

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

Office Order No. 66 of 2014

Sub: Enrolment for Aadhaar Enabled Biometric Attendance System (AEBAS)

Hon'ble MR has directed that all personnel of the Ministry of Railways, Rail Bhavan (including those located at Pragati Maidan) shall enroll on the Aadhaar Enabled Biometric Attendance System.

2. In this regard, the spadework for enrolment on the system has been completed by the C&IS directorate and the system is now ready to be used for user enrolment.

3. It is now required that all the personnel of Ministry of Railways working in the offices of Rail Bhawan and Pragati Maidan are to enroll themselves afresh directly on the website <http://attendance.gov.in/register/employee>


4. For the said enrolment process, all the Section Officers are responsible for enrolment of staff, including MTS and others working under them and the officers of the level of Under Secretary/Deputy Directors and above may enroll themselves on the website on their own. After registration, all EDs shall forward a list of the personnel enrolled in their Directorate giving the information to C& IS through email as per annexure in a spreadsheet via email. Officers above the level of SAG may send their report directly through their PPS/Sr.PPS/PSO.

5. The detailed process for enrolment is enclosed which may be followed while enrolling. The said process of enrolment of all officers/staff under AEBAS should be completed latest by 18.10.2014(Saturday).

6. For any clarification/ assistance, the following personnel of the Railway Board Computer Centre may be contacted:

1. Sh. Krishan Kant, Programmer, Cell No. 9717635888
2. Sh. Navneet Kr Saxena, Sr Programmer, Cell No. 9717 647095
3. Sh. Akhilesh Misra, Dir. Mech Engg (C&IS), Cell No. 9717640768

2014/O&M/9/3
Dated: 15.10.2014


(K.Krishnan)
Joint Secretary/Railway Board

All the Officers/Branches in Board's Office and at Metro Bhawan, Pragati Maidan

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1. The person enrolling shall have the following information available with him
 - 1.1. Aadhaar Number
 - 1.2. Email-ID
 - 1.3. Mobile Number
 - 1.4. Photograph of person being registered in JPG format with file size less than 150kB.
 - 1.5. Other personal information as required by the site.

The instructions for enrollment are provided on the website and are reiterated as under.

1. Open the website <http://attendance.gov.in/register/employee>
2. On the form which is opened on the website the following instructions shall be followed:
 - 2.1. Enter your **Full Name**.
 - 2.2. Enter **date of birth** (format DD-MM-YYYY)
 - 2.3. Select your **Gender**.
 - 2.4. Please provide your 12 digit **Aadhaar number**
 - 2.5. Enter your **email**.
 - 2.6. Enter your 10 digit **mobile number**.
 - 2.7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
 - 2.8. 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. Select **Ministry of Railways** from the drop down list.
 - 2.9. Select Employee Type (**select the correct employee type**)
 - 2.10. Enter the name of your Division/Unit: **Railway Board**.
 - 2.11. Select your Designation (only when Employee Type is Government). **Select the nearest matching designation.**
 - 2.12. Select your office location: **Rail Bhavan**
 - 2.13. Upload your **scanned/digital picture** in ".jpg" format of max file size 150KB.
 - 2.14. Please enter the **captcha code**.
 - 2.15. Please review the form before submission.

After registration, all EDs shall forward a list of the personnel enrolled in their Directorate giving the following information in a spreadsheet via email. Officers above the level of SAG may send their report directly through their PPS/Sr.PPS/PSO (Note: Please send only email.)

1. S. No.
2. RUID (where available)
3. Name
4. Designation
5. Mobile Phone Number
6. Aadhaar ID.

(Note: Some personnel may not be registered due to lack of Aadhaar ID. The names of these shall be provided in a separate spreadsheet for further action.)

The email shall be sent to: prog1@rb.railnet.gov.in, dmecis@rb.railnet.gov.in and rb.dmecis@gmail.com.