

654  
11/01/23

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No.R3/55(1)/2022-HRD&W

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.

**NOTIFICATION No. PD-02/2023, DATED 09.01.2023**

**Sub: Facial Recognition Based Attendance System (FRBAS) – Implementation of Attendance by Photography (FRBAS) to all the employees at all levels, across the state in APSRTC (APPTD) – Instructions issued – Reg.**

Ref: 1. G.O.Ms.No. 159, dated 26.12.2022 of Chief Secretary, Govt. of A.P.  
2. Cir Memo No. GAD01-PUGAD/27/2022-PU-B, Dated 27.12.2022 of Principal Secretary to Government(POLL.)(FAC).

---

Through the references 1<sup>st</sup> and 2nd cited, GoAP issued orders for implementation of Attendance by Photography (Facial Recognition Based Attendance System) to all employees of all categories across the state i.e., State Secretariat, Heads of Department, Autonomous Organizations, Collectorates, all Regional, Divisional and District Offices, Local Bodies, Mandal, Village level offices, Village and Ward Secretariats including the persons working on contract and outsourcing basis for the purpose of attendance and leave management (i.e., CL, Spl.C.L, OH).

2. Accordingly, in the first phase, the Attendance by Photography (FRBAS) was implemented to employees working in the Head Office, Vijayawada w.e.f. 02.01.2023.

3. In the second phase, as ordered by the Government, it is decided to implement Attendance by Photography (FRBAS) in all the offices of Depots, NOUs, DPTOs, EDs' etc., w.e.f. 16.01.2023. For this purpose, the DDOs concerned are nominated as nodal officers of respective units. The steps to be followed by the DDO/Nodal Officers and employees of the unit concerned are given hereunder.

4. **Functions of DDO/Nodal Officer:** The DDO concerned shall

- (a) determine the geographic location of the office in terms of latitude and longitude as given in 4.1 and send the same to head office along with postal address of the office.
- (b) upload the mobile number (under current usage) and email id (if available) of employees in HERB portal of APCFMS and
- (c) authenticate the employee details so uploaded by thumb impression.
- (d) down load the App and register with his/her APCFMS ID so that the App allows him / her to assign the location of all employees of the unit.
- (e) any change in the details of employees can be done only by the DDO.

The APFRS recognises mobile phones with Android or IOS operating systems only for this purpose. Hence, all the employees shall be advised to have the mobiles with any one of the above operating systems only.

PO-111

Continued Page 2

4.1 Procedure to determine the Latitude and Longitude of location of office:

In Mobile Phone:

- (a). Go to Google Maps app in the mobile phone from your current office location.
- (b). It will show the current location of your office highlighted in blue color.
- (c). Long press on the Blue color highlighted as your current location.
- (d). It will show the Latitude and Longitude of your location in the search bar.

In Desktop PC:

- (e). Open the Google Maps in the Google Chrome browser from your Desktop PC.
- (f). Go to your location in the Google Maps.
- (g). Click on the Right Mouse Button on your exact location shown in Google Maps.
- (h). It will show the Latitude and Longitude in the first row.

5. **Registration by the Employees:** All the employees of all the units shall (A) download and install the APFRS App in their mobiles with Android or IOS operating system, (B) register by providing details as called for by the App, setting password etc., and (C) login and record their daily attendance twice viz., at the time of commencement of duty (clock in) and closing of duty (clock out) as detailed hereunder

5(A) Installation of the APFRS App in mobile:

For Android Mobiles:

- (a) Go to Play Store in Android mobile phone.
- (b) Type "APFRS" in the search bar.
- (c) It will show the "APFRS" mobile app. Click on the Install button.
- (d) It will install the "APFRS" mobile app.

For IOS Mobiles:

- (e) Go to this link <https://appstore.herb.apcfss.in/apfrs.html> and click on the Download IOS App.
- (f) Click on the Install Button. After Successful installation, go to settings.
- (g) Search for "VPN" in the search bar. Click on the VPN and Device Management.
- (h) Select "ANDHRA PRADESH CENTER FOR FINANCIAL SYSTEMS AND SERVICES". Click on the Trust Button. It will create an icon on the Home Screen.

5(B) Registration in APFRS App by the employees in their respective mobiles:

- (a) Open the installed APFRS App. Click on the "Register" Button.
- (b) Enter CFMS ID (as printed in the salary slip). Click on the "Submit" button.
- (c) It will show the mobile number which was already registered in HERB portal.
- (d) If the mobile number shown is not tallying with the one entered in HERB portal, contact DDO for mobile number updation.
- (e) On ensuring the correct mobile number displayed, click on the "Yes" Button. It will send OTP to the registered mobile number.
- (f) Upon entering the OTP, click on the "Submit OTP" button.

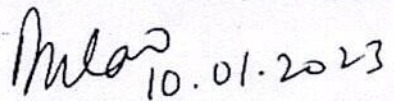
- (g) After submitting the OTP, the Name, CMFS ID, Mobile number, Email ID, Department and Designation of the employee concerned will be displayed.
- (h) It will ask to set the new "password."
- (i) After entering the New Password and Confirming the same, Click on the "Confirm and Continue" button.
- (j) Then, it will prompt the Face Enrollment Screen. Click on the "Continue to Face Enrollment"
- (k) Adjust the mobile so that the employee's face fits in the Circle displayed. Blink the eyes for 3 times for successful registration. It shall be ensured that while registering the face in the circle on the mobile (with/without Spects but invariably without mask), the background should be plain.

5(C) Login and Recording daily Attendance:

- (a) Click on the "Login" button after coming to the assigned office location.
- (b) It will ask for CFMS ID (shown in Payslip) and Password (which was already set at registration process).
- (c) After logging into mobile app, "Clock In / Clock Out" tab will be displayed.
- (d) Click on the "Clock In / Clock Out". Select "Clock In" option. The camera of mobile phone will get automatically activated. Position the face in the circle displayed on the screen. Blink the eyes until the face displayed on the screen gets encircled in "Green color".
- (e) The Location and Time of Clock In of the employee concerned will automatically gets fetched for recording attending office.
- (f) After completion of duty, click on the "Clock In / Clock Out" Button. Select "Clock Out" option. The camera of mobile phone will get automatically activated. Position the face in the circle displayed on the screen. Blink the eyes until the face displayed on the screen gets encircled in "Green color".
- (g) The Location and Time of Clock Out of the employee concerned will automatically gets fetched for recording attending for the day.

The soft copies of the relevant GOs and AP FRS User Manual for DDO and employees are kept in PO(Computer)'s folder in APSWAN for ready reference. For any clarifications, Dy.CPM(HRD&W) may be contacted on mobile number 9959226093.

All the Unit Officers shall ensure that the above instructions are scrupulously followed and Attendance by Photography (Facial Recognition Based Attendance System) is implemented w.e.f. 16.01.2023 without fail.

  
10.01.2023  
**MANAGING DIRECTOR**  
**APSRTC**

**To**  
**All Officers of Corporation**