

MOST URGENT/TIME BOND

EDN-UNA(IT)-AEBAS/2016- 52113-52118
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Office of the Dy Director of Higher Education,
Una District Una (HP)

Dated Una-174 303, the 09th November, 2016

To
The Principal,
Govt Sr Sec School(Ghanari,Choukiminar,Ambehra,Ispur,Bharwin,Dulher)
District Una (HP)

Subject: **Regarding registration of School Employees for implementation of Aadhar Enabled Biometric Attendance System (AEBAS) Phase-I**

Memo.:

As per the direction of the Govt of Himachal Pradesh, the Department of Higher Education has initiated the process to implement **Aadhar Enabled Biometric Attendance System (AEBAS)** at DHE/DDHE/Colleges/Schools in a phased manner vide the Director of Higher Education HP Shimla. In the First phase, your school is selected for implementation of AEBAS.

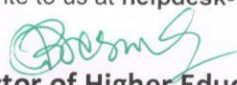
You are directed to register Employees on the attendance portal of the Directorate of Higher Education(<http://hpdhe.attendance.gov.in/register/myemp>) of your School and intimate to this office immediately for completion of AEBAS phase-I.

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 email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select Employee Type
9. Select the name of your Division/Unit within the Organization
10. Select your Designation (only when Employee Type is Government)
11. Select your office location.(e.g. your office building name)
12. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
13. Please enter the captcha code.
14. 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. Incorrect data will be rejected and will require re-registration.
- c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).


**Dy Director of Higher Education
Una District Una(HP)**