

## Aadhar based Attendance monitoring system

### Registration

As per todays VC with Secretary IT, Government of J&K, all the government employees working in the district have to register themselves on attendance portal for online attendance monitoring. Fresh instructions were given by Commissioner Secretary IT regarding registration of Employees.

As such it is envisaged that the following steps be taken so as to register Employees on online attendance monitoring system

1. Departments which do not have domain registered on attendance.gov.in may get their employees registered on Deputy Commissioner Pulwama domain which is **[jkrdcpulwama.attendance.gov.in](http://jkrdcpulwama.attendance.gov.in)**.
2. Controlling officers may direct their employees to register online at [jkrdcpulwama.attendance.gov.in](http://jkrdcpulwama.attendance.gov.in) (Format attached). The registration is completely online.
3. If any of the details is missing in the portal [jkrdcpulwama.attendance.gov.in](http://jkrdcpulwama.attendance.gov.in) like Office location, Designation or Division please contact NIC Office as in support matrix given below.

### Installation of Biometric attendance device :-

1. Go to link <http://basreports.attendance.gov.in/downloads/>
2. Install RD service for appropriate device eg tablet or desktop.
3. Install BAS Client application as indicated on the portal.
4. Installation guide is also available at link given above.
5. Device activation code is required now which will be provided by NIC. Kindly call on phone number 9419006581 as given at the end of the document for activation code.
6. One Official/Officer will be designated as Biometric admin for the Office. Post successful installation attendance can be done through [jkrdcpulwama.attendance.gov.in](http://jkrdcpulwama.attendance.gov.in)

Support Matrix :-

S.No	Name	Designation	Mobile number	Email
1	Hilal Ahmad Mir	NFE NIC DC office Pulwama	9419006581	<a href="mailto:nfe1.pu.jk@nic.in">nfe1.pu.jk@nic.in</a>
2	Irfan Hamid	NFE NIC DC office Pulwama	9419660396	<a href="mailto:nfe2.pu.jk@nic.in">nfe2.pu.jk@nic.in</a>
3	Asif Hassan Siddiqie	DIO NIC DpC office	9419003704	<a href="mailto:pulwama@nic.in">pulwama@nic.in</a>

DIO NIC Pulwama

# Aadhaar Based Biometric Attendance System

(<https://jkrdcpulwama.attendance.gov.in>)

## Employees On-Boarding Form (to be filled online only)

<b>Aadhaar Number</b>	
<b>Employee Name</b>	
<b>Organization Name</b>	
<b>Designation</b>	
<b>Organization Emp ID</b> (if available)	
<b>Department/Office</b>	
<b>Office Location</b>	
<b>DOB (dd-mm-yyyy)</b>	<b>Gender: M/F/T</b>
<b>Communication Address</b>	
<b>District</b>	
<b>State</b>	
<b>Phone</b>	
<b>Email</b> (if available)	
<b>Photograph</b> (Passport size)	

### Instructions:

- Aadhaar number is mandatory for on-boarding in the system.
- Please provide a valid email and mobile number for system alerts.
- Enclose photo copy of Aadhaar