

भारतीय लेखापरीक्षा एंव 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

### <u>CIRCULAR</u>

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 t o 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)

То

## (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) 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.

#### <u>Annexure-B</u>

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

← → Ø t cagindattendance.go/a/registe/myemp				☆ む 초 📵 :	
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Attendance	E to A. A A+ ad the latest APP. Aad	haarFACERD has been upgraded. In case of ER	ROR 904, kindly update your AadhaarFACERD from PlayStor	English 🔻	
Dashboard	Employee Registration			Home > Employee Registration	
🗑 User Registration	Personal Details         Organization Details		Instructions for filling the Employee On-boarding request form:		
© Face Authentication <			Kindly III the entitised as mentioned in the addharc and     Lybload your recent scanned/digital picture in "jpg" format of max file size 150 KB.     Produce viewing the form before addherise exploring.		
🔝 Request Nodal Update			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		
Announcement <			department to get the details updated.		
	Date of Birth	Gender*	b. Please ensure that you have filed the form with correct information and have uploaded a recent photograph, a check for correctness and quality. Incorrect data will be rejected and will require re-registration.	as the information submitted will	
? FAQ <	Enter Andhaar Number *		c. For any other assistance please get in bouch with us at https://servicedesk.nic.in or Contact - Toll Free No 1800 111 555.		
🔒 Login	Enter Aadhaar Number				
	E Akal E -Mail Mobile No. * eg 9376512345				
	Next				

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

Attendance	E & A. A A+ "L0 devices have been discontinued . Refer UIDAI Latest Order Click here	e **AadhaarBAS app is now live on Google Play Store (Android) and English 🔻	
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🔮 User Registration	Personal Details Organization Details	Instructions for filling the Employee On-boarding request form:	
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- · ·	Employee Type * Division/Unit within Organization *	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.	
Announcement	select  v - Select Division/Unit - v	b. Please ensure that you have filed the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness	
? FAQ <	Designation *	and quality. Incorrect data will be rejected and will require re-registration.	
	- Select Designation -	c. For any other assistance please get in touch with us at https://iservicedesk.nic.un or Contact - Toll Pree No 1000 111 555.	
₽ Login	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 ' AAE0Ad Not readable ? change text		
	Confirmation Code		
	Consent: I, owner of above Aadhaar Number, agree that the Aadhar Enabled Biometric Attendance System (AEBAS) uses my Aadhaar Number for authentication with UDAI data repository for creating attendance record. I have no objection to the same as per Aadhaar Act 2016. Meth' I NC have informed me that my biometic data will not be stored or shared except a per provision of Adhara Act 2016.		
	स्वत्रति हैं, प्राप्त के साल सेवाल का साल, स्वाय ( के साल साल स्वेत्रेश्वेल काली स्वत्री साल है आणि किसने का के किस पुनर्शतीराजी हेटा भेज के लाग सालीकरण कि किस आज सारों साल सालीक का कहे, आज सेवील आज साल के उन्हार कुई साल कि सर्व अंतरी की सार्व सारो किस है कि आप अधिनेत्रा अस के सारधनों के अनुसार में सावेशीएक कारा ने संवत्री का साल साह		
	Submit		

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

E-mail: <u>agaupunjab@cag.gov.in/</u> Phone: 0172-2783168

Divisions/Unit Enrolled in AEBAS				
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-B (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)