HIGH COURT OF UTTARAKHAND, NAINITAL

ORDER

No. : 234/UHC/Admin-A/I.T./2026 Date:November 27,2026

In pursuance of the directions of Hon'ble the Acting Chief Justice, it is hereby ordered that the **Aadhaar Enabled Biometric Attendance System (AEBAS)** shall be implemented in the High Court of Uttarakhand w.e.f. December 1st, 2026 for marking the attendance of all officers and employees of this Hon'ble Court.

2- All concerned officers and employees shall complete the requisite registration/onboarding formalities on the AEBAS portal and ensure that their attendance is marked through the prescribed AEBAS system in accordance with the applicable guidelines and instructions issued from time to time.

3- Attendance shall ordinarily be marked through the AEBAS mobile application using Aadhaar-based Face Authentication. For this purpose, the concerned officers and employees shall install the following applications on their mobile devices, as applicable:

(i) Android Devices: AadhaarFaceRD and AadhaarBAS applications.

(ii) iOS Devices (iPhone): AadhaarFaceRD and AadhaarBAS applications.

The applications shall be downloaded from the respective official Google Play Store/Apple App Store. The latest available versions of the applications shall be used.

4- The procedure for marking attendance is being annexed herewith for reference.

5- The officers and employees shall mark their attendance at the time of arrival in the office and departure from the office, as applicable, and in accordance with the prescribed office timings and the configuration of the AEBAS system. Attendance shall be marked from the designated locations i.e. geo-fencing *(Old Court, CJ Court and Glenthorn)* and other locations as per directions of competent authorities.

6- Officers and employees shall ordinarily mark their attendance through the AEBAS mobile application installed on their own mobile devices. However, in case an officer/employee does not possess a compatible Smartphone or faces any technical difficulty, connectivity issue, application-related problem or any other difficulty in marking attendance through his/her own mobile device, he/she may mark attendance using the mobile phone of the concerned Section Officer/Section In-charge or any other colleague, subject to the prescribed authentication procedure and applicable AEBAS guidelines.

7- All concerned officers and employees shall ensure that their registration details, Attendance ID, mobile number and other requisite particulars are correctly updated in the AEBAS system. Any discrepancy in the particulars, registration-related issue, failure of authentication or technical difficulty in marking attendance shall immediately be brought to the notice of the designated Nodal Officer/AEBAS Support Team for necessary resolution.

8- All Registrars, Principal Private Secretary, Joint Principal Private Secretary, Head Private Secretary, Head Bench Secretary, Joint Registrars, Deputy Registrars, Assistant Registrars, Section Officers and other supervisory officers concerned shall ensure that the officers and employees working under their respective administrative control are duly registered on the AEBAS system and are marking their attendance regularly. They shall also ensure that any issue relating to registration, attendance marking or technical support is promptly brought to the notice of the concerned authorities.

9- The designated Nodal Officer, AEBAS, in coordination with NIC and the concerned administrative sections, shall facilitate the registration/onboarding of officers and employees, verification of employee details, mapping/configuration of office locations and entry points, and resolution of technical issues relating to implementation of the system.

10- All concerned are directed to ensure strict compliance with the above instructions with immediate effect.

By Order of Hon'ble the Acting Chief Justice,

Sd/-
(Kaushal Kishore Shukla)
Registrar General

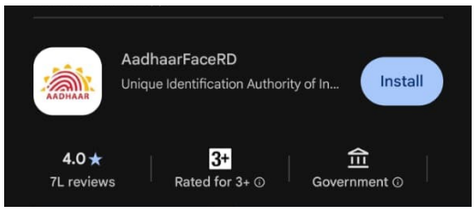
No. 7315/ UHC/Admin-A/I.T./AEBAS/2026 Date: November 27, 2026
Copy forwarded for information and necessary action to:

1. *P.P.S. to Hon'ble the Acting Chief Justice.*
2. *All the Private Secretaries to Hon'ble Judges.*
3. *All the Registrars of the Court.*
4. *Nodal Officer, AEBAS (Joint Registrar-I) of the Court.*
5. *All the Joint Registrars/Deputy Registrars/Assistant Registrars of the Court.*
6. *Joint P.P.S./Head P.S./P.S./P.A. of the Court.*
7. *Head B.S./B.S. of the Court.*
8. *All Section Officers of the Court with the direction to bring the contents of this order to the notice of all officials working under their respective sections.*
9. *OIC-NIC of the Court for necessary technical coordination and support.*
10. *Assistant Registrar (Management) and I/c Management Officer of the Court.*
11. *Guard File.*

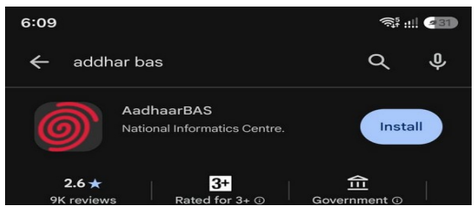
Assistant Registrar (Admin.A)

STEPS FOR REGISTRATION THROUGH ADHAAR BAS (BASE ATTENDANCE SYSTEM)

1. Download **the Aadhaar Face RD** application from the play store of your Android mobile and install it on your mobile.



2. Download **Aadhaar BAS (Base Attendance System) Application from** from the play store of your Android mobile and install it on your mobile.



3. One time Registration on **Aadhaar BAS Application**

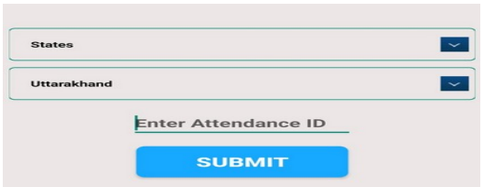
   a. select the department as state.



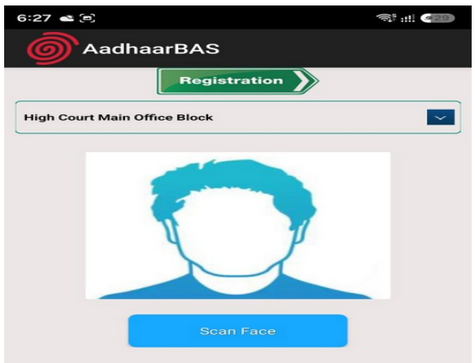


   b. Select the state -Uttarakhand

   c. Enter Attendance ID (which is your last 8 digit of Aadhaar Number) and submit

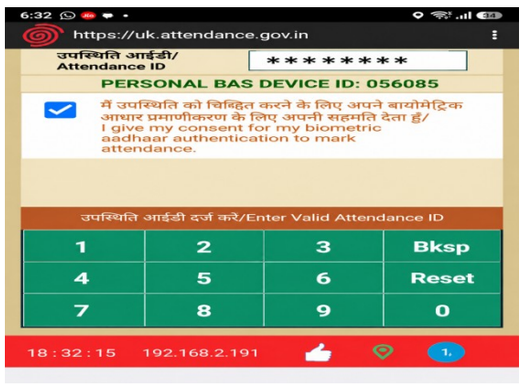


   d. Select entry Point and Scan your face through your mobile front camera and enroll



STEPS FOR MARKING ATTENDANCE ON ADHAAR BAS (BASE ATTENDANCE SYSTEM)

1. **For making attendance open the application Aadhaar BAS fill the attendance ID (which is your last 8 digit of Aadhaar Number) and tick on उपस्थिति चिन्हित करने के लिए अपने बायोमेट्रिक आधार प्रमाणीकरण के लिए सहमति देता हूँ।) I give my consent for my biometric aadhaar authentication to mark attendance.**

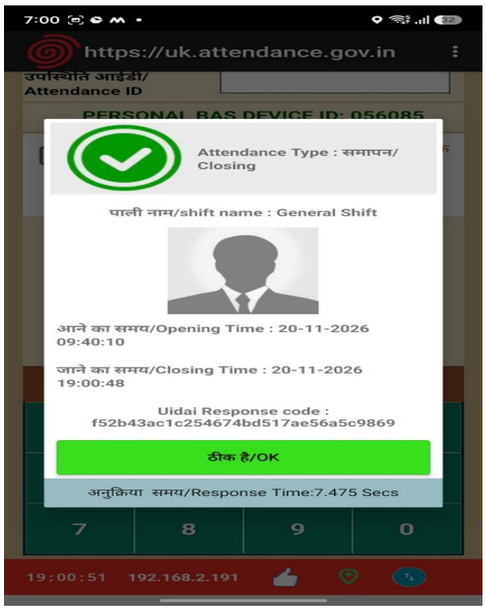


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2. **Scan your face blink eyes and mark your attendance.**



3. **Tap on ठीक है /OK**



---------*END OF MANUAL*---------