



HEADQUARTER'S OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN : CIG ROAD : NEW DELHI
(ISO: 9001-2008 Certified)

Np.D-13/11/All India/Circular/2014-Genl.

Dated : 11.12.2014

To

All Regional Directors/Director/Jt. Directors (I/c)
Dean/Medical Superintendents/SSMCs/NTA
Regional Offices/Sub-Regional Offices/Divisional Offices/
Model Hospitals/Medical Colleges

Subject:- Biometric Attendance System - Preparatory steps to be taken by field units.

Sir/Madam,

Please refer to this office letter of even No. dated 25.11.2014 on the above subject.

In this connection, it is to inform that the Hqrs. Office has been registered at www.attendance.gov.in for Biometric Attendance System (copy enclosed for information). In next phase, all the Field Offices are required to be registered very shortly. Therefore, it is requested to take necessary action in your office for implementation of Biometric Attendance System urgently.

Further, the Action Taken Report in regards letter dated 25.11.2014 may be sent by 16.12.2014 through E-Mail (sushil.sachdeva@esic.in)/Fax/Speed Post. The Action Taken Report is required to be placed before the Director General.

This issues with the approval of Addl. Commissioner (P&A)

Encl:- As above

Yours faithfully,

Sd-

**(SUSHIL SACHDEVA)
DY. DIRECTOR (GENL.)**

Copy to:-

D.D. (W.C.M.) with request to upload the same in our website.

Sach

DY. DIRECTOR (GENL.)

वेबसाइट के विषय-सूची का प्रबंधन.....
Website Contents Management.....
डाायरी नं./Diary No..... 836
दिनांक/Date..... 12/12/2014

Registration completed successfully.


Dear Sir/Madam,

Organization registration for Biometric Attendance System (BAS) is completed.

We will process your request shortly.

OTP verified Successfully

Verify Form Data (http://attendance.gov.in/register/otp_verification)

 [Download On-boarding Form \(http://attendance.gov.in/assets/doc/OrganizationRegistration.pdf\)](http://attendance.gov.in/assets/doc/OrganizationRegistration.pdf)

Steps to complete the Organization On-boarding Process :

1. Download the Organization On-boarding form from the above link.
2. Fill the downloaded form with the required information and get it signed by the Head of the organization/department, with the organization stamp/seal.
3. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 200 Kb. The scanned file should be uploaded along with the web form.
4. Steps Fill the online form
 - o Select the type of organization
 - o Enter the name of your organization, it will assist you in completing the name as you key in, if the name is available in our database.
If your organization name does not show please get in touch with our help desk.
 - o Enter the communication address of the organization
 - o Select the state. (currently only for Delhi)
 - o Enter your pin code
 - o Enter the phone number of the organization
 - o Enter your organization email address
 - o Enter the name of the nodal officer
 - o Provide the Aadhaar number of the nodal officer
 - o Please enter the designation of the nodal officer
 - o Enter the Mobile number of the nodal officer
 - o Please select the scanned file which you need to upload with the form
5. Please review the form before submission.

Note:



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 - o Select the name of your organization, it will assist you in completing the name as you key in, if the name is available in our database. If your organization name does not show please get in touch with our help desk.
 - o Enter the communication address of the organization
 - o Select the state. (currently only for Delhi)
 - o Enter your pin code
 - o Enter the landline phone number.
 - o Enter the email address of NIC Co-ordinator
 - o Enter the name of the nodal officer
 - o Provide the Aadhaar number of the nodal officer
 - o Please enter the designation of the nodal officer
 - o Enter the Mobile number of the nodal officer
 - o Please select the scanned file which you need to upload with the form
5. Please review the form before submission.

Note:

- a. After submitting the form, a One Time Password (OTP) will be sent to the nodal officer email and mobile, to verify the form data submitted.
- b. After your request is processed, you will receive an email with your account details.
- c. If your organization does not feature in the list, please get in touch with the Attendance helpdesk. or email us at **helpdesk-attendance[at]gov[dot]in**.