

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I)
ऑडिट भवन, ग्वालियर, मध्य प्रदेश
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
AUDIT BHAVAN, GWALIOR, MADHYA PRADESH

आई.एस.विंग/फा-118(भाग- I)/ए.ई.बी.ए.एस./का.आ.- 19

दिनांक: 11.07.2025

ISWing/F-118(Vol-I)/AEBAS/O.O.-19

Date: 11.07.2025

कार्यालय आदेश-19

OFFICE ORDER-19

विषय: ए.ई.बी.ए.एस.(आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली) का कार्यान्वयन और मुख्यालय की ऑनलाइन उपस्थिति प्रणाली पर अनिवार्य पंजीकरण के संबंध में।

Sub: Implementation of AEBAS (Aadhar Enabled Biometric Attendance System) and Mandatory Registration on Headquarters' Online Attendance System – regarding.

मुख्यालय के पत्र संख्या 891-Staff (App.)-I/09-2025/Vol.-I दिनांक 24.04.2025 तथा पत्र संख्या 1306/आईएसडब्लू/44-2025 दिनांक 08.07.2025 के अनुसार, इस कार्यालय के सभी कार्मिकों को मुख्यालय की ऑनलाइन उपस्थिति प्रणाली (<https://cagind.attendance.gov.in>) पर स्वयं को पंजीकृत करने का निर्देश दिया जाता है।

2. पंजीकरण के लिए निर्देश:

ए.ई.बी.ए.एस. पर पंजीकरण से पूर्व, कार्मिक के पास निम्नलिखित जानकारी/दस्तावेज उपलब्ध होना चाहिए: -

- a) आधार नंबर
- b) ई-मेल आई.डी. (ऑफिसियल)
- c) मोबाइल नंबर
- d) पंजीकृत किए जा रहे कार्मिक का फोटो, जेपीजी प्रारूप में, जिसका फाइल आकार 150 केबी से कम हो।
- e) वेबसाइट/पोर्टल द्वारा अपेक्षित अन्य व्यक्तिगत जानकारी।

3. सभी अधिकारियों/कर्मचारियों का पंजीकरण cagind.attendance.gov.in पोर्टल पर दिनांक 14.07.2025 तक अनिवार्यतः पूरा कर लिया जाना चाहिए।

4. उक्त पंजीकरण हेतु विस्तृत निर्देश त्वरित संदर्भ हेतु संलग्न है।

किसी भी स्पष्टीकरण के लिए निम्नलिखित अधिकारियों/कर्मचारियों से संपर्क किया जा सकता है: -

- (i) श्री अमित कुमार मिश्रा, स.ले.प.अ. (मोबाइल नंबर-7000826481)
- (ii) श्री आशीष कुमार विश्वकर्मा, सहायक पर्यवेक्षक (मोबाइल नंबर-8318477529)

As per the CAG Office's letter No. 891-Staff (App.)-I/09-2025/Vol.-I dated 24.04.2025 read with letter no.1306/ISW/44-2025 dated 08.07.2025, all employees of this office are hereby instructed to register themselves on CAG Office's Online Attendance System (<https://cagind.attendance.gov.in/>).

2. Instructions for Registration:

Before registration for AEBAS, the employee should have following information/document readily available with him/her: -

- a) AADHAAR Number.
 - b) Email-ID (Official).
 - c) Mobile Number.
 - d) Photograph of the employee being registered, in JPG format with file size less than 150kb.
 - e) Other personal information as required by the website/portal.
3. The registration of all the employees must be completed on cagind.attendance.gov.in portal latest by 14.07.2025.
4. Detailed instructions for the registration in this regard is attached for ready reference.

In case of any clarification, the following officials may be contacted: -

- (i) Shri Amit Kumar Mishra, AAO (Mobile No. 7000826481)
- (ii) Shri Ashish Kr. Vishwakarma, Assistant Supervisor (Mobile No.8318477529)

संलग्न: उक्तानुसार|

Enclosed: As above.

(प्रधान महालेखाकार के अनुमोदन से जारी)

(This issues with the approval of Principal Accountant General)

हस्ता-

उप महालेखाकार (ए एम जी-V व प्रशासन) एवं
नोडल अधिकारी (ए.ई.बी.ए.एस.)

Deputy Accountant General (AMG-V & Admin)
& Nodal Officer (AEBAS)

पृष्ठां.आई.एस.विंग/फा-118(भाग- I)/ए.ई.बी.ए.एस./

दिनांक: 11.07.2025

Endt. IS Wing/F-118(Vol-I)/AEBAS/

Date: 11.07.2025

प्रतिलिपि: सूचनार्थ एवं अनुपालन हेतु प्रेषित (कृपया अपने अधीनस्थ कार्मिकों द्वारा उक्त आदेश का अनिवार्यतः अनुपालन किया जाना सुनिश्चित करें)

Copy to: For Information and compliance please-

1. सचिवालय/प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) मध्य प्रदेश, ग्वालियर
2. उप महालेखाकार (ए.एम.जी.-I, II, III, IV, V & Admin)
3. सचिवालय/उप महालेखाकार (ए.एम.जी.-I, II, III, IV, V & Admin)
4. वरिष्ठ लेखापरीक्षा अधिकारी/आई.टी.ए.
5. वरिष्ठ लेखापरीक्षा अधिकारी/कोऑर्डिनेशन सेल, भोपाल
6. वरिष्ठ लेखापरीक्षा अधिकारी/रिपोर्ट
7. वरिष्ठ लेखापरीक्षा अधिकारी/रिपोर्ट पी.ए.सी.
8. वरिष्ठ लेखापरीक्षा अधिकारी/ऑडिट इम्पैक्ट सेल-I, II, III
9. वरिष्ठ लेखापरीक्षा अधिकारी/ए.पी.डी.ए.सी.
10. वरिष्ठ लेखापरीक्षा अधिकारी/विधि कक्ष
11. वरिष्ठ लेखापरीक्षा अधिकारी/गोपनीय कक्ष

12. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11, 12 एवं (पेंशन व वेतन निर्धारण कक्ष)
13. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-13, 14, रोकड़ शाखा
14. वरिष्ठ लेखापरीक्षा अधिकारी/हिन्दी कक्ष
15. वरिष्ठ लेखापरीक्षा अधिकारी/सामान्य अनुभाग, कार्यपालन शाखा
16. वरिष्ठ लेखापरीक्षा अधिकारी/संपदा अनुभाग
17. वरिष्ठ लेखापरीक्षा अधिकारी/कल्याण शाखा
18. वरिष्ठ लेखापरीक्षा अधिकारी/फास एम, फास-2
19. वरिष्ठ लेखापरीक्षा अधिकारी/फाप-1, फाप-2, फाप-3, फाप-20-21
20. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-I Vetting
21. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-I Report
22. वरिष्ठ लेखापरीक्षा अधिकारी/TGS Cell (AMG-I)
23. वरिष्ठ लेखापरीक्षा अधिकारी/DAG Cell AMG-I
24. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-I SMU
25. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-II Vetting
26. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-II Report
27. वरिष्ठ लेखापरीक्षा अधिकारी/DAG Cell AMG-II
28. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-II SMU
29. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-III Vetting
30. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-III Report
31. वरिष्ठ लेखापरीक्षा अधिकारी/DAG Cell AMG-III
32. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-III SMU
33. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-IV Vetting
34. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-IV Report
35. वरिष्ठ लेखापरीक्षा अधिकारी/DAG Cell AMG-IV
36. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-IV SMU
37. वरिष्ठ लेखापरीक्षा अधिकारी/QCC (Quality Control Cell)
38. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-V Vetting
39. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-V Report
40. वरिष्ठ लेखापरीक्षा अधिकारी/DAG Cell AMG-V
41. वरिष्ठ लेखापरीक्षा अधिकारी/AMG-V SMU
42. वरिष्ठ लेखापरीक्षा अधिकारी/Manual Cell, Central Co-ordination, Grant Audit
43. सहायक लेखापरीक्षा अधिकारी/ई-सेल
44. सहायक लेखापरीक्षा अधिकारी/आई.एस.विंग को इस कार्यालय की सब-साइट एवं इंटरनेट अपलोड करने हेतु।
45. सूचना पटल, ऑडिट भवन


वरिष्ठ लेखापरीक्षा अधिकारी (आई.एस.विंग)

Instructions for employees registration on cagind.attendance.gov.in

1. Open the website <https://cagind.attendance.gov.in/register/myemp> and click of User Registration as shown below:

Attendance | Dashboard

cagind.attendance.gov.in/register/myemp

Screen Reader Access

Attendance

Dashboard

User Registration

Face Authentication

Request Nodal Update

Announcement

FAQ

Login

Employee Registration

Personal Details Organization Details

☒ Aadhaar ☐ Virtual ID

Employee Name *

Enter Employee Name

Date of Birth

dd-mm-yyyy

Gender *

Please fill in this field.

Gender

Enter Aadhaar Number *

Enter Aadhaar Number

E-Mail

E-Mail

Mobile No. *

00 9876512345

**L0 devices have been discontinued

Instructions for filling the Employee On-boarding request form:

1. Kindly fill the entries as mentioned in the Aadhaar card.
2. Upload your recent scanned/digital picture in ".jpg" format of max file size 150 KB.
3. 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 us at <https://servicedesk.nic.in> or Contact - Toll Free No. - 1800 111 555.

2. Fill the following details on **Personal details** tab to complete the first part of the form.
 - i. Enter your Full Name.
 - ii. Enter date of birth (format DD-MM-YYYY).
 - iii. Select your Gender.
 - iv. Enter your 12 digits AADHAAR number.
 - v. Enter your official email ID.
 - vi. Enter your 10-digit mobile number.
3. After filling **Personal Details**, select next button for filling **Organization Details** as shown below:

Attendance | Dashboard

cagind.attendance.gov.in/register/myemp

Screen Reader Access

Attendance

Dashboard

User Registration

Face Authentication

Request Nodal Update

Announcement

FAQ

Login

Employee Registration

Personal Details Organization Details

led. In case of ERROR 904, kindly update your AadhaarFACERD from PlayStore/AppStore.

Instructions for filling the Employee On-boarding request form:

1. Kindly fill the entries as mentioned in the Aadhaar card.
2. Upload your recent scanned/digital picture in ".jpg" format of max file size 150 KB.
3. 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 us at <https://servicedesk.nic.in> or Contact - Toll Free No. - 1800 111 555.

Organization Name

Comptroller and Auditor General of India

Employee Type *

Select

Division/Unit within Organization *

Select Division/Unit

Designation *

Select Designation

Office Location *

Select Office Location

Organization Employee Code

Enter Employee Code

Photograph (only .jpg format and size upto 150 KB) *

Choose file

No file chosen

Enter the code exactly as it appears *

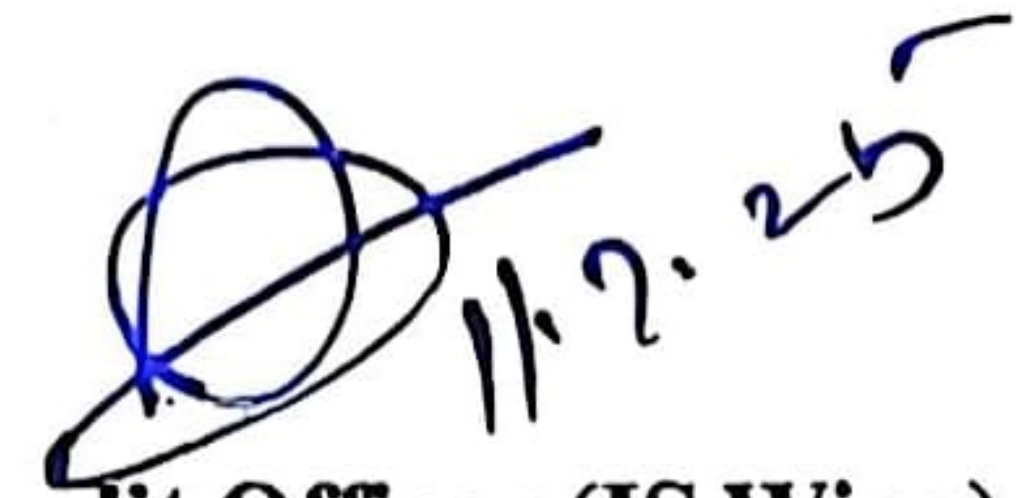
AecBIG

Confirmation Code

4. Fill the following details (relevant) on Organization details tab to complete the second part of the form.
 - i. Select Employee Type (Permanent employees should click on **“Government”** and Contractual employee on **“Non Government”**)
 - ii. Select the name of your section correctly as per the list mentioned in **Annexure-I** (Enclosed).
 - iii. Select your Designation correctly as per the list mentioned in **Annexure-II** (Enclosed).
 - iv. Select your office location as **“PAG (Audit-I), Madhya Pradesh”**.
 - v. Enter your Employee id in Employee Code (for example- MPGWB.....)
 - vi. Upload your scanned/digital picture in "jpg" format of max file size 150KB.
 - vii. Enter the correct captcha code.
 - viii. Review the form before submission.
5. Registered employees may note down their attendance id randomly generated by the system and keep it in the safe custody.

Marking the attendance using Smart Mobile Phone

1. For marking the attendance using face authentication, Employees should download mobile AADHAARBAS app for both android and IOS platforms available on Google play store and App store. The mobile application will work only within the prescribed Geo Fencing limit of the office premises.
2. For marking the attendance, Employees have also to download AADHAARFACERD app along with the AADHAARBAS app.
3. After downloading of both the applications (AADHAARBAS & AADHAARFACERD) in their mobile phone, Employees should capture their clear selfies on the application.
4. The employees should have to enter their attendance id (generated after registration on the website) in AADHAARBAS application, then select office and nearest entry point for marking attendance in this office. After this, Employee can mark attendance using Face recognition for in and out attendance in this office by AADHAARBAS mobile application.

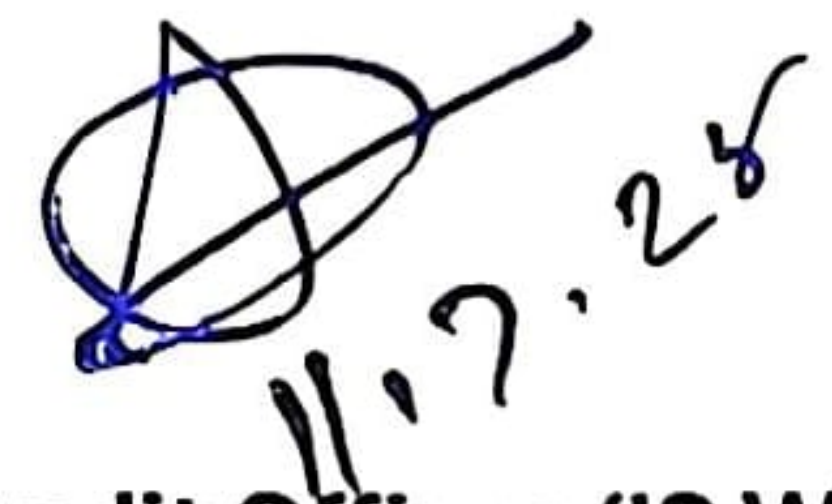


Assistant Audit Officer (IS Wing)

Annexure-I

1. PAG SECRETARIAT (PAG AUDIT-I GWALIOR)
2. ITA (PAG AUDIT-I GWALIOR)
3. APDAC(DATA ANALYTICS SECTION) (PAG AUDIT-I GWALIOR)
4. APDAC(PLANNING SECTION) (PAG AUDIT-I GWALIOR)
5. SMU(DATA SUPPORT SECTION) (PAG AUDIT-I GWALIOR)
6. SMU(STRATEGIC MANAGEMENT SECTION) (PAG AUDIT-I GWALIOR)
7. REPORT (PAG AUDIT-I GWALIOR)
8. REPORT(PAC) (PAG AUDIT-I GWALIOR)
9. AUDIT IMPACT CELL-I (PAG AUDIT-I GWALIOR)
10. AUDIT IMPACT CELL-II (PAG AUDIT-I GWALIOR)
11. AUDIT IMPACT CELL-III (PAG AUDIT-I GWALIOR)
12. AMG-IV(QCC) (PAG AUDIT-I GWALIOR)
13. AMG-I(TGS CELL) (PAG AUDIT-I GWALIOR)
14. AMG-I(REPORT) (PAG AUDIT-I GWALIOR)
15. AMG-II(REPORT) (PAG AUDIT-I GWALIOR)
16. AMG-III(REPORT) (PAG AUDIT-I GWALIOR)
17. AMG-IV(REPORT) (PAG AUDIT-I GWALIOR)
18. AMG-V(REPORT) (PAG AUDIT-I GWALIOR)
19. AMG-I(VETTING) (PAG AUDIT-I GWALIOR)
20. AMG-II(VETTING) (PAG AUDIT-I GWALIOR)
21. AMG-III(VETTING) (PAG AUDIT-I GWALIOR)
22. AMG-IV(VETTING) (PAG AUDIT-I GWALIOR)
23. AMG-V(VETTING) (PAG AUDIT-I GWALIOR)
24. AMG-I(DAG CELL) (PAG AUDIT-I GWALIOR)
25. AMG-II(DAG CELL) (PAG AUDIT-I GWALIOR)
26. AMG-III(DAG CELL) (PAG AUDIT-I GWALIOR)
27. AMG-IV(DAG CELL) (PAG AUDIT-I GWALIOR)
28. AMG-V(DAG CELL) (PAG AUDIT-I GWALIOR)
29. AMG-I(SMU) (PAG AUDIT-I GWALIOR)
30. AMG-II(SMU) (PAG AUDIT-I GWALIOR)
31. AMG-III(SMU) (PAG AUDIT-I GWALIOR)
32. AMG-IV(SMU)(PAG AUDIT-I GWALIOR)
33. AMG-V(SMU)(PAG AUDIT-I GWALIOR)
34. AMG-I(SECRETARIAT) (PAG AUDIT-I GWALIOR)
35. AMG-II(SECRETARIAT) (PAG AUDIT-I GWALIOR)
36. AMG-III(SECRETARIAT) (PAG AUDIT-I GWALIOR)
37. AMG-IV(SECRETARIAT) (PAG AUDIT-I GWALIOR)

38. AMG-V&ADMIN(SECRETARIAT) (PAG AUDIT-I GWALIOR)
39. AMG-I(GROUP OFFICER) (PAG AUDIT-I GWALIOR)
40. AMG-II(GROUP OFFICER) (PAG AUDIT-I GWALIOR)
41. AMG-III(GROUP OFFICER) (PAG AUDIT-I GWALIOR)
42. AMG-IV(GROUP OFFICER) (PAG AUDIT-I GWALIOR)
43. FAAS(M) (PAG AUDIT-I GWALIOR)
44. FAAS-II (PAG AUDIT-I GWALIOR)
45. FAAP-I (PAG AUDIT-I GWALIOR)
46. FAAP-II (PAG AUDIT-I GWALIOR)
47. FAAP-III (PAG AUDIT-I GWALIOR)
48. FAAP 20-21 (PAG AUDIT-I GWALIOR)
49. CO-ORDINATION CELL, BHOPAL (PAG AUDIT-I GWALIOR)
50. GRANT AUDIT (PAG AUDIT-I GWALIOR)
51. MANUAL CELL/CENTRAL CO-ORDINATION (PAG AUDIT-I GWALIOR)
52. WELFARE SECTION (PAG AUDIT-I GWALIOR)
53. EXECUTIVE BRANCH (PAG AUDIT-I GWALIOR)
54. GENERAL SECTION (PAG AUDIT-I GWALIOR)
55. HINDI CELL (PAG AUDIT-I GWALIOR)
56. CASH BRANCH (PAG AUDIT-I GWALIOR)
57. ESTATE MANAGEMENT SECTION (PAG AUDIT-I GWALIOR)
58. E-CELL (PAG AUDIT-I GWALIOR)
59. IS-WING (PAG AUDIT-I GWALIOR)
60. LEGAL CELL (PAG AUDIT-I GWALIOR)
61. ADMIN-11 (PAG AUDIT-I GWALIOR)
62. ADMIN-12 (PAG AUDIT-I GWALIOR)
63. ADMIN-12 (PENSION & PAY FIXATION CELL) (PAG AUDIT-I GWALIOR)
64. ADMIN-13 (PAG AUDIT-I GWALIOR)
65. ADMIN-14 (PAG AUDIT-I GWALIOR)
66. CONFIDENTIAL CELL (PAG AUDIT-I GWALIOR)



Assistant Audit Officer (IS Wing)

Annexure-II

- 1) Deputy Accountant General
- 2) Senior Audit Officer
- 3) Senior Audit Officer (Commercial)
- 4) Assistant Director (OL)
- 5) Assistant Audit Officer
- 6) Assistant Audit Officer (Commercial)
- 7) SENIOR PERSONAL SECRETARY
- 8) Supervisor
- 9) Assistant Supervisor
- 10) Welfare Assistant
- 11) Senior Auditor
- 12) Senior Accountant
- 13) Junior Translator
- 14) Junior Hindi Translator
- 15) Auditor
- 16) Accountant
- 17) Administrative Assistant
- 18) Data Entry Operator Gr A
- 19) Data Entry Operator Gr B
- 20) STENOGRAPHER GR I
- 21) STENOGRAPHER GR II
- 22) Audit Assistant Grade I
- 23) Audit Assistant Grade II
- 24) Legal Assistant
- 25) Clerk
- 26) Staff Car Driver
- 27) Multi Tasking Staff.
- 28) Consultant



Assistant Audit Officer (IS Wing)