F-/DIT/2020/SDMC/D-351

Dated – 04/09/2020

CIRCULAR

Subject: Implementation of MCD Smart application for marking attendance online for MCD officials on their registered mobile phones.

The undersigned is directed to inform that the process of attendance marking for all the employees of MCD has been made online and deployed on NIC cloud platform. The process of gathering data of all the officials working in MCD from their respective departments through online portal is almost completed and the said data is being incorporated in the MCD smart application by NIC Team for all zones and HQ. The application can be accessed and used by the officials through their registered mobile phones to mark their attendance

The above application is available for android & iOS mobile phones. To use the application, the user is required to be registered and login using the BMID (Biometric ID) as login ID for the respective employee provided by the organization. For senior officer/department application users whose email ID is created on "mcd.nic.in" domain can use their LDAP ID (primarily first part of email ID before "@" symbol).

Following steps may be followed for use of the application:-

A. **Download and install the app on user's mobile phone:**
   1. Go to https://mcdonline.nic.in/download.html or SDMC/NDMC/EDMC portal, click on Officer App in Important Link Section.
   2. Depending on your corporation i.e SDMC/NDMC/EDMC click on that icon button.
   3. File will be downloaded on your phone.
   4. Once downloaded click on the .apk file to install it on your android phone.
   5. App will be installed on your android phone, click on the App icon to open it.
   6. For apple (iOS) user need to follow the below steps:
      (i) On clicking the icon from download page installation will start in the background after user conformation with "install" button.
      (ii) Open app. Launcher, where the app should be installed and icon will be created.
      (iii) Then, Go to Settings -> General -> Device Management -> click trust "south Delhi Municipal Corporation" to trust as developer.
      (iv) Then launch the app. And register device as per point no. 7 onwards.

7. Employee Register page will open up, enter your BMID/LDAP login ID and tap on "organization", it will show the corresponding organization of the employee. Click the same to select and then click on search button.

8. Employee Details will be seen on the screen (some characters masked for security/privacy reasons), verify all your details and click on the Register button.

9. OTP screen will opens up, enter the OTP received on registered number of your phone.

10. Employee Registered confirmation message will display on the phone.

Note: - Once user has registered on the mobile phone, it needs to be approved on the server for this 5-10 min is required. So, user/employee should try to login after 10 minutes with their BMID/LDAP ID details same as used for registration.

- An employee can register on a single mobile phone and if he/she wishes to register on a different mobile phone, they will first have to de-register from the previous mobile.

B. **Marking the attendance on user's mobile phone:**

1. Click on the GPS Attendance drop down, there will be two options Self and Supervisor.

2. Self-option is available for marking self-attendance whereas Supervisor option is used by the supervisor for making attendance of their subordinates enrolled in the same Organization/location unit for eg. SK Beats, Parks, Community Halls.

3. Clicking on Self for marking your own attendance

4. On next page, "My Attendance" Module will be shown on the screen, select today's GPS Attendance for marking attendance and Attendance History is used for seeing the month wise attendance history.

5. Clicking on Today's GPS Attendance, will start acquiring the GPS Location, click on Next button

6. On this step, user is needed to take its own picture, by tapping on Camera icon also Note text box is provided so that user can provide comments if needed.

7. Based on the GPS location, system will determine the user marking the attendance with IN-Office or OUT-Office tags comparing with the predefined geo coordinates. The geo locations for all the employees and their unit location is being updated , if not updated, then geo location coordinates of respective zones is entered. So that employee can continue with their attendance marking procedure. Attendance data thus captured with geo coordinates will be used to determine and finalize the actual geo location of the employee's organization/location unit.

8.   Click on Mark Today's Attendance after uploading the picture for marking the attendance.

** For any issues/queries/difficulty in setting up & using the application, user may send their request through email on support-sdmc@mcd.nic.in or contact us on 011-23227413/7414.
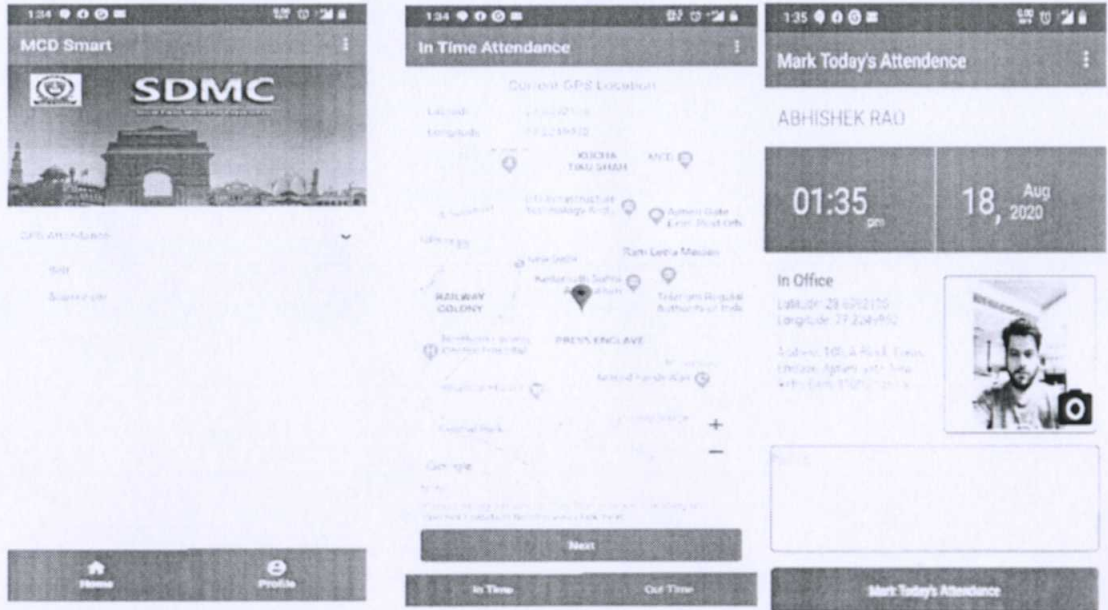
This issue with approval of competent authority.

AO (IT)

To:

- All HODs/DCs of all Zones, SDMC

Copy to:

- PS to Commissioner, SDMC
- All Addl. Commissioner, SDMC