SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

No.Au/Admn V/2025-26
Dated: 11.07.2025

Circular No. 35

Sub: Implementation AADHAAR Enabled Biometric Attendance System (AEBAS).

With regard to implementation of AADHAAR Enabled Biometric Attendance System (AEBAS) in this office, all officials are hereby directed to register themselves in AEBAS portal latest by 14.07.2025by filling the personal details and organization details by following the detailed instructions attached, which is self-explanatory.

(Vide orders of DAG(Admn.) dated 11.07.2025)

Sr. Audit Officer/Admn.

Copy to:
1) All Group officers
2) All Branch Officers
3) All Sections including RAO
4) All Branch Offices
5) Circular Book
6) Notice Board

Enrolment for AADHAAR Enabled Biometric Attendance System (AEBAS)

Before registration for AEBAS, the employee should have following information/document readily available with him/her.
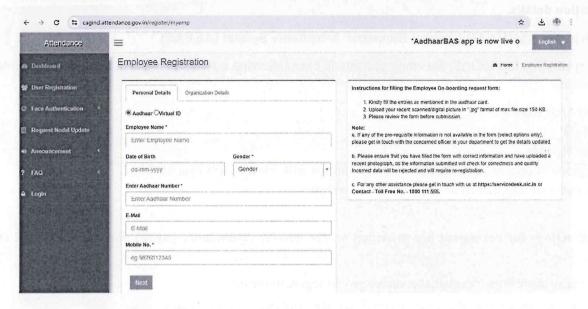
1. AADHAAR Number
2. Email-ID
3. Mobile Number
4. Photograph of person being registered in JPG format with file size less than 150kb.
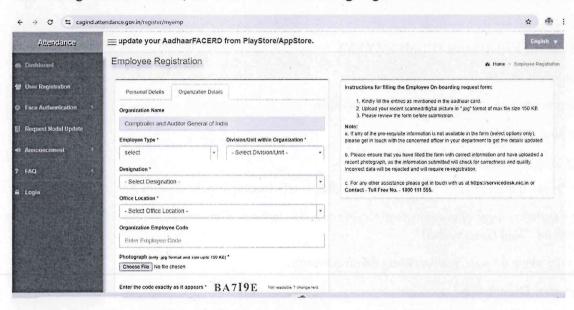5. Other personal information as required by the website.

The instructions for enrolment are provided on the website (attendance.gov.in) and are reiterated as under:

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.

(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.

(vii) Enter your 10-digit mobile number.

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

(i) Select Employee Type *(Permanent employees should click on "Government" and contractual employees should click on "Non Government).*

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

(iii) Select your Designation.

(iv) Select your office location.

(v) Enter Employee id in Employee Code

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

(vii) Please enter the correct captcha code.

(viii) Please review the form before submission.

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

Open the website https://cagind.attendance.gov.in/register/myemp and select User Registration and Fill Personal Details as shown below:

After filling Personal Details, select next button for filling Organization Details as shown below:

Registered employees should note down their attendance id and keep it in safe custody.

Marking the attendance using Smart Mobile Phone.

1. For marking the attendance using face authentication, Employees should download mobile **AADHAARBAS** app for both android and IOS platforms available on Google play store and App store. The mobile application will work only within the prescribed Geo Fencing limit of the office premises.

2. For marking the attendance, Employees have also to download **AADHAARFACERD app** alongwith the **AADHAARBAS** app.

3. After downloading of both the applications (AADHAARBAS & AADHAARFACERD) in their mobile phone, Employees should capture their clear selfies on the application.

4. The employees should have to enter their **attendance id** (generated after registration on the website) in AADHAARBAS application, then select office and nearest entry point for marking attendance in this office. After this, Employee can mark attendance using Face recognition for in and out attendance in this office by **AADHAARBAS** mobile application.