

No. EDN-KGR-IT-AEBAS-II/2015-16 10.00/
Office of the Deputy Director of Higher Education
Kangra at Dharamshala

Dated Dharamshala the 15th Dec, 2016

To

✓ The Principals,
Having **AEBAS Phase-II**,
Distt Kangra.
Himachal Pradesh.

Subject: Regarding Registration of Employees for Biometric Attendance System (Phase-II).

This is in reference to the letter Even No dated 29/11/2016 on the subject cited above. In this regard it is informed that Biometric Machines will be installed very soon in your institutions. You have collected data of all the employees working in your institutions and now you have to register the employees on the website www.hpdhe.attendance.gov.in.



In this regard it is to inform you that the process of registration is very simple. For registration, you don't need biometric machine and you have just to follow some steps for registration of employees.

1. Open Google and enter www.hpdhe.attendance.gov.in and click. Now Himachal Attendance will open and you will see a page of Directorate of Higher Education.
2. On very left hand side you will see "**Registration**".
3. Click Registration. Now a page will be opened.
4. Enter particulars of Employee as below:-
 - 1) Name (As per service book).
 - 2) Date of Birth (As per format)
 - 3) **Aadhar No (12 Digits, enter carefully)**
 - 4) E mail id-(**Individual for every employee**).
 - 5) Mobile No—Enter 10 digit Mobile No. Now click Next Page.
 - 6) Type of Employee-(select the type).
 - 7) Division/Unit---DDHE Kangra.
 - 8) Designation—Select designations as per list. If some designations are not in the list, then enter "**Others**".
 - 9) **Photograph-(Select the photograph from desktop as already scanned in jpeg format and paste).**
 - 10) A code will appear. Enter the code and Submit. **Now a message will reflect on your screen that the employee has been registered successfully and 8 digit Attendance ID will be reflected.** Now the registration is over.

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Therefore you are directed to register the Employees and submit report within four days through e-mail or hard copy. If you feel any difficulty regarding registration of employees, you can contact **Mr.Subhash Ranaut Asstt Nodal Officer** in the office of the undersigned.


Deputy Director of Higher Education,
 **Kangra at Dharamshala.**