

Most Immediate

F.No. 3-69/2012-13/S&S
(S&S Section)

Dated: 04/12/2014

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System in NCERT-reg.

In continuation of this office O.M. No. 7-7/99/S&S dated 01.12.2014 on the subject mentioned above, all staff members are further requested to fill up their details on the **prescribed proforma being enclosed along with the photocopy of your AADHAR card to Sh. N.L Shrinivas Sr. System Analyst,ESD, Ground floor, ZH Block, NCERT latest by 22.12.2014 positively** in order to prepare the database to register the attendance in the AADHAR Enabled Bio-metric Attendance System w.e.f 01.01.2015.

This issue with the approval of competent authority.


(J.P. Bhulania)
Sr. Stores Officer

Copy to:

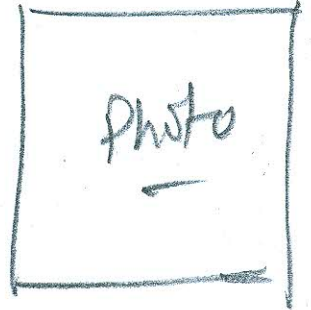
1. All Heads of the Department/Sections in NCERT for information and ensure compliance the instructions.
2. JD, CIET NCERT for necessary action (prescribe proforma enclosed).
3. Sh. N.L. Shrinivas, Sr. System Analyst, ESD NCERT with the direction to receive the filled up prescribed proforma from all the employees/staff members working in NCERT including CIET to compile the same building wise for the above said purpose
4. Head, ESD NCERT with the request to spare the services of Sh. N.L. Srinivas, Sr. System Analyst for the above said purpose.
5. Sr. Stores Officer with the request to arrange the system from the MHRD in compliance with the DOPT O.M. dated 21.11.2014 and installation the system in the NCERT latest by 26.12.2014.
6. Head, ~~ESD~~ (Prof. A.P. Bahera) CIET for uploading the above said O.M. along with the prescribed proforma on the website of NCERT.
7. All Principals, Ajmer/ Bhopal/ Bhubaneswar/ Mysore/ Shillong with the request to take necessary action on the above said matter.
8. PS to Director NCERT for information.
9. PS to Joint Director NCERT for information.
10. PS to Secretary NCERT for information.
11. DS/S&S for information.
12. Notice Boards in NCERT/CIET.
13. Guard File

1144/DICF
5/12/14

24/12/14 Mr. Vivek
Ms. Deenakshi

Pl. upload
abehem
05/12/14

Aadhaar based Biometric Attendance System
(attendance.gov.in)



Employee On-boarding Form (to be filled online only)

Aadhaar Number		
Employee Name		
Organization Name		
Designation		
Organization Employee ID		
GPF Number		
Department		
Office Location		
DOB (dd-mm-yyyy)		Gender: M/F/T
Communication Address		
District		
State		
Phone		
e-Mail		
Photograph		

Instructions:

- a. Aadhaar number is mandatory for on-boarding in the system
- b. Please provide a valid e-mail & mobile number for system alerts.