

**z-20025/6/2022-O/o DIR(CFIs)**

Government of India  
M/o Skill Development & Entrepreneurship  
Directorate General of Training

1<sup>st</sup> and 2<sup>nd</sup> Floor, Employment Exchange Building  
PUSA Complex, New Delhi – 110012

Date: - 04.09.2023

To,  
The Principals/HoOs of NSTIs/Govt. & Pvt. IToTs

**Subject: Mandatory implementation of Aadhar Enabled Biometric Attendance System (AEBAS) for CITS trainees of session 2023-24- reg.**

Madam/Sir,

With reference to the subject cited above and, it is stated that all Institutes are required to ensure strict adherence to the implementation of AEBAS for trainees, trainers and other staff. The following points may be noted for immediate compliance in respect of the CITS trainees enrolled in session 2023-24 in all Institutes (NSTIs/Govt. and Pvt. IToTs): -

1. While on-boarding trainees on AEBAS portal, please ensure the following: -
  - a. That the "Candidate Type" field in the "Organization Details" tab is to be correctly selected as CITS for CITS trainees. In the previous years, it was observed that some Institutes had registered CTS trainees under Candidate Type CITS and CITS trainees under Candidate Type CTS. Due to this, exact and accurate position of percentage of attendance in the AEBAS reports could not be ascertained easily for trainees of a particular course.
  - b. That the NIMI Registration No. of the CITS trainees be mentioned under the field "Organization User ID" in the "Organization Details" tab. For more information on both these points, please see screenshot of the candidate registration page attached with this email.
2. Only those CITS trainees will be allowed to appear for AITT whose biometric attendance is at least 80% during the academic session.
3. The minimum number of hours to be present per day should not be less than 8 hrs 30 minutes (including lunch and bio breaks).
4. If, on some occasions, Biometric attendance cannot be marked for any justified reason such as poor or no internet connectivity, machine out of order, etc., it is advised to maintain attendance of such days in offline mode, and effort should be made to troubleshoot the issue faced with Biometric as early as possible. In case of shortfall of online attendance, such offline attendance can be considered only to a certain extent.
5. Further, if the trainees are being sent for On-the-Job Training (OJT) in any Organization/Industry through MoU, because of which they may not able to mark their Biometric attendance, this attendance is to be maintained in offline mode by the Institute.
6. All Institutes are to ensure that the AEBAS portal is updated with trainees of current session and only those previous year trainees who have not yet passed out and are



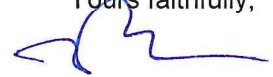
eligible for appearing exams. The trainees who have passed out should be discharged/blocked from the portal immediately.

Principals are advised to adhere to the instructions issued by this Office from time to time so that no trainee is deprived of a fair chance to appear in the CITS AITT.

Copy to: -

1. All RDSDEs with a request to circulate the letter in the IToTs falling under their jurisdiction

Yours faithfully,



Ishwar Singh  
(Director, CFI)