

Council of Scientific and Industrial Research  
Anusandhan Bhawan, 2 Rafi Marg, New Delhi

No.8-6(2)/2014-Security

22 May 2015

OFFICE MEMORANDUM

Sub: Introduction of Aadhaar Enabled Biometric Attendance System (AEBAS)  
in CSIR HQ - Employee Registration - Instructions thereof

The process of employee registration in Attendance portal is to be initiated for early implementation of AEBAS in CSIR Hq. Accordingly, staff members are hereby required to complete their registration in the attendance.gov.in portal as indicated hereunder:

1.	All employees shall have the following information readily available with them:	
	(i)	Aadhaar Number (Mandatory for on-boarding in the system)
	(ii)	Email ID (valid id)
	(iii)	Mobil Number (valid no.)
	(iv)	Photograph of self in .jpg format with file size not exceeding 150 kb
2.	Open website <a href="http://csir.attendance.gov.in/register/myemp">http://csir.attendance.gov.in/register/myemp</a>	
	On the form that is opening, the following need to be filled:	
	(i)	Enter Full Name, Date of Birth in MM-DD-YYYY format
	(ii)	Select Gender
	(iii)	Provide your 12 digit Aadhaar Number
	(iv)	Enter your Email
	(v)	Enter your Mobile Number
3.	Hit the "Next" button or click "Organisation Details" tab to complete the second part	
	The name of the Organisation will automatically appear. Select the following	
	(i)	Employee Type
	(ii)	Name of Division where working
	(iii)	Designation
	(iv)	Office location (e.g. your office building name)
	(v)	Upload good quality scanned/digital photograph in .jpg format (max. file size 150kb)
	(vi)	Enter captcha code
	(v)	Review before pressing the 'Submit' button

2. Competent Authority has desired that the process of Employee Registration be completed by 29 May and the necessary systems be in place by 1 June 2015. In case any support is required, IT Division in Room No.103/305 may be approached. Further, SO(EIII) shall assist Gr.D & Gr.I employees in registration.

This issues with the approval of the Competent Authority.



(Renuka Ramachandran)  
Nodal Officer-AEBAS

All Officers in the CSIR HQ/HRDC/IPU/TKDL/MBGH/Science Centre

Copy to:  
All Heads of Divisions  
Head, IT  
✓ Sr DS(CO)

with a request to host this on the CSIR website.  
with a request to nominate an officer from EIII to assist Gr.D & Gr.I staff  
and verify/authenticate the entries.

US, Office of DG CSIR  
PA to JS(A)/FA/CVO  
Office Copy