



Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu

CIRCULAR

**Sub: Aadhaar Based Biometric System- Compulsory Enrolment thereof
SKUAST-Jammu**

In compliance to Government Order No:35 of -F of 2016 dated 10.02.2016 and to ensure punctuality in all constituent units of SKUAST-Jammu, all employees (teaching/non-teaching) are requested to provide their aadhaar Nos. alongwith other relevant details as per enclosed prescribed proforma positively by **20th of May, 2016** to Dr. Manish Sharma, Nodal Officer (Aadhar Enabled Based Biometric System).

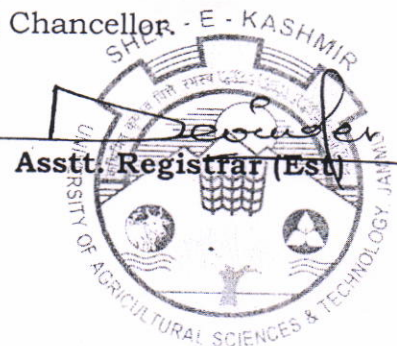
The matter may please be treated as **most urgent**.

Sd/-
Registrar

No : AUJ/Est/16-17/G-600/ 799-860
Dated: 11-05-2016

Copy to:-

- All Officers of the University _____.
- Dean, FoA/FBSc. Chatha/Dean, FVSc & AH, R.S. Pura
- I/C Examinations Cell, SKUAST-Jammu, Chatha
- Chief Scientist, WMRC / FSR, Chatha.
- All HoDs FoA/FBSc. Chatha / FVSc & AH, R.S. Pura.
- I/c, Stations/Sub-stations _____
- All Sr. Scientist & Head, KVKs _____.
- SVC for kind information of the Hon'ble Vice Chancellor.



SKUAST
Jammu

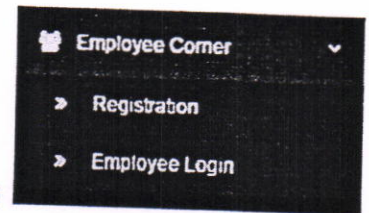
Chatha, Jammu, J & K 180 009, INDIA

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An Institution for sustainable agriculture for food and nutritional security"

"Healthy Soils for a Healthy Life"

Biometric Attendance Authentication System (Employee User Manual)



2. **Employee Corner:** For employee login and registration expand the tab and choose the options for Login and Registration.

2.1 Registration: Read the instructions and fill the registration form.



Employee Registration create on-boarding request

[Home](#) [Employee Reg](#)

Personal Details Organization Details

Employee Name *

Enter Employee Name

Date of Birth

dd----yyyy

Gender *

Gender

Enter Aadhaar Number *

Enter Aadhaar Number

E-Mail *

Enter Email

Mobile No. *

Enter Mobile No.
eg: 9876512345

Next

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 the name of your Organization. It will assist you in completing the name as you key in, if the name is available in our database. If your organization does not list, please get in touch with your Organization's Nodal Officer to get your organization listed.
9. Select Employee Type
10. Enter the name of your Division/Unit within the Organization (you can choose from suggestions)
11. Select your Designation (only when Employee Type is Government)
12. Select your office location (e.g. your office building name)
13. Upload your scanned/digital picture in ".jpg" format of max file size 150KB
14. Please enter the captcha code.
15. Please review the form before submission.

Note:

- a. If your Organization does not feature in the Organization list, please get in touch with your Nodal officer for getting the Organization on-boarded in the Attendance system.
- b. 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.
- 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).