



भारत सरकार
भारतीय लेखापरीक्षा तथा लेखा विभाग
प्रधान महालेखाकार (लेखापरीक्षा) हिमाचल प्रदेश, शिमला- 171 003
Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit) Himachal Pradesh, Shimla-171 003

परिपत्र (प्रशासन)

विषय: आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली के लिए नामांकन हेतु कर्मचारी पंजीकरण-संबंधी।
Subject: Employee registration for enrolment for Aadhaar Enabled Biometric Attendance System (AEBAS) reg.

Hqrs. office vide letter No. 891-Staff (App)-I/09-2025/Vol.I dated 24.04.2025 has conveyed the approval of competent authority for implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) in all FAOs of IA&AD. Accordingly, all employees (both permanent and contractual) are required to mark their attendance using AEBAS without fail. In continuation to above, Hqrs. office vide letter No. 1257/ISW/44-2025 dated 08.07.2025 has issued certain instructions for onboarding of officials on the AEBAS.

In this regard, all employees of this office are advised to register themselves on the designated portal <https://cagind.attendance.gov.in/register/myemp> by following the enclosed instructions for enrolment.

For Registration of non-government/contractual/outsourced personnel, Welfare/GD section shall provide list/names (name as per Aadhaar) of all such personnel along with post against which they have been hired/outsourced, immediately to **Administration** section for further necessary action in this regard.

It is further reiterated that AEBAS is required to be implemented by 31st July, 2025 and as such 100 *per cent* employee registration must be ensured at the earliest and not later than **15th July 2025**. Registered employees may note down the **Attendance id generated** for reference and future use.

Officers/officials are advised to go through the instructions/annexure before registering themselves on AEBAS. Special care must be taken for entering the name of section (as per Division ID and designations as provided in annexure)

परिपत्र प्रधान महालेखाकार महोदय के अनुमोदन से जारी है

हस्ता/-

वरि० उप महालेखाकार (प्रशासन)

प्रशा०/ले०प०/ बायोमेट्रिक उपस्थिति प्रणाली /AEBAS/2025-26/1276-80

दिनांक: 14.07.2025

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. सचिव, प्रधान महालेखाकार
2. निजी सचिव, वरिष्ठ उप-महालेखाकार (प्रशासन)
3. सभी समूह अधिकारी
4. कल्याण अधिकारी
5. सभी अधिकारी/कर्मचारी

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

14/07

Instructions for registration on <https://cagind.attendance.gov>.

Before registration for AEBAS, the employee should have following information/document readily available with him/her.

1. AADHAAR Number 2. Email-ID 3. Mobile Number 4. Photograph in JPG format with file size less than 150kb. 5. Other personal information as required by the website.

1. Open the website <https://cagind.attendance.gov.in/register/myemp>

2. On the form which is opened on the website, the following instructions shall be followed:

(i) Select **User Registration module**

(ii) Enter your Full Name. (**CAPITAL LETTERS As per Service Record/Aadhaar**)

(iii) Enter date of birth (format DD-MM-YYYY)

(iv) Select your Gender.

(v) Please provide your 12 digit AADHAAR number

(vi) Enter your email ID. (Official email ID)

(vii) Enter your 10-digit mobile number.

3. Hit the "Next" button or click on Organization details tab to complete the 2nd part of the form.

(i) Select Employee Type (Permanent employees click on "Government")

(ii) Select the name of your Section/Wing name correctly.

(As per Division Name and Division ID)

(Staff of Estt. GD may select ID No. 22893, Stenographers may select ID No. 22371 & Regular MTS to select ID No. 21661))

(iii) Select your Designation. (Exactly as below from drop down box)

(iv) Select your office location.

(v) Enter Employee id in Employee Code e.g., (HPSMA000000)

(vi) Upload your scanned/digital picture in "jpg" format of max file size 150KB. (Colour/clear photograph of prescribed size)

(vii) Please enter the correct captcha code.

(viii) Please review the form before submission.

| Division ID | Division Name |
|-------------|-----------------------------------|
| 22371 | PAG Secretariat |
| 22386 | Internal Test Audit |
| 21767 | Coordination |
| 22370 | Report |
| 22380 | Audit Management Group- I |
| 22381 | Audit Management Group- II |
| 22382 | Audit Management Group- III |
| 22102 | Administration |
| 21662 | Entitlement |
| 22893 | Estate and Procurement |
| 22546 | RajBhasha Anubhag |
| 21661 | Welfare |
| 22387 | State Finance Audit Report (SFAR) |
| 22388 | IT/Data Analytics |
| 21583 | Canteen |

Senior Deputy Accountant General

Deputy Accountant General

Staff Welfare Officer

Senior Audit Officer

Assistant Audit Officer

Assistant Director (OL)

Supervisor

Assistant Supervisor

Senior Auditor

Auditor

Welfare Assistant

Junior Hindi Translator

Clerk

Data Entry Operator Gr A

Data Entry Operator Gr B

STENOGRAPHER GR I

STENOGRAPHER GR II

Senior Private Secretary

MTS

Assistant Manager Canteen

Assistant Cook Cum Halwai

Cook cum Halwai

Canteen Attendant

Manager Canteen

Coupon Clerk

4. Registered employees may note down their attendance id randomly generated by the system and keep it in the safe custody.