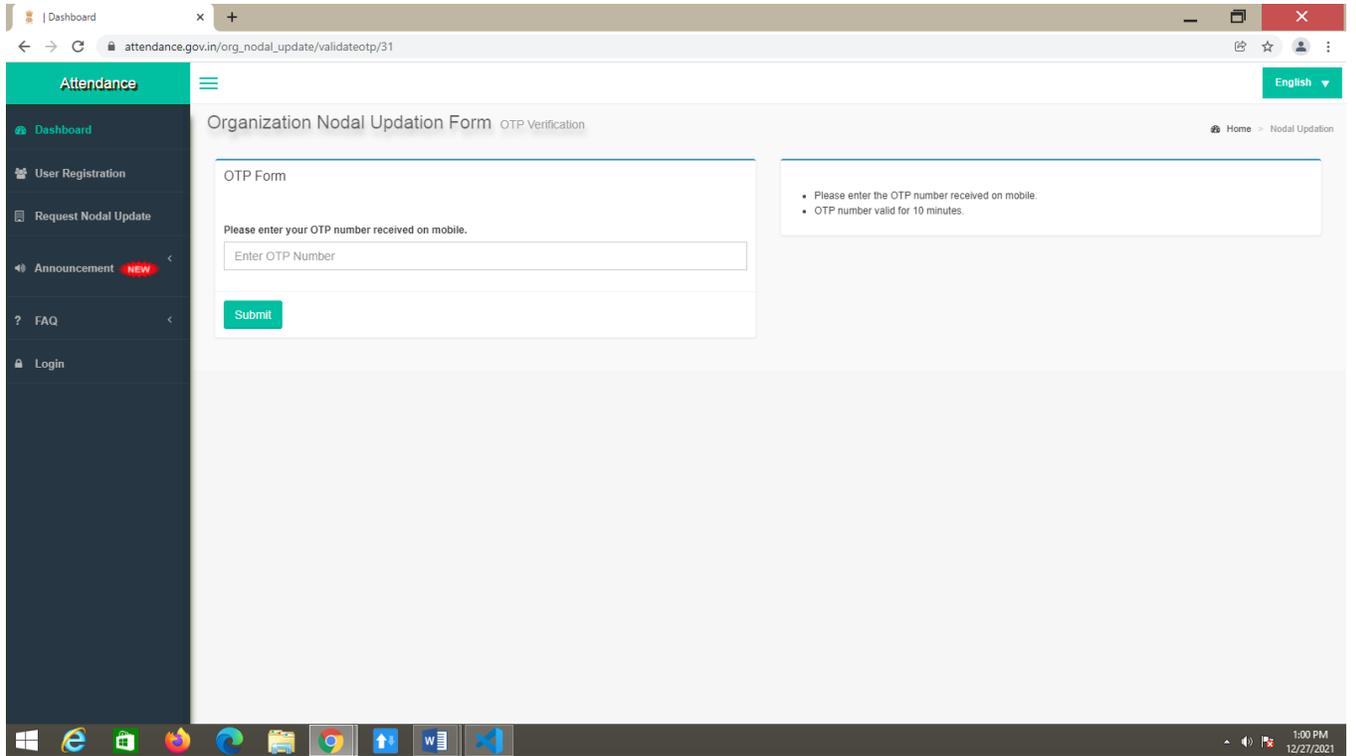


Figure 1.8

Aadhaar Enabled Biometric Attendance System

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Having submitted the form, the details such as *Organization Name, Nodal Email, Nodal Mobile, Status and Creation date* will reflect on the screen along with the Actions that can be taken- *Edit, Print, Upload File, View* and *Logout*. The following screen will appear.

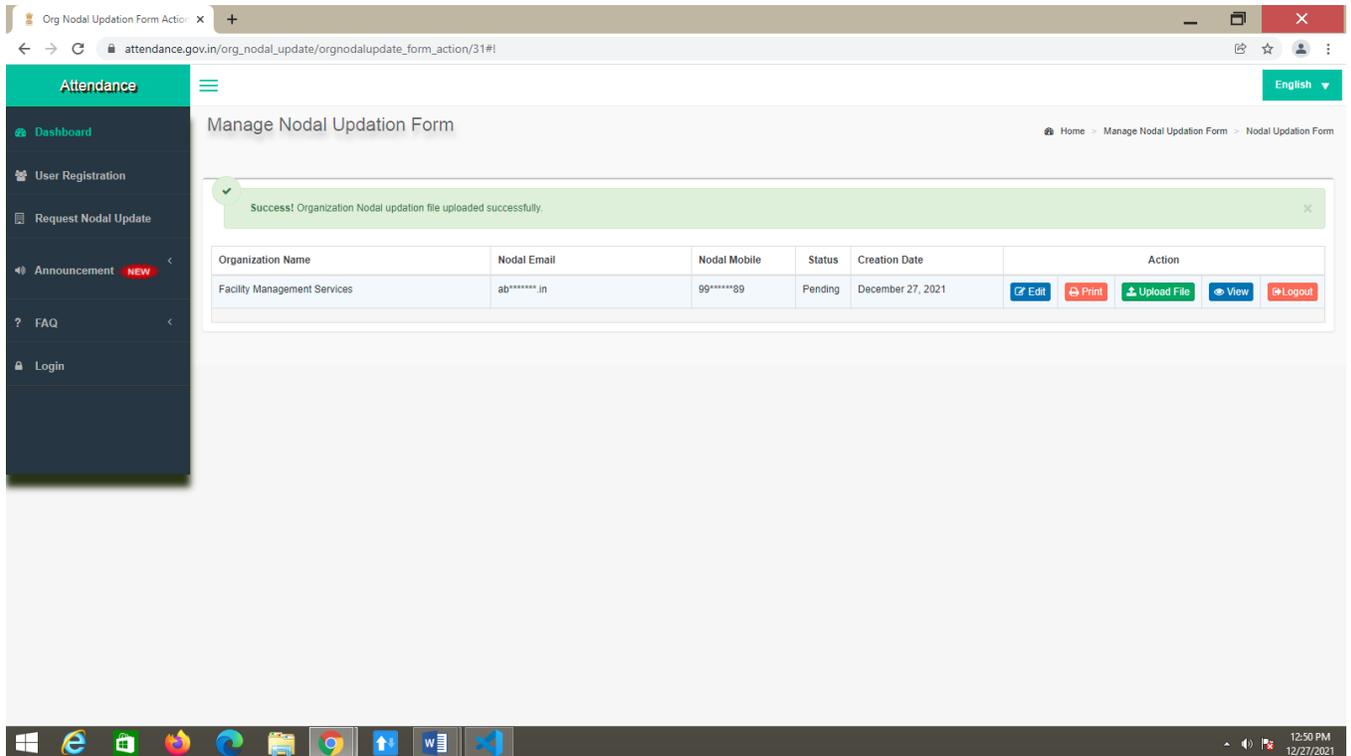
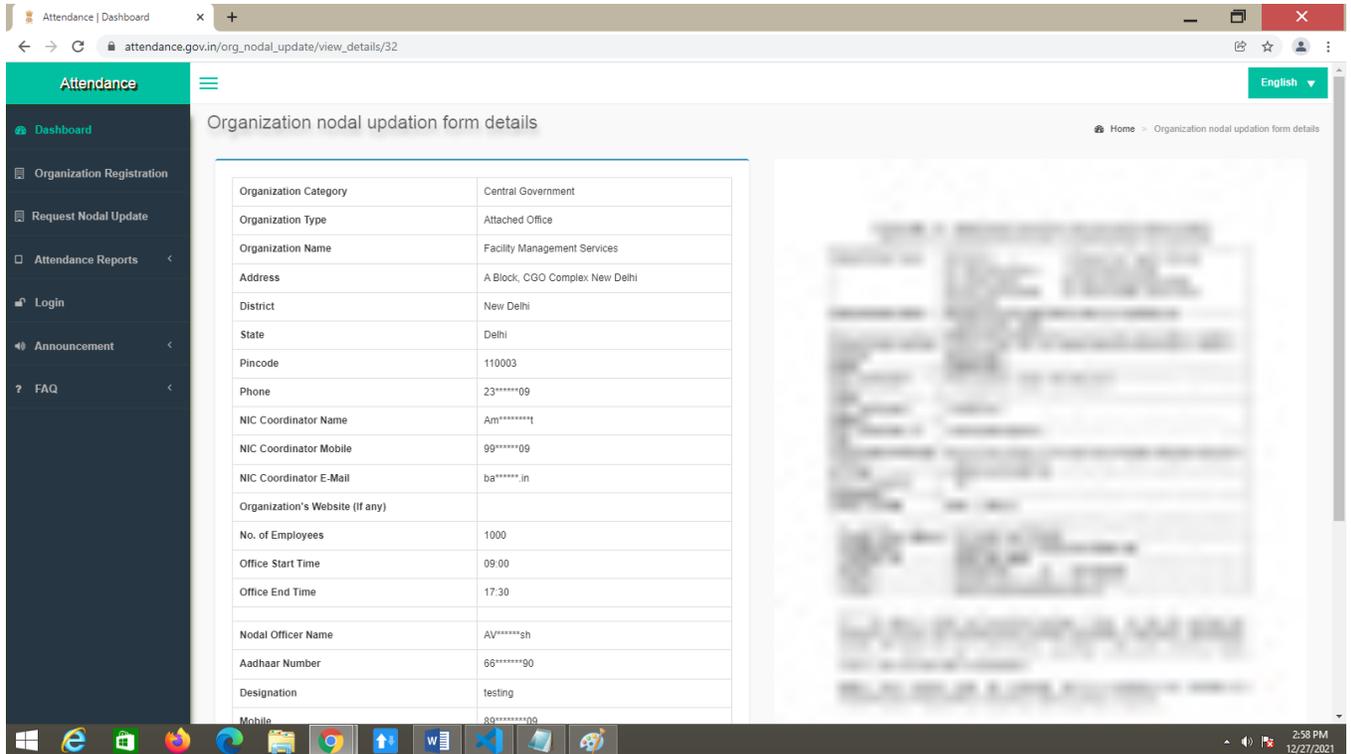


Figure 1.9

View- On selecting the ***View*** button, the following screen will appear where all details entered in the form can be seen and a checked for any errors.

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The screenshot displays the 'Attendance | Dashboard' interface. The main content area is titled 'Organization nodal updation form details'. It features a table with the following data:

Organization Category	Central Government
Organization Type	Attached Office
Organization Name	Facility Management Services
Address	A Block, CGO Complex New Delhi
District	New Delhi
State	Delhi
Pincode	110003
Phone	23*****09
NIC Coordinator Name	Am*****t
NIC Coordinator Mobile	99*****09
NIC Coordinator E-Mail	ba*****in
Organization's Website (If any)	
No. of Employees	1000
Office Start Time	09:00
Office End Time	17:30
Nodal Officer Name	AV*****sh
Aadhaar Number	66*****90
Designation	testing
Mobile	90*****90

The interface also includes a sidebar menu with options like 'Dashboard', 'Organization Registration', 'Request Nodal Update', 'Attendance Reports', 'Login', 'Announcement', and 'FAQ'. The browser address bar shows 'attendance.gov.in/org_nodal_update/view_details/32'. The system tray at the bottom indicates the time as 2:58 PM on 12/27/2021.

Figure 2.0

The user can select **Back** to go to the previous screen.

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Edit- In case of an incorrect entry in any of the fields, the information can be edited by clicking on the **Edit** button. The following screen will appear where changes can be made.

The screenshot shows a web browser window with the URL `attendance.gov.in/org_nodal_update/edit_ornodalupdate_form/31`. The page title is "Attendance" and the main heading is "Edit organization nodal updation form". The interface includes a dark sidebar with navigation options: Dashboard, Organization Registration, Request Nodal Update, Attendance Reports, Login, Announcement, and FAQ. The main content area has two tabs: "Organization Details" (active) and "Nodal Officer Details". A "Back" button is located at the top right of the form. The form fields are as follows:

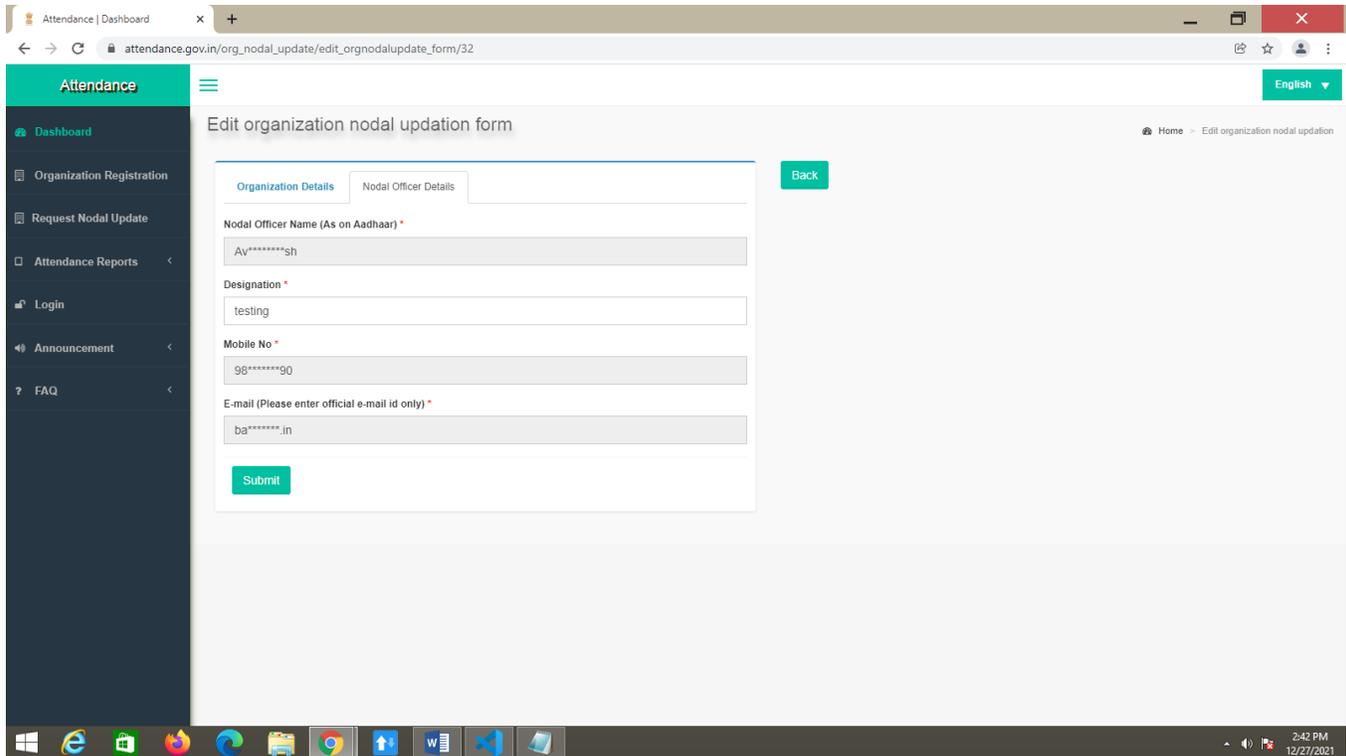
- Organization Name:** A dropdown menu with "Facility Management Services" selected.
- NIC Coordinator Details:** A text input field with the placeholder "Enter Co-ordinator Name or Email or Department or Office Location".
- NIC Coordinator Name:** A text input field containing "A*****sh".
- NIC Coordinator Mobile:** A text input field containing "98*****45".
- NIC Co-ordinator E-mail:** A text input field containing "BH*****in".

A "Next" button is located at the bottom of the form. The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system tray with the time "1:05 PM" and date "12/27/2021".

Figure 2.1

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After editing the required fields, the user should ensure that the corrected form is uploaded. Once upload is successful, the user will submit. This will be considered for processing

Print- The user needs to take a Print out of the form and get it signed and stamped from the Head of Organisation, After the needful, scanned copy of the form needs to be uploaded

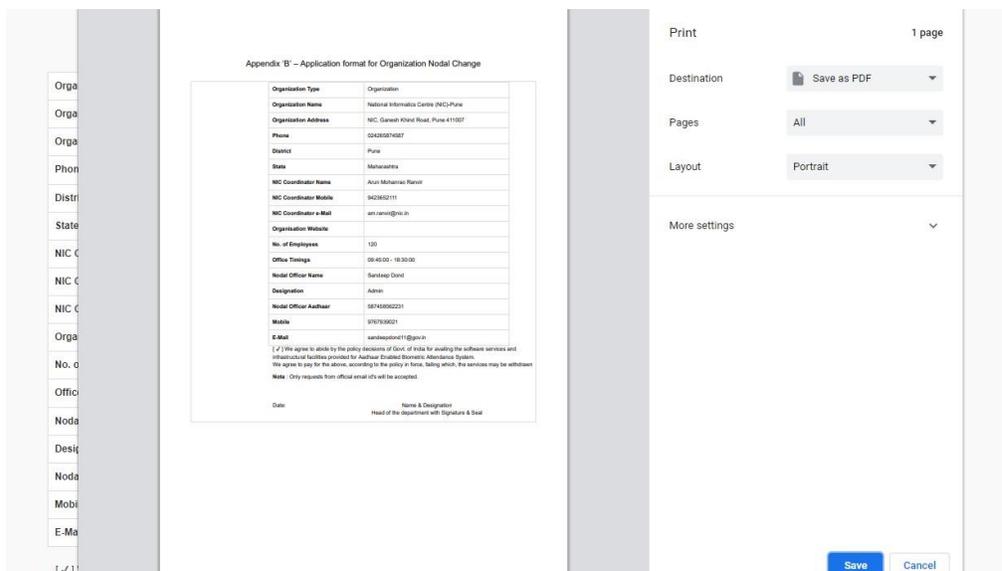


Figure 2.2

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

Upload File- The user will upload scanned copy of the form and submit the form for processing

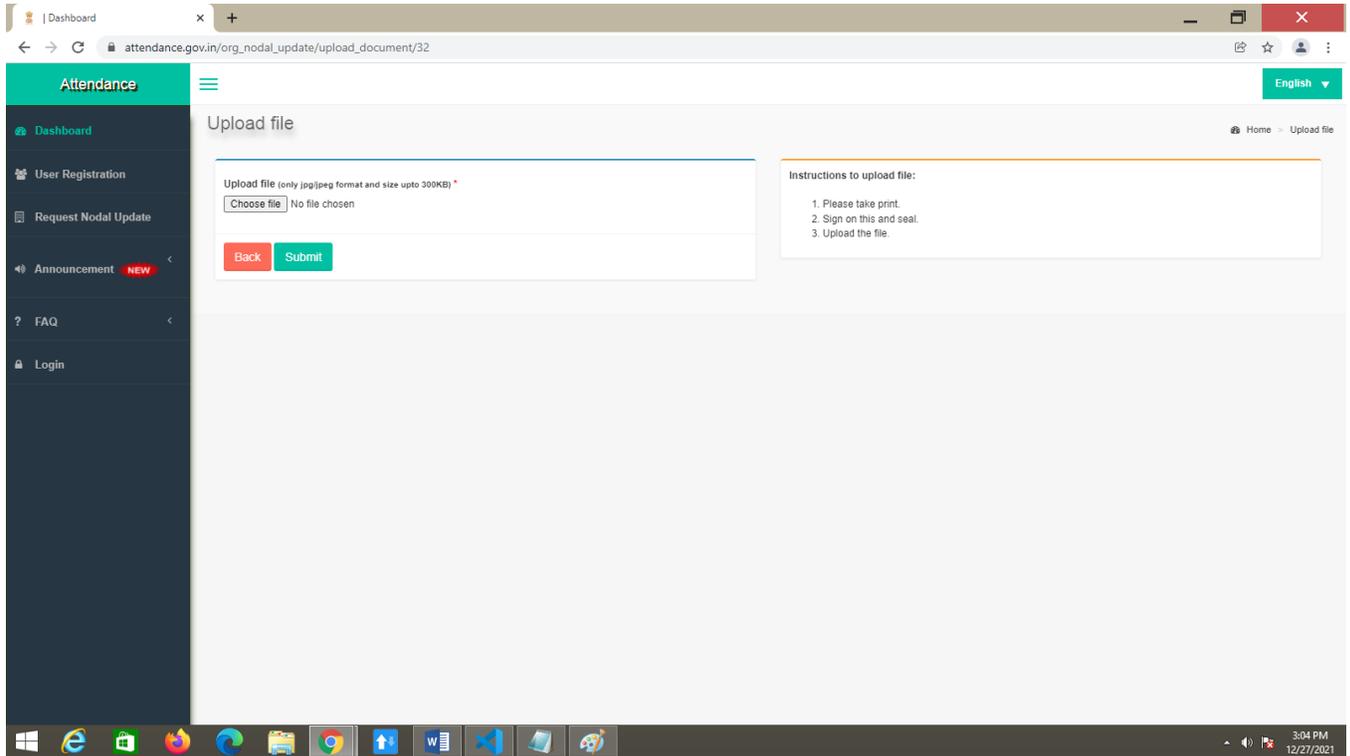
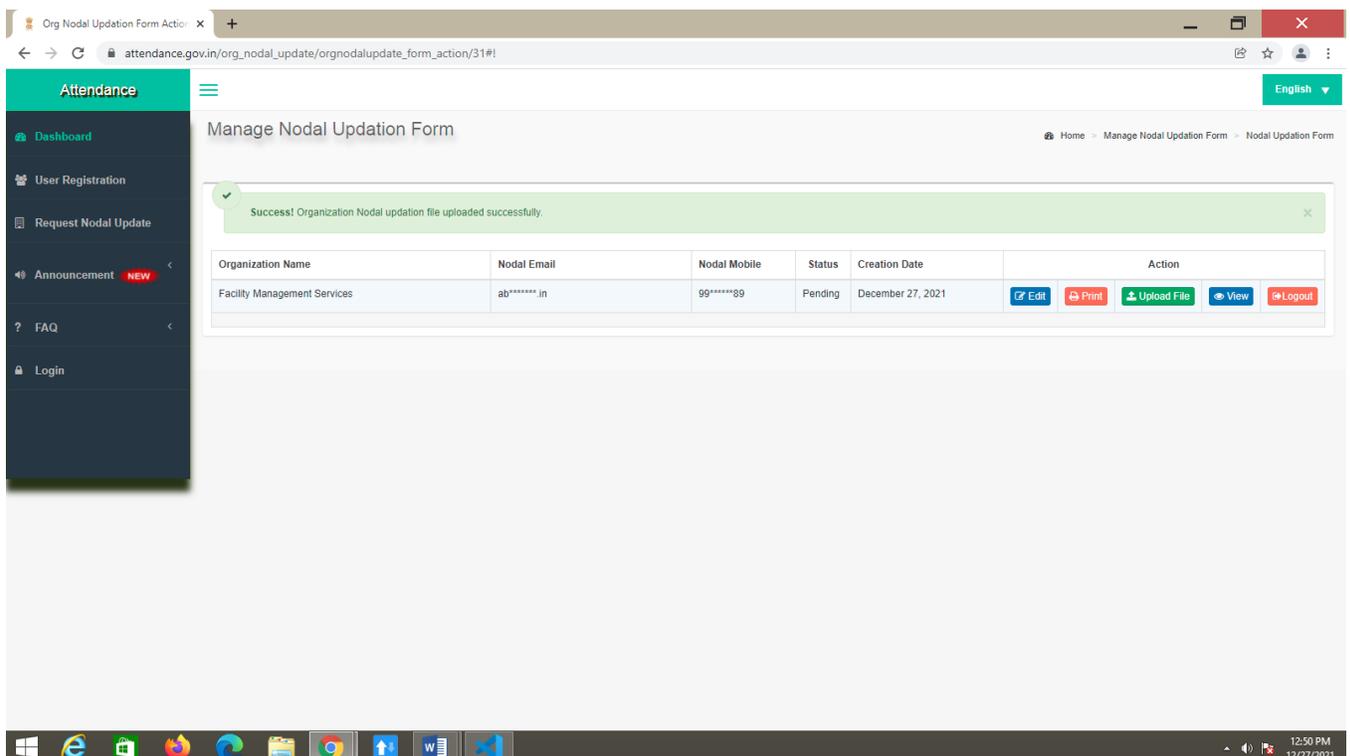


Figure 2.3

Upon submitting the form, the following screen will appear-



Aadhaar Enabled Biometric Attendance System

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Figure 2.4

The form is uploaded successfully.

Once the form is successfully submitted, The request is then sent to the Helpdesk Team. If there are any corrections to be made, e-mail will be sent to the Nodal email for the required changes/clarifications. Once the Nodal Change request is approved, an email is sent along with the new password for Nodal Officer's Login. Nodal Updation process may take 2-3 working days.

END
