



**भारतीय लेखापरीक्षा एवं लेखा विभाग**  
**कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) , पंजाब**  
**Indian Audit & Accounts Department**  
**Office of the Principal Accountant General (Audit), Punjab**  
**Plot No. 21, Sector 17-E, Chandigarh – 160 017**

**No.ई.डी.पी/बायोमेट्रिकउपस्थितिप्रणाली/2025-26/I/1045369/2025**

**Date: 10-07-2025**

**CIRCULAR**

The Competent Authority has decided to implement AADHAAR Enabled Biometric Attendance System (AEBAS) in the Office as per the directions issued vide Headquarters office letter No. 89) - Staff (App)-I/09-2025/Vol.I dated 24-04-2025.

As a first step, all Officers and Officials (Permanent and Contractual) are instructed to register themselves on the website <https://cagind.attendance.gov.in/register/myemp>, latest by **15<sup>th</sup> July 2025** (Procedure for Registration on the website is given in the attached Annexure). Correctness of data entered on the website may be ensured.

**EDP Cell may be contacted to resolve registration related issues, if any.**

**PUSHPENDRA GEHLOT**  
**Deputy Accountant General**  
**(Administration)**

To

- (i) **All officers and officials**
- ii. All Secretariats
- (iii) **All Sections**
- iv. **Notice Board**

**Annexure-A**

## **Enrolment for AADHAAR Enabled Biometric Attendance System (AEBAS)**

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

1. AADHAAR Number
2. Email-ID
3. Mobile Number
4. Photograph of person being registered in JPG format with file size less than 150 KB.
5. Other personal information as required by the website.

**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>
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 (Division/Unit within Organization) correctly in accordance with the attached list by entering "aupb" in search.
  - iii. Select your Designation.
  - iv. Select your office location i.e. **PAG (Audit), Punjab** from the drop down list.
  - v. Enter Employee ID in Employee Code
  - vi. Upload your scanned/digital picture in "jpg" format of max file size 150 KB.
  - vii. Please enter the correct captcha code.
  - viii. Please review the form before submission.
  - ix. Finally, click the check box for providing consent for creating attendance record through Aadhar Enabled Biometric Attendance System (AEBAS).
4. Registered employees may note down their attendance ID randomly generated by the system and keep it in the safe custody.

## Annexure-B

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

The screenshot shows the 'Employee Registration' form with the 'Personal Details' tab selected. The form includes fields for Employee Name, Date of Birth, Gender, Aadhaar Number, E-Mail, and Mobile No. A 'Next' button is at the bottom. To the right, there are instructions for filling the form and a note about pre-requisite information.

**Instructions for filling the Employee On-boarding request form:**

- Kindly fill the entries as mentioned in the Aadhaar card.
- Upload your recent scanned/digital picture in ".jpg" format of max file size 150 KB.
- 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.

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

The screenshot shows the 'Employee Registration' form with the 'Organization Details' tab selected. The form includes fields for Organization Name, Employee Type, Division/Unit within Organization, Designation, Office Location, Organization Employee Code, Photograph, and Confirmation Code. A 'Submit' button is at the bottom. To the right, there are instructions for filling the form and a note about pre-requisite information.

**Instructions for filling the Employee On-boarding request form:**

- Kindly fill the entries as mentioned in the Aadhaar card.
- Upload your recent scanned/digital picture in ".jpg" format of max file size 150 KB.
- 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.

**Note:-** Registered employees should note down their attendance id and keep it in safe custody for future reference.

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**E-mail: [agaupunjab@cag.gov.in](mailto:agaupunjab@cag.gov.in)/ Phone: 0172-2783168**

<b>Divisions/Unit Enrolled in AEBAS</b>
Secretariat (AUPB)
PAG Sectt./LCC (AUPB)
PAG Sectt./Report Civil (AUPB)
PAG Sectt./Report PSU (AUPB)
PAG Sectt./Report Revenue (AUPB)
PAG Sectt./Report LGA (AUPB)
PAG Sectt./ITA (AUPB)
Administration/Admn-I (AUPB)
Administration/Admin-II/eHRMS (AUPB)
Administration/Admn-III/Cash Branch/Library (AUPB)
Administration/Diary Section (AUPB)
Administration/CCC cum ECPA (AUPB)
Administration/Legal Cell (AUPB)
Administration/FAW HQ (AUPB)
Administration/FAW Unit 1 (AUPB)
Administration/FAW Unit 2 (AUPB)
Administration/FINAT (AUPB)
Administration/EDP (AUPB)
Administration/IT Audit (AUPB)
Administration/RTI/APAR Cell (AUPB)
Administration/OE-I (AUPB)
Administration/OE-II (AUPB)
Administration/EMS (AUPB)
Administration/Welfare (AUPB)
Administration/State Finance Cell (AUPB)
Administration/Pension and Training (AUPB)
Administration/Rajbhasha Anubhag (AUPB)
Administration/DAG Cell (AUPB)
Administration/Punjabi Translation Cell (AUPB)
AMG-I Headquarter (AUPB)
AMG-I Vetting-I (AUPB)
AMG-I Vetting-II (AUPB)
AMG-I Vetting-III (AUPB)
AMG-I DP Section (AUPB)
AMG-I DAG Cell (AUPB)
AMG-II Headquarter (AUPB)
AMG-II Vetting-I (AUPB)
AMG-II Vetting-II (AUPB)
AMG-II Local Body Cell (AUPB)
AMG-II Technical Guidance Support (AUPB)
AMG-II DP Section (AUPB)
AMG-II DAG Cell (AUPB)
AMG-III Headquarter (AUPB)
AMG-III Vetting-A (AUPB)
AMG-III Vetting-B (AUPB)
AMG-III DP Section (AUPB)
AMG-III DAG Cell (AUPB)
AMG-III NRA (AUPB)

AMG-IV Headquarter (AUPB)
AMG-IV Vetting-I Civil (AUPB)
AMG-IV Vetting-II Civil (AUPB)
AMG-IV DP Section Civil (AUPB)
AMG-IV DAG Cell (AUPB)
AMG-IV TSC (AUPB)
RAO Patiala (AUPB)
AMG-IV Commercial DP (AUPB)
AMG-IV Vetting (Non Power) (AUPB)
AMG-V Headquarter (AUPB)
AMG-V Vetting-I (AUPB)
AMG-V Vetting-II (AUPB)
AMG-V DP Section (AUPB)
AMG-V DAG Cell (AUPB)