

EDN-HE(14)-1/2022-Misc - Loose  
Directorate of Higher Education  
Himachal Pradesh – Shimla-1

Dated: Shimla-171001

the 20<sup>th</sup> Jan, 2024

To

All the Dy. Directors of Higher Education  
Himachal Pradesh.

Subject: **Regarding Review of the Aadhar Enabled Biometric Attendance Reports of the  
Govt. Schools under your jurisdiction**

Memo


It has been noticed that some institutions are not taking daily attendance report from the attendance portal: hpdhe.attendance.gov.in. and even Division and locations of some of the employees marking attendance through AEBAS machine in the institutions is incorrect.

The Nodal officer IT at Dy. Directors office were already informed to provide a Nodal IDs to all institutions marking attendance through AEBAS to take daily attendance reports, add tour, add leave, manage employees, create biometric admin, generate activation code, reset AEBAS machine and install new machine. To generate daily attendance reports, it has to be ensured that all employees should be in the same division.

There are 12 divisions for Govt. Colleges viz 1. District Bilaspur, 2. District Chamba, 3. District Hamirpur, 4. District Kangra, 5. District Kinnaur, 6. District Kullu, 7. District Lahaul and Spiti, 8. District Mandi, 9. District Shimla, 10. District Sirmour, 11. District Solan, District Una and 12 divisions for Govt. Schools viz. 1. DDHE Bilaspur, 2. DDHE Chamba, 3. DDHE Hamirpur, 4. DDHE Kangra, 5. DDHE Kinnaur, 6. DDHE Kullu, 7. DDHE Lahaul and Spiti, 8. DDHE Mandi, 9. DDHE Shimla, 10. DDHE Sirmour, 11. DDHE Solan, DDHE Una for Directorate employees – Directorate of Higher Education, Shimla and for Library employees- Lib Education.

It has to be ensured that no employee should be transferred until unless Organization Name is other than the Directorate of Higher Education. In case of transfer, simply change the Division name and Office location through options: Manage Employee → Active Employee → Edit → Organization Détails → Division/Unit within Organization and at last Office Location and submit.

Therefore, you are directed to adhere to the instructions and ensure to generate daily attendance reports for the institution record and also review the reports.

  
(Dr. Harish Kumar)  
Addl. Director of Higher Education  
Himachal Pradesh

Endst.No.:-

EDN-U(IT)Bio Metric 19/2021- 4938  
O/o Dy. Director Higher Education  
Una Distt. Una

Dated :- 01/02/2024

Copy Forwarded to:-

All the Principals/ Headmasters GSSS/GHS of Distt. Una are directed for strict compliance. Any laxity in the matter will be viewed seriously and head of institution will be held responsible for this. Any query in this regard you may contact with Nodal Officer IT (Mob No. 9418664441).

Deputy Director of Higher Education,  
Una Distt. Una

  
1/2/24