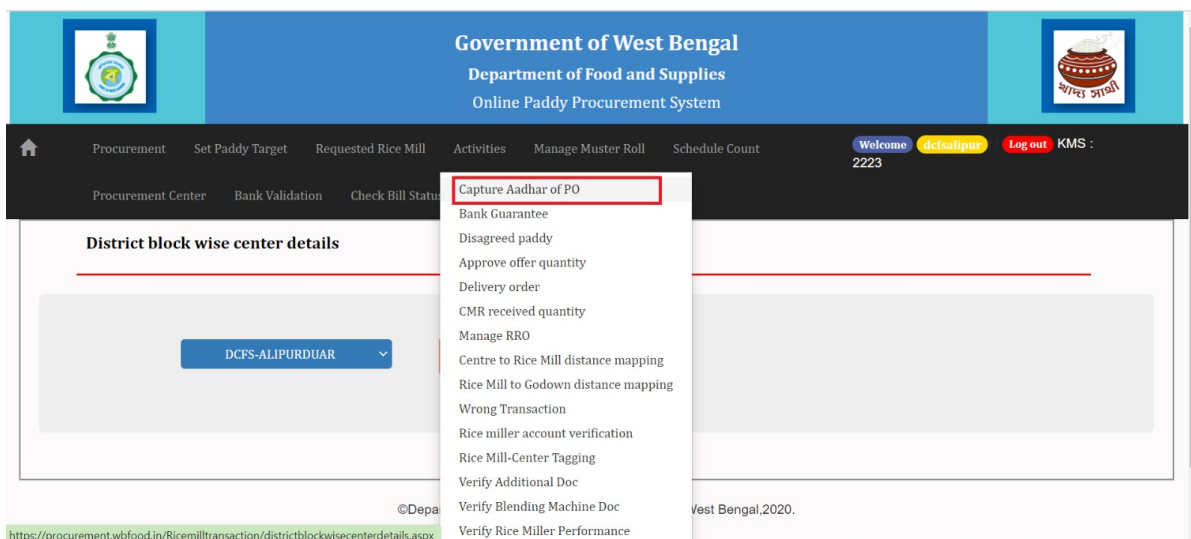# SOP on login through biometric eKYC by Purchase Officers

It has been decided that from now on authorized purchase officers will have to login through biometric login only. Following steps are to be taken by the concerned DCF&S or designated officials of CMR Agencies before implementing the same.

In case of CPCs, DPCs & Mobile CPCs, concerned DCF&S creates user, i.e. PO or DO for the selected purchase centres. If necessary, edit option can be used as well by the DCF&Ss.

In case of CMR Agency-run CPCs, PACS, SHGs, FPOs, FPCs, concerned official of CMR Agency creates the purchase officers for the selected purchase centres. Edit option can be used in order to update details of purchase officers.
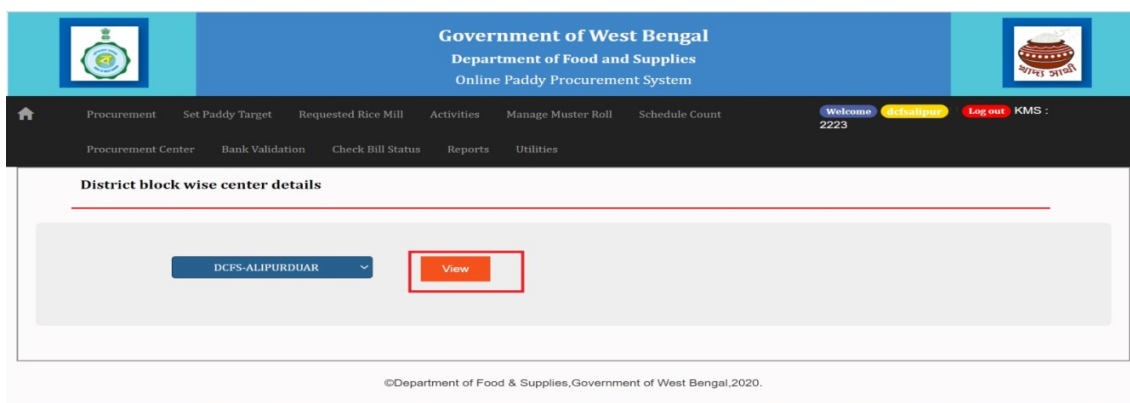
A. Capturing biometric data at the end of DCF&S/designated official of CMR Agency

Step 1:- Now, a new option is made available in the login of DCF&S/official of CMR Agency:- "Capture Aadhaar of PO" under "Activities Menu" (Pic1).

Pic1: Menu added in the login of DCF&S to capture Aadhaar details of PO
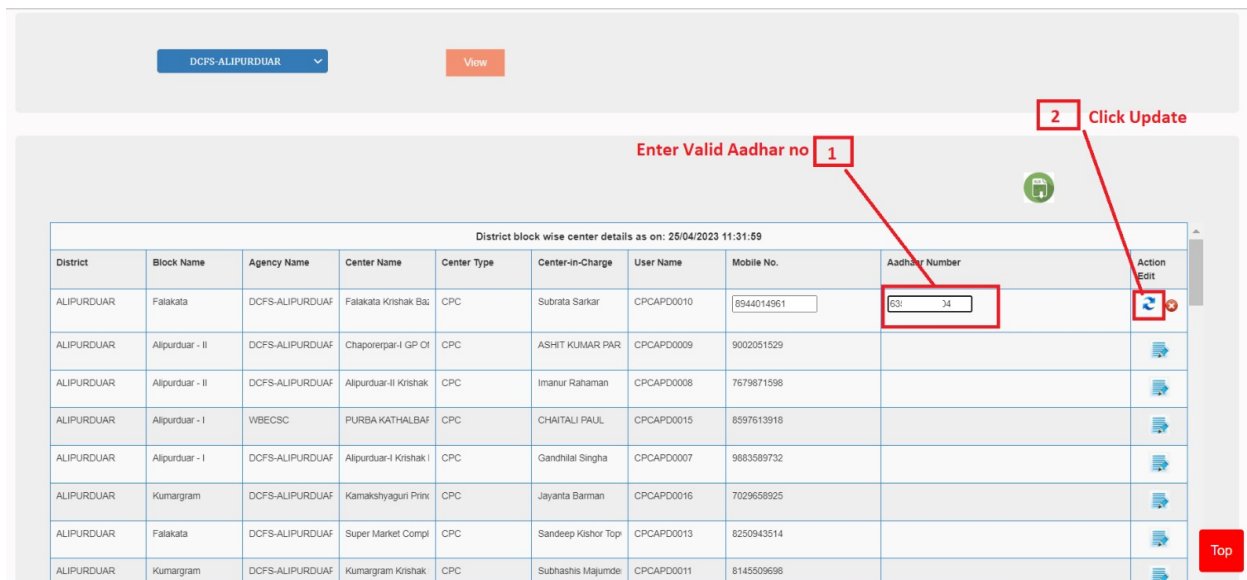
Step 2:- District will be pre-selected, which can not be changed (Pic2- Alipurduar district). DCF&S/designated official of CMR Agency will click on "View" button.

Pic2:- Clicking view option before adding or editing Aadhaar details
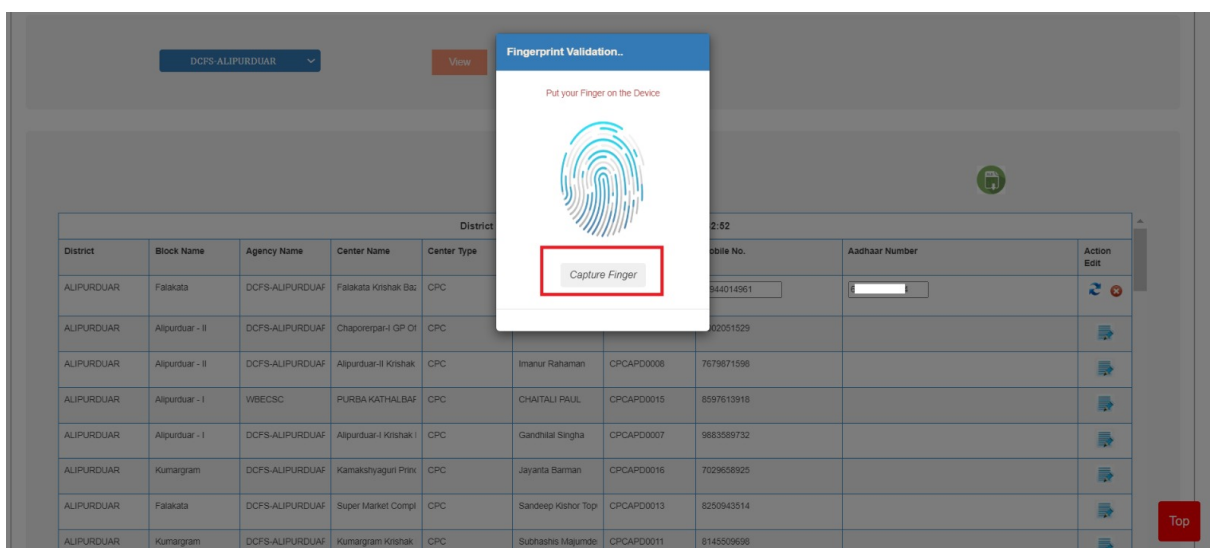
2

Step 3:- At first, DCF&S/designated official of CMR Agency has to enter and save Aadhaar details of the concerned purchase officer. For that, it is advised to ask the PO/DO or other official to visit office of the DCF&S/designated official of CMR Agency along with valid Aadhaar card.

Concerned DCF&S/designated official of CMR Agency then has to enter Aadhaar details of the purchase officer very carefully. After that, "Edit" tab has to be clicked in order to capture data as depicted in Fig-3 below.
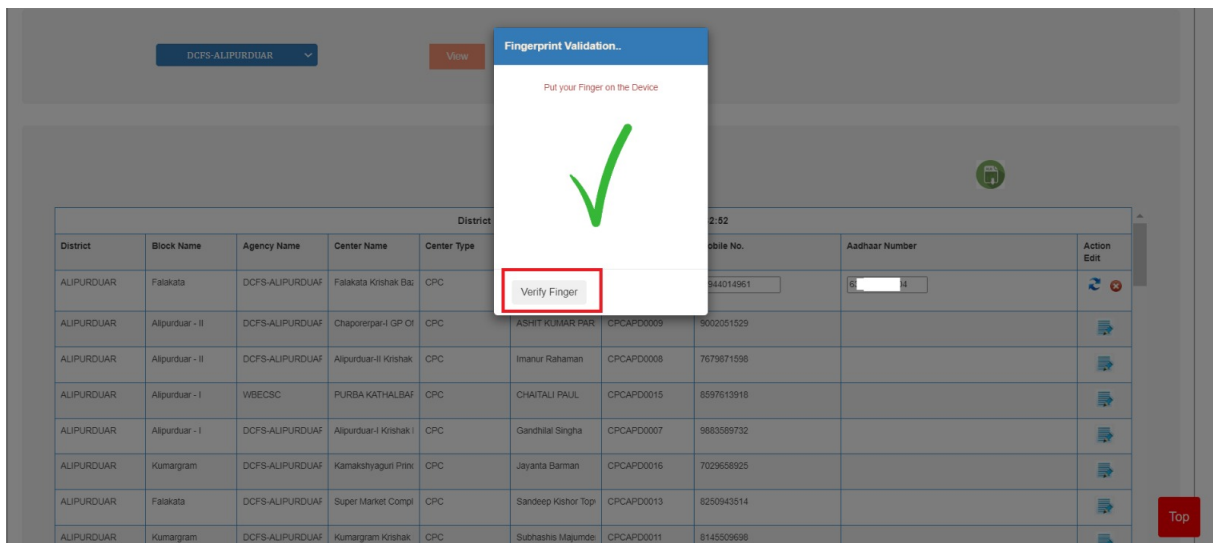

Pic3 :- Entering Aadhhaar number by of the purchase officers

Step 4:- Now, the purchase officer has to put his finger in the biometric device in order to capture his biometric data.(Fig-4).
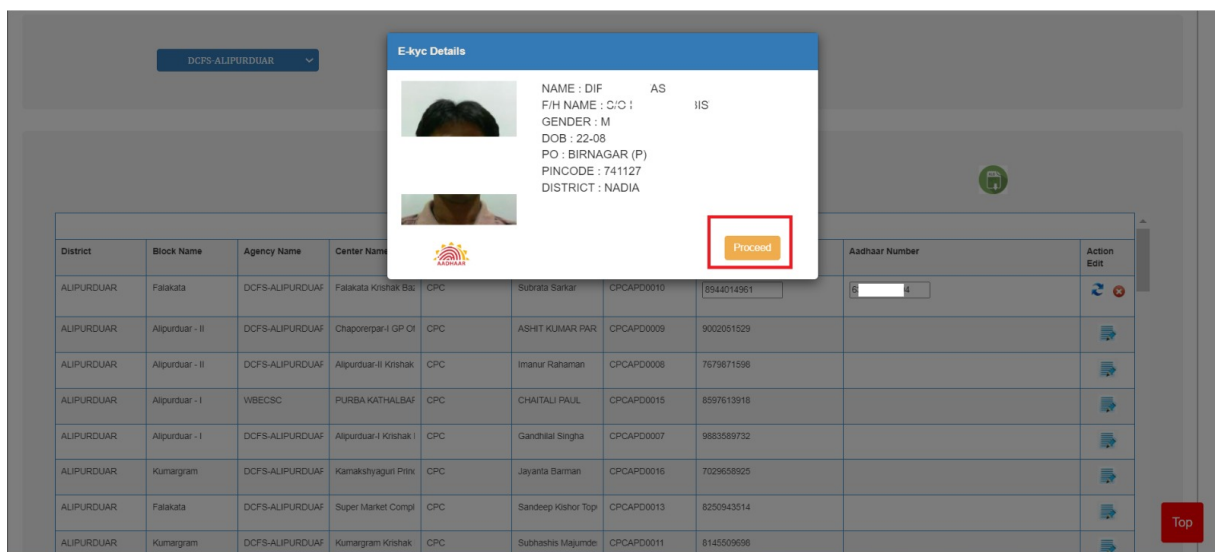

Pic4:- Screen image before capturing biometric data of purchase officers

3

After that, DCF&S/designated official of CMR Agency has to click on the "Verify Finger" button (Fig:-5).

Pic 5:- Verifying Finger before Aadhaar Authentication

Now, if the purchase officer's biometric data matches, then this data will be stored in the system.

Pic6:- After successful biometric authentication, when the user is allowed to log in

4

B. Login by PO/DO through biometric authentication:-

After capturing biometric data at the end of DCF&S/designated official of CMR Agency, purchase officers will be asked mandatorily to login through biometric authentication.

Each time the purchase officer logs in after giving his user ID, password and captcha successfully, he will have to log in after mandatorily doing the biometric e-KYC.

After successful verification biometric authentication, a purchase officer will be allowed to log in and message will be displayed on screen as shown in Fig:7 below.
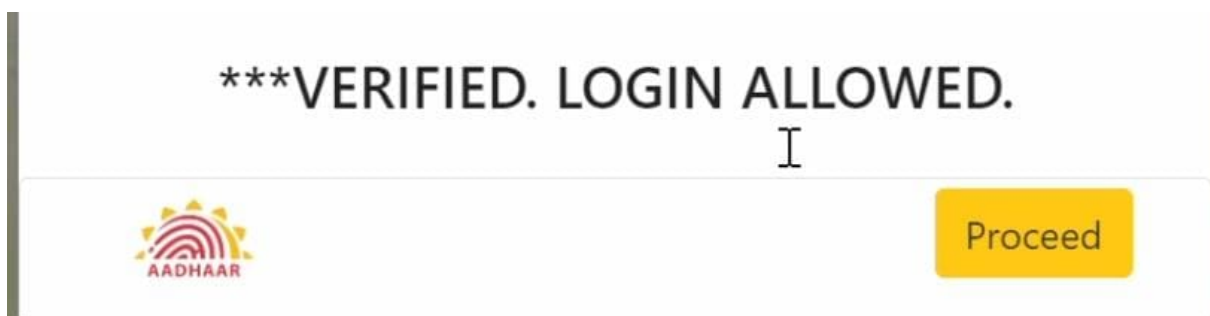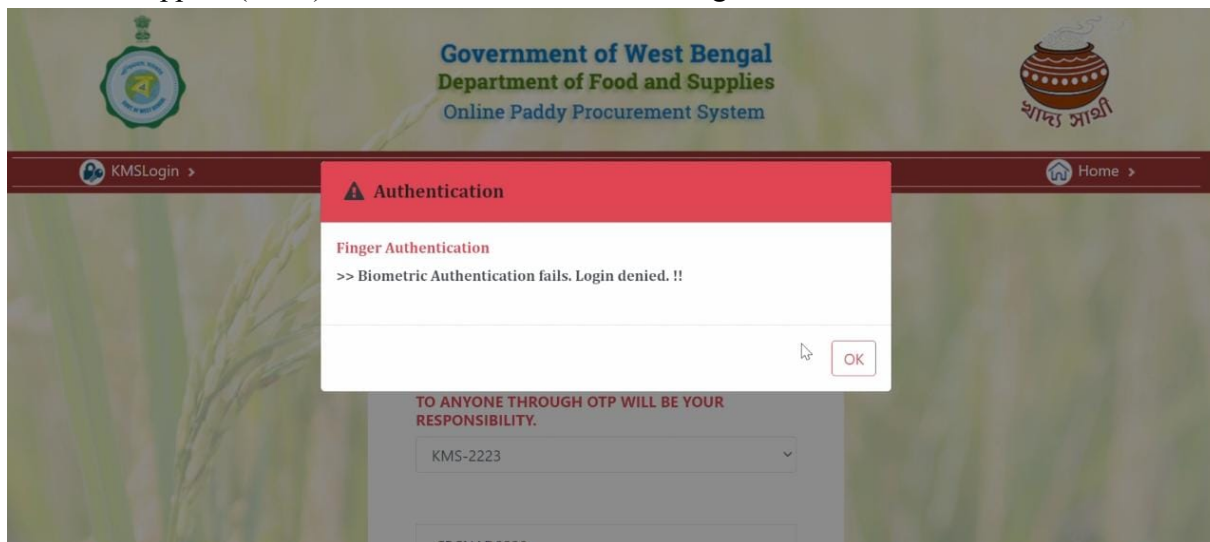

Fig 7:- Screen Image after successful log in after biometric authentication

However, if biometric authentication fails, or any unauthorized person tries to log in then error screen will appear (Pic-8) and he/she will be denied to log in.

Pic 8:- When Biometric Authentication fails and the user is denied login