

**Office of the Deputy Director Higher Education, District Shimla, Shimla-1**

Website: ddheshimla.com | Tel (Fax) -0177-2804710 | E- Mail: ddhe-shi-  
hp@gov.in,ddheshimla@rediffmail.com

No. Shiksha-Shimla (5-1) -2016(Bio-Metric Machine)

Dated:

To,

✓ All Principals/Headmasters(Without AEBAS),  
GSSS/GHS Schools, District Shimla.



**Sub: Regarding Registration of employees for Aadhaar Enabled Biometric Attendance System(AEBAS).**

**Memo,**

In reference to letter received from Directorate of Higher education vide letter no. EDN-HE(14)99-2013/IT-Cell(AEBAS)V-IV dated 5<sup>th</sup> March,2019 and in continuation of this office letter .even dated 8<sup>th</sup> March,2018 on the above cited subject .This is to inform you that supply order for installation of Aadhaar Enabled Biometric System(AEBAS) has been given to the HPSEDC and now activation process is started.

Therefore you are once again directed to complete the process of registration of employees (teaching/nonteaching) (if not already done ) in your school on portal <http://hpdhe.attendance.gov.in> and send the completion report to this office immediately. You are further directed to provide charging point near the device for proper charging purpose. The device height 4 to 4.5 feet above the ground level. 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 upto 50kb)
- 2.Aadhar Number.
- 3.Email id(To be created if not available).
- 4.Mobile No.
- 5.Date of Birth.

**Instruction for uploading the data.**

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 the dashboard.
5. Then fill the personal detail and click on next.

6. In division/unit within organization fill DDHE Shimla.
7. In Office location fill DDHE Shimla.

In case of any query contact on phone no. 9418155289.

*sd*  
13/19  
Deputy Director of Higher Education,  
District Shimla, US Club, Shimla-

Endorsement No. Even, dated: Shimla, the, \_\_\_\_\_  
Copy to the following for information Please :-

1. The Director of Higher Education, HP. Shimla -1 .
2. Guard File.

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Deputy Director of Higher Education,  
District Shimla, US Club, Shimla-