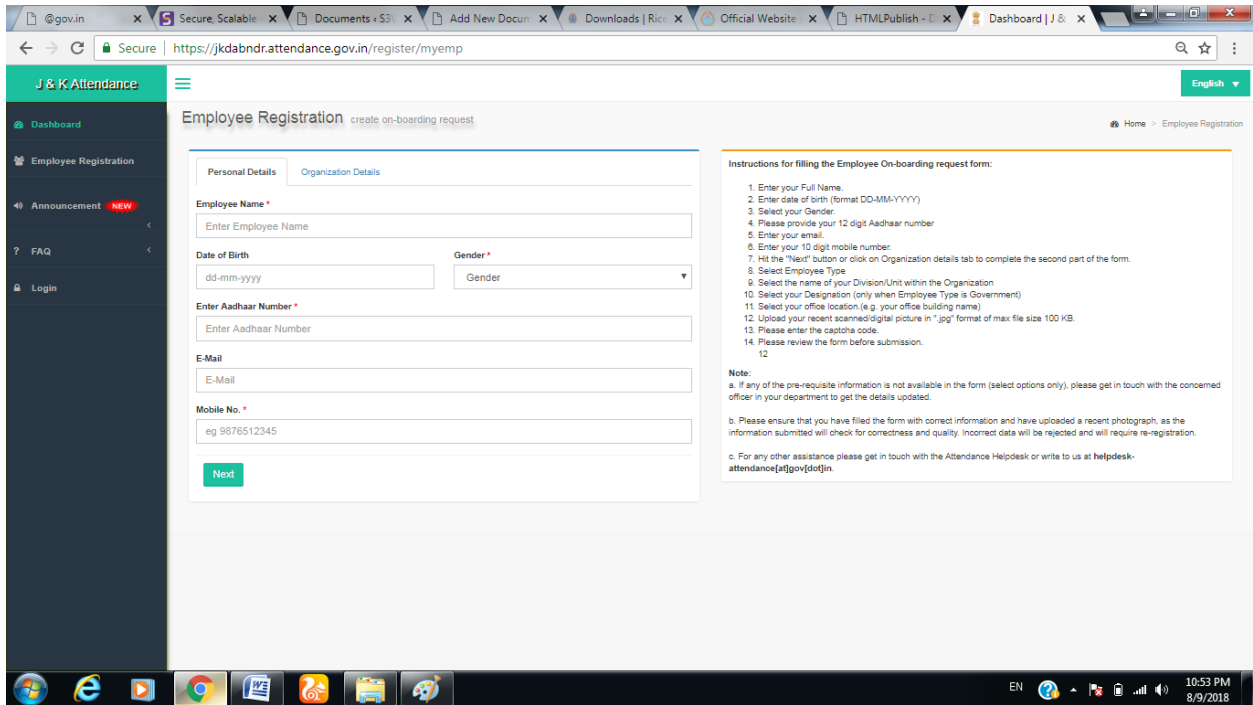


## Steps for Registration of Employees on Attendance Portal of Education

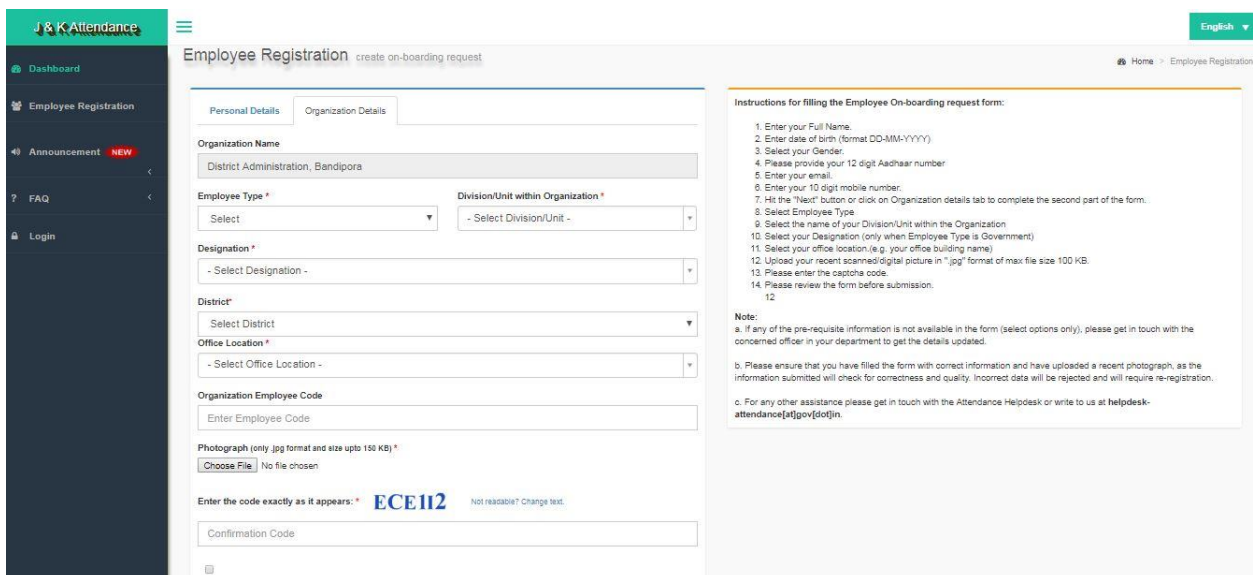
1. Attendance Portal for Government of India [www.attendance.gov.in](http://www.attendance.gov.in)
2. Attendance Portal for district bandipora is [jkdabndr.attendance.gov.in](http://jkdabndr.attendance.gov.in)
3. Steps for registration of employees.
  - i) First collect detail of all employees as per performa below:

Sr. No.	Name of Employee	Designation	Division/Unit	Employee type (Govt./ Contractual / Outsourcing / Daily wages)	Gender (Male/ Female)	Date of Birth	Mobile No. (10 Digit) (Can not be repeated)	Email ID (Can not be repeated)

- ii) Scan the photographs in .jpg format with size less than 150KB. You can take photograph from mobile and transfer it to your desktop computer. It will also serve the purpose.
- iii) Go to district attendance website [jkdabndr.attendance.gov.in](http://jkdabndr.attendance.gov.in)
- iv) Go to link "Dashboard>Employee Registration" on the left side. Following screen will come.



Enter the detail of employees i.e. Name, Date of Birth, Gender, Aadhar Number, E-mail ID and Mobile Number in the prescribed blocks. Please note that E-mail ID and Mobile No. cannot be repeated for two employees. Aadhar number once entered cannot be changed. All other details can be changed by entering in the option of Editing, so requested to enter the detail correctly. After filling all details, press the Next button, following screen will display.



Fill all the details and upload photograph and then click on submit button. The registration process completes here. After successful registration, your attendance ID will be shared via SMS.