

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)  
ODISHA: : BHUBANESWAR**

**CIRCULAR**

Sub: Implementation of Aadhaar Enabled Biometric Attendance System (AEBAS)-  
Onboarding of Officials – reg.

It is hereby informed that, as per the directions received from the IS Wing, the implementation and onboarding of officers & officials under the Aadhaar Enabled Biometric Attendance System (AEBAS) is to be completed in all field offices of IA&AD by 31<sup>st</sup> July 2025.

All Officers and Officials of this Office, including contractual staff are hereby requested to complete the onboarding process on the AEBAS portal on or before 23<sup>rd</sup> July 2025 positively, using the link <https://cagind.attendance.gov.in>. The step-by-step instructions for employees registration are provided in the annexure.

After completing the registration, employees are required to download both the AADHAARBAS app and the AADHAARFACERD app on their mobile phones for marking e-attendance. Once both applications are downloaded, employees must capture a clear selfie using the AADHAR FACERD app, as part of the facial authentication setup process.

In case of any difficulties in registration, the employees may contact the DA&RC Cell for necessary assistance.

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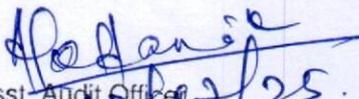
Sr. Deputy Accountant General/Admin

Memo No. DA&RC/10/BAS/2025-26/25

Dated 17/07/2025

Copy forwarded for circulation to all officers/officials and necessary action to:

1. Secretary to PAG (Au-I)
2. Steno to Sr. DAG(Admn/AMG-V) and Steno to DAG(AMG-I/AMG-II/AMG-III/AMG-IV)
3. SAO/ Report (Main/ECPA)/ PAC/ OM/ OE/ Admin/Trg & Exam/Hindi Cell/ Estate/Welfare/ Legal/ ITA Section/Confidential Cell
4. Sr. AO (C) (AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V)
5. Spare Copy

  
Asst. Audit Officer  
Data Analytics & Research Cell  
17/7/25

## ANNEXURE

### Registration process to be followed by employees:

The instructions for enrolment are provided on the website ([attendance.gov.in](https://attendance.gov.in)) and are reiterated as under:

1. Open the website <https://cagind.attendance.gov.in/register/myemp>

The screenshot shows the 'Employee Registration' page on the Attendance.gov.in website. The page has a dark sidebar on the left with navigation options: Dashboard, User Registration, Face Authentication, Request Nodal Update, Announcement, FAQ, and Login. The main content area is titled 'Employee Registration' and has two tabs: 'Personal Details' (selected) and 'Organization Details'. Under 'Personal Details', there are two radio buttons for 'Aadhaar' (selected) and 'Virtual ID'. Below this are input fields for 'Employee Name \*', 'Date of Birth' (format dd-mm-yyyy), 'Gender \*' (dropdown menu), 'Enter Aadhaar Number \*', 'E-Mail', and 'Mobile No. \*' (with an example 'eg 9876512345'). A green 'Next' button is at the bottom of the form. To the right of the form is a box titled 'Instructions for filling the Employee On-boarding request form:' with three numbered instructions and a 'Note' section with three sub-points (a, b, c). The top of the page features a green header with 'Attendance', a notification for '\*AadhaarBAS app is now live o', and a language dropdown set to 'English'.

2. On the form which is opened on the website, the following instructions shall be followed:

- (i) Select User Registration module
- (ii) Enter your Full Name.
- (iii) Enter date of birth (format DD-MM-YYYY)
- (iv) Select your Gender.
- (v) Please provide your 12 digit AADHAAR number
- (vi) Enter your email ID.
- (vii) Enter your 10-digit mobile number.

3. Hit the "Next" button or click on Organization details tab to complete the second part of the form.

- (i) Select Employee Type (*Permanent employees should click on "Government" and contractual employees should click on "Non Government*).
- (ii) Select the name of your Section/Wing name correctly.
- (iii) Select your Designation.

(iv) Select your office location.

(v) Enter Employee id in Employee Code

(vi) Upload your scanned/digital picture in ".jpg" format of max file size 150KB.

(vii) Please enter the correct captcha code.

(viii) Please review the form before submission.

4. Registered employees may note down their attendance id randomly generated by the system and keep it in the safe custody.

Open the website <https://cagind.attendance.gov.in/register/myemp> and select User Registration and Fill Personal Details as shown below:

After filling Personal Details, select next button for filling Organization Details as shown below:

Attendance

update your AadhaarFACERD from PlayStore/AppStore.

English

Dashboard

User Registration

Face Authentication

Request Nodal Update

Announcement

FAQ

Login

Employee Registration

Home > Employee Registration

Personal Details Organization Details

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 \* **BA7I9E** Not readable? change text

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.

Registered employees should note down their attendance id and keep it in 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 alongwith the **AADHAARBAS** app.

3. After downloading both the applications (AADHAARBAS & AADHAARFACERD) in their mobile phone, Employees should capture their clear selfies on the application.

4. The employees should enter their **attendance id** (generated after registration on the website) in AADHAARBAS application, then select office and the 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.

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