

No:-17-14/2025-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

**Urgent**

Dak Bhawan, Sansad Marg,  
New Delhi-110 001

Dated:- #ApprovedDate#  
25.08.2025

To

All Chief Postmasters General

**Sub: Facial attendance of BPMs through DARPAN Device.**

Sir/Madam

The Hon'ble Minister of State for Communications had desired the development of an online attendance solution for BPMs to enhance monitoring and streamline operations in Branch Offices. In this context, a pilot rollout was successfully conducted in 1,151 Branch Offices across 4 Postal Divisions (two each in Madhya Pradesh and Maharashtra Circles) from 01.06.2025 to 30.06.2025. Based on the positive outcome of the pilot, it has been decided to implement the Attendance System (AEBAS) for facial attendance of BPMs using DARPAN devices across all Branch Post Offices in a phased manner.

2. For this purpose, the AEBAS Android App developed by NIC will be deployed on DARPAN devices. The application, which facilitates attendance marking through facial recognition, will be installed and updated in devices by IPPB.

3. The schedule for rollout of AEBAS, along with preparatory activities to be undertaken by all Circles, is as follows:

**Schedule for roll out of facial attendance for BPM in all Circles:-**

S.No	Roll out Phases	Roll out Timelines
1.	<b>Phase-I</b> 15% Postal Divisions in MP and MH Circle Two Postal Divisions in each of the remaining Circles	<b>13.10.2025</b>
2.	<b>Phase-II</b> 30% Divisions all Circles (including the Divisions covered in Phase-I)	<b>24.10.2025</b>
3.	<b>Phase-III</b> 60% of Divisions in the Circles (including the Divisions covered in Phase-I and Phase-II)	<b>04.11.2025</b>

Phase-IV		
4.	100% of Divisions of all Circles (including the Divisions covered in Phase-I, II and III)	11.11.2025

**Time lines for activities to be performed by the Circles**

S.No	BPM Biometric attendance roll-out activities by all Postal Divisions	Timelines (upto) Phase-I	Timelines (upto) Phase-II	Timelines (upto) Phase-III	Timelines (upto) Phase-IV
1.	Obtain & activate a subdomain at the attendance portal.*	05.09.2025	12.09.2025	19.09.2025	26.09.2025
2.	Readiness of Master Data of BOs and GDS in separate Master Excel Sheet template. (Attached)	05.09.2025	12.09.2025	19.09.2025	26.09.2025
3.	Adding BO details in the attendance portal by Nodal Officers, including geo-fencing details (latitude and longitude)	19.09.2025	26.09.2025	04.10.2025	10.10.2025
4.	Registration and activation of GDS at the attendance portal.	04.10.2025	10.10.2025	18.10.2025	25.10.2025
5.	Installation of AEBAS (to be pushed by IPPB in Device) and Aadhar Face RD app in DARPAN Device (if not already installed) and test 3 days at least before scheduled roll out by BPM	10.10.2025	17.10.2025	25.10.2025	01.11.2025
	<b>Roll Out</b>	<b>13.10.2025</b>	<b>24.10.2025</b>	<b>04.11.2025</b>	<b>11.11.2025</b>

\* Priority to be given from the Divisions already having the sub-domain (59 Subdomains are reportedly available) in the initial phases.

4. Detailed descriptions of activities are annexed at **Annexure-A**. Additionally:

i) Each Circle shall nominate at least one Master Trainer (not below the rank of Postal Assistant) and a SPOC (not below PS Group-B, preferably AD/APMG in Circle Office).

ii) The Master Trainer will be trained by the AEBAS team and will provide ongoing support to end-users.

iii) DPS (HQ) shall oversee smooth implementation.

iv) For coordination, a dedicated email ID and spreadsheet have been circulated. Circles are requested to update/provide details of the Master Trainer, SPOC, and DPS (HQ) within 3 days in spreadsheet.

5. The user manuals from NIC and process flow documents (PFDs) prepared based on the pilot rollout have been shared through Google Drive. Circles may also refer to the manuals and FAQs available at the DoP Attendance Portal (<https://indiapost.attendance.gov.in>)

Yours faithfully,



(Raj Kumar)

Deputy Director General (Establishment & Legal)

Copy to: -

1-3. DDG(PMU)/DDG (PBI & FS)/Director Tech Dak Bhawan, New Delhi-110001.

4-5 Sh. Mukesh Kumar Aggarwal, Director /Shri Vineet Kumar, Joint Director (IT), NIC, Dak Bhawan for information.

6. Shri Rajdeep Chaudhuri, Sr. Technical Director, NIC (HQ), Lodhi Road, New Delhi for information.

7. Sh. Roshan Kumar Pandey, Manager IPPB, for information and necessary action on the above subject, and ensure to push updated ver. of the AEBAS app time to time.

8. GM CEPT for information and developing the necessary MIS for monitoring with the coordination of the AEBAS team.

9. Nodal Officer and Director (Admin) DOP Attendance portal, Dak Bhawan, New Delhi, for information.

10. All DDsG Dak Bhawan for information.

## **Annexure-A**

### **Activities to be performed by the Circles for Roll Out of Facial Attendance System for BPMs**

#### **1. Readiness of Master Data of BOs and GDS in separate Master Excel Sheet template. (Attached)**

Two separate Master Excel Sheet Templates for office creation (BOs data in the central attendance portal), and GDS Details, is attached herewith. The purpose of this Excel Template is to ease office data and employee data creation in the Attendance Portal. The lat-long data is also required to be filled in these template. The Parcel Directorate had shared the same for all the BOs in the Circles. A copy thereof is also attached herewith in google drive for reference of the Circle. However, the correctness of the lat-long is to be ensured by the respective Division.

#### **2. Obtaining and activation of subdomain at the attendance portal.**

2.1. At the outset each Divisional head (Nodal Officer) of the Postal Divisions in the Circles will obtain the subdomain by registering themselves in the central attendance portal within the given timelines given in the Schedule above.

2.2 The process for new registration/obtaining a new subdomain through the central attendance portal is attached as **PD-1**. For registration of nodal officers at the central attendance portal, only an active India Post email ID will be used. The concerned SPOC in the Circle will verify and authorize the nodal officer's request form for the sub-domain promptly.

2.3 As confirmed from NIC, at present 63 subdomains **List attached-Annexure-I**) are already registered in the attendance portal, including 4 subdomains of Pilot Postal Divisions. These 59 Divisions (leaving 4 Pilot Divisions) may be given priority while for implementation of the initiative in the initial phases. The existing sub domains may be required to be updated/activated (for various reasons such as transfer/retirement of the the Nodal officer etc.), therefore, concerned Divisions may take action to update/activate the sub-domain, as per the Process Document-1A (**PD-1A**) attached.

#### **3. Adding BO details in the attendance portal by Nodal Officers, including geo-fencing details (latitude and longitude)**

After obtaining the new subdomain/updation-activation of the existing subdomain, Master Data Entry is to be carried out by the nodal officer as given the process document-**PD-2**. Till the subdomain is approved by the NIC, the Division may keep ready the Branch Post Office Master data in the master Excel sheet for ready updation in the portal. The master Excel sheet is also attached in google drive. Divisions and GDS keep their details ready (Like GDS Aadhar number, Mobile number, Email id, GDS ID etc ,Excel sheet attached in Google dirve. The GDS name and DOB should be same per her/his Aadhar) for registration in the subdomain of the attendance portal, well before the scheduled date of the rollout.

#### **4. Registration and activation of GDS at the attendance portal.**

After updating the Branch Offices data in the attendance portal by Divisions, the

concerned GDS has to register herself/himself in the attendance portal (**as PD-3**), and the nodal officer will activate the GDS attendance id after verification as given in PD-3A. Their registration can also be done on any desktop/laptop by the Division, Sub Division or Account office, in case of any difficulties is faced in the process.

**5. Installation of AEBAS (to be pushed by IPPB in Device) and Aadhar Face RD app in DARPAN Device (if not already installed) and test 3 days at least before scheduled roll out by BPM**

IPPB will push the APK file (AEBAS and Face RD) in the DARPAN device well before the scheduled rollout of the Branch Office. Divisions will share the list of Branch Offices with IMEI numbers of all DARPAN devices well in advance (at least 7days before by IPPB) and coordinate with the concerned IPPB team for pushing the APK file in all DARPAN devices.

**Annexure B****Activities by Directorate/NIC/CEPT/IPPB**

<b>S.No</b>	<b>Activities</b>	<b>Concerned Division</b>
1.	Coordination with the NIC-AEBAS Team and IPBB for roll-out activities support	Technology Division and CEPT in coordination with NIC, DoP/HQ
2.	Virtual Training of the master trainer (One from each Circle/CEPT)	Technology Division and CEPT in coordination with NIC, Do/HQ
3	API integration for attendance MIS at RO/CO/Dte level	Technology Division and CEPT in coordination with NIC, DoP/HQ
4.	Pushing of the latest version of the App from NIC and ADHAAR FaceRD App in the DARPAN device	IPPB and Technology Division