

GOVERNMENT OF ANDHRA PRADESH

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH: MANGALAGIRI**

Cir.Memo. No.IT-Cell/FRS/2022

Dated: 30.12.2022.

Sub: Technical Education-Implementation of Facial Recognition Based Attendance System (FRBAS) for capturing of the Staff attendance in O/o Regional Director Kakinada, O/o Regional Director Tirupathi and Government Polytechnics - Steps to be followed by DDO/Staff/Deputed Staff - Certain instructions- Issued-Reg.

Ref: 1)G.O.MS No 159 Dt 26/12/2022 from GENERAL ADMINISTRATION (PU-B) DEPARTMENT
2) This Office Cir. Memo No.IT-Cell/FRS/2022 dated 29.12.2022.

In continuation of earlier memo issued vide ref (2) cited, it is informed that APFRS App is available in Google play store. The steps to be followed by DDOs, staff members and Staff on deputation to onboard into APFRS App are herewith given in the Annexure.

In this Context, Regional Joint Director Kakinada & Tirupathi and Principals of all the Government Polytechnics are instructed to inform their employees to download APFRS App from Google Play store, register themselves using their CFMS ID and mark the attendance through the APFRS App.

**Sd/- V.Padma Rao
JOINT DIRECTOR**

To
The RJDs, Kakinada and Tirupati
The Principals of Govt. Polytechnics


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Annexure

I) Steps to be followed by DDOs:

1. Download APFRS App from Google play store.
2. Press on "REGISTER Button" and enter CFMS, OTP will be generated. Enter OTP. Verify DDO's details and press confirm.
3. Capture Picture of DDO. And confirm it.
4. On Right top corner, press menu icon and select "my Location". At the bottom of the screen "Add Location". Press on it. "Capture my location" (From center of building) button. Press on it. After Geo-locations captured and displayed, press save button.
5. **(Only staff member on deputation or working in other offices)**
On Right top corner, press menu icon and select "Assign location". Select name of the staff member working in other polytechnics or offices. Enter DDO code where this person is working and press "Assign location" button. With this employee working in other polytechnics or offices can capture attendance and it will reflect in your DDO login.

II) Steps to be followed by Staff members:

1. Download APFRS App from play store.
2. Press on "REGISTER Button" and enter CFMS, OTP will be generated. Enter OTP. Verify details and press confirm.
3. Capture Picture of Staff member. And confirm it.
4. Press Check in / Check out button and follow directions given by the App.


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