**Aadhaar based Biometric Attendance System**

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| **Employee Registration Form** |

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| --- | --- | --- |
| |  | | --- | | Employee Name | |  |
| |  | | --- | | DOB (dd-mm-yyyy) | |  |
| |  | | --- | | Gender: (M/ F) | |  |
| |  | | --- | | Aadhaar Number  (Pl. enclose a copy) | |  |
| |  | | --- | | Mobile No. | |  |
| |  | | --- | | E-Mail Address | |  |
| |  | | --- | |  |   Employee Type\* | Regular/Contractual/Consultant/Student/Outsourced /Daily wages |
| |  | | --- | | Department/Division | |  |
| |  | | --- | | Designation | |  |

\*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**