

EMPLOYEE REGISTRATION

Note: You Should be having Aadhar number, DoB, e-mail, mobile number, employee type, Designation, your photo (JPG pic under 150KB) with you for registration on portal.

1. Go to your respective website and click on **EMPLOYEE REGISTRATION** and fill details as per below.
2. Fill in your personal details as per screenshot 'A' click next & Organization Details as per screenshot 'B' and submit.

The screenshot shows a web browser window displaying the 'Employee Registration' form on the Attendance.gov.in portal. The browser address bar shows 'nichr.attendance.gov.in/register/myemp'. The page title is 'Employee Registration create on-boarding request'. The form is divided into two tabs: 'Personal Details' (active) and 'Organization Details'. The 'Personal Details' tab contains the following fields:

- Employee Name ***: pankaj kumar
- Date of Birth**: 05-01-1975
- Gender ***: Male
- Enter Aadhaar Number ***: 380648445372
- E-Mail ***: k.pankaj@nic.in
- Mobile No. ***: 9023477440

A blue 'Next' button is located at the bottom of the form. To the right of the form, there are instructions for filling the Employee On-boarding request form, a note, and a helpdesk contact information.

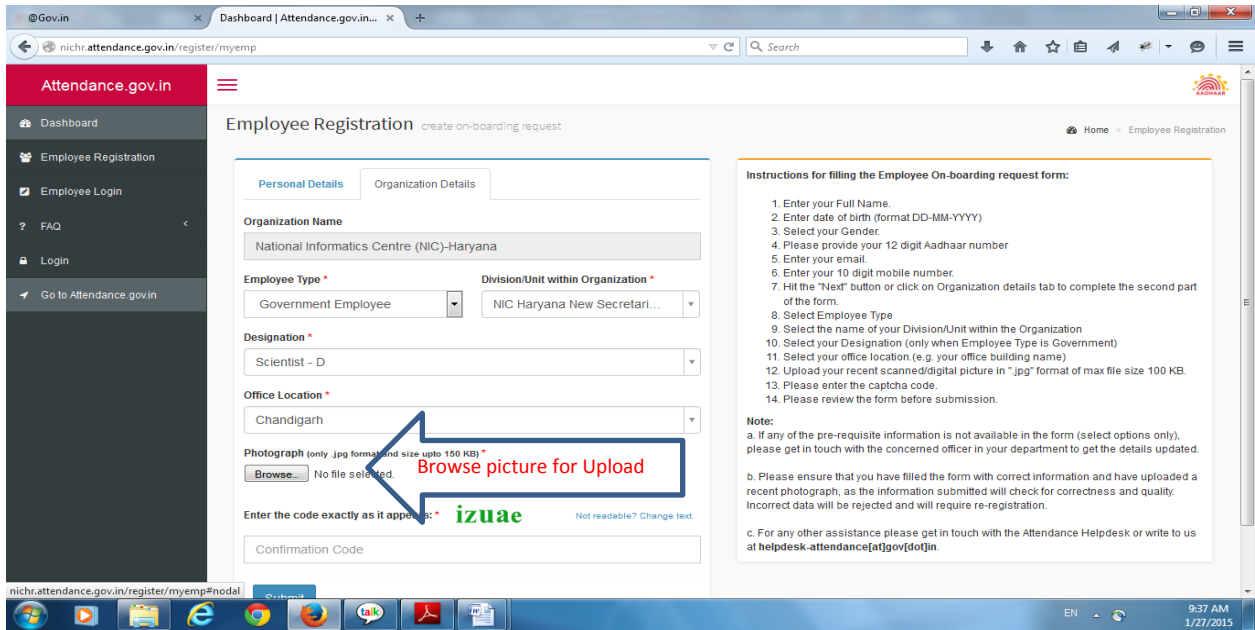
Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select Employee Type
9. Select the name of your Division/Unit within the Organization
10. Select your Designation (only when Employee Type is Government)
11. Select your office location (e.g. your office building name)
12. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
13. Please enter the captcha code.
14. Please review the form before submission.

Note:

- a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.
- c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Screenshot A



Screenshot B

3. A Message as below is after succesful registration of employees. Restarition ID of 8 digits will be generated which is used for attendance purpose. You will also get registration id in your e-mail and mobile which is to be used for attendance purpose.

