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.

@Gov.in × Dashboard Attendance.gov.in × +								- 0	x		
() @ nichr.attendance.gov.in/register/myemp		▼ C Search	+	Â	☆ 自		*	ø	≡		
Attendance.gov.in									ANDHAAR		
Dashboard Employee Registration create of	on-boarding request				æ	Home	> Emplo	yee Regi	stration		
😁 Employee Registration									_		
Employee Login Personal Details Organization Details	ails	Instructions for filling the Emplo	yee On-boardir	ig request	form:						
? FAQ. < Employee Name *	Employee Name *			1. Enter your Full Name. 2. Enter date of birth (format DD-MM-YYYY) 3. Select your Gender.							
Pankaj kumar	pankaj kumar		4. Please provide your 12 digit Aadhaar number 5. Enter your email.								
Date of Birth	Gender*		 Enter your 10 digit mobile number. Hit the "Next" button or click on Organization details tab to complete the second second				nd part (d part of			
Go to Attendance.govin 05-01-1975	Male	 the form. 8. Select Employee Type 									
Enter Aadhaar Number *	Enter Aadhaar Number *		 Select the name of your Division/Unit within the Organization Select your Designation (only when Employee Type is Government) Select your office location (e.g. your office building name) Upload your recent scanned/digital picture in "jop" format of max file size 100 KB. 								
380648445372	380648445372										
E-Mail *	E-Mail*		13. Please enter the captcha code. 14. Please review the form before submission.								
k.pankaj@nic.in	k.pankaj@nic.in		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.								
Mobile No. *	Mobile No. *										
9023477440	9023477440										
		Incorrect data will be rejected an				001033	anu qua	ny.			
Next		c. For any other assistance plea: helpdesk-attendance[at]gov[do		vith the Atte	endance H	Helpde	sk or wri	e to us a	at		
nichr.attendance.gov.in/register/myemp#org					-	-		9-37	AM		
🚱 🖸 📋 😂 🧿 🐸 🏴					EN	- 🕥			/2015		

Screenshot A

@Gov.in × Dashboard Atte	ndance.gov.in × +									- 0	×	
Content attendance.gov.in/register/myemp			⊽ C ⁱ	Q. Search	+	俞	☆ 自		**	ø	=	
Attendance.gov.in 🗮										AD	i i	
Dashboard Employe	e Registration create on-bo	parding request					 Ho 	ome >	Employee	Registra	tion	
Employee Registration			_	Instructions for filling the Employee On-bo	arding r	equest f	orm:					
Employee Login Persona	Personal Details Organization Details			1. Enter your Full Name. 2. Enter date of brith (format DD-MM-YYYY) 3. Select your Gender.								
? FAQ < Organizatio	Organization Name											
Login	National Informatics Centre (NIC)-Haryana			4. Please provide your 12 digit Aadhaar number 5. Enter your email. 6. Enter your 10 digit mobile number.								
✓ Go to Attendance.govin Go to Attendance.govin	ype * ment Employee	Division/Unit within Organization *	•	 Hit the "Next" button or click on Organization details tab to complete the second pa of the form. 				d part	E			
Designation	Designation *			 Select Employee Type Select the name of your Division/Unit within the Organization Select your Designation (only when Employee Type is Government) 								
Scientis	Scientist - D v		*	 Select your office location.(e.g. your office building name) Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB. 								
Office Loca	Office Location *			13. Please enter the captcha code. 14. Please review the form before submission.								
Chandig	Chandigarh		•	Note:								
Photograph	Photograph (only .jpg formationd size upto 150 KB)*			 a. If any of the pre-requisite information is n please get in touch with the concerned offic 								
Browse	Browse picture for Upload			b. Please ensure that you have filled the form with correct information and have uploaded a								
Enter the code exactly as it appends: JZII2 Not readable? Change text.				recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.								
citier ure coue exaculy ds it appends." IZURE Not readable? Change text.			c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk-attendance[at]gov[dot]in.									
Confirmation Code												
nichrattendance.gov.in/register/myemp#nodal												
📀 🖸 🧱 🥭 💿 🖉	۲ 🐢 🔁						EN	- 🕥		9:37 1/27/		

Screenshot B

3. A Message as below is after succesful registration of employees. Registartion ID of 8 digits will be generated which is used for attendance purpose. You will alsoget registration id in your email and mobile which is to be used for attendance purpose.

