<u>N O T I C E</u>

It has been decided to introduce the Aadhaar Enabled Biometric Attendance Systems(AEBAS) in the Department of Telecommunications.

2.   All the Officers of ITS Group 'A' /TES Gr'B, JTOs, Supervisor, Sr.TOA, TOA, PA(DoT optee) under the Administrative Control of Establishment Division may register themselves **online** on the portal http://attendance.gov.in, immediately. A soft copy of photograph(not more than 150 KB) and Aadhaar Number are only required for registration.

4.   Step for employee registration

- Open the link   http://attendance.gov.in
- Complete the registration by filling two forms viz Personal Details and Organisation Details(copy of Registration form is attached).
- In the Column Organisation Details, slect "Department of Telecommunications" only.

5.   In case, the officers/officials who do not have computer access or they have any problem in registration, they may contact the **KIOSK** set up by NIC alongwith passport size coloured photo(not exceeding 100 KB) at Room No.1306, Sanchar Bhawan(Contact No.6901 or 6722).

6.   This matter may be treated as <u>**"Most Urgent"**</u>.

(D.N.Sah)
Under Secretarty(SGT)

To

i)   All Officers of ITS Group 'A';
ii)   US(SNG), DoT(Hq.) for circulation amongst GCS Group 'B & C' officers;
iii)   S.O(STG-II), DoT(Hq.) for circulation amongst TES Group 'B' officers.

Copy to :-

i)   US(Admn.I) for information;
ii)   ADG(IT) for uploading on the DoT website.

Employee Registration form - II

Attendance.gov.in

- 🏠 Dashboard
- ■ Organization Registration
- 👥 Employee Registration
- 🔑 Login
- ❓ FAQ

≡

Employee Registration   ⌂ Home

Personal Details   Organization Details

Employee Name '

Date of Birth '   Gender '

                         Male   ▼

Enter Aadhaar Number '

Mobile No. '

E-Mail '

[Next]

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your 10 digit mobile number.
6. Enter your email.
7. Enter the name of your Organization, it will assist you in completing the name as you key in, if the name is available in our database.
   If your organization does not list, please get in touch with your Organization's Nodal Officer.
8. Please press "Load Organization Data" button to load the master data of Division/Unit, Designation & Office Location.
9. Select your Designation
10. Select Employee Type
11. Select the name of your Division/Unit within the Organization
12. Select your office location.(e.g. your office building name)
13. Upload your scanned JPG pic of max file size 100kb.
14. Please review the form before submission.

Note:

a. If your Organization does not feature in the Organization list, please get in touch with your Nodal officer for getting the Organization on-boarded in the Attendance system.

b. If any of the pre-requisite information is not available in

Employee Registration form – II

Attendance.gov.in

- Dashboard
- Organization Registration
- Employee Registration
- Login
- ? FAQ

Employee Registration

  Home

Personal Details   Organization Details

Organization Name '

Employee Type '   Division-Unit within
- Select -   ▼   Organization '

Designation '
- Select -

Office Location '
- Select -

Photograph (only .jpg format and size upto 150 KB) '
Browse... | No file selected.

Enter the code exactly as it appears: '

Not readable ? Change text

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your 10 digit mobile number.
6. Enter your email.
7. Enter the name of your Organization, it will assist you in completing the name as you key in, if the name is available in our database.
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13. Upload your scanned JPG pic of max file size 100kb
14. Please review the form before submission.

Note:
a. If your Organization does not feature in the Organization list, please get in touch with your Nodal officer for getting the Organization on-boarded in the Attendance system.

b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the