

**Most Important Circular**



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-500 009

Office of the Controller of Defence Accounts

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No. AN/II/5525/AEBAS/2015

Dated: 07 .04.2015

To

All Sub Offices (As per standard list)

All GOs/SAOs/AOs in MO

All Sections in MO

Sub: Enrollment for Aadhar Enabled Biometric Attendance System (AEBAS).

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Hqrs office vide letter No.AN/III/3012/Misc/BAS, dated 20.02.2015 has directed to implement Aadhar Enabled Biometric Attendance System (AEBAS) in all the offices under this organization for making attendance. AEBAS has to be installed in all the offices including attached/Sub-offices. The purpose of the system is to enable an employee with an Aadhar Number, to register his/her attendance in the offices through Biometric Authentication. For this purpose Authentication tablets/desktop authentication devices will be installed in each office.

In view of the above, all the officers/staff are advised to enroll themselves directly on the website <http://cdasc.attendance.gov.in> **Any technical assistance in this regard, if required, may approach respective EDP Sections.**

For the said enrollment process, all the SAOs/AOs are responsible for enrolment of staff, including MTS and others working under them. SAOs/AOs may personally ensure that all the employees working under them are registered in the attendance portal by 10.04.2015 positively.

**Aadhar number, Mobile number, e-mail id and soft copy of photograph(in jpg format of less than 100kb size) are mandatory for enrollment.**

The detailed process for enrolment is enclosed which may be followed while enrolling. The said process of enrolment of all officers/staff in the attendance portal <http://cdasc.attendance.gov.in> should be completed latest by 10.04.2015.

  
**Asst. Controller (Admin)**

## **Enrolment for Aadhaar Enabled Biometric Attendance System (AEBAS)**

The person enrolling shall have the following information available with him.

1. Aadhaar Number
2. Email-ID
3. Mobile Number
4. Photograph of person being registered in JPG format with file size less than 100kb.
5. Other personal information as required by the site.

### **The instructions for enrollment are provided on the website and are reiterated as under.**

1. Open the website <http://cdasc.attendance.gov.in>
2. On the form which is opened on the website the following instructions shall *be* followed:
3. select Employee Registration
4. Enter your Full Name.
5. Enter date of birth (format DD-MM-YYYY)
6. Select your Gender.
7. Please provide your 12 digit Aadhaar number
8. Enter your email.
9. Enter your 10 digit mobile number.
10. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
11. Select Employee Type (select the correct employee type).
12. Enter the name of your Division/Unit: CDA Secunderabad.
13. Select your Designation. Select the nearest matching designation.
14. Select your office location
15. Upload your scanned/digital picture in "jpg" format of max file size 150KB.
16. Please enter the captcha code.
17. Please review the form before submission.

- **Registered employees may note down their attendance id and kept it in safe custody. This will facilitate the employees to login in the attendance portal for viewing the details and marking attendance in the system.**