

Registration Process on Aadhaar Based Attendance System

1. Enter domain of the department e.g jkdakul.attendance.gov.in

The screenshot shows the 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version 2.18' dashboard for 'District Administration, Kulgam'. The browser address bar contains 'jkdakul.attendance.gov.in', which is circled in red. The dashboard features a sidebar with navigation options: Dashboard, Employee Registration, Employee Login, FAQ, Logout, and a link to 'Go to jk.attendance.gov.in'. The main content area displays four key metrics: 69 Registered Employees, 52 Active Employees, 39 Present Today, and 2 Devices Active Today. Below these are two charts: 'Attendance Statistics - As On : July 16, 2018' and 'Attendance Activity'. The system clock shows 7:02 AM on 16-07-2018.

2. Click of employee Registration menu

The screenshot shows the 'Employee Registration' form within the 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version 2.18'. The 'Employee Registration' menu item in the sidebar is highlighted with a red box. The form is titled 'Employee Registration create on-boarding request' and has two tabs: 'Personal Details' and 'Organization Details'. The 'Personal Details' tab is active, showing fields for Employee Name, Date of Birth (format dd-mm-yyyy), Gender (dropdown), Aadhaar Number, E-Mail, Mobile No. (example: eg 9876512345), and Org Emp Code. To the right, there are 'Instructions for filling the Employee On-boarding request form' with 16 numbered steps and a note about pre-requisite information. The system clock shows 10:25 AM on 16-07-2018.

3. Enter personal details and organization details and click submit button.

J & K Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version 2.18

Employee Registration

create on-boarding request

Home > Employee Registration

Personal Details | **Organization Details**

Organization Name
District Administration, Kulgam

Employee Type *
- Select Type -

Division/Unit within Organization *
- Select Division/Unit -
- Select -
District Industries Centre Kulgam
District Employment and Counseling Centre Kulgam
Chief Accounts Officer District Fund Office Kulgam
Chief Planning Office Kulgam
REVENUE DEPARTMENT
DISTRICT STATISTICS AND

Designation *
- Select Designation -

Office Location *
- Select Office Location -

Photograph (only .jpg format and size upto 150 KB)
Choose File | No file chosen

Enter the code exactly as it appears: * **ECAUOL** 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. **Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data**
6. Enter your email.
7. Enter your 10 digit mobile number.
8. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
9. Select Employee Type
10. Select the name of your Division/Unit within the Organization
11. Select your Designation (only when Employee Type is Government)
12. Select your office location.(e.g. your office building name)
13. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
14. Please enter the captcha code.
15. Please Check the consent box.
16. Please review the form before submission.

Note:

a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Inexact data will be rejected and will require re-registration.

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PM 12:58
16-07-2018