**Aadhaar based Biometric Attendance System**

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| **Employee Registration Form**  |

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| Employee Name |

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| DOB (dd-mm-yyyy) |

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| Gender: (M/ F) |

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| --- |
| Aadhaar Number(Pl. enclose a copy) |

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| --- |
| Mobile No. |

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| E-Mail Address |

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Employee Type\* | Regular/Contractual/Consultant/Student/Outsourced /Daily wages |
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| --- |
| Department/Division |

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| --- |
| Designation |

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\*This form is for monitoring of attendance of all these categories of employees. It has nothing to do with terms and conditions of their services

**Employee Signature Signature of HOD**

**Date Date**

 **Instructions:**

1. Passport-size Color Photograph must be attached
2. Aadhaar Number is mandatory for on-boarding in the system. Copy is also to be attached
3. Please provide a valid e-mail and mobile number for system alerts.

**Signature I/C IT**