भारतीय भेषजी परिषद् (स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत साविधिक निकाय) भारत सरकार आई-300, तीसरी मजिल, टावर-1, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029 टेलीफोन नंबर 011-65218900-01 E-mail: registrar@pci.nic.in



PHARMACY COUNCIL OF INDIA (Statutory body under Ministry of Health & Family Welfare) Government of India I-300, 3rd floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029 Telephone No. 011-65218900-01 E-mail: registrar@pci.nic.in

Ref. No:IT-12/3/2025-IT

Circular

#### Dated:01.05.2025

To All,

- a. Approved Pharmacy Institutions
- b. Examining Authority (Universities/Boards)
- C. State Governments

Subject: Guidelines regarding registration of Institutions for the Biometric Attendance System (AEBAS) in all PCI Approved pharmacy institutions as per Gazetted Notification No. So. 1362 (E) dt. 21.03.2025.

#### Ref:

- a. Council's circular No. 14-264/2020-Faculty Module/5527 dated 13.12.2023
- b. Council's circular No. 14-264/2020-Faculty Module/5556 dated 24.01.2025
- C. Council's circular No. 14-264/2020-Faculty Module/5874 dated 14.02.2025
- d. Gazetted Notification Number So. 1362 (E) dt. 21.03.2025

.....

#### Sir/Madam,

This has a reference to the subject matter cited above where Council has already initiated the process for the implementation of AEBAS across all Pharmacy Approved Institutions and directed all institutions to purchase the AEBAS device as the first step for the implementation of this scheme across all institutions.

In this regard, it is hereby notified that all institutions must strictly adhere to the latest Notification No. SO. 1362(E) (*Annexure A*), issued by the Ministry of Health and Family Welfare on 21.03.2025, which states as follows:

"Pharmacy Council of India may access the attendance data of officials, faculty and students of the Pharmacy Council of India-approved pharmacy colleges online from the centralised Aadhar Enabled Biometric Attendance System and shall adhere to the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, rules, regulations, or guidelines made thereunder and directions issued with respect to the use of Aadhaar authentication as laid down by the Unique Identification Authority of India or Central Government from time to time."

Further, it is hereby informed that all pharmacy Institutions must follow the second step for the implementation of AEBAS in order to comply with the cited notification as published in The Gazette of India. The steps to follow are as under:

- 1. All institutions are requested to initiate the onboarding process for AEBAS through the portal at https://central.pci.ac.in, in accordance with the user manual available on the site. A copy of the manual is also attached as **Annexure B.**
- 2. All institutions must ensure that accurate and up-to-date details of nodal officers are entered, specifically using official email addresses and mobile numbers. Personal email IDs or mobile numbers of nodal officers should not be used for registration purposes. Please note that requests for updating email addresses or mobile numbers will not be entertained in the future.
- 3. If any institution fails to initiate and complete the AEBAS implementation process—including the purchase of the AEBAS device, onboarding/registration, and submission of relevant details on the DIGI-Pharmed portal—within 30 days, the Council may withhold its decision regarding the institution.

This issues with the approval of the Competent Authority.

#### **Yours Faithfully**

Signed by Anil Mittal (Anitemioria05-2025 14:50:12

Registrar-Cum-Secretary

रजिस्ट्री सं. डी.एल.- 33004/99

REGD. No. D. L.-33004/99



सी.जी.-डी.एल.-अ.-22032025-261874 CG-DL-E-22032025-261874

#### असाधारण EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii) PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित PUBLISHED BY AUTHORITY

सं. 1344]नई दिल्ली, शुक्रवार, मार्च 21, 2025/फाल्गुन 30, 1946No. 1344]NEW DELHI, FRIDAY, MARCH 21, 2025/PHALGUNA 30, 1946

#### स्वास्थ्य और परिवार कल्याण मंत्रालय

अधिसूचना

नई दिल्ली, 21 मार्च, 2025

का.आ. 1362(अ).—सुशासन के लिए आधार अधिप्रमाणन (समाज कल्याण, नवाचार, ज्ञान) नियमावली, 2020 के नियम 5 के साथ पठित आधार (वित्तीय और अन्य सहायकियों, लाभों और सेवाओं का लक्षित परिदान) अधिनियम, 2016 की धारा 4 की उप-धारा (4) के खंड (ख) के उपखंड (ii) के अनुसरण में, स्वास्थ्य और परिवार कल्याण मंत्रालय, केंद्र सरकार द्वारा प्राधिकृत होने पर भारत के राजपत्र, असाधारण, भाग II, खंड 3, उप-खंड (ii), तारीख 23 नवंबर, 2023 द्वारा प्रकाशित भारत सरकार, स्वास्थ्य और परिवार कल्याण मंत्रालय की अधिसूचना संख्यांक का.आ 5041(अ) तारीख 23 नवंबर, 2023 को संशोधित करता है, अर्थात:-

उक्त अधिसूचना में, "फार्मेसी काउंसिल ऑफ इंडिया (पीसीआई)" शब्दों से आरंभ होने वाले और "निर्देशों का पालन करेगी" शब्दों से समाप्त होने वाले पैरा के स्थान पर, निम्नलिखित पैरा रखा जाएगा, अर्थात्:-

"भारतीय भेषजी परिषद, केंद्रीयकृत आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली से भारतीय भेषजी परिषद द्वारा अनुमोदित भेषजी महाविद्यालय के पदधारियो , शिक्षकवर्ग और छात्रों की उपस्थिति के डाटा को ऑनलाइन प्राप्त कर सकेगी और आधार (वित्तीय और अन्य सहायकियों, लाभों और सेवाओं का लक्षित परिदान) अधिनियम, नियमों, विनियमों के उपबंधों या इसके तहत बनाए गए मार्गदर्शक सिद्धांतों और भारतीय विशिष्ट पहचान प्राधिकरण या केंद्रीय सरकार द्वारा समय-समय पर यथा अधिकथित आधार प्रमाणीकरण के उपयोग के संबंध में जारी निदेशों का पालन करेगी।"

[फा. सं. जेड-28020/86/2023-एएचएस]

वी. हेकाली झिमोमी, अपर सचिव

**टिप्पण:** मूल अधिसूचना भारत के राजपत्र, असाधारण, भाग II, खंड 3, उपखंड (ii) में तारीख 23 नवंबर, 2023 अधिसूचना संख्यांक का.आ. 5041(अ), द्वारा प्रकाशित की गई थी।

#### MINISTRY OF HEALTH AND FAMILY WELFARE NOTIFICATION

New Delhi, the 21st March, 2025

**S.O. 1362(E).**—In pursuance of sub-clause (ii) of clause (b) of sub-section (4) of section 4 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 read with rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020, the Ministry of Health and Family Welfare, having been authorised by the Central Government, hereby amends the notification of the Government of India, Ministry of Health and Family Welfare number S.O. 5041(E) dated the 23rd November, 2023 published in the Gazette of India, Extraordinary, Part II, Section 3, sub-section (ii), dated the 23rd November, 2023, namely:-

In the said notification, for the paragraph beginning with the words "Pharmacy Council of India (PCI) shall adhere" and ending with the words "Central Government from time to time", the following paragraph shall be substituted, namely:-

"Pharmacy Council of India may access the attendance data of officials, faculty and students of the Pharmacy Council of India-approved pharmacy colleges online from the centralised Aadhar Enabled Biometric Attendance System and shall adhere to the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, rules, regulations, or guidelines made thereunder and directions issued with respect to the use of Aadhaar authentication as laid down by the Unique Identification Authority of India or Central Government from time to time."

[F. No. Z-28020/86/2023-AHS]

V. HEKALI ZHIMOMI, Addl. Secy.

Note: The principal notification was published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), vide notification no. S.O. 5041(E), dated the 23rd November, 2023.

Annexure-B



# Aadhar Enabled Biometric Attendance System (AEBAS)-PCI

Institution Onboarding/Registration Process

### Onboarding Steps for Institutions



 All Pharmacy approved institutions are requested to initiate the onboarding/registration process on the central attendance scheme of the Pharmacy Council of India. The steps to follow for the onboarding/registration request are as follows in the continuing slides.



### **Onboarding Steps for Institutions**





### **Onboarding Steps for Institutions**



	Users will be redirected to Organisation registration Page as shown in this slide and have the	PCI	AadhaarFACERD has been upgraded. In case of ERR	OR 904, kindly update your AadhaarFAC
Step 4	instructions on the right side of the screen.	2 Dashboard	Organization Onboarding Form create on-boarding Form	B Home > Organization Onboarding
		Organization Registration	Organization Details Nodal Officer Details	Kindly read the Manual before submitting the Online Organization On-boarding. Click here to
	Users can download the manual and	© Face Authentication (	Organization Tupe	Download Manual. Steps to follow for Online Organization On-boarding :
	dividend in two sections:	Attendance Reports	- Select Organization Type -	<ol> <li>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.</li> <li>Scan the filled signed &amp; stamped form and save it in "ino" format of may file size 300 KB. The</li> </ol>
Step 5	2. Nodal Officer Details.	∎° Login	PCI Code *	scanned file should be uploaded along with the web form. 3 Please review the form before submission.
			Enter PCI Code	Note:
		Announcement     C	Organization Name *	a. After submitting the form, Take print out.
	Institutions are required to fill in the	? FAQ	Organization Name	b. After your submission you can edit the data if require using OTP & temporary registeration number. Click here
	ep 6 Organisation Details First as shown in Next Slide.		Parent Organization (If any)	c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk.
Step 6			- Select Parent Organization -	aebas[dot]pci[at]gmail[dot]com
			Organization Communication Address *	

#### **Organization Details Form**



Select "Pharmacy Institutions (Private)" or "Pharmacy Institutions (Government)" as per the existing criteria in *Organisation Type*.

Step

Step

Step 3

Enter PCI Code as per the records of PCI in the format "PCI-XXXXX". Ex. PCI-1234, PCI-4321, PCI-10234 etc.

After filling up PCI Code, Click Outside the box and wait for few seconds.

Within Few Seconds, the necessary details will be automatically filled with remarks as *"PCI Code Authentication done Successfully"*.

Organization Details Nodal Officer	Details		
Organization Type *			
Pharmacy Institutions (Government)	Step 1		*
- Select Organization Type - PCI Head Office			ų
PCI Branch Office Pharmacy Institutions (Private)			
Pharmacy Institutions (Government)			
Organization Details Nodal Office	· Details		
Organization Type *	Step 2 and 3	3	
Pharmacy Institutions (Government	•		*
PCI Code Authentication done Successfully PCI Code *			
PCI-1234			
Organization Name *			
M E S College Of Pharmacy Ram N	agar Mehkar Tq Mehkar Dist Buldana		
Parent Organization (If any)			
- Select Parent Organization -			*
Organization Communication Address *			
Z120007533, RAM NAGAR MEHKA	R, MEHKAR, BULDHANA, MAHARAS	SHTRA, 443301	
State *		District *	
MAHARASHTRA		BULDHANA	
incode * Landline Phone *			
443301 Eg.011123456789			

### **Organization Details Form**



Step

Step 5

Step 6

After Validation and Step 4, Institutions are required to update other necessary fields as available in the form. Restricted fields are not editable.

Please select **No** for the option "Do you want to auto-activate employee/candidate just after registration?"

arent Organization (If any)			
Pharmacy Council of India	Step 4		*
			٩
- Select Parent Organization -			
Pharmacy Council of India			
tate *		District *	
MAHARASHTRA		BULDHANA	
incode *		Landline Phone *	
443301		Eg.011123456789	
Organization Website (If any)	Stop 5 and 6		
abc.gov.in	Step 5 and 6		
Number of Employees			
Estimated Number of Employees	5		
Office Start Time			
09:00			
Office End Time			
17:30			
Do you want to auto activate employe	e/candidate just after registration ?		
⊖ Yes ⊖ <sub>No</sub> Please Note: Activated employee/candid	date will only be able to mark attendance.		



### Nodal Officer Details Form



## Organisation Onboarding Processing

	Once all the details are filled and Submitted A	Manage Onboarding Form Need OTP	
	temporary number will be shared via email/text and also appear on the screen as a confirmation. Keep the temporary registration number safe.	OTP Require Step 2	Steps to manage On-boarding Form:
ер п	heep and comperation registration number sales	Temporary Registration No.*	<ol> <li>Please enter the Temporary Registration Number.</li> <li>Please enter the Nodal Officer's Mobile Number.</li> <li>To get OTP.</li> </ol>
	Institutions are requested to take a Print out of the	Mobile Number *	In case of any difficulty please email us at aebas[dot]pci[at]gmail[dot]com
ep 2		Enter the code exactly as it appears: * Ae3aDa Not readable? Change text.	
	The user will upload a picture and submit the form	Submit	
en 3	for processing on this link <u>https://central.pci.ac.in/org_onboarding/manage_</u> <u>onboardingform#</u> !	Upload file	
		Upload file (only jpg/jpeg format and size upto 300KB)*  Choose File No file chosen  1, F  2, S  3, U  3, U	ions to upload file: Yease take print. Jign on this and seal. Ipload the file.
		Back Submit	

कामये दुःखतप्तानाम

### Organisation Onboarding Processing



Step 2

Step 3

Once the onboarding application is successfully submitted, the Council will scrutinize the application accordingly. Based on the action, if approved, the nodal officer of the institution will receive a mail on the registered email id with confirmation link.

Institutions are requested to confirm the link for further processing and the confirmation will be received post clicking the link.

	English 👻
Confirmation organization on-boarding Request Step 2	🚳 Home
Confirmation organization on-boarding completed successfully.	Further Process:
Dear SinMadam,	1. The submitted information will be checked for correctness.
Confirmation organization on-boarding form for the organization * abod * is completed.	Note:
We will process your request shortly.	For any other assistance please get in fouch with Helpdesk on 1800 111 555.

Post this, the Council will process the application accordingly and Once it is approved; the institution attendance URL and nodal credential are shared on the registered email ID.

