

No. Shiksha Shimla (5-1)-2016(Bio-Metric Machine)
O/o the Deputy Director of Higher Education
District Shimla, Shimla-1
Web Site:- www.ddheshimla.com
Email:- ddheshimla@rediffmail.com
Dated Shimla the March. 2018

To

All Principals & Headmasters (Without AEBAS),
GSSS & GHS in Distt. Shimla,

Subject:-

Regarding registration of employees for Aadhaar Enabled Biometric Attendance System(AEBAS)

Memo,

This is in reference to the letter No. EDN-HE (14)99-2013/IT-CELL(AEBAS) V-III received from the Directorate of Higher Education Shimla on the subject cited above.

In this regard, the department has initiated the process to implement Aadhaar Enabled Biometric Attendance (AEBAS) in All Govt. educational institution of state in phased manner.


Therefore, you are requested to register all the employees(teaching/non-teaching) in your school on attendance portal <http://hpdhe.attendance.gov.in/register/myemp> of NIC created for Directorate of Higher Education to mark aadhaar enabled attendance on Tab based integrated AEBAS being installed shortly. The completion report be sent to the undersigned by 15th March, 2018. The information of each employee to be uploaded on the portal is as under:

- 1 One scanned copy of passport size photograph (jpeg format, size up to 50kb)
- 2 Aadhaar Number
- 3 Email Id (To be created, if not available)
- 4 Mobile number.
- 5 Date of Birth.

If you have any query please contact 9418155289.


Instruction how to upload the employees

- 1 <http://hpdhe.attendance.gov.in/register/myemp>
- 2 Click on organization in more information in the box.
- 3 Then click on Director of Higher Education.
- 4 Then click on employee registration on left side of dashboard.
- 5 Then fill the personal detail and the click on next.
- 6 in division/ unit within organization fill DDHE Shimla
- 7 Office locations fill DDHE Shimla


Dy. Director of higher Education
District Shimla, Shimla-171001.

Copy to:-

1. Worthy Director of Higher Education Shimla for information please.
2. Incharge IT for uploading on department website.
3. Guard File.



Dy. Director of Higher Education
District Shimla, Shimla-171001